

**CORONAVIRUS ADVISORY  
INFORMATION:**

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**CITY COUNCIL**

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

**PINOLE CITY COUNCIL  
MEETING AGENDA**

**TUESDAY  
June 20, 2023  
5:00 P.M**

**Please note: HYBRID MEETING FORMAT**

**Attend in Person: PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET  
OR**

**Attend VIA ZOOM TELECONFERENCE – Details provided below**

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**How to Submit Public Comments:**

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

**Via Zoom:**

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

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

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

**Webinar ID: 893 3500 0272**

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

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

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

**Written Comments:** All comments received **before 3:00 pm the day of the meeting** will be posted on the City’s website on the agenda page ([Agenda Page Link](#)) and provided to the City Council prior to the meeting. **Written comments will not be read aloud during the meeting.**

Email comments to [comment@ci.pinoles.ca.us](mailto:comment@ci.pinoles.ca.us) Please indicate which item on the agenda you are commenting on in the subject line of your email.

Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

## OTHER 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.pinoles.ca.us](http://www.ci.pinoles.ca.us).

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

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

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

**Note:** Staff reports are available for inspection on the City Website at [www.ci.pinoles.ca.us](http://www.ci.pinoles.ca.us). You may also contact the City Clerk via e-mail at [hbelle@ci.pinoles.ca.us](mailto:hbelle@ci.pinoles.ca.us) .

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

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

**2. LAND ACKNOWLEDGMENT**

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

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

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

**4. CONVENE TO A CLOSED SESSION**

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

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Gov. Code § 54957

Title: City Manager

**B. CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Gov. Code § 54957.6

Agency designated representatives: City Attorney Eric Casher, Human

Resources Director Stacy Shell, Gregory Ramirez, IEDA

Employee Organizations: Pinole Police Employees Association (PPEA),

AFSCME, Local 1, Local 512

**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. 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

## **8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS**

### **A. Proclamations**

1. Independence Day
2. Contra Costa County Poetry Out Loud Champion-- Harper Iles (PVHS Freshman)
3. California High School Speech Association Student of the Year--Sheila McKinney (PVHS Senior)
4. PVHS Boys Soccer
5. Pinole Valley High School Boys Tennis Team
6. Pinole Valley High School Girls Softball Team
7. State Best Girls Athletic Director - Tiffany Valdehueza

### **B. Presentations**

None

## **9. CONSENT CALENDAR**

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

- A. Approve the Minutes of the Regular City Council Meeting on June 6, 2023.
- B. Receive the June 2, 2023 – June 16, 2023 – List of Warrants in the Amount of \$1,479,362.50 and the June 9, 2023, Payroll in the Amount of \$ 558,342.42 (\$486,887.74 Regular Payroll plus \$71,454.68 PD Holiday Pay).
- C. Award a Contract to CSW/ST2 to Complete a Broadband Opportunities Assessment [Action: Adopt Resolution per Staff Recommendation (Mishra)]
- D. Award a Contract to West Yost to Complete a Water Reuse Opportunities Assessment [Action: Adopt Resolution per Staff Recommendation (Mishra)]
- E. Adoption of a Resolution to Provide City Council High School Student Intern Volunteers with a Monthly Stipend [Action: Adopt Resolution per Staff Recommendation (Shell)]
- F. Approve an Unmanned Aerial System (UAS) Policy [Action: Adopt Resolution per Staff Recommendation (Epps)]
- G. Resolution of Support for Assembly Constitutional Amendment (ACA) 4 Regarding Right to Vote While Incarcerated [Action: Adopt Resolution per Staff Report (Rogers)]



- H. Award a Construction Contract for Safety Improvements at Tennent Ave/Pear & Plum St (CIP Project # Ro2304) to Xcel Engineering in the Amount of \$158,322 (CCTA) [Action: Adopt Resolution per Staff Recommendation (Dhillon)]
- I. Adopt a Resolution Declaring Intent for the Levy and Collection of Annual Assessments for the Pinole Valley Road Landscape and Lighting Assessment District (LLAD) for FY 2023/2024, Setting the Date of the Public Hearing, and Approving the Annual Engineer's Report [Action: Adopt Resolution per Staff Recommendation (Mishra)]
- J. Placement of Liens for Delinquent Unpaid Waste Collection Charges Falling Delinquent between January and March 2023, considered at an Administrative Hearing on June 1, 2023 [Action: Adopt Resolution per Staff Recommendation (Stone)]
- K. Adopt a Resolution Establishing the Fiscal Year (FY) 2023/24 Appropriations Limit [Action: Adopt Resolution per Staff Recommendation (Guillory)]
- L. Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget [Action: Adopt Resolution per Staff Recommendation (Guillory)]
- M. Resolution Approving a Tri-City Police Dispatch Services and CAD/RMS Agreement Between the Cities of Pinole, Hercules, and San Pablo and Authorizing the City Manager to Execute the Agreement [Action: Adopt Resolution per Staff Recommendation (Gang)]
- N. Approval of Fiscal Year (FY) 2023/24 Through 2027/28 Five-Year Capital Improvement Plan [Action: Adopt Resolution per Staff Recommendation (Dhillon)]

## 10. PUBLIC HEARINGS

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

- A. Conduct Public Hearing; Waive First Reading of Ordinance Amending Section 15.02.070 "Permitted Hours and Condition of Construction" of the Pinole Municipal Code [Action: Conduct Public Hearing and Waive First Reading of the Ordinance (Casher)]

## 11. OLD BUSINESS

None

## 12. NEW BUSINESS

- A. Updating the Procurement Policy to Require the Use of Union Shops for City Print Work [Action: Receive Report and Provide Direction (Murray)]
- B. Discussion and Possible Direction Regarding the City's Intergovernmental Legislative Review and Action Process [Action: Receive Report and Provide Direction (Murray)]

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

*Open only to members of the public who did not speak under the first Citizens to Be Heard, Agenda Item 6*

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

**14. ADJOURNMENT** to the Regular City Council Meeting of July 18, 2023 in Remembrance of Amber Swartz.

I hereby certify under the laws of the State of California that the foregoing Agenda was posted on the bulletin board at the main entrance of Pinole City Hall, 2131 Pear Street Pinole, CA, and on the City's website, not less than 24 hours prior to the meeting date set forth on this agenda.

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**Heather Bell, CMC**

**City Clerk**

**POSTED: June 15, 2023 at 3:00 pm**

**CITY COUNCIL MEETING  
MINUTES  
June 6, 2023**

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

The City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murphy called the Regular Meeting of the City Council to order at 5:01 p.m. and led the Pledge of Allegiance.

**2. LAND ACKNOWLEDGEMENT**

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

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

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

**A. COUNCILMEMBERS PRESENT**

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

**B. STAFF PRESENT**

Andrew Murray, City Manager  
Eric Casher, City Attorney  
Heather Bell, City Clerk  
Markisha Guillory, Finance Director  
Sanjay Mishra, Public Works Director  
Misha Dhillon, Capital Improvement and Environmental Program Manager  
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on Thursday, June 1, 2023 at 4:30 p.m. with all legally required written notices. No written comments had been received in advance of the meeting but there had been a correction memorandum for Consent Calendar Item 9J which had been distributed to staff, the City Council, posted online, printed and made available at the back of the dais.

City Clerk Bell also reported there had been two requests from Council members to attend the meeting remotely. In accordance with the Brown Act and Assembly Bill (AB) 2449, each Council member was asked to briefly describe the reason for being absent and identify whether there were people in the room with them over 18 years of age. Following that the City Council would vote whether or not to approve the remote attendance.

Council member Sasai reported he was recovering from a respiratory illness and was attending remotely with no one in the room under or over 18 years of age.

Council member Martinez-Rubin reported she was providing caretaking to a family member and there was no one in the room with her.

**ACTION: Motion by Mayor Pro Tem Toms/Council member Tave to approve the remote attendance of Council members Martinez-Rubin and Sasai.**

|              |                 |                                                  |
|--------------|-----------------|--------------------------------------------------|
| <b>Vote:</b> | <b>Passed</b>   | <b>5-0</b>                                       |
|              | <b>Ayes:</b>    | <b>Murphy, Toms, Martinez-Rubin, Sasai, Tave</b> |
|              | <b>Noes:</b>    | <b>None</b>                                      |
|              | <b>Abstain:</b> | <b>None</b>                                      |
|              | <b>Absent:</b>  | <b>None</b>                                      |

Following an inquiry, Council member Tave reported he would have a potential conflict of interest with Item 12A and pursuant to advice from the City Attorney he would step down from the dais and abstain from the discussion.

**4. CONVENE TO A CLOSED SESSION:** None

*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.*

**5. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION:** None

**6. CITIZENS TO BE HEARD (Public Comments)**

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

Rafael Menis, Pinole, expressed his disappointment with the Contra Costa County Health Department and possibly the statewide mandate with respect to a website he used to provide updates on the Coronavirus to the community that was no longer available. The state website only provided weekly updates covering the entire State of California with the latest update from May 30, 2023. He understood that may be due to the cessation of the pandemic emergency and reduced funding, but he found it disappointing, a loss of transparency, unfortunate and a harm to the community.

Mr. Menis otherwise reminded everyone that Pride Day would be celebrated on June 11, 2023 from 12:00 Noon to 3:00 p.m. at Fernandez Park and he hoped everyone could attend and celebrate the recognition of Pride, Juneteenth and the 120<sup>th</sup> anniversary of the City of Pinole.

## 7. REPORTS & COMMUNICATIONS

### A. Mayor Report

#### 1. Announcements

Mayor Murphy was glad the City would be holding its Inaugural Pride event on June 11, 2023 from 12:00 Noon to 3:00 p.m. at Fernandez Park. He reported he had the opportunity to speak with local news about the excitement of the event and stated there was more information on his social media channels and on the City of Pinole's social media channels. He encouraged and invited the public to attend the event, which would also recognize the City's 120<sup>th</sup> Anniversary and Juneteenth

Mayor Murphy also reported on the upcoming Wildfire Prevention Town Hall scheduled for June 17, 2023 from 10:00 a.m. to 12:00 p.m. in the Council Chambers, with the City of Pinole to partner with the Contra Costa County Fire Protection District (CCCFPD) and with the public invited to attend.

### B. Mayoral & Council Appointments: None

### C. City Council Committee Reports & Communications

Mayor Pro Tem Toms reported that along with a number of League of California Cities elected officials there had been a meeting with Assemblymember Buffy Wicks that included a discussion on proposed legislation, the results of some past legislation and the impacts to cities such as the challenges with the Housing Element certification requirements. She had also attended a Pinole-Hercules Wastewater Subcommittee meeting with a discussion of the budget and increase in chemical costs and had the opportunity to attend the West Contra Costa County Family Justice Center (WCCFJC) fundraiser event. She had been impressed with this County asset for families going through crises and she asked that WCCFJC resources be linked to the City's website.

Mayor Pro Tem Toms had also attended the Industrial Association Lunch where an update had been provided by four cities on what they were doing both in economic growth and in housing. Further, the East Bay Hills Wildfire Prevention Program had been reviewed by the associated subcommittee, with the program having gone through all of the attorneys for the various jurisdictions that would be party to the program. The next step was to bring a Draft Memorandum of Understanding (MOU) to a full committee and thereafter to the cities to sign on or further discuss, which was expected to be presented in the next two months.

Council member Tave reported he had attended the West Contra Costa Transportation Advisory Committee (WCCTAC) meeting and briefed the City Council on the discussions about bicycle and pedestrian safety on the Richmond Parkway along with a presentation on the Richmond Parkway Transportation Plan. He had also attended the Pinole-Hercules Wastewater Subcommittee meeting and briefed the City Council on the discussions.

Additionally, Council member Tave reported the Mayor Pro Tem was now a member of the Association of Bay Area Governments (ABAG) for the Mayors' Conference which was a great opportunity for the City of Pinole.

Council member Martinez-Rubin reported she too had joined some of the elected officials to meet with Assemblymember Wicks to get a sense of what support the Assemblymember could provide East Bay cities given recent housing legislation, and at which time a request had been made for continuous funding to address homelessness. Also, along with Council member Sasai and the Assistant to the City Manager, they had met as the City Seal and Logo Subcommittee to continue discussions on the redesign of the City seal. She thanked staff for the dedicated page on the City website which highlighted the history of the City seal as well as a link to the survey launched in mid-May that would remain open for public input. She had also attended an all-day conference on the Inflation Reduction Act (IRA) and she summarized the discussions.

Due to technical difficulties with the cable broadcast, Mayor Murphy declared a recess at 5:20 p.m. to allow Pinole Community Television (PCTV) staff to try to resolve the matter.

The City Council meeting reconvened at 5:41 p.m. with all Council members present in-person and via Zoom.

Council member Sasai reported the City Seal and Logo Subcommittee had met and the community survey remained open. He encouraged the members of the City Council to share the information with their constituents, with more information on the City website. He also reported he had recently hosted a tour of City Hall for the Ellerhorst Elementary School four through sixth grades Student Council, with photographs of the tour displayed at this time. He thanked City staff who had participated in the tour and explained their specific roles in City government. He hoped this would be the first of many City Hall tours.

#### PUBLIC COMMENTS OPENED

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

#### PUBLIC COMMENTS CLOSED

#### D. Council Requests for Future Agenda Items

Council member Martinez-Rubin requested that staff prepare an informational memorandum for the City Council to help the City Council understand if there was a process to name City structures or facilities for a City resident, as a future agenda item. She wanted to acknowledge legacy residents in a way beyond a proclamation or certificate and commented that some of the City's streets had been named after pioneering families. She understood staff would have to conduct some research and spend some time preparing this request.

Mayor Pro Tem Toms reported the City had an existing Naming Policy and a process in place and she and Council member Tave served on the Subcommittee.

Council member Martinez-Rubin expressed the willingness to work with the City Manager on her ideas.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

E. City Manager Report / Department Staff

City Manager Murray reiterated the Inaugural Pinole Pride celebration would be held on June 11, 2023 from 12:00 to 3:00 p.m. at Fernandez Park; the City of Pinole would host the CCCFPD Open House on Wildfire Preparedness and Safety on June 17, 2023; and that same morning a Flag Raising Ceremony in recognition of Filipino Independence Day along with the Annual Pinole Car Show to be held on June 25, 2023.

City Manager Murray also provided an overview of the tentative agenda items for the June 20, 2023 regular City Council meeting and provided a monthly update on street maintenance. He reported the City had used four tons of cold mix asphalt for pothole repairs throughout the City, asphalt patching with five tons of asphalt, but cracked sealing or painting had not been done since City staff was gearing up to do that work during the summer months.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

F. City Attorney Report: None

At this time the monthly video Mayoral Update was presented to the City Council and members of the public with the Mayor expressing his appreciation to PCTV staff for preparing the video each month as part of the City's Community and Engagement Plan.

Mayor Murphy returned to Item 7A and welcomed any public comment.

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, requested the following future agenda items: invitation to Danny Wong or representative to provide a report on the Port of Oakland's plans for the port as it comes out of the pandemic; invitation to Sabrina Landreth, General Manager, East Bay Regional Parks District (EBRPD) to provide an update on EBRPD programs in the upcoming months; and direct staff to look at cities in West County in terms of how they conducted their City Council meetings. As an example, for the City of Richmond each Councilmember was allowed five minutes to speak.

PUBLIC COMMENTS CLOSED

**8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS**

**A. Proclamations**



1. Juneteenth

The City Council read into the record a proclamation recognizing June 19, 2023 as Juneteenth.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, explained that his comments were for Items 8A(1) and 8A(2) and that liberation, pride and being able to be fully who one was and accomplish what one was able to accomplish was essentially interconnected and suggested they could draw a link between the events and start of Juneteenth to the movements of Pride. He argued that true liberation required recognition that no one was free unless all were free without discrimination, which tied into the core of celebrations for freedom and Pride.

Cordell Hindler, Richmond, invited everyone to the Juneteenth celebration in the City of Richmond scheduled for June 17, 2023. He agreed with the comments from the previous speaker about Pride, which was intended to allow everyone to express themselves and he hoped everyone would be able to express themselves regardless of their sexual orientation. He was proud to support LGBTQ+ rights.

PUBLIC COMMENTS CLOSED

2. Pride

The City Council read into the record a proclamation recognizing the month of June as LGBTQ+ Pride Month.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

3. Filipino Independence Day

The City Council read into the record a proclamation recognizing June 12, 2023 as Filipino Independence Day.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

**B. Presentations:**

1. Pinole Valley High School Debate Team – Indigenous Peoples' Day

Michelle Lamons-Raiford, Advisor/Coach Pinole Valley Forensic Speech and Debate Team, provided a PowerPoint presentation for Indigenous Peoples' Day and a proposed proclamation for the City of Pinole from the Pinole Valley Forensic Speech and Debate Team, and detailed the effort to shake, break and reimagine systemic issues when it came to acknowledging and celebrating the history of people of color, and honoring indigenous ancestors while empowering and amplifying student voices demonstrating the limitless potential students had to impact change. She took the opportunity to express her appreciation to the work of the students who had prepared the Power Point presentation and, in their research, and advocacy of this project.

Elizabeth Duarte, Harper Iles, Gibson Meeker, Sheila McKinney, Ashley Chinwuba, Sophia Lopez, and Renny Snook, members of the Pinole Valley Forensic Speech and Debate Team, continued the PowerPoint presentation which included an overview of land acknowledgement; statistical information for local Indigenous Native Americans; data from the California Department of Education (CDE); request for the City of Pinole to consider a proclamation recognizing October 9, 2023 as Indigenous Peoples' Day; information from a resolution passed by the Board of Education of the West Contra Costa Unified School District (WCCUSD) on April 12, 2023 in recognition of Indigenous Peoples' Day; map data for states that renamed Columbus Day in honor of indigenous peoples and states that recognized the date as a national holiday, along with specific language the Team would like to see in a proposed proclamation for the City of Pinole.

Mayor Murphy recognized the Pinole Valley Forensic Speech and Debate Team as State champions and looked forward to incorporating the proposed proclamation language in a future proclamation. He also encouraged the students to participate in the process for a new City Seal and Logo.

Responding to the Council, Ms. Lamons-Raiford commented they had learned as part of the advocacy proclamations to include native voices, which was why their presentation had included a brief video from Mike Raccoon Eyes Kinney a Native American Elder, although that had been unable to be played during the presentation. She suggested student advocacy and community member advice including input from Native American Elders should be sought when soliciting input on a new City Seal and Logo to ensure the community involved was fully represented.

One of the students emphasized that consent was also important when soliciting input and she would appreciate the City seal and logo spotlight all brown communities, not just Native Americans.

The City Council thanked the Pinole Valley Forensic Speech and Debate Team for the presentation and for its continued work in the community.

The City Council asked staff to schedule the Indigenous Peoples' Day proclamation for the September 19, 2023 Regular City Council meeting so it could be considered prior to the date of recognition and since the City Council routinely canceled the first meeting of the month of October.

At this time the brief video from Mike Raccoon Eyes Kinney, National Vice President, United Urban Warrior Society of the United States and Canada and San Francisco Bay Area Delegate for Inter-Tribal Council of California was played and detailed the efforts to promote human and civil rights for Indian Country and the fact that both organizations had worked closely with the Pinole Valley Forensic Speech and Debate Team. In the video, Mr. Kinney urged the City Council to support the proclamation the students had proposed.

## PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, congratulated the Pinole Valley Forensic Speech and Debate Team as State champions and for sharing their opinions on why the City should adopt the proposed proclamation. He recognized the students' and teachers' hard work and their being united in making the presentation to the City Council for a more inclusive recognition of Indigenous Peoples' Day and he urged the City Council to adopt the proclamation at such time it was proper to do so.

Anthony Vossbrink, Pinole, agreed with honoring indigenous peoples with the City Council's approval of the proclamation. He too recognized the good work of the Pinole Valley Forensic Speech and Debate Team. He otherwise commented the City of Pinole was one of few cities in the Bay Area that had not assigned or honored to embrace the Ohlone people by giving them some formal name recognition of property in Pinole. He suggested the Adobe Road Trail along the creek behind the caretaker's home or some other property along the creek in Pinole should be considered in recognition of the Ohlone people. Or, that the Pinole Historical Society recommend an appropriate site. He challenged the City Council to identify property in Pinole to be named for the Ohlone people prior to consideration of a proclamation in September/October.

## PUBLIC COMMENTS CLOSED

Mayor Murphy again thanked the Pinole Valley Forensic Speech and Debate Team and stated the City's proclamation would be updated with the recommended language. He looked forward to working with the Team on other issues and sharing ideas.

## 9. CONSENT CALENDAR

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

- A. Approve the Minutes of the April 29, 2023 Special Council meeting and the Minutes of the Regular City Council Meeting on May 16, 2023.
- B. Receive the May 12, 2023 – June 2, 2023 – List of Warrants in the Amount of \$1,296,377.94 and the May 26, 2023 Payroll in the Amount of \$467,161.97.
- C. Fiscal Year (FY) 2022/23 Third Quarter Report on Status of Capital Improvement Plan (CIP) Projects **[Action: Receive Report (Mishra)]**
- D. Receive the Quarterly Report on Implementation of the Strategic Plan for Fiscal Year (FY) 2022/23 Third Quarter **[Action: Receive Report (Murray)]**
- E. Receive the Quarterly Report on Implementation of the Greenhouse Gas Inventory and Climate Action and Adaptation Plan for Fiscal Year (FY) 2022/23 Third Quarter **[Action: Receive Report (Whalen)]**

- F. Receive the Fiscal Year (FY) 2022/23 Third Quarter Financial Report **[Action: Receive Report (Guillory)]**
- G. Receive the Quarterly Investment Report for the Third Quarter (Ending March 31, 2023) **[Action: Receive Report (Guillory)]**
- H. Adopt a Resolution Approving the Submittal of Calendar Years 2020 and 2021 Growth Management Program (GMP) Compliance Checklist for Allocation of Fiscal Years 2021/22 and 2022/23 Measure J Local Street Maintenance and Improvement Funds by the Contra Costa Transportation Authority (CCTA) **[Action: Adopt Resolution per Staff Recommendation (Whalen)]**
- I. Second Reading of Ordinance Approving a Military Equipment Use Policy and Approving Renewal of Chapter 2.60 "Military Equipment Policy" of the Pinole Municipal Code **[Action: Waive Second Reading and Adopt Ordinance per Staff Recommendation (Casher)]**
- J. Award a Construction Contract for Hazel Street Storm Drain Improvements (CIP Project #SW1901) **[Action: Adopt Resolution per Staff Recommendation (Dhillon)]**
- K. Adopt a Resolution to Approve a List of Projects for Fiscal Year 2023/24 Funded by SB 1: The Road Repair and Accountability Act of 2017 **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**
- L. Public Communication Plan Regarding City Street Condition and Pavement Management Program **[Action: Receive Report and Provide Direction (Mishra)]**
- M. Resolution Authorizing the City Manager to Execute an Agreement with RSG, Inc., for Assistance with Implementation of Various Economic Development Action Steps in Year 1 of the Adopted Economic Development Strategy **[Action: Adopt Resolution per Staff Recommendation (Whalen)]**
- N. Resolution Authorizing the City Manager to Execute the First Amendment to the Agreement with Strategic Energy Innovations (SEI) to Extend the Climate Fellow Contract by Two Months **[Action: Adopt Resolution per Staff Recommendation (Whalen)]**
- O. Adopt Resolution Authorizing the City Manager to Execute a Second Amendment to a Consulting Services Agreement with Michael Baker International (MBI) to Complete Development Impact Fees Study **[Action: Adopt Resolution per Staff Recommendation (Whalen)]**
- P. Report on How the City is Preparing to Apply for Funds from the Infrastructure Investment and Jobs Act (IIJA) **[Action: Receive Report (Guillory)]**

Council member Sasai requested Item 9I be removed from the Consent Calendar for a separate vote.

## PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced Item 9A and thanked the City Clerk's Office for updating the April 29, 2023 Special Council meeting minutes to more accurately reflect the comments he had made during the meeting. For the minutes of May 16, 2023, he praised the detail for the comments he had made as shown on Page 31 of 829 of the agenda packet. For Item 9C, he praised the charts, as shown on Pages 152 and 153 of 829 of the agenda packet, which visualization was great to show which projects had been delayed and implemented and allowed a comparison across categories and how projects had progressed across time.

Mr. Menis spoke to Item 9F, Page 168 of 829 of the agenda packet and commented he understood the cost of fuel had relatively decreased over the past year as compared to when the budget had been established and amended, and he asked that the statement shown on this page related to the actuals in the expenditure category that were above 75 percent and which included *materials and supplies which were 103 percent of the amended budget primarily due to the purchases of fuel*, be clarified.

For Item 9L, Page 393 of 829 of the agenda packet and the proposed communication plan and implementation schedule shown for June 2023, which stated *develop a dedicated webpage on the City website to host pavement condition reports and visual aids*, Mr. Menis asked whether the City when creating part of a broader public awareness of the Pavement Condition Index (PCI) would consider placing banners or signs near certain areas that would be negatively impacted by pavement conditions, which would make the PCI more concrete to the community in a way it would not necessarily have been on the website.

As to Item 9M, Page 396 of 829, Mr. Menis referenced the Economic Development Strategy (EDS) Action Plan, Table 1: EDS Action Plan Major Initiatives and the plan to take action steps over multiple years and the recommendation to hire a consultant to implement the various action steps, and asked whether that meant the City would not continue expenditures for an Economic Development Director position after Fiscal Year 2023/24 or whether the nature of that role had changed so that hiring would be appropriate at that time.

For Item 9P, Page 463 of 829 of the agenda packet, Mr. Menis asked if the City had completed a Broadband Study whether that would have made the City eligible for funds for the broadband funding portion of the Infrastructure Investment and Jobs Act (IIJA), as shown on Page 462 of 829. Page 469 of 829 of the agenda packet, he asked whether the City planned to apply for funds from the Bridge Replacement, Rehabilitation, Protection and Construction Program or any other grant programs related to bridge repair to fill in the still substantial needs for the replacement of the San Pablo Bridge between Pinole and Hercules and other bridges in Pinole that needed repair.

As to Pages 484 and on, Mr. Menis noted many of the deadlines related to the grant opportunities were during the months of February and March, with some deadlines still available in the summer of 2023 as shown on Page 490 of 829 of the agenda packet. He asked if the City planned or whether it would be able to apply for funds if not past the grant deadline pursuant to the dates as shown for the 2023 Calendar of Upcoming Funding Opportunities on Pages 488 through 491 of 829 of the agenda packet.

Mayor Murphy commented that Mr. Menis had a number of questions and he asked that he submit his comments in writing via email to staff to allow staff to respond.

PUBLIC COMMENTS CLOSED

**ACTION: Motion by Mayor Pro Tem Toms/Council member Tave to approve Consent Calendar Item 9I, as shown.**

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

**ACTION: Motion by Mayor Pro Tem Toms/Council member Tave to approve Consent Calendar Items 9A through 9H and Items 9J through 9P, as shown.**

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

**10. PUBLIC HEARINGS**

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

- A. FY 2022/23 Annual Review of Utility Users' Tax and Adoption of a Resolution Modifying Household Income Eligibility Thresholds for Utility Users' Tax Exemptions for FY 2023/24 [Action: Adopt Resolution per Staff Recommendation (Guillory)]

Finance Director Markisha Guillory provided a PowerPoint presentation on the Fiscal Year (FY) 2022/23 Annual Review of Utility Users' Tax (UUT) which included an overview of the UUT background; annual review process; total UUT collections over the past ten years; UUT gas and electricity collections; UUT telephone communications collections; UUT exemption guidelines and the recommended changes to the income exemptions thresholds.

Finance Director Guillory recommended the City Council adopt a resolution modifying Household Income Eligibility Thresholds for UUT Exemptions for FY 2023/24

Council member Tave asked of the number of people on the current program and Finance Director Guillory reported the City received a list of households on an annual basis but did not have that figure at this time and would get back to the City Council.

Council member Sasai asked how exemptions had been determined for those households which had not used the California Alternative Rates for Energy (CARE) program administered by PG&E as a basis to determine exemptions from the UUT, to which Finance Director Guillory advised PG&E had its own set of guidelines and some cities administered their own exemption programs. She understood most cities used PG&E’s CARE Program as the guideline.

Mayor Murphy asked of the number of Pinole households that were on the CARE Program and Finance Director Guillory clarified that only those households exempt from the UUT could be shared and she could provide that list to the City Council.

PUBLIC HEARING OPENED

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

PUBLIC HEARING CLOSED

**ACTION: Motion by Mayor Pro Tem Toms/Council member Martinez-Rubin to modify the household income eligibility thresholds for exemptions from the Utility Users’ Tax for FY 2023/24.**

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

11. OLD BUSINESS

- A. Revised Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget [Receive Report and Provide Direction (Guillory)]

Finance Director Guillory provided a PowerPoint presentation for the Revised Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget which included an overview of the key dates for the budget, Capital Improvement Plan (CIP), and Long-Term Financial Plan (LTFP) Development; Structurally Balanced Budget Policy; FY 2023/24 Revised Proposed Budget Highlights; FY 2023/24 General Fund Baseline Budget; FY 2023/24 General Fund Revised Proposed Budget; Summary Fund Balances; FY 2023/24 Revised Proposed – All Funds and the results of the Balancing Act – Community Budget Priorities Survey.

Finance Director Guillory identified the next steps in the process including staff review of Council member changes, if any, and recommended the City Council review the Revised Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget and provide any changes to be incorporated into the Final Proposed version, to be presented to the City Council on June 20, 2023.

Council member Tave requested clarification of how the previously shown budget shortfall had been eliminated and Finance Director Guillory explained that staff had gone back to all of the City Departments which had been asked to review all expenditures to determine whether there was any room to reduce the shortfall. Staff had also worked with the CCCFPD on its contract agreement and after fine tuning and review, savings had been found to reduce the shortfall.

Council member Martinez-Rubin found the fund balance to be striking when compared to three years ago, and appreciated the explanation of how the funds had been allotted. She was pleased there was a structurally balanced budget allowing funds for ongoing expenditures but commented that in years prior, such as in 2018, having several million in the General Fund Balance as discretionary funds had provided some comfort, although there was a temptation to use those funds since they were there. She now appreciated the careful budgeting to anticipate more realistic expenses each year and because those discretionary funds would not likely be available for the next few years. She asked how to start to rebuild the General Fund discretionary funds and as time moved on suggested there may be projects that had not been considered and there would be more discussion in the future about increasing revenues. She asked how healthy it was to have less than a million in the General Fund Balance.

Finance Director Guillory clarified that staff would be looking at various funding opportunities for CIP projects, particularly as part of the LTFP, and staff was working with the consultant to build out the long-term strategy for the LTFP. In the interim, funds had been earmarked for the CIP projects up front to cover the total costs of the project, but if the projects were not done and the City was in the same position this time next year when working on the budget and rebuilding the CIP, staff would reevaluate again. Staff did not anticipate \$9 million in the Unassigned Fund Balance being used in the current budget year but wanted to make sure the funding in the CIP was earmarked. If something was to come up throughout the year, the City Council may take a look at what was available and make adjustments.

City Manager Murray added that based on City Council feedback and public finance best practices, the Revised Proposed Budget included a different accounting treatment of capital projects, which explained a large portion in the decrease in the available fund balance. The Revised Proposed Budget encumbered the full cost of a multi-year capital project all in this first year. While the General Fund balance had been diminished to just a little under one million due to the accounting treatment of the budget that meant everyone understood that when the City Council made a commitment to move forward with a General Fund supported capital project, all of that funding had been put aside. The reduction was a relatively recent change that had been implemented and which could be expounded and explained further in the staff report for the Final Proposed Budget.

City Manager Murray clarified that funding would still be set aside for multi-year projects that may not end up playing out as scheduled, with those resources still available for the City Council to redeploy if it wanted to. He pointed out the City Council had already taken the prudent and safe step of establishing a robust General Reserve which was the source of protection against unforeseen expenditures and a decrease in sources of revenues.

Council member Martinez-Rubin thanked staff for the explanations and commented that having a certain level of Unassigned Fund Balance was not the indicator of a healthy municipal budget but with the dedicated staff time, City Council and public review of the budget allowing review overall where the City was to ensure Pinole did not experience what other cities had faced in the past and which she wanted to avoid, a budget where the City was unable to pay its bills. She recognized the process to develop the budget had been refined over the last few years and this was the third time this budget had been presented to the City Council. She appreciated the education on how the budget worked and that staff had provided modifications gradually allowing the City Council ample time to understand those modifications.



PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced Page 528 of 829 of the agenda packet and identified a failed line break on the page and the need to correct the reference to Council member Swearingen under the photograph for Council member Sasai; to Page 566, he asked for clarification on the deficit balance for the Gas Tax Fund (Fund 200) and questioned how there could be a deficit balance in a restricted fund; to Page 567, he requested clarification for the day camp expenditures which as shown were ten times the revenues in the final year of its operation; to Page 587, the columns for FY 2022/23 Revised Budget adjacent to 2023/24 Proposed Budget made it easier to read the chart as compared to other graphs and charts in the budget document; to Page 607, he sought clarification of Fund 4710X; and to Page 650, Major Non-Personnel Expense Details, he requested clarification of Fund 42201, Office Expense and Fund 42514 Special Department Expense.

PUBLIC COMMENTS CLOSED

Finance Director Guillory stated she would get back to Mr. Menis with responses to his comments.

**ACTION: Motion by Mayor Pro Tem Toms/Council member Martinez-Rubin to direct staff to bring back the Revised Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget as the Final Proposed Budget at the next City Council meeting scheduled for June 20, 2023.**

|              |                 |                                                  |
|--------------|-----------------|--------------------------------------------------|
| <b>Vote:</b> | <b>Passed</b>   | <b>5-0</b>                                       |
|              | <b>Ayes:</b>    | <b>Murphy, Toms, Martinez-Rubin, Sasai, Tave</b> |
|              | <b>Noes:</b>    | <b>None</b>                                      |
|              | <b>Abstain:</b> | <b>None</b>                                      |
|              | <b>Absent:</b>  | <b>None</b>                                      |

- B. Revised Proposed Fiscal Year (FY) 2023/24 Through 2027/28 Five-Year Capital Improvement Plan [**Action: Receive Report and Provide Direction (Dhillon)**]

Misha Dhillon, Capital Improvement and Environmental Program Manager, presented a PowerPoint presentation on the Revised Proposed Fiscal Year (FY) 2023/24 Through 2027/28 Five-Year Capital Improvement Plan, which included an overview of The Preliminary Proposed CIP that contained 32 capital projects and nine infrastructure assessments in the project categories of facilities, parks, sewers, stormwater, streets & roads and infrastructure assessments, as shown in the June 6, 2023 staff report.

Ms. Dhillon highlighted the (FY) 2023/24 Through 2027/28 Five-Year Capital Improvement Plan schedule and budget summary for all sources by fund. The Final Proposed CIP would be presented to the City Council on June 20, 2023. She welcomed any feedback from the City Council.

Council member Sasai referenced CIP RO1714 – Safety Improvements at Appian Way and Marlesta Road and clarified with Ms. Dhillon the last sentence in the description for the project should be corrected to read: *In October 2022, City Council awarded a construction contract to Gruendl Inc.* He expressed his hope the project would be completed before the end of the calendar year.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced Page 738 of 829 of the agenda packet and noted the matrix had not considered operational need and he asked whether the matrix would be updated to include that information.

PUBLIC COMMENTS CLOSED

Public Works Director Sanjay Mishra explained that the criteria for the matrix had been discussed and the information Mr. Menis had requested would be included in the next round when CIP projects were evaluated.

**ACTION: Motion by Mayor Pro Tem Toms/Council member Sasai to direct staff to bring back the Revised Proposed Fiscal Year (FY) 2023/24 Through 2027/28 Five-Year Capital Improvement Plan, subject to the correction as noted by Council member Sasai, in a final form.**

|              |                 |                                                  |
|--------------|-----------------|--------------------------------------------------|
| <b>Vote:</b> | <b>Passed</b>   | <b>5-0</b>                                       |
|              | <b>Ayes:</b>    | <b>Murphy, Toms, Martinez-Rubin, Sasai, Tave</b> |
|              | <b>Noes:</b>    | <b>None</b>                                      |
|              | <b>Abstain:</b> | <b>None</b>                                      |
|              | <b>Absent:</b>  | <b>None</b>                                      |

Council member Tave reiterated he would abstain from the conversation related to Item 12A, pursuant to advice from the City Attorney and in an abundance of caution. He stepped down from the dais at this time.

**12. NEW BUSINESS**

- A. Procurement Process for Successor Solid Waste and Recyclables Franchise Agreement [Action: Receive Report and Provide Direction (Dhillon)]**

Ms. Dhillon provided a PowerPoint presentation on the Procurement Process for Successor Solid Waste and Recyclables Franchise Agreement, which included an overview of the Franchise Agreement with Richmond Sanitary Services (RSS) that would expire on June 30, 2025. RSS had been acquired by Republic Services, with an exclusive right and privilege to collect and deliver for disposal, recycling or processing of solid waste for residential and commercial customers. The City needed to decide what course to take to arrange its next Franchise Agreement.

Ms. Dhillon added the final disposition of collected solid waste and recyclables was handled by Republic Services through a Post-Collection Recycling and Disposal Services Agreement (PCA) with RecycleMore, which would also expire on June 30, 2025, and she reported that RecycleMore was also considering what course to take to establish a successor PCA. Options for consideration included an extension or new Franchise Agreement with Republic Services, an initial negotiation with Republic Services and if an agreement could not be reached then competitive procurement, a competitive process for the City of Pinole exclusively, a competitive procurement process for Pinole and some combination or other West County jurisdictions or solicitation assistance from a consultant to advise the City on what procurement process to undertake.

Council member Martinez-Rubin reported that at the invitation of Republic Services Community and Government Affairs Manager Bielle Moore, she had accepted an invitation to meet with her and the General Manager for Republic Services to hear their perspective on this agenda item.

Mayor Pro Tem Toms reported she had also met with the General Manager and the Community and Government Affairs Manager for Republic Services to discuss the agenda item. As to the possible options, she asked whether the option to solicit assistance from a consultant to advise the City on what procurement process to undertake would be a consultant already on-board with other jurisdictions or involve a separate procurement.

Ms. Dhillon advised the City did not have a consultant on-board for this process.

Mayor Murphy reported he too had met with the Republic Services Team to learn more about their perspective on this issue.

#### PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, suggested taking part in a competitive procurement process with other jurisdictions would best enable the City to leverage its collective strengths and allow for more competitive bidding and he recommended the City Council consider that process. He asked whether it would be possible in a future franchise agreement for the City to include the cost of road damage caused by recycling trucks as part of the franchise agreement fees given that recycling and garbage trucks were the heaviest vehicles traveling on many of the non-arterial residential roadways contributing a disproportionate amount to road damage.

Sean Moberg, General Manager Hauling, LC, Republic Services, thanked the City of Pinole for the opportunity to serve as the City's trash hauler for the past 25 years since he had been the General Manager, and commented on the long history of Republic Services providing services to the City of Pinole. He referenced the review and analyses performed by the Public Works Department and suggested the best option for the City was the expansion of the existing franchise agreement with the City, and allowing Republic Services to meet and negotiate an extension with enough time to reach an agreement where the City could still consider a Request for Proposal (RFP) process if necessary. He added there was no guarantee the City would achieve a better agreement through the competitive bidding process, which was a long process that could yield higher rates and costs as part of any competitive bidding process. In addition, he pointed out the City of Pinole had not experienced any performance issues with Republic Services as it had with Richmond Sanitary Services, and Republic Services had a long history of successful performance.

Mr. Moberg commented that over the past 25 years, he had negotiated successfully three amendments with a robust amendment negotiated with the City in 2013, and he had been part of negotiations with all three major cities in West County as part of post-collection agreements. He suggested success was eminent and both the City of Pinole and Republic Services could achieve that in a short period of time. He further commented that Senate Bill (SB) 1383 would have major impacts with unfunded costs that needed to be discussed and Republic Services had experience and it would be advantageous for the City of Pinole to negotiate to minimize the rate impacts related to SB 1383. He added Republic Services' employment base included residents of West County.

Vincent Salimi, Pinole, former Board member of RecycleMore, questioned why the City would change something that worked. Republic Services had been providing services at competitive rates and he strongly recommended the City Council extend its existing franchise agreement with Republic Services for the following reasons. The current franchise agreement required no California Environmental Quality Act (CEQA) review and if the City moved toward a new RFP CEQA review would be required and increase the costs of services; state mandates as part of SB 1383 and Assembly Bill (AB) 939 were already being implemented by Republic Services and if the City were to choose a new hauler it would increase the costs of those mandates for the City of Pinole; rate increases for the existing franchise agreement had been around three percent for the past few years and with increasing inflation a new RFP would increase the cost of services to catch up with inflation; creating a new market for a new hauler with possibly more employees and truck traffic to service the area would increase the cost of services to Pinole; new routes may have to be implemented; a new transfer station, composting and recycling facility may be required to be funded outside of the county but was already provided by Republic Services; and added gas transmissions and increased traffic and increased taxes and a new RFP would create a lot of risk with a new hauler with a number of unknowns increasing the cost of business. A new RFP could also increase customer rates as much as 27 percent. He strongly recommended the City Council extend its existing franchise agreement with Republic Services and once completed suggested other neighboring cities would enjoy the benefits by implementing the “me too” clause.

#### PUBLIC COMMENTS CLOSED

Mayor Pro Tem Toms commented on her knowledge of AB 939 when it had been rolled out in Solano County and she was aware of the investment haulers had made to comply with the laws associated with that measure. For that reason, she recommended the City consider negotiating an extension of the Franchise Agreement with Republic Services, and if an agreement could not be reached, then consider an RFP. She noted Republic Services had an investment in assets already in Pinole and in the region already, including the carts that belonged to Republic Services, and ratepayers would have to pick up that cost with another hauler. There was an organics processing facility located in North Richmond, which was an asset residents could take advantage of through the current service. There were local employees including Pinole residents who worked for Republic Services. She was not confident the City would get any more competitive proposals as part of an RFP but if it did, the cost of having a hauler out of the area, such as from the City of Oakland as an example, and one who drove diesel trucks from another site to Pinole and up to Altamont to dispose of the waste would result in a lot of Vehicle Miles Traveled (VMTs) and Greenhouse Gas (GHGs) emissions.

Mayor Pro Tem Toms suggested it made sense to work with someone who was already working locally and working well and for those reasons she offered a motion for the City Council to work on an extension or new Franchise Agreement with Republic Services.

Mayor Murphy seconded the motion.

On the motion, Council member Martinez-Rubin commented Republic Services was an established business with performance a positive and she was unaware of any reasons not to continue with Republic Services. As a resident of Pinole and ratepayer, rates would increase over time due to cost-of-living increases. Given the agreement linked to the City website and to the staff report, there were specific ways the City had negotiated a contract in the past that benefitted ratepayers, which was consistent with what the City’s contract allowed.

Council member Martinez-Rubin noted that earlier in the year when discussing possible revenue sources, there had been a discussion of franchise fees, as an example, of something that the current hauler paid, which could be discussed in negotiations with Republic Services and which may not possibly happen with haulers that did not have the experience with Pinole as part of an RFP process. She added that was something that could be emphasized with Republic Services, which was aware of Pinole's commercial structures and waste hauling that was different from other jurisdictions and to be taken into consideration in the formulas based on the tons of waste to be hauled away that must be discussed as to how that affected Pinole. She supported an extension of the existing franchise agreement with Republic Services and updating it as needed.

Council member Sasai reported he too had met with the Community and Government Affairs Manager for Republic Services and after hearing Republic Services' point of view and options City staff offered for consideration, the option offered by the Mayor Pro Tem was the most cost-effective option. He agreed with the concerns with the potential increase in GHGs and agreed with the benefits of working with a member of the local community.

**ACTION: Motion by Mayor Pro Tem Toms/Mayor Murphy for the City Council to work on an extension or new Franchise Agreement with Republic Services and if there was no resolution then consider going out for a competitive procurement.**

|              |                 |                                            |
|--------------|-----------------|--------------------------------------------|
| <b>Vote:</b> | <b>Passed</b>   | <b>4-0-1</b>                               |
|              | <b>Ayes:</b>    | <b>Murphy, Toms, Martinez-Rubin, Sasai</b> |
|              | <b>Noes:</b>    | <b>None</b>                                |
|              | <b>Abstain:</b> | <b>Tave</b>                                |
|              | <b>Absent:</b>  | <b>None</b>                                |

Council member Tave returned to the dais.

**B. Senior Center Interior Upgrades [Action: Receive Report and Provide Direction (Mishra)]**

Public Works Director Mishra presented the staff report and explained that CIP Project # FA2202 – Senior Center Modernization had been included in the proposed FY 2023/24 Through 2027/28 CIP at a cost of \$260,000, and included some, but not all of the interior facility and kitchen updates listed in the June 6, 2023 staff report. The City Council may include in Project # FA2202 all the interior and kitchen updates listed by directing staff to update the capital project's scope and increasing the project's budget to \$320,000 in the final proposed FY 2023/24 Through 2027/28 CIP. He welcomed direction from the City Council.

Mayor Pro Tem Toms asked whether this request would impact the unallocated funds in the budget and Public Works Director Mishra confirmed that was the case.

Mayor Pro Tem Toms asked if this funding request was approved by the City Council whether it would be reflected in the Final Proposed Budget, and Public Works Director Mishra clarified the amount had not been included in the Revised Proposed Budget but would be included in the Final Proposed Budget if approved by the City Council.

Council member Tave clarified the additional \$60,000 in funds would provide the additional upgrades in the kitchen that had been requested by City staff and Council member Tave during a walk-through of the facility in 2021, at which time potential interior upgrades had been identified to make the building more attractive and marketable for private events, as shown in the staff report. The \$60,000 remained an estimate and no quotes had been received for the items listed.

Mayor Pro Tem Toms commented that some of the upgrades listed could be done under separate contracts and over the next four fiscal years and in the CIP for Fiscal Years 2023/2024 Through 2027/28, and Public Works Director Mishra clarified it would be over two fiscal years and confirmed that the work could be delayed to this time next year upon City Council direction.

Finance Director Guillory clarified the amount of \$71,000 in unallocated funds was the result of the Baseline Budget. The request for an additional \$60,000 was a one-time request to be added to the use of fund balance and would not impact the \$71,000 amount.

Council member Martinez-Rubin asked what fund would be used to make up the difference between the estimate and the additional expenses and Finance Director Guillory explained a portion of the funds were from the General Fund and a portion from the Development Impact Fee Fund.

#### PUBLIC COMMENTS OPENED

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

#### PUBLIC COMMENTS CLOSED

Council member Martinez-Rubin commented this was a situation where there was a facility that needed attention and care and the City needed to address it or earmark available funds now to be used over time. Without the modernization improvements and improvements to the facility, the facility would degrade or not be used as intended. She pointed out the Senior Center was one of a few City facilities that could yield revenue for the City but in its current state it was not attractive to do so. She asked whether the facility was currently being used for private rentals with applicable fees imposed.

City Manager Murray explained that the Senior Center had been closed to private rentals due to the pandemic and had only recently reopened for the Rotary Club Crab Feed Fundraiser. The normal rental rate had not been imposed due to staffing issues. One of the motivations behind researching whether upgrades could be made to the facility was to make it more attractive and appealing to potential renters and regular users. He hoped the facility would be able to impose rental rates that were fair and competitive and he was confident the City would recoup some, if not all, of the proposed investment.

Council member Martinez-Rubin understood the Senior Center drew people from outside the City of Pinole, had been attractive in the past but was not attractive to outside parties based on the fees. She agreed with the modernization upgrades for the intended use of its membership and residents of Pinole and beyond which would be helpful to the City although it remained to be seen whether the City would recoup the investment. She also recognized that if the improvements were delayed it may result in increased costs, labor shortages and shortages in materials.

Mayor Pro Tem Toms offered a motion, seconded by Council member Tave to provide direction to staff to amend the contract for CIP ## FA2202 – Senior Center Modernization, and add \$60,000 of funding for the improvements to the Senior Center, with staff to be cognizant of the time the community really used the Senior Center such as during holidays, Rotary Club Crab Feeds and hosting the Mayors’ Conference and there be coordination around the heavy usage of the Senior Center.

On the motion, Mayor Murphy understood City staff was moving forward with a real estate plan about the Senior Center and an Energy Audit on storage and conservation, and there would be recommendations from those efforts. He asked that staff think about the interior upgrades that could come from those plans and update the City Council on the plans as needed.

Public Works Director Mishra reported that an RFP had been issued for the Energy Audit for energy conservation and storage and would close on July 14, 2023.

City Clerk Bell clarified the motion was to amend the contract but it was intended to “amend” the budget.

**ACTION: Motion by Mayor Pro Tem Toms/Council member Tave to provide direction to staff to amend the budget for CIP ## FA2202 – Senior Center Modernization, and add \$60,000 of funding for the improvements to the Senior Center, with staff to be cognizant of the time the community really used the Senior Center such as during holidays, Rotary Club Crab Feeds and hosting the Mayors’ Conference and there be coordination around the heavy usage of the Senior Center.**

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

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

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

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

Cordell Hindler, Richmond, liked the fact the meeting started earlier at 5:00 p.m. since it allowed the agenda to be accomplished in a timely manner. He reported he had submitted an email to the Finance Director with questions on the budget related to costs to replace furniture for the City Clerk and City Council, the costs associated with a vendor for event planning and expressed the willingness to provide a name of an event planner that was less expensive. He otherwise found some speakers had been cut off from making comments, noted some cities in East County allowed speakers to complete their comments, and the City Council should listen to its constituents, allow speakers to complete their comments and not be cut off.

Mayor Pro Tem Toms asked that the meeting adjourn in recognition that this was the 35<sup>th</sup> year of the disappearance of Amber Swartz.

**14. ADJOURNMENT** to the Regular City Council Meeting of June 20, 2023, *In Recognition of the 35th Year of the Disappearance of and in Remembrance of Amber Swartz.*

At 8:25 p.m., Mayor Murphy adjourned the meeting to the Regular City Council Meeting of June 20, 2023 in Remembrance of Amber Swartz.

**Submitted by:**

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**Heather Bell, CMC**  
**City Clerk**

**Approved by City Council:**





City of Pinole, CA

# 9B WARRANT LISTING

By Vendor Name

Payment Dates 6/2/2023 - 6/16/2023

| Payable Number                                                 | Payment Number | Payment Date | Account Number | Description (Payable)                       | Amount          |
|----------------------------------------------------------------|----------------|--------------|----------------|---------------------------------------------|-----------------|
| <b>Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.</b>         |                |              |                |                                             |                 |
| 2188429                                                        | 102248         | 06/09/2023   | 100-116-42101  | BENEFITS CONSULTING FEES<br>JUNE 2023       | 2,083.37        |
| <b>Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:</b>   |                |              |                |                                             | <b>2,083.37</b> |
| <b>Vendor: 2073 - ALLIED FLUID PRODUCTS CORP</b>               |                |              |                |                                             |                 |
| INV49507                                                       | 102290         | 06/16/2023   | 500-641-44306  | HOSE HYDRO TEST WPCP                        | 427.12          |
| INV49514                                                       | 102290         | 06/16/2023   | 500-641-44306  | PVC HOSE FOR GAS FUEL WPCP                  | 774.39          |
| INV49545                                                       | 102290         | 06/16/2023   | 500-641-44306  | GASKET, RING AND PIN WPCP                   | 545.98          |
| <b>Vendor 2073 - ALLIED FLUID PRODUCTS CORP Total:</b>         |                |              |                |                                             | <b>1,747.49</b> |
| <b>Vendor: 2463 - AMANDA VASQUEZ</b>                           |                |              |                |                                             |                 |
| 06052023                                                       | 102249         | 06/09/2023   | 100-221-42302  | MILEAGE TO POLICE ACADEMY                   | 30.79           |
| <b>Vendor 2463 - AMANDA VASQUEZ Total:</b>                     |                |              |                |                                             | <b>30.79</b>    |
| <b>Vendor: 2672 - ANDREA PENA-PONDOC</b>                       |                |              |                |                                             |                 |
| 05242023                                                       | 102250         | 06/09/2023   | 209-552-36412  | RED HAWK CASINO TRIP<br>CANCELED PSC        | 49.00           |
| <b>Vendor 2672 - ANDREA PENA-PONDOC Total:</b>                 |                |              |                |                                             | <b>49.00</b>    |
| <b>Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC</b>            |                |              |                |                                             |                 |
| 6695C                                                          | 102291         | 06/16/2023   | 100-345-42108  | FERNANDEZ AND PINOLE<br>VALLEY PEST CONTROL | 250.00          |
| <b>Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:</b>      |                |              |                |                                             | <b>250.00</b>   |
| <b>Vendor: ROD01 - ANNETTE RODRIGUEZ</b>                       |                |              |                |                                             |                 |
| 05242023                                                       | 102251         | 06/09/2023   | 209-552-36412  | RED HAWK CASINO TRIP<br>CANCEL PSC          | 98.00           |
| <b>Vendor ROD01 - ANNETTE RODRIGUEZ Total:</b>                 |                |              |                |                                             | <b>98.00</b>    |
| <b>Vendor: ARA01 - ARAMARK UNIFORM SERVICES</b>                |                |              |                |                                             |                 |
| 939388000-05312023                                             | 102292         | 06/16/2023   | 209-552-43804  | LAUNDRY SERVICES WPCP AND<br>PSC            | 230.79          |
| 939388000-05312023                                             | 102292         | 06/16/2023   | 209-552-43804  | LAUNDRY SERVICES WPCP AND<br>PSC            | 213.41          |
| 939388000-05312023                                             | 102292         | 06/16/2023   | 209-552-43804  | LAUNDRY SERVICES WPCP AND<br>PSC            | 213.41          |
| 939388000-05312023                                             | 102292         | 06/16/2023   | 209-552-43804  | LAUNDRY SERVICES WPCP AND<br>PSC            | 213.41          |
| 939388000-05312023                                             | 102292         | 06/16/2023   | 500-641-44410  | LAUNDRY SERVICES WPCP AND<br>PSC            | 389.12          |
| 939388000-05312023                                             | 102292         | 06/16/2023   | 500-641-44410  | LAUNDRY SERVICES WPCP AND<br>PSC            | 457.94          |
| 939388000-05312023                                             | 102292         | 06/16/2023   | 500-641-44410  | LAUNDRY SERVICES WPCP AND<br>PSC            | 409.98          |
| 939388000-05312023                                             | 102292         | 06/16/2023   | 500-641-44410  | LAUNDRY SERVICES WPCP AND<br>PSC            | 388.28          |
| <b>Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:</b>          |                |              |                |                                             | <b>2,516.34</b> |
| <b>Vendor: ARM09 - ARMOUR PETROLEUM SVC/EQUIP</b>              |                |              |                |                                             |                 |
| WO-25102                                                       | 102293         | 06/16/2023   | 100-343-42108  | ANNUAL AIR QUALITY TESTING                  | 1,505.70        |
| <b>Vendor ARM09 - ARMOUR PETROLEUM SVC/EQUIP Total:</b>        |                |              |                |                                             | <b>1,505.70</b> |
| <b>Vendor: ATT01 - AT&amp;T</b>                                |                |              |                |                                             |                 |
| 000019974177                                                   | 102224         | 06/02/2023   | 525-118-43101  | POLICE PHONE                                | 2,877.44        |
| 465677                                                         | 102294         | 06/16/2023   | 100-221-42514  | LEA TRACKING NUMBERS PD                     | 400.00          |
| <b>Vendor ATT01 - AT&amp;T Total:</b>                          |                |              |                |                                             | <b>3,277.44</b> |
| <b>Vendor: 2419 - BARG COFFIN LEWIS &amp; TRAPP, LLP</b>       |                |              |                |                                             |                 |
| 47813                                                          | 102252         | 06/09/2023   | 207-344-42102  | MONSANTO LEGAL MATTER<br>PW                 | 1,298.00        |
| <b>Vendor 2419 - BARG COFFIN LEWIS &amp; TRAPP, LLP Total:</b> |                |              |                |                                             | <b>1,298.00</b> |

## WARRANT LISTING

Payment Dates: 6/2/2023 - 6/16/2023

| Payable Number                                                             | Payment Number | Payment Date | Account Number | Description (Payable)                        | Amount            |
|----------------------------------------------------------------------------|----------------|--------------|----------------|----------------------------------------------|-------------------|
| <b>Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY</b>                       |                |              |                |                                              |                   |
| 0001379281                                                                 | 102295         | 06/16/2023   | 100-112-42514  | LEGAL ADS                                    | 146.70            |
| 0001379281                                                                 | 102295         | 06/16/2023   | 100-112-42514  | LEGAL ADS                                    | 149.40            |
| 0001379281                                                                 | 102295         | 06/16/2023   | 100-112-42514  | LEGAL ADS                                    | 189.90            |
| 0001379281                                                                 | 102295         | 06/16/2023   | 100-112-42514  | LEGAL ADS                                    | 72.00             |
| 0001379281                                                                 | 102295         | 06/16/2023   | 106-342-47205  | LEGAL ADS                                    | 455.40            |
| 0001379281                                                                 | 102295         | 06/16/2023   | 212-461-42514  | LEGAL ADS                                    | 275.40            |
| <b>Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:</b>                 |                |              |                |                                              | <b>1,288.80</b>   |
| <b>Vendor: 1955 - BETTYE HARRIS</b>                                        |                |              |                |                                              |                   |
| 05242023                                                                   | 102253         | 06/09/2023   | 209-552-36412  | RED HAWK CASINO TRIP<br>CANCEL PSC           | 49.00             |
| <b>Vendor 1955 - BETTYE HARRIS Total:</b>                                  |                |              |                |                                              | <b>49.00</b>      |
| <b>Vendor: 2683 - BIG BELLY SOLAR, LLC</b>                                 |                |              |                |                                              |                   |
| 46284                                                                      | 102296         | 06/16/2023   | 214-345-47203  | WASTE BINS PILOT PROGRAM                     | 13,001.17         |
| <b>Vendor 2683 - BIG BELLY SOLAR, LLC Total:</b>                           |                |              |                |                                              | <b>13,001.17</b>  |
| <b>Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS</b>                     |                |              |                |                                              |                   |
| 6525433                                                                    | 102225         | 06/02/2023   | 209-552-43804  | FOOD PROGRAM PSC                             | 884.24            |
| 6526664                                                                    | 102225         | 06/02/2023   | 209-552-43804  | FOOD PROGRAM CREDIT PSC                      | -42.53            |
| 6529708                                                                    | 102225         | 06/02/2023   | 209-552-43804  | DAILY LUNCH PROGRAM PSC                      | 994.05            |
| 6533618                                                                    | 102225         | 06/02/2023   | 209-552-43804  | FOOD PROGRAM PSC                             | 944.91            |
| 6537655                                                                    | 102297         | 06/16/2023   | 209-552-43804  | FOOD PROGRAM PSC                             | 1,064.10          |
| <b>Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:</b>               |                |              |                |                                              | <b>3,844.77</b>   |
| <b>Vendor: BOR02 - BORGES &amp; MAHONEY CO.</b>                            |                |              |                |                                              |                   |
| 144488                                                                     | 102298         | 06/16/2023   | 500-641-44306  | REAGENT AND SAMPLE TUBES<br>WPCP             | 796.08            |
| <b>Vendor BOR02 - BORGES &amp; MAHONEY CO. Total:</b>                      |                |              |                |                                              | <b>796.08</b>     |
| <b>Vendor: 2681 - BUCHANAN COMPANY, INC.</b>                               |                |              |                |                                              |                   |
| 06012023                                                                   | 102254         | 06/09/2023   | 212-462-34232  | REFUND OVERPAYMENT BL23-<br>10727            | 60.00             |
| <b>Vendor 2681 - BUCHANAN COMPANY, INC. Total:</b>                         |                |              |                |                                              | <b>60.00</b>      |
| <b>Vendor: CAL04 - CALCON SYSTEMS, INC.</b>                                |                |              |                |                                              |                   |
| 53767                                                                      | 102299         | 06/16/2023   | 500-641-42107  | SERVICE CALL WPCP                            | 5,840.00          |
| <b>Vendor CAL04 - CALCON SYSTEMS, INC. Total:</b>                          |                |              |                |                                              | <b>5,840.00</b>   |
| <b>Vendor: 2004 - CALIFORNIA BOILER WORKS, INC.</b>                        |                |              |                |                                              |                   |
| 6478                                                                       | 102226         | 06/02/2023   | 500-641-42107  | REPAIRS TO BOILERS WPCP                      | 7,452.79          |
| <b>Vendor 2004 - CALIFORNIA BOILER WORKS, INC. Total:</b>                  |                |              |                |                                              | <b>7,452.79</b>   |
| <b>Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM</b>       |                |              |                |                                              |                   |
| 100000017184245                                                            | 102256         | 06/09/2023   | 100-117-41004  | ANNUAL ACCRUED LIAB MISC<br>CLASSIC          | 122,253.58        |
| 100000017184265                                                            | 102256         | 06/09/2023   | 100-117-41004  | ANNUAL UNFUNDED ACCRUED<br>PEPRA SAFETY FIRE | 137.08            |
| 100000017184274                                                            | 102256         | 06/09/2023   | 100-117-41004  | ANNUAL UNFUNDED ACCRUED<br>PEPRA SAFETY PD   | 859.08            |
| 100000017184283                                                            | 102255         | 06/09/2023   | 100-117-41004  | ANNUAL UNFUNDED ACCRUED<br>MISC PEPRA        | 486.25            |
| 10000017184255                                                             | 102256         | 06/09/2023   | 100-117-41004  | ANNUAL UNFUNDED ACCRUED<br>SAFETY CLASSIC    | 146,841.25        |
| <b>Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:</b> |                |              |                |                                              | <b>270,577.24</b> |
| <b>Vendor: 2416 - CAROLINE POWELL</b>                                      |                |              |                |                                              |                   |
| 06012023                                                                   | 102257         | 06/09/2023   | 100-221-42302  | RE-ISSUE STALE DATED CK<br>99767             | 48.44             |
| 06012023                                                                   | 102257         | 06/09/2023   | 100-221-42303  | RE-ISSUE STALE DATED CK<br>99767             | 18.00             |
| <b>Vendor 2416 - CAROLINE POWELL Total:</b>                                |                |              |                |                                              | <b>66.44</b>      |
| <b>Vendor: CCP03 - CCP INDUSTRIES</b>                                      |                |              |                |                                              |                   |
| IN03288928                                                                 | 102300         | 06/16/2023   | 100-343-44410  | DOULBE NITIRLE COATED<br>GLOVES CY           | 238.98            |
| <b>Vendor CCP03 - CCP INDUSTRIES Total:</b>                                |                |              |                |                                              | <b>238.98</b>     |

| WARRANT LISTING                                                           |                |              |                | Payment Dates: 6/2/2023 - 6/16/2023        |                   |
|---------------------------------------------------------------------------|----------------|--------------|----------------|--------------------------------------------|-------------------|
| Payable Number                                                            | Payment Number | Payment Date | Account Number | Description (Payable)                      | Amount            |
| <b>Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.</b>                   |                |              |                |                                            |                   |
| 2305-184096                                                               | 102227         | 06/02/2023   | 100-345-44306  | BROWN MINI BARK                            | 368.76            |
| <b>Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:</b>             |                |              |                |                                            | <b>368.76</b>     |
| <b>Vendor: 2669 - CHAPMAN FOUNDATION FOR CARING COMMUNITIES</b>           |                |              |                |                                            |                   |
| 1075                                                                      | 102228         | 06/02/2023   | 100-221-42304  | OCL CLASS APRIL 25-27 PD<br>AND CITY STAFF | 7,500.00          |
| <b>Vendor 2669 - CHAPMAN FOUNDATION FOR CARING COMMUNITIES Total:</b>     |                |              |                |                                            | <b>7,500.00</b>   |
| <b>Vendor: 2652 - CIRCLEUP EDUCATION</b>                                  |                |              |                |                                            |                   |
| 06012023                                                                  | 102258         | 06/09/2023   | 100-000-31510  | REFUND OVERPYAMENT BL23-<br>10970          | 85.00             |
| <b>Vendor 2652 - CIRCLEUP EDUCATION Total:</b>                            |                |              |                |                                            | <b>85.00</b>      |
| <b>Vendor: CIT08 - CITY MECHANICAL, INC</b>                               |                |              |                |                                            |                   |
| 93597                                                                     | 102229         | 06/02/2023   | 209-557-42108  | HVAC SWIM CENTER                           | 675.77            |
| 93803                                                                     | 102301         | 06/16/2023   | 209-557-42108  | HVAC SWIM CENTER                           | 3,841.00          |
| 93804                                                                     | 102301         | 06/16/2023   | 209-557-42108  | HVAC SWIM CENTER                           | 2,142.00          |
| 93805                                                                     | 102301         | 06/16/2023   | 209-552-42108  | HVAC PSC                                   | 1,752.00          |
| 93952                                                                     | 102301         | 06/16/2023   | 209-552-42108  | HVAC PSC                                   | 1,431.00          |
| 93990                                                                     | 102301         | 06/16/2023   | 209-554-42108  | HVAC T&M SERVICE CALL PYC                  | 1,186.65          |
| 93991                                                                     | 102301         | 06/16/2023   | 100-222-42108  | HVAC T & M SERVICE CALL<br>SAFETY BLDG     | 2,141.97          |
| 93992                                                                     | 102301         | 06/16/2023   | 209-552-42108  | HVAC T&M SERVICE CALL PSC                  | 1,418.29          |
| 94033                                                                     | 102301         | 06/16/2023   | 100-343-42108  | HVAC PM AGREEMENTS CITY<br>HALL            | 964.24            |
| 94034                                                                     | 102301         | 06/16/2023   | 209-552-42107  | HVAC PM AGREEMENTS PSC                     | 868.42            |
| <b>Vendor CIT08 - CITY MECHANICAL, INC Total:</b>                         |                |              |                |                                            | <b>16,421.34</b>  |
| <b>Vendor: 2675 - COLLEEN TIPP</b>                                        |                |              |                |                                            |                   |
| 05242023                                                                  | 102259         | 06/09/2023   | 209-552-36412  | RED HAWK CASINO TRIP<br>CANCEL PSC         | 49.00             |
| <b>Vendor 2675 - COLLEEN TIPP Total:</b>                                  |                |              |                |                                            | <b>49.00</b>      |
| <b>Vendor: COM20 - COMCAST</b>                                            |                |              |                |                                            |                   |
| 0050875-05182023                                                          | 102260         | 06/09/2023   | 525-118-43101  | CABLE FOR CH                               | 29.89             |
| 0413784-05182023                                                          | 102260         | 06/09/2023   | 525-118-43101  | INTERNET AT TINY TOS                       | 141.89            |
| <b>Vendor COM20 - COMCAST Total:</b>                                      |                |              |                |                                            | <b>171.78</b>     |
| <b>Vendor: CON93 - CONCORD UNIFORMS LLC</b>                               |                |              |                |                                            |                   |
| 20367                                                                     | 102261         | 06/09/2023   | 100-222-44410  | CS SNAG POLO BADGE PD                      | 76.72             |
| <b>Vendor CON93 - CONCORD UNIFORMS LLC Total:</b>                         |                |              |                |                                            | <b>76.72</b>      |
| <b>Vendor: CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT</b>       |                |              |                |                                            |                   |
| FY2223-06                                                                 | 102230         | 06/02/2023   | 100-231-42101  | FIRE PROTECTION SERVICES<br>JUNE 2023      | 323,555.00        |
| FY2223-06                                                                 | 102230         | 06/02/2023   | 105-231-42101  | FIRE PROTECTION SERVICES<br>JUNE 2023      | 59,691.00         |
| FY2223-06                                                                 | 102230         | 06/02/2023   | 106-231-42101  | FIRE PROTECTION SERVICES<br>JUNE 2023      | 44,128.00         |
| <b>Vendor CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT Total:</b> |                |              |                |                                            | <b>427,374.00</b> |
| <b>Vendor: 1727 - CONTRA COSTA COUNTY LIBRARY</b>                         |                |              |                |                                            |                   |
| FY22-23 Q3-MAINTENANCE                                                    | 102302         | 06/16/2023   | 100-551-42101  | FACILITIES MAINTENANCE FY<br>22-23 Q3      | 31,902.48         |
| <b>Vendor 1727 - CONTRA COSTA COUNTY LIBRARY Total:</b>                   |                |              |                |                                            | <b>31,902.48</b>  |
| <b>Vendor: CON26 - CONTRA COSTA HEALTH SERVICES</b>                       |                |              |                |                                            |                   |
| IN0281639                                                                 | 102303         | 06/16/2023   | 500-641-44304  | HAZMAT PERMIT WPCP                         | 3,196.00          |
| IN0282504                                                                 | 102303         | 06/16/2023   | 209-557-42514  | HAZMAT CUPA OPERATING<br>PERMIT WPCP       | 437.00            |
| <b>Vendor CON26 - CONTRA COSTA HEALTH SERVICES Total:</b>                 |                |              |                |                                            | <b>3,633.00</b>   |
| <b>Vendor: 2220 - CRESCO EQUIPMENT RENTALS</b>                            |                |              |                |                                            |                   |
| 5540972-0021                                                              | 102304         | 06/16/2023   | 100-343-42511  | INSULATED BUCKET TRUCK<br>RENTAL           | 4,425.00          |
| <b>Vendor 2220 - CRESCO EQUIPMENT RENTALS Total:</b>                      |                |              |                |                                            | <b>4,425.00</b>   |

| WARRANT LISTING                                              |                |              |                | Payment Dates: 6/2/2023 - 6/16/2023         |           |
|--------------------------------------------------------------|----------------|--------------|----------------|---------------------------------------------|-----------|
| Payable Number                                               | Payment Number | Payment Date | Account Number | Description (Payable)                       | Amount    |
| Vendor: CSI01 - CSI FORENSIC SUPPLY                          |                |              |                |                                             |           |
| PINOLEPD-0003                                                | 102231         | 06/02/2023   | 100-222-42514  | EVIDENCE SUPPLIES PD                        | 236.42    |
| Vendor CSI01 - CSI FORENSIC SUPPLY Total:                    |                |              |                |                                             | 236.42    |
| Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC       |                |              |                |                                             |           |
| 2305033                                                      | 102262         | 06/09/2023   | 325-342-47205  | PRELIMINARY ENGINEERING AND DESIGN SERVICES | 2,848.00  |
| 2305108                                                      | 102305         | 06/16/2023   | 106-341-42101  | STAFF ENHANCEMENT FOR PUBLIC WORKS          | 2,885.15  |
| Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total: |                |              |                |                                             | 5,733.15  |
| Vendor: DAS02 - DASH MEDICAL GLOVES, INC.                    |                |              |                |                                             |           |
| INV1287334                                                   | 102232         | 06/02/2023   | 100-222-42514  | GLOVES FOR EVIDENCE PD                      | 214.02    |
| Vendor DAS02 - DASH MEDICAL GLOVES, INC. Total:              |                |              |                |                                             | 214.02    |
| Vendor: 1443 - DIESEL DIRECT WEST, INC.                      |                |              |                |                                             |           |
| 85162289                                                     | 102233         | 06/02/2023   | 100-10601      | GASOLINE UNL CORP YARD                      | 2,751.89  |
| 85174951                                                     | 102306         | 06/16/2023   | 100-10601      | GASOLINE UNL CORP YARD                      | 3,316.39  |
| 85189648                                                     | 102306         | 06/16/2023   | 100-10601      | GASOLINE UNL CORP YARD                      | 3,737.57  |
| Vendor 1443 - DIESEL DIRECT WEST, INC. Total:                |                |              |                |                                             | 9,805.85  |
| Vendor: DOL01 - DOLAN'S LUMBER                               |                |              |                |                                             |           |
| MAY 2023                                                     | 102263         | 06/09/2023   | 500-642-42514  | CITYWIDE PURCHASES                          | 12.43     |
| Vendor DOL01 - DOLAN'S LUMBER Total:                         |                |              |                |                                             | 12.43     |
| Vendor: 2682 - EAN SERVICES, LLC                             |                |              |                |                                             |           |
| 33086617                                                     | 102307         | 06/16/2023   | 100-221-42514  | ENTERPRISE RENT A CAR PD                    | 974.40    |
| Vendor 2682 - EAN SERVICES, LLC Total:                       |                |              |                |                                             | 974.40    |
| Vendor: EBM01 - EBMUD                                        |                |              |                |                                             |           |
| 231773-05252023                                              | 102308         | 06/16/2023   | 100-343-43102  | 2887 SIMAS AVE IRRIGATION USE ONLY          | 168.04    |
| 232841-05262023                                              | 102308         | 06/16/2023   | 100-345-43102  | 3790 PINOLE VALLEY RD-IRRIGATION USE ONLY   | 6,245.09  |
| 520575-05242023                                              | 102234         | 06/02/2023   | 100-345-43102  | 2690 BOX CANYON RD-IRRIGATION USE ONLY      | 168.04    |
| 556324-05252023                                              | 102308         | 06/16/2023   | 100-345-43102  | 3790 PINOLE VALLEY ROAD IRRIGATION USE ONLY | 2,815.99  |
| Vendor EBM01 - EBMUD Total:                                  |                |              |                |                                             | 9,397.16  |
| Vendor: 2380 - ELIZABETH A. LYNN                             |                |              |                |                                             |           |
| MAY 2023                                                     | 102309         | 06/16/2023   | 209-552-43802  | POSTURE CLASSES PSC                         | 33.95     |
| Vendor 2380 - ELIZABETH A. LYNN Total:                       |                |              |                |                                             | 33.95     |
| Vendor: 2671 - EVA OLMOS                                     |                |              |                |                                             |           |
| 05242023                                                     | 102264         | 06/09/2023   | 209-552-36412  | RED HAWK CASINO TRIP CANCEL PSC             | 49.00     |
| Vendor 2671 - EVA OLMOS Total:                               |                |              |                |                                             | 49.00     |
| Vendor: 2457 - GEOLINKS                                      |                |              |                |                                             |           |
| BD0145955                                                    | 102265         | 06/09/2023   | 525-118-43101  | CLEAR FIBER                                 | 499.00    |
| Vendor 2457 - GEOLINKS Total:                                |                |              |                |                                             | 499.00    |
| Vendor: 2674 - GERRI BETSCHART                               |                |              |                |                                             |           |
| 05242023                                                     | 102266         | 06/09/2023   | 209-552-36412  | RED HAWK CASINO TRIP CANCEL PSC             | 49.00     |
| Vendor 2674 - GERRI BETSCHART Total:                         |                |              |                |                                             | 49.00     |
| Vendor: 2349 - GHD, INC.                                     |                |              |                |                                             |           |
| 380-0030679-7                                                | 102310         | 06/16/2023   | 750-463-42101  | PROFESSIONAL SERVICES COMMUNITY CORNER      | 6,934.73  |
| 380-0033543-8                                                | 102310         | 06/16/2023   | 750-463-42101  | PROFESSIONAL SERVICES COMMUNITY CORNER      | 4,726.00  |
| Vendor 2349 - GHD, INC. Total:                               |                |              |                |                                             | 11,660.73 |
| Vendor: GLO08 - GLOBALSTAR                                   |                |              |                |                                             |           |
| 000000050896452                                              | 102267         | 06/09/2023   | 525-118-43101  | TELECOMMUNICATION CHARGES                   | 130.47    |
| Vendor GLO08 - GLOBALSTAR Total:                             |                |              |                |                                             | 130.47    |

## WARRANT LISTING

Payment Dates: 6/2/2023 - 6/16/2023

| Payable Number                                                        | Payment Number | Payment Date | Account Number | Description (Payable)                       | Amount          |
|-----------------------------------------------------------------------|----------------|--------------|----------------|---------------------------------------------|-----------------|
| <b>Vendor: HAC01 - HACH COMPANY</b>                                   |                |              |                |                                             |                 |
| 13596605                                                              | 102268         | 06/09/2023   | 500-641-44305  | NITRAVER NITRITE CHLORINE WPCP              | 237.14          |
| 13601160                                                              | 102311         | 06/16/2023   | 500-641-44306  | CHEMICALS FOR LAB WPCP                      | 778.24          |
| <b>Vendor HAC01 - HACH COMPANY Total:</b>                             |                |              |                |                                             | <b>1,015.38</b> |
| <b>Vendor: HOM01 - HOME DEPOT CREDIT SERVICE</b>                      |                |              |                |                                             |                 |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-231-42108  | CITYWIDE PURCHASES                          | 39.30           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-231-42108  | CITYWIDE PURCHASES                          | 19.05           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-231-42108  | CITYWIDE PURCHASES                          | 33.34           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-231-42108  | CITYWIDE PURCHASES                          | 31.32           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-231-42108  | CITYWIDE PURCHASES                          | 75.22           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-231-42108  | CITYWIDE PURCHASES                          | 192.39          |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-342-44306  | CITYWIDE PURCHASES                          | 43.66           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-343-42108  | CITYWIDE PURCHASES                          | 44.61           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-343-44306  | CITYWIDE PURCHASES                          | 17.44           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-343-44306  | CITYWIDE PURCHASES                          | 452.23          |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-343-44306  | CITYWIDE PURCHASES                          | 20.70           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-343-44306  | CITYWIDE PURCHASES                          | 162.78          |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-343-44306  | CITYWIDE PURCHASES                          | 162.78          |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-343-44306  | CITYWIDE PURCHASES                          | 17.44           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-345-42108  | CITYWIDE PURCHASES                          | 91.62           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-345-44306  | CITYWIDE PURCHASES                          | 45.49           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-345-44306  | CITYWIDE PURCHASES                          | 300.78          |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-345-44306  | CITYWIDE PURCHASES                          | 70.97           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-345-44306  | CITYWIDE PURCHASES                          | 559.99          |
| MAY 2023                                                              | 102235         | 06/02/2023   | 100-345-44306  | CITYWIDE PURCHASES                          | 3.93            |
| MAY 2023                                                              | 102235         | 06/02/2023   | 209-557-42108  | CITYWIDE PURCHASES                          | 261.11          |
| MAY 2023                                                              | 102235         | 06/02/2023   | 209-557-44306  | CITYWIDE PURCHASES                          | 18.90           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 500-641-44306  | CITYWIDE PURCHASES                          | 112.20          |
| MAY 2023                                                              | 102235         | 06/02/2023   | 500-641-44306  | CITYWIDE PURCHASES                          | 29.41           |
| MAY 2023                                                              | 102235         | 06/02/2023   | 500-642-42514  | CITYWIDE PURCHASES                          | 25.08           |
| <b>Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:</b>                |                |              |                |                                             | <b>2,831.74</b> |
| <b>Vendor: HOR05 - HORIZON</b>                                        |                |              |                |                                             |                 |
| 1R318418                                                              | 102312         | 06/16/2023   | 100-345-44306  | RAIN BIRD STATION                           | 309.36          |
| <b>Vendor HOR05 - HORIZON Total:</b>                                  |                |              |                |                                             | <b>309.36</b>   |
| <b>Vendor: IED02 - IEDA, INC.</b>                                     |                |              |                |                                             |                 |
| 24183                                                                 | 102269         | 06/09/2023   | 100-116-42101  | LABOR RELATIONS FEES JUNE 2023              | 2,436.39        |
| <b>Vendor IED02 - IEDA, INC. Total:</b>                               |                |              |                |                                             | <b>2,436.39</b> |
| <b>Vendor: IMA01 - IMAGE SALES, INC.</b>                              |                |              |                |                                             |                 |
| 0074963-IN                                                            | 102236         | 06/02/2023   | 100-222-42201  | BADGES FOR OVIATT, ROBERTS, LEW, REBECCA... | 72.33           |
| <b>Vendor IMA01 - IMAGE SALES, INC. Total:</b>                        |                |              |                |                                             | <b>72.33</b>    |
| <b>Vendor: 2662 - INTERNATIONAL ACCREDITATION SERVICE, INC.</b>       |                |              |                |                                             |                 |
| INV0018494                                                            | 102270         | 06/09/2023   | 500-641-44305  | ELP PRE-ASSESSMENT WPCP                     | 5,500.00        |
| <b>Vendor 2662 - INTERNATIONAL ACCREDITATION SERVICE, INC. Total:</b> |                |              |                |                                             | <b>5,500.00</b> |
| <b>Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE</b>                     |                |              |                |                                             |                 |
| 379X09132502                                                          | 102271         | 06/09/2023   | 500-641-44305  | DEIONIZATION SERVICES WPCP                  | 578.00          |
| <b>Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:</b>               |                |              |                |                                             | <b>578.00</b>   |
| <b>Vendor: MOO14 - ISSAC MOORE</b>                                    |                |              |                |                                             |                 |
| MAY 2023                                                              | 102313         | 06/16/2023   | 209-552-43802  | EXERCISE CLASSES PSC                        | 360.00          |
| <b>Vendor MOO14 - ISSAC MOORE Total:</b>                              |                |              |                |                                             | <b>360.00</b>   |
| <b>Vendor: COR15 - JACQUELINE L CORL-SEIDEL</b>                       |                |              |                |                                             |                 |
| MAY 2023                                                              | 102314         | 06/16/2023   | 209-552-43802  | BALANCE, FLOOR YOGA CLASSES PSC             | 429.45          |
| <b>Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:</b>                 |                |              |                |                                             | <b>429.45</b>   |

| WARRANT LISTING                                                |                |              |                | Payment Dates: 6/2/2023 - 6/16/2023                          |                 |
|----------------------------------------------------------------|----------------|--------------|----------------|--------------------------------------------------------------|-----------------|
| Payable Number                                                 | Payment Number | Payment Date | Account Number | Description (Payable)                                        | Amount          |
| <b>Vendor: 1611 - JANICE M. BYER</b>                           |                |              |                |                                                              |                 |
| MAY 2023                                                       | 102315         | 06/16/2023   | 209-552-43802  | EXERCISE CLASSES PSC                                         | 810.00          |
|                                                                |                |              |                | <b>Vendor 1611 - JANICE M. BYER Total:</b>                   | <b>810.00</b>   |
| <b>Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA</b>         |                |              |                |                                                              |                 |
| 17938                                                          | 102316         | 06/16/2023   | 209-554-42108  | JANITORIAL SERVICES JUNE 2023                                | 456.00          |
| 17939                                                          | 102316         | 06/16/2023   | 209-553-42108  | JANITORIAL SERVICES JUNE 2023 PSC                            | 422.00          |
| 17940                                                          | 102316         | 06/16/2023   | 209-552-43810  | JANITORIAL SERVICES KITCHEN JUNE 2023 PSC                    | 405.00          |
| 17941                                                          | 102316         | 06/16/2023   | 209-552-42108  | JANITORIAL SERVICES JUNE 2023 TINY TOTS                      | 487.00          |
|                                                                |                |              |                | <b>Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:</b> | <b>1,770.00</b> |
| <b>Vendor: ROY03 - JEAN-CLAUDE ROYAUTE</b>                     |                |              |                |                                                              |                 |
| 05242023                                                       | 102272         | 06/09/2023   | 209-552-36412  | RED HAWK CASINO TRIP CANCEL PSC                              | 49.00           |
|                                                                |                |              |                | <b>Vendor ROY03 - JEAN-CLAUDE ROYAUTE Total:</b>             | <b>49.00</b>    |
| <b>Vendor: 1630 - JOHN AND CLAIRE INVESTIGATIONS</b>           |                |              |                |                                                              |                 |
| 1451                                                           | 102273         | 06/09/2023   | 100-222-42101  | EXPEDITED BACKGROUND CHECK PD                                | 2,075.00        |
| 1452                                                           | 102273         | 06/09/2023   | 100-222-42101  | BACKGROUND INVESTIGATION                                     | 1,931.25        |
|                                                                |                |              |                | <b>Vendor 1630 - JOHN AND CLAIRE INVESTIGATIONS Total:</b>   | <b>4,006.25</b> |
| <b>Vendor: KEL09 - KELLER CANYON LANDFILL</b>                  |                |              |                |                                                              |                 |
| 4212-000032139                                                 | 102274         | 06/09/2023   | 500-641-44302  | REMOVE SLUDGE WPCP                                           | 7,464.74        |
|                                                                |                |              |                | <b>Vendor KEL09 - KELLER CANYON LANDFILL Total:</b>          | <b>7,464.74</b> |
| <b>Vendor: 1424 - KRISTINA SANTOYO</b>                         |                |              |                |                                                              |                 |
| 05212023PETTY                                                  | 102237         | 06/02/2023   | 209-552-43809  | PETTY CASH REIMBURSEMENT FOR PSC                             | 290.00          |
| 05212023PETTY                                                  | 102237         | 06/02/2023   | 209-552-43809  | PETTY CASH REIMBURSEMENT FOR PSC                             | 165.56          |
|                                                                |                |              |                | <b>Vendor 1424 - KRISTINA SANTOYO Total:</b>                 | <b>455.56</b>   |
| <b>Vendor: LAN15 - LANGUAGE LINE SERVICES</b>                  |                |              |                |                                                              |                 |
| 11028410                                                       | 102317         | 06/16/2023   | 100-223-42101  | OVER THE PHONE INTERPRETATION PD                             | 125.02          |
|                                                                |                |              |                | <b>Vendor LAN15 - LANGUAGE LINE SERVICES Total:</b>          | <b>125.02</b>   |
| <b>Vendor: LAR04 - LARRY WALKER ASSOCIATES</b>                 |                |              |                |                                                              |                 |
| 00243.11-23                                                    | 102238         | 06/02/2023   | 500-641-42101  | ONGOING NPDES PERMIT ASSISTANCE WPCP                         | 306.00          |
|                                                                |                |              |                | <b>Vendor LAR04 - LARRY WALKER ASSOCIATES Total:</b>         | <b>306.00</b>   |
| <b>Vendor: 2679 - M&amp;M TREE SERVICE</b>                     |                |              |                |                                                              |                 |
| 06012023                                                       | 102275         | 06/09/2023   | 100-000-31510  | REFUND BL23-07936 OVERPAYMENT                                | 19.00           |
|                                                                |                |              |                | <b>Vendor 2679 - M&amp;M TREE SERVICE Total:</b>             | <b>19.00</b>    |
| <b>Vendor: MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION</b> |                |              |                |                                                              |                 |
| 203274                                                         | 102276         | 06/09/2023   | 100-20011      | CITY COUNCIL MEETINGS                                        | 2,862.00        |
| 203275                                                         | 102276         | 06/09/2023   | 100-20011      | PUBLIC RECORDS ACT REQUESTS                                  | 1,417.00        |
| 203276                                                         | 102276         | 06/09/2023   | 100-20011      | PINOLE SHORES II CR                                          | 2,121.00        |
| 203277                                                         | 102276         | 06/09/2023   | 100-20011      | COVID 19                                                     | 372.00          |
| 203278                                                         | 102276         | 06/09/2023   | 100-20011      | 2151 APPIAN WAY CR                                           | 624.00          |
| 203279                                                         | 102276         | 06/09/2023   | 100-20011      | 811 SPA CR                                                   | 364.00          |
| 203280                                                         | 102276         | 06/09/2023   | 100-20011      | GENERAL SERVICES FINANCE                                     | 552.00          |
| 203281                                                         | 102276         | 06/09/2023   | 100-20011      | GENERAL SERVICES PW                                          | 2,898.00        |
| 203282                                                         | 102276         | 06/09/2023   | 100-20011      | PUBLIC WORKS NON ROUTINE PROJECTS                            | 336.00          |
| 203283                                                         | 102276         | 06/09/2023   | 100-20011      | MVP CONSTRUCTION LLC DISPUTE                                 | 24,094.00       |
| 203284                                                         | 102276         | 06/09/2023   | 100-20011      | CA FOR HOMEOWNERSHIPS INC                                    | 22,494.50       |

## WARRANT LISTING

Payment Dates: 6/2/2023 - 6/16/2023

| Payable Number                                                | Payment Number | Payment Date | Account Number | Description (Payable)                              | Amount    |
|---------------------------------------------------------------|----------------|--------------|----------------|----------------------------------------------------|-----------|
| 203285                                                        | 102276         | 06/09/2023   | 100-20011      | GENERAL SERVICES CITY CLERK                        | 614.00    |
| 203286                                                        | 102276         | 06/09/2023   | 100-20011      | GENERAL SERVICES POLICE                            | 217.00    |
| 203287                                                        | 102276         | 06/09/2023   | 100-20011      | GENERAL SERVICES LABOR AND EMPLOYMENT              | 1,828.00  |
| 203288                                                        | 102276         | 06/09/2023   | 100-20011      | GENERAL SERVICES CODE ENFORCEMENT                  | 2,532.00  |
| 203289                                                        | 102276         | 06/09/2023   | 100-20011      | GENERAL SERVICES COMMUNITY DEVELOPMENT             | 6,829.00  |
| 203290                                                        | 102276         | 06/09/2023   | 100-20011      | GENERAL SERVICES FIRE                              | 959.00    |
| 203291                                                        | 102276         | 06/09/2023   | 100-20011      | SUCCESSOR AGENCY ADMINISTRATIVE                    | 448.50    |
| 203292                                                        | 102276         | 06/09/2023   | 100-20011      | HOUSING SUCCESSOR RDA AFFORDABLE                   | 5,413.50  |
| 205784                                                        | 102276         | 06/09/2023   | 100-20011      | CITY ATTORNEY SERVICES                             | 14,837.45 |
| Vendor MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION Total: |                |              |                |                                                    | 91,812.95 |
| Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC                      |                |              |                |                                                    |           |
| MAY 2023                                                      | 102318         | 06/16/2023   | 100-343-44306  | CITYWIDE PURCHASES                                 | 11.39     |
| MAY 2023                                                      | 102318         | 06/16/2023   | 100-343-44306  | CITYWIDE PURCHASES                                 | 21.37     |
| MAY 2023                                                      | 102318         | 06/16/2023   | 100-343-44306  | CITYWIDE PURCHASES                                 | 40.07     |
| MAY 2023                                                      | 102318         | 06/16/2023   | 207-344-42107  | CITYWIDE PURCHASES                                 | 39.49     |
| MAY 2023                                                      | 102318         | 06/16/2023   | 500-641-44306  | CITYWIDE PURCHASES                                 | 138.10    |
| MAY 2023                                                      | 102318         | 06/16/2023   | 500-641-44306  | CITYWIDE PURCHASES                                 | 54.85     |
| Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:                |                |              |                |                                                    | 305.27    |
| Vendor: OTI01 - OTIS ELEVATOR COMPANY                         |                |              |                |                                                    |           |
| 100401176999                                                  | 102239         | 06/02/2023   | 209-554-42108  | PYC ELEVATOR SERVICE MAINTENANCE JUNE 2023         | 184.16    |
| 100401177503                                                  | 102239         | 06/02/2023   | 100-222-42108  | PUBLIC SAFETY BLDG. ELEVATOR MAINTENANCE JUNE 2023 | 124.60    |
| Vendor OTI01 - OTIS ELEVATOR COMPANY Total:                   |                |              |                |                                                    | 308.76    |
| Vendor: OYE02 - OYE PRODUCTIONS                               |                |              |                |                                                    |           |
| 06012023                                                      | 102278         | 06/09/2023   | 100-551-42515  | ENTERTAINMENT FOR PRIDE EVENT                      | 3,500.00  |
| Vendor OYE02 - OYE PRODUCTIONS Total:                         |                |              |                |                                                    | 3,500.00  |
| Vendor: PAC41 - PACIFIC ECORISK                               |                |              |                |                                                    |           |
| 18915                                                         | 102279         | 06/09/2023   | 500-641-44305  | WET TESTING WPCP                                   | 1,304.00  |
| 19020                                                         | 102240         | 06/02/2023   | 500-641-44305  | NPDES ACUTE WET TESTING WPCP                       | 1,304.00  |
| 19059                                                         | 102319         | 06/16/2023   | 500-641-44305  | WET TESTING WPCP                                   | 1,304.00  |
| Vendor PAC41 - PACIFIC ECORISK Total:                         |                |              |                |                                                    | 3,912.00  |
| Vendor: PAC55 - PACIFIC SITE MANAGEMENT                       |                |              |                |                                                    |           |
| 62773                                                         | 102320         | 06/16/2023   | 100-222-42108  | MONTHLY LANDSCAPE SERVICES                         | 125.93    |
| 62773                                                         | 102320         | 06/16/2023   | 100-231-42108  | MONTHLY LANDSCAPE SERVICES                         | 337.43    |
| 62773                                                         | 102320         | 06/16/2023   | 100-343-42108  | MONTHLY LANDSCAPE SERVICES                         | 180.02    |
| 62773                                                         | 102320         | 06/16/2023   | 100-345-42108  | MONTHLY LANDSCAPE SERVICES                         | 5,787.95  |
| 62773                                                         | 102320         | 06/16/2023   | 200-342-42108  | MONTHLY LANDSCAPE SERVICES                         | 335.81    |
| 62773                                                         | 102320         | 06/16/2023   | 201-343-42108  | MONTHLY LANDSCAPE SERVICES                         | 548.93    |
| 62773                                                         | 102320         | 06/16/2023   | 209-552-42108  | MONTHLY LANDSCAPE SERVICES                         | 204.23    |
| 62773                                                         | 102320         | 06/16/2023   | 209-553-42108  | MONTHLY LANDSCAPE SERVICES                         | 212.31    |
| 62773                                                         | 102320         | 06/16/2023   | 209-557-42108  | MONTHLY LANDSCAPE SERVICES                         | 212.31    |
| 62773                                                         | 102320         | 06/16/2023   | 310-347-42108  | MONTHLY LANDSCAPE SERVICES                         | 62.16     |

## WARRANT LISTING

Payment Dates: 6/2/2023 - 6/16/2023

| Payable Number                                                   | Payment Number | Payment Date | Account Number | Description (Payable)                             | Amount    |
|------------------------------------------------------------------|----------------|--------------|----------------|---------------------------------------------------|-----------|
| 62773                                                            | 102320         | 06/16/2023   | 310-348-42108  | MONTHLY LANDSCAPE SERVICES                        | 65.37     |
| Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:                    |                |              |                |                                                   | 8,072.45  |
| Vendor: LON02 - PATRICIA LONG                                    |                |              |                |                                                   |           |
| MAY 2023                                                         | 102321         | 06/16/2023   | 209-552-43802  | CWLD MAY 2023 PSC                                 | 78.40     |
| Vendor LON02 - PATRICIA LONG Total:                              |                |              |                |                                                   | 78.40     |
| Vendor: 2630 - PET FOOD EXPRESS, LLC                             |                |              |                |                                                   |           |
| 106-2306PN                                                       | 102322         | 06/16/2023   | 100-221-42514  | FOOD FOR MILO PD                                  | 60.07     |
| 20-2304PN                                                        | 102322         | 06/16/2023   | 100-221-42514  | FOOD FOR MILO PD                                  | 53.49     |
| Vendor 2630 - PET FOOD EXPRESS, LLC Total:                       |                |              |                |                                                   | 113.56    |
| Vendor: PGE01 - PG&E                                             |                |              |                |                                                   |           |
| 0887-06022023                                                    | 102323         | 06/16/2023   | 200-342-43103  | PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL          | 80.95     |
| 1093-06012023                                                    | 102323         | 06/16/2023   | 500-642-43103  | W END/HAZEL AVE SEWAGE PLANT                      | 567.25    |
| 1798-05302023                                                    | 102323         | 06/16/2023   | 200-342-43103  | 2935 PINOLE VALLEY RD. TRAFFIC SIGNAL             | 157.49    |
| 2182-06022023                                                    | 102323         | 06/16/2023   | 200-342-43103  | OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL             | 75.46     |
| 2222-05252023                                                    | 102323         | 06/16/2023   | 100-345-43103  | STREET AND HIGHWAY LIGHTING                       | 49.39     |
| 2222-05252023                                                    | 102323         | 06/16/2023   | 200-342-43103  | STREET AND HIGHWAY LIGHTING                       | 15,668.63 |
| 2222-05252023                                                    | 102323         | 06/16/2023   | 310-347-43103  | STREET AND HIGHWAY LIGHTING                       | 280.00    |
| 2222-05252023                                                    | 102323         | 06/16/2023   | 310-348-43103  | STREET AND HIGHWAY LIGHTING                       | 400.00    |
| 3879-05262023                                                    | 102323         | 06/16/2023   | 200-342-43103  | N COR RAMONA ST AND PINOLE VALLEY RD              | 135.79    |
| 4256-05262023                                                    | 102323         | 06/16/2023   | 500-641-43103  | 11 TENNANT AVE                                    | 61,987.74 |
| 6521-05302023                                                    | 102323         | 06/16/2023   | 200-342-43103  | IFO 971 SAN PABLO AVE- TRAFFIC SIGNAL CONTROL     | 114.58    |
| 6897-05302023                                                    | 102323         | 06/16/2023   | 200-342-43103  | PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL | 74.51     |
| 7547-05262023                                                    | 102323         | 06/16/2023   | 100-222-43103  | 880 Tennent Ave-Public Safety Facility            | 4,330.08  |
| 7547-05262023                                                    | 102323         | 06/16/2023   | 100-223-43103  | 880 Tennent Ave-Public Safety Facility            | 866.02    |
| 7547-05262023                                                    | 102323         | 06/16/2023   | 100-231-43103  | 880 Tennent Ave-Public Safety Facility            | 3,464.05  |
| 9929-05252023                                                    | 102323         | 06/16/2023   | 201-343-43103  | 790 PINOLE SHORES DR-NEW METAL BUILDING           | 82.47     |
| 9961-05262023                                                    | 102323         | 06/16/2023   | 209-552-43103  | 2500 CHARLES ST-SENIOR CENTER                     | 3,506.39  |
| Vendor PGE01 - PG&E Total:                                       |                |              |                |                                                   | 91,840.80 |
| Vendor: PIN01 - PINOLE POLICE ASSOCIATION                        |                |              |                |                                                   |           |
| 06022023                                                         | 102324         | 06/16/2023   | 100-20402      | UNCLAIMED PROPERTY STALE DATED CHECK              | 31,800.79 |
| Vendor PIN01 - PINOLE POLICE ASSOCIATION Total:                  |                |              |                |                                                   | 31,800.79 |
| Vendor: PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC       |                |              |                |                                                   |           |
| 3106107785                                                       | 102280         | 06/09/2023   | 100-111-42203  | LEASE EQUIPMENT POSTAGE MACHINE                   | 502.09    |
| Vendor PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total: |                |              |                |                                                   | 502.09    |
| Vendor: PON07 - PONDER ENVIRONMENTAL SERVICES, INC.              |                |              |                |                                                   |           |
| 45703                                                            | 102325         | 06/16/2023   | 500-642-42101  | VACUUM TANK SERVICE                               | 32,149.40 |
| Vendor PON07 - PONDER ENVIRONMENTAL SERVICES, INC. Total:        |                |              |                |                                                   | 32,149.40 |
| Vendor: 1009 - PRECISION IT CONSULTING                           |                |              |                |                                                   |           |
| 13431                                                            | 102326         | 06/16/2023   | 525-118-42101  | AGREEMENT PRECISION 360 GOLD                      | 516.77    |
| 13439                                                            | 102326         | 06/16/2023   | 525-118-42101  | PROFESSIONAL SERVICE SOPHOS SOFTWARE              | 29,000.00 |



## WARRANT LISTING

Payment Dates: 6/2/2023 - 6/16/2023

| Payable Number                                            | Payment Number | Payment Date | Account Number | Description (Payable)                         | Amount            |
|-----------------------------------------------------------|----------------|--------------|----------------|-----------------------------------------------|-------------------|
| 13439                                                     | 102326         | 06/16/2023   | 525-118-42105  | PROFESSIONAL SERVICE<br>SOPHOS SOFTWARE       | 820.00            |
| 13439                                                     | 102326         | 06/16/2023   | 525-118-42105  | PROFESSIONAL SERVICE<br>SOPHOS SOFTWARE       | 995.00            |
| 13439                                                     | 102326         | 06/16/2023   | 525-118-42106  | PROFESSIONAL SERVICE<br>SOPHOS SOFTWARE       | 563.41            |
| 13439                                                     | 102326         | 06/16/2023   | 525-118-42106  | PROFESSIONAL SERVICE<br>SOPHOS SOFTWARE       | 128.31            |
| 13452                                                     | 102326         | 06/16/2023   | 525-118-42510  | MICROSOFT OFFICE 365<br>PROFESSIONAL SERVICES | 3,411.64          |
| Vendor 1009 - PRECISION IT CONSULTING Total:              |                |              |                |                                               | <u>35,435.13</u>  |
| <b>Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS</b>      |                |              |                |                                               |                   |
| 85064                                                     | 102241         | 06/02/2023   | 100-112-42201  | BUSINESS CARDS HEATHER<br>BELL                | 91.83             |
| 85749                                                     | 102241         | 06/02/2023   | 100-222-42201  | BUSINESS CARDS OVIATT AND<br>PD               | 159.68            |
| Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:       |                |              |                |                                               | <u>251.51</u>     |
| <b>Vendor: 2680 - PROFESSIONAL MEDICAL SERVICES, INC.</b> |                |              |                |                                               |                   |
| 06012023                                                  | 102281         | 06/09/2023   | 100-000-31510  | REFUND OVERPAYMENT BL23-<br>10487             | 85.00             |
| Vendor 2680 - PROFESSIONAL MEDICAL SERVICES, INC. Total:  |                |              |                |                                               | <u>85.00</u>      |
| <b>Vendor: 2670 - RAFIAH CREDAZZI</b>                     |                |              |                |                                               |                   |
| 05242023                                                  | 102282         | 06/09/2023   | 209-552-36412  | RED HAWK CASINO TRIP<br>CANCEL PSC            | 49.00             |
| Vendor 2670 - RAFIAH CREDAZZI Total:                      |                |              |                |                                               | <u>49.00</u>      |
| <b>Vendor: 2673 - RK GIN</b>                              |                |              |                |                                               |                   |
| 05242023                                                  | 102283         | 06/09/2023   | 209-552-36412  | RED HAWK CASINO TRIP<br>CANCEL PSC            | 49.00             |
| Vendor 2673 - RK GIN Total:                               |                |              |                |                                               | <u>49.00</u>      |
| <b>Vendor: 2488 - ROBERTSON INDUSTRIES, INC.</b>          |                |              |                |                                               |                   |
| PJI-014275                                                | 102242         | 06/02/2023   | 106-345-47203  | FERNANDEZ PARK LAGE<br>PLAYGROUND             | 27,286.76         |
| PJI-014275                                                | 102242         | 06/02/2023   | 327-345-47203  | FERNANDEZ PARK LAGE<br>PLAYGROUND             | 109,147.03        |
| PJI-014290                                                | 102242         | 06/02/2023   | 106-345-47203  | FERNANDEZ PARK TOT LOT<br>RENOVATION          | 6,830.84          |
| PJI-014290                                                | 102242         | 06/02/2023   | 327-345-47203  | FERNANDEZ PARK TOT LOT<br>RENOVATION          | 27,323.34         |
| Vendor 2488 - ROBERTSON INDUSTRIES, INC. Total:           |                |              |                |                                               | <u>170,587.97</u> |
| <b>Vendor: J&amp;O01 - RUBBER DUST INC.</b>               |                |              |                |                                               |                   |
| 158251                                                    | 102327         | 06/16/2023   | 500-642-42107  | LF & RF TIRES REPLACED                        | 499.02            |
| Vendor J&O01 - RUBBER DUST INC. Total:                    |                |              |                |                                               | <u>499.02</u>     |
| <b>Vendor: 1204 - S &amp; L BODY AND FRAME</b>            |                |              |                |                                               |                   |
| 1218                                                      | 102284         | 06/09/2023   | 100-221-42107  | CAR WASH FEB, MARCH AND<br>APRIL 2023 PD      | 1,800.00          |
| Vendor 1204 - S & L BODY AND FRAME Total:                 |                |              |                |                                               | <u>1,800.00</u>   |
| <b>Vendor: 2650 - SARRAH PATTON</b>                       |                |              |                |                                               |                   |
| 06062023                                                  | 102328         | 06/16/2023   | 100-465-42302  | REIMBURSEMENT FOR CACEO<br>MODULE 3 TRAINING  | 138.47            |
| 06062023                                                  | 102328         | 06/16/2023   | 100-465-42303  | REIMBURSEMENT FOR CACEO<br>MODULE 3 TRAINING  | 345.00            |
| Vendor 2650 - SARRAH PATTON Total:                        |                |              |                |                                               | <u>483.47</u>     |
| <b>Vendor: 2665 - SECURITY SAFE</b>                       |                |              |                |                                               |                   |
| 14429                                                     | 102243         | 06/02/2023   | 100-221-42514  | GUN SAFE LOCK MOBILE<br>SERVICES PD           | 1,195.00          |
| Vendor 2665 - SECURITY SAFE Total:                        |                |              |                |                                               | <u>1,195.00</u>   |
| <b>Vendor: 2442 - SELECTRON TECHNOLOGIES, INC.</b>        |                |              |                |                                               |                   |
| 17897                                                     | 102329         | 06/16/2023   | 525-118-42106  | SET UP FEES TXT PLATFORM                      | 20,375.00         |
| Vendor 2442 - SELECTRON TECHNOLOGIES, INC. Total:         |                |              |                |                                               | <u>20,375.00</u>  |

| WARRANT LISTING                                                                   |                |              |                |                                           |                  | Payment Dates: 6/2/2023 - 6/16/2023 |
|-----------------------------------------------------------------------------------|----------------|--------------|----------------|-------------------------------------------|------------------|-------------------------------------|
| Payable Number                                                                    | Payment Number | Payment Date | Account Number | Description (Payable)                     | Amount           |                                     |
| <b>Vendor: 1982 - SHAPE INCORPORATED</b>                                          |                |              |                |                                           |                  |                                     |
| 23144B13240                                                                       | 102285         | 06/09/2023   | 500-641-44306  | STATOR RUBBER, ROTOR,<br>JOINT PIN WPCP   | 6,466.47         |                                     |
| <b>Vendor 1982 - SHAPE INCORPORATED Total:</b>                                    |                |              |                |                                           | <u>6,466.47</u>  |                                     |
| <b>Vendor: 2048 - SONIC.NET, LLC</b>                                              |                |              |                |                                           |                  |                                     |
| 1006238103                                                                        | 102330         | 06/16/2023   | 525-118-43101  | SOFTWARE SUPPORT                          | 449.00           |                                     |
| <b>Vendor 2048 - SONIC.NET, LLC Total:</b>                                        |                |              |                |                                           | <u>449.00</u>    |                                     |
| <b>Vendor: STE20 - STERICYCLE, INC.</b>                                           |                |              |                |                                           |                  |                                     |
| 3006487089                                                                        | 102244         | 06/02/2023   | 100-222-42101  | MEDICAL WASTE PD                          | 63.16            |                                     |
| <b>Vendor STE20 - STERICYCLE, INC. Total:</b>                                     |                |              |                |                                           | <u>63.16</u>     |                                     |
| <b>Vendor: 2296 - SWENSONS MOBILE FLEET REPAIR</b>                                |                |              |                |                                           |                  |                                     |
| 1006659                                                                           | 102331         | 06/16/2023   | 500-641-42107  | KENWORTH T880 INSPECTION<br>WPCP          | 87.50            |                                     |
| 1006660                                                                           | 102331         | 06/16/2023   | 500-641-42107  | KENWORTH TRUCK<br>INSPECTION WPCP         | 87.50            |                                     |
| <b>Vendor 2296 - SWENSONS MOBILE FLEET REPAIR Total:</b>                          |                |              |                |                                           | <u>175.00</u>    |                                     |
| <b>Vendor: SYA01 - SYAR INDUSTRIES, LLC.</b>                                      |                |              |                |                                           |                  |                                     |
| 73658070                                                                          | 102332         | 06/16/2023   | 100-342-42514  | ASPHALT                                   | 425.87           |                                     |
| <b>Vendor SYA01 - SYAR INDUSTRIES, LLC. Total:</b>                                |                |              |                |                                           | <u>425.87</u>    |                                     |
| <b>Vendor: 1253 - TARAH ORNELAS</b>                                               |                |              |                |                                           |                  |                                     |
| 924                                                                               | 102245         | 06/02/2023   | 209-552-43809  | MAY NEWSLETTER PSC                        | 305.90           |                                     |
| 925                                                                               | 102245         | 06/02/2023   | 209-552-43809  | JUNE NEWSLETTER PSC                       | 305.90           |                                     |
| 926                                                                               | 102245         | 06/02/2023   | 209-552-43807  | BANNER AND YARD SIGNS<br>RECREATION       | 378.81           |                                     |
| <b>Vendor 1253 - TARAH ORNELAS Total:</b>                                         |                |              |                |                                           | <u>990.61</u>    |                                     |
| <b>Vendor: 2270 - TBG PRODUCTIONS, LLC.</b>                                       |                |              |                |                                           |                  |                                     |
| 0521-2                                                                            | 102286         | 06/09/2023   | 100-551-42515  | ENTERTAINMENT SERVICES<br>FOR PRIDE EVENT | 2,775.00         |                                     |
| <b>Vendor 2270 - TBG PRODUCTIONS, LLC. Total:</b>                                 |                |              |                |                                           | <u>2,775.00</u>  |                                     |
| <b>Vendor: 2676 - TERRIE OLMUS</b>                                                |                |              |                |                                           |                  |                                     |
| 05232023                                                                          | 102287         | 06/09/2023   | 209-551-38112  | REFUND PARK RENTAL                        | 311.00           |                                     |
| <b>Vendor 2676 - TERRIE OLMUS Total:</b>                                          |                |              |                |                                           | <u>311.00</u>    |                                     |
| <b>Vendor: TMO00 - T-MOBILE USA, INC</b>                                          |                |              |                |                                           |                  |                                     |
| 9534911992                                                                        | 102333         | 06/16/2023   | 100-221-42514  | GPS LOCATE PD                             | 100.00           |                                     |
| <b>Vendor TMO00 - T-MOBILE USA, INC Total:</b>                                    |                |              |                |                                           | <u>100.00</u>    |                                     |
| <b>Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC.</b>       |                |              |                |                                           |                  |                                     |
| 263397-202304-1                                                                   | 102334         | 06/16/2023   | 525-118-42510  | DATA APRIL 2023 PD                        | 111.80           |                                     |
| 263397-202305-1                                                                   | 102334         | 06/16/2023   | 525-118-42510  | DATA MAY 2023 PD                          | 149.00           |                                     |
| <b>Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC. Total:</b> |                |              |                |                                           | <u>260.80</u>    |                                     |
| <b>Vendor: UNI38 - UNIVAR USA INC</b>                                             |                |              |                |                                           |                  |                                     |
| 51161961                                                                          | 102246         | 06/02/2023   | 500-641-44303  | SOD BISULFITE WPCP                        | 7,777.53         |                                     |
| 51209196                                                                          | 102335         | 06/16/2023   | 500-641-44303  | SOD HYPO WPCP                             | 7,296.66         |                                     |
| <b>Vendor UNI38 - UNIVAR USA INC Total:</b>                                       |                |              |                |                                           | <u>15,074.19</u> |                                     |
| <b>Vendor: UNI07 - UNIVERSAL BUILDING SVCS.</b>                                   |                |              |                |                                           |                  |                                     |
| 514807                                                                            | 102336         | 06/16/2023   | 100-343-42108  | JANITORIAL SERVICES MAY<br>2023 CH        | 1,296.00         |                                     |
| 514808                                                                            | 102336         | 06/16/2023   | 100-222-42108  | JANITORIAL SERVICES MAY<br>2023 PD        | 2,649.00         |                                     |
| 514809                                                                            | 102336         | 06/16/2023   | 209-557-42108  | JANITORIAL SERVICES SWIM<br>CENTER        | 1,400.00         |                                     |
| 514810                                                                            | 102288         | 06/09/2023   | 500-641-42108  | JANITORIAL SERVICES MAY<br>2023 WPCP      | 534.00           |                                     |
| 8921                                                                              | 102336         | 06/16/2023   | 100-222-42108  | JANITORIAL SUPPLIES PD                    | 326.11           |                                     |
| 8922                                                                              | 102336         | 06/16/2023   | 100-343-42108  | JANITORIAL SUPPLIES CH                    | 299.92           |                                     |
| 8938                                                                              | 102336         | 06/16/2023   | 100-343-42108  | JANITORIAL SUPPLIES CY                    | 720.69           |                                     |
| <b>Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:</b>                             |                |              |                |                                           | <u>7,225.72</u>  |                                     |

## WARRANT LISTING

Payment Dates: 6/2/2023 - 6/16/2023

| Payable Number                                          | Payment Number | Payment Date | Account Number | Description (Payable)                                         | Amount              |
|---------------------------------------------------------|----------------|--------------|----------------|---------------------------------------------------------------|---------------------|
| <b>Vendor: USB06 - US BANK</b>                          |                |              |                |                                                               |                     |
| 502567621                                               | 102337         | 06/16/2023   | 525-118-42107  | COPIER EQUIPMENT CITYWIDE                                     | 2,501.86            |
| MAY 2023                                                | 102247         | 06/02/2023   | 100-20018      | CALCARD CREDIT CARDS                                          | 24,451.43           |
|                                                         |                |              |                | CITYWIDE MAY 2023                                             |                     |
|                                                         |                |              |                | <b>Vendor USB06 - US BANK Total:</b>                          | <b>26,953.29</b>    |
| <b>Vendor: LUK00 - VIVIENNE F. KEARSLEY-LUKE</b>        |                |              |                |                                                               |                     |
| MAY 2023                                                | 102338         | 06/16/2023   | 209-552-43802  | GENTLE YOGA MAY 2023 PSC                                      | 85.40               |
|                                                         |                |              |                | <b>Vendor LUK00 - VIVIENNE F. KEARSLEY-LUKE Total:</b>        | <b>85.40</b>        |
| <b>Vendor: VWR01 - VWR INTERNATIONAL, LLC.</b>          |                |              |                |                                                               |                     |
| 8811862940                                              | 102339         | 06/16/2023   | 500-641-44305  | CREDIT MEMO WPCP                                              | -620.79             |
| 8813011473                                              | 102339         | 06/16/2023   | 500-641-44305  | PIPET SEROLOGICAL                                             | 127.47              |
|                                                         |                |              |                | POLYSTYRENE WPCP                                              |                     |
| 8813032210                                              | 102339         | 06/16/2023   | 500-641-44305  | PIPET SERO LAB SUPPLIES                                       | 635.66              |
|                                                         |                |              |                | WPCP                                                          |                     |
|                                                         |                |              |                | <b>Vendor VWR01 - VWR INTERNATIONAL, LLC. Total:</b>          | <b>142.34</b>       |
| <b>Vendor: 2678 - WEBSTAIRANT STORE, LLC</b>            |                |              |                |                                                               |                     |
| 85884424                                                | 102289         | 06/09/2023   | 106-552-47101  | DISH WASHER PSC                                               | 10,108.06           |
|                                                         |                |              |                | <b>Vendor 2678 - WEBSTAIRANT STORE, LLC Total:</b>            | <b>10,108.06</b>    |
| <b>Vendor: 2603 - WEST VALLEY CONSTRUCTION CO, INC.</b> |                |              |                |                                                               |                     |
| 136977                                                  | 102340         | 06/16/2023   | 500-642-47201  | ENGINEERING DESIGN                                            | 37,092.74           |
|                                                         |                |              |                | SERVICES FOR SANITARY                                         |                     |
|                                                         |                |              |                | SEWER                                                         |                     |
|                                                         |                |              |                | <b>Vendor 2603 - WEST VALLEY CONSTRUCTION CO, INC. Total:</b> | <b>37,092.74</b>    |
| <b>Vendor: 1520 - WEX BANK</b>                          |                |              |                |                                                               |                     |
| 89717978                                                | 102341         | 06/16/2023   | 100-221-44301  | FUEL PURCHASES PD                                             | 45.00               |
|                                                         |                |              |                | <b>Vendor 1520 - WEX BANK Total:</b>                          | <b>45.00</b>        |
|                                                         |                |              |                | <b>Grand Total:</b>                                           | <b>1,479,362.50</b> |

## WARRANT LISTING

Payment Dates: 6/2/2023 - 6/16/2023

## Report Summary

## Fund Summary

| Fund                                          | Payment Amount      |
|-----------------------------------------------|---------------------|
| 100 - General Fund                            | 856,745.78          |
| 105 - Measure S -2006                         | 59,691.00           |
| 106 - MEASURE S-2014                          | 91,694.21           |
| 200 - Gas Tax Fund                            | 16,643.22           |
| 201 - Restricted Real Estate Maintenance Fund | 631.40              |
| 207 - NPDES Storm Water Fund                  | 1,337.49            |
| 209 - Recreation Fund                         | 30,281.70           |
| 212 - Building & Planning                     | 335.40              |
| 214 - Solid Waste Fund                        | 13,001.17           |
| 310 - Lighting & Landscape Districts          | 807.53              |
| 325 - City Street Improvements                | 2,848.00            |
| 327 - Park Grants (Measure WW)                | 136,470.37          |
| 500 - Sewer Enterprise Fund                   | 194,514.02          |
| 525 - Information Systems                     | 62,700.48           |
| 750 - Recognized Obligation Retirement Fund   | 11,660.73           |
| <b>Grand Total:</b>                           | <b>1,479,362.50</b> |

## Account Summary

| Account Number | Account Name                  | Payment Amount |
|----------------|-------------------------------|----------------|
| 100-000-31510  | Other Tax/Business Lice...    | 189.00         |
| 100-10601      | Gas Tanks/Corp Yard           | 9,805.85       |
| 100-111-42203  | Office Exp/Shipping & M...    | 502.09         |
| 100-112-42201  | Office Expense                | 91.83          |
| 100-112-42514  | Admin Exp/Special Depa...     | 558.00         |
| 100-116-42101  | Prof Svcs/Professional Se..   | 4,519.76       |
| 100-117-41004  | Emp Benefits/PERS Retir...    | 270,577.24     |
| 100-20011      | Accounts Payable/Miscel...    | 91,812.95      |
| 100-20018      | Accounts Payable/CalCa...     | 24,451.43      |
| 100-20402      | Deferred Rev/Unclaimed...     | 31,800.79      |
| 100-221-42107  | Prof Svcs/Equipment Ma...     | 1,800.00       |
| 100-221-42302  | Travel & Training/Milea...    | 79.23          |
| 100-221-42303  | Travel & Training/Meal A...   | 18.00          |
| 100-221-42304  | Travel & Training/Officer...  | 7,500.00       |
| 100-221-42514  | Admin Exp/Special Depa...     | 2,782.96       |
| 100-221-44301  | Other Materials Supp/F...     | 45.00          |
| 100-222-42101  | Prof Svcs/Professional Se..   | 4,069.41       |
| 100-222-42108  | Prof Svcs/Building-Struc...   | 5,367.61       |
| 100-222-42201  | Office Expense                | 232.01         |
| 100-222-42514  | Admin Exp/Special Depa...     | 450.44         |
| 100-222-43103  | Utilities/Electricity & Po... | 4,330.08       |
| 100-222-44410  | Safety Clothing               | 76.72          |
| 100-223-42101  | Prof Svcs/Professional Se..   | 125.02         |
| 100-223-43103  | Utilities/Electricity & Po... | 866.02         |
| 100-231-42101  | Prof Svcs/Professional Se..   | 323,555.00     |
| 100-231-42108  | Prof Svcs/Building-Struc...   | 728.05         |
| 100-231-43103  | Utilities/Electricity & Po... | 3,464.05       |
| 100-342-42514  | Admin Exp/Special Depa...     | 425.87         |
| 100-342-44306  | Other Materials Supp/M...     | 43.66          |
| 100-343-42108  | Prof Svcs/Building-Struc...   | 5,011.18       |
| 100-343-42511  | Admin Exp/Equipment R...      | 4,425.00       |
| 100-343-43102  | Utilities/Water               | 168.04         |
| 100-343-44306  | Other Materials Supp/M...     | 906.20         |
| 100-343-44410  | Safety Clothing               | 238.98         |
| 100-345-42108  | Prof Svcs/Building-Struc...   | 6,129.57       |
| 100-345-43102  | Utilities/Water               | 9,229.12       |
| 100-345-43103  | Utilities/Electricity & Po... | 49.39          |
| 100-345-44306  | Other Materials Supp/M...     | 1,659.28       |

## WARRANT LISTING

Payment Dates: 6/2/2023 - 6/16/2023

| Account Summary |                               |                |
|-----------------|-------------------------------|----------------|
| Account Number  | Account Name                  | Payment Amount |
| 100-465-42302   | Travel & Training/Milea...    | 138.47         |
| 100-465-42303   | Travel & Training/Meal A...   | 345.00         |
| 100-551-42101   | Prof Svcs/Professional Se...  | 31,902.48      |
| 100-551-42515   | Admin Exp/Special Events      | 6,275.00       |
| 105-231-42101   | Prof Svcs/Professional Se...  | 59,691.00      |
| 106-231-42101   | Prof Svcs/Professional Se...  | 44,128.00      |
| 106-341-42101   | Prof Svcs/Professional Se...  | 2,885.15       |
| 106-342-47205   | Improvements/Streets          | 455.40         |
| 106-345-47203   | Improvements/Parks            | 34,117.60      |
| 106-552-47101   | FF&E/Equipment                | 10,108.06      |
| 200-342-42108   | Prof Svcs/Building-Struc...   | 335.81         |
| 200-342-43103   | Utilities/Electricity & Po... | 16,307.41      |
| 201-343-42108   | Prof Svcs/Building-Struc...   | 548.93         |
| 201-343-43103   | Utilities/Electricity & Po... | 82.47          |
| 207-344-42102   | Prof Svcs/Attorney Servi...   | 1,298.00       |
| 207-344-42107   | Prof Svcs/Equipment Ma...     | 39.49          |
| 209-551-38112   | Rental Income/Facility R...   | 311.00         |
| 209-552-36412   | Recreation Chg/Travel         | 490.00         |
| 209-552-42107   | Prof Svcs/Equipment Ma...     | 868.42         |
| 209-552-42108   | Prof Svcs/Building-Struc...   | 5,292.52       |
| 209-552-43103   | Utilities/Electricity & Po... | 3,506.39       |
| 209-552-43802   | Program Cost/Class Fees       | 1,797.20       |
| 209-552-43804   | Program Cost/Food Prog...     | 4,715.79       |
| 209-552-43807   | Program Cost/Fundraisi...     | 378.81         |
| 209-552-43809   | Program Cost/Newsletter       | 1,067.36       |
| 209-552-43810   | Program Cost/Center Ma...     | 405.00         |
| 209-553-42108   | Prof Svcs/Building-Struc...   | 634.31         |
| 209-554-42108   | Prof Svcs/Building-Struc...   | 1,826.81       |
| 209-557-42108   | Prof Svcs/Building-Struc...   | 8,532.19       |
| 209-557-42514   | Admin Exp/Special Depa...     | 437.00         |
| 209-557-44306   | Other Materials Supp/M...     | 18.90          |
| 212-461-42514   | Admin Exp/Special Depa...     | 275.40         |
| 212-462-34232   | Fees/Issuance/Processin...    | 60.00          |
| 214-345-47203   | Improvements/Parks            | 13,001.17      |
| 310-347-42108   | Prof Svcs/Building-Struc...   | 62.16          |
| 310-347-43103   | Utilities/Electricity & Po... | 280.00         |
| 310-348-42108   | Prof Svcs/Building-Struc...   | 65.37          |
| 310-348-43103   | Utilities/Electricity & Po... | 400.00         |
| 325-342-47205   | Improvements/Streets          | 2,848.00       |
| 327-345-47203   | Improvements/Parks            | 136,470.37     |
| 500-641-42101   | Prof Svcs/Professional Se...  | 306.00         |
| 500-641-42107   | Prof Svcs/Equipment Ma...     | 13,467.79      |
| 500-641-42108   | Prof Svcs/Building-Struc...   | 534.00         |
| 500-641-43103   | Utilities/Electricity & Po... | 61,987.74      |
| 500-641-44302   | Other Materials Supp/SI...    | 7,464.74       |
| 500-641-44303   | Other Materials Supp/C...     | 15,074.19      |
| 500-641-44304   | Other Materials Supp/Pe...    | 3,196.00       |
| 500-641-44305   | Other Materials Supp/La...    | 10,369.48      |
| 500-641-44306   | Other Materials Supp/M...     | 10,122.84      |
| 500-641-44410   | Safety Clothing               | 1,645.32       |
| 500-642-42101   | Prof Svcs/Professional Se...  | 32,149.40      |
| 500-642-42107   | Prof Svcs/Equipment Ma...     | 499.02         |
| 500-642-42514   | Admin Exp/Special Depa...     | 37.51          |
| 500-642-43103   | Utilities/Electricity & Po... | 567.25         |
| 500-642-47201   | Improvements/Building         | 37,092.74      |
| 525-118-42101   | Prof Svcs/Professional Se...  | 29,516.77      |
| 525-118-42105   | Prof Svcs/Network Main...     | 1,815.00       |
| 525-118-42106   | Prof Svcs/Software Main...    | 21,066.72      |

WARRANT LISTING

Payment Dates: 6/2/2023 - 6/16/2023

Account Summary

| Account Number | Account Name                | Payment Amount   |
|----------------|-----------------------------|------------------|
| 525-118-42107  | Prof Svcs/Equipment Ma...   | 2,501.86         |
| 525-118-42510  | Admin Exp/Software Pur...   | 3,672.44         |
| 525-118-43101  | Utilities/Telephone         | 4,127.69         |
| 750-463-42101  | Prof Svcs/Professional Se.. | <u>11,660.73</u> |
| Grand Total:   |                             | 1,479,362.50     |

Project Account Summary

| Project Account Key | Payment Amount   |
|---------------------|------------------|
| **None**            | 1,255,377.22     |
| 10634247205RO2304   | 455.40           |
| 10634547203PA2203   | 6,830.84         |
| 21434547203PA2101   | 13,001.17        |
| 32534247205RO1902   | 2,848.00         |
| 32734547203PA2203   | 163,757.13       |
| 50064247201SS2201   | <u>37,092.74</u> |
| Grand Total:        | 1,479,362.50     |

Approved By   
Date: 6/14/2023



## CITY COUNCIL REPORT

9C

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** SANJAY MISHRA, PUBLIC WORKS DIRECTOR

**SUBJECT:** AWARD A CONTRACT TO CSW/ST2 TO COMPLETE A BROADBAND OPPORTUNITIES ASSESSMENT

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### **RECOMMENDATION**

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

1. Authorize the City Manager to award a contract in a form acceptable to the City Attorney to CSW/ST2 to complete a Broadband Opportunities Assessment; and
2. Authorize the City Manager to execute the contract in an amount not to exceed a negotiated amount of \$44,884.

### **BACKGROUND**

Broadband connectivity supports existing and new commerce and improves the quality of residents' lives through improved delivery of services such as telework, telehealth, distance learning, and digital inclusion.

The City would like to better understand the high speed (broadband) connectivity available to community residents, businesses, and other organizations in terms of coverage, speed, and cost; determine whether there are gaps relative to modern standards; if there are gaps, identify and assess potential City interventions (including public-private partnerships) with respect to cost, effectiveness, and feasibility; and make a recommendation regarding next City steps on digital connectivity as appropriate.

On April 11, 2023, City staff released a Request for Proposals (RFP) soliciting consultant proposals to complete a Broadband Opportunities Assessment. The RFP was listed on [www.publicpurchase.com](http://www.publicpurchase.com), posted on the City of Pinole website, and distributed to firms identified through a web search. Responses were due on May 15, 2023.

The scope for this project includes the following:

- A. Broadband Trends and Technology Review
- B. Existing Service and Infrastructure Analysis
- C. Gap Analysis

- D. Public Assets Analysis
- E. Enhancement Options
- F. Recommended Next Steps

A Final Broadband Opportunities Assessment report will be presented to the City Council.

A total of eight proposals were submitted and provided to the review panel (Panel). The Panel consisted of two City of Pinole staff representing the Public Works Department and a project management consultant who supported the RFP process. All responses were evaluated using the criteria in the RFP:

- A. Qualifications
- B. Cost
- C. Method for Executing Scope of Work
- D. Exceptions to the Consultant Services Agreement
- E. References

Four firms were selected by the Panel and invited for interviews to further demonstrate their qualifications. The Panel members identified CSW/ST2 as the preferred consultant. A copy of the CSW/ST2 proposal is attached (Attachment C).

### **REVIEW & ANALYSIS**

City staff recommends we award a contract to CSW/ST2 based on the firm's unique knowledge of West Contra Costa County broadband infrastructure, demonstrated ability to provide useful advice to other nearby communities and proposed approach to completing the scope of work. The firm demonstrated its advanced understanding of Broadband infrastructure currently serving Pinole residents and businesses. The firm also proposed to survey the community in a way that ensures recommendations respond to actual reasons why residents or businesses may not currently be accessing broadband. In its written proposal and interview, the firm demonstrated experience delivering projects similar in scope and size. Staff believes the firm's team has the experience and professional competency that will result in a satisfactory product for the City.

CSW/ST2's proposal included a budget of \$59,558. After identifying CSW/ST2 as the preferred firm, staff negotiated a contract cost of \$44,884 for the project.

### **FISCAL IMPACT**

There are sufficient funds in the City's adopted CIP to award the contract to CSW/ST2 in an amount not to exceed \$44,884.



**ATTACHMENTS**

- A. Resolution
- B. CSW/ST2 proposal

RESOLUTION NO. 2023 – XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH CSW/ST2 FOR \$44,884 TO COMPLETE A BROADBAND OPPORTUNITIES ASSESSMENT**

**WHEREAS**, the City recognizes that Broadband connectivity supports existing and new commerce and improves the quality of residents' lives through improved delivery of services such as telework, telehealth, distance learning, and digital inclusion; and

**WHEREAS**, the City would like to better understand the Broadband connectivity available to community residents, businesses, and other organizations in terms of coverage, speed, and cost and determine whether there are gaps relative to modern standards; and

**WHEREAS**, if there are gaps in Broadband, the City desires to identify and assess potential City interventions (including public-private partnerships) with respect to cost, effectiveness, and feasibility; and understand potential next City steps on digital connectivity; and

**WHEREAS**, the City issued a Request for Proposals (RFP) on April 11, 2023, on [www.publicpurchase.com](http://www.publicpurchase.com), posted the RFP on [www.ci.pinole.ca.us/bids](http://www.ci.pinole.ca.us/bids) and distributed to firms based on a web search, seeking proposals from qualified consultants to provide professional services for the development of a Broadband Opportunities Assessment; and

**WHEREAS**, eight proposals were received and evaluated on the interview panel based on the criteria outlined in the RFP, including the consultant's experience, qualifications, interview and proposed methodology; and

**WHEREAS**, the interview panel has recommended that the contract be awarded to CSW/ST2 based on the firm's unique knowledge of West Contra Costa County Broadband infrastructure, demonstrated ability to provide useful advice to other nearby communities and proposed approach to completing the scope of work.

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

1. CSW/ST2's proposal is found to be the most responsive proposal and is accepted by the City Council for development of a Broadband Opportunities Assessment.
2. Funding is allocated in the City's Capital Improvement Program for this project.

3. The City Manager is authorized to execute a professional services contract with CSW/ST2 in an amount not to exceed \$44,884 for the Project in a form to be approved by the City Attorney.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 20th day of June 2023 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 20th day of June 2023.

---

Heather Bell, CMC  
City Clerk

Proposal to Provide Professional Consulting Services Related to:

# BROADBAND OPPORTUNITIES ASSESSMENT



May 15, 2023

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Prepared By:

**CSW/Stuber-Stroeh Engineering Group**

Robert Stevens, PE, TE

121 Park Place

Richmond, CA 94801

415.533.1864

[rstevens@cswst2.com](mailto:rstevens@cswst2.com)

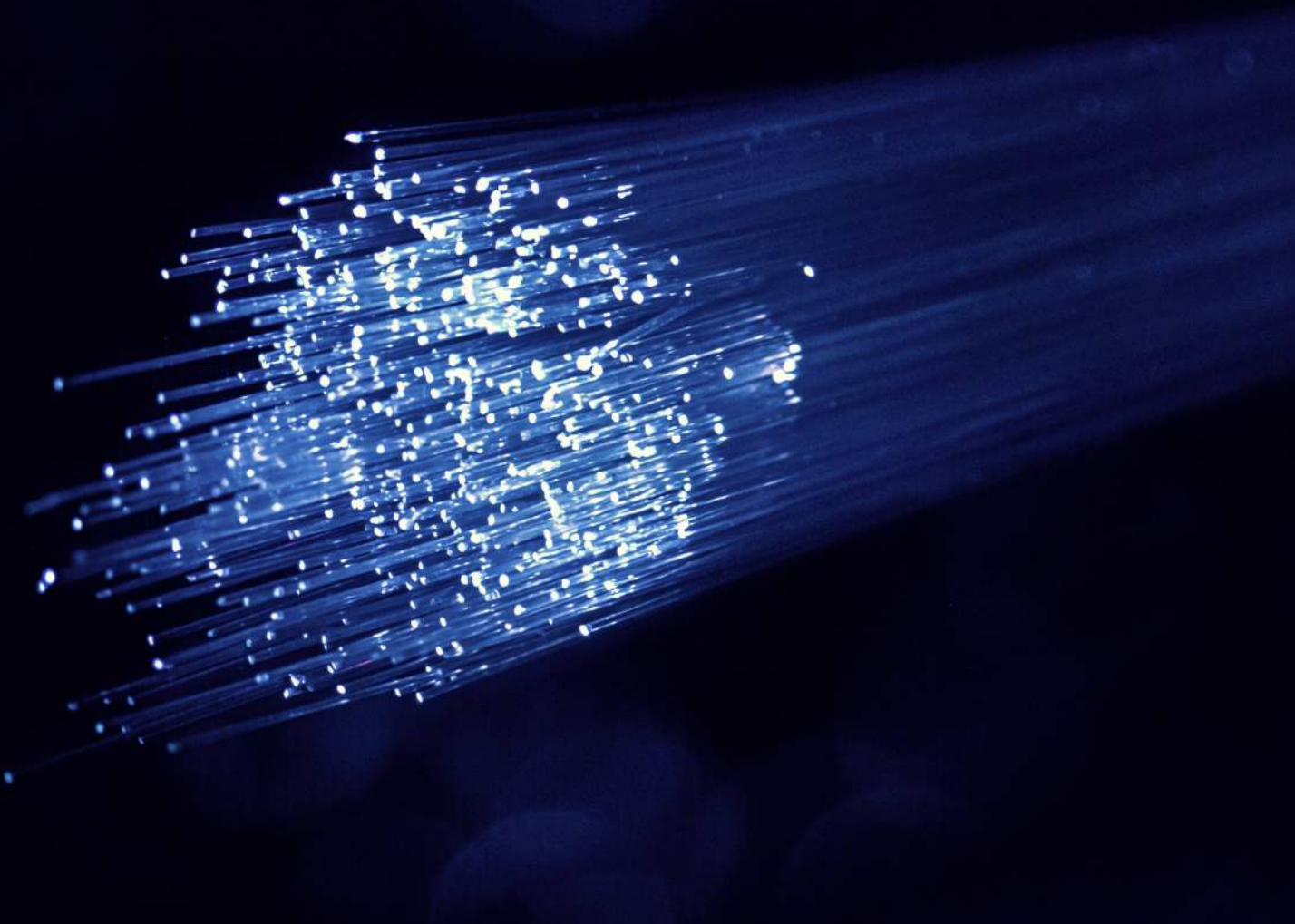
**CSW|ST2**

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May 15, 2023

Sanjay Mishra, PE, TE, QSD/P  
Public Works Director  
City of Pinole  
2131 Pear Street  
Pinole, CA 94564

**RE: ASSESSMENT OF BROADBAND STATUS AND OPPORTUNITIES FOR THE CITY**

Dear Mr. Mishra:

The COVID-19 pandemic highlighted the critical importance of broadband access in our daily lives. From communications and entertainment to work, healthcare, and education, the internet has become an essential component of our daily routine. Without reliable and affordable broadband connectivity, the economic health of our communities can be severely impacted. Fortunately, California has recognized this and has taken steps to bridge the digital divide with Senate Bill 156, which aims to provide all residents with affordable access to broadband Internet services.

CSW/ST2 is proud to support the City of Pinole in assessing its current broadband services and planning for the future. While the FCC and CPUC databases indicate that the City of Pinole has access to a rich array of broadband services - most addresses within the City are able to receive speeds of 1 to 2 Gbps which exceeds the FCC definition of broadband - we understand that the challenge of accessing the internet is not solely a technical one. Language barriers and lack of technical expertise can prevent people from gaining access to online resources, and addressing these challenges requires on-the-ground resources to provide internet accessibility training in our communities.

Our experience in developing municipal broadband networks in Richmond and San Pablo has taught us that creating inclusive and accessible internet infrastructure requires more than just technical expertise. It requires a commitment to equity and a willingness to engage with the community to understand their unique challenges and needs. We look forward to working with the City of Pinole to ensure that all residents have access to reliable and affordable broadband connectivity, regardless of their background or technical expertise.

In addition to the existing challenges of providing reliable and affordable broadband access in Pinole, potential regulatory changes could limit access and drive-up costs for residents. Some communities have responded by exploring the development of public networks that are free from corporate restrictions. However, such networks can be prohibitively expensive to construct and operate. Fortunately, there are alternative solutions, such as partnering with private companies to develop hybrid networks, allowing access to City-owned resources, and state and federal funding to help catalyze development. Our team at CSW/ST2 has extensive experience in supporting the

development of both private commercial service provider and municipal broadband networks. We are well-equipped to assist the City of Pinole in evaluating its broadband assets and identifying the best path forward to ensure that all residents have access to reliable and affordable broadband connectivity.

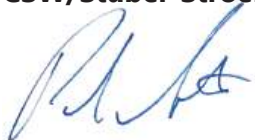
As required by the Request for Proposal:

- As the president of CSW/ST2, I am authorized to submit this proposal and bind the firm to the City of Pinole.
- My address is listed on this correspondence, and I can be contacted by cell at 415.533.1864 or [rstevens@cswst2.com](mailto:rstevens@cswst2.com). Our website is [www.cswst2.com](http://www.cswst2.com).
- This proposal is valid for 90 days from the due date.
- We agree to the Standard Agreement without modification.
- Our firm has not been terminated by a public agency in the last five years.
- We have no known conflicts of interest regarding the performance of work associated with this agreement.

We appreciate your review of our proposal attached and the opportunity to support the Pinole community in the evaluation of its broadband assets.

Sincerely,

**CSW/Stuber-Stroeh Engineering Group, Inc.**



Robert Stevens, PE, TE, LEED AP  
Principal



# QUALIFICATIONS

**CSW | ST 2** For nearly 70 years, **CSW/Stuber-Stroeh Engineering Group (CSW/ST2)** has been a leading provider of civil engineering, surveying, and land planning services to public clients in California. Our firm has a strong focus on transportation, urban redevelopment, water resources, civic, and infrastructure projects, and we are proud to have a 50-member team based in offices located in San Mateo, Sonoma, Alameda, Contra Costa, and Marin counties.

One of the specialized services we offer is telecommunications planning and design, catering to both public agencies and commercial telecommunications providers. Our telecommunications services include fiber optic network planning, design, construction support, and commissioning, wireless network feasibility assessments and planning, intelligent transportation systems planning and design, valuation of dark fiber and conduit systems, consulting services for public-private partnerships including asset swaps and leases, and technical support for expanding broadband to underserved communities.

Our team has worked on several municipal networks in the Cities of Richmond, San Pablo, Brentwood, and San Rafael, providing essential services such as traffic signal interconnect, free WIFI service, and identifying efforts to expand broadband access. We have also completed the design of a new 144 fiber backbone on Third Street in San Rafael, interconnecting public safety and the traffic signal system.

At CSW/ST2, we understand the latest trends in broadband services due to our work with commercial providers. We have collaborated with several providers in completing subsea cable links between Asia and the United States, including a new cable landing data center in Arcata, California. Our team is finalizing the design of a new fiber optic ring in the San Francisco Bay Area, which includes a crossing of the Bay linking South San Francisco and San Leandro. We are also supporting the construction of a new high-speed network linking Humboldt County with Redding, providing much-needed broadband in Northern California.

Additionally, we are proud to provide technical support to several Native American Tribes who have received funding through Senate Bill 156. This funding expands the state's broadband fiber infrastructure and increases internet connectivity in rural communities, utilizing a mix of aerial and underground infrastructure.

Finally, our firm is uniquely positioned to help plan Pinole's broadband future to serve residents and businesses, with our team's extensive local public and private expertise. We highlight some of our broadband experience as follows:



## RICHMOND MUNICIPAL FIBER NETWORK

For the last decade our team has worked with the City of Richmond to expand its broadband capacity. Our team completed the planning and design to construct a 12-mile fiber optic network operating at 10 Gb/s to serve internal communications for the City of Richmond. The network links fire, police, and public works providing both emergency and standard communications serving twenty nodes within the City. Our team supported the City in securing a \$6 million federal grant to support development of the network.

After the network's construction, our team collaborated with the City to bring broadband services to underserved neighborhoods. This effort included a partnership with the Internet Archive to provide internet access to the community. Our team planned and implemented a WIFI system at three public housing developments within the City providing free internet access using grant funding from the California Public Utilities Commission.

Our team continues to work with the City to expand broadband services, upgrade the network and construct an intelligent transportation system. Most recently, we finished the implementation of a fiber optic network and advanced controllers on 23rd and 22nd Street in the City.

### Status:

May 2011 - Current

### Status

Network backbone complete, currently adding wireless access points

### Key Personnel:

Robert Stevens

Manjot Sandhu

## QUALIFICATIONS

## SAN PABLO BROADBAND PLANNING

The City of San Pablo retained members of our team to implement the fiber to every home project designed to enhance broadband capacity within the community. Early in the project, we advised against a deployment throughout the City as the capital cost and network maintenance, as in our option, was not sustainable. The City implemented a limited broadband network linking key City and community assets.

Over the last year, we have supported the City in exploring options to expand broadband connectivity including construction of WIFI nodes near high and medium density housing. This has included the preparation of a network planning grant submittal to the California Public Utilities Commission.

Our team is coordinating with telecommunications providers to develop the Digital 299 project that links the Cities of Arcata and Redding with a high-speed fiber optic network. This project installs conduit and fiber optic cable along 162 miles of State Route 299. Our team is coordinating with Caltrans District's 1 and 2 to secure an encroachment permit to construct the facility. This network segment is a critical link that connects the United States with Singapore.

To support the City's relocation of its data center to City Hall, we prepared a fiber relocation and splicing plan including a phasing strategy to ensure the City's network remains up during the work. The City will implement this plan this summer.

**Status:**

2017 - Current

**Status**

Providing technical support to the City

**Key Personnel:**

Robert Stevens

## DIGITAL 299, EUREKA

**Status:**

2021 - Current

**Status**

In Construction

**Key Personnel:**

Robert Stevens

Julia Harberson

## BAY AREA BROADBAND DEPLOYMENT

Our team is supporting a network service provider in developing a fiber optic network that rings the San Francisco Bay Area including a subsea cable link between South San Francisco and San Leandro. The 150-mile network includes four 2 inch in diameter conduits and interconnects key data centers and ATT Central Offices. Our team is responsible for key segments in the South Bay, Peninsula, and coordinating with Caltrans District 4 for the Bay crossing.

**Status:**

2019 - Current

**Status**

About 75% of permitting complete

**Key Personnel:**

Robert Stevens

Julia Harberson

Manjot Sandhu

# KEY PERSONNEL

## OUR KEY TEAM

**Robert Stevens, PE, TE, Principal** For 25 years, Robert has either supported or worked in the telecommunications industry planning, designing, and building broadband networks for commercial providers and local communities. He is the co-founder of two competitive local exchange carriers including Bandwidth Infrastructure Group that operates dark fiber networks in California, Oregon, and Georgia. For the last decade, Robert has supported Richmond, San Pablo, San Rafael, and Brentwood in planning their municipal networks including free WIFI service at three communities in Richmond. He understands the current trends in the telecommunications industry, costs associated with deployment and maintenance of assets, and potential revenue associated with both network elements and services.

**Julia Harberson, PE, Project Manager** Over the last 5 years, Julie has supported the network planning, design, and construction of commercial fiber optic networks throughout California. This includes the 250 mile link between a subsea cable landing station in Arcata and Redding, which links the United States to Singapore. Julia is familiar with the current state of the art practice in broadband infrastructure used for broadband networks. She will lead our effort in assessing existing opportunities in Pinole and providing recommendations to meet future broadband needs.

**Manjot Sandhu, Project Engineer** Manjot has supported both Julia and Robert in network planning and design for hundreds of miles of broadband expansion projects. This includes preparing as-builts of the City of Richmond fiber network. Manjot understands current network development and will assist in developing the inventory of existing assets within the City of Pinole.



## ROBERT STEVENS

PE, TE, LEED AP  
PRINCIPAL-IN-CHARGE



### CSW | ST2

Robert specializes in developing public and private infrastructure to serve our communities delivering more than \$200 million in construction valuation over the last 10 years.

Engaged throughout the life of the project, his experience ranges from conceptual design to detailed engineering culminating in final construction. Robert's specialty is urban mixed-use redevelopment, complete streets, utility infrastructure, and marine facilities. Coordinating the design team, public agencies, community organizations, and private parties, he works to develop consensus-based solutions for projects delivered on budget and schedule.

#### BROADBAND EXPERIENCE

**Arcata/Samoa Beach Fiber, Caltrans District 1** Our team is coordinating with the City of Arcata, Caltrans, Humboldt County, and a consortium of broadband service providers to construct an undersea fiber optic cable linking the United States and Singapore. We provided the landside planning, design, environmental assessment, and permitting to support construction of twin 6 inch in diameter high density polyethylene conduit installed by trenchless methods along State Route 255 in Humboldt County between Post Miles 2.012 and 8.467. Our team prepared a Design Engineering and Evaluation Report and policy and design exceptions for review and approval by District 1 Caltrans staff.

**City of Richmond Public Works Department, Municipal Fiber Network** Our team completed the planning and design to construction a 12 mile fiber optic network operating at 10 Gb/s to serve internal communications for the City of Richmond. The network links fire, police, and public works providing both emergency and standard communications serving twenty nodes within the City. Subsequent to the network construc-

tion, our team has added additional network infrastructure to link traffic signals providing an intelligent transportation system. Currently, we are working with the City to link wireless access nodes to the fiber network to provide free internet access to the community.

#### EDUCATION

B.S. Civil Engineering, San Jose State University

#### REGISTRATION

Professional Civil Engineer

- California - No 58660

Professional Traffic Engineer

- California - No 2953

#### PRESENTATIONS

"Deploying Broadband Networks for Public Agencies"  
American Public Works Association, 2021

"Designing Smart Cities" American Planning Association, 2019

"Designing Complete and Green Streets" Stanford University 2016





# JULIA HARBERSON

PE, QSD/QSP, LEED AP  
PROJECT MANAGER

## CSW | ST 2

Julia is a registered civil engineer who specializes in hydrology and hydraulics related to green infrastructure, including pervious pavements, pavers, and rain gardens. She has extensive experience finding creative solutions to integrate green infrastructure into existing urban developments. She has extensive experience finding creative solutions to integrate fiber into existing utility networks.

### SELECTED EXPERIENCE

**Arcata/Samoa Beach Fiber Landing, Caltrans District 1** Our team is coordinating with the City of Arcata, Caltrans, Humboldt County, and a consortium of broadband service providers to construct an undersea fiber optic cable linking the United States and Singapore. We provided the landside planning, design, environmental assessment, and permitting to support construction of twin 6 inch in diameter high density polyethylene conduit installed by trenchless methods along State Route 255 in Humboldt County between Post Miles 2.012 and 8.467. Our team prepared a Design Engineering and Evaluation Report and policy and design exceptions for review and approval by District 1 Caltrans staff.

**Bandwidth IG Bay Area Network Deployment, San Leandro to South San Francisco** Our team is supporting a network service provider in developing a fiber optic network that rings the San Francisco Bay Area including a subsea cable link between South San Francisco and San Leandro. The 150 mile network includes four 2 inch in diameter conduits and interconnects key data centers and ATT Central Offices. Our team is responsible for key segments in the South Bay, Peninsula, and coordinating with Caltrans District 4 for the Bay crossing.

**Digital 299, Arcata and Redding** Our team is coordinating with telecommunications providers to develop the Digital 299 project that links the Cities of Arcata and Redding with a high-speed fiber optic network. This project installs conduit and fiber optic cable along 162 miles of State Route 299. Our team is coordinating with Caltrans District's 1 and 2 to secure an encroachment permit to construct the facility. To support the approval, our team is preparing a Design Engineering and Evaluation Report including policy and design exceptions to support the approval.

### EDUCATION

B.S. Civil Engineering, Portland State University

### REGISTRATION

Professional Civil Engineer

- California - No 76626

QSD/QSP Certificate #00352





## MANJOT SANDHU

### PROJECT ENGINEER



**CSW | ST 2** Manjot coordinates civil design and plan production on a variety of infrastructure improvement projects for private clients and local and state agencies. He is also integral to our outreach efforts and enjoys working directly with local communities and Community Action Groups in the early phases of a project. As a project engineer, he is in charge of the routine communications with consultants and contractors and assists in keeping projects on schedule and completed on time.

#### SELECTED EXPERIENCE

**Bay Area Network Deployment, San Leandro to South San Francisco** Our team is supporting a network service provider in developing a fiber optic network that rings the San Francisco Bay Area including a subsea cable link between South San Francisco and San Leandro. The 150 mile network includes four 2 inch in diameter conduits and interconnects key data centers and ATT Central Offices. Our team is responsible for key segments in the South Bay, Peninsula, and coordinating with Caltrans District 4 for the Bay crossing.

**Hoopa Valley Nation Broadband Initiative** Our team provided technical support for the Hoopa Valley tribe's initiative to construct nine miles of fiber optic cable along State Route 96 from its intersection with State Route 169 in Weitchpec south to the just north of Mill Creek Road. Our team provided technical support for the fiber optic network alignment. We compiled a Design Standards Decision Document for review and approval by District 1 staff providing for an encroachment permit to construct the network.

**Arcata/Samoa Beach Fiber Landing, Caltrans District 1** Our team is coordinating with the City of Arcata, Caltrans, Humboldt County, and a consortium of

broadband service providers to construct an undersea fiber optic cable linking the United States and Singapore. We provided the landside planning, design, environmental assessment, and permitting to support construction of twin 6 inch in diameter high density polyethylene conduit installed by trenchless methods along State Route 255 in Humboldt County between Post Miles 2.012 and 8.467. Our team prepared a Design Engineering and Evaluation Report and policy and design exceptions for review and approval by District 1 Caltrans staff.

**Digital 299, Arcata** Our team is coordinating with telecommunications providers to develop the Digital 299 project that links the Cities of Arcata and Redding with a high-speed fiber optic network. This project installs conduit and fiber optic cable along 162 miles of State Route 299. Our team is coordinating with Caltrans District's 1 and 2 to secure an encroachment permit to construct the facility. To support the approval, our team is preparing a Design Engineering and Evaluation Report including policy and design exceptions to support the approval.

#### EDUCATION

B.S. Civil Engineering, Cal State San Francisco

# SCOPE OF WORK

The Federal Communications Commission's (FCC) definition of a broadband internet connection is 25 million bits per second (Mbps) of download and 3 Mbps of upload. California's definition is even lower at only 10/1 Mbps of download/ upload speed. These standards are no longer relevant as the demands required by today's applications and video conferencing exceed this value considerably. For a typical household that includes four people who use the internet for work, education, video streaming, and conference calls require a connection rate of about 100 Mbps at a latency at less than 15 milliseconds.

Pinole is fortunate to have various internet service providers including AT&T and Comcast that offer wired connections to households between 1 Gbps and 2 Gbps as shown in the following illustration from the California Interactive Broadband Map.

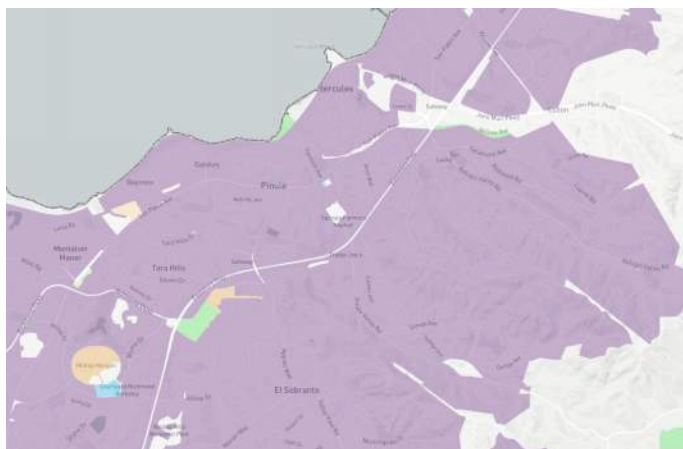


Figure A: California Interactive Broadband Map of Pinole area

The City also has robust wireless coverage offered by ATT, Sprint, T-Mobile, and Verizon serving connections ranging from 25 to 50 Mbps as shown in the following coverage map (Figure B) provided by the California Public Utilities Commission.

Thus, residents and businesses in Pinole have robust options to serve their internet access needs. However, from our work in San Pablo and Richmond that have

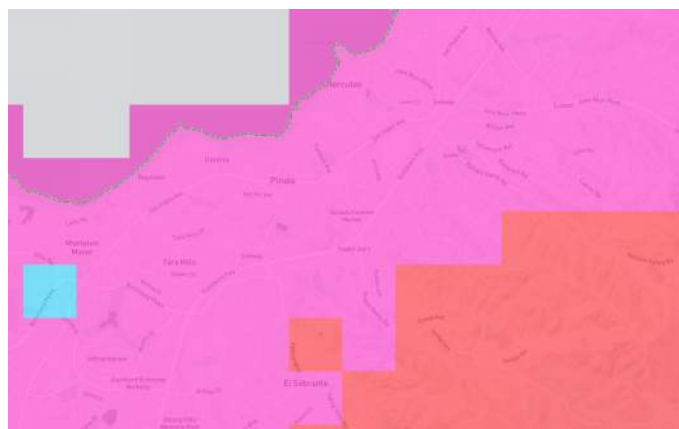


Figure B: Fastest Downstream Providers Legend

- AT&T S22
- Sprint S10
- T-Mobile S10
- T-Mobile S22
- Verizon S22
- No Service

similar broadband services, that does not necessarily mean community members can access internet resources. We have found that that there can be a language and lack of technical skills that present access barriers. Providing technical support to these users can often help them gain access. In some cases, smart phones can be a bridge to access the internet as they are often easier to use than computers. But the walls of our homes attenuate wireless signals creating reduced access speeds. Radio frequency boosters or other technologies can help support these users.

As the internet has matured providing us the ability to communicate and do our jobs as well as receive education, medical assistance, and entertainment, it has become a critical part of our lives becoming more of a utility similar to water or electrical power. While the communications industry is regulated, some leaders are concerned that access to the internet should be neutral provided over a publicly owned network. While this can create a robust



## SCOPE OF WORK

platform for users, the cost and maintenance of the network far exceeds many municipalities' budgets.

Partnering with commercial providers to help subsidize the installation could be an option to expand choices. Both Sonic and Astound are actively expanding their networks in Bay Area communities and providing broadband internet access to residences and businesses. In addition, Crown Castle has several active projects to construct fiber optic-based networks linking wireless sites distributed throughout neighborhoods.

Implementing a public network in Pinole could be straightforward. The Internet Archive is a non-profit digital library offering free universal access to media. It has a datacenter in Richmond and provides the City with free access to the internet for its WIFI program. The Archive's mission is to help support universal broadband access. In 2015, Conterra Fiber Networks constructed a dark fiber network that linked the West Contra Unified School District. The City of Richmond has rights to 12 strands of the Conterra fiber, which runs through Pinole. If Pinole entered into an agreement with Richmond, it could interconnect to the fiber and gain access to the Internet Archives data

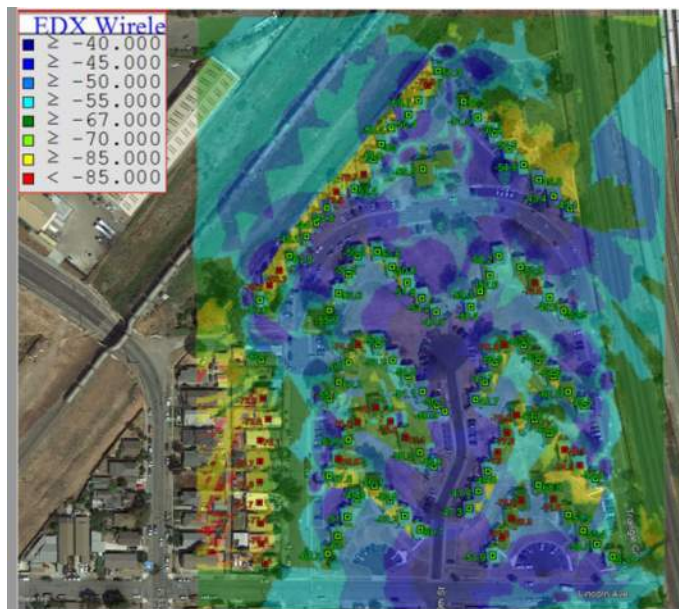


Figure C: Wireless propagation model in the City of Richmond

center providing the City with free internet access. This could be provided to the community through a WIFI system.

A wireless network uses a series of access points to connect to end users. The access points can be linked by directional antennas or a wired network. If the radio frequency energy is attenuated by buildings and trees, boosters placed within residences can often improve performance. The City could install a simple system to test its capacity to manage and run a network.

Shown in Figure C is a wireless propagation model for an apartment community in the City of Richmond. The darker colors represent good signal strength.

The antennas can be installed on traffic signals, street light poles, or other City owned facilities as shown in Figure D.



Figure D: Some antennae can be attached to existing infrastructure, minimizing cost/

To support the City's evaluation of these and other broadband opportunities, our team will complete the following Method of Executing Scope of Work on the following page.

SCOPE OF WORK

TASK 1 CURRENT BROADBAND STATUS AND COMMUNITY NEEDS ASSESSMENT

In this initial phase, our team will meet with staff to understand the community’s needs related to broadband access. During this phase, we recommend conducting a survey within the community to understand the challenges faced by residents and businesses when obtaining broadband access. We would base this using an online poll, but that will not be effective at reaching those users where broadband access is a concern. For these users, we will need to partner with community groups and the Pinole Senior Center to obtain feedback from less technically proficient users.

During this task, we will assess current broadband options within the City using publicly available data such as the FCC and CPUC database. We will contact Comcast and AT&T to determine their capacity to serve the community. Our team will contact both Competitive Local Exchange Carriers and wireless service providers to determine their interest in deploying capacity with the City of Pinole.

Based upon our research and discussions with the community, we will confirm that as shown in publicly available database that Pinole has no gaps in broadband access. If we find any irregularities, we will document them.

During this task, we anticipate developing the following deliverables:

**Key Deliverables**

- Preparation for a kickoff meeting with staff and final report of our findings.
- An online survey of broadband capacity within the City.
- A hardcopy version of the survey and outreach to at least two community groups to seek feedback.
- Meetings with commercial providers to determine service capacity.

TASK 2 OPTIONS AND RECOMMENDATIONS

Using the data collected regarding broadband assets within the City as well as community needs, we will develop options to enhance services. This could include options to construct a municipal network and public-private partnerships and/ or strategic outreach services to help residents gain access to existing internet services.

For each option, we will develop the capital and maintenance costs as well as potential revenue. This will include an assessment of leasing or selling City infrastructure to third-party providers. Finally, we will evaluate options for the City to secure State and/or Federal funding.

During this task we will provide the following:

**Key Deliverables**

- A meeting summarizing our findings of this phase.
- Draft options to improve access including costs, schedule, and revenue. This will detail ongoing operational costs associated with each option.
- Definition of how each option will meet the City objectives as well as potential risks.

SCOPE OF WORK

TASK 3 FINAL REPORT

Based upon our findings of Tasks 1 and 2, we will summarize the assessment in a report that includes the following sections:

- 1. City of Pinole’s goals and objectives in expanding broadband access.
- 2. Basics of broadband access.
- 3. Existing broadband assets within the City and analysis of gaps.
- 4. Results of public outreach related to broadband access.
- 5. Needs assessment and potential options to support broadband access.
- 6. Capital and operating costs as well as potential revenue from the options.
- 7. Recommendations and next steps. This will

likely include a series of near-, mid-, and long-term options to help guide broadband access in Pinole.

During this task we will provide the following:

**Key Deliverables**

- A draft and final version of the document.
- A PowerPoint presentation for use at the Council Meeting.
- At least two coordination meetings with staff to finalize the document.

We will execute this scope of work as follows:

| Task             | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|------------------|---|---|---|---|---|---|---|---|---|----|----|----|
| Kickoff          |   |   |   |   |   |   |   |   |   |    |    |    |
| Data Collection  |   |   |   |   |   |   |   |   |   |    |    |    |
| Survey           |   |   |   |   |   |   |   |   |   |    |    |    |
| Needs Assessment |   |   |   |   |   |   |   |   |   |    |    |    |
| Recommendations  |   |   |   |   |   |   |   |   |   |    |    |    |



ITS backed by a fiber optic network is fundable by both State and Federal grants. Designed properly, these systems can also serve as municipal networks. Picture here is the City of Richmond municipal network, which also interconnects 23rd and 22nd Street corridors. CCTA has a plan to complete a traffic signal interconnect project in Contra Costa County, which could be leveraged to support municipal broadband services.



Microducts are small conduits that can be inserted into existing street lights and traffic signal systems to create a new pathway to install fiber. These deployments can be very inexpensive and can accommodate very large fiber cables.

# FEE PROPOSAL

City of Pinole

Broadband Opportunities Assessment

Fee Proposal

CSW | ST 2

| Tasks                                                            |                                     | CSW/ST2 Labor |                 |          |                  |             |                   |                       |           |
|------------------------------------------------------------------|-------------------------------------|---------------|-----------------|----------|------------------|-------------|-------------------|-----------------------|-----------|
| Task #                                                           | Task Description                    | PIC           | Project Manager | Engineer | Technical Writer | Total Hours | Total Labor Costs | Reimbursable Expenses | Total Fee |
|                                                                  |                                     | \$259         | \$231           | \$168    | \$133            |             |                   |                       |           |
| Task 1 - Current Broadband Status and Community Needs Assessment |                                     |               |                 |          |                  |             |                   |                       |           |
| 1.1                                                              | Kickoff Meeting                     | 2             | 2               |          |                  | 4           | \$980             |                       | \$980     |
| 1.2                                                              | Data Collection and Review          | 10            | 10              | 16       |                  | 36          | \$7,588           |                       | \$7,588   |
| 1.3                                                              | Online and Field Surveys            | 6             | 8               | 10       |                  | 24          | \$5,082           |                       | \$5,082   |
| 1.4                                                              | Carrier Outreach                    | 8             |                 |          |                  | 8           | \$2,072           |                       | \$2,072   |
| 1.5                                                              | Assessment Summary                  | 10            | 20              | 8        |                  | 38          | \$8,554           |                       | \$8,554   |
| 1.6                                                              | Contract Management                 |               | 4               |          |                  | 4           | \$924             | \$500                 | \$1,424   |
|                                                                  | Proposal Subtotal                   | 36            | 44              | 34       | 0                | 114         | \$25,200          | \$500                 | \$25,700  |
| Task 2 - Options and Recommendations                             |                                     |               |                 |          |                  |             |                   |                       |           |
| 2.1                                                              | Develop options, costs, and revenue | 16            | 20              | 30       |                  | 66          | \$13,804          |                       | \$13,804  |
| 2.2                                                              | Contract Management                 |               | 4               |          |                  | 4           | \$924             | \$500                 | \$1,424   |
|                                                                  | Proposal Subtotal                   | 16            | 24              | 30       | 0                | 70          | \$14,728          | \$500                 | \$15,228  |
| Task 3 - Final Report                                            |                                     |               |                 |          |                  |             |                   |                       |           |
| 3.1                                                              | Prepare Draft Report                | 16            | 20              | 10       |                  | 46          | \$10,444          |                       | \$10,444  |
| 3.2                                                              | Prepare Final Report                | 8             | 10              | 8        |                  | 26          | \$5,726           |                       | \$5,726   |
| 3.3                                                              | Present to City Council             | 4             |                 |          |                  | 4           | \$1,036           |                       | \$1,036   |
| 3.4                                                              | Contract Management                 |               | 4               |          |                  | 4           | \$924             | \$500                 | \$1,424   |
|                                                                  | Proposal Subtotal                   | 28            | 34              | 18       | 0                | 80          | \$18,130          | \$500                 | \$18,630  |
|                                                                  | Total, Items 1 - 3                  | 80            | 102             | 82       | 0                | 264         | \$58,058          | \$1,500               | \$59,558  |

# REFERENCES

| Agency                                                                  | Contact                                                                                                                                                 | Relationship                                                                                                                    |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>City of San Pablo</b><br>1000 Gateway Avenue<br>San Pablo, CA 94806  | Charles Ching<br>Assistant City Manager<br>510.215.3000<br><a href="mailto:charlesc@sanpabloca.gov">charlesc@sanpabloca.gov</a>                         | Providing planning and technical assistance to the City of San Pablo for broadband planning from 2017 to current.               |
| <b>City of San Rafael</b><br>1400 Fifth Avenue<br>San Rafael, CA 94901  | April Miller, PE<br>Public Works Director<br>415.485.3409<br><a href="mailto:April.Miller@cityofsanrafael.org">April.Miller@cityofsanrafael.org</a>     | Providing planning and design for the Third Street fiber optic network from 2019 to current.                                    |
| <b>City of Richmond</b><br>450 Civic Center Plaza<br>Richmond, CA 94804 | Sue Hartman<br>Director of Information Technology<br>510.620.6874<br><a href="mailto:sue_hartman@ci.richmond.ca.us">sue_hartman@ci.richmond.ca.us</a>   | Providing planning and technical assistance to the City of Richmond for broadband planning from 2010 to current.                |
| <b>City of Dublin</b><br>100 Civic Plaza<br>Dublin, CA 94568            | Laurie Sucgang, PE<br>Assistant Public Works Director<br>925.833.6630<br><a href="mailto:laurie.sucgang@dublin.ca.gov">laurie.sucgang@dublin.ca.gov</a> | Providing technical support to the City for requests from broadband providers to encroach with Dublin between 2021 and current. |

# CONFLICTS AND TERMINATIONS

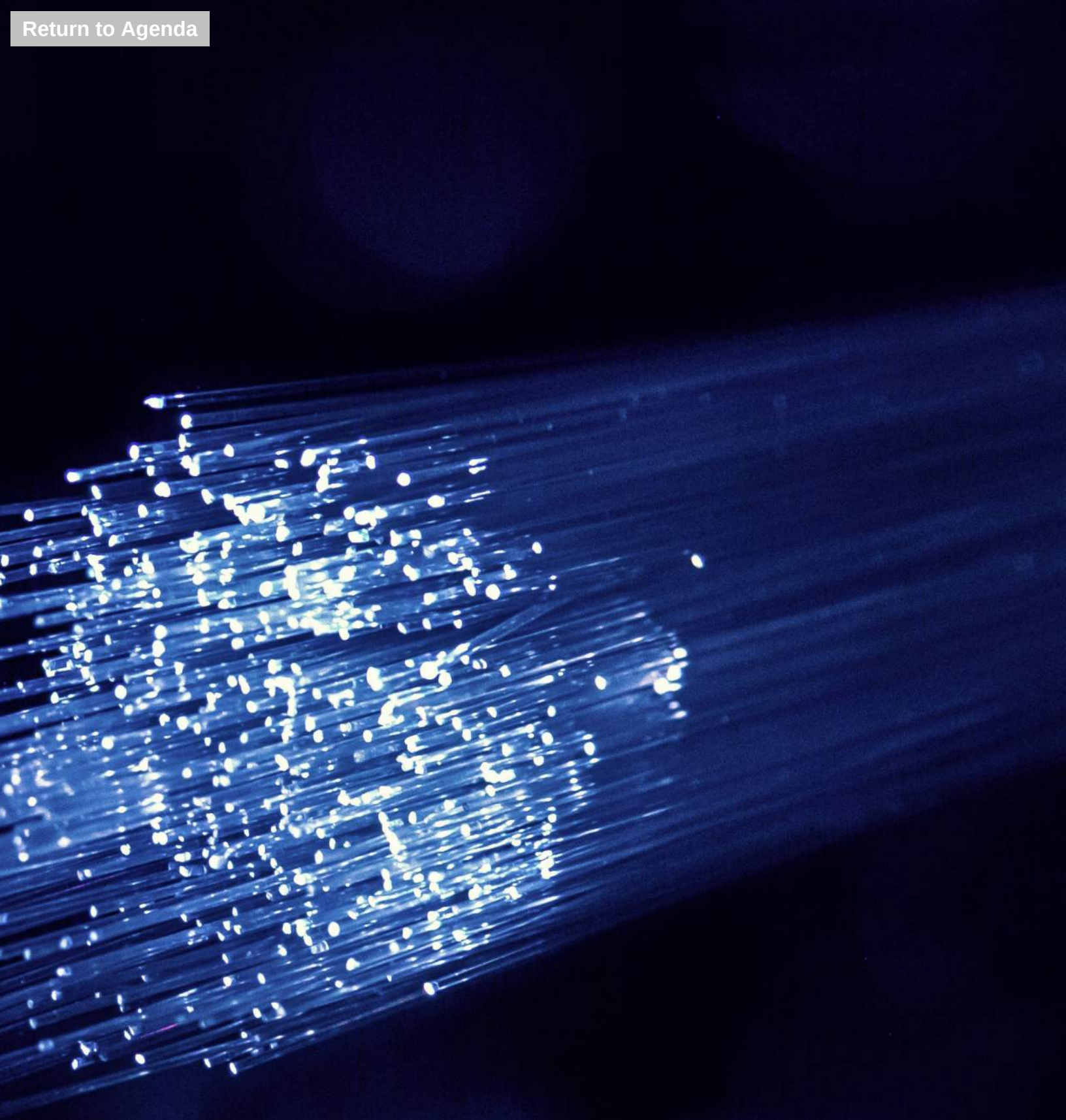
**CSW/Stuber-Stroeh Engineering Group** has not had a project terminated for default within the last 5 years. As a professional services consultant, CSW/ST2 is not a provider of broadband services or infrastructure. Thus, our recommendations to enhance and/or expand broadband services within the City of Pinole are not influenced by commercial interests. We will provide our services agnostic of the technology employed to deliver broadband services.

# STANDARD AGREEMENT

**CSW/Stuber-Stroeh Engineering Group** has reviewed the City's Standard Consulting Services Agreement. We take no exceptions and will execute the Agreement as-is. Additionally, our firm meets the City's minimum insurance requirements and can provide a Certificate of Insurance as required.







**CSW | ST 2**

121 Park Place  
Richmond, CA 94801





## CITY COUNCIL REPORT

9D

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** SANJAY MISHRA, PUBLIC WORKS DIRECTOR

**SUBJECT: AWARD A CONTRACT TO WEST YOST TO COMPLETE A WATER REUSE OPPORTUNITIES ASSESSMENT**

---

### **RECOMMENDATION**

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

1. Award a contract to West Yost to complete a Water Reuse Opportunities Assessment (CIP Project # IN 2103);
2. Authorize the City Manager to execute the contract in an amount not to exceed \$57,316; 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 Pinole-Hercules Water Pollution Control Plant is located at the foot of Tennent Avenue and serves most residences and businesses in the cities of Pinole and Hercules. The Plant was originally built in 1955 as a primary treatment facility. In 1985, the Plant was upgraded to handle a flow of 4.06 MGD. In 2019, the City completed a full-scale upgrade of nearly every treatment process. The construction was about \$45 million and lasted over 1,000 days. The Plant process (activated sludge) removes approximately 97% of the waste from the water. The water is then disinfected with hypochlorite in the secondary treatment process. Once the disinfection process is complete, the hypochlorite is then removed, and the water is pumped into San Pablo Bay.

The City of Pinole is interested in assessing opportunities to reuse the water outputted by the Plant.

On April 11, 2023, City staff released a Request for Proposals (RFP) soliciting consultant proposals to complete a Water Reuse Opportunities Assessment. The RFP was listed on [www.publicpurchase.com](http://www.publicpurchase.com), posted on the City of Pinole website, and distributed to firms identified through a web search. Responses were due on May 15, 2023.

The scope for this project includes the following:

- A. Water Reuse Technology and Trends Review
- B. Opportunities Analysis
- C. Recommendation

A Final Water Reuse Opportunities Assessment report will be presented to the City Council.

Two proposals were submitted and provided to the review panel (Panel). The Panel consisted of two City of Pinole staff representing the Public Works Department, a City of Hercules representative and a project management consultant who supported the RFP process. All responses were evaluated using the criteria in the RFP:

- A. Qualifications
- B. Cost
- C. Method for Executing Scope of Work
- D. Exceptions to the Consultant Services Agreement
- E. References

Both firms were invited for interviews to further demonstrate their qualifications. The Panel members identified West Yost as the preferred consultant. A copy of the West Yost proposal is attached (Attachment B).

### **REVIEW & ANALYSIS**

City staff recommends West Yost based on the firm's unique knowledge of West Contra Costa County wastewater infrastructure, water reuse programs in other CA communities, experience working with EBMUD and proposed approach to completing the scope of work. The firm demonstrated a specific local understanding of the challenges and opportunities for water reuse projects in Pinole and Hercules. The firm's pragmatic approach to the project is designed to focus consultant resources on potential high water reuse yield opportunities. In its written proposal and interview, the firm demonstrated extensive experience delivering projects similar in scope and size. Staff believes the firm's team has the experience and professional competency that will result in a satisfactory product for the City.

West Yost's proposal included a budget of \$57,316.

### **FISCAL IMPACT**

There are sufficient funds in the City's adopted CIP to award the contract to West Yost in an amount not to exceed \$57,316.

**ATTACHMENTS**

- A. Resolution
- B. West Yost proposal

RESOLUTION NO. 2023 – XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH WEST YOST FOR \$57,316 TO COMPLETE A WATER REUSE OPPORTUNITIES ASSESSMENT**

**WHEREAS**, the City recognizes that understanding opportunities to reuse of water from the Pinole-Hercules Water Pollution Control Plant would be valuable information for the City Council and community; and

**WHEREAS**, the City issued a Request for Proposals (RFP) on April 11, 2023, on [www.publicpurchase.com](http://www.publicpurchase.com), posted the RFP on [www.ci.pinoles.ca.us/bids](http://www.ci.pinoles.ca.us/bids) and distributed the RFP to firms based on a web search, seeking proposals from qualified consultants to provide professional services for the development of a Water Reuse Opportunities Assessment; and

**WHEREAS**, and proposals were received and evaluated by the interview panel based on the criteria outlined in the RFP, including the consultant's experience, qualifications, and proposed methodology; and

**WHEREAS**, the interview panel has recommended that the contract be awarded to West Yost based on the firm's unique knowledge of West Contra Costa County wastewater infrastructure, water reuse opportunities, experience working with EBMUD, completing similar assessments and proposed approach to completing the scope of work;

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

1. West Yost's proposal is found to be the most responsive proposal and is accepted by the City Council for development of a Water Reuse Opportunities Assessment.
2. Funding is allocated in the City's Capital Improvement Program for this project.
3. The City Manager is authorized to execute a professional services contract with West Yost in an amount not to exceed \$57,316 for the Project in a form to be approved by the City Attorney.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 20th day of June 2023 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 20th day of June 2023.

---

Heather Bell, CMC  
City Clerk

CITY OF PINOLE

# Water Reuse Opportunities Assessment

MAY 15, 2023



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6800 Koll Center Parkway  
Suite 150  
Pleasanton, CA 94566  
925.426.2580 phone  
530.756.5991 fax  
westyost.com

May 15, 2023

**Sanjay Mishra, Public Works Director**

City Of Pinole  
2131 Pear Street  
Pinole, CA 94564

**RE: Response to Request for Proposals for Water Reuse Opportunities Assessment**

Dear Sanjay:

West Yost is pleased to provide you with this proposal for the Water Reuse Opportunities Assessment (Project) and look forward to helping the City navigate its options for putting the treated water from the Pinole-Hercules Water Pollution Control Facility (WWTP) to beneficial and cost-effective use.

Because EBMUD--and not the City--is the purveyor of water for the City, as well as the neighboring cities of Hercules and Rodeo, delivering recycled water from the WWTP to any customers in these areas will require the cooperation of EBMUD. As such, we see that a purpose of this evaluation is to provide the City with the necessary information with which to engage EBMUD to consider providing recycled water within this part of its service area. To be effective, the information will need to include technical and cost considerations, contractual consideration, and partnership considerations with the City of Hercules and the Rodeo Sanitary District. It will also need to outline next steps, including further evaluation costs and opportunities for grants to fund additional work.

The West Yost team has prepared an approach and a scope of work designed to cost-effectively achieve these objectives, help the City understand its options, and lay out potential pathways forward. Our team, led by veteran recycled water program developer and manager Rhodora Biagtan, is highly experienced in the various facets of this project and is available to work with you and the City to achieve your objectives.

In closing, we thank you for this opportunity and look forward to answering any questions you may have regarding our proposal. Our proposal is valid for 90 days following the proposal due date (May 15, 2023).

Sincerely,

**WEST YOST**

Rhodora Biagtan, PE  
Project Manager

916.306.2206  
rbiagtan@westyost.com

Elizabeth Drayer, PE  
Principal-In-Charge

925.461.6793  
edrayer@westyost.com



## 02 // QUALIFICATIONS



West Yost is a consulting engineering firm that was founded in 1990. Our focus is exclusively water, wastewater, recycled water, groundwater, and stormwater. We have broad experience in providing planning, design, construction management, and program management services in these areas.

West Yost is headquartered in Davis, California, and has more than 200 staff members in nine offices. Our staff includes certified or registered professionals in chemical, civil, control systems, electrical, environmental, and mechanical engineering; wastewater treatment and regulatory compliance; geology, engineering geology, and hydrogeology; architecture; GIS; control systems, cybersecurity, and risk management; asset management and condition assessment; project management; and construction management and inspection services.

### Dedication to Client Service and Quality

West Yost is dedicated to providing exceptional client service and high-quality work products. Our success at meeting ongoing client needs is exemplified by our long-term relationships and repeat work. Our experience will allow us to serve as a valuable extension of your staff. West Yost will manage projects proactively and provide responsive service and timely work products.

West Yost's recycled water project experience is shown on the next page.



### OFFICES

#### OREGON

Lake Oswego

#### CALIFORNIA

Concord

Davis (Corporate HQ)

Lake Forest

Oceanside

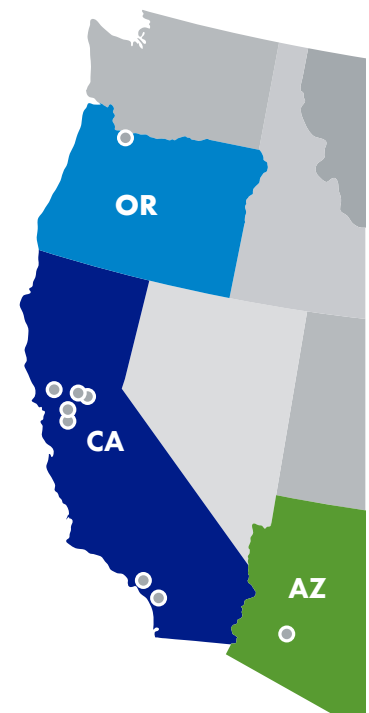
Pleasanton

Sacramento

Santa Rosa

#### ARIZONA

Phoenix

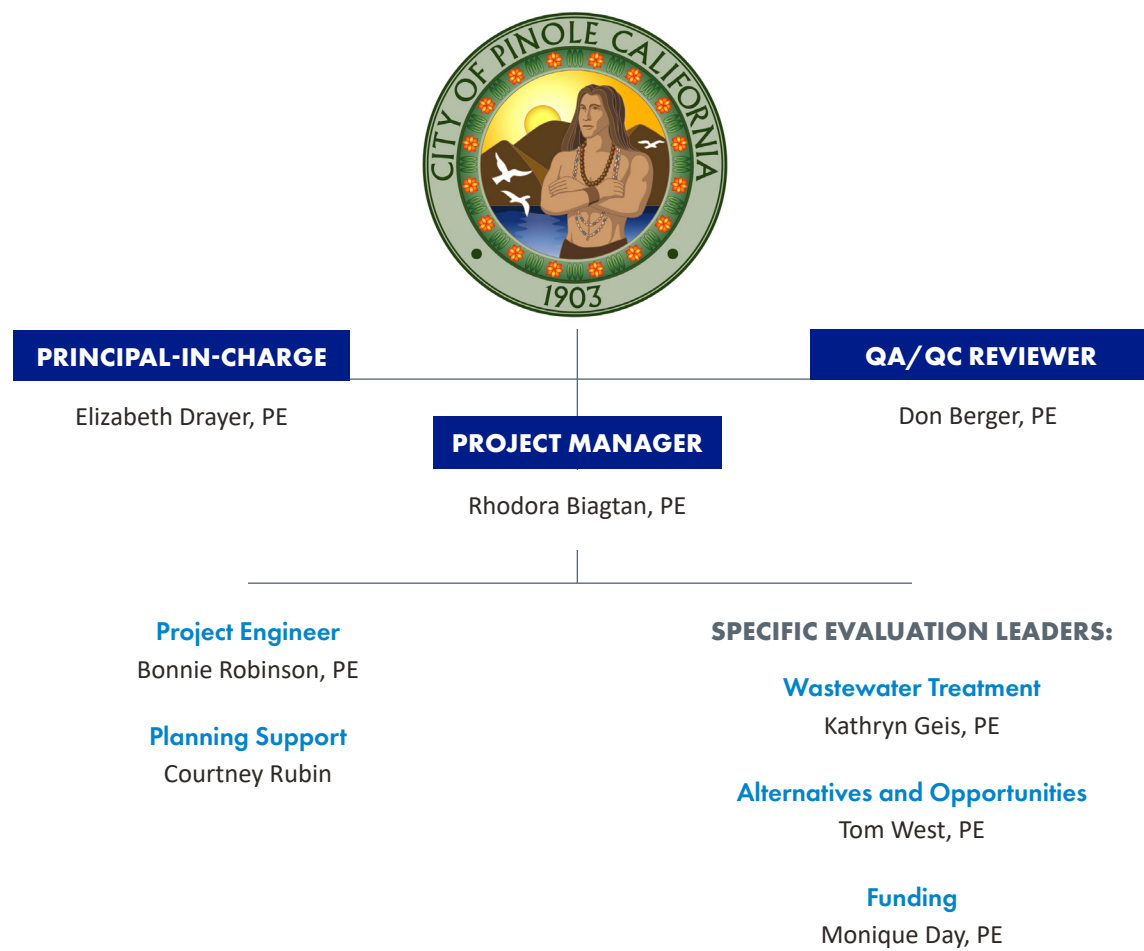


## West Yost's Representative Recycled Water Project Experience

|                                                                                                                                | Planning                                |                    |              | Facilities    |                |                                     |                                   | Other              |                                       |                                 |                                  |                        |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--------------------|--------------|---------------|----------------|-------------------------------------|-----------------------------------|--------------------|---------------------------------------|---------------------------------|----------------------------------|------------------------|
|                                                                                                                                | MASTER PLANNING/<br>FEASIBILITY STUDIES | HYDRAULIC MODELING | RATE STUDIES | STORAGE TANKS | SITE RETROFITS | TREATMENT / DISINFECTION<br>SYSTEMS | PUMPING / DISTRIBUTION<br>SYSTEMS | GRANT/LOAN FUNDING | PERMITTING & REGULATORY<br>COMPLIANCE | STAFF TRAINING / O&M<br>MANUALS | CUSTOMER OUTREACH /<br>MARKETING | INSPECTION AND TESTING |
| California Water Service Company, Chico District – Recycled Water Feasibility Study/Urban Reuse Plan                           | ■                                       | ■                  |              |               |                |                                     | ■                                 |                    | ■                                     |                                 | ■                                |                        |
| Central Contra Costa Sanitary District – State/Federal Grant Funding; Feasibility Study; Hydraulic Modeling                    | ■                                       | ■                  |              | ■             | ■              |                                     | ■                                 | ■                  | ■                                     |                                 |                                  |                        |
| City of Davis – Recycled Water Master Plan                                                                                     | ■                                       |                    |              |               | ■              |                                     |                                   |                    | ■                                     |                                 | ■                                |                        |
| City of Hayward – Recycled Water Distribution Project                                                                          |                                         | ■                  |              | ■             |                | ■                                   | ■                                 | ■                  | ■                                     | ■                               |                                  |                        |
| City of Menlo Park – Water Master Plan Update and Recycled Water Evaluation                                                    | ■                                       | ■                  |              |               |                |                                     | ■                                 |                    | ■                                     | ■                               |                                  | ■                      |
| City of Oceanside – Upper and Lower Recycled Water System                                                                      |                                         |                    |              |               | ■              |                                     |                                   |                    |                                       | ■                               | ■                                | ■                      |
| City of Ontario – Inspection and Testing Services                                                                              |                                         |                    |              |               |                |                                     |                                   |                    |                                       |                                 | ■                                | ■                      |
| City of Redwood City – Recycled Water Project Implementation                                                                   | ■                                       |                    |              |               |                |                                     |                                   | ■                  | ■                                     | ■                               | ■                                | ■                      |
| City of Redlands – Recycled Water Compliance                                                                                   |                                         |                    |              |               |                |                                     |                                   |                    | ■                                     | ■                               | ■                                | ■                      |
| City of Rialto – Master Planning/Feasibility Study                                                                             | ■                                       | ■                  |              |               | ■              |                                     | ■                                 | ■                  | ■                                     |                                 | ■                                |                        |
| City of Sacramento – Water Supply Master Plan and Recycled Water Program Cost Analysis                                         | ■                                       | ■                  | ■            |               |                |                                     |                                   | ■                  | ■                                     |                                 |                                  |                        |
| City of Tracy – Water and Recycled Water Master Plan                                                                           | ■                                       | ■                  |              |               |                |                                     |                                   |                    |                                       |                                 |                                  |                        |
| Dublin San Ramon Services District-East Bay Municipal Utility District – State and Federal Funding for Recycled Water Projects | ■                                       |                    |              |               |                |                                     | ■                                 | ■                  | ■                                     |                                 |                                  |                        |
| Dublin San Ramon Services District – Water and Recycled Water Master Planning                                                  | ■                                       | ■                  |              |               |                |                                     | ■                                 |                    |                                       | ■                               |                                  |                        |
| Eastern Municipal Water District – San Jacinto Valley Reclamation Integration Plan                                             | ■                                       | ■                  |              |               | ■              | ■                                   | ■                                 |                    | ■                                     |                                 |                                  |                        |
| LADWP – Recycled Water Customer Conversions                                                                                    |                                         |                    |              |               | ■              |                                     |                                   |                    | ■                                     | ■                               | ■                                | ■                      |
| Irvine Ranch Water District – Non-Potable Water and Potable Water Hydraulic Model Updates; Recycled Water Compliance           |                                         | ■                  |              | ■             | ■              | ■                                   | ■                                 |                    | ■                                     | ■                               | ■                                | ■                      |
| Montebello Hills – Recycled Water System Master Plan & Design                                                                  | ■                                       | ■                  |              | ■             |                |                                     | ■                                 |                    |                                       |                                 |                                  |                        |
| Olivenhain Municipal Water District – As-Needed Services                                                                       | ■                                       |                    |              |               | ■              | ■                                   | ■                                 | ■                  | ■                                     | ■                               | ■                                | ■                      |
| Rincon del Diablo MWD – As-Needed Services                                                                                     | ■                                       | ■                  | ■            |               | ■              | ■                                   | ■                                 |                    | ■                                     |                                 | ■                                | ■                      |
| Riverside PUD – Phase 1 and 2 Recycled Water Retrofits                                                                         |                                         |                    |              |               | ■              |                                     |                                   |                    | ■                                     | ■                               | ■                                | ■                      |
| Sonoma County Water Agency – Recycled Water System Plan                                                                        | ■                                       | ■                  |              |               |                |                                     | ■                                 |                    | ■                                     |                                 | ■                                | ■                      |
| Stanford University – Alternative Water Supply Studies                                                                         | ■                                       |                    |              | ■             |                | ■                                   |                                   |                    | ■                                     |                                 |                                  | ■                      |

# 03 /// KEY PERSONNEL

West Yost proposes a project team experienced with multiple aspects of water reuse planning and implementation to provide the City a comprehensive plan. Our key staff have the availability to meet the City’s schedule. Resumes for proposed staff are included in the Appendix. This project will be assigned to the West Yost office in Pleasanton.



## PROJECT TEAM BIOGRAPHIES

### Rhodora Biagtan, PE PROJECT MANAGER

Rhodora N. Biagtan specializes in master planning, recycled water program planning and implementation, water conservation, development permitting, and project management. She has 27 years of experience in the water and wastewater industry, including almost 24 years working in a public utilities district that provided potable water, recycled water, and wastewater services. Almost three of those years were as the interim engineering services manager and district engineer, where she managed the agency’s capital improvement program, utility planning, development services, permitting, asset management, GIS/mapping, environmental compliance, and water conservation. She has experience working in collaborative relationships with other agencies and organizations and has served in leadership roles in water-focused organizations.

## **Elizabeth Drayer, PE**

### **PRINCIPAL-IN-CHARGE**

Elizabeth specializes in water resources engineering and coordinating multi-discipline projects. She has experience leading water resources planning studies and design projects. She specializes in water supply and infrastructure master planning and has prepared more than 24 water and utility master plans, more than 20 water supply assessments, and more than 30 urban water management plans. She has also prepared many other studies and plans for clients including groundwater studies, drought response and water shortage contingency plans, facility operations plans, and emergency operations plans involving the evaluation of existing facilities, evaluation of existing and future water demands, identification of system deficiencies and needs, evaluation of water supply alternatives, and development of recommendations for capital improvements.

## **Don Berger, PE**

### **QA/QC REVIEWER**

Don Berger focuses on assisting clients with all phases of recycled water program development and management including planning, design, permitting, construction, program management, and operations and maintenance. Projects have included landscape irrigation, dual plumbing, onsite reuse in commercial buildings, satellite treatment facilities at golf courses, industrial reuse, including cooling water for oil refineries and power plants, and agricultural reuse. Prior to joining West Yost, Don was the Recycled Water Program Manager for the Central Contra Costa Sanitary District (CCCSD) in Martinez California.

## **Bonnie Robison, PE**

### **PROJECT ENGINEER**

Bonnie Robison is a civil engineer with a focus in water resource planning. She has previously worked in a municipal utilities department that provided potable water and wastewater services. While there, her project experience included preparation of water planning documents; project management for master planning, design, and construction projects; and review of land development projects. She has experience using ArcGIS and InfoWater.

## **Courtney Rubin**

### **PLANNING SUPPORT**

Courtney Rubin is a water resources planner with experience within the public, private, and non-profit environmental sector. She has been involved with field operations, customer support, and regulatory reporting for water quality, water conservation, and recycled water

projects. Her roles have included direct supervisory support of field personnel, direct marketing, plan review, customer support, as well as project management and construction inspections for recycled water retrofit projects.

## **SPECIFIC EVALUATION LEADERS:**

### **Kathryn Geis, PE**

#### **WASTEWATER TREATMENT**

Kathryn Geis is an engineer with experience in planning and permitting wastewater treatment and recycled water projects. Kathryn's areas of expertise include wastewater treatment facilities planning; treatment process design; biological nutrient removal (BNR) systems; natural wastewater treatment systems; sustainable infrastructure planning; NPDES regulatory permitting; recycled water and land disposal systems master planning; biosolids land application planning and permitting; and groundwater quality studies for regulatory compliance purposes.

### **Tom West, PE**

#### **ALTERNATIVES AND OPPORTUNITIES**

Tom specializes in leading and managing complex, high-profile projects that integrate water resources planning, water quality, stakeholder involvement, multi-agency partnership and funding/financing. For nearly 30 years, Tom has served as a project manager, a water quality and treatment specialist, and planning, management, and financing consultant for more than 100 cities and special districts throughout California as well as for clients in Washington, Texas, Massachusetts, Arkansas, Singapore, and Hong Kong.

### **Monique Day, PE**

#### **FUNDING**

Monique Day is a water resources planning engineer with a master's degree in environmental engineering with a focus in water quality and water resources management. Monique's experience includes water reuse planning, water transfers, conservation, water quality, surface and groundwater storage, conjunctive use, permitting, water rights, and integrated regional water management and urban water management planning. Much of Monique's project work has involved multi-stakeholder planning and implementation processes, project management, and funding strategy and pursuits.



## 04 // METHOD FOR EXECUTING SCOPE OF WORK

The following section describes our understanding of the City's needs and objectives for this project, our approach for achieving those objectives, our proposed tasks for accomplishing the project's scope of work (including deliverables and assumptions), and our proposed project schedule.

### PROJECT UNDERSTANDING

Having recently completed substantial and costly improvements to the Pinole-Hercules Water Pollution Control Plant ("WWTP"), the City is interested in understanding ways that output from this facility can be put to beneficial and cost-effective. While we presume the City is interested in doing its part to make an untapped water resource available to address potential future water supply constraints, we also know that such a project needs to make financial sense to the City and possibly be used to recover some of the current operating costs of the WWTP.



From a water quality standpoint, treated water currently produced by the WWTP does not meet current (or expected future) water quality requirements to be delivered and used for non-potable purposes (known as Title 22 requirements). Thus, treated water must be discharged to San Pablo Bay via a lengthy force main and a discharge outfall owned and operated by a joint powers authority (JPA) between Pinole, Hercules, and the Rodeo Sanitary District.

Upgrading the WWTP to meet Title 22 requirements would be very costly; constructing a new, separate non-potable water distribution system would add even more cost. Further, any new site that converts from potable water use to non-potable water use (e.g. parks, dual-plumbed buildings, etc.) would need to make costly upgrades and conversions to its on-site plumbing systems to mitigate the potential for cross-contamination between non-potable and potable water systems.

Given these cost factors, it is critical that the City understand what options it has available to it that may make recycled water implementation cost effective.

Greater cost effectiveness requires maximizing the scale of a recycled water project. With limited non-potable customer options within the City itself, partnering with neighboring cities such as Hercules and Rodeo, will likely be required. As such, understanding what opportunities those communities have for recycled water use, and being able to communicate to them the benefits they may realize, will be important to gain their support.

Lastly, if the City were to deliver treated water from the WWTP as a non-potable water supply within Pinole, Hercules, and/or Rodeo, it will require cooperation with EBMUD, the current provider of potable water to these areas. Obtaining this cooperation from EBMUD will require engaging its staff with information and analysis to demonstrate the potential benefit that EBMUD would gain from such a project and potential pathways for it to be economically viable for it.

### PROJECT APPROACH

The West Yost approach for the Project will provide the City with information not only about what recycled water programs could look like, but also provide information necessary and helpful for engaging expected partners and grant funding agencies. Our approach to completing the scope of work entails the following five tasks:

- Task 1: Project Kickoff and Management
- Task 2: Water Reuse Technology and Trends Evaluation
- Task 3: Wastewater Treatment Evaluation
- Task 4: Recycled Water User Opportunity Evaluation
- Task 5: Report, Partner Engagement, Grant Application

## TASK 1: PROJECT KICKOFF AND MANAGEMENT

West Yost will conduct a kickoff meeting with City staff to introduce the Project, confirm the Project's desired outcomes and identify parties responsible for providing data for the evaluation and feedback on deliverables. Prior to the meeting, West Yost will prepare a draft agenda which will include an initial request for information from the City.

West Yost will coordinate as needed with the City's project manager for this project. Bi-weekly virtual meetings will be conducted to evaluate progress and address project issues and City feedback. West Yost will prepare and submit a monthly progress report and invoice to the City.

### Task 1 Assumptions

- City staff participating in the kickoff meeting will include engineering, WWTP operations, community development, and others as needed.
- The meeting will be conducted in person at City facilities.

### Task 1 Deliverables

- Draft and final kickoff meeting agenda, including initial request for information.
- Kickoff meeting notes and bi-weekly meeting summaries.

## TASK 2: WATER REUSE TECHNOLOGY AND TRENDS REVIEW

The purpose of this task is to provide the City with relevant information about other recycled water systems in Northern California that have similarities with the City's situation and/or have addressed issues which are/will be relevant to the City in deciding how to proceed with utilizing the treated water from the WWTP.

West Yost will prepare a review of current and projected future trends in water reuse in Northern California. The review will include examples of other successful similar sized water reuse programs that have been developed during the past 10 years in Northern California, including level of investment, timeframe for implementation, and keys to success.

The focus of our review will be on systems that serve the types of end-users expected within the City or in neighboring cities. These end users include:

- Irrigation (e.g. parks, ball fields, other landscaping)
- Commercial (e.g. cooling, toilet flushing, dust control)
- Industrial (e.g. process water such as at refineries)

- Potable Reuse (e.g. advanced treated for re-introduction back into potable water cycle)

In addition, our review will also include programs that involved partnership/cooperation with a water provider independent of the City.

Lastly, our review will also include programs that rely on partnership with neighboring cities, wastewater districts, and large end users.

### Task 2 Assumptions

- The evaluation will include no more than five Northern California program.
- City staff will review and provide comment on Task 2 deliverable within 2 weeks.

### Task 2 Deliverables

- Draft section for the final Project report (Task 5).

## TASK 3: WASTEWATER TREATMENT EVALUATION

The purpose of this task is to evaluate what upgrades may be necessary to the WWTP process to allow treated water to be used as a non-potable supply.

West Yost will review the design of the current WWTP as well as recent water quality and operating data to understand the current performance and capabilities of the facility to produce effluent that would become the source water for subsequent treatment to achieve Title 22 compliance or other level of advanced treatment. The review will primarily consider space requirements and limitations of these subsequent treatment processes which will vary depending upon the targeted capacity. Our review will also consider the share of the WWTP's influent coming from the City of Hercules. Lastly, we will also consider the need for nitrogen removal as the space constraints on the existing WWTP site for a nitrification de-nitrification process will likely be a fatal flaw.

West Yost will also evaluate the ability of the existing force main and pump station(s) to convey WWTP treated water and improvements that would be necessary if the force main is to be used to convey Title 22 water (i.e. to customers along its current alignment) or water that would be subsequently treated at or near the Phillips66 refinery in Rodeo.

**Task 3 Assumptions**

- City staff will coordinate with West Yost to tour the existing WWTP.
- City staff will provide WWTP design, operating, and water quality data to West Yost. City staff will also provide West Yost with design and operating information on the WWTP's force main and outfall.
- City staff will review and provide comment on Task 3 deliverable within 2 weeks.

**Task 3 Deliverables**

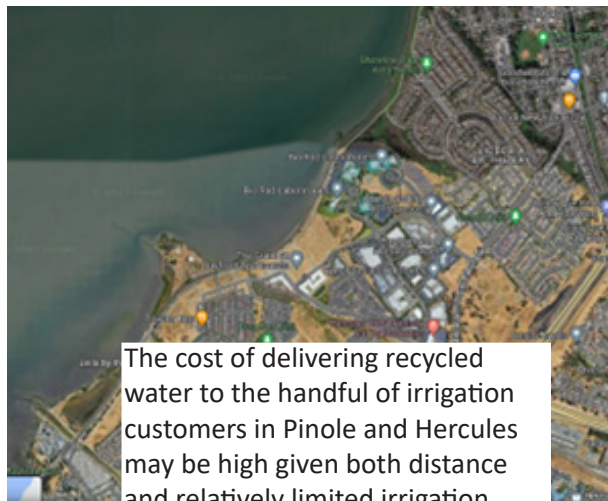
- Draft section for the final Project report (Task 5).

## **TASK 4: RECYCLED WATER USER OPPORTUNITY EVALUATION**

The purpose of this task is to identify potential users of reclaimed water in the City of Pinole and adjacent communities, the potential demand for reclaimed water, and the associated infrastructure needed to deliver recycled water to at least some, if not all, of these users. Users will be identified by their type, location, and estimated demand for non-potable water.

To help the City with framing its options, West Yost will assume three scenarios for recycled water delivery. These include and are described as follows:

1. Onsite delivery at the WWTP for process water at the WWTP and for a filling station to fill trucks for commercial uses (e.g. dust control at construction sites)
2. Delivery via new non-potable distribution system largely for outdoor irrigation, landscaping, and commercial cooling.
3. Delivery via the existing discharge force main for use by the Phillips66 refinery.



The cost of delivering recycled water to the handful of irrigation customers in Pinole and Hercules may be high given both distance and relatively limited irrigation areas.

West Yost will perform an initial screening of opportunities within each of these scenarios to confirm water quality, delivery, and hydraulic requirements and determine which opportunities are the most feasible in the current regulatory and contractual environment.

For each scenario, West Yost will then estimate the anticipated economics, including initial and ongoing costs (planning, capital, personnel, maintenance, financing, etc.), revenues (grant funding, financing, user payments, and other sources) and the return on investment. This analysis will consider implications not only for the City, but also for neighboring cities as well as other partners (e.g. EBMUD); these considerations will be necessary for any follow on discussions with these parties.

**Task 4 Assumptions**

- Potential users will be identified, and their demand estimated, using available GIS data or data City staff currently has. Demand data will not be requested from EBMUD or customers directly.
- West Yost will develop a static hydraulic model to evaluate non-potable water delivery infrastructure
- Costs will be estimated at or near order-of-magnitude sufficient for evaluation and determining subsequent planning steps only.
- City staff will review and provide comment on Task 4 deliverable within 2 weeks.

**Task 4 Deliverables**

- Draft section for the final Project report (Task 5).

## **TASK 5: REPORT, PARTNER ENGAGEMENT, AND GRANT APPLICATION**

The purpose of this new and final task is to assist the City with compiling the information developed in the prior tasks into an organized report so that it can be distributed and presented to other City staff, to the Utility Commission, and to the City Council if desired. In addition to preparing the report, West Yost will also draft transmittal memos to the City of Hercules, the Rodeo Sanitary District, and EBMUD articulating the purpose of the report to them and desired follow up actions from each.

Lastly, as part of this task, West Yost will draft a grant application to the SWRCB Division of Financial Assistance to request funding for subsequent planning. The SWRCB maintains a program that provides up to 50 percent match for recycled water planning efforts up to \$500,000. If the City wishes to further develop a recycled water program—either on its own or in partnership with neighboring cities and/or EBMUD—requesting grant funding support from

this program would be an excellent way to leverage the use of City funding. More information on this program can be found at: [https://www.waterboards.ca.gov/water\\_issues/programs/grants\\_loans/water\\_recycling/facilitiesplan.html](https://www.waterboards.ca.gov/water_issues/programs/grants_loans/water_recycling/facilitiesplan.html)

#### Task 5 Assumptions

- Includes one presentation to the Utility Commission and one presentation to the City Council.
- City staff will be responsible for coordinating presentations as well as delivery of transmittals to entities outside of the City.
- City staff will review and provide comment on Task 5 deliverables within 2 weeks.

#### Task 5 Deliverables

- Final draft and final version of Project report.
- Letters of transmittal to Hercules, Rodeo Sanitary District, and EBMUD.
- Draft grant application to the SWRCB Water Recycling Funding Program.

### PROJECT TIMELINE

West Yost proposes to complete the Project within 12 weeks following the schedule outlined below. The City 2 week review of each deliverable is not shown but is incorporated in the overall project timeline.

| TASKS                                        | WEEKS FROM KICKOFF |   |   |   |   |   |   |   |   |    |    |    |
|----------------------------------------------|--------------------|---|---|---|---|---|---|---|---|----|----|----|
|                                              | 1                  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. Kickoff and Proj. Mgmt                    |                    |   |   |   |   |   |   |   |   |    |    |    |
| 2. Technology and Trends Evaluation          |                    |   |   |   |   |   |   |   |   |    |    |    |
| 3. Treatment Evaluation                      |                    |   |   |   |   |   |   |   |   |    |    |    |
| 4. User Opportunity Evaluation               |                    |   |   |   |   |   |   |   |   |    |    |    |
| 5. Report, Partner Engmnt, Grant Application |                    |   |   |   |   |   |   |   |   |    |    |    |



# 05 FEE PROPOSAL

| Project Summary, Hours and Fee              |                                                  | R. Biagtan       | E. Drayer       | B. Robison       | K. Geis          | T. West         | Labor      |                  |
|---------------------------------------------|--------------------------------------------------|------------------|-----------------|------------------|------------------|-----------------|------------|------------------|
| West Yost Associates                        |                                                  | EM/SM/GM I       | VP              | SE/SS/SG I       | EM/SM/GM II      | P               | Hours      | Fee              |
| PROJECT: Water Reuse Opportunity Assessment |                                                  | Project Mgr      | PIC             | Proj. Eng.       | Treatment Lead   | QA/QC           |            |                  |
| <b>Task 1</b>                               | <b>Kickoff Meeting and Project Management</b>    |                  |                 |                  |                  |                 |            |                  |
| Subtotal, Task 1 (hours)                    |                                                  | 16               | 2               | 8                | 4                | 2               | 32         |                  |
| Subtotal, Task 1 (\$)                       |                                                  | \$ 5,104         | \$ 676          | \$ 2,072         | \$ 1,336         | \$ 676          |            | \$ 9,864         |
| <b>Task 2</b>                               | <b>Technology and Trends Evaluation</b>          |                  |                 |                  |                  |                 |            |                  |
| Subtotal, Task 2 (hours)                    |                                                  | 8                | 2               | 24               | 4                | 2               | 40         |                  |
| Subtotal, Task 2 (\$)                       |                                                  | \$ 2,552         | \$ 676          | \$ 6,216         | \$ 1,336         | \$ 676          |            | \$ 11,456        |
| <b>Task 3</b>                               | <b>Treatment Evaluation</b>                      |                  |                 |                  |                  |                 |            |                  |
| Subtotal, Task 3 (hours)                    |                                                  | 4                | 0               | 12               | 24               | 2               | 42         |                  |
| Subtotal, Task 3 (\$)                       |                                                  | \$ 1,276         |                 | \$ 3,108         | \$ 8,016         | \$ 676          |            | \$ 13,076        |
| <b>Task 4</b>                               | <b>User Opportunity Evaluation</b>               |                  |                 |                  |                  |                 |            |                  |
| Subtotal, Task 4 (hours)                    |                                                  | 8                | 2               | 32               | 4                | 4               | 50         |                  |
| Subtotal, Task 4 (\$)                       |                                                  | \$ 2,552         | \$ 676          | \$ 8,288         | \$ 1,336         | \$ 1,352        |            | \$ 14,204        |
| <b>Task 5</b>                               | <b>Report, Partner Enamnt, Grant Application</b> |                  |                 |                  |                  |                 |            |                  |
| Subtotal, Task 5 (hours)                    |                                                  | 8                | 2               | 16               | 2                | 2               | 30         |                  |
| Subtotal, Task 5 (\$)                       |                                                  | \$ 2,552         | \$ 676          | \$ 4,144         | \$ 668           | \$ 676          |            | \$ 8,716         |
| <b>TOTAL (hours)</b>                        |                                                  | <b>44</b>        | <b>8</b>        | <b>92</b>        | <b>38</b>        | <b>12</b>       | <b>194</b> |                  |
| <b>TOTAL (\$)</b>                           |                                                  | <b>\$ 14,036</b> | <b>\$ 2,704</b> | <b>\$ 23,828</b> | <b>\$ 12,692</b> | <b>\$ 4,056</b> |            | <b>\$ 57,316</b> |

# 06 // REFERENCES

## WPCP Improvements

### CITY OF DAVIS

**REFERENCE:** Stan Gryczko, Assistant Director of Public Works, 530.757.5686, sgryczko@cityofdavis.org

**CONTRACT VALUE:** \$522,000

**DATES:** 2017 - 2018

Completed a significant improvement project for the City's WPCP that eliminated treatment components (i.e., ponds) that have historically lost significant water volumes through evaporation percolation. With the improvements completed, water losses are eliminated, and additional effluent flows have become available.

The City was interested in short and long-term strategies for wastewater reuse opportunities of these additional flows, as well as options that would eliminate the City's surface water discharge completely. The City contracted with West Yost to prepare a recycled water master plan evaluating reuse alternatives, including: agricultural, municipal, and landscape irrigation; supply to landfill facilities; and wetland habitat reuse. The study included assessing available recycled water supplies, identifying potential agricultural and municipal landscape irrigation applications, and developing near-term and long-term reuse scenarios. Conceptual level cost estimates were developed for each scenario, and a phased strategy was prepared for the master plan. West Yost facilitated meetings and negotiations with landowners and stakeholders for potential reuse sites and the Central Valley Regional Board.

West Yost is currently assisting the City with the initial implementation phase of this project that involves the construction of pumping and conveyance facilities to deliver water to a landfill facility.

## Recycled Water Feasibility Study

### CITY OF MILLBRAE

**REFERENCE:** Sam Bautista, Public Works Director, 650.259.2334, sbautista@ci.millbrae.ca.us

**CONTRACT VALUE:** \$346,600

**DATES:** November 2020 to November 2023

West Yost recently completed a study of the feasibility of producing recycled water at the City of Millbrae's WPCP. The study involved 1) identifying the treatment facilities that would be required to produce disinfected tertiary recycled water from the WPCP's treated secondary effluent; 2) determining the reasonable maximum footprint

and preferred locations for the treatment, storage, and distribution pumping facilities; and 3) preparing a preliminary estimate of the project costs.

The study confirmed sufficient space at the WPCP to ultimately accommodate the footprint for recycled water treatment facilities with a 3.0-mgd capacity, to be constructed in two phases.

Given the feasibility study's positive results, the City contracted with West Yost for additional feasibility analysis. In this next phase of feasibility analysis, West Yost will prepare a customer demand study to identify potential local customers and regional partners and estimate recycled water use demands. West Yost will use the demand study results to identify distribution system alignment alternatives and conduct a hydraulic assessment to inform distribution infrastructure needs. A conceptual level cost estimate will be prepared for the City's preferred alternative. This study will be partially funded by a planning grant from the State Water Board and will follow their feasibility study format.

## Recycled Water Feasibility Study

### MT. VIEW SANITARY DISTRICT

**REFERENCE:** Lilia Corona, District Manager, 925.228.5635 x18, lcorona@mvsd.org

**CONTRACT VALUE:** \$28,511

**DATES:** October 2016 to December 2017

West Yost completed an analysis of the feasibility of delivering Disinfected Filtered 2.2 recycled water from the Mt. View Sanitary District (District) Wastewater Treatment Plant (WWTP) to the Shell Refinery (Shell) for use in two cooling towers to replace water currently provided from the Contra Costa Water District (CCWD). The overall project was determined to be feasible with a 10- to 15-year payback period, based on available information. Four project alternatives for producing recycled water were developed. Estimated capital costs were presented for the alternatives with a strategy to acquire the necessary permits and funding for project implementation.

## 07 CONFLICTS AND TERMINATION

West Yost is not aware of any existing or potential conflicts of interest that may arise from work on this project. West Yost does not have any instances of work on contracts that have been terminated for cause by a public agency in the past five years.

## 08 STANDARD AGREEMENT

We have reviewed the terms of the draft Agreement and are able to accept them; however, we would first ask to discuss mutually beneficial clarifications in certain sections.

# A APPENDIX - RESUMES



## Rhodora N. Biagtan, PE

Rhodora N. Biagtan specializes in master planning, recycled water program planning and implementation, water conservation, development permitting, and project management. She has 27 years of experience in the water and wastewater industry, including almost 24 years working in a public utilities district that provided potable water, recycled water, and wastewater services. Almost three of those years were as the interim engineering services manager and district engineer, where she managed the agency's capital improvement program, utility planning, development services, permitting, asset management, GIS/mapping, environmental compliance, and water conservation. She has experience working in collaborative relationships with other agencies and organizations and has served in leadership roles in water-focused organizations.

### EXPERIENCE

**City of Millbrae Recycled Water Feasibility Study and Funding Support, City of Millbrae, CA:** Rhodora is the project manager for evaluation of the feasibility of implementing a recycled water program for the City. The project involves identifying potential non-potable water demands within the City and defining total recycled water demands, analyzing potential recycled water distribution system alignment, refining treatment recommendations, application for state planning grant, and providing construction funding support. The project was expanded to explore the potential for a regional recycled water program, producing and distributing recycled water outside the City boundaries, and identifying potential partners.

**2018 Joint Tri-Valley Potable Reuse Technical Feasibility Study, Dublin San Ramon Services District, Dublin, CA:** Rhodora was the District's representative in a project management committee that had representation from each Tri-Valley water agency. The goal of the regional potable reuse feasibility study was to improve water supply reliability and local control. Alternative potable reuse options were studied to determine feasibility. The study identified potential treatment options, locations, yield, and end uses. The study required collaboration and consensus from the agencies and their representatives, who had varying priorities and criteria. The project management committee monitored the project budget and schedule, procured the consultant, and provided direction for the consultant. Rhodora provided comments that represented the interest of the District while maintaining a cooperative and collaborative relationship with other committee members.

**Central Dublin Recycled Water Distribution Expansion Project, Dublin San Ramon Services District, Dublin, CA:** As a project manager and then as technical advisor, Rhodora managed the preparation of the feasibility study used to obtain federal and state funding for the expansion project. She represented the District as part of the Western Recycled Water Coalition to obtain federal funding and went to Washington, DC to advocate for funding for recycled water projects. She represented the District while seeking a Bay Area Integrated Regional Water Management Plan Proposition 84 Implementation Grant. She obtained \$253,000 in grants from the US Bureau of Reclamation and \$1.13M in Proposition 84 Implementation



**STAFF TITLE:** Principal Engineer II

**YEARS OF EXPERIENCE:** 27

### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 59371

### EDUCATION

- MS, Civil & Environmental Engineering, University of California, Davis
- MBA, Natural Resource Management, Graduate School of Management, University of California, Davis
- BS, Civil Engineering and Materials Science & Engineering, University of California, Davis

### PROFESSIONAL AFFILIATIONS

- WateReuse California – Northern California Chapter
  - California Conference Technical Committee Co-chair (2022)
  - Board of Trustee Representative (2019 and 2020)
  - President (2017 and 2018)
- WateReuse California – Central Valley/Sierra Foothills Chapter
- California Water Environment Association
- Bay Area Water Works Association

Grant funds for the project. She ensured that the project construction specifications were in conformance with state and federal funding conditions, and that requirements were implemented. The project successfully passed an audit conducted by the State Water Resources Control Board Division of Financial Assistance.

**Western Dublin Recycled Water Distribution Expansion Project, Dublin San Ramon Services District, Dublin, CA:**

As the project manager and then as a technical advisor, Rhodora managed the preparation of applications associated with obtaining federal and state funding for the project. She also managed the preparation of the feasibility study that was federally funded. She represented the District as part of the Western Recycled Water Coalition to obtain federal funding and went to Washington, DC to advocate for funding for recycled water projects. She represented the District while seeking a Bay Area Integrated Regional Water Management Plan Proposition 84 Implementation Grant for the project. Rhodora obtained \$150,000 from the US Bureau of Reclamation and \$2M in Proposition 84 Implementation Grant funds in a partnership with the EBMUD.

**Dublin San Ramon Services District-East Bay Municipal Utility District Recycled Water Authority (DERWA) Recycled Water Treatment Plant Phase 2 Expansion Project, Dublin San Ramon Services District-East Bay Municipal Utility District, Dublin, CA:**

As a technical advisor, Rhodora helped obtain federal and state funding for the project. She represented the District as part of the Western Recycled Water Coalition to obtain federal funding and went to Washington, DC to advocate for funding for recycled water projects. She represented the District while seeking an allocation from the State Revolving Fund. Rhodora obtained \$150,000 from the US Bureau of Reclamation for the preparation of a feasibility study to qualify for federal funding and managed the preparation of that feasibility study. She obtained \$2.5M in principal forgiveness loan for the project from the Clean Water State Revolving Fund.

**Recycled Water Customer Efficiency Study, South Bay Water Recycling, City of San Jose, CA:** As project manager, Rhodora prepared the Study to identify feasible options to flatten recycled water peak demands by managing customer recycled water demands. She worked with City staff and the South Bay Water Recycling's retailers to develop criteria and strategically select potential pilot study participants. She worked with the Study project engineers and with City staff to reach out to potential pilot study participants, explain the purpose and benefits of the study, and request participation. She worked with a water efficiency service provider to monitor customer water use and direct pilot study implementation, working in partnership with the region's wholesale water supplier. She organized and prepared the study with project engineers and provided recommendations

for improving the efficiency of customers connected to the recycled water distribution system.

**Recycled Water Program Management, Dublin San Ramon Services District, Dublin, CA:** As a principal engineer and division manager, Rhodora was responsible for the implementation of the District's recycled water program. She updated the District's standard specifications to incorporate recycled water requirements and developed the District's recycled water use guidelines. She led the development of a new recycled water distribution system and was a technical resource for updates to its Title 22 Engineering Report. She managed the permitting of new connections and monitoring of recycled water users for conformance to regulatory requirements. She managed the connection and monitoring of over 300 customers into newly installed recycled water lines. She contributed to the preparation of the WaterReuse California Bay Area Recycled Water Landscape Guide. Under her management, the District was able to obtain state approval to implement the first residential fill station in the state during the 2014 drought. More than 3,500 users obtained water during the drought, and the fill station received regional and national attention, promoted water conservation, and was replicated by more than 20 communities throughout California. The fill station received numerous awards including WaterReuse's Water Recycling Outreach/Education Program of the Year, California Association of Sanitary Agencies' Technological Innovation and Achievement Award, and Association of California Water Agencies' Huell Howser Best in Blue Award.

**Bay Area Clean Water Agencies Recycled Water Committee Co-Chair, San Francisco Bay Area, CA:** Rhodora led a coalition of recycled water producers and distributors in the San Francisco Bay Area to promote and develop water recycling by supporting funding efforts and working with legislators and regulators on proposed actions. She organized the committee meetings, compiled input from committee members to develop comment letters, and followed regulations and legislations that were relevant to the BACWA members. Her accomplishments include changes in the language of the statewide recycled water general order and state recycled water policy to ease administrative cost and burden on recycled water producers. Her efforts have led to State Water Resources Control Board funding policy change to allow the partial funding of projects and the reimbursement of construction costs prior to funding agreement execution. The committee's work also led to a determination that Bay Area Agencies holding San Francisco Bay Regional Recycled Water General Order 96-011 permits will be converted to State Water Board General Order 2016 with minimal cost and effort. Most of the agencies will not have to go through a lengthy application process, which includes preparation of required reports.



## Elizabeth Drayer, PE

### Principal-in-Charge



**STAFF TITLE:** Vice President

**YEARS OF EXPERIENCE:** 33

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 46872

#### EDUCATION

- MS, Structural Engineering, University of California, Berkeley
- BS, Civil Engineering, University of California, Berkeley

#### CERTIFICATIONS

- Underground Storage Tank Installation
- UC Davis Extension, 32-hour Course, Groundwater Hydrology
- UC Davis Extension, 32-hour Course, Principles of Toxicology

#### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- American Water Works Association
- Association of California Water Agencies
- WaterReuse Association

Elizabeth specializes in water resources engineering and coordinating multi-discipline projects. She has experience leading water resources planning studies and design projects. She specializes in water supply and infrastructure master planning and has prepared more than 24 water and utility master plans, more than 20 water supply assessments, and more than 30 urban water management plans. She has also prepared many other studies and plans for clients including groundwater studies, drought response and water shortage contingency plans, facility operations plans, and emergency operations plans involving the evaluation of existing facilities, evaluation of existing and future water demands, identification of system deficiencies and needs, evaluation of water supply alternatives, and development of recommendations for capital improvements. She has prepared preliminary and detailed designs for water supply facilities such as pipelines, pump stations, reservoirs, and canals. Elizabeth is a West Yost Vice President and serves on West Yost's Board of Directors.

## EXPERIENCE

### URBAN WATER MANAGEMENT PLANS

**2020 Urban Water Management Plan, City of Stockton, CA:** Project Manager for the preparation of the 2020 Urban Water Management Plan (UWMP). Project tasks include review of the City's water demands and water supplies for the last five years, projection of future water demands and water supplies through 2045, a report on the City's compliance with its SB X7-7 per capita water use target for 2020, consideration of the impacts of Senate Bill 606 and Assembly Bill 1668 on the City's future water demands, an update of the City's on-going and planned water demand measures, and an update of the City's water shortage contingency plan. West Yost assisted City staff during the public hearing and City Council adoption of the 2020 UWMP and uploaded the final plan to the Department of Water Resources Water Use Efficiency data portal.

**2015 and 2020 Urban Water Management Plans, Various Clients:** Served as the leader and coordinator of West Yost's 2015 and 2020 Urban Water Management Plan (UWMP) development team, responsible for review and interpretation of Department of Water Resources (DWR) UWMP requirements and tools (including UWMP standard tables, population tool and AWWA water audit software), development of practical approaches for UWMP preparation, understanding of information and data requirements, development of standardized document outlines and templates, liaison with DWR's UWMP staff, team coordination and communications, and quality assurance/quality control. Under Elizabeth's leadership, the West Yost team prepared sixteen 2015 UWMPs, all of which were determined by DWR to address the requirements of the California Water Code. As summarized below, 2015 UWMPs were prepared for the cities of Antioch, Modesto, Pleasanton, Roseville, Sacramento, San Bruno, Santa Rosa, Turlock, Ukiah, and Woodland, as well as the Coastside County Water District, Dublin San Ramon Services District, Fontana Water Company,



Mountain House Community Services District, Olivehurst Public Utility District, and Woodland-Davis Clean Water Agency. 2020 UWMPs were prepared for the cities of Lincoln, Modesto, Napa, Petaluma, Pleasanton, Sacramento, San Bruno, Santa Rosa, Stockton, Turlock, and Woodland, as well as the Coastsides County Water District, Dublin San Ramon Services District, Fontana Water Company, Mountain House Community Services District, Rincon Del Diablo Municipal Water District, Woodland-Davis Clean Water Agency, and Zone 7 Water Agency.

**2020 Urban Water Management Plan, Zone 7 Water Agency, Livermore, CA:** QA/QC reviewer for the preparation of a 2020 Urban Water Management Plan (UWMP) for the Zone 7 Water Agency. Tasks included coordination with Zone 7 staff and the internal project team to prepare the Administrative Draft, Public Draft, and Final 2020 UWMP, preparation for Board meetings and public meetings, and completion of the 2020 UWMP for submittal to the Department of Water Resources.

**2020 Urban Water Management Plan, City of Napa, CA:** QA/QC reviewer for the preparation of a 2020 Urban Water Management Plan (UWMP) for the City of Napa. Tasks included coordination with City staff and internal project team to review available data and the development of an approach for UWMP sections, review of draft chapters for the Administrative Draft UWMP, and the final review of Public Draft and Final 2020 UWMP for submittal to the Department of Water Resources.

**2010, 2015, and 2020 Urban Water Management Plans, City of Santa Rosa, CA:** Project Manager for the preparation of a 2015 and 2020 Urban Water Management Plan (UWMP) and Project Engineer for the preparation of a 2010 UWMP for the City of Santa Rosa. Tasks included review of water demand projections, water supply availability and reliability from the Sonoma County Water Agency and City groundwater wells, SB X7-7 compliance, demand management measures, and the City's water shortage contingency plan. The UWMPs were prepared in compliance with the requirements of the California Water Code and the Department of Water Resources Guidebook.

**2010, 2015, and 2020 Urban Water Management Plans, Coastsides County Water District, Half Moon Bay, CA:** Project Manager for the preparation of 2010, 2015, and 2020 Urban Water Management Plans (UWMPs) for the Coastsides County Water District. Tasks include review of water demand projections, water supply availability and reliability from the San Francisco Public Utilities Commission (SFPUC), SB X7-7 compliance, demand management measures, and Coastsides' water shortage contingency plan. The UWMPs were prepared in compliance with the requirements of the California Water

Code and the Department of Water Resources Guidebook for the Preparation of UWMPs.

**2010, 2015, and 2020 Urban Water Management Plans, Dublin San Ramon Services District, Dublin, CA:**

Project Manager for the preparation of a 2015 Urban Water Management Plan (UWMP) and Project Engineer for the preparation of a 2010 UWMP for the Dublin San Ramon Services District. Tasks include review of water demand projections, water supply availability and reliability from the Zone 7 Water Agency, SB X7-7 compliance, demand management measures, and DSRSD's water shortage contingency plan. As part of the 2015 UWMP, worked with other Tri-Valley water agencies (City of Pleasanton, City of Livermore, and the Zone 7 Water Agency) to coordinate the update of the agencies' water shortage contingency plans to ensure that plan stages and measures were consistent among the agencies to promote more consistent water conservation messaging in the region. The UWMPs were prepared in compliance with the requirements of the California Water Code and the Department of Water Resources Guidebook.

**2010, 2015, 2020 Urban Water Management Plans, City of Modesto and Modesto Irrigation District, CA:**

QA/QC Reviewer for the preparation of a 2020 Joint Urban Water Management Plan (UWMP) for the City of Modesto and Modesto Irrigation District, Project Manager for the 2015 UWMP for the City of Modesto, and Project Engineer for the preparation of a Joint 2010 UWMP for the City of Modesto and Modesto Irrigation District. Tasks include review of water demand projections, water supply availability and reliability from surface water and groundwater, SB X7-7 compliance, demand management measures, and the City's water shortage contingency plan. The UWMPs were prepared in compliance with the retail and wholesale water supplier requirements of the California Water Code and the Department of Water Resources Guidebook.

**2015 and 2020 Urban Water Management Plans, Fontana Water Company, Fontana, CA:**

Project Manager for the preparation of the 2015 and 2020 Urban Water Management Plans (UWMPs) for the Fontana Water Company, a retail water supplier that serves the City of Fontana, and portions of the City of Rialto, City of Rancho Cucamonga, and unincorporated areas of San Bernardino County. Tasks include review of water demand projections, water supply availability and reliability from groundwater, local surface water and imported State Water Project supplies, SB X7-7 compliance, demand management measures, and Fontana's water shortage contingency plan. The UWMPs prepared in compliance with the requirements of the California Water Code and the Department of Water Resources Guidebooks.



## Don Berger, PE

Don Berger focuses on assisting clients with all phases of recycled water program development and management including planning, design, permitting, construction, program management, and operations and maintenance. Projects have included landscape irrigation, dual plumbing, onsite reuse in commercial buildings, satellite treatment facilities at golf courses, industrial reuse, including cooling water for oil refineries and power plants, and agricultural reuse. Prior to joining West Yost, Don was the Recycled Water Program Manager for the Central Contra Costa Sanitary District (CCCSD) in Martinez California.

### EXPERIENCE

#### RECYCLED WATER

**Recycled Water Program Manager, Central Contra Costa Sanitary District (CCCSD), Martinez, CA:** As District Program Manager, Don was responsible for the management and oversight of all aspects of the planning and development of CCCSD's recycled water program including an industrial reuse project for the Shell and Tesoro refineries in Martinez and projects for landscape irrigation and commercial uses of recycled water. He led the development of new and innovative uses of recycled water at CCCSD, such as using recycled water for kennel wash down at a local animal shelter; using recycled water in community gardens and agriculture; dual plumbing projects for toilet and urinal flushing; a truck fill hydrant program; and the use of satellite recycled water treatment plants for irrigation of golf courses. Don also initiated the most recent expansion of CCCSD's recycled water system into the City of Concord for landscape irrigation at businesses and street medians, which will double CCCSD's recycled water customer connections from 35 to almost 70 connections when completed.

As CCCSD's Program Manager, Don provided technical support and guidance for the operation and maintenance of CCCSD's recycled water facilities which consisted of 15 miles of distribution pipelines, and a 4 mgd filtration plant, clear well, and associated pump station. These facilities delivered approximately 2,000 acre feet per year of tertiary treated recycled water to 35 customer sites for landscape irrigation and commercial uses in the cities of Pleasant Hill, Concord, and Martinez, and for internal uses at CCCSD's own facilities in Martinez.

Don was responsible for making regular presentations to CCCSD's Board of Directors to provide updates on the District's recycled water program activities and costs, and to obtain buy-in on expansion plans and program objectives. Don also regularly met with other local, state and federal elected officials to provide information on CCCSD's recycled water program and advocate for financial assistance. Don led the development of CCCSD's Recycled Water Rate Ordinance and managed customer billing activities including invoicing, collections, and meter reading activities.

#### **Contra Costa County Refinery Recycled Water Project, CCCSD, Martinez, CA:**

District Project Manager for the planning of CCCSD's refinery recycled water project that will provide up to 22,500 AFY of recycled water to the Shell and Tesoro refineries in Martinez for use as cooling tower makeup water and boiler feedwater. Don



**STAFF TITLE:** Senior Engineer II

**YEARS OF EXPERIENCE:** 30

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 47062

#### EDUCATION

- MS, Environmental Engineering, University of California, Berkeley
- BS, Chemical Engineering, University of California, Berkeley

#### PROFESSIONAL AFFILIATIONS

- WateReuse Association
- California Water Environment Association

managed the completion of several comprehensive planning studies evaluating treatment options and project costs, which were estimated to be approximately \$100 million for the full scale project. Working closely with refinery process engineers and operations staff, Don managed several water quality studies to determine the required level of treatment needed to meet refinery water quality needs. Working collaboratively with the Contra Costa Water District, Don managed completion of a USBR Title XVI grant funded feasibility study that included modeling of the Delta and Los Vaqueros reservoir to determine how much potable water would actually be freed up for use by others, and how this water could be marketed and who could benefit.

**Water Reuse Project, City of Benicia, CA:** Senior Advisor providing consulting engineering services to the City in support of the development of their refinery recycled water project, which will provide approximately 2 mgd of filtered and nitrified recycled water for use as cooling tower makeup water at the Benicia Valero Refinery. Don's work included assisting the City in developing treatment and conveyance alternatives, evaluating water quality issues, and providing QA/QC. In addition, Don assisted the City in obtaining a water rights determination from the State Water Resources Control Board to allow diversion of its wastewater discharge from the Carquinez Strait to the refinery for recycling.

**East County Industrial Recycled Water Facilities Plan, Pittsburg/Antioch, CA:** Managed CCCSD's involvement in a multi-agency study with local industries and power companies to evaluate the implementation of mutually beneficial industrial recycled water projects along the Pittsburg/Antioch industrial corridor. The recycled water would be used primarily in cooling towers in existing and planned large industrial facilities and power plants in this area. The source of recycled water would be tertiary treated water from wastewater plants at CCCSD, Delta Diablo Sanitation District, and Ironhouse Sanitary District. The Facilities Plan was completed with financial assistance from a State Water Recycling Planning Grant. The Facilities Plan developed six different recycled water alternatives for analysis and evaluated the treatment, storage, and distribution infrastructure needed to expand reuse to identified industrial users.

**Feasibility Study for Use of Recycled Water for Regional On-Site Electrical Power Generation Facility, CCCSD, Martinez, CA:** District Project Manager for the preparation of a feasibility study to evaluate the construction of an onsite electrical power generation facility at CCCSD's wastewater treatment plant to meet future PG&E base-load power demands. The power plant would be operated by a private entity and use recycled water for cooling. Power plant sizes

of between 170 MW and 850 MW were evaluated that would use 4 to 8 mgd of recycled water.

**Recycled Water Zone 1 Project, CCCSD, Martinez, CA:** District Project Manager for the planning, design, and construction of new customer connections for the expansion of CCCSD's Zone 1 Recycled Water Project, which supplies recycled water for landscape irrigation and commercial uses in the cities of Martinez, Pleasant Hill, and Concord near the Interstate 680 freeway. This project will ultimately supply up to 1,162 AFY of recycled water. Customers include schools, parks, golf courses, landscape medians, a community college campus, a commercial truck washing facility, toilet and urinal flushing, kennel washdown at the local animal shelter, concrete manufacturing, community gardens, landscaping at homeowner associations, and landscape irrigation at local businesses and office buildings. Don's work on this project also included marketing and sales of recycled water to new customers, estimating customer demands, and developing financial models to evaluate cost-effectiveness of new connections.

**Recycled Water Distribution System Hydraulic Model, CCCSD, Martinez, CA:** District Project Manager for the development and calibration of CCCSD's recycled water distribution system hydraulic model. The model was used to document the hydraulic capabilities of the existing 15-mile pipe system and for planning and design of future expansions that will include creation of additional pressure zones and construction of in-system storage and booster pumping facilities. Future demand scenarios were modeled starting with 1,200 AFY up to 7,000 AFY at system build-out, which would ultimately supply recycled water to over 150 customer sites for landscape irrigation and commercial uses in the cities of Pleasant Hill, Martinez, Concord, and Walnut Creek.

**Recycled Water Facilities Plan for Redevelopment of Concord Naval Weapons Station, CCCSD, Martinez, CA:** District Project Manager for the preparation of a Recycled Water Facilities Plan for the Concord Naval Weapons Station Redevelopment. This study evaluated alternatives and costs for new recycled water infrastructure needed to supply the planned redevelopment of the Concord Naval Weapons Station property, which will provide housing for approximately 28,000 new residents and consist of a mixture of commercial, residential, institutional, and recreational land uses interspersed between parks and open space. Recycled water demand is estimated to be approximately 2,800 AFY for landscape irrigation and non-potable uses such as toilet flushing and cooling towers in commercial buildings.



**STAFF TITLE:** Senior Engineer I

**YEARS OF EXPERIENCE:** 9

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 85779

#### EDUCATION

- MS, Civil & Environmental Engineering, University of California, Davis
- BS, Engineering, Calvin College, Grand Rapids, MI

#### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers

## Bonnie Robison, PE

Bonnie Robison is a civil engineer with a focus in water resource planning. She has previously worked in a municipal utilities department that provided potable water and wastewater services. While there, her project experience included preparation of water planning documents; project management for master planning, design, and construction projects; and review of land development projects. She has experience using ArcGIS and InfoWater.

### EXPERIENCE

**Fire Flow Evaluation, City of Lincoln, CA:** Staff Engineer for the hydraulic evaluation of available fire flow in a proposed new development for the City of Lincoln, the Liberty at Lincoln Villages. Updated the City's hydraulic model with proposed pipelines for the developments, estimated and allocated water demands, and determined the available fire flow during the maximum day demand condition while meeting the City's water system performance criteria.

**Water Supply Assessment for Cannery Park Project, City of Stockton, CA:** Project engineer for the preparation of a Water Supply Assessment for the City of Stockton's proposed Cannery Park Project in accordance with the requirements of California Senate Bill SB 610. The proposed project includes 617 total residential units and approximately 19.8 acres of commercial development in northeast Stockton and, if approved, will be served from the City's existing surface water and groundwater supplies.

**Water and Wastewater Facilities Planning, Berryessa Point Marina, Napa County, CA:** Project manager/engineer for the development of a conceptual plan and a basis of design for water and wastewater systems for the redevelopment of a marina at Lake Berryessa. The water facilities included an on-site treatment system designed to treat water from Lake Berryessa at approximately 150,000 gallons per day, as well as associated distribution system pipelines, pump stations, and a storage tank. Wastewater facilities include on-site treatment for approximately 99,000 gallons per day, as well as collection system pipelines, a lift station, and on-site disposal using evaporation and percolation ponds with an underground leach field. A conceptual-level cost estimate was also prepared for the proposed facilities.

**Water Master Plan Update, City of Vacaville, CA:** Staff engineer for the update to the City of Vacaville's Water Master Plan. The City's previous water master plan had been completed two years prior, and since then the City had refined growth estimates and experienced changes in water use patterns. Bonnie evaluated and summarized the City's future water supply plan and developed a recommended capital improvement program based on the recommended system improvements under existing and future demand projections.



### **Supplemental Water System Capital Improvement Program, City of Stockton, CA:**

Project Engineer responsible for preparing a supplemental Capital Improvement Program (CIP) for the City in support of a City water system connection fee study. The CIP presented in the City's 2021 Water Master Plan (also prepared by West Yost) was primarily prepared to support the City's water rate study, and focused on existing system improvements and key future infrastructure improvements. The supplemental CIP incorporated future transmission and distribution pipelines in anticipated development areas that would be funded and/or constructed exclusively by the future development projects. Bonnie's work included preparing pipeline cost estimates, updating prior cost estimates, and writing a technical memorandum on the supplemental CIP.

**On-Call Water System Hydraulic Modeling, City of Stockton, CA:** Staff engineer responsible for providing on-call hydraulic modeling support for City staff. Two evaluations have been performed to date to determine the impact of various proposed development projects in North and South Stockton on the City's system. For each project, Bonnie allocated water demands for the proposed projects and determined the available fire flow during the maximum day demand condition while meeting the City's water system performance criteria.

**Urban Water Management Plan, City of Vacaville, CA:** Project Manager for the preparation of the City's 2020 UWMP Update. Bonnie reviewed legislative updates to the Urban Water Management Planning Act to identify new requirements for the UWMP. She was responsible for documenting the City's current and project population, calculating and projecting water supply and water demand, reporting on the City's compliance with its SB X7-7 per capita water use target for 2020, assessing supply reliability, and preparing the City's drought risk assessment in response to the 2012 to 2016 statewide drought. Plan preparation included coordination with various City departments as well as with the City's wholesaler. The UWMP was adopted by the City Council and submitted to DWR on schedule.

**Solano Subbasin Groundwater Sustainability Plan, City of Vacaville GSA, Vacaville, CA:** As Staff Engineer, assisted with the development of the Groundwater Sustainability Plan (GSP) for the Solano Subbasin, which was a collaborative effort between regional agencies in Solano and Sacramento Counties. Bonnie served as the technical representative on behalf of the City of Vacaville GSA to monthly multi-agency meetings and responded to questions and data requests from the GSP consultant team. She reviewed GSP chapters and technical memoranda on behalf of the Vacaville GSA.

### **Distribution System Operations Plan, City of Vacaville, CA:**

Project Engineer for the preparation of the City's Water Distribution System Operations Plan. As required by the California Code of Regulations, Bonnie developed a water system operations and maintenance plan and submitted it to the State Water Resources Control Board. The plan covered daily and emergency operational practices as well as regular inspection and maintenance activities.

### **Water System Hydraulic Model Update, City of Vacaville, CA:**

Project Manager for the City for an upgrade to the City's water distribution system model from a static CAD-based model to a dynamic GIS-based model. Bonnie coordinated with internal staff to provide GIS, as-built information, asset data, SCADA data, and other field operational data to the selected consultant. Following completion of the new hydraulic model, Bonnie was responsible for migrating the updated GIS database from the consultant into the City's enterprise geodatabase and confirming integration with existing online maps.

**Downtown Specific Plan, City of Vacaville, CA:** As the City's Staff Engineer, Bonnie coordinated with the City's planning staff on water and sewer impacts associated with the proposed Downtown Specific Plan. As the City embarked on a refined planning effort in its downtown area, several mixed use and higher density projects were identified. Bonnie evaluated and updated the City's land use database for the area to reflect proposed changes from the existing General Plan project. This project also involved ongoing coordination with project consultants to determine reasonable assumptions for water demand and sewer generation associated with new land use categories.

### **Wastewater Treatment Plant Improvements, City of Vacaville, CA:**

Project Manager during design and construction of an upgrade project to an 80-acre, 15 mgd wastewater treatment plant. The project involved concrete lining of a 7-million-gallon storage basin, paving, demolition of outdated facilities, construction of a new steel building, and installation of an acetic acid chemical dosing system. Bonnie prepared the project predesign report and reviewed project plans and specifications submitted by the design engineer. During construction, she managed contracts for construction, construction management, and engineering services, and coordinated construction activities with the contractor and City staff to maintain on-going plant operations. The project stayed within budget.



## Courtney Rubin

Courtney Rubin is a water resources planner with experience within the public, private, and non-profit environmental sector. She has been involved with field operations, customer support, and regulatory reporting for water quality, water conservation, and recycled water projects. Her roles have included direct supervisory support of field personnel, direct marketing, plan review, customer support, as well as project management and construction inspections for recycled water retrofit projects.

### EXPERIENCE

#### SAN JOSE WATER

**Water Conservation Program:** Managed three Water Conservation Inspectors responsible for performing water audits at customer properties. Developed a robust and sustainable customer report using an online platform through OnBase. Responsible for customer outreach including providing water supply presentations to community groups. Participated in a drought preparedness team to establish drought guidelines to meet County's 15% mandatory reduction. Active in the State's Water Conservation Framework establishing new water conservation reporting guidelines. Represented San Jose Water at regional water wholesaler meetings.

**Recycled Water Program:** Collaborated with recycled water wholesaler, SBWR, to maintain recycled water site compliance. Worked with current sites and developers to maintain compliance, including yearly self-monitoring, plan development, and cross connection control compliance. Managed the retrofit project including overseeing consultants and contractor work and budget. Represented San Jose Water at Regional and State meetings.

#### HYDROSCIENCE ENGINEERS

##### **Clean Water Program – Drought Relief Support, Dublin San Ramon Services**

**District (DSRSD):** Project Manager. Worked for the Clean Water Program assisting DSRSD staff in performing the yearly post-recycled water inspections and presenting the Site Supervisor Training. Assisted staff in cross connection control shutdown tests and in performing inspections of residential properties participating in the Residential Recycled Water Fill Station to ensure program compliance and collect use data for shaping the future program.

**SBWR Customer Efficiency Study- City of San Jose:** Project Engineer. Conducted a study on recycled water use at customer sites in order to develop targeted recycled water efficiency measures and identify peak demand reduction strategies.

##### **Water Retrofit Design and Construction and Customer Outreach- San Jose Water:**

Project Engineer. Involved in several different facets of the project including assisting in funding applications, performing field surveys to develop recycled water retrofit drawings to be reviewed and approved by the Division of Drinking Water. Met with potential customers in coordination with SJW staff to market the recycled water program.

**STAFF TITLE:** Technical Specialist III

**YEARS OF EXPERIENCE:** 20

#### CERTIFICATIONS

- Backflow Prevention Assembly Testers, AWWA
- Cross Connection Control Specialist, AWWA
- State of California Distribution Operator and Treatment Certificates at a D3 and T2 Level

#### EDUCATION

- BA, Environmental Studies and Earth Science, University of California, Santa Cruz

#### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers

#### **2015 Urban Water Management Plan, City of Sunnyvale:**

Project Engineer. Assisted in the development of the City of Sunnyvale's 2015 Urban Water Management Plan, primarily tasked to update the sections on water shortage contingency planning, water supply reliability, and demand management measures.

#### **Miguelito Chloramination O&M Plan - San Jose Water:**

Project Engineer. Developed an operations and management plan to be reviewed by the Division of Drinking Water for the Miguelito Chloramination system.

**2016 & 2017 Water Audit- City of Sunnyvale:** Project Engineer. Worked in coordination with city staff to prepare the City of Sunnyvale's water audit in accordance with Senate Bill 555. Assisted the City through the validation and submission process. Represented the City at BAWSCA meetings to arrange for participation in conservation programs.

**City of Milpitas – Extension of Staff:** Project Engineer. Assisted the City in day-to-day functions for recycled water, water conservation, State reporting, and MWELo compliance during staff transition. Trained new staff on existing programs and worked with existing consultants to make sure reporting requirements were met.

**City of Sunnyvale Water Quality Reporting and Public Health Goal Assessment:** Project Engineer. Worked with the City to ensure water quality reporting requirements were met for quarterly reporting and lead and copper rule. Assisted in the completion of the Public Health Goal that was submitted to their City Council and assisted in completing the Consumer Confidence Report, or Water Quality Report.

### **RMC WATER AND ENVIRONMENT**

#### **City of Santa Rosa & City of Rohnert Park Notice of Intent for Recycled Water General Permit:**

Project Engineer. Assisted both the City of Santa Rosa and City of Rohnert Park in submitting a Notice of Intent for each city to apply for coverage under the State's General Permit.

**City of Petaluma NPDES Renewal:** Project Engineer. Assisted in the preparation of the NPDES permit renewal by performing the Reasonable Potential Analysis to determine water quality objectives and limits for compliance.

#### **Recycled Water Pipeline Design, City of Pleasanton:**

Project Lead. Responsible for investigating, applying, and acquiring the permits necessary to build the pipe-line alignment. A California Department of Fish and Wildlife Streambed Alteration Agreement was secured for a horizontal direction drill across a creek bed, and Caltrans and other local jurisdictions permit specifications were assembled for bid documents. She coauthored the Title 22 Engineer's Report.

### **CITY OF REDWOOD CITY**

**Assessments:** Recycled Water Specialist. Responsible for customer outreach and marketing, including performing preliminary assessments on customer sites to determine recycled water retrofit feasibility. She provided plan re-view, customer support, and oversight for the connection of several irrigation and industrial customers. She analyzed customer water use data using AMI technology to target and market recycled water to potential customers. She guided customers through the retrofit regulatory and permitting process. She oversaw and performed cross connection control tests and retrofit construction, and managed consultant work. She developed and executed Site Supervisor Trainings and oversaw site compliance. She managed and designed an automated online reporting portal that resulted in a 55% increase in reporting compliance by recycled water customers. She was responsible for creating a database and appropriate tools to store regulatory information. In addition, she was responsible for recycled water and cross connection control reporting to the California Division of Drinking Water.

**Water Conservation Programs:** Water Conservation Technician. Designed, implemented, and administered Redwood City's water conservation programs. She reported program activity levels to the California Conservation Urban Water Council. She wrote, distributed, collected and analyzed customer satisfaction surveys, and worked to resolve individual customer issues and complaints.

### **SILICON VALLEY TOXIC COALITION**

#### **Clean Water Program of the Environmental Health**

**Program:** Research Associate. Created GIS maps showing population demographics in relation to environmental hazards surrounding low income communities in San Jose for a non-profit organization focused on environmental health and justice.

### **CITY OF PLEASANTON**

**Water Conservation Program:** Intern. Courtney was an intern with the City of Pleasanton where she worked with the community to create education information for residential customers, and raise community awareness of environmental issues. She coordinated, marketed, and executed an irrigation workshop to promote irrigation program. In addition, she developed water budgets and incentive programs for irrigation customers.





## Kathryn Gies, PE

Kathryn Gies is an engineer with experience in planning and permitting wastewater treatment and recycled water projects. Kathryn's areas of expertise include wastewater treatment facilities planning; treatment process design; biological nutrient removal (BNR) systems; natural wastewater treatment systems; sustainable infrastructure planning; NPDES regulatory permitting; recycled water and land disposal systems master planning; biosolids land application planning and permitting; and groundwater quality studies for regulatory compliance purposes. She has completed facilities planning studies for many wastewater treatment plants, including BioWin process modeling of biological nutrient removal activated sludge treatment systems. She has also prepared several studies in association with NPDES permits, such as reasonable potential analyses, treatment feasibility studies, pollution prevention plans and source control studies, salinity evaluation and minimization plans, and reports of waste discharge. She has performed analyses for several projects using agricultural lands for effluent reuse, including the development of comprehensive water balances for complex reuse sites to assess water use efficiency; specialty spreadsheet tools for biosolids and water reuse management; nutrient management plans for land application of recycled water, biosolids, and food processing wastewater; Title 22 Engineer's Reports for water reuse; and pilot-scale percolation studies. Kathryn has a detailed, current knowledge of permitting issues in California and a productive working relationship with the Regional Board staff.

### EXPERIENCE

**Refinery Recycled Water Feasibility Study, Mt. View Sanitary District, Martinez, CA:** Project Manager for analyzing the feasibility of providing disinfected filtered recycled water to a neighboring refinery for cooling tower use. The overall project was determined to be feasible with a 10- to 15-year payback period. Four project alternatives for producing recycled water were developed that considered impacts to the flows and habitat provided by Moorhen Marsh, a 21-acre constructed wetland that receives its water supply from the WWTP. Estimated capital costs were presented for the alternatives with a strategy to acquire the necessary permits and funding for project implementation.

**Recycled Water Storage and Recharge Pond, City of Lodi, CA:** Project Manager for the planning and permitting of a new recycled water storage pond at the City's WWTP to recharge local groundwater aquifers. This project was funded through local IRWMP program and involved constructing a 90-acre, unlined pond to store treated effluent. The water diverted to the pond is used to irrigate crops and recharge groundwater. The goal of the groundwater recharge component for this project is to reduce salinity intrusion potential, improving down gradient water quality, and increasing long-term groundwater storage. The permitting support efforts included gaining coverage for the pond under the State's General Permit for Recycled Water and a State Water Board Wastewater Discharge Change Petition.



**STAFF TITLE:** Engineering Manager II

**YEARS OF EXPERIENCE:** 23

### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 65022

### EDUCATION

- PhD Candidate, Bioresource Engineering, Oregon State University
- BS, Agricultural and Biological Engineering, Clemson University
- Wetland Treatment and Design Course, Humboldt State University
- BioWin® Process Modeling Training Workshop

### PROFESSIONAL AFFILIATIONS

- WaterReuse Association
- California Association of Sanitation Agencies
- California Water Environment Association
- Central Valley Clean Water Association
- Institute for Sustainable Infrastructure
- Water Environment Federation

**Recycled Water Master Plan, City of Davis, CA:** Project Manager for the development of the City of Davis' (City) Recycled Water Master Plan. The purpose of this effort was to develop a strategy for utilizing new recycled water supplies generated as a result from switching from a pond-based treatment process to a conventional treatment system. The strategy would allow the City to maintain ownership of the new supplies by avoiding discharge to surface waters. Analysis included assessing the available recycled water supplies, developing a strategy for near-term management of flows by using available storage and easily assessable reuse sites, projecting demands for longer-term municipal landscape and agricultural irrigation applications, identifying potential near-term and long-term reuse scenarios, comparing reuse scenarios and estimating costs for each reuse scenario. The Master Plan presented a phased strategy that ultimately achieved the City's near-term objectives while providing the flexibility to evaluate the longer-term options as water supply conditions in the area of the WWTP evolve.

**Zero Discharge Reuse Facilities Planning, City of Davis, CA:** Project Manager for the evaluation of reuse alternatives to eliminate the City's surface water discharge. These alternatives included both irrigation and wetland habitat reuse components. Team Leader in negotiations with landowners, regulatory agencies, and other potential project stakeholders.

**Wastewater Reuse Facilities Planning, Davis Water Pollution Control Plant, City of Davis, CA:** Project Manager for the evaluation of wastewater reuse alternatives for the Davis Water Pollution Control Plant. Several reuse alternatives were evaluated that would eliminate the City's surface water discharge. These alternatives included both irrigation and wetland habitat reuse components. Team Leader in negotiations with landowners, regulatory agencies, and other potential project stakeholders.

**Recycled Water Feasibility Study, Mt. View Sanitary District, Martinez, CA:** Project Manager for the completion of a feasibility study to assess the feasibility of providing disinfected filtered recycled water to a neighboring refinery for cooling tower use, including an assessment of water quality requirements. The overall project was determined to be feasible with a 10- to 15-year payback period. The analysis also included a strategy for acquiring the necessary permits and funding for project implementation. Further analysis was also recommended to assess the reliability of water quality under a full range of flow conditions experienced at the WWTP.

**Treatment and Reuse Facilities Planning, Design and Regulatory Assistance, City of Tulelake, CA:** Project Manager, as a subconsultant to Adkins Consulting, to assist

the City of Tulelake with planning, design and permitting of a Title 22 reuse project for the City's 0.15 mgd Wastewater Treatment Facility (WWTF). Specific tasks included: evaluation of treatment plant upgrades and reuse storage and conveyance facilities sizing, layout, and cost estimates for potential reuse alternatives that ranged from wetland reuse to agricultural reuse. Preparing design of recommended pond treatment improvements. Coordination with the North Coast Regional Board and preparation of a Report of Waste Discharge (ROWD) and Title 22 Engineering Report for the identified preferred alternative (irrigation reuse). The work also involved negotiating a land discharge permit with the North Coast Regional Board.

**Land Management Studies, City of Galt, CA:** Project Manager for the completion and submittal of a Land Management Plan and Title 22 Engineering Report to the Regional Water Quality Control Board for the City of Galt Wastewater Treatment Plant irrigation reuse area. The Land Management Plan and other submittals provided to the City identified several long-term strategies for both hydraulic and nutrient management on the City's properties and characterized long-term reuse facility needs. This analysis included a detailed assessment and mapping of the existing irrigation system. Also developed a detailed recycled water spreadsheet management tool, which is used for real-time documentation and monitoring of the City's land application activities.

**Wastewater Treatment and Reuse Facilities Analysis of Alternatives, United States Coast Guard Training Center, Petaluma, CA:** Project Manager for the completion of a study to evaluate several potential treatment and reuse alternatives for the 0.13 mgd Wastewater Treatment Plant located at the United States Coast Training Center in Petaluma. Treatment alternatives evaluated ranged from pond treatment to conventional treatment followed by advanced filtration to allow for unrestricted reuse on the campus facilities. Developed irrigation demands and preliminary layouts for several Title 22 treatment and agricultural/land use options and provided planning level cost estimates for the preferred option. Provided coordination with the North Coast Regional Water Quality Control Board as well as several Coast Guard stakeholders.

**Wastewater Reuse Facilities Planning and Assessment, City of Galt, CA:** Project Engineer for the assessment of several long-term irrigation reuse alternatives. This analysis included the assessment of several potential off-site municipal and agricultural irrigation alternatives, including identifying potential reuse sites, development of irrigation demands for these sites, and development of a preliminary layout of the irrigation facilities.



## Tom West, PE

Tom specializes in leading and managing complex, high-profile projects that integrate water resources planning, water quality, stakeholder involvement, multi-agency partnership and funding/financing. For nearly 30 years, Tom has served as a project manager, a water quality and treatment specialist, and planning, management, and financing consultant for more than 100 cities and special districts throughout California as well as for clients in Washington, Texas, Massachusetts, Arkansas, Singapore, and Hong Kong.

### EXPERIENCE

**Recycled Water System Enterprise Formation, Marina Coast Water District, Marina, CA:** Project Advisor for a project to allow MCWD offer recycled water for irrigation uses within its service area from the Monterey Pure Water Program. MCWD needed to implement a series of programs in order to issue permits to potential water users. Tom advised the team preparing the programs from his experience implementing several similar programs in other water districts.

**Recycled Water Seasonal Storage Feasibility Study, Las Virgenes Municipal Water District, Calabasas, CA:** Project Director for a feasibility study to assess the costs and benefits of alternatives to eliminate wastewater discharges and expand water recycling and assess partnerships with neighboring water agencies including Los Angeles Department of Water and Power and Calleguas Municipal Water District. In addition, the study was used as the basis for funding requests to the State and Federal governments. Tom directed the feasibility study, which considered alternatives for creating 3,000 to 4,000 acre-feet of recycled water storage through a new dam and reservoir as well as over 30 miles of new piping.

**Recycled Water Master Plan, Los Angeles Department of Water and Power, Los Angeles, CA:** Task Leader. As part of this \$10 million planning effort, Tom created and fostered partnerships between Los Angeles Department of Water and Power (LADWP) and neighboring cities and water agencies necessary for LADWP to provide more than 50,000 acre-feet per year of conjunctive use water supplies using recycled water.

**Recycled Water Facilities Master Plan, Palmdale Water District, Palmdale, CA:** Project Manager for a recycled water master plan that evaluated ways to deliver between 5,000 and 10,000 acre-feet per year of recycled water for municipal and industrial customers, agricultural use, and groundwater recharge.

**Recycled Water Facilities Planning, Rosamond Community Services District, Rosamond, CA:** Principal-in-Charge for a series of recycled water facility planning studies that evaluated the feasibility of several system components including groundwater recharge, delivery to solar power facilities, satellite treatment, and interconnections with neighboring recycled water systems that ultimately delivered up to 5,000 acre-feet per year of recycled water to multiple uses.



**STAFF TITLE:** Vice President

**YEARS OF EXPERIENCE:** 30

### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 52919

### EDUCATION

- MBA, Management, University of California, Los Angeles
- MS, Civil Engineering, Stanford University
- BS, Civil Engineering, University of California, Los Angeles

**Recycled Water Feasibility Study, City of Palmdale,**

**CA:** Project Manager for a feasibility study that examined alternatives to providing recycled water to a new 550 megawatt power plant under development in the City of Palmdale. In addition to supplying the power plant, the project is also examined opportunities to maximize the use of recycled water through landscape and agricultural irrigation as well as groundwater recharge.

**Recycled Water Main Extensions, Burbank Water and Power, Burbank, CA:**

Principal-in-Charge for the design of an extension to connect the existing recycled system to non-potable customers and infrastructure already in place. It also connected with Glendale Water and Power's recycled system and allowed recycled water to be shared with Glendale Water and Power on either an emergency or intermittent basis or even possibly on a regional basis between Burbank, Glendale, Pasadena, and Los Angeles. Tom's team performed pre-design, design (including trenchless pipeline design), bid phase services, and services during and after construction. Issues included utilities in the right-of-way, making selection of the horizontal alignment and depth of the pipeline critical. Other issues included traffic and bus routes, access to Burbank High School when in session, and impacts to numerous businesses along the alignment. Tom served as the executive manager for the South San Fernando Road recycled water main and studio extension projects, Burbank Water and Power's next phases of expanding its recycled water system.

**1630 Segment A Recycled Water Pipeline, Inland Empire**

**Utilities Agency, Chino, CA:** Principal-in-Charge for the design of two trenchless crossings, including crossing Interstate 210 and a San Bernardino County-owned flood control channel, and was completed on a fast-track schedule, with design and construction schedule (combined) taking place over an approximate one-year period. In addition to the project schedule, design challenges included extensive utility congestion within the pipeline corridor, and coordination with City, County, and state agencies having jurisdiction along the proposed alignment. Tom served as the executive manager of the development of a pre-design report, pre-purchase bid package for pipe and valves, and preparation of plans and specifications for approximately two miles of 36-inch diameter recycled water pipeline for delivery to groundwater recharge basins. Due to the limited schedule, Tom's team prepared bid documents for pre-purchase of large diameter pipe, valves, and appurtenances to ensure on-time delivery.

**RP2/RP5 Sewer Overflow Evaluation and Design, Inland**

**Empire Utilities Agency, Chino, CA:** Principal-in-Charge for a project that retrofitted an existing sewer line and diversion structure in the event of a power outage at the main pump station supply water to IEUA's RP5 water reclamation plant. Tom served as the executive manager for this project; his

team developed an innovative design that utilized low-cost weir plates and used abandoned water lines to route sewage to temporary storage ponds until power is restored.

**El Canon Sewer Diversion Improvements, Las Virgenes Municipal Water District, Calabasas, CA:**

Principal-in-Charge to retrofit a sewer diversion structure so that the District could retain more wastewater in its system rather than discharging to the City of Los Angeles sewer system and incurring discharge costs of more than \$300,000 per year.

**Grant Support for Regional PFAS/PFOA Treatment and Regional Well Rehabilitation, Gateway Water**

**Management Authority, Paramount, CA:** Principal-in-Charge for developing two improvement programs and funding efforts. The Gateway Cities region of 27 cities in Southeast Los Angeles County that have been economically disadvantaged over the past 30 years. The region is comprised of dozens of small water systems faced with aging infrastructure and has recently discovered presence of PFAS/PFOA in many of their wells. The water systems lack the capacity and resources to fund, develop, and implement needed projects. GWMA is developing two regional programs—one for PFAS/PFOA treatment and the other for well rehabilitation—and pursuing funding from grants to help pay for these programs. Tom developed the overall strategy for this effort and is overseeing its execution.

**As-Needed Grant Support, City of East Palo Alto, CA:**

Principal-in-Charge for multiple grant applications. As an economically disadvantaged community, the City of East Palo Alto is consistently in search of grant funding to help implement projects and programs in nearly all City departments (e.g., Public Works, Facilities, Recreation and Parks, Public Safety, etc.). With the growth in funding opportunities created by State and Federal grant funding increases, coupled with a staffing shortage, the City has awarded the team an on-call grant support contract. Currently the team is assisting Public Works to prioritize and pursue grant funding for water infrastructure and Facilities to pursue grant funding for a new public library.

**San Diego Integrated Regional Water Management Plan, San Diego County Water Authority, San Diego,**

**CA:** Tom served as the Principal-in-Charge to the regional water planning effort being led by the Water Authority in conjunction with the City of San Diego, the County of San Diego, and a group of more than 25 local water and sanitation agencies, cities, and non-profit groups. He was directly involved in overall project oversight and strategic planning with the City, County, and the County Water Authority.





## Monique Day, PE

Monique Day is a water resources planning engineer with a master's degree in environmental engineering with a focus in water quality and water resources management. Monique's experience includes water reuse planning, water transfers, conservation, water quality, surface and groundwater storage, conjunctive use, permitting, water rights, and integrated regional water management and urban water management planning. Much of Monique's project work has involved multi-stakeholder planning and implementation processes, project management, and funding strategy and pursuits.

### EXPERIENCE WATER

**Local Water Supply Enhancement Study, North Marin Water District, Novato, CA:** Technical Expert Lead for the preparation of funding strategies for feasible local water supply sources the District may implement to supplement the supply it receives from its wholesaler, Sonoma County Water Agency. The study reviewed potential alternatives including aquifer storage and recovery, recycled water system expansion, indirect potable reuse, water treatment plant efficiency improvements, stormwater capture, reservoir capacity increase, and desalination. Monique identified potential federal and state funding opportunities for which feasible alternative sources may be eligible. Monique developed strategies to position the District for funding opportunities.

**Surface Water Supply Project, Stanislaus Regional Water Authority, Stanislaus County, CA:** Project Engineer for this multi-year project which includes an infiltration gallery on the Tuolumne River, raw water pipelines, a water treatment plant, and a treated water transmission distribution system benefitting the cities of Turlock and Ceres. Monique is leading project controls, scheduling, funding strategy, and water rights modification efforts on this project. Major work products for which Monique is a key contributor include monthly program status reports, the program management plan, a funding strategy technical memorandum, cost allocation memoranda, and the master project schedule.

**Davis Woodland Water Supply Project, Woodland-Davis Clean Water Agency (a Joint Powers Authority):** Assistant Project Manager for the development of a conjunctive use water supply project, including a new treated surface water supply to the City of Davis, City of Woodland, and the University of California Campus at Davis. The project consists of a diversion intake facility on the Sacramento River, a raw water pipeline from the intake to a new 30-mgd capacity water treatment plant, and a treated water pipeline distribution system to the participants' service areas. Operations began in 2016 and West Yost continues to provide technical and management assistance to the Agency. A key element of this project is securing additional summer water supplies to complement the new water right permits through conjunctive use with local irrigation districts, aquifer storage and recovery



**STAFF TITLE:** Principal Engineer II

**YEARS OF EXPERIENCE:** 20

#### PROFESSIONAL REGISTRATIONS

- Professional Civil Engineer, California No. 69793

#### EDUCATION

- MS, Environmental Engineering, University of California, Berkeley
- BA, Environmental Studies, University of California, Santa Cruz
- BS, Civil and Environmental Engineering, University of California, Berkeley

#### PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers Environmental Water Resources Institute
- Association of California Water Agencies
- California Water Environment Association – Annual Conference Transportation Chair (2006, 2008)
- Northern California Water Association
- WaterReuse – Central Valley/ Sierra Foothills Chapter Secretary (2019 –2021) and Vice President (2022 –Present)
- Water For People – Sacramento Committee Chair (2006 – 2008)

(ASR), and/or market-based water transfers from agricultural water users in the Sacramento Valley. Major work products in which Monique was a key participant have included the Agency's Urban Water Management Plans (UWMPs), a pipeline alignment alternatives technical memorandum, community report, monthly program management status reports, safety plan, program management plan, design-build-operate request for qualifications, Proposition 1 grant applications, and a multi-year raw water quality sampling plan. Monique's involvement with the Project has included close coordination with various project partners, Agency staff and Board members, over twenty subconsultants, and UC Davis researchers, in addition to environmental, legal, public outreach, and financial consultants to the Agency.

**Northern Sacramento Valley Integrated Regional Water Management Plan, Six Counties in the Northern Sacramento Valley, CA:** Project Engineer for work that began in December 2009 on governance options and initial development of an IRWMP, and continued through early 2014 with the completion of the IRWMP for the Northern Sacramento Valley. This was initially an effort on behalf of Tehama, Butte, Glenn, Colusa and Sutter Counties, and has been expanded to include the major water interests in the region as well as Shasta County. Prepared governance options for development of an integrated regional water management plan for the region, resulting in establishment of the Northern Sacramento Valley Integrated Regional Water Management Board and a Technical Advisory Committee. Monique helped secure \$1 million from a combination of state and federal funds to develop the IRWMP, facilitated and supported Board and TAC meetings, facilitate online and hard copy project solicitations, developed ranking criteria, and worked with clients to prioritize projects. She also drafted and edited multiple chapters of the IRWMP that was adopted in April 2014.

**RiverArc Sacramento River Water Reliability Study, Phase I, Placer County Water Agency, Auburn, CA:** Project Engineer for a multi-agency study involving stakeholders throughout the Sacramento area. The goal of the project is to regionally enhance water supply diversity and reliability, increase sustainability of regional groundwater supplies, and increase environmental protection in the American River watershed. The Phase I Study is a conceptual plan for the implementation and funding of the project and includes project phasing, project alternatives, and estimated planning-level costs. Monique was a primary author of the conceptual plan and specific work involved summarizing previous studies related to this project, drafting a schedule and roadmap for this multi-decade future project.

**Urban Water Management Plan, City of Roseville, CA:** Project Engineer for the City of Roseville's (City) 2015 Urban Water Management Plan. Work included evaluating

DWR requirements, reviewing existing plans, requesting information from the City, compiling data from all sources, and creating a project schedule.

**Urban Water Management Plans, City of Woodland, CA:** Project Engineer for the City of Woodland's (City) 2015 Urban Water Management Plan (UWMP) and Project Manager for the City's 2020 UWMP. Work included evaluating DWR requirements, reviewing existing plans, requesting information from the City, compiling data from all sources, creating a project schedule, drafting and reviewing report chapters, preparing public notice templates and presentation slides.

**Urban Water Management Plan, City of Sacramento, CA:** Project Engineer for the City of Sacramento's (City) 2015 Urban Water Management Plan. Work included evaluating DWR requirements, reviewing existing plans, requesting information from the City, compiling data from all sources, creating a project schedule, drafting and reviewing report chapters, preparing public notice templates, and preparing presentation slides.

**Urban Water Management Plans, Woodland-Davis Clean Water Agency, Yolo County, CA:** Project Manager for WDCWA's first Urban Water Management Plan (UWMP), due in June 2017, and 2020 UWMP. Work included evaluating DWR requirements, reviewing existing plans, requesting information from the City, compiling data from all sources, creating a project schedule, drafting and reviewing report chapters, preparing public notice templates, and preparing presentation slides.

**Urban Water Management Plans, City of Turlock, CA:** Project Manager for the City of Turlock's (City) 2015 and 2020 Urban Water Management Plans. Work included evaluating DWR requirements, reviewing existing plans, requesting information from the City, compiling data from all sources, creating a project schedule, drafting and reviewing report chapters, preparing public notice templates, and preparing presentation slides.

**Water Supply Assessment, El Dorado Hills Apartments, El Dorado County/Impact Sciences, El Dorado Hills CA:** Prepared a Water Supply Assessment (WSA) in conformance with Senate Bill (SB) 610 to document the availability of water supply from the El Dorado Irrigation District for the El Dorado Hills Apartments infill development project, a 214-unit apartment complex that would be constructed within the Town Center East (TCE) Commercial Center in El Dorado County. Work included comparing potable and recycled water supply and demand information and preparing the SB 610 document.

**WE SUPPORT OUR COMMUNITIES**  
**WE ARE WATER FOCUSED**  
**WE TAKE PRIDE IN WHAT WE DO**  
**WE STRIVE TO BECOME OUR BEST**  
**WE DO WHAT'S RIGHT**  
**WE BELIEVE IN QUALITY**  
**WE LISTEN**  
**WE SOLVE CHALLENGING PROBLEMS**  
**WE SEE THE BIGGER PICTURE**  
**WE TAKE OWNERSHIP**  
**WE COLLABORATE**  
**WE HAVE FUN**  
**WE ARE WEST YOST**







## CITY COUNCIL REPORT

**9E**

**DATE: JUNE 20, 2023**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: STACY SHELL, HUMAN RESOURCES DIRECTOR**

**SUBJECT: ADOPTION OF A RESOLUTION TO PROVIDE CITY COUNCIL HIGH SCHOOL STUDENT INTERN VOLUNTEERS WITH A MONTHLY STIPEND**

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### **RECOMMENDATION**

Staff recommends that the City Council adopt a resolution to provide City Council high school student intern volunteers with a cash stipend up to \$500 per month.

### **BACKGROUND**

At its December 20, 2022 meeting, the City Council approved a future agenda item to discuss the establishment of high school student internships with City Council Members.

The City Council may only supervise three City employees (the three Council appointees established by the Municipal Code - City Manager, City Attorney, and City Clerk). As such, interns for the City Council must volunteer rather than be employed by the City of Pinole. The City believes that individuals can have a positive impact in their community and achieve personal enrichment and professional development through volunteerism.

At its May 16, 2023 meeting, the City Council received the City's plan to recruit high school students for volunteer internships with City Council Members for school year 2023-24 and directed staff to modify the plan to develop a method to pay the high school student intern volunteers a monthly stipend and provide plan details to ensure that Council Members clear a background check and complete mandated training prior to supervising a student intern volunteer, and are made aware of general liability and workers' compensation insurance protocol for traveling to/from and attending offsite, work-related events.

### **REVIEW & ANALYSIS**

Staff recommends that the City provide a \$500 monthly stipend to City Council high school student intern volunteers for working fifteen (15) hours per week. The monthly stipend shall be prorated for hours worked less than fifteen (15) hours per week. Interns shall be responsible for reporting the stipend as income in accordance with the Internal Revenue Code. Council Members shall be responsible for the scheduling of hours worked and reporting of those hours to the City's Finance Department on behalf of the intern at the end of every month.

Staff recommends that the Council Member be required to submit to a criminal history check prior to the supervision of an intern. The City shall pay the cost of fingerprinting through the City of Pinole Police Department. A criminal record does not automatically disqualify a Council Member from supervising an intern as the nature of any offense will be taken into consideration. Council Members shall not begin supervising an intern until they have been cleared by the Human Resources Department.

In accordance with Assembly Bills (AB) 1661 (2017) and 1234 (2005), if a local agency provides any type of compensation, salary, or stipend to a local agency official of that agency, then all local agency officials of that agency shall receive sexual harassment prevention and ethics training and education. Each local agency official shall receive at least two (2) hours of sexual harassment prevention and ethics training and education within the first six (6) months of taking office, and every two (2) years thereafter. Council Members shall be required to comply with AB 1661 (2017) and AB 1234 (2005) prior to the supervision of an intern.

Upon the retention of an intern who is a minor (under age 18), the intern must have written consent of a parent or guardian prior to starting any volunteer work. In accordance with Penal Code section 11165, the Council Member supervising the minor shall be designed as mandated reporter in connection with the law and the City's Volunteer Program policy. The Council Member shall sign an acknowledgement which states that they are aware of the mandated reporter requirements under the Penal Code and that original signed acknowledgement form shall be placed in the Council Member's personnel file. The Human Resources Department shall be responsible for providing mandated reporter requirement training to Council Members as necessary for identifying potential indicators of abuse and neglect to children, elders, or dependent abuse prior to the supervision of a minor intern.

In response to the City Council's inquiry on May 16, 2023, of general liability and workers' compensation insurance protocol under this plan, the Council Member or intern shall be required to have adequate vehicle insurance coverage prior to travel if a Council Member or intern utilizes their personal vehicle to travel to or from an offsite, work-related event. If an injury were sustained by the Council Member or intern at the offsite event or during the work-related travel, while being an occupant or driver of a personal or City vehicle, the injury would be covered under the City's workers' compensation insurance.

### **FISCAL IMPACT**

It is anticipated that the fiscal impact to pay a \$500 monthly stipend to five (5) high school student intern volunteers would be approximately \$30,000 and has been incorporated into the fiscal year 2023-24 annual budget.

**ATTACHMENT(S):**

A: Resolution

RESOLUTION NO. 2023 - XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, TO PROVIDE CITY COUNCIL HIGH SCHOOL STUDENT INTERN VOLUNTEERS WITH A MONTHLY SITPEND

**WHEREAS**, on December 20, 2023, the City Council approved a future agenda item to discuss the establishment of high school internships with City Council Members; and

**WHEREAS**, on May 16, 2023, the City Council received the City’s plan to recruit high school students for volunteer internships with City Council Members for school year 2023-24 and directed staff to modify the plan to develop a method to pay the high school student intern volunteers a monthly stipend; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Pinole does hereby authorize the City to provide up to a \$500 monthly stipend to City Council high school student intern volunteers.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 20<sup>th</sup> day of June 2023 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 20<sup>th</sup> day of June 2023.

\_\_\_\_\_  
Heather Bell, CMC  
City Clerk



# CITY COUNCIL REPORT

9F

**DATE**            **JUNE 20, 2023**

**TO:**             **MAYOR AND CITY COUNCIL MEMBERS**

**FROM:**        **FIONA EPPS, ASSISTANT TO THE CITY MANAGER**

**SUBJECT:**    **APPROVE AN UNMANNED AERIAL SYSTEM (UAS) POLICY**

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## **RECOMMENDATIONS**

Staff recommends that the City Council adopt a resolution approving an Unmanned Aerial System (UAS) Policy for City employees and authorized agents (for departments other than the Police Department, which would have a separate UAS Policy).

## **BACKGROUND**

An Unmanned Aerial System (UAS), sometimes referred to as a “drone,” is operated by a pilot (pilot in command, PIC) via a ground control system, an on-board computer, and communication links. UASs are able to take video footage and some are able to carry and deliver payloads.

A UAS was gifted to the City of Pinole by a Community Services Commissioner and is currently stored with audio visual equipment at the Pinole Community Television (PCTV) studio at 635 Tennent Avenue.

The City wishes to utilize the UAS for various cross departmental activities including video production, marketing and public outreach, emergency response, construction management, environmental monitoring and documentation, inspections, survey and mapping, and training.

The City is dedicated to embracing technologies that help improve its services while protecting the privacy, safety, and property of its residents. To ensure that any City use of a UAS would protect the privacy, safety, and property of residents and businesses and comply with all applicable City, State, and federal regulations, City staff has drafted a proposed Unmanned Aerial System (UAS) Policy, attached, to guide employees’ and authorized agents’ use of UASs. Note that the proposed policy does not address Police Department use of UASs. The Police Department intends to propose a separate UAS Policy that specifically addresses the needs of that department.

## **REVIEW AND ANALYSIS**

UASs can enhance a department’s activities when other means or resources are not available or are less effective.

Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations. To ensure that any future City use of a UAS would protect the privacy, safety, and property of residents and businesses and comply with all applicable City, State, and federal regulations, City staff has drafted a proposed Unmanned Aerial System (UAS) Policy. It contains written guidelines for employees and authorized contractors of participating departments in the use and for the storage, retrieval, and dissemination of images and data captured by the UAS. The policy outlines specific responsibilities of certain employees that would participate in UAS operation and/or media and data management. The policy was created based on a previous draft written by the PCTV Coordinator, FAA regulations, and the Pinole Police Department's UAS policy draft.

Staff recommends that City Council adopt a resolution approving the UAS Policy.

### **FISCAL IMPACT**

There is no notable fiscal impact due to approving a UAS Policy and operating a UAS for City purposes.

### **ATTACHMENTS**

- A - Resolution
- B - Exhibit A - Unmanned Aerial System (UAS) Policy

RESOLUTION NO. 2023-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE,  
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING AN  
UNMANNED AERIAL SYSTEM (UAS) POLICY

**WHEREAS**, the City is dedicated to embracing technologies that help improve its services while protecting the privacy, safety, and property of its residents; and

**WHEREAS**, an Unmanned Aerial System (UAS) can enhance a City department’s activities when other means or resources are not available or are less effective; and

**WHEREAS**, to ensure that any City use of a UAS would protect the privacy, safety, and property of residents and businesses and comply with all applicable City, State, and federal regulations, City staff has drafted a proposed Unmanned Aerial System (UAS) Policy, attached hereto as Exhibit 1; and

**WHEREAS**, the UAS Policy would apply to all departments other than the Police Department, which would propose a separate UAS Policy that specifically addresses the needs of that department;

**NOW, THEREFORE, BE IT RESOLVED** that the City of Pinole City Council does hereby approve the Unmanned Aerial System (UAS) Policy and authorizes City staff to operate UASs per the Policy.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pinole held on the 20th day of June 2023 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 June 20, 2023.

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Heather Bell, CMC  
City Clerk



City of Pinole  
PCTV Department

## Unmanned Aerial System (UAS) Policy

### Policy

The City of Pinole ("City") is dedicated to embracing technologies that help improve its services while protecting the privacy, safety and property of its residents.

### Purpose

An Unmanned Aerial System (UAS) or "drone" is operated by a pilot (pilot in command, PIC) via a ground control system, autonomously through use of an on-board computer, communication links, or any additional equipment. The purpose of this policy is to establish guidelines for employees and contractors of participating departments in the use and for the storage, retrieval, and dissemination of images and data captured by the drone.

### Responsible

All City of Pinole employees, and contractors of participating departments and other authorized agents who use a UAS in support of business and/or creative operations must adhere to this policy. Specific responsibilities of certain employees are defined below:

- **The City Manager** oversees and advises the Community Services department in adopting the UAS policy.
- **The Community Services Department (PCTV)** is fiscally responsible for maintenance and management of software and equipment. UAS and UAS software maintenance, upgrades, repair and/or replacement will be allocated to the PCTV account, under the direction and/or advice of the PCTV Coordinator.
- **The PCTV Coordinator, or designated person(s)** is the keeper of the UAS and responsible for day-to-day storage, maintenance, operations, repair, and checking out the device to other departments. The PCTV Coordinator is responsible for managing a log for device check-in/out.
- **The IT Department** is responsible for the infrastructure of data management oversight and security, and for developing, implementing and enforcing security measures for data.
- **Department Heads** will appoint a UAS Coordinator who will be responsible for drone activity management within their respective department. Department Heads (or designated person) must pre-approve UAS usage prior to its operations and ensure that UAS Coordinators have reviewed the UAS Policy.
- **UAS Program Coordinator(s)** will adhere to the UAS Policy and will coordinate the FAA Certificate Waiver or Authorization (COA) application process and ensure that the COA is up to date for all designated UAS operators within their department. The UAS Program Coordinator is responsible for developing protocols to document the usage of the device, including the reason for use for a specific mission and document approval from their supervisor. The Program

City of Pinole  
PCTV Department

Coordinator is responsible for adhering to data protocols as defined by the PCTV Coordinator.

- **The City Clerk** is responsible for record keeping and requests for all City documents, while PCTV is responsible for the physical storage of the hard drives containing drone footage according to records retention policies set forth by the City Clerk.

### Scope

This Policy applies to PCTV and all departments (with the exception of the Police Department, who operates under a separate UAS Operations Policy) participating in the City's UAS program including boards and commissions, employees, contractors, volunteers, elected officials, employees, consultants, volunteers, and vendors while working on behalf of the City are required to comply with this Policy.

### Definitions

- **UAS data** – Information (images, videos) collected by a City-owned UAS.
- **PIC** – stands for Pilot in Command. PIC is the operator and controller of the drone device.
- **Raw UAS data** – “raw” UAS data refers to UAS data that has not been processed and cleaned of all personal identifiable information. The distribution and use of raw UAS data is tightly restricted.

### Requirements

The privacy and safety of Pinole residents, businesses, and visitors are the top priorities of this Policy. PCTV and other Pinole City Departments that may have use for UAV images must be consistent with this Policy and must comply with all City, State, and Federal laws and regulations, and with all state and federal Constitutional guarantees. To review Federal Aviation Authority (FAA) requirements for the registration and use of drones by the City, please refer to: <https://www.faa.gov/uas/>

### Drone Specifications

Each City drone must have a global positioning system. The software and/or firmware used to operate the drone must be up to date and maintained.

#### 1. Safety

UAS devices must be operated in a safe manner and should not be operated in a way that causes personal injury or property damage. UAS may not have features (e.g., lights, coloring) or be used in a way that distracts drivers or other aircraft except as required by the FAA. UAS that lose GPS signals should be set to

City of Pinole  
PCTV Department

hover in place. Additionally, UAS that lose signals to their remote operator (Pilot in Command (PIC)) or when low power is detected should be set to return to home/origin.

**2. Training**

UAS operators must obtain remote pilot certification Part 107 Commercial Pilots License from the FAA and must comply with all other FAA requirements and display to the PCTV Coordinator or Community Services Director an ability to operate a drone safely.

**3. Prohibited Zones**

UAS may not be used within five miles of an airport or in any FAA no-fly zone unless approved by the appropriate authority. In other words, they may only be used near an airport in or at an FAA approved altitude and or with the appropriate FAA delegated authority. City UAS operations must comply with FAA rules. In accordance with the FAA policies for UAS flights, a device may not hover over a moving vehicle or persons who are not part of the planned flight mission. Should the FAA policy change, a PIC must continue to adhere to any update FAA policies.

**4. Prohibited Use**

UAS may not be used to conduct personal business of any type. UAS may not be used to conduct random surveillance activities or to harass, intimidate or discriminate against any individual or group. UAS may not be used to target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender, identity, economic status, citizenship status, age, cultural group or disability.

**5. Data**

Distribution of raw UAS data is restricted to City departments for the purpose of cleansing and processing data only. In all other circumstances, the City may not exchange raw, unprocessed UAS device-collected data or disclose such data to the public except for exigent public safety needs or as required by law.

The PCTV Coordinator must restrict access to any raw UAS footage it retains to authorized staff. PCTV may store raw data for marketing value, event coverage, or content used for broadcasting.

**6. Privacy & Security**

“City Data” includes without limitation all data collected, used, maintained, processed, stored, or generated by or on behalf of the City, including as the result of the use of the services provided by a contractor. The City retains ownership and rights to City Data, including derivative works made from City Data and the licensing applied to the data. Contractors must treat City Data using the same Privacy and Data Security requirements that apply to City employees.

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The use of a UAS potentially involves privacy considerations. In the case of the Police Department: absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during drone operations. Refer to the Pinole Police Department UAS Operations Policy for more information for PD-specific rules.

**7. Unauthorized Use is Prohibited**

Engaging in the unauthorized use of UAS or activities that are inconsistent with this Policy may be grounds for termination of the relevant contract, as well as applicable monetary fines and penalties.

**8. Insurance requirements**

Contractor UAS operators must provide proof of liability insurance commensurate with current City insurance requirements for contractors.

**9. Use Agreement Language**

If an Unmanned Aircraft System (UAS) is used for any purpose under this permit either directly by the Contractor or by a subcontractor to the Contractor, the Contractor shall ensure that such activity is covered by Unmanned Aircraft Systems insurance. The Contractor must submit proof of UAS insurance with an aggregate limit of at least \$2,000,000. The certificate of insurance must include a separate policy endorsement showing proof of UAS coverage which at a minimum shall include coverage for damage to person and property. A second (separate) endorsement must be submitted naming the CITY OF PINOLE, its officers, agents and employees as Additional Insured for this coverage. NOTE: Each of these two endorsements require a separate attachment to the certificate of insurance.

## Procedure

The authorized use of UAS under this policy is limited to the following Department use cases.

Pinole Community Television primary use:

1. Video Production: Capture of video and still photographs as elements of the City video productions program.

City of Pinole  
PCTV Department

2. Marketing and Public Outreach: Capture of video and still images of infrastructure, facilities, and events to produce media for education, outreach purposes, and broadcast.
3. Training and safety operations for Drone use.

Potential secondary uses for cross departmental support:

Disaster Response & Recovery

- a) Inspection and initial damage assessment during and after a natural disaster, or other emergency event affecting infrastructure or assets.
- b) Capture of aerial views and reconnaissance of affected natural areas, properties, roadways, or assets in the event of a disaster.
- c) Inspection of properties, facilities, and assets during and after disasters.

Emergency Response

- a) Rapid response to emergencies.
- b) Building Fire Reconnaissance.
- c) Search & Rescue: Reconnaissance and assistance during an emergency, both for water and land operations.
- d) Training: Assessment and evaluation of emergency response operations.

Construction Management

- a) Inspection of projects, documentation of areas of erosion and production of informational materials for progress reports and completed projects.
- e) Inspection of project sites for contract and environmental compliance.

Environmental Monitoring & Documentation

- a) Inspection of vegetation type and health, wildlife, streams/reservoirs.
- b) Assessment of the condition and health of City-owned street trees.

Inspections

- a) Surveys and assessments of City properties, facilities, and assets.
- b) Survey and inspection of bridges, building exteriors and facades, rooftops, or assets located in difficult to reach areas which include solar panels and roof mounted AC units.

Surveying & Mapping

- a) Public Asset management for all topographic mapping projects, provision of base imagery for topographic data collection, creation of supplemental Digital Elevation Models, land use maps, 3D models, contours, support of field work, review of as-built plans, and inspection of inaccessible or hazardous locations.

**Reference**

City of Pinole  
PCTV Department

The FAA has developed regulations on the use of drones. For more information, please refer to their website at: <https://www.faa.gov/uas/>



## CITY COUNCIL REPORT

**9G**

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** JEREMY ROGERS, COMMUNITY SERVICES DIRECTOR

**SUBJECT:** RESOLUTION OF SUPPORT FOR ASSEMBLY  
CONSTITUTIONAL AMENDMENT (ACA) 4 REGARDING RIGHT  
TO VOTE WHILE INCARCERATED

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### **RECOMMENDATION**

Staff recommends that the City Council consider approving a resolution of support for California Assembly Constitutional Amendment (ACA) 4.

### **BACKGROUND**

At its meeting of May 2, 2023, the City Council approved as a future agenda item a resolution of support for ACA 4. The amendment (attached) was introduced in February 2023 and would allow citizens that are incarcerated the right to vote.

### **FISCAL IMPACT**

There would be no direct fiscal impact to the City created by submitting a position resolution on this State legislation.

### **ATTACHMENTS**

- A Resolution
- B Text of ACA 4



## RESOLUTION NO. 2023-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE SUPPORTING  
CALIFORNIA STATE ASSEMBLY CONSTITUTIONAL AMENDMENT 4 (BRYAN) –  
ELIGIBILITY TO VOTE**

**WHEREAS**, The California Constitution authorizes a person to vote if the person is a United States citizen, at least 18 years of age, and a resident of the state. The California Constitution requires the Legislature to provide for the disqualification of electors while serving a state or federal prison term for the conviction of a felony, and

**WHEREAS**, This measure would repeal that requirement regarding the disqualification of electors incarcerated for felony convictions, thereby authorizing an otherwise qualified elector serving a state or federal prison term for the conviction of a felony to vote, and

**WHEREAS**, Resolved by the Assembly, the Senate concurring, that the Legislature of the State of California at its 2023–24 Regular Session commencing on the fifth day of December 2022, two-thirds of the membership of each house concurring, hereby proposes to the people of the State of California that the Constitution of the State be amended, and

**WHEREAS**, A United States citizen *who is at least* 18 years of age and a resident in this State may vote, and

**WHEREAS**, The Legislature shall prohibit improper practices that affect elections and shall provide for the disqualification of electors while mentally incompetent.

**NOW THEREFORE, BE IT RESOLVED**, that the above recitals are true and correct and made part of this resolution.

**BE IT FURTHER RESOLVED** That the City of Pinole, California supports California Assembly Constitutional Amendment 4 that would allow citizens incarcerated to vote.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pinole held on the **20th** day of **June 2023** 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 **20<sup>th</sup>** day of **June 2023**.

---

Heather Bell, CMC  
City Clerk

## ASSEMBLY CONSTITUTIONAL AMENDMENT

NO. 4

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Introduced by Assembly Member Bryan  
 (Principal coauthors: Assembly Members Bonta, Jackson, Kalra, Weber, and Wilson)  
 (Principal coauthor: Senator Becker)  
 (Coauthors: Assembly Members ~~Haney and McKinnor~~ *Haney, McKinnor, Jones-Sawyer,  
 Low, Santiago, and Lee*)  
 (~~Coauthor: Senator Cortese~~) *(Coauthors: Senators Bradford, Cortese, and Smallwood-  
 Cuevas)*

February 06, 2023

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A resolution to propose to the people of the State of California an amendment to the Constitution of the State, by amending Sections 2 and 4 of Article II thereof, relating to elections.

## LEGISLATIVE COUNSEL'S DIGEST

ACA 4, as introduced, Bryan. Elections: eligibility to vote.

The California Constitution authorizes a person to vote if the person is a United States citizen, at least 18 years of age, and a resident of the state. The California Constitution requires the Legislature to provide for the disqualification of electors while serving a state or federal prison term for the conviction of a felony.

This measure would repeal that requirement regarding the disqualification of electors incarcerated for felony convictions, thereby authorizing an otherwise qualified elector serving a state or federal prison term for the conviction of a felony to vote.

## DIGEST KEY

Vote: 2/3 Appropriation: no Fiscal Committee: yes Local Program: no

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## BILL TEXT

Resolved by the Assembly, the Senate concurring, That the Legislature of the State of California at its 2023–24 Regular Session commencing on the fifth day of December 2022, two-thirds of the membership of each house concurring, hereby proposes to the people of the State of California that the Constitution of the State be amended as follows:

### First—

That Section 2 of Article II thereof is amended to read:

#### SEC. 2.

~~(a)~~A United States citizen *who is at least* 18 years of age and *a* resident in this State may vote.

~~(b)An elector disqualified from voting while serving a state or federal prison term, as described in Section 4, shall have their right to vote restored upon the completion of their prison term.~~

### Second—

That Section 4 of Article II thereof is amended to read:

#### SEC. 4.

The Legislature shall prohibit improper practices that affect elections and shall provide for the disqualification of electors while mentally ~~incompetent or serving a state or federal prison term for the conviction of a felony.~~ *incompetent.*

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## CITY COUNCIL REPORT

**9H**

**DATE: JUNE 20, 2023**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: MISHA DHILLON, CAPITAL IMPROVEMENT AND ENVIRONMENTAL  
PROGRAM MANAGER**

**SUBJECT: AWARD A CONSTRUCTION CONTRACT FOR SAFETY  
IMPROVEMENTS AT TENNENT AVE/PEAR & PLUM ST (CIP PROJECT  
# RO2304) TO XCEL ENGINEERING IN THE AMOUNT OF \$158,322**

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### **RECOMMENDATION**

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

1. Award a construction contract (Attachment B) to the lowest responsive and responsible bidder, Xcel Engineering, for the Safety Improvements at Tennent Ave/Pear & Plum St. Project (CIP Project # RO2304 "the "Project");
2. Authorize the City Manager to execute a construction contract (Attachment B) with Xcel Engineering in an amount not to exceed \$158,322.00 (including a 10% contingency) for the Project;
3. Authorize the Finance Director to amend the adopted Project budget to allocate \$48,322.00 from Measure S-2014 unencumbered fund balance; and
4. Authorize the City Manager or his designee to issue any necessary change orders to complete additional work within contract authority for the Project.

### **BACKGROUND**

On November 1, 2022, City Council received a presentation on traffic safety issues on the Tennent Avenue Corridor and directed staff to return with potential modifications to the CIP to implement the safety recommendations for two intersections: Tennent Avenue and Pear Street intersection and Tennent Avenue and Plum Street.

On February 21, 2023, City Council received the Fiscal Year (FY) 2022/23 Second Quarter (Mid-Year) Financial Report and staff presented cost estimates to implement safety recommendations on the Tennent Avenue Corridor. At the meeting, City Council appropriated \$110,000 for the Tennent Ave. Corridor immediate improvements. Immediate improvements include high visibility crosswalks, striped bulb outs with flexible posts at both intersections, and installation of Rectangular Rapid Flash Beacons at

Tennent Ave. and Plum St. This project appears in the CIP as Safety Improvements at Tennent Ave/Pear & Plum St. Project (CIP Project # RO2304 “the “Project”);

On April 27, 2023, City staff released the Project bid on [www.publicpurchase.com](http://www.publicpurchase.com) and also posted contract documents on [www.ci.pinoles.ca.us/bids](http://www.ci.pinoles.ca.us/bids). In accord with the Public Contract Code, the Notice Inviting Sealed Bids was published in the West County Times on May 22, 2023, which specified the time and place for opening of sealed bids and described the nature of the Project. Sealed bids were opened on June 7, 2023.

### **REVIEW & ANALYSIS**

On June 7, 2023, four (4) bids were received and publicly read at 2:00 PM at City Hall. Per project bid documents, the City will award the project to the lowest responsive and responsible bidder based on the total bid amount. The following table summarizes the bids received:

| <b>Name of Bidder</b>     | <b>Amount Bid</b> |
|---------------------------|-------------------|
| Xcel Engineering          | \$143,929.00      |
| Ray's Electric            | \$164,451.95      |
| W. Bradley Electric (WBE) | \$177,190.00      |
| Kerex Engineering         | \$179,082.50      |

The engineer's estimate for the Project construction is \$100,000.00 and the lowest bidder Xcel Engineering's bid is \$143,929.00, which is \$43,929.00 higher than the engineer's estimate.

Staff evaluated Xcel Engineering's bid package, insurance, and bonding, and determined Xcel Engineering's bid to be responsive. Staff contacted various construction references listed in the bid submittal and the references indicated that Xcel Engineering has satisfactorily completed their contracts of similar size and scope. No bid protests were received. Staff believes that Xcel Engineering has the experience and professional competency that will result in a satisfactory product for the City.

Xcel Engineering'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 Xcel Engineering for the Project. Furthermore, staff recommends that City Council authorize the City Manager to execute a contract with Xcel Engineering in an amount not to exceed \$158,322.00 (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.

After notification of award, Xcel Engineering will execute contract documents, secure insurance, and furnish bonds required by the Construction Contract (Attachment B). Once all required contract documents have been received and determined to be

acceptable, the City will issue a Notice to Proceed. The Notice to Proceed will authorize Xcel Engineering to proceed with the Project. Due to supply chain issues, there is an 8-week lead time on the Rectangular Rapid Flash Beacon. Based on an award date of June 20, 2023, the estimated Project completion date is October 31, 2023.

### **FISCAL IMPACT**

The current adopted capital construction budget does not have sufficient funding to award the contract to the lowest responsive and responsible bidder. Staff requests an additional allocation of \$48,322.00 from Measure S-2014 to amend the Project's construction budget and award the construction contract to Xcel Engineering.

### **ATTACHMENTS**

- A. Resolution
- B. Construction Contract



RESOLUTION NO. 2023 – XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, AWARDED A CONSTRUCTION CONTRACT FOR SAFETY IMPROVEMENTS AT TENNENT AVE/PEAR & PLUM ST (CIP PROJECT # RO2304) TO XCEL ENGINEERING IN THE AMOUNT OF \$158,322**

**WHEREAS**, the City of Pinole (“City”) has adopted the FY 2022/23 through FY 2026/27 Capital Improvement Plan (CIP) which was amended to include the Safety Improvements at Safety Improvements at Tennent Ave./Pear & Plum St. (CIP Project # RO2304, the “Project”) as a funded project; and

**WHEREAS**, the Project involves installation high visibility crosswalks, striped bulb outs with flexible posts at both intersections and installation of Rectangular Rapid Flash Beacons at Tennent Ave. and Plum St.; and

**WHEREAS**, on April 27, 2023, City staff released the bid on [www.publicpurchase.com](http://www.publicpurchase.com) and also posted contract documents on [www.ci.pinoles.ca.us/bids](http://www.ci.pinoles.ca.us/bids); and

**WHEREAS**, the Notice Inviting Sealed Bids was published in the West County Times on May 22, 2023, which specified the time and place for opening of sealed bids and described the nature of the Project; and

**WHEREAS**, on June 7, 2023, at 2:00 p.m., the Public Works staff publicly opened and examined the sealed bids for the Project; and

**WHEREAS**, staff has determined that Xcel Engineering is the lowest responsive and responsible bidder; and

**WHEREAS**, the current adopted capital construction budget for the Project does not have adequate funds to award the construction contract.

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

1. Xcel Engineering’s bid of \$ \$143,929.00 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 Safety Improvements at Tennent Ave./Pear & Plum St. (CIP Project # RO2304, the “Project”). This bid is on file with the Public Works Department and incorporated herein by this reference as though set forth in full.
2. A construction budget of \$143,929.00 and project contingency funds in the amount of \$14,393 (10% of bid) are authorized by the City Council at the unit prices set forth in Xcel Engineering’s bid.
3. The City Manager is authorized to execute a construction contract with Xcel

Engineering bid in an amount not to exceed \$158,322.00 for the Project in a form to be approved by the City Attorney.

- 4. The Finance Director is authorized to amend the adopted Project budget to allocate \$48,322.00 from Measure S-2014 unencumbered fund balance.
- 5. 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 meeting of the Pinole City Council held on the 20<sup>th</sup> day of June 2023 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 20<sup>th</sup> day of June 2023.

\_\_\_\_\_  
Heather Bell, CMC  
City Clerk

**CONSTRUCTION SERVICES AGREEMENT BETWEEN  
THE CITY OF PINOLE AND XCEL ENGINEERING**

This agreement for Construction Services ("Agreement") is entered into on June 21, 2023 between the CITY OF PINOLE, a municipal corporation, with offices located at 2131 Pear Street, Pinole, California ("City") and XCEL ENGINEERING ("Contractor") (together sometimes referred to as the "Parties").

WITNESSTH:

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

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

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

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

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

Project Name: Safety Improvements at Tennent Ave/Plum & Pear St

Project No.: RO2304

7. CONTRACT AMOUNT AND PAYMENTS. The City agrees to pay and Contractor agrees to accept, in full payment for the above work ONE HUNDRED FOURTY THREE THOUSAND NINE HUNDRED TWENTY NINE DOLLARS (\$143,929.00) as stipulated sum price which Contractor bid in its Bid Form, subject to additions and deductions by Change Order(s) as provided in the General Conditions. Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

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

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

10. TIME OF COMPLETION. The entire work shall be completed to the satisfaction of the City within THIRTY (30) working days, commencing on the date of issuance of the Notice to Proceed. Failure to complete the entire work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement. Time is of the essence in these Contract Documents.

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

**12 INSURANCE REQUIREMENTS.** Before beginning any work under this Agreement, Contractor, at its own cost and expense, shall procure the types and amounts of insurance listed below for the period covered by the Agreement.

- 12.1 Workers' Compensation.** If Contractor employs any person, Contractor shall maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Contractor with limits of not less than One Million Dollars (\$1,000,000.00) per accident.

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

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

- 12.2 General Liability Insurance.** General liability insurance including, but not limited to, protection for claims of bodily injury and property damage liability, personal and advertising injury liability and product and completed operations liability.

- a) Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage form CG 0001 (occurrence).
- b) Claims-made coverage is not acceptable.
- c) The limits of liability shall not be less than:
 

|                                  |                                   |
|----------------------------------|-----------------------------------|
| Each occurrence:                 | TWO Million Dollars (\$2,000,000) |
| Products & Completed Operations: | One Million Dollars (\$1,000,000) |
| Personal & Advertising Injury:   | One Million Dollars (\$1,000,000) |
- d) If a general aggregate limit of liability is used, the minimum general aggregate shall be twice the 'each occurrence' limit or the policy shall contain an endorsement stating that the general aggregate limit shall apply separately to the project that is the subject of the contract.
- e) If a products and completed operations aggregate limit of liability is used, the minimum products and completed operation aggregate shall be twice the 'each occurrence' limit or the policy shall contain an endorsement stating that the products and completed operations aggregate limit shall apply separately to the project which is the subject of the contract.
- f) If the Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

- 12.3 Automobile Liability Insurance.** Automobile liability insurance providing protection against claims of bodily injury and property damage arising out of ownership, operation, maintenance, or use of owned, hired, and non-owned automobiles.

- a) Coverage shall be at least as broad as Insurance Services Office Automobile Liability coverage form CA 0001, symbol 1 (any auto).
- b) The limits of liability per accident shall not be less than:
 

|                       |                                   |
|-----------------------|-----------------------------------|
| Combined Single Limit | One Million Dollars (\$1,000,000) |
|-----------------------|-----------------------------------|

If Automobile Liability coverage, as required above, is provided by the Commercial General Liability form, the General Liability policy shall include an endorsement providing automobile liability as required above.

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

12.5 All Policies Requirements.

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

- 12.5.2 Verification of Coverage. Prior to beginning any work under this Agreement, Contractor shall, at the sole option of the City, provide City with (1) certified Certification of Insurance that demonstrates compliance with all applicable insurance provisions contained herein; and (2) upon request by the City, complete certified copies of all policies and/or complete certified copies of all endorsements that demonstrate compliance with this Section 5.

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

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

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

- 12.5.5 Deductibles and Self-Insured Retentions. Contractor shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Contractor may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Contractor procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

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

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

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

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

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

## 13

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



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

- 14      **DETERMINATION OF DAMAGES.** The actual fact of the occurrences of damages and the actual amount of the damages which the City would suffer if the work were not completed within the specified times set forth are dependent upon many circumstances and conditions. It is impracticable and extremely difficult to fix the actual damages. Damages which the City would suffer in the event of delay include loss of the use of the project, and, in addition, expenses of prolonged employment of an architectural and engineering staff; costs of administration, inspection, and supervision; and the loss suffered by the public within the City by reasons of the delay in the completion of the project to serve the public at the earliest possible time. Accordingly, the parties hereto agree, and by execution of this Agreement, Contractor acknowledges that he/she understands, has ascertained and agrees, that the amounts set forth herein as liquidated damages shall be presumed to be that amount of damages sustained by the failure of Contractor to complete the entire work within the times specified.
- 15      **LIQUIDATED DAMAGES.** The amount of the liquidated damages to be paid by Contractor to the City for failure to complete the entire work in the specified number of Working or Calendar Days (as extended, if applicable) will be THREE HUNDRED FIFTY (\$350) for each Calendar Day, continuing to the time at which the work is completed. Such amount is the actual cash value agreed upon as the loss to the City resulting from Contractor's delay.
- 16      **TERMINATION AFTER ALLOTTED WORKING OR CALENDAR DAYS.** In addition to any rights it may have, the City may terminate this Contract at any time after the allotted number of Working or Calendar Days as adjusted by any extensions of time for excusable delays that may have been granted. Upon such termination, Contractor shall not be entitled to receive any compensation for services rendered by him before or after such termination, and he shall be liable to the City for liquidated damages for all periods of time beyond such termination date until the work is completed.
- 17      **CONTRACT BANKRUPT.** If Contractor should commence any proceeding under the Bankruptcy Act, or if Contractor be adjudged a bankrupt, or if Contractor should make any assignment for the benefit of creditors, or if a receiver should be appointed on account of Contractor's insolvency, then the City may, without prejudice to any other right or remedy, terminate the Contract and complete the work by giving notice to Contractor and his surety according to the provisions of Section 1-15 of the General Conditions. The City shall have the right to complete, or cause completion of the work, all as specified in the General Provisions of the Standard Specifications.
- 18      **PERFORMANCE AND PAYMENT BONDS.** The Contractor shall, before beginning said work, file two bonds with the City, each made payable to the City. These bonds shall be issued by a Surety Company authorized to do business in the State of California and shall be maintained during the entire life of the Contract at the expense of the Contractor.
- a) One bond shall be in the amount of one hundred percent (100%) of the Contract and shall guarantee the Faithful Performance of the Contract.

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

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

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

All bonds submitted shall include the following:

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

19

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

20

**GENERAL LIABILITY OF THE CONTRACTOR.** Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, light, heat, utilities, transportation and other facilities and services necessary for the execution and completion of the Work in accordance with the Contract Documents and any applicable code or statute, whether or not specifically described herein, as long as same is reasonably inferable therefrom as being necessary to produce the intended results, whether temporary or permanent, and whether or not incorporated or to be incorporated in the Work. The mention of any specific duty or liability of Contractor and, any reference to any specific duty or liability shall be construed to be for the purpose of explanation.

21

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

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

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

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

22

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

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

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

23

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

indemnified party in contravention of Section 2782 of the Civil Code for the active or sole negligence or willful misconduct of that indemnified party.

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

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

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

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

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

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

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

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

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

identified in this Section as provided in the Contract. These provisions shall be in addition to any other requirements of the owners of adjacent property.

## 24 LEGAL REQUIREMENTS.

- 24.1 Governing Law. The laws of the State of California shall govern this Agreement.
- 24.2 Compliance with Applicable Laws. Contractor and any subcontractors shall comply with all laws applicable to the performance of the work in connection with this Agreement.
- 24.3 Licenses and Permits. Contractor represents and warrants to City that Contractor and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.
- 24.4 Nondiscrimination and Equal Opportunity. In compliance with federal, state and local laws, Contractor shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement.
- 24.5 Work Requiring Payment of Prevailing Wages. The City affirmatively identifies this project as a "public work" as that term is defined by California Labor Code § 1720, and the project is, therefore, subject to prevailing wages under California Labor Code § 1771. In accordance with California Labor Code § 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which these services are to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the services under this Agreement. Contractor and its subcontractors shall fully comply with all the provision of the California Labor Code governing the performance of public works contracts including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records, posting of wages at job site and prohibitions against discrimination.
- 24.6 Unfair Competition. The following provision is included in this agreement pursuant to California Public Contract Code §7103.5.

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

- 24.7 INCIDENTAL BENEFICIARIES. It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to the City and Contractor. Nothing

contained in the Agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the City and Contractor that any such person or entity, other than the City and Contractor, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary.

25      MODIFICATION.

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

26      KEEPING AND STATUS OF RECORDS.

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

- 26.2 **Contractor's Books and Records.** Contractor shall maintain any and all records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor to this Agreement.
- 26.3 **Confidential Information and Disclosure.** During the term of this Agreement, either party (the "Disclosing Party") may disclose confidential, proprietary or trade secret information (the "Information"), to the other party (the "Receiving Party"). The Receiving Party shall hold the Disclosing Party's Information in confidence and shall take all reasonable steps to prevent any unauthorized possession, use, copying, transfer, or disclosure of such Information. Contractor understands that City is a public City and is subject to the laws that may compel it to disclose information about Contractor's business.

**27 MISCELLANEOUS PROVISIONS.**

- 27.1 **Attorneys' Fees.** If a Party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that Party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 27.2 **Venue.** In the event that either Party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 27.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect.
- 27.4 **Binding.** This Agreement shall bind and inure to the heirs, devisees, assignees, and successors in interest of Contractor and to the successors in interest of the City in the same manner as if such parties had been expressly named herein.
- 27.5 **Survivorship.** Any responsibility of Contractor for warranties, insurance, indemnity, record keeping or compliance with laws with respect to this Agreement shall not be invalidated due to the expiration, termination, or cancellation of this Agreement.
- 27.6 **No Implied Waiver of Breach.** In the event that either the City or Contractor shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the same or any other covenant, condition or obligation. Waiver shall not be deemed effective until and unless signed by the waiving party.
- 27.7 **Contract Administration.** This Agreement shall be administered by the City Manager or her designee, who shall act as the City's representative. All correspondence shall be directed to or through the representative.
- 27.8 **Notices.** Any written notice to Contractor shall be sent to:



Xcel Engineering  
Zach Plagenza, President  
6238 N. Brix Ave  
Fresno, CA 93722

Any written notice to City shall be sent to:

Andrew Murraray, City Manager  
City of Pinole  
2131 Pear Street  
Pinole, CA 94564

- 27.9 Integration; Incorporation. This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.
- 27.10 Authority to Execute. The person or persons executing this Agreement on behalf of the parties hereto warrants and represents that he/she/they has/have the authority to execute this Agreement on behalf of their entity and has/have the authority to bind their party to the performance of its obligations hereunder.
- 27.11 Counterparts. This agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties at such time as all of the signatories hereto have signed a counterpart of this Agreement. All counterparts so executed shall constitute one Agreement binding on all of the parties hereto, notwithstanding that all of the parties are not signatory to the same counterpart.

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

CITY OF PINOLE

CONTRACTOR

\_\_\_\_\_  
Andrew Murray, City Manager

\_\_\_\_\_  
Zach Plagenza, President

Approved as to Form:

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Eric Casher  
City Attorney

Attest:

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Heather Bell  
City Clerk

## EXHIBIT A

### Minimum Wage Rates

Refer to the Department of Labor Homepage on the internet for rates at <https://sam.gov>.

**CITY COUNCIL  
REPORT****91**

**DATE: JUNE 20, 2023**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR**

**SUBJECT: ADOPT A RESOLUTION DECLARING INTENT FOR THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT (LLAD) FOR FY 2023/2024, SETTING THE DATE OF THE PUBLIC HEARING, AND APPROVING THE ANNUAL ENGINEER'S REPORT**

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**RECOMMENDATION**

Staff recommends the City Council adopt a resolution declaring the intent to levy and collect assessments for the Pinole Valley Road Landscape and Lighting Assessment District (LLAD), setting a public hearing for July 18, 2023, and approving the annual Engineer's Report.

**BACKGROUND**

The City Council adopted Resolution 2008-91 forming the Pinole Valley Road Landscape and Lighting Assessment District (LLAD, the "District"), ordering maintenance work therein, confirming the diagram and assessment, and providing for the levy of annual assessments therein. Since the inception of the District, the City has installed improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The purpose of the District is to provide a stable funding source for the ongoing maintenance and operation of the traffic signals, streetlights, and median landscaping.

On May 16, 2023, the City Council adopted a resolution initiating proceedings for the annual levy of assessments and ordering the preparation of the annual Engineer's Report for the District for Fiscal Year 2023/2024. This was step one of the process.

**REVIEW & ANALYSIS**

The City must take the actions listed below each year to levy and collect the assessments for the District:

1. Adopt a resolution ordering the preparation and filing of the annual Engineer's Report;
2. Determine if any changes are needed to the existing improvements or new improvements are needed, and create the annual Engineer's Report;

3. Adopt a resolution declaring the intention to levy and collect assessments; declaring the intention to conduct a Public Hearing concerning the levy of assessments; and approving the annual Engineer's Report;
4. Announce any increase in the maximum assessment; and
5. Conduct a Public Hearing and adopt a resolution approving the assessment amounts for the upcoming fiscal year and ordering that the assessment amounts be submitted to the Contra Costa County Assessor for placement on the secured property tax roll.

Based upon the District budget and reserves, the assessment rates for Fiscal Year 2023/2024 are proposed to increase from last year due to inflationary increases in the costs for utilities. The proposed rates for 2023/2024 are \$535.84 per assessment unit ("AU") for Zone A and \$582.97 per AU for Zone B. The proposed assessment represents an increase of 7.46% for Zone A and 11.22% for Zone B. The maximum assessment rate per unit is \$636.92 for Zone A and \$601.28 for Zone B. This maximum assessment rate represents a 4.2% increase for Zone A and a 4.2% increase for Zone B. An AU is equivalent to an acre of developable property. When the District was originally approved in 2008, the approved maximum assessment rate authorized annual future increases to account for inflation. The proposed rates for Fiscal Year 2023/2024 do not exceed the amount authorized by the original approval.

### **CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

The proposed actions of the City Council are not a project as defined by the California Environmental Quality Act (CEQA) Guidelines and have no impact on the environment.

### **FISCAL IMPACT**

The proposed assessments will be collected for the City by the Contra Costa County Tax Collector via the secured property tax bills for the assessable parcels within the District. As stated above, the Fiscal Year 2023/2024 assessment rates will increase for Zone A and B. The total District budget for Fiscal Year 2023/24 will be **\$52,256.16**.

### **ATTACHMENTS**

A - Resolution

B - Draft Annual Engineer's Report for the Pinole Valley Road Landscape and Lighting Assessment District for FY 2023/2024

## RESOLUTION NO. 2023-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE DECLARING ITS  
INTENT FOR THE LEVY AND COLLECTION OF ANNUAL ASSESSMENTS FOR  
THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT  
DISTRICT FOR FISCAL YEAR 2023/2024, APPROVING THE ENGINEER'S REPORT,  
AND SETTING THE DATE OF THE PUBLIC HEARING**

**WHEREAS**, the City Council has by previous Resolutions formed said special maintenance district and has initiated proceedings for Fiscal Year 2023/2024, pursuant to the provisions of the "Landscape and Lighting Act of 1972" (the "1972 Act"), being Part 2, Division 15 of the California Streets and Highways Code (commencing with Section 22500), that provides for the levy and collection of assessments by Contra Costa County to pay for the annual maintenance and servicing costs of all improvements and facilities related thereto. Said special maintenance district is known and identified as the Pinole Valley Road Landscape and Lighting Assessment District (hereafter referred to as the "District"). The District is comprised of two Zones (Zone A and Zone B), which are located on Pinole Valley Road between Henry Avenue and Ramona Street; and

**WHEREAS**, the City Council has directed the preparation of the Annual Engineer's Report (the "Report") for the District, in accordance with the 1972 Act; and

**NOW, THEREFORE BE IT RESOLVED, DETERMINED AND ORDERED BY THE CITY COUNCIL, FOR THE DISTRICT, PURSUANT TO CHAPTER 3, SECTION 22624 OF THE 1972 ACT, AS FOLLOWS:**

**Section 1 Intention:** The City Council hereby declares that it is its intention to seek the annual levy of the District pursuant to the 1972 Act, over and including the land within the District boundaries, and to levy and collect assessments on all benefitting land to pay the annual costs of the maintenance and servicing of the improvements located within the District. The City Council finds that the public's best interest requires such levy and collection.

**Section 2 District Boundaries:** The boundaries of the District are described in the Report. Please refer to the Report for a full and complete description of the specific boundaries and diagram.

**Section 3 Description of Improvements:** The improvements within the District may include, but are not limited to: turf, shrubs, plants and trees, landscaping, street lighting, traffic signals, irrigation and drainage systems, graffiti removal, litter abatement, sidewalks, landscape lighting, masonry walls, and associated appurtenances within the public right-of-ways or specific easements. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous and satisfactory condition and in proper working order. The specific improvements within the District are detailed in the Report.

**Section 4 Proposed Assessment Amounts:** The proposed rates for 2023/2024 are \$535.84 per assessment unit (“AU”) for Zone A and \$582.97 per AU for Zone B. The proposed assessment represents an increase of 7.46% for Zone A and 11.22% for Zone B. For Fiscal Year 2023/2024, the proposed assessments for each parcel within the District are shown in the Report. Said Report also details any changes or increases in the annual assessments.

**Section 5 Public Hearing:** The City Council hereby declares its intention to conduct a Public Hearing annually concerning the levy of assessments for the District in accordance with Chapter 3, Section 22626 of the 1972 Act.

**Section 6 Notice:** The City Council shall give notice of the time and place of the Public Hearing to all property owners within the District by causing the publishing of this Resolution once in the local newspaper not less than ten (10) days before the date of the Public Hearing and by posting a copy of this Resolution on the official bulletin board customarily used by the City for the posting of notices. All interested persons shall be afforded the opportunity to hear and be heard.

**Section 7 Notice of Public Hearing:** Notice is hereby given that a Public Hearing on these matters will be held by the City Council on **Tuesday July 18, 2023 at or after 5:00 p.m.** at Pinole City Hall, located at 2131 Pear Street, Pinole.

**Section 8 Report Approval:** The City Council approves the FY 2023/2024 Pinole Valley Road Landscape and Lighting Assessment District Annual Engineer’s Report, a copy of which may be requested from the City Clerk.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Pinole held on this 20<sup>th</sup> day of June, 2023, by the following vote:

AYES: COUNCILMEMBERS:  
NOES: COUNCILMEMBERS:  
ABSTAIN: COUNCILMEMBERS:  
ABSTENT: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 20<sup>th</sup> day of June, 2023.

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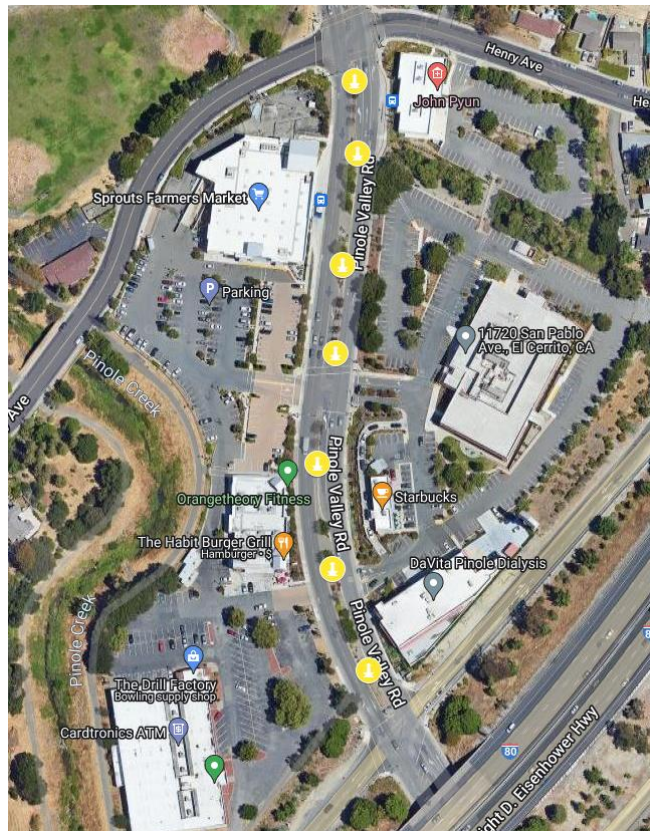
Heather Bell, CMC  
City Clerk



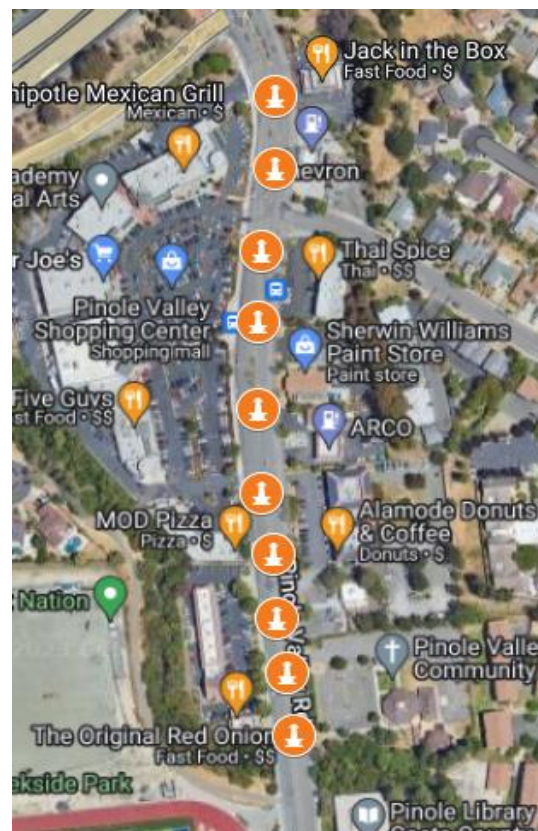
# PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT

ENGINEER'S REPORT FY 2023-24

*JUNE 20, 2023*



ZONE A



ZONE B



## ENGINEER'S REPORT AFFIDAVIT

City of Pinole

Contra Costa County, State of California

Pinole Valley Landscape and Lighting District

The undersigned submits this report as directed by the City Council. This report was prepared by a Professional Engineer, licensed in the State of California. This report describes the District including the improvements, budgets, parcels, and assessments to be levied for fiscal year 2023/24, as they existed at the time of the passage of the resolution of intention. Reference is hereby made to the Contra Costa County Assessor's maps for detailed descriptions of the lines and dimensions of parcels within the District.

Dated this day of 13<sup>th</sup> June, 2023



By Sanjay Mishra, PE, TE  
City Engineer  
RCE # 71239

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## INTRODUCTION

The City of Pinole (the "City"), under the provisions of the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "1972 Act") and the provisions of the California Constitution Article XIII D (the "Constitution"), annually levies and collects special assessments from the City's maintenance assessment district designated as:

### **Pinole Valley Road Landscape and Lighting Assessment District**

(the "District") to provide and maintain various landscaping and lighting improvements throughout the City that provide special benefits to properties within the City.

The City Council formed the District and provided for the levy and collection of annual assessments on the County tax rolls to provide ongoing funding for costs and expenses required to service and maintain the landscaping and lighting improvements within the boundaries of the District. The improvements to be provided by the District and assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provision of the Constitution.

As part of the District formation, the City of Pinole conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the Constitution. In conjunction with this ballot proceeding, the City council conducted a noticed public hearing to consider public testimonies, comments, and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing, property owner assessment ballots received were opened and tabulated. The property owner assessment ballot tabulation resulted in a majority approval of the District and assessments of the property owners within the District. The District was formed on July 1, 2008 by Resolution no. 2008-91. The District is located on Pinole Valley Road and consists of two separate zones: Zone A and Zone B.

This Engineer's Report (the "Report") has been prepared pursuant to Chapter 1, Article 4 and Chapter 3 of the 1972 Act, and outlines the improvements, and proposed assessments to be levied in connection with the benefits the properties will receive from maintenance and servicing of landscaping improvements within the District for fiscal year 2023-24.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number ("APN") by the Contra Costa County Assessor's Office. The Contra County Auditor/Controller APN and specific fund numbers to identify properties to be assessed on the tax roll for the District assessments.

This Report consists of five sections and identifies the following items:

- **Plans and Specifications** – The location of the District and the specific improvements to be maintained.
- **Method of Apportionment** – How the District costs are allocated and apportioned to the assessable parcels.
- **Zone Budgets** – The District costs and proposed assessments to be levied for 2023/24 for each Zone based upon the special benefit received.
- **District Diagram** – A diagram showing the District and Zone boundaries.
- **Assessment Roll** – A listing of properties to be assessed by APN, Zone, and corresponding assessment amounts.

#### ASSESSMENT SUMMARY FY 2023-24

|               | <b>Total Assessable Costs</b> | <b>Total Assessable Units</b> | <b>Proposed Assessment Rate per AU</b> | <b>Maximum Assessment Rate per AU</b> |
|---------------|-------------------------------|-------------------------------|----------------------------------------|---------------------------------------|
| <b>Zone A</b> | <b>\$28,290.24</b>            | 52.796                        | <b>\$535.84</b>                        | \$636.92                              |
| <b>Zone B</b> | <b>\$29,390.10</b>            | 49.900                        | <b>\$582.97</b>                        | \$601.28                              |

Actual assessments are rounded down to the nearest even penny for county tax roll purposes.

### SECTION I – PLANS AND SPECIFICATIONS

#### DESCRIPTION OF THE DISTRICT AND BOUNDARIES

The District consists of two separate zones and is located on Pinole Valley Road, between Henry Avenue and Ramona Street. Zone A is to the north of Interstate I-80 and Zone B is to the south of Interstate I-80. Currently, there are a total of 18 commercial parcels within the District, 8 in Zone A and 10 in Zone B. The number of parcels in Zone A was reduced from 8 to 6 and Zone B was reduced from 16 to 15 parcels, due to parcel mergers effective for the 2011/2012 tax year. An annexation also occurred in Zone A for tax year, 2013/2014, increasing the parcel count for that Zone to 7 and the AU to 52.972. For tax year 2018/2019, one parcel was split into two with a slight size reduction, decreasing the AU to 52.796. The number of parcels in Zone B was reduced from 15 to 10 due to parcel mergers/changes effective for the 2013/2014 and 2014/2015 tax years. A clerical error was brought to the City's attention in December 2019 which has been transcribed over time and resulted in a higher AU in Zone B. In FY 2020-21, the clerical error was corrected resulting in a lower AU in Zone B.

Please refer to the Section V of this Report, Assessment Roll, for details.

## IMPROVEMENTS AND SERVICES PROVIDED

Improvements within the District which are maintained and serviced may include but are not limited to: turf, shrubs, plants and trees, landscaping, street lighting, traffic signals, irrigation and drainage systems, graffiti removal, litter abatement, sidewalks, landscape lighting, masonry walls and associated appurtenances within the public right-of-way or specific easements.

The maintenance of District improvements generally include, but are not limited to, all materials, equipment, utilities, labor and incidental expenses, including administrative expenses, for the annual operation of the District and maintenance of the improvements. Also included is the performance of occasional repairs and the removal or replacement of improvements, as needed.

The specific improvements being maintained and serviced within each Zone of the District are defined on the following page:

### **Zone A Improvements (Northerly of I-80 Freeway)**

- Landscaping totaling 16,920 square feet.
- Irrigation system for landscaping and two irrigation controllers.
- Maintenance of seven street light poles and fourteen street lights.
- Maintenance of two and a half traffic signals.
- Electrical power for street lights, traffic signals and irrigation system.
- Weed control and abatement.
- Graffiti abatement.
- Median repairs and contingency for damage.
- Litter abatement and collection (2,102 linear feet).

### **Zone B Improvements (Southerly of I-80 Freeway)**

- Landscaping totaling 18,486 square feet.
- Irrigation system for landscaping and two irrigation controllers.
- Maintenance of ten street light poles and twenty street lights.
- Maintenance of one and a half traffic signals.
- Electrical power for street lights, traffic signals and irrigation system.
- Weed control and abatement.
- Graffiti abatement.
- Median repairs and contingency for damage.
- Litter abatement and collection (2,859.58 linear feet).

Reference is made to the plans and specifications for the improvements which are on file with the City and are incorporated herein by reference.

## SECTION II – METHOD OF APPORTIONMENT

The 1972 Act allows for the establishment of assessment districts by public agencies for the purpose of providing certain public improvements as detailed in Section I of this Report. The 1972 Act also requires that the cost of these improvements and services be assessed based on benefit received rather than by assessed value of the properties being assessed. In accordance with the 1972 Act, Section 22573:

*“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among assessable lots or parcels in proportion to the estimated benefits received by each such lot or parcel from the improvements”*

The method of apportionment described in this Report, and confirmed by the City Council, utilizes commonly accepted engineering practices which have been established pursuant to the 1972 Act and the California Constitution for the allocation of special benefit assessments. The calculation of assessments is based upon the parcel type and the services and improvements provided. The special benefit received by each lot or parcel is over and above any general benefit conferred upon said lots or parcels or to the public at large.

### DESCRIPTION OF BENEFIT

#### ***Special Benefit***

The improvements and associated costs have been allocated to the assessable properties within the District based upon the special benefit received by those properties, pursuant to the provisions of the 1972 Act. The improvements for which the properties will be assessed have been identified as necessary, were approved by the property owners within the District through a Proposition 218 assessment ballot procedure and are in compliance with the development plans and General Plan of the City. As such, the improvements and continuing maintenance and servicing are strictly the obligation of the properties within the District.

#### ***General Benefit***

Although the improvements may be visible to passersby or to the public at large, the improvements were installed after approval from the property owners and are for the benefit of properties within the District. It has been determined therefore, any access to or use by properties or individuals outside the District is completely incidental and the costs of operating, maintaining and servicing said improvements provides no measurable benefit to said outside properties or individuals.

**Definition of Special Benefit**

The method of apportionment described in this Report is based on the premise that each assessable parcel or unit receives distinct and special benefits from the improvements and services provided, including the visual desirability provided by well maintained landscaping. In accordance with Article XIII D, Section 4 of the California Constitution:

*“Special benefit means a particular and distinct benefit over and above general benefits conferred on real property located in the District or the public at large”*

The special benefits associated with local landscape and lighting improvements are specifically:

- Enhanced desirability of properties due to proximity of the improvements.
- Improved aesthetic appeal provided by a positive representation of the community.
- Improved ingress and egress to property resulting in enhanced traffic flow, reduced traffic accidents and consequent reduction in possible property damage.
- Improved traffic visibility and circulation.
- Improved accessibility for emergency vehicles.
- Reduced vandalism and other criminal activity.
- Enhanced environmental quality provided by adequate green space and other landscaping which helps moderate temperatures, reduce noise pollution and control dust and debris.

**ASSESSMENT RANGE FORMULA**

It is generally recognized that most budgetary items will be impacted by inflation in future years. In accordance with the California Constitution, and Government Section 53739 (b) (1), assessments ***“may be adjusted for inflation pursuant to a clearly defined formula...”*** A formula for an inflationary adjustment is therefore included as part of the maximum assessment for this District and was approved by the property owner(s) at the time of formation. The formula, as described below, allows for annual adjustments to the budget and the assessments.

Generally, any new or increased assessment requires certain noticing and meeting requirements by law, the Government Code excludes certain conditions of a new or increased assessment. These conditions include:

*“An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public...and that was previously adopted by the agency...”*

The initial maximum assessment for the District was established at the time of formation and was assessed for the first time during the 2008/2009 fiscal year. The initial maximum assessment for Zone A was \$415.52 per Assessment Unit (“AU”). The initial maximum assessment for Zone B was \$390.80 per AU. The initial maximum assessment for each

Zone has been adjusted each subsequent fiscal year by the following Assessment Range Formula:

- The Maximum Assessment Rate allowed each fiscal year (the "Adjusted Maximum Assessment Rate") shall be based on the initial maximum assessment established in fiscal year 2008/2009, adjusted annually by the Bureau of Labor Statistics, Consumer Price Index for the month of April, All Urban Consumers, ("CPI") for the San Francisco/Oakland/San Jose area or two percent (2%), whichever is greater. Should the Bureau of Labor Statistics revise or discontinue the preparation of such index, the City reserves the right to use such revised index or a comparable system to determine fluctuations in the annual cost of living.
- Each fiscal year, the greater of CPI or 2% shall be applied to the Maximum Assessment Rate established the previous fiscal year to calculate the appropriate Adjusted Maximum Assessment Rate for the then current fiscal year.
- If the proposed annual assessment rate (assessment per AU) for the upcoming fiscal year is less than or equal to the Adjusted Maximum Assessment Rate established for that fiscal year then the proposed annual assessment is not considered an increased assessment.

Beginning in the second fiscal year after the formation of the District (2009/2010) and each fiscal year since, the Maximum Assessment Rate has been recalculated and a new Adjusted Maximum Assessment Rate has been established for each fiscal year using the Assessment Range Formula described above. Each fiscal year, the greater of CPI or 2% is applied to the Maximum Assessment Rate from last year. The April 2023 CPI is 4.2%, therefore a 4.2% will be applied to the Maximum Assessment Rate from the last year. The Zone A Maximum Assessment Rate for the upcoming fiscal year (2023/2024) therefore, shall be **\$636.92** per AU. The Zone B Maximum Assessment Rate for the upcoming fiscal year shall be **\$601.28** per AU. The table below shows the Adjusted Maximum Assessment Rate for each Zone, for each fiscal year since the formation of the District. The Adjusted Maximum Assessment Rates have been calculated independently of the annual budget and proposed assessment rate for the given fiscal year. As stated above, if the proposed annual assessment for any fiscal year does not exceed the Adjusted Maximum Assessment Rate for that year, it is not considered to be an increased assessment under the terms of Proposition 218 or the Government Code.

#### Zone A LLAD Assessment/CPI History

| Fiscal Year | April CPI | Allowable Increase | Actual April CPI Calculation | Adjusted Max. Assessment per AU | Actual Assessment per AU |
|-------------|-----------|--------------------|------------------------------|---------------------------------|--------------------------|
| 2008/2009   | N/A       | N/A                | N/A                          | \$415.52                        | \$415.82                 |
| 2009/2010   | 0.80%     | 2.00%              | 1.020000000                  | \$423.83                        | \$415.82                 |
| 2010/2011   | 1.71%     | 2.00%              | 1.020000000                  | \$432.31                        | \$415.82                 |



|           |       |       |             |          |                 |
|-----------|-------|-------|-------------|----------|-----------------|
| 2011/2012 | 2.82% | 2.82% | 1.028212932 | \$444.51 | \$394.80        |
| 2012/2013 | 2.07% | 2.07% | 1.020775582 | \$453.74 | \$394.80        |
| 2013/2014 | 2.38% | 2.38% | 1.023809026 | \$464.54 | \$377.74        |
| 2014/2015 | 2.78% | 2.78% | 1.027873710 | \$477.49 | \$377.74        |
| 2015/2016 | 2.43% | 2.43% | 1.024362313 | \$489.12 | \$377.74        |
| 2016/2017 | 2.70% | 2.70% | 1.026950338 | \$502.30 | \$377.74        |
| 2017/2018 | 3.78% | 3.78% | 1.037888610 | \$521.34 | \$377.74        |
| 2018/2019 | 3.20% | 3.20% | 1.032       | \$538.02 | \$396.32        |
| 2019/2020 | 4.0%  | 4.0%  | 1.040       | \$559.54 | \$409.69        |
| 2020/2021 | 1.1%  | 2.0%  | 1.020       | \$570.73 | \$422.04        |
| 2021/2022 | 3.8%  | 2.0%  | 1.020       | \$582.14 | \$474.90        |
| 2022/2023 | 5.0%  | 5.0%  | 1.050       | \$611.25 | \$498.65        |
| 2023/2024 | 4.2%  | 4.2%  | 1.042       | \$636.92 | <b>\$535.84</b> |

**Zone B LLAD Assessment/CPI History**

| <b>Fiscal Year</b> | <b>April CPI</b> | <b>Allowable Increase</b> | <b>Actual April CPI Calculation</b> | <b>Adjusted Max. Assessment per AU</b> | <b>Actual Assessment per AU</b> |
|--------------------|------------------|---------------------------|-------------------------------------|----------------------------------------|---------------------------------|
| 2008/2009          | N/A              | N/A                       | N/A                                 | \$390.80                               | \$390.80                        |
| 2009/2010          | 0.80%            | 2.00%                     | 1.020000000                         | \$398.62                               | \$390.80                        |
| 2010/2011          | 1.71%            | 2.00%                     | 1.020000000                         | \$406.59                               | \$390.80                        |
| 2011/2012          | 2.82%            | 2.82%                     | 1.028212932                         | \$418.06                               | \$342.04                        |
| 2012/2013          | 2.07%            | 2.07%                     | 1.020775582                         | \$426.75                               | \$342.04                        |
| 2013/2014          | 2.38%            | 2.38%                     | 1.023809026                         | \$436.91                               | \$342.04                        |
| 2014/2015          | 2.78%            | 2.78%                     | 1.027873710                         | \$449.09                               | \$342.04                        |
| 2015/2016          | 2.43%            | 2.43%                     | 1.024362313                         | \$460.03                               | \$342.04                        |
| 2016/2017          | 2.70%            | 2.70%                     | 1.026950338                         | \$472.43                               | \$342.04                        |
| 2017/2018          | 3.78%            | 3.78%                     | 1.037888610                         | \$490.32                               | \$348.06                        |
| 2018/2019          | 3.20%            | 3.20%                     | 1.032                               | \$506.01                               | \$359.06                        |
| 2019/2020          | 4.0%             | 4.0%                      | 1.040                               | \$526.25                               | \$392.64                        |
| 2020/2021          | 1.1%             | 2.0%                      | 1.020                               | \$538.78                               | \$405.68                        |
| 2021/2022          | 3.8%             | 2.0%                      | 1.020                               | \$549.56                               | \$494.89                        |
| 2022/2023          | 5.0%             | 5.0%                      | 1.050                               | \$577.04                               | \$519.63                        |
| 2023/2024          | 4.2%             | 4.2%                      | 1.042                               | \$601.28                               | <b>\$582.97</b>                 |

To impose a new assessment or an increased assessment in excess of the Maximum Assessment Rate for the current fiscal year, as provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution, Article XIII D, Section 4c that requires a public hearing and certain protest procedures including mailed notice of a public hearing and property owner protest balloting. Property owners must approve the proposed new or increased assessment via a property owner protest ballot process before any such new or increased assessment can be imposed.

The definition of new or increased assessments includes any assessment which, 1) did not previously exist or, 2) exceeds a previously approved assessment amount or assessment range formula. Any assessment range formula must have been previously adopted by the agency and approved by the property owners.

## ASSESSMENT METHODOLOGY

The benefit formula used to determine the financial obligation for each parcel is based on the improvements benefitting the parcels, as well as the use, or type, of each parcel as compared to other parcels that benefit from said improvements. One of the more common approaches to fairly distributing District costs to the benefitting parcels in maintenance districts such as this utilizes a methodology referred to as the Assessment Unit ("AU") method of apportionment. This methodology utilizes various property characteristics such as development status, type of development (land-use) and size (units or acreage) to compare the proportional benefit of each property compared to similar properties benefitting from the improvements.

The District is comprised of one parcel type; commercial. Each commercial parcel receives similar benefit from the improvements due to the relative size of the properties, the specific improvements and proximity of the improvements to the properties. It has been determined that the buildable acreage of each parcel is an appropriate basis in calculating the total AU for that parcel. The individual commercial parcel, acreage is multiplied by a factor of 4.00 to determine the total AU for that parcel. The total Zone AU is then divided into the "Total Balance to Assessment" (as shown in Section III of this Report) to determine the annual assessment rate. The AU for each parcel is then multiplied by the annual assessment rate to determine the annual assessment for each parcel.

## SECTION III – ZONE BUDGETS

The estimated budget for the annual maintenance and servicing of the improvements and the proportionate share of administration costs for each Zone have been prepared based on the estimated and recent historical costs of providing said maintenance and servicing.

### ZONE A – PINOLE VALLEY ROAD NORTH FY 2023-24 BUDGET

| DIRECT COSTS         |                                                                                                                                                        |                    |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| ACCOUNT              | NAME                                                                                                                                                   | BUDGET             |
| <b>310-347-42101</b> | <b>Professional Services</b>                                                                                                                           | <b>\$11,000.00</b> |
|                      | Contra Costa County Public Works Traffic Signal Maintenance                                                                                            | \$7,000            |
|                      | Caltrans Traffic Signal Maintenance                                                                                                                    | \$3,000            |
|                      | Pacific Site Management                                                                                                                                | \$1,000            |
| <b>310-347-42108</b> | <b>Building-Structure Maintenance</b>                                                                                                                  | <b>\$1,000.00</b>  |
|                      | Labor, material, and equipment required to properly maintain the landscaping improvements, traffic signals, streetlights, poles, and irrigation system | \$1,000            |
| <b>310-347-43102</b> | <b>Water</b>                                                                                                                                           | <b>\$4,000.00</b>  |

|                                             |                                                |                    |
|---------------------------------------------|------------------------------------------------|--------------------|
|                                             | EBMUD                                          | \$4,000            |
| <b>310-347-43103</b>                        | <b>Electricity and Power</b>                   | <b>\$5,000.00</b>  |
|                                             | Pinole Valley Rd. Traffic Control – PG&E       | \$1,300            |
|                                             | Street and Highway Lighting – PG&E             | \$3,700            |
|                                             | <b>Capital Replacement Account<sup>1</sup></b> | <b>\$3,900.00</b>  |
|                                             | <b>Direct Costs Sub-Total</b>                  | <b>\$24,900.00</b> |
|                                             | <b>INDIRECT COSTS</b>                          |                    |
| <b>310-347-42126</b>                        | <b>Legal Charges</b>                           | <b>\$1,050.00</b>  |
| <b>310-347-42102</b>                        | <b>County Administration Fees</b>              | <b>\$140.00</b>    |
| <b>310-347-46122</b>                        | <b>Admin Debits</b>                            | <b>\$2,200.00</b>  |
|                                             | City Administration                            | \$1,100.00         |
|                                             | Engineer's Report                              | \$1,100.00         |
|                                             | <b>Indirect Costs Sub-Total</b>                | <b>\$3,390.00</b>  |
|                                             | <b>TOTAL COSTS</b>                             | <b>\$28,290.00</b> |
| <b>TOTAL BALANCE TO ASSESSMENT</b>          |                                                | <b>\$28,290.00</b> |
| <b>Total Assessable AU (8 parcels)</b>      |                                                | <b>52.796</b>      |
| <b>2023/2024 PROPOSED ASSESSMENT PER AU</b> |                                                | <b>\$535.84</b>    |
| <b>2023/2024 MAXIMUM ASSESSMENT PER AU</b>  |                                                | <b>\$636.92</b>    |

**ZONE B – PINOLE VALLEY ROAD SOUTH FY 2023-24 BUDGET**

| <b>DIRECT COSTS</b>  |                                                                                                                                                        |                    |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>ACCOUNT</b>       | <b>NAME</b>                                                                                                                                            | <b>BUDGET</b>      |
| <b>310-348-42101</b> | <b>Professional Services</b>                                                                                                                           | <b>\$11,000.00</b> |
|                      | Contra Costa County Public Works Traffic Signal Maintenance                                                                                            | \$7,000.00         |
|                      | Caltrans Traffic Signal Maintenance                                                                                                                    | \$3,000.00         |
|                      | Pacific Site Management                                                                                                                                | \$1,000.00         |
| <b>310-348-42108</b> | <b>Building-Structure Maintenance</b>                                                                                                                  | <b>\$1,000.00</b>  |
|                      | Labor, material, and equipment required to properly maintain the landscaping improvements, traffic signals, streetlights, poles, and irrigation system | \$1,000.00         |
| <b>310-348-43102</b> | <b>Water</b>                                                                                                                                           | <b>\$4,000.00</b>  |
|                      | EBMUD                                                                                                                                                  | \$4,000.00         |
| <b>310-348-43103</b> | <b>Electricity and Power</b>                                                                                                                           | <b>\$5,300.00</b>  |
|                      | Pinole Valley Road Median Irrigation – PG&E                                                                                                            | \$150.00           |
|                      | Street and Highway Lighting – PG&E                                                                                                                     | \$5,150.00         |
|                      | <b>Capital Replacement Account<sup>1</sup></b>                                                                                                         | <b>\$4,700.00</b>  |
|                      | <b>Direct Costs Sub-Total</b>                                                                                                                          | <b>\$26,000.00</b> |
|                      | <b>INDIRECT COSTS</b>                                                                                                                                  |                    |
| <b>310-348-42126</b> | <b>Legal Charges</b>                                                                                                                                   | <b>\$1,050.00</b>  |
| <b>310-348-42102</b> | <b>County Administration Fees</b>                                                                                                                      | <b>\$140.00</b>    |

|                                             |                    |
|---------------------------------------------|--------------------|
| <b>310-348-46122 Admin Debits</b>           | <b>\$2,200.00</b>  |
| City Administration                         | \$1,100.00         |
| Engineer's Report                           | \$1,100.00         |
| <b>Indirect Costs Sub-Total</b>             | <b>\$3,390.00</b>  |
| <b>TOTAL COSTS</b>                          | <b>\$29,390.00</b> |
| <b>TOTAL BALANCE TO ASSESSMENT</b>          | <b>\$29,390.00</b> |
| <b>Total Assessable AU (10 parcels)</b>     | <b>49.900</b>      |
| <b>2023/2024 PROPOSED ASSESSMENT PER AU</b> | <b>\$588.98</b>    |
| <b>2023/2024 MAXIMUM ASSESSMENT PER AU</b>  | <b>\$601.28</b>    |

<sup>1</sup> **Capital Replacement Account (CRA)** – This line item, shown on the budget page for each Zone, is specifically intended for the use in replacing the lighting poles for streetlights and traffic signals within the District. There are two reasons to consider the replacement of lighting poles. First, there is a finite life span of a standard lighting pole, which is approximately 50 years. Secondly, there must be a contingency plan in place for the possibility that a lighting pole gets damaged or knocked down, either by way of accident or by natural disaster. The current replacement cost of a lighting pole is estimated at \$12,700.00 for materials and \$3,300.00 for installation.

The estimated cost to replace all streetlight poles after 50 years, as well as a contingency to account for the possibility of a knockdown, accident, or natural disaster is shown below:

| <b>Zone</b> | <b>Cost per Pole</b> | <b>Number of Poles</b> | <b>Estimated Life Span (Years)</b> | <b>Knockdown Contingency (\$50 per pole)</b> | <b>Estimated Annual Cost</b> |
|-------------|----------------------|------------------------|------------------------------------|----------------------------------------------|------------------------------|
| A           | \$16,000.00          | 10                     | 50                                 | \$500                                        | \$3,900.00*                  |
| B           | \$16,000.00          | 12                     | 50                                 | \$600                                        | \$4,700.00*                  |

\$16,000.00 per light pole x 22 poles = \$352,000 / 50 years = \$7040 + \$1,560 for Contingency = \$8,600 annually. \* Rounded to the nearest \$100's.

The replacement cost of a lighting pole was increased from \$15,000 to \$16,000. This estimate is based on the amount paid for the most recent streetlight pole replacement quotes obtained in FY 2022-23. The costs will continue to be collected through the assessment amounts as part of the Capital Replacement Fund, as shown in the District Budgets.

## DESCRIPTION OF BUDGET ITEMS

- **Building-Structure-Maintenance** – Includes all regularly scheduled labor, material, and equipment required to properly maintain the landscaping improvements, traffic signals, streetlights, poles, and irrigation system. Also includes the cost of:
  - Traffic signal maintenance which is provided by California Department of Transportation (Caltrans) and Contra Costa County Public Works.
  - Landscaping maintenance services provided by Pacific Site Management.

- Replacement bulbs for traffic signals and streetlights.
- Weed control and graffiti abatement within the District.
- **Water** – Includes the cost of furnishing water required for the proper maintenance of the landscaping.
- **Electricity and Power** – Includes the cost of furnishing electrical energy required for the proper operation of traffic signals, streetlights, and irrigation system.
- **Legal Charges** – Includes the cost of legal services to review reports, resolutions, and public hearing requirements for imposing the LLAD Assessment.
- **County Administration Fees** – Includes the County costs related to placement of the annual assessment charges onto the tax roll and the generation of the annual tax bills related thereto. Contra Costa County charges a Levy Code Fee of \$250 per district, \$0.76 Collection Fee per parcel, and \$0.09 Assessor User Code Fee per parcel. Each Zone is charged \$125 plus \$0.85 per parcel.
- **Admin Debits** – Includes the cost of all particular departments and staff of the City for providing coordination of annual District administration process, operation, and maintenance of the improvements and responding to public concerns. This line item also includes the cost of preparing the Engineer's report for the administration of the District and transmitting assessment amounts to the County for the inclusion on the tax roll.

**ACCOUNT BALANCES**

| DISTRICT                              | FY 2017-18  | FY 2018-19  | FY 2019-20  | FY 2020-21  | FY 2021-22  |
|---------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Fund balance on July 1 <sup>st</sup>  | \$15,027.87 | \$24,203.51 | \$30,613.24 | \$32,187.78 | \$35,952.50 |
| Revenue                               | \$39,797.64 | \$41,854.22 | \$39,746.28 | \$57,364.10 | \$49,767.90 |
| Expenditures                          | \$30,622.00 | \$35,444.29 | \$38,171.74 | \$53,599.38 | \$42,610.54 |
| Revenue over/under expenses           | \$9,175.64  | \$6,409.73  | \$1,574.54  | \$3,764.72  | \$7,157.36  |
| Fund balance on June 30 <sup>th</sup> | \$24,203.51 | \$30,613.24 | \$32,187.78 | \$35,952.50 | \$43,109.86 |

Based on the historical data in the table above, the average expenditures for the District are \$40,089.59. The 1972 Act allows the District assessments to "...include a reserve which shall not exceed the estimated costs of maintenance and servicing to December 10 of the fiscal year, or whenever the city expects to receive its apportionment of special assessments and tax collections from the county, whichever is later." The Reserve Fund will be considered fully funded when the account balance reaches an amount equal to approximately 50% of the annual District costs.

CRA allocations were based on the percentage of poles in each Zone; approximately 45.5% of the poles in the District are in Zone A, and approximately 54.5% are in Zone B. The methodology noted above will be applied each fiscal year to allocate appropriate amounts to the Reserve Fund and CRA.

If a lighting pole is damaged or knocked down by an accident, attempts are made to recover the replacement cost through the responsible party. The recovered funds are placed in the CRA for the Zone where the knockdown reoccurred. A summary of the Capital Replacement Reserve account for each Zone is shown in the table below.

| <b>Zone</b> | <b>Capital Replacement account balance as of 07/01/2022</b> | <b>FY 2022-23 Contribution to Capital Replacement account</b> | <b>Estimated lighting pole recovery costs for FY 2022-23</b> | <b>Estimated lighting pole repair and replacement costs in FY 2022-23</b> | <b>Estimated ending Capital Replacement account balance on 06/30/2023.</b> |
|-------------|-------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------|
| A           | \$13,937.41                                                 | \$2,600.00                                                    | -                                                            | -                                                                         | \$16,537.41                                                                |
| B           | \$2,527.72                                                  | \$3,120.00                                                    | -                                                            | -                                                                         | \$5,647.72                                                                 |

\*Includes the purchase of a surplus pole for future knockdowns

## SECTION IV – ASSESSMENT ROLL

Parcel Identification for each lot or parcel within the District shall be based on available parcel maps and other property data from the Contra Costa County Assessor's office as they existed at the time this Report was prepared and adopted by the City Council.

A listing of parcels assessed within the District for Fiscal Year 2023/2024, along with the corresponding assessment amounts, is included on the following pages. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel(s) shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amounts applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

Non-assessable lots or parcels include areas of public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and rights-of-way, including public greenbelts and parkways; utility rights-of-way;

common areas; landlocked parcels; small parcels vacated by the County, bifurcated lots and any other property that cannot be developed or has specific development restrictions. These types of parcels are considered to receive little or no benefit from the improvements and are therefore, exempted from assessment.

| Zone | APN            | Parcel Acreage | Parcel Type | Parcel AU      | 2023/2024 Assessment per AU | 2023/2024 Assessment | Applied Assessment |
|------|----------------|----------------|-------------|----------------|-----------------------------|----------------------|--------------------|
| A    | 401-211-030    | 3.62           | COM         | 14.48          | \$535.84                    | \$7,758.96           | \$7,758.96         |
| A    | 401-211-031    | 1.27           | COM         | 5.08           | \$535.84                    | \$2,722.07           | \$2,722.08         |
| A    | 401-211-032    | 0.42           | COM         | 1.68           | \$535.84                    | \$900.21             | \$900.20           |
| A    | 401-211-033    | 0.6            | CMV         | 2.40           | \$535.84                    | \$1,286.02           | \$1,286.02         |
| A    | 401-211-035    | 0.573          | COM         | 2.292          | \$535.84                    | \$1,228.15           | \$1,228.16         |
| A    | 401-410-005    | 2.23           | COM         | 8.92           | \$535.84                    | \$4,779.69           | \$4,779.70         |
| A    | 401-410-019    | 2.006          | COM         | 8.024          | \$535.84                    | \$4,299.58           | \$4,299.58         |
| A    | 401-410-020    | <u>2.48</u>    | COM         | <u>9.92</u>    | \$535.84                    | \$5,315.53           | \$5,315.54         |
|      |                | <b>13.199</b>  |             | <b>52.796</b>  |                             | <b>\$28,290.21</b>   | <b>\$28,290.24</b> |
| B    | 360-010-028    | 0.344          | COM         | 1.376          | \$588.98                    | \$810.44             | \$810.44           |
| B    | 360-010-029    | 1.738          | COM         | 6.952          | \$588.98                    | \$4,094.59           | \$4,094.60         |
| B    | 360-010-030    | 0.53           | COM         | 2.12           | \$588.98                    | \$1,248.64           | \$1,248.64         |
| B    | 360-010-031    | 0.63           | COM         | 2.52           | \$588.98                    | \$1,484.23           | \$1,484.22         |
| B    | 360-010-033    | 0.43           | COM         | 1.72           | \$588.98                    | \$1,013.05           | \$1,013.04         |
| B    | 360-150-043    | 1.24           | COM         | 4.96           | \$588.98                    | \$2,921.34           | \$2,921.34         |
| B    | 360-150-044    | 0.48           | COM         | 1.92           | \$588.98                    | \$1,130.84           | \$1,130.84         |
| B    | 401-310-021    | 5.683          | COM         | 22.732         | \$588.98                    | \$13,388.69          | \$13,388.70        |
| B    | 401-310-022    | 0.46           | COM         | 1.84           | \$588.98                    | \$1,083.72           | \$1,083.72         |
| B    | 430-330-027    | <u>0.94</u>    | COM         | <u>3.76</u>    | \$588.98                    | \$2,214.56           | \$2,214.56         |
|      |                | <b>12.475</b>  |             | <b>49.900</b>  |                             | <b>\$29,390.10</b>   | <b>\$29,390.10</b> |
|      | <b>Totals:</b> | <b>25.674</b>  |             | <b>102.696</b> |                             | <b>\$57,680.31</b>   | <b>\$57,680.26</b> |

Parcel Type: "COM" is a developed commercial property  
"CMV" is an undeveloped commercial property

**Zone A** – APN 401-410-017 was merged from three former parcels (APN's 401-410-014, 401- 410-015 & 401-410-016), and became active and assessable for Fiscal Year 2011/2012. APN 401-211-34 was annexed into the District for the 2013/2014 year. APN 401-410-017 was split into 401-410-019 and 020 for Fiscal Year 2018/2019.

**Zone B** – APN's 401-310-010 and 401-310-013 were merged into APN 401-310-019. This parcel became active and assessable for Fiscal Year 2011/2012. APN's 401-310-002; 003; 012; 017; 018 & 019 were merged into APN 401-310-021 for Fiscal Year 2013/2014. APN 401-310-

018 became parcel 022 for Fiscal Year 2013/2014. APN 430-330-022 merged into APN 401-310-021 for Fiscal Year 2014/2015.

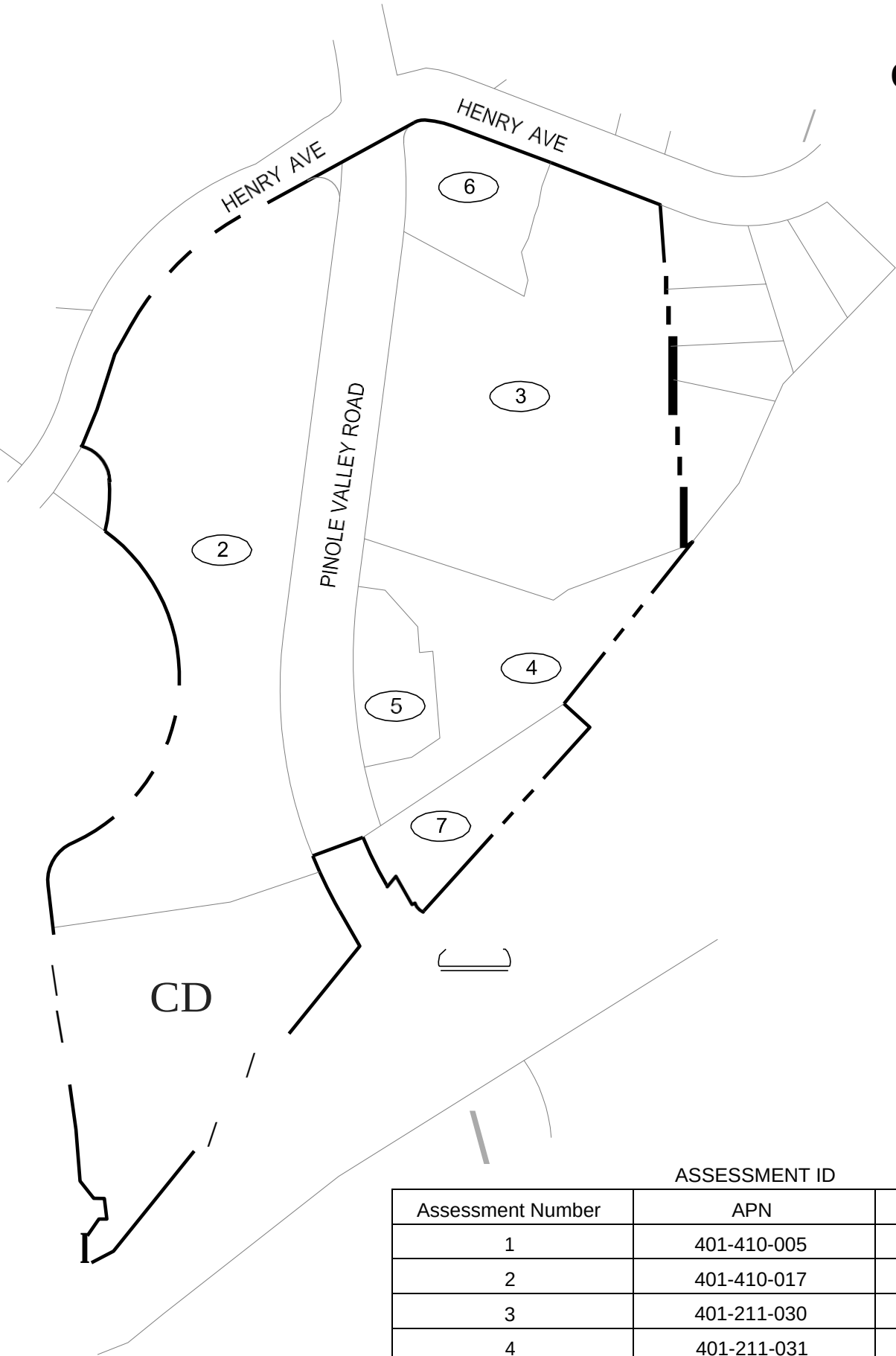
## **SECTION V – DISTRICT DIAGRAM**

The following page(s) show the Assessment Diagrams for The Pinole Valley Road Landscape and Lighting Assessment District. The lines and dimensions shown on maps of the Contra Costa County Assessor for the current year are incorporated by reference herein and made part of this Report.



REVISED ASSESSMENT DIAGRAM  
PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT  
ZONE A

CITY OF PINOLE  
COUNTY OF CONTRA COSTA  
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF PINOLE,  
THIS DAY \_\_\_\_ OF \_\_\_, 20\_\_.

CITY CLERK  
CITY OF PINOLE  
CONTRA COSTA COUNTY, CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE REVISED ASSESSMENT DIAGRAM FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT, CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF PINOLE AT A REGULAR MEETING THEREOF, HELD ON THE \_\_\_\_ DAY OF \_\_\_, 20\_\_, BY ITS RESOLUTION NO. \_\_\_\_.

CITY CLERK  
CITY OF PINOLE  
CONTRA COSTA COUNTY, CALIFORNIA

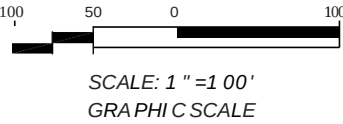
FILED THIS \_\_\_\_ DAY OF \_\_\_, 20\_\_ AT THE HOUR OF \_\_\_\_ O'CLOCK M.,  
IN BOOK \_\_\_\_ AT PAGE \_\_\_\_ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS IN  
THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

COUNTY RECORDER  
COUNTY OF CONTRA COSTA

NOTE: FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL WITHIN THE DISTRICT, REFER TO THE 2006 COUNTY OF CONTRA COSTA ASSESSOR'S MAPS.

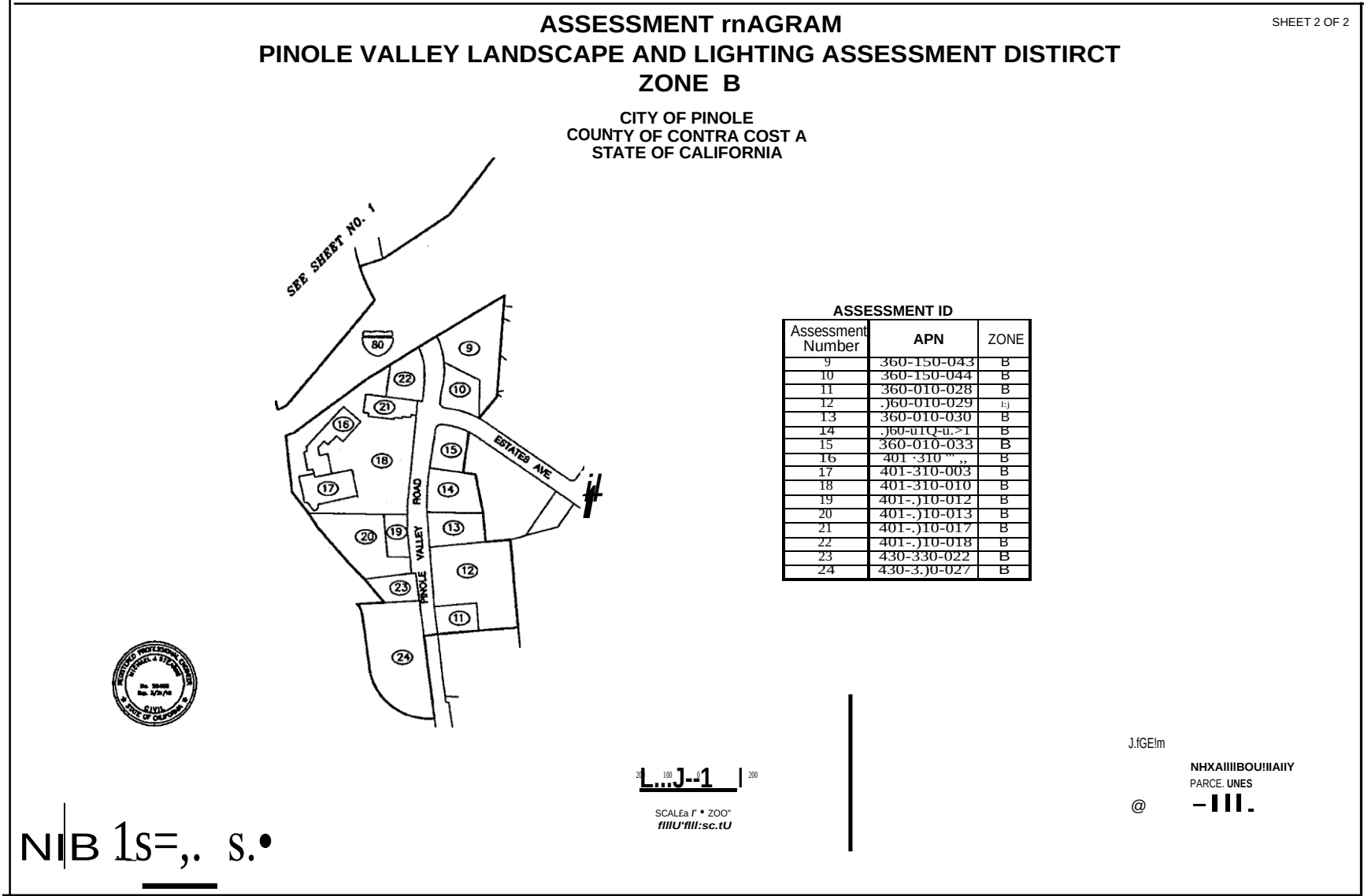


| ASSESSMENT ID     |             |      |
|-------------------|-------------|------|
| Assessment Number | APN         | ZONE |
| 1                 | 401-410-005 | A    |
| 2                 | 401-410-017 | A    |
| 3                 | 401-211-030 | A    |
| 4                 | 401-211-031 | A    |
| 5                 | 401-211-032 | A    |
| 6                 | 401-211-033 | A    |
| 7                 | 401-211-034 | A    |



LEGEND

- EXISTING ZONE A BOUNDARY
- PARCEL LINES
- CD ASSESSMENT NO.





## CITY COUNCIL REPORT

9J

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** ROXANE STONE, DEPUTY CITY CLERK

**SUBJECT:** PLACEMENT OF LIENS FOR DELINQUENT UNPAID WASTE COLLECTION CHARGES FALLING DELINQUENT BETWEEN JANUARY AND MARCH 2023, CONSIDERED AT AN ADMINISTRATIVE HEARING ON JUNE 1, 2023

---

### **RECOMMENDATION**

Staff recommends that the City Council adopt a resolution authorizing the placement of liens for the purpose of collecting outstanding payments for garbage collection services pursuant to PMC Section 8.08.110 (b) and (c).

### **BACKGROUND**

Pursuant to Section 8.08 of the Pinole Municipal Code, an administrative hearing was held on June 1, 2023, regarding unpaid garbage collection services that fell delinquent between January and March 2023. 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 39 properties on which liens are being imposed, representing a total of \$14,877.91 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 \$2,340.00; the total lien amount including recovery fees are \$17,217.91.

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. 2023-XX

**RESOLUTION OF THE CITY COUNCIL OF PINOLE, CALIFORNIA, PLACING LIENS  
ON PROPERTIES SITUATED IN THE CITY OF PINOLE, COUNTY OF CONTRA  
COSTA, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS  
UNPAID WASTE COLLECTION CHARGES FROM AN ADMINISTRATIVE HEARING  
CONDUCTED JUNE 1, 2023**

**WHEREAS**, pursuant to the Municipal Code of the City of Pinole, Chapter 8.08, Section 8.08.090, subscription to garbage collection service is required for all premises in the City of Pinole, and the premises described in Exhibit "A" located in the City of Pinole, County of Contra Costa, State of California, were provided with garbage collection services as required by PMC, Chapter 8.08; and

**WHEREAS**, pursuant to the provisions of Section 8.08.110, the owners of said premises were notified in writing of their requirement to subscribe to and make payment for garbage collection services as provided in said Code Section; and

**WHEREAS**, the owners of the premises failed to make payment for garbage collection services as required (collection charges fell delinquent between January and March 2023); and

**WHEREAS**, pursuant to the provisions of Section 8.08.110, a hearing was held on June 1, 2023; 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 20<sup>th</sup> day of June 2023, 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 20<sup>th</sup> day of June 2023.

---

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**

**9K**

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT:** ADOPT A RESOLUTION ESTABLISHING THE FISCAL YEAR  
(FY) 2023/24 APPROPRIATIONS LIMIT

---

### **RECOMMENDATION**

Adopt a resolution establishing the Fiscal Year (FY) 2023/24 Appropriations Limit.

### **BACKGROUND**

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

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

California Government Code Section 7910 requires each local government to establish its appropriations limit by resolution for each fiscal year. Adoption of the attached resolution will approve the City of Pinole's FY 2023/24 Appropriations Limit at \$164,034,697.

### **REVIEW AND ANALYSIS**

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

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

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

For FY 2023/24, the respective State and County offices have provided the City with the following factors to be used in the Appropriations Limit computation:

- Change in California Per Capita Personal Income      4.44% increase
- Change in Nonresidential New Construction      1.08% increase
- Population Change City of Pinole      1.07% decrease
- Population Change Contra Costa County      0.36% decrease

Staff recommends that the change in California per capita personal income and change in Contra Costa County population be used to compute the City's Appropriations Limit. The FY 2023/24 calculation is:

Per capita personal income converted to ratio:       $\frac{4.44 + 100}{100} = 1.0444$

Population change converted to a ratio:       $\frac{-0.36 + 100}{100} = 0.9964$

Calculation of factor:       $1.0444 \times 0.9964 = 1.0406$

City of Pinole FY 2022/23  
Appropriations Limit:      \$157,628,644

FY 2023/24 factor:      x 1.0406

FY 2023/24 Appropriations Limit:      \$164,034,697

City of Pinole FY 2023/24 Appropriations  
Subject to the Limit:      \$25,449,401

Total Appropriations Under the Limit:      \$138,585,296

City staff discovered that the resolution (Resolution No. 2022-49) authorizing the Appropriations Limit for the prior year (FY 2022/23) included an incorrect amount of \$158,628,644 and it should have been \$157,628,644, as shown above. The resolution (attached) authorizing the Appropriations Limit for FY 2023/24 also includes the corrected limit for FY 2022/23.

The Appropriations Limit applies to most tax revenues including property tax, sales tax, utility users' tax, business license tax, transient occupancy tax, and vehicle in-lieu fee. It does not apply to revenues such as fees that recover operating costs.

For FY 2023/24, the City's annual Appropriations Limit is calculated at \$164,034,697 as shown above. By law, the City's allocation of certain types of tax revenue is not allowed to exceed this authorized spending limit. Many of the City's revenues are not subject to the Appropriations Limit. The City of Pinole and the Successor Agency to the Pinole Redevelopment Agency tax revenues subject to the Appropriations Limit will be approximately \$25,449,401. So, the City's estimated appropriations in FY 2023/24 that are subject to the Appropriations Limit are far below the limit itself.

### **FISCAL IMPACT**

There is no fiscal impact created by the City Council's adoption of this resolution to authorize the City's Appropriations Limit for FY 2023/24.

### **ATTACHMENTS**

- A – Resolution
- B – State of California Department of Finance Price Factor and Population Information
- C – HdL Coren & Cone Nonresidential New Construction, Pinole

**RESOLUTION NO. 2023-XX****RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE CITY OF PINOLE'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023/24**

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

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

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

**WHEREAS**, the City of Pinole calculated its Fiscal Year 2023/24 Appropriations Limit based on the percent of change in the population of the Contra Costa County, January 1, 2022 to January 1, 2023, and the change in the State of California's per capita personal income; and

**WHEREAS**, City staff discovered that the resolution (Resolution No. 2022-49) authorizing the Appropriations Limit for the prior year (Fiscal Year 2022/23) had an incorrect amount of \$158,628,644 and it should have been \$157,628,644.

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

1. That the growth factor has been calculated as follows:  
$$1.0444 \times 0.9964 = 1.0406$$
2. That said growth factor, 1.0406, shall be used to adjust the FY 2023/24 Appropriations Limit.
3. That the Appropriations Limit for 2023/24 fiscal year is hereby established as \$164,034,697.
4. That the Appropriations Limit for 2022/23 fiscal year is hereby established as \$157,628,644.

**FURTHER, BE IT RESOLVED** that the City of Pinole tax allocations for FY 2023/24 will be approximately \$25,449,401, which is below the authorized spending limit of \$164,034,697.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 20<sup>th</sup> day of June 2023 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 **20<sup>th</sup>** day of **June, 2023**.

---

Heather Bell, CMC  
City Clerk



Gavin Newsom ■ Governor

1021 O Street, Suite 3110 ■ Sacramento CA 95814 ■ [www.dof.ca.gov](http://www.dof.ca.gov)

Dear Fiscal Officer:

**Subject: Price Factor and Population Information****Appropriations Limit**

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

**Population Percent Change for Special Districts**

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

**Population Certification**

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2023.**

**Please Note:** The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE SPEPHENSHAW  
Director  
By:

Erika Li  
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

| Per Capita Personal Income |                                      |
|----------------------------|--------------------------------------|
| Fiscal Year<br>(FY)        | Percentage change<br>over prior year |
| 2023-24                    | 4.44                                 |

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

**2023-24:**

Per Capita Cost of Living Change = 4.44 percent  
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio:  $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio:  $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24:  $1.0444 \times 0.9965 = 1.0407$

Fiscal Year 2023-24

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023**

| <b>County<br/>City</b> | <b><u>Percent Change</u></b> | <b><u>--- Population Minus Exclusions ---</u></b> |               | <b><u>Total<br/>Population</u></b> |
|------------------------|------------------------------|---------------------------------------------------|---------------|------------------------------------|
|                        | <b>2022-2023</b>             | <b>1-1-22</b>                                     | <b>1-1-23</b> | <b>1-1-2023</b>                    |
| Contra Costa           |                              |                                                   |               |                                    |
| Antioch                | 0.94                         | 114,362                                           | 115,442       | 115,442                            |
| Brentwood              | 0.46                         | 64,219                                            | 64,513        | 64,513                             |
| Clayton                | -1.08                        | 10,782                                            | 10,666        | 10,666                             |
| Concord                | -0.84                        | 123,102                                           | 122,074       | 122,074                            |
| Danville               | -0.79                        | 43,166                                            | 42,823        | 42,823                             |
| El Cerrito             | -0.88                        | 25,710                                            | 25,484        | 25,484                             |
| Hercules               | 1.36                         | 25,944                                            | 26,297        | 26,297                             |
| Lafayette              | -0.46                        | 25,119                                            | 25,004        | 25,004                             |
| Martinez               | -0.67                        | 36,790                                            | 36,543        | 36,543                             |
| Moraga                 | -0.95                        | 17,055                                            | 16,893        | 16,893                             |
| Oakley                 | 1.67                         | 44,257                                            | 44,995        | 44,995                             |
| Orinda                 | -0.52                        | 19,326                                            | 19,225        | 19,225                             |
| Pinole                 | -1.07                        | 18,442                                            | 18,244        | 18,244                             |
| Pittsburg              | 0.16                         | 74,688                                            | 74,809        | 74,809                             |
| Pleasant Hill          | -0.89                        | 33,697                                            | 33,397        | 33,397                             |
| Richmond               | -0.88                        | 114,521                                           | 113,518       | 113,518                            |
| San Pablo              | -1.02                        | 31,625                                            | 31,301        | 31,301                             |
| San Ramon              | -0.86                        | 83,587                                            | 82,870        | 82,870                             |
| Walnut Creek           | -0.51                        | 69,603                                            | 69,245        | 69,245                             |
| Unincorporated         | -0.85                        | 175,719                                           | 174,226       | 174,310                            |
| <b>County Total</b>    | <b>-0.36</b>                 | 1,151,714                                         | 1,147,569     | 1,147,653                          |

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

## THE CITY OF PINOLE

## ATTACHMENT C

## NONRESIDENTIAL NEW CONSTRUCTION

2021/22 TO 2022/23 TAX YEARS - IN PARCEL NUMBER ORDER

| Parcel                  | Use Category  | Owner                          | Prior Year Improvements | Current Year Improvements | Percent Change |
|-------------------------|---------------|--------------------------------|-------------------------|---------------------------|----------------|
| 401-112-029-4           | Commercial    | Zhao Xian Cheng Tre            | 587,142                 | 656,284                   | + 11.8%        |
| 401-166-060-4           | Commercial    | Koart Properties Llc           | 2,537,844               | 2,658,296                 | + 4.7%         |
| 401-220-034-3           | Institutional | Roman Catholic Wel Cor Oakland | 2,238,852               | 2,287,211                 | + 2.2%         |
| 426-010-023-7           | Commercial    | Kft Fitzgerald Llc             | 4,781,519               | 6,879,900                 | + 43.9%        |
| <b>4 Parcels Listed</b> |               |                                | <b>10,145,357</b>       | <b>12,481,691</b>         | <b>+ 23.0%</b> |

This calculation reflects the 2022/23 increase in taxable values for this city due to non-residential new construction as a percentage of the total taxable value **Increase** (as of the 2022/23 lien year roll date). This percentage may be used as an alternative to the change in California per-capita personal income for calculating a taxing agency's annual adjustment of its Appropriation Limit pursuant to Article XIII B of the State Constitution as Amended by Proposition 111 in June, 1990.

|                                                                  |                    |
|------------------------------------------------------------------|--------------------|
| Total Change in Non-Residential Valuation Due to New Development | 2,336,334          |
| Less Automatic 2.000% Assessors's Inflation Adjustment           | -202,907           |
| <u>Actual Change in Non-Residential Valuation</u>                | <u>2,133,427</u>   |
| <u>Change in Total Assessed Value</u>                            | <u>198,331,518</u> |
| = Alternate 2023/24 Appropriations Limit Factor                  | <b>1.08%</b>       |



## CITY COUNCIL REPORT REPORT

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** MARKISHA GUILLORY, FINANCE DIRECTOR

**SUBJECT:** FINAL PROPOSED FISCAL YEAR (FY) 2023/24 OPERATING AND CAPITAL BUDGET

---

### **RECOMMENDATION**

City staff recommends that the City Council adopt a resolution approving the Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget ("Final Proposed budget", attached).

### **BACKGROUND**

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration, modification, and adoption.

As noted above, the City goes through an annual process of developing a budget for the upcoming fiscal year. The City's budget is considered an "incremental" budget, meaning that the budget for the upcoming year is developed based on the current year's budget and includes incremental changes.

The Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget was created through a collaborative, iterative process involving the City Council, community, and City staff and included the creation of a Preliminary Proposed, Revised Proposed, and ultimately Final Proposed budget.

City staff presented the baseline General Fund budget to the Finance Subcommittee on April 12, 2023 and to the City Council at a special meeting on April 25, 2023 to receive feedback on the assumptions contained in the baseline budget. The Finance Subcommittee and City Council did not direct staff to make any changes to the baseline General Fund budget. Staff reviewed and revised the baseline budget multiple times to ensure that it did not include any one-time revenues or expenditures and that all of the estimates it contained were as precise as feasible. This resulted in a final baseline budget.

City staff is required by the City's Financial Policy on a Structurally Balanced Budget to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures. The final baseline General Fund budget contained a shortfall of approximately \$274,000. City staff collaborated to identify ongoing General Fund expenditure reductions in order to eliminate that gap. This resulted in a Preliminary Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget that was structurally balanced.

City staff presented the Preliminary Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget to the City Council at its meeting on May 16, 2023. The City Council did not direct staff to make any changes. Staff presented the Revised Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget to the City Council on June 6, 2023, and were not directed to make any changes for the Final Proposed budget.

### **REVIEW AND ANALYSIS**

The Final Proposed budget is primarily a status quo budget, meaning that it does not include any major changes to City programs or services.

The budget includes the following two noteworthy assumptions:

- A "vacancy savings factor" of 4% to account for savings in salaries and benefits resulting from normal position vacancies; and
- A 3% cost of living adjustment (COLA) for all employees, as the City is in the process of negotiating successor MOUs and compensation plans for all employees, and it has not yet been determined what COLAs the new MOUs will contain for FY 2023/24.

The Final Proposed budget contains staff's recommendations regarding revenues and expenditures for FY 2023/24. The total (all funds) revenue budget is approximately \$47.3 million. The City's total (all funds) expenditure budget is approximately \$76.2 million. The Final Proposed budget is structurally balanced, meaning that ongoing revenues are sufficient to cover ongoing expenditures. One-time expenditures are paid for using one-time revenues and other sources, including fund balance, which is why total expenditures in a given year can exceed total revenues. The budget includes a planned net use of fund balance of \$28.9 million for all funds combined as shown in Table 1 below. The majority of the use of fund balance is for several large, multi-year capital improvement projects, notably in the wastewater enterprise fund. It is important to note that the total estimated costs of capital projects are budgeted in year one (FY 2023/24) of the Capital Improvement Plan (CIP) although some projects may take several years to complete. The total costs are budgeted up front to earmark the full amount of funding needed to complete the CIP projects. This is a new budgeting practice for the City. In the past, the City only encumbered the first-year cost of multi-year capital projects. The cost for subsequent years of multi-year projects was left in fund balance as unassigned. Because the full cost to complete a capital project is now

encumbered in the first year of a multi-year capital project, this reduces unassigned fund balance in funds that support capital projects, including the General Fund.

*Table 1 – All Funds Budgeted Revenues and Expenditures*

| Fund                                             | Estimated<br>Beginning<br>Fund Balance<br>July 1, 2023 | Total<br>Revenues    | Total<br>Expenditures | Contribution<br>To/(From)<br>Fund Balance | Estimated<br>Ending<br>Fund Balance<br>June 30, 2024 |
|--------------------------------------------------|--------------------------------------------------------|----------------------|-----------------------|-------------------------------------------|------------------------------------------------------|
| <b>General Fund</b>                              |                                                        |                      |                       |                                           |                                                      |
| General Fund (including Measure S 2006 and 2014) | \$ 9,848,344                                           | \$ 25,610,623        | \$ 34,397,708         | \$ (8,787,085)                            | \$ 1,061,259                                         |
| General Reserve Fund                             | 9,367,440                                              | 929,820              | -                     | 929,820                                   | 10,297,260                                           |
| Equipment Reserve Fund                           | 121,166                                                | 150,000              | 205,000               | (55,000)                                  | 66,166                                               |
| <b>Special Revenue Funds</b>                     |                                                        |                      |                       |                                           |                                                      |
| Gas Tax Fund                                     | 535,954                                                | 1,046,400            | 1,980,986             | (934,586)                                 | (398,632)                                            |
| Restricted Real Estate Maintenance Fund          | 178,876                                                | 39,991               | 26,000                | 13,991                                    | 192,867                                              |
| Public Safety Augmentation Fund                  | 377,419                                                | 241,853              | 482,009               | (240,156)                                 | 137,263                                              |
| Traffic Safety Fund                              | 277,267                                                | 46,500               | 56,595                | (10,095)                                  | 267,172                                              |
| Supplemental Law Enforcement Fund                | 427,819                                                | 166,600              | 339,864               | (173,264)                                 | 254,555                                              |
| NPDES Storm Water Fund                           | (122,454)                                              | 253,422              | 374,769               | (121,347)                                 | (243,801)                                            |
| Recreation Fund                                  | -                                                      | 1,288,997            | 2,135,264             | (846,267)                                 | (846,267)                                            |
| Building & Planning Fund                         | (565,001)                                              | 1,411,477            | 2,151,428             | (739,951)                                 | (1,304,952)                                          |
| Refuse Management Fund                           | 108,298                                                | 66,060               | 174,358               | (108,298)                                 | -                                                    |
| Solid Waste Fund                                 | 2,048,446                                              | 368,000              | 589,381               | (221,381)                                 | 1,827,065                                            |
| Measure C/J Fund                                 | 2,071,416                                              | 1,152,257            | 1,023,719             | 128,538                                   | 2,199,954                                            |
| Rate Stabilization Fund                          | 217,153                                                | 15,000               | -                     | 15,000                                    | 232,153                                              |
| Asset Seizure-Adjudicated Fund                   | 41,658                                                 | -                    | 41,236                | (41,236)                                  | 422                                                  |
| Growth Impact Fund                               | 3,136,824                                              | 1,039,594            | 1,348,000             | (308,406)                                 | 2,828,418                                            |
| Housing Assets Fund                              | 8,275,331                                              | 55,000               | 339,254               | (284,254)                                 | 7,991,077                                            |
| <b>Capital Projects Funds</b>                    |                                                        |                      |                       |                                           |                                                      |
| Lighting & Landscaping District Fund             | 44,896                                                 | 63,911               | 85,175                | (21,264)                                  | 23,632                                               |
| Pinole Valley Caretaker Fund                     | 14,017                                                 | 15,000               | 15,002                | (2)                                       | 14,015                                               |
| Public Facilities Fund                           | 471,649                                                | -                    | 70,000                | (70,000)                                  | 401,649                                              |
| City Street Improvements Fund                    | 1,497,987                                              | 2,064,683            | 2,232,004             | (167,321)                                 | 1,330,666                                            |
| Arterial Streets Rehabilitation Fund             | 755,361                                                | 250,000              | 758,624               | (508,624)                                 | 246,737                                              |
| Parks Grants                                     | (164,522)                                              | 189,758              | -                     | 189,758                                   | 25,236                                               |
| <b>Enterprise Funds</b>                          |                                                        |                      |                       |                                           |                                                      |
| Sewer Enterprise Fund                            | 19,159,654                                             | 9,254,209            | 24,185,339            | (14,931,130)                              | 4,228,524                                            |
| Cable Access Television (PCTV)                   | -                                                      | 535,052              | 682,056               | (147,004)                                 | (147,004)                                            |
| Information Systems Fund                         | -                                                      | -                    | -                     | -                                         | -                                                    |
| <b>Fiduciary/Agency Funds</b>                    |                                                        |                      |                       |                                           |                                                      |
| Pension Fund                                     | 14,521,075                                             | 837,168              | 2,295,480             | (1,458,312)                               | 13,062,763                                           |
| Recognized Obligation Retirement Fund            | -                                                      | 255,000              | 251,177               | 3,823                                     | 3,823                                                |
| <b>Total</b>                                     | <b>\$ 72,646,073</b>                                   | <b>\$ 47,346,375</b> | <b>\$ 76,240,427</b>  | <b>\$ (28,894,051)</b>                    | <b>\$ 43,752,022</b>                                 |

The General Fund (including Measure S 2006 and 2014) total revenue budget is approximately \$25.6 million, and its total expenditure budget is approximately \$34.4 million. The Final Proposed FY 2023/24 Operating and Capital Budget includes the use of approximately \$8.8 million from the General Fund and Measure S unassigned fund balance to fund several one-time capital projects that were budgeted in the FY 2022/23 Operating and Capital Budget but were not completed and have been carried over.

The Final Proposed budget for FY 2023/24 is a status quo budget, meaning that it does not include any significant new City programs or services, and does not include any new City staff positions. The Final Proposed budget recommends that the City carry out the same ongoing programs and activities in FY 2023/24 as it has in the current fiscal year.



City staff will undertake a thoughtful and substantial set of programs and activities in FY 2023/24. Staff will complete routine work and staff-initiated special projects to improve efficiency and services; 2020-2025 Strategic Plan “strategies”; Capital Improvement Plan (CIP) projects; and other Council-directed special projects. These Council-directed special projects, which are all consistent with City goals, are listed below. They are sorted by level of completion.

#### Nearly Complete

- Continuing to implement additional City-coordinated community events (United Against Hate Week, Earth Month, etc.)
- Development of the Climate Action and Adaptation Plan (CAAP)
- Disposal and/or visioning for surplus City property
- Development of regulations regarding single-use plastics

#### Partially Complete

- Research on options for just cause eviction regulations
- Research on a potential citywide project labor agreement (PLA)
- Research on steps the City would need to take to establish a public bank
- Creation of a sister city agreement
- Creation of a public art program/City mural program update
- Implementation of a City of Pinole job fair
- Implementation of a weatherization program

#### Recently Underway

- Research on additional food security and recovery activities

#### Not Yet Underway

- Options for Old Town wayfinding signage
- Completion of an electric vehicle (EV) charging station feasibility study (this might be addressed through the CAAP)
- Research on the process required to establish a fire prevention maintenance district
- Establishing a business development/community help reserve
- Establishing a revitalization reserve

City staff believes that it will be able to complete all of the Council-directed special projects listed above by the end of FY 2023/24, and they have been included in the Final Proposed budget, but staff does not have the capacity to take on any additional special projects. Staff recommends that the City adopt a practice of not adding any special projects mid-fiscal year unless an existing comparable special project is eliminated.

**Structural Balance**

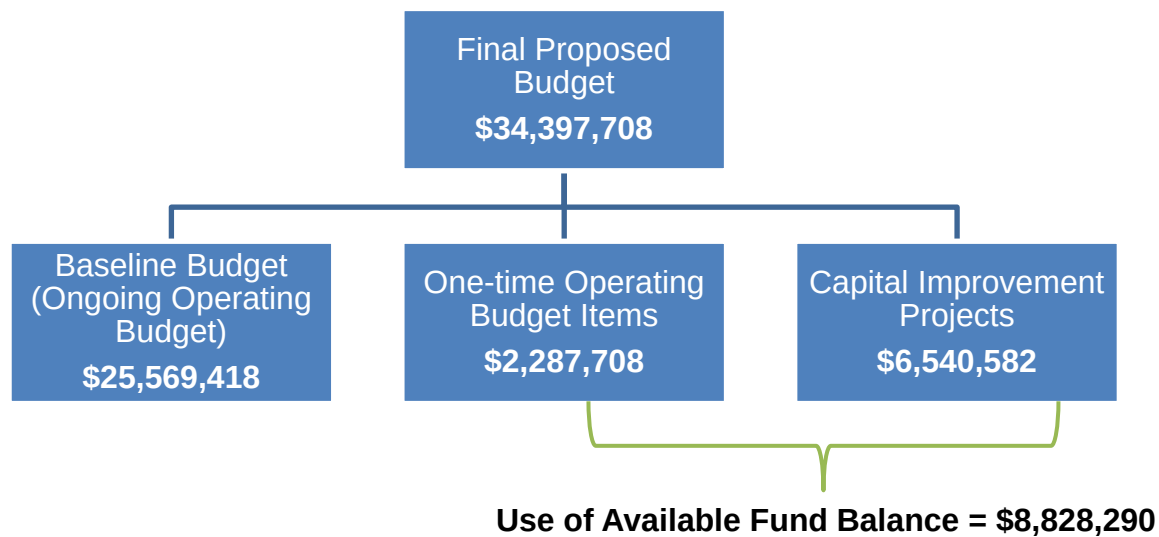
As noted above, it is a goal of the City's Financial Policy on a Structurally Balanced Budget, and a public finance best practice, to create a structurally balanced proposed budget. Table 2 below shows the ongoing General Fund revenues and expenditures in the Final Proposed budget and illustrates the balance. The Revised Proposed budget presented to the City Council on June 6, 2023 showed a surplus of \$71,205. Since then, a new ongoing expenditure in the amount of \$30,000 for the City Council High School volunteer intern program has been added to the baseline budget, thereby reducing the surplus to \$41,205. The budget remains in balance.

*Table 2 - Final Proposed Budget – Ongoing Revenues and Expenditures*

|                                         | <b>FY 2023/24</b>            |
|-----------------------------------------|------------------------------|
|                                         | <b>Final Proposed Budget</b> |
| <b>Sources</b>                          |                              |
| PROPERTY TAX                            | \$ 5,678,211                 |
| SALES TAX                               | 4,621,023                    |
| LOCAL SALES TAX - MEASURE S 2006 & 2014 | 4,972,000                    |
| UTILITY USERS TAX                       | 2,085,485                    |
| FRANCHISE TAX                           | 794,658                      |
| INTERGOVERNMENTAL TAX                   | 2,319,918                    |
| TRANSIENT OCCUPANCY TAX                 | 453,200                      |
| BUSINESS LICENSE                        | 450,014                      |
| CHARGES FOR SERVICES                    | 1,432,539                    |
| OTHER REVENUES                          | 558,095                      |
| <b>Total Revenues</b>                   | 23,365,143                   |
| TRANSFERS IN                            | 2,245,480                    |
| <b>Total Sources</b>                    | 25,610,623                   |
| <b>Uses</b>                             |                              |
| SALARIES & WAGES                        | 9,359,141                    |
| BENEFITS                                | 6,219,651                    |
| OPERATIONS AND MAINTENANCE              | 2,196,288                    |
| CCCFPD FIRE SERVICES AGREEMENT          | 5,391,485                    |
| CAPITAL OUTLAY                          | 332,990                      |
| DEBT SERVICE                            | 611,107                      |
| <b>Total Expenditures</b>               | 24,110,662                   |
| TRANSFERS OUT                           | 1,458,756                    |
| <b>Total Uses</b>                       | 25,569,418                   |
| <b>Net Surplus/(Deficit)</b>            | \$ 41,205                    |

The General Fund Final Proposed budget consists of the baseline budget (ongoing operating budget), one-time operating budget items such as special Council-directed initiatives, and capital improvement projects that are funded by the General Fund and Measure S Funds. The graphic below depicts the composition of the Final Proposed Budget. As shown, the budget assumes the use of \$8.8 million of fund balance. Table 3 on the following page provides a detailed list of the one-time budget items and capital improvement projects to be funded by available unassigned fund balance.

As noted above, the total estimated costs of multi-year capital projects are budgeted up front to earmark the full amount of funding needed to complete the projects. This new accounting treatment impacts the unassigned fund balance by unofficially reserving a large portion of available funds to go toward capital projects, although the funds may not be fully expended in the first year of the five-year Capital Improvement Plan. The City Council can redirect unassigned fund balance to other uses at its discretion.



*Table 3 – One-Time Budget Items and Capital Improvement Projects (Some are Projects Budgeted in FY 2022/23, but Not Completed, so Carried Forward to FY 2023/24)*

| <b>Baseline Budget</b>                                                |                      |
|-----------------------------------------------------------------------|----------------------|
| <b>Total Ongoing Expenditures</b>                                     | <b>\$ 25,569,418</b> |
| <b>One-Time Items and Initiatives</b>                                 |                      |
| Alex Clark Room Transformation                                        | 20,000               |
| Business Development/Community Help Reserve                           | 10,000               |
| CERT Program Supplies                                                 | 20,000               |
| Citizen Request Software                                              | 15,000               |
| City Clerk Furniture Replacement                                      | 5,000                |
| City Council Furniture Replacement                                    | 15,000               |
| City Hall Landscaping Improvements                                    | 20,000               |
| Citywide Information Technology Initiatives and Equipment Replacement | 147,556              |
| Citywide Records Project Support                                      | 11,300               |
| Consultant for Grant Research, Writing, and Admin Services            | 45,000               |

|                                                           |                  |
|-----------------------------------------------------------|------------------|
| Digital Billboard                                         | 25,000           |
| Dispatch Chair Replacement                                | 15,324           |
| Diversity, Equity, and Inclusion (DEI) Consulting         | 40,000           |
| Economic Development Branding                             | 15,000           |
| Economic Development Strategy Year 1 Implementation       | 71,416           |
| Event Planning Vendor                                     | 30,000           |
| Fire General Liability Insurance                          | 151,592          |
| Holiday Lights Over San Pablo Ave.                        | 30,000           |
| Miscellaneous Consulting                                  | 20,000           |
| On-Call Consultants for Capital Projects                  | 75,000           |
| Pedestrian Bridge Inspection                              | 50,000           |
| Policies & Procedures Update Support                      | 20,000           |
| Revitalization Reserve                                    | 10,000           |
| Strategic Financial Planning Support                      | 40,000           |
| Street Improvements                                       | 200,000          |
| Tiny Tots Restroom Walls/Floor Repair and Replacement     | 11,000           |
| Transfer to Equipment Replacement Fund                    | 150,000          |
| Transfer to General Reserve Fund                          | 764,520          |
| Weatherization/Energy Efficiency                          | 250,000          |
| Youth Center Vinyl Flooring                               | 10,000           |
| <b>Total One-Time Items and Initiatives</b>               | <b>2,287,708</b> |
|                                                           |                  |
| <b>Capital Improvement Projects</b>                       |                  |
| Active Transportation Plan                                | 170,000          |
| Brandt Street Improvements                                | 170,000          |
| City Hall Modernization                                   | 125,000          |
| Citywide Roof Repairs and Replacement                     | 900,000          |
| Emergency Power for Critical Failures                     | 200,000          |
| Energy Audit                                              | 50,000           |
| Energy Upgrades                                           | 150,000          |
| Facilities & Real Estate Master Plan                      | 200,000          |
| Hazel St. Storm Drain Improvements                        | 382,098          |
| Municipal Broadband Feasibility                           | 60,000           |
| Park Master Plan                                          | 150,000          |
| Pinole Smart Signals                                      | 154,302          |
| Public Safety Building Modernization                      | 225,000          |
| Recycled Water Feasibility                                | 200,000          |
| Roble Road Drainage Improvements                          | 700,000          |
| Safety Improvements at Appian Way & Marlesta Road         | 193,029          |
| Safety Improvements at Tennent Avenue/Pear & Plum Streets | 158,322          |
| San Pablo Ave Bridge Replacement                          | 300,000          |

|                                                 |                      |
|-------------------------------------------------|----------------------|
| Senior Center Auxiliary Parking                 | 1,327,831            |
| Senior Center Modernization                     | 175,000              |
| Skatepark Rehabilitation                        | 150,000              |
| Storm Drainage Master Plan                      | 250,000              |
| Tree Mitigation                                 | 150,000              |
| <b>Total Capital Improvement Projects</b>       | <b>6,540,582</b>     |
|                                                 |                      |
| <b>Total Final Proposed General Fund Budget</b> | <b>\$ 34,397,708</b> |

**NEXT STEPS**

City staff invites the feedback of the City Council and members of the public on the Final Proposed budget at the City Council's June 20, 2023 meeting. The City has also developed a Revised Proposed Fiscal Year (FY) 2023/24 – 2027/28 Five-Year Capital Improvement Plan (CIP), which contains the capital budget for FY 2023/24 and a conceptual capital budget for FY 2024/25 – FY 2027/28.

Following City Council adoption of the Final Proposed budget on June 20, 2023 Council meeting, the adopted budget will be implemented on June 30, 2023.

**FISCAL IMPACT**

The Final Proposed FY 2023/24 Operating and Capital Budget proposes the use of approximately \$8.8 million of General Fund unassigned fund balance. This does not include any use of the City's projected \$10.3 million General Reserve. For all funds, in total, the Final Proposed budget proposes to use approximately \$28.9 million of fund balance. Anticipated revenues, projected expenditures, and use of fund balance (if applicable) are shown for all funds in Table 1 above and in the budget summaries of the FY 2023/24 Operating and Capital Budget.

**ATTACHMENTS**

A – Resolution

B - Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget

Exhibit A- Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

Exhibit B- Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – Budgeted Positions

**RESOLUTION NO. 2023-XX****A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FINAL PROPOSED FISCAL YEAR (FY) 2023/24 OPERATING AND CAPITAL BUDGET**

**WHEREAS**, the City Manager has presented a Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget for the City of Pinole; and

**WHEREAS**, the City Council has held a public meeting on the matter of the Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget and has discussed the individual department and fund budgets with City staff members; and

**WHEREAS**, the City Council has solicited public input on the Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Pinole as follows:

**Section 1.** The Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget commencing July 1, 2023 and ending June 30, 2024 is hereby approved and adopted.

**Section 2.** That appropriations are established by fund as follows:

|     |                                         |              |
|-----|-----------------------------------------|--------------|
| 100 | General Fund                            | \$23,459,246 |
| 105 | Measure S - 2006 Fund                   | 2,480,745    |
| 106 | Measure S - 2014 Fund                   | 8,457,717    |
| 160 | Equipment Reserve Fund                  | 205,000      |
| 200 | Gas Tax Fund                            | 1,980,986    |
| 201 | Restricted Real Estate Maintenance Fund | 26,000       |
| 203 | Public Safety Augmentation Fund         | 482,009      |
| 205 | Traffic Safety Fund                     | 56,595       |
| 206 | Supplemental Law Enforcement Svc Fund   | 339,864      |
| 207 | NPDES Storm Water Fund                  | 374,769      |
| 209 | Recreation Fund                         | 2,135,264    |
| 212 | Building & Planning Fund                | 2,151,428    |
| 213 | Refuse Management Fund                  | 174,358      |
| 214 | Solid Waste Fund                        | 589,381      |
| 215 | Measure C and J Fund                    | 1,023,719    |
| 225 | Asset Seizure-Adjudicated Fund          | 41,236       |
| 276 | Growth Impact Fund                      | 1,348,000    |
| 285 | Housing Assets Fund                     | 339,254      |
| 310 | Lighting & Landscape District Fund      | 85,175       |
| 317 | Pinole Valley Caretaker Fund            | 15,000       |
| 324 | Public Facilities Fund                  | 70,000       |
| 325 | City Street Improvements Fund           | 2,232,004    |
| 377 | Arterial Streets Rehabilitation Fund    | 758,624      |
| 500 | Sewer Enterprise Fund                   | 24,185,339   |
| 505 | Cable Access TV Fund                    | 682,056      |
| 700 | Pension Trust Fund                      | 2,295,480    |

|     |                                       |         |
|-----|---------------------------------------|---------|
| 750 | Recognized Obligation Retirement Fund | 251,177 |
|-----|---------------------------------------|---------|

**TOTAL OPERATIONS BUDGET     \$76,240,427**

**Section 3.** That the appropriations established for FY 2023/24 by fund shall be allocated to individual departments as presented in Exhibit A (Budget Summaries). In addition, the unspent balance of capital projects, grants, and encumbrances authorized in the prior fiscal year are authorized to be carried over to FY 2023/24.

**Section 4.** That the control point for expenditures is herein established at the department level as set forth in Exhibit A (Budget Summaries).

**Section 5.** That authority is granted to each department manager under the direction of the City Manager to allocate appropriations within the department control limits among specific line items in the most cost-effective manner that maintains or enhances the delivery of programs and services to the residents of the City of Pinole.

**Section 6.** That the Finance Director will prepare Quarterly Reports to the City Council reporting the budget performance to the control limits herein established.

**Section 7.** Estimated revenues and transfers anticipated to fund appropriations for expenditures for the FY 2023/24 Fiscal Year are presented in Exhibit A (Budget Summaries). Any changes to the established control limits will be subject to approval by resolution of the City Council.

**Section 8.** All positions listed in the “Budgeted Positions (FTE)” (Exhibit B) are hereby authorized positions.

**PASSED AND ADOPTED** this 20<sup>th</sup> day **June 2023**, 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 20<sup>th</sup> day of **June, 2023**.

\_\_\_\_\_  
Heather Bell, CMC  
City Clerk

# City of Pinole



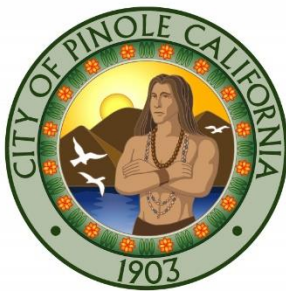
## FISCAL YEAR 2023/24 OPERATING AND CAPITAL BUDGET

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Final Proposed - June 20, 2023



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# CITY OF PINOLE

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## Office of the City Manager

June 20, 2023

Dear City Council and Residents -

City staff is pleased to present the Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget ("FY 2023/24 Budget").

City staff is responsible for preparing a proposed budget for City Council's consideration. The FY 2023/24 Budget incorporates input that was provided by the City Council and members of the community through multiple meetings of the Finance Subcommittee, City Council, and other engagement opportunities.

FY 2023/24 Budget is a structurally balanced, status quo budget. This means that ongoing revenues are sufficient to cover ongoing expenditures, and that service levels and revenue mechanisms in the budget are essentially the same as those in the current year budget, [FY 2022/23](#).

The Pinole community demonstrated incredible resilience in 2020 and 2021 while facing COVID-19 and other challenges. The City maintained all core municipal services during that period. As COVID-19 waned, in FY 2021/22 and FY 2022/23 the City began work on and completed a number of special projects and program expansions to improve City operations and community quality of life. The City added a number of new staff positions in FY 2022/23 to add capacity, and also entered a contract with Contra Costa County Fire Protection District (CCCFPD) for fire protection and emergency medical services. The City's accomplishments in 2022 and plans for 2023 are well-summarized in the [City of Pinole 2022 Year in Review and 2023 Look Ahead](#) document, which was recently published.

In FY 2023/24, the City will continue to work on completing the City's [2020 – 2025 Strategic Plan](#) strategies, Capital Improvement Plan (CIP) projects, routine staff work, staff-initiated process improvements, and other Council-directed special projects. These include the implementation of additional community events, development of a Climate Action and Adaptation Plan (CAAP), development of an Active Transportation Plan, and feasibility assessments regarding a public bank, municipal broadband, and recycled water. It is a thoughtful and ambitious work program that will create improved services and plans for a better future. The FY 2023/24 Budget does not include any new City positions.

Looking to the future, the City will complete an updated Long-Term Financial Plan (LTFP) in summer or fall 2023. While the FY 2023/24 Budget is structurally balanced, and the City's long-term financial forecast shows that ongoing City revenues are expected to generally be sufficient to cover ongoing routine City services, existing City revenue mechanisms are not going to be sufficient to address the City's two main unfunded liabilities, which are deferred capital maintenance and other post-employment benefits (medical insurance coverage for retired City employees). The LTFP will illustrate all of the City's mandatory and discretionary future financial obligations and identify how to address them.

A key goal of the City's is to engage with the community and provide welcoming, high-quality services. City staff looks forward to working with you to make Pinole the best that it can be for current and future generations. Please connect and engage with the City through its numerous platforms.

I would like to thank all of the members of the community that participated in this year's budget development process, as well as the City's Finance Department for preparing the budget.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Murray". The signature is fluid and cursive, with a large loop at the end.

Andrew Murray  
City Manager

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CITY OF PINOLE  
FISCAL YEAR (FY) 2023/24 OPERATING AND CAPITAL BUDGET

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## Executive Summary

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## **EXECUTIVE SUMMARY**

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration.

The Fiscal Year (FY) 2023/24 Operating and Capital Budget was created through a collaborative, iterative process involving the City Council, community, and City staff and included the creation of a Preliminary Proposed, Revised Proposed, and ultimately Final Proposed budget. The budget development process is more fully described in the Budget Development Process section below.

The Fiscal Year (FY) 2032/24 Operating and Capital Budget is primarily a status quo budget, meaning that it does not include any major changes to City programs or services.

The budget includes the following two noteworthy assumptions:

- A "vacancy savings factor" of 4% to account for savings in salaries and benefits resulting from normal position vacancies; and
- A 3% cost of living adjustment (COLA) for all employees, as the City is in the process of negotiating successor MOUs and compensation plans for all employees.

The City's all funds revenue in the Fiscal Year (FY) 2023/24 Operating and Capital Budget is approximately \$47.3 million, and the all funds expenditures are approximately \$76.2 million. The budget projection assumes a net use of fund balance of \$28.9 million for all funds combined as shown in Table 1 below. The majority of the use of fund balance is for several large, multi-year capital improvement projects, notably in the wastewater enterprise fund. It is important to note that the total estimated costs of capital projects are budgeted in year one (FY 2023/24) of the Capital Improvement Plan (CIP) although some projects may take several years to complete. The total costs are budgeted up front to earmark the full amount of funding needed to complete the CIP projects. This is a new budgeting practice for the City. In the past, the City only encumbered the first-year cost of multi-year capital projects. The cost for subsequent years of multi-year projects was left in fund balance as unassigned. Because the full cost to complete a capital project is now encumbered in the first year of a multi-year capital project, this reduces unassigned fund balance in funds that support capital projects, including the General Fund.

*Table 1 – All Funds Budgeted Revenues and Expenditures*

| Fund                                             | Estimated<br>Beginning<br>Fund Balance<br>July 1, 2023 | Total<br>Revenues    | Total<br>Expenditures | Contribution<br>To/(From)<br>Fund Balance | Estimated<br>Ending<br>Fund Balance<br>June 30, 2024 |
|--------------------------------------------------|--------------------------------------------------------|----------------------|-----------------------|-------------------------------------------|------------------------------------------------------|
| <b>General Fund</b>                              |                                                        |                      |                       |                                           |                                                      |
| General Fund (including Measure S 2006 and 2014) | \$ 9,848,344                                           | \$ 25,610,623        | \$ 34,397,708         | \$ (8,787,085)                            | \$ 1,061,259                                         |
| General Reserve Fund                             | 9,367,440                                              | 929,820              | -                     | 929,820                                   | 10,297,260                                           |
| Equipment Reserve Fund                           | 121,166                                                | 150,000              | 205,000               | (55,000)                                  | 66,166                                               |
| <b>Special Revenue Funds</b>                     |                                                        |                      |                       |                                           |                                                      |
| Gas Tax Fund                                     | 535,954                                                | 1,046,400            | 1,980,986             | (934,586)                                 | (398,632)                                            |
| Restricted Real Estate Maintenance Fund          | 178,876                                                | 39,991               | 26,000                | 13,991                                    | 192,867                                              |
| Public Safety Augmentation Fund                  | 377,419                                                | 241,853              | 482,009               | (240,156)                                 | 137,263                                              |
| Traffic Safety Fund                              | 277,267                                                | 46,500               | 56,595                | (10,095)                                  | 267,172                                              |
| Supplemental Law Enforcement Fund                | 427,819                                                | 166,600              | 339,864               | (173,264)                                 | 254,555                                              |
| NPDES Storm Water Fund                           | (122,454)                                              | 253,422              | 374,769               | (121,347)                                 | (243,801)                                            |
| Recreation Fund                                  | -                                                      | 1,288,997            | 2,135,264             | (846,267)                                 | (846,267)                                            |
| Building & Planning Fund                         | (565,001)                                              | 1,411,477            | 2,151,428             | (739,951)                                 | (1,304,952)                                          |
| Refuse Management Fund                           | 108,298                                                | 66,060               | 174,358               | (108,298)                                 | -                                                    |
| Solid Waste Fund                                 | 2,048,446                                              | 368,000              | 589,381               | (221,381)                                 | 1,827,065                                            |
| Measure C/J Fund                                 | 2,071,416                                              | 1,152,257            | 1,023,719             | 128,538                                   | 2,199,954                                            |
| Rate Stabilization Fund                          | 217,153                                                | 15,000               | -                     | 15,000                                    | 232,153                                              |
| Asset Seizure-Adjudicated Fund                   | 41,658                                                 | -                    | 41,236                | (41,236)                                  | 422                                                  |
| Growth Impact Fund                               | 3,136,824                                              | 1,039,594            | 1,348,000             | (308,406)                                 | 2,828,418                                            |
| Housing Assets Fund                              | 8,275,331                                              | 55,000               | 339,254               | (284,254)                                 | 7,991,077                                            |
| <b>Capital Projects Funds</b>                    |                                                        |                      |                       |                                           |                                                      |
| Lighting & Landscaping District Fund             | 44,896                                                 | 63,911               | 85,175                | (21,264)                                  | 23,632                                               |
| Pinole Valley Caretaker Fund                     | 14,017                                                 | 15,000               | 15,002                | (2)                                       | 14,015                                               |
| Public Facilities Fund                           | 471,649                                                | -                    | 70,000                | (70,000)                                  | 401,649                                              |
| City Street Improvements Fund                    | 1,497,987                                              | 2,064,683            | 2,232,004             | (167,321)                                 | 1,330,666                                            |
| Arterial Streets Rehabilitation Fund             | 755,361                                                | 250,000              | 758,624               | (508,624)                                 | 246,737                                              |
| Parks Grants                                     | (164,522)                                              | 189,758              | -                     | 189,758                                   | 25,236                                               |
| <b>Enterprise Funds</b>                          |                                                        |                      |                       |                                           |                                                      |
| Sewer Enterprise Fund                            | 19,159,654                                             | 9,254,209            | 24,185,339            | (14,931,130)                              | 4,228,524                                            |
| Cable Access Television (PCTV)                   | -                                                      | 535,052              | 682,056               | (147,004)                                 | (147,004)                                            |
| Information Systems Fund                         | -                                                      | -                    | -                     | -                                         | -                                                    |
| <b>Fiduciary/Agency Funds</b>                    |                                                        |                      |                       |                                           |                                                      |
| Pension Fund                                     | 14,521,075                                             | 837,168              | 2,295,480             | (1,458,312)                               | 13,062,763                                           |
| Recognized Obligation Retirement Fund            | -                                                      | 255,000              | 251,177               | 3,823                                     | 3,823                                                |
| <b>Total</b>                                     | <b>\$ 72,646,073</b>                                   | <b>\$ 47,346,375</b> | <b>\$ 76,240,427</b>  | <b>\$ (28,894,051)</b>                    | <b>\$ 43,752,022</b>                                 |

The General Fund (including Measure S 2006 and 2014 Funds) revenue is approximately \$25.6 million, and General Fund expenditures are approximately \$34.4 million. The budget includes the use of fund balance in a number of funds to complete one-time projects.

The budget includes a transfer from the General Fund to the General Reserve Fund to meet the City's Reserve Policy requirement of maintaining a General Reserve balance equal to 50% of total ongoing General Fund expenditures. The budget anticipates a General Reserve balance of \$10.3 million, General Fund unassigned fund balance of \$1.1 million, and a Pension Trust Fund balance of \$13.1 million at the end of FY 2023/24.

The budget includes funding for a number of Council-directed special projects, beyond staff's baseline work, Strategic Plan strategies, and Capital Improvement Plan (CIP) projects. These Council-directed special projects are the following:

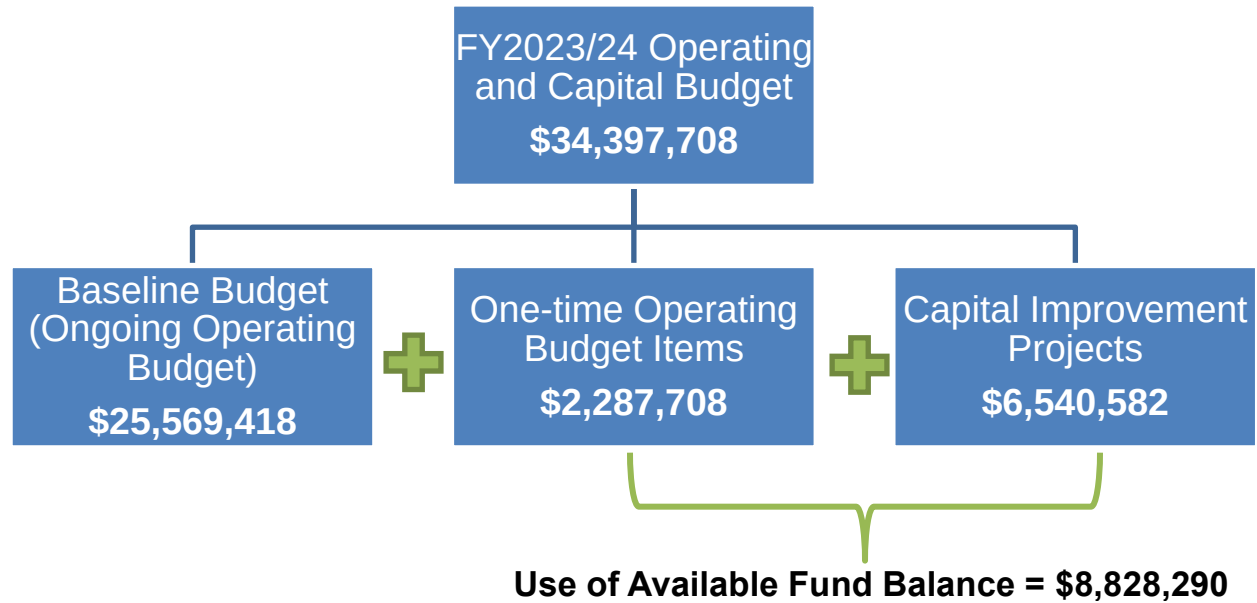
- Additional City-coordinated community events (United Against Hate Week, Earth Month, etc.);
- Development of the Climate Action and Adaptation Plan (CAAP);
- Disposal and/or visioning for surplus City property;
- Development of regulations regarding single-use plastics;
- Research on options for just cause eviction regulations;
- Research on a potential citywide project labor agreement (PLA);
- Research on steps the City would need to take to establish a public bank;
- Creation of a sister city agreement;
- Creation of a public art program/City mural program update;
- Implementation of a City of Pinole job fair;
- Implementation of a weatherization program;
- Research on additional food security and recovery activities;
- Options for Old Town wayfinding signage;
- An electric vehicle (EV) charging station feasibility study (this might be addressed through the CAAP);
- Research on the process required to establish a fire prevention maintenance district;
- Establishing a business development/community help reserve; and
- Establishing a revitalization reserve.

City staff believes that it will be able to complete the Council-directed special projects listed above by the end of FY 2023/24, but does not have the capacity to take on any additional special projects. Staff also recommends that the City adopt a practice of not adding any special projects mid-fiscal year unless an existing special project is taken off of the list.

It is a public finance best practice, and a goal of the City's Financial Policy on a Structurally Balanced Budget, to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures.

The Fiscal Year (FY) 2023/24 Operating and Capital Budget is structurally balanced in that ongoing revenues equal or exceed ongoing expenditures. The budget does use one-time sources, such as fund balance, for one-time expenditures.

The Fiscal Year (FY) 2023/24 Operating and Capital Budget consists of the baseline budget (ongoing operating budget), one-time operating budget items such as special Council-directed initiatives, and capital improvement projects that are funded by the General Fund including the Measure S Funds. The graphic below depicts the composition of the Budget. As shown, the budget assumes the use of \$8.8 million of fund balance. Table 2 on the following page provides a detailed list of the one-time budget items and capital improvement projects.



*Table 2 – One-Time Budget Items and Capital Improvement Projects (Some are Projects Budgeted in FY 2022/23, but Not Completed, so Carried Forward to FY 2023/24)*

| <b>Baseline Budget</b>                                                |                      |
|-----------------------------------------------------------------------|----------------------|
| <b>Total Ongoing Expenditures</b>                                     | <b>\$ 25,569,418</b> |
| <b>One-Time Items and Initiatives</b>                                 |                      |
| Alex Clark Room Transformation                                        | 20,000               |
| Business Development/Community Help Reserve                           | 10,000               |
| CERT Program Supplies                                                 | 20,000               |
| Citizen Request Software                                              | 15,000               |
| City Clerk Furniture Replacement                                      | 5,000                |
| City Council Furniture Replacement                                    | 15,000               |
| City Hall Landscaping Improvements                                    | 20,000               |
| Citywide Information Technology Initiatives and Equipment Replacement | 147,556              |
| Citywide Records Project Support                                      | 11,300               |
| Consultant for Grant Research, Writing, and Admin Services            | 45,000               |
| Digital Billboard                                                     | 25,000               |
| Dispatch Chair Replacement                                            | 15,324               |
| Diversity, Equity, and Inclusion (DEI) Consulting                     | 40,000               |
| Economic Development Branding                                         | 15,000               |
| Economic Development Strategy Year 1 Implementation                   | 71,416               |
| Event Planning Vendor                                                 | 30,000               |
| Fire General Liability Insurance                                      | 151,592              |
| Holiday Lights Over San Pablo Ave.                                    | 30,000               |
| Miscellaneous Consulting                                              | 20,000               |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Executive Summary

|                                                           |                      |
|-----------------------------------------------------------|----------------------|
| On-Call Consultants for Capital Projects                  | 75,000               |
| Pedestrian Bridge Inspection                              | 50,000               |
| Policies & Procedures Update Support                      | 20,000               |
| Revitalization Reserve                                    | 10,000               |
| Strategic Financial Planning Support                      | 40,000               |
| Street Improvements                                       | 200,000              |
| Tiny Tots Restroom Walls/Floor Repair and Replacement     | 11,000               |
| Transfer to Equipment Replacement Fund                    | 150,000              |
| Transfer to General Reserve Fund                          | 764,520              |
| Weatherization/Energy Efficiency                          | 250,000              |
| Youth Center Vinyl Flooring                               | 10,000               |
| <b>Total One-Time Items and Initiatives</b>               | <b>2,287,708</b>     |
| <b>Capital Improvement Projects</b>                       |                      |
| Active Transportation Plan                                | 170,000              |
| Brandt Street Improvements                                | 170,000              |
| City Hall Modernization                                   | 125,000              |
| Citywide Roof Repairs and Replacement                     | 900,000              |
| Emergency Power for Critical Failures                     | 200,000              |
| Energy Audit                                              | 50,000               |
| Energy Upgrades                                           | 150,000              |
| Facilities & Real Estate Master Plan                      | 200,000              |
| Hazel St. Storm Drain Improvements                        | 382,098              |
| Municipal Broadband Feasibility                           | 60,000               |
| Park Master Plan                                          | 150,000              |
| Pinole Smart Signals                                      | 154,302              |
| Public Safety Building Modernization                      | 225,000              |
| Recycled Water Feasibility                                | 200,000              |
| Roble Road Drainage Improvements                          | 700,000              |
| Safety Improvements at Appian Way & Marlesta Road         | 193,029              |
| Safety Improvements at Tennent Avenue/Pear & Plum Streets | 158,322              |
| San Pablo Ave Bridge Replacement                          | 300,000              |
| Senior Center Auxiliary Parking                           | 1,327,831            |
| Senior Center Modernization                               | 175,000              |
| Skatepark Rehabilitation                                  | 150,000              |
| Storm Drainage Master Plan                                | 250,000              |
| Tree Mitigation                                           | 150,000              |
| <b>Total Capital Improvement Projects</b>                 | <b>6,540,582</b>     |
| <b>Total Final Proposed General Fund Budget</b>           | <b>\$ 34,397,708</b> |

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## Background

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**ELECTED OFFICIALS**



Devin Murphy  
Mayor



Maureen Toms  
Mayor Pro Tempore



Anthony Tave  
Council Member



Cameron Sasai  
Council Member



Norma Martínez-Rubin  
Council Member



Roy Swearingen  
City Treasurer

**DEPARTMENT HEADS**

|                                |                   |
|--------------------------------|-------------------|
| City Manager                   | Andrew Murray     |
| City Attorney (Contract)       | Eric Casher       |
| City Clerk                     | Heather Bell      |
| Community Development Director | Lilly Whalen      |
| Community Services Director    | Jeremy Rogers     |
| Finance Director               | Markisha Guillory |
| Human Resources Director       | Stacy Shell       |
| Police Chief                   | Neil Gang         |
| Public Works Director          | Sanjay Mishra     |

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## **CITY OF PINOLE STRATEGIC PLAN 2020-2025**

In February 2020, the City of Pinole adopted a Strategic Plan 2020 – 2025. The Strategic Plan established the following vision, mission, and goals for the City, as well as 22 specific “strategies” (special projects), to be completed over a five-year timeframe, that would help the City achieve the goals.

### **VISION**

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

### **MISSION**

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

### **GOALS**

1. **Safe and Resilient Pinole:** Develop and communicate resilience through quality public safety service delivery, property maintenance policies and practices, and disciplined investment in community assets.
2. **Financially Stable Pinole:** Ensure the financial health and long-term sustainability of the City.
3. **Vibrant and Beautiful Pinole:** Facilitate a thriving community through development policies and proactive relationship building.
4. **High Performance Pinole:** Build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

The City Council held a special strategic planning meeting on April 29, 2023 during which it reaffirmed the vision, mission, and goals of the Strategic Plan and made some adjustments to some strategies.

## PROFILE OF THE CITY

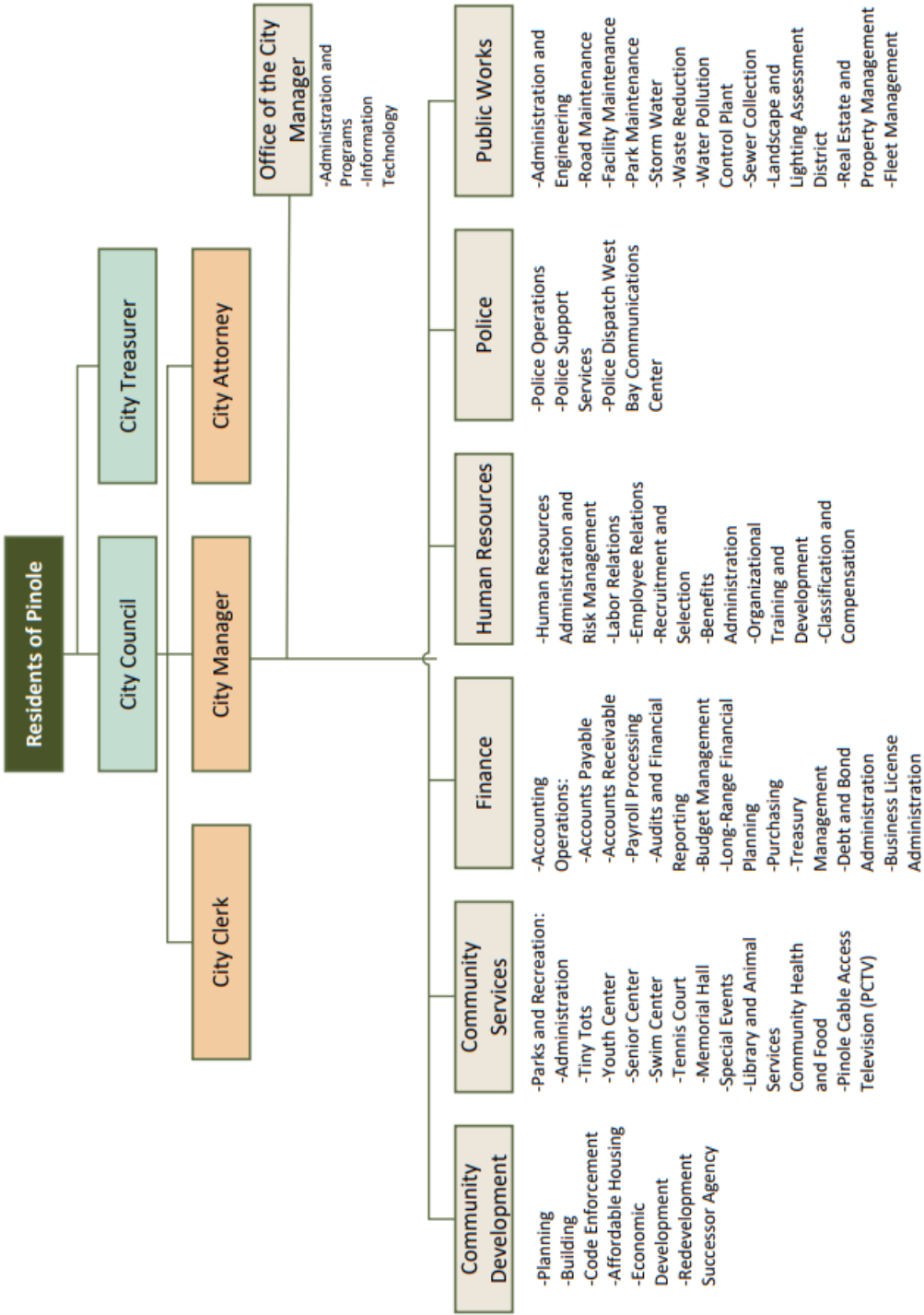
The City is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. Highway Interstate 80, which traverses Pinole, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County which includes the cities of Martinez, Concord, and Pleasant Hill by State Route 4 which begins just north of Pinole and connects with Interstate 680. There are approximately four-square miles of land included in Pinole's boundary. The City's population on January 1, 2022 was 18,628, according to the California Department of Finance.

The City of Pinole is a general law city that was incorporated on June 25, 1903. The City operates under a Council-Manager form of operation, whereby policies of the City Council are administered by a City Manager who is appointed by the City Council. All municipal departments operate under the supervision of the City Manager. The Council consists of five members who are elected at large for four-year overlapping terms. The Council elects one of the Council members to serve as Mayor each year.

The City is a full-service city that provides the following services: public safety (police), public works, community services (including recreation and Pinole community television), community development, and general administration services.



**ORGANIZATIONAL STRUCTURE**



Note: The Contra Costa County Fire Protection District provides fire safety services to Pinole residents.

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## **Budget Development Process and Budget Award**

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## **BUDGET DEVELOPMENT PROCESS**

The City's budget is created through a collaborative, iterative process involving the City Council, community, and City staff. The City's budget development process is considered an "incremental" budget process, meaning that the budget for the upcoming year is developed based on the current year's budget and includes incremental changes.

City staff takes the following steps to create the budget:

- Finance Department uses the current budget, which incorporates any mid-year changes approved by the City Council, as the starting point;
- Finance Department creates a "baseline budget" for the upcoming year by taking the ongoing revenues and expenditures included in the current budget and factoring in known or assumed changes to revenues and expenditures (i.e., forecasted changes to different revenue streams, general inflation, known changes to debt service, etc.);
- Departments review and confirm the known and assumed changes incorporated into the baseline budget;
- Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels;
- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the Finance Subcommittee and/or City Council's consideration;
- Finance Department incorporates changes and prepares the Revised Proposed budget for the Finance Subcommittee and/or City Council's consideration;
- Finance Department incorporates any final changes as necessary and submits the Final Proposed Budget to the City Council for adoption.

City staff presented the General Fund baseline budget to the Finance Subcommittee on April 12, 2023 and to the City Council on April 25, 2023 (budget workshop). At the April 25, 2023 meeting, staff asked the City Council whether it would like to add any special projects or other changes to the baseline budget. The City Council did not direct staff to add any additional items to the budget. Staff then prepared the Preliminary Proposed budget and the status quo ten-year financial forecast, which was to the City Council on May 16, 2023. At that time, the City Council did not direct staff to make any changes. Staff presented the Revised Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget to the City Council on June 6, 2023, and were not directed to make any changes for the Final Proposed budget.

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**KEY MILESTONES OF THE DEVELOPMENT OF THE BUDGET AND CIP FOR FY 2023/24****March 14, 2023**

- Department Proposed FY 2023/24 Budget Requests due to Finance

**April 12, 2023**

- Finance Subcommittee Meeting
  - FY 2023/24 General Fund Baseline Budget
  - Draft FY 2023/24 - FY 2027/28 Five-Year Capital Improvement Plan (CIP)

**April 13-20, 2023**

- Budget Review Meetings
  - City Manager and Finance Department meet with Department Directors to review and discuss proposed budgets

**April 20, 2023**

- Balancing Act Survey released - FY 2023/24 Pinole Community Priorities Survey

**April 25, 2023**

- City Council Special Meeting (Budget Workshop)
  - FY 2023/24 General Fund Baseline Budget
  - Proposed Projects for FY 2023/24 - FY 2027/28 Five-Year Capital Improvement Plan (CIP)

**May 16, 2023**

- City Council Meeting
  - Preliminary Proposed FY 2023/24 Operating and Capital Budget
  - Preliminary Proposed FY 2023/24 Five-Year Capital Improvement Plan (CIP)
  - Preliminary Status Quo Ten-Year Financial Forecast for FY 2023/24 - FY 2032/33

**June 6, 2023**

- City Council Meeting
  - Revised Proposed FY 2023/24 Operating and Capital Budget
  - Revised Proposed FY 2023/24 Five-Year Capital Improvement Plan (CIP)

**June 20, 2023**

- City Council Meeting
  - Adopt Final Proposed FY 2023/24 Operating and Capital Budget
  - Adopt Final Proposed FY 2023/24 Five-Year Capital Improvement Plan (CIP)
  - Adopt FY 2023/24 Appropriations Limit

**July 1, 2023**

- FY 2023/24 Begins

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**BUDGET AWARD**

The City received its ninth consecutive Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO) for its FY 2022/23 budget. The City previously received the Meritorious Award for its FY 2005/06 through FY 2010/11 budgets, and Outstanding Financial Reporting for its FY 1995/96 through FY 2000/01 budgets. The award reflects the commitment of the City to meeting the highest principles of government budgeting. To receive this award, the City had to satisfy nationally recognized guidelines for effective budget presentation.



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## Revenue and Expenditure Summaries

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**REVENUE AND EXPENDITURE SUMMARIES**

The City's General Fund accounts for all general revenues received by the City. The General Fund supports various City operations, including primarily public safety. The City also has numerous other funds that account for revenue received and expended for specific purposes.

**GENERAL FUND REVENUE**

The major revenue sources for the General Fund are property tax, sales tax, utility users' tax, intergovernmental tax, franchise fees, business license tax, and transient occupancy tax. The City's Finance Department creates the estimates of these General Fund revenues for the budget using economic information obtained from several sources, including the State of California, Contra Costa County, and third-party consultants. Estimates of revenues generated by City departments are prepared by the respective department with assistance from the Finance Department. Each of these revenue sources is described in detail below.

Total General Fund (including Measure S 2006 and 2014 Funds) revenue is projected to be \$25.6 million, including transfers in, as summarized below.

| Revenue Category                              | FY 2023/24 Budget   | % Total Budget |
|-----------------------------------------------|---------------------|----------------|
| Property Taxes                                | \$5,678,211         | 22%            |
| Sales and Use Taxes                           | 4,621,023           | 18%            |
| Sales and Use Taxes - Measure S 2006 and 2014 | 4,972,000           | 19%            |
| Utility Users Tax                             | 2,085,485           | 8%             |
| Franchise Taxes                               | 794,658             | 3%             |
| Transient Occupancy Tax                       | 453,200             | 2%             |
| Business License Tax                          | 450,014             | 2%             |
| Intergovernmental Taxes                       | 2,319,918           | 9%             |
| Public Safety Charges                         | 1,432,539           | 6%             |
| Other Revenues                                | 558,094             | 2%             |
| Transfers In                                  | 2,245,480           | 9%             |
| <b>Total</b>                                  | <b>\$25,610,623</b> |                |

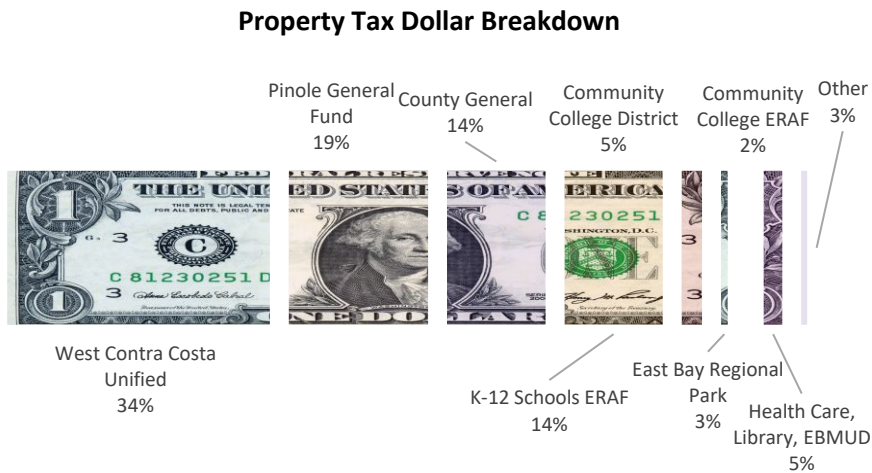
**Property Tax**

Property tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. However, when there is a change in property ownership, property renovation or new construction, property is reappraised at its full current market value. Proposition 8 allows the County Assessor to decrease these assessed values when

property values decline and recapture these valuations back to the original amounts in the following years if property values increase.

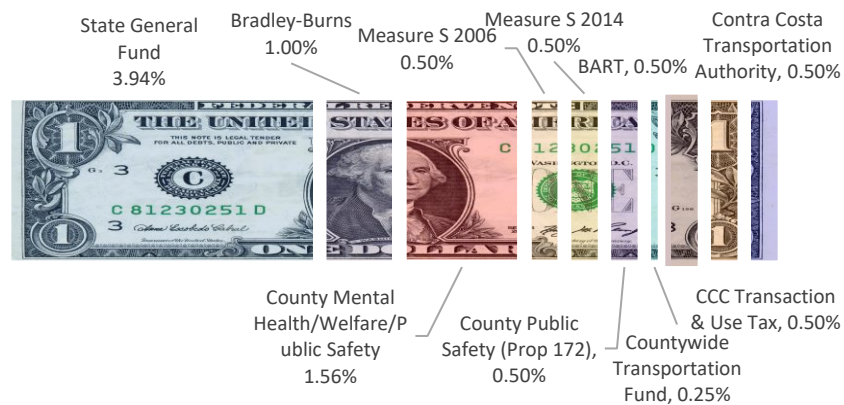
The General Fund receives on average 19% of the total ad valorem property taxes levied (excluding voter approved tax overrides pledged for the retirement of bonded debt) on property located within the City’s boundary (exclusive of the Redevelopment Project Areas). Property tax settlements are received in December (55%), April (40%) and June (5%). Property tax is imposed and collected by the County. Contra Costa County is on a Teeter Plan. The County absorbs the delinquencies under this plan. The chart below illustrates the breakdown of the agencies that receive the property tax dollar.

The City uses property tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2023/24, property tax is estimated to be \$5.7 million, a 19% increase over the FY 2022/23 revised budget. The increase is largely due to the increase in residual property tax revenue that the City expects to receive from the former Redevelopment agency due to the retirement of outstanding debt.



**Sales Tax**

Sales tax is the General Fund’s single largest revenue source. The City’s 9.75% Sales tax is levied on all merchandise and includes the 1% Bradley Burns Sales Tax, and Local Sales and Use Taxes Measure S 2006 (0.5%) and Measure S 2014 (0.5%) both of which have no sunset date. The City uses sales tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2023/24, General Fund sales tax, including Measure S 2006 and 2014, is projected to be \$9.6 million, a 1% increase over the FY 2022/23 revised budget.

**Sales Tax Dollar Breakdown****Utility Users' Tax**

Utility Users' Tax (UUT) is levied in accordance with Chapter 3.26 of the Municipal Code, amended in 2018 which levies an 8% tax on the value public utilities services consumed within the City limits for electricity, natural gas, and telecommunications. Low-income households are eligible for exemption from payment. The Electorate ratified renewal of the taxing authority in November 2018 with no sunset date. The City estimates UUT based on historical trends and industry resources. For FY 2023/24, UUT is projected to be \$2.1 million, an 8% increase over the FY 2022/23 revised budget.

**Franchise Fees**

Franchise tax is levied on organizations that use the public right of way to furnish gas (PG&E) (1%) and electricity (PG&E) (2%), refuse (Republic Services) (10%), and cable television (Comcast and AT&T) (5%). The various fees are delineated in franchise agreements and are paid directly to the city by these franchisees. Estimates are based on historical experience considering contract amendments which impact future years. For FY 2023/24, franchise tax is projected to be \$794,658, a 1% increase over the FY 2022/23 revised budget.

**Business License Tax**

Business license tax is assessed on all businesses doing business within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax of \$160 (current) per year combined with a variable tax component based on number of employees engaged in each business. Estimates are based on trend

analysis. For FY 2023/24, business license is projected to be \$450,014, a 9% increase over the FY 2022/23 revised budget.

### **Transient Occupancy Tax (Motel or Bed Tax)**

Transient Occupancy Tax (TOT) is a 10% tax levied by the City for the privilege of occupying quarters on a transient basis (Chapter 3.24 of Municipal Code). This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The tax rate is set at the discretion of the City Council, subject to ratification by the City's electorate. For FY 2023/24, transient occupancy tax is projected to be \$453,200, a 3% increase over the FY 2022/23 revised budget.

### **Motor Vehicle In-lieu**

Motor Vehicle In-lieu (VLF) is the City's share of motor vehicle license fees levied, collected and apportioned by the State. VLF, also called the "motor vehicle in-lieu tax" is a tax on the ownership of registered motor vehicles which takes the place of taxation of this personal property. The VLF is paid annually at the time vehicle licenses are renewed based on current value adjusted for depreciation. The budget projection is based on projections provided by the City's property tax consultant HdL. For FY 2023/24, VLF is projected to be \$2.3 million, a 5% increase over the FY 2022/23 revised budget.

### **Public Safety Charges**

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. A portion of the costs of this activity are reimbursed by the City of Hercules and City of San Pablo. Under the current agreement, the City's recovers approximately 67% of the activity's budget. The budget projection is based on the formula provided in the agreement. For FY 2023/24, public safety charges are projected to be \$1.4 million, a 2% increase over the FY 2022/23 revised budget. A new agreement is under negotiation as the current agreement expires June 30, 2023.

### **Other Revenue**

Other revenue is made up of all other revenue sources, such as fees, permits, interest income, grants, reimbursements, and other miscellaneous revenue. These revenues are projected primarily using historical trend analysis. The FY 2023/24 budget assumes an average 1% increase over the FY 2022/23 revised budget.

The City completed a comprehensive fee study that resulted in a number of changes to fees beginning in FY 2022/23. The City is still reviewing the fees for the Police Department and development impact fees and expects to present recommendations for changes to those to the City Council sometime during FY 2023/24.

## Transfers In

Transfers in shown in the FY 2023/24 budget comes from the Pension Section 115 Trust to offset the increase in pension costs in the General Fund and Measure S Funds. The amount transferred is based on the difference between the City's base year (FY 2018/19) contribution toward employee pensions and the forecasted required City contribution in future years.

## GENERAL FUND EXPENDITURES

General Fund revenues are not restricted to any specific use and can be expended on any allowable municipal purpose. For FY 2023/24, total General Fund expenditures are projected to be \$34.4 million, including transfers out, as summarized below.

| Expenditure Category                         | FY 2023/24 Budget   | % Total Budget |
|----------------------------------------------|---------------------|----------------|
| Salaries and Wages                           | \$9,359,141         | 27%            |
| Employee Benefits                            | 6,219,651           | 18%            |
| Professional/Admin Services                  | 4,512,515           | 13%            |
| Contra Costa County Fire Protection District | 5,391,485           | 16%            |
| Other Operating                              | 292,711             | 1%             |
| Materials and Supplies                       | 183,200             | 1%             |
| Interdepartmental Charges                    | (749,173)           | -2%            |
| Capital Outlay                               | 6,203,296           | 18%            |
| Debt Service                                 | 611,107             | 2%             |
| Transfers Out                                | 2,373,775           | 7%             |
| <b>Total</b>                                 | <b>\$34,397,708</b> |                |

## Salaries and Wages

The forecast for salaries and wages is based on the City's current staffing level (115) full-time equivalents (FTEs), future salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs), and an assumption about salary increases for classifications after current labor MOUs expire (3% annually). The forecast includes a savings factor equal to 4% of total annual salary and benefits expenditures to account for savings resulting from position vacancies. For FY 2023/24, salaries and wages are projected to be \$9.4 million, an 18 % decrease over the FY 2022/23 revised budget. The decrease is due to the transition of 16 Fire Department staff to Con Fire.

## **Employee Benefits**

The cost of retirement benefits is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation report, the most recent of which is as of July 2021. The forecast reflects the net cost to the City (the required total contribution minus the employee contributions). All classic employees currently contribute the required employee contribution plus a portion of the employer's contribution for a total of 15%.

Other benefits include employee medical/dental/vision care, workers' compensation, and others. The benefits cost in the forecast is based primarily trends and information provided by service providers.

For FY 2023/24, benefits are projected to be \$6.2 million, a 17% decrease over the FY 2022/23 revised budget. The decrease is due to the transition of 16 Fire Department staff to Con Fire.

## **Professional and Administrative Services**

Professional and administrative services includes City Attorney services, temporary services, network and software maintenance, and equipment and building maintenance. Contract services with other government agencies, such as the County animal services and library services, are also included in professional services. This category is primarily projected based on historic trends. For FY 2023/24, professional and administrative services are projected to be \$4.5 million, a 9% decrease over the FY 2022/23 revised budget. The decrease is mainly due to the reduction in non-personnel expenses resulting from the transition of the Fire Department to Con Fire.

## **Contra Costa County Fire Protection District Fire Services Agreement**

Effective March 1, 2023, the City entered into an agreement with the Contra Costa County Fire Protection District (CCCFPD) to provide fire protection services to Pinole residents. For FY 2023/24, the cost is \$5.4 million per the approved five-year agreement.

## **Other Operating Expenses**

Other operating expenses include all other expenditure categories, such as travel/training, office expenses, utilities, indirect costs, and materials and supplies. This category is projected based on historic trends. For FY 2023/24, other operating expenses are projected to be \$292,711, a 2% increase over the FY 2022/23 revised budget.

## **Capital Outlay**

Capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture, as well as several major capital projects to be funded by the General Fund unassigned fund balance. This category is projected based on historic trends as well as estimated costs of capital projects. For FY 2023/24, capital outlay is projected to be \$6.2 million.

Capital improvement projects are detailed in a separate Five-Year Capital Improvement Plan (CIP). Each fiscal year, capital needs are assessed and prioritized through the CIP planning process.

## **Debt Service**

Debt service includes the payment of debt for the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS. The future years are forecasted based on the long-term debt obligation schedule.

## **Transfers Out**

Transfers out includes the transfers from the General Fund and Measure S to other funds to support Recreation programs, Pinole Community Television (PCTV), vehicle and equipment replacement. Transfers out also includes the transfer from the General Fund to the General Reserve Fund.

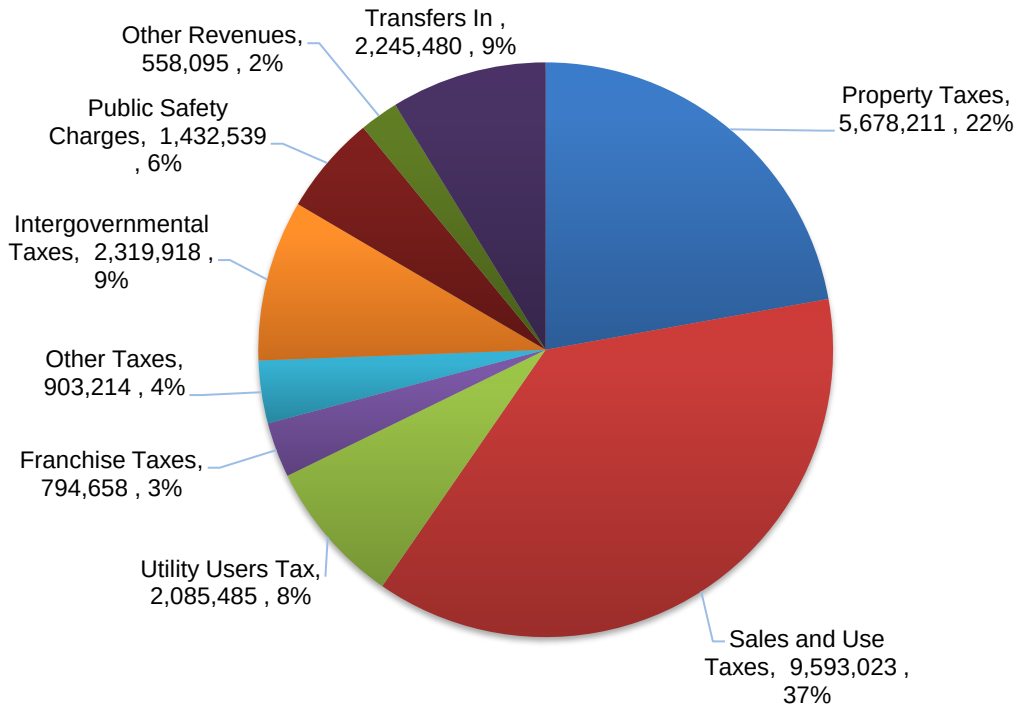


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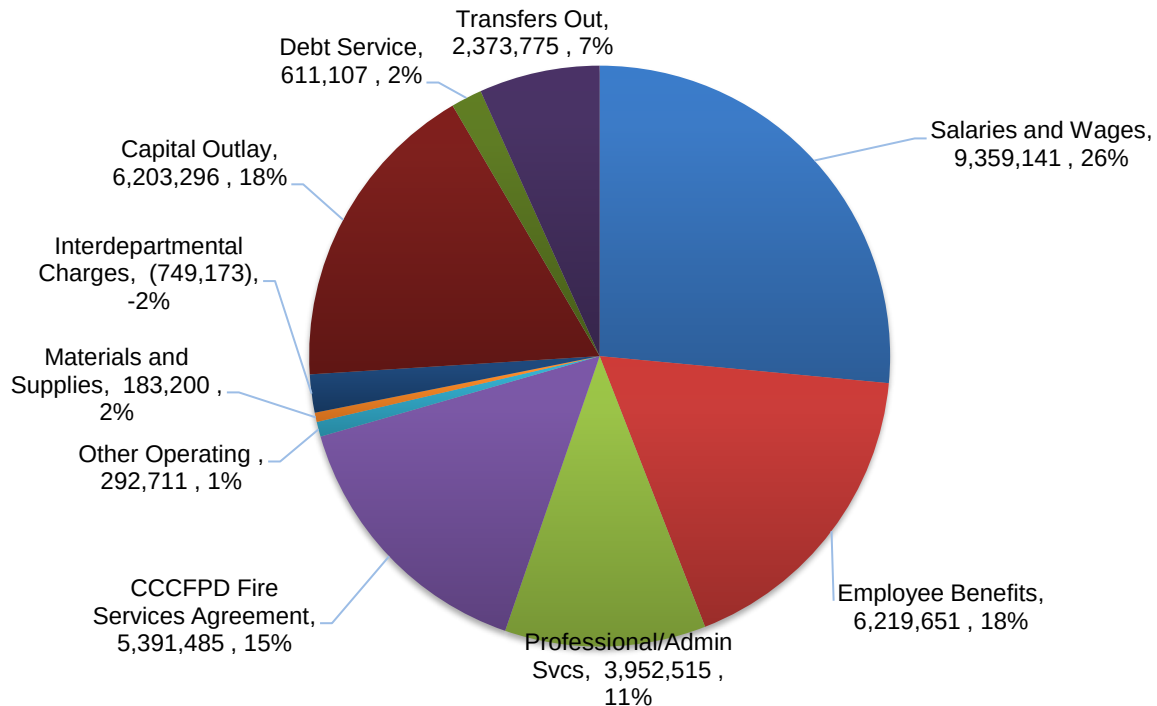
Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – General Fund

| <b>GENERAL FUND<br/>(Including Measure S 2006 and 2014)</b> | <b>FY 2019/20<br/>Actual</b> | <b>FY 2020/21<br/>Actual</b> | <b>FY 2021/22<br/>Actual</b> | <b>FY 2022/23<br/>Revised<br/>Budget</b> | <b>FY 2023/24<br/>Proposed<br/>Budget</b> |
|-------------------------------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------------------|-------------------------------------------|
| <b>Revenue by Category</b>                                  |                              |                              |                              |                                          |                                           |
| 311 - Property Taxes                                        | 4,514,755                    | 4,091,345                    | 4,307,208                    | 4,776,626                                | 5,678,211                                 |
| 312 - Sales and Use Taxes                                   | 7,689,917                    | 8,927,361                    | 9,613,625                    | 9,484,095                                | 9,593,023                                 |
| 313 - Utility Users Tax                                     | 1,809,832                    | 1,939,726                    | 2,063,773                    | 1,934,150                                | 2,085,485                                 |
| 314 - Franchise Taxes                                       | 750,002                      | 751,598                      | 788,146                      | 786,790                                  | 794,658                                   |
| 315 - Other Taxes                                           | 826,504                      | 795,839                      | 929,466                      | 852,500                                  | 903,214                                   |
| 321 - Intergovernmental Taxes                               | 1,952,717                    | 2,034,203                    | 2,108,808                    | 2,215,948                                | 2,319,918                                 |
| 322 - Federal Grants                                        | -                            | -                            | -                            | -                                        | -                                         |
| 323 - State Grants                                          | 40,193                       | 10,951                       | 13,847                       | 40,000                                   | 65,882                                    |
| 324 - Other Grants                                          | 47,026                       | 287,768                      | 46,937                       | 47,026                                   | 47,025                                    |
| 332 - Permits                                               | 65,987                       | 77,992                       | 120,780                      | 68,700                                   | 108,700                                   |
| 341 - Review Fees                                           | 13,730                       | 37,139                       | 42,210                       | 28,000                                   | 500                                       |
| 342 - Other Fees                                            | 41,929                       | 56,754                       | 23,880                       | 43,194                                   | 15,054                                    |
| 343 - Abatement Fees                                        | 46,060                       | 3,844                        | 5,127                        | 36,000                                   | 33,500                                    |
| 351 - Fines and Forfeiture                                  | 16,874                       | 13,166                       | 10,411                       | 22,050                                   | 22,050                                    |
| 361 - Public Safety Charges                                 | 1,260,013                    | 1,345,588                    | 1,477,492                    | 1,405,108                                | 1,432,539                                 |
| 370 - Interest and Investment Income                        | 289,324                      | 33,340                       | (134,495)                    | 150,000                                  | 150,000                                   |
| 381 - Rental Income                                         | 89,661                       | 86,880                       | 96,516                       | 89,896                                   | 89,896                                    |
| 383 - Reimbursements                                        | 23,257                       | 83,285                       | 16,341                       | 18,674                                   | 16,928                                    |
| 384 - Other Revenue                                         | 47,205                       | 3,788                        | 35,606                       | 5,100                                    | 7,560                                     |
| 392 - Proceeds from Sale of Property                        | 13,855                       | 83,209                       | 240,182                      | 1,000                                    | 1,000                                     |
| 393 - Loan/Bond Proceeds                                    | 500,000                      | 55,197                       | -                            | -                                        | -                                         |
| 399 - Transfers In from Section 115 Trust                   | -                            | 1,327,427                    | 1,061,736                    | 2,016,612                                | 2,245,480                                 |
| 399 - Transfers In from ARPA Fund                           | -                            | -                            | -                            | 4,090,010                                | -                                         |
| <b>Revenue Total</b>                                        | <b>20,038,840</b>            | <b>22,046,398</b>            | <b>22,867,595</b>            | <b>28,111,479</b>                        | <b>25,610,623</b>                         |
| <b>Expenditures by Category</b>                             |                              |                              |                              |                                          |                                           |
| 40 - Salaries and Wages                                     | 9,182,685                    | 9,687,549                    | 10,550,396                   | 11,462,312                               | 9,359,141                                 |
| 41 - Employee Benefits                                      | 5,315,443                    | 5,492,537                    | 6,030,608                    | 7,496,535                                | 6,219,651                                 |
| 42 - Professional/Administrative Services                   | 2,841,245                    | 3,120,915                    | 4,083,329                    | 4,670,075                                | 9,904,000                                 |
| 43 - Other Operating Expenses                               | 276,628                      | 332,324                      | 304,499                      | 286,311                                  | 292,711                                   |
| 44 - Materials and Supplies                                 | 152,349                      | 148,389                      | 261,505                      | 229,200                                  | 183,200                                   |
| 46 - Interfund/Interdepartmental Charges                    | (807,690)                    | (916,482)                    | (838,609)                    | (683,039)                                | (749,173)                                 |
| 47 - Asset Acquisition, Improvement, Disposal               | 1,031,960                    | 1,397,824                    | 697,550                      | 3,308,553                                | 6,203,296                                 |
| 48 - Debt Service                                           | 606,554                      | 558,607                      | 608,736                      | 596,107                                  | 611,107                                   |
| 49 - Transfers Out                                          | 1,255,058                    | 1,588,652                    | 3,360,117                    | 2,071,880                                | 2,373,775                                 |
| <b>Expenditures Total</b>                                   | <b>19,854,232</b>            | <b>21,410,315</b>            | <b>25,058,131</b>            | <b>29,437,934</b>                        | <b>34,397,708</b>                         |
| <b>Expenditures by Department</b>                           |                              |                              |                              |                                          |                                           |
| 10 - City Council                                           | 210,303                      | 221,252                      | 215,904                      | 188,396                                  | 212,212                                   |
| 11 - City Manager                                           | 206,565                      | 603,505                      | 527,117                      | 615,943                                  | 590,960                                   |
| 12 - City Clerk                                             | 183,241                      | 243,065                      | 327,468                      | 586,347                                  | 624,354                                   |
| 13 - City Treasurer                                         | 8,592                        | 8,286                        | 8,375                        | 8,662                                    | 8,727                                     |
| 14 - City Attorney                                          | 489,469                      | 489,955                      | 406,476                      | 321,057                                  | 320,428                                   |
| 15 - Finance Department                                     | 482,166                      | 573,555                      | 561,011                      | 727,747                                  | 854,336                                   |
| 16 - Human Resources                                        | 430,578                      | 292,727                      | 377,614                      | 768,472                                  | 888,227                                   |
| 17 - Non-Departmental                                       | 3,495,716                    | 3,534,790                    | 5,274,979                    | 3,629,942                                | 3,975,120                                 |
| 18 - Information Systems                                    | 21,748                       | -                            | -                            | 102,600                                  | 3,600                                     |
| 22 - Police Department                                      | 8,057,519                    | 8,495,554                    | 9,847,359                    | 10,535,459                               | 11,062,112                                |
| 23 - Fire Department                                        | 4,514,810                    | 5,429,808                    | 5,100,962                    | 5,564,428                                | 5,571,985                                 |
| 34 - Public Works                                           | 1,521,779                    | 1,335,586                    | 1,824,492                    | 5,366,545                                | 9,238,294                                 |
| 46 - Community Development                                  | 217,153                      | 173,504                      | 263,181                      | 546,464                                  | 625,617                                   |
| 55 - Community Services                                     | 14,593                       | 8,727                        | 272,629                      | 475,872                                  | 421,736                                   |
| 64 - Sewer                                                  | -                            | -                            | 50,563                       | -                                        | -                                         |
| <b>Expenditures Total</b>                                   | <b>19,854,232</b>            | <b>21,410,315</b>            | <b>25,058,131</b>            | <b>29,437,934</b>                        | <b>34,397,708</b>                         |
| <b>Net Operating Results</b>                                | <b>184,609</b>               | <b>636,084</b>               | <b>(2,190,536)</b>           | <b>(1,326,455)</b>                       | <b>(8,787,085)</b>                        |
| City of Pinole                                              |                              |                              |                              |                                          |                                           |

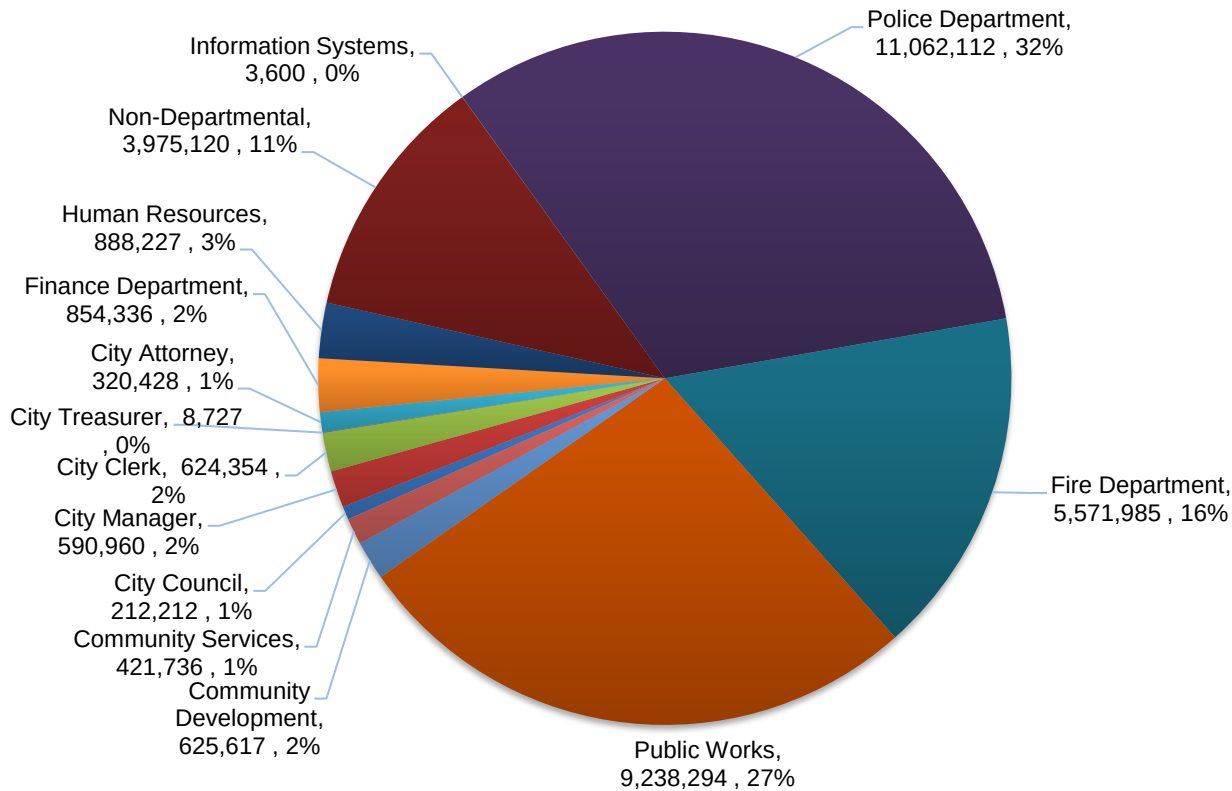
**General Fund Revenue by Type: \$25,610,623**



**General Fund Expenditures by Type: \$34,397,708**



General Fund Expendiures by Department: \$34,397,708



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## **MAJOR NON-GENERAL FUNDS**

Aside from the General Fund, the City also maintains special revenue funds, capital project funds, and enterprise funds. These funds generate revenue from many sources, such as taxes, charges for services, and user fees. Below find descriptions of the major Non-General Funds.

### **Special Revenue Funds**

#### **Gas Tax Fund - 200**

The Gas Tax Fund accounts for the Highway Users Tax Account (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City Limits. These taxes are distributed primarily on the basis of population pursuant to formulas specified in Streets and Highways Code Sections 2105, 2106, 2107, 2107.5, and Section 2103. As a result of the Road Repair and Accountability Act of 2017 (SB1 Beall), funds received as part of the Road Maintenance and Rehabilitation Account (RMRA) Section 2106 are also accounted for in this fund. Gas Tax funds are restricted for use in the construction, improvement, and maintenance of public streets. These funds support both annual operating and capital projects related to streets. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2023/24, revenue is projected to be \$1 million. Expenditures are projected to be \$2 million for road maintenance projects. It is anticipated that approximately \$934,586 of fund balance will be used for capital projects.

#### **Recreation Fund - 209**

The Recreation Fund accounts for program fees, fundraising proceeds, and donations for Recreation programs. Resources are used towards staffing and maintenance costs to operate the programs. The fund receives a transfer in from the General Fund to offset a recurring operating loss. For FY 2023/24, revenue is projected to be \$1.3 million. Expenditures are projected to be \$2.1 million. The budget assumes that Recreation programs to be open at full capacity during FY 2023/24.

#### **Building and Planning Fund - 212**

The Building and Planning Fund accounts for fees collected for building permits and plan check fees. Fees collected are used to cover the cost involved in plan checks and inspections performed. The City recently conducted a fee study to determine the City's total cost of providing certain services that have a specific beneficiary. The study recommended changes to the City's building and planning fees, which is expected to result in increased revenue. Several large developments projects are anticipated to be initiated in FY 2023/24. For FY 2023/24, revenues are projected to be \$1.4 million. Expenditures are projected to be \$2.2 million.

### Solid Waste Fund – 214

The Solid Waste Fund accounts for funds received from Republic Services, Inc. from a surcharge it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. For FY 2023/24, revenues are budgeted at \$368,000 and expenditures are budgeted at \$589,381. It is anticipated that approximately \$221,831 of fund balance will be used for capital projects.

### Measure C/J Fund - 215

The Measure C/J Fund accounts for special override sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program to maintain eligibility for the funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula split (50/50) between population and road mileage. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2023/24, revenues are projected to be \$1.2 million. Expenditures are projected to be \$1.0 million.

### Growth Impact Fund – 276

The Growth Impact Fund accounts for development fees collected to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects impact fees for police, fire protection, municipal, community, wastewater, roadways, and drainage. For FY 2023/24, revenue is budgeted \$1.0 million due from developers for several large multi-unit developments. Expenditures are projected at \$1.3 million for capital projects. It is anticipated that approximately \$308,406 of fund balance will be used for capital projects.

### Housing Assets Fund – 285

The Housing Assets Fund accounts for resources related to the affordable housing activities and portfolio of the former Redevelopment Agency. Funds must be expended for housing activities. The fund balance has increased in recent years due to the repayment of a significant loan due to the fund. For FY 2023/24, expenditures are projected to be \$339,254 for housing administration activities. It is anticipated that approximately \$284,254 of fund balance will be used for housing administration activities.

## **Capital Project Funds**

### City Street Improvements Fund – 325

The City Street Improvements Fund receives a transfer of \$250,000 per year from Measure S 2014 to fund road maintenance projects. It has a substantial fund balance due

to the accumulation of unspent funds from prior fiscal years. For FY 2023/24, revenues are budgeted at \$2.1 million due to anticipated grants from the West County Subregional Transportation Mitigation Program (STMP), CalTrans Highway Bridge Program, CalTrans Highway Safety Improvement Program, and Transportation for Livable Communities (TLC) Program. Expenditures are budgeted at \$2.2 million for street improvement projects. It is anticipated that approximately \$167,321 of fund balance will be used for capital projects.

#### Arterial Streets Rehabilitation Fund - 377

The Arterial Streets Rehabilitation Fund receives a transfer of \$250,000 per year from the Measure S 2014 to fund road rehabilitation projects. For FY 2023/24, expenditures are budgeted at \$758,624 for street rehabilitation projects. It is anticipated that approximately \$508,624 of fund balance will be used for capital projects.

### **Enterprise Funds**

#### Sewer Enterprise Fund -500

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer service provided by the City's Wastewater Treatment Plant (WWTP). Sewer user fees are charged in the amount specified by City Council Resolution (Section 13.04.040 PMC). Fees are used to operate, maintain, and renew the WWTP. The cost of operations is shared between the two cities using a cost sharing formula based on sewage inflows by each city. For FY 2023/24, revenue is projected to be \$9.3 million. Expenditures are projected to be \$24.2 million. It is anticipated that approximately \$14.9 million of its projected fund balance will be used to complete several key capital projects.

#### Pinole Community Television (PCTV) Fund - 505

The Pinole Community Television (PCTV) Fund accounts for revenues and expenditures related to the operation of PCTV. Revenue is received from video production charges to other cities, Public, Educational, and Governmental (PEG) access fees, and the General Fund. PEG fees are designated for equipment purchases. For FY 2023/24, revenue is projected to be \$535,052. Expenditures are projected to be \$682,056.

#### Information Systems -525

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. The budget includes funding for routine operating activities as well as special initiatives identified in the City's Information Technology Plan. For FY 2023/24, revenue and expenditures are balanced with each projected to be \$1.5 million.



## **Fiduciary Funds**

### Pension Fund – 700

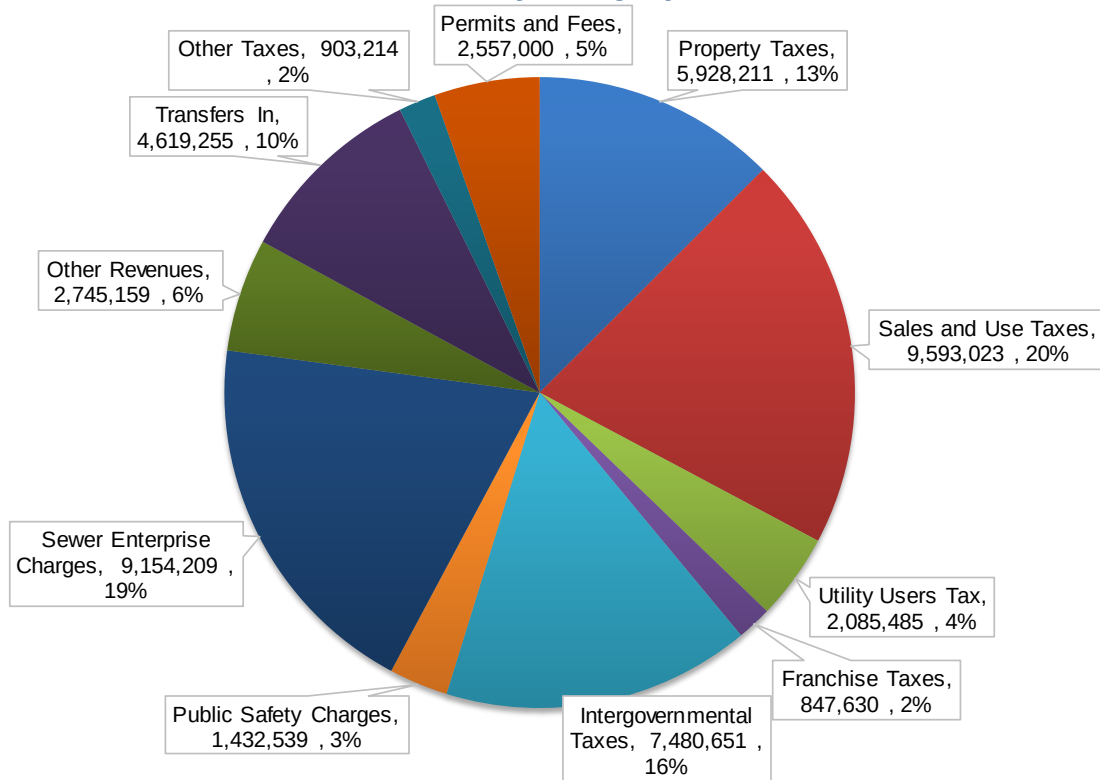
The Pension Fund accounts for funds in the City's Section 115 trust, funded with one-time General Fund resources, to offset growth in the City's annual required contribution to CalPERS pension.

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – All Funds

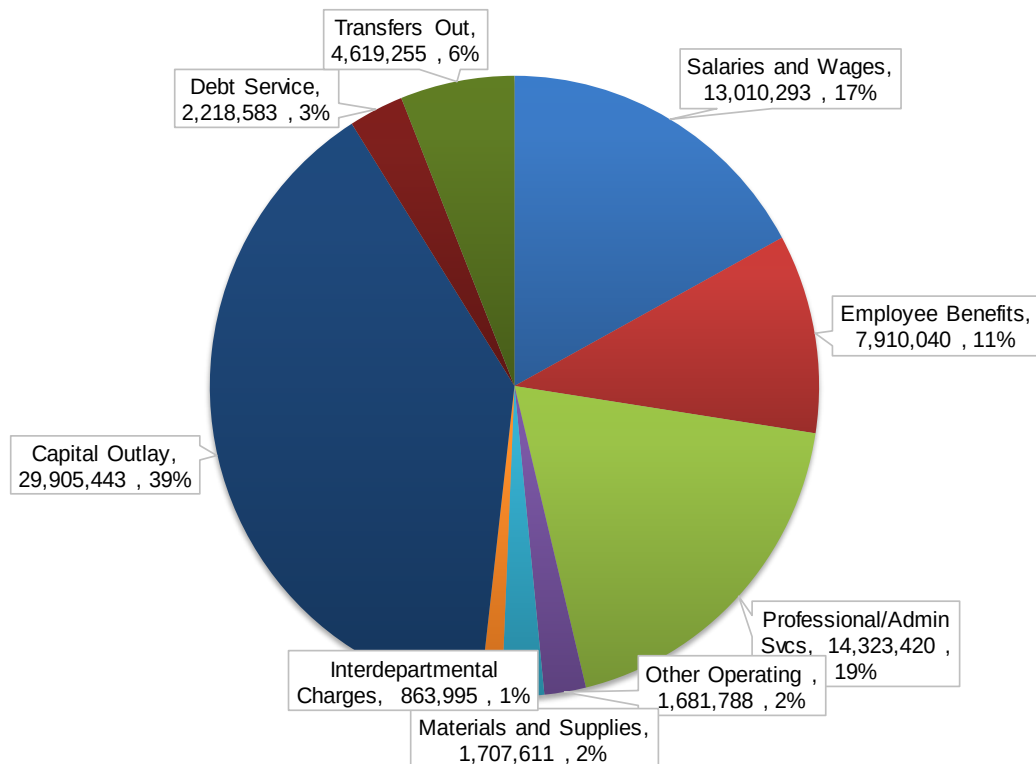
| ALL FUNDS                                     | FY 2019/20<br>Actual | FY 2020/21<br>Actuals | FY 2021/22<br>Actuals | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget |
|-----------------------------------------------|----------------------|-----------------------|-----------------------|---------------------------------|----------------------------------|
| <b>Revenue by Category</b>                    |                      |                       |                       |                                 |                                  |
| 311 - Property Taxes                          | 4,514,755            | 4,091,345             | 4,307,208             | 5,026,626                       | 5,928,211                        |
| 312 - Sales and Use Taxes                     | 7,689,917            | 8,927,361             | 9,613,625             | 9,484,095                       | 9,593,023                        |
| 313 - Utility Users Tax                       | 1,809,832            | 1,939,726             | 2,063,773             | 1,934,150                       | 2,085,485                        |
| 314 - Franchise Taxes                         | 778,835              | 776,957               | 810,080               | 839,762                         | 847,630                          |
| 315 - Other Taxes                             | 826,506              | 795,839               | 929,466               | 852,500                         | 903,214                          |
| 321 - Intergovernmental Taxes                 | 3,226,870            | 3,319,719             | 3,530,117             | 3,686,532                       | 3,902,718                        |
| 322 - Federal Grants                          | -                    | -                     | 911,070               | 2,353,773                       | 92,662                           |
| 323 - State Grants                            | 317,822              | 383,315               | 290,576               | 769,292                         | 1,243,319                        |
| 324 - Other Grants                            | 752,777              | 677,915               | 785,671               | 1,733,337                       | 2,241,952                        |
| 332 - Permits                                 | 376,690              | 342,120               | 601,210               | 620,083                         | 586,583                          |
| 341 - Review Fees                             | 367,649              | 243,014               | 398,529               | 1,089,242                       | 405,169                          |
| 342 - Other Fees                              | 121,809              | 109,215               | 116,892               | 395,647                         | 461,517                          |
| 343 - Abatement Fees                          | 46,060               | 3,844                 | 5,127                 | 55,600                          | 33,500                           |
| 344 - Impact Fees                             | 59,943               | 49,560                | 2,453,146             | 580,048                         | 1,070,230                        |
| 351 - Fines and Forfeiture                    | 68,576               | 41,235                | 39,392                | 67,050                          | 87,050                           |
| 361 - Public Safety Charges                   | 1,260,013            | 1,345,588             | 1,477,492             | 1,405,108                       | 1,432,539                        |
| 362 - Public Works Charges                    | -                    | -                     | -                     | -                               | -                                |
| 363 - Sewer Enterprise Charges                | 7,093,734            | 7,414,842             | 7,764,868             | 8,266,176                       | 9,154,209                        |
| 364 - Recreation Charges                      | 379,124              | 128,296               | 311,782               | 379,636                         | 359,786                          |
| 365 - Cable TV Charges                        | 191,537              | 223,342               | 216,837               | 316,956                         | 316,956                          |
| 370 - Interest and Investment Income          | 2,158,670            | 2,935,849             | (2,978,741)           | 1,479,767                       | 1,342,218                        |
| 381 - Rental Income                           | 185,594              | 131,335               | 121,141               | 161,225                         | 163,025                          |
| 382 - Concession Revenue                      | -                    | -                     | -                     | -                               | -                                |
| 383 - Reimbursements                          | 408,597              | 606,594               | 444,545               | 411,154                         | 407,064                          |
| 384 - Other Revenue                           | 67,681               | 61,571                | 87,107                | 33,560                          | 58,060                           |
| 385 - Indirect Cost Allocations               | -                    | -                     | -                     | -                               | -                                |
| 392 - Proceeds from Sale of Property          | 13,855               | 83,209                | 688,940               | 1,000                           | 1,000                            |
| 393 - Loan/Bond Proceeds                      | 559,344              | 120,594               | 112,662               | 872,883                         | 10,000                           |
| 399 - Transfers In                            | 819,655              | 3,094,268             | 3,581,953             | 8,178,502                       | 4,619,255                        |
| <b>Revenue Total</b>                          | <b>34,095,848</b>    | <b>37,846,652</b>     | <b>38,684,468</b>     | <b>50,993,703</b>               | <b>47,346,375</b>                |
| <b>Expenditures by Category</b>               |                      |                       |                       |                                 |                                  |
| 40 - Salaries and Wages                       | 11,111,582           | 11,508,885            | 12,977,267            | 14,522,679                      | 13,010,293                       |
| 41 - Employee Benefits                        | 6,658,509            | 6,710,186             | 7,765,562             | 9,052,769                       | 7,910,040                        |
| 42 - Professional/Administrative Services     | 4,794,326            | 5,136,136             | 7,179,480             | 9,170,159                       | 14,323,420                       |
| 43 - Other Operating Expenses                 | 1,583,741            | 1,565,131             | 1,773,766             | 1,601,912                       | 1,681,788                        |
| 44 - Materials and Supplies                   | 958,065              | 909,837               | 1,227,452             | 1,774,193                       | 1,707,611                        |
| 46 - Interfund/Interdepartmental Charges      | 572,926              | 650,094               | 733,387               | 630,883                         | 863,995                          |
| 47 - Asset Acquisition, Improvement, Disposal | 2,606,766            | 4,629,080             | 4,711,084             | 11,965,066                      | 29,905,443                       |
| 48 - Debt Service                             | 1,569,641            | 1,455,787             | 1,415,202             | 2,207,731                       | 2,218,583                        |
| 49 - Transfers Out                            | 1,255,058            | 3,094,268             | 4,421,853             | 8,178,502                       | 4,619,255                        |
| <b>Expenditures Total</b>                     | <b>31,110,614</b>    | <b>35,659,404</b>     | <b>42,205,053</b>     | <b>59,103,895</b>               | <b>76,240,427</b>                |
| <b>Expenditures by Department</b>             |                      |                       |                       |                                 |                                  |
| 10 - City Council                             | 210,303              | 221,252               | 215,904               | 188,396                         | 212,212                          |
| 11 - City Manager                             | 206,565              | 603,505               | 527,117               | 615,943                         | 590,960                          |
| 12 - City Clerk                               | 183,241              | 243,065               | 327,468               | 586,347                         | 624,354                          |
| 13 - City Treasurer                           | 8,592                | 8,286                 | 8,375                 | 8,662                           | 8,727                            |
| 14 - City Attorney                            | 489,469              | 489,955               | 406,476               | 321,057                         | 320,428                          |
| 15 - Finance Department                       | 482,166              | 573,555               | 561,011               | 767,747                         | 904,336                          |
| 16 - Human Resources                          | 430,578              | 292,727               | 377,614               | 768,472                         | 888,227                          |
| 17 - Non-Departmental                         | 3,601,499            | 5,049,270             | 7,026,762             | 9,736,564                       | 6,220,600                        |
| 18 - Information Systems                      | 21,748               | -                     | 95,874                | 102,600                         | 3,600                            |
| 19 - Cable Access TV                          | 374,875              | 391,792               | 439,347               | 646,780                         | 682,056                          |
| 22 - Police Department                        | 8,630,931            | 8,823,952             | 10,153,924            | 11,113,181                      | 11,946,816                       |
| 23 - Fire Department                          | 4,514,810            | 5,429,808             | 5,100,962             | 5,564,428                       | 5,571,985                        |
| 34 - Public Works                             | 2,832,214            | 4,128,522             | 4,807,382             | 11,230,986                      | 17,551,312                       |
| 46 - Community Development                    | 2,420,250            | 2,093,699             | 3,154,647             | 3,494,421                       | 3,372,475                        |
| 55 - Community Services                       | 1,014,993            | 824,176               | 1,630,344             | 2,569,687                       | 2,557,000                        |
| 64 - Sewer                                    | 5,688,381            | 6,485,839             | 7,371,846             | 11,388,624                      | 24,785,339                       |
|                                               | <b>31,110,614</b>    | <b>35,659,404</b>     | <b>42,205,053</b>     | <b>59,103,895</b>               | <b>76,240,427</b>                |
| <b>Net Operating Results</b>                  | <b>2,985,234</b>     | <b>2,187,249</b>      | <b>(3,520,585)</b>    | <b>(8,110,192)</b>              | <b>(28,894,051)</b>              |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – All Funds

**All Funds Revenue by Category: \$47,346,375**

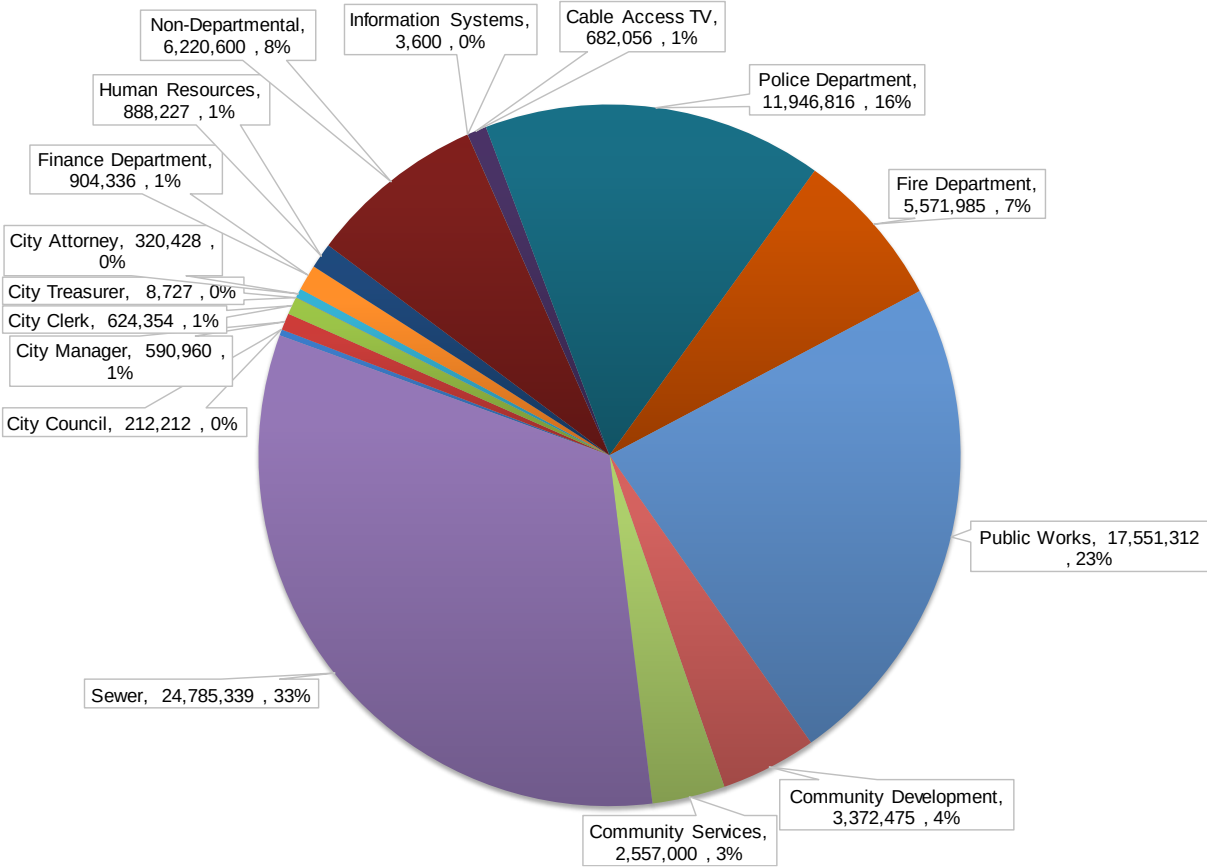


**All Funds Expenditures by Category: \$76,240,427**



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – All Funds

All Funds Expenditures by Department: \$76,240,427



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – All Funds

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## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                         | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|---------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>General Fund (including Measure S 2006 and 2014)</b> |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 311 - Property Taxes                                    | 4,514,755            | 4,091,345            | 4,307,208            | 4,776,626                        | 4,776,626                       | 2,995,539                           | 4,776,626                           | 5,678,211              | 19%                              |
| <i>Basic 1% Property Tax</i>                            | <i>2,595,604</i>     | <i>2,770,607</i>     | <i>2,946,085</i>     | <i>3,285,675</i>                 | <i>3,285,675</i>                | <i>1,701,685</i>                    | <i>3,285,675</i>                    | <i>3,278,749</i>       | <i>0%</i>                        |
| <i>RPTTF and Passthrough Payments</i>                   | <i>1,919,151</i>     | <i>1,320,738</i>     | <i>1,361,123</i>     | <i>1,490,951</i>                 | <i>1,490,951</i>                | <i>1,293,854</i>                    | <i>1,490,951</i>                    | <i>2,399,462</i>       | <i>61%</i>                       |
| 312 - Sales and Use Taxes                               | 3,788,080            | 4,303,800            | 4,612,708            | 4,582,095                        | 4,582,095                       | 2,864,125                           | 4,582,095                           | 4,621,023              | 1%                               |
| 312 - Sales and Use Taxes- Measure S 2006               | 1,951,039            | 2,309,123            | 2,501,974            | 2,451,000                        | 2,451,000                       | 1,602,302                           | 2,451,000                           | 2,486,000              | 1%                               |
| 312 - Sales and Use Taxes- Measure S 2014               | 1,950,798            | 2,314,438            | 2,498,944            | 2,451,000                        | 2,451,000                       | 1,601,309                           | 2,451,000                           | 2,486,000              | 1%                               |
| 313 - Utility Users Tax                                 | 1,809,832            | 1,939,726            | 2,063,773            | 1,934,150                        | 1,934,150                       | 1,739,524                           | 2,074,092                           | 2,085,485              | 8%                               |
| 314 - Franchise Taxes                                   | 750,002              | 751,598              | 788,146              | 786,790                          | 786,790                         | 490,853                             | 786,790                             | 794,658                | 1%                               |
| 315 - Other Taxes                                       | 826,504              | 795,839              | 929,466              | 852,500                          | 852,500                         | 731,222                             | 852,500                             | 903,214                | 6%                               |
| <i>Other Tax/Transient Occupancy Tax</i>                | <i>444,453</i>       | <i>446,105</i>       | <i>487,687</i>       | <i>440,000</i>                   | <i>440,000</i>                  | <i>331,343</i>                      | <i>440,000</i>                      | <i>453,200</i>         | <i>3%</i>                        |
| <i>Other Tax/Business License</i>                       | <i>382,051</i>       | <i>349,733</i>       | <i>441,779</i>       | <i>412,500</i>                   | <i>412,500</i>                  | <i>399,879</i>                      | <i>412,500</i>                      | <i>450,014</i>         | <i>9%</i>                        |
| 321 - Intergovernmental Taxes                           | 1,952,717            | 2,034,203            | 2,108,808            | 2,215,948                        | 2,215,948                       | 1,119,272                           | 2,215,948                           | 2,319,918              | 5%                               |
| 322 - Federal Grants                                    | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 323 - State Grants                                      | 40,193               | 10,951               | 13,847               | 40,000                           | 40,000                          | 39,804                              | 40,000                              | 65,882                 | 65%                              |
| 324 - Other Grants                                      | 47,026               | 287,768              | 46,937               | 47,026                           | 47,026                          | -                                   | 47,026                              | 47,025                 | 0%                               |
| 332 - Permits                                           | 65,987               | 77,991               | 120,780              | 68,700                           | 68,700                          | 117,628                             | 117,628                             | 108,700                | 58%                              |
| 341 - Review Fees                                       | 13,730               | 37,139               | 42,210               | 28,000                           | 28,000                          | 49,174                              | 49,174                              | 500                    | -98%                             |
| 342 - Other Fees                                        | 41,929               | 56,754               | 23,880               | 43,194                           | 43,194                          | 21,066                              | 43,194                              | 15,054                 | -65%                             |
| 343 - Abatement Fees                                    | 46,060               | 3,844                | 5,127                | 36,000                           | 36,000                          | 22,495                              | 36,000                              | 33,500                 | -7%                              |
| 351 - Fines and Forfeiture                              | 16,874               | 13,166               | 10,411               | 22,050                           | 22,050                          | 11,467                              | 22,050                              | 22,050                 | 0%                               |
| 361 - Public Safety Charges                             | 4,051                | 73,021               | 29,558               | 33,548                           | 33,548                          | 30,227                              | 33,548                              | 33,548                 | 0%                               |
| <i>361 - Public Safety Charges/Dispatch</i>             | <i>1,255,962</i>     | <i>1,272,567</i>     | <i>1,447,934</i>     | <i>1,371,560</i>                 | <i>1,371,560</i>                | <i>1,200,101</i>                    | <i>1,371,560</i>                    | <i>1,398,991</i>       | <i>2%</i>                        |
| 370 - Interest and Investment Income                    | 289,324              | 33,339               | (134,495)            | 150,000                          | 150,000                         | 96,624                              | 150,000                             | 150,000                | 0%                               |
| 381 - Rental Income                                     | 89,661               | 86,880               | 96,516               | 89,896                           | 89,896                          | 65,975                              | 89,896                              | 89,896                 | 0%                               |
| 383 - Reimbursements                                    | 23,257               | 83,285               | 16,341               | 18,674                           | 18,674                          | 26,698                              | 26,698                              | 16,928                 | -9%                              |
| 384 - Other Revenue                                     | 47,205               | 3,788                | 35,606               | 5,100                            | 5,100                           | 12,054                              | 12,054                              | 7,560                  | 48%                              |
| 392 - Proceeds from Sale of Property                    | 13,855               | 83,209               | 240,182              | 1,000                            | 1,000                           | 2,760                               | 2,760                               | 1,000                  | 0%                               |
| 393 - Loan/Bond Proceeds                                | 500,000              | 55,197               | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total</b>                                    | <b>20,038,840</b>    | <b>20,718,970</b>    | <b>21,805,859</b>    | <b>22,004,857</b>                | <b>22,004,857</b>               | <b>14,840,218</b>                   | <b>22,231,639</b>                   | <b>23,365,143</b>      | <b>6%</b>                        |
| 399 - Transfers In                                      | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | -                                |
| 399 - Transfers In from Section 115 Pension Fund        | -                    | 1,327,427            | 1,061,736            | 2,016,612                        | 2,016,612                       | -                                   | 2,016,612                           | 2,245,480              | 11%                              |
| 399 - Transfers In from ARPA Fund                       | -                    | -                    | -                    | 4,090,010                        | 4,090,010                       | 4,071,404                           | 4,090,010                           | -                      | 100%                             |
| <b>Sources Total</b>                                    | <b>20,038,840</b>    | <b>22,046,397</b>    | <b>22,867,595</b>    | <b>28,111,479</b>                | <b>28,111,479</b>               | <b>18,911,622</b>                   | <b>28,338,261</b>                   | <b>25,610,623</b>      | <b>-9%</b>                       |
| <b>Fund: 100 - General Fund</b>                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditures</b>                                     |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 110 - City Council Total:                     | 163,703              | 215,352              | 215,904              | 170,496                          | 182,496                         | 149,921                             | 182,496                             | 212,212                | 16%                              |
| Division: 111 - City Manager Total:                     | 206,565              | 603,505              | 527,117              | 615,943                          | 615,943                         | 410,795                             | 615,943                             | 590,960                | -4%                              |
| Division: 112 - City Clerk Total:                       | 183,241              | 243,065              | 327,468              | 586,347                          | 586,347                         | 366,780                             | 586,347                             | 624,354                | 6%                               |
| Division: 113 - City Treasurer Total:                   | 8,592                | 8,286                | 8,375                | 8,662                            | 8,662                           | 5,732                               | 8,662                               | 8,727                  | 1%                               |
| Division: 114 - City Attorney Total:                    | 462,151              | 489,955              | 406,476              | 321,057                          | 321,057                         | 378,073                             | 321,057                             | 320,428                | 0%                               |
| <i>114 - City Attorney Services</i>                     | <i>721,388</i>       | <i>763,076</i>       | <i>833,500</i>       | <i>583,740</i>                   | <i>583,740</i>                  | <i>604,119</i>                      | <i>583,740</i>                      | <i>596,245</i>         | <i>2%</i>                        |
| <i>114 - City Attorney Indirect Cost Allocations</i>    | <i>(259,237)</i>     | <i>(273,121)</i>     | <i>(427,024)</i>     | <i>(262,683)</i>                 | <i>(262,683)</i>                | <i>(226,046)</i>                    | <i>(262,683)</i>                    | <i>(275,817)</i>       | <i>5%</i>                        |
| Division: 115 - Finance Department Total:               | 477,675              | 571,900              | 560,362              | 627,847                          | 722,847                         | 472,619                             | 722,847                             | 849,436                | 18%                              |
| Division: 116 - Human Resources Total:                  | 430,578              | 292,727              | 377,614              | 768,472                          | 768,472                         | 514,484                             | 768,472                             | 888,227                | 16%                              |
| Division: 117 - General Government Total:               | 1,704,538            | 1,387,531            | 1,306,126            | 961,955                          | 961,955                         | 1,068,717                           | 1,068,717                           | 990,238                | 3%                               |
| <b>Administrative Total</b>                             | <b>3,637,043</b>     | <b>3,812,321</b>     | <b>3,729,442</b>     | <b>4,060,779</b>                 | <b>4,167,779</b>                | <b>3,367,121</b>                    | <b>4,274,540</b>                    | <b>4,484,582</b>       | <b>8%</b>                        |
| Division: 221 - Police Operations Total:                | 3,335,075            | 3,802,334            | 4,433,521            | 4,892,111                        | 4,892,111                       | 3,697,884                           | 4,892,111                           | 5,440,241              | 11%                              |
| Division: 222 - Police Support Services Total:          | 908,771              | 1,087,828            | 1,118,708            | 1,538,502                        | 1,538,502                       | 922,295                             | 1,538,502                           | 1,494,478              | -3%                              |
| Division: 223 - Dispatch WBCC Total:                    | 1,878,391            | 1,988,812            | 2,215,114            | 2,169,105                        | 2,169,105                       | 1,796,784                           | 2,169,105                           | 2,315,202              | 7%                               |
| Division: 231 - Fire Total:                             | 3,195,023            | 4,604,922            | 3,992,507            | 4,212,704                        | 4,212,704                       | 3,401,853                           | 4,212,704                           | 3,842,727              | -9%                              |
| <b>Public Safety Total</b>                              | <b>9,317,260</b>     | <b>11,483,896</b>    | <b>11,759,851</b>    | <b>12,812,422</b>                | <b>12,812,422</b>               | <b>9,818,816</b>                    | <b>12,812,422</b>                   | <b>13,092,647</b>      | <b>2%</b>                        |
| Division: 341 - Administration/Engineering Total:       | 273,487              | 151,103              | 219,407              | 736,363                          | 742,363                         | 299,841                             | 398,452                             | 655,551                | -12%                             |
| Division: 342 - Road Maintenance Total:                 | 28,451               | 32,157               | 62,776               | 212,969                          | 212,969                         | 58,114                              | 99,367                              | 625,824                | 194%                             |
| Division: 343 - Facility Maintenance Total:             | 457,490              | 513,141              | 552,239              | 611,147                          | 611,147                         | 473,057                             | 611,147                             | 1,025,442              | 68%                              |
| Division: 345 - Park Maintenance Total:                 | 228,811              | 253,021              | 276,594              | 539,309                          | 539,309                         | 203,817                             | 307,034                             | 372,315                | -31%                             |
| <b>Public Works Total</b>                               | <b>988,239</b>       | <b>949,421</b>       | <b>1,111,016</b>     | <b>2,099,788</b>                 | <b>2,105,788</b>                | <b>1,034,828</b>                    | <b>1,416,000</b>                    | <b>2,679,132</b>       | <b>27%</b>                       |
| Division: 461 - Planning Total:                         | 4,683                | 10,583               | 64,712               | 77,192                           | 77,192                          | 51,469                              | 98,550                              | 16,713                 | -78%                             |
| Division: 465 - Code Enforcement Total:                 | 169,010              | 162,921              | 198,324              | 253,452                          | 272,452                         | 160,040                             | 272,452                             | 281,912                | 3%                               |
| Division: 466 - Economic Development Total:             | -                    | -                    | 145                  | 176,820                          | 176,820                         | 78,276                              | 124,728                             | 306,992                | 74%                              |
| <b>Community Development Total</b>                      | <b>173,693</b>       | <b>173,504</b>       | <b>263,181</b>       | <b>507,464</b>                   | <b>526,464</b>                  | <b>289,785</b>                      | <b>495,730</b>                      | <b>605,617</b>         | <b>15%</b>                       |
| Division: 551 - Recreation Admin Total                  | -                    | -                    | 253,414              | 454,022                          | 454,022                         | 217,704                             | 454,022                             | 43,600                 | -90%                             |
| Division: 560 - Library Services Total:                 | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 182,585                | 100%                             |
| Division: 561 - Animal Control Services Total:          | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 169,701                | 100%                             |
| <b>Recreation Total</b>                                 | <b>-</b>             | <b>-</b>             | <b>253,414</b>       | <b>454,022</b>                   | <b>454,022</b>                  | <b>217,704</b>                      | <b>454,022</b>                      | <b>395,886</b>         | <b>-13%</b>                      |
| 481 - Debt Service                                      | 536,120              | 558,607              | 608,736              | 596,107                          | 596,107                         | 596,045                             | 596,107                             | 611,107                | 3%                               |
| <b>Sub-Total</b>                                        | <b>14,652,356</b>    | <b>16,977,749</b>    | <b>17,725,639</b>    | <b>20,530,582</b>                | <b>20,662,582</b>               | <b>15,324,299</b>                   | <b>20,048,821</b>                   | <b>21,868,971</b>      | <b>6%</b>                        |
| 499 - Transfers Out                                     | 562,558              | 921,762              | 2,667,216            | 1,353,880                        | 1,353,880                       | 1,353,880                           | 2,406,835                           | 1,590,275              | 17%                              |
| <b>Expenditure Total:</b>                               | <b>15,214,914</b>    | <b>17,899,511</b>    | <b>20,392,855</b>    | <b>21,884,462</b>                | <b>22,016,462</b>               | <b>16,678,179</b>                   | <b>22,455,656</b>                   | <b>23,459,246</b>      | <b>7%</b>                        |

**Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – All Funds**

|                                                     | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 105 - Measure S 2006 Fund</b>              |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditures</b>                                 |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 115 - Finance Department Total:           | 2,246                | 300                  | 475                  | 2,450                            | 2,450                           | 1,367                               | 2,450                               | 2,450                  | 0%                               |
| Division: 221 - Police Operations Total:            | 1,476,686            | 1,443,123            | 1,589,658            | 1,718,135                        | 1,718,135                       | 1,016,861                           | 1,718,135                           | 1,697,340              | -1%                              |
| Division: 222 - Police Support Services Total:      |                      |                      | 330,507              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 223 - Dispatch WBCC Total:                | 1,955                | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 231 - Fire Total:                         | 1,018,699            | 457,612              | 682,546              | 727,182                          | 777,182                         | 572,427                             | 777,182                             | 780,955                | 0%                               |
| <b>Expenditure Total:</b>                           | <b>2,499,586</b>     | <b>1,901,034</b>     | <b>2,603,185</b>     | <b>2,447,767</b>                 | <b>2,497,767</b>                | <b>1,590,655</b>                    | <b>2,497,767</b>                    | <b>2,480,745</b>       | <b>-1%</b>                       |
| <b>Fund: 106 - Measure S 2014 Fund</b>              |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditures</b>                                 |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 110 - City Council Total:                 | 46,600               | 5,900                | -                    | 5,900                            | 5,900                           | -                                   | 5,900                               | -                      | -100%                            |
| Division: 114 - City Attorney Total:                | 27,318               | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 115 - Finance Department Total:           | 2,246                | 1,356                | 175                  | 2,450                            | 2,450                           | 1,667                               | 2,450                               | 2,450                  | 0%                               |
| Division: 117 - General Government Total:           | 692,500              | 666,890              | 692,901              | 718,000                          | 718,000                         | 718,000                             | 718,000                             | 783,500                | 9%                               |
| Division: 118 - Information Systems Total:          | 21,748               | -                    | -                    | 102,600                          | 102,600                         | -                                   | -                                   | 3,600                  | -96%                             |
| <b>Administrative Total</b>                         | <b>790,412</b>       | <b>674,146</b>       | <b>693,076</b>       | <b>828,950</b>                   | <b>828,950</b>                  | <b>719,667</b>                      | <b>726,350</b>                      | <b>789,550</b>         | <b>-5%</b>                       |
| Division: 221 - Police Operations Total:            | 363,908              | 70,953               | 59,161               | 110,000                          | 110,000                         | 37,269                              | 110,000                             | -                      | -100%                            |
| Division: 222 - Police Support Services Total:      | 67,734               | 102,505              | 100,690              | 107,606                          | 107,606                         | 82,274                              | 107,606                             | 114,852                | 7%                               |
| Division: 223 - Dispatch WBCC Total:                | 25,000               | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 231 - Fire Total:                         | 301,089              | 367,274              | 425,909              | 574,542                          | 574,542                         | 452,289                             | 574,542                             | 948,303                | 65%                              |
| <b>Public Safety Total</b>                          | <b>757,731</b>       | <b>540,731</b>       | <b>585,760</b>       | <b>792,148</b>                   | <b>792,148</b>                  | <b>571,832</b>                      | <b>792,148</b>                      | <b>1,063,155</b>       | <b>34%</b>                       |
| Division: 341 - Administration/Engineering Total:   | -                    | 59,825               | 70,077               | 296,518                          | 296,518                         | 46,938                              | 296,518                             | 225,317                | -24%                             |
| Division: 342 - Road Maintenance Total:             | 29,210               | 66,590               | 153,392              | 627,512                          | 824,675                         | 50,756                              | 824,675                             | 1,035,210              | 26%                              |
| Division: 343 - Facility Maintenance Total:         | 131,848              | 165,352              | 352,421              | 1,298,025                        | 1,058,655                       | 132,459                             | 908,655                             | 3,356,097              | 217%                             |
| Division: 344 - NPDES Storm Drain Total:            | 13,759               | 5,562                | 28,290               | 418,460                          | 418,460                         | 2,502                               | 10,000                              | 1,332,098              | 218%                             |
| Division: 345 - Park Maintenance Total:             | 358,722              | 88,836               | 109,297              | 359,449                          | 549,449                         | 30,426                              | 549,449                             | 610,440                | 11%                              |
| Division: 642 - Sewer Collections Total:            | -                    | -                    | 50,563               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Public Works Total</b>                           | <b>533,539</b>       | <b>386,165</b>       | <b>764,039</b>       | <b>2,999,964</b>                 | <b>3,147,757</b>                | <b>263,081</b>                      | <b>2,589,297</b>                    | <b>6,559,162</b>       | <b>108%</b>                      |
| Division: 461 - Planning Total:                     | 14,030               | -                    | -                    | 20,000                           | 20,000                          | -                                   | 20,000                              | -                      | 0%                               |
| Division: 465 - Code Enforcement Total:             | 29,430               | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 466 - Economic Development Total:         | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 20,000                 | 0%                               |
| <b>Community Development Total</b>                  | <b>43,460</b>        | <b>-</b>             | <b>-</b>             | <b>20,000</b>                    | <b>20,000</b>                   | <b>-</b>                            | <b>20,000</b>                       | <b>20,000</b>          | <b>0%</b>                        |
| Division: 551 - Recreation Administration Total:    | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 552 - Senior Center Total:                | -                    | -                    | 19,150               | 7,000                            | 7,000                           | 1,960                               | 7,000                               | -                      | -100%                            |
| Division: 553 - Tiny Tots Total:                    | 14,593               | -                    | -                    | 4,850                            | 4,850                           | -                                   | 4,850                               | 15,850                 | 227%                             |
| Division: 554 - Youth Center Total:                 | -                    | 8,727                | 65                   | 10,000                           | 10,000                          | -                                   | 10,000                              | 10,000                 | 0%                               |
| <b>Recreation Total</b>                             | <b>14,593</b>        | <b>8,727</b>         | <b>19,215</b>        | <b>21,850</b>                    | <b>21,850</b>                   | <b>1,960</b>                        | <b>21,850</b>                       | <b>25,850</b>          | <b>18%</b>                       |
| <b>Expenditure Total:</b>                           | <b>2,139,735</b>     | <b>1,609,769</b>     | <b>2,062,091</b>     | <b>4,662,912</b>                 | <b>4,810,705</b>                | <b>1,556,540</b>                    | <b>4,149,645</b>                    | <b>8,457,717</b>       | <b>76%</b>                       |
| <b>General Fund and Measure S Expenditure Total</b> | <b>19,854,235</b>    | <b>21,410,314</b>    | <b>25,058,131</b>    | <b>28,995,141</b>                | <b>29,324,934</b>               | <b>19,825,374</b>                   | <b>29,103,068</b>                   | <b>34,397,708</b>      | <b>17%</b>                       |
| <b>General Fund and Measure S Net Results</b>       | <b>184,605</b>       | <b>636,083</b>       | <b>(2,190,536)</b>   | <b>(883,662)</b>                 | <b>(1,213,455)</b>              | <b>(913,751)</b>                    | <b>(764,807)</b>                    | <b>(8,787,085)</b>     |                                  |
| <b>Fund Balance, July 1</b>                         | <b>11,982,999</b>    | <b>12,167,604</b>    | <b>12,803,687</b>    | <b>10,613,151</b>                | <b>10,613,151</b>               |                                     | <b>10,613,151</b>                   | <b>9,848,344</b>       |                                  |
| <b>Fund Balance, June 30</b>                        | <b>12,167,604</b>    | <b>12,803,687</b>    | <b>10,613,151</b>    | <b>9,729,489</b>                 | <b>9,399,696</b>                |                                     | <b>9,848,344</b>                    | <b>1,061,259</b>       |                                  |
| <b>Fund: 150 - General Reserve Fund</b>             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                      |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 370 - Interest and Investment Income                | 319,153              | 35,654               | (249,883)            | -                                | -                               | 122,919                             | 76,500                              | 165,300                | 0%                               |
| 399 - Transfers In                                  |                      |                      | 949,715              | 650,925                          | 650,925                         | 650,925                             | 1,098,338                           | 764,520                | 17%                              |
| <b>Revenue Total:</b>                               | <b>319,153</b>       | <b>35,654</b>        | <b>699,832</b>       | <b>650,925</b>                   | <b>650,925</b>                  | <b>773,844</b>                      | <b>1,174,838</b>                    | <b>929,820</b>         | <b>43%</b>                       |
| <b>Expenditures</b>                                 |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditure Total:</b>                           |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Fund: 150 - General Reserve Net Results</b>      | <b>319,153</b>       | <b>35,654</b>        | <b>699,832</b>       | <b>650,925</b>                   | <b>650,925</b>                  | <b>773,844</b>                      | <b>1,174,838</b>                    | <b>929,820</b>         |                                  |
| <b>Fund Balance, July 1</b>                         | <b>7,137,963</b>     | <b>7,457,116</b>     | <b>7,492,770</b>     | <b>8,192,602</b>                 | <b>8,192,602</b>                |                                     | <b>8,192,602</b>                    | <b>9,367,440</b>       |                                  |
| <b>Fund Balance, June 30</b>                        | <b>7,457,116</b>     | <b>7,492,770</b>     | <b>8,192,602</b>     | <b>8,843,527</b>                 | <b>8,843,527</b>                |                                     | <b>9,367,440</b>                    | <b>10,297,260</b>      |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|----------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 160 - Equipment Reserve Fund</b>                      |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 384 - Other Revenue                                            |                      | 43,459               | -                    | 0                                | -                               | -                                   | -                                   | 0                      | 0%                               |
| 392 - Proceeds from Sale of Property                           |                      | -                    | 17,000               | 0                                | -                               | -                                   | -                                   | 0                      | 0%                               |
| 399 - Transfers In                                             | 85,000               | 85,000               | 85,000               | 85,000                           | 85,000                          | 85,000                              | 85,000                              | 150,000                | 76%                              |
| <b>Revenue Total:</b>                                          | <b>85,000</b>        | <b>128,459</b>       | <b>102,000</b>       | <b>85,000</b>                    | <b>85,000</b>                   | <b>85,000</b>                       | <b>85,000</b>                       | <b>150,000</b>         | <b>76%</b>                       |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 221 - Police Operations Total:                       | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 342 - Road Maintenance Total:                        |                      |                      | 104,242              | 120,000                          | 120,000                         | 39,434                              | 120,000                             | 120,000                | 0%                               |
| Division: 345 - Park Maintenance Total:                        | -                    | -                    | -                    | 80,000                           | 80,000                          | -                                   | 80,000                              | 80,000                 | 0%                               |
| Division: 461 - Planning Total:                                | -                    | -                    | -                    | 5,000                            | 5,000                           | -                                   | 5,000                               | 5,000                  | 0%                               |
| <b>Expenditure Total:</b>                                      | <b>-</b>             | <b>-</b>             | <b>104,242</b>       | <b>205,000</b>                   | <b>205,000</b>                  | <b>39,434</b>                       | <b>205,000</b>                      | <b>205,000</b>         | <b>0%</b>                        |
| <b>Fund: 160 - EQUIPMENT RESERVE Net Results</b>               | <b>85,000</b>        | <b>128,459</b>       | <b>(2,242)</b>       | <b>(120,000)</b>                 | <b>(120,000)</b>                | <b>45,566</b>                       | <b>(120,000)</b>                    | <b>(55,000)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>29,949</b>        | <b>114,949</b>       | <b>243,408</b>       | <b>241,166</b>                   | <b>241,166</b>                  |                                     | <b>241,166</b>                      | <b>121,166</b>         |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>114,949</b>       | <b>243,408</b>       | <b>241,166</b>       | <b>121,166</b>                   | <b>121,166</b>                  |                                     | <b>121,166</b>                      | <b>66,166</b>          |                                  |
| <b>Fund: 200 - Gas Tax Fund</b>                                |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 321 - Intergovernmental Taxes                                  | 789,998              | 795,113              | 850,633              | 990,635                          | 990,635                         | 648,347                             | 990,635                             | 1,033,764              | 4%                               |
| 370 - Interest and Investment Income                           | 18,024               | 1,878                | (5,931)              | 5,000                            | 5,000                           | 9,626                               | 5,000                               | 5,000                  | 0%                               |
| 383 - Reimbursements                                           |                      | 9,074                | 18,050               | 7,636                            | 7,636                           | 1,417                               | 7,636                               | 7,636                  | 0%                               |
| <b>Revenue Total:</b>                                          | <b>808,022</b>       | <b>806,065</b>       | <b>862,752</b>       | <b>1,003,271</b>                 | <b>1,003,271</b>                | <b>659,390</b>                      | <b>1,003,271</b>                    | <b>1,046,400</b>       | <b>4%</b>                        |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 341 - Administration/Engineering Total:              |                      | 2023                 | 0                    | 0                                | -                               | 2,064                               | 2,064                               | -                      | 0%                               |
| Division: 342 - Road Maintenance Total:                        | 577,100              | 1,374,969            | 489,964              | 1,144,557                        | 1,194,557                       | 424,635                             | 1,194,557                           | 1,980,986              | 66%                              |
| <b>Expenditure Total:</b>                                      | <b>577,100</b>       | <b>1,376,992</b>     | <b>489,964</b>       | <b>1,144,557</b>                 | <b>1,194,557</b>                | <b>426,699</b>                      | <b>1,196,621</b>                    | <b>1,980,986</b>       | <b>66%</b>                       |
| <b>Fund: 200 - Gas Tax Fund Net Results</b>                    | <b>230,922</b>       | <b>(570,927)</b>     | <b>372,787</b>       | <b>(141,286)</b>                 | <b>(191,286)</b>                | <b>232,690</b>                      | <b>(193,350)</b>                    | <b>(934,586)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>696,522</b>       | <b>927,444</b>       | <b>356,517</b>       | <b>729,304</b>                   | <b>729,304</b>                  |                                     | <b>729,304</b>                      | <b>535,954</b>         |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>927,444</b>       | <b>356,517</b>       | <b>729,304</b>       | <b>588,018</b>                   | <b>538,018</b>                  |                                     | <b>535,954</b>                      | <b>(398,632)</b>       |                                  |
| <b>Fund: 201 - Restricted Real Estate Maintenance Fund</b>     |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 342 - Other Fees                                               | 475                  | 475                  | 475                  | 3,175                            | 3,175                           | 475                                 | 3,175                               | 3,175                  | 0%                               |
| 381 - Rental Income                                            | 3,787                | 34,150               | -                    | 36,816                           | 36,816                          | -                                   | 36,816                              | 36,816                 | 0%                               |
| 384 - Other Revenue                                            | -                    | -                    | 2,700                | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                          | <b>4,262</b>         | <b>34,625</b>        | <b>3,175</b>         | <b>39,991</b>                    | <b>39,991</b>                   | <b>475</b>                          | <b>39,991</b>                       | <b>39,991</b>          | <b>0%</b>                        |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 343 - Facility Maintenance Total:                    | 24,414               | 20,118               | 19,478               | 26,000                           | 26,000                          | 12,630                              | 26,000                              | 26,000                 | 0%                               |
| <b>Expenditure Total:</b>                                      | <b>24,414</b>        | <b>20,118</b>        | <b>19,478</b>        | <b>26,000</b>                    | <b>26,000</b>                   | <b>12,630</b>                       | <b>26,000</b>                       | <b>26,000</b>          | <b>0%</b>                        |
| <b>Fund: 201 - Restricted RE Maintenance Fund Net Results</b>  | <b>(20,152)</b>      | <b>14,507</b>        | <b>(16,303)</b>      | <b>13,991</b>                    | <b>13,991</b>                   | <b>(12,155)</b>                     | <b>13,991</b>                       | <b>13,991</b>          |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>186,832</b>       | <b>166,680</b>       | <b>181,187</b>       | <b>164,884</b>                   | <b>164,884</b>                  |                                     | <b>164,884</b>                      | <b>178,876</b>         |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>166,680</b>       | <b>181,187</b>       | <b>164,884</b>       | <b>178,876</b>                   | <b>178,876</b>                  |                                     | <b>178,876</b>                      | <b>192,867</b>         |                                  |
| <b>Fund: 203 - Public Safety Augmentation Fund</b>             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 321 - Intergovernmental Taxes                                  | 185,306              | 187,448              | 265,501              | 170,266                          | 170,266                         | 159,520                             | 245,094                             | 239,353                | 41%                              |
| 370 - Interest and Investment Income                           | 7,117                | 1,269                | (4,630)              | 2,500                            | 2,500                           | 5,527                               | 2,500                               | 2,500                  | 0%                               |
| <b>Revenue Total:</b>                                          | <b>192,423</b>       | <b>188,717</b>       | <b>260,870</b>       | <b>172,766</b>                   | <b>172,766</b>                  | <b>165,047</b>                      | <b>247,594</b>                      | <b>241,853</b>         | <b>40%</b>                       |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 221 - Police Operations Total:                       | 179,741              | 143,643              | 154,595              | 387,365                          | 387,365                         | 141,766                             | 387,365                             | 482,009                | 24%                              |
| <b>Expenditure Total:</b>                                      | <b>179,741</b>       | <b>143,643</b>       | <b>154,595</b>       | <b>387,365</b>                   | <b>387,365</b>                  | <b>141,766</b>                      | <b>387,365</b>                      | <b>482,009</b>         | <b>24%</b>                       |
| <b>Fund: 203 - Public Safety Augmentation Fund Net Results</b> | <b>12,682</b>        | <b>45,074</b>        | <b>106,275</b>       | <b>(214,599)</b>                 | <b>(214,599)</b>                | <b>23,281</b>                       | <b>(139,771)</b>                    | <b>(240,156)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>353,158</b>       | <b>365,840</b>       | <b>410,914</b>       | <b>517,190</b>                   | <b>517,190</b>                  |                                     | <b>517,190</b>                      | <b>377,419</b>         |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>365,840</b>       | <b>410,914</b>       | <b>517,190</b>       | <b>302,591</b>                   | <b>302,591</b>                  |                                     | <b>377,419</b>                      | <b>137,263</b>         |                                  |
| <b>Fund: 204 - Police Grants Fund</b>                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                             | 9,197                | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 324 - Other Grants                                             | 300,500              | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 384 - Other Revenue                                            |                      |                      | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                          | <b>309,697</b>       | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| 399 - Transfers In                                             | -                    | 29,428               | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                           | <b>309,697</b>       | <b>29,428</b>        | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 227 - Police Grants Total:                           | 304,023              | 85,999               | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Expenditure Total:</b>                                      | <b>304,023</b>       | <b>85,999</b>        | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 204 - Police Grants Net Results</b>                   | <b>5,674</b>         | <b>(56,571)</b>      | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>119,824</b>       | <b>125,498</b>       | <b>68,927</b>        | <b>68,927</b>                    | <b>68,927</b>                   |                                     | <b>68,927</b>                       | <b>68,927</b>          |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>125,498</b>       | <b>68,927</b>        | <b>68,927</b>        | <b>68,927</b>                    | <b>68,927</b>                   |                                     | <b>68,927</b>                       | <b>68,927</b>          |                                  |



## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                            | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 205 - Traffic Safety Fund</b>                     |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 351 - Fines and Forfeiture                                 | 46,640               | 27,491               | 28,821               | 45,000                           | 45,000                          | 15,348                              | 45,000                              | 45,000                 | 0%                               |
| 370 - Interest and Investment Income                       | 3,821                | 750                  | (2,754)              | 1,500                            | 1,500                           | 2,831                               | 1,500                               | 1,500                  | 0%                               |
| <b>Revenue Total:</b>                                      | <b>50,461</b>        | <b>28,241</b>        | <b>26,067</b>        | <b>46,500</b>                    | <b>46,500</b>                   | <b>18,180</b>                       | <b>46,500</b>                       | <b>46,500</b>          | <b>0%</b>                        |
| Expenditures                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 227 - Police Grants Total:                       | 6,399                | 565                  | 9,219                | 21,059                           | 21,059                          | 7,676                               | 21,059                              | 21,595                 | 3%                               |
| Division: 342 - Road Maintenance Total:                    | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 35,000                 | 100%                             |
| <b>Expenditure Total:</b>                                  | <b>6,399</b>         | <b>565</b>           | <b>9,219</b>         | <b>21,059</b>                    | <b>21,059</b>                   | <b>7,676</b>                        | <b>21,059</b>                       | <b>56,595</b>          | <b>169%</b>                      |
| <b>Fund: 205 - Traffic Safety Fund Net Results</b>         | <b>44,062</b>        | <b>27,676</b>        | <b>16,848</b>        | <b>25,441</b>                    | <b>25,441</b>                   | <b>10,504</b>                       | <b>25,441</b>                       | <b>(10,095)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                | <b>163,240</b>       | <b>207,302</b>       | <b>234,979</b>       | <b>251,826</b>                   | <b>251,826</b>                  |                                     | <b>251,826</b>                      | <b>277,267</b>         |                                  |
| <b>Fund Balance, June 30</b>                               | <b>207,302</b>       | <b>234,979</b>       | <b>251,826</b>       | <b>277,267</b>                   | <b>277,267</b>                  |                                     | <b>277,267</b>                      | <b>267,172</b>         |                                  |
| <b>Fund: 206 - Supplemental Law Enforcement Svc Fund</b>   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                         | 155,948              | 156,727              | 161,285              | 156,727                          | 156,727                         | 165,271                             | 165,271                             | 165,000                | 5%                               |
| 370 - Interest and Investment Income                       | 4,955                | 1,080                | (4,472)              | 1,600                            | 1,600                           | 5,086                               | 1,600                               | 1,600                  | 0%                               |
| <b>Revenue Total:</b>                                      | <b>160,903</b>       | <b>157,807</b>       | <b>156,813</b>       | <b>158,327</b>                   | <b>158,327</b>                  | <b>170,357</b>                      | <b>166,871</b>                      | <b>166,600</b>         | <b>5%</b>                        |
| Expenditures                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 227 - Police Grants Total:                       | 60,170               | 98,192               | 113,750              | 111,067                          | 111,067                         | 97,171                              | 111,067                             | 339,864                | 206%                             |
| <b>Expenditure Total:</b>                                  | <b>60,170</b>        | <b>98,192</b>        | <b>113,750</b>       | <b>111,067</b>                   | <b>111,067</b>                  | <b>97,171</b>                       | <b>111,067</b>                      | <b>339,864</b>         | <b>206%</b>                      |
| <b>Fund: 206 - Supplemental Law Enforcement Svc Fund I</b> | <b>100,733</b>       | <b>59,615</b>        | <b>43,063</b>        | <b>47,260</b>                    | <b>47,260</b>                   | <b>73,186</b>                       | <b>55,804</b>                       | <b>(173,264)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                | <b>168,604</b>       | <b>269,337</b>       | <b>328,953</b>       | <b>372,015</b>                   | <b>372,015</b>                  |                                     | <b>372,015</b>                      | <b>427,819</b>         |                                  |
| <b>Fund Balance, June 30</b>                               | <b>269,337</b>       | <b>328,953</b>       | <b>372,015</b>       | <b>419,275</b>                   | <b>419,275</b>                  |                                     | <b>427,819</b>                      | <b>254,555</b>         |                                  |
| <b>Fund: 207 - NPDES Storm Water Fund</b>                  |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 321 - Intergovernmental Taxes                              | 259,103              | 260,430              | 255,408              | 253,272                          | 253,272                         | 154,312                             | 253,272                             | 253,272                | 0%                               |
| 332 - Permits                                              | -                    | -                    | -                    | -                                | -                               | 1,200                               | -                                   | -                      | 0%                               |
| 370 - Interest and Investment Income                       | (190)                | 51                   | 884                  | 150                              | 150                             | (775)                               | 150                                 | 150                    | 0%                               |
| 384 - Other Revenue                                        | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                      | <b>258,913</b>       | <b>260,480</b>       | <b>256,292</b>       | <b>253,422</b>                   | <b>253,422</b>                  | <b>154,737</b>                      | <b>253,422</b>                      | <b>253,422</b>         | <b>0%</b>                        |
| Expenditures                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                  |                      | 2,222                | -                    | 0                                | 0                               | -                                   | -                                   | 0                      | 0%                               |
| Division: 342 - Road Maintenance Total:                    |                      |                      | 10,000               | 12,005                           | 12,005                          | -                                   | 12,005                              | 13,693                 | 14%                              |
| Division: 344 - NPDES Storm Drain Total:                   | 289,103              | 272,838              | 287,082              | 324,933                          | 324,933                         | 232,230                             | 324,933                             | 361,076                | 11%                              |
| <b>Expenditure Total:</b>                                  | <b>289,103</b>       | <b>275,059</b>       | <b>297,082</b>       | <b>336,938</b>                   | <b>336,938</b>                  | <b>232,230</b>                      | <b>336,938</b>                      | <b>374,769</b>         | <b>11%</b>                       |
| <b>Fund: 207 - NPDES Storm Water Fund Net Results</b>      | <b>(30,190)</b>      | <b>(14,579)</b>      | <b>(40,791)</b>      | <b>(83,516)</b>                  | <b>(83,516)</b>                 | <b>(77,493)</b>                     | <b>(83,516)</b>                     | <b>(121,347)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                | <b>46,622</b>        | <b>16,432</b>        | <b>1,853</b>         | <b>(38,938)</b>                  | <b>(38,938)</b>                 |                                     | <b>(38,938)</b>                     | <b>(122,454)</b>       |                                  |
| <b>Fund Balance, June 30</b>                               | <b>16,432</b>        | <b>1,853</b>         | <b>(38,938)</b>      | <b>(122,454)</b>                 | <b>(122,454)</b>                |                                     | <b>(122,454)</b>                    | <b>(243,801)</b>       |                                  |
| <b>Fund: 209 - Recreation Fund</b>                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 551 - Recreation Administration Total:           | 13,104               | 19,603               | 48,737               | 70,268                           | 77,268                          | 11,358                              | 77,268                              | 82,981                 | 7%                               |
| Division: 552 - Senior Center Total:                       | 270,294              | 26,358               | 103,253              | 216,130                          | 167,050                         | 123,570                             | 167,050                             | 169,290                | 1%                               |
| Division: 553 - Tiny Tots Total:                           | 110,474              | 41,022               | 124,659              | 172,021                          | 138,539                         | 111,101                             | 138,539                             | 141,596                | 2%                               |
| Division: 554 - Youth Center Total:                        | 26,713               | 2,592                | 2,451                | 17,855                           | 4,787                           | 6,259                               | 6,259                               | 13,500                 | 182%                             |
| Division: 555 - Day Camp Total:                            | 14,406               | 5,014                | 11,887               | 7,560                            | 7,560                           | 5,799                               | 7,560                               | -                      | -100%                            |
| Division: 556 - Performing Arts Total:                     | 2,630                | -                    | 587                  | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 557 - Swim Center Total:                         | 31,407               | 63,959               | 95,420               | 63,500                           | 82,500                          | 38,140                              | 82,500                              | 82,500                 | 0%                               |
| Division: 558 - Memorial Hall Total:                       | 10,982               | 3,649                | 3,308                | 10,316                           | 10,316                          | -                                   | 10,316                              | -                      | -100%                            |
| Division: 559 - Tennis Total:                              | 674                  | 204                  | 289                  | 350                              | 200                             | 110                                 | 200                                 | -                      | 0%                               |
| <b>Revenue Total:</b>                                      | <b>480,684</b>       | <b>162,400</b>       | <b>390,592</b>       | <b>558,000</b>                   | <b>488,220</b>                  | <b>296,335</b>                      | <b>489,691</b>                      | <b>489,867</b>         | <b>0%</b>                        |
| 399 - Transfers In                                         | 522,254              | 624,721              | 950,998              | 675,831                          | 675,831                         | 730,831                             | 1,158,775                           | 799,131                | 18%                              |
| 399 - Transfers In from Section 115 Pension Fund           | -                    | 7,334                | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                       | <b>1,002,938</b>     | <b>794,455</b>       | <b>1,341,590</b>     | <b>1,233,831</b>                 | <b>1,164,051</b>                | <b>1,027,166</b>                    | <b>1,648,466</b>                    | <b>1,288,997</b>       | <b>11%</b>                       |
| Expenditures                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                  | 7,980                | 7,987                | 7,549                | -                                | -                               | 5,358                               | 5,358                               | -                      | 0%                               |
| Division: 551 - Recreation Administration Total:           | 187,153              | 273,358              | 532,479              | 694,990                          | 713,850                         | 399,357                             | 589,094                             | 825,617                | 16%                              |
| Division: 552 - Senior Center Total:                       | 438,540              | 201,229              | 399,599              | 579,673                          | 715,143                         | 374,884                             | 495,420                             | 626,187                | -12%                             |
| Division: 553 - Tiny Tots Total:                           | 133,396              | 102,241              | 141,106              | 174,421                          | 175,135                         | 117,629                             | 175,135                             | 193,758                | 11%                              |
| Division: 554 - Youth Center Total:                        | 140,656              | 110,557              | 111,936              | 247,067                          | 241,921                         | 108,825                             | 141,181                             | 335,802                | 39%                              |
| Division: 555 - Day Camp Total:                            | 2,087                | 20,453               | 25,228               | 74,116                           | 74,616                          | 25,236                              | 74,616                              | -                      | -100%                            |
| Division: 556 - Performing Arts Total:                     | 221                  | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 557 - Swim Center Total:                         | 81,400               | 88,099               | 137,822              | 126,917                          | 153,900                         | 103,605                             | 153,900                             | 153,900                | 0%                               |
| Division: 558 - Memorial Hall Total:                       | 10,587               | 13,214               | 5,162                | 14,200                           | 14,200                          | 5,820                               | 14,200                              | -                      | -100%                            |
| Division: 559 - Tennis Total:                              | 6,359                | 6,300                | 4,385                | 6,650                            | 5,050                           | 2,618                               | 5,050                               | -                      | -100%                            |
| <b>Expenditure Total:</b>                                  | <b>1,008,380</b>     | <b>823,437</b>       | <b>1,365,264</b>     | <b>1,918,034</b>                 | <b>2,093,815</b>                | <b>1,143,332</b>                    | <b>1,653,954</b>                    | <b>2,135,264</b>       | <b>2%</b>                        |
| <b>Fund: 209 - Recreation Fund Net Results</b>             | <b>(5,442)</b>       | <b>(28,982)</b>      | <b>(23,674)</b>      | <b>(684,203)</b>                 | <b>(929,764)</b>                | <b>(116,165)</b>                    | <b>(5,487)</b>                      | <b>(846,267)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                | <b>63,585</b>        | <b>58,144</b>        | <b>29,162</b>        | <b>5,488</b>                     | <b>5,488</b>                    |                                     | <b>5,488</b>                        | <b>0</b>               |                                  |
| <b>Fund Balance, June 30</b>                               | <b>58,144</b>        | <b>29,162</b>        | <b>5,488</b>         | <b>(678,716)</b>                 | <b>(924,277)</b>                |                                     | <b>0</b>                            | <b>(846,266)</b>       |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                        | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|--------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 212 - Building &amp; Planning Fund</b>        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 315 - Other Taxes                                      | 2                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 323 - State Grants                                     |                      |                      |                      | 225,000                          | 225,000                         | -                                   | 225,000                             | 40,000                 | -82%                             |
| 332 - Permits                                          | 310,704              | 264,128              | 480,430              | 2,427,800                        | 551,383                         | 249,793                             | 551,383                             | 477,883                | -13%                             |
| 341 - Review Fees                                      | 353,919              | 205,875              | 356,319              | 1,020,000                        | 1,061,242                       | 353,794                             | 1,061,242                           | 404,669                | -62%                             |
| 342 - Other Fees                                       | 63,816               | 31,877               | 65,442               | 1,036,000                        | 331,278                         | 102,291                             | 331,278                             | 425,288                | 28%                              |
| 343 - Abatement Fees                                   |                      |                      | -                    | 19,600                           | 19,600                          | -                                   | 19,600                              | -                      | -100%                            |
| 344 - Impact Fees                                      |                      | 1,443                | 572                  | 87,049                           | 87,049                          | 402                                 | 87,049                              | 30,636                 | -65%                             |
| 351 - Fines and Forfeitures                            | -                    | -                    | -                    | -                                | -                               | 6,065                               | 6,065                               | 20,000                 | 100%                             |
| 370 - Interest and Investment Income                   | 12,265               | (422)                | 3,072                | 7,000                            | 7,000                           | (12,542)                            | 7,000                               | 7,000                  | 0%                               |
| 383 - Reimbursements                                   | 7,360                | -                    | -                    | -                                | -                               | 32                                  | 32                                  | -                      | 0%                               |
| 384 - Other Revenue                                    | (449)                | -                    | -                    | 6,000                            | 6,000                           | -                                   | 6,000                               | 6,000                  | 0%                               |
| <b>Revenue Total:</b>                                  | <b>747,616</b>       | <b>502,902</b>       | <b>905,836</b>       | <b>4,828,449</b>                 | <b>2,288,552</b>                | <b>699,835</b>                      | <b>2,294,648</b>                    | <b>1,411,477</b>       | <b>-38%</b>                      |
| 399 - Transfers In                                     | -                    | 192,000              | 481,051              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                   | <b>747,616</b>       | <b>694,902</b>       | <b>1,386,887</b>     | <b>4,828,449</b>                 | <b>2,288,552</b>                | <b>699,835</b>                      | <b>2,294,648</b>                    | <b>1,411,477</b>       | <b>-38%</b>                      |
| <b>Expenditures</b>                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        | 0                                |
| Division: 461 - Planning Total:                        | 431,016              | 422,064              | 749,792              | 1,183,849                        | 1,183,849                       | 752,809                             | 1,183,849                           | 926,742                | -22%                             |
| Division: 462 - Building Inspection Total:             | 645,050              | 565,540              | 1,035,536            | 1,226,944                        | 1,143,045                       | 693,037                             | 1,143,045                           | 1,224,340              | 7%                               |
| Division: 465 - Code Enforcement Total:                |                      |                      |                      | -                                |                                 |                                     | -                                   |                        | 0%                               |
| <b>Expenditure Total:</b>                              | <b>1,076,066</b>     | <b>987,604</b>       | <b>1,785,329</b>     | <b>2,410,793</b>                 | <b>2,326,894</b>                | <b>1,445,846</b>                    | <b>2,326,894</b>                    | <b>2,151,083</b>       | <b>-8%</b>                       |
| <b>Fund: 212 - Building &amp; Planning Net Results</b> | <b>(328,450)</b>     | <b>(292,702)</b>     | <b>(398,442)</b>     | <b>2,417,656</b>                 | <b>(38,342)</b>                 | <b>(746,011)</b>                    | <b>(32,246)</b>                     | <b>(739,606)</b>       |                                  |
| <b>Fund Balance, July 1</b>                            | <b>486,839</b>       | <b>158,389</b>       | <b>(134,313)</b>     | <b>(532,755)</b>                 | <b>(532,755)</b>                |                                     | <b>(532,755)</b>                    | <b>(565,001)</b>       |                                  |
| <b>Fund Balance, June 30</b>                           | <b>158,389</b>       | <b>(134,313)</b>     | <b>(532,755)</b>     | <b>1,884,901</b>                 | <b>(571,097)</b>                |                                     | <b>(565,001)</b>                    | <b>(1,304,607)</b>     |                                  |
| <b>Fund: 213 - Refuse Management Fund</b>              |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                     | 111,950              | 66,635               | 66,826               | 60,060                           | 60,060                          | 46,444                              | 60,060                              | 60,060                 | 0%                               |
| 370 - Interest and Investment Income                   | 7,176                | 1,008                | (1,768)              | 6,000                            | 6,000                           | 1,136                               | 6,000                               | 6,000                  | 0%                               |
| 392 - Proceeds from Sale of Property                   |                      |                      | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                  | <b>119,125</b>       | <b>67,643</b>        | <b>65,058</b>        | <b>66,060</b>                    | <b>66,060</b>                   | <b>47,580</b>                       | <b>66,060</b>                       | <b>66,060</b>          | <b>0%</b>                        |
| <b>Expenditures</b>                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 344 - NPDES Storm Drain Total:               |                      |                      | -                    | -                                |                                 |                                     |                                     |                        |                                  |
| Division: 346 - Waste Reduction Total:                 | 93,143               | 210,444              | 106,591              | 167,825                          | 167,825                         | 94,690                              | 108,605                             | 174,358                | 4%                               |
| <b>Expenditure Total:</b>                              | <b>93,143</b>        | <b>210,444</b>       | <b>106,591</b>       | <b>167,825</b>                   | <b>167,825</b>                  | <b>94,690</b>                       | <b>108,605</b>                      | <b>174,358</b>         | <b>4%</b>                        |
| <b>Fund: 213 - Refuse Management Fund Net Results</b>  | <b>25,983</b>        | <b>(142,801)</b>     | <b>(41,533)</b>      | <b>(101,765)</b>                 | <b>(101,765)</b>                | <b>(47,110)</b>                     | <b>(42,545)</b>                     | <b>(108,298)</b>       |                                  |
| <b>Fund Balance, July 1</b>                            | <b>309,195</b>       | <b>335,178</b>       | <b>192,376</b>       | <b>150,843</b>                   | <b>150,843</b>                  |                                     | <b>150,843</b>                      | <b>108,298</b>         |                                  |
| <b>Fund Balance, June 30</b>                           | <b>335,178</b>       | <b>192,376</b>       | <b>150,843</b>       | <b>49,078</b>                    | <b>49,078</b>                   |                                     | <b>108,298</b>                      | <b>0</b>               |                                  |
| <b>Fund: 214 - Solid Waste Fund</b>                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                     |                      |                      | 28,327               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 370 - Interest and Investment Income                   | 27,628               | 5,804                | (20,738)             | 8,000                            | 8,000                           | 24,244                              | 8,000                               | 8,000                  | 0%                               |
| 383 - Reimbursements                                   | 375,749              | 347,367              | 386,514              | 360,000                          | 360,000                         | 321,043                             | 360,000                             | 360,000                | 0%                               |
| <b>Revenue Total:</b>                                  | <b>403,377</b>       | <b>353,171</b>       | <b>394,103</b>       | <b>368,000</b>                   | <b>368,000</b>                  | <b>345,287</b>                      | <b>368,000</b>                      | <b>368,000</b>         | <b>0%</b>                        |
| <b>Expenditures</b>                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 342 - Road Maintenance Total:                |                      | 2239.74              | 194240.94            | 257778                           | 257,778                         | 67,475                              | 257,778                             | 164,381                | -36%                             |
| Division: 343 - Facility Maintenance Total:            |                      | 45,700               | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 345 - Parks Maintenance Total:               |                      |                      | -                    | 425,000                          | 125,000                         | -                                   | 125,000                             | 425,000                | 240%                             |
| <b>Expenditure Total:</b>                              | <b>-</b>             | <b>47,940</b>        | <b>194,241</b>       | <b>682,778</b>                   | <b>382,778</b>                  | <b>67,475</b>                       | <b>382,778</b>                      | <b>589,381</b>         | <b>0%</b>                        |
| <b>Fund: 214 - Solid Waste Fund Net Results</b>        | <b>403,377</b>       | <b>305,231</b>       | <b>199,862</b>       | <b>(314,778)</b>                 | <b>(14,778)</b>                 | <b>277,812</b>                      | <b>(14,778)</b>                     | <b>(221,381)</b>       |                                  |
| <b>Fund Balance, July 1</b>                            | <b>1,154,755</b>     | <b>1,558,131</b>     | <b>1,863,362</b>     | <b>2,063,224</b>                 | <b>2,063,224</b>                |                                     | <b>2,063,224</b>                    | <b>2,048,446</b>       |                                  |
| <b>Fund Balance, June 30</b>                           | <b>1,558,131</b>     | <b>1,863,362</b>     | <b>2,063,224</b>     | <b>1,748,446</b>                 | <b>2,048,446</b>                |                                     | <b>2,048,446</b>                    | <b>1,827,065</b>       |                                  |
| <b>Fund: 215 - Measure C and J Fund</b>                |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - Federal Grants                                   | -                    | -                    | -                    | -                                | -                               | 2,463                               | -                                   | -                      | 0%                               |
| 323 - State Grants                                     | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 722,619                | 100%                             |
| 324 - Other Grants                                     | 405,252              | 390,147              | 470,247              | 382,848                          | 382,848                         | 21,965                              | 382,848                             | 421,638                | 10%                              |
| 370 - Interest and Investment Income                   | 23,857               | 6,297                | (23,256)             | 8,000                            | 8,000                           | 20,515                              | 8,000                               | 8,000                  | 0%                               |
| <b>Revenue Total:</b>                                  | <b>429,109</b>       | <b>396,444</b>       | <b>446,991</b>       | <b>390,848</b>                   | <b>390,848</b>                  | <b>44,943</b>                       | <b>390,848</b>                      | <b>1,152,257</b>       | <b>195%</b>                      |
| <b>Expenditures</b>                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:              |                      | 48,930               | 49,664               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 341 - Administration/Engineering Total:      | 82,819               | 111,905              | 118,988              | 186,999                          | 186,999                         | 99,872                              | 186,999                             | 195,466                | 5%                               |
| Division: 342 - Road Maintenance Total:                | 18,651               | -                    | 10,073               | 450,881                          | 455,881                         | 116,444                             | 455,881                             | 826,253                | 81%                              |
| Division: 343 - Facility Maintenance Total:            |                      |                      | -                    | 2,000                            | 2,000                           | -                                   | 2,000                               | 2,000                  | 0%                               |
| <b>Expenditure Total:</b>                              | <b>101,471</b>       | <b>160,835</b>       | <b>178,725</b>       | <b>639,880</b>                   | <b>644,880</b>                  | <b>216,316</b>                      | <b>644,880</b>                      | <b>1,023,719</b>       | <b>59%</b>                       |
| <b>Fund: 215 - Measure C and J Fund Net Results</b>    | <b>327,638</b>       | <b>235,609</b>       | <b>268,266</b>       | <b>(249,032)</b>                 | <b>(254,032)</b>                | <b>(171,374)</b>                    | <b>(254,032)</b>                    | <b>128,538</b>         |                                  |
| <b>Fund Balance, July 1</b>                            | <b>1,493,934</b>     | <b>1,821,573</b>     | <b>2,057,182</b>     | <b>2,325,448</b>                 | <b>2,325,448</b>                |                                     | <b>2,325,448</b>                    | <b>2,071,416</b>       |                                  |
| <b>Fund Balance, June 30</b>                           | <b>1,821,573</b>     | <b>2,057,182</b>     | <b>2,325,448</b>     | <b>2,076,416</b>                 | <b>2,071,416</b>                |                                     | <b>2,071,416</b>                    | <b>2,199,954</b>       |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                    | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|--------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 216 - Rate Stabilization Fund</b>                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 370 - Interest and Investment Income                               | -                    | -                    | (2,216)              | -                                | -                               | 2,194                               | 2,194                               | -                      | 0%                               |
| 383 - Reimbursements                                               | -                    | 31,171               | 17,499               | 15,000                           | 15,000                          | -                                   | 15,000                              | 15,000                 | 0%                               |
| 399 - Transfers In                                                 | -                    | 153,505              | -                    | -                                | -                               | -                                   | -                                   | 0                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>-</b>             | <b>184,676</b>       | <b>15,283</b>        | <b>15,000</b>                    | <b>15,000</b>                   | <b>2,194</b>                        | <b>17,194</b>                       | <b>15,000</b>          | <b>0%</b>                        |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                          | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Expenditure Total:</b>                                          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 216 - Rate Stabilization Fund Net Results</b>             | <b>-</b>             | <b>184,676</b>       | <b>15,283</b>        | <b>15,000</b>                    | <b>15,000</b>                   | <b>2,194</b>                        | <b>17,194</b>                       | <b>15,000</b>          |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>-</b>             | <b>-</b>             | <b>184,676</b>       | <b>199,959</b>                   | <b>199,959</b>                  |                                     | <b>199,959</b>                      | <b>217,153</b>         |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>-</b>             | <b>184,676</b>       | <b>199,959</b>       | <b>214,959</b>                   | <b>214,959</b>                  |                                     | <b>217,153</b>                      | <b>232,153</b>         |                                  |
| <b>Fund: 217 - American Rescue Plan Act Fund</b>                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 322 - Federal Grants                                               | -                    | -                    | 533,606              | 2,302,505                        | 2,302,505                       | 4,071,404                           | 4,071,404                           | -                      | -100%                            |
| <b>Revenue Total:</b>                                              | <b>-</b>             | <b>-</b>             | <b>533,606</b>       | <b>2,302,505</b>                 | <b>2,302,505</b>                | <b>4,071,404</b>                    | <b>4,071,404</b>                    | <b>-</b>               | <b>-100%</b>                     |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                          | -                    | -                    | 533,606              | 4,090,010                        | 4,090,010                       | 4,071,404                           | 4,071,404                           | -                      | -100%                            |
| <b>Expenditure Total:</b>                                          | <b>-</b>             | <b>-</b>             | <b>533,606</b>       | <b>4,090,010</b>                 | <b>4,090,010</b>                | <b>4,071,404</b>                    | <b>4,071,404</b>                    | <b>-</b>               | <b>-100%</b>                     |
| <b>Fund: 217 - American Rescue Plan Act Fund Net Result</b>        | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>(1,787,505)</b>               | <b>(1,787,505)</b>              | <b>-</b>                            | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        |                                     | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>(1,787,505)</b>               | <b>(1,787,505)</b>              |                                     | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund: 225 - Asset Seizure-Adjudicated Fund</b>                  |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 351 - Fines and Forfeiture                                         | 5,000                | 545                  | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 370 - Interest and Investment Income                               | 2,139                | 235                  | (766)                | -                                | -                               | 430                                 | 430                                 | 0                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>7,139</b>         | <b>779</b>           | <b>(766)</b>         | <b>-</b>                         | <b>-</b>                        | <b>430</b>                          | <b>430</b>                          | <b>-</b>               | <b>0%</b>                        |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 221 - Police Operations Total:                           | 23,079               | -                    | 29,000               | 58,231                           | 58,231                          | 16,348                              | 16,348                              | 41,236                 | -29%                             |
| <b>Expenditure Total:</b>                                          | <b>23,079</b>        | <b>-</b>             | <b>29,000</b>        | <b>58,231</b>                    | <b>58,231</b>                   | <b>16,348</b>                       | <b>16,348</b>                       | <b>41,236</b>          | <b>-29%</b>                      |
| <b>Fund: 225 - Asset Seizure-Adjudicated Fund Net Result</b>       | <b>(15,940)</b>      | <b>779</b>           | <b>(29,766)</b>      | <b>(58,231)</b>                  | <b>(58,231)</b>                 | <b>(15,918)</b>                     | <b>(15,918)</b>                     | <b>(41,236)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>102,502</b>       | <b>86,562</b>        | <b>87,341</b>        | <b>57,576</b>                    | <b>57,576</b>                   |                                     | <b>57,576</b>                       | <b>41,658</b>          |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>86,562</b>        | <b>87,341</b>        | <b>57,576</b>        | <b>(655)</b>                     | <b>(655)</b>                    |                                     | <b>41,658</b>                       | <b>422</b>             |                                  |
| <b>Fund: 226 - CASp Certification and Training Fund</b>            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 342 - Other Fees                                                   | 7,282                | 6,668                | 8,172                | -                                | -                               | 7,005                               | 7,500                               | -                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>7,282</b>         | <b>6,668</b>         | <b>8,172</b>         | <b>-</b>                         | <b>-</b>                        | <b>7,005</b>                        | <b>7,500</b>                        | <b>-</b>               | <b>0%</b>                        |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 462 - Building Total:                                    | -                    | -                    | -                    | -                                | 0                               | 0                                   | -                                   | -                      | 0%                               |
| <b>Expenditure Total:</b>                                          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 226 - CASp Certification and Training Fund Net Result</b> | <b>7,282</b>         | <b>6,668</b>         | <b>8,172</b>         | <b>-</b>                         | <b>-</b>                        | <b>7,005</b>                        | <b>7,500</b>                        | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>13,467</b>        | <b>20,749</b>        | <b>27,417</b>        | <b>35,590</b>                    | <b>35,590</b>                   |                                     | <b>35,590</b>                       | <b>43,090</b>          |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>20,749</b>        | <b>27,417</b>        | <b>35,590</b>        | <b>35,590</b>                    | <b>35,590</b>                   |                                     | <b>43,090</b>                       | <b>43,090</b>          |                                  |
| <b>Fund: 275 - Parkland Dedication Fund</b>                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 344 - Impact Fees                                                  | 26,227               | 16,027               | -                    | 1,293,134                        | (0)                             | -                                   | (0)                                 | -                      | 0%                               |
| 370 - Interest and Investment Income                               | 1,506                | 351                  | (8,595)              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>27,733</b>        | <b>16,378</b>        | <b>(8,595)</b>       | <b>1,293,134</b>                 | <b>(0)</b>                      | <b>-</b>                            | <b>(0)</b>                          | <b>-</b>               | <b>0%</b>                        |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 344 - NPDES Storm Drain Total:                           | 799                  | -                    | -                    | -                                | -                               | -                                   | (22,654)                            | -                      | 0%                               |
| Division: 345 - Park Maintenance Total:                            | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Expenditure Total:</b>                                          | <b>799</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>(22,654)</b>                     | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 275 - Parkland Dedication Fund Net Results</b>            | <b>26,934</b>        | <b>16,378</b>        | <b>(8,595)</b>       | <b>1,293,134</b>                 | <b>(0)</b>                      | <b>-</b>                            | <b>22,654</b>                       | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>(57,371)</b>      | <b>(30,437)</b>      | <b>(14,059)</b>      | <b>(22,654)</b>                  | <b>(22,654)</b>                 |                                     | <b>(22,654)</b>                     | <b>(0)</b>             |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>(30,437)</b>      | <b>(14,059)</b>      | <b>(22,654)</b>      | <b>1,270,480</b>                 | <b>(22,654)</b>                 |                                     | <b>(0)</b>                          | <b>(0)</b>             |                                  |
| <b>Fund: 276 - Growth Impact Fund</b>                              |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 344 - Impact Fees                                                  | 33,716               | 32,090               | 2,452,573            | 1,608,476                        | 493,000                         | 13,414                              | 493,000                             | 1,039,594              | 111%                             |
| 370 - Interest and Investment Income                               | 1,842                | 477                  | (10,748)             | -                                | -                               | 29,842                              | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>35,557</b>        | <b>32,567</b>        | <b>2,441,826</b>     | <b>1,608,476</b>                 | <b>493,000</b>                  | <b>43,256</b>                       | <b>493,000</b>                      | <b>1,039,594</b>       | <b>111%</b>                      |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 343 - Facility Maintenance Total:                        | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 425,000                | 100%                             |
| Division: 344 - NPDES Storm Drain Total:                           | -                    | -                    | -                    | 58,000                           | 58,000                          | -                                   | 58,000                              | 58,000                 | 0%                               |
| Division: 345 - Park Maintenance Total:                            | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 265,000                | 100%                             |
| Division: 642 - Sewer Collection Total:                            | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 600,000                | 100%                             |
| <b>Expenditure Total:</b>                                          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>58,000</b>                    | <b>58,000</b>                   | <b>-</b>                            | <b>58,000</b>                       | <b>1,348,000</b>       | <b>2224%</b>                     |
| <b>Fund: 276 - Growth Impact Fund Net Results</b>                  | <b>35,557</b>        | <b>32,567</b>        | <b>2,441,826</b>     | <b>1,550,476</b>                 | <b>435,000</b>                  | <b>43,256</b>                       | <b>435,000</b>                      | <b>(308,406)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>191,875</b>       | <b>227,432</b>       | <b>259,999</b>       | <b>2,701,825</b>                 | <b>2,701,825</b>                |                                     | <b>2,701,825</b>                    | <b>3,136,824</b>       |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>227,432</b>       | <b>259,999</b>       | <b>2,701,825</b>     | <b>4,252,300</b>                 | <b>3,136,824</b>                |                                     | <b>3,136,824</b>                    | <b>2,828,419</b>       |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                   | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2021/22<br>Original<br>Budget | FY 2021/22<br>Revised<br>Budget | FY 2021/22<br>Actual Thru<br>Mar-22 | FY 2021/22<br>Projected<br>Year-end | FY 2022/23<br>Proposed | Prop to Rev<br>Percent<br>Change |
|-------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 285 - Housing Assets Fund</b>                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 342 - Other Fees                                                  | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 370 - Interest and Investment Income                              | 62,291               | 7,374                | (44,948)             | 50,000                           | 50,000                          | 61,280                              | 50,000                              | 50,000                 | 0%                               |
| 381 - Rental Income                                               | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 384 - Other Revenue                                               | 750                  | -                    | 41,492               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 392 - Proceeds from Sale of Property                              | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 393 - Loan/Bond Proceeds                                          | 44,892               | 52,715               | 11,658               | 867,883                          | 867,883                         | 7,783                               | 867,883                             | 5,000                  | -99%                             |
| <b>Revenue Total:</b>                                             | <b>107,933</b>       | <b>60,089</b>        | <b>8,202</b>         | <b>917,883</b>                   | <b>917,883</b>                  | <b>69,062</b>                       | <b>917,883</b>                      | <b>55,000</b>          | <b>-94%</b>                      |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 461 - Planning Total:                                   | -                    | -                    | 47,382               | 53,436                           | 53,436                          | 38,169                              | 53,436                              | 60,373                 | 13%                              |
| Division: 464 - Housing Administration Total:                     | 69,688               | 44,092               | 50,199               | 274,039                          | 335,249                         | 69,717                              | 335,249                             | 278,881                | -17%                             |
| <b>Expenditure Total:</b>                                         | <b>69,688</b>        | <b>44,092</b>        | <b>97,581</b>        | <b>327,475</b>                   | <b>388,685</b>                  | <b>107,886</b>                      | <b>388,685</b>                      | <b>339,254</b>         | <b>-13%</b>                      |
| <b>Fund: 285 - Housing Assets for Resale Net Results</b>          | <b>38,245</b>        | <b>15,998</b>        | <b>(89,379)</b>      | <b>590,408</b>                   | <b>529,198</b>                  | <b>(38,824)</b>                     | <b>529,198</b>                      | <b>(284,254)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>7,781,270</b>     | <b>7,819,515</b>     | <b>7,835,513</b>     | <b>7,746,133</b>                 | <b>7,746,133</b>                |                                     | <b>7,746,133</b>                    | <b>8,275,331</b>       |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>7,819,515</b>     | <b>7,835,513</b>     | <b>7,746,133</b>     | <b>8,336,541</b>                 | <b>8,275,331</b>                |                                     | <b>8,275,331</b>                    | <b>7,991,077</b>       |                                  |
| <b>Fund: 310 - Lighting &amp; Landscape District Fund</b>         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 321 - Intergovernmental Taxes                                     | 39,746               | 42,525               | 49,768               | 56,411                           | 56,411                          | 28,741                              | 56,411                              | 56,411                 | 0%                               |
| 383 - Reimbursements                                              | -                    | 14,839               | -                    | 7,500                            | 7,500                           | -                                   | 7,500                               | 7,500                  | 0%                               |
| 399 - Transfers In                                                | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                             | <b>39,746</b>        | <b>57,364</b>        | <b>49,768</b>        | <b>63,911</b>                    | <b>63,911</b>                   | <b>28,741</b>                       | <b>63,911</b>                       | <b>63,911</b>          | <b>0%</b>                        |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 347 - Landscape & Lighting PVR North Total:             | 18,297               | 19,545               | 22,221               | 32,315                           | 32,315                          | 19,694                              | 32,315                              | 39,795                 | 23%                              |
| Division: 348 - Landscape & Lighting PVR South Total:             | 19,875               | 34,055               | 20,389               | 29,810                           | 29,810                          | 8,668                               | 29,810                              | 45,380                 | 52%                              |
| <b>Expenditure Total:</b>                                         | <b>38,172</b>        | <b>53,599</b>        | <b>42,611</b>        | <b>62,125</b>                    | <b>62,125</b>                   | <b>28,362</b>                       | <b>62,125</b>                       | <b>85,175</b>          | <b>37%</b>                       |
| <b>Fund: 310 - Lighting &amp; Landscape Districts Net Results</b> | <b>1,575</b>         | <b>3,765</b>         | <b>7,157</b>         | <b>1,786</b>                     | <b>1,786</b>                    | <b>379</b>                          | <b>1,786</b>                        | <b>(21,264)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>30,613</b>        | <b>32,188</b>        | <b>35,953</b>        | <b>43,110</b>                    | <b>43,110</b>                   |                                     | <b>43,110</b>                       | <b>44,896</b>          |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>32,188</b>        | <b>35,953</b>        | <b>43,110</b>        | <b>44,896</b>                    | <b>44,896</b>                   |                                     | <b>44,896</b>                       | <b>23,632</b>          |                                  |
| <b>Fund: 317 - Pinole Valley Caretaker Fund</b>                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 381 - Rental Income                                               | 15,000               | 11,250               | -                    | 15,000                           | 15,000                          | -                                   | 15,000                              | 15,000                 | 0%                               |
| <b>Revenue Total:</b>                                             | <b>15,000</b>        | <b>11,250</b>        | <b>-</b>             | <b>15,000</b>                    | <b>15,000</b>                   | <b>-</b>                            | <b>15,000</b>                       | <b>15,000</b>          | <b>0%</b>                        |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 345 - Park Maintenance Total:                           | 15,360               | 11,268               | 656                  | 15,055                           | 15,055                          | -                                   | -                                   | 15,002                 | 0%                               |
| <b>Expenditure Total:</b>                                         | <b>15,360</b>        | <b>11,268</b>        | <b>656</b>           | <b>15,055</b>                    | <b>15,055</b>                   | <b>-</b>                            | <b>-</b>                            | <b>15,002</b>          | <b>0%</b>                        |
| <b>Fund: 317 - Pinole Valley Caretaker Fund Net Results</b>       | <b>(360)</b>         | <b>(18)</b>          | <b>(656)</b>         | <b>(55)</b>                      | <b>(55)</b>                     | <b>-</b>                            | <b>15,000</b>                       | <b>(2)</b>             |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>51</b>            | <b>(309)</b>         | <b>(327)</b>         | <b>(983)</b>                     | <b>(983)</b>                    |                                     | <b>(983)</b>                        | <b>14,017</b>          |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>(309)</b>         | <b>(327)</b>         | <b>(983)</b>         | <b>(1,038)</b>                   | <b>(1,038)</b>                  |                                     | <b>14,017</b>                       | <b>14,015</b>          |                                  |
| <b>Fund: 324 - Public Facilities Fund</b>                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 343 - Facility Maintenance Total:                       | 50                   | 3,356                | -                    | 60,000                           | 60,000                          | -                                   | 60,000                              | 60,000                 | 0%                               |
| Division: 345 - Park Maintenance Total:                           | -                    | -                    | -                    | 10,000                           | 10,000                          | -                                   | 10,000                              | 10,000                 | 0%                               |
| <b>Expenditure Total:</b>                                         | <b>50</b>            | <b>3,356</b>         | <b>-</b>             | <b>70,000</b>                    | <b>70,000</b>                   | <b>-</b>                            | <b>70,000</b>                       | <b>70,000</b>          | <b>0%</b>                        |
| <b>Fund: 324 - Public Facilities Fund Net Results</b>             | <b>(50)</b>          | <b>(3,356)</b>       | <b>-</b>             | <b>(70,000)</b>                  | <b>(70,000)</b>                 | <b>-</b>                            | <b>(70,000)</b>                     | <b>(70,000)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>545,055</b>       | <b>545,005</b>       | <b>541,649</b>       | <b>541,649</b>                   | <b>541,649</b>                  |                                     | <b>541,649</b>                      | <b>471,649</b>         |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>545,005</b>       | <b>541,649</b>       | <b>541,649</b>       | <b>471,649</b>                   | <b>471,649</b>                  |                                     | <b>471,649</b>                      | <b>401,649</b>         |                                  |
| <b>Fund: 325 - City Street Improvements Fund</b>                  |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 322 - Federal Grants                                              | -                    | -                    | 336,189              | -                                | -                               | 146,416                             | -                                   | 41,394                 | 100%                             |
| 323 - State Grants                                                | 535                  | 149,002              | 20,292               | 97,747                           | 97,747                          | 2,046                               | 97,747                              | -                      | -100%                            |
| 324 - Other Grants                                                | -                    | -                    | 268,486              | 1,303,463                        | 1,303,463                       | 42,760                              | 1,303,463                           | 1,773,289              | 36%                              |
| 351 - Fines and Forfeiture                                        | 18                   | -                    | 160                  | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 383 - Reimbursements                                              | -                    | 1,417                | -                    | -                                | -                               | (1,417)                             | -                                   | -                      | 0%                               |
| 399 - Transfers In                                                | 250,000              | 250,000              | 250,000              | 250,000                          | 250,000                         | 250,000                             | 250,000                             | 250,000                | 0%                               |
| <b>Revenue Total:</b>                                             | <b>250,553</b>       | <b>400,419</b>       | <b>875,127</b>       | <b>1,651,210</b>                 | <b>1,651,210</b>                | <b>439,806</b>                      | <b>1,651,210</b>                    | <b>2,064,683</b>       | <b>25%</b>                       |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 342 - Road Maintenance Total:                           | 45,622               | 448,469              | 569,001              | 1,706,213                        | 1,706,213                       | 127,626                             | 1,706,213                           | 2,232,004              | 31%                              |
| <b>Expenditure Total:</b>                                         | <b>45,622</b>        | <b>448,469</b>       | <b>569,001</b>       | <b>1,706,213</b>                 | <b>1,706,213</b>                | <b>127,626</b>                      | <b>1,706,213</b>                    | <b>2,232,004</b>       | <b>31%</b>                       |
| <b>Fund: 325 - City Street Improvements Net Results</b>           | <b>204,930</b>       | <b>(48,050)</b>      | <b>306,126</b>       | <b>(55,003)</b>                  | <b>(55,003)</b>                 | <b>312,180</b>                      | <b>(55,003)</b>                     | <b>(167,321)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>1,089,984</b>     | <b>1,294,914</b>     | <b>1,246,864</b>     | <b>1,552,990</b>                 | <b>1,552,990</b>                |                                     | <b>1,552,990</b>                    | <b>1,497,987</b>       |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>1,294,914</b>     | <b>1,246,864</b>     | <b>1,552,990</b>     | <b>1,497,987</b>                 | <b>1,497,987</b>                |                                     | <b>1,497,987</b>                    | <b>1,330,666</b>       |                                  |

# Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                  | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 327 - Parks Grants (Measure WW) Fund</b>                |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                               | -                    | -                    | -                    | 189,758                          | 189,758                         | -                                   | -                                   | 189,758                |                                  |
| 370 - Interest and Investment Income                             | 533                  | 83                   | (285)                | -                                | -                               | 49                                  | -                                   | -                      |                                  |
| <b>Revenue Total:</b>                                            | <b>533</b>           | <b>83</b>            | <b>(285)</b>         | <b>189,758</b>                   | <b>189,758</b>                  | <b>49</b>                           | <b>-</b>                            | <b>189,758</b>         |                                  |
| Expenditures                                                     |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 345 - Park Maintenance Total:                          | -                    | -                    | -                    | 189,758                          | 189,758                         | 47,721                              | 189,758                             | -                      | -100%                            |
| <b>Expenditure Total:</b>                                        | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>189,758</b>                   | <b>189,758</b>                  | <b>47,721</b>                       | <b>189,758</b>                      | <b>-</b>               | <b>-100%</b>                     |
| <b>Fund: 327 - Parks Grants (Measure WW) Fund Net Res:</b>       | <b>533</b>           | <b>83</b>            | <b>(285)</b>         | <b>-</b>                         | <b>-</b>                        | <b>(47,672)</b>                     | <b>(189,758)</b>                    | <b>189,758</b>         |                                  |
| <b>Fund Balance, July 1</b>                                      | <b>24,904</b>        | <b>25,437</b>        | <b>25,521</b>        | <b>25,236</b>                    | <b>25,236</b>                   |                                     | <b>25,236</b>                       | <b>(164,522)</b>       |                                  |
| <b>Fund Balance, June 30</b>                                     | <b>25,437</b>        | <b>25,521</b>        | <b>25,236</b>        | <b>25,236</b>                    | <b>25,236</b>                   |                                     | <b>(164,522)</b>                    | <b>25,236</b>          |                                  |
| <b>Fund: 377 - Arterial Streets Rehabilitation Fund</b>          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 322 - Federal Grants                                             |                      |                      | 41,275               | -                                | -                               | -                                   | 541,462                             | -                      | 0%                               |
| 383 - Reimbursements                                             |                      |                      | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 399 - Transfers In                                               | 250,000              | 250,000              | 250,000              | 250,000                          | 250,000                         | 250,000                             | 250,000                             | 250,000                | 0%                               |
| <b>Revenue Total:</b>                                            | <b>250,000</b>       | <b>250,000</b>       | <b>291,275</b>       | <b>250,000</b>                   | <b>250,000</b>                  | <b>250,000</b>                      | <b>791,462</b>                      | <b>250,000</b>         | <b>0%</b>                        |
| Expenditures                                                     |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 342 - Road Maintenance Total:                          | 125,202              | 236,007              | 1,029,962            | 810,312                          | 810,312                         | 61,674                              | 85,988                              | 758,624                | -6%                              |
| <b>Expenditure Total:</b>                                        | <b>125,202</b>       | <b>236,007</b>       | <b>1,029,962</b>     | <b>810,312</b>                   | <b>810,312</b>                  | <b>61,674</b>                       | <b>85,988</b>                       | <b>758,624</b>         | <b>-6%</b>                       |
| <b>Fund: 377 - Arterial Streets Rehabilitation Fund Net Res:</b> | <b>124,798</b>       | <b>13,993</b>        | <b>(738,687)</b>     | <b>(560,312)</b>                 | <b>(560,312)</b>                | <b>188,326</b>                      | <b>705,474</b>                      | <b>(508,624)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                      | <b>649,783</b>       | <b>774,582</b>       | <b>788,574</b>       | <b>49,887</b>                    | <b>49,887</b>                   |                                     | <b>49,887</b>                       | <b>755,361</b>         |                                  |
| <b>Fund Balance, June 30</b>                                     | <b>774,582</b>       | <b>788,574</b>       | <b>49,887</b>        | <b>(510,425)</b>                 | <b>(510,425)</b>                |                                     | <b>755,361</b>                      | <b>246,737</b>         |                                  |
| <b>Fund: 500 - Sewer Enterprise Fund</b>                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 344 - Impact Fees                                                | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 363 - Sewer Enterprise Charges                                   | 7,093,734            | 7,414,842            | 7,764,868            | 8,266,176                        | 8,266,176                       | 4,709,624                           | 8,266,176                           | 9,154,209              | 11%                              |
| 370 - Interest and Investment Income                             | 277,807              | 44,066               | (196,765)            | 100,000                          | 100,000                         | 194,443                             | 100,000                             | 100,000                | 0%                               |
| 383 - Reimbursements                                             |                      | 22,234               | 3,046                | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 384 - Other Revenue                                              |                      |                      | 366                  | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 392 - Proceeds from Sale of Property                             |                      |                      | 67,262               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                            | <b>7,371,541</b>     | <b>7,481,142</b>     | <b>7,638,777</b>     | <b>8,366,176</b>                 | <b>8,366,176</b>                | <b>4,904,067</b>                    | <b>8,366,176</b>                    | <b>9,254,209</b>       | <b>11%</b>                       |
| 399 - Transfers In from Section 115 Pension Fund                 | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                             | <b>7,371,541</b>     | <b>7,481,142</b>     | <b>7,638,777</b>     | <b>8,366,176</b>                 | <b>8,366,176</b>                | <b>4,904,067</b>                    | <b>8,366,176</b>                    | <b>9,254,209</b>       | <b>11%</b>                       |
| Expense                                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                        | 16,365               | 16,643               | 12,191               | -                                | -                               | 16,369                              | 16,369                              | -                      | 0%                               |
| Division: 641 - Sewer Treatment Plant/Shared Total:              | 3,979,819            | 4,355,345            | 4,718,679            | 6,229,371                        | 6,289,371                       | 3,325,563                           | 6,289,371                           | 9,791,938              | 56%                              |
| Division: 642 - Sewer Collections Total:                         | 906,883              | 1,055,212            | 1,295,873            | 3,417,629                        | 3,487,629                       | 893,056                             | 3,487,629                           | 12,785,925             | 267%                             |
| Division: 643 - Sewer Projects/Shared Total:                     | -                    | 4,275                | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 644 - WPCP Equipment/Debt Service Total:               | 612,491              | 621,332              | 596,719              | 1,611,624                        | 1,611,624                       | 522,440                             | 1,611,624                           | 1,607,476              | 0%                               |
| <b>Expense Total:</b>                                            | <b>5,515,558</b>     | <b>6,052,806</b>     | <b>6,623,463</b>     | <b>11,258,624</b>                | <b>11,388,624</b>               | <b>4,757,427</b>                    | <b>11,404,993</b>                   | <b>24,185,339</b>      | <b>112%</b>                      |
| <b>Fund: 500 - Sewer Enterprise Fund Net Results</b>             | <b>1,855,983</b>     | <b>1,428,336</b>     | <b>1,015,314</b>     | <b>(2,892,448)</b>               | <b>(3,022,448)</b>              | <b>146,639</b>                      | <b>(3,038,817)</b>                  | <b>(14,931,130)</b>    |                                  |
| <b>Fund Balance, July 1</b>                                      | <b>17,898,838</b>    | <b>19,754,821</b>    | <b>21,183,157</b>    | <b>22,198,471</b>                | <b>22,198,471</b>               |                                     | <b>22,198,471</b>                   | <b>19,159,654</b>      |                                  |
| <b>Fund Balance, June 30</b>                                     | <b>19,754,821</b>    | <b>21,183,157</b>    | <b>22,198,471</b>    | <b>19,306,023</b>                | <b>19,176,023</b>               |                                     | <b>19,159,654</b>                   | <b>4,228,524</b>       |                                  |
| <b>Fund: 505 - Cable Access TV Fund</b>                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 314 - Franchise Taxes                                            | 28,833               | 25,359               | 21,934               | 52,972                           | 52,972                          | 14,367                              | 25,000                              | 52,972                 | 0%                               |
| 365 - Cable TV Charges                                           | 191,537              | 223,342              | 216,837              | 316,956                          | 316,956                         | 162,424                             | 316,956                             | 316,956                | 0%                               |
| 370 - Interest and Investment Income                             | -                    | -                    | 1,297                | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 383 - Reimbursements                                             |                      | 341                  | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 384 - Other Revenue                                              | 3,000                | -                    | -                    | 5,000                            | 5,000                           | -                                   | 5,000                               | 5,000                  | 0%                               |
| 399 - Transfers In                                               | 147,804              | 174,853              | 197,184              | 160,124                          | 160,124                         | 105,124                             | 187,577                             | 160,124                | 0%                               |
| <b>Revenue Total:</b>                                            | <b>371,175</b>       | <b>423,895</b>       | <b>437,252</b>       | <b>535,052</b>                   | <b>535,052</b>                  | <b>281,914</b>                      | <b>534,533</b>                      | <b>535,052</b>         | <b>0%</b>                        |
| 399 - Transfers In from Section 115 Pension Fund                 | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                             | <b>371,175</b>       | <b>423,895</b>       | <b>437,252</b>       | <b>535,052</b>                   | <b>535,052</b>                  | <b>281,914</b>                      | <b>534,533</b>                      | <b>535,052</b>         | <b>0%</b>                        |
| Expense                                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 119 - Cable Access TV Total:                           | 374,875              | 391,792              | 306,964              | 444,432                          | 444,432                         | 252,449                             | 372,789                             | 473,459                | 7%                               |
| Division: 120 - Cable Access-Community Services Total:           |                      |                      | -                    | 4,642                            | 4,642                           | 47                                  | 90                                  | 1,713                  | -63%                             |
| Division: 121 - Cable Access-Contract Services Total:            |                      |                      | 132,383              | 197,707                          | 197,707                         | 119,103                             | 156,427                             | 206,884                | 5%                               |
| <b>Expense Total:</b>                                            | <b>374,875</b>       | <b>391,792</b>       | <b>439,347</b>       | <b>646,780</b>                   | <b>646,780</b>                  | <b>371,599</b>                      | <b>529,306</b>                      | <b>682,056</b>         | <b>5%</b>                        |
| <b>Fund: 505 - Cable Access TV Net Results</b>                   | <b>(3,700)</b>       | <b>32,104</b>        | <b>(2,095)</b>       | <b>(111,728)</b>                 | <b>(111,728)</b>                | <b>(89,685)</b>                     | <b>5,227</b>                        | <b>(147,004)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                      | <b>(31,535)</b>      | <b>(35,235)</b>      | <b>(3,132)</b>       | <b>(5,227)</b>                   | <b>(5,227)</b>                  |                                     | <b>(5,227)</b>                      | <b>(0)</b>             |                                  |
| <b>Fund Balance, June 30</b>                                     | <b>(35,235)</b>      | <b>(3,132)</b>       | <b>(5,227)</b>       | <b>(116,956)</b>                 | <b>(116,956)</b>                |                                     | <b>(0)</b>                          | <b>(147,004)</b>       |                                  |
| <b>Fund: 525 - Information Systems Fund</b>                      |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 393 - Debt Proceeds                                              | -                    | -                    | 95,874               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 399 - Transfers In                                               | -                    | -                    | 196,169              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                             | <b>-</b>             | <b>-</b>             | <b>292,043</b>       | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| Expense                                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 118 - Information Systems Total:                       | 795,641              | 702,008              | 792,558              | 1,449,406                        | 1,791,006                       | 882,440                             | 1,791,006                           | 1,552,663              | -13%                             |
| 461 - Indirect cost allocations                                  | (795,641)            | (702,008)            | (696,684)            | (1,449,406)                      | (1,791,006)                     | (875,626)                           | (1,791,006)                         | (1,552,663)            | -13%                             |
| <b>Expense Total:</b>                                            | <b>-</b>             | <b>-</b>             | <b>95,874</b>        | <b>-</b>                         | <b>-</b>                        | <b>6,814</b>                        | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 525 - Information Systems Net Results:</b>              | <b>-</b>             | <b>-</b>             | <b>196,169</b>       | <b>-</b>                         | <b>-</b>                        | <b>(6,814)</b>                      | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                      | <b>(196,169)</b>     | <b>(196,169)</b>     | <b>(196,169)</b>     | <b>0</b>                         | <b>0</b>                        |                                     | <b>0</b>                            | <b>0</b>               |                                  |
| <b>Fund Balance, June 30</b>                                     | <b>(196,169)</b>     | <b>(196,169)</b>     | <b>0</b>             | <b>0</b>                         | <b>0</b>                        |                                     | <b>0</b>                            | <b>0</b>               |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                      | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|----------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 700 - Pension Fund</b>                                      |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 370 - Interest and Investment Income                                 | 1,010,988            | 2,792,382            | (2,248,500)          | 1,140,017                        | 1,140,017                       | 518,409                             | 492,464                             | 837,168                | 100%                             |
| 399 - Transfers In                                                   |                      |                      | 0                    | 0                                | 0                               | 0                                   | -                                   | 0                      | 0%                               |
| <b>Revenue Total:</b>                                                | <b>1,010,988</b>     | <b>2,792,382</b>     | <b>(2,248,500)</b>   | <b>1,140,017</b>                 | <b>1,140,017</b>                | <b>518,409</b>                      | <b>492,464</b>                      | <b>837,168</b>         | <b>100%</b>                      |
| <b>Expense</b>                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 115 - Finance Total:                                       | -                    | -                    | -                    | 40,000                           | 40,000                          | 58,546                              | 60,000                              | 50,000                 | 25%                              |
| Division: 117 - General Government Total:                            | 81,434               | 86,587               | 87,037               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sub-Total:</b>                                                    | <b>81,434</b>        | <b>86,587</b>        | <b>87,037</b>        | <b>40,000</b>                    | <b>40,000</b>                   | <b>58,546</b>                       | <b>60,000</b>                       | <b>50,000</b>          | <b>0%</b>                        |
| 499 - Transfers Out                                                  | -                    | 1,352,111            | 1,061,736            | 2016612                          | 2,016,612                       | -                                   | 2,016,612                           | 2,245,480              | 11%                              |
| <b>Expense Total:</b>                                                | <b>81,434</b>        | <b>1,438,698</b>     | <b>1,148,773</b>     | <b>2,016,612</b>                 | <b>2,056,612</b>                | <b>58,546</b>                       | <b>2,016,612</b>                    | <b>2,295,480</b>       | <b>12%</b>                       |
| <b>Fund: 700 - Pension Fund Net Results</b>                          | <b>929,554</b>       | <b>1,353,684</b>     | <b>(3,397,273)</b>   | <b>1,100,017</b>                 | <b>(916,595)</b>                | <b>459,863</b>                      | <b>(1,524,148)</b>                  | <b>(1,458,312)</b>     |                                  |
| <b>Fund Balance, July 1</b>                                          | <b>17,159,258</b>    | <b>18,088,811</b>    | <b>19,442,495</b>    | <b>16,045,223</b>                | <b>16,045,223</b>               |                                     | <b>16,045,223</b>                   | <b>14,521,075</b>      |                                  |
| <b>Fund Balance, June 30</b>                                         | <b>18,088,811</b>    | <b>19,442,495</b>    | <b>16,045,223</b>    | <b>17,145,240</b>                | <b>15,128,628</b>               |                                     | <b>14,521,075</b>                   | <b>13,062,763</b>      |                                  |
| <b>Fund: 750 - Recognized Obligation Retirement Fund</b>             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 311 - Property Taxes                                                 | 250,000              | 265,900              | 6,220,857            | 250,000                          | 250,000                         | 171,210                             | 250,000                             | 250,000                | 0%                               |
| 370 - Interest and Investment Income                                 | 82,725               | 3,185                | (27,548)             | -                                | -                               | 14,814                              | 14,814                              | -                      | 0%                               |
| 392 - Proceeds from Sale of Property                                 |                      |                      | 342,326              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 393 - Loan/Bond Proceeds                                             | 14,452               | 12,681               | 5,131                | 5,000                            | 5,000                           | -                                   | 5,000                               | 5,000                  | 0%                               |
| 399 - Transfers In                                                   | -                    | -                    | (839,901)            | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                                | <b>347,176</b>       | <b>281,766</b>       | <b>5,700,865</b>     | <b>255,000</b>                   | <b>255,000</b>                  | <b>186,024</b>                      | <b>269,814</b>                      | <b>255,000</b>         | <b>0%</b>                        |
| <b>Expense</b>                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 463 - Successor Agency to RDA Total:                       | 300,640              | 352,370              | 1,008,557            | 227,378                          | 227,378                         | 4,617,016                           | 227,378                             | 251,177                | 10%                              |
| <b>Expense Total:</b>                                                | <b>300,640</b>       | <b>352,370</b>       | <b>1,008,557</b>     | <b>227,378</b>                   | <b>227,378</b>                  | <b>4,617,016</b>                    | <b>227,378</b>                      | <b>251,177</b>         | <b>10%</b>                       |
| <b>Fund: 750 - Recognized Obligation Retirement Fund Net Results</b> | <b>46,536</b>        | <b>(70,603)</b>      | <b>4,692,309</b>     | <b>27,622</b>                    | <b>27,622</b>                   | <b>(4,430,992)</b>                  | <b>42,436</b>                       | <b>3,823</b>           |                                  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – All Funds

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### **GENERAL FUND LONG-TERM FINANCIAL FORECAST**

The City periodically updates its Long-Term Financial Plan (LTFP). As part of the LTFP, the City creates a long-term forecast of baseline General Fund revenues and expenditures. Below find the ten-year General Fund forecast that will be incorporated into the next LTFP.



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – General Fund Long-Term Financial Forecast

[illegible]

**BUDGETED POSITIONS**

Through the budget, the City Council authorizes the City’s hiring of employees to fill positions. Below find a table illustrating the positions included in the FY 2023/24 budget.

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – Budgeted Positions

| Department                                  | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 |
|---------------------------------------------|------------|------------|------------|------------|------------|
| <b>CITY MANAGER</b>                         |            |            |            |            |            |
| City Manager                                | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Assistant City Manager                      | 0.00       | 1.00       | 0.00       | 0.00       | 0.00       |
| Management Analyst                          | 0.00       | 1.00       | 1.00       | 0.00       | 0.00       |
| Assistant to the City Manager               | 0.00       | 0.00       | 0.00       | 1.00       | 1.00       |
| Administrative Assistant                    | 0.00       | 1.00       | 1.00       | 1.00       | 0.20       |
| Total Full-Time Equivalents (FTEs)          | 1.00       | 4.00       | 3.00       | 3.00       | 2.20       |
| <b>CITY CLERK</b>                           |            |            |            |            |            |
| City Clerk                                  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Deputy City Clerk                           | 0.00       | 0.00       | 1.00       | 1.00       | 1.00       |
| Administrative Assistant, <i>part-time</i>  | 0.48       | 0.48       | 0.48       | 1.00       | 1.00       |
| Total Full-Time Equivalents (FTEs)          | 1.48       | 1.48       | 2.48       | 3.00       | 3.00       |
| <b>FINANCE DEPARTMENT</b>                   |            |            |            |            |            |
| Finance Director                            | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Accountant                                  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Accounting Specialist                       | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Accounting Technician, <i>part-time</i>     | 0.48       | 0.48       | 0.48       | 0.48       | 0.00       |
| Administrative Assistant                    | 0.00       | 0.00       | 0.00       | 0.00       | 0.75       |
| Total Full-Time Equivalents (FTEs)          | 3.48       | 3.48       | 3.48       | 3.48       | 3.75       |
| <b>HUMAN RESOURCES</b>                      |            |            |            |            |            |
| Assistant City Manager                      | 1.00       | 0.00       | 0.00       | 0.00       | 0.00       |
| Human Resources Director                    | 0.00       | 0.00       | 1.00       | 1.00       | 1.00       |
| Human Resources Analyst                     | 0.00       | 0.00       | 0.00       | 1.00       | 1.00       |
| Human Resources Specialist                  | 1.00       | 1.00       | 1.00       | 0.00       | 0.00       |
| Human Resources Technician                  | 0.00       | 0.00       | 0.00       | 1.00       | 1.00       |
| Administrative Assistant                    | 0.00       | 0.00       | 0.00       | 0.00       | 0.05       |
| Total Full-Time Equivalents (FTEs)          | 2.00       | 1.00       | 2.00       | 3.00       | 3.05       |
| <b>GENERAL GOVERNMENT</b>                   |            |            |            |            |            |
| Management Analyst                          | 1.00       | 0.00       | 0.00       | 0.00       | 0.00       |
| Total Full-Time Equivalents (FTEs)          | 1.00       | 0.00       | 0.00       | 0.00       | 0.00       |
| <b>POLICE DEPARTMENT</b>                    |            |            |            |            |            |
| <b>SWORN</b>                                |            |            |            |            |            |
| Police Chief                                | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Police Lieutenant                           | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       |
| Police Sergeant                             | 6.00       | 6.00       | 6.00       | 7.00       | 7.00       |
| Police Officer                              | 19.00      | 19.00      | 19.00      | 20.00      | 20.00      |
| <b>Sub-total Sworn</b>                      | 28.00      | 28.00      | 28.00      | 30.00      | 30.00      |
| <b>NON-SWORN</b>                            |            |            |            |            |            |
| Administrative Secretary                    | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Community Safety Specialist                 | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Community Service Officer                   | 0.96       | 0.96       | 2.00       | 2.00       | 2.00       |
| Crossing Guards, <i>part-time/temporary</i> | 0.50       | 0.25       | 0.25       | 0.25       | 0.25       |
| Dispatcher                                  | 11.00      | 11.00      | 11.00      | 10.00      | 10.00      |
| Lead Dispatcher                             | 1.00       | 1.00       | 1.00       | 2.00       | 2.00       |
| Police Property Specialist                  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Police Records Specialist                   | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       |
| <b>Sub-total Non-Sworn</b>                  | 18.46      | 18.21      | 19.25      | 19.25      | 19.25      |
| Total Full-Time Equivalents (FTEs)          | 46.46      | 46.21      | 47.25      | 49.25      | 49.25      |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – Budgeted Positions

| Department                                         | FY 2019-20   | FY 2020-21   | FY 2021-22   | FY 2022-23   | FY 2023-24   |
|----------------------------------------------------|--------------|--------------|--------------|--------------|--------------|
| <b>FIRE DEPARTMENT</b>                             |              |              |              |              |              |
| <b>SWORN</b>                                       |              |              |              |              |              |
| Fire Chief                                         | 1.00         | 1.00         | 1.00         | 1.00         | 0.00         |
| Battalion Chief                                    | 1.00         | 1.00         | 1.00         | 1.00         | 0.00         |
| Fire Captain                                       | 3.00         | 3.00         | 5.00         | 5.00         | 0.00         |
| Fire Engineer                                      | 3.00         | 3.00         | 3.00         | 3.00         | 0.00         |
| Fire Fighter/Paramedic                             | 3.00         | 3.00         | 3.00         | 6.00         | 0.00         |
| Fire Fighter                                       | 3.00         | 3.00         | 3.00         | 0.00         | 0.00         |
| <b>Sub-total Sworn</b>                             | <b>14.00</b> | <b>14.00</b> | <b>16.00</b> | <b>16.00</b> | <b>0.00</b>  |
| <b>NON-SWORN</b>                                   |              |              |              |              |              |
| Management Analyst                                 | 1.00         | 1.00         | 1.00         | 1.00         | 0.00         |
| <b>Sub-total Non-Sworn</b>                         | <b>1.00</b>  | <b>1.00</b>  | <b>1.00</b>  | <b>1.00</b>  | <b>0.00</b>  |
| <b>Total Full-Time Equivalents (FTEs)</b>          | <b>15.00</b> | <b>15.00</b> | <b>17.00</b> | <b>17.00</b> | <b>0.00</b>  |
| <b>PUBLIC WORKS</b>                                |              |              |              |              |              |
| Public Works Director                              | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Development Services Director/City Engineer        | 0.50         | 0.50         | 1.00         | 0.00         | 0.00         |
| Senior Project Manager                             | 1.00         | 1.00         | 1.00         | 0.00         | 0.00         |
| Capital Improvement and Environmental Program M    | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Associate Civil Engineer                           | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Public Works Specialist                            | 1.00         | 1.00         | 1.00         | 2.00         | 2.00         |
| Administrative Assistant                           | 1.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| Management Analyst                                 | 0.00         | 0.00         | 1.00         | 1.00         | 1.00         |
| Development Services Technician                    | 0.00         | 0.00         | 0.00         | 0.50         | 0.50         |
| Public Works Manager                               | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Public Works Maintenance Supervisor                | 2.00         | 2.00         | 3.00         | 3.00         | 3.00         |
| Public Works Maintenance Workers                   | 7.00         | 7.00         | 8.00         | 8.00         | 8.00         |
| Park Caretaker                                     | 0.25         | 0.25         | 0.25         | 0.25         | 0.25         |
| Treatment Plant Manager                            | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Water Pollution Control Plant Operation Supervisor | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| WWTP Senior Operator                               | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| WWTP Operator                                      | 5.00         | 5.00         | 5.00         | 4.00         | 4.00         |
| Environmental Analyst                              | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Environmental Assistant                            | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| WWTP Maintenance Mechanic                          | 1.00         | 1.00         | 2.00         | 2.00         | 2.00         |
| Water Pollution Control Plant Intern               | 0.48         | 0.48         | 0.48         | 0.48         | 0.48         |
| <b>Total Full-Time Equivalents (FTEs)</b>          | <b>24.23</b> | <b>23.23</b> | <b>27.73</b> | <b>30.23</b> | <b>30.23</b> |
| <b>COMMUNITY DEVELOPMENT</b>                       |              |              |              |              |              |
| Development Services Director/City Engineer        | 0.50         | 0.50         | 0.00         | 0.00         | 0.00         |
| Community Development Director                     | 0.00         | 0.00         | 1.00         | 1.00         | 1.00         |
| Planning Manager                                   | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Senior Building Inspector                          | 1.00         | 1.00         | 1.00         | 0.00         | 0.00         |
| Building Official                                  | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Building Inspector                                 | 0.00         | 1.00         | 1.00         | 0.00         | 0.00         |
| Building Inspector I/II                            | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Code Enforcement Officer                           | 1.00         | 1.00         | 1.00         | 0.00         | 0.00         |
| Code Enforcement Officer I/II                      | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Permit Technician                                  | 2.00         | 2.00         | 2.00         | 0.00         | 0.00         |
| Permit Technician I/II                             | 0.00         | 0.00         | 0.00         | 2.00         | 2.00         |
| Development Services Technician                    | 0.00         | 0.00         | 0.00         | 0.50         | 0.50         |
| <b>Total Full-Time Equivalents (FTEs)</b>          | <b>5.50</b>  | <b>6.50</b>  | <b>7.00</b>  | <b>7.50</b>  | <b>7.50</b>  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – Budgeted Positions

| Department                                            | FY 2019-20    | FY 2020-21    | FY 2021-22    | FY 2022-23    | FY 2023-24    |
|-------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|
| <b>COMMUNITY SERVICES DEPARTMENT</b>                  |               |               |               |               |               |
| <b>RECREATION</b>                                     |               |               |               |               |               |
| Community Services Director                           | 0.00          | 0.00          | 1.00          | 1.00          | 1.00          |
| Recreation Manager                                    | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Cook, <i>part-time/regular</i>                        | 0.75          | 0.75          | 0.75          | 0.75          | 0.75          |
| Recreation Coordinator                                | 2.60          | 2.60          | 2.60          | 3.50          | 3.50          |
| Recreation Leader                                     | 2.88          | 2.88          | 2.88          | 2.88          | 2.88          |
| Recreation Leader [Tiny Tots]                         | 1.13          | 1.13          | 1.13          | 1.13          | 1.13          |
| Rental Facility Custodian, <i>part-time/temporary</i> | 1.65          | 1.65          | 1.65          | 1.65          | 1.65          |
| Senior Recreation Leader                              | 1.50          | 1.50          | 1.50          | 1.50          | 1.50          |
| <b>Sub-total Recreation</b>                           | 11.50         | 11.50         | 12.50         | 13.40         | 13.40         |
|                                                       |               |               |               |               |               |
| <b>PINOLE COMMUNITY TELEVISION (PCTV)</b>             |               |               |               |               |               |
| Cable Access Coordinator                              | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Cable Access Technician                               | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Cable Equipment Operators                             | 0.75          | 0.75          | 0.75          | 0.75          | 0.75          |
| <b>Sub-total Cable Access Television</b>              | 2.75          | 2.75          | 2.75          | 2.75          | 2.75          |
| Total Full-Time Equivalents (FTEs)                    | 14.25         | 14.25         | 15.25         | 16.15         | 16.15         |
| <b>GRAND TOTAL ALL DEPARTMENTS</b>                    | <b>114.40</b> | <b>115.15</b> | <b>125.19</b> | <b>132.61</b> | <b>115.13</b> |

# Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – Labor Allocations

## LABOR COST ALLOCATIONS (\$)

| Position Title                        | Total Wages and Benefits | General Fund 100 | Sewer Enterprise (NWTP) Fund 500 | Sewer Enterprise (Comp Yard) Fund 500 | Cable TV Fund 505 | Information Systems Fund 525 | Successor Agency Fund 750 | Housing Admin Fund 205 | Gas Tax Fund 200 | Building Fund 212 | Measure "S" 2014" Fund 106 | PS&F Fund 203 | SL&S Fund 206 | Storm Water Fund 207 | Recreation Fund 209 | Refuse Mgmt Fund 213 | Solid Waste Fund 214 | Measure "J" Fund 215 | Total        |
|---------------------------------------|--------------------------|------------------|----------------------------------|---------------------------------------|-------------------|------------------------------|---------------------------|------------------------|------------------|-------------------|----------------------------|---------------|---------------|----------------------|---------------------|----------------------|----------------------|----------------------|--------------|
| 100-110 Council Members (5)           | 78,701                   | 59,005           | -                                | -                                     | 19,675            | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 78,701       |
| 100-111 City Manager                  | 503,319                  | 211,394          | 25,166                           | 125,830                               | -                 | -                            | 90,597                    | 25,166                 | -                | 25,166            | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 503,319      |
| 100-111 Assistant to the City Manager | 195,251                  | 156,201          | -                                | -                                     | -                 | 39,050                       | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 195,251      |
| 100-111 Admin Assistant               | 167,301                  | 167,301          | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 167,301      |
| 100-112 City Clerk                    | 239,788                  | 196,056          | -                                | -                                     | -                 | -                            | 43,162                    | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 239,788      |
| 100-113 Treasurer                     | 10,624                   | 7,968            | -                                | 2,656                                 | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 10,624       |
| 100-115 Finance Director              | 380,621                  | 232,179          | 57,093                           | -                                     | -                 | -                            | 72,318                    | 19,031                 | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 380,621      |
| 100-115 Accountant                    | 151,380                  | 118,666          | 22,704                           | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 151,380      |
| 100-115 Accounting Specialist         | 133,094                  | 113,130          | 19,964                           | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 133,094      |
| 100-116 HR Analyst                    | 135,792                  | 122,122          | 13,579                           | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 135,792      |
| 100-116 HR Director                   | 403,371                  | 363,094          | 40,337                           | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 403,371      |
| 100-116 HR Tech                       | 124,789                  | 112,110          | 12,479                           | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 124,789      |
| 100-221 Police Officer                | 196,688                  | 90,463           | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | 106,095       | -                    | -                   | -                    | -                    | -                    | 196,688      |
| 100-221 Police Officer (2)            | 337,376                  | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | 337,376       | -             | -                    | -                   | -                    | -                    | -                    | 337,376      |
| 100-221 Police Officer (Cannell)      | 190,122                  | 133,085          | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | 57,037        | -                    | -                   | -                    | -                    | -                    | 190,122      |
| 100-341 PW Director                   | 284,621                  | 71,155           | 56,924                           | 28,462                                | -                 | -                            | -                         | -                      | 42,693           | -                 | 28,462                     | -             | -             | 14,231               | -                   | 28,462               | 14,231               | -                    | 284,621      |
| 100-341 Associate Engineer            | 160,883                  | -                | 16,088                           | 24,132                                | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 160,883      |
| 100-341 Specialist (2)                | 260,805                  | 52,161           | -                                | 65,201                                | -                 | -                            | -                         | -                      | 39,121           | 52,161            | -                          | -             | -             | 26,081               | -                   | 26,081               | -                    | -                    | 260,805      |
| 100-341 Capital Improvement Manager   | 207,068                  | -                | 20,707                           | 31,060                                | -                 | -                            | -                         | -                      | -                | -                 | 41,414                     | -             | -             | 10,353               | -                   | 20,707               | 31,060               | 51,767               | 207,068      |
| 100-341 Management Analyst            | 136,929                  | 27,386           | -                                | 13,693                                | -                 | -                            | -                         | -                      | 27,386           | -                 | 27,386                     | -             | -             | 13,693               | -                   | -                    | 27,386               | -                    | 136,929      |
| 100-342 PW Maint. Supervisor          | 123,518                  | 49,407           | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | 24,704                     | -             | -             | -                    | -                   | -                    | 24,704               | -                    | 123,518      |
| 100-343 Public Works Manager          | 300,266                  | 150,133          | -                                | 60,053                                | -                 | -                            | -                         | -                      | 15,013           | -                 | -                          | -             | -             | 60,053               | -                   | 15,013               | -                    | -                    | 300,266      |
| 100-343 PW Maint. Supervisor          | 211,003                  | 94,951           | -                                | 52,751                                | -                 | -                            | -                         | -                      | 10,550           | -                 | -                          | -             | -             | 42,201               | -                   | 10,550               | -                    | -                    | 211,003      |
| 100-343 Maintenance Workers (4)       | 505,238                  | 151,598          | -                                | 101,066                               | -                 | -                            | -                         | -                      | 75,399           | -                 | -                          | -             | -             | 75,399               | -                   | 25,366               | -                    | 75,399               | 505,238      |
| 100-343 Maintenance Worker (1)        | 143,266                  | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | 143,266                    | -             | -             | -                    | -                   | -                    | -                    | -                    | 143,266      |
| 100-343 Maintenance Worker (1)        | 101,016                  | 50,508           | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | 50,508                     | -             | -             | -                    | -                   | -                    | -                    | -                    | 101,016      |
| 209-551 Community Sec Director        | 259,673                  | -                | -                                | -                                     | 25,967            | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | 233,706             | -                    | -                    | -                    | 259,673      |
| 212-461 Community Dev. Director       | 402,488                  | 100,627          | -                                | -                                     | -                 | -                            | -                         | 60,373                 | -                | 241,493           | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 402,488      |
| 212-461 Planning Manager              | 234,255                  | 11,713           | -                                | 234,255                               | -                 | -                            | -                         | 11,713                 | -                | 210,829           | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 234,255      |
| 212-462 Permit Technician II          | 120,445                  | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | 120,445           | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 120,445      |
| 212-462 Permit Technician I           | 104,427                  | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | 104,427           | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 104,427      |
| 212-462 Administrative Coordinator    | 124,722                  | 83,140           | -                                | -                                     | -                 | -                            | -                         | -                      | -                | 41,582            | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 124,722      |
| 500-642 PW Maint. Supervisor          | 186,828                  | -                | -                                | 140,121                               | -                 | -                            | -                         | -                      | 9,941            | -                 | -                          | -             | -             | 18,683               | -                   | 9,941                | -                    | 9,941                | 186,828      |
| 500-642 Maintenance Workers (2)       | 278,756                  | -                | -                                | 209,067                               | -                 | -                            | -                         | -                      | 13,598           | -                 | -                          | -             | -             | 27,076               | -                   | 13,598               | -                    | 13,598               | 278,756      |
|                                       | \$ 7,394,462             | \$ 2,956,358     | \$ 285,041                       | \$ 873,767                            | \$ 25,967         | \$ 39,050                    | \$ 206,077                | \$ 116,283             | \$ 233,841       | \$ 796,104        | \$ 396,130                 | \$ 337,376    | \$ 163,232    | \$ 288,969           | \$ 233,706          | \$ 149,338           | \$ 97,381            | \$ 215,770           | \$ 7,394,462 |
| PERCENT OF TOTAL                      |                          | 40%              | 4%                               | 12%                                   | 0%                | 1%                           | 3%                        | 2%                     | 3%               | 11%               | 5%                         | 5%            | 2%            | 4%                   | 3%                  | 2%                   | 1%                   | 3%                   | 100%         |
|                                       |                          | General Fund     | Special Revenue                  | Sewer Enterprise                      | Successor Agency  | Interim Service              | Measure                   |                        |                  |                   |                            |               |               |                      |                     |                      |                      |                      |              |
|                                       | 2,994,398                | \$               | 2,652,020                        | \$                                    | 1,158,800         | \$                           | 256,077                   | \$                     | 65,017           | \$                | 396,180                    |               |               |                      |                     |                      |                      |                      |              |
| 100-111 Admin Assistant               | 33,460                   | -                | 100-112                          | 100-115                               | 100-116           | 100-116                      | 100-116                   | 100-116                | 100-116          | 100-116           | 100-116                    | 100-116       | 100-116       | 100-116              | 100-116             | 100-116              | 100-116              | 100-116              | Total        |
| 100-221 Police Chief                  | -                        | -                | 125,476                          | -                                     | 8,955             | 8,955                        | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 167,301      |
| 100-221 Lieutenant                    | -                        | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 373,260      |
| 100-343 Maintenance Supervisor (1)    | -                        | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 446,630      |
| 100-343 Maintenance Workers (4)       | -                        | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 151,598      |
| 212-461 Community Dev. Director       | -                        | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 71,633       |
| 212-462 Administrative Coordinator    | -                        | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 24,493       |
| 212-462 Permit Technician I           | -                        | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 120,445      |
| 505-119 Cable Access Coordinator      | -                        | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 78,320.60    |
| 505-119 Cable Access Technician       | -                        | -                | -                                | -                                     | -                 | -                            | -                         | -                      | -                | -                 | -                          | -             | -             | -                    | -                   | -                    | -                    | -                    | 87,188       |
|                                       |                          |                  |                                  |                                       |                   |                              |                           |                        |                  |                   |                            |               |               |                      |                     |                      |                      |                      | 177,513      |

### LABOR COST ALLOCATIONS (%)

[illegible]

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## Department Budgets

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This section contains detailed information for the City's organizational units, its departments. The budget summaries illustrate how the City's various funding sources are allocated to individual departments to fund their specific activities and programs.

The department sections are arranged in the following order:

- Elected Officials
  - City Council
  - City Treasurer
- Appointed Officials
  - City Manager
  - City Attorney
  - City Clerk
- Administration
  - Finance
  - Human Resources
- Public Safety
  - Police
  - Fire
- Public Works
- Community Development
- Community Services
- General Government

The following information is provided below in each department budget section:

- Mission;
- Major services and functions;
- FY 2022/23 key accomplishments;
- FY 2023/24 key priorities and projects;
- Significant special projects for FY 2024/25 – FY 2027/28;
- Major changes in FY 2023/24 budget;
- Position summary;
- Budget summaries at the department and division levels; and
- Major non-personnel expense details.



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## **CITY COUNCIL**

### **Mission**

The mission of the City Council is to use the tools at its disposal to create a safe, healthy, and prosperous community. In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025, which contained the following vision, mission, and goals for the City.

### **Vision**

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

### **Mission**

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

### **Goals**

1. Safe and Resilient
2. Financially Stable
3. Vibrant and Beautiful
4. High Performance

### **Major Services and Functions**

The primary role of the City Council is to create local laws to support a safe, healthy, and prosperous community. The City Council also creates a vision and goals for the community, approves policies for the conduct of municipal affairs, and appropriates City funds through the budget process to support City programs and services. The City Council holds regularly scheduled meetings, hearings, and study sessions to receive citizens' input and conduct the City's business in a public forum. Council Members represent the City at local, regional, and State organizations. The five-member City Council is elected at large and serves four-year overlapping terms. The City Council appoints one of its members to serve as the Mayor each year. The City Council also serves as the governing body of the Successor Agency to the Pinole Redevelopment Agency ("Successor Agency"), and appoints members of the community to serve on various boards and commissions. The City Council appoints three City officers: the City Manager, City Attorney, and City Clerk.

### **FY 2022/23 Key Accomplishments**

- Recognized numerous individuals, community organizations, and causes for their contributions to Pinole and society

- Analyzed and approved a new five-year fire and emergency medical service agreement with the Contra Costa County Fire Protection District ("Con Fire")
- Researched a potential local ballot measure to transition to a charter city and establish an increased real property transfer tax (RPTT)
- Approved an Economic Development Strategy
- Approved a Communication and Engagement Plan
- Adopted a new City of Pinole Local Roadway Safety Plan (LRSP)
- Approved a new 223-unit multifamily housing development on Fitzgerald Avenue ("Pinole Vista" apartment complex)
- Approved a preliminary design for the replacement of the San Pablo Avenue bridge between Pinole and Hercules
- Provided direction on and authorized the submittal of the draft 2023-2031 Housing Element Update
- Provided direction to staff on new City events, such as a Pinole Pride (civic/anniversary and LBGT) event in June 2023
- Provided direction on safety improvements on the Tennent Avenue corridor
- Established a Project Labor Agreement (PLA) Ad Hoc Subcommittee
- Improved the capital planning process by providing direction to staff on a capital projects prioritization methodology
- Authorized the sale of surplus City properties
- Adopted resolutions taking positions on key policy issues
- Adopted ordinances changing City laws on certain key issues
- Appropriated funding for a new Property and Facilities Master Plan
- Provided funding and direction on transportation safety capital projects

### **FY 2023/24 Key Priorities and Projects**

- Create new or updated ordinances to support a safe, healthy, and prosperous community
- Continue to recognize individuals, organizations, and causes through proclamations and resolutions
- Continue to advocate for the City in regional and State policy matters
- Continue to review and approve City policies and service models that will improve City efficiency and effectiveness
- Provide leadership and oversight of the implementation of the Strategic Plan
- Consider development applications that will improve the community
- Provide direction and adopt updates to the City General Plan Safety and Health and Environmental Justice elements
- Create an updated Long-Term Financial Plan that determines how to address the City's unfunded liabilities
- Establish a process to quickly respond to advocacy opportunities regarding proposed State legislation
- Direct staff on the redevelopment of "Community Corner" (lot at the corner of San Pablo Avenue and Tennent)
- Review City's use of its Section 115 Pension Trust

- Continue to expand relationships with elected officials in neighboring cities, special districts, and at the State and federal levels

### **Significant Special Projects for FY 2024/25 through FY 2027/28**

- Create new or updated ordinances to support a safe, healthy, and prosperous community

### **Major Changes in FY 2023/24 Budget**

There are no major changes in the FY 2023/24 budget compared to the FY 2022/23 budget.

### **Position Summary**

There are no staff positions budgeted for the City Council department. Support to the City Council is provided by City staff budgeted in other departments, such as the City Manager, City Attorney, City Clerk, and others.

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Council

### CITY COUNCIL BUDGET SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                          | 215,352              | 215,904              | 149,921                             | 182,496                         | 212,212                          | 29,716                   | 14%                     |
| Measure S 2014 - 106                        | 5,900                | -                    | -                                   | 5,900                           | -                                | (5,900)                  | -100%                   |
| <b>Total</b>                                | <b>221,252</b>       | <b>215,904</b>       | <b>149,921</b>                      | <b>188,396</b>                  | <b>212,212</b>                   | <b>23,816</b>            | <b>11%</b>              |
| <b>EXPENDITURES BY CATEGORY</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages -401                       | 49,871               | 48,302               | 35,427                              | 48,150                          | 33,750                           | (14,400)                 | -43%                    |
| Employee Benefits - 410                     | 45,345               | 53,393               | 32,806                              | 55,241                          | 42,550                           | (12,691)                 | -30%                    |
| <b>Total Personnel</b>                      | <b>95,216</b>        | <b>101,696</b>       | <b>68,233</b>                       | <b>103,391</b>                  | <b>76,300</b>                    | <b>(27,091)</b>          | <b>-36%</b>             |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 145,509              | 135,565              | 95,944                              | 108,375                         | 137,155                          | 28,780                   | 21%                     |
| Other Operating Expenses -43                | 1,466                | 921                  | 831                                 | 1,030                           | 1,030                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>146,975</b>       | <b>136,486</b>       | <b>96,776</b>                       | <b>109,405</b>                  | <b>138,185</b>                   | <b>28,780</b>            | <b>21%</b>              |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 130                  | -                                   | -                               | 15,000                           | 15,000                   | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>130</b>           | <b>-</b>                            | <b>-</b>                        | <b>15,000</b>                    | <b>15,000</b>            | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121              | (22,714)             | (24,463)             | (17,170)                            | (26,331)                        | (19,675)                         | 6,656                    | -34%                    |
| General Liability Insurance - 46201         | 1,776                | 2,054                | 2,082                               | 1,931                           | 2,402                            | 471                      | 20%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>(20,939)</b>      | <b>(22,408)</b>      | <b>(15,088)</b>                     | <b>(24,400)</b>                 | <b>(17,273)</b>                  | <b>7,127</b>             | <b>-41%</b>             |
| <b>Total</b>                                | <b>221,252</b>       | <b>215,904</b>       | <b>149,921</b>                      | <b>188,396</b>                  | <b>212,212</b>                   | <b>23,816</b>            | <b>11%</b>              |
| <b>EXPENDITURES BY PROGRAM</b>              |                      |                      |                                     |                                 |                                  |                          |                         |
| City Council - 110                          | 221,252              | 215,904              | 149,921                             | 188,396                         | 212,212                          | 23,816                   | 11%                     |
| <b>Total</b>                                | <b>221,252</b>       | <b>215,904</b>       | <b>149,921</b>                      | <b>188,396</b>                  | <b>212,212</b>                   | <b>23,816</b>            | <b>11%</b>              |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Council

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                                                 |           | FY 2022/23    | FY 2023/24        |
|---------------------------------------------------------------------------------|-----------|---------------|-------------------|
| <b>42201 Office Expense</b>                                                     | <b>\$</b> | <b>500</b>    | <b>\$ 500</b>     |
| <b>4230X Travel and Training</b>                                                | <b>\$</b> | <b>21,000</b> | <b>\$ 25,380</b>  |
| ABAG Delegate                                                                   | \$250     |               |                   |
| CCC Mayor's Conference monthly dinners (24 @ \$70)                              | 1,680     |               |                   |
| Council Member 1 Discretionary Travel/Training Allocation                       | 4,250     |               |                   |
| Council Member 2 Discretionary Travel/Training Allocation                       | 4,250     |               |                   |
| Council Member 3 Discretionary Travel/Training Allocation                       | 4,250     |               |                   |
| Council Member 4 Discretionary Travel/Training Allocation                       | 4,250     |               |                   |
| East Bay Division meetings (12 @ \$50)                                          | 600       |               |                   |
| Mayor Discretionary Travel/Training Allocation                                  | 4,250     |               |                   |
| Mayor travel expenses                                                           | 600       |               |                   |
| Other identified City sponsored events                                          | 250       |               |                   |
| Various dinners/award ceremonies                                                | 750       |               |                   |
| <b>42401 Memberships</b>                                                        | <b>\$</b> | <b>21,485</b> | <b>\$ 21,785</b>  |
| ABAG dues                                                                       | \$5,500   |               |                   |
| Contra Costa Mayor's Conference membership & exp.                               | 1,400     |               |                   |
| LAFCO dues                                                                      | 6,300     |               |                   |
| League of CA Cities                                                             | 7,685     |               |                   |
| League of California Cities East Bay Division                                   | 400       |               |                   |
| Other Memberships                                                               | 500       |               |                   |
| <b>42514 Special Department Expense</b>                                         | <b>\$</b> | <b>59,490</b> | <b>\$ 89,490</b>  |
| City Council meetings recorded by PCTV                                          | \$56,490  |               |                   |
| Mayoral Celebration expense                                                     | 400       |               |                   |
| Misc. supplies and food for meetings                                            | 1,000     |               |                   |
| Other special department expenses                                               | 1,000     |               |                   |
| Stipends for High School Student Internship Program (up to 5 @ \$500 per month) | 30,000    |               |                   |
| West County Mayor's Breakfast meetings                                          | 600       |               |                   |
| <b>Total Professional/Administrative Services</b>                               |           |               | <b>\$ 137,155</b> |
| <b>4310X Utilities</b>                                                          | <b>\$</b> | <b>1,030</b>  | <b>\$ 1,030</b>   |
| Gas/Electric                                                                    | \$ 980    |               |                   |
| Water                                                                           | 50        |               |                   |
| <b>47103 Furniture</b>                                                          | <b>\$</b> | <b>-</b>      | <b>\$ 15,000</b>  |
| Council office furniture                                                        | \$15,000  |               |                   |
| <b>MEASURE S - 2014 FUND - 106</b>                                              |           |               |                   |
| <b>42101 Professional Services</b>                                              | <b>\$</b> | <b>5,900</b>  | <b>\$ -</b>       |
| Teambuilding and Strategic Planning                                             | \$ -      |               |                   |

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## **CITY TREASURER**

### **Mission**

The mission of the City Treasurer is to, in collaboration with the Finance Director, ensure that all City funds are received, deposited, disbursed, and invested effectively in accordance with the City's Investment Policy and Generally Accepted Accounting Principles (GAAP).

### **Major Services and Functions**

The City Treasurer provides input to the Finance Director on quarterly investment reports that the Finance Director creates for the City Council. The reports include reconciled bank balances, the type and amount of investments and deposits of City funds, the institution in which these deposits are made, market values, maturity dates, and rates of interest. In addition, the City Treasurer reviews the weekly check run and is one of the authorized City counter signatories of checks in an amount of \$5,000 or greater. The City's Investment Policy prioritizes safety, liquidity, and yield. The City Treasurer is an elected position and serves a four-year term.

### **FY 2022/23 Key Accomplishments**

- Collaborated with the Finance Director to provide quarterly investment reports to the City Council and to achieve the Investment Policy priorities of safety, liquidity, and yield
- Collaborated with the Finance Director to ensure that all City funds were received, deposited, disbursed, and invested effectively in accordance with the City's Investment Policy and GAAP

### **FY 2023/24 Key Priorities and Projects**

- Continue to collaborate with the Finance Director on investment management and treasury functions

### **Major Changes in FY 2023/24 Budget**

There are no major changes in the FY 2023/24 budget compared to the FY 2022/23 budget.

### **Position Summary**

There are no staff positions budgeted for the City Treasurer department. Support to the City Treasurer is provided by City staff budgeted in other departments, primarily the Finance Department.



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Treasurer

## CITY TREASURER BUDGET SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                          | 8,286                | 8,375                | 5,732                               | 8,662                           | 8,727                            | 65                       | 1%                      |
| <b>Total</b>                                | <b>8,286</b>         | <b>8,375</b>         | <b>5,732</b>                        | <b>8,662</b>                    | <b>8,727</b>                     | <b>65</b>                | <b>1%</b>               |
| <b>EXPENDITURES BY CATEGORY</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 8,431                | 8,427                | 6,072                               | 8,400                           | 3,000                            | (5,400)                  | -180%                   |
| Employee Benefits - 410                     | 1,633                | 1,197                | 1,146                               | 1,964                           | 7,410                            | 5,446                    | 73%                     |
| <b>Total Personnel</b>                      | <b>10,063</b>        | <b>9,624</b>         | <b>7,217</b>                        | <b>10,364</b>                   | <b>10,410</b>                    | <b>46</b>                | <b>0%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 783                  | 911                  | 250                                 | 760                             | 760                              | -                        | 0%                      |
| Other Operating Expenses - 43               | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>783</b>           | <b>911</b>           | <b>250</b>                          | <b>760</b>                      | <b>760</b>                       | <b>-</b>                 | <b>0%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Admin Credits - 46121                       | (2,718)              | (2,341)              | (1,921)                             | (2,634)                         | (2,656)                          | (22)                     | 1%                      |
| Legal Charges - 46126                       | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| General Liability Insurance - 46201         | 158                  | 182                  | 185                                 | 172                             | 213                              | 41                       | 19%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>(2,560)</b>       | <b>(2,160)</b>       | <b>(1,736)</b>                      | <b>(2,462)</b>                  | <b>(2,443)</b>                   | <b>19</b>                | <b>-1%</b>              |
| <b>Total</b>                                | <b>8,286</b>         | <b>8,375</b>         | <b>5,732</b>                        | <b>8,662</b>                    | <b>8,727</b>                     | <b>65</b>                | <b>1%</b>               |
| <b>EXPENDITURES BY PROGRAM</b>              |                      |                      |                                     |                                 |                                  |                          |                         |
| City Treasurer - 113                        | 8,286                | 8,375                | 5,732                               | 8,662                           | 8,727                            | 65                       | 1%                      |
| <b>Total</b>                                | <b>8,286</b>         | <b>8,375</b>         | <b>5,732</b>                        | <b>8,662</b>                    | <b>8,727</b>                     | <b>65</b>                | <b>1%</b>               |

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                   | FY 2022/23    | FY 2023/24    |
|---------------------------------------------------|---------------|---------------|
| <b>42301 Travel &amp; Training</b>                | <b>\$ 400</b> | <b>\$ 400</b> |
| Misc. training                                    | \$ 400        |               |
| <b>42401 Memberships</b>                          | <b>\$ 110</b> | <b>\$ 110</b> |
| CSMFO Dues                                        | \$ 110        |               |
| <b>42506 Bonds</b>                                | <b>\$ 250</b> | <b>\$ 250</b> |
| Bond for City Treasurer position                  | \$ 250        |               |
| <b>Total Professional/Administrative Services</b> | <b>\$ 760</b> |               |

## **CITY MANAGER**

The City Manager department is comprised of the following divisions:

- Administration and Programs; and
- Information Technology

### **Mission**

The mission of the City Manager's office (department) is to support the City Council in its policy development and to oversee all City staff and operations to ensure efficient and effective service delivery.

### **Major Services and Functions**

The City of Pinole is organized under a "council-manager" form of operation. This form of operations consists of an elected City Council that is responsible for policymaking and a professional City Manager, appointed by the Council, who is responsible for carrying out the policies of the Council and overseeing City operations. In addition to overseeing City operations, the City Manager's office also performs or coordinates some specific functions on behalf of the entire City organization, including the following:

- Communication and engagement
- Intergovernmental relations
- Information technology
- Strategic planning and organizational assessment

The Information Technology Division maintains hardware and software throughout the City organization. The Division collaborates with other City departments to conduct business process re-engineering and to select and implement appropriate technology to meet City needs. The Division manages information services for over 120 users, 53 workstations, and 13 servers used throughout the City. The City contracts with a private firm, Precision IT Consulting, for managed IT services, including network administration, security, equipment and software maintenance, and end user support. Precision IT provides two full-time on-site technicians to address short-term and long-term work requests.

### **FY 2022/23 Key Accomplishments**

#### **Baseline Work (Including Staff-Initiated Special Projects)**

- Supported the City Council in its development of policy on key community issues
- Supported City departments in the implementation of a number of process improvements and new policies
- Worked with local, regional, State, and federal agencies to advance Pinole's interests

- Hired staff in key leadership positions
- Created written policies and procedures on numerous administrative matters
- Initiated an internal diversity, equity, and inclusion (DEI) program

#### Strategic Plan Strategies

- Successfully supported the transition of the Pinole Fire Department to be operated under Contra Costa Fire Protection District
- Implemented many IT projects, including significantly improving network security
- Created a Communication and Engagement Plan, which is a Strategic Plan strategy
- Expanded communication and engagement with the community through the use of new tools and techniques
- Increased engagement with community and civic organizations, neighboring cities, and special districts

#### **FY 2023/24 Key Priorities and Projects**

##### Baseline Work (Including Staff-Initiated Special Projects)

- Assess City operations and implement improvements for diversity, equity, and inclusion (DEI)

#### Strategic Plan Strategies

- Complete the Strategic Plan strategy of developing an interagency legislative advocacy program (Goal 4, Strategy 7)
- Launch a new website Content Management System (CMS) with expanded online services
- Complete priority projects as outlined in the 2021/22-2025/26 Information Technology (IT) Plan

#### **Significant Special Projects for FY 2024/25 through FY 2027/28**

- Complete Strategic Plan strategies

#### **Major Changes in FY 2023/24 Budget**

The City Manager department Administration and Programs division budget for FY 2023/24 includes funding for Diversity, Equity, and Inclusion (DEI) consulting, intergovernmental affairs consulting, grant management consulting, and communication and engagement consulting, all related to high-priority City initiatives in these areas. The Information Technology division budget includes a number of projects identified in the City's IT Plan.

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Manager

### Position Summary

| Position                      | 2019/20     | 2020/21     | 2021/22     | 2022/23     | 2023/24     |
|-------------------------------|-------------|-------------|-------------|-------------|-------------|
| City Manager                  | 1.00        | 1.00        | 1.00        | 1.00        | 1.00        |
| Assistant City Manager        | 0.00        | 1.00        | 0.00        | 0.00        | 0.00        |
| Management Analyst            | 0.00        | 1.00        | 1.00        | 0.00        | 0.00        |
| Assistant to the City Manager | 0.00        | 0.00        | 0.00        | 1.00        | 1.00        |
| Administrative Assistant      | 0.00        | 1.00        | 1.00        | 1.00        | 0.20        |
| <b>Total</b>                  | <b>1.00</b> | <b>4.00</b> | <b>3.00</b> | <b>3.00</b> | <b>2.20</b> |

Note that the Administrative Assistant position has been partially allocated to other departments in FY 2023/24 to reflect their primary tasks, including with the Finance Department, more clearly.

## CITY MANAGER BUDGET SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                          | 603,505              | 527,117              | 410,795                             | 615,943                         | 590,960                          | (24,983)                 | -4%                     |
| <b>Total</b>                                | <b>603,505</b>       | <b>527,117</b>       | <b>410,795</b>                      | <b>615,943</b>                  | <b>590,960</b>                   | <b>(24,983)</b>          | <b>-4%</b>              |
| <b>EXPENDITURES BY CATEGORY</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 657,031              | 364,341              | 320,621                             | 480,353                         | 505,702                          | 25,349                   | 5%                      |
| Employee Benefits - 410                     | 394,691              | 297,436              | 249,674                             | 304,344                         | 324,181                          | 19,837                   | 6%                      |
| <b>Total Personnel</b>                      | <b>1,051,722</b>     | <b>661,777</b>       | <b>570,295</b>                      | <b>784,697</b>                  | <b>829,883</b>                   | <b>45,186</b>            | <b>5%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 93,633               | 175,750              | 111,160                             | 248,004                         | 188,480                          | (59,524)                 | -32%                    |
| Other operating Expenses - 43               | 1,995                | 1,278                | 1,141                               | 1,425                           | 1,425                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>95,627</b>        | <b>177,028</b>       | <b>112,301</b>                      | <b>249,429</b>                  | <b>189,905</b>                   | <b>(59,524)</b>          | <b>-31%</b>             |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Admin Credits - 46121                       | (577,603)            | (338,727)            | (302,079)                           | (445,668)                       | (464,816)                        | (19,148)                 | 4%                      |
| General Liability Insurance - 46201         | 33,760               | 25,861               | 29,629                              | 27,485                          | 35,988                           | 8,503                    | 24%                     |
| <b>Total Internal Cost Allocations</b>      | <b>(543,844)</b>     | <b>(312,866)</b>     | <b>(272,450)</b>                    | <b>(418,183)</b>                | <b>(428,828)</b>                 | <b>(10,645)</b>          | <b>2%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 1,176                | 649                                 | -                               | -                                | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>1,176</b>         | <b>649</b>                          | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Total</b>                                | <b>603,505</b>       | <b>527,117</b>       | <b>410,795</b>                      | <b>615,943</b>                  | <b>590,960</b>                   | <b>(24,983)</b>          | <b>-4%</b>              |
| <b>EXPENDITURES BY PROGRAM</b>              |                      |                      |                                     |                                 |                                  |                          |                         |
| City Manager - 111                          | 603,505              | 527,117              | 410,795                             | 615,943                         | 590,960                          | (24,983)                 | -4%                     |
| <b>Total</b>                                | <b>603,505</b>       | <b>527,117</b>       | <b>410,795</b>                      | <b>615,943</b>                  | <b>590,960</b>                   | <b>(24,983)</b>          | <b>-4%</b>              |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Manager

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                    |           | FY 2022/23        | FY 2023/24        |
|----------------------------------------------------|-----------|-------------------|-------------------|
| <b>42101 Professional Services</b>                 |           | <b>\$ 210,000</b> | <b>\$ 145,000</b> |
| Communication and Engagement Consulting            | \$ 60,000 |                   |                   |
| DEI Consulting                                     | 40,000    |                   |                   |
| Digital Billboard                                  | 25,000    |                   |                   |
| Misc. Consulting                                   | 20,000    |                   |                   |
| <b>42107 Equipment Maintenance</b>                 |           | <b>\$ 100</b>     | <b>\$ 100</b>     |
|                                                    | \$100     |                   |                   |
| <b>42201 Office Expense</b>                        |           | <b>\$ 13,800</b>  | <b>\$ 29,055</b>  |
| Copier Supplies                                    | \$1,000   |                   |                   |
| Mass Mailing Services                              | 17,255    |                   |                   |
| Misc Office Expense                                | 800       |                   |                   |
| Office Supplies                                    | 5,000     |                   |                   |
| Other Office Expenses                              | 5,000     |                   |                   |
| <b>42203 Office Expense/Shipping &amp; Mailing</b> |           | <b>\$ 9,779</b>   | <b>\$ -</b>       |
| Postage & Shipping                                 | \$ -      |                   |                   |
| Postage Equipment                                  | 0         |                   |                   |
| (Moved to IT dept FY23/24)                         |           |                   |                   |
| <b>4230X Travel and Training</b>                   |           | <b>\$ 7,300</b>   | <b>\$ 7,300</b>   |
| League of Cities or Other Trainings                | \$1,600   |                   |                   |
| Mayor's Conference monthly dinners                 | 600       |                   |                   |
| Miscellaneous Meetings                             | 1,200     |                   |                   |
| Other Misc. Training                               | 1,500     |                   |                   |
| League of Cities or other training related travel  | 2,400     |                   |                   |
| <b>42401 Memberships</b>                           |           | <b>\$ 3,875</b>   | <b>\$ 3,875</b>   |
| Bay Area News Group Subscription                   | \$550     |                   |                   |
| CAPIO Membership                                   | 200       |                   |                   |
| CCC Public Managers Association                    | 500       |                   |                   |
| CCMF Membership                                    | 200       |                   |                   |
| ICMA Membership                                    | 2,150     |                   |                   |
| MISAC Membership                                   | 200       |                   |                   |
| Municipal Management Association (MMANC)           | 75        |                   |                   |
| <b>42506 Bonds</b>                                 |           | <b>\$ 350</b>     | <b>\$ 350</b>     |
| Bonds (CM & ACM)                                   | \$350     |                   |                   |
| <b>42514 Special Department Expense</b>            |           | <b>\$ 2,800</b>   | <b>\$ 2,800</b>   |
| Flowers for funerals and Special Occasions         | \$300     |                   |                   |
| Miscellaneous                                      | 2,000     |                   |                   |
| Notary Fees and Supplies                           | 100       |                   |                   |
| UPS/FedEx/Misc. shipping                           | 400       |                   |                   |
| <b>Total Professional/Administrative Services</b>  |           |                   | <b>\$ 188,480</b> |
| <b>4310X Utilities</b>                             |           | <b>\$ 1,425</b>   | <b>\$ 1,425</b>   |
| 43103 Gas/Electric                                 | \$ 1,300  |                   |                   |
| 43102 Water                                        | 125       |                   |                   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Manager

### INFORMATION SYSTEMS BUDGET SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                          | 540,026              | 548,604              | 611,656                             | 1,126,368                       | 1,047,053                        | (79,315)                 | -8%                     |
| Measure S-2014 Fund - 106                   | -                    |                      |                                     | 102,600                         | 3,600                            | (99,000)                 | -2750%                  |
| Recreation Fund - 209                       | 62,029               | 55,886               | 52,314                              | 96,243                          | 117,529                          | 21,286                   | 18%                     |
| Building and Planning Fund - 212            | 31,872               | 46,877               | 149,655                             | 286,798                         | 154,993                          | (131,805)                | -85%                    |
| Sewer Enterprise Fund - 500                 | 49,160               | 53,850               | 54,329                              | 124,732                         | 140,834                          | 16,102                   | 11%                     |
| Cable Access TV Fund - 505                  | 18,921               | 23,910               | 22,738                              | 46,691                          | 92,253                           | 45,562                   | 49%                     |
| <b>Total</b>                                | <b>702,008</b>       | <b>729,127</b>       | <b>890,693</b>                      | <b>1,783,432</b>                | <b>1,556,263</b>                 | <b>(227,169)</b>         | <b>-15%</b>             |
| <b>EXPENDITURES BY CATEGORY</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 472,808              | 463,062              | 709,854                             | 1,361,406                       | 1,097,840                        | (263,566)                | -24%                    |
| Other Operating Expenses - 43               | 168,959              | 197,415              | 156,749                             | 174,853                         | 201,726                          | 26,873                   | 13%                     |
| <b>Total Services and Supplies</b>          | <b>641,766</b>       | <b>660,476</b>       | <b>866,603</b>                      | <b>1,536,259</b>                | <b>1,299,566</b>                 | <b>(236,693)</b>         | <b>-18%</b>             |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*         | 26,323               | 107,122              | 15,836                              | 357,348                         | 217,655                          | (139,693)                | -64%                    |
| <b>Total Capital Outlay</b>                 | <b>26,323</b>        | <b>107,122</b>       | <b>15,836</b>                       | <b>357,348</b>                  | <b>217,655</b>                   | <b>(139,693)</b>         | <b>-64%</b>             |
| <b>Debt Service</b>                         |                      |                      |                                     |                                 |                                  |                          |                         |
| Debt Principal - 48101                      | -                    | 23,255               | -                                   | -                               | -                                | -                        | 0%                      |
| Debt Interest - 48102                       | -                    | 1,705                | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Debt Service</b>                   | <b>-</b>             | <b>24,960</b>        | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 33,918               | 32,443               | 15,067                              | 32,929                          | 39,042                           | 6,113                    | 16%                     |
| Information Systems (IS) Charges - 46       | (702,008)            | (729,127)            | (890,693)                           | (1,823,935)                     | (1,552,663)                      | 271,273                  | -17%                    |
| <b>Total Indirect Cost Allocations</b>      | <b>(668,089)</b>     | <b>(696,684)</b>     | <b>(875,626)</b>                    | <b>(1,791,006)</b>              | <b>(1,513,621)</b>               | <b>277,386</b>           | <b>-18%</b>             |
| <b>Total</b>                                | <b>(0)</b>           | <b>95,874</b>        | <b>6,814</b>                        | <b>102,600</b>                  | <b>3,600</b>                     | <b>(99,000)</b>          | <b>0%</b>               |
| <b>EXPENDITURES BY PROGRAM</b>              |                      |                      |                                     |                                 |                                  |                          |                         |
| Information Systems - 118                   | 702,008              | 825,001              | 897,507                             | 1,926,536                       | 1,556,263                        | (370,273)                | -24%                    |
| <b>Total</b>                                | <b>702,008</b>       | <b>825,001</b>       | <b>897,507</b>                      | <b>1,926,536</b>                | <b>1,556,263</b>                 | <b>(370,273)</b>         | <b>-24%</b>             |

\*See CIP

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Manager

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                                            |           | FY 2022/23        | FY 2023/24        |
|----------------------------------------------------------------------------|-----------|-------------------|-------------------|
| <b>42101 Professional Services</b>                                         |           | <b>\$ 534,670</b> | <b>\$ 589,550</b> |
| City Website CMS Updates                                                   | 65,000    |                   |                   |
| Data Collection & Management Solution                                      | 17,000    |                   |                   |
| Implement Payment Software                                                 | 5,000     |                   |                   |
| Labor to replace PD MDC's (carryover)                                      | 9,000     |                   |                   |
| Labor to Update Versatile Software (carryover)                             | 2,000     |                   |                   |
| Managed IT support (Precision)                                             | 396,550   |                   |                   |
| Misc. IT Consulting/projects/assessment                                    | 25,000    |                   |                   |
| Network Security/Cybersecurity Assessment                                  | 10,000    |                   |                   |
| TrackIT (ClientFirst) Implementation                                       | 50,000    |                   |                   |
| Fiber Network Assessment                                                   | 10,000    |                   |                   |
| <b>42105 Network Maintenance</b>                                           |           | <b>\$ 89,550</b>  | <b>\$ 75,344</b>  |
| Network servers and hardware maintenance, including professional callouts. |           |                   |                   |
| AWS hosting for Smart Geotech                                              | \$ 1,910  |                   |                   |
| Contra Costa County ACCJIN Network Fee                                     | 26,523    |                   |                   |
| Data backup protection for City Hall servers                               | 12,667    |                   |                   |
| Data backup protection for Public Safety servers                           | 10,609    |                   |                   |
| Firewall Maintenance for Public Safety                                     | 1,591     |                   |                   |
| Sophos Firewall Annual Maintenance & Support CH                            | 2,122     |                   |                   |
| Sophos Endpoint Protection for workstations and servers                    | 10,291    |                   |                   |
| Webstie Annual Hosting                                                     | 8,359     |                   |                   |
| Wi-Fi Service                                                              | 1,273     |                   |                   |
| <b>42106 Software Maintenance</b>                                          |           | <b>\$ 560,923</b> | <b>\$ 239,541</b> |
| Adobe software for PCTV                                                    | \$ 637    |                   |                   |
| AMAG alarm software maintenance                                            | 2,030     |                   |                   |
| Axon Cloud Storage for PD body cameras                                     | 15,914    |                   |                   |
| CrimeView desktop support                                                  | 3,183     |                   |                   |
| Critical Reach maintenance                                                 | 530       |                   |                   |
| ESRI- Ainfo, Aedito, Aview maintenance                                     | 21,218    |                   |                   |
| FileOnQ Support & maintenance                                              | 3,492     |                   |                   |
| Fire RMS support (Zoll)- Station 73                                        | 645       |                   |                   |
| Form 700 e-submission Software                                             | 3,500     |                   |                   |
| Granicus (Webstreaming)                                                    | 7,426     |                   |                   |
| Laserfiche Annual Maintenance/License                                      | 7,575     |                   |                   |
| Police Department Computer Management software                             | 2,334     |                   |                   |
| Public Records Management Software                                         | 6,180     |                   |                   |
| RecDesk software                                                           | 5,562     |                   |                   |
| Recruiting Software Annual (NeoGov)                                        | 5,200     |                   |                   |
| Scala License for PCTV                                                     | 1,221     |                   |                   |
| Selectron Software Annaul                                                  | 29,166    |                   |                   |
| TrakIt support maintenance                                                 | 48,144    |                   |                   |
| Tyler Incode license & fee maintenance                                     | 71,080    |                   |                   |
| Versatile Express & retention support (Zasio)                              | 4,505     |                   |                   |
| <b>42107 Equipment Maintenance</b>                                         |           | <b>\$ 51,191</b>  | <b>\$ 48,252</b>  |
| Copier Lease and Maintenance (Xerox)                                       | \$ 45,131 |                   |                   |
| Mailing System Meter Lease (Pitney Bowes)                                  | 2,060     |                   |                   |
| Printer Repair Service                                                     | 1,061     |                   |                   |
| <b>42203 Shipping and Mailing</b>                                          |           | <b>\$ -</b>       | <b>\$ 9,779</b>   |
| Citywide Postage Shipping                                                  | \$ 3,000  |                   |                   |
| Postage Equipment                                                          | 6,779     |                   |                   |
| <b>42510 Software Purchase &amp; Subscriptions</b>                         |           | <b>\$ 82,472</b>  | <b>\$ 131,774</b> |
| Adobe Acrobat                                                              | \$ 10,000 |                   |                   |
| Agenda Management Software                                                 | 27,210    |                   |                   |
| Copware Site License                                                       | 300       |                   |                   |
| Cybersecurity Subscription Purchase                                        | 9,200     |                   |                   |
| Docusign Subscription                                                      | 14,610    |                   |                   |
| Livescan maintenance                                                       | 10,609    |                   |                   |
| ManageEngine MDM (PD)                                                      | 645       |                   |                   |
| Mobile Devise management                                                   | 2,500     |                   |                   |
| Office 365 G3 License (150 Licenses)                                       | 36,000    |                   |                   |
| PD background checks (TLO, Transunion)                                     | 1,400     |                   |                   |
| Pinole Municode                                                            | 500       |                   |                   |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Manager

|                                     |       |
|-------------------------------------|-------|
| Realquest maintenance               | 9,000 |
| Survey/newsletter Subscription      | 1,500 |
| Zoom Licenses (21 users, 4 webinar) | 8,300 |

**Total Professional/Administrative Services                      \$ 1,094,240**

**43101 Communications** **\$ 174,853    \$ 201,726**

|                                         |          |
|-----------------------------------------|----------|
| AT&T AVPN circuit for I-80 sign project | \$ 2,843 |
| AT&T voice service                      | 94,420   |
| Comcast Cable and Internet              | 25,000   |
| Global Wireless Communications          | 1,400    |
| Internet service for the Corp Yard      | 12,000   |
| Replace broken phones                   | 1,030    |
| Tiny Tots solar                         | 618      |
| Verizon cell service                    | 64,415   |

**47102 Computer Equipment** **\$ 297,348    \$ 217,655**

|                                                |          |
|------------------------------------------------|----------|
| PD computer monitor replacement PD (carryover) | \$ 2,400 |
| Emergency Power to City Hall                   | 20,000   |
| Police Department MDC replacements             | 12,185   |
| New Laptops                                    | 7,200    |
| PCTV Data Storage Solutions                    | 40,000   |
| Phone System Replacement (Citywide)            | 50,000   |
| Refresh EOC System                             | 50,000   |
| Replace 20 workstations per year               | 35,870   |

**MEASURE S - 2014 FUND - 106**

**42510 Software Purchase & Subscriptions** **\$ 42,600    \$ 3,600**

|                                               |          |
|-----------------------------------------------|----------|
| Laserfiche Software <i>training carryover</i> | \$ 3,600 |
|-----------------------------------------------|----------|

**47201 Improvements/Building** **\$ 60,000    \$ -**

|                                        |      |
|----------------------------------------|------|
| IN2102 Municipal Broadband Feasibility | \$ - |
|----------------------------------------|------|

**INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY**

**46124 IS Charges for Communication & Technology** **\$ (1,482,335)    \$ (1,552,663)**

|                       |               |            |
|-----------------------|---------------|------------|
| Finance               | [100-115]     | \$ (7,149) |
| General Government    | [100-117]     | (382,305)  |
| Police Services       | [100-222]     | (439,297)  |
| Police Dispatch       | [100-223]     | (76,746)   |
| Public Works          | [100-341]     | (136,524)  |
| Code Enforcement      | [100-465]     | (5,033)    |
| Community Services    | [209-551]     | (117,529)  |
| Planning              | [212-461]     | (5,033)    |
| Development Services  | [212-462]     | (149,961)  |
| Sewer WPCP            | [500-641]     | (82,394)   |
| Sewer Collection (CY) | [500-642]     | (58,440)   |
| PCTV                  | [505-119-121] | (92,253)   |

## **CITY ATTORNEY**

### **Mission**

The mission of the City Attorney is to provide quality, comprehensive legal representation to the City.

### **Major Services and Functions**

The City Attorney is the Chief Legal Officer for the City. The City Attorney provides legal advice to the City Council, City officials, and staff. The City Attorney prepares and reviews ordinances, resolutions, and contracts for City Council consideration, and represents the City in legal actions, both affirmative claims and defense of claims brought against the City. The City Attorney also serves as general counsel for the Successor Agency for the Redevelopment Agency. The City Attorney plays a key role in risk management for the City of Pinole. The City Attorney prepares legal opinions at the request of the City Council and staff as needed and advises on all legal issues related to the City.

### **FY 2022/23 Key Accomplishments**

- Advised City on compliance with evolving COVID related health orders, AB 361, and related workplace / labor issues
- Prepared organics reduction and recycling ordinance for City compliance with SB 1383
- Assisted staff with Code Enforcement matters, real property liens and securing Court ordered abatement warrants authorizing City correction of code violations
- Updated City construction contract documents in compliance with Federal and State procurement requirements related to San Pablo Avenue Rehabilitation Project
- Chaired and coordinated multiple Municipal Code Update Subcommittee meetings
- Advised on disposition of redevelopment surplus properties and development projects throughout the City
- Advised City Council on potential Charter City Ballot Measure and adjustment to Real Property Transfer Tax
- Managed and coordinated City defense, and affirmative litigation, related to PG&E Bankruptcy proceeding among other litigation matters and cases
- Prepared update to City's ordinance regulating the use and sale of fireworks

### **FY 2023/24 Special Projects**

- Prepare ordinances and resolutions to address City Council priorities
- Advise City Council and prepare related materials for potential Charter City Ballot Measure

- Provide legal assistance and advice in labor negotiations, grievances, employment, benefits, and HR related issues, as well as liability avoidance management practices
- Provide legal advice and representation to the City on development projects including multi-family housing developments, Pinole Shores II, and the sale of former RDA properties, and provide counsel to the City's Planning Commission
- Provide training on ethics, conflicts of interest and election related issues to the City Council, Commissioners, and staff
- Draft City Procurement Policy Procedures Manual

**Significant Special Projects for FY 2024/25 through FY 2027/28**

- Continue to update the Pinole Municipal Code to comply with evolving legal requirements, best practices, and City Council directives
- Provided advice and counsel regarding compliance with new State laws to facilitate the development of housing, and assist the City with completion of the updated Housing Element

**Major Changes in FY 2023/24 Budget**

Anticipating the amount of legal services needed by the City in any given year is difficult. The proposed FY 2023/24 budget is a 2% increase over the current year's budget and reflects an increase to legal fee rates per the legal services contract and an estimate of the number of hours that will be spent. Some legal costs incurred by the City are reimbursed to the General Fund and are not reflected in the proposed budget. Those include, but are not limited to, code enforcement, development projects and property dispositions, and successful defense of claims that have prevailing party attorney fee provisions. These reimbursements will help offset the actual cost of legal services for the City.

**Position Summary**

No personnel are directly assigned to this department. Legal services are provided to the City by a private law firm on a contract basis.

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Attorney

### CITY ATTORNEY BUDGET SUMMARY

|                                        | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|----------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>        |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                     | 489,955              | 406,476              | 378,073                             | 321,057                         | 320,428                          | (629)                    | 0%                      |
| Measure S 2014 - 106                   | -                    | -                    |                                     |                                 |                                  | -                        | 0%                      |
| <b>Total</b>                           | <b>489,955</b>       | <b>406,476</b>       | <b>378,073</b>                      | <b>321,057</b>                  | <b>320,428</b>                   | <b>(629)</b>             | <b>0%</b>               |
| <b>EXPENDITURES BY CATEGORY</b>        |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Legal Services</b>                  |                      |                      |                                     |                                 |                                  |                          |                         |
| Attorney Services - 42102              | 763,076              | 833,500              | 604,119                             | 583,740                         | 596,245                          | 12,505                   | 2%                      |
| <b>Total Legal Services</b>            | <b>763,076</b>       | <b>833,500</b>       | <b>604,119</b>                      | <b>583,740</b>                  | <b>596,245</b>                   | <b>12,505</b>            | <b>2%</b>               |
| <b>Indirect Cost Allocations</b>       |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121         | (273,121)            | (427,024)            | (226,046)                           | (262,683)                       | (250,817)                        | 11,866                   | -5%                     |
| Developer Reimbursements - 46121       |                      |                      |                                     | -                               | (25,000)                         | (25,000)                 | 100%                    |
| <b>Total Indirect Cost Allocations</b> | <b>(273,121)</b>     | <b>(427,024)</b>     | <b>(226,046)</b>                    | <b>(262,683)</b>                | <b>(275,817)</b>                 | <b>(13,134)</b>          | <b>5%</b>               |
| <b>Total</b>                           | <b>489,955</b>       | <b>406,476</b>       | <b>378,073</b>                      | <b>321,057</b>                  | <b>320,428</b>                   | <b>(629)</b>             | <b>0%</b>               |
| <b>EXPENDITURES BY PROGRAM</b>         |                      |                      |                                     |                                 |                                  |                          |                         |
| City Attorney - 114                    | 489,955              | 406,476              | 378,073                             | 321,057                         | 320,428                          | (629)                    | 0%                      |
| <b>Total</b>                           | <b>489,955</b>       | <b>406,476</b>       | <b>378,073</b>                      | <b>321,057</b>                  | <b>320,428</b>                   | <b>(629)</b>             | <b>0%</b>               |

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                               | FY 2022/23        | FY 2023/24        |
|-----------------------------------------------|-------------------|-------------------|
| <b>42102 Attorney Services - General Fund</b> | <b>\$ 583,740</b> | <b>\$ 596,245</b> |
| General legal services for FY 2023/24         | \$596,245         |                   |

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## **CITY CLERK**

### **Mission**

The City Clerk's mission is to fulfill the role as elections official, legislative administrator, and records manager for the City in an efficient, professional, and friendly manner; to provide outstanding support to the Council throughout the legislative process; and to serve the citizens of Pinole as an accessible and responsive representative of transparent and open government.

### **Major Services and Functions**

The City Clerk is an appointed officer by the City Council and is responsible for preparing agenda packets, producing the official records of Council decisions, maximizing public access to municipal government, ensuring transparency to the public, and is the official custodian of the records of the City. The City Clerk serves as the Elections Official of the City and conducts all City elections; acts as a Compliance Officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. Some specific functions of the City Clerk's office include the following:

- Provide accurate and timely minutes for the City Council and Finance Subcommittee
- City Council and Finance Sub-Committee agenda packet management
- Serve as Elections Official and conduct all City elections in compliance with the CA Elections Code
- Coordinate Citywide Records Management Program and conduct semi-annual audit
- Streamline the paperless filing and electronic submission of Form 700 for FPPC filers
- Administration of the City's Public Records Act Program
- Codification of Pinole municipal code
- Provide excellent customer service to members of the community & staff

### **FY 2022/23 Key Accomplishments**

#### **Baseline Work (Including Staff-Initiated Special Projects)**

- Improvements to virtual public meeting format and procedures in response to COVID-19 pandemic using Zoom software
- Planning, coordination and implementation of hybrid meeting model for public meetings
- Management of DocuSign account for City contract routing in response to remote working Conditions of Employees Due to the COVID-19 Pandemic
- Management of GovQA Software for Online Public Records Request Management Portal

- Management of Laserfiche electronic management software for the City Clerk's records and continued progress on city-wide records conversion project
- Timely and accurate delivery of 33 Council, Successor Agency, and Finance Sub-Committee transcriptions
- Prepared 33 meeting packets
- Prepared 127 legislative actions & 18 proclamations
- Municipal code updated on-line with each ordinance adoption
- Provided oversight to public records program facilitating response to 150 formal public records requests by mid-year

### **FY 2023/24 Key Priorities and Projects**

#### **Baseline Work (Including Staff-Initiated Special Projects)**

- Improve transparency and safe access to public meetings by providing a hybrid public meeting format that would allow in-person as well as remote participation
- Manage implementation of new records and agenda management system program
- Strengthen city-wide records management program and retention/destruction practices

### **Significant Special Projects for FY 2024/25 through FY 2027/28**

- Improve City-wide Records Management Program by working with departments to assess needs, digitize records, and improve retention and destruction practices

### **Major Changes in FY 2023/24 Budget**

The City Clerk budget for FY 2023/24 does not include any significant changes relative to the FY 2022/23 budget.

### **Position Summary**

| <b>Position</b>          | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|--------------------------|----------------|----------------|----------------|----------------|----------------|
| City Clerk               | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Deputy City Clerk        | 0.00           | 0.00           | 1.00           | 1.00           | 1.00           |
| Administrative Assistant | 0.4            | 0.48           | 0.48           | 1.00           | 1.00           |
| <b>Total</b>             | <b>1.48</b>    | <b>1.48</b>    | <b>2.48</b>    | <b>3.00</b>    | <b>3.00</b>    |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – City Clerk

## CITY CLERK BUDGET SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                          | 243,065              | 327,468              | 366,780                             | 586,347                         | 624,354                          | 38,007                   | 6%                      |
| <b>Total</b>                                | <b>243,065</b>       | <b>327,468</b>       | <b>366,780</b>                      | <b>586,347</b>                  | <b>624,354</b>                   | <b>38,007</b>            | <b>6%</b>               |
| <b>EXPENDITURES BY CATEGORY</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 162,165              | 242,602              | 240,210                             | 323,655                         | 365,077                          | 41,422                   | 11%                     |
| Employee Benefits- 410                      | 39,928               | 61,021               | 78,773                              | 172,067                         | 171,849                          | (218)                    | 0%                      |
| <b>Total Personnel</b>                      | <b>202,094</b>       | <b>303,623</b>       | <b>318,983</b>                      | <b>495,722</b>                  | <b>536,926</b>                   | <b>41,204</b>            | <b>8%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 54,093               | 31,441               | 48,842                              | 93,880                          | 98,010                           | 4,130                    | 4%                      |
| Other Operating Expenses - 43               | 2,167                | 1,379                | 1,236                               | 1,600                           | 1,600                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>56,260</b>        | <b>32,820</b>        | <b>50,078</b>                       | <b>95,480</b>                   | <b>99,610</b>                    | <b>4,130</b>             | <b>4%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 2,168                | -                                   | 5,000                           | 5,000                            | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>2,168</b>         | <b>-</b>                            | <b>5,000</b>                    | <b>5,000</b>                     | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Admin Credits - 46121                       | (30,110)             | (33,760)             | (28,161)                            | (36,606)                        | (43,162)                         | (6,556)                  | 15%                     |
| Admin Debits - 46122                        | 6,474                | 6,949                | 5,917                               | 8,232                           | -                                | (8,232)                  | 100%                    |
| General Liability Insurance - 46201         | 8,348                | 15,670               | 19,963                              | 18,519                          | 25,980                           | 7,461                    | 29%                     |
| <b>Total Internal Cost Allocations</b>      | <b>(15,288)</b>      | <b>(11,142)</b>      | <b>(2,280)</b>                      | <b>(9,855)</b>                  | <b>(17,182)</b>                  | <b>(7,327)</b>           | <b>43%</b>              |
| <b>Total</b>                                | <b>243,065</b>       | <b>327,468</b>       | <b>366,780</b>                      | <b>586,347</b>                  | <b>624,354</b>                   | <b>38,007</b>            | <b>6%</b>               |
| <b>EXPENDITURES BY PROGRAM</b>              |                      |                      |                                     |                                 |                                  |                          |                         |
| City Clerk - 112                            | 243,065              | 327,468              | 366,780                             | 586,347                         | 624,354                          | 38,007                   | 6%                      |
| <b>Total</b>                                | <b>243,065</b>       | <b>327,468</b>       | <b>366,780</b>                      | <b>586,347</b>                  | <b>624,354</b>                   | <b>38,007</b>            | <b>6%</b>               |



## MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                          |           | FY 2022/23       | FY 2023/24       |
|----------------------------------------------------------|-----------|------------------|------------------|
| <b>42101 Professional Services</b>                       |           | <b>\$ 55,000</b> | <b>\$ 55,300</b> |
| Citywide historical records project support              | \$ 11,300 |                  |                  |
| Filming and imaging of permanent records                 | 2,000     |                  |                  |
| Meeting minutes transcription                            | 20,000    |                  |                  |
| Pinole Municipal Code codification and update            | 2,000     |                  |                  |
| Policies and procedures update support                   | 20,000    |                  |                  |
| <b>42201 Office Expense</b>                              |           | <b>\$ 1,600</b>  | <b>\$ 1,600</b>  |
| Misc. office expenses & proclamations and certificates   | \$1,600   |                  |                  |
| <b>4230X Travel and Training</b>                         |           | <b>\$ 11,500</b> | <b>\$ 12,225</b> |
| CCAC Annual Conference (2)                               | \$ 1,050  |                  |                  |
| City Clerk's New Law/Election Seminar/Misc. Training (2) | 2,400     |                  |                  |
| IIMC Annual Conference                                   | 675       |                  |                  |
| Regional Trainings (CCAC) (4)                            | 500       |                  |                  |
| Technical Training for Clerks                            | 1,500     |                  |                  |
| 42302 Other Training Expenses                            | 4,600     |                  |                  |
| 42302 Travel expense/Mileage                             | 1,000     |                  |                  |
| 42303 Meal allowance                                     | 500       |                  |                  |
| <b>42401 Memberships</b>                                 |           | <b>\$ 605</b>    | <b>\$ 1,210</b>  |
| CCAC Dues (2)                                            | \$ 520    |                  |                  |
| IIMC Member Dues (2)                                     | 540       |                  |                  |
| MMANC Member dues (2)                                    | 150       |                  |                  |
| <b>42506 Bonds</b>                                       |           | <b>\$ 175</b>    | <b>\$ 175</b>    |
| <b>42514 Special Department Expense</b>                  |           | <b>\$ 25,000</b> | <b>\$ 27,500</b> |
| Boards & Commissions Recognition Event                   | \$ 2,500  |                  |                  |
| Election                                                 | 22,500    |                  |                  |
| Public Notices                                           | 2,500     |                  |                  |
| <b>Total Professional/Administrative Services</b>        |           |                  | <b>\$ 98,010</b> |
| <b>4310X Utilities</b>                                   |           | <b>\$ 1,600</b>  | <b>\$ 1,600</b>  |
| Gas/Electric                                             | \$ 1,500  |                  |                  |
| Water                                                    | 100       |                  |                  |
| <b>4710X</b>                                             |           | <b>\$ 5,000</b>  | <b>\$ 5,000</b>  |

## **FINANCE**

### **Mission**

The mission of the Finance Department is to provide the City with financial information necessary to ensure sound financial decisions and to ensure appropriate procedures to protect the City's financial assets. This is accomplished through timely and effective preparation of the Annual Comprehensive Financial Report, Budget, quarterly financial and investment reports, and adequate financial controls.

### **Major Services and Functions**

The Finance Department is responsible for accounting operations including accounts payable, accounts receivable, payroll processing, and audits; budget management and long-range financial planning; purchasing; treasury management; debt and bond administration; and business license administration. In addition, the Finance Department prepares the Recognized Obligation Payment Schedule (ROPS) for the Successor Agency to the Pinole Redevelopment Agency and submits the ROPS to the County and State agencies.

### **FY 2022/23 Key Accomplishments**

#### **Baseline Work (Including Staff-Initiated Special Projects)**

- Updated City's Long Term Financial Plan and expanded to include all City funds
- Adopted annual budget by June 30<sup>th</sup>
- Issued Annual Comprehensive Financial Report (ACFR) by December 31<sup>st</sup>
- Received an unqualified opinion for annual financial statements
- Prepared the Successor Agency Annual ROPS for approval by the County Oversight Board and submitted to the State Department of Finance by February 1<sup>st</sup>
- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Submitted financial policies to City Council for annual review
- Updated the City's master fee schedule

#### **Strategic Plan Strategies**

- Supported the Fire Department in conducting a fiscal impact analysis as a requirement for the fire service agreement between the City and the Contra Costa County Fire Protection District
- Conducted a comprehensive fee study and cost allocation plan

**FY 2023/24 Special Projects****Baseline Work (Including Staff-Initiated Special Projects)**

- Expand Long-Term Financial Plan to a 20-year time horizon
- Update and/or establish finance operating procedures, including comprehensive accounting manual
- Assist with automating processes, including implementation of an online payment platform
- Assist with developing an approach to funding infrastructure maintenance and improvements

**Strategic Plan Strategies**

- Assist with identifying, analyzing, and advancing revenue generating opportunities
- Assist with establishing a program to evaluate grant opportunities and capacity

**Other Council-Directed Special Projects**

- Research the process required to establish a fire prevention maintenance district

**Significant Special Projects for FY 2024/25 – FY 2027/28**

- Assist with strategic financial planning to other City departments in the advancement of strategic plan strategies and special projects.

**Major Changes in FY 2023/24 Budget**

There are no major changes to the Finance department budget for FY 2023/24. However, the budget does reflect a position change. The vacant part-time Accounting Technician position has been removed and is replaced by 0.75 of the existing full-time Administrative Assistant who has been performing Accounting Technician duties and was previously entirely budgeted in the City Manager department.

**Position Summary**

| <b>Position</b>                  | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|
| Finance Director                 | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Accountant                       | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Accounting Specialist            | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Accounting Technician, <i>PT</i> | 0.48           | 0.48           | 0.48           | 0.48           | 0.00           |
| Administrative Assistant         | 0.00           | 0.00           | 0.00           | 0.00           | 0.75           |
| <b>Total</b>                     | <b>3.48</b>    | <b>3.48</b>    | <b>3.48</b>    | <b>3.48</b>    | <b>3.75</b>    |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Finance

## FINANCE BUDGET SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                          | 571,900              | 560,362              | 472,619                             | 722,847                         | 849,436                          | 126,590                  | 15%                     |
| Measure S 2006 - 105                        | 300                  | 475                  | 1,367                               | 2,450                           | 2,450                            | -                        | 0%                      |
| Measure S 2014 - 106                        | 1,356                | 175                  | 1,667                               | 2,450                           | 2,450                            | -                        | 0%                      |
| Pension Fund - 700                          | -                    | -                    | 58,546                              | 40,000                          | 50,000                           | 10,000                   | 20%                     |
| <b>Total</b>                                | <b>573,555</b>       | <b>561,011</b>       | <b>534,199</b>                      | <b>767,747</b>                  | <b>904,336</b>                   | <b>136,590</b>           | <b>15%</b>              |
| <b>EXPENDITURES BY CATEGORY</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 364,032              | 404,096              | 310,224                             | 442,401                         | 441,479                          | (922)                    | 0%                      |
| Overtime - 402                              | 112                  | -                    | -                                   | 2,500                           | 2,500                            | -                        | 0%                      |
| Employee Benefits - 410                     | 91,218               | 143,242              | 138,898                             | 178,968                         | 190,527                          | 11,559                   | 6%                      |
| <b>Total Personnel</b>                      | <b>455,363</b>       | <b>547,338</b>       | <b>449,122</b>                      | <b>623,869</b>                  | <b>634,506</b>                   | <b>10,637</b>            | <b>2%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 195,825              | 122,478              | 157,536                             | 281,185                         | 287,945                          | 6,760                    | 2%                      |
| Other Operating Expenses - 43               | 5,462                | 3,499                | 3,123                               | 4,800                           | 4,800                            | -                        | 0%                      |
| Materials & Supplies - 44                   | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>201,287</b>       | <b>125,976</b>       | <b>160,660</b>                      | <b>285,985</b>                  | <b>292,745</b>                   | <b>6,760</b>             | <b>2%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | 562                                 | -                               | -                                | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>-</b>             | <b>562</b>                          | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Admin Credits - 46121                       | (121,997)            | (150,338)            | (126,132)                           | (181,349)                       | (191,110)                        | (9,761)                  | 5%                      |
| Admin Debits - 46122                        | 6,474                | 6,949                | 5,917                               | 8,232                           | 125,476                          | 117,244                  | 93%                     |
| Information Systems (IS) Charges - 46       | -                    | 1,619                | 12,902                              | 4,377                           | 7,149                            | 2,773                    | 39%                     |
| Legal Charges - 46126                       | 11,192               | 5,310                | 4,615                               | 2,000                           | 5,000                            | 3,000                    | 60%                     |
| Insurance General Liability - 46201         | 21,237               | 24,156               | 26,554                              | 24,633                          | 30,570                           | 5,937                    | 19%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>(83,094)</b>      | <b>(112,303)</b>     | <b>(76,144)</b>                     | <b>(142,107)</b>                | <b>(22,915)</b>                  | <b>119,193</b>           | <b>-520%</b>            |
| <b>Total</b>                                | <b>573,555</b>       | <b>561,011</b>       | <b>534,199</b>                      | <b>767,747</b>                  | <b>904,336</b>                   | <b>136,590</b>           | <b>15%</b>              |
| <b>EXPENDITURES BY PROGRAM</b>              |                      |                      |                                     |                                 |                                  |                          |                         |
| Finance - 115                               | 573,555              | 561,011              | 534,199                             | 767,747                         | 904,336                          | 136,590                  | 15%                     |
| <b>Total</b>                                | <b>573,555</b>       | <b>561,011</b>       | <b>534,199</b>                      | <b>767,747</b>                  | <b>904,336</b>                   | <b>136,590</b>           | <b>15%</b>              |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Finance

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                                  |           | FY 2022/23        | FY 2023/24        |
|------------------------------------------------------------------|-----------|-------------------|-------------------|
| <b>42101 Professional Services</b>                               |           | <b>\$ 189,090</b> | <b>\$ 179,655</b> |
| Auditing services                                                | \$ 55,000 |                   |                   |
| Brinks Armored Car service                                       | 2,800     |                   |                   |
| CA Municipal Statistics (ACFR schedule)                          | 500       |                   |                   |
| Cost Allocation Plan update                                      | 5,000     |                   |                   |
| Grant Research/Writing/Admin Svcs                                | 45,000    |                   |                   |
| GASB 68 PERS Reports                                             | 1,750     |                   |                   |
| HDL Property Tax Analysis                                        | 8,500     |                   |                   |
| HDL Sales Tax Analysis                                           | 5,600     |                   |                   |
| OPEB Valuation Report                                            | 10,000    |                   |                   |
| Preparation of State Controller's reports                        | 5,505     |                   |                   |
| Strategic Financial Planning Support ( <i>one-time project</i> ) | 40,000    |                   |                   |
| <b>42201 Office Expense</b>                                      |           | <b>\$ 5,800</b>   | <b>\$ 6,880</b>   |
| Check stock                                                      | \$ 1,500  |                   |                   |
| Miscellaneous office expenses                                    | 2,500     |                   |                   |
| Printing services                                                | 1,680     |                   |                   |
| Year-end tax forms                                               | 1,200     |                   |                   |
| <b>42203 Shipping &amp; Mailing</b>                              |           | <b>\$ 5,000</b>   | <b>\$ 5,000</b>   |
| Mass mailing                                                     | \$ 5,000  |                   |                   |
| <b>4230x Travel and Training</b>                                 |           | <b>\$ 2,100</b>   | <b>\$ 2,100</b>   |
| CSMFO annual conference                                          | \$ 1,100  |                   |                   |
| Staff training                                                   | 1,000     |                   |                   |
| <b>42401 Memberships</b>                                         |           | <b>\$ 595</b>     | <b>\$ 710</b>     |
| CMTA dues                                                        | \$ 95     |                   |                   |
| CSMFO dues                                                       | 225       |                   |                   |
| GFOA dues                                                        | 190       |                   |                   |
| ICMA dues                                                        | 200       |                   |                   |
| <b>42501 Bank Fees</b>                                           |           | <b>\$ 15,000</b>  | <b>\$ 20,000</b>  |
| Mechanics Bank and Bank of the West fees                         | \$ 20,000 |                   |                   |
| <b>42506 Admin Exp/Bonds</b>                                     |           | <b>\$ 250</b>     | <b>\$ 250</b>     |
| Bonds                                                            | \$ 250    |                   |                   |
| <b>42510 Software Subscription</b>                               |           | <b>\$ 17,795</b>  | <b>\$ 17,795</b>  |
| Balancing Act                                                    | \$ 5,800  |                   |                   |
| GovInvest labor module                                           | 10,000    |                   |                   |
| Long-range forecasting software                                  | 1,995     |                   |                   |
| <b>42514 Special Department Expense</b>                          |           | <b>\$ 655</b>     | <b>\$ 655</b>     |
| GFOA ACFR review and certification                               | \$ 505    |                   |                   |
| CSMFO budget review and award                                    | 150       |                   |                   |
| <b>Total Professional/Administrative Services</b>                |           |                   | <b>\$ 233,045</b> |
| <b>4310X Utilities</b>                                           |           | <b>\$ 4,800</b>   | <b>\$ 4,800</b>   |
| 43102 Water                                                      | \$ 300    |                   |                   |
| 43103 Electricity & Power                                        | 4,500     |                   |                   |

**MEASURE S - 2006 FUND - 105**

|                                    |          |                 |                 |
|------------------------------------|----------|-----------------|-----------------|
| <b>42101 Professional Services</b> |          | <b>\$ 2,450</b> | <b>\$ 2,450</b> |
| Measure S Audit (105)              | \$ 1,200 |                 |                 |
| Sales Tax Analysis                 | 1,250    |                 |                 |

**MEASURE S - 2014 FUND - 106**

|                                    |          |                 |                 |
|------------------------------------|----------|-----------------|-----------------|
| <b>42101 Professional Services</b> |          | <b>\$ 2,450</b> | <b>\$ 2,450</b> |
| Measure S Audit (106)              | \$ 1,200 |                 |                 |
| Sales Tax Analysis                 | 1,250    |                 |                 |

**PENSION FUND - 700**

|                        |           |                  |                  |
|------------------------|-----------|------------------|------------------|
| <b>42501 Bank Fees</b> |           | <b>\$ 40,000</b> | <b>\$ 50,000</b> |
| Bank fees              | \$ 50,000 |                  |                  |

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## **HUMAN RESOURCES**

The Human Resources Department is comprised of the following divisions:

- Human Resources Management; and
- Risk Management

### **Mission**

The mission of the Human Resources Department is to support the City of Pinole by providing comprehensive and timely human resources and risk management services. It has the responsibility for developing and implementing innovative strategies and programs that enhance the work experience for our employees. Its objective is to attract, develop, motivate, and retain the best-qualified employees whose diversity and skills contribute to and sustain the City of Pinole as a quality organization.

### **Major Services and Functions**

- **Human Resources Administration and Risk Management** – Provides support and strategic planning services to employees and departments in the development of organizational objectives; provides interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals. Administers the City's risk management programs including general and employment liability and workers' compensation for on-the-job injuries.
- **Labor Relations** – Represents the City Council and City Manager on all labor negotiation and grievance matters with bargaining unit representatives of recognized employee organizations.
- **Employee Relations** – Provides guidance and counseling to employees; initiates, conducts and/or oversees investigations relative to disciplinary actions and complaints for City departments.
- **Recruitment and Selection** – Assists in the administration of the City's Civil Service Merit System; facilitates selection procedures that produce diverse and skilled applicant pools; assures that all recruitment, hiring, placements, transfers, and promotions are made based on individual qualifications for the position.
- **Benefits Administration** – Provides exceptional and affordable employee benefits for retirement, medical, dental, vision, wellness and safety, and employee assistance to attract and retain a qualified and highly skilled workforce.
- **Organizational Training and Development** – Coordinates City-wide training including safety, mandated, educational, and development programs for City staff.
- **Classification and Compensation** – Plans and conducts classification and organization studies; develops classification specifications; designs compensation systems that support and reinforce the City's long-range objectives as well as the culture, climate, and behaviors needed for the organization to be effective.



## **FY 2022/23 Key Accomplishments**

### Baseline Work (Including Staff-Initiated Special Projects)

- Completed labor negotiations with PPEA and developed a successor MOU that was adopted by City Council on July 19, 2022.
- Conducted 37 recruitments.
- Developed a Citywide Volunteers Administrative Policy.
- Developed a Citywide Classification Series Administrative Policy.
- Developed a Citywide Cell Phone Use in the Workplace Administrative Policy.
- Developed a Citizen Request/Complaint Procedure & Form Administrative Policy.
- Developed a Compensation and Benefits Plan for Elected Officials.
- Implemented an Employee Wellness Program.
- Planned and facilitated numerous events for the City's Public Service Employee Recognition Week.
- Designed an employee benefits overview booklet to incorporate all City benefits and vendor resources for the various employee groups and present the booklet by both electronic and printed methods.

### Strategic Plan Strategies

- Initiated implementation of the City's Employee Talent Management Plan in accordance with the City's Strategic Plan 2020 – 2025.

## **FY 2023/24 Priorities and Projects**

### Baseline Work (Including Staff-Initiated Special Projects)

- Implement successor memorandums of understanding for three bargaining units.
- Utilize innovative marketing practices such as social media outreach and branding to attract candidates.
- Enhance and promote higher education tuition reimbursement program.
- Develop a supervisory academy in partnership with other cities in West County.
- Promote external training opportunities offered to employees.
- Implement "stay" interviews with annual performance evaluation process.
- Survey employee benefits satisfaction levels and implement effective modifications.
- Develop safety emergency action plans for identified workplace risks.
- Review OPEB obligations and alternatives to support the City's fiscal sustainability.
- Continue to perform a comprehensive review and updating of key City personnel rules and policies to ensure compliance with MOU provisions, state and federal legislation, and conduct meet and confer sessions with the employee bargaining units as required.

Strategic Plan Strategies

- Implement the recommendations of the Communication and Engagement Plan relative to employees.

**Significant Special Projects for FY 2024/25 through FY 2027/28**

- Human Resources will implement the Employee Talent Management Plan to attract and retain high-quality employees and develop their skills.
- In partnership with the City Manager's Office, Human Resources will develop and implement a Citywide Diversity, Equity, and Inclusion Initiative.

**Major Changes in FY 2023/24 Budget**

The Human Resources Department budget for FY 2023/24 does not include any significant changes relative to the FY 2022/23 budget.

**Position Summary**

| <b>Position</b>            | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|----------------------------|----------------|----------------|----------------|----------------|----------------|
| Assistant City Manager     | 1.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Human Resources Director   | 0.00           | 0.00           | 1.00           | 1.00           | 1.00           |
| Human Resources Analyst    | 0.00           | 0.00           | 0.00           | 1.00           | 1.00           |
| Human Resources Technician | 0.00           | 0.00           | 0.00           | 1.00           | 1.00           |
| Human Resources Specialist | 1.00           | 1.00           | 1.00           | 0.00           | 0.00           |
| Administrative Assistant   | 0.00           | 0.00           | 0.00           | 0.00           | 0.05           |
| <b>Total</b>               | <b>2.00</b>    | <b>1.00</b>    | <b>2.00</b>    | <b>3.00</b>    | <b>3.05</b>    |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Human Resources

### HUMAN RESOURCES BUDGET SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                          | 292,727              | 377,614              | 514,484                             | 768,472                         | 888,226                          | 119,754                  | 13%                     |
| <b>Total</b>                                | <b>292,727</b>       | <b>377,614</b>       | <b>514,484</b>                      | <b>768,472</b>                  | <b>888,226</b>                   | <b>119,754</b>           | <b>13%</b>              |
| <b>EXPENDITURES BY CATEGORY</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 84,111               | 192,397              | 239,593                             | 391,311                         | 420,389                          | 29,078                   | 7%                      |
| Overtime - 402                              | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Employee Benefits - 410                     | 21,679               | 71,804               | 110,512                             | 197,438                         | 214,158                          | 16,720                   | 8%                      |
| <b>Total Personnel</b>                      | <b>105,791</b>       | <b>264,201</b>       | <b>350,105</b>                      | <b>588,749</b>                  | <b>634,547</b>                   | <b>45,798</b>            | <b>7%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 128,235              | 104,326              | 121,046                             | 160,907                         | 210,556                          | 49,649                   | 24%                     |
| Other Operating Expenses - 43               | 1,612                | 1,040                | 925                                 | 1,750                           | 1,750                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>129,847</b>       | <b>105,365</b>       | <b>121,971</b>                      | <b>162,657</b>                  | <b>212,306</b>                   | <b>49,649</b>            | <b>23%</b>              |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 104                  | 1,153                               | -                               | -                                | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>104</b>           | <b>1,153</b>                        | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121              | (15,303)             | (10,772)             | (8,642)                             | (13,144)                        | (66,395)                         | (53,251)                 | 80%                     |
| Administrative Debits - 46122               | 67,836               | -                    | 5,917                               | 8,232                           | 8,364                            | 132                      | 2%                      |
| Legal Charges - 46126                       | -                    | 2,502                | 20,288                              | -                               | 30,000                           | 30,000                   | 100%                    |
| General Liability Insurance - 46201         | 4,556                | 16,214               | 23,692                              | 21,978                          | 69,404                           | 47,426                   | 68%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>57,089</b>        | <b>7,944</b>         | <b>41,255</b>                       | <b>17,066</b>                   | <b>41,373</b>                    | <b>24,307</b>            | <b>59%</b>              |
| <b>Total</b>                                | <b>292,727</b>       | <b>377,614</b>       | <b>514,484</b>                      | <b>768,472</b>                  | <b>888,226</b>                   | <b>119,754</b>           | <b>13%</b>              |
| <b>EXPENDITURES BY PROGRAM</b>              |                      |                      |                                     |                                 |                                  |                          |                         |
| Human Resources - 116                       | 292,727              | 377,614              | 514,484                             | 768,472                         | 888,226                          | 119,754                  | 13%                     |
| <b>Total</b>                                | <b>292,727</b>       | <b>377,614</b>       | <b>514,484</b>                      | <b>768,472</b>                  | <b>888,226</b>                   | <b>119,754</b>           | <b>13%</b>              |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Human Resources

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                      |           | FY 2022/23        | FY 2023/24       |
|------------------------------------------------------|-----------|-------------------|------------------|
| <b>42101 Professional Services</b>                   |           | <b>\$ 96,040</b>  | <b>\$ 92,526</b> |
| Annual Performance Evaluations (CM & CC)             | \$ 8,000  |                   |                  |
| Applicant Tracking System License                    | 6,000     |                   |                  |
| Bilingual Evaluation/Testing                         | 1,000     |                   |                  |
| Contingencies- Employee Benefits                     | 6,000     |                   |                  |
| Document Shredding                                   | 1,000     |                   |                  |
| Drug Screening/Fit for Duty/DOT Exams                | 8,000     |                   |                  |
| Employee Benefits Broker                             | 25,000    |                   |                  |
| HRA (Retiree Medical) Admin Fees                     | 1,000     |                   |                  |
| Labor Negotiator (IEDA)                              | 25,000    |                   |                  |
| Onboarding System License                            | 1,126     |                   |                  |
| Pre-employ Backgrounds/Degree & License Verify       | 2,000     |                   |                  |
| Random Drug Testing- DOT                             | 6,400     |                   |                  |
| Section 125 FSA/DCAP & Commuter Admin Fees           | 2,000     |                   |                  |
| <b>42102 Attorney Services</b>                       |           | <b>\$ 25,000</b>  | <b>\$ 50,000</b> |
| Employment Claim Investigations (ERMA) (3)           | \$ 30,000 |                   |                  |
| Employment Law Advisement (LCW)                      | 10,000    |                   |                  |
| Tax and Employee Benefit Advisement                  | 10,000    |                   |                  |
| <b>4110 Fingerprinting</b>                           |           | <b>\$ 1,500</b>   | <b>\$ 3,000</b>  |
| <b>42201 Office Expense</b>                          |           | <b>\$ 1,000</b>   | <b>\$ 1,000</b>  |
| Miscellaneous Office Supplies                        | \$500     |                   |                  |
| <b>4230X Travel and Training</b>                     |           | <b>\$ 13,880</b>  | <b>\$ 32,880</b> |
| Citywide EAP Workshops (2)                           | \$ 6,000  |                   |                  |
| Citywide Professional Development (2)                | 6,000     |                   |                  |
| Contingencies - Citywide Training (2)                | 6,000     |                   |                  |
| HR Staff Professional Development                    | 8,500     |                   |                  |
| Leadership Academy                                   | 2,500     |                   |                  |
| Mileage: NorCal, MMANC, CalPELRA (2), LCW (4)        | 3,680     |                   |                  |
| Meal Allowance: NorCal, MMANC, CalPELRA (2), LCW (4) | 200       |                   |                  |
| <b>42401 Memberships</b>                             |           | <b>\$ 700</b>     | <b>\$ 700</b>    |
| MMANC                                                | \$ 200    |                   |                  |
| SHRM                                                 | 500       |                   |                  |
| <b>42504 Recruitment Cost</b>                        |           | <b>\$ 4,500</b>   | <b>\$ 4,500</b>  |
| Recruitment Advertising                              | \$ 2,500  |                   |                  |
| Recruitment Exams/Testing                            | 2,000     |                   |                  |
| <b>42506 Bond</b>                                    |           | <b>\$ 200</b>     | <b>\$ 200</b>    |
| Bond                                                 | \$ 200    |                   |                  |
| <b>42514 Special Department Expense</b>              |           | <b>\$ 18,087</b>  | <b>\$ 25,750</b> |
| Annual Public Service Employee Appreciation          | \$4,500   |                   |                  |
| Condolence Flowers/Donations (20)                    | 3,000     |                   |                  |
| Employee Polos (110)                                 | 6,050     |                   |                  |
| Employee Wellness/Safety Fair/BBQ                    | 2,300     |                   |                  |
| MPA Wellness Premium                                 | 6,900     |                   |                  |
| Quarterly Employee Engagement Events (4)             | 2,000     |                   |                  |
| Years of Service Plaques                             | 1,000     |                   |                  |
| <b>Total Professional/Administrative Services</b>    |           | <b>\$ 210,556</b> |                  |
| <b>4310X Utilities</b>                               |           | <b>\$ 1,750</b>   | <b>\$ 1,750</b>  |
| 43103 Gas/Electric                                   | \$ 1,600  |                   |                  |
| 43102 Water                                          | 150       |                   |                  |

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## **POLICE**

The Police Department is comprised of the following divisions (referred to as “bureaus”):

- Operations; and
- Support Services

### **Mission**

The Pinole Police Department is committed to ensuring a safe community by providing exemplary law enforcement service while engaging our citizens with Honor, Integrity, Professionalism, and Respect.

### **Major Services and Functions**

- Police Operations is responsible for the day-to-day operation of the department.
- Police Support Services provides support and assistance to Operations and the community. It includes front office staff who work with the public daily; Crime Prevention Officers who provide outreach into the community; the collection and processing of evidence; and the maintenance and repair of vehicles and equipment.
- The City operates the West Bay Communications Center (WBCC), which provides police dispatch services for the City of Pinole as well as Hercules and San Pablo. The Cities of Hercules and San Pablo are billed for Dispatch Services based on a cost-sharing formula incorporating various usage measurements.

### **FY 2022/23 Key Accomplishments**

#### **Baseline Work (Including Staff-Initiated Special Projects)**

- Enhanced organizational wellness by adding virtual EMDR and a Zen Den.
- Implemented a virtual yoga program.
- Implemented police reform measures as legislation requires, such as California Racial and Identity Profiling Act (RIPA) and National Incident-Based Reporting (NIBRS).
- Implemented new RIMS, CADS/RMS Systems.
- Brought the Community of Pinole innovative and progressive engagement opportunities.
- Enhanced training capacity to meet and industry’s best standards.
- Enhanced retention and recruitment efforts.
- Implemented new Community Outreach efforts with a special Halloween-themed National Night Out event and Project HOPE-Homeless Intervention.
- Implemented Cue Hit customer engagement technology to receive real-time feedback from the community.

## **FY 2023/24 Key Priorities and Projects**

### **Baseline Work (Including Staff-Initiated Special Projects)**

- Innovate with Truleo to expand officer wellness, surface and promote officer professionalism, and automate the review of 100% of Body Camera videos.
- Continue to focus on officer wellness programs.
- Continue to enhance training capacity to meet and industry's best standards.
- Revamp retention and recruitment efforts to meet the new generational workforce.
- Implement an internal reclassification of the Lieutenant position to Commander.
- Repurpose the Alex Clark Room to the Pinole Police Department Training Center.
- Continue our efforts to bring the community innovative and progressive engagement opportunities.
- Implement a Police Drone program to enhance our abilities to provide the community of Pinole with effective and efficient police services.
- Implement Community Outreach efforts with a special Halloween-themed National Night Out event and Project HOPE-Homeless Intervention.
- Implement new staffing and police service delivery model, which is the addition of two positions (a sergeant and an officer) first budgeted in FY 2022/23 to allow the department to move to a modified 4/10 schedule. Research indicates that 10-hour shifts, as opposed to 12-hour shifts, positively impact employee well-being and morale, reduce overtime, and offer flexible scheduling alternatives to leverage personnel resources while providing overlaps during peak workload periods. 10-hour shifts will increase the number of officers on duty as the shifts overlap. 10-hour shifts are particularly well-suited to the variable workloads found in law enforcement.
- Review Police fees and charges and possibly recommend modifications.

### **Strategic Plan Strategies**

- Create an updated Emergency Operations Plan (EOP)
- Stand up a working Emergency Operations Center (EOC).
- Implement a CERT program.

## **Significant Special Projects for FY 2024/25 through FY 2027/28**

- Focus on officer wellness programs in order to improve the quality of life for officers while strengthening the relationship with the community through exemplary law enforcement service.
- Implement police reform measures as required by legislation.
- Launch Next Gen 911.

- Facility rehabilitation of the Public Safety Building.

### Major Changes in FY 2023/24 Budget

There is one notable change in the FY 2023/24 budget relative to the FY 2022/23 budget, which is the addition of resources for the department to reinstitute the Community Emergency Response Team (CERT) program.

### Position Summary

| Position                                    | 2019/20      | 2020/21      | 2021/22      | 2022/23      | 2023/24      |
|---------------------------------------------|--------------|--------------|--------------|--------------|--------------|
| Police Chief                                | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Police Commander                            | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         |
| Police Sergeant                             | 6.00         | 6.00         | 6.00         | 7.00         | 7.00         |
| Police Officer                              | 19.00        | 19.00        | 19.00        | 20.00        | 20.00        |
| Administrative Assistant                    | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Community Safety Specialist                 | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Community Services Officer                  | 0.96         | 0.96         | 2.00         | 2.00         | 2.00         |
| Crossing Guards, <i>part-time/temporary</i> | 0.50         | 0.25         | 0.25         | 0.25         | 0.25         |
| Dispatcher                                  | 11.00        | 11.00        | 11.00        | 10.00        | 10.00        |
| Lead Dispatcher                             | 1.00         | 1.00         | 1.00         | 2.00         | 2.00         |
| Police Property Specialist                  | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Police Records Specialist                   | 2.00         | 2.00         | 2.00         | 2.00         | 2.00         |
| <b>Total</b>                                | <b>46.46</b> | <b>46.21</b> | <b>47.25</b> | <b>49.25</b> | <b>49.25</b> |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

**POLICE BUDGET SUMMARY**

|                                                  | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|--------------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>                  |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                               | 6,878,974            | 7,767,344            | 6,416,963                           | 8,599,718                       | 9,249,920                        | 650,202                  | 7%                      |
| Measure S 2006 - 105                             | 1,443,123            | 1,920,165            | 1,016,861                           | 1,718,135                       | 1,697,340                        | (20,795)                 | -1%                     |
| Measure S 2014 - 106                             | 173,457              | 159,851              | 119,542                             | 217,607                         | 114,852                          | (102,755)                | -89%                    |
| Public Safety Augmentation Fund - 203            | 143,643              | 154,595              | 141,766                             | 387,365                         | 482,009                          | 94,644                   | 20%                     |
| Police Grants Fund - 204                         | 85,999               | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Traffic Safety Fund - 205                        | 565                  | 9,219                | 7,675                               | 21,059                          | 21,595                           | 536                      | 2%                      |
| Supplemental Law Enforcement Services Fund - 206 | 98,192               | 113,750              | 97,171                              | 111,067                         | 339,864                          | 228,797                  | 67%                     |
| Asset Seizure Adjudicated Fund - 225             | -                    | 29,000               | 16,348                              | 58,231                          | 41,236                           | (16,995)                 | -41%                    |
| <b>Total</b>                                     | <b>8,823,952</b>     | <b>#####</b>         | <b>7,816,326</b>                    | <b>11,113,182</b>               | <b>11,946,816</b>                | <b>833,635</b>           | <b>7%</b>               |
| <b>EXPENDITURES BY CATEGORY</b>                  |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                                 |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                           | 4,537,336            | 4,807,220            | 3,717,320                           | 5,651,618                       | 5,941,404                        | 289,786                  | 5%                      |
| Overtime - 402                                   | 613,386              | 811,266              | 640,376                             | 395,701                         | 508,041                          | 112,340                  | 22%                     |
| Employee Benefits - 410                          | 2,263,243            | 2,434,895            | 2,141,820                           | 3,051,206                       | 3,360,106                        | 308,900                  | 9%                      |
| <b>Total Personnel</b>                           | <b>7,413,965</b>     | <b>8,053,381</b>     | <b>6,499,516</b>                    | <b>9,098,525</b>                | <b>9,809,551</b>                 | <b>711,026</b>           | <b>7%</b>               |
| <b>Services and Supplies</b>                     |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42      | 480,627              | 1,216,780            | 381,467                             | 633,179                         | 642,274                          | 9,094                    | 1%                      |
| Other Operating Expenses - 43                    | 76,310               | 81,984               | 69,093                              | 64,250                          | 64,250                           | -                        | 0%                      |
| Materials & Supplies - 44                        | 62,413               | 88,976               | 102,916                             | 87,000                          | 87,000                           | -                        | 0%                      |
| <b>Total Services and Supplies</b>               | <b>619,349</b>       | <b>1,387,740</b>     | <b>553,476</b>                      | <b>784,429</b>                  | <b>793,524</b>                   | <b>9,094</b>             | <b>1%</b>               |
| <b>Capital Outlay</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47               | 196,153              | 104,313              | 105,285                             | 274,424                         | 353,729                          | 79,305                   | 22%                     |
| <b>Total Capital Outlay</b>                      | <b>196,153</b>       | <b>104,313</b>       | <b>105,285</b>                      | <b>274,424</b>                  | <b>353,729</b>                   | <b>79,305</b>            | <b>22%</b>              |
| <b>Debt Service</b>                              |                      |                      |                                     |                                 |                                  |                          |                         |
| Debt Principal and interest - 48                 | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Debt Service</b>                        | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>                 |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46                      | (308,940)            | (362,438)            | (319,697)                           | (609,906)                       | (627,259)                        | (17,353)                 | 3%                      |
| Administrative Debits - 46                       | 308,940              | 362,438              | 319,697                             | 609,906                         | 627,260                          | 17,354                   | 3%                      |
| IS Charges - 46                                  | 261,357              | 251,741              | 265,321                             | 594,057                         | 516,043                          | (78,015)                 | -15%                    |
| Legal Charges - 46                               | 12,763               | 19,057               | 22,263                              | 20,000                          | 20,000                           | -                        | 0%                      |
| General Liability Insurance - 46                 | 320,365              | 337,692              | 370,465                             | 341,746                         | 453,969                          | 112,223                  | 25%                     |
| <b>Total Indirect Cost Allocations</b>           | <b>594,486</b>       | <b>608,490</b>       | <b>658,049</b>                      | <b>955,803</b>                  | <b>990,013</b>                   | <b>34,209</b>            | <b>3%</b>               |
| <b>Total</b>                                     | <b>8,823,952</b>     | <b>#####</b>         | <b>7,816,326</b>                    | <b>11,113,182</b>               | <b>11,946,816</b>                | <b>833,635</b>           | <b>7%</b>               |
| <b>EXPENDITURES BY PROGRAM</b>                   |                      |                      |                                     |                                 |                                  |                          |                         |
| Police Operations - 221                          | 5,460,052            | 6,265,935            | 4,910,127                           | 7,165,842                       | 7,660,826                        | 494,984                  | 6%                      |
| Police Support Services - 222                    | 1,190,332            | 1,549,905            | 1,004,568                           | 1,646,109                       | 1,609,330                        | (36,778)                 | -2%                     |
| Police West Bay Communications Center - 223      | 1,988,812            | 2,215,114            | 1,796,784                           | 2,169,105                       | 2,315,202                        | 146,097                  | 6%                      |
| Police Grants Program - 227                      | 184,755              | 122,970              | 104,846                             | 132,126                         | 361,459                          | 229,333                  | 63%                     |
| <b>Total</b>                                     | <b>8,823,952</b>     | <b>#####</b>         | <b>7,816,326</b>                    | <b>11,113,182</b>               | <b>11,946,816</b>                | <b>833,635</b>           | <b>7%</b>               |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

**GENERAL FUND - 100**  
**POLICE OPERATIONS - 221**

**EXPENDITURE SUMMARY**

|                                              | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|----------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                             |                      |                      |                                     |                                 |                                  | <b>\$ Change</b>         | <b>% Change</b>         |
| Salaries & Wages - 401                       | 2,341,401            | 2,542,922            | 2,054,578                           | 3,093,950                       | 3,374,436                        | 280,486                  | 8%                      |
| Overtime - 402                               | 288,235              | 361,587              | 314,082                             | 255,209                         | 256,322                          | 1,113                    | 0%                      |
| Employee Benefits - 410                      | 1,028,201            | 1,123,630            | 1,072,141                           | 1,503,466                       | 1,844,322                        | 340,856                  | 18%                     |
| <b>Total Salary &amp; Benefits</b>           | <b>3,657,836</b>     | <b>4,028,139</b>     | <b>3,440,801</b>                    | <b>4,852,625</b>                | <b>5,475,080</b>                 | <b>622,455</b>           | <b>11%</b>              |
| <b>Services and Supplies</b>                 |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42  | 172,925              | 473,556              | 202,439                             | 220,032                         | 221,032                          | 1,000                    | 0%                      |
| Materials & Supplies - 44                    | 61,864               | 78,537               | 100,774                             | 85,500                          | 85,500                           | -                        | 0%                      |
| <b>Total Services and Supplies</b>           | <b>234,788</b>       | <b>552,093</b>       | <b>303,213</b>                      | <b>305,532</b>                  | <b>306,532</b>                   | <b>1,000</b>             | <b>0%</b>               |
| <b>Capital Outlay</b>                        |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47           | 12,186               | 12,581               | 44,432                              | 133,873                         | 9,240                            | (124,633)                | -1349%                  |
| <b>Total Capital Outlay</b>                  | <b>12,186</b>        | <b>12,581</b>        | <b>44,432</b>                       | <b>133,873</b>                  | <b>9,240</b>                     | <b>(124,633)</b>         | <b>-1349%</b>           |
| <b>Indirect Cost Allocations</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121               | (308,940)            | (362,438)            | (319,697)                           | (609,906)                       | (627,259)                        | (17,353)                 | 3%                      |
| Legal Charges - 46126                        | 12,763               | 18,196               | 22,263                              | 20,000                          | 20,000                           | -                        | 0%                      |
| General Liability Insurance - 46201          | 193,701              | 184,950              | 206,872                             | 189,987                         | 256,648                          | 66,661                   | 26%                     |
| <b>Total Indirect Cost Allocations</b>       | <b>(102,477)</b>     | <b>(159,292)</b>     | <b>(90,562)</b>                     | <b>(399,919)</b>                | <b>(350,611)</b>                 | <b>49,308</b>            | <b>-14%</b>             |
| <b>Total</b>                                 | <b>3,802,334</b>     | <b>4,433,521</b>     | <b>3,697,884</b>                    | <b>4,892,111</b>                | <b>5,440,241</b>                 | <b>548,130</b>           | <b>10%</b>              |
| <b>Asset Seizure-Adjudicated - 225</b>       |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42  | -                    | 29,000               | 16,348                              | 58,231                          | 41,236                           | (16,995)                 | -41%                    |
| <b>Total</b>                                 | <b>-</b>             | <b>29,000</b>        | <b>16,348</b>                       | <b>58,231</b>                   | <b>41,236</b>                    | <b>(16,995)</b>          | <b>-41%</b>             |
| <b>MEASURE S-2006 FUND - 105</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                       | 739,252              | 781,560              | 429,693                             | 902,579                         | 825,375                          | (77,204)                 | -9%                     |
| Overtime - 402                               | 127,233              | 93,701               | 57,210                              | 4,156                           | 104,174                          | 100,018                  | 96%                     |
| Employee Benefits - 410                      | 527,789              | 628,584              | 474,356                             | 746,630                         | 688,341                          | (58,289)                 | -8%                     |
| Professional & Administrative Services - 42  | 6,000                | 1,493                | 118                                 | 13,300                          | 13,300                           | -                        | 0%                      |
| Asset Acquisition/Improvement - 47           | -                    | 31,842               | -                                   | -                               | -                                | -                        | 0%                      |
| General Liability Insurance - 46201          | 42,849               | 52,478               | 55,484                              | 51,470                          | 66,150                           | 14,680                   | 22%                     |
| <b>Total Measure S-2006 Fund</b>             | <b>1,443,123</b>     | <b>1,589,658</b>     | <b>1,016,861</b>                    | <b>1,718,135</b>                | <b>1,697,340</b>                 | <b>(20,795)</b>          | <b>-1%</b>              |
| <b>MEASURE S-2014 FUND - 106</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42  | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Asset Acquisition/Improvement - 47           | 70,953               | 59,161               | 37,269                              | 110,000                         | -                                | (110,000)                | -100%                   |
| <b>Total Measure S-2014 Fund</b>             | <b>70,953</b>        | <b>59,161</b>        | <b>37,269</b>                       | <b>110,000</b>                  | <b>-</b>                         | <b>(110,000)</b>         | <b>-100%</b>            |
| <b>PUBLIC SAFETY AUGMENTATION FUND - 203</b> |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42  | -                    | -                    | -                                   | -                               | 20,000                           | 20,000                   | 100%                    |
| Administrative Debits - 46122                | 143,643              | 154,595              | 141,766                             | 387,365                         | 337,376                          | (49,989)                 | -15%                    |
| Asset Acquisition/Improvement - 47           | -                    | -                    | -                                   | -                               | 124,633                          | 124,633                  | 100%                    |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                   |           | FY 2022/23        | FY 2023/24        |
|---------------------------------------------------|-----------|-------------------|-------------------|
| <b>42101 Professional Services</b>                |           | <b>\$ 51,712</b>  | <b>\$ 51,712</b>  |
| Applicant Processing/Recruiting                   | \$ 16,000 |                   |                   |
| EBRCSA Contract - Radios (63)                     | 35,712    |                   |                   |
| <b>42106 Software Maintenance</b>                 |           | <b>\$ 23,945</b>  | <b>\$ 29,945</b>  |
| Lexipol Daily Training Bulletins                  | \$ 4,244  |                   |                   |
| Starchase GPS                                     | 14,976    |                   |                   |
| The Police One Academy Training                   | 6,000     |                   |                   |
| Vigilant Solutions Software                       | 4,725     |                   |                   |
| <b>42107 Equipment Maintenance</b>                |           | <b>\$ 35,100</b>  | <b>\$ 35,100</b>  |
| Radio Repairs                                     | \$ 3,000  |                   |                   |
| Vehicle Maintenance                               | 9,000     |                   |                   |
| Vehicle Repairs                                   | 18,000    |                   |                   |
| Vehicle Washing                                   | 5,100     |                   |                   |
| <b>4230X Travel and Training</b>                  |           | <b>\$ 60,800</b>  | <b>\$ 75,800</b>  |
| Firearms Range Rental                             | \$ 10,800 |                   |                   |
| State of CA -- P.O.S.T.                           | 30,000    |                   |                   |
| 42304 Cordico App                                 | 15,000    |                   |                   |
| 42304 Officer Wellness Training                   | 20,000    |                   |                   |
| <b>42401 Memberships</b>                          |           | <b>\$ 3,175</b>   | <b>\$ 3,175</b>   |
| CA Crime Prevention Officers Assn                 | \$ 120    |                   |                   |
| CA Peace Officers Assn.                           | 320       |                   |                   |
| CA Police Chiefs Assn.                            | 800       |                   |                   |
| County Police Chiefs' Assn.                       | 1,500     |                   |                   |
| International Assn. of Police Chiefs              | 200       |                   |                   |
| National Assn. of Town Watch                      | 35        |                   |                   |
| Police Executive Research Forum                   | 200       |                   |                   |
| <b>42514 Special Department Expense</b>           |           | <b>\$ 45,300</b>  | <b>\$ 25,300</b>  |
| Ammunition and firearm repair                     | \$ 9,800  |                   |                   |
| Crime Scene Processing/Field Testing Supplies     | 7,300     |                   |                   |
| Miscellaneous Supplies                            | 8,200     |                   |                   |
| <b>Total Professional/Administrative Services</b> |           |                   | <b>\$ 221,032</b> |
| <b>44301 Fuel</b>                                 |           | <b>\$ 73,000</b>  | <b>\$ 73,000</b>  |
| <b>44410 Safety Clothing</b>                      |           | <b>\$ 12,500</b>  | <b>\$ 12,500</b>  |
| Part-time employee uniforms                       | \$ 3,500  |                   |                   |
| Protective Vests                                  | 9,000     |                   |                   |
| <b>4710X Equipment</b>                            |           | <b>\$ 133,873</b> | <b>\$ 9,240</b>   |
| Ballistic Shield (47105)                          | \$ 2,500  |                   |                   |
| Patrol Rifle (47105)                              | 1,840     |                   |                   |
| Tablets and Docking (47105)                       | 4,900     |                   |                   |
| <b>MEASURE S-2006 FUND - 105</b>                  |           |                   |                   |
| <b>42107 Equipment Maintenance</b>                |           | <b>\$ 4,050</b>   | <b>\$ 4,050</b>   |
| MDC Repairs                                       | \$ 1,650  |                   |                   |
| Vehicle Maintenance                               | 1,350     |                   |                   |
| Vehicle Repairs                                   | 1,050     |                   |                   |
| <b>42510 Software Purchase</b>                    |           | <b>\$ 6,000</b>   | <b>\$ 6,000</b>   |
| Delta systems subscription                        | \$ 6,000  |                   |                   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

|                                         |           |              |           |              |
|-----------------------------------------|-----------|--------------|-----------|--------------|
| <b>42514 Special Department Expense</b> | <b>\$</b> | <b>3,250</b> | <b>\$</b> | <b>3,250</b> |
| Gunshot trauma kits                     | \$        | 700          |           |              |
| Miscellaneous Supplies                  |           | 2,550        |           |              |

**Total Professional/Administrative Services**      **\$**    **13,300**

**MEASURE S-2014 FUND - 106**

|                       |           |                |           |          |
|-----------------------|-----------|----------------|-----------|----------|
| <b>47104 Vehicles</b> | <b>\$</b> | <b>110,000</b> | <b>\$</b> | <b>-</b> |
| 1 Vehicle             | \$        | -              |           |          |
| 1 Vehicle (carryover) |           | 0              |           |          |

**Public Safety Augmentation Fund - 203**

|                                         |           |          |           |               |
|-----------------------------------------|-----------|----------|-----------|---------------|
| <b>42514 Special Department Expense</b> | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>20,000</b> |
| Canine expenses                         | \$        | 20,000   |           |               |

|                               |           |          |           |                |
|-------------------------------|-----------|----------|-----------|----------------|
| <b>47101 Equipment</b>        | <b>\$</b> | <b>-</b> | <b>\$</b> | <b>124,633</b> |
| Axon Body Worn Camera Program | \$        | 42,412   |           |                |
| EBRCSA Equipment              |           | 20,940   |           |                |
| Radio Encryption Equipment    |           | 61,281   |           |                |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

**GENERAL FUND - 100**  
**POLICE SUPPORT SERVICES - 222**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 255,902              | 332,319              | 283,910                             | 413,579                         | 427,087                          | 13,508                   | 3%                      |
| Overtime - 402                              | -                    | 1,989                | 16,952                              | -                               | -                                | -                        | 0%                      |
| Employee Benefits - 410                     | 137,441              | 163,706              | 155,433                             | 229,198                         | 242,266                          | 13,068                   | 5%                      |
| <b>Total Salary &amp; Benefits</b>          | <b>393,343</b>       | <b>498,015</b>       | <b>456,295</b>                      | <b>642,777</b>                  | <b>669,353</b>                   | <b>26,576</b>            | <b>4%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 278,618              | 301,293              | 143,924                             | 279,685                         | 279,685                          | -                        | 0%                      |
| Other Operating Expenses - 43               | 63,586               | 68,581               | 57,750                              | 53,850                          | 53,850                           | -                        | 0%                      |
| Materials & Supplies - 44                   | 549                  | 10,191               | 2,142                               | 1,500                           | 1,500                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>342,753</b>       | <b>380,065</b>       | <b>203,816</b>                      | <b>335,035</b>                  | <b>335,035</b>                   | <b>-</b>                 | <b>0%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | 110,365              | 729                  | 1,519                               | 400                             | 20,400                           | 20,000                   | 98%                     |
| Debt Principal & Interest - 48              | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>110,365</b>       | <b>729</b>           | <b>1,519</b>                        | <b>400</b>                      | <b>20,400</b>                    | <b>20,000</b>            | <b>98%</b>              |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121              | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Administrative Debits - 46122               | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| IS Charges - 46124                          | 226,150              | 217,906              | 235,156                             | 536,625                         | 439,297                          | (97,328)                 | -22%                    |
| Legal Charges -46126                        | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| General Liability Insurance - 46201         | 15,216               | 21,994               | 25,510                              | 23,665                          | 30,393                           | 6,728                    | 22%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>241,366</b>       | <b>239,900</b>       | <b>260,666</b>                      | <b>560,290</b>                  | <b>469,690</b>                   | <b>(90,600)</b>          | <b>-19%</b>             |
| <b>Total</b>                                | <b>1,087,828</b>     | <b>1,118,708</b>     | <b>922,295</b>                      | <b>1,538,502</b>                | <b>1,494,478</b>                 | <b>(44,024)</b>          | <b>-3%</b>              |
| <b>MEASURE S-2006 FUND - 105</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 0                    | 330,507              | -                                   | 0                               | 0                                | -                        | 0%                      |
| <b>Total Measure S-2006 Fund</b>            | <b>-</b>             | <b>330,507</b>       | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>MEASURE S-2014 FUND - 106</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 70,364               | 84,448               | 66,454                              | 88,804                          | 92,845                           | 4,041                    | 4%                      |
| Employee Benefits - 410                     | 28,789               | 11,878               | 10,786                              | 14,133                          | 15,912                           | 1,779                    | 11%                     |
| Professional & Administrative Services - 42 | 0                    | 49                   | -                                   | 1                               | -                                | -                        | 0%                      |
| Administrative Debits - 46122               | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| General Liability Insurance - 46201         | 3,351                | 4,315                | 5,033                               | 4,669                           | 6,095                            | 1,426                    | 23%                     |
| <b>Total</b>                                | <b>102,505</b>       | <b>100,690</b>       | <b>82,274</b>                       | <b>107,607</b>                  | <b>114,852</b>                   | <b>7,246</b>             | <b>6%</b>               |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                               |           | FY 2022/23        | FY 2023/24        |
|-----------------------------------------------|-----------|-------------------|-------------------|
| <b>42101 Professional Services</b>            |           | <b>\$ 163,530</b> | <b>\$ 163,530</b> |
| Children's interview center                   | \$ 3,500  |                   |                   |
| Contra Costa County Jail fees                 | 49,600    |                   |                   |
| County Crime Lab Services                     | 58,000    |                   |                   |
| EBCRSA Contract - radios (5)                  | 2,880     |                   |                   |
| Family Justice Center                         | 500       |                   |                   |
| Miscellaneous Professional Services           | 4,050     |                   |                   |
| SART Exams                                    | 5,000     |                   |                   |
| Smart Guardian                                | 10,000    |                   |                   |
| Video Surveillance System                     | 30,000    |                   |                   |
| <b>42106 Software Maintenance</b>             |           | <b>\$ 28,000</b>  | <b>\$ 8,000</b>   |
| CAD/RMS                                       | \$ 8,000  |                   |                   |
| <b>42107 Equipment Maintenance</b>            |           | <b>\$ 7,050</b>   | <b>\$ 7,050</b>   |
| Crime prevention vehicle maintenance          | \$ 1,000  |                   |                   |
| Radio Repairs                                 | 250       |                   |                   |
| Vehicle Maintenance                           | 4,000     |                   |                   |
| Vehicle Repairs                               | 1,500     |                   |                   |
| Vehicle Washing                               | 300       |                   |                   |
| <b>42108 Maintenance Structure/Imp</b>        |           | <b>\$ 23,065</b>  | <b>\$ 23,065</b>  |
| Bldg. Maintenance                             | \$ 1,075  |                   |                   |
| Elevator Service (NEC)                        | 650       |                   |                   |
| HVAC Maintenance (City Mechanical)            | 1,850     |                   |                   |
| Janitorial Service (UBS)                      | 17,365    |                   |                   |
| Janitorial Supplies (UBS)                     | 1,700     |                   |                   |
| Pest control (Western Exterminator)           | 425       |                   |                   |
| <b>42201 Office Expense</b>                   |           | <b>\$ 24,520</b>  | <b>\$ 44,520</b>  |
| CERT Program Supplies                         | \$ 20,000 |                   |                   |
| Community outreach office expenses            | 5,000     |                   |                   |
| Copier Supplies                               | 500       |                   |                   |
| Office Supplies                               | 12,720    |                   |                   |
| Postage & Equipment (Pitney)                  | 3,000     |                   |                   |
| Printing Services (Concord)                   | 800       |                   |                   |
| Printing Services (Eagle)                     | 2,500     |                   |                   |
| <b>42301 Travel and Training</b>              |           | <b>\$ 10,100</b>  | <b>\$ 10,100</b>  |
| Conferences (CALNENA)                         | \$1,000   |                   |                   |
| Meetings                                      | 500       |                   |                   |
| Non-POST training                             | 5,600     |                   |                   |
| POST training                                 | 3,000     |                   |                   |
| <b>42401 Memberships</b>                      |           | <b>\$ 420</b>     | <b>\$ 420</b>     |
| California Criminal Justice                   | \$ 75     |                   |                   |
| CLEARs                                        | 50        |                   |                   |
| C.A.P.E.                                      | 45        |                   |                   |
| IAPE                                          | 50        |                   |                   |
| Nat'l Emergency Number Assn                   | 200       |                   |                   |
| <b>42501 Bank Fees</b>                        |           | <b>\$ 1,000</b>   | <b>\$ 1,000</b>   |
| <b>42514 Special Department Expense</b>       |           | <b>\$ 22,000</b>  | <b>\$ 22,000</b>  |
| Community outreach promotional items          | \$ 5,000  |                   |                   |
| Crime scene supplies                          | 5,700     |                   |                   |
| Fire extinguisher replacement                 | 380       |                   |                   |
| GSR processing                                | 5,335     |                   |                   |
| Lab supplies, mandated processing material    | 375       |                   |                   |
| Misc. special department expenses             | 4,710     |                   |                   |
| Photographic supplies                         | 500       |                   |                   |
| <b>Total Professional/Administrative Fees</b> |           | <b>\$ 279,685</b> |                   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

|                                  |           |                   |                  |
|----------------------------------|-----------|-------------------|------------------|
| <b>4310X Utilities</b>           |           | <b>\$ 53,850</b>  | <b>\$ 53,850</b> |
| Electricity & Gas (PG&E)         | \$ 48,000 |                   |                  |
| Water (EBMUD)                    | 3,800     |                   |                  |
| Cable                            | 2,050     |                   |                  |
| <b>44301 Fuel</b>                |           | <b>\$ -</b>       | <b>\$ -</b>      |
| <b>44410 Safety Clothing</b>     |           | <b>\$ 1,500</b>   | <b>\$ 1,500</b>  |
| Aramark Uniform Service          |           |                   |                  |
| <b>4710X Equipment</b>           |           | <b>\$ 400</b>     | <b>\$ 20,400</b> |
| Alex Clark Room Transformation   | \$ 20,000 |                   |                  |
| Fax Machine                      | 400       |                   |                  |
| <b>MEASURE S-2006 FUND - 105</b> |           |                   |                  |
| <b>42105 Network Maintenance</b> |           | <b>\$ 330,510</b> | <b>\$ -</b>      |
| CAD/RMS City of San Pablo        | \$ -      |                   |                  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

## GENERAL FUND - 100

## POLICE DISPATCH WEST BAY COMMUNICATIONS CENTER - 223

## EXPENDITURE SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 1,072,000            | 1,058,072            | 876,344                             | 1,144,906                       | 1,213,601                        | 68,695                   | 6%                      |
| Overtime - 402                              | 190,400              | 353,989              | 252,133                             | 136,336                         | 147,545                          | 11,209                   | 8%                      |
| Employee Benefits - 410                     | 526,715              | 506,220              | 428,250                             | 556,766                         | 568,103                          | 11,337                   | 2%                      |
| <b>Total Salary &amp; Benefits</b>          | <b>1,789,114</b>     | <b>1,918,281</b>     | <b>1,556,727</b>                    | <b>1,838,008</b>                | <b>1,929,249</b>                 | <b>91,241</b>            | <b>5%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 23,084               | 80,882               | 18,638                              | 57,631                          | 62,721                           | 5,090                    | 8%                      |
| Other Operating Expenses - 43               | 12,724               | 13,403               | 11,343                              | 10,400                          | 10,400                           | -                        | 0%                      |
| Materials & Supplies - 44                   |                      | 248                  | -                                   |                                 |                                  |                          |                         |
| <b>Total Services and Supplies</b>          | <b>35,808</b>        | <b>94,532</b>        | <b>29,981</b>                       | <b>68,031</b>                   | <b>73,121</b>                    | <b>5,090</b>             | <b>7%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | 2,648                | -                    | 22,066                              | 22,651                          | 15,324                           | (7,327)                  | -48%                    |
| <b>Total Capital Outlay</b>                 | <b>2,648</b>         | <b>-</b>             | <b>22,066</b>                       | <b>22,651</b>                   | <b>15,324</b>                    | <b>(7,327)</b>           | <b>-48%</b>             |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 67,106               | 94,093               | 80,760                              | 111,474                         | 126,652                          | 15,178                   | 12%                     |
| IS Charges - 46124                          | 35,208               | 33,835               | 30,165                              | 57,432                          | 76,746                           | 19,314                   | 25%                     |
| Legal Charges - 46126                       |                      | 861                  |                                     |                                 |                                  |                          |                         |
| General Liability Insurance - 46126         | 58,928               | 73,512               | 77,085                              | 71,509                          | 94,110                           | 22,601                   | 24%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>161,241</b>       | <b>202,301</b>       | <b>188,011</b>                      | <b>240,415</b>                  | <b>297,508</b>                   | <b>57,093</b>            | <b>19%</b>              |
| <b>Total</b>                                | <b>1,988,812</b>     | <b>2,215,114</b>     | <b>1,796,784</b>                    | <b>2,169,105</b>                | <b>2,315,202</b>                 | <b>146,097</b>           | <b>6%</b>               |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                               |           | FY 2022/23       | FY 2023/24       |
|---------------------------------------------------------------|-----------|------------------|------------------|
| <b>42101 Professional Services</b>                            |           | <b>\$ 9,645</b>  | <b>\$ 9,645</b>  |
| 800 MHz radio system maintenance                              | \$ 4,265  |                  |                  |
| EBCRSA Contract - 5 radios                                    | 2,880     |                  |                  |
| Language Interpretation Services                              | 2,500     |                  |                  |
| <b>42105 Network Maintenance</b>                              |           | <b>\$ 11,926</b> | <b>\$ 11,926</b> |
| CAD/RMS (City of San Pablo)                                   | \$ 11,926 |                  |                  |
| <b>42106 Software Maintenance</b>                             |           | <b>\$ 12,000</b> | <b>\$ 12,000</b> |
| CAD/RMS                                                       | \$ 12,000 |                  |                  |
| <b>42107 Equipment Maintenance</b>                            |           | <b>\$ 3,910</b>  | <b>\$ 9,000</b>  |
| Dispatch headset/cord replacement                             | \$ 1,265  |                  |                  |
| General equipment maintenance                                 | 2,735     |                  |                  |
| Stancil maintenance                                           | 5,000     |                  |                  |
| <b>42108 Maintenance Structure/Imp</b>                        |           | <b>\$ 6,500</b>  | <b>\$ 6,500</b>  |
| Elevator Service                                              | \$ 127    |                  |                  |
| HVAC Maintenance                                              | 241       |                  |                  |
| Janitorial Services                                           | 5,318     |                  |                  |
| Janitorial Supplies                                           | 757       |                  |                  |
| Pest Control Service                                          | 56        |                  |                  |
| <b>42201 Office Expense</b>                                   |           | <b>\$ 2,000</b>  | <b>\$ 2,000</b>  |
| General Office Supplies                                       | \$ 2,000  |                  |                  |
| <b>4230X Travel and Training</b>                              |           | <b>\$ 10,000</b> | <b>\$ 10,000</b> |
| Non-POST training                                             | \$1,500   |                  |                  |
| Meetings associated with dispatch function                    | 500       |                  |                  |
| Conference attendance for APCO, PSAP, CLEWOA                  | 1,000     |                  |                  |
| POST training                                                 | 3,000     |                  |                  |
| Dispatcher Training                                           | 4,000     |                  |                  |
| <b>42401 Memberships</b>                                      |           | <b>\$ 150</b>    | <b>\$ 150</b>    |
| WBCC portion of costs for APCO and CLEWOA participation.      | \$ 150    |                  |                  |
| <b>42514 Special Department Expense</b>                       |           | <b>\$ 1,500</b>  | <b>\$ 1,500</b>  |
| DOJ fingerprints and background investigations on applicants. | \$ 1,500  |                  |                  |
| <b>Total Professional/Administrative Services</b>             |           | <b>\$</b>        | <b>62,721</b>    |
| <b>4310X Utilities</b>                                        |           | <b>\$ 10,400</b> | <b>\$ 10,400</b> |
| 43103 Electricity & Gas (PG&E)                                | \$ 9,500  |                  |                  |
| 43102 Water (EBMUD)                                           | 800       |                  |                  |
| 43105 Cable                                                   | 100       |                  |                  |
| <b>47107 Furniture</b>                                        |           | <b>\$ -</b>      | <b>\$ 15,324</b> |
| Dispatch Chair Replacement                                    | \$ 15,324 |                  |                  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Police

**POLICE GRANT FUND - 204**  
**POLICE GRANTS PROGRAM - 227**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  | <b>\$ Change</b>         | <b>% Change</b>         |
| Salaries & Wages - 401                      | 58,416               | 0                    | -                                   | -                               | -                                | -                        | 0%                      |
| Overtime - 402                              | 7,518                | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Employee Benefits- 410                      | 14,101               | 0                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Salary &amp; Benefits</b>          | <b>80,035</b>        | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| General Liability Insurance- 46201          | 5,964                | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>5,964</b>         | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Total</b>                                | <b>85,999</b>        | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |

**TRAFFIC SAFETY FUND - 205**

|                                             |            |              |              |               |               |            |           |
|---------------------------------------------|------------|--------------|--------------|---------------|---------------|------------|-----------|
| Salaries & Wages - 401                      | -          | 7,899        | 6,341        | 7,800         | 8,060         | 260        | 3%        |
| Employee Benefits - 410                     | 209        | 877          | 854          | 1,013         | 1,162         | 149        | 13%       |
| Professional & Administrative Services - 42 | -          | 0            | -            | 4,300         | 4,300         | -          | 0%        |
| Asset Acquisition/Improvement - 47          | -          | -            | -            | 7,500         | 7,500         | -          | 0%        |
| General Liability Insurance -46201          | 356        | 443          | 481          | 446           | 573           | 127        | 22%       |
| <b>Total Indirect Cost Allocations</b>      | <b>565</b> | <b>9,219</b> | <b>7,675</b> | <b>21,059</b> | <b>21,595</b> | <b>536</b> | <b>2%</b> |

**SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206**

|                                    |        |         |        |         |         |         |     |
|------------------------------------|--------|---------|--------|---------|---------|---------|-----|
| Administrative Debits - 46122      | 98,192 | 113,750 | 97,171 | 111,067 | 163,232 | 52,165  | 32% |
| Asset Acquisition/Improvement - 47 | -      | -       | -      | -       | 176,632 | 176,632 | 0%  |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                        | FY 2022/23      | FY 2023/24        |
|--------------------------------------------------------|-----------------|-------------------|
| <b>TRAFFIC SAFETY FUND - 205</b>                       |                 |                   |
| <b>42107 Equipment Maintenance</b>                     | <b>\$ 2,000</b> | <b>\$ 2,000</b>   |
| Lidar repair & Supplies                                | \$ 2,000        |                   |
| <b>42514 Special Department Expense</b>                | <b>\$ 2,300</b> | <b>\$ 2,300</b>   |
| Citation printing                                      | \$ 2,300        |                   |
| <b>Total Professional/Administrative Services</b>      | <b>\$ 4,300</b> |                   |
| <b>47101 Equipment</b>                                 | <b>\$ 7,500</b> | <b>\$ 7,500</b>   |
| Repair/Replace Traffic Cameras                         | \$ 7,500        |                   |
| <b>SUPPLEMENTAL LAW ENFORCEMENT SERVICE FUND - 206</b> |                 |                   |
| <b>4710X EQUIPMENT</b>                                 | <b>\$ -</b>     | <b>\$ 46,632</b>  |
| Drone Program                                          | \$ 30,000       |                   |
| 47105 Livescan Machine Replacement                     | 6,000           |                   |
| 47105 VSK PepperBall Carbine Launcher System           | 10,632          |                   |
| <b>47104 VEHICLES</b>                                  | <b>\$ -</b>     | <b>\$ 130,000</b> |
| Replace 1 vehicle per year                             | \$ 65,000       |                   |
| Replace 1 vehicle per year- carry over                 | 65,000          |                   |

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## **FIRE**

The City of Pinole Fire Department provided fire protection and emergency medical services to the community for many decades. The department partnered through automatic aid with the Contra Costa County Fire Protection District (CCCYPD) and the Rodeo-Hercules Fire Protection District (RHYPD) to function as a battalion serving this region. CCCYPD Dispatch coordinated the three agencies' responses to incidents in the area.

After many years of considering different service models, in October 2022, the City entered into a five-year agreement with CCCYPD through which CCCYPD would provide fire protection and emergency medical services in Pinole beginning on March 1, 2023 by operating Pinole Fire Station 73 (downtown) and Fire Station 74 (in Pinole Valley). This arrangement is made possible by the County's contribution of \$2 million annually from Measure X proceeds.

Pinole residents and businesses can receive emergency assistance as before by dialing 9-1-1.

Residents and businesses can get additional information about fire and emergency medical services from CCCYPD using the contact information below.

Contra Costa County Fire Protection District  
Administrative Offices  
4005 Port Chicago Highway, Suite 250  
Concord, CA 94520  
General Phone: (925) 941-3300  
General Email: [info@cccypd.org](mailto:info@cccypd.org)  
Website: [www.cccypd.org](http://www.cccypd.org)

The City continues to be responsible for wildfire mitigation on City-owned property and Code Enforcement of City requirements regarding defensible space and weed abatement.

The Fire Department budget for FY 2022/23 and prior years is not directly comparable to the amount budgeted for FY 2023/24 and beyond because certain costs that we previously accounted for in the Fire Department budget, such as wildfire mitigation on City-owned property, have been moved to other City departments.

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Fire

## FIRE BUDGET SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                          | 4,604,923            | 3,992,507            | 3,401,853                           | 4,212,704                       | 3,842,727                        | (369,977)                | -10%                    |
| Measure S 2006 - 105                        | 457,612              | 682,546              | 572,427                             | 777,182                         | 780,955                          | 3,773                    | 0%                      |
| Measure S 2014 - 106                        | 367,274              | 425,909              | 452,289                             | 574,542                         | 948,303                          | 373,761                  | 39%                     |
| <b>Total</b>                                | <b>5,429,809</b>     | <b>5,100,962</b>     | <b>4,426,570</b>                    | <b>5,564,428</b>                | <b>5,571,985</b>                 | <b>7,557</b>             | <b>0%</b>               |
| <b>EXPENDITURES BY CATEGORY</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 1,627,419            | 1,998,936            | 1,771,929                           | 2,353,804                       | 0                                | (2,353,804)              | -100%                   |
| Overtime - 402                              | 578,185              | 561,654              | 275,285                             | 309,936                         | -                                | (309,936)                | -100%                   |
| Employee Benefits - 410                     | 1,097,045            | 1,363,515            | 1,263,368                           | 1,602,331                       | 0                                | (1,602,331)              | -100%                   |
| <b>Total Personnel</b>                      | <b>3,302,649</b>     | <b>3,924,105</b>     | <b>3,310,582</b>                    | <b>4,266,071</b>                | <b>-</b>                         | <b>(4,266,071)</b>       | <b>-100%</b>            |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 857,617              | 770,085              | 719,930                             | 893,700                         | 5,511,485                        | 4,617,785                | 84%                     |
| Other Operating Expenses - 43               | 69,773               | 74,494               | 61,763                              | 53,600                          | 50,500                           | (3,100)                  | -6%                     |
| Materials & Supplies - 44                   | 48,148               | 90,699               | 66,494                              | 66,000                          | -                                | (66,000)                 | -100%                   |
| <b>Total Services and Supplies</b>          | <b>975,537</b>       | <b>935,278</b>       | <b>848,186</b>                      | <b>1,013,300</b>                | <b>5,561,985</b>                 | <b>4,548,685</b>         | <b>82%</b>              |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | 954,080              | 6,614                | 10,782                              | 4,000                           | -                                | (4,000)                  | -100%                   |
| <b>Total Capital Outlay</b>                 | <b>954,080</b>       | <b>6,614</b>         | <b>10,782</b>                       | <b>4,000</b>                    | <b>-</b>                         | <b>(4,000)</b>           | <b>-100%</b>            |
| <b>Debt Service</b>                         |                      |                      |                                     |                                 |                                  |                          |                         |
| Debt Principal and interest - 48            | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Debt Service</b>                   | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46                 | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Administrative Debits - 46                  | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| IS Charges - 46                             | 73,700               | 70,056               | 60,862                              | 119,465                         | -                                | (119,465)                | -100%                   |
| Legal Charges - 46                          | 9,730                | 17,659               | 28,376                              | 10,000                          | 10,000                           | -                        | 0%                      |
| General Liability Insurance - 46            | 114,113              | 147,249              | 167,783                             | 151,592                         | -                                | (151,592)                | -100%                   |
| <b>Total Indirect Cost Allocations</b>      | <b>197,543</b>       | <b>234,965</b>       | <b>257,020</b>                      | <b>281,057</b>                  | <b>10,000</b>                    | <b>(271,057)</b>         | <b>-2711%</b>           |
| <b>Total</b>                                | <b>5,429,809</b>     | <b>5,100,962</b>     | <b>4,426,570</b>                    | <b>5,564,428</b>                | <b>5,571,985</b>                 | <b>7,557</b>             | <b>0%</b>               |
| <b>EXPENDITURES BY PROGRAM</b>              |                      |                      |                                     |                                 |                                  |                          |                         |
| Fire Operations - 231                       | 5,429,809            | 5,100,962            | 4,426,570                           | 5,564,428                       | 5,571,985                        | 7,557                    | 0%                      |
| <b>Total</b>                                | <b>5,429,809</b>     | <b>5,100,962</b>     | <b>4,426,570</b>                    | <b>5,564,428</b>                | <b>5,571,985</b>                 | <b>7,557</b>             | <b>0%</b>               |

## **PUBLIC WORKS**

The Public Works Department is comprised of the following divisions:

- Administration and Engineering
- Road Maintenance
- Facility Maintenance
- Park Maintenance
- Storm Water
- Environmental Services
- Water Pollution Control Plant (also referred to as the Wastewater Treatment Plant (WWTP))
- Sewer Collection
- Landscape and Lighting Assessment District
- Real Estate and Property Management
- Fleet Management

### **Mission**

The Public Works Department designs, constructs, and maintains the City's capital assets, operates the wastewater collection system and treatment plant, and manages the City's properties and fleet. Capital assets include roads and bridges, parks and open space, city vehicles and equipment, street and traffic lights, and buildings and structures.

### **Major Services and Functions**

The Administration and Engineering Division provides leadership and support to oversee the operations and maintenance of infrastructure. The division develops the City's Capital Improvement Plan (CIP) and oversees the construction of capital projects, which are performed by private construction companies. Staff in this division also serves as the City Engineer and City Surveyor for development projects.

The Road Maintenance Division protects, repairs, and maintains the City road infrastructure network, which includes pavement, medians, street trees, landscaping, traffic signs, pavement markings, streetlights, curbs, and sidewalks. This division performs light maintenance of streets, including pothole repair, patch paving, and crack sealing. Heavy duty maintenance is performed by private contractors as capital projects. The City has an agreement with the County through which the County maintains the traffic signals in the City.

The Facility Maintenance Division maintains all of the actively used buildings and properties owned by the City. Building maintenance includes landscape maintenance, janitorial service, maintenance of heating and ventilation systems, maintenance of all mechanical aspects of the buildings, general building maintenance, and making improvements as needed.

The Park Maintenance Division is responsible for maintaining 428.56 acres of park area contained within the City's 15 parks. Park spaces provide a variety of outdoor venues that include the swimming pool, skate park, soccer fields, baseball diamonds, neighborhood play areas, dog park, creek path, and park pedestrian bridges. Maintenance includes all work necessary to keep the public park areas safe, clean, and operating efficiently, including maintaining park structures, landscaping, lighting, play equipment, parking areas, and irrigation systems.

The Storm Water Division operates the City's storm water collection system, which consists of a network of pipes, manholes, and inlets, and operates programs to reduce the intrusion of pollution into the storm water system. The Regional Water Quality Control Board regulates storm water discharges from municipal storm drains under the National Pollutant Discharge Elimination System (NPDES) program and issued a NPDES permit in November 2016 to the region. The City of Pinole works with the Contra Costa Clean Water Program (CCCWP) for regional permit administration. This program is funded by the stormwater benefit assessment. The Equivalent Runoff cost associated with the implementation of this program for 2023/24 remains at \$35. Assessment fees are collected as part of annual property tax collection. The City of Pinole implements street sweeping, storm drain cleaning, and maintenance to protect the cleanliness of stormwater.

The Environmental Services Division encourages and promotes recycling, source reduction, and reuse in accordance with the mandates of the California Integrated Waste Management Act of 1989 (Assembly Bill 939). The City of Pinole, in partnership with the Cities of Hercules, El Cerrito, San Pablo, Richmond, and unincorporated areas of West County, participate in a joint powers authority known as West Contra Costa Integrated Waste Management Authority (WCCIWMA), also known as RecycleMore. The City of Pinole partners with the City's franchise waste management company, Republic Services, to meet its obligations under the Waste Reduction Program. Under the arrangement, the City is responsible for overseeing Republic's contract provision of solid waste collection to Pinole residents and businesses, RecycleMore is responsible for waste reduction education, household hazardous waste collection events, and some compliance reporting on behalf of the City; and Republic Services is responsible for actual collections, processing, and disposal at landfill. The City receives funding for waste reduction activities. The Environmental services division coordinated efforts with local community groups (i.e., Friends of the Pinole Creek and Earth Team and PVHS Ocean conservation club) and provides support for community cleanup events.

The Water Pollution Control Plant (WPCP) Division is responsible for the operation of the Pinole-Hercules Water Pollution Control Plant. The WPCP, also referred to as the wastewater treatment plant, treats the wastewater of most of the City of Pinole and the City of Hercules. The treated effluent is discharged into San Pablo Bay and must meet certain water quality standards. The City completed a significant project to upgrade the WPCP in 2020. The WPCP is jointly owned by the City of Pinole and the City of Hercules.

The Sewer Collection Division operates the wastewater (sewer) collection system, which is a network of pipes that transports wastewater from its point of origin at residences and businesses throughout most of the City to the WPCP. The City of Pinole is only responsible for the operation of the wastewater collection system that serves the City of Pinole. Hercules is responsible for the operation of the wastewater collection system that serves the City of Hercules.

The Landscape and Lighting Assessment District (LLAD) services the City's one LLAD, which is composed of two zones that cover sections of Pinole Valley Road. The LLAD was formed by a vote of the property owners. Property owners are charged (assessed) a fee each year to raise funding for the operation, maintenance, and renewal of capital infrastructure in the LLAD.

The Real Estate and Property Management Division is a new division formed in FY 2021/22 to centralize responsibility for management of the City's real estate holdings. The City owns a number of properties on which City buildings, parks, parking lots, and open space are located. The City is in the process of cataloging and assessing the condition of its real property holdings such that it can perform thoughtful long-term planning for and management of these assets.

The Fleet Management Division is a new division formed in FY 2021/22 to centralize responsibility for the City's vehicle fleet and major pieces of equipment.

## **FY 2022/23 Key Accomplishments**

### **Baseline Work (Including Staff-Initiated Special Projects)**

- Made numerous physical and process upgrades at the WWTP, including automated chemical dosing, upgraded the programming of the blower air delivery system, and applied epoxy coating to underground access channels at the headworks to protect concrete from hydrogen sulfide damage
- Wrote a standard operating procedure for storm events to improve operations during high flows
- Worked with Human Resources to implement the results of the WWTP Salary Survey
- Implemented an in-house program to complete infrastructure assessment of the wastewater collection system
- Issued tablets to PW Maintenance Supervisors and issued SMART phone to all of PW Maintenance and Operation for interface with Beehive and to streamline service requests.
- Hired new pool maintenance contractor.
- Provided Pinole Residents with 60 tons of sand and sand bags for winter storms.
- Refreshed 6,100 feet of red curb, Placed 10 tons of asphalt, Crack sealed approximately 2,000 feet of road surface, Refreshed 4 stop bars and legends.
- Terminated about 30 unused irrigation water connections.



- Implemented non-capital recommendations of the Beautification Ad Hoc Subcommittee (education and awareness campaign, art program, and community clean up events) – Installed new trash bin near Sarah drive trail connector adjacent to the bridge.
- Continued work on a pilot project to install high-capacity solar trash bins at two select locations
- Provided interim traffic control devices and continuing to work with Pinole Middle school for permanent improvements on Mann Drive
- Continuing to work with St. Joseph's school for improvements at Plum and Pear
- Completed renovations of Fire Station 74
- Completed barricade removal at Galbreth Road for fire access
- Achieved 100% compliance to AB 1826 (Commercial Organics Recycling) for City of Pinole.
- Achieved 100% compliance of organics waste collection per SB 1383 for Pinole.
- Reconvened and supported the Traffic and Pedestrian Safety Committee
- Completed Pavement Condition Report
- Installed lights in the street trees in Old Town for the 2022 holiday season and installed holiday road swags

#### Strategic Plan Strategies

- Completed the Strategic Plan strategy of conducting asset condition assessments of some City capital asset types, including the Sanitary Sewer Master Plan (Goal 1, Strategy 1) (CIP Project)

#### Capital Improvement Plan (CIP) Projects

- Completed and adopted Local Road Safety Plan
- Completed the Sanitary Sewer Management Plan
- Completed digester cleaning and repairs for Digester's #1 and #3
- Completed construction of the Women's Locker Room
- Replace or upgrade playground surface areas at Fernandez Park and Pinole Valley Park – Pinole Valley Park resurfaced. Fernandez Park resurfacing will be completed by end of this FY.
- Continued pedestrian improvement project at railroad crossing at Tennent Ave, successful in obtaining OBAG3 grant of \$1.02m for the project.
- Completed replacement of Diesel Tank at Water Pollution Control Plant
- Continued work on replacement of Air release valve
- Continued working on Sanitary Sewer Rehabilitation – Design contract awarded
- Continued design work for Senior Center Auxiliary parking lot
- Advanced the San Pablo Avenue bridge project

#### Other Council-Directed Special Projects

- Continued disposal and/or visioning for surplus City property

- Continued engagement for “Community Corner”
- Conducted research on a potential citywide project labor agreement (PLA)

## **FY 2023/24 Key Priorities and Projects**

### Baseline Work (Including Staff-Initiated Special Projects)

- Fill an Associate Engineer and a Public Works Specialist position
- Perform litter awareness outreach and education, identify high trash areas and facilitate interventions with the help from community groups.
- Begin work on successor waste collection franchise agreement

### Capital Improvement Plan (CIP) Projects

- Complete Active Transportation Plan
- Safety Improvements at Appian and Marlesta
- Appian Way complete streets
- Arterial Rehabilitation
- Pinole Valley road Improvements
- Brandt Street improvements
- Electric Vehicle charging station
- Hazel Street stormwater improvements
- Sanitary Sewer Rehabilitation
- Senior Center Auxiliary parking lot
- Design and construction of Bay Trail Gap closure - Pedestrian improvements at Railroad crossing at Tennent Ave
- Recycled water feasibility assessment
- Municipal broadband feasibility assessment
- Effluent Outfall
- Secondary Clarifier - Center Column Rehabilitation
- Complete preliminary design work and environmental review for San Pablo Ave replacement bridge
- Complete traffic safety improvements at various intersections
- Perform energy efficiency, generation, and storage assessments for all City facilities

### Other Council-Directed Special Projects

- Disposal and/or visioning for surplus City property
- Research on a potential citywide project labor agreement (PLA)

## **Significant Special Projects for FY 2024/25 through FY 2027/28**

- Complete work on successor waste collection franchise agreement
- Continue through to completion the San Pablo Avenue Bridge Replacement

- Provide strategic planning of sewer collection system improvements
- Seek funding opportunities for pavement maintenance and restoration
- Prepare a storm drainage master plan to analyze the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance
- Try new road treatment techniques, such as cape seals, which have a longer useful life as compared to traditional slurry seals
- Integrate facilities into the asset management software to accurately identify cost associated to maintain each facility
- Use Beehive to document and schedule work orders
- Prepare for our next NPDES permit process
- Perform follow-up assessment of trash management efforts

### **Major Changes in FY 2023/24 Budget**

The Public Works Department budget for FY 2022/23 includes a number of changes relative to the FY 2021/22 budget, particularly regarding positions. The FY 2022/23 budget includes a new Associate Civil Engineer position and an additional Public Works Specialist position, both to accelerate the completion of capital projects. The budget also includes a new Development Services Technician position, which will be shared with Community Development, to manage GIS, record keeping, digitizing and update of public works applications, manage and update website information, and perform computer-aided design work.

### Position Summary

| <b>Position</b>                                       | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|-------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Public Works Director                                 | 0.00           | 0.00           | 0.00           | 1.00           | 1.00           |
| Development Services Director/City Engineer           | 0.50           | 0.50           | 1.00           | 0.00           | 0.00           |
| Senior Project Manager                                | 1.00           | 1.00           | 1.00           | 0.00           | 0.00           |
| Capital Improvement and Environmental Program Manager | 0.00           | 0.00           | 0.00           | 1.00           | 1.00           |
| Associate Civil Engineer                              | 0.00           | 0.00           | 0.00           | 1.00           | 1.00           |
| Public Works Specialist                               | 1.00           | 1.00           | 1.00           | 2.00           | 2.00           |
| Administrative Assistant                              | 1.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| Management Analyst                                    | 0.00           | 0.00           | 1.00           | 1.00           | 1.00           |
| Development Services Technician                       | 0.00           | 0.00           | 0.00           | 0.50           | .50            |
| Public Works Manager                                  | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Public Works Maintenance Supervisor                   | 2.00           | 2.00           | 3.00           | 3.00           | 3.00           |
| Public Works Workers                                  | 7.00           | 7.00           | 8.00           | 8.00           | 8.00           |
| Park Caretaker                                        | 0.25           | 0.25           | 0.25           | 0.25           | 0.25           |
| Treatment Plant Manager                               | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| WPCP Operations Supervisor                            | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| WPCP Senior Operator                                  | 0.00           | 0.00           | 0.00           | 1.00           | 1.00           |
| WPCP Operator                                         | 5.00           | 5.00           | 5.00           | 4.00           | 4.00           |
| Environmental Analyst                                 | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Environmental Assistant                               | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Maintenance Mechanic                                  | 1.00           | 1.00           | 2.00           | 2.00           | 2.00           |
| WPCP Intern                                           | 0.48           | 0.48           | 0.48           | 0.48           | 0.48           |
| <b>Total</b>                                          | <b>24.23</b>   | <b>23.23</b>   | <b>27.73</b>   | <b>30.23</b>   | <b>30.23</b>   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**PUBLIC WORKS BUDGET SUMMARY**

|                                               | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|-----------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>               |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                            | 949,421              | 1,111,014            | 1,034,978                           | 2,105,788                       | 2,679,132                        | 573,344                  | 21%                     |
| Measure S 2014 - 106                          | 386,165              | 764,039              | 263,081                             | 3,147,757                       | 6,559,162                        | 3,411,405                | 52%                     |
| Gas Tax Fund - 200                            | 1,376,992            | 489,964              | 426,699                             | 1,194,557                       | 1,980,986                        | 786,429                  | 40%                     |
| Restricted Real Estate Maintenance Fund - 201 | 20,119               | 19,478               | 12,630                              | 26,000                          | 26,000                           | -                        | 0%                      |
| Traffic Safety Fund - 205                     | -                    | -                    | -                                   | -                               | 35,000                           | 35,000                   | 100%                    |
| Stormwater Fund - 207                         | 272,838              | 297,976              | 232,230                             | 336,938                         | 374,766                          | 37,828                   | 10%                     |
| AB939 Refuse Management Fund - 213            | 210,444              | 106,591              | 94,690                              | 167,825                         | 174,358                          | 6,533                    | 4%                      |
| Solid Waste Fund - 214                        | 47,940               | 194,241              | 67,475                              | 382,778                         | 589,381                          | 206,603                  | 35%                     |
| Measure J Fund - 215                          | 111,905              | 129,061              | 216,316                             | 644,880                         | 1,023,719                        | 378,839                  | 37%                     |
| Parkland Dedication Fund - 275                | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Growth Impact Fund - 276                      | -                    | -                    | -                                   | 58,000                          | 1,348,000                        | 1,290,000                | 96%                     |
| Lighting and Landscaping District - 310       | 53,599               | 42,611               | 28,362                              | 62,125                          | 85,175                           | 23,050                   | 27%                     |
| PV Park Caretaker Fund - 317                  | 11,268               | 656                  | 0                                   | 15,055                          | 15,002                           | (53)                     | 0%                      |
| Public Facilities Fund - 324                  | 3,356                | -                    | -                                   | 70,000                          | 70,000                           | -                        | 0%                      |
| City Streets Improvement Fund - 325           | 448,469              | 569,001              | 127,626                             | 1,706,213                       | 2,232,004                        | 525,791                  | 24%                     |
| Park Grants (Measure WW) - 327                | -                    | -                    | 47,721                              | 189,758                         | -                                | (189,758)                | -100%                   |
| Arterial Street Rehabilitation - 377          | 236,007              | 1,029,962            | 61,674                              | 810,312                         | 758,624                          | (51,688)                 | -7%                     |
| Sewer Enterprise Fund - 500                   | 6,036,163            | 6,611,272            | 4,741,059                           | 11,388,624                      | 24,185,339                       | 12,796,715               | 53%                     |
| Sewer Enterprise Plant Expansion - 503        | 635,724              | 710,011              | 175,727                             | -                               | -                                | -                        | 0%                      |
| <b>Total</b>                                  | <b>10,800,410</b>    | <b>12,075,877</b>    | <b>7,530,269</b>                    | <b>22,306,610</b>               | <b>42,136,647</b>                | <b>19,830,038</b>        | <b>47%</b>              |

**EXPENDITURES BY CATEGORY****Personnel**

|                         |                  |                  |                  |                  |                  |                |           |
|-------------------------|------------------|------------------|------------------|------------------|------------------|----------------|-----------|
| Salaries & Wages - 401  | 1,948,751        | 2,144,570        | 1,988,608        | 2,831,561        | 3,168,844        | 337,283        | 11%       |
| Overtime - 402          | 44,185           | 54,870           | 53,143           | 40,779           | 40,573           | (206)          | -1%       |
| Employee Benefits - 410 | 1,459,701        | 1,690,789        | 1,077,741        | 1,468,249        | 1,560,905        | 92,656         | 6%        |
| <b>Total Personnel</b>  | <b>3,452,637</b> | <b>3,890,229</b> | <b>3,119,492</b> | <b>4,340,589</b> | <b>4,770,322</b> | <b>429,733</b> | <b>9%</b> |

**Services and Supplies**

|                                             |                  |                  |                  |                  |                  |                  |            |
|---------------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------|
| Professional & Administrative Services - 42 | 958,258          | 944,847          | 868,931          | 1,988,601        | 3,236,088        | 1,247,487        | 39%        |
| Other Operating Expenses - 43               | 1,130,344        | 1,204,272        | 828,350          | 998,607          | 1,087,717        | 89,110           | 8%         |
| Materials & Supplies - 44                   | 798,173          | 1,041,431        | 840,850          | 1,600,200        | 1,607,500        | 7,300            | 0%         |
| <b>Total Services and Supplies</b>          | <b>2,886,775</b> | <b>3,190,549</b> | <b>2,538,132</b> | <b>4,587,408</b> | <b>5,931,305</b> | <b>1,343,897</b> | <b>23%</b> |

**Capital Outlay**

|                                    |                  |                  |                |                   |                   |                   |            |
|------------------------------------|------------------|------------------|----------------|-------------------|-------------------|-------------------|------------|
| Asset Acquisition/Improvement - 47 | 2,681,144        | 2,926,925        | 635,625        | 10,586,958        | 28,569,122        | 17,982,164        | 63%        |
| <b>Total Capital Outlay</b>        | <b>2,681,144</b> | <b>2,926,925</b> | <b>635,625</b> | <b>10,586,958</b> | <b>28,569,122</b> | <b>17,982,164</b> | <b>63%</b> |

**Indirect Cost Allocations**

|                                        |                |                |                |                |                |               |           |
|----------------------------------------|----------------|----------------|----------------|----------------|----------------|---------------|-----------|
| Administrative Credits - 46            | (1,245,056)    | (1,385,631)    | (1,145,061)    | (1,957,735)    | (2,059,437)    | (101,702)     | 5%        |
| Administrative Debits - 46             | 1,479,816      | 1,647,526      | 1,383,438      | 2,338,956      | 2,409,116      | 70,160        | 3%        |
| IS Charges - 46                        | 95,314         | 107,182        | 132,608        | 229,842        | 277,357        | 47,515        | 17%       |
| Legal Charges - 46                     | 30,206         | 147,172        | 22,498         | 63,600         | 63,600         | -             | 0%        |
| General Liability Insurance - 46       | 148,465        | 151,838        | 178,262        | 165,368        | 227,786        | 62,418        | 27%       |
| <b>Total Indirect Cost Allocations</b> | <b>508,745</b> | <b>668,087</b> | <b>571,744</b> | <b>840,031</b> | <b>918,422</b> | <b>78,391</b> | <b>9%</b> |

**Debt Service**

|                           |                |                |                |                  |                  |                |           |
|---------------------------|----------------|----------------|----------------|------------------|------------------|----------------|-----------|
| Debt Principal - 48101    | -              | -              | 341,000        | 1,020,383        | 1,037,932        | 17,549         | 2%        |
| Debt Interest - 48102     | 621,332        | 596,719        | 181,440        | 591,241          | 569,544          | (21,697)       | -4%       |
| <b>Total Debt Service</b> | <b>621,332</b> | <b>596,719</b> | <b>522,440</b> | <b>1,611,624</b> | <b>1,607,476</b> | <b>(4,148)</b> | <b>0%</b> |

**Depreciation**

|                              |                |                |                |                |                |          |           |
|------------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------|
| Depreciation Expense - 47401 | 496,273        | 803,369        | 142,836        | 340,000        | 340,000        | -        | 0%        |
| <b>Total Depreciation</b>    | <b>496,273</b> | <b>803,369</b> | <b>142,836</b> | <b>340,000</b> | <b>340,000</b> | <b>-</b> | <b>0%</b> |

**Transfers Out**

|                            |                |          |          |          |          |          |           |
|----------------------------|----------------|----------|----------|----------|----------|----------|-----------|
| Transfers Out 49901        | 153,505        | -        | -        | -        | -        | -        | 0%        |
| <b>Total Transfers Out</b> | <b>153,505</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>0%</b> |

**Total**

|                   |                   |                  |                   |                   |                   |            |
|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|------------|
| <b>10,800,410</b> | <b>12,075,877</b> | <b>7,530,269</b> | <b>22,306,610</b> | <b>42,136,647</b> | <b>19,830,038</b> | <b>47%</b> |
|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|------------|

**EXPENDITURES BY PROGRAM**

|                                                |                   |                   |                  |                   |                   |                   |            |
|------------------------------------------------|-------------------|-------------------|------------------|-------------------|-------------------|-------------------|------------|
| Administration & Engineering - 341             | 324,856           | 408,471           | 448,715          | 1,225,880         | 1,076,334         | (149,546)         | -14%       |
| Road maintenance - 342                         | 2,160,432         | 2,519,407         | 906,725          | 5,474,390         | 7,671,972         | 2,197,582         | 29%        |
| Facility Maintenance - 343                     | 747,667           | 924,137           | 618,295          | 1,757,802         | 4,894,539         | 3,136,737         | 64%        |
| NPDES Storm Water - 344                        | 278,400           | 316,266           | 234,732          | 801,393           | 1,751,174         | 949,781           | 54%        |
| Park Maintenance - 345                         | 353,125           | 386,548           | 281,963          | 1,428,571         | 1,697,757         | 269,186           | 16%        |
| Waste Reduction - 346                          | 210,444           | 106,591           | 94,690           | 167,825           | 174,358           | 6,533             | 4%         |
| Pinole Valley Lighting & Landscaping 347-348   | 53,599            | 42,611            | 28,362           | 62,125            | 85,175            | 23,050            | 27%        |
| Sewer Treatment Plant - 641                    | 4,359,619         | 4,718,679         | 3,325,563        | 6,289,371         | 9,791,938         | 3,502,568         | 36%        |
| Sewer Collection - 642                         | 1,055,212         | 1,346,437         | 893,056          | 3,487,629         | 13,385,925        | 9,898,295         | 74%        |
| Sewer Projects -Shared - 643                   | 635,724           | 710,011           | 175,727          | -                 | -                 | -                 | 0%         |
| WPCP/Equipment & Debt Svc. (Pinole Only) - 644 | 621,332           | 596,719           | 522,440          | 1,611,624         | 1,607,476         | (4,148)           | 0%         |
| <b>Total</b>                                   | <b>10,800,410</b> | <b>12,075,877</b> | <b>7,530,269</b> | <b>22,306,610</b> | <b>42,136,647</b> | <b>19,830,038</b> | <b>47%</b> |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**GENERAL FUND - 100**  
**PUBLIC WORKS - ADMINISTRATION & ENGINEERING - 341**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salary & Wages - 401                        | 387,725              | 375,725              | 327,284                             | 681,299                         | 751,127                          | 69,828                   | 9%                      |
| Overtime - 402                              | 1,800                | 9,631                | 4,148                               | 120                             | 123                              | 3                        | 0%                      |
| Employee Benefits - 410                     | 176,449              | 148,234              | 124,584                             | 258,211                         | 245,592                          | (12,619)                 | -5%                     |
| <b>Total Salary &amp; Benefits</b>          | <b>565,974</b>       | <b>533,590</b>       | <b>456,016</b>                      | <b>939,630</b>                  | <b>996,842</b>                   | <b>57,212</b>            | <b>6%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 17,219               | 140,749              | 74,882                              | 207,400                         | 49,625                           | (157,775)                | -318%                   |
| Materials & Supplies - 44                   | -                    | -                    | 32                                  | -                               | -                                | -                        | #DIV/0!                 |
| <b>Total Services and Supplies</b>          | <b>17,219</b>        | <b>140,749</b>       | <b>74,913</b>                       | <b>207,400</b>                  | <b>49,625</b>                    | <b>(157,775)</b>         | <b>-318%</b>            |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 2,611                | 542                                 | 252,500                         | 252,500                          | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>2,611</b>         | <b>542</b>                          | <b>252,500</b>                  | <b>252,500</b>                   | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121              | (514,784)            | (562,730)            | (371,843)                           | (869,923)                       | (903,763)                        | (33,840)                 | 4%                      |
| Admin Debits - 46122                        | 6,474                | 6,949                | 5,917                               | 58,939                          | 62,361                           | 3,422                    | 5%                      |
| IS Charges - 46124                          | 46,154               | 53,035               | 77,937                              | 105,110                         | 136,524                          | 31,414                   | 23%                     |
| Legal Charges - 46126                       | 8,067                | 15,300               | 12,478                              | 8,000                           | 8,000                            | -                        | 0%                      |
| General Liability Insurance - 46201         | 21,998               | 29,902               | 43,881                              | 40,707                          | 53,462                           | 12,755                   | 24%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>(432,090)</b>     | <b>(457,544)</b>     | <b>(231,630)</b>                    | <b>(657,167)</b>                | <b>(643,416)</b>                 | <b>13,751</b>            | <b>-2%</b>              |
| <b>Total</b>                                | <b>151,103</b>       | <b>219,407</b>       | <b>299,841</b>                      | <b>742,363</b>                  | <b>655,551</b>                   | <b>(86,812)</b>          | <b>-13%</b>             |
| <b>MEASURE S - 2014 FUND - 106</b>          |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | 2,755                               | 150,000                         | 75,000                           | (75,000)                 | -100%                   |
| Administrative Debits - 46122               | 59,825               | 70,077               | 44,183                              | 146,518                         | 150,317                          | 3,799                    | 3%                      |
| <b>Total Measure S - 2014 Fund - 106</b>    | <b>59,825</b>        | <b>70,077</b>        | <b>46,938</b>                       | <b>296,518</b>                  | <b>225,317</b>                   | <b>(71,201)</b>          | <b>-32%</b>             |
| <b>GAS TAX FUND - 200</b>                   |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 2,023                | -                    | 2,064                               | -                               | -                                | -                        | 0%                      |
| <b>Total Gas Tax Fund - 200</b>             | <b>2,023</b>         | <b>-</b>             | <b>2,064</b>                        | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>MEASURE J FUND - 215</b>                 |                      |                      |                                     |                                 |                                  |                          |                         |
| Other Operating Expenses - 43               | 5,055                | 4,915                | 1,741                               | 4,400                           | 4,400                            | -                        | 0%                      |
| Administrative Debits - 46122               | 106,850              | 114,073              | 98,131                              | 182,599                         | 191,066                          | 8,467                    | 4%                      |
| <b>Total Measure J Fund - 215</b>           | <b>111,905</b>       | <b>118,988</b>       | <b>99,872</b>                       | <b>186,999</b>                  | <b>195,466</b>                   | <b>8,467</b>             | <b>4%</b>               |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                   |            | FY 2022/23        | FY 2023/24        |
|---------------------------------------------------|------------|-------------------|-------------------|
| <b>42101 Professional Services</b>                |            | <b>\$ 145,000</b> | <b>\$ 10,000</b>  |
| General engineering services                      | \$ 10,000  |                   |                   |
| <b>42103 Temporary Services</b>                   |            | <b>\$ 30,000</b>  | <b>\$ -</b>       |
| Temporary Services                                | \$ -       |                   |                   |
| <b>42107 Equipment Maintenance</b>                |            | <b>\$ 500</b>     | <b>\$ 1,000</b>   |
| Maintenance of office equipment.                  | \$ 1,000   |                   |                   |
| <b>42201 Office Expense</b>                       |            | <b>\$ 1,000</b>   | <b>\$ 2,500</b>   |
| General office supplies                           | \$ 2,500   |                   |                   |
| <b>4230X Travel and Training</b>                  |            | <b>\$ 5,200</b>   | <b>\$ 6,750</b>   |
| Conference Registration                           | \$ 3,000   |                   |                   |
| Mileage Air & Hotel                               | 3,000      |                   |                   |
| Meal Allowance                                    | 750        |                   |                   |
| <b>42401 Memberships</b>                          |            | <b>\$ 525</b>     | <b>\$ 1,200</b>   |
| American Public Works Association (APWA)          | \$ 225     |                   |                   |
| Professional License Renewal                      | 975        |                   |                   |
| <b>42506 Bonds</b>                                |            | <b>\$ 175</b>     | <b>\$ 175</b>     |
|                                                   | \$ 175     |                   |                   |
| <b>42510 Software Purchase</b>                    |            | <b>\$ 25,000</b>  | <b>\$ 28,000</b>  |
| Beehive (40%)                                     | \$ 8,000   |                   |                   |
| ArcGIS                                            | 2,500      |                   |                   |
| CAD+Misc                                          | 2,500      |                   |                   |
| GoGov or Similar                                  | 15,000     |                   |                   |
| <b>Total Professional/Administrative Services</b> |            |                   | <b>\$ 49,625</b>  |
| <b>47103 Furniture</b>                            |            | <b>\$ 2,500</b>   | <b>\$ 2,500</b>   |
| Furniture                                         | \$ 2,500   |                   |                   |
| <b>4720X</b>                                      |            | <b>\$ 250,000</b> | <b>\$ 250,000</b> |
| 47201 Weatherization/Energy Efficient program     | \$ 250,000 |                   |                   |
| <b>Measure S-2014 Fund - 106</b>                  |            |                   |                   |
| <b>42101 Professional Services</b>                |            | <b>\$ 150,000</b> | <b>\$ 75,000</b>  |
| On-call consultants for capital projects          | \$ 75,000  |                   |                   |
| <b>MEASURE J FUND - 215</b>                       |            |                   |                   |
| <b>4310X Utilities</b>                            |            | <b>\$ 4,400</b>   | <b>\$ 4,400</b>   |
| 43101 Telephone                                   | \$ 4,000   |                   |                   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**GAS TAX FUND - 200**  
**ROAD MAINTENANCE - 342**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 222,323              | 121,333              | 144,216                             | 123,100                         | 123,100                          | -                        | 0%                      |
| Other Operating Expenses - 43               | 190,744              | 193,258              | 131,022                             | 181,000                         | 181,000                          | -                        | 0%                      |
| Materials & Supplies - 44                   | 872                  | 847                  | 2,280                               | 2,000                           | 2,000                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>413,938</b>       | <b>315,438</b>       | <b>277,518</b>                      | <b>306,100</b>                  | <b>306,100</b>                   | <b>-</b>                 | <b>0%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*         | 817,521              | 19,570               | -                                   | 633,910                         | 1,433,045                        | 799,135                  | 56%                     |
| <b>Total Capital Outlay</b>                 | <b>817,521</b>       | <b>19,570</b>        | <b>-</b>                            | <b>633,910</b>                  | <b>1,433,045</b>                 | <b>799,135</b>           | <b>56%</b>              |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 143,510              | 154,026              | 147,118                             | 246,547                         | 233,841                          | (12,706)                 | -5%                     |
| Legal Charges - 46126                       | -                    | 930                  | -                                   | 8,000                           | 8,000                            | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>143,510</b>       | <b>154,956</b>       | <b>147,118</b>                      | <b>254,547</b>                  | <b>241,841</b>                   | <b>(12,706)</b>          | <b>-5%</b>              |
| <b>Total</b>                                | <b>1,374,969</b>     | <b>489,964</b>       | <b>424,635</b>                      | <b>1,194,557</b>                | <b>1,980,986</b>                 | <b>786,429</b>           | <b>51%</b>              |

**GENERAL FUND - 100**

|                                             |               |               |               |                |                |                |            |
|---------------------------------------------|---------------|---------------|---------------|----------------|----------------|----------------|------------|
| Salary & Wages - 401                        |               | 36,114        | 68,775        | 83,113         | 99,924         | 16,811         | 17%        |
| Overtime - 402                              | -             | 148           | 206           | -              | -              | -              | 0%         |
| Employee Benefits - 410                     |               | 5,836         | 9,813         | 14,331         | 16,996         | 2,665          | 16%        |
| Professional & Administrative Services - 42 | 8,601         | 18,425        | 15,851        | -              | 180,800        | 180,800        | 100%       |
| Materials & Supplies - 44                   | -             | 1,686         | 3,296         | -              | 20,000         | 20,000         | 100%       |
| Asset Acquisition/Improvements - 47*        | -             | 1,306         | -             | 170,000        | 370,000        | 200,000        | 54%        |
| Admin Credits - 46121                       | -             | (29,000)      | (64,332)      | (87,804)       | (98,815)       | (11,011)       | 11%        |
| Administrative Debits - 46122               | 23,555        | 23,640        | 19,357        | 28,554         | 30,320         | 1,766          | 6%         |
| General Liability Insurance - 46201         | -             | 4,619         | 5,147         | 4,775          | 6,599          | 1,824          | 28%        |
| <b>Total General Fund</b>                   | <b>32,157</b> | <b>62,774</b> | <b>58,114</b> | <b>212,969</b> | <b>625,824</b> | <b>412,855</b> | <b>66%</b> |

**MEASURE S - 2014 FUND - 106**

|                                             |               |                |               |                |                  |                |            |
|---------------------------------------------|---------------|----------------|---------------|----------------|------------------|----------------|------------|
| Professional & Administrative Services - 42 | -             | -              | -             | -              | 50,000           | 50,000         | 100%       |
| Administrative Debits - 46122               | -             | 9,667          | 50,464        | 94,184         | 102,597          | 8,413          | 8%         |
| Asset Acquisition/Improvement - 47*         | 66,590        | 143,725        | 292           | 730,491        | 882,613          | 152,122        | 17%        |
| <b>Total Measure S - 2014</b>               | <b>66,590</b> | <b>153,392</b> | <b>50,756</b> | <b>824,675</b> | <b>1,035,210</b> | <b>160,535</b> | <b>16%</b> |

**Traffic Safety Fund - 205**

|                                             |          |          |          |          |               |               |             |
|---------------------------------------------|----------|----------|----------|----------|---------------|---------------|-------------|
| Professional & Administrative Services - 42 | -        | -        | -        | -        | 35,000        | 35,000        | 100%        |
| <b>Total Traffic Safety Fund</b>            | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>35,000</b> | <b>35,000</b> | <b>100%</b> |

**NPDES Storm Water Fund - 207**

|                                     |          |               |          |               |               |              |            |
|-------------------------------------|----------|---------------|----------|---------------|---------------|--------------|------------|
| Admin Debits - 46122                | -        | 10,000        | -        | 12,005        | 13,690        | 1,685        | 12%        |
| <b>Total NPDES Storm Water Fund</b> | <b>-</b> | <b>10,000</b> | <b>-</b> | <b>12,005</b> | <b>13,690</b> | <b>1,685</b> | <b>12%</b> |

**SOLID WASTE FUND - 214**

|                                             |              |                |               |                |                |                 |             |
|---------------------------------------------|--------------|----------------|---------------|----------------|----------------|-----------------|-------------|
| Professional & Administrative Services - 42 | 2,240        | 24,866         | 15,139        | 60,000         | 60,000         | -               | 0%          |
| Materials & Supplies - 44                   | -            | 1,468          | 1,818         | 7,000          | 7,000          | -               | 0%          |
| Admin Debits - 46122                        | -            | 9,667          | 44,678        | 88,478         | 97,381         | 8,903           | 9%          |
| Legal Charges - 46126                       | -            | 35,959         | 5,841         | -              | -              | -               | 0%          |
| Asset Acquisition/Improvement -47*          | -            | 122,281        | -             | 102,300        | -              | (102,300)       | -100%       |
| <b>Total Solid Waste Fund</b>               | <b>2,240</b> | <b>194,241</b> | <b>67,475</b> | <b>257,778</b> | <b>164,381</b> | <b>(93,397)</b> | <b>-57%</b> |

**MEASURE C AND J FUND - 215**

|                                             |          |               |                |                |                |                |            |
|---------------------------------------------|----------|---------------|----------------|----------------|----------------|----------------|------------|
| Professional & Administrative Services - 42 | -        | -             | 56,899         | 56,899         | 51,899         | (5,000)        | -10%       |
| Admin Debits - 46122                        | -        | 9,667         | 16,083         | 21,951         | 24,704         | 2,753          | 11%        |
| Asset Acquisition/Improvement - 47*         | -        | 406           | 43,463         | 377,031        | 749,650        | 372,619        | 50%        |
| <b>Total Measure J Fund</b>                 | <b>-</b> | <b>10,073</b> | <b>116,444</b> | <b>455,881</b> | <b>826,253</b> | <b>370,372</b> | <b>45%</b> |

**City Streets Improvements Fund - 325**

|                                             |                |                |                |                  |                  |                |            |
|---------------------------------------------|----------------|----------------|----------------|------------------|------------------|----------------|------------|
| Professional & Administrative Services - 42 | -              | -              | -              | -                | 100,000          | 100,000        | 100%       |
| Asset Acquisition/Improvement - 47*         | 448,469        | 569,001        | 127,626        | 1,706,213        | 2,132,004        | 425,791        | 20%        |
| <b>Total City Streets Improvements</b>      | <b>448,469</b> | <b>569,001</b> | <b>127,626</b> | <b>1,706,213</b> | <b>2,232,004</b> | <b>425,791</b> | <b>19%</b> |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**Arterial Streets Rehabilitation Fund - 377**

|                                          |                |                  |               |                |                |                 |            |
|------------------------------------------|----------------|------------------|---------------|----------------|----------------|-----------------|------------|
| Asset Acquisition/Improvement - 47*      | 236,007        | 1,029,962        | 61,674        | 810,312        | 758,624        | (51,688)        | -7%        |
| <b>Total Arterial Streets Rehab Fund</b> | <b>236,007</b> | <b>1,029,962</b> | <b>61,674</b> | <b>810,312</b> | <b>758,624</b> | <b>(51,688)</b> | <b>-7%</b> |

\*See CIP

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                                        |            | FY 2022/23        | FY 2023/24          |
|------------------------------------------------------------------------|------------|-------------------|---------------------|
| <b>42101 Professional Services</b>                                     |            | <b>\$ 101,000</b> | <b>\$ 101,000</b>   |
| Audit Services                                                         | \$ 1,000   |                   |                     |
| General engineering survey contract                                    | 10,000     |                   |                     |
| Professional engineering support                                       | 20,000     |                   |                     |
| Traffic and signal maintenance                                         | 70,000     |                   |                     |
| <b>42108 Maintenance Structure/Imp</b>                                 |            | <b>\$ 20,000</b>  | <b>\$ 20,000</b>    |
| Hardware supplies and median maintenance                               | \$ 20,000  |                   |                     |
| <b>42514 Special Department Expense</b>                                |            | <b>\$ 2,100</b>   | <b>\$ 2,100</b>     |
| CCTA congestion management plan administration                         | \$ 2,100   |                   |                     |
| Pinole's share of CTA Congestion Management Plan administrative costs. |            |                   |                     |
| <b>Total Professional/Administrative Services</b>                      |            |                   | <b>\$ 123,100</b>   |
| <b>4310X Utilities</b>                                                 |            | <b>\$ 181,000</b> | <b>\$ 181,000</b>   |
| Electricity costs for street lights, traffic lights and controls       |            |                   |                     |
| Electricity & Gas (PG&E)                                               | \$ 180,000 |                   |                     |
| EBMUD median irrigation                                                | 1,000      |                   |                     |
| <b>44301 Fuel</b>                                                      |            | <b>\$ 2,000</b>   | <b>\$ 2,000</b>     |
| Fuel                                                                   | \$ 2,000   |                   |                     |
| <b>47205 Improvements/Streets</b>                                      |            | <b>\$ 633,910</b> | <b>\$ 1,433,045</b> |
| Pothole Repair Program                                                 | \$ 40,000  |                   |                     |
| Roadway Stripping Program                                              | 15,000     |                   |                     |
| RO1708 Pinole Valley Road Improvements                                 | 100,000    |                   |                     |
| RO2101 Arterial Rehab                                                  | 896,963    |                   |                     |
| RO2102 Tennent Ave. Rehabilitation                                     | 381,082    |                   |                     |
| <b>General Fund 100</b>                                                |            |                   |                     |
| <b>42101 Professional Services</b>                                     |            | <b>\$ -</b>       | <b>\$ 170,000</b>   |
| IN2106 Active Transportation Plan                                      | \$ 170,000 |                   |                     |
| <b>42107 Equipment Maintenance</b>                                     |            | <b>\$ -</b>       | <b>\$ 8,000</b>     |
| Equipment Maintenance                                                  | \$ 8,000   |                   |                     |
| <b>42514 Special Department Expense</b>                                |            | <b>\$ -</b>       | <b>\$ 2,800</b>     |
| Special department expense                                             | \$ 2,800   |                   |                     |
| <b>44306 Maintenance Supplies</b>                                      |            | <b>\$ -</b>       | <b>\$ 20,000</b>    |
| Maintenance Supplies                                                   | \$ 20,000  |                   |                     |
| <b>47205 Improvements/Streets</b>                                      |            | <b>\$ 170,000</b> | <b>\$ 370,000</b>   |
| RO2107 Brand St. Improvements                                          | \$ 170,000 |                   |                     |
| Street Improvements                                                    | 200,000    |                   |                     |
| <b>MEASURE S - 2014 FUND - 106</b>                                     |            |                   |                     |
| <b>42108 Maintenance Structure/Imp</b>                                 |            | <b>\$ -</b>       | <b>\$ 50,000</b>    |
| Pedestrian Bridge inspections & Maintenance                            | 50,000     |                   |                     |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

|                                                       |                     |                     |
|-------------------------------------------------------|---------------------|---------------------|
| <b>47101 Equipment</b>                                | <b>\$ 28,000</b>    | <b>\$ 1,000</b>     |
| Equipment                                             | 1,000               |                     |
| <b>47104 Vehicles</b>                                 | <b>\$ 216,000</b>   | <b>\$ -</b>         |
| Bucket truck and service truck                        | -                   |                     |
| Staff Car replacement                                 | -                   |                     |
| <b>47204 Improvements/Sidewalk</b>                    | <b>\$ 20,000</b>    | <b>\$ 20,000</b>    |
| Sidewalk Improvements                                 | 20,000              |                     |
| <b>47205 Improvements/Streets</b>                     | <b>\$ 466,491</b>   | <b>\$ 861,613</b>   |
| RO1710 San Pablo Ave. Bridge Replacement              | \$ 300,000          |                     |
| RO1714 Safety Improvements at Appian Way & Marlesta   | 193,029             |                     |
| RO2302 Safety Improvement Arterial Roadway            | 35,960              |                     |
| RO2303 Pinole Smart Signals                           | 154,302             |                     |
| RO2304 Safety Improvements at Tennent Ave/Pear & Plum | 158,322             |                     |
| Traffic Sign Replacement                              | 20,000              |                     |
| <b>TRAFFIC SAFETY FUND - 205</b>                      |                     |                     |
| <b>42101 Professional Services</b>                    | <b>\$ -</b>         | <b>\$ 35,000</b>    |
| Professional Services                                 | \$ 35,000           |                     |
| <b>SOLID WASTE FUND - 214</b>                         |                     |                     |
| <b>42101 Professional Services</b>                    | <b>\$ 16,450</b>    | <b>\$ 16,450</b>    |
| Professional Services                                 | \$ 16,450           |                     |
| <b>42514 Special Department Expense</b>               | <b>\$ 43,550</b>    | <b>\$ 43,550</b>    |
| Patch paving materials                                | \$ 43,550           |                     |
| <b>44306 Maintenance Supplies</b>                     | <b>\$ 7,000</b>     | <b>\$ 7,000</b>     |
| SB1383 OWR1 grant supplies                            | \$ 7,000            |                     |
| <b>47104 Vehicles</b>                                 | <b>\$ 102,300</b>   | <b>\$ -</b>         |
| Hydro Flush Truck                                     | \$ -                |                     |
| <b>MEASURE J FUND - 215</b>                           |                     |                     |
| <b>42106 Software Maintenance</b>                     | <b>\$ 5,000</b>     | <b>\$ -</b>         |
|                                                       | \$ -                |                     |
| <b>42401 Memberships</b>                              | <b>\$ 51,899</b>    | <b>\$ 51,899</b>    |
| WCCTAC Dues                                           | \$ 51,899           |                     |
| <b>47204 Improvements/Sidewalks</b>                   | <b>\$ 12,031</b>    | <b>\$ 12,031</b>    |
| Sidewalk Maintenance Program                          | \$ 12,031           |                     |
| <b>47205 Improvements/Streets</b>                     | <b>\$ 365,000</b>   | <b>\$ 737,619</b>   |
| Miscellaneous Roadway Repair                          | \$ 15,000           |                     |
| RO1710 San Pablo Ave. Bridge Replacement              | 133,579             |                     |
| RO1714 Safety Improvements at Appian Way & Marlesta   | 350,000             |                     |
| RO2302 Safety Improvements on Arterial Roadway        | 239,040             |                     |
| <b>Road Maintenance Fund - 325</b>                    |                     |                     |
| <b>42101 Professional Services</b>                    | <b>\$ -</b>         | <b>\$ 100,000</b>   |
| IN2105 Appian Way Complete Streets Project            | 100,000             |                     |
| <b>47205 Improvements/Streets</b>                     | <b>\$ 1,706,213</b> | <b>\$ 2,132,004</b> |
| RO1710 San Pablo Ave Bridge over BNSF                 | \$ 1,540,583        |                     |
| RO1714 Safety Improvements at Appian Way & Marlesta   | 129,400             |                     |
| RO1902 Pedestrian Improvements at Tennent Ave         | 44,700              |                     |
| RO2102 Tennent Ave. Rehabilitation                    | 167,321             |                     |
| RO2301 Residential Slurry Seal                        | 250,000             |                     |
| <b>Arterial Streets Rehabilitation Fund - 377</b>     |                     |                     |
| <b>47205 Improvements/Streets</b>                     | <b>\$ 810,312</b>   | <b>\$ 758,624</b>   |
| RO2101 Arterial Rehabilitation                        | \$ 758,624          |                     |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**GENERAL FUND - 100**  
**PUBLIC WORKS - FACILITY MAINTENANCE - 343**

**EXPENDITURE SUMMARY**

|                                                      | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|------------------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                                     |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                               | 557,296              | 591,504              | 493,158                             | 685,885                         | 709,965                          | 24,080                   | 3%                      |
| Overtime - 402                                       | 7,533                | 9,328                | 16,033                              | 1,330                           | 1,268                            | (62)                     | -5%                     |
| Employee Benefits - 410                              | 329,155              | 368,599              | 343,106                             | 478,073                         | 500,858                          | 22,785                   | 5%                      |
| <b>Total Salary &amp; Benefits</b>                   | <b>893,983</b>       | <b>969,431</b>       | <b>852,298</b>                      | <b>1,165,288</b>                | <b>1,212,091</b>                 | <b>46,803</b>            | <b>4%</b>               |
| <b>Services and Supplies</b>                         |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42          | 97,606               | 131,201              | 117,315                             | 150,050                         | 573,200                          | 423,150                  | 74%                     |
| Other Operating Expenses - 43                        | 47,294               | 36,867               | 26,035                              | 41,000                          | 44,000                           | 3,000                    | 7%                      |
| Materials & Supplies - 44                            | 34,897               | 66,514               | 54,749                              | 73,200                          | 73,200                           | -                        | 0%                      |
| <b>Total Services and Supplies</b>                   | <b>179,796</b>       | <b>234,582</b>       | <b>198,099</b>                      | <b>264,250</b>                  | <b>690,400</b>                   | <b>426,150</b>           | <b>62%</b>              |
| <b>Capital Outlay</b>                                |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*                  | 14,389               | 814                  | 2,119                               | 30,000                          | 12,000                           | (18,000)                 | -150%                   |
| <b>Total Capital Outlay</b>                          | <b>14,389</b>        | <b>814</b>           | <b>2,119</b>                        | <b>30,000</b>                   | <b>12,000</b>                    | <b>(18,000)</b>          | <b>-150%</b>            |
| <b>Indirect Cost Allocations</b>                     |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121                       | (640,026)            | (694,237)            | (622,775)                           | (887,713)                       | (940,463)                        | (52,750)                 | 6%                      |
| Administrative Debits - 46122                        | -                    | 2,282                | -                                   | -                               | -                                | -                        | 0%                      |
| Legal Charges 46126                                  | -                    | 296                  | 341                                 | -                               | -                                | -                        | 0%                      |
| General Liability Insurance - 46201                  | 64,998               | 39,071               | 43,125                              | 39,322                          | 51,414                           | 12,092                   | 24%                     |
| <b>Total Indirect Cost Allocations</b>               | <b>(575,028)</b>     | <b>(652,588)</b>     | <b>(579,309)</b>                    | <b>(848,391)</b>                | <b>(889,049)</b>                 | <b>(40,658)</b>          | <b>5%</b>               |
| <b>Total</b>                                         | <b>513,141</b>       | <b>552,239</b>       | <b>473,207</b>                      | <b>611,147</b>                  | <b>1,025,442</b>                 | <b>414,295</b>           | <b>40%</b>              |
| <b>MEASURE S - 2014 FUND - 106</b>                   |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42          | -                    | -                    | -                                   | -                               | 310,000                          | 310,000                  | 100%                    |
| Administrative Debits - 46122                        | 105,932              | 130,184              | 104,654                             | 138,776                         | 143,266                          | 4,490                    | 3%                      |
| Asset Acquisition/Improvement - 47*                  | 59,420               | 222,237              | 27,805                              | 919,879                         | 2,902,831                        | 1,982,952                | 68%                     |
| <b>Total Measure S - 2014 Fund</b>                   | <b>165,352</b>       | <b>352,421</b>       | <b>132,459</b>                      | <b>1,058,655</b>                | <b>3,356,097</b>                 | <b>2,297,442</b>         | <b>68%</b>              |
| <b>RESTRICTED REAL ESTATE MAINTENANCE FUND - 201</b> |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42          | 7,592                | 7,639                | 5,940                               | 10,000                          | 10,000                           | -                        | 0%                      |
| Other Operating Expenses - 43                        | 12,527               | 11,838               | 6,690                               | 11,000                          | 11,000                           | -                        | 0%                      |
| Legal Charges - 46126                                | -                    | -                    | -                                   | 5,000                           | 5,000                            | -                        | 0%                      |
| <b>Total Restricted Real Estate Maint.</b>           | <b>20,119</b>        | <b>19,478</b>        | <b>12,630</b>                       | <b>26,000</b>                   | <b>26,000</b>                    | <b>-</b>                 | <b>0%</b>               |
| <b>SOLID WASTE FUND - 214</b>                        |                      |                      |                                     |                                 |                                  |                          |                         |
| Transfers Out 49901                                  | 45,700               | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Solid Waste Fund - 214</b>                  | <b>45,700</b>        | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>MEASURE J FUND - 215</b>                          |                      |                      |                                     |                                 |                                  |                          |                         |
| Legal Charges - 46126                                | -                    | -                    | -                                   | 2,000                           | 2,000                            | -                        | 0%                      |
| <b>Total Measure J Fund - 215</b>                    | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>2,000</b>                    | <b>2,000</b>                     | <b>-</b>                 | <b>0%</b>               |
| <b>GROWTH IMPACT FUND - 276</b>                      |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47                   | -                    | -                    | -                                   | -                               | 425,000                          | -                        | 0%                      |
| <b>Total Growth Impact Fund 276</b>                  | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>425,000</b>                   | <b>-</b>                 | <b>0%</b>               |
| <b>PUBLIC FACILITIES FUND - 324</b>                  |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47                   | 3,356                | -                    | -                                   | 60,000                          | 60,000                           | -                        | 0%                      |
| <b>Total Public Facilities Fund</b>                  | <b>3,356</b>         | <b>-</b>             | <b>-</b>                            | <b>60,000</b>                   | <b>60,000</b>                    | <b>-</b>                 | <b>0%</b>               |

\*See CIP  
City of Pinole

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                                                |           | FY 2022/23       | FY 2023/24        |
|--------------------------------------------------------------------------------|-----------|------------------|-------------------|
| <b>42101 Professional Services</b>                                             |           | <b>\$ 3,500</b>  | <b>\$ 403,500</b> |
| EBRCSA Professional Support                                                    | \$ 3,500  |                  |                   |
| IN2101 Emergency Power for critical Facilities                                 | 200,000   |                  |                   |
| IN2103 Recycled Water Feasibility                                              | 200,000   |                  |                   |
| <b>42107 Equipment Maintenance</b>                                             |           | <b>\$ 40,000</b> | <b>\$ 40,000</b>  |
| Vehicle maintenance and repair                                                 | \$ 40,000 |                  |                   |
| <b>42108 Maintenance/Structure Imp</b>                                         |           | <b>\$ 76,000</b> | <b>\$ 87,000</b>  |
| City Hall improvements to planting/landscaping                                 | \$ 20,000 |                  |                   |
| Elevator maintenance                                                           | 800       |                  |                   |
| Heating and air repair                                                         | 16,000    |                  |                   |
| Janitorial service and supplies                                                | 13,000    |                  |                   |
| Landscape maintenance                                                          | 3,000     |                  |                   |
| Lighting supplies                                                              | 500       |                  |                   |
| Memorial Hall Maint.e, Pest Control & Sanitary Supplies <i>(moved from Con</i> | 11,000    |                  |                   |
| Misc. hardware and maintenance                                                 | 1,000     |                  |                   |
| Pest control and weed control                                                  | 10,700    |                  |                   |
| Public facilities deferred maintenance                                         | 11,000    |                  |                   |
| <b>42201 Office Expense</b>                                                    |           | <b>\$ -</b>      | <b>\$ 3,000</b>   |
|                                                                                | \$ 3,000  |                  |                   |
| <b>4230X Travel and Training</b>                                               |           | <b>\$ 2,100</b>  | <b>\$ 11,750</b>  |
| Technical training                                                             | \$ 10,000 |                  |                   |
| Mileage, Air & Hotel                                                           | 1,500     |                  |                   |
| Meal Allowance                                                                 | 250       |                  |                   |
| <b>42401 Memberships</b>                                                       |           | <b>\$ 750</b>    | <b>\$ 750</b>     |
| M.S.A. (Maintenance Superintendents Association)                               | \$ 750    |                  |                   |
| T.C.S.A. (Traffic Control Supervisory Association)                             |           |                  |                   |
| Technical publications                                                         |           |                  |                   |
| <b>42511 Equipment Rental</b>                                                  |           | <b>\$ 25,000</b> | <b>\$ 20,000</b>  |
| This is used to rent infrequently used equipment.                              | \$ 20,000 |                  |                   |
| <b>42513 Rent</b>                                                              |           | <b>\$ 2,700</b>  | <b>\$ 2,700</b>   |
| Tennent Ave Parking lot. 401-142-012 (AT&T)                                    | \$ 2,700  |                  |                   |
| <b>42514 Special Department Expense</b>                                        |           | <b>\$ -</b>      | <b>\$ 4,500</b>   |
|                                                                                | \$ 4,500  |                  |                   |
| <b>Total Professional/Administrative Services</b>                              |           |                  | <b>\$ 573,200</b> |
| <b>4310X Utilities</b>                                                         |           | <b>\$ 37,000</b> | <b>\$ 40,000</b>  |
| Gas/Electricity                                                                | \$ 24,000 |                  |                   |
| Memorial Hall Electricity <i>(moved from Comm Svcs.)</i>                       | \$ 500    |                  |                   |
| Water                                                                          | 13,000    |                  |                   |
| Memorial Hall Water <i>(moved from Comm Svcs.)</i>                             | 2,500     |                  |                   |
| <b>43201 Property Tax</b>                                                      |           | <b>\$ 4,000</b>  | <b>\$ 4,000</b>   |
| <b>44301 Fuel</b>                                                              |           | <b>\$ 8,200</b>  | <b>\$ 8,200</b>   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

|                                   |    |        |    |        |
|-----------------------------------|----|--------|----|--------|
| <b>44306 Maintenance Supplies</b> | \$ | 45,000 | \$ | 45,000 |
|-----------------------------------|----|--------|----|--------|

|                              |    |        |    |        |
|------------------------------|----|--------|----|--------|
| <b>44410 Safety Clothing</b> | \$ | 20,000 | \$ | 20,000 |
|------------------------------|----|--------|----|--------|

|                                                           |    |        |  |  |
|-----------------------------------------------------------|----|--------|--|--|
| The worker classifications in this division are supplied: | \$ | 20,000 |  |  |
| Uniforms, coveralls, and foul weather gear                |    |        |  |  |

|                        |    |   |    |        |
|------------------------|----|---|----|--------|
| <b>47101 Equipment</b> | \$ | - | \$ | 12,000 |
|------------------------|----|---|----|--------|

|                         |    |        |  |  |
|-------------------------|----|--------|--|--|
| Miscellaneous Equipment | \$ | 12,000 |  |  |
|-------------------------|----|--------|--|--|

|                                    |    |        |    |   |
|------------------------------------|----|--------|----|---|
| <b>47201 Improvements/Building</b> | \$ | 30,000 | \$ | - |
|------------------------------------|----|--------|----|---|

|  |    |   |  |  |
|--|----|---|--|--|
|  | \$ | - |  |  |
|--|----|---|--|--|

### MEASURE S - 2014 FUND - 106

|                                    |    |   |    |         |
|------------------------------------|----|---|----|---------|
| <b>42101 Professional Services</b> | \$ | - | \$ | 310,000 |
|------------------------------------|----|---|----|---------|

|                                        |    |         |  |  |
|----------------------------------------|----|---------|--|--|
| IN2102 Municipal Broadband Feasibility | \$ | 60,000  |  |  |
| IN2201 Energy Audit                    |    | 50,000  |  |  |
| IN2301 Facilities Master Plan          |    | 200,000 |  |  |

|                       |    |         |    |   |
|-----------------------|----|---------|----|---|
| <b>47101 Vehicles</b> | \$ | 274,318 | \$ | - |
|-----------------------|----|---------|----|---|

|                     |    |   |  |  |
|---------------------|----|---|--|--|
| Hybrid Bucket Truck | \$ | - |  |  |
|---------------------|----|---|--|--|

|                                    |    |         |    |           |
|------------------------------------|----|---------|----|-----------|
| <b>47201 Improvements/Building</b> | \$ | 645,561 | \$ | 2,902,831 |
|------------------------------------|----|---------|----|-----------|

|                                              |    |           |  |  |
|----------------------------------------------|----|-----------|--|--|
| FA1702 Citywide Roof Repairs and Replacement | \$ | 900,000   |  |  |
| FA1703 City Hall Modernization               | \$ | 125,000   |  |  |
| FA1901 Senior center Auxiliary Parking Lot   |    | 1,327,831 |  |  |
| FA1902 Energy Upgrades                       |    | 150,000   |  |  |
| FA2202 Senior Center Modernization           |    | 175,000   |  |  |
| FA2301 Public Safety Building Modernization  |    | 225,000   |  |  |

### RESTRICTED REAL ESTATE MAINTENANCE FUND - 201

|                                        |    |        |    |        |
|----------------------------------------|----|--------|----|--------|
| <b>42108 Maintenance/Structure Imp</b> | \$ | 10,000 | \$ | 10,000 |
|----------------------------------------|----|--------|----|--------|

|                                                                            |    |        |  |  |
|----------------------------------------------------------------------------|----|--------|--|--|
| Materials to maintain facilities owned by the former Redevelopment Agency. | \$ | 10,000 |  |  |
|----------------------------------------------------------------------------|----|--------|--|--|

|                        |    |        |    |        |
|------------------------|----|--------|----|--------|
| <b>4310X Utilities</b> | \$ | 11,000 | \$ | 11,000 |
|------------------------|----|--------|----|--------|

|                 |    |       |  |  |
|-----------------|----|-------|--|--|
| Gas/Electricity | \$ | 5,000 |  |  |
| Water           |    | 6,000 |  |  |

### MEASURE J FUND - 215

|                                             |    |       |    |       |
|---------------------------------------------|----|-------|----|-------|
| <b>47202 Improvements/Landscape-Medians</b> | \$ | 2,000 | \$ | 2,000 |
|---------------------------------------------|----|-------|----|-------|

|                          |    |       |  |  |
|--------------------------|----|-------|--|--|
| Sign Replacement Program | \$ | 2,000 |  |  |
|--------------------------|----|-------|--|--|

### GROWTH IMPACT FUND - 276

|                                    |    |   |    |         |
|------------------------------------|----|---|----|---------|
| <b>47201 Improvements/Building</b> | \$ | - | \$ | 425,000 |
|------------------------------------|----|---|----|---------|

|                                          |    |         |  |  |
|------------------------------------------|----|---------|--|--|
| FA1703 City Hall Modernization           | \$ | 125,000 |  |  |
| FA2202 Senior Center Modernization       |    | 145,000 |  |  |
| FA2301 Public Safety Building            |    | 75,000  |  |  |
| FA2302 Plum St. Parking Lot Improvements |    | 80,000  |  |  |

### PUBLIC FACILITIES FUND - 324

|                                    |    |        |    |        |
|------------------------------------|----|--------|----|--------|
| <b>47201 Improvements/Building</b> | \$ | 60,000 | \$ | 60,000 |
|------------------------------------|----|--------|----|--------|

|                                     |    |        |  |  |
|-------------------------------------|----|--------|--|--|
| Annual Building Maintenance Program | \$ | 60,000 |  |  |
|-------------------------------------|----|--------|--|--|

**STORM WATER FUND - 207****PUBLIC WORKS - National Pollution Discharge Elimination Systems (NPDES) STORM WATER - 344****EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 32,610               | 32,610               | 42,790                              | 49,318                          | 71,000                           | 21,682                   | 31%                     |
| Other Operating Expenses - 43               | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Materials & Supplies - 44                   | 10,254               | 18,686               | 8,378                               | 8,800                           | 8,800                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>42,863</b>        | <b>51,296</b>        | <b>51,168</b>                       | <b>58,118</b>                   | <b>79,800</b>                    | <b>21,682</b>            | <b>27%</b>              |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 229,588              | 236,530              | 181,062                             | 260,815                         | 275,276                          | 14,461                   | 5%                      |
| Legal Charges - 46126                       | 386                  | 150                  | -                                   | 6,000                           | 6,000                            | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>229,974</b>       | <b>236,680</b>       | <b>181,062</b>                      | <b>266,815</b>                  | <b>281,276</b>                   | <b>14,461</b>            | <b>5%</b>               |
| <b>Total</b>                                | <b>272,838</b>       | <b>287,976</b>       | <b>232,230</b>                      | <b>324,933</b>                  | <b>361,076</b>                   | <b>36,143</b>            | <b>10%</b>              |
| <b>MEASURE S-2014 FUND - 106</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | -                                   | -                               | 250,000                          | 250,000                  | -100%                   |
| Asset Acquisition/Improvement - 47*         | 5,562                | 28,290               | 2,502                               | 418,460                         | 1,082,098                        | 663,638                  | 61%                     |
| <b>Total Measure S-2014</b>                 | <b>5,562</b>         | <b>28,290</b>        | <b>2,502</b>                        | <b>418,460</b>                  | <b>1,332,098</b>                 | <b>913,638</b>           | <b>69%</b>              |
| <b>Growth Impact Fund - 276</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*         | -                    | -                    | -                                   | 58,000                          | 58,000                           | -                        | 0%                      |
| <b>Total Growth Impact Fund - 276</b>       | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>58,000</b>                   | <b>58,000</b>                    | <b>-</b>                 | <b>0%</b>               |

\*See CIP

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                                   |            | FY 2022/23        | FY 2023/24          |
|-------------------------------------------------------------------|------------|-------------------|---------------------|
| <b>42101 Professional Services</b>                                |            | <b>\$ 5,000</b>   | <b>\$ 15,000</b>    |
| Contract support for Clean Water and NPDES                        | \$ 5,000   |                   |                     |
| Support for MRP 3.0                                               | 10,000     |                   |                     |
| <b>42107 Equipment Maintenance</b>                                |            | <b>\$ 20,000</b>  | <b>\$ 20,000</b>    |
| Storm drain, trash capture, street sweeper                        | \$ 20,000  |                   |                     |
| <b>42108 Building Structure Maintenance</b>                       |            | <b>\$ 14,779</b>  | <b>\$ 15,000</b>    |
| Trash capture devices                                             | \$ 5,000   |                   |                     |
| Lumber and supplies                                               | 10,000     |                   |                     |
| <b>4220X Office Expenses</b>                                      |            | <b>\$ 1,000</b>   | <b>\$ 1,000</b>     |
| 42201 Miscellaneous office expenses                               | \$ 500     |                   |                     |
| 42202 Printing and Binding                                        | 500        |                   |                     |
| <b>42514 Special Departmental Expense</b>                         |            | <b>\$ 8,539</b>   | <b>\$ 20,000</b>    |
| CCC Clean Water Program Support & Administration (auto collected) | \$ -       |                   |                     |
| NPDES Annual Permit                                               | 20,000     |                   |                     |
| <b>Total Professional/Administrative Services</b>                 |            |                   | <b>\$ 71,000</b>    |
| <b>44301 Fuel</b>                                                 |            | <b>\$ 8,000</b>   | <b>\$ 8,000</b>     |
| <b>44410 Safety Clothing</b>                                      |            | <b>\$ 800</b>     | <b>\$ 800</b>       |
| <b>MEASURE S-2014 FUND - 106</b>                                  |            |                   |                     |
| <b>42101 Professional Services</b>                                |            | <b>\$ -</b>       | <b>\$ 250,000</b>   |
| IN1703 Storm Drainage Master Plan                                 | \$ 250,000 |                   |                     |
| <b>47206 Improvements/Storm Drains</b>                            |            | <b>\$ 418,460</b> | <b>\$ 1,082,098</b> |
| SW1901 Hazel St. Storm Drain Improvements                         | \$ 382,098 |                   |                     |
| SW2001 Roble Rd. Drainage Improvements                            | 700,000    |                   |                     |
| <b>Growth Impact Fund 276</b>                                     |            |                   |                     |
| <b>47206 Improvements/Storm Drains</b>                            |            | <b>\$ 58,000</b>  | <b>\$ 58,000</b>    |
| SW1901 Hazel Street Gap Closure (sunnyview)                       | \$ 58,000  |                   |                     |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**GENERAL FUND - 100**  
**PUBLIC WORKS - PARK MAINTENANCE - 345**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar- | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-----------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                   |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 92,314               | 114,757              | 60,843                            | 324,900                         | 144,000                          | (180,900)                | -126%                   |
| Other Operating Expenses - 43               | 108,377              | 91,493               | 62,016                            | 100,156                         | 106,656                          | 6,500                    | 6%                      |
| Materials & Supplies - 44                   | 2,932                | 13,191               | 8,970                             | 500                             | 500                              | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>203,624</b>       | <b>219,441</b>       | <b>131,828</b>                    | <b>425,556</b>                  | <b>251,156</b>                   | <b>(174,400)</b>         | <b>-69%</b>             |
| <b>Capital Outlay</b>                       |                      |                      |                                   |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*         | 487                  | 4,986                | -                                 | -                               | -                                | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>487</b>           | <b>4,986</b>         | <b>-</b>                          | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                   |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 47,110               | 50,451               | 71,989                            | 113,753                         | 121,159                          | 7,406                    | 6%                      |
| Legal Charges - 46126                       | 1,800                | 540                  | -                                 | -                               | -                                | -                        | 0%                      |
| General Liability Insurance - 46201         | -                    | 1,176                | -                                 | -                               | -                                | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>48,910</b>        | <b>52,167</b>        | <b>71,989</b>                     | <b>113,753</b>                  | <b>121,159</b>                   | <b>7,406</b>             | <b>6%</b>               |
| <b>Total</b>                                | <b>253,021</b>       | <b>276,595</b>       | <b>203,817</b>                    | <b>539,309</b>                  | <b>372,315</b>                   | <b>(166,994)</b>         | <b>-45%</b>             |
| <b>MEASURE S-2014 FUND - 106</b>            |                      |                      |                                   |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | -                                 | 120,000                         | -                                | (120,000)                | -100%                   |
| Asset Acquisition/Improvement - 47*         | 88,836               | 109,297              | 30,426                            | 429,449                         | 610,440                          | 180,991                  | 30%                     |
| <b>Total Measure S-2014 Fund - 106</b>      | <b>88,836</b>        | <b>109,297</b>       | <b>30,426</b>                     | <b>549,449</b>                  | <b>610,440</b>                   | <b>60,991</b>            | <b>10%</b>              |
| <b>Solid Waste Fund - 214</b>               |                      |                      |                                   |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*         | -                    | -                    | -                                 | 125,000                         | 425,000                          | 300,000                  | 71%                     |
| <b>Total Solid Waste Fund - 214</b>         | <b>-</b>             | <b>-</b>             | <b>-</b>                          | <b>125,000</b>                  | <b>425,000</b>                   | <b>300,000</b>           | <b>71%</b>              |
| <b>Growth Impact Fund - 276</b>             |                      |                      |                                   |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | -                                 | -                               | 265,000                          | 265,000                  | 0%                      |
| <b>Total Parkland Dedication Fund - 276</b> | <b>-</b>             | <b>-</b>             | <b>-</b>                          | <b>-</b>                        | <b>265,000</b>                   | <b>265,000</b>           | <b>0%</b>               |
| <b>PV PARK CARETAKER FUND - 317</b>         |                      |                      |                                   |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 8,892                | -                    | -                                 | 11,960                          | 11,960                           | -                        | 0%                      |
| Employee Benefits - 410                     | 1,050                | -                    | -                                 | 1,555                           | 1,725                            | 170                      | 11%                     |
| Professional & Administrative Services - 42 | -                    | -                    | 0                                 | -                               | -                                | -                        | 0%                      |
| Other Operating Expenses -43                | 697                  | 656                  | -                                 | 856                             | 466                              | (390)                    | -84%                    |
| General Liability Insurance - 46201         | 629                  | -                    | -                                 | 684                             | 851                              | 167                      | 24%                     |
| <b>Total PV Park Caretaker Fund - 317</b>   | <b>11,268</b>        | <b>656</b>           | <b>0</b>                          | <b>15,055</b>                   | <b>15,002</b>                    | <b>(53)</b>              | <b>0%</b>               |
| <b>Public Facilities Fund - 324</b>         |                      |                      |                                   |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | -                                 | 10,000                          | 10,000                           | -                        | 0%                      |
| <b>Total Public Facilities Fund - 324</b>   | <b>-</b>             | <b>-</b>             | <b>-</b>                          | <b>10,000</b>                   | <b>10,000</b>                    | <b>-</b>                 | <b>0%</b>               |
| <b>Park Grants (Measure WW) - 327</b>       |                      |                      |                                   |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*         | -                    | -                    | 47,721                            | 189,758                         | -                                | (189,758)                | 0%                      |
| <b>Total Park Grants Fund - 327</b>         | <b>-</b>             | <b>-</b>             | <b>47,721</b>                     | <b>189,758</b>                  | <b>-</b>                         | <b>(189,758)</b>         | <b>0%</b>               |
| *See CIP                                    |                      |                      |                                   |                                 |                                  |                          |                         |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                                    |           | FY 2022/23        | FY 2023/24        |
|--------------------------------------------------------------------|-----------|-------------------|-------------------|
| <b>42101 Professional Services</b>                                 |           | <b>\$ 25,000</b>  | <b>\$ -</b>       |
| Professional Support Services                                      | \$ -      |                   |                   |
| Park Pedestrian Bridge Inspection                                  | 0         |                   |                   |
| <b>42107 Equipment Maintenance</b>                                 |           | <b>\$ 7,500</b>   | <b>\$ 7,500</b>   |
| Off road equipment maintenance                                     | \$ 7,500  |                   |                   |
| <b>42108 Maintenance/Structure Imp</b>                             |           | <b>\$ 227,000</b> | <b>\$ 120,500</b> |
| Landscape maintenance contract                                     | \$ 90,000 |                   |                   |
| Materials for parks, restrooms and play area                       | 30,000    |                   |                   |
| Tennis Court Maintenance ( <i>moved from Comm Svcs.</i> )          | 500       |                   |                   |
| <b>42401 Memberships</b>                                           |           | <b>\$ 400</b>     | <b>\$ 1,000</b>   |
| CAPCA (California Agricultural Production Consultants Association) | \$ 370    |                   |                   |
| P.A.P.A. (Pest Applicators Association)                            | 30        |                   |                   |
| Other memberships                                                  | 600       |                   |                   |
| <b>42511 Equipment Rental</b>                                      |           | <b>\$ 5,000</b>   | <b>\$ 5,000</b>   |
| Cost to rent infrequently used equipment.                          | \$ 5,000  |                   |                   |
| <b>42514 Admin Exp/Special Depart</b>                              |           | <b>\$ 60,000</b>  | <b>\$ 10,000</b>  |
| Recommendations of Beautification Ad Hoc Subcommittee              | \$ 10,000 |                   |                   |
| <b>Total Professional/Administrative Services</b>                  |           |                   | <b>\$ 144,000</b> |
| <b>4310X Utilities</b>                                             |           | <b>\$ 100,000</b> | <b>\$ 106,500</b> |
| Gas/Electricity                                                    | \$ 10,000 |                   |                   |
| Tennis Ct. Gas/Electricity ( <i>moved from Comm Svcs.</i> )        | \$ 6,000  |                   |                   |
| Water                                                              | 90,000    |                   |                   |
| Tennis Ct. Water ( <i>moved from Comm Svcs.</i> )                  | 500       |                   |                   |
| <b>43201 Property Tax</b>                                          |           | <b>\$ 156</b>     | <b>\$ 156</b>     |
| <b>44301 Fuel</b>                                                  |           | <b>\$ 500</b>     | <b>\$ 500</b>     |
| <b>MEASURE S-2014 FUND - 106</b>                                   |           |                   |                   |
| <b>47101 FF&amp;E/Equipment</b>                                    |           | <b>\$ 17,009</b>  | <b>\$ 28,000</b>  |
|                                                                    | \$ 28,000 |                   |                   |
| <b>47103 FF&amp;E/Furniture</b>                                    |           | <b>\$ 5,000</b>   | <b>\$ 5,000</b>   |
| Annual Bench/Table repairs & Replacement                           | \$ 5,000  |                   |                   |
| <b>47104 Vehicles</b>                                              |           | <b>\$ 45,000</b>  | <b>\$ -</b>       |
| Vehicles                                                           | \$ -      |                   |                   |
| <b>47203 Improvements/Parks</b>                                    |           | <b>\$ 362,440</b> | <b>\$ 577,440</b> |
| Annual Resod at two parks                                          | \$ 10,000 |                   |                   |
| IN1704 Park Master Plan                                            | 150,000   |                   |                   |
| PA2202 Skatepark Rehabilitation                                    | 150,000   |                   |                   |
| PA2301 Tree Mitigation                                             | 150,000   |                   |                   |
| PA2203 Playground Rubberized Surface Improvements                  | 47,440    |                   |                   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

|                                               |        |
|-----------------------------------------------|--------|
| Public Tree Maintenance                       | 20,000 |
| Replace Chips/Rubber Matting at various Parks | 50,000 |

**Solid Waste Fund - 214**

|                                                 |                   |                   |
|-------------------------------------------------|-------------------|-------------------|
| <b>47203 Improvements/Parks</b>                 | <b>\$ 125,000</b> | <b>\$ 425,000</b> |
| PA2101 Installation of High Capacity Trash Bins | \$ 425,000        |                   |

**Growth Impact Fund - 276**

|                                              |            |                   |
|----------------------------------------------|------------|-------------------|
| <b>47203 Improvements/Parks</b>              |            | <b>\$ 265,000</b> |
| PA1901 Pinole Valley Park Soccer Field Rehab | \$ 200,000 |                   |
| PA2201 Pocket Parks - Galbreth Rd.           | 65,000     |                   |

**Public Facilities Fund - 324**

|                                     |                  |                  |
|-------------------------------------|------------------|------------------|
| <b>47203 Improvements/Parks</b>     | <b>\$ 10,000</b> | <b>\$ 10,000</b> |
| Annual Building Maintenance program | \$ 10,000        |                  |

**Park Grants (Measure WW) Fund - 327**

|                                                   |                   |             |
|---------------------------------------------------|-------------------|-------------|
| <b>47203 Improvements/Parks</b>                   | <b>\$ 189,758</b> | <b>\$ -</b> |
| PA2203 Playground Rubberized Surface Improvements | \$ -              |             |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**AB 939 REFUSE MANAGEMENT FUND - 213**  
**WASTE REDUCTION - 346**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | -                                   | 22,500                          | 22,500                           | -                        | 0%                      |
| Other Operating Expenses -43                | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | -                    | -                    | -                                   | <b>22,500</b>                   | <b>22,500</b>                    | -                        | <b>0%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total</b>                                | -                    | -                    | -                                   | -                               | -                                | -                        | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 102,639              | 106,591              | 94,690                              | 142,825                         | 149,358                          | 6,533                    | 4%                      |
| Legal Services - 46126                      | -                    | -                    | -                                   | 2,500                           | 2,500                            | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>102,639</b>       | <b>106,591</b>       | <b>94,690</b>                       | <b>145,325</b>                  | <b>151,858</b>                   | <b>6,533</b>             | <b>4%</b>               |
| Transfers Out - 49901                       | 107,805              | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total</b>                                | <b>210,444</b>       | <b>106,591</b>       | <b>94,690</b>                       | <b>167,825</b>                  | <b>174,358</b>                   | <b>6,533</b>             | <b>4%</b>               |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                         | FY 2022/23       | FY 2023/24       |
|-----------------------------------------|------------------|------------------|
| <b>42101 Professional Services</b>      | <b>\$ 10,000</b> | <b>\$ 10,000</b> |
| Consulting Services                     | \$ 10,000        |                  |
| <b>42514 Special Department Expense</b> | <b>\$ 12,500</b> | <b>\$ 12,500</b> |
| Litter pick up services                 | \$ 12,500        |                  |

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Department Budgets – Public Works

**LIGHTING & LANDSCAPE DISTRICTS FUND - 310**  
**PUBLIC WORKS - ZONE A, PINOLE VALLEY ROAD NORTH - 347**  
**PUBLIC WORKS - ZONE B, PINOLE VALLEY ROAD SOUTH - 348**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 35,360               | 15,228               | 15,835                              | 33,450                          | 56,500                           | 23,050                   | 41%                     |
| Other Operating Expenses - 43               | 15,059               | 25,858               | 8,367                               | 16,695                          | 16,695                           | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>50,418</b>        | <b>41,086</b>        | <b>24,202</b>                       | <b>50,145</b>                   | <b>73,195</b>                    | <b>23,050</b>            | <b>31%</b>              |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | -                                   | 5,720                           | 5,720                            | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>5,720</b>                    | <b>5,720</b>                     | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 2,000                | -                    | 4,160                               | 4,160                           | 4,160                            | -                        | 0%                      |
| Legal Charges - 46126                       | 1,181                | 1,525                | -                                   | 2,100                           | 2,100                            | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>3,181</b>         | <b>1,525</b>         | <b>4,160</b>                        | <b>6,260</b>                    | <b>6,260</b>                     | <b>-</b>                 | <b>0%</b>               |
| <b>Total</b>                                | <b>53,599</b>        | <b>42,611</b>        | <b>28,362</b>                       | <b>62,125</b>                   | <b>85,175</b>                    | <b>23,050</b>            | <b>27%</b>              |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                          |           | FY 2022/23       | FY 2023/24       |
|----------------------------------------------------------|-----------|------------------|------------------|
| <b>42101 Professional Services</b>                       |           | <b>\$ 14,000</b> | <b>\$ 18,000</b> |
| Contra Costa County traffic signal maintenance - Zone A  | \$ 10,000 |                  |                  |
| Cal Trans traffic signal maintenance - Zone A            | 2,000     |                  |                  |
| Contra Costa County traffic signal maintenance - Zone B  | 5,000     |                  |                  |
| Cal Trans traffic signal maintenance - Zone B            | 1,000     |                  |                  |
| <b>42108 Maintenance Structures/Imp</b>                  |           | <b>\$ 19,450</b> | <b>\$ 38,500</b> |
| Caltrans Traffic Signal Maintenance - Zone A             | 3,000     |                  |                  |
| Contra Costa county Public Works Traffic Signal - Zone A | 8,000     |                  |                  |
| Labor, materials and equipment for maintenance - Zone A  | 1,000     |                  |                  |
| Pacific Site Management - Zone A                         | 1,500     |                  |                  |
| Caltrans Traffic Signal Maintenance - Zone B             | 3,500     |                  |                  |
| Contra Costa county Public Works Traffic Signal - Zone B | 5,500     |                  |                  |
| Labor, materials and equipment for maintenance - Zone B  | 15,000    |                  |                  |
| Pacific Site Management - Zone B                         | 1,000     |                  |                  |
| <b>Total Professional/Administrative Services</b>        |           | <b>\$ 56,500</b> |                  |
| <b>4310X Utilities</b>                                   |           | <b>\$ 16,695</b> | <b>\$ 16,695</b> |
| Water (EBMUD) - Zone A                                   | \$ 3,800  |                  |                  |
| Electricity & Power - Zone A                             | 4,765     |                  |                  |
| Water (EBMUD) - Zone B                                   | 2,800     |                  |                  |
| Electricity & Power - Zone B                             | 5,330     |                  |                  |
| <b>47202 Kaiser Medians</b>                              |           | <b>\$ 5,720</b>  | <b>\$ 5,720</b>  |
| Capital Replacement Fund- Zone A                         | \$ 2,600  |                  |                  |
| PG&E Street and highway lighting - Zone B                | \$ 3,120  |                  |                  |

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**SEWER ENTERPRISE FUND - 500**  
**SEWER TREATMENT PLANT - 641**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 741,861              | 878,466              | 888,010                             | 1,088,962                       | 1,307,576                        | 218,614                  | 17%                     |
| Overtime - 402                              | 29,534               | 30,180               | 26,271                              | 36,010                          | 36,476                           | 466                      | 1%                      |
| Employee Benefits - 410                     | 837,547              | 1,025,647            | 475,733                             | 547,954                         | 622,392                          | 74,438                   | 12%                     |
| <b>Total Personnel</b>                      | <b>1,608,943</b>     | <b>1,934,293</b>     | <b>1,390,014</b>                    | <b>1,672,926</b>                | <b>1,966,444</b>                 | <b>293,518</b>           | <b>15%</b>              |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 348,643              | 194,110              | 117,017                             | 373,000                         | 416,814                          | 43,814                   | 11%                     |
| Other Operating Expenses - 43               | 736,747              | 827,105              | 583,167                             | 630,000                         | 710,000                          | 80,000                   | 11%                     |
| Materials & Supplies - 44                   | 737,165              | 924,111              | 744,021                             | 1,494,000                       | 1,479,000                        | (15,000)                 | -1%                     |
| <b>Total Services and Supplies</b>          | <b>1,822,556</b>     | <b>1,945,326</b>     | <b>1,444,204</b>                    | <b>2,497,000</b>                | <b>2,605,814</b>                 | <b>108,814</b>           | <b>4%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*         | 172,459              | 604                  | 116,967                             | 1,365,382                       | 4,401,597                        | 3,036,215                | 69%                     |
| <b>Total Capital Outlay</b>                 | <b>172,459</b>       | <b>604</b>           | <b>116,967</b>                      | <b>1,365,382</b>                | <b>4,401,597</b>                 | <b>3,036,215</b>         | <b>69%</b>              |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 276,932              | 303,060              | 163,728                             | 257,116                         | 285,041                          | 27,925                   | 10%                     |
| IS Charges - 46124                          | 29,901               | 33,067               | 32,826                              | 77,577                          | 82,394                           | 4,818                    | 6%                      |
| Legal Charges - 46126                       | 5,997                | 1,577                | -                                   | 15,000                          | 15,000                           | -                        | 0%                      |
| General Liability Insurance - 46201         | 48,175               | 61,893               | 69,389                              | 64,370                          | 95,648                           | 31,278                   | 33%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>361,005</b>       | <b>399,597</b>       | <b>265,943</b>                      | <b>414,063</b>                  | <b>478,083</b>                   | <b>64,021</b>            | <b>13%</b>              |
| <b>Depreciation</b>                         |                      |                      |                                     |                                 |                                  |                          |                         |
| Depreciation Expense - 47401                | 394,657              | 438,859              | 108,435                             | 340,000                         | 340,000                          | -                        | 0%                      |
| <b>Total Depreciation</b>                   | <b>394,657</b>       | <b>438,859</b>       | <b>108,435</b>                      | <b>340,000</b>                  | <b>340,000</b>                   | <b>-</b>                 | <b>0%</b>               |
| <b>Total</b>                                | <b>4,359,619</b>     | <b>4,718,679</b>     | <b>3,325,563</b>                    | <b>6,289,371</b>                | <b>9,791,938</b>                 | <b>3,502,568</b>         | <b>36%</b>              |

\*See CIP

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**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                   |            | FY 2022/23        | FY 2023/24        |
|---------------------------------------------------|------------|-------------------|-------------------|
| <b>42101 Professional Services</b>                |            | <b>\$ 85,000</b>  | <b>\$ 125,814</b> |
| Engineering contract services                     | \$ 50,000  |                   |                   |
| PCTV quarterly subcommittee meeting               | 5,000      |                   |                   |
| Railroad Ave. bridge right of way study           | 30,000     |                   |                   |
| RO2102 Tennent Ave. Rehabilitation                | 814        |                   |                   |
| Sewer rate review                                 | 40,000     |                   |                   |
| <b>42107 Equipment Maintenance</b>                |            | <b>\$ 110,000</b> | <b>\$ 110,000</b> |
| Equipment service                                 | \$ 110,000 |                   |                   |
| <b>42108 Maintenance Structure/Imp</b>            |            | <b>\$ 78,000</b>  | <b>\$ 78,000</b>  |
| Janitorial services                               | \$ 10,000  |                   |                   |
| Various structure refurbishment                   | 68,000     |                   |                   |
| <b>42109 Compliance Inspections</b>               |            | <b>\$ 35,000</b>  | <b>\$ 35,000</b>  |
| Laboratory supplies and safety equipment          | \$ 15,000  |                   |                   |
| Public outreach materials                         | 10,000     |                   |                   |
| Sampling analysis                                 | 10,000     |                   |                   |
| <b>42201 Office Expense</b>                       |            | <b>\$ 7,000</b>   | <b>\$ 7,000</b>   |
| Miscellaneous office supplies                     | \$ 7,000   |                   |                   |
| <b>4230X Travel and Training</b>                  |            | <b>\$ 28,000</b>  | <b>\$ 31,000</b>  |
| 42301 State Certified operators training          | \$ 7,000   |                   |                   |
| 42301 Class B Driver License Training             | 20,000     |                   |                   |
| 42302 Mileage, Air                                | 3,000      |                   |                   |
| 42303 Meal Allowance                              | 1,000      |                   |                   |
| <b>42401 Memberships</b>                          |            | <b>\$ 20,000</b>  | <b>\$ 20,000</b>  |
| Bay Area Clean Water Assoc.(BACWA)                | \$ 12,000  |                   |                   |
| Joint CWEA/WEF membership                         | 4,000      |                   |                   |
| Technical publications                            | 4,000      |                   |                   |
| <b>42511 Equipment Rental</b>                     |            | <b>\$ 10,000</b>  | <b>\$ 10,000</b>  |
|                                                   | \$ 10,000  |                   |                   |
| <b>Total Professional/Administrative Services</b> |            |                   | <b>\$ 416,814</b> |
| <b>4310X Utilities</b>                            |            | <b>\$ 630,000</b> | <b>\$ 710,000</b> |
| PG&E                                              | \$ 700,000 |                   |                   |
| EBMUD                                             | 10,000     |                   |                   |
| <b>Total Other Operating Expenses</b>             |            |                   | <b>\$ 710,000</b> |
| <b>44301 Fuel</b>                                 |            | <b>\$ 10,000</b>  | <b>\$ 20,000</b>  |
| <b>44302 Sludge Removal</b>                       |            | <b>\$ 280,000</b> | <b>\$ 250,000</b> |
| Digester Cleaning                                 | \$ 250,000 |                   |                   |
| <b>44303 Chemicals</b>                            |            | <b>\$ 750,000</b> | <b>\$ 750,000</b> |
| Chemicals for Plant Operations                    | \$ 750,000 |                   |                   |
| <b>44304 Permit Fees</b>                          |            | <b>\$ 129,000</b> | <b>\$ 129,000</b> |
| BAAQMD                                            | \$ 16,000  |                   |                   |
| BACQA                                             | 16,000     |                   |                   |
| NPDES permit fee renewal                          | 75,000     |                   |                   |
| Regional Monitoring of Metals (SFEI)              | 22,000     |                   |                   |
| <b>44305 Laboratory Operations</b>                |            | <b>\$ 100,000</b> | <b>\$ 100,000</b> |
| Accelerated Chronic Toxicity Testing              | \$ 15,000  |                   |                   |

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Laboratory supplies 85,000

|                                   |                   |                   |  |
|-----------------------------------|-------------------|-------------------|--|
| <b>44306 Maintenance Supplies</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> |  |
|                                   | \$ 200,000        |                   |  |

|                                                                |                  |                  |  |
|----------------------------------------------------------------|------------------|------------------|--|
| <b>44410 Safety Clothing</b>                                   | <b>\$ 25,000</b> | <b>\$ 30,000</b> |  |
| Laundry service for uniforms, safety shoes/boots, gloves, etc. | \$ 30,000        |                  |  |

**Total Materials and Supplies \$ 1,479,000**

|                           |                   |                   |  |
|---------------------------|-------------------|-------------------|--|
| <b>47101 Equipment</b>    | <b>\$ 340,000</b> | <b>\$ 340,000</b> |  |
| Depreciation- Pinole only | \$ 340,000        |                   |  |

|                            |                   |                   |  |
|----------------------------|-------------------|-------------------|--|
| <b>47104 Vehicles</b>      | <b>\$ 125,000</b> | <b>\$ 175,000</b> |  |
| WPCP Staff Vehicle         | \$ 50,000         |                   |  |
| Portable self priming pump | 125,000           |                   |  |

|                                                        |                     |                     |  |
|--------------------------------------------------------|---------------------|---------------------|--|
| <b>47201 Improvements/Building</b>                     | <b>\$ 1,230,000</b> | <b>\$ 4,120,000</b> |  |
| As-Built WWTP Drawings                                 | 25,000              |                     |  |
| Boiler Rehabilitation                                  | 45,000              |                     |  |
| Centrifuge Feed Pump Replacement                       | 50,000              |                     |  |
| Digester Feed Pump Replacement                         | 75,000              |                     |  |
| Energy Recovery Building and Admin Roof                | 80,000              |                     |  |
| Misc. Plant Improvements                               | 75,000              |                     |  |
| SCADA System Upgrade                                   | 45,000              |                     |  |
| SS2002 Water Pollution Control Plant Lab Remodel       | 100,000             |                     |  |
| SS2101 Second Clarifier - Center Column Rehabilitation | 425,000             |                     |  |
| SS2102 Air Release Valve Replacement                   | 50,000              |                     |  |
| SS2203 Effluent Outfall Project Design                 | 3,150,000           |                     |  |

|                                  |                  |                   |  |
|----------------------------------|------------------|-------------------|--|
| <b>47205 Improvements/Street</b> | <b>\$ 10,382</b> | <b>\$ 106,597</b> |  |
|----------------------------------|------------------|-------------------|--|

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**SEWER ENTERPRISE FUND - 500**  
**SEWER COLLECTION - 642**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 252,977              | 262,761              | 211,381                             | 280,342                         | 288,292                          | 7,950                    | 3%                      |
| Overtime - 402                              | 5,318                | 5,583                | 6,484                               | 3,319                           | 2,706                            | (613)                    | -23%                    |
| Employee Benefits - 410                     | 115,501              | 142,473              | 124,505                             | 168,125                         | 173,342                          | 5,217                    | 3%                      |
| <b>Total Personnel</b>                      | <b>373,796</b>       | <b>410,817</b>       | <b>342,370</b>                      | <b>451,786</b>                  | <b>464,340</b>                   | <b>12,554</b>            | <b>3%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 88,227               | 143,904              | 180,943                             | 307,984                         | 656,650                          | 348,666                  | 53%                     |
| Other Operating Expenses - 43               | 13,845               | 12,281               | 9,313                               | 13,500                          | 13,500                           | -                        | 0%                      |
| Materials & Supplies - 44                   | 12,054               | 14,928               | 17,307                              | 14,700                          | 17,000                           | 2,300                    | 14%                     |
| <b>Total Services and Supplies</b>          | <b>114,125</b>       | <b>171,113</b>       | <b>207,563</b>                      | <b>336,184</b>                  | <b>687,150</b>                   | <b>350,966</b>           | <b>51%</b>              |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | 147,743              | 854                  | 19,385                              | 2,192,553                       | 11,133,000                       | 8,940,447                | 80%                     |
| <b>Total Capital Outlay</b>                 | <b>147,743</b>       | <b>854</b>           | <b>19,385</b>                       | <b>2,192,553</b>                | <b>11,133,000</b>                | <b>8,940,447</b>         | <b>80%</b>              |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121              | (90,247)             | (99,664)             | (86,110)                            | (112,295)                       | (116,396)                        | (4,101)                  | 4%                      |
| Administrative Debits - 46122               | 375,401              | 410,663              | 337,224                             | 541,736                         | 524,579                          | (17,157)                 | -3%                     |
| IS Charges - 46124                          | 19,259               | 20,783               | 21,504                              | 47,155                          | 58,440                           | 11,284                   | 19%                     |
| Legal Charges - 46126                       | 855                  | 1,621                | -                                   | 15,000                          | 15,000                           | -                        | 0%                      |
| General Liability Insurance - 46201         | 12,664               | 15,177               | 16,719                              | 15,510                          | 19,812                           | 4,302                    | 22%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>317,932</b>       | <b>348,580</b>       | <b>289,337</b>                      | <b>507,106</b>                  | <b>501,435</b>                   | <b>(5,672)</b>           | <b>-1%</b>              |
| <b>Depreciation</b>                         |                      |                      |                                     |                                 |                                  |                          |                         |
| Depreciation Expense - 47401                | 101,616              | 364,510              | 34,401                              | -                               | -                                | -                        | 0%                      |
| <b>Total Depreciation</b>                   | <b>101,616</b>       | <b>364,510</b>       | <b>34,401</b>                       | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Total</b>                                | <b>1,055,212</b>     | <b>1,295,873</b>     | <b>893,056</b>                      | <b>3,487,629</b>                | <b>12,785,925</b>                | <b>9,298,295</b>         | <b>73%</b>              |
| <b>MEASURE S - 2014 FUND - 106</b>          |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*         | -                    | 50,563               | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Measure S - 2014</b>               | <b>-</b>             | <b>50,563</b>        | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Growth Impact Fund - 276</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47*         | -                    | -                    | -                                   | -                               | 600,000                          | 600,000                  | 0%                      |
| <b>Total Growth Impact Fund - 276</b>       | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>600,000</b>                   | <b>600,000</b>           | <b>0%</b>               |



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**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                                                                       |              | FY 2022/23          | FY 2023/24           |
|-------------------------------------------------------------------------------------------------------|--------------|---------------------|----------------------|
| <b>42101 Professional Services</b>                                                                    |              | <b>\$ 255,000</b>   | <b>\$ 585,000</b>    |
| Contractors for isolated emergency repairs                                                            | \$ 50,000    |                     |                      |
| CCTV Large Sewer pipes                                                                                | 50,000       |                     |                      |
| Sanitary Sewer overflow mitigation                                                                    | 120,000      |                     |                      |
| Sewer flow modeling                                                                                   | 10,000       |                     |                      |
| Wildan Assessment services                                                                            | 5,000        |                     |                      |
| Misc. Professional Services                                                                           | 350,000      |                     |                      |
| <b>42107 Equipment Maintenance</b>                                                                    |              | <b>\$ 20,000</b>    | <b>\$ 20,000</b>     |
| Vehicle maintenance and repair                                                                        | \$ 20,000    |                     |                      |
| <b>42108 Maintenance Structure/Imp</b>                                                                |              | <b>\$ 2,500</b>     | <b>\$ 2,500</b>      |
|                                                                                                       | \$ 2,500     |                     |                      |
| <b>42201 Office Expense</b>                                                                           |              | <b>\$ 150</b>       | <b>\$ 150</b>        |
| Office supplies, includes reprinting of map books.                                                    | \$ 150       |                     |                      |
| <b>42301 Travel and Training</b>                                                                      |              | <b>\$ 1,000</b>     | <b>\$ 1,000</b>      |
| Technical training programs for sewer maintenance, confined space entry and street safety procedures. | \$ 1,000     |                     |                      |
| <b>42401 Memberships</b>                                                                              |              | <b>\$ 1,000</b>     | <b>\$ 1,000</b>      |
| Joint CWEA/WEF membership                                                                             | \$ 765       |                     |                      |
| Technical publications                                                                                | \$ 235       |                     |                      |
| <b>42510 Software Purchase</b>                                                                        |              | <b>\$ 8,334</b>     | <b>\$ 12,000</b>     |
| Asset Management Software-annual license fee                                                          | \$ 12,000    |                     |                      |
| <b>42511 Equipment Rent</b>                                                                           |              | <b>\$ 5,000</b>     | <b>\$ 5,000</b>      |
|                                                                                                       | \$ 5,000     |                     |                      |
| <b>42514 Special Department Expense</b>                                                               |              | <b>\$ 15,000</b>    | <b>\$ 30,000</b>     |
| Maintenance materials (asphalt, concrete, pipe, hardware, etc.)                                       | \$ 30,000    |                     |                      |
| <b>Total Professional/Administrative Services</b>                                                     |              |                     | <b>\$ 656,650</b>    |
| <b>4310X Utilities</b>                                                                                |              | <b>\$ 13,500</b>    | <b>\$ 13,500</b>     |
| PG&E                                                                                                  | \$ 9,000     |                     |                      |
| EBMUD                                                                                                 | 4,500        |                     |                      |
| <b>44301 Fuel</b>                                                                                     |              | <b>\$ 8,000</b>     | <b>\$ 8,000</b>      |
| <b>44304 Permit Fee</b>                                                                               |              | <b>\$ 3,000</b>     | <b>\$ 3,000</b>      |
| SWRCB Permit Fee                                                                                      | \$ 3,000     |                     |                      |
| <b>44410 Safety Clothing</b>                                                                          |              | <b>\$ 3,700</b>     | <b>\$ 6,000</b>      |
| Uniforms, coveralls, foul weather gear, gloves                                                        | \$ 6,000     |                     |                      |
| <b>47104 Vehicles</b>                                                                                 |              | <b>\$ 207,700</b>   | <b>\$ -</b>          |
| Hydro Flush Truck                                                                                     | -            |                     |                      |
| <b>47201 Improvements</b>                                                                             |              | <b>\$ 1,984,853</b> | <b>\$ 11,133,000</b> |
| Deferred Collection repairs                                                                           | \$ 250,000   |                     |                      |
| SS1702 Sewer Pump Rehab                                                                               | \$ 6,783,000 |                     |                      |
| SS2201 Sanitary Sewer Rehabilitation                                                                  | 4,100,000    |                     |                      |
| <b>Growth Impact Fund - 276</b>                                                                       |              |                     |                      |
| <b>47207 Improvements/Sewer Lines</b>                                                                 |              | <b>\$ -</b>         | <b>\$ 600,000</b>    |
| SS2201 Sanitary Sewer Rehabilitation                                                                  | \$ 600,000   |                     |                      |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**SEWER ENTERPRISE PLANT EXPANSION FUND - 503**  
**SEWER PROJECTS - SHARED - 643**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Service and Supplies</b>                 |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 3,500                | 25                   | 16,444                              | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>3,500</b>         | <b>25</b>            | <b>16,444</b>                       | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition /Improvement - 47         | 0                    | 0                    | 0                                   | 0                               | 0                                | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Legal Charges - 46126                       | 11,920               | 89,571               | 4,179                               | -                               | -                                | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>11,920</b>        | <b>89,571</b>        | <b>4,179</b>                        | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Depreciation</b>                         |                      |                      |                                     |                                 |                                  |                          |                         |
| Depreciation Expense - 47401                | 620,304              | 620,415              | 155,104                             | -                               | -                                | -                        | 0%                      |
| <b>Total Depreciation</b>                   | <b>620,304</b>       | <b>620,415</b>       | <b>155,104</b>                      | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Total</b>                                | <b>635,724</b>       | <b>710,011</b>       | <b>175,727</b>                      | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                           |      | FY 2022/23  | FY 2023/24  |
|-------------------------------------------|------|-------------|-------------|
| <b>42101 Professional Services</b>        |      | <b>\$ -</b> | <b>\$ -</b> |
| Construction Management of Plant Upgrades | \$ - |             |             |
| Hercules-Construction management of plan  |      |             |             |
| <b>42501 Bank Fees</b>                    |      | <b>\$ -</b> | <b>\$ -</b> |
| Wells Fargo Bank Fees                     | \$ - |             |             |
| <b>47201 Building</b>                     |      | <b>\$ -</b> | <b>\$ -</b> |
| WPCP upgrades- Contingency                | \$ - |             |             |
| WPCP upgrades- HDR                        | \$ - |             |             |
| WPCP upgrades- Hercules Share             | \$ - |             |             |
| WPCP upgrades- Kiewit                     | -    |             |             |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Public Works

**SEWER ENTERPRISE FUND - 500****WPCP / EQUIPMENT AND DEBT SERVICE (PINOLE ONLY) - 644****EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Service and Supplies</b>                 |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Debt Service</b>                         |                      |                      |                                     |                                 |                                  |                          |                         |
| Debt Principal - 48101                      | -                    | -                    | 341,000                             | 1,020,383                       | 1,037,932                        | 17,549                   | 2%                      |
| Debt Interest - 48102                       | 621,332              | 596,719              | 181,440                             | 591,241                         | 569,544                          | (21,697)                 | -4%                     |
| Cost of Issuance - 48103                    | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Debt Service</b>                   | <b>621,332</b>       | <b>596,719</b>       | <b>522,440</b>                      | <b>1,611,624</b>                | <b>1,607,476</b>                 | <b>(4,148)</b>           | <b>0%</b>               |
| <b>Total</b>                                | <b>621,332</b>       | <b>596,719</b>       | <b>522,440</b>                      | <b>1,611,624</b>                | <b>1,607,476</b>                 | <b>(4,148)</b>           | <b>0%</b>               |

**SEWER ENTERPRISE PLANT EXPANSION FUND - 503**

|                                             |   |   |   |   |   |   |    |
|---------------------------------------------|---|---|---|---|---|---|----|
| Professional & Administrative Services - 42 | - | - | - | - | - | - | 0% |
| Legal Charges - 46126                       | - | - | - | - | - | - | 0% |
|                                             | - | - | - | - | - | - | 0% |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                         | FY 2022/23          | FY 2023/24          |
|---------------------------------------------------------|---------------------|---------------------|
| <b>42101 Professional Services</b>                      | <b>\$ -</b>         | <b>\$ -</b>         |
| Auditing Services                                       | \$ -                |                     |
| <b>4810X Wastewater Revenue Bonds, Series 2016</b>      | <b>\$ 522,440</b>   | <b>\$ 518,292</b>   |
| 48101 - Principal                                       | \$ 347,000          |                     |
| 48102 - Interest                                        | 171,292             |                     |
| <b>4810X 2016 Clean Water State Revolving fund loan</b> | <b>\$ 1,089,184</b> | <b>\$ 1,089,184</b> |
| 48101 - Principal                                       | \$ 690,932          |                     |
| 48102 - Interest                                        | 398,252             |                     |

**SEWER ENTERPRISE PLANT EXPANSION FUND - 503**

|                        |             |             |
|------------------------|-------------|-------------|
| <b>42501 Bank Fees</b> | <b>\$ -</b> | <b>\$ -</b> |
| Wells Fargo Bank Fees  | \$ -        |             |

## **COMMUNITY DEVELOPMENT**

The Community Development Department is comprised of the following divisions:

- Planning;
- Building;
- Code Enforcement;
- Affordable Housing;
- Economic Development; and
- Redevelopment Successor Agency

### **Mission**

The mission of the Community Development Department is to guide orderly growth and development in Pinole, consistent with the General Plan and priorities of the City Council, and to protect the quality of life, health, safety, and welfare of residents.

### **Major Services and Functions**

The Planning Division administers and implements the General Plan and Zoning Code for the City. It processes land use and development applications, which include use permits, design review requests, and subdivisions. The Planning Division seeks to deliver on its mission with the highest regard for time, accuracy, completion, customer satisfaction, and overall well-being of the City consistent with local, State, and federal laws. Planning staff participate in multi-modal transportation and circulation planning.

The Building Division issues building permits and provides building, electrical, mechanical, plumbing, Title-24, and accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects to ensure a safe environment for the Pinole community. The division also performs rental housing inspections on a recurring basis and business license inspections on an as-needed basis. The division investigates citizens' complaints pertaining to construction code compliance and/or health and safety issues in a prompt and courteous manner.

The Code Enforcement Division investigates and addresses citizens' complaints of health and safety issues. These issues include blight and graffiti, abandoned vehicles, and illegal dumping. The division is complaint driven and maintains a proactive environment to help solve community problems in a collaborative and effective manner.

The Affordable Housing Division functions include ensuring that facilities that have received City financial assistance to create affordable housing units comply with affordability agreements and investing limited City affordable housing resources to provide affordable housing units and support to the homeless.

The Economic Development Division is a relatively new division, instituted in FY 2021/22. It coordinates with the City Manager department to create economic development strategies for the City and is responsible for carrying out those strategies.

The purpose of the Redevelopment Successor Agency Division is to effectively wind down the activities of the Redevelopment Successor Agency by administering the remaining enforceable obligations.

## **FY 2022/23 Key Accomplishments**

### **Baseline Work (Including Staff-Initiated Special Projects)**

- Upgraded and migrated the City's current outdated permitting system, including a new online citizen portal for paperless Building, Planning, Public Works and Finance permitting and licensing, in addition to other integrations such as GIS and code enforcement tools
- Continued to develop and refine forms, policies and procedures related to building and planning permits and code enforcement processes
- Lead the recommencement the Development Impact Fee study
- Secured a \$40,000 grant to implement an automated solar permitting application for residential rooftop solar installations, creating efficiencies and enhancing the City's compliance with solar permitting regulations
- In the first three quarters of FY 2022/23, guided the issuance of 454 construction permits with a value of almost \$9 million
- In the first three quarters of FY 2022/23, performed 1,599 inspections for building, electrical, mechanical, plumbing, Title-23 and accessibility inspections for new construction, additions and alternations of commercial, residential and public projects
- Launched GreenHalo waste management/recycling tracking system in order to automate the management, verification and filing of recovery reports
- Continued to offer "Solar Tuesdays" over the counter solar permitting and introduced "Minor Permit Thursdays" to expedite permit processing for minor projects including reroofs, water heater replacements, window and door retrofit and repair and kitchen and bathroom remodels
- Conducted outreach and prepared updates to the City's General Plan Elements (Housing, Safety and Health/Environmental Justice)
- Partnered with Strategic Energy Institute to engage a Climate Corps Fellow to provide assistance for sustainability initiatives
- Submitted reimbursement for LEAP and REAP grant funding (totaling \$85,000 for Housing Element update activities)
- Initiated project to create objective design and development standards
- Developed and presented a framework for outdoor dining/parklet regulations to the City Council
- In the first three quarters of FY22/23, opened 485 and closed 444 code enforcement cases and performed 1,782 code enforcement inspections

- Established a Tobacco Retailer License fee and ensured that tobacco retailers comply with application requirements
- Assisted the Department of Public Works and the City Attorney's Office on the sale of 612 Tennent Avenue (the "Collin's House") and development of four housing units at the site, including one affordable unit
- Worked with the developer of the 811 San Pablo Avenue project (SAHA) to request additional Housing Funds in the form of an enhanced construction loan, and held a "TEFRA" hearing to support the issuance of tax exempt revenue bonds for the project

#### Strategic Plan Strategies

- Prepared and adopted a five-year Economic Development Strategy (a *Strategic Plan* item) and commenced year one activities

#### Other Council-Directed Special Projects

- With the Finance Department, assisted with research on environmental purchasing policies/practices
- With the City Manager Department, assisted with Earth Month events in Pinole
- Designed, launched and administered the Pinole Perks Community Gift Card program, which has resulted in over \$140,000 at local independent businesses
- Began to prepare the City's first Climate Action and Adaptation Plan
- Conducted outreach related to single use plastics, including hosting a Single Use Plastics expo and seeking resident and business input through a survey and commence drafting recommendations for single use plastic regulations
- Presented background information on Just Cause Eviction regulations to the City Council

### **FY 2023/24 Key Priorities and Projects**

#### Baseline Work (Including Staff-Initiated Special Projects)

- Commence implementation of a variety of Year I 6<sup>th</sup> Cycle Housing Element programs
- Continue to partner with SEI to engage a Climate Corps fellow to provide assistance for sustainability initiatives
- Work with the new owner of Pinole Square (Tara Hills Safeway) on redevelopment of the site
- With the Finance department, prepare and present recommended updates to development impact fees
- With the Planning Commission, prepare regulations for outdoor dining/parklets for City Council consideration
- Prepare and adopt objective design and development standards; evaluate required/desired updates to the General Plan, Specific Plan and Zoning Ordinance and Old Town Design Guidelines

- Implement improved/enhanced residential rental housing inspection program
- Complete the sale and transfer of the affordable housing fund and Redevelopment Successor Agency surplus properties
- Nurture an inviting climate for doing business in Pinole

#### Strategic Plan Strategies

- Continue to implement year one activities of the Economic Development Strategy
- Evaluate the need to update the General Plan and Three Corridors Specific Plan Environmental Impact Report so that high-density residential projects could utilize the EIR for project-specific environmental clearances, which would encourage streamlining the rehabilitation and reuse of undeveloped or under-developed properties (*Strategic Plan Goal 1, Strategy 1*)

#### Other Council-Directed Special Projects

- Complete development of the Climate Action and Adaptation Plan (CAAP)
- Complete development of regulations regarding single-use plastics
- Complete research on options for just cause eviction regulations
- Complete research on steps the City would need to take to establish a public bank
- Implement a City of Pinole job fair
- Implement a weatherization program
- Recommend options for Old Town wayfinding signage
- Conduct an electric vehicle (EV) charging station feasibility study
- Create, with Community Services, a public art program and City mural program update
- Establish a business development/community help reserve
- Establishing a revitalization reserve

#### **Significant Special Projects for FY 2024/25 through FY 2027/28**

- Continue to make progress on Year 2 and Year 3 Housing Element programs
- Continue to make progress on Year 2 and Year 3 Economic Development Strategy action items
- Monitor the need, if applicable, to update the entire General Plan and Three Corridors Specific Plan
- Seek grant opportunities to help Pinole create a stronger “sense of place”
- Conclude repayment of outstanding Redevelopment Successor Agency bond obligations
- Close-out the operations of the Redevelopment Successor Agency following payment of all obligations

**Major Changes in FY 2023/24 Budget**

The Community Development Department budget for FY 2023/24 does not include major changes relative to the FY 2022/23 budget. FY 2022/23 was a year of finding stability in the Department following the restructuring in FY 2021/22. The restructuring served to develop efficient and thoughtful succession planning retention strategies, bring formerly contracted out inspection services in-house and fill vacancies. The focus in FY 2023/24 will be to fill two vacant positions and continue to nurture stability, collegiality, and teamwork with coworkers, internal and external customers.

**Position Summary**

| <b>Position</b>                                       | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|-------------------------------------------------------|----------------|----------------|----------------|----------------|----------------|
| Development Services Director                         | 0.50           | 0.50           | 0.00           | 0.00           | 0.00           |
| Community Development Director                        | 0.00           | 0.00           | 1.00           | 1.00           | 1.00           |
| Planning Manager                                      | 1.00           | 1.00           | 1.00           | 1.00           | 1.00           |
| Senior Building Inspector                             | 1.00           | 1.00           | 1.00           | 0.00           | 0.00           |
| Building Official                                     | 0.00           | 0.00           | 0.00           | 1.00           | 1.00           |
| Building Inspector                                    | 0.00           | 1.00           | 1.00           | 0.00           | 0.00           |
| Building Inspector I/II                               | 0.00           | 0.00           | 0.00           | 1.00           | 1.00           |
| Code Enforcement Officer                              | 1.00           | 1.00           | 1.00           | 0.00           | 0.00           |
| Code Enforcement Officer I/II                         | 0.00           | 0.00           | 0.00           | 1.00           | 1.00           |
| Permit Technician                                     | 2.00           | 2.00           | 2.00           | 0.00           | 0.00           |
| Permit Technician I/II/III                            | 0.00           | 0.00           | 0.00           | 2.00           | 2.00           |
| Administrative Coordinator (shared with Public Works) | 0.00           | 0.00           | 0.00           | 0.50           | 0.50           |
| <b>Total</b>                                          | <b>5.5</b>     | <b>6.50</b>    | <b>7.00</b>    | <b>7.50</b>    | <b>7.50</b>    |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

### COMMUNITY DEVELOPMENT BUDGET SUMMARY

|                                                    | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|----------------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>                    |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                                 | 173,504              | 263,181              | 289,785                             | 526,464                         | 605,617                          | 79,153                   | 13%                     |
| Measure S 2014 - 106                               | -                    | -                    | -                                   | 20,000                          | 20,000                           | -                        | 0%                      |
| Building and Planning - 212                        | 987,604              | 1,785,329            | 1,445,846                           | 2,326,894                       | 2,151,428                        | (175,466)                | -8%                     |
| Housing Assets for Resale - 285                    | 44,092               | 97,581               | 107,886                             | 388,685                         | 339,254                          | (49,431)                 | -15%                    |
| Recognized Obligation Retirement Fund - 750        | 352,370              | 261,330              | 204,174                             | 227,378                         | 251,177                          | 23,799                   | 9%                      |
| <b>Total</b>                                       | <b>1,557,569</b>     | <b>2,407,421</b>     | <b>2,047,691</b>                    | <b>3,489,421</b>                | <b>3,367,475</b>                 | <b>(121,946)</b>         | <b>-4%</b>              |
| <b>EXPENDITURES BY CATEGORY</b>                    |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                                   |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                             | 355,144              | 500,268              | 407,375                             | 697,688                         | 983,768                          | 286,080                  | 29%                     |
| Overtime - 402                                     | 2,042                | 174                  | 544                                 | 12,722                          | 13,417                           | 695                      | 5%                      |
| Employee Benefits - 410                            | 148,375              | 188,736              | 207,803                             | 327,998                         | 443,223                          | 115,225                  | 26%                     |
| <b>Total Personnel</b>                             | <b>505,562</b>       | <b>689,178</b>       | <b>615,722</b>                      | <b>1,038,408</b>                | <b>1,440,408</b>                 | <b>402,000</b>           | <b>28%</b>              |
| <b>Services and Supplies</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42        | 519,166              | 1,207,207            | 915,030                             | 1,746,556                       | 1,394,828                        | (351,728)                | -25%                    |
| Other Operating Expenses - 43                      | 16,236               | 6,483                | 5,821                               | 8,150                           | 8,150                            | -                        | 0%                      |
| Materials & Supplies - 44                          | 996                  | 1,090                | 841                                 | 5,500                           | 5,500                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>                 | <b>536,398</b>       | <b>1,214,780</b>     | <b>921,692</b>                      | <b>1,760,206</b>                | <b>1,408,478</b>                 | <b>(351,728)</b>         | <b>-25%</b>             |
| <b>Capital Outlay</b>                              |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47                 | -                    | 2,943                | -                                   | 5,500                           | 5,500                            | -                        | 0%                      |
| <b>Total Capital Outlay</b>                        | <b>-</b>             | <b>2,943</b>         | <b>-</b>                            | <b>5,500</b>                    | <b>5,500</b>                     | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>                   |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46                        | (18,046)             | (368,139)            | (183,898)                           | (416,269)                       | (548,456)                        | (132,187)                | 24%                     |
| Administrative Debits - 46                         | 337,276              | 652,746              | 396,807                             | 683,151                         | 730,556                          | 47,405                   | 6%                      |
| IS Charges - 46                                    | 31,872               | 47,340               | 156,105                             | 288,986                         | 160,026                          | (128,960)                | -81%                    |
| Legal Charges - 46                                 | 137,269              | 125,914              | 82,579                              | 75,000                          | 100,000                          | 25,000                   | 25%                     |
| General Liability Insurance - 46                   | 27,239               | 42,660               | 58,684                              | 54,439                          | 70,963                           | 16,524                   | 23%                     |
| <b>Total Indirect Cost Allocations</b>             | <b>515,609</b>       | <b>500,521</b>       | <b>510,277</b>                      | <b>685,307</b>                  | <b>513,089</b>                   | <b>(172,218)</b>         | <b>-34%</b>             |
| Operating Transfers Out - 49                       | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total</b>                                       | <b>1,557,569</b>     | <b>2,407,421</b>     | <b>2,047,691</b>                    | <b>3,489,421</b>                | <b>3,367,475</b>                 | <b>(121,946)</b>         | <b>-4%</b>              |
| <b>EXPENDITURES BY PROGRAM</b>                     |                      |                      |                                     |                                 |                                  |                          |                         |
| Development Services Planning - 461                | 432,647              | 861,887              | 842,447                             | 1,334,477                       | 1,003,846                        | (330,631)                | -33%                    |
| Development Services Building - 462                | 565,540              | 1,035,537            | 693,037                             | 1,143,045                       | 1,224,667                        | 81,622                   | 7%                      |
| Successor Agency to the Pinole Redevelopment - 463 | 352,370              | 261,330              | 204,174                             | 227,378                         | 251,177                          | 23,799                   | 9%                      |
| Housing Administration - 464                       | 44,092               | 50,199               | 69,717                              | 335,249                         | 278,881                          | (56,368)                 | -20%                    |
| Code Enforcement - 465                             | 162,921              | 198,324              | 160,040                             | 272,452                         | 281,912                          | 9,460                    | 3%                      |
| Economic Development - 466                         | -                    | 145                  | 78,276                              | 176,820                         | 326,992                          | 150,172                  | 46%                     |
| <b>Total</b>                                       | <b>1,557,569</b>     | <b>2,407,421</b>     | <b>2,047,691</b>                    | <b>3,489,421</b>                | <b>3,367,475</b>                 | <b>(121,946)</b>         | <b>-4%</b>              |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

**BUILDING & PLANNING FUND - 212**  
**DEVELOPMENT SERVICES - PLANNING - 461**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 141,945              | 275,915              | 260,412                             | 358,220                         | 388,286                          | 30,066                   | 8%                      |
| Employee Benefits - 410                     | 46,690               | 124,520              | 148,086                             | 199,910                         | 220,824                          | 20,914                   | 9%                      |
| <b>Total Salary &amp; Benefits</b>          | <b>188,635</b>       | <b>400,436</b>       | <b>408,498</b>                      | <b>558,130</b>                  | <b>609,110</b>                   | <b>50,980</b>            | <b>8%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 188,051              | 460,915              | 442,706                             | 825,844                         | 483,094                          | (342,750)                | -71%                    |
| Other Operating Expenses - 43               | 2,348                | 1,487                | 1,336                               | 1,550                           | 1,550                            | -                        | 0%                      |
| Materials & Supplies - 44                   | 996                  | 651                  | 481                                 | 1,500                           | 1,500                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>191,394</b>       | <b>463,053</b>       | <b>444,523</b>                      | <b>828,894</b>                  | <b>486,144</b>                   | <b>(342,750)</b>         | <b>-71%</b>             |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 1,034                | -                                   | 2,000                           | 2,000                            | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>1,034</b>         | <b>-</b>                            | <b>2,000</b>                    | <b>2,000</b>                     | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121              | (18,046)             | (326,336)            | (144,588)                           | (269,766)                       | (305,167)                        | (35,401)                 | 12%                     |
| Administrative Debits - 46122               | 6,474                | 174,800              | -                                   | 16,906                          | 77,009                           | 60,103                   | 78%                     |
| IS Charges - 46124                          | -                    | 462                  | 6,450                               | 2,188                           | 5,033                            | 2,845                    | 57%                     |
| Legal Charges - 46126                       | 45,975               | 16,272               | 15,830                              | 25,000                          | 25,000                           | -                        | 0%                      |
| General Liability Insurance - 46201         | 7,632                | 20,072               | 22,095                              | 20,497                          | 27,632                           | 7,135                    | 26%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>42,035</b>        | <b>(114,730)</b>     | <b>(100,212)</b>                    | <b>(205,175)</b>                | <b>(170,493)</b>                 | <b>34,682</b>            | <b>-20%</b>             |
| <b>Total</b>                                | <b>422,064</b>       | <b>749,792</b>       | <b>752,809</b>                      | <b>1,183,849</b>                | <b>926,760</b>                   | <b>(257,089)</b>         | <b>-28%</b>             |
| <b>GENERAL FUND - 100</b>                   |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 1,560                | 7,635                | 4,599                               | 5,000                           | 5,000                            | -                        | 0%                      |
| Administrative Debits - 46122               | 9,023                | 57,077               | 46,870                              | 72,192                          | 11,713                           | (60,479)                 | -516%                   |
| <b>Total</b>                                | <b>10,583</b>        | <b>64,712</b>        | <b>51,469</b>                       | <b>77,192</b>                   | <b>16,713</b>                    | <b>(60,479)</b>          | <b>-362%</b>            |
| <b>MEASURE S - 2014 FUND - 106</b>          |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | -                                   | 20,000                          | -                                | (20,000)                 | 0%                      |
| <b>Total</b>                                | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>20,000</b>                   | <b>-</b>                         | <b>(20,000)</b>          | <b>0%</b>               |
| <b>Housing Fund - 285</b>                   |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | -                    | 47,382               | 38,169                              | 53,436                          | 60,373                           | 6,937                    | 11%                     |
| <b>Total</b>                                | <b>-</b>             | <b>47,382</b>        | <b>38,169</b>                       | <b>53,436</b>                   | <b>60,373</b>                    | <b>(13,063)</b>          | <b>-22%</b>             |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                                        |           | FY 2022/23        | FY 2023/24        |
|------------------------------------------------------------------------|-----------|-------------------|-------------------|
| <b>42101 Professional Services</b>                                     |           | <b>\$ 742,350</b> | <b>\$ 404,350</b> |
| Climate Action Plan (Remainder of Work)                                | \$ 50,000 |                   |                   |
| Contract Planning Augmentation (2-3 days/week)                         | 160,000   |                   |                   |
| General Plan Update (Remainder of Work)                                | 30,000    |                   |                   |
| Housing Element Implementation                                         | 20,000    |                   |                   |
| Project Traffic Studies and CEQA Assistance                            | 30,000    |                   |                   |
| Scanning/Archiving                                                     | 50,000    |                   |                   |
| SEI Climate Corps Fellow (July-June, 12 months)                        | 61,000    |                   |                   |
| Translation Services                                                   | 3,350     |                   |                   |
| <b>4220X Office Expense</b>                                            |           | <b>\$ 31,000</b>  | <b>\$ 26,000</b>  |
| 42201 Miscellaneous office supplies                                    | \$ 1,000  |                   |                   |
| 42202 Printing Notifications to the Community                          | 10,000    |                   |                   |
| 42202 Single Use Plastic Outreach                                      | 10,000    |                   |                   |
| 42203 Mailing Notifications to the Community                           | 5,000     |                   |                   |
| <b>4230X Travel and Training</b>                                       |           | <b>\$ 12,600</b>  | <b>\$ 12,575</b>  |
| 42301 California APA Annual Conference (2)                             | \$ 1,250  |                   |                   |
| 42301 League- PC Conference (5 Commissioners)                          | 3,375     |                   |                   |
| 42301 League- PC Conference (Staff) (2)                                | 1,350     |                   |                   |
| 42301 National APA Conference (virtual, staff) (2)                     | 800       |                   |                   |
| 42302 CA APA Conference Mileage, Toll, Air & Hotel (2)                 | 800       |                   |                   |
| 42302 CA League PC Conference Mileage, Toll, Air & Hotel (7)           | 3,500     |                   |                   |
| 42303 Meal Allowance                                                   | 1,500     |                   |                   |
| <b>42401 Memberships</b>                                               |           | <b>\$ 1,482</b>   | <b>\$ 1,757</b>   |
| American Planning Assoc (APA) (2)                                      | \$ 862    |                   |                   |
| Assoc of Environmental Planners (AEP) (2)                              | 550       |                   |                   |
| CA Chapter APA Dues (2)                                                | 345       |                   |                   |
| <b>42504 Recruitment Costs</b>                                         |           | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>42514 Special Department Expense</b>                                |           | <b>\$ 38,412</b>  | <b>\$ 38,412</b>  |
| Publishing Legal Notices                                               | \$ 10,000 |                   |                   |
| PCTV Planning Commission Meetings                                      | 20,412    |                   |                   |
| Meeting Minute Preparation                                             | 8,000     |                   |                   |
| <b>Total Professional/Administrative Services</b>                      |           |                   | <b>\$ 483,094</b> |
| <b>4310X Utilities</b>                                                 |           | <b>\$ 1,550</b>   | <b>\$ 1,550</b>   |
| PG&E                                                                   | \$ 1,400  |                   |                   |
| EBMUD                                                                  | 150       |                   |                   |
| <b>44301 Fuel</b>                                                      |           | <b>\$ 1,000</b>   | <b>\$ 1,000</b>   |
| <b>44410 Safety Clothing</b>                                           |           | <b>\$ 500</b>     | <b>\$ 500</b>     |
| Uniform                                                                | 500       |                   |                   |
| <b>General Fund - 100</b>                                              |           |                   |                   |
| <b>42101 Professional Services</b>                                     |           | <b>\$ -</b>       | <b>\$ -</b>       |
| Economic Development - Staff Support (moved to Economic Dev. Division) | \$ -      |                   |                   |
| <b>42514 Special Departmental</b>                                      |           | <b>\$ 5,000</b>   | <b>\$ 5,000</b>   |
|                                                                        | \$ 5,000  |                   |                   |
| <b>MEASURE S - 2014 FUND - 106</b>                                     |           |                   |                   |
| <b>42101 Professional Services</b>                                     |           | <b>\$ 20,000</b>  | <b>\$ -</b>       |
| Business Development/Community Help Reserve                            | \$ -      |                   |                   |
| Revitalization Reserve                                                 | -         |                   |                   |
| <i>(Moved to Economic Development division FY23/24)</i>                |           |                   |                   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

**BUILDING & PLANNING FUND - 212**  
**DEVELOPMENT SERVICES - BUILDING DIVISION - 462**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to<br>Rev<br>\$ Change | Prop to<br>Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|-----------------------------|----------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                             |                            |
| Salaries & Wages - 401                      | 96,147               | 127,857              | 135,374                             | 225,278                         | 508,132                          | 282,854                     | 56%                        |
| Overtime - 402                              | 2,042                | 67                   | 55                                  | 6,376                           | 7,315                            | 939                         | 13%                        |
| Employee Benefits - 410                     | 78,275               | 41,226               | 51,269                              | 98,798                          | 177,046                          | 78,248                      | 44%                        |
| <b>Total Salary &amp; Benefits</b>          | <b>176,464</b>       | <b>169,150</b>       | <b>186,698</b>                      | <b>330,452</b>                  | <b>692,493</b>                   | <b>362,041</b>              | <b>52%</b>                 |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                             |                            |
| Professional & Administrative Services - 42 | 262,609              | 701,670              | 291,427                             | 435,598                         | 371,248                          | (64,350)                    | -17%                       |
| Other Operating Expenses - 43               | 5,927                | 3,761                | 3,375                               | 4,500                           | 4,500                            | -                           | 0%                         |
| Materials & Supplies - 44                   | -                    | -                    | 105                                 | 1,500                           | 1,500                            | -                           | 0%                         |
| <b>Total Services and Supplies</b>          | <b>268,536</b>       | <b>705,432</b>       | <b>294,907</b>                      | <b>441,598</b>                  | <b>377,248</b>                   | <b>(64,350)</b>             | <b>-17%</b>                |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                             |                            |
| Asset Acquisition/Improvement - 47          | -                    | 1,909                | -                                   | 3,500                           | 3,500                            | -                           | 0%                         |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>1,909</b>         | <b>-</b>                            | <b>3,500</b>                    | <b>3,500</b>                     | <b>-</b>                    | <b>0%</b>                  |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                             |                            |
| Administrative Credits - 46121              | -                    | (41,803)             | (39,310)                            | (146,503)                       | (243,289)                        | (96,786)                    | 40%                        |
| Administrative Debits - 46122               | 72,697               | 124,977              | 75,520                              | 192,343                         | 198,073                          | 5,730                       | 3%                         |
| IS Charges - 46124                          | 31,872               | 46,415               | 143,205                             | 284,610                         | 149,961                          | (134,649)                   | -90%                       |
| Legal Charges - 46126                       | 536                  | 12,142               | 2,862                               | 10,000                          | 10,000                           | -                           | 0%                         |
| General Liability Insurance - 46201         | 15,435               | 17,315               | 29,154                              | 27,045                          | 36,681                           | 9,636                       | 26%                        |
| <b>Total Indirect Cost Allocations</b>      | <b>120,540</b>       | <b>159,046</b>       | <b>211,431</b>                      | <b>367,495</b>                  | <b>151,426</b>                   | <b>(216,069)</b>            | <b>-143%</b>               |
| <b>Total</b>                                | <b>565,540</b>       | <b>1,035,537</b>     | <b>693,037</b>                      | <b>1,143,045</b>                | <b>1,224,667</b>                 | <b>81,622</b>               | <b>7%</b>                  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                  |          | FY 2022/23        | FY 2023/24        |
|--------------------------------------------------|----------|-------------------|-------------------|
| <b>42101 Professional Services</b>               |          | <b>\$ 393,500</b> | <b>\$ 338,675</b> |
| Backfill Permit Tech (sick, backlog)             | 15,000   |                   |                   |
| Contract Plan Check - Appian Village             | 40,000   |                   |                   |
| Contract Plan Check - BCRE                       | 61,055   |                   |                   |
| Contract Plan Check - Other Routine              | 50,000   |                   |                   |
| Inspection Services (Backfill Vacant) (2)        | 23,040   |                   |                   |
| Inspector Services for Multi-Family Projects (4) | 46,080   |                   |                   |
| Rental Inspection Services                       | 50,000   |                   |                   |
| Scanning/Archiving                               | 50,000   |                   |                   |
| Translation Services                             | 3,500    |                   |                   |
| <b>42106 Software Maintenance</b>                |          | <b>\$ 10,888</b>  | <b>\$ 8,888</b>   |
| BlueBeam Annual Maintenance                      | \$ 3,800 |                   |                   |
| Green Halo (Waste Tracking)                      | 3,288    |                   |                   |
| R.S. Means (Valuation)                           | 1,800    |                   |                   |
| <b>42107 Equipment Maintenance</b>               |          | <b>\$ 1,000</b>   | <b>\$ 1,000</b>   |
| Equipment and vehicle maintenance                | \$ 1,000 |                   |                   |
| <b>42108 Building-Structure Maintenance</b>      |          | <b>\$ 1,000</b>   | <b>\$ 1,000</b>   |
| <b>42201 Office Expense</b>                      |          | <b>\$ 4,000</b>   | <b>\$ 3,000</b>   |
| Miscellaneous Office Expenses                    | 3000     |                   |                   |
| <b>4230X Travel and Training</b>                 |          | <b>\$ 8,400</b>   | <b>\$ 10,875</b>  |
| 42301 CALBO Business Meeting (March)             | \$ 695   |                   |                   |
| 42301 CALBO Education Week (August)              | 2,580    |                   |                   |
| 42301 Other Educational/Training                 | 2,500    |                   |                   |
| 42301 Permit Tech Certification                  | 300      |                   |                   |
| 42302 CALBO Business Meeting Air & Hotel         | 1,000    |                   |                   |
| 42302 CALBO Education Week Hotel                 | 3,000    |                   |                   |
| 42302 CALBO Education Week Parking and Mileage   | 400      |                   |                   |
| 42303 Travel and Training/Meal Allowance         | 400      |                   |                   |
| <b>42401 Memberships</b>                         |          | <b>\$ 730</b>     | <b>\$ 730</b>     |
| California Building Officials (CALBO)            | \$ 215   |                   |                   |
| Electrical Inspectors IAEI                       | 120      |                   |                   |
| Mechanical and Plumbing Officials (IAMPO)        | 70       |                   |                   |
| ICC (General & Local)                            | 325      |                   |                   |
| <b>42402 Subscriptions</b>                       |          | <b>\$ 6,080</b>   | <b>\$ 2,080</b>   |
| CALDAG (AD) Publication                          | \$ 80    |                   |                   |
| Construction Costing Publications                | 500      |                   |                   |
| Misc. Publications for new codes                 | 1,000    |                   |                   |
| Permit Tech Publications                         | 500      |                   |                   |
| <b>42501 Bank Fees</b>                           |          | <b>\$ 10,000</b>  | <b>\$ 5,000</b>   |
| Credit card charges                              | \$ 5,000 |                   |                   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

|                                                   |    |                                                   |       |                   |       |
|---------------------------------------------------|----|---------------------------------------------------|-------|-------------------|-------|
| <b>42514 Special Department Expense</b>           |    | \$                                                | -     | \$                | -     |
| Updates of the assessor parcel information        | \$ | -                                                 |       |                   |       |
| Blueprints and permits to be scanned.             |    | -                                                 |       |                   |       |
|                                                   |    | <b>Total Professional/Administrative Services</b> |       | <b>\$ 371,248</b> |       |
| <b>4310X Utilities</b>                            |    | \$                                                | 4,500 | \$                | 4,500 |
| PG&E                                              | \$ | 4,000                                             |       |                   |       |
| EBMUD                                             |    | 500                                               |       |                   |       |
| <b>44410 Safety Clothing</b>                      |    | \$                                                | 1,500 | \$                | 1,500 |
| Clothing/Uniforms                                 | \$ | 1,000                                             |       |                   |       |
| Small tools                                       | \$ | 500                                               |       |                   |       |
| <b>47103 Furniture</b>                            |    | \$                                                | 2,000 | \$                | 2,000 |
| Ergonomic Chairs                                  | \$ | 1,000                                             |       |                   |       |
| Standing Desk                                     |    | 1,000                                             |       |                   |       |
| <b>47106 Computer Equipment (not-capitalized)</b> |    | \$                                                | 1,500 | \$                | 1,500 |
| Tablet for Inspector                              | \$ | 1,500                                             |       |                   |       |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

RECOGNIZED OBLIGATION RETIREMENT FUND - 750  
SUCCESSOR AGENCY TO THE PINOLE REDEVELOPMENT AGENCY - 463

EXPENDITURE SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 88,720               | 25,507               | 33,335                              | 17,000                          | 25,100                           | 8,100                    | 32%                     |
| Other Operating Expenses - 43               | 6,011                | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>94,731</b>        | <b>25,507</b>        | <b>33,335</b>                       | <b>17,000</b>                   | <b>25,100</b>                    | <b>8,100</b>             | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 188,704              | 162,116              | 135,861                             | 190,378                         | 206,077                          | 15,699                   | 8%                      |
| Legal Charges - 46126                       | 68,935               | 73,708               | 34,979                              | 20,000                          | 20,000                           | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>257,638</b>       | <b>235,823</b>       | <b>170,839</b>                      | <b>210,378</b>                  | <b>226,077</b>                   | <b>15,699</b>            | <b>7%</b>               |
| <b>Total</b>                                | <b>352,370</b>       | <b>261,330</b>       | <b>204,174</b>                      | <b>227,378</b>                  | <b>251,177</b>                   | <b>23,799</b>            | <b>9%</b>               |

MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                    | FY 2022/23       | FY 2023/24       |
|------------------------------------|------------------|------------------|
| <b>42101 Professional Services</b> | <b>\$ 17,000</b> | <b>\$ 25,100</b> |
| Amerinational Loan Servicing       | \$ 9,000         |                  |
| Auditing Services                  | 1,680            |                  |
| Bond Indenture Fees                | 4,640            |                  |
| HDL Financial Reporting            | 9,780            |                  |

HOUSING ASSETS FUND - 285  
HOUSING ADMINISTRATION - 464

EXPENDITURE SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | (21,774)             | (27)                 | 26,076                              | 261,210                         | 200,871                          | (60,339)                 | -30%                    |
| Other Operating Expenses - 43               | 1,951                | 1,234                | 1,110                               | 2,100                           | 2,100                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>(19,823)</b>      | <b>1,207</b>         | <b>27,185</b>                       | <b>263,310</b>                  | <b>202,971</b>                   | <b>(60,339)</b>          | <b>-30%</b>             |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | 60,378               | 44,591               | 36,774                              | 51,939                          | 55,910                           | 3,971                    | 7%                      |
| Legal Charges - 41427                       | 3,536                | 4,401                | 5,759                               | 20,000                          | 20,000                           | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>63,914</b>        | <b>48,992</b>        | <b>42,532</b>                       | <b>71,939</b>                   | <b>75,910</b>                    | <b>3,971</b>             | <b>5%</b>               |
| Transfers Out - 49901                       | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total</b>                                | <b>44,092</b>        | <b>50,199</b>        | <b>69,717</b>                       | <b>335,249</b>                  | <b>278,881</b>                   | <b>(56,368)</b>          | <b>-20%</b>             |

MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                    |    | FY 2022/23       | FY 2023/24       |
|----------------------------------------------------|----|------------------|------------------|
| <b>42101 Professional Services</b>                 |    | <b>\$261,210</b> | <b>\$200,871</b> |
| Affordable Housing Loan Coordination (resale/refi) | \$ | 8,000            |                  |
| Affordable Housing NOFA                            |    | 88,645           |                  |
| Compliance Monitoring (23-24)                      |    | 37,001           |                  |
| Housing Asset Fund Policy Development              |    | 5,000            |                  |
| Housing Fund Consultation Services                 |    | 5,500            |                  |
| Housing Successor Annual Report                    |    | 6,725            |                  |
| Nexus Study- In-Lieu Fee - Inclusionary Hsg        |    | 50,000           |                  |
| <b>4310X Utilities</b>                             |    | <b>\$ 2,100</b>  | <b>\$ 2,100</b>  |
| PG&E                                               | \$ | 2,000            |                  |
| EBMUD                                              |    | 100              |                  |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

**GENERAL FUND - 100**  
**CODE ENFORCEMENT - 465**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 117,052              | 96,496               | 11,590                              | 114,190                         | 87,350                           | (26,840)                 | -31%                    |
| Overtime - 402                              | -                    | 106                  | 488                                 | 6,346                           | 6,102                            | (244)                    | -4%                     |
| Employee Benefits - 410                     | 23,410               | 22,989               | 8,448                               | 29,290                          | 45,353                           | 16,063                   | 35%                     |
| <b>Total Salary &amp; Benefits</b>          | <b>140,463</b>       | <b>119,592</b>       | <b>20,525</b>                       | <b>149,826</b>                  | <b>138,805</b>                   | <b>(11,021)</b>          | <b>-8%</b>              |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | 11,507               | 102,224                             | 94,145                          | 83,145                           | (11,000)                 | -13%                    |
| Materials & Supplies - 44                   | -                    | 439                  | 255                                 | 2,500                           | 2,500                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>-</b>             | <b>11,947</b>        | <b>102,480</b>                      | <b>96,645</b>                   | <b>85,645</b>                    | <b>(11,000)</b>          | <b>-13%</b>             |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | -                    | 41,803               | -                                   | 16,896                          | 20,779                           | 3,883                    | 19%                     |
| IS Charges - 46124                          | -                    | 462                  | 6,450                               | 2,188                           | 5,033                            | 2,845                    | 57%                     |
| Legal Charges - 46126                       | 18,288               | 19,247               | 23,150                              | -                               | 25,000                           | -                        | 0%                      |
| General Liability Insurance - 46201         | 4,171                | 5,273                | 7,435                               | 6,897                           | 6,650                            | (247)                    | -4%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>22,459</b>        | <b>66,786</b>        | <b>37,035</b>                       | <b>25,981</b>                   | <b>57,462</b>                    | <b>31,481</b>            | <b>55%</b>              |
| <b>Total</b>                                | <b>162,921</b>       | <b>198,324</b>       | <b>160,040</b>                      | <b>272,452</b>                  | <b>281,912</b>                   | <b>9,460</b>             | <b>3%</b>               |
| <b>MEASURE S - 2014 FUND - 106</b>          |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total</b>                                | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                         |           | FY 2022/23       | FY 2023/24       |
|---------------------------------------------------------|-----------|------------------|------------------|
| <b>42101 Professional Services</b>                      |           | <b>\$ 57,350</b> | <b>\$ 41,350</b> |
| Seasonal Weed Abatement                                 | \$ 35,000 |                  |                  |
| Show Cause Hearings                                     | 3,000     |                  |                  |
| Translation Services                                    | 3,350     |                  |                  |
| <b>4220X Office Expense</b>                             |           | <b>\$ 3,000</b>  | <b>\$ 6,500</b>  |
| 42201 Misc. Office Expense                              | \$ 1,000  |                  |                  |
| 42202 Printing & Binding: Fire Season Letter            | 500       |                  |                  |
| 42202 Printing & Binding: General Educational Materials | 5,000     |                  |                  |
| <b>4230X Travel &amp; Training</b>                      |           | <b>\$ 3,700</b>  | <b>\$ 4,700</b>  |
| 42301 Conference registration                           | \$ 2,500  |                  |                  |
| 42302 Mileage Air & Hotel                               | 2,000     |                  |                  |
| 42303 Meal Allowance                                    | 200       |                  |                  |
| <b>42401 Memberships</b>                                |           | <b>\$ 95</b>     | <b>\$ 595</b>    |
| CACEO Membership                                        | \$ 95     |                  |                  |
| ICC and CEOSF                                           | 500       |                  |                  |
| <b>42512 Abatement</b>                                  |           | <b>\$ 30,000</b> | <b>\$ 30,000</b> |
| Abatement Services                                      | \$ 30,000 |                  |                  |
| <b>44301 Fuel</b>                                       |           | <b>\$ 2,000</b>  | <b>\$ 2,000</b>  |
|                                                         | \$ 2,000  |                  |                  |
| <b>44410 Safety Clothing</b>                            |           | <b>\$ 500</b>    | <b>\$ 500</b>    |
|                                                         | \$ 500    |                  |                  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Development

**GENERAL FUND - 100**  
**ECONOMIC DEVELOPMENT - 466**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | 14,662                              | 87,759                          | 206,370                          | 118,611                  | 57%                     |
| Materials & Supplies - 44                   | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | -                    | -                    | <b>14,662</b>                       | <b>87,759</b>                   | <b>206,370</b>                   | <b>118,611</b>           | <b>57%</b>              |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Debits - 46122               | -                    | -                    | 63,614                              | 89,061                          | 100,622                          | 11,561                   | 11%                     |
| IS Charges - 46124                          | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Legal Charges - 46126                       | -                    | 145                  | -                                   | -                               | -                                | -                        | 0%                      |
| General Liability Insurance - 46201         | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | -                    | <b>145</b>           | <b>63,614</b>                       | <b>89,061</b>                   | <b>100,622</b>                   | <b>11,561</b>            | <b>11%</b>              |
| <b>Total</b>                                | -                    | <b>145</b>           | <b>78,276</b>                       | <b>176,820</b>                  | <b>306,992</b>                   | <b>130,172</b>           | <b>42%</b>              |

**MEASURE S - 2014 FUND - 106**

|                                             |   |   |   |   |               |               |           |
|---------------------------------------------|---|---|---|---|---------------|---------------|-----------|
| Professional & Administrative Services - 42 | - | - | - | - | 20,000        | 20,000        | 0%        |
| <b>Total</b>                                | - | - | - | - | <b>20,000</b> | <b>20,000</b> | <b>0%</b> |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                     | FY 2022/23       | FY 2023/24        |
|-----------------------------------------------------|------------------|-------------------|
| <b>42101 Professional Services</b>                  | <b>\$ 80,000</b> | <b>\$ 196,416</b> |
| Economic Development - Staff Support                | \$ 80,000        |                   |
| Economic Development Branding (TNDG/Golden Shovel)  | 15,000           |                   |
| Economic Development Strategy Yr 1 Implementation   | 71,416           |                   |
| Holiday Light Sway Over SPA                         | 30,000           |                   |
| <b>4230X Travel and Training</b>                    | <b>\$ -</b>      | <b>\$ 1,595</b>   |
| 42301 CALED Annual Training Conference Registration | \$ 595           |                   |
| 42302 CALED Air/Hotel                               | 1,000            |                   |
| <b>42401 Memberships</b>                            | <b>\$ 6,259</b>  | <b>\$ 6,259</b>   |
| CALED Annual Membership                             | \$ 350           |                   |
| Chamber of Commerce Community Champion Sponsorship  | \$ 2,500         |                   |
| East Bay EDA                                        | \$ 3,409         |                   |
| <b>42403 Advertising</b>                            | <b>\$ 1,500</b>  | <b>\$ 2,100</b>   |
| Printing and Postage                                | \$ 2,100         |                   |

**MEASURE S - 2014 FUND - 106**

|                                             |             |                  |
|---------------------------------------------|-------------|------------------|
| <b>42101 Professional Services</b>          | <b>\$ -</b> | <b>\$ 20,000</b> |
| Business Development/Community Help Reserve | \$ 10,000   |                  |
| Revitalization Reserve                      | 10,000      |                  |

## **COMMUNITY SERVICES**

The Community Services Department is comprised of the following divisions and subdivisions:

- Administration
  - Special Events
- Parks and Recreation
  - Parks and Recreation Administration
  - Tiny Tots
  - Youth Center
  - Senior Center
  - Swim Center
  - Tennis Court and Memorial Hall
- Pinole Community Television (PCTV)
- Library and Animal Services
- Community Health and Food

### **Mission**

The mission of the Community Services Department is to enrich the lives of the diverse Pinole community by providing high-quality recreation and quality of life programs for residents of all ages.

### **Major Services and Functions**

The Administration Division provides management and coordination of the department's activities. The Special Events subdivision serves as the single point of contact for private organizations that would like to hold events in the City and/or receive some form of City support or sponsorship for their event. This subdivision will coordinate closely with the City departments that host their own community events.

The Recreation Division contains six subdivisions: Parks and Recreation Administration; Senior Center; Youth Center; Tiny Tots; Swim Center; and Tennis Court and Memorial Hall. The Parks and Recreation Administration subdivision provides management and coordination of all Parks and Recreation Division activities, including park rules and policies, park permits and reservations, and park planning. Through the Tiny Tots, Youth Center, and Senior Center, the division offers recreational and enrichment programs and events for all age groups. Tiny Tots is a preschool program with a dedicated facility that provides a high-quality recreational, social, and educational experience for children ages 3 1/2 to 5 years. The Youth Center provides a variety of enrichment classes, sports, and specialty camps for children ages 5 to 12. The program is designed to offer youth an opportunity to explore special interests, promote creativity, challenge the mind and body, and create experiences. The Senior Center provides adults age 50 and over with social activities, fitness and enrichment classes, daily hot lunches, homebound services, salon services, and support services. The Senior Center receives advice from an advisory

board of directors. The City's Memorial Hall building is used as a theater space for educational programs run by the Pinole Community Players community theater group as well as the Players' theatric productions. The City leases the building to the Players for these uses. The Tennis Court and Swim Center are two recreational facilities in the City. The Tennis Court is adjacent to the Pinole branch of the County library system. The tennis court and adjacent restroom are owned by the County and leased to the City for the public's use. The Swim Center is owned by the City. In recent years, the City has hired a private organization to run the Swim Center. The City currently contracts with the Pinole Seals for this service. The Pinole Seals opens the pool for community use during summer months, and also conducts practices of their swim team at the pool. The City's Community Services Commission provides advice to the Parks and Recreation Division.

Pinole Community Television (PCTV) operates the City's public, educational, and governmental (PEG) cable television program, which involves broadcasting the City's public meetings and recording, producing, and broadcasting a limited number of significant community events on the local cable television channels dedicated by City's franchise cable television provider(s), Comcast (channels 26 and 28), and AT&T Uverse (channel 99 submenu Pinole Community TV). PCTV also broadcasts public meetings and events via live stream on the City website. PCTV has contracts with other public agencies (Vallejo, El Cerrito, Benicia, West Contra Costa Unified School District (WCCUSD *currently on Covid hold*), and WestCAT) to record, produce, and broadcast those agencies' public meetings. In addition, PCTV also provides recording and production services to private parties on a fee for service basis. The Division generates revenue primarily through internal billing of services provided to City departments, franchise fees, contract service fees, donations, and community service fees.

The Library and Animal Services Division oversees the agreements that the City has with the County Library and County Animal Services through which the County provides library and animal services in Pinole. Public library services in the City are provided by the Contra Costa County Library system. (Just one city in the County, Richmond, has its own municipal library system.) The County provides library services to residents of Pinole at the Pinole branch library located on Pinole Valley Road. The branch library building was constructed by and is owned by the County. The County provides a baseline level of weekly open hours and charges the City for the maintenance of the building. (Most other cities in the County have constructed their own building to house their branch library.) The County Animal Services Department provides animal control services to the City's residents, for which the County charges the City a fee.

The Community Health and Food Division manages the contract with the Pacific Coast Farmers Market Association, partnership with the Food Bank of Contra Costa and Solano and implementation of the tobacco grant. The collaboration with the Food Bank of Contra Costa and Solano has become a permanent monthly event. Staff and volunteers distribute fresh and non-perishable food to the community. The City has also contracted with Pacific Coast Farmers Market Association for many years to provide a year-round weekly farmers' market on Saturday mornings. The City received a grant in FY 2021/22 to implement a youth peer to peer education program to prevent the use of tobacco

products to minors. This division will provide the single focal point for the City's health and food security activities, that will sometimes be provided by other City divisions, such as the Senior Center, for example.

## **FY 2022/23 Key Accomplishments**

### Baseline Work (Including Staff-Initiated Special Projects)

- Increased programs and activities at the Senior Center
- Increased lunch service at the Senior Center from two days to three days per week
- The Senior Center hosted its first craft fair since 2019
- Established an agreed-upon calendar for City-organized community events
- Coordinated additional City events, such as the return of movies and music in the park, the annual egg hunt (Egg-stravaganza), Community Service Day, United Against Hate Week, Holiday Tree Lighting event, and a joint Fourth of July 2022 fireworks show with the City of Hercules
- Provided youth summer camps for the first time since 2019
- Finalized contracts with user groups
- Filled part time staff position for PCTV
- Covered and broadcasted National Night Out, UAHW, Tree lighting ceremony, The Pinole Classic Car Show, Station 74 Re-Activation, single camera coverage of PVHS Football, (three games), PVHS State Football Championship parade and ceremony
- Continued to broadcast updated information from the County Health Department and other government agencies on matters related to the pandemic through our regional broadcast systems.
- Furthered use of the Zoom format and adapted for hybrid meetings supporting all public Pinole meetings with live and an on-air replay for City Council, Planning Commission and other City meetings
- Integrated live YouTube simulcasting of all meetings including Closed Captioning in the YouTube replay services.
- Uploaded past meetings and broadcasts to YouTube for availability and the Closed Captioning features.
- Converted the Council Chambers back to in person meetings with Zoom interface for consultants, staff, public, and Council as needed.
- Initiated the series recordings, editing, and broadcasting of The Beat of Pinole and Pinole Code Tips. Two monthly recordings aimed at providing greater communication to the Pinole public.

### Capital Improvement Plan (CIP) Projects

- Began work on the creation of a Parks Master Plan

Other Council-Directed Special Projects

- Coordinated additional City-coordinated community events
- Began work on the creation of a sister city agreement;
- Began work on the creation of a public art program/City mural program update
- Conducted research on additional food security and recovery activities

**FY 2023/24 Key Priorities and Projects**Baseline Work (Including Staff-Initiated Special Projects)

- Continue to implement additional City-coordinated community events (United Against Hate Week, Earth Month, etc.)
- Create a sister city agreement
- Create, with Community Development, a public art program and City mural program update
- Complete research on additional food security and recovery activities
- Complete development of Park Master Plan
- Review contracts with user groups
- Continue partnership with the Contra Costa and Solano Food Bank to provide food resources to the community
- Resume special luncheons at the Senior Center
- Implement an underage tobacco use reduction program through the Youth Center.
- Reopen recreation facilities for rentals
- Increase youth programming in partnership with the local schools
- Implement summer events such as the Senior Center Summer Craft Fair, concerts, and movies in the park
- Update existing outdated equipment allowing for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system.
- Create a master plan for PCTV to define mission, activities, staffing, equipment, and fee structure
- Hire a consulting firm to evaluate the entire broadcasting network system to include use of new technology for efficiency and effective broadcasting.
- Develop plans to update the Council Chambers to a High Definition (HD) Wide Screen operation and display.

Strategic Plan StrategiesCapital Improvement Plan (CIP) Projects

- Complete a Parks Master Plan

Other Council-Directed Special Projects

- Coordinate additional City-coordinated community events

- Complete work on a sister city agreement
- Complete work on a public art program/City mural program update
- Complete research on additional food security and recovery activities

### Significant Special Projects for FY 2024/25 through FY 2027/28

- Implement the Parks Master Plan
- The Recreation Division will review and evaluate the current and future activities and services of the Recreation Division to identify new mechanisms for all age groups
- Implement the anti-tobacco youth program
- The Senior Center will have two major renovation projects. The projects will include the replacement of the floor in the main hall and the replacement of some outdated appliances in the kitchen.

### Major Changes in FY 2023/24 Budget

The Community Services Department budget for FY 2023/24 does not include any significant changes relative to the FY 2022/23 budget.

### Position Summary

| Position                                              | 2019/20      | 2020/21      | 2021/22      | 2022/23      | 2023/24      |
|-------------------------------------------------------|--------------|--------------|--------------|--------------|--------------|
| Community Services Director                           | 0.00         | 0.00         | 1.00         | 1.00         | 1.00         |
| Deputy Community Services Director                    | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| Recreation Manager                                    | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Kitchen Manager                                       | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| Cook, <i>part-time/regular</i>                        | 0.75         | 0.75         | 0.75         | 0.75         | 0.75         |
| Recreation Coordinator                                | 2.60         | 2.60         | 2.60         | 3.50         | 3.50         |
| Recreation Supervisor                                 | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| Recreation Leader                                     | 2.88         | 2.88         | 2.88         | 2.88         | 2.88         |
| Recreation Leader (Tiny Tots)                         | 1.13         | 1.13         | 1.13         | 1.13         | 1.13         |
| Rental Facility Custodian, <i>part-time/temporary</i> | 1.65         | 1.65         | 1.65         | 1.65         | 1.65         |
| Senior Recreation Leader                              | 1.50         | 1.50         | 1.50         | 1.50         | 1.50         |
| Cable Access Coordinator                              | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Cable Access Technician                               | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Cable Access Maintenance Technician                   | 0.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| Cable Equipment Operators, PT/Temp                    | 0.75         | 0.75         | 0.75         | 0.75         | 0.75         |
| <b>Total</b>                                          | <b>14.25</b> | <b>14.25</b> | <b>15.25</b> | <b>16.15</b> | <b>16.15</b> |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

### COMMUNITY SERVICES BUDGET SUMMARY

|                                         | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|-----------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>         |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                      | -                    | 253,414              | 217,704                             | 454,022                         | 395,886                          | (58,136)                 | -15%                    |
| Measure S 2014 - 106                    | 8,727                | 19,215               | 1,960                               | 21,850                          | 25,850                           | 4,000                    | 15%                     |
| Recreation Fund - 209                   | 815,450              | 1,357,715            | 1,137,973                           | 2,093,816                       | 2,135,264                        | 41,448                   | 2%                      |
| Cable Access TV Fund - 505              | 391,792              | 439,347              | 371,599                             | 646,780                         | 682,056                          | 35,275                   | 5%                      |
| <b>Total</b>                            | <b>1,215,968</b>     | <b>2,069,691</b>     | <b>1,729,237</b>                    | <b>3,216,468</b>                | <b>3,239,056</b>                 | <b>22,588</b>            | <b>1%</b>               |
| <b>EXPENDITURES BY CATEGORY</b>         |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                        |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                  | 476,113              | 837,208              | 608,066                             | 1,038,100                       | 1,088,349                        | 50,249                   | 5%                      |
| Overtime - 402                          | 573                  | 936                  | 1,269                               | 4,000                           | 4,000                            | -                        | 0%                      |
| Employee Benefits - 410                 | 283,472              | 380,470              | 313,011                             | 538,879                         | 493,898                          | (44,981)                 | -9%                     |
| <b>Total Personnel</b>                  | <b>760,158</b>       | <b>1,218,614</b>     | <b>922,346</b>                      | <b>1,580,979</b>                | <b>1,586,247</b>                 | <b>5,268</b>             | <b>0%</b>               |
| <b>Services and Supplies</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative           |                      |                      |                                     |                                 |                                  |                          |                         |
| Services - 42                           | 146,775              | 460,311              | 475,872                             | 974,914                         | 921,754                          | (53,160)                 | -6%                     |
| Other Operating Expenses - 43           | 72,938               | 189,458              | 174,509                             | 257,101                         | 242,140                          | (14,961)                 | -6%                     |
| Materials & Supplies - 44               | 108                  | 5,256                | 4,521                               | 8,993                           | 7,611                            | (1,382)                  | -18%                    |
| <b>Total Services and Supplies</b>      | <b>219,822</b>       | <b>655,025</b>       | <b>654,902</b>                      | <b>1,241,008</b>                | <b>1,171,505</b>                 | <b>(69,503)</b>          | <b>-6%</b>              |
| <b>Capital Outlay</b>                   |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47      | 11,245               | 89,539               | 11,720                              | 191,337                         | 192,437                          | 1,100                    | 1%                      |
| <b>Total Capital Outlay</b>             | <b>11,245</b>        | <b>89,539</b>        | <b>11,720</b>                       | <b>191,337</b>                  | <b>192,437</b>                   | <b>1,100</b>             | <b>1%</b>               |
| <b>Indirect Cost Allocations</b>        |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46             | (20,222)             | (219,421)            | (130,687)                           | (242,713)                       | (183,931)                        | 58,782                   | -32%                    |
| Administrative Debits - 46              | 121,976              | 186,977              | 130,687                             | 242,713                         | 183,931                          | (3,312)                  | -2%                     |
| IS Charges - 46                         | 80,950               | 79,796               | 75,053                              | 142,934                         | 209,781                          | 66,847                   | 32%                     |
| Legal Charges - 46                      | 5,839                | 2,166                | 1,659                               | 1,250                           | 1,750                            | 500                      | 29%                     |
| General Liability Insurance - 46        | 36,201               | 56,995               | 63,559                              | 58,960                          | 77,336                           | 18,376                   | 24%                     |
| <b>Total Indirect Cost Allocations</b>  | <b>224,744</b>       | <b>106,513</b>       | <b>140,270</b>                      | <b>203,144</b>                  | <b>288,867</b>                   | <b>141,193</b>           | <b>49%</b>              |
| <b>Total</b>                            | <b>1,215,968</b>     | <b>2,069,691</b>     | <b>1,729,237</b>                    | <b>3,216,468</b>                | <b>3,239,056</b>                 | <b>22,588</b>            | <b>1%</b>               |
| <b>EXPENDITURES BY PROGRAM</b>          |                      |                      |                                     |                                 |                                  |                          |                         |
| Recreation Administration - 551         | 273,358              | 785,893              | 617,062                             | 1,167,872                       | 869,217                          | (298,655)                | -34%                    |
| Senior Center - 552                     | 201,229              | 418,749              | 376,845                             | 722,143                         | 626,187                          | (95,957)                 | -15%                    |
| Tiny Tots - 553                         | 102,241              | 141,106              | 117,629                             | 179,985                         | 209,608                          | 29,623                   | 14%                     |
| Youth Center - 554                      | 139,737              | 137,229              | 134,060                             | 326,537                         | 345,802                          | 19,265                   | 6%                      |
| Swim Center - 557                       | 88,099               | 137,822              | 103,605                             | 153,900                         | 153,900                          | -                        | 0%                      |
| Memorial Hall - 558                     | 13,214               | 5,162                | 5,820                               | 14,200                          | -                                | (14,200)                 | -100%                   |
| Tennis - 559                            | 6,300                | 4,385                | 2,618                               | 5,050                           | -                                | (5,050)                  | -100%                   |
| Library Services - 560                  | -                    | -                    | -                                   | -                               | 182,585                          | 182,585                  | 100%                    |
| Animal Control Services - 561           | -                    | -                    | -                                   | -                               | 169,701                          | 169,701                  | 100%                    |
| Cable Access TV City Services - 119     | 391,792              | 306,964              | 252,449                             | 444,432                         | 473,459                          | 29,027                   | 6%                      |
| Cable Access TV Community Budget - 120  | -                    | -                    | 47                                  | 4,642                           | 1,713                            | (2,928)                  | -171%                   |
| Cable Access TV Contract Services - 121 | -                    | 132,383              | 119,103                             | 197,707                         | 206,884                          | 9,177                    | 4%                      |
| <b>Total</b>                            | <b>1,215,968</b>     | <b>2,069,691</b>     | <b>1,729,237</b>                    | <b>3,216,468</b>                | <b>3,239,056</b>                 | <b>22,588</b>            | <b>1%</b>               |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**RECREATION FUND - 209**  
**RECREATION ADMINISTRATION - 551**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 85,227               | 377,076              | 220,847                             | 345,938                         | 372,113                          | 26,175                   | 7%                      |
| Overtime - 402                              | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Employee Benefits - 410                     | 36,630               | 113,111              | 72,869                              | 203,866                         | 144,042                          | (59,824)                 | -42%                    |
| <b>Total Personnel</b>                      | <b>121,857</b>       | <b>490,187</b>       | <b>293,716</b>                      | <b>549,804</b>                  | <b>516,155</b>                   | <b>(33,649)</b>          | <b>-7%</b>              |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 15,842               | 29,849               | 48,215                              | 76,909                          | 191,419                          | 114,510                  | 60%                     |
| Other Operating Expenses - 43               | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>15,842</b>        | <b>29,849</b>        | <b>48,215</b>                       | <b>76,909</b>                   | <b>191,419</b>                   | <b>114,510</b>           | <b>60%</b>              |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Admin Debits - 46122                        | 67,836               |                      | (16,422)                            | -                               | -                                | -                        | 0%                      |
| Admin Credits - 46121                       | -                    | (64,886)             |                                     | (28,900)                        | (25,967)                         | 2,933                    | -11%                    |
| IS Charges - 46124                          | 62,029               | 55,886               | 52,314                              | 96,243                          | 117,529                          | 21,286                   | 18%                     |
| Legal Charges - 46126                       | 1,764                | 990                  | 196                                 | -                               | -                                | -                        | 0%                      |
| General Liability Insurance - 46201         | 4,031                | 20,453               | 21,338                              | 19,794                          | 26,481                           | 6,687                    | 25%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>135,659</b>       | <b>12,442</b>        | <b>57,426</b>                       | <b>87,137</b>                   | <b>118,043</b>                   | <b>30,906</b>            | <b>26%</b>              |
| <b>Total</b>                                | <b>273,358</b>       | <b>532,479</b>       | <b>399,357</b>                      | <b>713,850</b>                  | <b>825,617</b>                   | <b>111,767</b>           | <b>14%</b>              |
| <b>General Fund 100</b>                     |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | 253,414              | 217,704                             | 454,022                         | 43,600                           | (410,422)                | -941%                   |
| <b>Total</b>                                | <b>-</b>             | <b>253,414</b>       | <b>217,704</b>                      | <b>454,022</b>                  | <b>43,600</b>                    | <b>(410,422)</b>         | <b>-941%</b>            |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                    | FY 2022/23      | FY 2023/24      |
|------------------------------------|-----------------|-----------------|
| <b>42101 Professional Services</b> | <b>\$ 1,181</b> | <b>\$ 1,636</b> |
| Broadcast Music/ASCAP Services     | \$ 1,181        |                 |
| CPRP                               | 455             |                 |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

|                             |           |            |           |            |
|-----------------------------|-----------|------------|-----------|------------|
| <b>42201 Office Expense</b> | <b>\$</b> | <b>800</b> | <b>\$</b> | <b>800</b> |
| Office Supplies             | \$        | 800        |           |            |

|                                                   |           |              |           |               |
|---------------------------------------------------|-----------|--------------|-----------|---------------|
| <b>4230X Travel, Training &amp; Meeting Costs</b> | <b>\$</b> | <b>9,200</b> | <b>\$</b> | <b>12,000</b> |
| Travel & Training/Conf-Registration               | \$        | 6,500        |           |               |
| Travel & Training/Mileage, Air                    |           | 5,000        |           |               |
| Travel & Training/Meal Allowance                  |           | 500          |           |               |

|                          |           |              |           |              |
|--------------------------|-----------|--------------|-----------|--------------|
| <b>42401 Memberships</b> | <b>\$</b> | <b>2,165</b> | <b>\$</b> | <b>1,030</b> |
| CPRS Memberships (2)     |           | 330          |           |              |
| NRPA Membership          |           | 700          |           |              |

|                        |           |            |           |            |
|------------------------|-----------|------------|-----------|------------|
| <b>42501 Bank Fees</b> | <b>\$</b> | <b>500</b> | <b>\$</b> | <b>750</b> |
|------------------------|-----------|------------|-----------|------------|

|                                             |           |               |           |               |
|---------------------------------------------|-----------|---------------|-----------|---------------|
| <b>42514 Special Department Expense</b>     | <b>\$</b> | <b>38,403</b> | <b>\$</b> | <b>30,403</b> |
| Community Services Commission Broadcast Fee | \$        | 16,200        |           |               |
| Postage Machine                             |           | 100           |           |               |
| Recreation Activity Guide, Summer Postcard  |           | 11,000        |           |               |
| Staff T-Shirts                              |           | 2,000         |           |               |
| Tobacco Grant Administrative Costs          |           | 1,103         |           |               |

|                                                                                   |           |               |           |                |
|-----------------------------------------------------------------------------------|-----------|---------------|-----------|----------------|
| <b>42515 Special Events</b>                                                       | <b>\$</b> | <b>24,660</b> | <b>\$</b> | <b>144,800</b> |
| City's Support to the Annual Car Show <i>(moved from fund 209 FY23/24)</i>        | \$        | 30,000        |           |                |
| Coastal Cleanup                                                                   |           | 1,500         |           |                |
| Community Service Day                                                             |           | 1,500         |           |                |
| Dumpster Day                                                                      |           | 500           |           |                |
| Expenses for Movies and Sounds in the Park                                        |           | 11,000        |           |                |
| Other related expenses for events or Commissions                                  |           | 500           |           |                |
| Tobacco Grant Community Events                                                    |           | 1,500         |           |                |
| Tree Lighting                                                                     |           | 5,500         |           |                |
| Other City events <i>(moved from fund 209 FY23/24)</i>                            |           | 12,800        |           |                |
| Centenarian Program <i>(moved from fund 209 FY23/24)</i>                          |           | 5,000         |           |                |
| Community Events Organized by Private Groups <i>(moved from fund 209 FY23/24)</i> |           | 5,000         |           |                |
| Earth Day <i>(moved from fund 209 FY23/24)</i>                                    |           | 3,000         |           |                |
| Fourth of July <i>(moved from fund 209 FY23/24)</i>                               |           | 50,000        |           |                |
| Marketing and Additional Event Expenses <i>(moved from fund 209 FY23/24)</i>      |           | 4,000         |           |                |
| Pride Event <i>(moved from fund 209 FY23/24)</i>                                  |           | 10,000        |           |                |
| United Against Hate Week <i>(moved from fund 209 FY23/24)</i>                     |           | 3,000         |           |                |

### General Fund 100

|                                                                                 |           |                |           |               |
|---------------------------------------------------------------------------------|-----------|----------------|-----------|---------------|
| <b>42101 Professional Services</b>                                              | <b>\$</b> | <b>320,522</b> | <b>\$</b> | <b>40,100</b> |
| Animal Control Services <i>(moved to division 560 FY23/24)</i>                  | \$        | -              |           |               |
| Event Planning Vendor                                                           |           | 30,000         |           |               |
| Library Services reimbursement agreement <i>(moved to division 561 FY23/24)</i> |           | -              |           |               |
| Mural maintenance                                                               |           | 10,100         |           |               |

|                                        |           |              |           |              |
|----------------------------------------|-----------|--------------|-----------|--------------|
| <b>42511 Equipment Rent</b>            | <b>\$</b> | <b>3,500</b> | <b>\$</b> | <b>3,500</b> |
| Restroom Services Farmers Market & PVP | \$        | 3,500        |           |              |

|                                                         |           |                |           |          |
|---------------------------------------------------------|-----------|----------------|-----------|----------|
| <b>42515 Special Events</b>                             | <b>\$</b> | <b>130,000</b> | <b>\$</b> | <b>-</b> |
| City's Support to the Annual Car Show                   | \$        | -              |           |          |
| Other City events<br><i>(moved to fund 209 FY23/24)</i> |           | 0              |           |          |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**RECREATION FUND - 209**  
**SENIOR CENTER - 552**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 91,704               | 124,687              | 100,267                             | 185,696                         | 197,545                          | 11,849                   | 6%                      |
| Overtime - 402                              | -                    | -                    | 51                                  | -                               | -                                | -                        | 0%                      |
| Employee Benefits - 410                     | 44,006               | 51,260               | 45,237                              | 64,933                          | 71,041                           | 6,108                    | 9%                      |
| <b>Total Personnel</b>                      | <b>135,710</b>       | <b>175,947</b>       | <b>145,555</b>                      | <b>250,629</b>                  | <b>268,586</b>                   | <b>17,957</b>            | <b>7%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 43 | 16,685               | 23,444               | 81,657                              | 155,678                         | 53,056                           | (102,622)                | -193%                   |
| Other Operating Expenses - 43               | 39,321               | 144,819              | 135,052                             | 200,500                         | 192,776                          | (7,724)                  | -4%                     |
| Materials & Supplies - 44                   | -                    | 649                  | 214                                 | 2,711                           | 2,711                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>56,006</b>        | <b>168,912</b>       | <b>216,923</b>                      | <b>358,889</b>                  | <b>248,543</b>                   | <b>(110,347)</b>         | <b>-44%</b>             |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 44,443               | 483                                 | 94,500                          | 94,500                           | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>44,443</b>        | <b>483</b>                          | <b>94,500</b>                   | <b>94,500</b>                    | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Legal Charges - 46126                       | 1,056                | 126                  | 469                                 | 500                             | 500                              | -                        | 0%                      |
| General Liability Insurance - 46201         | 8,458                | 10,170               | 11,454                              | 10,625                          | 14,058                           | 3,433                    | 24%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>9,514</b>         | <b>10,296</b>        | <b>11,923</b>                       | <b>11,125</b>                   | <b>14,558</b>                    | <b>3,433</b>             | <b>24%</b>              |
| Transfers Out - 49901                       | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total</b>                                | <b>201,229</b>       | <b>399,599</b>       | <b>374,884</b>                      | <b>715,143</b>                  | <b>626,187</b>                   | <b>(88,957)</b>          | <b>-14%</b>             |
| <b>MEASURE S - 2014 FUND - 106</b>          |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 19,150               | 1,960                               | 7,000                           | -                                | (7,000)                  | -100%                   |
| <b>Total</b>                                | <b>-</b>             | <b>19,150</b>        | <b>1,960</b>                        | <b>7,000</b>                    | <b>-</b>                         | <b>(7,000)</b>           | <b>-100%</b>            |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                   | FY 2022/23      | FY 2023/24      |
|---------------------------------------------------|-----------------|-----------------|
| <b>42101 Professional Services</b>                | <b>\$ 1,520</b> | <b>\$ 4,155</b> |
| CPRP                                              | \$ 455          |                 |
| Staff Training                                    | 700             |                 |
| Volunteer Appreciation (2)                        | 2,000           |                 |
| WCCUSD Transition Program                         | 1,000           |                 |
| <b>42107 Equipment Maintenance</b>                | <b>\$ 3,650</b> | <b>\$ 5,150</b> |
| Fire Extinguisher Maintenance                     | \$ 650          |                 |
| Other Maintenance (fire sprinklers, sandwich bar) | 1,000           |                 |
| Pool Table Maintenance                            | 1,500           |                 |
| Refrigerator/freezer maintenance                  | 2,000           |                 |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

|                                                   |           |                   |                  |
|---------------------------------------------------|-----------|-------------------|------------------|
| <b>42108 Maintenance Structure/Imp</b>            |           | <b>\$ 140,000</b> | <b>\$ 22,609</b> |
| Electrical Supplies                               | \$ 500    |                   |                  |
| HVAC Service                                      | 5,000     |                   |                  |
| Janitorial                                        | 6,609     |                   |                  |
| Key Pad/Alarm Service                             | 1,000     |                   |                  |
| Landscape Maintenance                             | 4,684     |                   |                  |
| Pest Control Services                             | 816       |                   |                  |
| Plumbing Supplies                                 | 1,000     |                   |                  |
| Sanitary/Cleaning Supplies                        | 3,000     |                   |                  |
| <b>42201 Office Expense</b>                       |           | <b>\$ 1,200</b>   | <b>\$ 1,200</b>  |
| Office supplies, paper flyers, and tickets        | \$ 1,200  |                   |                  |
| <b>4230X Travel &amp; Training</b>                |           | <b>\$ 3,130</b>   | <b>\$ 3,945</b>  |
| Annual Conferences and Trainings                  | \$ 1,000  |                   |                  |
| Travel & Training/Mileage, Air                    | 2600      |                   |                  |
| Travel & Training/Meal Allowance                  | 345       |                   |                  |
| <b>42401 Memberships</b>                          |           | <b>\$ 259</b>     | <b>\$ 286</b>    |
| CPRS Membership                                   | \$ 165    |                   |                  |
| Sams Club                                         | 121       |                   |                  |
| <b>42501 Bank Fee</b>                             |           | <b>\$ 2,400</b>   | <b>\$ 2,400</b>  |
| <b>42510 Software Purchase</b>                    |           | <b>\$ 194</b>     | <b>\$ -</b>      |
| Zoom                                              | \$ -      |                   |                  |
| <b>42514 Special Department Expense</b>           |           | <b>\$ 3,325</b>   | <b>\$ 311</b>    |
| Inspection fees                                   | \$ 311    |                   |                  |
| <b>42515 Special Events</b>                       |           | <b>\$ -</b>       | <b>\$ 13,000</b> |
| Food Fundraiser                                   | \$ 11,200 |                   |                  |
| Outdoor Craft Fair                                | 600       |                   |                  |
| PSC Cookbook                                      | 1,200     |                   |                  |
| <b>Total Professional/Administrative Services</b> |           | <b>\$</b>         | <b>53,056</b>    |
| <b>4310X Utilities</b>                            |           | <b>\$ 67,500</b>  | <b>\$ 62,000</b> |
| Gas and Electric                                  | \$ 47,000 |                   |                  |
| Water                                             | 15,000    |                   |                  |
| <b>4320X Taxes</b>                                |           | <b>\$ 10,756</b>  | <b>\$ 10,756</b> |
| Taxes/Property Tax                                | \$ 10,756 |                   |                  |
| <b>43802 Class Fees</b>                           |           | <b>\$ 20,980</b>  | <b>\$ 20,600</b> |
| Instructor Fees                                   | \$ 20,600 |                   |                  |
| <b>43803 Personal Service</b>                     |           | <b>\$ 500</b>     | <b>\$ 500</b>    |
| WestCat tickets (reimbursed when sold)            | \$ 500    |                   |                  |
| <b>43804 Food Program</b>                         |           | <b>\$ 65,000</b>  | <b>\$ 65,000</b> |
| Food Expense                                      | \$ 50,160 |                   |                  |
| Kitchen Maintenance                               | 13,400    |                   |                  |
| Snack Bar                                         | 1,440     |                   |                  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

|                                                                                  |           |                |           |                   |
|----------------------------------------------------------------------------------|-----------|----------------|-----------|-------------------|
| <b>43805 Travel</b>                                                              | <b>\$</b> | <b>2,000</b>   | <b>\$</b> | <b>7,200</b>      |
| American Stage Tour Payment                                                      | \$        | 3,600          |           |                   |
| Premier Tour Payment                                                             |           | 3,600          |           |                   |
| <b>43806 Dance Program</b>                                                       | <b>\$</b> | <b>-</b>       | <b>\$</b> | <b>4,260</b>      |
| Entertainment - ballroom (5)                                                     | \$        | 540            |           |                   |
| Entertainment - CW Line Dance (5)                                                |           | 1,590          |           |                   |
| Food and Beverage (10)                                                           |           | 2,130          |           |                   |
| <b>43807 Fundraising</b>                                                         | <b>\$</b> | <b>11,600</b>  | <b>\$</b> | <b>-</b>          |
| Food Fundraiser                                                                  | \$        | -              |           |                   |
| Outdoor Craft Fair                                                               |           | -              |           |                   |
| PCS Cookbook                                                                     |           | -              |           |                   |
| <b>43808 Gift Shop Sales</b>                                                     | <b>\$</b> | <b>700</b>     | <b>\$</b> | <b>2,220</b>      |
| <b>43809 Newsletter</b>                                                          | <b>\$</b> | <b>8,540</b>   | <b>\$</b> | <b>8,540</b>      |
| Monthly Newsletter                                                               | \$        | 5,000          |           |                   |
| Newsletter monthly postage                                                       |           | 3,240          |           |                   |
| Newsletter annual bulk mail                                                      |           | 300            |           |                   |
| <b>43810 Center Maintenance</b>                                                  | <b>\$</b> | <b>10,424</b>  | <b>\$</b> | <b>9,200</b>      |
| Center deep clean                                                                | \$        | 600            |           |                   |
| Kitchen janitorial service (12)                                                  |           | 4,860          |           |                   |
| Misc. center maintenance                                                         |           | 2,540          |           |                   |
| Trap Service                                                                     |           | 1,200          |           |                   |
| <b>43811 Supplies</b>                                                            | <b>\$</b> | <b>2,500</b>   | <b>\$</b> | <b>2,500</b>      |
| Misc. Program Supplies & PPE                                                     | \$        | 2,500          |           |                   |
| <b>Total Other Operating Expenses</b>                                            |           |                |           | <b>\$ 192,776</b> |
| <b>44304 Permit Fee</b>                                                          | <b>\$</b> | <b>1,711</b>   | <b>\$</b> | <b>1,711</b>      |
| Health Permit                                                                    | \$        | 1,711          |           |                   |
| <b>44306 Maintenance Supplies</b>                                                | <b>\$</b> | <b>1,000</b>   | <b>\$</b> | <b>1,000</b>      |
|                                                                                  | \$        | 1,000          |           |                   |
| <b>4710X Furniture Fixtures &amp; Equipment</b>                                  | <b>\$</b> | <b>225,000</b> | <b>\$</b> | <b>22,500</b>     |
| 47101 SC Renovation Project: Kitchen Equipment Replacement <i>(carryforward)</i> | \$        | 20,000         |           |                   |
| 47105 Other Misc. Equipment                                                      |           | 1,000          |           |                   |
| 47105 2 Laptops and Scanner for Front Desk                                       |           | 1,500          |           |                   |
| <b>47103 FF&amp;E/Furniture</b>                                                  | <b>\$</b> | <b>-</b>       | <b>\$</b> | <b>-</b>          |
|                                                                                  | \$        | -              |           |                   |
| <b>47201 Improvements/Building</b>                                               | <b>\$</b> | <b>72,000</b>  | <b>\$</b> | <b>72,000</b>     |
| SC Renovation Project: Main Hall Flooring <i>(carryforward)</i>                  | \$        | 72,000         |           |                   |
| <b>MEASURE S - 2014 FUND - 106</b>                                               |           |                |           |                   |
| <b>47101 FF&amp;E/Equipment</b>                                                  | <b>\$</b> | <b>7,000</b>   | <b>\$</b> | <b>-</b>          |
| Senior Center Dishwasher <i>(carryforward)</i>                                   | \$        | -              |           |                   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**RECREATION FUND - 209**  
**TINY TOTS - 553**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | 58,700               | 77,821               | 63,427                              | 97,496                          | 108,102                          | 10,606                   | 10%                     |
| Overtime - 402                              | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Employee Benefits - 410                     | 28,313               | 31,413               | 29,634                              | 39,694                          | 42,485                           | 2,791                    | 7%                      |
| <b>Total Personnel</b>                      | <b>87,013</b>        | <b>109,235</b>       | <b>93,061</b>                       | <b>137,190</b>                  | <b>150,587</b>                   | <b>13,397</b>            | <b>9%</b>               |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 10,566               | 21,540               | 14,425                              | 24,422                          | 30,242                           | 5,820                    | 19%                     |
| Other Operating Expenses - 43               | 360                  | 4,947                | 2,231                               | 4,886                           | 5,086                            | 200                      | 4%                      |
| Materials and Supplies - 44                 | -                    | 97                   | 159                                 | 30                              | 100                              | 70                       | 70%                     |
| <b>Total Services and Supplies</b>          | <b>10,925</b>        | <b>26,584</b>        | <b>16,814</b>                       | <b>29,338</b>                   | <b>35,428</b>                    | <b>6,090</b>             | <b>17%</b>              |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | 121                  | -                    | 2,087                               | 3,100                           | 200                              | (2,900)                  | -1450%                  |
| <b>Total Capital Outlay</b>                 | <b>121</b>           | <b>-</b>             | <b>2,087</b>                        | <b>3,100</b>                    | <b>200</b>                       | <b>(2,900)</b>           | <b>-1450%</b>           |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Legal Charges - 46126                       | -                    | 240                  | -                                   | 250                             | 250                              | -                        | 0%                      |
| General Liability Insurance - 46201         | 4,182                | 5,047                | 5,667                               | 5,257                           | 7,293                            | 2,036                    | 28%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>4,182</b>         | <b>5,287</b>         | <b>5,667</b>                        | <b>5,507</b>                    | <b>7,543</b>                     | <b>2,036</b>             | <b>27%</b>              |
| <b>Total</b>                                | <b>102,241</b>       | <b>141,106</b>       | <b>117,629</b>                      | <b>175,135</b>                  | <b>193,758</b>                   | <b>18,623</b>            | <b>10%</b>              |
| <b>MEASURE S - 2014 FUND - 106</b>          |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | -                                   | 4,850                           | 15,850                           | 11,000                   | 69%                     |
| <b>Total</b>                                | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>4,850</b>                    | <b>15,850</b>                    | <b>11,000</b>            | <b>69%</b>              |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                       |           | FY 2022/23       | FY 2023/24       |
|-------------------------------------------------------|-----------|------------------|------------------|
| <b>42107 Equipment Maintenance</b>                    |           | <b>\$ 300</b>    | <b>\$ 300</b>    |
| Copier and other equipment maintenance                | \$ 300    |                  |                  |
| <b>42108 Maintenance Structure/Imp</b>                |           | <b>\$ 13,210</b> | <b>\$ 16,396</b> |
| Alarm Monitoring                                      | \$ 1,026  |                  |                  |
| Building Maintenance                                  | 500       |                  |                  |
| Countertops                                           | 1,000     |                  |                  |
| HVAC Maintenance                                      | 300       |                  |                  |
| Janitorial (3 times weekly and annual deep clean)     | 6,360     |                  |                  |
| Landscape Maintenance                                 | 2,472     |                  |                  |
| Pest Control                                          | 388       |                  |                  |
| Playground Wood Chip Refreshment (Spring)             | 3,900     |                  |                  |
| Sanitary Supplies & PPE                               | 450       |                  |                  |
| <b>42201 Office Expense</b>                           |           | <b>\$ 1,500</b>  | <b>\$ 1,500</b>  |
| Toner, ink, other office supplies                     | \$ 1,500  |                  |                  |
| <b>4230X Travel &amp; Training</b>                    |           | <b>\$ 500</b>    | <b>\$ 2,900</b>  |
| Annual Conferences and Trainings                      | \$ 600    |                  |                  |
| CPRS Airfare                                          | 600       |                  |                  |
| CPRS Hotel                                            | 1,400     |                  |                  |
| Travel & Training/M meal Allowance                    | 300       |                  |                  |
| <b>42401 Memberships</b>                              |           | <b>\$ -</b>      | <b>\$ 234</b>    |
| CPRS Membership                                       | \$ 165    |                  |                  |
| NAEYC Membership                                      | 69        |                  |                  |
| <b>42501 Bank Fees</b>                                |           | <b>\$ 4,200</b>  | <b>\$ 4,200</b>  |
| <b>42514 Special Department Expense</b>               |           | <b>\$ 4,712</b>  | <b>\$ 4,712</b>  |
| Holiday paper and craft supplies                      | \$ 650    |                  |                  |
| Paper and craft supplies                              | 1,562     |                  |                  |
| Toy replacement                                       | 2,000     |                  |                  |
| T-Shirt fundraiser                                    | 500       |                  |                  |
| <b>Total Professional/Administrative Services</b>     |           | <b>\$ 30,242</b> |                  |
| <b>4310X Utilities</b>                                |           | <b>\$ 1,200</b>  | <b>\$ 1,400</b>  |
| Gas and Electric                                      | \$ 1,200  |                  |                  |
| Water                                                 | 200       |                  |                  |
| <b>43201 Property Tax</b>                             |           | <b>\$ 3,686</b>  | <b>\$ 3,686</b>  |
| <b>44306 Maintenance Supplies</b>                     |           | <b>\$ 30</b>     | <b>\$ 100</b>    |
| Misc. Maintenance Supplies                            | \$ 100    |                  |                  |
| <b>4710X Furniture Fixtures &amp; Equipment</b>       |           | <b>\$ 3,100</b>  | <b>\$ 200</b>    |
| 47105 Tiny Tots dishwasher replacement (carryforward) | \$ 200    |                  |                  |
| 47107 Portable Sink                                   | 0         |                  |                  |
| <b>MEASURE S - 2014 FUND - 106</b>                    |           |                  |                  |
| <b>47103 FF&amp;E/Furniture</b>                       |           | <b>\$ 4,850</b>  | <b>\$ 2,950</b>  |
| Tiny Tots dishwasher replacement (carryforward)       | \$ 550    |                  |                  |
| Tiny Tots outdoor shade (carryforward)                | 2,400     |                  |                  |
| <b>47201 Improvements/Building</b>                    |           | <b>\$ -</b>      | <b>\$ 12,900</b> |
| Restroom Walls/Floor Repair/Replace                   | \$ 11,000 |                  |                  |
| Tiny Tots Countertop (carryforward)                   | 1,900     |                  |                  |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**RECREATION FUND - 209**  
**YOUTH CENTER - 554**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21     | FY 2021/22     | FY 2022/23     | FY 2022/23     | FY 2023/24     | Prop to Rev    | Prop to Rev |
|---------------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------|
|                                             | Actual         | Actual         | Actual         | Revised        | Proposed       | \$ Change      | % Change    |
|                                             |                |                | Thru Mar-23    | Budget         | Budget         |                |             |
| <b>Personnel</b>                            |                |                |                |                |                |                |             |
| Salaries & Wages - 401                      | 56,606         | 61,650         | 57,241         | 171,990        | 184,110        | 12,120         | 7%          |
| Overtime - 402                              | -              | -              | -              | -              | -              | -              | 0%          |
| Employee Benefits - 410                     | 37,198         | 38,431         | 33,953         | 52,193         | 57,948         | 5,755          | 10%         |
| <b>Total Personnel</b>                      | <b>93,803</b>  | <b>100,082</b> | <b>91,194</b>  | <b>224,183</b> | <b>242,058</b> | <b>17,875</b>  | <b>7%</b>   |
| <b>Services and Supplies</b>                |                |                |                |                |                |                |             |
| Professional & Administrative Services - 42 | 22,977         | 18,934         | 18,954         | 51,964         | 50,982         | (982)          | -2%         |
| Other Operating Expenses - 43               | 3,453          | 6,841          | 12,013         | 12,397         | 12,460         | 63             | 1%          |
| Materials & Supplies - 44                   | -              | 271            | 1,292          | 3,152          | 1,700          | (1,452)        | -85%        |
| <b>Total Services and Supplies</b>          | <b>26,431</b>  | <b>26,046</b>  | <b>32,258</b>  | <b>67,513</b>  | <b>65,142</b>  | <b>(2,371)</b> | <b>-4%</b>  |
| <b>Capital Outlay</b>                       |                |                |                |                |                |                |             |
| Asset Acquisition/Improvement - 47          | 2,398          | 1,152          | -              | 15,000         | 15,000         | -              | 0%          |
| <b>Total Capital Outlay</b>                 | <b>2,398</b>   | <b>1,152</b>   | <b>-</b>       | <b>15,000</b>  | <b>15,000</b>  | <b>-</b>       | <b>0%</b>   |
| <b>Indirect Cost Allocations</b>            |                |                |                |                |                |                |             |
| Administrative Credits - 46121              | (20,222)       | (22,151)       | (18,822)       | (55,470)       |                | 55,470         | 100%        |
| Administrative Debits - 46122               | 20,222         | 22,151         | 18,822         | 55,470         |                | (55,470)       | -100%       |
| Legal Charges - 46126                       | -              | -              | -              | -              | 500            | 500            | 0%          |
| General Liability Insurance - 46201         | 8,378          | 9,884          | 10,609         | 9,841          | 13,102         | 3,261          | 25%         |
| <b>Total Indirect Cost Allocations</b>      | <b>8,378</b>   | <b>9,883</b>   | <b>10,608</b>  | <b>9,841</b>   | <b>13,602</b>  | <b>3,761</b>   | <b>28%</b>  |
| <b>Total</b>                                | <b>131,010</b> | <b>137,164</b> | <b>134,060</b> | <b>316,537</b> | <b>335,802</b> | <b>19,265</b>  | <b>6%</b>   |
| <b>MEASURE S - 2014 FUND - 106</b>          |                |                |                |                |                |                |             |
| Asset Acquisition/Improvement - 47          | 8,727          | 65             | -              | 10,000         | 10,000         | -              | 0%          |
| <b>Total</b>                                | <b>8,727</b>   | <b>65</b>      | <b>-</b>       | <b>10,000</b>  | <b>10,000</b>  | <b>-</b>       | <b>0%</b>   |

Consolidated Day Camp Division effective FY23/24

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                           |           | FY 2022/23 | FY 2023/24 |
|-----------------------------------------------------------|-----------|------------|------------|
| <b>42101 Professional Services</b>                        |           |            | \$ 5,880   |
| Youth Camp Instructors                                    | \$ 5,880  |            |            |
| <b>42107 Equipment Maintenance</b>                        |           | \$ 2,500   | \$ 1,300   |
| Other Vehicle Maintenance                                 | \$ 1,000  |            |            |
| Oil Changes (4)                                           | 300       |            |            |
| <b>42108 Maintenance Structure/Imp</b>                    |           | \$ 22,083  | \$ 29,442  |
| Building Maintenance                                      | \$ 10,000 |            |            |
| Elevator Maintenance (12)                                 | 2,400     |            |            |
| Elevator Service call                                     | 600       |            |            |
| Fire Extinguisher Maintenance                             | 100       |            |            |
| Fire Sprinkler Inspection                                 | 950       |            |            |
| HVAC City Mechanical                                      | 6,000     |            |            |
| Janitorial Service (12)                                   | 5,805     |            |            |
| Janitorial supplies                                       | 500       |            |            |
| JanPro floor cleaning                                     | 1,207     |            |            |
| Misc. other supplies                                      | 1,000     |            |            |
| State annual fire inspection                              | 400       |            |            |
| Western Exterminator Pest Control (4)                     | 480       |            |            |
| <b>42201 Office Expense</b>                               |           | \$ 500     | \$ 500     |
| Miscellaneous Office Supplies                             | \$ 500    |            |            |
| <b>4230X Travel and Training</b>                          |           | \$ 1,870   | \$ 5,365   |
| Annual Conferences and Trainings                          | \$ 810    |            |            |
| CPRP                                                      | 455       |            |            |
| Milage, Air & Hotel                                       | 2,900     |            |            |
| Meal Allowance                                            | 500       |            |            |
| Staff Training, workshop, and conference                  | 700       |            |            |
| <b>42401 Memberships</b>                                  |           | \$ 165     | \$ 175     |
| CPRS Membership                                           | \$ 175    |            |            |
| <b>42501 Bank Fees</b>                                    |           | \$ 1,800   | \$ 1,300   |
| Credit Card Transaction Fees                              | \$ 1,300  |            |            |
| <b>43801 Youth Camp</b>                                   |           | \$ 18,046  | \$ -       |
| <i>(Costs broken down into specific accounts FY23/24)</i> |           |            |            |
| <b>42514 Special Department Expense</b>                   |           |            | \$ 2,020   |
| <b>42515 Special Events</b>                               |           | \$ 5,000   | \$ 5,000   |
| Community Event                                           | \$ 1,000  |            |            |
| Egg hung                                                  | 2,000     |            |            |
| National Night Out                                        | 2,000     |            |            |
| <b>Total Professional/Administrative Services</b>         |           |            | \$ 50,982  |
| <b>4310X Utilities</b>                                    |           | \$ 3,950   | \$ 5,900   |
| Gas and Electric                                          | \$ 5,400  |            |            |
| Water                                                     | 500       |            |            |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

|                                                                  |           |               |           |               |
|------------------------------------------------------------------|-----------|---------------|-----------|---------------|
| <b>42301 Property Taxes</b>                                      | <b>\$</b> | <b>1,200</b>  | <b>\$</b> | <b>1,200</b>  |
|                                                                  |           |               |           |               |
| <b>43812 Youth Center</b>                                        | <b>\$</b> | <b>7,247</b>  | <b>\$</b> | <b>5,360</b>  |
| Instructor invoices                                              | \$        | 3,360         |           |               |
| Program supplies                                                 |           | 2,000         |           |               |
|                                                                  |           |               |           |               |
| Total Other Operating Expenses                                   |           |               | \$        | 12,460        |
|                                                                  |           |               |           |               |
| <b>44301 Fuel</b>                                                | <b>\$</b> | <b>2,100</b>  | <b>\$</b> | <b>500</b>    |
|                                                                  |           |               |           |               |
| <b>44304 Permit Fee</b>                                          | <b>\$</b> | <b>1,052</b>  | <b>\$</b> | <b>1,200</b>  |
| Health Permit                                                    | \$        | 1,200         |           |               |
|                                                                  |           |               |           |               |
| <b>47201 Improvements/Building</b>                               | <b>\$</b> | <b>15,000</b> | <b>\$</b> | <b>15,000</b> |
| Replacement of vinyl floor at Youth Center <i>(carryforward)</i> | \$        | 15,000        |           |               |
|                                                                  |           |               |           |               |
| <b>MEASURE S - 2014 FUND - 106</b>                               |           |               |           |               |
| <b>47201 Improvements/Building</b>                               | <b>\$</b> | <b>10,000</b> | <b>\$</b> | <b>10,000</b> |
| Replace vinyl flooring at Youth Center                           | \$        | 10,000        |           |               |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**RECREATION FUND - 209**  
**SWIM CENTER - 557**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 69,903               | 111,173              | 86,463                              | 119,150                         | 119,150                          | -                        | 0%                      |
| Other Operating Expenses - 43               | 16,492               | 22,454               | 14,377                              | 25,000                          | 25,000                           | -                        | 0%                      |
| Materials & Supplies - 44                   | -                    | 3,905                | 2,555                               | 2,750                           | 2,750                            | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>86,396</b>        | <b>137,532</b>       | <b>103,395</b>                      | <b>146,900</b>                  | <b>146,900</b>                   | <b>-</b>                 | <b>0%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 20                   | -                                   | 6,500                           | 6,500                            | -                        | 100%                    |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>20</b>            | <b>-</b>                            | <b>6,500</b>                    | <b>6,500</b>                     | <b>-</b>                 | <b>100%</b>             |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121              | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Legal Charges - 46126                       | 1,703                | 270                  | 210                                 | 500                             | 500                              | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>1,703</b>         | <b>270</b>           | <b>210</b>                          | <b>500</b>                      | <b>500</b>                       | <b>-</b>                 | <b>0%</b>               |
| <b>Total</b>                                | <b>88,099</b>        | <b>137,822</b>       | <b>103,605</b>                      | <b>153,900</b>                  | <b>153,900</b>                   | <b>-</b>                 | <b>100%</b>             |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                   |           | FY 2022/23        | FY 2023/24       |
|---------------------------------------------------|-----------|-------------------|------------------|
| <b>42101 Professional Services</b>                |           | <b>\$ 85,000</b>  | <b>\$ 85,000</b> |
| Swim Center Operations Contract                   | \$ 62,517 |                   |                  |
| <b>42108 Maintenance Structure/Imp</b>            |           | <b>\$ 31,150</b>  | <b>\$ 31,150</b> |
| Annual Fire Sprinkler Maintenance                 | \$ 250    |                   |                  |
| Building Maintenance                              | 5,000     |                   |                  |
| Janitorial                                        | 6,400     |                   |                  |
| Landscape Maintenance                             | 2,640     |                   |                  |
| Pool Maintenance                                  | 8,860     |                   |                  |
| Pool Supplies                                     | 8,000     |                   |                  |
| <b>42501 Bank Fees</b>                            |           | <b>\$ 3,000</b>   | <b>\$ 3,000</b>  |
| Credit Card Processing Fees                       | \$ 3,000  |                   |                  |
| <b>Total Professional/Administrative Services</b> |           | <b>\$ 119,150</b> |                  |
| <b>4310X Utilities</b>                            |           | <b>\$ 21,000</b>  | <b>\$ 21,000</b> |
| 43103 Gas and Electric                            | \$ 14,000 |                   |                  |
| 43102 Water                                       | 7,000     |                   |                  |
| <b>43201 Property Taxes</b>                       |           | <b>\$ 4,000</b>   | <b>\$ 4,000</b>  |
| <b>44304 Permit Fee</b>                           |           | <b>\$ 2,750</b>   | <b>\$ 2,750</b>  |
| Health Permits                                    | \$ 2,750  |                   |                  |
| <b>47101 FF&amp;E/Equipment</b>                   |           | <b>\$ 6,500</b>   | <b>\$ 6,500</b>  |
| Refrigerator/Freezer                              | \$ 6,500  |                   |                  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**RECREATION FUND - 209**  
**MEMORIAL HALL - 558**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 10,293               | 2,122                | 3,096                               | 11,200                          | -                                | (11,200)                 | -100%                   |
| Other Operating Expenses - 43               | 2,530                | 2,638                | 2,550                               | 3,000                           | -                                | (3,000)                  | -100%                   |
| Materials & Supplies - 44                   | -                    | 192                  | 173                                 | -                               | -                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>12,824</b>        | <b>4,952</b>         | <b>5,820</b>                        | <b>14,200</b>                   | <b>-</b>                         | <b>(14,200)</b>          | <b>-100%</b>            |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Administrative Credits - 46121              | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Administrative Debits - 46122               | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Legal Charges - 46126                       | 390                  | 210                  | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>390</b>           | <b>210</b>           | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Total</b>                                | <b>13,214</b>        | <b>5,162</b>         | <b>5,820</b>                        | <b>14,200</b>                   | <b>-</b>                         | <b>(14,200)</b>          | <b>-100%</b>            |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                   | FY 2022/23       | FY 2023/24  |
|---------------------------------------------------|------------------|-------------|
| <b>42108 Maintenance Structure/Imp</b>            | <b>\$ 11,000</b> | <b>\$ -</b> |
| Building Maintenance                              | \$ -             |             |
| Misc. Maintenance                                 | -                |             |
| Pest Control                                      | -                |             |
| Plumbing Supplies                                 | -                |             |
| Sanitary Supplies                                 | -                |             |
| (Moved to Facilities division effective FY23/24)  |                  |             |
| <b>42501 Bank Fees</b>                            | <b>\$ 200</b>    | <b>\$ -</b> |
| (Moved to division 551 effective FY23/24)         |                  |             |
| <b>Total Professional/Administrative Services</b> | <b>\$ -</b>      | <b>\$ -</b> |
| <b>4310X Utilities</b>                            | <b>\$ 3,000</b>  | <b>\$ -</b> |
| Gas and Electric                                  | \$ -             |             |
| Water                                             | -                |             |
| (Moved to Facilities division effective FY23/24)  |                  |             |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**RECREATION FUND - 209**  
**TENNIS - 559**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 4                    | 9                    | 255                                 | 550                             | -                                | (550)                    | #DIV/0!                 |
| Other Operating Expenses - 43               | 6,296                | 4,376                | 2,363                               | 4,500                           | -                                | (4,500)                  | #DIV/0!                 |
| <b>Total Services and Supplies</b>          | <b>6,300</b>         | <b>4,385</b>         | <b>2,618</b>                        | <b>5,050</b>                    | <b>-</b>                         | <b>(5,050)</b>           | <b>#DIV/0!</b>          |
| <b>Total</b>                                | <b>6,300</b>         | <b>4,385</b>         | <b>2,618</b>                        | <b>5,050</b>                    | <b>-</b>                         | <b>(5,050)</b>           | <b>#DIV/0!</b>          |

**MAJOR NON-PERSONNEL EXPENSE DETAILS**

|                                                  | FY 2022/23      | FY 2023/24  |
|--------------------------------------------------|-----------------|-------------|
| <b>42108 Maintenance Structure/Imp</b>           | <b>\$ 500</b>   | <b>\$ -</b> |
| Building Maintenance                             | \$ -            |             |
| (Moved to Facilities division effective FY23/24) |                 |             |
| <b>42501 Bank Fees</b>                           | <b>\$ 50</b>    | <b>\$ -</b> |
| Credit Card Processing Fees                      | \$ -            |             |
| (Moved to division 551 effective FY23/24)        |                 |             |
| <b>4310X Utilities</b>                           | <b>\$ 4,500</b> | <b>\$ -</b> |
| Gas and Electric                                 | \$ -            |             |
| Water                                            | -               |             |
| (Moved to Facilities division effective FY23/24) |                 |             |

GENERAL FUND - 100  
LIBRARY SERVICES - 560

EXPENDITURE SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| Services and Supplies                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | -                                   | -                               | 182,585                          | 182,585                  | 100%                    |
| <b>Total Services and Supplies</b>          | -                    | -                    | -                                   | -                               | <b>182,585</b>                   | <b>182,585</b>           | <b>100%</b>             |
| <b>Total</b>                                | -                    | -                    | -                                   | -                               | <b>182,585</b>                   | <b>182,585</b>           | <b>100%</b>             |

MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                    | FY 2022/23 | FY 2023/24      |
|----------------------------------------------------|------------|-----------------|
| <b>42101 Professional Services</b>                 |            | \$ - \$ 182,585 |
| Library Services reimbursement agreement - 40 base | \$ 182,585 |                 |
| (Moved from division 551 effective FY23/24)        |            |                 |

GENERAL FUND - 100  
ANIMAL CONTROL SERVICES - 561

EXPENDITURE SUMMARY

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| Services and Supplies                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | -                                   | -                               | 169,701                          | 169,701                  | 100%                    |
| <b>Total Services and Supplies</b>          | -                    | -                    | -                                   | -                               | <b>169,701</b>                   | <b>169,701</b>           | <b>100%</b>             |
| <b>Total</b>                                | -                    | -                    | -                                   | -                               | <b>169,701</b>                   | <b>169,701</b>           | <b>100%</b>             |

MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                             | FY 2022/23 | FY 2023/24 |
|---------------------------------------------|------------|------------|
| <b>42101 Professional Services</b>          | \$ -       | \$ 169,701 |
| Animal Control Services \$9.11 per capita   | \$ 169,701 |            |
| (Moved from division 551 effective FY23/24) |            |            |



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**CABLE ACCESS TV FUND - 505**  
**CABLE ACCESS TV CITY SERVICES- 119**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages -401                       | 183,877              | 195,973              | 166,285                             | 230,944                         | 226,479                          | (4,465)                  | -2%                     |
| Overtime - 402                              | 573                  | 936                  | 1,218                               | 4,000                           | 4,000                            | -                        | 0%                      |
| Employee Benefits - 410                     | 137,325              | 146,254              | 131,318                             | 178,193                         | 178,382                          | 189                      | 0%                      |
| <b>Total Personnel</b>                      | <b>321,775</b>       | <b>343,163</b>       | <b>298,820</b>                      | <b>413,137</b>                  | <b>408,861</b>                   | <b>(4,276)</b>           | <b>-1%</b>              |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 505                  | -174                 | 4,922                               | 59,544                          | 59,544                           | -                        | 0%                      |
| Other Operating Expenses - 43               | 4,486                | 3,382                | 5,924                               | 4,048                           | 4,048                            | 0                        | 0%                      |
| Materials & Supplies - 44                   | 108                  | 142                  | 128                                 | 208                             | 208                              | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>5,099</b>         | <b>3,350</b>         | <b>10,973</b>                       | <b>63,800</b>                   | <b>63,800</b>                    | <b>0</b>                 | <b>0%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | 24,709               | 7,189                               | \$49,782                        | 49,782                           | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>24,709</b>        | <b>7,189</b>                        | <b>49,782</b>                   | <b>49,782</b>                    | <b>-</b>                 | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Admin Credits - 46121                       | -                    | (132,383)            | (111,865)                           | (158,343)                       | (157,964)                        | 379                      | 0%                      |
| Admin Debits - 46122                        | 33,918               | 32,443               | 16,422                              | 28,900                          | 25,967                           | (2,933)                  | -11%                    |
| IS Charges - 46124                          | 18,921               | 23,910               | 16,418                              | 33,713                          | 66,611                           | 32,898                   | 49%                     |
| Legal Charges - 46126                       | 926                  | 330                  | -                                   | -                               | -                                | -                        | 0%                      |
| General Liability Insurance -46201          | 11,153               | 11,442               | 14,492                              | 13,443                          | 16,402                           | 2,959                    | 18%                     |
| <b>Total Indirect Cost Allocations</b>      | <b>64,918</b>        | <b>(64,259)</b>      | <b>(64,534)</b>                     | <b>(82,287)</b>                 | <b>(48,984)</b>                  | <b>33,303</b>            | <b>-68%</b>             |
| <b>Total</b>                                | <b>391,792</b>       | <b>306,964</b>       | <b>252,449</b>                      | <b>444,432</b>                  | <b>473,459</b>                   | <b>29,027</b>            | <b>6%</b>               |

[1] PEG funded

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                                                                                            |           | FY 2022/23       | FY 2023/24       |
|----------------------------------------------------------------------------------------------------------------------------|-----------|------------------|------------------|
| <b>42101 Professional Services</b>                                                                                         |           | <b>\$ 50,000</b> | <b>\$ 50,000</b> |
| Remote programming and support for Leightronix, Scala<br>and General A/V Contractors (90% funded through production fees ) | \$ 25,000 |                  |                  |
| PCTV Master Plan                                                                                                           | 25,000    |                  |                  |
| <b>42106 Software Maintenance</b>                                                                                          |           | <b>\$ 1,800</b>  | <b>\$ 1,800</b>  |
| Scala Annual License                                                                                                       | \$ 1,800  |                  |                  |
| <b>42107 Equipment Maintenance</b>                                                                                         |           | <b>\$ 2,500</b>  | <b>\$ 2,500</b>  |
| Equipment repair                                                                                                           | \$ 300    |                  |                  |
| Equipment repair parts                                                                                                     | 2,000     |                  |                  |
| Loaner equipment                                                                                                           | 200       |                  |                  |
| <b>42108 Maintenance Structure/Imp</b>                                                                                     |           | <b>\$ 1,616</b>  | <b>\$ 1,616</b>  |
| Cleaning supplies                                                                                                          | \$ 297    |                  |                  |
| Elevator maintenance                                                                                                       | 713       |                  |                  |
| HVAC maintenance                                                                                                           | 475       |                  |                  |
| Pest control                                                                                                               | 131       |                  |                  |
| <b>42201 Office Expense</b>                                                                                                |           | <b>\$ 238</b>    | <b>\$ 238</b>    |
| <b>4230X Travel and Training</b>                                                                                           |           | <b>\$ 2,500</b>  | <b>\$ 2,500</b>  |
| NAB Convention for two employees                                                                                           | \$ 2,000  |                  |                  |
| Other Travel and Training                                                                                                  | 500       |                  |                  |
| <b>42514 Special Department Expense</b>                                                                                    |           | <b>\$ 891</b>    | <b>\$ 891</b>    |
| Misc. specialized supplies                                                                                                 | 594       |                  |                  |
| Other Special Dept Expenses                                                                                                | 297       |                  |                  |
| <b>Total Professional/Administrative Services</b>                                                                          |           | <b>\$ 59,544</b> |                  |
| <b>4310X Utilities</b>                                                                                                     |           | <b>\$ 3,276</b>  | <b>\$ 3,276</b>  |
| 43103 Gas and Electric                                                                                                     | \$ 2,970  |                  |                  |
| 43102 Water                                                                                                                | 306       |                  |                  |
| <b>43201 Property Taxes</b>                                                                                                |           | <b>\$ 772</b>    | <b>\$ 772</b>    |
|                                                                                                                            | \$ 772    |                  |                  |
| <b>44301 Fuel</b>                                                                                                          |           | <b>\$ 208</b>    | <b>\$ 208</b>    |
| <b>47101 Equipment</b>                                                                                                     |           | <b>\$48,000</b>  | <b>\$ 48,000</b> |
| 4th Council Chambers camera                                                                                                | \$11,000  |                  |                  |
| A/D cross over units                                                                                                       | 4,000     |                  |                  |
| Install HD projector/video wall system for Council Chambers                                                                | 15,000    |                  |                  |
| SDI audio embedders and de-embedders                                                                                       | 3,000     |                  |                  |
| Video monitors                                                                                                             | 3,000     |                  |                  |
| Video router                                                                                                               | 12,000    |                  |                  |
| <b>47103 Furniture</b>                                                                                                     |           | <b>\$1,782</b>   | <b>\$ 1,782</b>  |
| 2 office desk chairs                                                                                                       | \$1,782   |                  |                  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**CABLE ACCESS TV FUND - 505**  
**CABLE ACCESS TV COMMUNITY BUDGET- 120**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages -401                       | -                    | -                    | -                                   | 3,018                           | -                                | (3,018)                  | -100%                   |
| Employee Benefits - 410                     | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Personnel</b>                      | -                    | -                    | -                                   | <b>3,018</b>                    | -                                | <b>(3,018)</b>           | <b>-100%</b>            |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | -                                   | 177                             | 177                              | -                        | 0%                      |
| Other Operating Expenses - 43               | -                    | -                    | -                                   | 23                              | 23                               | -                        | 0%                      |
| Materials & Supplies - 44                   | -                    | -                    | -                                   | 1                               | 1                                | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | -                    | -                    | -                                   | <b>202</b>                      | <b>202</b>                       | -                        | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Admin Debits - 46122                        | -                    | -                    | -                                   | 1,326                           | 1,323                            | (3)                      | 0%                      |
| IS Charges - 46124                          | -                    | -                    | 47                                  | 96                              | 188                              | 93                       | 49%                     |
| <b>Total Indirect Cost Allocations</b>      | -                    | -                    | <b>47</b>                           | <b>1,422</b>                    | <b>1,511</b>                     | <b>90</b>                | <b>6%</b>               |
| <b>Total</b>                                | -                    | -                    | <b>47</b>                           | <b>4,642</b>                    | <b>1,713</b>                     | <b>90</b>                | <b>5%</b>               |

[1] PEG funded

## MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                   |       | FY 2022/23    | FY 2023/24    |
|---------------------------------------------------|-------|---------------|---------------|
| <b>42101 Professional Services</b>                |       | <b>\$ 136</b> | <b>\$ 136</b> |
| Equipment Master Plan consultant                  | 136   |               |               |
| <b>42106 Software Maintenance</b>                 |       | <b>\$ 5</b>   | <b>\$ 5</b>   |
| Scala Annual License                              | \$ 5  |               |               |
| <b>42107 Equipment Maintenance</b>                |       | <b>\$ 9</b>   | <b>\$ 9</b>   |
| Equipment repair                                  | \$ 1  |               |               |
| Equipment repair parts                            | 7     |               |               |
| Loaner equipment                                  | 1     |               |               |
| <b>42108 Maintenance Structure/Imp</b>            |       | <b>\$ 9</b>   | <b>\$ 9</b>   |
| Cleaning supplies                                 | \$ 2  |               |               |
| Elevator maintenance                              | 4     |               |               |
| HVAC maintenance                                  | 3     |               |               |
| Pest control                                      | 1     |               |               |
| <b>42201 Office Expense</b>                       |       | <b>\$ 1</b>   | <b>\$ 1</b>   |
|                                                   | \$ 1  |               |               |
| <b>4230X Travel and Training</b>                  |       | <b>\$ 12</b>  | <b>\$ 12</b>  |
| NAB Convention for two employees                  | \$ 9  |               |               |
| Other Travel and Training                         | \$ 3  |               |               |
| <b>42514 Special Department Expense</b>           |       | <b>\$ 5</b>   | <b>\$ 5</b>   |
| Misc. specialized supplies                        | 3.4   |               |               |
| Other Special Dept Expenses                       | 1.7   |               |               |
| <b>Total Professional/Administrative Services</b> |       | <b>\$ 177</b> |               |
| <b>4310X Utilities</b>                            |       | <b>\$ 23</b>  | <b>\$ 23</b>  |
| 43103 Gas and Electric                            | \$ 17 |               |               |
| 43102 Water                                       | 2     |               |               |
| 43201 Taxes                                       | 4     |               |               |
| <b>44301 Fuel</b>                                 |       | <b>\$ 1</b>   | <b>\$ 1</b>   |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

**CABLE ACCESS TV FUND - 505**

**CABLE ACCESS TV CONTRACT SERVICES- 121**

**EXPENDITURE SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages -401                       | -                    | -                    | -                                   | 3,018                           | -                                | (3,018)                  | -100%                   |
| Employee Benefits - 410                     | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Personnel</b>                      | -                    | -                    | -                                   | <b>3,018</b>                    | -                                | <b>(3,018)</b>           | <b>-100%</b>            |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | -                    | -                    | 181                                 | 21,297                          | 21,297                           | -                        | 0%                      |
| Other Operating Expenses - 43               | -                    | -                    | -                                   | 2,746                           | 2,746                            | -                        | 0%                      |
| Materials & Supplies - 44                   | -                    | -                    | -                                   | 141                             | 141                              | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | -                    | -                    | <b>181</b>                          | <b>24,185</b>                   | <b>24,185</b>                    | -                        | <b>0%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | -                                   | 605                             | 605                              | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | -                    | -                    | -                                   | <b>605</b>                      | <b>605</b>                       | -                        | <b>0%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Admin Debits - 46122                        | -                    | 132,383              | 111,865                             | 157,017                         | 156,641                          | (376)                    | 0%                      |
| IS Charges - 46124                          | -                    | -                    | 6,274                               | 12,882                          | 25,453                           | 12,571                   | 49%                     |
| Legal Charges - 46126                       | -                    | -                    | 784                                 | -                               | -                                | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | -                    | <b>132,383</b>       | <b>118,923</b>                      | <b>169,899</b>                  | <b>182,094</b>                   | <b>12,195</b>            | <b>7%</b>               |
| <b>Total</b>                                | -                    | <b>132,383</b>       | <b>119,103</b>                      | <b>197,707</b>                  | <b>206,884</b>                   | <b>12,195</b>            | <b>6%</b>               |

[1] PEG funded

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – Community Services

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                   |          | FY 2022/23       | FY 2023/24       |
|---------------------------------------------------|----------|------------------|------------------|
| <b>42101 Professional Services</b>                |          | <b>\$ 16,120</b> | <b>\$ 16,120</b> |
| Equipment Master Plan consultant                  | 16,120   |                  |                  |
| <b>42106 Software Maintenance</b>                 |          | <b>\$ 611</b>    | <b>\$ 611</b>    |
| Scala Annual License                              | \$ 611   |                  |                  |
| <b>42107 Equipment Maintenance</b>                |          | <b>\$ 1,008</b>  | <b>\$ 1,008</b>  |
| Equipment repair                                  | \$ 121   |                  |                  |
| Equipment repair parts                            | 806      |                  |                  |
| Loaner equipment                                  | 81       |                  |                  |
| <b>42108 Maintenance Structure/Imp</b>            |          | <b>\$ 1,096</b>  | <b>\$ 1,096</b>  |
| Cleaning supplies                                 | \$ 202   |                  |                  |
| Elevator maintenance                              | 484      |                  |                  |
| HVAC maintenance                                  | 322      |                  |                  |
| Pest control                                      | 89       |                  |                  |
| <b>42201 Office Expense</b>                       |          | <b>\$ 161</b>    | <b>\$ 161</b>    |
| <b>4230X Travel and Training</b>                  |          | <b>\$ 1,411</b>  | <b>\$ 1,411</b>  |
| NAB Convention for two employees                  | \$ 1,008 |                  |                  |
| Other Travel and Training                         | \$ 403   |                  |                  |
| <b>42514 Special Department Expense</b>           |          | <b>\$ 891</b>    | <b>\$ 891</b>    |
| Misc. specialized supplies                        | 594      |                  |                  |
| Other Special Dept Expenses                       | 297      |                  |                  |
| <b>Total Professional/Administrative Services</b> |          | <b>\$ 21,297</b> |                  |
| <b>4310X Utilities</b>                            |          | <b>\$ 2,746</b>  | <b>\$ 2,746</b>  |
| 43103 Gas and Electric                            | \$ 2,015 |                  |                  |
| 43102 Water                                       | 208      |                  |                  |
| 43201 Taxes                                       | 524      |                  |                  |
| <b>44301 Fuel</b>                                 |          | <b>\$ 141</b>    | <b>\$ 141</b>    |
| <b>47103 Furniture</b>                            |          | <b>\$605</b>     | <b>\$ 605</b>    |
| 2 office desk chairs                              | \$605    |                  |                  |

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**GENERAL GOVERNMENT****Mission**

The mission of General Government is to appropriate funds for general City administrative overhead costs.

**Major Services and Functions**

The General Government Department is a department established in the City's accounting system to provide a clearing house for payment of certain debt that is not tied to another specific department and accounting of cost recovery for internal services. As currently organized, the department does not perform any services.

**FY 2022/23 Key Accomplishments**

- Account for debt service payments, retiree medical reimbursement, and internal transfers

**FY 2023/24 Key Priorities and Projects**

- Continue to account for internal service functions

**Major Changes in FY 2023/24 Budget**

There are not any major changes to the General Government department budget for FY2023/24.

**Position Summary**

| <b>Position</b>    | <b>2019/20</b> | <b>2020/21</b> | <b>2021/22</b> | <b>2022/23</b> | <b>2023/24</b> |
|--------------------|----------------|----------------|----------------|----------------|----------------|
| Management Analyst | 1.00           | 0.00           | 0.00           | 0.00           | 0.00           |
| <b>Total</b>       | <b>1.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    | <b>0.00</b>    |

Note that the Management Analyst position that was budgeted in the department up until FY 2019/20, and performs miscellaneous special projects, was moved to the City Manager department budget in FY 2020/21 to better reflect its primary tasks.



Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – General Government

**GENERAL GOVERNMENT BUDGET SUMMARY**

|                                             | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Actual<br>Thru Mar-23 | FY 2022/23<br>Revised<br>Budget | FY 2023/24<br>Proposed<br>Budget | Prop to Rev<br>\$ Change | Prop to Rev<br>% Change |
|---------------------------------------------|----------------------|----------------------|-------------------------------------|---------------------------------|----------------------------------|--------------------------|-------------------------|
| <b>REVENUE / FUNDING SOURCE</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| General Fund - 100                          | 2,867,900            | 4,582,077            | 3,151,641                           | 2,911,942                       | 3,191,620                        | 279,678                  | 9%                      |
| Measure S 2014 - 106                        | 666,890              | 692,901              | 585,000                             | 718,000                         | 783,500                          | 65,500                   | 8%                      |
| NPDES Storm Water Fund - 207                | 2,222                | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Recreation Fund - 209                       | 7,987                | 7,549                | 5,358                               | -                               | -                                | -                        | 0%                      |
| Measure J - 215                             | 48,930               | 49,664               | -                                   | -                               | -                                | -                        | 0%                      |
| American Rescue Plan Act Fund - 217         | -                    | 533,606              | 4,071,404                           | 4,090,010                       | -                                | (4,090,010)              | -100%                   |
| Sewer Enterprise Fund - 500                 | 16,643               | 12,191               | 16,369                              | -                               | -                                | -                        | 0%                      |
| Pension Fund - 700                          | 86,587               | 87,037               | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total</b>                                | <b>3,697,159</b>     | <b>5,965,026</b>     | <b>7,829,772</b>                    | <b>7,719,952</b>                | <b>3,975,120</b>                 | <b>(3,744,832)</b>       | <b>-94%</b>             |
| <b>EXPENDITURES BY CATEGORY</b>             |                      |                      |                                     |                                 |                                  |                          |                         |
| <b>Personnel</b>                            |                      |                      |                                     |                                 |                                  |                          |                         |
| Salaries & Wages - 401                      | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| Salary Savings - 405                        | -                    | -                    | -                                   | (510,000)                       | (510,000)                        | -                        | 0%                      |
| Employee Benefits - 410                     | 26,864               | 19,740               | -                                   | -                               | -                                | -                        | 0%                      |
| Med Insurance/Retirement - 411              | 1,023,038            | 1,058,878            | 847,941                             | 1,154,084                       | 1,101,233                        | (52,851)                 | -5%                     |
| <b>Total Personnel</b>                      | <b>1,049,902</b>     | <b>1,078,618</b>     | <b>847,941</b>                      | <b>644,084</b>                  | <b>591,233</b>                   | <b>(52,851)</b>          | <b>-9%</b>              |
| <b>Services and Supplies</b>                |                      |                      |                                     |                                 |                                  |                          |                         |
| Professional & Administrative Services - 42 | 319,736              | 714,109              | 44,029                              | -                               | -                                | -                        | 0%                      |
| Other Operating Expenses - 43               | 17,868               | 11,545               | 10,289                              | 16,700                          | 16,700                           | -                        | 0%                      |
| <b>Total Services and Supplies</b>          | <b>337,603</b>       | <b>725,655</b>       | <b>54,319</b>                       | <b>16,700</b>                   | <b>16,700</b>                    | <b>-</b>                 | <b>0%</b>               |
| <b>Capital Outlay</b>                       |                      |                      |                                     |                                 |                                  |                          |                         |
| Asset Acquisition/Improvement - 47          | -                    | -                    | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Capital Outlay</b>                 | <b>-</b>             | <b>-</b>             | <b>-</b>                            | <b>-</b>                        | <b>-</b>                         | <b>-</b>                 | <b>0%</b>               |
| <b>Debt Service</b>                         |                      |                      |                                     |                                 |                                  |                          |                         |
| Debt Principal - 48101                      | 227,389              | 221,565              | 215,586                             | 215,586                         | 207,790                          | (7,796)                  | -4%                     |
| Debt Interest - 48102                       | 327,611              | 383,580              | 379,414                             | 379,414                         | 402,210                          | 22,796                   | 6%                      |
| Cost of Issuance - 48103                    | 3,607                | 3,591                | 1,045                               | 1,107                           | 1,107                            | -                        | 0%                      |
| <b>Total Debt Service</b>                   | <b>558,607</b>       | <b>608,736</b>       | <b>596,045</b>                      | <b>596,107</b>                  | <b>611,107</b>                   | <b>15,000</b>            | <b>2%</b>               |
| <b>Indirect Cost Allocations</b>            |                      |                      |                                     |                                 |                                  |                          |                         |
| Information Systems (IS) Charges - 46       | 158,814              | 171,690              | 188,184                             | 301,171                         | 382,305                          | 81,134                   | 21%                     |
| General Liability Insurance - 46201         | 3,580                | 20,211               | -                                   | -                               | -                                | -                        | 0%                      |
| <b>Total Indirect Cost Allocations</b>      | <b>162,394</b>       | <b>191,901</b>       | <b>188,184</b>                      | <b>301,171</b>                  | <b>382,305</b>                   | <b>81,134</b>            | <b>21%</b>              |
| Operating Transfers Out - 49901             | 1,588,652            | 3,360,117            | 6,143,284                           | 6,161,890                       | 2,373,775                        | (3,788,115)              | -160%                   |
| <b>Total</b>                                | <b>3,697,159</b>     | <b>5,965,027</b>     | <b>7,829,772</b>                    | <b>7,719,952</b>                | <b>3,975,120</b>                 | <b>(3,744,832)</b>       | <b>-94%</b>             |
| <b>EXPENDITURES BY PROGRAM</b>              |                      |                      |                                     |                                 |                                  |                          |                         |
| General Government - 117                    | 3,697,159            | 5,965,027            | 7,829,772                           | 7,719,952                       | 3,975,120                        | (3,744,832)              | -94%                    |
| <b>Total</b>                                | <b>3,697,159</b>     | <b>5,965,027</b>     | <b>7,829,772</b>                    | <b>7,719,952</b>                | <b>3,975,120</b>                 | <b>(3,744,832)</b>       | <b>-94%</b>             |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Department Budgets – General Government

### MAJOR NON-PERSONNEL EXPENSE DETAILS

|                                                                   |            | FY 2022/23          | FY 2023/24          |
|-------------------------------------------------------------------|------------|---------------------|---------------------|
| <b>4310X Utilities</b>                                            |            | <b>\$ 16,700</b>    | <b>\$ 16,700</b>    |
| 43105 Comcast                                                     | \$ 500     |                     |                     |
| 43102 Water                                                       | 900        |                     |                     |
| 43103 Gas/Electric                                                | 15,300     |                     |                     |
| <b>48101 Debt Principal</b>                                       |            | <b>\$ 221,565</b>   | <b>\$ 207,790</b>   |
| Pension Obligation Bond principal                                 | \$ 207,790 |                     |                     |
| <b>48102 Debt Interest</b>                                        |            | <b>\$ 353,435</b>   | <b>\$ 402,210</b>   |
| Pension Obligation Bond interest                                  | \$ 402,210 |                     |                     |
| <b>49901 Transfers Out</b>                                        |            | <b>\$ 1,353,880</b> | <b>\$ 1,590,275</b> |
| General Reserve                                                   | \$ 764,520 |                     |                     |
| PCTV Operating contribution                                       | 105,124    |                     |                     |
| Recreation operation contribution                                 | 597,831    |                     |                     |
| Recreation: Annual contribution to car show and other City events | 122,800    |                     |                     |

### MEASURE S - 2014 FUND - 106

|                                                  |            |                   |                   |
|--------------------------------------------------|------------|-------------------|-------------------|
| <b>49901 Transfers Out</b>                       |            | <b>\$ 718,000</b> | <b>\$ 783,500</b> |
| Arterial Street Rehabilitation Projects          | \$ 250,000 |                   |                   |
| Cable TV Contribution                            | 55,000     |                   |                   |
| Recreation-Cinema in the Park                    | 2,500      |                   |                   |
| Recreation-Community Service Commission          | 4,000      |                   |                   |
| Recreation-Summer Sounds in the Park             | 4,500      |                   |                   |
| Recreation-Swim Center Contribution              | 65,000     |                   |                   |
| Recreation-Tree Lighting                         | 2,500      |                   |                   |
| Reserve to replace 2 PW vehicles per year        | 30,000     |                   |                   |
| Reserves to replace heavy equipment              | 115,000    |                   |                   |
| Reserves to replace 2 Dev Svcs vehicles per year | 5,000      |                   |                   |
| Street Projects Funding                          | 250,000    |                   |                   |

### American Rescue Plan Act - Fund 2017

|                                  |      |                     |             |
|----------------------------------|------|---------------------|-------------|
| <b>49901 Transfers Out</b>       |      | <b>\$ 4,090,010</b> | <b>\$ -</b> |
| Transfer out to the General Fund | \$ - |                     |             |

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**SCHEDULE OF TRANSFERS**

The General Fund provides annual contributions to the Recreation and Pinole Community Television (PCTV) programs to fund any operational deficiencies. Only the amounts necessary to fund operations are transferred towards the end of the fiscal year. Measure S 2014 funds annual contributions to the Equipment Reserve Fund for future equipment replacement needs, as well as sets aside funds for the arterial street rehabilitation and street improvement projects. Special community events, such as the annual tree lighting, are also funded by Measure S 2014.

| FUND #                                                 | DESCRIPTION   | TRANSFER-OUT  |                         | FUND #                                   | DESCRIPTION | TRANSFER-IN   |                                                                      |
|--------------------------------------------------------|---------------|---------------|-------------------------|------------------------------------------|-------------|---------------|----------------------------------------------------------------------|
|                                                        |               | ACCOUNT #     | AMOUNT                  |                                          |             | ACCOUNT #     | PURPOSE                                                              |
| 100 General Fund                                       |               | 100-117-49901 | 105,124                 | 505 Cable Television Fund                |             | 505-119-39901 | Cable Television contribution [1]                                    |
| 100 General Fund                                       |               | 100-117-49901 | 597,831                 | 209 Recreation Fund                      |             | 209-551-39901 | Recreation operating contribution [1]                                |
| 100 General Fund                                       |               | 100-117-49901 | 122,800                 | 209 Recreation Fund                      |             | 209-551-39901 | Recreation contribution for special events                           |
| 100 General Fund                                       |               | 100-117-49901 | 764,520                 | 150 General Reserve Fund                 |             | 150-000-39901 | Reserve to meet reverse policy level                                 |
| <b><i>Subtotal Transfers from the General Fund</i></b> |               |               | <b><u>1,590,275</u></b> |                                          |             |               |                                                                      |
| 106 Measure S 2014 Fund                                |               | 106-117-49901 | 65,000                  | 209 Recreation Fund                      |             | 209-557-39901 | Swim Center contribution [1]                                         |
| 106 Measure S 2014 Fund                                |               | 106-117-49901 | 250,000                 | 325 City Street Fund                     |             | 325-342-39901 | Funding for Future Street Projects                                   |
| 106 Measure S 2014 Fund                                |               | 106-117-49901 | 250,000                 | 377 Arterial Streets Rehabilitation Fund |             | 377-342-39901 | Fund Portion of Arterial Streets Rehabilitation                      |
| 106 Measure S 2014 Fund                                |               | 106-117-49901 | 55,000                  | 505 Cable Television Fund                |             | 505-119-39901 | Cable Television contribution [1]                                    |
| 106 Measure S 2014 Fund                                |               | 106-117-49901 | 13,500                  | 209 Recreation Fund                      |             | 209-551-39901 | Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting. |
| 106 Measure S 2014 Fund                                |               | 106-117-49901 | 30,000                  | 160 Equipment Reserve Fund               |             | 160-345-39901 | Reserves to replace 2 vehicles per year                              |
| 106 Measure S 2014 Fund                                |               | 106-117-49901 | 115,000                 | 160 Equipment Reserve Fund               |             | 160-345-39901 | Reserves to replace heavy equipment                                  |
| 106 Measure S 2014 Fund                                |               | 106-117-49901 | 5,000                   | 160 Equipment Reserve Fund               |             | 160-461-39901 | Reserves to replace 2 vehicles per year                              |
| <b><i>Subtotal Transfers from Measure S 2014</i></b>   |               |               | <b><u>783,500</u></b>   |                                          |             |               |                                                                      |
| 217 American Rescue Plan Act Fi                        | 217-117-49901 |               | -                       | 100 General Fund                         |             | 100-117-39901 | Transfer from ARPA fund                                              |
| 700 Pension Fund                                       | 700-000-49901 |               | 2,245,480               | 100 General Fund                         |             | 100-117-39901 | Transfer from Pension Trust                                          |
| <b><i>Subtotal Transfers from other funds</i></b>      |               |               | <b><u>2,245,480</u></b> |                                          |             |               |                                                                      |
| <b><i>Grand total Transfers</i></b>                    |               |               | <b><u>4,619,255</u></b> |                                          |             |               |                                                                      |

**NOTES:**

[1] Only enough to balance Fund will be transferred.

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**DEBT OBLIGATIONS**

A best practice in public finance is to show the City's debt obligations in its budget. The City has just three long-term debt obligations, other than those of the Redevelopment Successor Agency.

**Pension Obligation Bonds**

On June 1, 2006, the City Council authorized the issuance of \$16,800,000 of Taxable Pension Obligation Bonds, 2006 Series A-2 (Capital Appreciation Bonds). The bonds in the aggregate principal of \$6,214,630 were issued to raise funds, presumably at a lower cost, to pay down the City's unfunded accrued actuarial liability with CalPERS. The bonds bear compounded interest which is due semi-annually on June 1 and December 1 through 2036. Principal payments are due annually on June 1 through 2036. The debt structure does not allow the bonds to be retired any earlier than 2036. In accordance with Section 4.01 (a) of the Trust Agreement, the City is required to deposit with the Trustee on or before August 1 of each year the annual amount for the upcoming fiscal year ending June 30. The bonds are secured with an insurance policy.

Bonds payable debt service requirements for governmental activities are shown below:

| <u>For the Year Ending, June 30</u> | <u>Principal</u>    | <u>Interest</u>     |
|-------------------------------------|---------------------|---------------------|
| 2023                                | 215,586             | 379,414             |
| 2024                                | 207,790             | 402,210             |
| 2025                                | 203,321             | 431,679             |
| 2026                                | 195,585             | 454,415             |
| 2027                                | 191,228             | 483,773             |
| *2028-2032                          | 879,366             | 2,840,634           |
| *2033-2036                          | 620,010             | 2,819,990           |
|                                     | <u>\$ 2,512,886</u> | <u>\$ 7,812,114</u> |

*\*The total principal and total interest will be spread over the five-year period.*

**2016 Wastewater Revenue Refunding Bonds**

On June 30, 2016, the City of Pinole issued an \$8,251,000 Wastewater Revenue Refunding Bond (Bank Qualified) to redeem its 2006 Wastewater Revenue Bonds which were issued to finance certain capital improvements to the City's wastewater system. The bonds bear annual interest at 2.95% which is payable semi-annually on March 1 and September 1 of each year through 2036. Principal payments are due annually beginning on September 1, 2016 through 2036. The bond is secured with pledged net wastewater revenues.

Bonds payable debt service requirements for business-type activities are shown below:

| For the Year Ending, June 30 | Principal           | Interest            |
|------------------------------|---------------------|---------------------|
| 2023                         | 341,000             | 181,440             |
| 2024                         | 347,000             | 171,292             |
| 2025                         | 362,000             | 160,384             |
| 2026                         | 372,000             | 150,008             |
| 2027                         | 381,000             | 138,901             |
| 2028-2032                    | 2,089,000           | 516,029             |
| 2033-2037                    | 2,429,000           | 183,564             |
|                              | <u>\$ 6,321,000</u> | <u>\$ 1,502,066</u> |

### 2016 Clean Water State Revolving Fund

In May 2016, the City entered into a loan agreement with the State of California Water Resources Control Board to provide funding for its 50% share of upgrades to the Pinole-Hercules Wastewater Pollution Control Plant to achieve compliance with Regional Water Quality Board NPDES. Funds are drawn on the agreement as work is completed up to a maximum amount of \$26.7 million plus any construction period interest. The loan accrues interest at a rate of 1.7 percent annually. Annual principal payments are due each July 1, commencing July 1, 2020. Final payment is due July 2049. Net revenues, defined as all sewer enterprise fund revenues less operations and maintenance costs (excluding depreciation and amortization expenses), are pledged for future debt service. As of June 30, 2022, the total debt outstanding on the loan is \$24,105,949.

| Year Ending June 30, | Principal            | Interest            |
|----------------------|----------------------|---------------------|
| 2023                 | 679,383              | 409,801             |
| 2024                 | 690,932              | 398,252             |
| 2025                 | 702,678              | 386,506             |
| 2026                 | 714,624              | 374,560             |
| 2027                 | 726,772              | 362,412             |
| 2028-2032            | 3,823,443            | 1,622,477           |
| 2033-2037            | 4,159,675            | 1,286,245           |
| 2038-2042            | 4,525,475            | 920,445             |
| 2043-2047            | 4,923,443            | 522,477             |
| 2048-2050            | 3,159,524            | 108,027             |
|                      | <u>\$ 24,105,949</u> | <u>\$ 6,391,201</u> |

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## Appendix

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## **ACCOUNTING AND BUDGET BASIS**

It is a public finance best practice for the City's budget to describe the City's accounting basis and fund structure.

The City maintains its accounting records in accordance with Generally Accepted Accounting Principles (GAAP) and standards established by the Governmental Accounting Standards Board (GASB). Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized when both measurable and available. Expenditures are recognized when the liability is incurred. Debt service obligations are appropriated when due.

Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned and expenses when the liability is incurred regardless of timing of related cash flows.

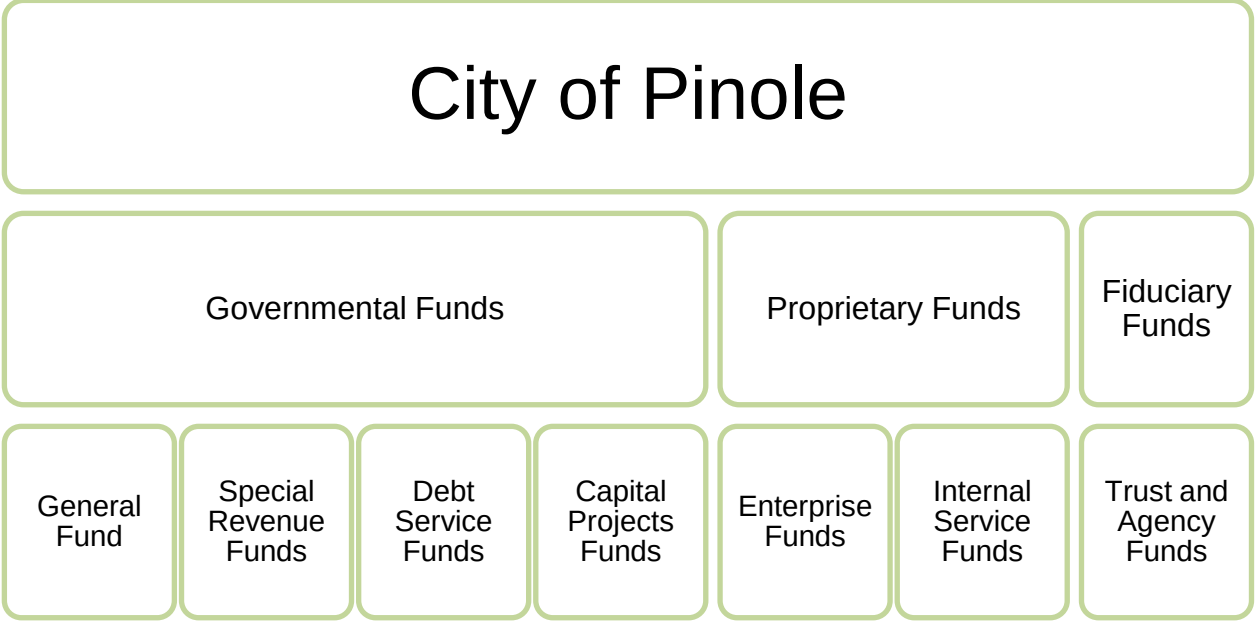
The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

## **MONITORING THE BUDGET**

Once adopted, the budget becomes the main internal control document used to monitor and manage the City's financial position. The City's budget level of control is executed at the fund level set by the City's governing body. Requests for budget amendments are presented to the City Council and are enacted by resolution. Managers can transfer funds within their respective departments with the approval of the City Manager. Financial reports that highlight revenue and expenditure variances, some of which may require adjustments to the budget, are presented to City Council for consideration and adoption on a quarterly basis.

## **FUND STRUCTURE**

The City uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid in financial management by segregating transactions related to certain governmental functions or activities. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.



GOVERNMENTAL FUNDS

**General Funds** are used to account for all the general revenues of the City not specifically levied or collected for other City funds and the related expenditures.

| <i>Fund Number</i> | <i>Name</i>            |
|--------------------|------------------------|
| 100                | General Fund           |
| 105                | Measure S 2006 Fund    |
| 106                | Measure S 2014 Fund    |
| 150                | General Reserve Fund   |
| 160                | Equipment Reserve Fund |

**Special revenue funds** used to account for proceeds that are legally restricted for specific purposes.

| <i>Fund Number</i> | <i>Name</i>                                |
|--------------------|--------------------------------------------|
| 200                | Gas Tax Fund                               |
| 201                | Restricted Real Estate Maintenance Fund    |
| 203                | Public Safety Augmentation Fund            |
| 204                | Police Grants Fund                         |
| 205                | Traffic Safety Fund                        |
| 206                | Supplemental Law Enforcement Services Fund |
| 207                | Storm Water Fund                           |
| 209                | Recreation Fund                            |
| 212                | Building & Planning Fund                   |
| 213                | Refuse Management Fund                     |
| 214                | Solid Waste Fund                           |

|     |                                      |
|-----|--------------------------------------|
| 215 | Measure J Fund                       |
| 217 | American Rescue Plan Act (ARPA) Fund |
| 225 | Asset Seizure-Adjudicated Fund       |
| 275 | Parkland Dedication Fund             |
| 276 | Growth Impact Fund                   |
| 285 | Housing Assets for Resale            |

**Capital projects funds** are used to account for financial resources for the acquisition or construction of facilities and other capital assets.

| <i>Fund Number</i> | <i>Name</i>                          |
|--------------------|--------------------------------------|
| 310                | Lighting and Landscape District Fund |
| 324                | Public Facilities Fund               |
| 325                | City Street Improvements             |
| 327                | Parks Grants Fund                    |
| 377                | Arterial Rehabilitation              |

**PROPRIETARY FUNDS**

**Enterprise funds** are used to account for goods or services from business-type activities, such as fees charged to external users.

| <i>Fund Number</i> | <i>Name</i>           |
|--------------------|-----------------------|
| 500                | Sewer Enterprise Fund |
| 505                | Cable Access TV Fund  |

**Internal service funds** are used to account for activities that provide goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments on a cost-reimbursement basis.

| <i>Fund Number</i> | <i>Name</i>              |
|--------------------|--------------------------|
| 525                | Information Systems Fund |

**FIDUCIARY FUNDS**

**Agency funds** are used to maintain records of assets and financial activities on behalf of a third party or set aside in an external trust fund for restricted purposes.

| <i>Fund Number</i> | <i>Name</i>                              |
|--------------------|------------------------------------------|
| 700                | Section 115 Pension Trust Fund           |
| 750                | Redevelopment Obligation Retirement Fund |

The City receives revenue from numerous sources that are used for various expenditures for City purposes. The following are descriptions of each of the City’s revenue sources as well as the assumptions used to develop the budget projections.

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Appendix – Accounting and Budget Basis, Monitoring the Budget, Fund Structure

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**GLOSSARY**

**Appropriation** - An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

**Assessed Valuation** - A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

**Assessments**- Levies that pay for improvements directly benefiting their property.

**Audit** - A view of the City's accounts by an independent auditing firm to substantiate fiscal year-end fund, salaries, reserves, and cash on hand.

**Beginning/Ending (Unappropriated) Fund Balance** - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

**Bond** - A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a special rate. There are two types of bonds: General Obligation and Revenue.

**Budget** - A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

**Capital Improvement** - A permanent addition to the City's assets, including the design, construction, or purchase of land, buildings, or facilities, or major renovations of same.

**Capital Improvement Program** - A financial plan of proposed capital improvement projects with single-and multiple-year capital expenditures/expenses.

**Capital Outlay** - A budget appropriation category which budgets all equipment having an estimated useful life of over one year.

**City Manager's Transmittal Letter** - A general discussion of the budget. The letter contains an explanation of principal budget items and summaries.

**CPI** - Consumer Price Index; measure of inflation in an area of consumer products.

**Debt Service** - Payment of the principal and interest on an obligation resulting from the issuance bonds, notes, or Certificates of Participation (COPs).

**Debt Service Requirements** - The amount of money required to pay interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

**Deficit** - An excess of expenditures or expenses over revenues (resources).

**Department** - An organizational unit comprised of divisions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

**Depreciation**- The cost allocation of tangible assets over the useful/economic life of the asset.

**Division** - A sub-section (or activity) within a department, which furthers the objectives of the City by providing specific services or a product.

**Encumbrances** - A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**Enterprise Fund** - A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise. These programs are entirely or predominately self-supporting.

**Expenditure** - The actual spending of Governmental Funds set aside by appropriation.

**Expense** - The actual spending of Proprietary Funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

**Fiscal Year** - A twelve-month period of time to which a budget, forecast or reporting period applies. The City of Pinole fiscal year is July 1 through June 30.

**Fund** - An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

**Fund Balance** - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

**General Fund** - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police and others.

**General Obligation Bond** - Bonds used for various purposes and repaid by the regular (usually via the General Fund) revenue raising powers of the City.

**Grant** - Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

**Interfund Transfers** - Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

**Internal Service Fund** - An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. ISF's are self-supporting and only the expense by an ISF is counted in budget totals.

**Major Fund** – Governmental fund or enterprise fund reported as a separate column in the basic financial statements and subject to a separate opinion in the independent auditor's report.

**Materials, Supplies, and Services** - Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

**Municipal Code** - A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

**Objectives** - The expected results or achievements of a budget activity.

**Operating Budget** - Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay and capital improvements.

**Ordinance** - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An Ordinance has a higher legal standing than a Resolution.

**Projects** – Long-term investments in public facilities and infrastructure; also known as capital improvements. The amount spent may overlap from year to year until the project is completed.

**Proprietary Funds**- These include the enterprise (wastewater treatment and collection) and internal services (information technology and equipment reserve) funds. They are accounted for in a manner similar to businesses, measuring cost for services and including total assets and liabilities.

**Redevelopment Agency**- A separate legal entity created to alleviate conditions of blight, build infrastructure and promote economic development. The Agency receives property tax revenue on assessed value growth within these areas called “tax increments” to repay Agency indebtedness.



**Reimbursement** - Payment of amount remitted on behalf of another party, department, or fund.

**Reserve** - An account used to record a portion of the fund balance as legally segregated for a specific use.

**Resolution** - A special order of the City Council which has a lower legal standing than an Ordinance.

**Return to Source Funds** - Residual moneys from former Redevelopment Agency's tax levy's that are redistributed to the Cities after the Agency's debt obligations have been paid off. These funds are non-restricted and are distributed by the State in January and July of every year.

**Revenues** - Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, and other sources during the fiscal year.

**Revenue Bonds** - A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

**Salaries and Benefits** - A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

**Special Revenue Funds** - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how the City might spend them.

**Successor Agency to the Pinole Redevelopment Agency** - Trust agency formed for the purpose of reporting close-out financial activities of the former Redevelopment Agency.

**Unfunded Liability** - Amount of future obligations not covered by assets currently set aside for that purpose, such as accrued vacation leave payable at termination or actuarial-determined future insurance claims.

**User Fees** - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as recreation activities or wastewater service fees).

**ACRONYMS**

|                |                                                  |
|----------------|--------------------------------------------------|
| <b>ABAG</b>    | Association of Bay Area Government               |
| <b>ACFR</b>    | Annual Comprehensive Financial Report            |
| <b>CalPERS</b> | California Public Employees' Retirement System   |
| <b>CIP</b>     | Capital Improvement Program                      |
| <b>COLA</b>    | Cost of Living Adjustment                        |
| <b>CPI</b>     | Consumer Price Index                             |
| <b>CSMFO</b>   | California Society of Municipal Finance Officers |
| <b>EAP</b>     | Employee Assistance Program                      |
| <b>FTE</b>     | Full Time Equivalent                             |
| <b>GASB</b>    | Governmental Accounting Standards Board          |
| <b>GFOA</b>    | Government Finance Officers Association          |
| <b>HOPTR</b>   | Homeowner's Property Tax Rebates                 |
| <b>LAIF</b>    | Local Agency Investment Fund                     |
| <b>LTD</b>     | Long-Term Disability                             |
| <b>NPDES</b>   | National Pollution Discharge Elimination System  |
| <b>OPEB</b>    | Other Post Employment Benefits                   |
| <b>PALC</b>    | Pinole Assisted Living Community                 |
| <b>PERS</b>    | Public Employees' Retirement System              |
| <b>PEPRA</b>   | Public Employees' Pension Reform Act [of 2013]   |
| <b>POB</b>     | Pension Obligation Bond                          |
| <b>PPEA</b>    | Pinole Police Employees Association              |
| <b>PRA</b>     | Pinole Redevelopment Agency                      |

|               |                                                     |
|---------------|-----------------------------------------------------|
| <b>RDA</b>    | Redevelopment Agency                                |
| <b>SAFER</b>  | Staffing for Adequate Fire and Emergency Response   |
| <b>SDI</b>    | State Disability Insurance                          |
| <b>SRO</b>    | School Resource Officer                             |
| <b>UBC</b>    | Uniform Building Code                               |
| <b>VLF</b>    | Vehicle License Fee                                 |
| <b>WBCC</b>   | West Bay Communications Center                      |
| <b>WCCTAC</b> | West Contra Costa Transportation Advisory Committee |
| <b>WCCUSD</b> | West Contra Costa Unified School District           |
| <b>WPCP</b>   | Wastewater Pollution Control Plant                  |

## **FINANCIAL AND INVESTMENT POLICIES**

The following Financial and Investment Policies are established to ensure that the City's finances are managed in a sound and prudent manner which will (1) continue to provide for the delivery of quality services, (2) maintain and enhance service delivery as the community grows in accordance with the General Plan, (3) strive for a balanced budget annually, assuring that the City is living within our means, and (4) establish reserves necessary to meet known and unknown future obligations.

To achieve these goals, the following Financial and Investment Policies have been established. Below is a summary of the actual policies, which were last updated and approved by the City Council on May 2, 2023. The full policies can be found on the website at [Financial and Investment Policies - Updated March 2023.pdf \(civiclive.com\)](#).

### **1. Structurally Balanced Budget Policy**

The annual budget will be structurally balanced whereby the operating budget will be prepared with current year expenditures funded with current year revenue. If a structural imbalance occurs, a plan will be developed and implemented to bring the budget back into structural balance.

### **2. Reserves Policy**

The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:

- General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
- Reserves for depreciation and replacement of vehicles and major equipment;
- Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.

If these reserves are used, a plan will be developed and implemented to replenish the funds used.

### **3. Revenue Policy – One Time (Non-Recurring) Resources**

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate uses of one-time resources include establishing and rebuilding the General Fund Reserve, other City established reserves, or early retirement of debt,

capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

#### 4. Revenue Policy – User Fees and Charges

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover the costs of new facilities and infrastructure necessitated by the development consistent with state law.

#### 5. Expenditure and Budget Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

#### 6. Debt Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

#### 7. Receivables Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City. The purpose of the policy is to maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

#### 8. Grants Policy

The City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

#### 9. Capital Assets Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of \$5,000 to be recorded as a capital asset.

#### 10. Unclaimed Funds Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

#### 11. Investment Policy

The purpose of this Investment Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

#### 12. Pension Investment Policy

The City of Pinole (the "City") has established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the specified age and service requirements.

The purpose of this Pension Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension funds are to be managed.

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## **EMPLOYEE COMPENSATION AND BENEFITS**

### **Compensation**

Employees are compensated based on job classification, which is a group of positions sufficiently similar with respect to their duties and responsibilities that: (a) the same descriptive title may be used to designate the positions allocated to the class; (b) the scope and level of duties and responsibilities are similar; (c) the same qualifications and tests of fitness may be required of all incumbents; and (d) the same salary rate or range can apply with equity under substantially the same working conditions. Salaries and wages are paid over twenty-six periods each fiscal year. Current salary and benefit schedules are available online at:

[https://www.ci.pinole.ca.us/city\\_government/human\\_resources/salary\\_benefits](https://www.ci.pinole.ca.us/city_government/human_resources/salary_benefits).

Compensation packages include benefits, such as medical plan, dental plan, vision plan, cafeteria plan, life insurance, disability insurance, flexible benefits plan.

There are currently four union-represented groups in the City: Pinole Police Employees Association, International Association of Firefighters Local 1230, Public Employees Union – Local 1, and AFSCME Local 512.

### **Pension Plans**

The City contributes to the California Public Employees' Retirement System ("PERS"), a cost-sharing, multiple-employer, public employee, defined benefit, pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and City ordinance. Copies of PERS' annual financial report may be obtained from their executive office: 400 P Street, Sacramento, CA 95814.

*Funding Policy:* Miscellaneous Plan participants are required to contribute 8% of their annual covered salary, while Safety Plan participants are required to contribute 9% of their annual covered salary.

The City entered into cost-sharing agreements with its union-represented and unrepresented employees whereby miscellaneous and safety employees' total CalPERS contribution (combined Employee Contribution and Employees' Share of the City's contribution) are capped at 15% (8% employee portion and 7% employer portion) and 15% (9% employee portion and 6% employer portion) respectively.

The City established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust in July of 2018. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the



specified age and service requirements. Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS.

### Other Post-Employment Benefits

In addition to the retirement pension benefits described above, the City sponsors and administers a single-employer healthcare plan for its employees. The plan includes healthcare coverage to long-service retirees. At retirement, employees can elect Blue Shield, Kaiser, PERS Care, or PERS Choice medical coverage through the City at the City's expense.

Employees hired before July 1, 2010 receive a City contribution toward their health premium equal that provided to current active employees. Employees hired after July 1, 2010 receive a City contribution toward their retiree health premium in an amount described by Government Code Section 22893 (the PERS vesting schedule) as shown below:

| Credited Years of Service | Percentage of Employer Contribution |
|---------------------------|-------------------------------------|
| 10                        | 50%                                 |
| 11                        | 55%                                 |
| 12                        | 60%                                 |
| 13                        | 65%                                 |
| 14                        | 70%                                 |
| 15                        | 75%                                 |
| 16                        | 80%                                 |
| 17                        | 85%                                 |
| 18                        | 90%                                 |
| 19                        | 95%                                 |
| 20 or more                | 100%                                |

*Funding Policy:* The City's contribution for each retiree is capped at the Kaiser Bay Area/Sacramento family premium. The premium as of July 1, 2019 is \$2,027.64 per month. The City is currently funding the benefits on a pay-as-you-go basis.

### Risk Management

The City manages risk of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters by participating in a public entity risk pool established under the Joint Exercise of Powers Act of the State of California. The City is a member of the Municipal Pooling Authority (MPA) of Northern California.

MPA provides coverage against the following types of risk of loss under the terms of the joint-powers agreement:

| Type of Coverage (Deductible)                                            | Coverage Limits |
|--------------------------------------------------------------------------|-----------------|
| Liability (\$25,000) including errors and omissions for public officials | \$29,000,000    |
| All Risk Fire and Property (\$5,000)                                     | \$1,000,000,000 |
| Workers' Compensation (no deductible)                                    | \$50,000,000    |
| Vehicle Physical Damage (\$3,000 for Police, \$2,000 all others)         | \$250,000       |

**JURISDICTIONAL COMPARISON**

|                                   | <b>City of Pinole</b>       | <b>City of Hercules</b>     | <b>City of San Pablo</b>    | <b>City of El Cerrito</b>   |
|-----------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Form of Government                | Council-Manager General Law | Council-Manager General Law | Council-Manager General Law | Council-Manager General Law |
| Year Incorporated                 | 1903                        | 1900                        | 1948                        | 1917                        |
| <b>Budget Comparison</b>          |                             |                             |                             |                             |
| General Fund Revenue              | 28,111,479                  | 16,916,000                  | 50,128,460                  | 45,677,116                  |
| General Fund Expenditures         | 28,995,141                  | 17,394,447                  | 50,128,458                  | 44,865,113                  |
| Total Full Time Equivalents (FTE) | 115.61*                     | 59                          | 168                         | 165.2                       |
| Sworn Personnel FTE               | 30**                        | 26**                        | 63**                        | 73                          |
| <b>Demographics</b>               |                             |                             |                             |                             |
| Population                        | 18,244                      | 26,297                      | 31,301                      | 25,484                      |
| Annual Percent Change             | -1.1                        | 1.4                         | -1.0                        | -.9                         |
| Median Age                        | 42.8                        | 41.7                        | 33.1                        | 41.8                        |
| Population per FTE                | 158*                        | 446                         | 186                         | 154                         |
| Population per Sworn FTE          | 608                         | 1,011                       | 497                         | 349                         |
| Housing Units                     | 7,114                       | 9,340                       | 9,963                       | 11,125                      |
| Average Household Size            | 2.79                        | 2.87                        | 3.34                        | 2.44                        |
| Labor Force                       | 9,500                       | 14,100                      | 13,600                      | 13,600                      |
| Unemployment Rate                 | 2.7%                        | 3.4%                        | 4.4%                        | 3.2%                        |
| Median Household Income           | \$104,275                   | \$114,124                   | \$67,294                    | \$116,875                   |
| Per Capita Income                 | \$46,006                    | \$48,777                    | \$24,049                    | \$63,549                    |

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**RESOLUTION NO. 2023-\_\_****A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE FINAL PROPOSED FISCAL YEAR (FY) 2023/24 OPERATING AND CAPITAL BUDGET**

**WHEREAS**, the City Manager has presented a Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget for the City of Pinole; and

**WHEREAS**, the City Council has held a public meeting on the matter of the Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget and has discussed the individual department and fund budgets with City staff members; and

**WHEREAS**, the City Council has solicited public input on the Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Pinole as follows:

**Section 1.** The Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget commencing July 1, 2023 and ending June 30, 2024 is hereby approved and adopted.

**Section 2.** That appropriations are established by fund as follows:

|     |                                         |              |
|-----|-----------------------------------------|--------------|
| 100 | General Fund                            | \$23,459,246 |
| 105 | Measure S - 2006 Fund                   | 2,480,745    |
| 106 | Measure S - 2014 Fund                   | 8,457,717    |
| 160 | Equipment Reserve Fund                  | 205,000      |
| 200 | Gas Tax Fund                            | 1,980,986    |
| 201 | Restricted Real Estate Maintenance Fund | 26,000       |
| 203 | Public Safety Augmentation Fund         | 482,009      |
| 205 | Traffic Safety Fund                     | 56,595       |
| 206 | Supplemental Law Enforcement Svc Fund   | 339,864      |
| 207 | NPDES Storm Water Fund                  | 374,769      |
| 209 | Recreation Fund                         | 2,135,264    |
| 212 | Building & Planning Fund                | 2,151,428    |
| 213 | Refuse Management Fund                  | 174,358      |
| 214 | Solid Waste Fund                        | 589,381      |
| 215 | Measure C and J Fund                    | 1,023,719    |
| 225 | Asset Seizure-Adjudicated Fund          | 41,236       |
| 276 | Growth Impact Fund                      | 1,348,000    |
| 285 | Housing Assets Fund                     | 339,254      |
| 310 | Lighting & Landscape District Fund      | 85,175       |
| 317 | Pinole Valley Caretaker Fund            | 15,000       |
| 324 | Public Facilities Fund                  | 70,000       |
| 325 | City Street Improvements Fund           | 2,232,004    |
| 377 | Arterial Streets Rehabilitation Fund    | 758,624      |

|     |                                       |            |
|-----|---------------------------------------|------------|
| 500 | Sewer Enterprise Fund                 | 24,185,339 |
| 505 | Cable Access TV Fund                  | 682,056    |
| 700 | Pension Trust Fund                    | 2,295,480  |
| 750 | Recognized Obligation Retirement Fund | 251,177    |

**TOTAL OPERATIONS BUDGET     \$76,240,427**

**Section 3.** That the appropriations established for FY 2023/24 by fund shall be allocated to individual departments as presented in Exhibit A (Budget Summaries). In addition, the unspent balance of capital projects, grants, and encumbrances authorized in the prior fiscal year are authorized to be carried over to FY 2023/24.

**Section 4.** That the control point for expenditures is herein established at the department level as set forth in Exhibit A (Budget Summaries).

**Section 5.** That authority is granted to each department manager under the direction of the City Manager to allocate appropriations within the department control limits among specific line items in the most cost-effective manner that maintains or enhances the delivery of programs and services to the residents of the City of Pinole.

**Section 6.** That the Finance Director will prepare Quarterly Reports to the City Council reporting the budget performance to the control limits herein established.

**Section 7.** Estimated revenues and transfers anticipated to fund appropriations for expenditures for the FY 2023/24 Fiscal Year are presented in Exhibit A (Budget Summaries). Any changes to the established control limits will be subject to approval by resolution of the City Council.

**Section 8.** All positions listed in the “Budgeted Positions (FTE)” (Exhibit B) are hereby authorized positions.

**PASSED AND ADOPTED** this 20<sup>th</sup> day **June 2023**, 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 20<sup>th</sup> day of **June, 2023**.

---

Heather Bell, CMC

City Clerk

**DATE: JUNE 20, 2023**

**TO: MAYOR AND COUNCIL MEMBERS**

**FROM: MARKISHA GUILLORY, FINANCE DIRECTOR**

**SUBJECT: ADOPT A RESOLUTION ESTABLISHING THE FISCAL YEAR (FY)  
2023/24 APPROPRIATIONS LIMIT**

---

**RECOMMENDATION**

Adopt a resolution establishing the Fiscal Year (FY) 2023/24 Appropriations Limit.

**BACKGROUND**

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

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

California Government Code Section 7910 requires each local government to establish its appropriations limit by resolution for each fiscal year. Adoption of the attached resolution will approve the City of Pinole's FY 2023/24 Appropriations Limit at \$164,034,697.

**REVIEW AND ANALYSIS**

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

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

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

For FY 2023/24, the respective State and County offices have provided the City with the following factors to be used in the Appropriations Limit computation:

- Change in California Per Capita Personal Income 4.44% increase
- Change in Nonresidential New Construction 1.08% increase
- Population Change City of Pinole 1.07% decrease
- Population Change Contra Costa County 0.36% decrease

Staff recommends that the change in California per capita personal income and change in Contra Costa County population be used to compute the City's Appropriations Limit. The FY 2023/24 calculation is:

Per capita personal income converted to ratio:  $\frac{4.44 + 100}{100} = 1.0444$

Population change converted to a ratio:  $\frac{-0.36 + 100}{100} = 0.9964$

Calculation of factor:  $1.0444 \times 0.9964 = 1.0406$

City of Pinole FY 2022/23

Appropriations Limit: \$157,628,644

FY 2023/24 factor: x 1.0406

FY 2023/24 Appropriations Limit: \$164,034,697

City of Pinole FY 2023/24 Appropriations

Subject to the Limit: \$25,449,401

Total Appropriations Under the Limit: \$138,585,296

City staff discovered that the resolution (Resolution No. 2022-49) authorizing the Appropriations Limit for the prior year (FY 2022/23) included an incorrect amount of \$158,628,644 and it should have been \$157,628,644, as shown above. The resolution

(attached) authorizing the Appropriations Limit for FY 2023/24 also includes the corrected limit for FY 2022/23.

The Appropriations Limit applies to most tax revenues including property tax, sales tax, utility users' tax, business license tax, transient occupancy tax, and vehicle in-lieu fee. It does not apply to revenues such as fees that recover operating costs.

For FY 2023/24, the City's annual Appropriations Limit is calculated at \$164,034,697 as shown above. By law, the City's allocation of certain types of tax revenue is not allowed to exceed this authorized spending limit. Many of the City's revenues are not subject to the Appropriations Limit. The City of Pinole and the Successor Agency to the Pinole Redevelopment Agency tax revenues subject to the Appropriations Limit will be approximately \$25,449,401. So, the City's estimated appropriations in FY 2023/24 that are subject to the Appropriations Limit are far below the limit itself.

### **FISCAL IMPACT**

There is no fiscal impact created by the City Council's adoption of this resolution to authorize the City's Appropriations Limit for FY 2023/24.

### **ATTACHMENTS**

A – Resolution Adopting FY 2023/24 Appropriations Limit

B – State of California Department of Finance Price Factor and Population Information

C – HdL Coren & Cone Nonresidential New Construction, Pinole



**RESOLUTION NO. 2023-\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE CITY OF PINOLE'S APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023/24**

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

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

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

**WHEREAS**, the City of Pinole calculated its Fiscal Year 2023/24 Appropriations Limit based on the percent of change in the population of the Contra Costa County, January 1, 2022 to January 1, 2023, and the change in the State of California's per capita personal income; and

**WHEREAS**, City staff discovered that the resolution (Resolution No. 2022-49) authorizing the Appropriations Limit for the prior year (Fiscal Year 2022/23) had an incorrect amount of \$158,628,644 and it should have been \$157,628,644.

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

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

$$1.0444 \times 0.9964 = 1.0406$$

2. That said growth factor, 1.0406, shall be used to adjust the FY 2023/24 Appropriations Limit.

3. That the Appropriations Limit for 2023/24 fiscal year is hereby established as \$164,034,697.

4. That the Appropriations Limit for 2022/23 fiscal year is hereby established as \$157,628,644.

FURTHER, BE IT RESOLVED that the City of Pinole tax allocations for FY 2023/24 will be approximately \$25,449,401, which is below the authorized spending limit of \$164,034,697.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 20<sup>th</sup> day of June 2023 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 **20<sup>th</sup>** day of **June, 2023**.

---

Heather Bell, CMC  
City Clerk



City of Pinole  
2131 Pear Street  
Pinole, CA 94564

# Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                         | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|---------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>General Fund (including Measure S 2006 and 2014)</b> |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 311 - Property Taxes                                    | 4,514,755            | 4,091,345            | 4,307,208            | 4,776,626                        | 4,776,626                       | 2,995,539                           | 4,776,626                           | 5,678,211              | 19%                              |
| <i>Basic 1% Property Tax</i>                            | <i>2,595,604</i>     | <i>2,770,607</i>     | <i>2,946,085</i>     | <i>3,285,675</i>                 | <i>3,285,675</i>                | <i>1,701,685</i>                    | <i>3,285,675</i>                    | <i>3,278,749</i>       | <i>0%</i>                        |
| <i>RPTTF and Passthrough Payments</i>                   | <i>1,919,151</i>     | <i>1,320,738</i>     | <i>1,361,123</i>     | <i>1,490,951</i>                 | <i>1,490,951</i>                | <i>1,293,854</i>                    | <i>1,490,951</i>                    | <i>2,399,462</i>       | <i>61%</i>                       |
| 312 - Sales and Use Taxes                               | 3,788,080            | 4,303,800            | 4,612,708            | 4,582,095                        | 4,582,095                       | 2,864,125                           | 4,582,095                           | 4,621,023              | 1%                               |
| 312 - Sales and Use Taxes- Measure S 2006               | 1,951,039            | 2,309,123            | 2,501,974            | 2,451,000                        | 2,451,000                       | 1,602,302                           | 2,451,000                           | 2,486,000              | 1%                               |
| 312 - Sales and Use Taxes- Measure S 2014               | 1,950,798            | 2,314,438            | 2,498,944            | 2,451,000                        | 2,451,000                       | 1,601,309                           | 2,451,000                           | 2,486,000              | 1%                               |
| 313 - Utility Users Tax                                 | 1,809,832            | 1,939,726            | 2,063,773            | 1,934,150                        | 1,934,150                       | 1,739,524                           | 2,074,092                           | 2,085,485              | 8%                               |
| 314 - Franchise Taxes                                   | 750,002              | 751,598              | 788,146              | 786,790                          | 786,790                         | 490,853                             | 786,790                             | 794,658                | 1%                               |
| 315 - Other Taxes                                       | 826,504              | 795,839              | 929,466              | 852,500                          | 852,500                         | 731,222                             | 852,500                             | 903,214                | 6%                               |
| <i>Other Tax/Transient Occupancy Tax</i>                | <i>444,453</i>       | <i>446,105</i>       | <i>487,687</i>       | <i>440,000</i>                   | <i>440,000</i>                  | <i>331,343</i>                      | <i>440,000</i>                      | <i>453,200</i>         | <i>3%</i>                        |
| <i>Other Tax/Business License</i>                       | <i>382,051</i>       | <i>349,733</i>       | <i>441,779</i>       | <i>412,500</i>                   | <i>412,500</i>                  | <i>399,879</i>                      | <i>412,500</i>                      | <i>450,014</i>         | <i>9%</i>                        |
| 321 - Intergovernmental Taxes                           | 1,952,717            | 2,034,203            | 2,108,808            | 2,215,948                        | 2,215,948                       | 1,119,272                           | 2,215,948                           | 2,319,918              | 5%                               |
| 322 - Federal Grants                                    | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 323 - State Grants                                      | 40,193               | 10,951               | 13,847               | 40,000                           | 40,000                          | 39,804                              | 40,000                              | 65,882                 | 65%                              |
| 324 - Other Grants                                      | 47,026               | 287,768              | 46,937               | 47,026                           | 47,026                          | -                                   | 47,026                              | 47,025                 | 0%                               |
| 332 - Permits                                           | 65,987               | 77,991               | 120,780              | 68,700                           | 68,700                          | 117,628                             | 117,628                             | 108,700                | 58%                              |
| 341 - Review Fees                                       | 13,730               | 37,139               | 42,210               | 28,000                           | 28,000                          | 49,174                              | 49,174                              | 500                    | -98%                             |
| 342 - Other Fees                                        | 41,929               | 56,754               | 23,880               | 43,194                           | 43,194                          | 21,066                              | 43,194                              | 15,054                 | -65%                             |
| 343 - Abatement Fees                                    | 46,060               | 3,844                | 5,127                | 36,000                           | 36,000                          | 22,495                              | 36,000                              | 33,500                 | -7%                              |
| 351 - Fines and Forfeiture                              | 16,874               | 13,166               | 10,411               | 22,050                           | 22,050                          | 11,467                              | 22,050                              | 22,050                 | 0%                               |
| 361 - Public Safety Charges                             | 4,051                | 73,021               | 29,558               | 33,548                           | 33,548                          | 30,227                              | 33,548                              | 33,548                 | 0%                               |
| <i>361 - Public Safety Charges/Dispatch</i>             | <i>1,255,962</i>     | <i>1,272,567</i>     | <i>1,447,934</i>     | <i>1,371,560</i>                 | <i>1,371,560</i>                | <i>1,200,101</i>                    | <i>1,371,560</i>                    | <i>1,398,991</i>       | <i>2%</i>                        |
| 370 - Interest and Investment Income                    | 289,324              | 33,339               | (134,495)            | 150,000                          | 150,000                         | 96,624                              | 150,000                             | 150,000                | 0%                               |
| 381 - Rental Income                                     | 89,661               | 86,880               | 96,516               | 89,896                           | 89,896                          | 65,975                              | 89,896                              | 89,896                 | 0%                               |
| 383 - Reimbursements                                    | 23,257               | 83,285               | 16,341               | 18,674                           | 18,674                          | 26,698                              | 26,698                              | 16,928                 | -9%                              |
| 384 - Other Revenue                                     | 47,205               | 3,788                | 35,606               | 5,100                            | 5,100                           | 12,054                              | 12,054                              | 7,560                  | 48%                              |
| 392 - Proceeds from Sale of Property                    | 13,855               | 83,209               | 240,182              | 1,000                            | 1,000                           | 2,760                               | 2,760                               | 1,000                  | 0%                               |
| 393 - Loan/Bond Proceeds                                | 500,000              | 55,197               | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total</b>                                    | <b>20,038,840</b>    | <b>20,718,970</b>    | <b>21,805,859</b>    | <b>22,004,857</b>                | <b>22,004,857</b>               | <b>14,840,218</b>                   | <b>22,231,639</b>                   | <b>23,365,143</b>      | <b>6%</b>                        |
| 399 - Transfers In                                      | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | -                                |
| 399 - Transfers In from Section 115 Pension Fund        | -                    | 1,327,427            | 1,061,736            | 2,016,612                        | 2,016,612                       | -                                   | 2,016,612                           | 2,245,480              | 11%                              |
| 399 - Transfers In from ARPA Fund                       | -                    | -                    | -                    | 4,090,010                        | 4,090,010                       | 4,071,404                           | 4,090,010                           | -                      | 100%                             |
| <b>Sources Total</b>                                    | <b>20,038,840</b>    | <b>22,046,397</b>    | <b>22,867,595</b>    | <b>28,111,479</b>                | <b>28,111,479</b>               | <b>18,911,622</b>                   | <b>28,338,261</b>                   | <b>25,610,623</b>      | <b>-9%</b>                       |
| <b>Fund: 100 - General Fund</b>                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditures</b>                                     |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 110 - City Council Total:                     | 163,703              | 215,352              | 215,904              | 170,496                          | 182,496                         | 149,921                             | 182,496                             | 212,212                | 16%                              |
| Division: 111 - City Manager Total:                     | 206,565              | 603,505              | 527,117              | 615,943                          | 615,943                         | 410,795                             | 615,943                             | 590,960                | -4%                              |
| Division: 112 - City Clerk Total:                       | 183,241              | 243,065              | 327,468              | 586,347                          | 586,347                         | 366,780                             | 586,347                             | 624,354                | 6%                               |
| Division: 113 - City Treasurer Total:                   | 8,592                | 8,286                | 8,375                | 8,662                            | 8,662                           | 5,732                               | 8,662                               | 8,727                  | 1%                               |
| Division: 114 - City Attorney Total:                    | 462,151              | 489,955              | 406,476              | 321,057                          | 321,057                         | 378,073                             | 321,057                             | 320,428                | 0%                               |
| <i>114 - City Attorney Services</i>                     | <i>721,388</i>       | <i>763,076</i>       | <i>833,500</i>       | <i>583,740</i>                   | <i>583,740</i>                  | <i>604,119</i>                      | <i>583,740</i>                      | <i>596,245</i>         | <i>2%</i>                        |
| <i>114 - City Attorney Indirect Cost Allocations</i>    | <i>(259,237)</i>     | <i>(273,121)</i>     | <i>(427,024)</i>     | <i>(262,683)</i>                 | <i>(262,683)</i>                | <i>(226,046)</i>                    | <i>(262,683)</i>                    | <i>(275,817)</i>       | <i>5%</i>                        |
| Division: 115 - Finance Department Total:               | 477,675              | 571,900              | 560,362              | 627,847                          | 722,847                         | 472,619                             | 722,847                             | 849,436                | 18%                              |
| Division: 116 - Human Resources Total:                  | 430,578              | 292,727              | 377,614              | 768,472                          | 768,472                         | 514,484                             | 768,472                             | 888,227                | 16%                              |
| Division: 117 - General Government Total:               | 1,704,538            | 1,387,531            | 1,306,126            | 961,955                          | 961,955                         | 1,068,717                           | 1,068,717                           | 990,238                | 3%                               |
| <b>Administrative Total</b>                             | <b>3,637,043</b>     | <b>3,812,321</b>     | <b>3,729,442</b>     | <b>4,060,779</b>                 | <b>4,167,779</b>                | <b>3,367,121</b>                    | <b>4,274,540</b>                    | <b>4,484,582</b>       | <b>8%</b>                        |
| Division: 221 - Police Operations Total:                | 3,335,075            | 3,802,334            | 4,433,521            | 4,892,111                        | 4,892,111                       | 3,697,884                           | 4,892,111                           | 5,440,241              | 11%                              |
| Division: 222 - Police Support Services Total:          | 908,771              | 1,087,828            | 1,118,708            | 1,538,502                        | 1,538,502                       | 922,295                             | 1,538,502                           | 1,494,478              | -3%                              |
| Division: 223 - Dispatch WBCC Total:                    | 1,878,391            | 1,988,812            | 2,215,114            | 2,169,105                        | 2,169,105                       | 1,796,784                           | 2,169,105                           | 2,315,202              | 7%                               |
| Division: 231 - Fire Total:                             | 3,195,023            | 4,604,922            | 3,992,507            | 4,212,704                        | 4,212,704                       | 3,401,853                           | 4,212,704                           | 3,842,727              | -9%                              |
| <b>Public Safety Total</b>                              | <b>9,317,260</b>     | <b>11,483,896</b>    | <b>11,759,851</b>    | <b>12,812,422</b>                | <b>12,812,422</b>               | <b>9,818,816</b>                    | <b>12,812,422</b>                   | <b>13,092,647</b>      | <b>2%</b>                        |
| Division: 341 - Administration/Engineering Total:       | 273,487              | 151,103              | 219,407              | 736,363                          | 742,363                         | 299,841                             | 398,452                             | 655,551                | -12%                             |
| Division: 342 - Road Maintenance Total:                 | 28,451               | 32,157               | 62,776               | 212,969                          | 212,969                         | 58,114                              | 99,367                              | 625,824                | 194%                             |
| Division: 343 - Facility Maintenance Total:             | 457,490              | 513,141              | 552,239              | 611,147                          | 611,147                         | 473,057                             | 611,147                             | 1,025,442              | 68%                              |
| Division: 345 - Park Maintenance Total:                 | 228,811              | 253,021              | 276,594              | 539,309                          | 539,309                         | 203,817                             | 307,034                             | 372,315                | -31%                             |
| <b>Public Works Total</b>                               | <b>988,239</b>       | <b>949,421</b>       | <b>1,111,016</b>     | <b>2,099,788</b>                 | <b>2,105,788</b>                | <b>1,034,828</b>                    | <b>1,416,000</b>                    | <b>2,679,132</b>       | <b>27%</b>                       |
| Division: 461 - Planning Total:                         | 4,683                | 10,583               | 64,712               | 77,192                           | 77,192                          | 51,469                              | 98,550                              | 16,713                 | -78%                             |
| Division: 465 - Code Enforcement Total:                 | 169,010              | 162,921              | 198,324              | 253,452                          | 272,452                         | 160,040                             | 272,452                             | 281,912                | 3%                               |
| Division: 466 - Economic Development Total:             | -                    | -                    | 145                  | 176,820                          | 176,820                         | 78,276                              | 124,728                             | 306,992                | 74%                              |
| <b>Community Development Total</b>                      | <b>173,693</b>       | <b>173,504</b>       | <b>263,181</b>       | <b>507,464</b>                   | <b>526,464</b>                  | <b>289,785</b>                      | <b>495,730</b>                      | <b>605,617</b>         | <b>15%</b>                       |
| Division: 551 - Recreation Admin Total                  | -                    | -                    | 253,414              | 454,022                          | 454,022                         | 217,704                             | 454,022                             | 43,600                 | -90%                             |
| Division: 560 - Library Services Total:                 | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 182,585                | 100%                             |
| Division: 561 - Animal Control Services Total:          | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 169,701                | 100%                             |
| <b>Recreation Total</b>                                 | <b>-</b>             | <b>-</b>             | <b>253,414</b>       | <b>454,022</b>                   | <b>454,022</b>                  | <b>217,704</b>                      | <b>454,022</b>                      | <b>395,886</b>         | <b>-13%</b>                      |
| 481 - Debt Service                                      | 536,120              | 558,607              | 608,736              | 596,107                          | 596,107                         | 596,045                             | 596,107                             | 611,107                | 3%                               |
| <b>Sub-Total</b>                                        | <b>14,652,356</b>    | <b>16,977,749</b>    | <b>17,725,639</b>    | <b>20,530,582</b>                | <b>20,662,582</b>               | <b>15,324,299</b>                   | <b>20,048,821</b>                   | <b>21,868,971</b>      | <b>6%</b>                        |
| 499 - Transfers Out                                     | 562,558              | 921,762              | 2,667,216            | 1,353,880                        | 1,353,880                       | 1,353,880                           | 2,406,835                           | 1,590,275              | 17%                              |
| <b>Expenditure Total:</b>                               | <b>15,214,914</b>    | <b>17,899,511</b>    | <b>20,392,855</b>    | <b>21,884,462</b>                | <b>22,016,462</b>               | <b>16,678,179</b>                   | <b>22,455,656</b>                   | <b>23,459,246</b>      | <b>7%</b>                        |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                     | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|-----------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 105 - Measure S 2006 Fund</b>              |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditures</b>                                 |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 115 - Finance Department Total:           | 2,246                | 300                  | 475                  | 2,450                            | 2,450                           | 1,367                               | 2,450                               | 2,450                  | 0%                               |
| Division: 221 - Police Operations Total:            | 1,476,686            | 1,443,123            | 1,589,658            | 1,718,135                        | 1,718,135                       | 1,016,861                           | 1,718,135                           | 1,697,340              | -1%                              |
| Division: 222 - Police Support Services Total:      |                      |                      | 330,507              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 223 - Dispatch WBCC Total:                | 1,955                | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 231 - Fire Total:                         | 1,018,699            | 457,612              | 682,546              | 727,182                          | 777,182                         | 572,427                             | 777,182                             | 780,955                | 0%                               |
| <b>Expenditure Total:</b>                           | <b>2,499,586</b>     | <b>1,901,034</b>     | <b>2,603,185</b>     | <b>2,447,767</b>                 | <b>2,497,767</b>                | <b>1,590,655</b>                    | <b>2,497,767</b>                    | <b>2,480,745</b>       | <b>-1%</b>                       |
| <b>Fund: 106 - Measure S 2014 Fund</b>              |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditures</b>                                 |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 110 - City Council Total:                 | 46,600               | 5,900                | -                    | 5,900                            | 5,900                           | -                                   | 5,900                               | -                      | -100%                            |
| Division: 114 - City Attorney Total:                | 27,318               | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 115 - Finance Department Total:           | 2,246                | 1,356                | 175                  | 2,450                            | 2,450                           | 1,667                               | 2,450                               | 2,450                  | 0%                               |
| Division: 117 - General Government Total:           | 692,500              | 666,890              | 692,901              | 718,000                          | 718,000                         | 718,000                             | 718,000                             | 783,500                | 9%                               |
| Division: 118 - Information Systems Total:          | 21,748               | -                    | -                    | 102,600                          | 102,600                         | -                                   | -                                   | 3,600                  | -96%                             |
| <b>Administrative Total</b>                         | <b>790,412</b>       | <b>674,146</b>       | <b>693,076</b>       | <b>828,950</b>                   | <b>828,950</b>                  | <b>719,667</b>                      | <b>726,350</b>                      | <b>789,550</b>         | <b>-5%</b>                       |
| Division: 221 - Police Operations Total:            | 363,908              | 70,953               | 59,161               | 110,000                          | 110,000                         | 37,269                              | 110,000                             | -                      | -100%                            |
| Division: 222 - Police Support Services Total:      | 67,734               | 102,505              | 100,690              | 107,606                          | 107,606                         | 82,274                              | 107,606                             | 114,852                | 7%                               |
| Division: 223 - Dispatch WBCC Total:                | 25,000               | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 231 - Fire Total:                         | 301,089              | 367,274              | 425,909              | 574,542                          | 574,542                         | 452,289                             | 574,542                             | 948,303                | 65%                              |
| <b>Public Safety Total</b>                          | <b>757,731</b>       | <b>540,731</b>       | <b>585,760</b>       | <b>792,148</b>                   | <b>792,148</b>                  | <b>571,832</b>                      | <b>792,148</b>                      | <b>1,063,155</b>       | <b>34%</b>                       |
| Division: 341 - Administration/Engineering Total:   | -                    | 59,825               | 70,077               | 296,518                          | 296,518                         | 46,938                              | 296,518                             | 225,317                | -24%                             |
| Division: 342 - Road Maintenance Total:             | 29,210               | 66,590               | 153,392              | 627,512                          | 824,675                         | 50,756                              | 824,675                             | 1,035,210              | 26%                              |
| Division: 343 - Facility Maintenance Total:         | 131,848              | 165,352              | 352,421              | 1,298,025                        | 1,058,655                       | 132,459                             | 908,655                             | 3,356,097              | 217%                             |
| Division: 344 - NPDES Storm Drain Total:            | 13,759               | 5,562                | 28,290               | 418,460                          | 418,460                         | 2,502                               | 10,000                              | 1,332,098              | 218%                             |
| Division: 345 - Park Maintenance Total:             | 358,722              | 88,836               | 109,297              | 359,449                          | 549,449                         | 30,426                              | 549,449                             | 610,440                | 11%                              |
| Division: 642 - Sewer Collections Total:            | -                    | -                    | 50,563               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Public Works Total</b>                           | <b>533,539</b>       | <b>386,165</b>       | <b>764,039</b>       | <b>2,999,964</b>                 | <b>3,147,757</b>                | <b>263,081</b>                      | <b>2,589,297</b>                    | <b>6,559,162</b>       | <b>108%</b>                      |
| Division: 461 - Planning Total:                     | 14,030               | -                    | -                    | 20,000                           | 20,000                          | -                                   | 20,000                              | -                      | 0%                               |
| Division: 465 - Code Enforcement Total:             | 29,430               | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 466 - Economic Development Total:         | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 20,000                 | 0%                               |
| <b>Community Development Total</b>                  | <b>43,460</b>        | <b>-</b>             | <b>-</b>             | <b>20,000</b>                    | <b>20,000</b>                   | <b>-</b>                            | <b>20,000</b>                       | <b>20,000</b>          | <b>0%</b>                        |
| Division: 551 - Recreation Administration Total:    | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 552 - Senior Center Total:                | -                    | -                    | 19,150               | 7,000                            | 7,000                           | 1,960                               | 7,000                               | -                      | -100%                            |
| Division: 553 - Tiny Tots Total:                    | 14,593               | -                    | -                    | 4,850                            | 4,850                           | -                                   | 4,850                               | 15,850                 | 227%                             |
| Division: 554 - Youth Center Total:                 | -                    | 8,727                | 65                   | 10,000                           | 10,000                          | -                                   | 10,000                              | 10,000                 | 0%                               |
| <b>Recreation Total</b>                             | <b>14,593</b>        | <b>8,727</b>         | <b>19,215</b>        | <b>21,850</b>                    | <b>21,850</b>                   | <b>1,960</b>                        | <b>21,850</b>                       | <b>25,850</b>          | <b>18%</b>                       |
| <b>Expenditure Total:</b>                           | <b>2,139,735</b>     | <b>1,609,769</b>     | <b>2,062,091</b>     | <b>4,662,912</b>                 | <b>4,810,705</b>                | <b>1,556,540</b>                    | <b>4,149,645</b>                    | <b>8,457,717</b>       | <b>76%</b>                       |
| <b>General Fund and Measure S Expenditure Total</b> | <b>19,854,235</b>    | <b>21,410,314</b>    | <b>25,058,131</b>    | <b>28,995,141</b>                | <b>29,324,934</b>               | <b>19,825,374</b>                   | <b>29,103,068</b>                   | <b>34,397,708</b>      | <b>17%</b>                       |
| <b>General Fund and Measure S Net Results</b>       | <b>184,605</b>       | <b>636,083</b>       | <b>(2,190,536)</b>   | <b>(883,662)</b>                 | <b>(1,213,455)</b>              | <b>(913,751)</b>                    | <b>(764,807)</b>                    | <b>(8,787,085)</b>     |                                  |
| <b>Fund Balance, July 1</b>                         | <b>11,982,999</b>    | <b>12,167,604</b>    | <b>12,803,687</b>    | <b>10,613,151</b>                | <b>10,613,151</b>               |                                     | <b>10,613,151</b>                   | <b>9,848,344</b>       |                                  |
| <b>Fund Balance, June 30</b>                        | <b>12,167,604</b>    | <b>12,803,687</b>    | <b>10,613,151</b>    | <b>9,729,489</b>                 | <b>9,399,696</b>                |                                     | <b>9,848,344</b>                    | <b>1,061,259</b>       |                                  |
| <b>Fund: 150 - General Reserve Fund</b>             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                      |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 370 - Interest and Investment Income                | 319,153              | 35,654               | (249,883)            | -                                | -                               | 122,919                             | 76,500                              | 165,300                | 0%                               |
| 399 - Transfers In                                  |                      |                      | 949,715              | 650,925                          | 650,925                         | 650,925                             | 1,098,338                           | 764,520                | 17%                              |
| <b>Revenue Total:</b>                               | <b>319,153</b>       | <b>35,654</b>        | <b>699,832</b>       | <b>650,925</b>                   | <b>650,925</b>                  | <b>773,844</b>                      | <b>1,174,838</b>                    | <b>929,820</b>         | <b>43%</b>                       |
| <b>Expenditures</b>                                 |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditure Total:</b>                           |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Fund: 150 - General Reserve Net Results</b>      | <b>319,153</b>       | <b>35,654</b>        | <b>699,832</b>       | <b>650,925</b>                   | <b>650,925</b>                  | <b>773,844</b>                      | <b>1,174,838</b>                    | <b>929,820</b>         |                                  |
| <b>Fund Balance, July 1</b>                         | <b>7,137,963</b>     | <b>7,457,116</b>     | <b>7,492,770</b>     | <b>8,192,602</b>                 | <b>8,192,602</b>                |                                     | <b>8,192,602</b>                    | <b>9,367,440</b>       |                                  |
| <b>Fund Balance, June 30</b>                        | <b>7,457,116</b>     | <b>7,492,770</b>     | <b>8,192,602</b>     | <b>8,843,527</b>                 | <b>8,843,527</b>                |                                     | <b>9,367,440</b>                    | <b>10,297,260</b>      |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|----------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 160 - Equipment Reserve Fund</b>                      |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 384 - Other Revenue                                            |                      | 43,459               | -                    | 0                                | -                               | -                                   | -                                   | 0                      | 0%                               |
| 392 - Proceeds from Sale of Property                           |                      | -                    | 17,000               | 0                                | -                               | -                                   | -                                   | 0                      | 0%                               |
| 399 - Transfers In                                             | 85,000               | 85,000               | 85,000               | 85,000                           | 85,000                          | 85,000                              | 85,000                              | 150,000                | 76%                              |
| <b>Revenue Total:</b>                                          | <b>85,000</b>        | <b>128,459</b>       | <b>102,000</b>       | <b>85,000</b>                    | <b>85,000</b>                   | <b>85,000</b>                       | <b>85,000</b>                       | <b>150,000</b>         | <b>76%</b>                       |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 221 - Police Operations Total:                       | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 342 - Road Maintenance Total:                        |                      |                      | 104,242              | 120,000                          | 120,000                         | 39,434                              | 120,000                             | 120,000                | 0%                               |
| Division: 345 - Park Maintenance Total:                        | -                    | -                    | -                    | 80,000                           | 80,000                          | -                                   | 80,000                              | 80,000                 | 0%                               |
| Division: 461 - Planning Total:                                | -                    | -                    | -                    | 5,000                            | 5,000                           | -                                   | 5,000                               | 5,000                  | 0%                               |
| <b>Expenditure Total:</b>                                      | <b>-</b>             | <b>-</b>             | <b>104,242</b>       | <b>205,000</b>                   | <b>205,000</b>                  | <b>39,434</b>                       | <b>205,000</b>                      | <b>205,000</b>         | <b>0%</b>                        |
| <b>Fund: 160 - EQUIPMENT RESERVE Net Results</b>               | <b>85,000</b>        | <b>128,459</b>       | <b>(2,242)</b>       | <b>(120,000)</b>                 | <b>(120,000)</b>                | <b>45,566</b>                       | <b>(120,000)</b>                    | <b>(55,000)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>29,949</b>        | <b>114,949</b>       | <b>243,408</b>       | <b>241,166</b>                   | <b>241,166</b>                  |                                     | <b>241,166</b>                      | <b>121,166</b>         |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>114,949</b>       | <b>243,408</b>       | <b>241,166</b>       | <b>121,166</b>                   | <b>121,166</b>                  |                                     | <b>121,166</b>                      | <b>66,166</b>          |                                  |
| <b>Fund: 200 - Gas Tax Fund</b>                                |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 321 - Intergovernmental Taxes                                  | 789,998              | 795,113              | 850,633              | 990,635                          | 990,635                         | 648,347                             | 990,635                             | 1,033,764              | 4%                               |
| 370 - Interest and Investment Income                           | 18,024               | 1,878                | (5,931)              | 5,000                            | 5,000                           | 9,626                               | 5,000                               | 5,000                  | 0%                               |
| 383 - Reimbursements                                           |                      | 9,074                | 18,050               | 7,636                            | 7,636                           | 1,417                               | 7,636                               | 7,636                  | 0%                               |
| <b>Revenue Total:</b>                                          | <b>808,022</b>       | <b>806,065</b>       | <b>862,752</b>       | <b>1,003,271</b>                 | <b>1,003,271</b>                | <b>659,390</b>                      | <b>1,003,271</b>                    | <b>1,046,400</b>       | <b>4%</b>                        |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 341 - Administration/Engineering Total:              |                      | 2023                 | 0                    | 0                                | -                               | 2,064                               | 2,064                               | -                      | 0%                               |
| Division: 342 - Road Maintenance Total:                        | 577,100              | 1,374,969            | 489,964              | 1,144,557                        | 1,194,557                       | 424,635                             | 1,194,557                           | 1,980,986              | 66%                              |
| <b>Expenditure Total:</b>                                      | <b>577,100</b>       | <b>1,376,992</b>     | <b>489,964</b>       | <b>1,144,557</b>                 | <b>1,194,557</b>                | <b>426,699</b>                      | <b>1,196,621</b>                    | <b>1,980,986</b>       | <b>66%</b>                       |
| <b>Fund: 200 - Gas Tax Fund Net Results</b>                    | <b>230,922</b>       | <b>(570,927)</b>     | <b>372,787</b>       | <b>(141,286)</b>                 | <b>(191,286)</b>                | <b>232,690</b>                      | <b>(193,350)</b>                    | <b>(934,586)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>696,522</b>       | <b>927,444</b>       | <b>356,517</b>       | <b>729,304</b>                   | <b>729,304</b>                  |                                     | <b>729,304</b>                      | <b>535,954</b>         |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>927,444</b>       | <b>356,517</b>       | <b>729,304</b>       | <b>588,018</b>                   | <b>538,018</b>                  |                                     | <b>535,954</b>                      | <b>(398,632)</b>       |                                  |
| <b>Fund: 201 - Restricted Real Estate Maintenance Fund</b>     |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 342 - Other Fees                                               | 475                  | 475                  | 475                  | 3,175                            | 3,175                           | 475                                 | 3,175                               | 3,175                  | 0%                               |
| 381 - Rental Income                                            | 3,787                | 34,150               | -                    | 36,816                           | 36,816                          | -                                   | 36,816                              | 36,816                 | 0%                               |
| 384 - Other Revenue                                            | -                    | -                    | 2,700                | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                          | <b>4,262</b>         | <b>34,625</b>        | <b>3,175</b>         | <b>39,991</b>                    | <b>39,991</b>                   | <b>475</b>                          | <b>39,991</b>                       | <b>39,991</b>          | <b>0%</b>                        |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 343 - Facility Maintenance Total:                    | 24,414               | 20,118               | 19,478               | 26,000                           | 26,000                          | 12,630                              | 26,000                              | 26,000                 | 0%                               |
| <b>Expenditure Total:</b>                                      | <b>24,414</b>        | <b>20,118</b>        | <b>19,478</b>        | <b>26,000</b>                    | <b>26,000</b>                   | <b>12,630</b>                       | <b>26,000</b>                       | <b>26,000</b>          | <b>0%</b>                        |
| <b>Fund: 201 - Restricted RE Maintenance Fund Net Results</b>  | <b>(20,152)</b>      | <b>14,507</b>        | <b>(16,303)</b>      | <b>13,991</b>                    | <b>13,991</b>                   | <b>(12,155)</b>                     | <b>13,991</b>                       | <b>13,991</b>          |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>186,832</b>       | <b>166,680</b>       | <b>181,187</b>       | <b>164,884</b>                   | <b>164,884</b>                  |                                     | <b>164,884</b>                      | <b>178,876</b>         |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>166,680</b>       | <b>181,187</b>       | <b>164,884</b>       | <b>178,876</b>                   | <b>178,876</b>                  |                                     | <b>178,876</b>                      | <b>192,867</b>         |                                  |
| <b>Fund: 203 - Public Safety Augmentation Fund</b>             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 321 - Intergovernmental Taxes                                  | 185,306              | 187,448              | 265,501              | 170,266                          | 170,266                         | 159,520                             | 245,094                             | 239,353                | 41%                              |
| 370 - Interest and Investment Income                           | 7,117                | 1,269                | (4,630)              | 2,500                            | 2,500                           | 5,527                               | 2,500                               | 2,500                  | 0%                               |
| <b>Revenue Total:</b>                                          | <b>192,423</b>       | <b>188,717</b>       | <b>260,870</b>       | <b>172,766</b>                   | <b>172,766</b>                  | <b>165,047</b>                      | <b>247,594</b>                      | <b>241,853</b>         | <b>40%</b>                       |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 221 - Police Operations Total:                       | 179,741              | 143,643              | 154,595              | 387,365                          | 387,365                         | 141,766                             | 387,365                             | 482,009                | 24%                              |
| <b>Expenditure Total:</b>                                      | <b>179,741</b>       | <b>143,643</b>       | <b>154,595</b>       | <b>387,365</b>                   | <b>387,365</b>                  | <b>141,766</b>                      | <b>387,365</b>                      | <b>482,009</b>         | <b>24%</b>                       |
| <b>Fund: 203 - Public Safety Augmentation Fund Net Results</b> | <b>12,682</b>        | <b>45,074</b>        | <b>106,275</b>       | <b>(214,599)</b>                 | <b>(214,599)</b>                | <b>23,281</b>                       | <b>(139,771)</b>                    | <b>(240,156)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>353,158</b>       | <b>365,840</b>       | <b>410,914</b>       | <b>517,190</b>                   | <b>517,190</b>                  |                                     | <b>517,190</b>                      | <b>377,419</b>         |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>365,840</b>       | <b>410,914</b>       | <b>517,190</b>       | <b>302,591</b>                   | <b>302,591</b>                  |                                     | <b>377,419</b>                      | <b>137,263</b>         |                                  |
| <b>Fund: 204 - Police Grants Fund</b>                          |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                             | 9,197                | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 324 - Other Grants                                             | 300,500              | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 384 - Other Revenue                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        | 0%                               |
| <b>Revenue Total:</b>                                          | <b>309,697</b>       | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| 399 - Transfers In                                             | -                    | 29,428               | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                           | <b>309,697</b>       | <b>29,428</b>        | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| Expenditures                                                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 227 - Police Grants Total:                           | 304,023              | 85,999               | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Expenditure Total:</b>                                      | <b>304,023</b>       | <b>85,999</b>        | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 204 - Police Grants Net Results</b>                   | <b>5,674</b>         | <b>(56,571)</b>      | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                    | <b>119,824</b>       | <b>125,498</b>       | <b>68,927</b>        | <b>68,927</b>                    | <b>68,927</b>                   |                                     | <b>68,927</b>                       | <b>68,927</b>          |                                  |
| <b>Fund Balance, June 30</b>                                   | <b>125,498</b>       | <b>68,927</b>        | <b>68,927</b>        | <b>68,927</b>                    | <b>68,927</b>                   |                                     | <b>68,927</b>                       | <b>68,927</b>          |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                            | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 205 - Traffic Safety Fund</b>                     |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 351 - Fines and Forfeiture                                 | 46,640               | 27,491               | 28,821               | 45,000                           | 45,000                          | 15,348                              | 45,000                              | 45,000                 | 0%                               |
| 370 - Interest and Investment Income                       | 3,821                | 750                  | (2,754)              | 1,500                            | 1,500                           | 2,831                               | 1,500                               | 1,500                  | 0%                               |
| <b>Revenue Total:</b>                                      | <b>50,461</b>        | <b>28,241</b>        | <b>26,067</b>        | <b>46,500</b>                    | <b>46,500</b>                   | <b>18,180</b>                       | <b>46,500</b>                       | <b>46,500</b>          | <b>0%</b>                        |
| <b>Expenditures</b>                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 227 - Police Grants Total:                       | 6,399                | 565                  | 9,219                | 21,059                           | 21,059                          | 7,676                               | 21,059                              | 21,595                 | 3%                               |
| Division: 342 - Road Maintenance Total:                    | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 35,000                 | 100%                             |
| <b>Expenditure Total:</b>                                  | <b>6,399</b>         | <b>565</b>           | <b>9,219</b>         | <b>21,059</b>                    | <b>21,059</b>                   | <b>7,676</b>                        | <b>21,059</b>                       | <b>56,595</b>          | <b>169%</b>                      |
| <b>Fund: 205 - Traffic Safety Fund Net Results</b>         | <b>44,062</b>        | <b>27,676</b>        | <b>16,848</b>        | <b>25,441</b>                    | <b>25,441</b>                   | <b>10,504</b>                       | <b>25,441</b>                       | <b>(10,095)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                | <b>163,240</b>       | <b>207,302</b>       | <b>234,979</b>       | <b>251,826</b>                   | <b>251,826</b>                  |                                     | <b>251,826</b>                      | <b>277,267</b>         |                                  |
| <b>Fund Balance, June 30</b>                               | <b>207,302</b>       | <b>234,979</b>       | <b>251,826</b>       | <b>277,267</b>                   | <b>277,267</b>                  |                                     | <b>277,267</b>                      | <b>267,172</b>         |                                  |
| <b>Fund: 206 - Supplemental Law Enforcement Svc Fund</b>   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                         | 155,948              | 156,727              | 161,285              | 156,727                          | 156,727                         | 165,271                             | 165,271                             | 165,000                | 5%                               |
| 370 - Interest and Investment Income                       | 4,955                | 1,080                | (4,472)              | 1,600                            | 1,600                           | 5,086                               | 1,600                               | 1,600                  | 0%                               |
| <b>Revenue Total:</b>                                      | <b>160,903</b>       | <b>157,807</b>       | <b>156,813</b>       | <b>158,327</b>                   | <b>158,327</b>                  | <b>170,357</b>                      | <b>166,871</b>                      | <b>166,600</b>         | <b>5%</b>                        |
| <b>Expenditures</b>                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 227 - Police Grants Total:                       | 60,170               | 98,192               | 113,750              | 111,067                          | 111,067                         | 97,171                              | 111,067                             | 339,864                | 206%                             |
| <b>Expenditure Total:</b>                                  | <b>60,170</b>        | <b>98,192</b>        | <b>113,750</b>       | <b>111,067</b>                   | <b>111,067</b>                  | <b>97,171</b>                       | <b>111,067</b>                      | <b>339,864</b>         | <b>206%</b>                      |
| <b>Fund: 206 - Supplemental Law Enforcement Svc Fund N</b> | <b>100,733</b>       | <b>59,615</b>        | <b>43,063</b>        | <b>47,260</b>                    | <b>47,260</b>                   | <b>73,186</b>                       | <b>55,804</b>                       | <b>(173,264)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                | <b>168,604</b>       | <b>269,337</b>       | <b>328,953</b>       | <b>372,015</b>                   | <b>372,015</b>                  |                                     | <b>372,015</b>                      | <b>427,819</b>         |                                  |
| <b>Fund Balance, June 30</b>                               | <b>269,337</b>       | <b>328,953</b>       | <b>372,015</b>       | <b>419,275</b>                   | <b>419,275</b>                  |                                     | <b>427,819</b>                      | <b>254,555</b>         |                                  |
| <b>Fund: 207 - NPDES Storm Water Fund</b>                  |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 321 - Intergovernmental Taxes                              | 259,103              | 260,430              | 255,408              | 253,272                          | 253,272                         | 154,312                             | 253,272                             | 253,272                | 0%                               |
| 332 - Permits                                              | -                    | -                    | -                    | -                                | -                               | 1,200                               | -                                   | -                      | 0%                               |
| 370 - Interest and Investment Income                       | (190)                | 51                   | 884                  | 150                              | 150                             | (775)                               | 150                                 | 150                    | 0%                               |
| 384 - Other Revenue                                        | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                      | <b>258,913</b>       | <b>260,480</b>       | <b>256,292</b>       | <b>253,422</b>                   | <b>253,422</b>                  | <b>154,737</b>                      | <b>253,422</b>                      | <b>253,422</b>         | <b>0%</b>                        |
| <b>Expenditures</b>                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                  |                      | 2,222                | -                    | 0                                | 0                               | -                                   | -                                   | 0                      | 0%                               |
| Division: 342 - Road Maintenance Total:                    |                      |                      | 10000                | 12,005                           | 12,005                          | -                                   | 12,005                              | 13,693                 | 14%                              |
| Division: 344 - NPDES Storm Drain Total:                   | 289,103              | 272,838              | 287,082              | 324,933                          | 324,933                         | 232,230                             | 324,933                             | 361,076                | 11%                              |
| <b>Expenditure Total:</b>                                  | <b>289,103</b>       | <b>275,059</b>       | <b>297,082</b>       | <b>336,938</b>                   | <b>336,938</b>                  | <b>232,230</b>                      | <b>336,938</b>                      | <b>374,769</b>         | <b>11%</b>                       |
| <b>Fund: 207 - NPDES Storm Water Fund Net Results</b>      | <b>(30,190)</b>      | <b>(14,579)</b>      | <b>(40,791)</b>      | <b>(83,516)</b>                  | <b>(83,516)</b>                 | <b>(77,493)</b>                     | <b>(83,516)</b>                     | <b>(121,347)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                | <b>46,622</b>        | <b>16,432</b>        | <b>1,853</b>         | <b>(38,938)</b>                  | <b>(38,938)</b>                 |                                     | <b>(38,938)</b>                     | <b>(122,454)</b>       |                                  |
| <b>Fund Balance, June 30</b>                               | <b>16,432</b>        | <b>1,853</b>         | <b>(38,938)</b>      | <b>(122,454)</b>                 | <b>(122,454)</b>                |                                     | <b>(122,454)</b>                    | <b>(243,801)</b>       |                                  |
| <b>Fund: 209 - Recreation Fund</b>                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 551 - Recreation Administration Total:           | 13,104               | 19,603               | 48,737               | 70,268                           | 77,268                          | 11,358                              | 77,268                              | 82,981                 | 7%                               |
| Division: 552 - Senior Center Total:                       | 270,294              | 26,358               | 103,253              | 216,130                          | 167,050                         | 123,570                             | 167,050                             | 169,290                | 1%                               |
| Division: 553 - Tiny Tots Total:                           | 110,474              | 41,022               | 124,659              | 172,021                          | 138,539                         | 111,101                             | 138,539                             | 141,596                | 2%                               |
| Division: 554 - Youth Center Total:                        | 26,713               | 2,592                | 2,451                | 17,855                           | 4,787                           | 6,259                               | 6,259                               | 13,500                 | 182%                             |
| Division: 555 - Day Camp Total:                            | 14,406               | 5,014                | 11,887               | 7,560                            | 7,560                           | 5,799                               | 7,560                               | -                      | -100%                            |
| Division: 556 - Performing Arts Total:                     | 2,630                | -                    | 587                  | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 557 - Swim Center Total:                         | 31,407               | 63,959               | 95,420               | 63,500                           | 82,500                          | 38,140                              | 82,500                              | 82,500                 | 0%                               |
| Division: 558 - Memorial Hall Total:                       | 10,982               | 3,649                | 3,308                | 10,316                           | 10,316                          | -                                   | 10,316                              | -                      | -100%                            |
| Division: 559 - Tennis Total:                              | 674                  | 204                  | 289                  | 350                              | 200                             | 110                                 | 200                                 | -                      | 0%                               |
| <b>Revenue Total:</b>                                      | <b>480,684</b>       | <b>162,400</b>       | <b>390,592</b>       | <b>558,000</b>                   | <b>488,220</b>                  | <b>296,335</b>                      | <b>489,691</b>                      | <b>489,867</b>         | <b>0%</b>                        |
| 399 - Transfers In                                         | 522,254              | 624,721              | 950,998              | 675,831                          | 675,831                         | 730,831                             | 1,158,775                           | 799,131                | 18%                              |
| 399 - Transfers In from Section 115 Pension Fund           | -                    | 7,334                | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                       | <b>1,002,938</b>     | <b>794,455</b>       | <b>1,341,590</b>     | <b>1,233,831</b>                 | <b>1,164,051</b>                | <b>1,027,166</b>                    | <b>1,648,466</b>                    | <b>1,288,997</b>       | <b>11%</b>                       |
| <b>Expenditures</b>                                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                  | 7,980                | 7,987                | 7,549                | -                                | -                               | 5,358                               | 5,358                               | -                      | 0%                               |
| Division: 551 - Recreation Administration Total:           | 187,153              | 273,358              | 532,479              | 694,990                          | 713,850                         | 399,357                             | 589,094                             | 825,617                | 16%                              |
| Division: 552 - Senior Center Total:                       | 438,540              | 201,229              | 399,599              | 579,673                          | 715,143                         | 374,884                             | 495,420                             | 626,187                | -12%                             |
| Division: 553 - Tiny Tots Total:                           | 133,396              | 102,241              | 141,106              | 174,421                          | 175,135                         | 117,629                             | 175,135                             | 193,758                | 11%                              |
| Division: 554 - Youth Center Total:                        | 140,656              | 110,557              | 111,936              | 247,067                          | 241,921                         | 108,825                             | 141,181                             | 335,802                | 39%                              |
| Division: 555 - Day Camp Total:                            | 2,087                | 20,453               | 25,228               | 74,116                           | 74,616                          | 25,236                              | 74,616                              | -                      | -100%                            |
| Division: 556 - Performing Arts Total:                     | 221                  | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 557 - Swim Center Total:                         | 81,400               | 88,099               | 137,822              | 126,917                          | 153,900                         | 103,605                             | 153,900                             | 153,900                | 0%                               |
| Division: 558 - Memorial Hall Total:                       | 10,587               | 13,214               | 5,162                | 14,200                           | 14,200                          | 5,820                               | 14,200                              | -                      | -100%                            |
| Division: 559 - Tennis Total:                              | 6,359                | 6,300                | 4,385                | 6,650                            | 5,050                           | 2,618                               | 5,050                               | -                      | -100%                            |
| <b>Expenditure Total:</b>                                  | <b>1,008,380</b>     | <b>823,437</b>       | <b>1,365,264</b>     | <b>1,918,034</b>                 | <b>2,093,815</b>                | <b>1,143,332</b>                    | <b>1,653,954</b>                    | <b>2,135,264</b>       | <b>2%</b>                        |
| <b>Fund: 209 - Recreation Fund Net Results</b>             | <b>(5,442)</b>       | <b>(28,982)</b>      | <b>(23,674)</b>      | <b>(684,203)</b>                 | <b>(929,764)</b>                | <b>(116,165)</b>                    | <b>(5,487)</b>                      | <b>(846,267)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                | <b>63,585</b>        | <b>58,144</b>        | <b>29,162</b>        | <b>5,488</b>                     | <b>5,488</b>                    |                                     | <b>5,488</b>                        | <b>0</b>               |                                  |
| <b>Fund Balance, June 30</b>                               | <b>58,144</b>        | <b>29,162</b>        | <b>5,488</b>         | <b>(678,716)</b>                 | <b>(924,277)</b>                |                                     | <b>0</b>                            | <b>(846,266)</b>       |                                  |



## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                        | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|--------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 212 - Building &amp; Planning Fund</b>        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 315 - Other Taxes                                      | 2                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 323 - State Grants                                     |                      |                      |                      | 225,000                          | 225,000                         | -                                   | 225,000                             | 40,000                 | -82%                             |
| 332 - Permits                                          | 310,704              | 264,128              | 480,430              | 2,427,800                        | 551,383                         | 249,793                             | 551,383                             | 477,883                | -13%                             |
| 341 - Review Fees                                      | 353,919              | 205,875              | 356,319              | 1,020,000                        | 1,061,242                       | 353,794                             | 1,061,242                           | 404,669                | -62%                             |
| 342 - Other Fees                                       | 63,816               | 31,877               | 65,442               | 1,036,000                        | 331,278                         | 102,291                             | 331,278                             | 425,288                | 28%                              |
| 343 - Abatement Fees                                   |                      |                      | -                    | 19,600                           | 19,600                          | -                                   | 19,600                              | -                      | -100%                            |
| 344 - Impact Fees                                      |                      | 1,443                | 572                  | 87,049                           | 87,049                          | 402                                 | 87,049                              | 30,636                 | -65%                             |
| 351 - Fines and Forfeitures                            | -                    | -                    | -                    | -                                | -                               | 6,065                               | 6,065                               | 20,000                 | 100%                             |
| 370 - Interest and Investment Income                   | 12,265               | (422)                | 3,072                | 7,000                            | 7,000                           | (12,542)                            | 7,000                               | 7,000                  | 0%                               |
| 383 - Reimbursements                                   | 7,360                | -                    | -                    | -                                | -                               | 32                                  | 32                                  | -                      | 0%                               |
| 384 - Other Revenue                                    | (449)                | -                    | -                    | 6,000                            | 6,000                           | -                                   | 6,000                               | 6,000                  | 0%                               |
| <b>Revenue Total:</b>                                  | <b>747,616</b>       | <b>502,902</b>       | <b>905,836</b>       | <b>4,828,449</b>                 | <b>2,288,552</b>                | <b>699,835</b>                      | <b>2,294,648</b>                    | <b>1,411,477</b>       | <b>-38%</b>                      |
| 399 - Transfers In                                     | -                    | 192,000              | 481,051              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                   | <b>747,616</b>       | <b>694,902</b>       | <b>1,386,887</b>     | <b>4,828,449</b>                 | <b>2,288,552</b>                | <b>699,835</b>                      | <b>2,294,648</b>                    | <b>1,411,477</b>       | <b>-38%</b>                      |
| Expenditures                                           |                      |                      |                      |                                  |                                 |                                     |                                     |                        | 0                                |
| Division: 461 - Planning Total:                        | 431,016              | 422,064              | 749,792              | 1,183,849                        | 1,183,849                       | 752,809                             | 1,183,849                           | 926,742                | -22%                             |
| Division: 462 - Building Inspection Total:             | 645,050              | 565,540              | 1,035,536            | 1,226,944                        | 1,143,045                       | 693,037                             | 1,143,045                           | 1,224,340              | 7%                               |
| Division: 465 - Code Enforcement Total:                |                      |                      |                      | -                                |                                 |                                     | -                                   |                        | 0%                               |
| <b>Expenditure Total:</b>                              | <b>1,076,066</b>     | <b>987,604</b>       | <b>1,785,329</b>     | <b>2,410,793</b>                 | <b>2,326,894</b>                | <b>1,445,846</b>                    | <b>2,326,894</b>                    | <b>2,151,083</b>       | <b>-8%</b>                       |
| <b>Fund: 212 - Building &amp; Planning Net Results</b> | <b>(328,450)</b>     | <b>(292,702)</b>     | <b>(398,442)</b>     | <b>2,417,656</b>                 | <b>(38,342)</b>                 | <b>(746,011)</b>                    | <b>(32,246)</b>                     | <b>(739,606)</b>       |                                  |
| <b>Fund Balance, July 1</b>                            | <b>486,839</b>       | <b>158,389</b>       | <b>(134,313)</b>     | <b>(532,755)</b>                 | <b>(532,755)</b>                |                                     | <b>(532,755)</b>                    | <b>(565,001)</b>       |                                  |
| <b>Fund Balance, June 30</b>                           | <b>158,389</b>       | <b>(134,313)</b>     | <b>(532,755)</b>     | <b>1,884,901</b>                 | <b>(571,097)</b>                |                                     | <b>(565,001)</b>                    | <b>(1,304,607)</b>     |                                  |
| <b>Fund: 213 - Refuse Management Fund</b>              |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                     | 111,950              | 66,635               | 66,826               | 60,060                           | 60,060                          | 46,444                              | 60,060                              | 60,060                 | 0%                               |
| 370 - Interest and Investment Income                   | 7,176                | 1,008                | (1,768)              | 6,000                            | 6,000                           | 1,136                               | 6,000                               | 6,000                  | 0%                               |
| 392 - Proceeds from Sale of Property                   |                      |                      | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                  | <b>119,125</b>       | <b>67,643</b>        | <b>65,058</b>        | <b>66,060</b>                    | <b>66,060</b>                   | <b>47,580</b>                       | <b>66,060</b>                       | <b>66,060</b>          | <b>0%</b>                        |
| Expenditures                                           |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 344 - NPDES Storm Drain Total:               |                      |                      | -                    | -                                |                                 |                                     |                                     |                        |                                  |
| Division: 346 - Waste Reduction Total:                 | 93,143               | 210,444              | 106,591              | 167,825                          | 167,825                         | 94,690                              | 108,605                             | 174,358                | 4%                               |
| <b>Expenditure Total:</b>                              | <b>93,143</b>        | <b>210,444</b>       | <b>106,591</b>       | <b>167,825</b>                   | <b>167,825</b>                  | <b>94,690</b>                       | <b>108,605</b>                      | <b>174,358</b>         | <b>4%</b>                        |
| <b>Fund: 213 - Refuse Management Fund Net Results</b>  | <b>25,983</b>        | <b>(142,801)</b>     | <b>(41,533)</b>      | <b>(101,765)</b>                 | <b>(101,765)</b>                | <b>(47,110)</b>                     | <b>(42,545)</b>                     | <b>(108,298)</b>       |                                  |
| <b>Fund Balance, July 1</b>                            | <b>309,195</b>       | <b>335,178</b>       | <b>192,376</b>       | <b>150,843</b>                   | <b>150,843</b>                  |                                     | <b>150,843</b>                      | <b>108,298</b>         |                                  |
| <b>Fund Balance, June 30</b>                           | <b>335,178</b>       | <b>192,376</b>       | <b>150,843</b>       | <b>49,078</b>                    | <b>49,078</b>                   |                                     | <b>108,298</b>                      | <b>0</b>               |                                  |
| <b>Fund: 214 - Solid Waste Fund</b>                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                     |                      |                      | 28,327               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 370 - Interest and Investment Income                   | 27,628               | 5,804                | (20,738)             | 8,000                            | 8,000                           | 24,244                              | 8,000                               | 8,000                  | 0%                               |
| 383 - Reimbursements                                   | 375,749              | 347,367              | 386,514              | 360,000                          | 360,000                         | 321,043                             | 360,000                             | 360,000                | 0%                               |
| <b>Revenue Total:</b>                                  | <b>403,377</b>       | <b>353,171</b>       | <b>394,103</b>       | <b>368,000</b>                   | <b>368,000</b>                  | <b>345,287</b>                      | <b>368,000</b>                      | <b>368,000</b>         | <b>0%</b>                        |
| Expenditures                                           |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 342 - Road Maintenance Total:                |                      | 2239.74              | 194240.94            | 257778                           | 257,778                         | 67,475                              | 257,778                             | 164,381                | -36%                             |
| Division: 343 - Facility Maintenance Total:            |                      | 45,700               | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 345 - Parks Maintenance Total:               |                      |                      | -                    | 425,000                          | 125,000                         | -                                   | 125,000                             | 425,000                | 240%                             |
| <b>Expenditure Total:</b>                              | <b>-</b>             | <b>47,940</b>        | <b>194,241</b>       | <b>682,778</b>                   | <b>382,778</b>                  | <b>67,475</b>                       | <b>382,778</b>                      | <b>589,381</b>         | <b>0%</b>                        |
| <b>Fund: 214 - Solid Waste Fund Net Results</b>        | <b>403,377</b>       | <b>305,231</b>       | <b>199,862</b>       | <b>(314,778)</b>                 | <b>(14,778)</b>                 | <b>277,812</b>                      | <b>(14,778)</b>                     | <b>(221,381)</b>       |                                  |
| <b>Fund Balance, July 1</b>                            | <b>1,154,755</b>     | <b>1,558,131</b>     | <b>1,863,362</b>     | <b>2,063,224</b>                 | <b>2,063,224</b>                |                                     | <b>2,063,224</b>                    | <b>2,048,446</b>       |                                  |
| <b>Fund Balance, June 30</b>                           | <b>1,558,131</b>     | <b>1,863,362</b>     | <b>2,063,224</b>     | <b>1,748,446</b>                 | <b>2,048,446</b>                |                                     | <b>2,048,446</b>                    | <b>1,827,065</b>       |                                  |
| <b>Fund: 215 - Measure C and J Fund</b>                |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - Federal Grants                                   | -                    | -                    | -                    | -                                | -                               | 2,463                               | -                                   | -                      | 0%                               |
| 323 - State Grants                                     | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 722,619                | 100%                             |
| 324 - Other Grants                                     | 405,252              | 390,147              | 470,247              | 382,848                          | 382,848                         | 21,965                              | 382,848                             | 421,638                | 10%                              |
| 370 - Interest and Investment Income                   | 23,857               | 6,297                | (23,256)             | 8,000                            | 8,000                           | 20,515                              | 8,000                               | 8,000                  | 0%                               |
| <b>Revenue Total:</b>                                  | <b>429,109</b>       | <b>396,444</b>       | <b>446,991</b>       | <b>390,848</b>                   | <b>390,848</b>                  | <b>44,943</b>                       | <b>390,848</b>                      | <b>1,152,257</b>       | <b>195%</b>                      |
| Expenditures                                           |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:              |                      | 48,930               | 49,664               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 341 - Administration/Engineering Total:      | 82,819               | 111,905              | 118,988              | 186,999                          | 186,999                         | 99,872                              | 186,999                             | 195,466                | 5%                               |
| Division: 342 - Road Maintenance Total:                | 18,651               | -                    | 10,073               | 450,881                          | 455,881                         | 116,444                             | 455,881                             | 826,253                | 81%                              |
| Division: 343 - Facility Maintenance Total:            |                      |                      | -                    | 2,000                            | 2,000                           | -                                   | 2,000                               | 2,000                  | 0%                               |
| <b>Expenditure Total:</b>                              | <b>101,471</b>       | <b>160,835</b>       | <b>178,725</b>       | <b>639,880</b>                   | <b>644,880</b>                  | <b>216,316</b>                      | <b>644,880</b>                      | <b>1,023,719</b>       | <b>59%</b>                       |
| <b>Fund: 215 - Measure C and J Fund Net Results</b>    | <b>327,638</b>       | <b>235,609</b>       | <b>268,266</b>       | <b>(249,032)</b>                 | <b>(254,032)</b>                | <b>(171,374)</b>                    | <b>(254,032)</b>                    | <b>128,538</b>         |                                  |
| <b>Fund Balance, July 1</b>                            | <b>1,493,934</b>     | <b>1,821,573</b>     | <b>2,057,182</b>     | <b>2,325,448</b>                 | <b>2,325,448</b>                |                                     | <b>2,325,448</b>                    | <b>2,071,416</b>       |                                  |
| <b>Fund Balance, June 30</b>                           | <b>1,821,573</b>     | <b>2,057,182</b>     | <b>2,325,448</b>     | <b>2,076,416</b>                 | <b>2,071,416</b>                |                                     | <b>2,071,416</b>                    | <b>2,199,954</b>       |                                  |



## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                    | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|--------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 216 - Rate Stabilization Fund</b>                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 370 - Interest and Investment Income                               | -                    | -                    | (2,216)              | -                                | -                               | 2,194                               | 2,194                               | -                      | 0%                               |
| 383 - Reimbursements                                               | -                    | 31,171               | 17,499               | 15,000                           | 15,000                          | -                                   | 15,000                              | 15,000                 | 0%                               |
| 399 - Transfers In                                                 | -                    | 153,505              | -                    | -                                | -                               | -                                   | -                                   | 0                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>-</b>             | <b>184,676</b>       | <b>15,283</b>        | <b>15,000</b>                    | <b>15,000</b>                   | <b>2,194</b>                        | <b>17,194</b>                       | <b>15,000</b>          | <b>0%</b>                        |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                          | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Expenditure Total:</b>                                          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 216 - Rate Stabilization Fund Net Results</b>             | <b>-</b>             | <b>184,676</b>       | <b>15,283</b>        | <b>15,000</b>                    | <b>15,000</b>                   | <b>2,194</b>                        | <b>17,194</b>                       | <b>15,000</b>          |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>-</b>             | <b>-</b>             | <b>184,676</b>       | <b>199,959</b>                   | <b>199,959</b>                  |                                     | <b>199,959</b>                      | <b>217,153</b>         |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>-</b>             | <b>184,676</b>       | <b>199,959</b>       | <b>214,959</b>                   | <b>214,959</b>                  |                                     | <b>217,153</b>                      | <b>232,153</b>         |                                  |
| <b>Fund: 217 - American Rescue Plan Act Fund</b>                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 322 - Federal Grants                                               | -                    | -                    | 533,606              | 2,302,505                        | 2,302,505                       | 4,071,404                           | 4,071,404                           | -                      | -100%                            |
| <b>Revenue Total:</b>                                              | <b>-</b>             | <b>-</b>             | <b>533,606</b>       | <b>2,302,505</b>                 | <b>2,302,505</b>                | <b>4,071,404</b>                    | <b>4,071,404</b>                    | <b>-</b>               | <b>-100%</b>                     |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                          | -                    | -                    | 533,606              | 4,090,010                        | 4,090,010                       | 4,071,404                           | 4,071,404                           | -                      | -100%                            |
| <b>Expenditure Total:</b>                                          | <b>-</b>             | <b>-</b>             | <b>533,606</b>       | <b>4,090,010</b>                 | <b>4,090,010</b>                | <b>4,071,404</b>                    | <b>4,071,404</b>                    | <b>-</b>               | <b>-100%</b>                     |
| <b>Fund: 217 - American Rescue Plan Act Fund Net Result</b>        | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>(1,787,505)</b>               | <b>(1,787,505)</b>              | <b>-</b>                            | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        |                                     | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>(1,787,505)</b>               | <b>(1,787,505)</b>              |                                     | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund: 225 - Asset Seizure-Adjudicated Fund</b>                  |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 351 - Fines and Forfeiture                                         | 5,000                | 545                  | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 370 - Interest and Investment Income                               | 2,139                | 235                  | (766)                | -                                | -                               | 430                                 | 430                                 | 0                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>7,139</b>         | <b>779</b>           | <b>(766)</b>         | <b>-</b>                         | <b>-</b>                        | <b>430</b>                          | <b>430</b>                          | <b>-</b>               | <b>0%</b>                        |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 221 - Police Operations Total:                           | 23,079               | -                    | 29,000               | 58,231                           | 58,231                          | 16,348                              | 16,348                              | 41,236                 | -29%                             |
| <b>Expenditure Total:</b>                                          | <b>23,079</b>        | <b>-</b>             | <b>29,000</b>        | <b>58,231</b>                    | <b>58,231</b>                   | <b>16,348</b>                       | <b>16,348</b>                       | <b>41,236</b>          | <b>-29%</b>                      |
| <b>Fund: 225 - Asset Seizure-Adjudicated Fund Net Result</b>       | <b>(15,940)</b>      | <b>779</b>           | <b>(29,766)</b>      | <b>(58,231)</b>                  | <b>(58,231)</b>                 | <b>(15,918)</b>                     | <b>(15,918)</b>                     | <b>(41,236)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>102,502</b>       | <b>86,562</b>        | <b>87,341</b>        | <b>57,576</b>                    | <b>57,576</b>                   |                                     | <b>57,576</b>                       | <b>41,658</b>          |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>86,562</b>        | <b>87,341</b>        | <b>57,576</b>        | <b>(655)</b>                     | <b>(655)</b>                    |                                     | <b>41,658</b>                       | <b>422</b>             |                                  |
| <b>Fund: 226 - CASp Certification and Training Fund</b>            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 342 - Other Fees                                                   | 7,282                | 6,668                | 8,172                | -                                | -                               | 7,005                               | 7,500                               | -                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>7,282</b>         | <b>6,668</b>         | <b>8,172</b>         | <b>-</b>                         | <b>-</b>                        | <b>7,005</b>                        | <b>7,500</b>                        | <b>-</b>               | <b>0%</b>                        |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 462 - Building Total:                                    | -                    | -                    | -                    | -                                | 0                               | 0                                   | -                                   | -                      | 0%                               |
| <b>Expenditure Total:</b>                                          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 226 - CASp Certification and Training Fund Net Result</b> | <b>7,282</b>         | <b>6,668</b>         | <b>8,172</b>         | <b>-</b>                         | <b>-</b>                        | <b>7,005</b>                        | <b>7,500</b>                        | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>13,467</b>        | <b>20,749</b>        | <b>27,417</b>        | <b>35,590</b>                    | <b>35,590</b>                   |                                     | <b>35,590</b>                       | <b>43,090</b>          |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>20,749</b>        | <b>27,417</b>        | <b>35,590</b>        | <b>35,590</b>                    | <b>35,590</b>                   |                                     | <b>43,090</b>                       | <b>43,090</b>          |                                  |
| <b>Fund: 275 - Parkland Dedication Fund</b>                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 344 - Impact Fees                                                  | 26,227               | 16,027               | -                    | 1,293,134                        | (0)                             | -                                   | (0)                                 | -                      | 0%                               |
| 370 - Interest and Investment Income                               | 1,506                | 351                  | (8,595)              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>27,733</b>        | <b>16,378</b>        | <b>(8,595)</b>       | <b>1,293,134</b>                 | <b>(0)</b>                      | <b>-</b>                            | <b>(0)</b>                          | <b>-</b>               | <b>0%</b>                        |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 344 - NPDES Storm Drain Total:                           | 799                  | -                    | -                    | -                                | -                               | -                                   | (22,654)                            | -                      | 0%                               |
| Division: 345 - Park Maintenance Total:                            | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Expenditure Total:</b>                                          | <b>799</b>           | <b>-</b>             | <b>-</b>             | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>(22,654)</b>                     | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 275 - Parkland Dedication Fund Net Results</b>            | <b>26,934</b>        | <b>16,378</b>        | <b>(8,595)</b>       | <b>1,293,134</b>                 | <b>(0)</b>                      | <b>-</b>                            | <b>22,654</b>                       | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>(57,371)</b>      | <b>(30,437)</b>      | <b>(14,059)</b>      | <b>(22,654)</b>                  | <b>(22,654)</b>                 |                                     | <b>(22,654)</b>                     | <b>(0)</b>             |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>(30,437)</b>      | <b>(14,059)</b>      | <b>(22,654)</b>      | <b>1,270,480</b>                 | <b>(22,654)</b>                 |                                     | <b>(0)</b>                          | <b>(0)</b>             |                                  |
| <b>Fund: 276 - Growth Impact Fund</b>                              |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 344 - Impact Fees                                                  | 33,716               | 32,090               | 2,452,573            | 1,608,476                        | 493,000                         | 13,414                              | 493,000                             | 1,039,594              | 111%                             |
| 370 - Interest and Investment Income                               | 1,842                | 477                  | (10,748)             | -                                | -                               | 29,842                              | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>35,557</b>        | <b>32,567</b>        | <b>2,441,826</b>     | <b>1,608,476</b>                 | <b>493,000</b>                  | <b>43,256</b>                       | <b>493,000</b>                      | <b>1,039,594</b>       | <b>111%</b>                      |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 343 - Facility Maintenance Total:                        | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 425,000                | 100%                             |
| Division: 344 - NPDES Storm Drain Total:                           | -                    | -                    | -                    | 58,000                           | 58,000                          | -                                   | 58,000                              | 58,000                 | 0%                               |
| Division: 345 - Park Maintenance Total:                            | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 265,000                | 100%                             |
| Division: 642 - Sewer Collection Total:                            | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | 600,000                | 100%                             |
| <b>Expenditure Total:</b>                                          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>58,000</b>                    | <b>58,000</b>                   | <b>-</b>                            | <b>58,000</b>                       | <b>1,348,000</b>       | <b>2224%</b>                     |
| <b>Fund: 276 - Growth Impact Fund Net Results</b>                  | <b>35,557</b>        | <b>32,567</b>        | <b>2,441,826</b>     | <b>1,550,476</b>                 | <b>435,000</b>                  | <b>43,256</b>                       | <b>435,000</b>                      | <b>(308,406)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>191,875</b>       | <b>227,432</b>       | <b>259,999</b>       | <b>2,701,825</b>                 | <b>2,701,825</b>                |                                     | <b>2,701,825</b>                    | <b>3,136,824</b>       |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>227,432</b>       | <b>259,999</b>       | <b>2,701,825</b>     | <b>4,252,300</b>                 | <b>3,136,824</b>                |                                     | <b>3,136,824</b>                    | <b>2,828,419</b>       |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                   | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2021/22<br>Original<br>Budget | FY 2021/22<br>Revised<br>Budget | FY 2021/22<br>Actual Thru<br>Mar-22 | FY 2021/22<br>Projected<br>Year-end | FY 2022/23<br>Proposed | Prop to Rev<br>Percent<br>Change |
|-------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 285 - Housing Assets Fund</b>                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 342 - Other Fees                                                  | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 370 - Interest and Investment Income                              | 62,291               | 7,374                | (44,948)             | 50,000                           | 50,000                          | 61,280                              | 50,000                              | 50,000                 | 0%                               |
| 381 - Rental Income                                               | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 384 - Other Revenue                                               | 750                  | -                    | 41,492               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 392 - Proceeds from Sale of Property                              | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 393 - Loan/Bond Proceeds                                          | 44,892               | 52,715               | 11,658               | 867,883                          | 867,883                         | 7,783                               | 867,883                             | 5,000                  | -99%                             |
| <b>Revenue Total:</b>                                             | <b>107,933</b>       | <b>60,089</b>        | <b>8,202</b>         | <b>917,883</b>                   | <b>917,883</b>                  | <b>69,062</b>                       | <b>917,883</b>                      | <b>55,000</b>          | <b>-94%</b>                      |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 461 - Planning Total:                                   | -                    | -                    | 47,382               | 53,436                           | 53,436                          | 38,169                              | 53,436                              | 60,373                 | 13%                              |
| Division: 464 - Housing Administration Total:                     | 69,688               | 44,092               | 50,199               | 274,039                          | 335,249                         | 69,717                              | 335,249                             | 278,881                | -17%                             |
| <b>Expenditure Total:</b>                                         | <b>69,688</b>        | <b>44,092</b>        | <b>97,581</b>        | <b>327,475</b>                   | <b>388,685</b>                  | <b>107,886</b>                      | <b>388,685</b>                      | <b>339,254</b>         | <b>-13%</b>                      |
| <b>Fund: 285 - Housing Assets for Resale Net Results</b>          | <b>38,245</b>        | <b>15,998</b>        | <b>(89,379)</b>      | <b>590,408</b>                   | <b>529,198</b>                  | <b>(38,824)</b>                     | <b>529,198</b>                      | <b>(284,254)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>7,781,270</b>     | <b>7,819,515</b>     | <b>7,835,513</b>     | <b>7,746,133</b>                 | <b>7,746,133</b>                |                                     | <b>7,746,133</b>                    | <b>8,275,331</b>       |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>7,819,515</b>     | <b>7,835,513</b>     | <b>7,746,133</b>     | <b>8,336,541</b>                 | <b>8,275,331</b>                |                                     | <b>8,275,331</b>                    | <b>7,991,077</b>       |                                  |
| <b>Fund: 310 - Lighting &amp; Landscape District Fund</b>         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 321 - Intergovernmental Taxes                                     | 39,746               | 42,525               | 49,768               | 56,411                           | 56,411                          | 28,741                              | 56,411                              | 56,411                 | 0%                               |
| 383 - Reimbursements                                              | -                    | 14,839               | -                    | 7,500                            | 7,500                           | -                                   | 7,500                               | 7,500                  | 0%                               |
| 399 - Transfers In                                                | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                             | <b>39,746</b>        | <b>57,364</b>        | <b>49,768</b>        | <b>63,911</b>                    | <b>63,911</b>                   | <b>28,741</b>                       | <b>63,911</b>                       | <b>63,911</b>          | <b>0%</b>                        |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 347 - Landscape & Lighting PVR North Total:             | 18,297               | 19,545               | 22,221               | 32,315                           | 32,315                          | 19,694                              | 32,315                              | 39,795                 | 23%                              |
| Division: 348 - Landscape & Lighting PVR South Total:             | 19,875               | 34,055               | 20,389               | 29,810                           | 29,810                          | 8,668                               | 29,810                              | 45,380                 | 52%                              |
| <b>Expenditure Total:</b>                                         | <b>38,172</b>        | <b>53,599</b>        | <b>42,611</b>        | <b>62,125</b>                    | <b>62,125</b>                   | <b>28,362</b>                       | <b>62,125</b>                       | <b>85,175</b>          | <b>37%</b>                       |
| <b>Fund: 310 - Lighting &amp; Landscape Districts Net Results</b> | <b>1,575</b>         | <b>3,765</b>         | <b>7,157</b>         | <b>1,786</b>                     | <b>1,786</b>                    | <b>379</b>                          | <b>1,786</b>                        | <b>(21,264)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>30,613</b>        | <b>32,188</b>        | <b>35,953</b>        | <b>43,110</b>                    | <b>43,110</b>                   |                                     | <b>43,110</b>                       | <b>44,896</b>          |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>32,188</b>        | <b>35,953</b>        | <b>43,110</b>        | <b>44,896</b>                    | <b>44,896</b>                   |                                     | <b>44,896</b>                       | <b>23,632</b>          |                                  |
| <b>Fund: 317 - Pinole Valley Caretaker Fund</b>                   |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 381 - Rental Income                                               | 15,000               | 11,250               | -                    | 15,000                           | 15,000                          | -                                   | 15,000                              | 15,000                 | 0%                               |
| <b>Revenue Total:</b>                                             | <b>15,000</b>        | <b>11,250</b>        | <b>-</b>             | <b>15,000</b>                    | <b>15,000</b>                   | <b>-</b>                            | <b>15,000</b>                       | <b>15,000</b>          | <b>0%</b>                        |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 345 - Park Maintenance Total:                           | 15,360               | 11,268               | 656                  | 15,055                           | 15,055                          | -                                   | -                                   | 15,002                 | 0%                               |
| <b>Expenditure Total:</b>                                         | <b>15,360</b>        | <b>11,268</b>        | <b>656</b>           | <b>15,055</b>                    | <b>15,055</b>                   | <b>-</b>                            | <b>-</b>                            | <b>15,002</b>          | <b>0%</b>                        |
| <b>Fund: 317 - Pinole Valley Caretaker Fund Net Results</b>       | <b>(360)</b>         | <b>(18)</b>          | <b>(656)</b>         | <b>(55)</b>                      | <b>(55)</b>                     | <b>-</b>                            | <b>15,000</b>                       | <b>(2)</b>             |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>51</b>            | <b>(309)</b>         | <b>(327)</b>         | <b>(983)</b>                     | <b>(983)</b>                    |                                     | <b>(983)</b>                        | <b>14,017</b>          |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>(309)</b>         | <b>(327)</b>         | <b>(983)</b>         | <b>(1,038)</b>                   | <b>(1,038)</b>                  |                                     | <b>14,017</b>                       | <b>14,015</b>          |                                  |
| <b>Fund: 324 - Public Facilities Fund</b>                         |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 343 - Facility Maintenance Total:                       | 50                   | 3,356                | -                    | 60,000                           | 60,000                          | -                                   | 60,000                              | 60,000                 | 0%                               |
| Division: 345 - Park Maintenance Total:                           | -                    | -                    | -                    | 10,000                           | 10,000                          | -                                   | 10,000                              | 10,000                 | 0%                               |
| <b>Expenditure Total:</b>                                         | <b>50</b>            | <b>3,356</b>         | <b>-</b>             | <b>70,000</b>                    | <b>70,000</b>                   | <b>-</b>                            | <b>70,000</b>                       | <b>70,000</b>          | <b>0%</b>                        |
| <b>Fund: 324 - Public Facilities Fund Net Results</b>             | <b>(50)</b>          | <b>(3,356)</b>       | <b>-</b>             | <b>(70,000)</b>                  | <b>(70,000)</b>                 | <b>-</b>                            | <b>(70,000)</b>                     | <b>(70,000)</b>        |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>545,055</b>       | <b>545,005</b>       | <b>541,649</b>       | <b>541,649</b>                   | <b>541,649</b>                  |                                     | <b>541,649</b>                      | <b>471,649</b>         |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>545,005</b>       | <b>541,649</b>       | <b>541,649</b>       | <b>471,649</b>                   | <b>471,649</b>                  |                                     | <b>471,649</b>                      | <b>401,649</b>         |                                  |
| <b>Fund: 325 - City Street Improvements Fund</b>                  |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                    |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 322 - Federal Grants                                              | -                    | -                    | 336,189              | -                                | -                               | 146,416                             | -                                   | 41,394                 | 100%                             |
| 323 - State Grants                                                | 535                  | 149,002              | 20,292               | 97,747                           | 97,747                          | 2,046                               | 97,747                              | -                      | -100%                            |
| 324 - Other Grants                                                | -                    | -                    | 268,486              | 1,303,463                        | 1,303,463                       | 42,760                              | 1,303,463                           | 1,773,289              | 36%                              |
| 351 - Fines and Forfeiture                                        | 18                   | -                    | 160                  | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 383 - Reimbursements                                              | -                    | 1,417                | -                    | -                                | -                               | (1,417)                             | -                                   | -                      | 0%                               |
| 399 - Transfers In                                                | 250,000              | 250,000              | 250,000              | 250,000                          | 250,000                         | 250,000                             | 250,000                             | 250,000                | 0%                               |
| <b>Revenue Total:</b>                                             | <b>250,553</b>       | <b>400,419</b>       | <b>875,127</b>       | <b>1,651,210</b>                 | <b>1,651,210</b>                | <b>439,806</b>                      | <b>1,651,210</b>                    | <b>2,064,683</b>       | <b>25%</b>                       |
| <b>Expenditures</b>                                               |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 342 - Road Maintenance Total:                           | 45,622               | 448,469              | 569,001              | 1,706,213                        | 1,706,213                       | 127,626                             | 1,706,213                           | 2,232,004              | 31%                              |
| <b>Expenditure Total:</b>                                         | <b>45,622</b>        | <b>448,469</b>       | <b>569,001</b>       | <b>1,706,213</b>                 | <b>1,706,213</b>                | <b>127,626</b>                      | <b>1,706,213</b>                    | <b>2,232,004</b>       | <b>31%</b>                       |
| <b>Fund: 325 - City Street Improvements Net Results</b>           | <b>204,930</b>       | <b>(48,050)</b>      | <b>306,126</b>       | <b>(55,003)</b>                  | <b>(55,003)</b>                 | <b>312,180</b>                      | <b>(55,003)</b>                     | <b>(167,321)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                       | <b>1,089,984</b>     | <b>1,294,914</b>     | <b>1,246,864</b>     | <b>1,552,990</b>                 | <b>1,552,990</b>                |                                     | <b>1,552,990</b>                    | <b>1,497,987</b>       |                                  |
| <b>Fund Balance, June 30</b>                                      | <b>1,294,914</b>     | <b>1,246,864</b>     | <b>1,552,990</b>     | <b>1,497,987</b>                 | <b>1,497,987</b>                |                                     | <b>1,497,987</b>                    | <b>1,330,666</b>       |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                    | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|--------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 327 - Parks Grants (Measure WW) Fund</b>                  |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 323 - State Grants                                                 | -                    | -                    | -                    | 189,758                          | 189,758                         | -                                   | -                                   | 189,758                |                                  |
| 370 - Interest and Investment Income                               | 533                  | 83                   | (285)                | -                                | -                               | 49                                  | -                                   | -                      |                                  |
| <b>Revenue Total:</b>                                              | <b>533</b>           | <b>83</b>            | <b>(285)</b>         | <b>189,758</b>                   | <b>189,758</b>                  | <b>49</b>                           | <b>-</b>                            | <b>189,758</b>         |                                  |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 345- Park Maintenance Total:                             | -                    | -                    | -                    | 189,758                          | 189,758                         | 47,721                              | 189,758                             | -                      | -100%                            |
| <b>Expenditure Total:</b>                                          | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>189,758</b>                   | <b>189,758</b>                  | <b>47,721</b>                       | <b>189,758</b>                      | <b>-</b>               | <b>-100%</b>                     |
| <b>Fund: 327 - Parks Grants (Measure WW) Fund Net Result</b>       | <b>533</b>           | <b>83</b>            | <b>(285)</b>         | <b>-</b>                         | <b>-</b>                        | <b>(47,672)</b>                     | <b>(189,758)</b>                    | <b>189,758</b>         |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>24,904</b>        | <b>25,437</b>        | <b>25,521</b>        | <b>25,236</b>                    | <b>25,236</b>                   |                                     | <b>25,236</b>                       | <b>(164,522)</b>       |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>25,437</b>        | <b>25,521</b>        | <b>25,236</b>        | <b>25,236</b>                    | <b>25,236</b>                   |                                     | <b>(164,522)</b>                    | <b>25,236</b>          |                                  |
| <b>Fund: 377 - Arterial Streets Rehabilitation Fund</b>            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 322 - Federal Grants                                               |                      |                      | 41,275               | -                                | -                               | -                                   | 541,462                             | -                      | 0%                               |
| 383 - Reimbursements                                               |                      |                      | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 399 - Transfers In                                                 | 250,000              | 250,000              | 250,000              | 250,000                          | 250,000                         | 250,000                             | 250,000                             | 250,000                | 0%                               |
| <b>Revenue Total:</b>                                              | <b>250,000</b>       | <b>250,000</b>       | <b>291,275</b>       | <b>250,000</b>                   | <b>250,000</b>                  | <b>250,000</b>                      | <b>791,462</b>                      | <b>250,000</b>         | <b>0%</b>                        |
| Expenditures                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 342 - Road Maintenance Total:                            | 125,202              | 236,007              | 1,029,962            | 810,312                          | 810,312                         | 61,674                              | 85,988                              | 758,624                | -6%                              |
| <b>Expenditure Total:</b>                                          | <b>125,202</b>       | <b>236,007</b>       | <b>1,029,962</b>     | <b>810,312</b>                   | <b>810,312</b>                  | <b>61,674</b>                       | <b>85,988</b>                       | <b>758,624</b>         | <b>-6%</b>                       |
| <b>Fund: 377 - Arterial Streets Rehabilitation Fund Net Result</b> | <b>124,798</b>       | <b>13,993</b>        | <b>(738,687)</b>     | <b>(560,312)</b>                 | <b>(560,312)</b>                | <b>188,326</b>                      | <b>705,474</b>                      | <b>(508,624)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>649,783</b>       | <b>774,582</b>       | <b>788,574</b>       | <b>49,887</b>                    | <b>49,887</b>                   |                                     | <b>49,887</b>                       | <b>755,361</b>         |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>774,582</b>       | <b>788,574</b>       | <b>49,887</b>        | <b>(510,425)</b>                 | <b>(510,425)</b>                |                                     | <b>755,361</b>                      | <b>246,737</b>         |                                  |
| <b>Fund: 500 - Sewer Enterprise Fund</b>                           |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 344 - Impact Fees                                                  | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 363 - Sewer Enterprise Charges                                     | 7,093,734            | 7,414,842            | 7,764,868            | 8,266,176                        | 8,266,176                       | 4,709,624                           | 8,266,176                           | 9,154,209              | 11%                              |
| 370 - Interest and Investment Income                               | 277,807              | 44,066               | (196,765)            | 100,000                          | 100,000                         | 194,443                             | 100,000                             | 100,000                | 0%                               |
| 383 - Reimbursements                                               |                      | 22,234               | 3,046                | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 384 - Other Revenue                                                |                      |                      | 366                  | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 392 - Proceeds from Sale of Property                               |                      |                      | 67,262               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                              | <b>7,371,541</b>     | <b>7,481,142</b>     | <b>7,638,777</b>     | <b>8,366,176</b>                 | <b>8,366,176</b>                | <b>4,904,067</b>                    | <b>8,366,176</b>                    | <b>9,254,209</b>       | <b>11%</b>                       |
| 399 - Transfers In from Section 115 Pension Fund                   | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                               | <b>7,371,541</b>     | <b>7,481,142</b>     | <b>7,638,777</b>     | <b>8,366,176</b>                 | <b>8,366,176</b>                | <b>4,904,067</b>                    | <b>8,366,176</b>                    | <b>9,254,209</b>       | <b>11%</b>                       |
| Expense                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 117 - General Government Total:                          | 16,365               | 16,643               | 12,191               | -                                | -                               | 16,369                              | 16,369                              | -                      | 0%                               |
| Division: 641 - Sewer Treatment Plant/Shared Total:                | 3,979,819            | 4,355,345            | 4,718,679            | 6,229,371                        | 6,289,371                       | 3,325,563                           | 6,289,371                           | 9,791,938              | 56%                              |
| Division: 642 - Sewer Collections Total:                           | 906,883              | 1,055,212            | 1,295,873            | 3,417,629                        | 3,487,629                       | 893,056                             | 3,487,629                           | 12,785,925             | 267%                             |
| Division: 643 - Sewer Projects/Shared Total:                       | -                    | 4,275                | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| Division: 644 - WPCP Equipment/Debt Service Total:                 | 612,491              | 621,332              | 596,719              | 1,611,624                        | 1,611,624                       | 522,440                             | 1,611,624                           | 1,607,476              | 0%                               |
| <b>Expense Total:</b>                                              | <b>5,515,558</b>     | <b>6,052,806</b>     | <b>6,623,463</b>     | <b>11,258,624</b>                | <b>11,388,624</b>               | <b>4,757,427</b>                    | <b>11,404,993</b>                   | <b>24,185,339</b>      | <b>112%</b>                      |
| <b>Fund: 500 - Sewer Enterprise Fund Net Results</b>               | <b>1,855,983</b>     | <b>1,428,336</b>     | <b>1,015,314</b>     | <b>(2,892,448)</b>               | <b>(3,022,448)</b>              | <b>146,639</b>                      | <b>(3,038,817)</b>                  | <b>(14,931,130)</b>    |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>17,898,838</b>    | <b>19,754,821</b>    | <b>21,183,157</b>    | <b>22,198,471</b>                | <b>22,198,471</b>               |                                     | <b>22,198,471</b>                   | <b>19,159,654</b>      |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>19,754,821</b>    | <b>21,183,157</b>    | <b>22,198,471</b>    | <b>19,306,023</b>                | <b>19,176,023</b>               |                                     | <b>19,159,654</b>                   | <b>4,228,524</b>       |                                  |
| <b>Fund: 505 - Cable Access TV Fund</b>                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 314 - Franchise Taxes                                              | 28,833               | 25,359               | 21,934               | 52,972                           | 52,972                          | 14,367                              | 25,000                              | 52,972                 | 0%                               |
| 365 - Cable TV Charges                                             | 191,537              | 223,342              | 216,837              | 316,956                          | 316,956                         | 162,424                             | 316,956                             | 316,956                | 0%                               |
| 370 - Interest and Investment Income                               | -                    | -                    | 1,297                | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 383 - Reimbursements                                               |                      | 341                  | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 384 - Other Revenue                                                | 3,000                | -                    | -                    | 5,000                            | 5,000                           | -                                   | 5,000                               | 5,000                  | 0%                               |
| 399 - Transfers In                                                 | 147,804              | 174,853              | 197,184              | 160,124                          | 160,124                         | 105,124                             | 187,577                             | 160,124                | 0%                               |
| <b>Revenue Total:</b>                                              | <b>371,175</b>       | <b>423,895</b>       | <b>437,252</b>       | <b>535,052</b>                   | <b>535,052</b>                  | <b>281,914</b>                      | <b>534,533</b>                      | <b>535,052</b>         | <b>0%</b>                        |
| 399 - Transfers In from Section 115 Pension Fund                   | -                    | -                    | -                    | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                               | <b>371,175</b>       | <b>423,895</b>       | <b>437,252</b>       | <b>535,052</b>                   | <b>535,052</b>                  | <b>281,914</b>                      | <b>534,533</b>                      | <b>535,052</b>         | <b>0%</b>                        |
| Expense                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 119 - Cable Access TV Total:                             | 374,875              | 391,792              | 306,964              | 444,432                          | 444,432                         | 252,449                             | 372,789                             | 473,459                | 7%                               |
| Division: 120 - Cable Access-Community Services Total:             |                      |                      | -                    | 4,642                            | 4,642                           | 47                                  | 90                                  | 1,713                  | -63%                             |
| Division: 121 - Cable Access-Contract Services Total:              |                      |                      | 132,383              | 197,707                          | 197,707                         | 119,103                             | 156,427                             | 206,884                | 5%                               |
| <b>Expense Total:</b>                                              | <b>374,875</b>       | <b>391,792</b>       | <b>439,347</b>       | <b>646,780</b>                   | <b>646,780</b>                  | <b>371,599</b>                      | <b>529,306</b>                      | <b>682,056</b>         | <b>5%</b>                        |
| <b>Fund: 505 - Cable Access TV Net Results</b>                     | <b>(3,700)</b>       | <b>32,104</b>        | <b>(2,095)</b>       | <b>(111,728)</b>                 | <b>(111,728)</b>                | <b>(89,685)</b>                     | <b>5,227</b>                        | <b>(147,004)</b>       |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>(31,535)</b>      | <b>(35,235)</b>      | <b>(3,132)</b>       | <b>(5,227)</b>                   | <b>(5,227)</b>                  |                                     | <b>(5,227)</b>                      | <b>(0)</b>             |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>(35,235)</b>      | <b>(3,132)</b>       | <b>(5,227)</b>       | <b>(116,956)</b>                 | <b>(116,956)</b>                |                                     | <b>(0)</b>                          | <b>(147,004)</b>       |                                  |
| <b>Fund: 525 - Information Systems Fund</b>                        |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Revenue                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 393 - Debt Proceeds                                                | -                    | -                    | 95,874               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 399 - Transfers In                                                 | -                    | -                    | 196,169              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sources Total</b>                                               | <b>-</b>             | <b>-</b>             | <b>292,043</b>       | <b>-</b>                         | <b>-</b>                        | <b>-</b>                            | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| Expense                                                            |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 118 - Information Systems Total:                         | 795,641              | 702,008              | 792,558              | 1,449,406                        | 1,791,006                       | 882,440                             | 1,791,006                           | 1,552,663              | -13%                             |
| 461 - Indirect cost allocations                                    | (795,641)            | (702,008)            | (696,684)            | (1,449,406)                      | (1,791,006)                     | (875,626)                           | (1,791,006)                         | (1,552,663)            | -13%                             |
| <b>Expense Total:</b>                                              | <b>-</b>             | <b>-</b>             | <b>95,874</b>        | <b>-</b>                         | <b>-</b>                        | <b>6,814</b>                        | <b>-</b>                            | <b>-</b>               | <b>0%</b>                        |
| <b>Fund: 525 - Information Systems Net Results:</b>                | <b>-</b>             | <b>-</b>             | <b>196,169</b>       | <b>-</b>                         | <b>-</b>                        | <b>(6,814)</b>                      | <b>-</b>                            | <b>-</b>               |                                  |
| <b>Fund Balance, July 1</b>                                        | <b>(196,169)</b>     | <b>(196,169)</b>     | <b>(196,169)</b>     | <b>0</b>                         | <b>0</b>                        |                                     | <b>0</b>                            | <b>0</b>               |                                  |
| <b>Fund Balance, June 30</b>                                       | <b>(196,169)</b>     | <b>(196,169)</b>     | <b>0</b>             | <b>0</b>                         | <b>0</b>                        |                                     | <b>0</b>                            | <b>0</b>               |                                  |

## Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries – All Funds

|                                                                      | FY 2019/20<br>Actual | FY 2020/21<br>Actual | FY 2021/22<br>Actual | FY 2022/23<br>Original<br>Budget | FY 2022/23<br>Revised<br>Budget | FY 2022/23<br>Actual Thru<br>Mar-23 | FY 2022/23<br>Projected<br>Year-end | FY 2023/24<br>Proposed | Prop to Rev<br>Percent<br>Change |
|----------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------------------|---------------------------------|-------------------------------------|-------------------------------------|------------------------|----------------------------------|
| <b>Fund: 700 - Pension Fund</b>                                      |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 370 - Interest and Investment Income                                 | 1,010,988            | 2,792,382            | (2,248,500)          | 1,140,017                        | 1,140,017                       | 518,409                             | 492,464                             | 837,168                | 100%                             |
| 399 - Transfers In                                                   |                      |                      | 0                    | 0                                | 0                               | 0                                   | -                                   | 0                      | 0%                               |
| <b>Revenue Total:</b>                                                | <b>1,010,988</b>     | <b>2,792,382</b>     | <b>(2,248,500)</b>   | <b>1,140,017</b>                 | <b>1,140,017</b>                | <b>518,409</b>                      | <b>492,464</b>                      | <b>837,168</b>         | <b>100%</b>                      |
| <b>Expense</b>                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 115 - Finance Total:                                       | -                    | -                    | -                    | 40,000                           | 40,000                          | 58,546                              | 60,000                              | 50,000                 | 25%                              |
| Division: 117 - General Government Total:                            | 81,434               | 86,587               | 87,037               | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Sub-Total:</b>                                                    | <b>81,434</b>        | <b>86,587</b>        | <b>87,037</b>        | <b>40,000</b>                    | <b>40,000</b>                   | <b>58,546</b>                       | <b>60,000</b>                       | <b>50,000</b>          | <b>0%</b>                        |
| 499 - Transfers Out                                                  | -                    | 1,352,111            | 1,061,736            | 2016612                          | 2,016,612                       | -                                   | 2,016,612                           | 2,245,480              | 11%                              |
| <b>Expense Total:</b>                                                | <b>81,434</b>        | <b>1,438,698</b>     | <b>1,148,773</b>     | <b>2,016,612</b>                 | <b>2,056,612</b>                | <b>58,546</b>                       | <b>2,016,612</b>                    | <b>2,295,480</b>       | <b>12%</b>                       |
| <b>Fund: 700 - Pension Fund Net Results</b>                          | <b>929,554</b>       | <b>1,353,684</b>     | <b>(3,397,273)</b>   | <b>1,100,017</b>                 | <b>(916,595)</b>                | <b>459,863</b>                      | <b>(1,524,148)</b>                  | <b>(1,458,312)</b>     |                                  |
| <b>Fund Balance, July 1</b>                                          | <b>17,159,258</b>    | <b>18,088,811</b>    | <b>19,442,495</b>    | <b>16,045,223</b>                | <b>16,045,223</b>               |                                     | <b>16,045,223</b>                   | <b>14,521,075</b>      |                                  |
| <b>Fund Balance, June 30</b>                                         | <b>18,088,811</b>    | <b>19,442,495</b>    | <b>16,045,223</b>    | <b>17,145,240</b>                | <b>15,128,628</b>               |                                     | <b>14,521,075</b>                   | <b>13,062,763</b>      |                                  |
| <b>Fund: 750 - Recognized Obligation Retirement Fund</b>             |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| <b>Revenue</b>                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| 311 - Property Taxes                                                 | 250,000              | 265,900              | 6,220,857            | 250,000                          | 250,000                         | 171,210                             | 250,000                             | 250,000                | 0%                               |
| 370 - Interest and Investment Income                                 | 82,725               | 3,185                | (27,548)             | -                                | -                               | 14,814                              | 14,814                              | -                      | 0%                               |
| 392 - Proceeds from Sale of Property                                 |                      |                      | 342,326              | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| 393 - Loan/Bond Proceeds                                             | 14,452               | 12,681               | 5,131                | 5,000                            | 5,000                           | -                                   | 5,000                               | 5,000                  | 0%                               |
| 399 - Transfers In                                                   | -                    | -                    | (839,901)            | -                                | -                               | -                                   | -                                   | -                      | 0%                               |
| <b>Revenue Total:</b>                                                | <b>347,176</b>       | <b>281,766</b>       | <b>5,700,865</b>     | <b>255,000</b>                   | <b>255,000</b>                  | <b>186,024</b>                      | <b>269,814</b>                      | <b>255,000</b>         | <b>0%</b>                        |
| <b>Expense</b>                                                       |                      |                      |                      |                                  |                                 |                                     |                                     |                        |                                  |
| Division: 463 - Successor Agency to RDA Total:                       | 300,640              | 352,370              | 1,008,557            | 227,378                          | 227,378                         | 4,617,016                           | 227,378                             | 251,177                | 10%                              |
| <b>Expense Total:</b>                                                | <b>300,640</b>       | <b>352,370</b>       | <b>1,008,557</b>     | <b>227,378</b>                   | <b>227,378</b>                  | <b>4,617,016</b>                    | <b>227,378</b>                      | <b>251,177</b>         | <b>10%</b>                       |
| <b>Fund: 750 - Recognized Obligation Retirement Fund Net Results</b> | <b>46,536</b>        | <b>(70,603)</b>      | <b>4,692,309</b>     | <b>27,622</b>                    | <b>27,622</b>                   | <b>(4,430,992)</b>                  | <b>42,436</b>                       | <b>3,823</b>           |                                  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – Budgeted Positions

| Department                                  | FY 2019-20 | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 |
|---------------------------------------------|------------|------------|------------|------------|------------|
| <b>CITY MANAGER</b>                         |            |            |            |            |            |
| City Manager                                | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Assistant City Manager                      | 0.00       | 1.00       | 0.00       | 0.00       | 0.00       |
| Management Analyst                          | 0.00       | 1.00       | 1.00       | 0.00       | 0.00       |
| Assistant to the City Manager               | 0.00       | 0.00       | 0.00       | 1.00       | 1.00       |
| Administrative Assistant                    | 0.00       | 1.00       | 1.00       | 1.00       | 0.20       |
| Total Full-Time Equivalents (FTEs)          | 1.00       | 4.00       | 3.00       | 3.00       | 2.20       |
| <b>CITY CLERK</b>                           |            |            |            |            |            |
| City Clerk                                  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Deputy City Clerk                           | 0.00       | 0.00       | 1.00       | 1.00       | 1.00       |
| Administrative Assistant, <i>part-time</i>  | 0.48       | 0.48       | 0.48       | 1.00       | 1.00       |
| Total Full-Time Equivalents (FTEs)          | 1.48       | 1.48       | 2.48       | 3.00       | 3.00       |
| <b>FINANCE DEPARTMENT</b>                   |            |            |            |            |            |
| Finance Director                            | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Accountant                                  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Accounting Specialist                       | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Accounting Technician, <i>part-time</i>     | 0.48       | 0.48       | 0.48       | 0.48       | 0.00       |
| Administrative Assistant                    | 0.00       | 0.00       | 0.00       | 0.00       | 0.75       |
| Total Full-Time Equivalents (FTEs)          | 3.48       | 3.48       | 3.48       | 3.48       | 3.75       |
| <b>HUMAN RESOURCES</b>                      |            |            |            |            |            |
| Assistant City Manager                      | 1.00       | 0.00       | 0.00       | 0.00       | 0.00       |
| Human Resources Director                    | 0.00       | 0.00       | 1.00       | 1.00       | 1.00       |
| Human Resources Analyst                     | 0.00       | 0.00       | 0.00       | 1.00       | 1.00       |
| Human Resources Specialist                  | 1.00       | 1.00       | 1.00       | 0.00       | 0.00       |
| Human Resources Technician                  | 0.00       | 0.00       | 0.00       | 1.00       | 1.00       |
| Administrative Assistant                    | 0.00       | 0.00       | 0.00       | 0.00       | 0.05       |
| Total Full-Time Equivalents (FTEs)          | 2.00       | 1.00       | 2.00       | 3.00       | 3.05       |
| <b>GENERAL GOVERNMENT</b>                   |            |            |            |            |            |
| Management Analyst                          | 1.00       | 0.00       | 0.00       | 0.00       | 0.00       |
| Total Full-Time Equivalents (FTEs)          | 1.00       | 0.00       | 0.00       | 0.00       | 0.00       |
| <b>POLICE DEPARTMENT</b>                    |            |            |            |            |            |
| <b>SWORN</b>                                |            |            |            |            |            |
| Police Chief                                | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Police Lieutenant                           | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       |
| Police Sergeant                             | 6.00       | 6.00       | 6.00       | 7.00       | 7.00       |
| Police Officer                              | 19.00      | 19.00      | 19.00      | 20.00      | 20.00      |
| <b>Sub-total Sworn</b>                      | 28.00      | 28.00      | 28.00      | 30.00      | 30.00      |
| <b>NON-SWORN</b>                            |            |            |            |            |            |
| Administrative Secretary                    | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Community Safety Specialist                 | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Community Service Officer                   | 0.96       | 0.96       | 2.00       | 2.00       | 2.00       |
| Crossing Guards, <i>part-time/temporary</i> | 0.50       | 0.25       | 0.25       | 0.25       | 0.25       |
| Dispatcher                                  | 11.00      | 11.00      | 11.00      | 10.00      | 10.00      |
| Lead Dispatcher                             | 1.00       | 1.00       | 1.00       | 2.00       | 2.00       |
| Police Property Specialist                  | 1.00       | 1.00       | 1.00       | 1.00       | 1.00       |
| Police Records Specialist                   | 2.00       | 2.00       | 2.00       | 2.00       | 2.00       |
| <b>Sub-total Non-Sworn</b>                  | 18.46      | 18.21      | 19.25      | 19.25      | 19.25      |
| Total Full-Time Equivalents (FTEs)          | 46.46      | 46.21      | 47.25      | 49.25      | 49.25      |

**Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – Budgeted Positions**

| Department                                         | FY 2019-20   | FY 2020-21   | FY 2021-22   | FY 2022-23   | FY 2023-24   |
|----------------------------------------------------|--------------|--------------|--------------|--------------|--------------|
| <b>FIRE DEPARTMENT</b>                             |              |              |              |              |              |
| <b>SWORN</b>                                       |              |              |              |              |              |
| Fire Chief                                         | 1.00         | 1.00         | 1.00         | 1.00         | 0.00         |
| Battalion Chief                                    | 1.00         | 1.00         | 1.00         | 1.00         | 0.00         |
| Fire Captain                                       | 3.00         | 3.00         | 5.00         | 5.00         | 0.00         |
| Fire Engineer                                      | 3.00         | 3.00         | 3.00         | 3.00         | 0.00         |
| Fire Fighter/Paramedic                             | 3.00         | 3.00         | 3.00         | 6.00         | 0.00         |
| Fire Fighter                                       | 3.00         | 3.00         | 3.00         | 0.00         | 0.00         |
| <b>Sub-total Sworn</b>                             | <b>14.00</b> | <b>14.00</b> | <b>16.00</b> | <b>16.00</b> | <b>0.00</b>  |
| <b>NON-SWORN</b>                                   |              |              |              |              |              |
| Management Analyst                                 | 1.00         | 1.00         | 1.00         | 1.00         | 0.00         |
| <b>Sub-total Non-Sworn</b>                         | <b>1.00</b>  | <b>1.00</b>  | <b>1.00</b>  | <b>1.00</b>  | <b>0.00</b>  |
| <b>Total Full-Time Equivalents (FTEs)</b>          | <b>15.00</b> | <b>15.00</b> | <b>17.00</b> | <b>17.00</b> | <b>0.00</b>  |
| <b>PUBLIC WORKS</b>                                |              |              |              |              |              |
| Public Works Director                              | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Development Services Director/City Engineer        | 0.50         | 0.50         | 1.00         | 0.00         | 0.00         |
| Senior Project Manager                             | 1.00         | 1.00         | 1.00         | 0.00         | 0.00         |
| Capital Improvement and Environmental Program M    | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Associate Civil Engineer                           | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Public Works Specialist                            | 1.00         | 1.00         | 1.00         | 2.00         | 2.00         |
| Administrative Assistant                           | 1.00         | 0.00         | 0.00         | 0.00         | 0.00         |
| Management Analyst                                 | 0.00         | 0.00         | 1.00         | 1.00         | 1.00         |
| Development Services Technician                    | 0.00         | 0.00         | 0.00         | 0.50         | 0.50         |
| Public Works Manager                               | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Public Works Maintenance Supervisor                | 2.00         | 2.00         | 3.00         | 3.00         | 3.00         |
| Public Works Maintenance Workers                   | 7.00         | 7.00         | 8.00         | 8.00         | 8.00         |
| Park Caretaker                                     | 0.25         | 0.25         | 0.25         | 0.25         | 0.25         |
| Treatment Plant Manager                            | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Water Pollution Control Plant Operation Supervisor | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| WWTP Senior Operator                               | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| WWTP Operator                                      | 5.00         | 5.00         | 5.00         | 4.00         | 4.00         |
| Environmental Analyst                              | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Environmental Assistant                            | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| WWTP Maintenance Mechanic                          | 1.00         | 1.00         | 2.00         | 2.00         | 2.00         |
| Water Pollution Control Plant Intern               | 0.48         | 0.48         | 0.48         | 0.48         | 0.48         |
| <b>Total Full-Time Equivalents (FTEs)</b>          | <b>24.23</b> | <b>23.23</b> | <b>27.73</b> | <b>30.23</b> | <b>30.23</b> |
| <b>COMMUNITY DEVELOPMENT</b>                       |              |              |              |              |              |
| Development Services Director/City Engineer        | 0.50         | 0.50         | 0.00         | 0.00         | 0.00         |
| Community Development Director                     | 0.00         | 0.00         | 1.00         | 1.00         | 1.00         |
| Planning Manager                                   | 1.00         | 1.00         | 1.00         | 1.00         | 1.00         |
| Senior Building Inspector                          | 1.00         | 1.00         | 1.00         | 0.00         | 0.00         |
| Building Official                                  | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Building Inspector                                 | 0.00         | 1.00         | 1.00         | 0.00         | 0.00         |
| Building Inspector I/II                            | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Code Enforcement Officer                           | 1.00         | 1.00         | 1.00         | 0.00         | 0.00         |
| Code Enforcement Officer I/II                      | 0.00         | 0.00         | 0.00         | 1.00         | 1.00         |
| Permit Technician                                  | 2.00         | 2.00         | 2.00         | 0.00         | 0.00         |
| Permit Technician I/II                             | 0.00         | 0.00         | 0.00         | 2.00         | 2.00         |
| Development Services Technician                    | 0.00         | 0.00         | 0.00         | 0.50         | 0.50         |
| <b>Total Full-Time Equivalents (FTEs)</b>          | <b>5.50</b>  | <b>6.50</b>  | <b>7.00</b>  | <b>7.50</b>  | <b>7.50</b>  |

Fiscal Year (FY) 2023/24 Operating and Capital Budget  
Revenue and Expenditure Summaries – Budgeted Positions

| Department                                            | FY 2019-20    | FY 2020-21    | FY 2021-22    | FY 2022-23    | FY 2023-24    |
|-------------------------------------------------------|---------------|---------------|---------------|---------------|---------------|
| <b>COMMUNITY SERVICES DEPARTMENT</b>                  |               |               |               |               |               |
| <b>RECREATION</b>                                     |               |               |               |               |               |
| Community Services Director                           | 0.00          | 0.00          | 1.00          | 1.00          | 1.00          |
| Recreation Manager                                    | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Cook, <i>part-time/regular</i>                        | 0.75          | 0.75          | 0.75          | 0.75          | 0.75          |
| Recreation Coordinator                                | 2.60          | 2.60          | 2.60          | 3.50          | 3.50          |
| Recreation Leader                                     | 2.88          | 2.88          | 2.88          | 2.88          | 2.88          |
| Recreation Leader [Tiny Tots]                         | 1.13          | 1.13          | 1.13          | 1.13          | 1.13          |
| Rental Facility Custodian, <i>part-time/temporary</i> | 1.65          | 1.65          | 1.65          | 1.65          | 1.65          |
| Senior Recreation Leader                              | 1.50          | 1.50          | 1.50          | 1.50          | 1.50          |
| <b>Sub-total Recreation</b>                           | 11.50         | 11.50         | 12.50         | 13.40         | 13.40         |
|                                                       |               |               |               |               |               |
| <b>PINOLE COMMUNITY TELEVISION (PCTV)</b>             |               |               |               |               |               |
| Cable Access Coordinator                              | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Cable Access Technician                               | 1.00          | 1.00          | 1.00          | 1.00          | 1.00          |
| Cable Equipment Operators                             | 0.75          | 0.75          | 0.75          | 0.75          | 0.75          |
| <b>Sub-total Cable Access Television</b>              | 2.75          | 2.75          | 2.75          | 2.75          | 2.75          |
| Total Full-Time Equivalents (FTEs)                    | 14.25         | 14.25         | 15.25         | 16.15         | 16.15         |
| <b>GRAND TOTAL ALL DEPARTMENTS</b>                    | <b>114.40</b> | <b>115.15</b> | <b>125.19</b> | <b>132.61</b> | <b>115.13</b> |



## CITY COUNCIL REPORT

**9M**

**DATE:** June 20, 2023

**TO:** HONORABLE MAYOR AND COUNCIL MEMBERS

**FROM:** NEIL H. GANG, POLICE CHIEF  
MATT AVERY, LIEUTENANT  
ERIC CASHER, CITY ATTORNEY

**SUBJECT:** RESOLUTION APPROVING A TRI-CITY POLICE DISPATCH SERVICES AND CAD/RMS AGREEMENT BETWEEN THE CITIES OF PINOLE, HERCULES, AND SAN PABLO AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

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### **RECOMMENDATION**

Staff recommends that the City Council adopt a resolution approving a Tri-City Police Dispatch Services and CAD/RMS Agreement between the cities of Pinole, Hercules and San Pablo, and authorize the City Manager to execute the Agreement.

### **BACKGROUND**

The City of Pinole has provided Police Dispatch services to the City of Hercules for over 30 years. Since 1999, all of the West Contra Costa County cities and Kensington have received Police Records Management (CAD/RMS) services from the City of Richmond under a consortium agreement. These services continued to be provided under the terms of the consortium agreement beyond its expiration in June 2014.

Effective July 1, 2017, the City of Richmond ceased providing CAD/RMS services under the terms of the consortium, but made Dispatch services available on a contract fee for service basis. The City of San Pablo was one such client of the City of Richmond.

Thereafter, the member cities explored alternative service models. The City of Pinole expressed an interest in providing Dispatch services to the other agencies. The City of San Pablo expressed an interest in providing CAD/RMS services to the other agencies. Out of those initial discussions it was determined that San Pablo would join Pinole's West Bay Communications Center for Dispatch services, and Pinole and Hercules would join San Pablo's new CAD/RMS services pursuant to the terms of a five year Tri-City Dispatch Services and CAD/RMS Agreement.

On May 2, 2017, the Pinole City Council received a presentation and unanimously approved the proposed Tri-City Dispatch Services and CAD/RMS Agreement with an initial term of July 1, 2017 through June 30, 2022 and an option for a five year extension.



The 2017 Agreement nullified the prior agreement for dispatch services with the City of Hercules.

Upon expiration of the 2017 Tri-City Dispatch Services and CAD/RMS Agreement, the parties agreed to extend the term for one additional year such that the agreement expires June 30, 2023. The extension was made in efforts to allow the parties time to negotiate revised terms.

The proposed Resolution seeks City Council approval of the revised Tri-City Dispatch Services and CAD/RMS Agreement for dispatch and CAD/RMS with the City of Pinole, Hercules and San Pablo. The current agreement reflects the review, discussions, and agreements reached between the Staff of each City, including their respective City Attorneys.

### **DISCUSSION**

Representatives of the three cities agree that maintaining a Tri-City model for Dispatch and CAD/RMS services is beneficial to the agencies. It allows each of the agencies to realize an aggregate annual operating expenditure savings and provide enhanced services.

As part of the discussions between the three cities, much time was spent on determining the revised allocation of costs. Details of the agreed upon formula are included in Exhibits C and D of the Agreement, but in brief the new allocation formula results in a reduction of Pinole's contribution from 32% to 28.29%, with Hercules paying 21.91% and San Pablo paying 49.80%. This formula is being utilized to allocate annual operational costs, while removing the initial one-time start-up costs at the initial formation of the consortium in 2017.

The remaining terms of the proposed Tri-City Dispatch Agreement are substantively similar to the 2017 agreement with some minor revisions including, removal of language regarding the start-up of the consortium (both the server and IT side of with San Pablo and the dispatch center expansion for Pinole) and added clarifying language in regard to special operations (see Exhibit A related to Hercules and San Pablo's duties and responsibilities). The City of Pinole will continue to provide dispatch services by operation of its West Bay Communications Center (WBCC). Pinole shall be responsible for coordinating routine maintenance and hardware support for the WBCC and its related equipment. Pinole shall also coordinate any maintenance provided under any third-party vendor agreements related to hardware or software with Hercules and San Pablo to pay their share of maintenance costs. The City of San Pablo shall be responsible for supporting and maintaining the Tri-City CAD/RMS systems and its interoperability between sites consisting of the San Pablo, Pinole and Hercules Police Departments. The supported systems will consist of CAD, RMS, Mobile, VPN, and CLETS messaging. The City of San Pablo is responsible for the operation, maintenance, service, repair, with Pinole and Hercules to pay their share under the terms of the agreement.

### **FISCAL IMPACT**

The City will incur annual operating expenditures under the proposed Tri-City Dispatch Agreement of approximately \$655,182.65 out of the total \$2,315,951.41, with an estimated 5% increase per fiscal year. The details of the estimated Dispatch and CAD/RMS costs are included in the Agreement as Exhibits C and D.

### **ATTACHMENTS**

A. Resolution

Exhibit A – Tri-City Dispatch Services and CAD/RMS Agreement

RESOLUTION NO. 2023-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING A TRI-CITY POLICE DISPATCH SERVICES AND CAD/RMS AGREEMENT BETWEEN THE CITIES OF PINOLE, HERCULES, AND SAN PABLO AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

**WHEREAS**, the City of Pinole has been providing Police Dispatch services to the City of Hercules for over 30 years; and

**WHEREAS**, since 1999 all of the West Contra Costa County cities, and Kensington, received Police Records Management (CAD/RMS) services from the City of Richmond under a consortium agreement which expired in June 2014 and continued through July 1, 2017; and

**WHEREAS**, the City of Pinole, City of San Pablo and City of Hercules subsequently agreed upon an alternative service model for Dispatch and CAD/RMS services wherein the City of San Pablo receives Dispatch services from the City of Pinole, and Pinole and Hercules receive CAD/RMS services from the City of San Pablo; and

**WHEREAS**, the parties negotiated the Scope of Services and terms for payment of one-time costs and annual operating expenditures for Dispatch and CAD/RMS services, and entered into a written agreement pursuant to the terms and conditions of the Tri-City Dispatch Services and CAD/RMS Agreement for the initial term July 1, 2017 through June 30, 2022, with an option to extend the term for a five-year period; and

**WHEREAS**, the parties desire to enter into a revised Tri-City Dispatch Services and CAD/RMS Agreement.

**NOW, THEREFORE BE IT RESOLVED**, that the Pinole City Council does hereby approve the Tri-City Dispatch and CAD/RMS Agreement Effective July 1, 2023, and authorizes the City Manager to execute the Agreement in substantially the form attached as Exhibit 1, with any non-substantive changes approved by the City Attorney.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 20th day of June, 2023, 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 20th day of June, 2023.

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Heather Bell, CMC  
City Clerk

**TRI-CITY DISPATCH SERVICES AND CAD/RMS AGREEMENT  
EFFECTIVE JULY 1, 2023**

This Dispatch Services and Computer Aided Dispatch / Records Management Systems (“CAD/RMS”) Agreement (hereinafter “Agreement”) is made and entered into by and among the CITY OF PINOLE, a municipal corporation (hereinafter, “Pinole”), the CITY OF HERCULES, a municipal corporation (hereinafter “Hercules”), and the CITY OF SAN PABLO, a municipal corporation (hereinafter “San Pablo”). Pinole, Hercules and San Pablo may be collectively referred to herein as the “Parties.”

**RECITALS**

- A. WHEREAS, Pinole, Hercules and San Pablo wish to continue consolidated dispatching services to provide better services to the respective police departments and communities; and
- B. WHEREAS, Pinole operates a communications center referred to herein as the West Bay Communications Center (“WBCC”), that operates 24 hours per day; and
- C. WHEREAS, Hercules does not operate and has elected not to operate a police dispatch communications center and desires to continue to contract for police dispatch and communications services with Pinole; and
- D. WHEREAS, San Pablo does not operate and has elected not to operate a police dispatch communications center and desires to continue to contract for police dispatch and communications services with Pinole; and
- E. WHEREAS, San Pablo provides consolidated Computer Aided Dispatch/Records Management Systems (“CAD/RMS”) to Pinole and Hercules; and
- F. WHEREAS, San Pablo includes dispatch services for Contra Costa College Police District at the Contra Costa Community College campus only; and
- G. WHEREAS, continued consolidation of Dispatch services and CAD/RMS services will enhance deployment and communication during critical incidents for the three cities and updated and compatible technology will improve the interoperability of the three cities; and
- H. WHEREAS, consolidation of these services will continue to result in economies of scale, cost savings and increased efficiencies for the three cities; and
- I. WHEREAS, under a consolidation staffing model for these services as agreed to by the Parties, the Cities agree to pay costs in proportion to the “Formula Model,” which is shared by Parties as more fully described in Exhibits C & D.

**NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS AND CONDITIONS IDENTIFIED HEREIN, THE PARTIES HEREBY AGREE AS FOLLOWS:**

**1. SCOPE OF SERVICES.** Pinole shall perform the services (“Dispatch Services”) described in Exhibit “A,” attached hereto and incorporated herein by reference, in accordance with the terms and conditions contained in this Agreement on behalf of Hercules and San Pablo. San Pablo shall perform the CAD/RMS services (“CAD/RMS Services”) described in Exhibit “B” attached hereto and incorporated herein by reference, in accordance with the terms and conditions contained in this Agreement on behalf of Hercules and Pinole.

**2. TERM.**

**2(A) Effective Date.** This Agreement shall become effective on July 1, 2023 (the “Effective Date”). It is understood that the Parties have begun, and will continue upon execution of this Agreement, to take steps to have Pinole provide the Dispatch Services to Hercules and San Pablo and San Pablo to provide CAD/RMS Services to Hercules and Pinole.

**2(B) Termination Date.** The term of the Agreement shall begin on the Effective Date and end on June 30, 2028 (“Termination Date”). The Parties agree that should there be mutual agreement, the term of the Agreement may be extended for another five (5) year period. Any extension shall be confirmed in a writing signed by all Parties.

**3. TERMINATION.**

**3(A) Termination without Cause.** In order to terminate any services under this Agreement for convenience, a Party shall deliver written notice to the other Parties of its intent to terminate. Such written notice shall be provided at least eighteen (18) months prior to termination, unless another time period otherwise is agreed in writing by all Parties. The termination shall be effective eighteen (18) months from the effective date of service of the notice, or such longer time as determined in writing by the Parties.

**3(B) Termination for Cause.** If a Party fails to cure any material breach, following notice and opportunity to cure as set forth in Section 18, any other Party, upon written notice, may terminate this Agreement for cause. The termination shall be effective not less than ninety (90) days from the effective date of service of the notice or such longer time as determined by the Parties.

**3(C) Licenses.** During the term of this Agreement, San Pablo will to continue to maintain all licenses for CAD/RMS Services to better coordinate with the software provider. All costs and responsibility for data conversion upon termination for convenience shall be the responsibility of the terminating Party. All costs and responsibility for data conversion upon termination for

cause shall be the responsibility of the defaulting Party.

**3(D) Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.

#### **4. COSTS.**

**4(A) Dispatch Services Costs.** In consideration of Pinole's performance of the services described in Section 1 and Exhibit A, Hercules and San Pablo shall pay, pursuant to Section 5 below, for the services rendered under this Agreement using the "Formula Model" allocation of the annual WBCC budget, which estimated costs are further detailed in Exhibit C, which is attached hereto and incorporated herein. Budgeted costs will be trued up to actual costs after each fiscal year-end close. Hercules and San Pablo will receive a detailed billing for their proportionate share of the trued-up expenses. In the event actual costs are lower than budget, overpayments shall be provided as credit to the appropriate entity on its next quarterly invoice.

Each year in March, Pinole shall provide an estimate of the following year's costs to all Parties to plan for anticipated expenses/savings in that year. Costs will be charged according to the estimate provided by Pinole for each year.

**4(B) CAD/RMS Services Costs.** In consideration of San Pablo's performance of the services described in Section 1 and Exhibit B, Hercules and Pinole shall pay, pursuant to Section 5 below, for the services rendered under this Agreement, which estimated costs are further detailed in Exhibit D, which is attached hereto and incorporated herein. These costs include the costs paid by San Pablo on a yearly basis to license, operate, maintain, and upgrade the CAD/RMS systems used by the Parties to provide computer aided dispatching services and records management; the cost for radio, voice, and data communications lines, circuits, and equipment among the three cities; staff; and the cost for mapping and GIS services, if any. Budgeted costs will be trued up to actual costs after each fiscal year-end close. Hercules and Pinole will receive a detailed billing for their proportionate share of the trued-up expenses. In the event that actual costs are lower than budget, overpayments shall be provided as credit to the appropriate entity on its next quarterly invoice.

Each year in March, San Pablo shall provide an estimate of the following year's costs to all Parties to plan for anticipated expenses in that year. Costs will be charged according to the estimate provided by San Pablo for each year.

**4(C) Technology Replacement/Upgrade Fund.** The Parties shall also pay into a fund for the replacement and upgrade for technology as described in more detail in Exhibit D. If a Party terminates participation in CAD/RMS Services pursuant to this Agreement, the terminating Party shall receive a pro-rata refund of the Fund balance based on the formula detailed in Exhibit D.

**5. PAYMENT.**

**5(A)** Pinole shall send quarterly invoices (October 15, January 15, April 15 and July 15) to Hercules and San Pablo which shall include the Dispatch Services budgeted costs for the prior three (3) months. Hercules and San Pablo shall pay Pinole the quarterly invoices within thirty (30) calendar days of receipt of the invoice. After thirty (30) calendar days, payment shall be considered late and a default under Section 18 of this Agreement. Dispatch Services costs are set forth in more detail in Exhibit C.

**5(B)** San Pablo shall send quarterly invoices (October 15, January 15, March 15 and July 15) to Hercules and Pinole which shall include the CAD/RMS Services budgeted costs for the prior three (3) months. Hercules and Pinole shall pay San Pablo the quarterly invoices within thirty (30) calendar days of receipt of the invoice. After thirty (30) calendar days, payment shall be considered late and a default under Section 18 of this Agreement. The CAD/RMS services costs and supporting costs are set forth in more detail in Exhibit D.

**5(C)** To provide all Parties with a reasonable opportunity to provide input regarding budgetary impacts, Pinole and San Pablo shall promptly notify the other Parties in advance about the costs of any equipment and/or supplies reasonably necessary for maintenance and/or continuation of Dispatch Services, in the case of Pinole, or CAD/RMS Services, in the case of San Pablo, that are not included in the estimated costs described in sections 4(A) or 4(B), except where providing such advance notice would result in negative operational impacts. Pinole and San Pablo shall issue invoices to the Parties based on the "Formula Model" for such equipment and supply costs. After thirty (30) calendar days from receipt of such invoices, payment shall be considered late and a default under Section 18 of this Agreement.

**6. COMPUTER-AIDED DISPATCHING AND RECORDS MANAGEMENT SYSTEMS.**

San Pablo will purchase software upgrades and the appropriate number of licenses for the CAD/RMS applications, including licensed ancillary modules, to the multi-agency versions of the software and pay all implementation costs related to the software system upgrade, including hardware, to enable the software and staff to provide CAD/RMS services to the Parties. The costs for these upgrades shall be borne by the Parties as set forth in Sections 4 and 5 of this Agreement.

**7. HIRING OF ADDITIONAL STAFF.** Following notice to the other Parties, a Party determining that additional staff is needed in order to perform services required by this Agreement may hire new staff. New hires for Dispatch Services will be exclusively employees of Pinole and subject to Pinole rules and regulations, which includes a training and probationary period. New hires for CAD/RMS Services will be exclusively employees of San Pablo and subject to San Pablo rules and regulations, which includes a training and probationary period.

**8. LIAISONS OF THE PARTIES.** The City Managers are the authorized



representatives of Pinole, Hercules, and San Pablo respectively for purposes of administration of this Agreement. The City Managers, or their designees, shall meet quarterly or more often as needed to discuss issues pertaining to:

- Annual budget, and unforeseen expenditure changes;
- Operational issues, including changes to service delivery;
- Technical issues related to information technology and system components; and
- Dispatch operational issues related to field unit reporting and system status management.

In addition, there shall be a technical/user group that consists of representatives from each Party that will meet at least quarterly.

## **9. ADDITIONAL USERS.**

**10(A)** The Parties acknowledge and agree that Pinole reserves the right to provide Dispatch Services to other agencies, without the consent of Hercules and San Pablo as long as such service does not increase the annual cost to either Hercules or San Pablo, or impose any associated one-time/on-boarding costs. If Pinole provides dispatch services to another agency resulting in lower Dispatch Service Costs as established in this Agreement, the proportional cost for Hercules and San Pablo will be adjusted accordingly. If the costs would increase, then this Agreement would need to be amended pursuant to mutual written agreement of all Parties.

**10(B)** The Parties acknowledge and agree that San Pablo reserves the right to provide CAD/RMS Services to other agencies, without the consent of Hercules and Pinole, as long as such service does not increase the annual cost to either Hercules or Pinole, or impose of any associated one-time/on-boarding costs. If San Pablo provides CAD/RMS services to another agency resulting in lower CAD/RMS Service Costs as established in this Agreement, the proportional cost for Hercules and Pinole will be adjusted accordingly. If the costs would increase, then this Agreement would need to be amended pursuant to mutual written agreement of all Parties.

**10. NONDISCRIMINATION.** The Parties shall comply with all applicable federal, state, and local laws regarding nondiscriminatory employment practices, whether or not said laws are expressly stated in this Agreement. The Parties shall not discriminate against any employee or applicant because of race, color, religious creed, national origin, physical disability, mental disability, medical condition, marital status, sexual orientation, or sex.

**11. COMPLIANCE WITH LAW.** The Parties shall comply with all applicable legal requirements including all federal, state, and local laws (including local ordinances and resolutions), whether or not said laws are expressly stated in this Agreement.

**12. INSURANCE.**

The Parties recognize that they are all members of a memorandum of coverage against claims, lawsuits and damages from a common joint powers authority known as the Municipal Pooling Authority (“MPA”). If any third-Party files a claim or lawsuit against any Party in connection with the performance of obligations under this Agreement, the receiving Party shall immediately notify MPA and the other Parties. If such claim or lawsuit represents a covered event as defined by MPA, the Parties acknowledge that MPA will provide a common defense unless there is a conflict (see Section 13 regarding indemnity). The terms of this section will not preclude the Parties from requesting the dispute resolution procedures in this Agreement. If any Party is no longer a member of MPA, then the Parties recognize that there will be a need to amend the Agreement, which may include requiring evidence of acceptable insurance or self-insurance.

**13. INDEMNIFICATION.**

**13(A) Mutual Indemnification.** Each Party shall indemnify, hold harmless, and defend the other parties (including their elected and appointed officials, officers, agents and employees) from and against any and all claims (including all litigation, demands, damages, liabilities, costs, and expenses, and including court costs and attorney’s fees) resulting or arising from that Party’s performance, or failure to perform, under this Agreement.

**13(B) Copyright and Patent Indemnification.** Claims that trigger Pinole and San Pablo’s responsibility under Section 13 shall include any claims against the respective city that the software resulting from the provision of Services pursuant to the attached Exhibits A or B, Scope of Services, infringe any patent, copyright, or accidental or intentional violation of a trade secret or other intellectual property of a third Party not included in this Agreement. Pinole and/or San Pablo shall, in its reasonable judgment and at its option and expense: (i) obtain for the Parties the right to continue using the Software; or (ii) replace or modify the Software so that it becomes non-infringing while giving equivalent performance. Pinole and San Pablo shall not have any liability for a claim alleging that any Software infringes a patent or copyright if the alleged infringement is the result of a modification of source code made by a Party without the software licensor’s consent.

**14(C) Records Requests and Litigation Holds.** The Parties shall develop procedures and forms for notifying Pinole and/or San Pablo to provide records needed to respond to a Public Records Act request or subpoena, or retain records due to a potential or actual claim or litigation. The Parties recognize that significant requests are beyond the anticipated budget and may require adjustments to the costs for Dispatch Services or CAD/RMS Services. It is the responsibility of the requesting Party to ensure that it receives the requested records. Once the records have been provided, it is the responsibility of the requesting Party to secure and maintain those

records.

**14. FORCE MAJEURE.** If by reason of *force majeure* any Party is unable in whole or in part to perform the obligations under this Agreement, such Party shall not be in default during the continuance of such inability. The term "*force majeure*" as used herein shall mean the following: acts of God; strikes, lockouts or other industrial disturbances; acts of public enemies; orders or restraints of any kind of the government of the United States or of the State or any of their departments, agencies or officials, or any civil or military authority; insurrections, riots, landslides, earthquakes, fires, storms, droughts, floods, explosions, breakage or accident to machinery, transmission pipes or canals; or any other cause or event not reasonably within the control of such Party. For the avoidance of doubt, force majeure shall not include the novel coronavirus COVID-19 pandemic.

**15. RELATIONSHIP OF THE PARTIES.** It is expressly understood that no agency, employee, partnership, joint venture or other separate entity is established by the Agreement.

**16. ADDITIONAL DOCUMENTS AND AGREEMENTS.** The Parties agree to cooperate in the execution of any additional agreements, documents, policies and procedures, which may be required to carry out the terms of this Agreement.

**17. DEFAULT.** If any Party ("demanding Party") has a good faith belief that another Party ("defaulting Party") is not complying with the terms of this Agreement, the demanding Party shall schedule a meeting of the City Managers of all Parties and other staff as deemed necessary to discuss the potential default within 14 days of the demanding Party's request unless otherwise agreed in writing by all Parties. If after such pre-default meeting, the demanding Party still has a good faith belief that the defaulting Party is not complying with the terms of this Agreement, the demanding Party shall give written notice of the default (with reasonable specificity) to the defaulting Party, and demand the default to be cured within ten days of the notice. If (a) the defaulting Party fails to cure the default within ten days of the notice, or, (b) if more than ten days are reasonably required to cure the default and the defaulting Party fails to give adequate written assurance of due performance within ten days of the notice, then (c) the demanding Party may terminate this Agreement upon written notice to the other Parties as set forth in Section 3 (B).

**18. CONTINUOUS SERVICE DELIVERY.**

**18(A)** Pinole agrees that there is a public health and safety obligation to assist Hercules and San Pablo in every effort to ensure uninterrupted and continuous service delivery in the event of a material breach, even if Pinole disagrees with the alleged determination of material breach. Accordingly, Pinole will continue to provide services under this Agreement during any dispute resolution process. Additionally, in the event that any Party terminates services under this Agreement for any reason, Pinole shall cooperate with the Party in its transition to a new service provider.

**18(B)** San Pablo agrees that there is a public health and safety obligation to assist Hercules and Pinole in every effort to ensure uninterrupted and continuous service delivery in the event of a material breach, even if San Pablo disagrees with the alleged determination of material breach. Accordingly, San Pablo will continue to provide services under this Agreement during any dispute resolution process. Additionally, in the event that any Party terminates services under this Agreement for any reason, San Pablo shall cooperate with the Party in its transition to a new service provider.

## **19. WARRANTY.**

**19(A)** Pinole provides the hardware, software, and ancillary systems without any warranty or condition, expressed or implied. Pinole specifically disclaims any implied warranties of title, merchantability, fitness for a particular purpose, and non-infringement. Hercules and San Pablo acknowledge that the systems may not operate totally without interruption. Pinole makes no representations, warranties, or guarantees regarding uptime for the systems. Pinole agrees to pursue remedies through the vendor for the systems for all software problems arising from software provided by the vendor. Remedies for problems arising that are caused by circumstances outside of the vendor's control (network connection issues, user errors, hardware failures, etc.) shall be pursued by Pinole until a resolution is achieved. If a total or partial failure should occur, Pinole Police dispatch shall continue to dispatch for Hercules and San Pablo using whatever manual methods may be necessary and provide the same level of service they would for Pinole Police.

**19(B)** San Pablo provides the hardware, software, and ancillary systems without any warranty or condition, expressed or implied. San Pablo specifically disclaims any implied warranties of title, merchantability, fitness for a particular purpose, and non-infringement. Hercules and Pinole acknowledge that the systems may not operate totally without interruption. San Pablo makes no representations, warranties, or guarantees regarding uptime for the systems. San Pablo agrees to pursue remedies through the vendor for the systems for all software problems arising from software provided by the vendor. Remedies for problems arising that are caused by circumstances outside of the vendor's control (network connection issues, user errors, hardware failures, etc.) shall be pursued by San Pablo until a resolution is achieved, unless such circumstance is related to the equipment, hardware or software of the Party not the services provided by San Pablo under this Agreement.

## **20. OPERATIONAL CONCERNS OR COMPLAINTS.**

The Parties shall attempt to resolve operational concerns or complaints in the most expeditious manner. If necessary, these concerns or complaints shall be documented and forwarded through the complaining Party's chain of command in the Police Department and then brought to the attention of the Police Chief of the involved Party.

If there are concerns or complaints regarding a particular employee or contractor for services related to this Agreement, those shall be addressed first verbally to the Police Sergeant/Dispatch Supervisor liaison for the Party employing or engaging the particular employee/contractor. If the particular employee is not a Police Department employee, then the Police Sergeant/Dispatch Supervisor will coordinate with the appropriate supervisor or Department Head.

If the matter cannot be resolved informally, the complaining Party may be asked to put those complaints in writing, addressed to the Police Chief for that particular employee or contractor, who shall respond to all complaints in writing within three (3) weeks of receipt of any written complaint regarding the status thereof, and shall continue to update the complaining Party with the status thereof every forty-five (45) days until disposition. It is the intent of the Parties that all complaints be resolved within ninety (90) days of receipt.

If the concern is causing immediate harm or is hazardous to Officer safety, it will be brought to the attention of the appropriate Watch Commander for immediate action, as well as any necessary documentation.

## **21. DISPUTE RESOLUTION.**

**21(A)** In the event that a Party disputes any provision or interpretation of or performance under this Agreement, including cost of service or billing, or contends there has been a material breach of the Agreement, the affected Parties shall meet to attempt to resolve the dispute. Disputes not resolved at the City Manager and Police Chief (or his/her designee) level may be escalated by giving written notice to the other affected Party of the need to proceed with non-binding mediation. It is the Parties' intention to avoid the cost of litigation and to resolve any issues that may arise amicably if possible.

**21(B)** Within ten (10) business days from the effective date, pursuant to Section 22, of written notice from one Party to the other indicating that a dispute is to be mediated, the Parties shall mutually select one person from the Judicial Arbitration and Mediation Services ("JAMS") or other mediation service provider, who shall mediate the dispute. The Parties should select a qualified professional with expertise in the subject matter of the dispute. If the Parties are unable to mutually agree upon a mediator within fourteen (14) business days following the notice, the Parties shall each designate one person as a mediator within twenty (20) business days following the notice.

**21(C)** These designated mediators shall mutually select another mediator (also a qualified professional with expertise in the subject of the dispute) within twenty (20) business days of the notice, who shall mediate the dispute. The mediation shall be completed within thirty (30) business days of the appointment of the mediator. The mediation shall be conducted in accordance with the discretion of the mediator; however, if the mediator is unable to resolve the dispute within thirty (30) business days and the Parties do not agree to an extension of time,

the mediator shall submit specific and written recommendations for full resolution of the dispute within ten (10) business days thereafter. The Parties shall consider the written recommendations of the mediator.

**21(D)** The fees and expenses of the one selected mediator shall be divided equally between or among the affected Parties, but otherwise each Party shall be responsible for its own costs and expenses. The above deadlines shall be enforced unless extensions are mutually agreed upon by the Parties or granted by the mediator for good cause shown.

**21(E)** No Party shall be permitted to file a legal action without first requesting mediation and making a good faith attempt to reach a mediated settlement. Should litigation be commenced, each Party shall be responsible for its own attorneys' fees and costs and not entitled to collect such fees and costs from another Party.

**22. NOTICES.** All notices required or contemplated by this Agreement shall be in writing and shall be delivered to the respective Party's City Manager, with a copy to the City Attorney, as set forth in this section. Communications shall be deemed to be effective upon the first to occur of: (a) actual receipt by a Party's Authorized Representative, or (b) actual receipt at the address designated below, or (c) three (3) working days following deposit in the United States Mail of registered or certified mail sent to the address designated below. The Authorized Representative of either Party may modify their respective contact information identified in this section by providing notice to the other Party.

**TO: City of Pinole**  
Attn: City Manager  
2131 Pear Street  
Pinole, CA 94537

**TO: City of Hercules**  
Attn: City Manager  
111 Civic Drive  
Hercules, CA 94547

**TO: City of San Pablo**  
Attn: City Manager  
1000 Gateway Avenue  
San Pablo, CA 94806

**23. HEADINGS.** The heading titles for each paragraph of this Agreement are included only as a guide to the contents and are not to be considered as controlling, enlarging, or restricting the interpretation of the Agreement.

**24. SEVERABILITY.** If any term of this Agreement (including any phrase, provision, covenant, or condition) is held by a court of competent jurisdiction to be invalid or unenforceable, the Agreement shall be construed as not containing that term, and the remainder of this Agreement shall remain in full force and effect; provided, however, this Section shall not be applied to the extent that it would result in a frustration of the Parties' intent under this Agreement.

**25. GOVERNING LAW, JURISDICTION, AND VENUE.** The interpretation, validity,

and enforcement of this Agreement shall be governed by and interpreted in accordance with the laws of the State of California. Any suit, claim, or legal proceeding of any kind related to this Agreement shall be filed and heard in a court of competent jurisdiction in the County of Contra Costa.

- 26. ASSIGNMENT AND DELEGATION.** This Agreement, and any portion thereof, shall not be assigned or transferred, nor shall any of the Parties' duties be delegated, without the written consent of the other Party. Any attempt to assign or delegate this Agreement without the written consent of the other Parties shall be void and of no force or effect. Consent by a Party to one assignment shall not be deemed to be consent to any subsequent assignment.
- 27. SUCCESSORS.** This Agreement shall bind and inure to the benefit of all successors and assigns of the Parties and any associates in interest, and their respective directors, officers, agents, servants, and employees, and the successors and assigns of each of them, separately and collectively.
- 28. MODIFICATIONS.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the Parties.
- 29. WAIVERS.** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver or a waiver of a subsequent breach of the same or any other provision of this Agreement.
- 30. CONFLICTS.** If any conflicts arise between the terms and conditions of this Agreement and the terms and conditions of the attached exhibits or any documents expressly incorporated, the terms and conditions of this Agreement shall control.
- 31. ENTIRE AGREEMENT.** This Agreement, including all documents incorporated herein by reference, comprises the entire integrated understanding among the Parties concerning the services described herein. This Agreement supersedes all prior negotiations, agreements, and understandings regarding this matter, whether written or oral. The documents incorporated by reference into this Agreement are complementary; what is called for in one is binding as if called for in all.
- 32. SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective the Cities. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns.

**IN WITNESS WHEREOF**, Pinole, Hercules and San Pablo do hereby agree to the full performance of the terms set forth herein.

**CITY OF PINOLE**

By: \_\_\_\_\_/\_\_\_\_\_  
Andrew Murray      Date  
Title: City Manager

ATTEST:

By: \_\_\_\_\_/\_\_\_\_\_  
Heather Bell      Date  
City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_/\_\_\_\_\_  
Eric Casher      Date  
Title: City Attorney

**CITY OF SAN PABLO**

By: \_\_\_\_\_/\_\_\_\_\_  
Matt Rodriguez      Date  
Title: City Manager

**CITY OF HERCULES**

By: \_\_\_\_\_/\_\_\_\_\_  
Dante Hall      Date  
Title: City Manager

ATTEST:

\_\_\_\_\_/\_\_\_\_\_  
By: Eibleis Melendez      Date  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_/\_\_\_\_\_  
By: Patrick Tang      Date  
Title: City Attorney

ATTEST:

\_\_\_\_\_/\_\_\_\_\_  
By: Dorothy Gantt      Date  
Title: City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_/\_\_\_\_\_  
By: Teresa L. Stricker      Date  
Title: City Attorney



**EXHIBIT "A"**  
**DISPATCH SERVICES PLAN**

**SCOPE OF SERVICES**

The scope of services to be provided hereunder shall include the following:

Priority of Dispatch Services shall be allocated equally among the Parties and according to this Agreement.

Calls-for-service received by the WBCC will be dispatched without unreasonable delay as long as the respective parties patrol personnel are available. A reasonable delay may only occur in the event of multiple concurrent emergencies or some other critical event.

Following the dispatching of the call-for-service, dispatch personnel will continue to obtain information as it is made available by the calling Party. Information shall be relayed to the responding Police personnel as expeditiously as possible.

Pinole, Hercules, and San Pablo repeaters will receive broadcast of 'BOLOs," also known as "be-on-the-look-out-for."

Repeat of radio traffic, referred to as "echo" dispatching, will take place during incidents affecting officer safety or other emergency situations.

WBCC will comply with state or national systems requirements for immediate input of stolen, stored or recovered vehicles, firearms, runaways, and/or missing persons information, and shall send urgent teletype information as needed during non-business hours.

Status checks on police personnel, verified in-service, operating via a mobile or portable radio in the field will be made at five (5) minute intervals whenever possible during vehicular or pedestrian stops, or on hazardous calls dispatched by WBCC.

The WBCC will accept inquiries from field personnel, verified in-service, via mobile or portable radio, or at the scene of a call-for-service, pertaining to general information requests, including, but not limited to, Alpha, DMV, warrants, or criminal history.

The WBCC will assign a case file number to a report initiated by field personnel.

WBCC will answer incoming calls-for-service received via the dedicated 911 telephone lines or the seven (7) digit, 510-724-1111, emergency lines (including "call box" and "emergency box" calls) and all calls that rollover to either of these lines after business hours. The Hercules and San Pablo Police Department business lines will not be mechanically forwarded to Pinole at any time.

Hercules and San Pablo will be provided with a data connection allowing the downloading of Computer Aided Dispatch (hereinafter "CAD") information into Hercules and San Pablo Police Department RMS computers. As each call is completed, this information can be immediately and automatically downloaded to the Hercules and San Pablo computers, allowing Hercules

and San Pablo to produce appropriate reports. Appropriate CAD generated reports available for the Pinole Police Department are available for Hercules and San Pablo staff to produce but Pinole will also provide such reports to Hercules and San Pablo when respective Hercules and San Pablo staff are not available or due to urgency upon request and in the same manner and time frame as for the Pinole Police Department.

Police field staff will be notified of any and all calls-for-service requiring an emergency response by Fire personnel in Hercules or San Pablo that Pinole is made aware of. For the purposes of this section, odor complaints from refineries or other sources and calls relating to hazardous wastes and materials are considered "calls-for-service requiring an emergency response."

As required by law, the WBCC shall have a CLETS terminal available. This terminal shall be maintained by the Pinole Police Department on a twenty-four (24) hour basis, and information required during non-business hours shall be provided to field units as necessary.

The WBCC shall also notify other City services needed for response, including public utilities, outside agency personnel for 11-99 or immediate mutual aid assistance, and/or other services needed in conjunction with a call-for-service under investigation. The WBCC will notify Hercules and San Pablo City service personnel after hours for emergencies and matters that are other than routine service calls.

Twenty-four (24) hour recordings of WBCC communication transmissions, both radio (recorded on equipment maintained by the East Bay Regional Communication Authority (EBRCSA)) and telephones will be made. Copies of these transmissions are available upon request to Pinole Police representative overseeing the WBCC or designee; copies will be made available without charge within seven (7) working days from the date of request.

Standard of Performance. Pinole shall perform all services required pursuant to this Agreement in a professional manner and in accordance with the Dispatch Manual of Protocols and with federal, state and local laws. All recordings and tapes shall be of reasonable quality normally associated with emergency dispatch services.

Hercules and San Pablo's Duties and Responsibilities. Prior to making changes, upgrades, or adding communications equipment, services, and/or technologies that impact Dispatch Services and/or radio communication, Hercules and San Pablo shall notify the Pinole Police representative overseeing the WBCC in writing at least 60 days' prior to installation and/or activation. Pinole shall raise any objections over the proposed changes, upgrades and/or additions in writing to the other Parties within 30 days of receipt of the notice. The Parties shall promptly meet and confer in an effort to resolve any objections timely raised.

All Hercules and San Pablo Police personnel shall be authorized to request recordings of the WBCC communication transmissions.

To allow Pinole to assess operational needs within the WBCC to include bringing in additional staffing and communication logistics for non-routine/non-patrol operations (including but not limited to SWAT operations, high-risk operations, special events, etc.), Hercules and San Pablo will provide as much advance notice as possible. For non-urgent/non-emergency operations, at least one-week notice will be provided with at a minimum:

1) Date and time of operation,

- 2) Roster of personnel including call signs and assignments (when available) and if no roster is available the anticipated number of units that will be involved,
- 3) Incident Commander and contact information,

And when available and appropriate considering the nature of the investigation:

- 4) Location,
- 5) Incident Command location,
- 6) Rally point,
  - a. Target information (including Ramey Warrant(s)), and
- 7) Additional operational information (e.g.-outside agency personnel, specialized equipment being deployed/available, etc.)

For operations outside city limits, and/or where radio interoperability and coordination between communication centers is required, the involved agency will coordinate with WBCC staff and provide as much advance notice as possible to allow for adequate communication planning, notification, and coordination. With less sensitive operations (e.g.-community events), an operation plan can be provided. Radio Interoperability talk groups will be coordinated through the Contra Costa Sheriff's Office by WBCC staff. Hercules and San Pablo are responsible for coordinating non-communications-related operational needs, and notifying any allied and/or venue agency.

Pinole will provide advance notification to Hercules and San Pablo staff of any planned network and/or equipment maintenance that might impact dispatch services. This includes planned maintenance by the EBRCOA. In the event of unplanned outages, Pinole will notify Hercules and San Pablo staff to advise when operation has returned to normal.

Clerical and Data Support. Pinole shall not be required to provide clerical and data support for or assume responsibility for any data entries in connection with the performance of this Agreement except as it relates to DOJ/CLETS data entries, and after business hours Ramey Warrants. San Pablo's non-business hours are defined as 1700 to 0630 Monday through Thursday, and 24-hour service Friday through Sunday and observed city holidays. Hercules' non-business hours are defined as 1700 to 0800 hours Monday through Thursday and 24-hour service on Friday through Sunday and observed city holidays. Hercules and San Pablo shall otherwise be responsible to provide clerical support for tasks normally associated with records data entries and warrants during business hours.

Maintenance. Pinole shall be responsible for coordinating routine maintenance and hardware support for the WBCC and its related equipment. Pinole shall also coordinate any maintenance provided under other vendor agreements with Pinole covering hardware or software related to the performance contemplated by this Agreement. Hercules and San Pablo shall pay for their share of the maintenance agreement costs incurred under vendor contracts with Pinole by making the payments required under this Agreement. Any repair and maintenance costs incurred by Hercules or San Pablo over and above such routine maintenance and hardware support shall be the sole responsibility of Hercules or San Pablo. This includes maintenance, repair, replacement, or support costs incurred pursuant to contracts between Hercules or San Pablo and a vendor to which Pinole is not a Party, including any maintenance and/or repair of two-way radio equipment housed or maintained for use at Hercules or San Pablo. File maintenance provided by Pinole in connection with its performance under this Agreement shall be equivalent to those practices normally associated with shared data files, hardware

maintenance, timely system backups, journaling, data archival, purging, and general systems administration.

**EXHIBIT “B”**  
**CAD/RMS SERVICES PLAN**

**CAD (Computer Aided Dispatch) / RMS (Records Management System)**  
**Scope of Work of the San Pablo Information Technology Division**

The City of San Pablo Information Technology Division (City of San Pablo) will be supporting and maintaining the Tri-City CAD/RMS systems and its interoperability between sites consisting of the San Pablo, Pinole and Hercules Police Departments. The supported systems will consist of CAD, RMS, Mobile, VPN, and CLETS messaging.

The City of San Pablo will maintain the communication links to each Party, including network routers to be configured by the City of San Pablo. The Parties will make the necessary accommodations for the network router to be physically secured and conditioned with proper cooling and conditioned electrical power and integrated into their networking and compute environment.

The City of San Pablo will establish the communication to the ACCJIN (All County Criminal Justice Information Network) network that provides access to eWarrants, Cal-Photo/CSAR, ARIES, Cogent LiveScan, Mobile ID and several Contra Costa County Sheriff and DOJ web links.

The City of San Pablo will procure the CAD/RMS servers, data storage, network, backup, cabling, mounts, rack, software and additional peripherals needed to build the Tri-City CAD/RMS systems and network.

The City of San Pablo is responsible to operate, maintain, service, upgrade, update and replace damaged, worn, and/or outdated components from servers, data storage, network and backup equipment as needed, and the cost of such shall be a shared expense in accordance with the provisions of Exhibit D. Hardware, software or additional support outside the normal scope of standard warranties will require additional costs. All Party liaisons will be notified of such expenses.

During systems or equipment failure, the City of San Pablo will immediately contact Pinole Dispatch regarding known outages. All other departments and agencies will be notified shortly after the announcement has been made first to Pinole Dispatch. Once the systems have been stabilized, Pinole Dispatch will be immediately notified to begin testing operations. The San Pablo, Pinole and Hercules Police Departments will be notified shortly thereafter.

The City of San Pablo shall make the necessary calls to vendors to remedy server issues that occur on the Tri-City CAD/RMS systems. If more difficult issues arise requiring assistance of vendors; these costs will be a shared expense in accordance with the provisions of Exhibit D. All Party liaisons will be notified of such expenses.

**Standard of Performance**

The City of San Pablo shall perform all services required pursuant to this Agreement in a professional manner and in accordance to the operations and importance of public safety needs.

Hercules and Pinole's Duties and Responsibilities. Prior to making changes, upgrades, or adding communications equipment, services, and/or technologies that impact RMS Services, Hercules and Pinole shall notify the San Pablo Police representative overseeing the CAD RMS System in writing at least 60 days' prior to installation and/or activation. Pinole shall raise any objections over the proposed changes, upgrades and/or additions in writing to the other Parties within 30 days of receipt of the notice. The Parties shall promptly meet and confer in an effort to resolve any objections timely raised.

The Parties must notify the City of San Pablo immediately in the event of an MDC (Mobile Data Computer), workstation or device that may have been compromised by a virus/malware or malicious software while connected to the Tri-City CAD/RMS network.

The Parties must notify the City of San Pablo immediately when the loss of equipment such as an MDC occurs.

In the event of a communication failure or inability to run the CAD/RMS systems, Pinole and Hercules will be responsible for contacting the San Pablo Police Department Watch Commander at (510) 215-3171 regarding the connection and/or software issue relating to the CAD/RMS system(s). The reporting agency shall designate an official Point of Contact in regards to the connection and/or software issue of the CAD/RMS system(s) and/or the Tri-City Partnership CLETS connection. It is important that the reporting agency provide a detailed description of the issue being reported, and any triage steps taken by the reporting Party, to the City of San Pablo for them to properly triage the issue. The City of San Pablo will take the necessary steps to troubleshoot and remedy the issue. While in the process of diagnosing a software support issue, if it is discovered that a peripheral system(s) or other software is the cause of the issue, the City of San Pablo will notify the Information Technology Division of the affected Party for resolution. City of San Pablo is not responsible to support or maintain third Party products except as expressly set forth in this Agreement.

#### Data Support

The San Pablo Information Technology Division shall not be required to provide clerical, training and data support or assume responsibility for any data entries or corrections for or on behalf of Hercules and Pinole in connection with the performance of services under this Agreement. Each Party will be responsible for the entry, update, creation or modification of its own content such as the following functions: password reset, data analysis, CIBRS/NIBRS, or provide ad-hoc reports. All CAD/RMS password resets are completed by their respective agency admin(s). If and when San Pablo IT Division is available to and performs MDC password resets outside of normal business hours, the then-current fully-loaded labor costs will be charged to the requesting agency.

#### Maintenance

The City of San Pablo shall be responsible for coordinating routine maintenance and hardware support for the Tri-City CAD/RMS systems and its communication links between the San Pablo, Pinole and Hercules Police departments.

The City of San Pablo shall work with CCCSO (Contra Costa County Sheriff's Office) / CCCDoIT (Contra Costa County Department of Information Technology) on coordinating routine maintenance of the ACCJIN/CLETS network.

The City of San Pablo shall also coordinate any maintenance required by vendor agreements with the City of San Pablo covering hardware or software related to the performance contemplated by this Agreement. Parties shall pay for their share of the maintenance agreement costs incurred under vendor contracts with the City of San Pablo by making the payments required under this Agreement. Any repair and maintenance costs incurred by Pinole or Hercules over and above such routine maintenance and hardware support shall be the sole responsibility of that Party. This includes maintenance, repair, replacement, or support costs incurred pursuant to contracts between the Parties and a vendor to which the City of San Pablo is not a Party. Services provided by the City of San Pablo in connection with its performance under this Agreement shall be equivalent to those practices normally associated with shared data files, hardware maintenance, timely system backups, data archival, purging, and general systems administration.

San Pablo will provide advance notification to Hercules and Pinole staff of any planned network and/or equipment maintenance that might impact CAD/RMS (Mobile) services. San Pablo will contact WBCC staff prior to commencing planned work to ensure no emergencies are occurring and notify WBCC staff at the completion of the maintenance. In the event of unplanned outages, San Pablo will notify Hercules and Pinole staff to advise when operation has returned to normal. The Parties are responsible for maintaining and replacing their own desktop computers, MDCs, Cogent LiveScan, Mobile ID and other peripheral devices belonging to the respective agencies.

The Parties must abide by recommended system requirements set forth by vendors in order to receive phone support for the Parties' workstations or MDC's. This may require the Parties to update operating systems, anti-virus, firewall activation, windows update patches and pre-requisites needed for applications to properly function.

#### Software and Technical Support

The City of San Pablo shall be responsible for procuring the Tri-City CAD/RMS software on behalf of the Parties.

The City of San Pablo will schedule and collaborate with each Parties' Information Technology Division regarding such upgrades and updates to software affecting the Tri-City RMS/CAD systems. It will be the responsibility of the Parties to maintain, upgrade, and replace client software provided by the City of San Pablo. For Dispatch related equipment and support, reference Exhibit A under maintenance.

The City of San Pablo does not provide support for the applications such as ARIES, CalPhoto/CSAR, JAWS, LiveScan, Mobile ID and DOJ/County weblinks. The Contra Costa County Sheriff's Office and DOJ have assigned a systems administrator for each agency using such applications. Issues and access to these systems are the responsibility of each Party's system administrator.

### Protection of Data

The City of San Pablo shall be responsible for ensuring data for the Tri-City CAD/RMS systems are routinely saved and preserved in case of a catastrophic event.

### Requests for Software Correction on Licensed Standard Software

Before any notice is sent to Sunridge Systems (or other software vendor), it must be reviewed and approved by the City of San Pablo. Documented examples of the claimed defect must accompany each notice. Sunridge Systems is required to review the documented notice and when a feature or report does not conform to the published specifications, Sunridge Systems should be responsible to provide software correction service at no charge. A non-warranty request is handled as a billable Request for Service (RFS).

The no charge software correction service does not apply to the following:

- (a) Situations where the Licensed Standard Software has been changed by anyone other than Sunridge Systems personnel;
- (b) Situations where Customer's use or operations error causes incorrect information or reports to be generated; and;
- (c) Requests that go beyond the scope of the specifications set forth in the current User Manuals.



**EXHIBIT "C"**  
**Compensation: Dispatch Services**

For all services identified in Exhibit "A", Scope of Services, Hercules and San Pablo agree to pay and Pinole agrees to accept as total compensation the following:

|                                        |    |            |              |                     |
|----------------------------------------|----|------------|--------------|---------------------|
| <b>Estimated Annual Costs FY 23-24</b> |    |            |              |                     |
| Dispatcher                             | 10 | 151,767.00 | 1,517,670.00 |                     |
| Lead Dispatchers                       | 2  | 179,433.00 | 358,866.00   |                     |
| Overtime                               |    |            | 146,442.00   |                     |
| Medical Retirement                     |    |            | 8,200.00     |                     |
|                                        |    |            |              | <b>2,031,178.00</b> |
| <b>Internal Cost Allocations</b>       |    |            |              |                     |
| Administrative Debits                  |    | 126,632.00 | 126,632.00   |                     |
| IS                                     |    | 76,061.80  | 76,061.80    |                     |
|                                        |    |            |              | <b>202,693.80</b>   |
| <b>Services and Supplies</b>           |    |            |              |                     |
| Professional Services                  |    | 39,028.56  | 39,028.56    |                     |
| Travel and Training                    |    | 10,000.00  | 10,000.00    |                     |
| Other Operating Expenses               |    | 10,400.00  | 10,400.00    |                     |
| Computer Equipment                     |    | 22,651.05  | 22,651.05    |                     |
|                                        |    |            |              | <b>82,079.61</b>    |
|                                        |    |            |              |                     |
|                                        |    |            | <b>Total</b> | <b>2,315,951.41</b> |

|                                               |                 |                 |                 |                 |                 |
|-----------------------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Estimated Costs (5% increase per year)</b> | <b>FY 23/24</b> | <b>FY 24/25</b> | <b>FY 25/26</b> | <b>FY 26/27</b> | <b>FY 27/28</b> |
|                                               | \$2,315,951     | \$2,431,749     | \$2,553,336     | \$2,681,003     | \$2,815,053     |
| <b>San Pablo Cost Share @ 49.80%</b>          | \$1,153,343.80  | \$1,211,010.99  | \$1,271,561.54  | \$1,335,139.62  | \$1,401,896.60  |
| <b>Pinole Cost Share @ 28.29%</b>             | \$655,182.65    | \$687,941.79    | \$722,338.88    | \$758,455.82    | \$796,378.61    |
| <b>Hercules Cost Share @ 21.91%</b>           | \$507,424.95    | \$532,796.20    | \$559,436.01    | \$587,407.81    | \$616,778.20    |
| <b>Estimated 5% increase per Fiscal Year</b>  |                 |                 |                 |                 |                 |

| AGENCY                     | FTE (SWORN AND NON-SWORN PERSONNEL) | INCIDENTS (JAN. 2017 - DEC. 2021) | DATA ENTRY - CASES/CITATIONS | AVERAGE       |
|----------------------------|-------------------------------------|-----------------------------------|------------------------------|---------------|
| SAN PABLO                  | 74                                  | 177,830                           | 32,947                       |               |
| PINOLE                     | 33                                  | 146,426                           | 16,288                       |               |
| HERCULES                   | 28                                  | 103,689                           | 12,908                       |               |
|                            |                                     |                                   |                              |               |
| Calculated Totals:         | 135                                 | 427,945                           | 62,143                       |               |
|                            |                                     |                                   |                              |               |
| <b>Calculated Averages</b> |                                     |                                   |                              |               |
| SAN PABLO                  | 54.81%                              | 41.55%                            | 53.02%                       | <b>49.80%</b> |
| PINOLE                     | 24.44%                              | 34.22%                            | 26.21%                       | <b>28.29%</b> |
| HERCULES                   | 20.74%                              | 24.23%                            | 20.77%                       | <b>22.91%</b> |

The actual numbers will be updated periodically, but the formula/data points are as established here unless mutually agreed in writing by all Parties to be amended.

**EXHIBIT “D”**  
**Compensation: CAD/RMS Services**

For all services identified in Exhibit “B”, Scope of Services, Hercules and Pinole agree to pay and San Pablo agrees to accept as total compensation the following:

**Cost Allocation Model**

| AGENCY              | FTE (SWORN AND NON-SWORN PERSONNEL) | INCIDENTS (JAN. 2017 - DEC. 2021) | DATA ENTRY - CASES/CITATIONS | AVERAGE       |
|---------------------|-------------------------------------|-----------------------------------|------------------------------|---------------|
| SAN PABLO           | 74                                  | 177,830                           | 32,947                       |               |
| PINOLE              | 33                                  | 146,426                           | 16,288                       |               |
| HERCULES            | 28                                  | 103,689                           | 12,908                       |               |
| Calculated Totals:  | 135                                 | 427,945                           | 62,143                       |               |
| Calculated Averages |                                     |                                   |                              |               |
| SAN PABLO           | 54.81%                              | 41.55%                            | 53.02%                       | <b>49.80%</b> |
| PINOLE              | 24.44%                              | 34.22%                            | 26.21%                       | <b>28.29%</b> |
| HERCULES            | 20.74%                              | 24.23%                            | 20.77%                       | <b>22.91%</b> |

San Pablo numbers are inclusive of CC College Campus call data.

The actual numbers will be updated periodically, but the formula/data points are as established here unless mutually agreed in writing by all Parties to be amended.

**Estimated Costs:**

|                              | FY23      | FY24      | FY25      | FY26      | FY27      | FY28      | Notes                                                                    |
|------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|--------------------------------------------------------------------------|
| <b>Hardware</b>              |           |           |           |           |           |           |                                                                          |
| Dell Servers Support Renewal | \$ 2,200  | \$ 2,310  | \$ 2,426  | \$ 2,547  | \$ 2,674  | \$ 2,808  | Annual renewal                                                           |
| ICX 7850 Support             | \$ 4,415  |           |           | \$ 5,111  |           |           | 3 year renewal                                                           |
| TrueNAS Backup SAN Support   |           |           | \$ 5,788  |           |           | \$ 6,700  | 3 year renewal                                                           |
| Production SAN               |           |           |           | \$ 8,000  |           |           |                                                                          |
| Cradlepoint                  | \$ 10,672 |           |           |           |           |           |                                                                          |
| New Dell NVMe Backup Server  | \$ 6,943  |           |           |           |           |           | Dell Powerededge R7515                                                   |
| New NVMe drives for Backup   | \$ 4,358  |           |           |           |           |           |                                                                          |
| New SAN Switches             | \$ 3,833  |           |           |           |           |           | Mellanox SN2010 x2                                                       |
| New SAN Switch Support       | \$ 1,302  |           |           | \$ 1,500  |           |           |                                                                          |
| Meraki SDWAN                 | \$ 8,372  | \$ 10,804 |           |           |           |           | New Tri-City connection, FY23 initial hardware, FY24 5 year subscription |
| <b>Software</b>              |           |           |           |           |           |           |                                                                          |
| Sunridge RIMS                | \$ -      | \$ -      | \$113,000 | \$116,390 | \$119,882 | \$123,478 | Annual renewal with 3% annual increase                                   |
| Netmotion                    | \$ 6,838  | \$ 7,180  | \$ 7,539  | \$ 7,916  | \$ 8,312  | \$ 8,727  | Annual subscription                                                      |
| PAN Support                  |           | \$ 22,050 |           |           | \$ 25,526 |           | 3 year renewal                                                           |
| Vmware Support               |           | \$ 17,375 |           |           | \$ 20,114 |           | 3 year renewal                                                           |
| Veeam Support                | \$ 7,415  |           |           | \$ 8,584  |           |           | 3 year renewal                                                           |
| Wasabi Cloud Backups         | \$ 4,700  | \$ 4,700  | \$ 4,700  | \$ 4,700  | \$ 4,700  | \$ 4,700  | Annual subscription                                                      |
| ArcGIS Standard (qty 1)      | \$ 1,650  | \$ 1,650  | \$ 1,650  | \$ 1,650  | \$ 1,650  | \$ 1,650  | Annual renewal                                                           |
| ArcGIS Engine (qty 6)        | \$ 700    | \$ 700    | \$ 700    | \$ 700    | \$ 700    | \$ 700    | Annual renewal                                                           |
| <b>Services</b>              |           |           |           |           |           |           |                                                                          |
| CALNET AT&T ASE              | \$ 17,556 |           |           |           |           |           | Tri-City connection migrate to SDWAN in FY24                             |
| Cellular Backup Service      |           | \$ 2,400  | \$ 2,400  | \$ 2,400  | \$ 2,400  | \$ 2,400  | Cellular backup connectivity service for CAD-RMS                         |
| IT Support                   | \$ 60,000 | \$ 63,000 | \$ 66,150 | \$ 69,458 | \$ 72,930 | \$ 76,577 | San Pablo IT staff time                                                  |
|                              | \$140,954 | \$132,170 | \$204,353 | \$228,955 | \$258,888 | \$227,741 | 462 of 631                                                               |

| Estimated Costs                      | FY 23/24   | FY 24/25   | FY 25/26   | FY 26/27   | FY 27/28   |
|--------------------------------------|------------|------------|------------|------------|------------|
|                                      | \$ 132,170 | \$ 204,353 | \$ 228,955 | \$ 258,888 | \$ 227,741 |
|                                      |            |            |            |            |            |
| <b>San Pablo Cost Share @ 49.80%</b> | \$65,820   | \$101,768  | \$114,020  | \$128,926  | \$113,415  |
| <b>Pinole Cost Share @ 28.29%</b>    | \$37,391   | \$57,811   | \$64,771   | \$73,239   | \$64,428   |
| <b>Hercules Cost Share @ 21.91%</b>  | \$28,958   | \$44,774   | \$50,164   | \$56,722   | \$49,898   |

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## CITY COUNCIL REPORT

9N

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** MISHA DHILLON, CAPITAL IMPROVEMENT AND ENVIRONMENTAL PROGRAM MANAGER

**SUBJECT:** APPROVAL OF FISCAL YEAR (FY) 2023/24 THROUGH 2027/28 FIVE-YEAR CAPITAL IMPROVEMENT PLAN

---

### **RECOMMENDATION**

Staff recommends that the City Council adopt a resolution approving the Final Proposed Fiscal Year (FY) 2023/24 through 2027/28 Five-Year Capital Improvement Plan (CIP, attached).

### **BACKGROUND**

As provided by Section 2.04.150 of Title 2 of the Pinole Municipal Code, the City Manager, in collaboration with the Finance Director, Public Works Director, and Capital Improvement and Environmental Program Manager, has compiled budget recommendations for City capital projects for the next five (5) fiscal years. The Capital Improvement Plan (CIP) is reviewed and updated annually for capital projects and programs that support the maintenance and expansion of the City's public facilities and infrastructure. The CIP lists the capital projects that the City intends to undertake over the upcoming five-year period and the schedule, cost, and funding source for each.

The Final Proposed FY 2023/24 through 2027/28 Five-Year CIP is comprised of projects that fall into the following broad categories:

- Facilities
- Parks
- Sanitary Sewer
- Stormwater
- Streets and Roads
- Infrastructure Assessments

Staff presented a preliminary proposed list of projects to be included in the FY 2023/24 through 2027/28 Five-Year CIP to the Finance Subcommittee on April 12, 2023 and to the City Council on April 25, 2023. The Finance Subcommittee and City Council did not direct any changes to the preliminary proposed list of projects. On May 16, 2023, the City Council reviewed the Preliminary Proposed Fiscal Year (FY) 2023/24 through 2027/28 Five-Year Capital Improvement Plan and did not direct any changes.

On May 22, 2023, the Planning Commission reviewed the Preliminary Proposed Fiscal Year (FY) 2023/24 through 2027/28 Five-Year CIP for conformity and consistency with the City's General Plan and determined that the projects did conform with the General Plan.

On June 6, 2023, the City Council reviewed the Revised Proposed FY 2023/24 through 2027/28 Five-Year CIP. The City Council did not direct any changes.

## **REVIEW & ANALYSIS**

The Final Proposed CIP lists 32 planned public improvement projects, 9 infrastructure assessments, and 35 unfunded projects.

Staff solicited input from the community on the CIP through a survey. Staff received 95 responses. A summary of responses is included as Attachment B. In addition, several questions solicited feedback on the improvements that the community would like to see at City buildings, parks & trails, and streets and roads. Respondents suggested installation of tables, benches, refill water stations, and landscaping and turf improvements at various parks. Many respondents indicated general maintenance needs for parks, and city buildings. Many respondents shared their concerns about the state of roads and need for significant repair and rehabilitation. In addition, there were traffic calming measures suggested at locations throughout the City. These suggestions will inform the Active Transportation Plan, Park Master Plan, and be implemented when feasible as part of capital improvement projects.

Staff also collected community feedback through the Balancing Act, an interactive tool which used a prioritization module to allow respondents to rank their top five priorities and rank them in order of importance. The Balancing Act – Community Budget Priorities survey results indicated the top five priorities are: Pavement maintenance and rehabilitation, public safety services, parks and facilities maintenance, economic development, and community services. This Balancing Act – Community Priorities Survey is intended to assist City Council in making decisions on the budget.

## **FISCAL IMPACT**

The Final Proposed Capital Improvement Plan for Fiscal Years 2023/24 through 2027/28 includes \$57,096,545 for public improvement projects and \$1,380,000 for infrastructure assessments. It also includes unfunded projects totaling \$30,270,300. The FY 2023/24 CIP Budget in the amount of \$11,460,499 is incorporated into and will be a part of the adoption of the Final Proposed FY 2023/24 Operating and Capital Budget. The funding sources for the FY 2023/24 CIP Budget are listed in the table below.

| <b>SOURCES BY FUND</b> | <b>FY 2023/24 CIP BUDGET</b> |
|------------------------|------------------------------|
| 100 – General Fund     | \$260,000                    |
| 106 – Measure S 2014   | \$3,053,796                  |
| 200 – Gas Tax          | \$896,963                    |
| 214 – Solid Waste      | \$125,000                    |

|                                       |                     |
|---------------------------------------|---------------------|
| 215 – Grant: TLC                      | \$133,579           |
| 215 – Grant: HSIP                     | \$239,040           |
| 215 – Grant: OBAG                     | \$350,000           |
| 276 – Growth Impact Fees              | \$1,003,000         |
| 325 – Grant: TDA Article 3            | \$129,400           |
| 325 – Grant: STMP Fees                | \$1,643,889         |
| 325 – Grant: HBP                      | \$41,394            |
| 377 – Arterial Streets Rehabilitation | \$758,624           |
| 500 – Sewer Enterprise Fund           | \$2,825,814         |
| <b>SOURCES TOTAL</b>                  | <b>\$11,460,499</b> |

There is sufficient fund balance in each of these sources to fund the projects.

### **ATTACHMENT**

- A. Resolution
- B. Final Proposed FY 2023/24 through 2027/28 Five-Year Capital Improvement Plan
- C. Summary of survey responses

RESOLUTION NO. 2023-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE,  
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE  
CAPITAL IMPROVEMENT PLAN FOR FISCAL YEARS 2023/24 THROUGH 2027/28

**WHEREAS**, staff has prepared the Final Proposed Capital Improvement Plan (CIP) for the City of Pinole for Fiscal Years 2023/24 through 2027/28; and

**WHEREAS**, the preliminary proposed list of projects in the CIP was reviewed for consistency with the City’s General Plan by the Planning Commission at its regular meeting on May 22, 2023, and was found to be consistent; and

**WHEREAS**, the Final Proposed Capital Improvement Plan for Fiscal Years 2023/24 through 2027/28 includes \$57,096,545 for public improvement projects and \$1,380,000 for infrastructure assessments; and

**WHEREAS**, the FY 2023/24 CIP Budget in the amount of \$11,460,499 is incorporated into and will be a part of the adoption of the Final Proposed FY 2023/24 Operating and Capital Budget;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Pinole that the Capital Improvement Plan for Fiscal Years 2023/24 through 2027/28 is hereby approved.

**PASSED AND ADOPTED** at a regular meeting of the Pinole City Council held on the 20<sup>th</sup> day of June, 2023 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 20<sup>th</sup> day of June 2023.

\_\_\_\_\_  
Heather Bell, CMC  
City Clerk





# **CITY OF PINOLE CAPITAL IMPROVEMENT PLAN FY 2023/24 – 2027/28**

**June 20, 2023**





# CAPITAL IMPROVEMENT PLAN FY 2023/24 – 2027/28

## CITY COUNCIL

Devin T. Murphy, Mayor

Maureen Toms, Mayor Pro Tem

Anthony L. Tave, Council Member

Cameron N. Sasai, Council Member

Norma Martínez-Rubin, Council Member

## CITY MANAGER

Andrew Murray

## PUBLIC WORKS DIRECTOR

Sanjay Mishra

## CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Misha Dhillon



**CAPITAL IMPROVEMENT PLAN: FY 2023/24 THROUGH FY 2027/28**  
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Introduction

The Capital Improvement Plan (CIP) is a multi-year tool used to identify the City’s capital needs and schedule capital improvement projects over the upcoming five-year period. Capital improvements include the design, purchase, construction, maintenance, or improvement of public capital assets (i.e., streets, parks, buildings, etc.).

The projects in the CIP fall into the following broad categories:

- Facility maintenance;
- Parks;
- Sewer collection and treatment;
- Stormwater;
- Streets and roads; and
- Infrastructure assessments.

The FY 2023/24 – 2027/28 CIP contains 32 capital improvement projects and 9 infrastructure assessments that are scheduled to be undertaken over the five-year timeframe and are fully or partially funded. The CIP also includes information for 35 unfunded projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

Each project is assigned a project number and described in detail in the project sheets. The nomenclature for the project number is derived as follows:

- Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects begin with UF and are followed by a unique sequence number.

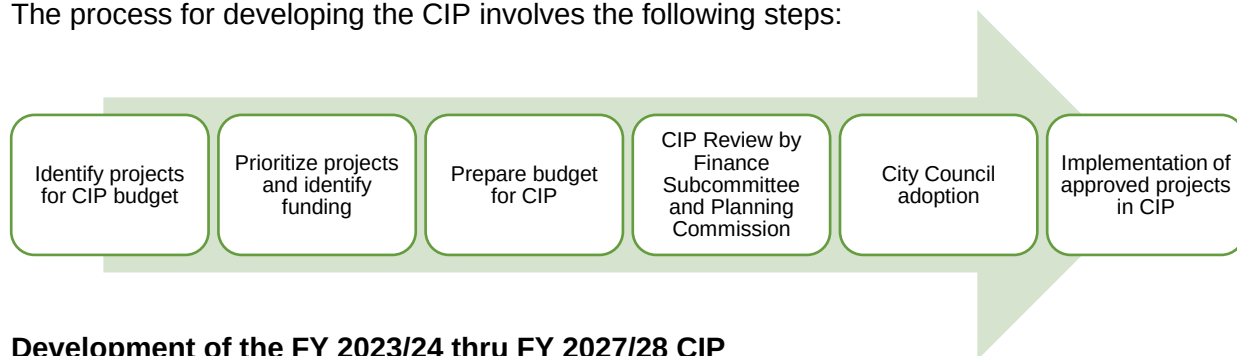
| Category                   | Abbreviation |
|----------------------------|--------------|
| Facilities                 | FA           |
| Parks                      | PA           |
| Sewer                      | SS           |
| Stormwater                 | SW           |
| Streets & Roads            | RO           |
| Infrastructure Assessments | IA           |
| Unfunded                   | UF           |

The CIP is reviewed and updated annually. In recent years, the City has increased its focus on assessing the state of the City’s infrastructure by inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan.

The preparation and adoption of the CIP is an important part of Pinole’s financial planning and budgeting process. Proposed projects are reviewed by the Planning Commission for consistency with the General Plan. The project description sheet provides information on the General Plan goal or policy that the project aligns with. Appendix I describes the applicable

General Plan goals and policies. The Finance Subcommittee also reviews the CIP and makes recommendations.

The process for developing the CIP involves the following steps:



### Development of the FY 2023/24 thru FY 2027/28 CIP

Most of the projects in the FY 2023/24 thru FY 2027/28 CIP are the continuation of multi-year projects that have already been initiated or are projects that were included in the prior year's CIP but have not yet been initiated. The FY 2023/24 thru FY 2027/28 CIP was developed by taking the adopted FY 2022/23 thru FY 2026/27 CIP, then deleting projects that have been completed or no longer seem necessary and adding new projects. Below is a summary of the changes during FY 2022/23.

#### Project added to the CIP by the City Council during FY 2022/23

- RO2304 – Safety Improvements at Tennent Ave./Pear & Plum St.

#### Project removed from the CIP by the City Council during FY 2022/23

- FA2201 – Faria House Renovations

#### Project removed from the CIP by the Staff during FY 2022/23

- SW2002 – Adobe Road Repair and Drainage Improvements

#### Projects expected to be complete by FY 2022/23

- FA2002 – Electric Vehicle Charging Stations
- PA2203 – Playground Rubberized Surface Improvements
- IN2104 – Local Road Safety Plan
- IN2001 – Sanitary Sewer Master Plan

The City's capital projects have historically been prioritized based on a number of factors, including regulatory compliance, health/safety, grant funding availability, sustainability and conservation, and others. In FY 2022/23, City staff created a more structured, quantitative methodology for prioritizing capital projects. The prioritization matrix is a planning and evaluation tool to optimize available resources. Staff ranks capital projects which have not been initiated based on the following methodology.

| CATEGORY                    | SCORE (1-5) |  | CATEGORY WEIGHT | WEIGHTED SCORE |
|-----------------------------|-------------|--|-----------------|----------------|
| Regulatory Compliance       |             |  | 4               |                |
| Health/Safety               |             |  | 3               |                |
| Project Dependency/Bundling |             |  | 3               |                |
| Long-Term Planning          |             |  | 2               |                |

|                                  |  |  |   |  |
|----------------------------------|--|--|---|--|
| State of Infrastructure          |  |  | 2 |  |
| Operating Budget Impact          |  |  | 2 |  |
| Quality of Life                  |  |  | 2 |  |
| Grant Funding                    |  |  | 1 |  |
| Sustainability and Conservation  |  |  | 1 |  |
| TOTAL SCORE (100 Points Maximum) |  |  |   |  |

The methodology scores each potential capital project on nine weighted criteria. This results in a score between 0 and 100 for each project. Staff has used this new methodology for the first time in creating the FY 2023/24 through 2027/28 Five-Year CIP.

Staff ranked all projects in the CIP including unfunded projects. The scores are listed on each project sheet and serve as the basis for selecting which capital projects staff initiates based on available resources. Note, this matrix does not consider infrastructure assessments. Project sheets contain the weighted score. Additional information on category scoring guidelines are described in Appendix II. Staff rated the projects in the current CIP that have not yet been initiated. The ranking of these not-yet-initiated projects was used by staff to propose, in the FY 2023/24 through 2027/28 Five-Year CIP, which projects to schedule for FY 2023/24 and which to schedule for later years.

Projects from the adopted FY 2022/23 through 2026/27 Five-Year CIP that have not yet been started and staff recommends for deferral because they are low priority

- FA2302 – Plum St. Parking Lot Improvements
- PA2201 – Pocket Parks – Galbreth Rd.
- PA1901 – Pinole Valley Park Soccer Field Rehabilitation
- SW2001 – Roble Road Drainage Improvements
- RO2301 – Road Rehabilitation (formerly known as Residential Slurry Seal and combination of RO2501 & RO2401)
- RO2107 – Brandt St. Improvements
- RO1708 – Pinole Valley Road Improvements

New projects that staff recommended for addition because they are high priority or they have a substantial outside funding contribution

- PA2301 – Tree Mitigation
- RO2303 – Pinole Smart Signals
- RO2302 – Safety Improvements on Arterial Roadways
- IN2301 – Facilities and Real Estate Master Plan

Below are the list of capital improvement projects and infrastructure assessments included in the FY 2023/24 – 2027/28 CIP:

| FACILITIES |                                      |
|------------|--------------------------------------|
| Project #  | Project Name                         |
| FA2302     | Plum St. Parking Lot Improvements    |
| FA2301     | Public Safety Building Modernization |

|                            |                                                                                |
|----------------------------|--------------------------------------------------------------------------------|
| FA2202                     | Senior Center Modernization                                                    |
| FA1902                     | Energy Upgrades                                                                |
| FA1901                     | Senior Center Auxiliary Parking Lot (formerly known as Fowler House lot reuse) |
| FA1703                     | City Hall Modernization (formerly known as Paint City Hall)                    |
| FA1702                     | Citywide Roof repairs and replacement                                          |
| <b>PARKS</b>               |                                                                                |
| <b>Project #</b>           | <b>Project Name</b>                                                            |
| PA2301                     | Tree Mitigation                                                                |
| PA2202                     | Skatepark Rehabilitation                                                       |
| PA2201                     | Pocket Parks - Galbreth Rd.                                                    |
| PA2101                     | Installation of high-capacity trash bins                                       |
| PA1901                     | Pinole Valley Park Soccer Field Rehabilitation                                 |
| <b>SANITARY SEWER</b>      |                                                                                |
| <b>Project #</b>           | <b>Project Name</b>                                                            |
| SS2203                     | Effluent Outfall                                                               |
| SS2201                     | Sanitary Sewer Rehabilitation                                                  |
| SS2101                     | Secondary Clarifier - Center Column Rehabilitation                             |
| SS2102                     | Air Release Valve Replacements                                                 |
| SS2002                     | Water Pollution Control Plant Lab Remodel                                      |
| SS1702                     | Sewer Pump Station Rehabilitation                                              |
| <b>STORMWATER</b>          |                                                                                |
| <b>Project #</b>           | <b>Project Name</b>                                                            |
| SW2001                     | Roble Road Drainage Improvements                                               |
| SW1901                     | Hazel Street Storm Drain Improvements                                          |
| <b>STREETS &amp; ROADS</b> |                                                                                |
| <b>Project #</b>           | <b>Project Name</b>                                                            |
| RO2301                     | Road Rehabilitation (formerly known as Residential Slurry Seal)                |
| RO2101                     | Arterial Rehabilitation                                                        |
| RO2102                     | Tennent Ave. Rehabilitation                                                    |
| RO2107                     | Brandt St. Improvements                                                        |

|                                   |                                                                                                      |
|-----------------------------------|------------------------------------------------------------------------------------------------------|
| RO1902                            | Pedestrian Improvements at Tennent Ave. near R X R                                                   |
| RO1802                            | Hazel Street Gap Closure (Sunnyview)                                                                 |
| RO1710                            | San Pablo Ave. Bridge over BNSF Railroad                                                             |
| RO1708                            | Pinole Valley Road Improvements                                                                      |
| RO1714                            | Safety Improvements at Appian Way & Marlesta Rd. (formerly known as HAWK at Appian Way and Marlesta) |
| RO2304                            | Safety Improvements at Tennent Ave./Pear & Plum                                                      |
| RO2303                            | Pinole Smart Signals                                                                                 |
| RO2302                            | Safety Improvements on Arterial Roadways                                                             |
| <b>INFRASTRUCTURE ASSESSMENTS</b> |                                                                                                      |
| <b>Project #</b>                  | <b>Project Name</b>                                                                                  |
| IN2201                            | Energy Conservation, Generation, & Storage Assessment (formerly known as Energy Audit)               |
| IN2101                            | Emergency Power for Critical Facilities                                                              |
| IN2102                            | Municipal Broadband Feasibility                                                                      |
| IN2103                            | Recycled Water Feasibility                                                                           |
| IN2301                            | Facilities and Real Estate Master Plan                                                               |
| IN2106                            | Active Transportation Plan                                                                           |
| IN2105                            | Appian Way Complete Streets (formerly Project #RO2105)                                               |
| IN1703                            | Storm Drain Master Plan                                                                              |
| IN1704                            | Parks Master Plan                                                                                    |

The FY 2023/24 – 2027/28 CIP contains a list of 35 unfunded projects. The following projects were added as a result of recommendations from recently completed master planning efforts and bridge inspections:

- Pinon – 1
- Pinon – 2
- Tennent – 1
- Tennent – 2
- Signalized Intersections
- Pedestrian Safety at Signalized Intersections
- Safety at Unsignalized Intersections
- Roadway Segments # 1
- Roadway Segments # 2
- Roadway Segments # 3
- Vehicular Bridge Maintenance

The following projects were added as a result of Council requests:



- Fernandez Park Improvements
- San Pablo Avenue Complete Streets
- Faria House Renovations

The following projects were removed:

- Installation of High Intensity Activated crossWALK (HAWK)
- San Pablo Lift Station Upgrade
- Sewer Collection System Rehabilitation

### Next Steps in City Capital Planning

The City is in the process of completing a condition assessment of all of the City's capital assets to identify the funding levels required to maintain these assets. The City will continue to integrate capital planning information into the Long-Term Financial Plan, so City decision makers are aware of the City's capital needs when they consider allocation of the City's limited financial resources and consider possibly pursuing additional sources of City revenue.

### Project Funding

A variety of funding sources support projects listed in the CIP. The first year's program in the CIP is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for long term planning and subject to further review and modification.

The CIP is funded primarily with funds restricted for specific purposes. The next section describes various funding sources and their restrictions. Some projects are entirely or partially funded by grants and reimbursements from state and federal government and other agencies.

### Funding Sources

| Fund # | Fund Name<br>(restriction)                 | Description                                                                                                                                                                                                                                                                                                                              |
|--------|--------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 100    | General Fund<br>(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<br>(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<br>(roads and right-of-way) | Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. The taxes are allocated to Pinole through the Road Maintenance and Rehabilitation Account (RMRA) |

|     |                                             |                                                                                                                                                                                                                                |
|-----|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |                                             | established by the Road Repair and Accountability Act of 2017.                                                                                                                                                                 |
| 214 | Solid Waste                                 | Accounts for special revenue received from Republic Services from a surcharge assessed on customer rates for solid waste services. These funds are set aside for future solid waste capital and for a rate stabilization fund. |
| 276 | Growth Impact Fees (nexus identified needs) | Accounts for development fees collected to mitigate the impact of new development. Provides funds for nexus identified needs only.                                                                                             |
| 325 | City Street Improvements (roads only)       | Accounts for funds set aside by the City of Pinole to fund street improvement projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.                                                                |
| 500 | Sewer Enterprise (sewer only)               | Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.                            |

## Grants

Certain projects are eligible to receive grant funds from state, federal, or other agencies. City staff actively pursues outside funding sources to support projects that are programmed in the CIP. Grants differ based on scope of work, funding source, requirements, and timelines. A grant's scope is determined by the policy goals of the grantor, and the grantee is obligated to provide deliverables based on the terms and conditions set forth in the grant funding agreement.

Before responding to a grant opportunity, staff reviews the grant solicitation to evaluate the:

- eligibility requirements to ensure the City can apply for funds;
- alignment of scope with the City's adopted CIP;
- feasibility of undertaking the responsibility of grant deliverables;
- short term revenue vs. long term costs of the opportunity to ensure that the grant revenue does not result into a fiscal burden of unprecedented permanent or long term expenditures such as the need to hire additional staff, ongoing operations and maintenance;
- required resources vs. available resources such as staff support and grant match;
- indirect costs related to administration of the grant such as legal fees; and
- cost benefit analysis to confirm that the grant is in the City's best interests.

Once a viable grant opportunity is identified, staff follows the grantors' determined application process to develop application materials and submit the grant. After notification of grant award, staff is responsible for grant implementation which includes project execution, oversight, reporting/reimbursement requests, record keeping, and project closeout. Effective management of the grant funds limits the City's exposure to grant-related legal liability and improves the efficiency and impacts of projects which are funded through grants.

Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
  - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
    - Project: RO1710
  - Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
    - Project: RO2302
- West Contra Costa Transportation Advisory Committee (WCCTAC)
  - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
    - Projects: IN2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
  - One Bay Area Grant (OBAG) – policy framework for MTC's distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
    - ProjectS: RO1714, RO2303
  - Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
    - Project: RO1714

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

**CITY OF PINOLE  
CAPITAL IMPROVEMENT PLAN: FY 2023/24 THROUGH FY 2027/28  
FUNDING SUMMARY**

| SOURCES BY FUND                       | FY 2023-24   | FY 2024-25   | FY 2025-26  | FY 2026-27  | FY 2027-28  | 5-Year Total |
|---------------------------------------|--------------|--------------|-------------|-------------|-------------|--------------|
| 100 - General Fund                    | \$260,000    | \$480,000    |             |             |             | \$740,000    |
| 106 - Measure S 2014                  | \$3,053,796  | \$2,682,746  | \$100,000   |             |             | \$5,836,542  |
| 200 - Gas Tax                         | \$896,963    | \$481,082    |             |             |             | \$1,378,045  |
| 214 - Solid Waste                     | \$125,000    | \$100,000    | \$100,000   | \$100,000   |             | \$425,000    |
| 215 - Grant: TLC                      | \$133,579    |              |             |             |             | \$133,579    |
| 215 - Grant: HSIP                     | \$239,040    |              |             |             |             | \$239,040    |
| 215 - Grant: OBAG                     | \$350,000    |              |             |             |             | \$350,000    |
| 276 - Growth Impact Fees              | \$1,003,000  | \$395,000    |             |             |             | \$1,398,000  |
| 325 - City Street Improvements        |              | \$417,321    |             |             |             | \$417,321    |
| 325 - TDA Article 3                   | \$129,400    |              |             |             |             | \$129,400    |
| 325 - Grant: STMP Fees                | \$1,643,889  |              |             |             |             | \$1,643,889  |
| 325 - Grant: HBP                      | \$41,394     |              |             |             |             | \$41,394     |
| 377 - Arterial Streets Rehabilitation | \$758,624    |              |             |             |             | \$758,624    |
| 500 - Sewer Enterprise Fund           | \$2,825,814  | \$3,160,597  | \$800,000   | \$3,800,000 | \$4,129,000 | \$14,715,411 |
| Sources Total                         | \$11,460,499 | \$7,716,746  | \$1,000,000 | \$3,900,000 | \$4,129,000 | \$28,206,245 |
| Unfunded Total                        | \$1,320,300  | \$28,950,000 |             |             |             | \$30,270,300 |
| Total Sources Required                | \$12,780,799 | \$36,666,746 | \$1,000,000 | \$3,900,000 | \$4,129,000 | \$58,476,545 |



CITY OF PINOLE  
CAPITAL IMPROVEMENT PLAN: FY 2023/24 THROUGH FY 2027/28  
FUNDING SUMMARY

| SOURCES BY FUND                       | FY 2023-24    | FY 2024-25    | FY 2025-26   | FY 2026-27   | FY 2027-28   | 5-Year Total  |
|---------------------------------------|---------------|---------------|--------------|--------------|--------------|---------------|
| 100 - General Fund                    | \$ 260,000    | \$ 480,000    | \$ -         | \$ -         | \$ -         | \$ 740,000    |
| 106 - Measure S 2014                  | \$ 3,053,796  | \$ 2,682,746  | \$ 100,000   | \$ -         | \$ -         | \$ 5,836,542  |
| 200 - Gas Tax                         | \$ 896,963    | \$ 481,082    | \$ -         | \$ -         | \$ -         | \$ 1,378,045  |
| 214 - Solid Waste                     | \$ 125,000    | \$ 100,000    | \$ 100,000   | \$ 100,000   | \$ -         | \$ 425,000    |
| 215 - Grant: TLC                      | \$ 133,579    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 133,579    |
| 215 - Grant: HSIP                     | \$ 239,040    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 239,040    |
| 215 - Grant: OBAG                     | \$ 350,000    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 350,000    |
| 276 - Growth Impact Fees              | \$ 1,003,000  | \$ 395,000    | \$ -         | \$ -         | \$ -         | \$ 1,398,000  |
| 325 - City Street Improvements        | \$ -          | \$ 417,321    | \$ -         | \$ -         | \$ -         | \$ 417,321    |
| 325 - Grant: TDA Article 3            | \$ 129,400    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 129,400    |
| 325 - Grant: STMP Fees                | \$ 1,643,889  | \$ -          | \$ -         | \$ -         | \$ -         | \$ 1,643,889  |
| 325 - Grant: HBP                      | \$ 41,394     | \$ -          | \$ -         | \$ -         | \$ -         | \$ 41,394     |
| 377 - Arterial Streets Rehabilitation | \$ 758,624    | \$ -          | \$ -         | \$ -         | \$ -         | \$ 758,624    |
| 500 - Sewer Enterprise Fund           | \$ 2,825,814  | \$ 3,160,597  | \$ 800,000   | \$ 3,800,000 | \$ 4,129,000 | \$ 14,715,411 |
| Sources Total                         | \$ 11,460,499 | \$ 7,716,746  | \$ 1,000,000 | \$ 3,900,000 | \$ 4,129,000 | \$ 28,206,245 |
| Unfunded Total                        | \$ 1,320,300  | \$ 28,950,000 | \$ -         | \$ -         | \$ -         | \$ 30,270,300 |
| Total Sources Required                | \$ 12,780,799 | \$ 36,666,746 | \$ 1,000,000 | \$ 3,900,000 | \$ 4,129,000 | \$ 58,476,545 |

| FACILITIES                 |                                                       |              |               |             |              |              |               |
|----------------------------|-------------------------------------------------------|--------------|---------------|-------------|--------------|--------------|---------------|
| PRJ #                      | PROJECT                                               | FY 2023-24   | FY 2024-25    | FY 2025-26  | FY 2026-27   | FY 2027-28   | 5-Year Total  |
| FA2302                     | Plum St. Parking Lot Improvements                     | \$ -         | \$ 80,000     | \$ -        | \$ -         | \$ -         | \$ 80,000     |
| FA2301                     | Public Safety Building Modernization                  | \$ 100,000   | \$ 100,000    | \$ 100,000  | \$ -         | \$ -         | \$ 300,000    |
| FA2202                     | Senior Center Modernization                           | \$ 160,000   | \$ 160,000    | \$ -        | \$ -         | \$ -         | \$ 320,000    |
| FA1902                     | Energy Upgrades                                       | \$ 150,000   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 150,000    |
| FA1901                     | Senior Center Auxiliary Parking Lot                   | \$ 405,085   | \$ 922,746    | \$ -        | \$ -         | \$ -         | \$ 1,327,831  |
| FA1703                     | City Hall Modernization                               | \$ 125,000   | \$ 125,000    | \$ -        | \$ -         | \$ -         | \$ 250,000    |
| FA1702                     | Citywide Roof repairs and replacement                 | \$ 450,000   | \$ 450,000    | \$ -        | \$ -         | \$ -         | \$ 900,000    |
| PARKS                      |                                                       |              |               |             |              |              |               |
| PRJ #                      | PROJECT                                               | FY 2023-24   | FY 2024-25    | FY 2025-26  | FY 2026-27   | FY 2027-28   | 5-Year Total  |
| PA2301                     | Tree Mitigation                                       | \$ 75,000    | \$ 75,000     | \$ -        | \$ -         | \$ -         | \$ 150,000    |
| PA2202                     | Skatepark Rehabilitation                              | \$ -         | \$ 150,000    | \$ -        | \$ -         | \$ -         | \$ 150,000    |
| PA2201                     | Pocket Parks - Galbreth Rd.                           | \$ -         | \$ 65,000     | \$ -        | \$ -         | \$ -         | \$ 65,000     |
| PA2101                     | Installation of high-capacity trash bins              | \$ 125,000   | \$ 100,000    | \$ 100,000  | \$ 100,000   | \$ -         | \$ 425,000    |
| PA1901                     | Pinole Valley Park Soccer Field Rehabilitation        | \$ -         | \$ 200,000    | \$ -        | \$ -         | \$ -         | \$ 200,000    |
| SANITARY SEWER             |                                                       |              |               |             |              |              |               |
| PRJ #                      | PROJECT                                               | FY 2023-24   | FY 2024-25    | FY 2025-26  | FY 2026-27   | FY 2027-28   | 5-Year Total  |
| SS2203                     | Effluent Outfall*                                     | \$ 150,000   | \$ -          | \$ -        | \$ 3,000,000 | \$ -         | \$ 3,150,000  |
| SS2201                     | Sanitary Sewer Rehabilitation                         | \$ 1,500,000 | \$ 800,000    | \$ 800,000  | \$ 800,000   | \$ 800,000   | \$ 4,700,000  |
| SS2101                     | Secondary Clarifier - Center Column Rehabilitation*   | \$ 425,000   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 425,000    |
| SS2102                     | Air Release Valve Replacements*                       | \$ 50,000    | \$ -          | \$ -        | \$ -         | \$ -         | \$ 50,000     |
| SS2002                     | Storm Drain Master Plan                               | \$ 100,000   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 100,000    |
| SS1702                     | Sewer Pump Station Rehabilitation                     | \$ 1,200,000 | \$ 2,254,000  | \$ -        | \$ -         | \$ 3,329,000 | \$ 6,783,000  |
| STORMWATER                 |                                                       |              |               |             |              |              |               |
| PRJ #                      | PROJECT                                               | FY 2023-24   | FY 2024-25    | FY 2025-26  | FY 2026-27   | FY 2027-28   | 5-Year Total  |
| SW2001                     | Roble Road Drainage Improvements                      | \$ -         | \$ 700,000    | \$ -        | \$ -         | \$ -         | \$ 700,000    |
| SW1901                     | Hazel Street Storm Drain Improvements                 | \$ 440,098   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 440,098    |
| STREETS & ROADS            |                                                       |              |               |             |              |              |               |
| PRJ #                      | PROJECT                                               | FY 2023-24   | FY 2024-25    | FY 2025-26  | FY 2026-27   | FY 2027-28   | 5-Year Total  |
| RO2304                     | Safety Improvements at Tennent Ave./Pear & Plum       | \$ 158,322   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 158,322    |
| RO2303                     | Pinole Smart Signals                                  | \$ 154,302   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 154,302    |
| RO2302                     | Safety Improvements on Arterial Roadways              | \$ 275,000   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 275,000    |
| RO2301                     | Road Rehabilitation                                   | \$ -         | \$ 250,000    | \$ -        | \$ -         | \$ -         | \$ 250,000    |
| RO2107                     | Brandt St. Improvements                               | \$ -         | \$ 170,000    | \$ -        | \$ -         | \$ -         | \$ 170,000    |
| RO2102                     | Tennent Ave. Rehabilitation                           | \$ 814       | \$ 655,000    | \$ -        | \$ -         | \$ -         | \$ 655,814    |
| RO2101                     | Arterial Rehabilitation                               | \$ 1,655,587 | \$ -          | \$ -        | \$ -         | \$ -         | \$ 1,655,587  |
| RO1902                     | Pedestrian Improvements at Tennent Ave. near R X R    | \$ 1,365,000 | \$ -          | \$ -        | \$ -         | \$ -         | \$ 1,365,000  |
| RO1802                     | Hazel Street Gap Closure (Sunnyview)                  | \$ -         | \$ 200,000    | \$ -        | \$ -         | \$ -         | \$ 200,000    |
| RO1714                     | Safety Improvements at Appian Way & Marlesta Rd.      | \$ 672,429   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 672,429    |
| RO1710                     | San Pablo Ave. Bridge over BNSF Railroad              | \$ 1,974,162 | \$ 28,800,000 | \$ -        | \$ -         | \$ -         | \$ 30,774,162 |
| RO1708                     | Pinole Valley Road Improvements                       | \$ -         | \$ 100,000    | \$ -        | \$ -         | \$ -         | \$ 100,000    |
| INFRASTRUCTURE ASSESSMENTS |                                                       |              |               |             |              |              |               |
| PRJ #                      | ASSESSMENT                                            | FY 2023-24   | FY 2024-25    | FY 2025-26  | FY 2026-27   | FY 2027-28   | 5-Year Total  |
| IN2301                     | Facilities & Real Estate Master Plan                  | \$ 200,000   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 200,000    |
| IN2201                     | Energy Conservation, Generation, & Storage Assessment | \$ 50,000    | \$ -          | \$ -        | \$ -         | \$ -         | \$ 50,000     |
| IN2101                     | Emergency Power for Critical Facilities               | \$ 30,000    | \$ 170,000    | \$ -        | \$ -         | \$ -         | \$ 200,000    |
| IN2102                     | Municipal Broadband Feasibility                       | \$ 60,000    | \$ -          | \$ -        | \$ -         | \$ -         | \$ 60,000     |
| IN2103                     | Recycled Water Feasibility                            | \$ 60,000    | \$ 140,000    | \$ -        | \$ -         | \$ -         | \$ 200,000    |
| IN2105                     | Appian Way Complete Streets                           | \$ 100,000   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 100,000    |
| IN2106                     | Active Transportation Plan                            | \$ 170,000   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 170,000    |
| IN1703                     | Storm Drainage Master Plan                            | \$ 250,000   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 250,000    |
| IN1704                     | Parks Master Plan                                     | \$ 150,000   | \$ -          | \$ -        | \$ -         | \$ -         | \$ 150,000    |
|                            | Uses by Project Total                                 | \$12,780,799 | \$36,666,746  | \$1,000,000 | \$3,900,000  | \$4,129,000  |               |

LEGEND:  
• Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Streets & Roads; **IN** = Infrastructure Assessments  
\* Project cost to be split 50% with the City of Hercules

## FA2302 - PLUM ST. PARKING LOT IMPROVEMENTS

|                                                 |                                                |                                       |                                 |                      |                                  |                      |      |                                   |        |
|-------------------------------------------------|------------------------------------------------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------|-----------------------------------|--------|
| Function Area : Facilities                      |                                                | Project Origin : Staff Recommendation |                                 |                      |                                  | Priority Score       |      | 12                                |        |
| Type of CIP                                     |                                                | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |      | Estimated Project Life cycle cost |        |
|                                                 |                                                | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |      |                                   |        |
| <input type="checkbox"/> New                    | <input type="checkbox"/> Expansion             |                                       |                                 |                      |                                  |                      |      |                                   |        |
| <input type="checkbox"/> Replacement            | <input checked="" type="checkbox"/> Renovation |                                       |                                 |                      |                                  |                      |      |                                   |        |
| <input type="checkbox"/> Land/Row Acq. Required |                                                |                                       |                                 |                      |                                  |                      |      |                                   |        |
| <input type="checkbox"/> Rehabilitation         |                                                |                                       |                                 |                      |                                  |                      |      |                                   |        |
| Estimated Expenditures to-date                  | \$ -                                           | \$ -                                  | \$ 80,000.00                    | \$ -                 | \$ -                             | \$ -                 | \$ - | \$                                | 80,000 |
| Project Start : 7/1/2023                        |                                                |                                       |                                 |                      | Estimated Completion : 6/30/2024 |                      |      |                                   |        |
| Description                                     |                                                |                                       |                                 |                      |                                  |                      |      |                                   |        |

To provide a secure parking area for Police vehicles in the Plum St. parking lot. The parking lot will remain open for the public. A portion of the parking lot, approximately 25 spaces will be secured with a chain-link fence with security gates for Police vehicles. The layout of the parking lot is in the preliminary design phase.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy CS.2.6

### Summary of Capital Cost

| USE(S)                   | Budget     | Projected Budget |            |            |            | Project Estimate |
|--------------------------|------------|------------------|------------|------------|------------|------------------|
|                          | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2023-2028     |
| Design                   |            | 7,950            |            |            |            | \$ 7,950         |
| Construction             |            | 65,500           |            |            |            | \$ 65,500        |
| Contingency              |            | 6,550            |            |            |            | \$ 6,550         |
| <b>TOTAL USES</b>        | \$ -       | \$ 80,000        | \$ -       | \$ -       | \$ -       | \$ 80,000        |
| <b>SOURCE(S)</b>         |            |                  |            |            |            |                  |
| 276 - Growth Impact Fees |            | \$ 80,000        |            |            |            | \$ 80,000        |
|                          |            |                  |            |            |            |                  |
| <b>TOTAL FUNDS</b>       | \$ -       | \$ 80,000        | \$ -       | \$ -       | \$ -       | \$ 80,000        |

## FA2301 - PUBLIC SAFETY BUILDING MODERNIZATION

|                                                 |                                                |                                       |                                 |                      |                                  |                      |            |                                   |
|-------------------------------------------------|------------------------------------------------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------------|-----------------------------------|
| Function Area : Facilities                      |                                                | Project Origin : Staff Recommendation |                                 |                      |                                  | Priority Score       |            | 34                                |
| Type of CIP                                     |                                                | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |            | Estimated Project Life cycle cost |
|                                                 |                                                | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |            |                                   |
| <input type="checkbox"/> New                    | <input type="checkbox"/> Expansion             |                                       |                                 |                      |                                  |                      |            |                                   |
| <input type="checkbox"/> Replacement            | <input checked="" type="checkbox"/> Renovation |                                       |                                 |                      |                                  |                      |            |                                   |
| <input type="checkbox"/> Land/Row Acq. Required |                                                |                                       |                                 |                      |                                  |                      |            |                                   |
| <input type="checkbox"/> Rehabilitation         |                                                |                                       |                                 |                      |                                  |                      |            |                                   |
| Estimated Expenditures to-date                  | \$ -                                           | \$ 100,000                            | \$ 100,000                      | \$ 100,000           | \$ -                             | \$ -                 | \$ 300,000 |                                   |
| Project Start : 7/1/2024                        |                                                |                                       |                                 |                      | Estimated Completion : 6/30/2026 |                      |            |                                   |
| Description                                     |                                                |                                       |                                 |                      |                                  |                      |            |                                   |

To extend the useful life of the Public Safety building, there are several items that require attention including but not limited to replacement of the HVAC system, carpet, flooring, water heaters, light fixtures, fans, etc. In addition, the building requires painting (interior and exterior), and the locker rooms also require renovation.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3

### Summary of Capital Cost

| USE(S)                   | Budget            | Projected Budget  |                   |             |             | Project Estimate<br>FY 2023-2028 |
|--------------------------|-------------------|-------------------|-------------------|-------------|-------------|----------------------------------|
|                          | FY 2023-24        | FY 2024-25        | FY 2025-26        | FY 2026-27  | FY 2027-28  |                                  |
| Construction             | \$ 90,000         | \$ 90,000         | \$ 90,000         |             |             | \$ 270,000                       |
| Contingency              | \$ 10,000         | \$ 10,000         | \$ 10,000         |             |             | \$ 30,000                        |
| <b>TOTAL USES</b>        | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 300,000</b>                |
| <b>SOURCE(S)</b>         |                   |                   |                   |             |             |                                  |
| 106 - Measure S 2014     | \$ 25,000         | \$ 100,000        | \$ 100,000        |             |             | \$ 225,000                       |
| 276 - Growth Impact Fees | \$ 75,000         |                   |                   |             |             | \$ 75,000                        |
| <b>TOTAL FUNDS</b>       | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 300,000</b>                |

## FA2202 - SENIOR CENTER MODERNIZATION

|                                                                                                                                                                                                                                                          |      |                                       |                                 |                      |                                  |                      |      |                                   |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------|-----------------------------------|--|
| Function Area : Facilities                                                                                                                                                                                                                               |      | Project Origin : Staff Recommendation |                                 |                      |                                  | Priority Score       |      | 37                                |  |
| <div>Type of CIP</div> <div><div><div></div>New</div><div><div></div>Replacement</div><div><div></div>Land/Row Acq. Required</div><div><div></div>Rehabilitation</div></div> <div><div><div></div>Expansion</div><div><div>X</div>Renovation</div></div> |      | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |      | Estimated Project Life cycle cost |  |
|                                                                                                                                                                                                                                                          |      | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |      |                                   |  |
| Estimated Expenditures to-date                                                                                                                                                                                                                           | \$ - | \$ 160,000                            | \$ 160,000                      | \$ -                 | \$ -                             | \$ -                 | \$ - | \$ 320,000                        |  |
| Project Start : 7/1/2024                                                                                                                                                                                                                                 |      |                                       |                                 |                      | Estimated Completion : 6/30/2026 |                      |      |                                   |  |
| Description                                                                                                                                                                                                                                              |      |                                       |                                 |                      |                                  |                      |      |                                   |  |

The project includes a facilities condition assessment and design and construction of improvements to modernize the existing Senior Center building located at 2525 Charles Avenue. Work will include upgrades to energy system, roof replacement, and interior renovations.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3

### Summary of Capital Cost

| USE(S)                   | Budget            | Projected Budget  |             |             |             | Project Estimate<br>FY 2023-2028 |
|--------------------------|-------------------|-------------------|-------------|-------------|-------------|----------------------------------|
|                          | FY 2023-24        | FY 2024-25        | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Construction             | \$ 150,000        | \$ 150,000        |             |             |             | \$ 300,000                       |
| Contingency              | \$ 10,000         | \$ 10,000         |             |             |             | \$ 20,000                        |
| <b>TOTAL USES</b>        | <b>\$ 160,000</b> | <b>\$ 160,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 320,000</b>                |
| <b>SOURCE(S)</b>         |                   |                   |             |             |             |                                  |
| 106 - Measure S 2014     | \$ 15,000         | \$ 160,000        |             |             |             | \$ 175,000                       |
| 276 - Growth Impact Fees | \$ 145,000        |                   |             |             |             | \$ 145,000                       |
| <b>TOTAL FUNDS</b>       | <b>\$ 160,000</b> | <b>\$ 160,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 320,000</b>                |



## FA1902 - ENERGY UPGRADES

|                                                                                                                                                                                                                                                                                            |           |                      |                                 |                      |                                  |                      |                |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------|---------------------------------|----------------------|----------------------------------|----------------------|----------------|-----------------------------------|
| Function                                                                                                                                                                                                                                                                                   | Area      | : Facilities         | Project Origin                  | : End of life cycle  |                                  |                      | Priority Score | 44                                |
| <div><div></div><div></div><div>X</div><div></div><div></div></div> <div><div>New</div><div>Replacement</div><div>Land/Row Acq. Required</div><div>Rehabilitation</div></div> <div><div></div><div></div><div></div></div> <div><div>Expansion</div><div>Renovation</div><div></div></div> |           | Budget               | Unappropriated Subsequent Years |                      |                                  |                      |                | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                            |           | Year 1<br>FY 2023-24 | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |                |                                   |
|                                                                                                                                                                                                                                                                                            |           |                      |                                 |                      |                                  |                      |                |                                   |
|                                                                                                                                                                                                                                                                                            |           |                      |                                 |                      |                                  |                      |                |                                   |
|                                                                                                                                                                                                                                                                                            |           |                      |                                 |                      |                                  |                      |                |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                             | \$ 99,189 | \$ 150,000           | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ 249,189     |                                   |
| Project Start : 7/1/2023                                                                                                                                                                                                                                                                   |           |                      |                                 |                      | Estimated Completion : 6/30/2024 |                      |                |                                   |
| Description                                                                                                                                                                                                                                                                                |           |                      |                                 |                      |                                  |                      |                |                                   |

The heating, ventilation, and cooling (HVAC) systems at City Hall and Senior Center have reached the end of their useful life and need to be replaced. A portion of the roof at the Senior Center will also need to be replaced. In April 2021, the AC unit at City Hall broke down and was replaced. This project is contingent upon completion of IN2201 - Energy Conservation, Generation, & Storage Assessment.



### History, Status, or Impact if Delayed

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

### General Plan Goals/Policies

Policy GM.4.1, Goal CS.9, Policy CS.9.1, Policy HS.4.3, Goal SE.4, Policy SE.1.3

### Summary of Capital Cost

| USE(S)               | Budget            | Projected Budget |             |             |             | Project Estimate<br>FY 2023-2028 |
|----------------------|-------------------|------------------|-------------|-------------|-------------|----------------------------------|
|                      | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Construction         | \$ 135,000        |                  |             |             |             | \$ 135,000                       |
| Contingency          | \$ 15,000         |                  |             |             |             | \$ 15,000                        |
| <b>TOTAL USES</b>    | <b>\$ 150,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 150,000</b>                |
| <b>SOURCE(S)</b>     |                   |                  |             |             |             |                                  |
| 106 - Measure S 2014 | \$ 150,000        |                  |             |             |             | \$ 150,000                       |
|                      |                   |                  |             |             |             |                                  |
| <b>TOTAL FUNDS</b>   | <b>\$ 150,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 150,000</b>                |

## FA1901 - SENIOR CENTER AUXILIARY PARKING LOT

|                                                 |                                               |                                                     |                                        |                              |                                         |                              |                                              |
|-------------------------------------------------|-----------------------------------------------|-----------------------------------------------------|----------------------------------------|------------------------------|-----------------------------------------|------------------------------|----------------------------------------------|
| <b>Function</b>                                 | <b>Area</b> : Facilities                      | <b>Project Origin</b> : Fowler Lot Re-Use Committee | <b>Priority Score</b>                  |                              |                                         |                              |                                              |
| <b>Type of CIP</b>                              |                                               | <b>Budget</b>                                       | <b>Unappropriated Subsequent Years</b> |                              |                                         |                              |                                              |
| <input type="checkbox"/> New                    | <input checked="" type="checkbox"/> Expansion | <b>Year 1<br/>FY 2023-24</b>                        | <b>Year 2<br/>FY 2024-25</b>           | <b>Year 3<br/>FY 2025-26</b> | <b>Year 4<br/>FY 2026-27</b>            | <b>Year 5<br/>FY 2027-28</b> | <b>Estimated Project<br/>Life cycle cost</b> |
| <input type="checkbox"/> Replacement            | <input type="checkbox"/> Renovation           |                                                     |                                        |                              |                                         |                              |                                              |
| <input type="checkbox"/> Land/Row Acq. Required |                                               |                                                     |                                        |                              |                                         |                              |                                              |
| <input type="checkbox"/> Rehabilitation         |                                               |                                                     |                                        |                              |                                         |                              |                                              |
| <b>Estimated Expenditures to-date</b>           | \$ 96,570                                     | \$ 405,085                                          | \$ 922,746                             | \$ -                         | \$ -                                    | \$ -                         | \$ 1,424,401                                 |
| <b>Project Start</b> : 7/1/2020                 |                                               |                                                     |                                        |                              | <b>Estimated Completion</b> : 6/30/2025 |                              |                                              |

### Description

On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components. On June 7, 2022, City Council directed staff to incorporate the installation of a solar canopy and backup battery system at the site.



### History, Status, or Impact if Delayed

On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. The Fowler House tenants remained in the property till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020-68 to accept the final recommendation of the Committee.

### General Plan Goals/Policies

Goal CE.5, Goal CS.1, Policy GM.4.1

### Summary of Capital Cost

| USE(S)               | Budget     | Projected Budget |            |            |            |              | Project Estimate<br>FY 2023-2028 |
|----------------------|------------|------------------|------------|------------|------------|--------------|----------------------------------|
|                      | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 |              |                                  |
| Design               | \$ 130,085 |                  |            |            |            | \$ 130,085   |                                  |
| Construction         | \$ 250,000 | \$ 838,860       |            |            |            | \$ 1,088,860 |                                  |
| Contingency          | \$ 25,000  | \$ 83,886        |            |            |            | \$ 108,886   |                                  |
| TOTAL USES           | \$ 405,085 | \$ 922,746       | \$ -       | \$ -       | \$ -       | \$ 1,327,831 |                                  |
| SOURCE(S)            |            |                  |            |            |            |              |                                  |
| 106 - Measure S 2014 | \$ 405,085 | \$ 922,746       |            |            |            | \$ 1,327,831 |                                  |
|                      |            |                  |            |            |            |              |                                  |
| TOTAL FUNDS          | \$ 405,085 | \$ 922,746       | \$ -       | \$ -       | \$ -       | \$ 1,327,831 |                                  |

## FA1703 - CITY HALL MODERNIZATION

|                                                 |                                                |                                       |                                 |                      |                                  |                      |      |                                   |  |
|-------------------------------------------------|------------------------------------------------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------|-----------------------------------|--|
| Function : Facilities                           |                                                | Project Origin : Staff Recommendation |                                 |                      |                                  | Priority Score       |      | 35                                |  |
| Type of CIP                                     |                                                | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |      | Estimated Project Life cycle cost |  |
|                                                 |                                                | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |      |                                   |  |
| <input type="checkbox"/> New                    | <input type="checkbox"/> Expansion             |                                       |                                 |                      |                                  |                      |      |                                   |  |
| <input type="checkbox"/> Replacement            | <input checked="" type="checkbox"/> Renovation |                                       |                                 |                      |                                  |                      |      |                                   |  |
| <input type="checkbox"/> Land/Row Acq. Required |                                                |                                       |                                 |                      |                                  |                      |      |                                   |  |
| <input type="checkbox"/> Rehabilitation         |                                                |                                       |                                 |                      |                                  |                      |      |                                   |  |
| Estimated Expenditures to-date                  | \$ -                                           | \$ 125,000                            | \$ 125,000                      | \$ -                 | \$ -                             | \$ -                 | \$ - | \$ 250,000                        |  |
| Project Start : 7/1/2023                        |                                                |                                       |                                 |                      | Estimated Completion : 6/30/2025 |                      |      |                                   |  |
| Description                                     |                                                |                                       |                                 |                      |                                  |                      |      |                                   |  |

To extend the useful life of the City hall building, there are several items that require attention including but not limited to carpet, flooring, window coverings, light fixtures, etc. The interior and exterior surfaces of the building require repainting as the paint system has reached the end of its useful life. Exterior painting is necessary to maintain external protection from the environment. Fading, chipping paint, along with water and mildew damage necessitates the painting project.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3

### Summary of Capital Cost

| USE(S)                   | Budget            | Projected Budget  |             |             |             | Project Estimate<br>FY 2023-2028 |
|--------------------------|-------------------|-------------------|-------------|-------------|-------------|----------------------------------|
|                          | FY 2023-24        | FY 2024-25        | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Construction             | \$ 112,500        | \$ 112,500        |             |             |             | \$ 225,000                       |
| Contingency              | \$ 12,500         | \$ 12,500         |             |             |             | \$ 25,000                        |
| <b>TOTAL USES</b>        | <b>\$ 125,000</b> | <b>\$ 125,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 250,000</b>                |
| <b>SOURCE(S)</b>         |                   |                   |             |             |             |                                  |
| 276 - Growth Impact Fees | \$ 125,000        |                   |             |             |             | \$ 125,000                       |
| 106 - Measure S 2014     |                   | \$ 125,000        |             |             |             |                                  |
| <b>TOTAL FUNDS</b>       | <b>\$ 125,000</b> | <b>\$ 125,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 250,000</b>                |

## FA1702 - CITYWIDE ROOF REPAIRS AND REPLACEMENT

|                                                                                                                                                                                                                     |      |                                    |                                 |                      |                                  |                      |      |                                   |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------|-----------------------------------|--|
| Functional Area : Facilities                                                                                                                                                                                        |      | Project Origin : End of life cycle |                                 |                      |                                  | Priority Score       |      | 43                                |  |
| <div><div><div></div><div>X</div><div></div><div></div></div><div>New<br/>Replacement<br/>Land/Row Acq. Required<br/>Rehabilitation</div><div><div></div><div></div></div><div>Expansion<br/>Renovation</div></div> |      | Budget                             | Unappropriated Subsequent Years |                      |                                  |                      |      | Estimated Project Life cycle cost |  |
|                                                                                                                                                                                                                     |      | Year 1<br>FY 2023-24               | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |      |                                   |  |
|                                                                                                                                                                                                                     |      |                                    |                                 |                      |                                  |                      |      |                                   |  |
|                                                                                                                                                                                                                     |      |                                    |                                 |                      |                                  |                      |      |                                   |  |
|                                                                                                                                                                                                                     |      |                                    |                                 |                      |                                  |                      |      |                                   |  |
| Estimated Expenditures to-date                                                                                                                                                                                      | \$ - | \$ 450,000                         | \$ 450,000                      | \$ -                 | \$ -                             | \$ -                 | \$ - | \$ 900,000                        |  |
| Project Start : 7/1/2023                                                                                                                                                                                            |      |                                    |                                 |                      | Estimated Completion : 6/30/2024 |                      |      |                                   |  |
| Description                                                                                                                                                                                                         |      |                                    |                                 |                      |                                  |                      |      |                                   |  |

In October 2022, City staff received quotes for the rehabilitation of the roofs at City Hall, Public Safety Building, Senior Center, and the Water Pollution Control Plant. It was determined that the Public Safety building roof needs immediate replacement.



### History, Status, or Impact if Delayed

In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies.

### General Plan Goals/Policies

Policy GM.4.1, Goal CS.1, Goal CS.9, Policy CS.9.1

### Summary of Capital Cost

| USE(S)               | Budget     | Projected Budget |            |            |            |              | Project Estimate |
|----------------------|------------|------------------|------------|------------|------------|--------------|------------------|
|                      | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2023-2028 |                  |
| Design               | \$ 30,000  | \$ 30,000        |            |            |            | \$ 60,000    |                  |
| Construction         | \$ 400,000 | \$ 400,000       |            |            |            | \$ 800,000   |                  |
| Contingency          | \$ 20,000  | \$ 20,000        |            |            |            | \$ 40,000    |                  |
| TOTAL USES           | \$ 450,000 | \$ 450,000       | \$ -       | \$ -       | \$ -       | \$ 900,000   |                  |
| SOURCE(S)            |            |                  |            |            |            |              |                  |
| 106 - Measure S 2014 | \$ 450,000 | \$ 450,000       |            |            |            | \$ 900,000   |                  |
|                      |            |                  |            |            |            |              |                  |
|                      | \$ 450,000 | \$ 450,000       | \$ -       | \$ -       | \$ -       | \$ 900,000   |                  |
| TOTAL FUNDS          | \$ 450,000 | \$ 450,000       | \$ -       | \$ -       | \$ -       | \$ 900,000   |                  |

## PA2301 - TREE MITIGATION

|                                                                                                                                                                                                                                                                                                                                                      |      |                      |                                 |                      |                                  |                      |                        |                                   |                |  |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------|---------------------------------|----------------------|----------------------------------|----------------------|------------------------|-----------------------------------|----------------|--|----|
| Function                                                                                                                                                                                                                                                                                                                                             | Area | : Parks              |                                 | Project Origin       |                                  |                      | : Staff Recommendation |                                   | Priority Score |  | 65 |
| <div><div>Type of CIP</div><div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Renovation</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input checked="" type="checkbox"/> Rehabilitation</div></div></div> |      | Budget               | Unappropriated Subsequent Years |                      |                                  |                      |                        | Estimated Project Life cycle cost |                |  |    |
|                                                                                                                                                                                                                                                                                                                                                      |      | Year 1<br>FY 2023-24 | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |                        |                                   |                |  |    |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                       | \$ - | \$ 75,000            | \$ 75,000                       | \$ -                 | \$ -                             | \$ -                 | \$ 150,000             |                                   |                |  |    |
| Project Start : 7/1/2023                                                                                                                                                                                                                                                                                                                             |      |                      |                                 |                      | Estimated Completion : 6/30/2025 |                      |                        |                                   |                |  |    |

### Description

Per arborist recommendation, removal of trees in two unmaintained open spaces that were damaged as a result of recent severe storms. Staff will seek reimbursement through FEMA for this project.



### History, Status, or Impact if Delayed

## General Plan Goals/Policies

### Goal HS.1

## Summary of Capital Cost

| USE(S)               | Budget           | Projected Budget |             |             |             | Project Estimate<br>FY 2023-2028 |
|----------------------|------------------|------------------|-------------|-------------|-------------|----------------------------------|
|                      | FY 2023-24       | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Construction         | \$ 75,000        | \$ 75,000        |             |             |             | \$ 150,000                       |
| Contingency          |                  |                  |             |             |             | \$ -                             |
| <b>TOTAL USES</b>    | <b>\$ 75,000</b> | <b>\$ 75,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 150,000</b>                |
| <b>SOURCE(S)</b>     |                  |                  |             |             |             |                                  |
| 106 - Measure S 2014 | \$ 75,000        | \$ 75,000        |             |             |             | \$ 150,000                       |
|                      |                  |                  |             |             |             |                                  |
|                      |                  |                  |             |             |             |                                  |
| <b>TOTAL FUNDS</b>   | <b>\$ 75,000</b> | <b>\$ 75,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 150,000</b>                |

## PA2202 - SKATEPARK REHABILITATION

|                                                 |                                     |                                  |                                 |                      |                                  |                      |                                   |
|-------------------------------------------------|-------------------------------------|----------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|-----------------------------------|
| Function : Parks                                |                                     | Project Origin : Council Request |                                 | Priority Score       |                                  | 34                   |                                   |
| Type of CIP                                     |                                     | Budget                           | Unappropriated Subsequent Years |                      |                                  |                      | Estimated Project Life cycle cost |
|                                                 |                                     | Year 1<br>FY 2023-24             | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |                                   |
| <input type="checkbox"/> New                    | <input type="checkbox"/> Expansion  |                                  |                                 |                      |                                  |                      |                                   |
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> Renovation |                                  |                                 |                      |                                  |                      |                                   |
| <input type="checkbox"/> Land/Row Acq. Required |                                     |                                  |                                 |                      |                                  |                      |                                   |
| <input type="checkbox"/> Rehabilitation         |                                     |                                  |                                 |                      |                                  |                      |                                   |
| Estimated Expenditures to-date                  | \$ -                                | \$ -                             | \$ 150,000                      | \$ -                 | \$ -                             | \$ -                 | \$ 150,000                        |
| Project Start : 7/1/2024                        |                                     |                                  |                                 |                      | Estimated Completion : 6/30/2025 |                      |                                   |
| Description                                     |                                     |                                  |                                 |                      |                                  |                      |                                   |

The ramps at the skatepark have settled and need to be replaced.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Goal CS.2, Goal CS.3, Policy CS 2.6 & 3.1, Policy GM.4.1

### Summary of Capital Cost

| USE(S)               | Budget     | Projected Budget |            |            |            | Project Estimate<br>FY 2023-2028 |
|----------------------|------------|------------------|------------|------------|------------|----------------------------------|
|                      | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 |                                  |
| Construction         | \$ -       | \$ 135,000       |            |            |            | \$ 135,000                       |
| Contingency          | \$ -       | \$ 15,000        |            |            |            | \$ 15,000                        |
| <b>TOTAL USES</b>    | \$ -       | \$ 150,000       | \$ -       | \$ -       | \$ -       | \$ 150,000                       |
| <b>SOURCE(S)</b>     |            |                  |            |            |            |                                  |
| 106 - Measure S 2014 | \$ -       | \$ 150,000       |            |            |            | \$ 150,000                       |
|                      |            |                  |            |            |            |                                  |
| <b>TOTAL FUNDS</b>   | \$ -       | \$ 150,000       | \$ -       | \$ -       | \$ -       | \$ 150,000                       |

## PA2201 - POCKET PARKS - GALBRETH RD.

|                                                                                                                                                                                                                                                          |      |                                  |                                 |                      |                                  |                      |      |                                   |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------|-----------------------------------|--|
| Function : Parks                                                                                                                                                                                                                                         |      | Project Origin : Council Request |                                 |                      |                                  | Priority Score       |      | 15                                |  |
| <div>Type of CIP</div> <div><div><div>X</div>New</div><div><div></div>Replacement</div><div><div></div>Land/Row Acq. Required</div><div><div></div>Rehabilitation</div></div> <div><div><div></div>Expansion</div><div><div></div>Renovation</div></div> |      | Budget                           | Unappropriated Subsequent Years |                      |                                  |                      |      | Estimated Project Life cycle cost |  |
|                                                                                                                                                                                                                                                          |      | Year 1<br>FY 2023-24             | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |      |                                   |  |
|                                                                                                                                                                                                                                                          |      |                                  |                                 |                      |                                  |                      |      |                                   |  |
|                                                                                                                                                                                                                                                          |      |                                  |                                 |                      |                                  |                      |      |                                   |  |
|                                                                                                                                                                                                                                                          |      |                                  |                                 |                      |                                  |                      |      |                                   |  |
| Estimated Expenditures to-date                                                                                                                                                                                                                           | \$ - | \$ -                             | \$ 65,000.00                    | \$ -                 | \$ -                             | \$ -                 | \$ - | \$ 65,000                         |  |
| Project Start : 7/1/2023                                                                                                                                                                                                                                 |      |                                  |                                 |                      | Estimated Completion : 6/30/2024 |                      |      |                                   |  |
| Description                                                                                                                                                                                                                                              |      |                                  |                                 |                      |                                  |                      |      |                                   |  |

Installation of two ADA compliant benches and waste receptacles within two pocket parks at a suitable location on Galbreth Ave. A lot line adjustment may be required to develop the pocket parks.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Goal CS.3, Policy GM.4.1

### Summary of Capital Cost

| USE(S)                   | Budget     | Projected Budget |            |            |            | Project Estimate<br>FY 2023-2028 |
|--------------------------|------------|------------------|------------|------------|------------|----------------------------------|
|                          | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 |                                  |
| Construction             |            | \$ 58,500        |            |            |            | \$ 58,500                        |
| Contingency              |            | \$ 6,500         |            |            |            | \$ 6,500                         |
| <b>TOTAL USES</b>        | \$ -       | \$ 65,000        | \$ -       | \$ -       | \$ -       | \$ 65,000                        |
| <b>SOURCE(S)</b>         |            |                  |            |            |            |                                  |
| 276 - Growth Impact Fees |            | \$ 65,000        |            |            |            | \$ 65,000                        |
|                          |            |                  |            |            |            |                                  |
| <b>TOTAL FUNDS</b>       | \$ -       | \$ 65,000        | \$ -       | \$ -       | \$ -       | \$ 65,000                        |

## PA2101 - INSTALLATION OF HIGH CAPACITY TRASH BINS

|                                                                                                                                                                                                                                                          |              |                                                 |                                 |                      |                                  |                      |            |                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------------|-----------------------------------|
| Function                                                                                                                                                                                                                                                 | Area : Parks | Project Origin : Beautification Adhoc Committee |                                 |                      |                                  | Priority Score       |            | 24                                |
| <div>Type of CIP</div> <div><div><div>X</div>New</div><div><div></div>Replacement</div><div><div></div>Land/Row Acq. Required</div><div><div></div>Rehabilitation</div></div> <div><div><div></div>Expansion</div><div><div></div>Renovation</div></div> |              | Budget                                          | Unappropriated Subsequent Years |                      |                                  |                      |            | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                          |              | Year 1<br>FY 2023-24                            | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |            |                                   |
|                                                                                                                                                                                                                                                          |              |                                                 |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                          |              |                                                 |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                          |              |                                                 |                                 |                      |                                  |                      |            |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                           | \$ 10,000    | \$ 125,000                                      | \$ 100,000                      | \$ 100,000           | \$ 100,000                       | \$ -                 | \$ 435,000 |                                   |
| Project Start : 7/1/2023                                                                                                                                                                                                                                 |              |                                                 |                                 |                      | Estimated Completion : 6/30/2024 |                      |            |                                   |

### Description

Installation of high capacity, solar powered compacting trash bins at City parks. There are several concerns related to high-capacity trash bins ranging from the cost, proprietary accessories, software, and manual labor required to lift and remove heavy trash bags. To get the best value and uniformity at City parks, quotes were obtained from qualified vendors to complete a 6 month - 1 year pilot project. Two bins have been ordered for installation and staff will monitor their performance and operations prior to order additional bins for other locations.



### History, Status, or Impact if Delayed

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to the Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the installation of high capacity, solar powered compacting trash bins at City parks. City Council approved a budget of \$425k in FY 2021-22 however staff recommended a pilot project to test the bins and subsequently a mid year budget adjustment was made by Council to reduce the appropriation to \$125k for the remainder of FY 2022-23.

### General Plan Goals/Policies

Goal CS.9, Policy CS.5.1, Policy CS.8.3, Goal SE.5

### Summary of Capital Cost

| USE(S)             | Budget            | Projected Budget  |                   |                   |             |  | Project Estimate  |
|--------------------|-------------------|-------------------|-------------------|-------------------|-------------|--|-------------------|
|                    | FY 2023-24        | FY 2024-25        | FY 2025-26        | FY 2026-27        | FY 2027-28  |  | FY 2023-2028      |
| Construction       | \$ 110,000        | \$ 90,000         | \$ 90,000         | \$ 90,000         |             |  | \$ 380,000        |
| Contingency        | \$ 15,000         | \$ 10,000         | \$ 10,000         | \$ 10,000         |             |  | \$ 45,000         |
| <b>TOTAL USES</b>  | <b>\$ 125,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ -</b> |  | <b>\$ 425,000</b> |
| <b>SOURCE(S)</b>   |                   |                   |                   |                   |             |  |                   |
| 214 - Solid Waste  | \$ 125,000        | \$ 100,000        | \$ 100,000        | \$ 100,000        |             |  | \$ 425,000        |
|                    |                   |                   |                   |                   |             |  |                   |
|                    |                   |                   |                   |                   |             |  |                   |
| <b>TOTAL FUNDS</b> | <b>\$ 125,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ -</b> |  | <b>\$ 425,000</b> |



## PA1901 - PINOLE VALLEY PARK SOCCER FIELD REHABILITATION

|                                                                                                                                                                                                                                                                                                                                                                  |      |                                  |                                 |                      |                      |                                  |            |                                   |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------|---------------------------------|----------------------|----------------------|----------------------------------|------------|-----------------------------------|--|
| Function : Parks                                                                                                                                                                                                                                                                                                                                                 |      | Project Origin : Council Request |                                 |                      |                      | Priority Score                   |            | 33                                |  |
| <div>Type of CIP</div> <div><div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div><div><div><input type="checkbox"/> Expansion</div><div><input checked="" type="checkbox"/> Renovation</div></div></div> |      | Budget                           | Unappropriated Subsequent Years |                      |                      |                                  |            | Estimated Project Life cycle cost |  |
|                                                                                                                                                                                                                                                                                                                                                                  |      | Year 1<br>FY 2023-24             | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27 | Year 5<br>FY 2027-28             |            |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                  |      |                                  |                                 |                      |                      |                                  |            |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                  |      |                                  |                                 |                      |                      |                                  |            |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                                  |      |                                  |                                 |                      |                      |                                  |            |                                   |  |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                                   | \$ - | \$ -                             | \$ 200,000.00                   | \$ -                 | \$ -                 | \$ -                             | \$ 200,000 |                                   |  |
| Project Start : 7/1/2023                                                                                                                                                                                                                                                                                                                                         |      |                                  |                                 |                      |                      | Estimated Completion : 6/30/2024 |            |                                   |  |
| Description                                                                                                                                                                                                                                                                                                                                                      |      |                                  |                                 |                      |                      |                                  |            |                                   |  |

There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.



### History, Status, or Impact if Delayed

This project has been delayed pending the development of a Park Master Plan (CIP Project# IN1704).

### General Plan Goals/Policies

Goal CS.1, Goal CS.3, Policy CS 3.1, Policy GM.4.1

### Summary of Capital Cost

| USE(S)                   | Budget     | Projected Budget |            |            |            | Project Estimate<br>FY 2023-2028 |
|--------------------------|------------|------------------|------------|------------|------------|----------------------------------|
|                          | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 |                                  |
| Construction             |            | \$ 180,000       |            |            |            | \$ 180,000                       |
| Contingency              |            | \$ 20,000        |            |            |            | \$ 20,000                        |
| <b>TOTAL USES</b>        | \$ -       | \$ 200,000       | \$ -       | \$ -       | \$ -       | \$ 200,000                       |
| <b>SOURCE(S)</b>         |            |                  |            |            |            |                                  |
| 276 - Growth Impact Fees |            | \$ 200,000       |            |            |            | \$ 200,000                       |
|                          |            |                  |            |            |            |                                  |
| <b>TOTAL FUNDS</b>       | \$ -       | \$ 200,000       | \$ -       | \$ -       | \$ -       | \$ 200,000                       |

## SS2203 - EFFLUENT OUTFALL

|                                                 |                                               |                                         |                                 |                      |                                  |                      |              |                                   |
|-------------------------------------------------|-----------------------------------------------|-----------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|--------------|-----------------------------------|
| Functional Area : Sanitary Sewer                |                                               | Project Origin : Regulatory Requirement |                                 |                      |                                  | Priority Score       |              | 52                                |
| Type of CIP                                     |                                               | Budget                                  | Unappropriated Subsequent Years |                      |                                  |                      |              | Estimated Project Life cycle cost |
|                                                 |                                               | Year 1<br>FY 2023-24                    | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |              |                                   |
| <input type="checkbox"/> New                    | <input checked="" type="checkbox"/> Expansion |                                         |                                 |                      |                                  |                      |              |                                   |
| <input type="checkbox"/> Replacement            | <input type="checkbox"/> Renovation           |                                         |                                 |                      |                                  |                      |              |                                   |
| <input type="checkbox"/> Land/Row Acq. Required |                                               |                                         |                                 |                      |                                  |                      |              |                                   |
| <input type="checkbox"/> Rehabilitation         |                                               |                                         |                                 |                      |                                  |                      |              |                                   |
| Estimated Expenditures to-date                  | \$ -                                          | \$ 150,000                              | \$ -                            | \$ -                 | \$ 3,000,000                     | \$ -                 | \$ 3,150,000 |                                   |
| Project Start : 7/1/2023                        |                                               |                                         |                                 |                      | Estimated Completion : 6/30/2027 |                      |              |                                   |
| Description                                     |                                               |                                         |                                 |                      |                                  |                      |              |                                   |

The Effluent Outfall project is intended to reduce pressure in the effluent pipe during extreme storm events. Effluent pumping capacity of the treatment plant is limited by the capacity of the pipe size at the effluent outfall in Rodeo. Increasing the pipe size at the Effluent Outfall Eductor Station will increase the wet weather effluent pumping capacity and increase the lifespan of the effluent pipe by reducing the pressure in the line during storm events. This project requires coordination with Rodeo.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

### Summary of Capital Cost

| USE(S)                      | Budget            | Projected Budget |             |                     |             | Project Estimate    |
|-----------------------------|-------------------|------------------|-------------|---------------------|-------------|---------------------|
|                             | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27          | FY 2027-28  | FY 2023-2028        |
| Design                      | \$ 135,000        |                  |             |                     |             |                     |
| Construction                |                   |                  |             | \$ 2,700,000        |             | \$ 2,700,000        |
| Contingency                 | \$ 15,000         |                  |             | \$ 300,000          |             | \$ 315,000          |
| <b>TOTAL USES</b>           | <b>\$ 150,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ 3,000,000</b> | <b>\$ -</b> | <b>\$ 3,150,000</b> |
| <b>SOURCE(S)</b>            |                   |                  |             |                     |             |                     |
| 500 - Sewer Enterprise Fund | \$ 150,000        |                  |             | \$ 3,000,000        |             | \$ 3,150,000        |
|                             |                   |                  |             |                     |             |                     |
| <b>TOTAL FUNDS</b>          | <b>\$ 150,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ 3,000,000</b> | <b>\$ -</b> | <b>\$ 3,150,000</b> |

## SS2201 - SANITARY SEWER REHABILITATION

|                                                                                                                                                                                                                                                                                                                                                        |           |                              |                                 |                      |                                  |                      |              |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|--------------|-----------------------------------|
| Functional Area : Sanitary Sewer                                                                                                                                                                                                                                                                                                                       |           | Project Origin : Master Plan |                                 |                      |                                  | Priority Score       |              | 57                                |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input checked="" type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |           | Budget                       | Unappropriated Subsequent Years |                      |                                  |                      |              | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                                        |           | Year 1<br>FY 2023-24         | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |              |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |           |                              |                                 |                      |                                  |                      |              |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |           |                              |                                 |                      |                                  |                      |              |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |           |                              |                                 |                      |                                  |                      |              |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                         | \$ 35,375 | \$ 1,500,000                 | \$ 800,000                      | \$ 800,000           | \$ 800,000                       | \$ 800,000           | \$ 4,735,375 |                                   |
| Project Start : 7/1/2022                                                                                                                                                                                                                                                                                                                               |           |                              |                                 |                      | Estimated Completion : 6/30/2027 |                      |              |                                   |
| Description                                                                                                                                                                                                                                                                                                                                            |           |                              |                                 |                      |                                  |                      |              |                                   |

Various improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan.



### History, Status, or Impact if Delayed

On October 4, 2022, City staff released an RFP for preliminary engineering design services for phase 1 of the Pinon project described in the City's recently adopted Sanitary Sewer Master Plan. On January 18, 2023, a one-year contract was executed with West Valley Construction Company, Inc. for the work.

### General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

### Summary of Capital Cost

| USE(S)                      | Budget              | Projected Budget  |                   |                   |                   | Project Estimate<br>FY 2023-2028 |
|-----------------------------|---------------------|-------------------|-------------------|-------------------|-------------------|----------------------------------|
|                             | FY 2023-24          | FY 2024-25        | FY 2025-26        | FY 2026-27        | FY 2027-28        |                                  |
| Design                      | \$ 375,000          | \$ 80,000         | \$ 80,000         | \$ 80,000         | \$ 80,000         | \$ 695,000                       |
| Construction                | \$ 1,023,900        | \$ 640,000        | \$ 640,000        | \$ 640,000        | \$ 640,000        | \$ 3,583,900                     |
| Contingency                 | \$ 101,100          | \$ 80,000         | \$ 80,000         | \$ 80,000         | \$ 80,000         | \$ 421,100                       |
| <b>TOTAL USES</b>           | <b>\$ 1,500,000</b> | <b>\$ 800,000</b> | <b>\$ 800,000</b> | <b>\$ 800,000</b> | <b>\$ 800,000</b> | <b>\$ 4,700,000</b>              |
| <b>SOURCE(S)</b>            |                     |                   |                   |                   |                   |                                  |
| 500 - Sewer Enterprise Fund | \$ 900,000          | \$ 800,000        | \$ 800,000        | \$ 800,000        | \$ 800,000        | \$ 4,100,000                     |
| 276 - Growth Impact Fees    | \$ 600,000          |                   |                   |                   |                   |                                  |
| <b>TOTAL FUNDS</b>          | <b>\$ 1,500,000</b> | <b>\$ 800,000</b> | <b>\$ 800,000</b> | <b>\$ 800,000</b> | <b>\$ 800,000</b> | <b>\$ 4,700,000</b>              |

## SS2101 - SECONDARY CLARIFIER REHABILITATION

|                                                 |                                     |                                    |                                 |                      |                      |                                  |      |                                   |  |
|-------------------------------------------------|-------------------------------------|------------------------------------|---------------------------------|----------------------|----------------------|----------------------------------|------|-----------------------------------|--|
| Functional Area : Sanitary Sewer                |                                     | Project Origin : End of life cycle |                                 |                      |                      | Priority Score                   |      | 46                                |  |
| Type of CIP                                     |                                     | Budget                             | Unappropriated Subsequent Years |                      |                      |                                  |      | Estimated Project Life cycle cost |  |
|                                                 |                                     | Year 1<br>FY 2023-24               | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27 | Year 5<br>FY 2027-28             |      |                                   |  |
| <input type="checkbox"/> New                    | <input type="checkbox"/> Expansion  |                                    |                                 |                      |                      |                                  |      |                                   |  |
| <input checked="" type="checkbox"/> Replacement | <input type="checkbox"/> Renovation |                                    |                                 |                      |                      |                                  |      |                                   |  |
| <input type="checkbox"/> Land/Row Acq. Required |                                     |                                    |                                 |                      |                      |                                  |      |                                   |  |
| <input type="checkbox"/> Rehabilitation         |                                     |                                    |                                 |                      |                      |                                  |      |                                   |  |
| Estimated Expenditures to-date                  | \$ -                                | \$ 425,000                         | \$ -                            | \$ -                 | \$ -                 | \$ -                             | \$ - | \$ 425,000                        |  |
| Project Start : 7/1/2023                        |                                     |                                    |                                 |                      |                      | Estimated Completion : 6/30/2024 |      |                                   |  |
| Description                                     |                                     |                                    |                                 |                      |                      |                                  |      |                                   |  |

The Water Pollution Control Plant (WPCP) has five secondary clarifiers which slow the flow to allow the microorganisms and other solids to settle to the bottom of the clarifier where they can be returned to aeration tanks to continue treating waste.



### History, Status, or Impact if Delayed

Secondary Clarifiers 1 and 2 (SC1 and SC 2) were constructed in the early 1970s and are peripheral feed clarifiers. Secondary Clarifiers 3 and 4 (SC 3 and SC 4) were constructed in the early 1980s and are center feed clarifiers. Secondary Clarifier 5 (SC 5) was constructed in early 2000 and is a center feed, flocculator clarifier. In the first quarter of FY 2022-23, a preliminary inspection of the center column of the SC 5 was completed to examine the current condition and determine the scope of work for rehabilitation. In the second quarter of FY 2022-23, it was determined that SC 3 & SC 4 also require rehabilitation. Previously, this project was titled, "Secondary Clarifier - Center Column Rehabilitation" which only focused on the rehabilitation work required for SC 5.

### General Plan Goals/Policies

Goal CS.1, Goal CS.6, Policy CS.6.1

### Summary of Capital Cost

| USE(S)                      | Budget            | Projected Budget |             |             |             | Project Estimate<br>FY 2023-2028 |
|-----------------------------|-------------------|------------------|-------------|-------------|-------------|----------------------------------|
|                             | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Construction SC 5           | \$ 315,000        |                  |             |             |             | \$ 315,000                       |
| Construction SC 3, SC 4     | \$ 67,500         |                  |             |             |             | \$ 67,500                        |
| Contingency                 | \$ 42,500         |                  |             |             |             | \$ 42,500                        |
| <b>TOTAL USES</b>           | <b>\$ 425,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 425,000</b>                |
| <b>SOURCE(S)</b>            |                   |                  |             |             |             |                                  |
| 500 - Sewer Enterprise Fund | \$ 425,000        |                  |             |             |             | \$ 425,000                       |
|                             |                   |                  |             |             |             |                                  |
| <b>TOTAL FUNDS</b>          | <b>\$ 425,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 425,000</b>                |

## SS2102 - AIR RELEASE VALVE REPLACEMENTS

|                                                                                                                                                                                                                                                                                                                                                        |           |                                       |                                 |                      |                                  |                      |           |                                   |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|-----------|-----------------------------------|--|
| Functional Area : Sanitary Sewer                                                                                                                                                                                                                                                                                                                       |           | Project Origin : Staff Recommendation |                                 |                      |                                  | Priority Score       |           | 41                                |  |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input checked="" type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |           | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |           | Estimated Project Life cycle cost |  |
|                                                                                                                                                                                                                                                                                                                                                        |           | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |           |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                        |           |                                       |                                 |                      |                                  |                      |           |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                        |           |                                       |                                 |                      |                                  |                      |           |                                   |  |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                         | \$ 35,000 | \$ 50,000                             | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ 85,000 |                                   |  |
| Project Start : 7/1/2022                                                                                                                                                                                                                                                                                                                               |           |                                       |                                 |                      | Estimated Completion : 6/30/2024 |                      |           |                                   |  |
| Description                                                                                                                                                                                                                                                                                                                                            |           |                                       |                                 |                      |                                  |                      |           |                                   |  |

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



### History, Status, or Impact if Delayed

Staff has received quotes to replace three air relief valves by the end of FY 2022-23.

### General Plan Goals/Policies

Goal CS.1, Goal CS.6, Policy CS.6.1

### Summary of Capital Cost

| USE(S)                      | Budget           | Projected Budget |             |             |             | Project Estimate |
|-----------------------------|------------------|------------------|-------------|-------------|-------------|------------------|
|                             | FY 2023-24       | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  | FY 2023-2028     |
| Construction                | \$ 45,000        |                  |             |             |             | \$ 45,000        |
| Contingency                 | \$ 5,000         |                  |             |             |             | \$ 5,000         |
| <b>TOTAL USES</b>           | <b>\$ 50,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50,000</b> |
| <b>SOURCE(S)</b>            |                  |                  |             |             |             |                  |
| 500 - Sewer Enterprise Func | \$ 50,000        |                  |             |             |             | \$ 50,000        |
|                             |                  |                  |             |             |             |                  |
|                             |                  |                  |             |             |             |                  |
| <b>TOTAL FUNDS</b>          | <b>\$ 50,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50,000</b> |

## SS2002 - WATER POLLUTION CONTROL PLANT LAB REMODEL

|                                                 |                                                |                                         |                                 |                      |                                  |                      |      |                                   |  |
|-------------------------------------------------|------------------------------------------------|-----------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------|-----------------------------------|--|
| Functional Area : Sanitary Sewer                |                                                | Project Origin : Regulatory Requirement |                                 |                      |                                  | Priority Score       |      | 49                                |  |
| Type of CIP                                     |                                                | Budget                                  | Unappropriated Subsequent Years |                      |                                  |                      |      | Estimated Project Life cycle cost |  |
|                                                 |                                                | Year 1<br>FY 2023-24                    | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |      |                                   |  |
| <input type="checkbox"/> New                    | <input type="checkbox"/> Expansion             |                                         |                                 |                      |                                  |                      |      |                                   |  |
| <input type="checkbox"/> Replacement            | <input checked="" type="checkbox"/> Renovation |                                         |                                 |                      |                                  |                      |      |                                   |  |
| <input type="checkbox"/> Land/Row Acq. Required |                                                |                                         |                                 |                      |                                  |                      |      |                                   |  |
| <input type="checkbox"/> Rehabilitation         |                                                |                                         |                                 |                      |                                  |                      |      |                                   |  |
| Estimated Expenditures to-date                  | \$ -                                           | \$ 100,000                              | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ - | \$ 100,000                        |  |
| Project Start : 7/1/2023                        |                                                |                                         |                                 |                      | Estimated Completion : 6/30/2024 |                      |      |                                   |  |
| Description                                     |                                                |                                         |                                 |                      |                                  |                      |      |                                   |  |

The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy GM.4.1, Goal CS.1, Policy CS.2.6

### Summary of Capital Cost

| USE(S)                      | Budget            | Projected Budget |             |             |             |  | Project Estimate  |
|-----------------------------|-------------------|------------------|-------------|-------------|-------------|--|-------------------|
|                             | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |  | FY 2023-2028      |
| Design                      | \$ 6,000          |                  |             |             |             |  | \$ 6,000          |
| Construction                | \$ 85,000         |                  |             |             |             |  | \$ 85,000         |
| Contingency                 | \$ 9,000          |                  |             |             |             |  | \$ 9,000          |
| <b>TOTAL USES</b>           | <b>\$ 100,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |  | <b>\$ 100,000</b> |
| <b>SOURCE(S)</b>            |                   |                  |             |             |             |  |                   |
| 500 - Sewer Enterprise Fund | \$ 100,000        |                  |             |             |             |  | \$ 100,000        |
|                             |                   |                  |             |             |             |  |                   |
| <b>TOTAL FUNDS</b>          | <b>\$ 100,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |  | <b>\$ 100,000</b> |

## SS1702 - SEWER PUMP STATION REHABILITATION

|                                                                                                                                                                                                                                                                                                                                                        |      |                                    |                                 |                      |                                  |                      |              |                                   |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|--------------|-----------------------------------|--|
| Functional Area : Sanitary Sewer                                                                                                                                                                                                                                                                                                                       |      | Project Origin : End of life cycle |                                 |                      |                                  | Priority Score       |              | 50                                |  |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input checked="" type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |      | Budget                             | Unappropriated Subsequent Years |                      |                                  |                      |              | Estimated Project Life cycle cost |  |
|                                                                                                                                                                                                                                                                                                                                                        |      | Year 1<br>FY 2023-24               | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |              |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                    |                                 |                      |                                  |                      |              |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                    |                                 |                      |                                  |                      |              |                                   |  |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                    |                                 |                      |                                  |                      |              |                                   |  |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                         | \$ - | \$ 1,200,000                       | \$ 2,254,000                    | \$ -                 | \$ -                             | \$ 3,329,000         | \$ 6,783,000 |                                   |  |
| Project Start : 7/1/2023                                                                                                                                                                                                                                                                                                                               |      |                                    |                                 |                      | Estimated Completion : 6/30/2024 |                      |              |                                   |  |
| Description                                                                                                                                                                                                                                                                                                                                            |      |                                    |                                 |                      |                                  |                      |              |                                   |  |

The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated. The two pump stations are located on San Pablo Ave. and Hazel St. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, "Hazel Street Sewer Pump Rehabilitation."



### History, Status, or Impact if Delayed

The City recently completed a Sanitary Sewer Master Plan. In FY 2023-24, the Hazel Street Lift Station will be replaced, followed by the replacement of the San Pablo Ave. Lift Station. The Hazel Street Lift Station will be replaced in coordination with RO1802.

### General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

### Summary of Capital Cost

| USE(S)                      | Budget       | Projected Budget |            |            |              |              | Project Estimate |
|-----------------------------|--------------|------------------|------------|------------|--------------|--------------|------------------|
|                             | FY 2023-24   | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28   | FY 2023-2028 |                  |
| Design                      | \$ 175,000   |                  |            |            | \$ 250,000   | \$ 425,000   |                  |
| Construction                | \$ 800,000   | \$ 1,100,000     |            |            | \$ 2,161,000 | \$ 4,061,000 |                  |
| Contingency                 | \$ 100,000   | \$ 154,000       |            |            | \$ 400,000   | \$ 654,000   |                  |
| TOTAL USES                  | \$ 1,075,000 | \$ 1,254,000     | \$ -       | \$ -       | \$ 2,811,000 | \$ 5,140,000 |                  |
| SOURCE(S)                   |              |                  |            |            |              |              |                  |
| 500 - Sewer Enterprise Fund | \$ 1,200,000 | \$ 2,254,000     |            |            | \$ 3,329,000 | \$ 6,783,000 |                  |
|                             |              |                  |            |            |              |              |                  |
|                             |              |                  |            |            |              |              |                  |
| TOTAL FUNDS                 | \$ 1,200,000 | \$ 2,254,000     | \$ -       | \$ -       | \$ 3,329,000 | \$ 6,783,000 |                  |

## SW2001 - ROBLE ROAD STORM DRAINAGE IMPROVEMENTS

|                                                 |                                               |                                       |                                 |                      |                      |                                  |      |                                   |  |
|-------------------------------------------------|-----------------------------------------------|---------------------------------------|---------------------------------|----------------------|----------------------|----------------------------------|------|-----------------------------------|--|
| Functional Area : Stormwater                    |                                               | Project Origin : Staff Recommendation |                                 |                      |                      | Priority Score                   |      | 33                                |  |
| Type of CIP                                     |                                               | Budget                                | Unappropriated Subsequent Years |                      |                      |                                  |      | Estimated Project Life cycle cost |  |
|                                                 |                                               | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27 | Year 5<br>FY 2027-28             |      |                                   |  |
| <input type="checkbox"/> New                    | <input checked="" type="checkbox"/> Expansion |                                       |                                 |                      |                      |                                  |      |                                   |  |
| <input type="checkbox"/> Replacement            | <input type="checkbox"/> Renovation           |                                       |                                 |                      |                      |                                  |      |                                   |  |
| <input type="checkbox"/> Land/Row Acq. Required |                                               |                                       |                                 |                      |                      |                                  |      |                                   |  |
| <input type="checkbox"/> Rehabilitation         |                                               |                                       |                                 |                      |                      |                                  |      |                                   |  |
| Estimated Expenditures to-date                  | \$ -                                          | \$ -                                  | \$ 700,000                      | \$ -                 | \$ -                 | \$ -                             | \$ - | \$ 700,000                        |  |
| Project Start : 7/1/2023                        |                                               |                                       |                                 |                      |                      | Estimated Completion : 6/30/2025 |      |                                   |  |
| Description                                     |                                               |                                       |                                 |                      |                      |                                  |      |                                   |  |

The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy GM.4.1, Goal CS.7, Policy CS.7.1

### Summary of Capital Cost

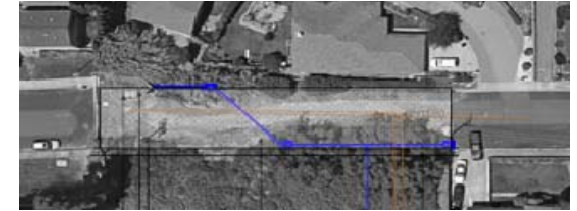
| USE(S)               | Budget     | Projected Budget |            |            |            | Project Estimate |
|----------------------|------------|------------------|------------|------------|------------|------------------|
|                      | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2023-2028     |
| Design               |            | \$ 135,000       |            |            |            | \$ 135,000       |
| Construction         |            | \$ 500,000       |            |            |            | \$ 500,000       |
| Contingency          |            | \$ 65,000        |            |            |            | \$ 65,000        |
| <b>TOTAL USES</b>    | \$ -       | \$ 700,000       | \$ -       | \$ -       | \$ -       | \$ 700,000       |
| <b>SOURCE(S)</b>     |            |                  |            |            |            |                  |
| 106 - Measure S 2014 |            | \$ 700,000       |            |            |            | \$ 700,000       |
|                      |            |                  |            |            |            |                  |
| <b>TOTAL FUNDS</b>   | \$ -       | \$ 700,000       | \$ -       | \$ -       | \$ -       | \$ 700,000       |



## SW1901 - HAZEL STREET STORM DRAIN IMPROVEMENTS

|                                                                                                                                                                                                                                                          |           |                                     |                                 |                      |                                  |                      |      |                                   |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------|-----------------------------------|--|
| Functional Area : Stormwater                                                                                                                                                                                                                             |           | Project Origin : Development Driven |                                 |                      |                                  | Priority Score       |      | 52                                |  |
| <div>Type of CIP</div> <div><div><div>X</div>New</div><div><div></div>Replacement</div><div><div></div>Land/Row Acq. Required</div><div><div></div>Rehabilitation</div></div> <div><div><div></div>Expansion</div><div><div></div>Renovation</div></div> |           | Budget                              | Unappropriated Subsequent Years |                      |                                  |                      |      | Estimated Project Life cycle cost |  |
|                                                                                                                                                                                                                                                          |           | Year 1<br>FY 2023-24                | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |      |                                   |  |
|                                                                                                                                                                                                                                                          |           |                                     |                                 |                      |                                  |                      |      |                                   |  |
|                                                                                                                                                                                                                                                          |           |                                     |                                 |                      |                                  |                      |      |                                   |  |
|                                                                                                                                                                                                                                                          |           |                                     |                                 |                      |                                  |                      |      |                                   |  |
| Estimated Expenditures to-date                                                                                                                                                                                                                           | \$ 46,634 | \$ 440,098                          | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ - | \$ 486,732                        |  |
| Project Start : 7/1/2020                                                                                                                                                                                                                                 |           |                                     |                                 |                      | Estimated Completion : 6/30/2025 |                      |      |                                   |  |
| Description                                                                                                                                                                                                                                              |           |                                     |                                 |                      |                                  |                      |      |                                   |  |

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



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy GM.4.1, Goal CS.7, Policy CS.7.1

### Summary of Capital Cost

| USE(S)                   | Budget            | Projected Budget |             |             |             | Project Estimate  |
|--------------------------|-------------------|------------------|-------------|-------------|-------------|-------------------|
|                          | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  | FY 2023-2028      |
| Design                   | \$ 8,276          |                  |             |             |             | \$ 8,276          |
| Construction             | \$ 392,565        |                  |             |             |             | \$ 392,565        |
| Contingency              | \$ 39,257         |                  |             |             |             | \$ 39,257         |
| <b>TOTAL USES</b>        | <b>\$ 440,098</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 440,098</b> |
| <b>SOURCE(S)</b>         |                   |                  |             |             |             |                   |
| 106 - Measure S 2014     | \$ 382,098        |                  |             |             |             | \$ 382,098        |
| 276 - Growth Impact Fees | \$ 58,000         |                  |             |             |             | \$ 58,000         |
| <b>TOTAL FUNDS</b>       | <b>\$ 440,098</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 440,098</b> |

## RO2303 - PINOLE SMART SIGNALS

|                                                                                                                                                                                                                                                          |      |                                       |                                 |                      |                                  |                      |            |                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------------|-----------------------------------|
| Functional Area : Streets & Roads                                                                                                                                                                                                                        |      | Project Origin : Staff Recommendation |                                 | Priority Score       |                                  | 33                   |            |                                   |
| <div>Type of CIP</div> <div><div><div>X</div>New</div><div><div></div>Replacement</div><div><div></div>Land/Row Acq. Required</div><div><div></div>Rehabilitation</div></div> <div><div><div></div>Expansion</div><div><div></div>Renovation</div></div> |      | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |            | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                          |      | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |            |                                   |
|                                                                                                                                                                                                                                                          |      |                                       |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                          |      |                                       |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                          |      |                                       |                                 |                      |                                  |                      |            |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                           | \$ - | \$ 154,302                            | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ 154,302 |                                   |
| Project Start : 7/1/2023                                                                                                                                                                                                                                 |      |                                       |                                 |                      | Estimated Completion : 6/30/2024 |                      |            |                                   |
| Description                                                                                                                                                                                                                                              |      |                                       |                                 |                      |                                  |                      |            |                                   |

The Smart Signals project will develop, manage, and implement ITS initiatives that improve the safety and efficiency of multimodal mobility, maximize highway and arterial system throughput, and improve operational efficiency, safety, and reduce environmental impact throughout Contra Costa County. Contra Costa Transportation Authority is the project lead and will coordinate the project throughout the county. Twelve traffic signals have been identified as candidates for the Smart Signals project. These signals are located on Pinole arterial roadways (Appian Way & San Pablo Avenue).



### History, Status, or Impact if Delayed

Deployment of the Smart Signals Project is expected to result in operational and safety improvements for all modes of transportation, such as decrease in travel time and total delay, reduction in number of stops and secondary accidents, reduction of fuel consumption and greenhouse gas emissions, and reduction of response time for emergency vehicles. The initial cost estimate of construction is \$1,499,829 of which CCTA will receive \$1,345,527 in OBAG funds. The City's match requirement is \$154,302.

### General Plan Goals/Policies

Goal CS.10, Policy CS 10.2

### Summary of Capital Cost

| USE(S)               | Budget            | Projected Budget |             |             |             | Project Estimate<br>FY 2023-2028 |
|----------------------|-------------------|------------------|-------------|-------------|-------------|----------------------------------|
|                      | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Construction         | \$ 154,302        |                  |             |             |             | \$ 154,302                       |
| <b>TOTAL USES</b>    | <b>\$ 154,302</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 154,302</b>                |
| <b>SOURCE(S)</b>     |                   |                  |             |             |             |                                  |
| 106 - Measure S 2014 | \$ 154,302        |                  |             |             |             | \$ 154,302                       |
|                      |                   |                  |             |             |             | \$ -                             |
| <b>TOTAL FUNDS</b>   | <b>\$ 154,302</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 154,302</b>                |

## RO2302 - SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS

|                                                                                                                                                                                                                                                          |      |                                       |                                 |                      |                                  |                      |            |                                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------------|-----------------------------------|
| Funding Area : Streets & Roads                                                                                                                                                                                                                           |      | Project Origin : Staff Recommendation |                                 |                      |                                  | Priority Score       |            | 38                                |
| <div>Type of CIP</div> <div><div><div>X</div>New</div><div><div></div>Replacement</div><div><div></div>Land/Row Acq. Required</div><div><div></div>Rehabilitation</div></div> <div><div><div></div>Expansion</div><div><div></div>Renovation</div></div> |      | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |            | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                          |      | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |            |                                   |
|                                                                                                                                                                                                                                                          |      |                                       |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                          |      |                                       |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                          |      |                                       |                                 |                      |                                  |                      |            |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                           | \$ - | \$ 275,000                            | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ 275,000 |                                   |
| Project Start : 7/1/2023                                                                                                                                                                                                                                 |      |                                       |                                 |                      | Estimated Completion : 6/30/2024 |                      |            |                                   |
| Description                                                                                                                                                                                                                                              |      |                                       |                                 |                      |                                  |                      |            |                                   |

This project will install pedestrian crossing enhancements at three mid-block crossings on arterial roadways. The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons. The three mid-block crossings are: San Pablo Ave. & Third Ave.; San Pablo Ave. & Quinan St.; and Pinole Valley Road & Savage Ave.



### History, Status, or Impact if Delayed

Funding for improvements was secured through Cycle 11 HSIP grant funds.

### General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

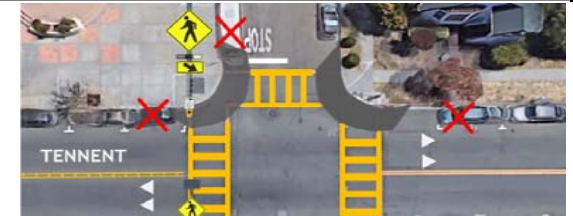
### Summary of Capital Cost

| USE(S)               | Budget            | Projected Budget |             |             |             | Project Estimate  |
|----------------------|-------------------|------------------|-------------|-------------|-------------|-------------------|
|                      | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  | FY 2023-2028      |
| Construction         | \$ 265,000        |                  |             |             |             | \$ 265,000        |
| Contingency          | \$ 10,000         |                  |             |             |             | \$ 10,000         |
| <b>TOTAL USES</b>    | <b>\$ 275,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 275,000</b> |
| <b>SOURCE(S)</b>     |                   |                  |             |             |             |                   |
| 215 - Grant: HSIP    | \$ 239,040        |                  |             |             |             | \$ 239,040        |
| 106 - Measure S 2014 | \$ 35,960         |                  |             |             |             | \$ 35,960         |
| <b>TOTAL FUNDS</b>   | <b>\$ 275,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 275,000</b> |

## RO2304 - SAFETY IMPROVEMENTS AT TENNENT AVE./PEAR & PLUM

|                                                 |                                     |                                       |                                 |                      |                                  |                      |      |                                   |  |
|-------------------------------------------------|-------------------------------------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------|-----------------------------------|--|
| Functional Area : Streets & Roads               |                                     | Project Origin : Staff Recommendation |                                 |                      |                                  | Priority Score       |      | 36                                |  |
| Type of CIP                                     |                                     | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |      | Estimated Project Life cycle cost |  |
|                                                 |                                     | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |      |                                   |  |
| <input checked="" type="checkbox"/> New         | <input type="checkbox"/> Expansion  |                                       |                                 |                      |                                  |                      |      |                                   |  |
| <input type="checkbox"/> Replacement            | <input type="checkbox"/> Renovation |                                       |                                 |                      |                                  |                      |      |                                   |  |
| <input type="checkbox"/> Land/Row Acq. Required |                                     |                                       |                                 |                      |                                  |                      |      |                                   |  |
| <input type="checkbox"/> Rehabilitation         |                                     |                                       |                                 |                      |                                  |                      |      |                                   |  |
| Estimated Expenditures to-date                  | \$ 9,900                            | \$ 158,322                            | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ - | \$ 168,222                        |  |
| Project Start : 07/01/2022                      |                                     |                                       |                                 |                      | Estimated Completion : 6/30/2024 |                      |      |                                   |  |
| Description                                     |                                     |                                       |                                 |                      |                                  |                      |      |                                   |  |

This project will install striped bulbouts with flexible bollards, high visibility crosswalks and pavement markings, and yield road signage at two intersections (Pear and Plum) on Tennent Ave. In addition, a Rectangular Rapid-Flashing Beacon (RRFB) will be installed at Tennent Ave. & Plum St. On October 18, 2022, City Council received information and a presentation on traffic safety issues at these intersections. On February 21, 2023, City Council approved \$110,000 in immediate improvements on Tennent Ave. at the Pear and Plum intersections.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

### Summary of Capital Cost

| USE(S)               | Budget            | Projected Budget |             |             |             | Project Estimate  |
|----------------------|-------------------|------------------|-------------|-------------|-------------|-------------------|
|                      | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  | FY 2023-2028      |
| Construction         | \$ 143,929        |                  |             |             |             | \$ 143,929        |
| Contingency          | \$ 14,393         |                  |             |             |             | \$ 14,393         |
| <b>TOTAL USES</b>    | <b>\$ 158,322</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 158,322</b> |
| <b>SOURCE(S)</b>     |                   |                  |             |             |             |                   |
| 106 - Measure S 2014 | \$ 158,322        |                  |             |             |             |                   |
|                      |                   |                  |             |             |             | \$ -              |
| <b>TOTAL FUNDS</b>   | <b>\$ 158,322</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 158,322</b> |

## RO2301 - ROAD REHABILITATION

|                                                                                                                                                                                                                                                                                                                                                        |      |                                              |                                 |                      |                                  |                      |            |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------------|-----------------------------------|
| Functional Area : Streets & Roads                                                                                                                                                                                                                                                                                                                      |      | Project Origin : Pavement Management Program |                                 |                      |                                  | Priority Score 34    |            |                                   |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input checked="" type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |      | Budget                                       | Unappropriated Subsequent Years |                      |                                  |                      |            | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                                        |      | Year 1<br>FY 2023-24                         | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |            |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                              |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                              |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                              |                                 |                      |                                  |                      |            |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                         | \$ - | \$ -                                         | \$ 250,000                      | \$ -                 | \$ -                             | \$ -                 | \$ 250,000 |                                   |
| Project Start : 7/1/2023                                                                                                                                                                                                                                                                                                                               |      |                                              |                                 |                      | Estimated Completion : 6/30/2028 |                      |            |                                   |
| Description                                                                                                                                                                                                                                                                                                                                            |      |                                              |                                 |                      |                                  |                      |            |                                   |

Based on the most current P-TAP report and field inspections, various segments will be recommended annually for rehabilitation. Recommended treatment include patch paving, slurry seal, cape seal, mill and fill. This project includes two projects which appeared in previous CIP's known as RO2501 and RO2401.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

### Summary of Capital Cost

| USE(S)                         | Budget     | Projected Budget |            |            |            | Project Estimate |
|--------------------------------|------------|------------------|------------|------------|------------|------------------|
|                                | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2023-2028     |
| Design                         |            | \$ 25,000        |            |            |            | \$ 25,000        |
| Construction                   |            | \$ 200,000       |            |            |            | \$ 200,000       |
| Contingency                    |            | \$ 25,000        |            |            |            | \$ 25,000        |
| <b>TOTAL USES</b>              | \$ -       | \$ 250,000       | \$ -       | \$ -       | \$ -       | \$ 250,000       |
| <b>SOURCE(S)</b>               |            |                  |            |            |            |                  |
| 325 - City Street Improvements |            | \$ 250,000       |            |            |            | \$ 250,000       |
|                                |            |                  |            |            |            |                  |
| <b>TOTAL FUNDS</b>             | \$ -       | \$ 250,000       | \$ -       | \$ -       | \$ -       | \$ 250,000       |

## RO1714 - SAFETY IMPROVEMENTS AT APPIAN WAY AND MARLESTA RD.

|                                                 |                                     |                                  |                                 |                      |                                   |                      |                                   |
|-------------------------------------------------|-------------------------------------|----------------------------------|---------------------------------|----------------------|-----------------------------------|----------------------|-----------------------------------|
| Functional Area : Streets & Roads               |                                     | Project Origin : Council Request |                                 | Priority Score       |                                   |                      |                                   |
| Type of CIP                                     |                                     | Budget                           | Unappropriated Subsequent Years |                      |                                   |                      | Estimated Project Life cycle cost |
|                                                 |                                     | Year 1<br>FY 2023-24             | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27              | Year 5<br>FY 2027-28 |                                   |
| <input checked="" type="checkbox"/> New         | <input type="checkbox"/> Expansion  |                                  |                                 |                      |                                   |                      |                                   |
| <input type="checkbox"/> Replacement            | <input type="checkbox"/> Renovation |                                  |                                 |                      |                                   |                      |                                   |
| <input type="checkbox"/> Land/Row Acq. Required |                                     |                                  |                                 |                      |                                   |                      |                                   |
| <input type="checkbox"/> Rehabilitation         |                                     |                                  |                                 |                      |                                   |                      |                                   |
| Estimated Expenditures to-date                  | \$ 77,800                           | \$ 672,429                       | \$ -                            | \$ -                 | \$ -                              | \$ -                 | \$ 750,229                        |
| Project Start : 7/1/2020                        |                                     |                                  |                                 |                      | Estimated Completion : 12/31/2023 |                      |                                   |
| Description                                     |                                     |                                  |                                 |                      |                                   |                      |                                   |

The key elements affecting the safety of pedestrians and cyclists at the Appian Way and Marlesta Way intersection is speed and reduced visibility of approaching traffic due to the topography of the project area. Safety improvements are required to improve crossing conditions for pedestrians and bicyclists. In February 2021, the City selected a Consultant to complete the preliminary engineering for this project. Grant funds were secured through WCCTAC, Transportation Development Act, and OBAG to complete this project. In October 2022, City Council awarded a construction contract to Gruendl Inc.



### History, Status, or Impact if Delayed

The City secured grant funds to install a traffic signal at this intersection instead of a HAWK.

### General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

### Summary of Capital Cost

| USE(S)                     | Budget            | Projected Budget |             |             |             | Project Estimate  |
|----------------------------|-------------------|------------------|-------------|-------------|-------------|-------------------|
|                            | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  | FY 2023-2028      |
| Design                     | \$ -              |                  |             |             |             | \$ -              |
| Construction               | \$ 607,348        |                  |             |             |             | \$ 607,348        |
| Contingency                | \$ 65,081         |                  |             |             |             | \$ 65,081         |
| <b>TOTAL USES</b>          | <b>\$ 672,429</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 672,429</b> |
| <b>SOURCE(S)</b>           |                   |                  |             |             |             |                   |
| 106 - Measure S 2014       | \$ 193,029        |                  |             |             |             | \$ 193,029        |
| 325 - Grant: TDA Article 3 | \$ 129,400        |                  |             |             |             | \$ 129,400        |
| 215 - Grant: OBAG          | \$ 350,000        |                  |             |             |             | \$ 350,000        |
| <b>TOTAL FUNDS</b>         | <b>\$ 672,429</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 672,429</b> |

## RO2107 - BRANDT ST. IMPROVEMENTS

|                                                                                                                                                                                                                                                                                                                                                        |      |                                  |                                 |                      |                                  |                      |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|-----------------------------------|
| Functional Area : Streets & Roads                                                                                                                                                                                                                                                                                                                      |      | Project Origin : Council Request |                                 | Priority Score       |                                  | 27                   |                                   |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input checked="" type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |      | Budget                           | Unappropriated Subsequent Years |                      |                                  |                      | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                                        |      | Year 1<br>FY 2023-24             | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                  |                                 |                      |                                  |                      |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                  |                                 |                      |                                  |                      |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                  |                                 |                      |                                  |                      |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                         | \$ - | \$ -                             | \$ 170,000                      | \$ -                 | \$ -                             | \$ -                 | \$ 170,000                        |
| Project Start : 7/1/2024                                                                                                                                                                                                                                                                                                                               |      |                                  |                                 |                      | Estimated Completion : 6/30/2028 |                      |                                   |
| Description                                                                                                                                                                                                                                                                                                                                            |      |                                  |                                 |                      |                                  |                      |                                   |

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



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Goal CE.4, Goal CS.10, Policy CS.10.2, Policy GM.3.3, Goal CS.10

| Summary of Capital Cost |            |                  |            |            |            |                  |
|-------------------------|------------|------------------|------------|------------|------------|------------------|
| USE(S)                  | Budget     | Projected Budget |            |            |            | Project Estimate |
|                         | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2023-2028     |
| Design                  |            | \$ 30,000        |            |            |            | \$ 30,000        |
| Construction            |            | \$ 120,000       |            |            |            | \$ 120,000       |
| Contingency             |            | \$ 20,000        |            |            |            | \$ 20,000        |
| <b>TOTAL USES</b>       | \$ -       | \$ 170,000       | \$ -       | \$ -       | \$ -       | \$ 170,000       |
| <b>SOURCE(S)</b>        |            |                  |            |            |            |                  |
| 100 - General Fund      |            | \$ 170,000       |            |            |            | \$ 170,000       |
|                         |            |                  |            |            |            |                  |
| <b>TOTAL FUNDS</b>      | \$ -       | \$ 170,000       | \$ -       | \$ -       | \$ -       | \$ 170,000       |

## RO2102 - TENNENT AVE. REHABILITATION

|                                                                                                                                                                                                                                 |      |                      |                      |                                 |                      |                      |                                  |            |                                      |  |    |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------|----------------------|---------------------------------|----------------------|----------------------|----------------------------------|------------|--------------------------------------|--|----|--|
| Function                                                                                                                                                                                                                        | Area | : Streets & Roads    |                      | Project Origin                  |                      |                      | : Pavement Management Program    |            | Priority Score                       |  | 43 |  |
| <div><div><div></div><div></div><div></div><div>X</div></div><div>New<br/>Replacement<br/>Land/Row Acq. Required<br/>Rehabilitation</div></div> <div><div><div></div><div></div></div><div>Expansion<br/>Renovation</div></div> |      | Type of CIP          | Budget               | Unappropriated Subsequent Years |                      |                      |                                  |            | Estimated Project<br>Life cycle cost |  |    |  |
|                                                                                                                                                                                                                                 |      | Year 1<br>FY 2023-24 | Year 2<br>FY 2024-25 | Year 3<br>FY 2025-26            | Year 4<br>FY 2026-27 | Year 5<br>FY 2027-28 |                                  |            |                                      |  |    |  |
|                                                                                                                                                                                                                                 |      |                      |                      |                                 |                      |                      |                                  |            |                                      |  |    |  |
|                                                                                                                                                                                                                                 |      |                      |                      |                                 |                      |                      |                                  |            |                                      |  |    |  |
|                                                                                                                                                                                                                                 |      |                      |                      |                                 |                      |                      |                                  |            |                                      |  |    |  |
| Estimated Expenditures to-date                                                                                                                                                                                                  |      | \$ 36,991            | \$ 814               | \$ 655,000                      | \$ -                 | \$ -                 | \$ -                             | \$ 692,805 |                                      |  |    |  |
| Project Start : 7/1/2020                                                                                                                                                                                                        |      |                      |                      |                                 |                      |                      | Estimated Completion : 6/30/2025 |            |                                      |  |    |  |
| Description                                                                                                                                                                                                                     |      |                      |                      |                                 |                      |                      |                                  |            |                                      |  |    |  |

The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.



### History, Status, or Impact if Delayed

In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse \$86,430 for this project. In addition, this project is being coordinated with RO1902 for efficient implementation.

### General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

### Summary of Capital Cost

| USE(S)                         | Budget        | Projected Budget  |             |             |             | Project Estimate<br>FY 2023-2028 |
|--------------------------------|---------------|-------------------|-------------|-------------|-------------|----------------------------------|
|                                | FY 2023-24    | FY 2024-25        | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Design                         | \$ 814        |                   |             |             |             | \$ 814                           |
| Construction                   |               | \$ 623,000        |             |             |             | \$ 623,000                       |
| Contingency                    |               | \$ 32,000         |             |             |             | \$ 32,000                        |
| <b>TOTAL USES</b>              | <b>\$ 814</b> | <b>\$ 655,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 655,814</b>                |
| <b>SOURCE(S)</b>               |               |                   |             |             |             |                                  |
| 200 - Gas Tax                  |               | \$ 381,082        |             |             |             | \$ 381,082                       |
| 500 - Sewer Enterprise Fund    | \$ 814        | \$ 106,597        |             |             |             | \$ 107,411                       |
| 325 - City Street Improvements |               | \$ 167,321        |             |             |             | \$ 167,321                       |
| <b>TOTAL FUNDS</b>             | <b>\$ 814</b> | <b>\$ 655,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 655,814</b>                |



## RO2101 - ARTERIAL REHABILITATION

|                                                                                                                                                                                                                                                                                                                                                        |           |                                              |                                 |                      |                                  |                      |              |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|--------------|-----------------------------------|
| Functional Area : Streets & Roads                                                                                                                                                                                                                                                                                                                      |           | Project Origin : Pavement Management Program |                                 |                      |                                  | Priority Score       |              | 37                                |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input checked="" type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |           | Budget                                       | Unappropriated Subsequent Years |                      |                                  |                      |              | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                                        |           | Year 1<br>FY 2023-24                         | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |              |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |           |                                              |                                 |                      |                                  |                      |              |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |           |                                              |                                 |                      |                                  |                      |              |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |           |                                              |                                 |                      |                                  |                      |              |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                         | \$ 31,258 | \$ 1,655,587                                 | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ 1,686,845 |                                   |
| Project Start : 7/1/2021                                                                                                                                                                                                                                                                                                                               |           |                                              |                                 |                      | Estimated Completion : 6/30/2024 |                      |              |                                   |
| Description                                                                                                                                                                                                                                                                                                                                            |           |                                              |                                 |                      |                                  |                      |              |                                   |

The project is currently in the design phase and aims to maximize the funding available to complete rehabilitation work beginning at the southern city limit on Pinole Valley Road to the bridge west of Savage Ave. The project will include replacement, modification, or installation of a ADA compliant curb ramps, road rehabilitation, and striping.



### History, Status, or Impact if Delayed

Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations were further validated through a comparative pavement analysis and coring samples to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. The section of roadway selected based on the analysis was Pinole Valley Road from the southern city limits.

### General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

### Summary of Capital Cost

| USE(S)                                | Budget              | Projected Budget |             |             |             | Project Estimate    |
|---------------------------------------|---------------------|------------------|-------------|-------------|-------------|---------------------|
|                                       | FY 2023-24          | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  | FY 2023-2028        |
| Design                                | \$ 27,222           |                  |             |             |             | \$ 27,222           |
| Construction                          | \$ 1,465,530        |                  |             |             |             | \$ 1,465,530        |
| Contingency                           | \$ 162,835          |                  |             |             |             | \$ 162,835          |
| <b>TOTAL USES</b>                     | <b>\$ 1,655,587</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,655,587</b> |
| <b>SOURCE(S)</b>                      |                     |                  |             |             |             |                     |
| 200 - Gas Tax                         | \$ 896,963          |                  |             |             |             | \$ 896,963          |
| 377 - Arterial Streets Rehabilitation | \$ 758,624          |                  |             |             |             | \$ 758,624          |
| <b>TOTAL FUNDS</b>                    | <b>\$ 1,655,587</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,655,587</b> |

## RO1902 - PEDESTRIAN IMPROVEMENTS AT TENNENT AVE. near RXR

|                                                                                                                                                                                                                       |      |                      |                      |                                 |                      |                                  |                        |      |                |                                      |    |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------|----------------------|---------------------------------|----------------------|----------------------------------|------------------------|------|----------------|--------------------------------------|----|--|
| Function                                                                                                                                                                                                              | Area | : Streets & Roads    |                      | Project Origin                  |                      |                                  | : Staff Recommendation |      | Priority Score |                                      | 50 |  |
| <div><div><div>X</div><div></div><div></div><div></div></div><div>New<br/>Replacement<br/>Land/Row Acq. Required<br/>Rehabilitation</div></div> <div><div></div><div></div></div> <div>Expansion<br/>Renovation</div> |      | Type of CIP          | Budget               | Unappropriated Subsequent Years |                      |                                  |                        |      |                | Estimated Project<br>Life cycle cost |    |  |
|                                                                                                                                                                                                                       |      |                      |                      |                                 |                      |                                  |                        |      |                |                                      |    |  |
|                                                                                                                                                                                                                       |      | Year 1<br>FY 2023-24 | Year 2<br>FY 2024-25 | Year 3<br>FY 2025-26            | Year 4<br>FY 2026-27 | Year 5<br>FY 2027-28             |                        |      |                |                                      |    |  |
|                                                                                                                                                                                                                       |      |                      |                      |                                 |                      |                                  |                        |      |                |                                      |    |  |
|                                                                                                                                                                                                                       |      |                      |                      |                                 |                      |                                  |                        |      |                |                                      |    |  |
| Estimated Expenditures to-date                                                                                                                                                                                        |      | \$ 40,672            | \$ 1,365,000         | \$ -                            | \$ -                 | \$ -                             | \$ -                   | \$ - | \$ 1,405,672   |                                      |    |  |
| Project Start : 7/1/2020                                                                                                                                                                                              |      |                      |                      |                                 |                      | Estimated Completion : 6/30/2024 |                        |      |                |                                      |    |  |
| Description                                                                                                                                                                                                           |      |                      |                      |                                 |                      |                                  |                        |      |                |                                      |    |  |

In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains one very small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. Since project inception, the scope of work has evolved to include improvements that would maximize parking on Railroad Avenue for park users. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.



### History, Status, or Impact if Delayed

WCCTAC held its STMP Call for Projects in 2018 which committed \$100k in funding for preliminary engineering from the 2006 STMP program for this project. City staff also submitted an OBAG 3 application in July 2022 to compete for funding for this project. If awarded, the City will need a match of \$345k.

### General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

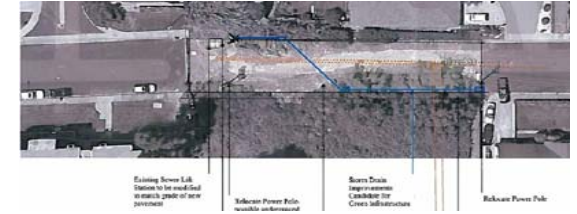
### Summary of Capital Cost

|                        | Budget       | Projected Budget |            |            |            | Project Estimate |
|------------------------|--------------|------------------|------------|------------|------------|------------------|
| USE(S)                 | FY 2023-24   | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2023-2028     |
| Design                 | \$ 14,628    |                  |            |            |            | \$ 14,628        |
| Construction           | \$ 1,020,000 |                  |            |            |            | \$ 1,020,000     |
| Contingency            | \$ 330,372   |                  |            |            |            | \$ 330,372       |
| TOTAL USES             | \$ 1,365,000 | \$ -             | \$ -       | \$ -       | \$ -       | \$ 1,365,000     |
| SOURCE(S)              |              |                  |            |            |            |                  |
| 325 - Grant: STMP Fees | \$ 44,700    |                  |            |            |            | \$ 44,700        |
| Unfunded               | \$ 1,320,300 |                  |            |            |            | \$ 1,320,300     |
|                        |              |                  |            |            |            |                  |
| TOTAL FUNDS            | \$ 1,365,000 | \$ -             | \$ -       | \$ -       | \$ -       | \$ 1,365,000     |

## RO1802 - HAZEL STREET GAP CLOSURE (SUNNYVIEW)

|                                                 |                                     |                                     |                                 |                      |                      |                                  |      |                                   |  |
|-------------------------------------------------|-------------------------------------|-------------------------------------|---------------------------------|----------------------|----------------------|----------------------------------|------|-----------------------------------|--|
| Functional Area : Streets & Roads               |                                     | Project Origin : Development Driven |                                 |                      |                      | Priority Score                   |      | 29                                |  |
| Type of CIP                                     |                                     | Budget                              | Unappropriated Subsequent Years |                      |                      |                                  |      | Estimated Project Life cycle cost |  |
|                                                 |                                     | Year 1<br>FY 2023-24                | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27 | Year 5<br>FY 2027-28             |      |                                   |  |
| <input checked="" type="checkbox"/> New         | <input type="checkbox"/> Expansion  |                                     |                                 |                      |                      |                                  |      |                                   |  |
| <input type="checkbox"/> Replacement            | <input type="checkbox"/> Renovation |                                     |                                 |                      |                      |                                  |      |                                   |  |
| <input type="checkbox"/> Land/Row Acq. Required |                                     |                                     |                                 |                      |                      |                                  |      |                                   |  |
| <input type="checkbox"/> Rehabilitation         |                                     |                                     |                                 |                      |                      |                                  |      |                                   |  |
| Estimated Expenditures to-date                  | \$ -                                | \$ -                                | \$ 200,000                      | \$ -                 | \$ -                 | \$ -                             | \$ - | \$ 200,000                        |  |
| Project Start : 7/1/2021                        |                                     |                                     |                                 |                      |                      | Estimated Completion : 6/30/2025 |      |                                   |  |
| Description                                     |                                     |                                     |                                 |                      |                      |                                  |      |                                   |  |

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



### History, Status, or Impact if Delayed

CIP Project SW1901 must be completed prior to this project.

### General Plan Goals/Policies

Goal CE.1, Policy CE.1.1, Policy CE.1.4, Policy CE.1.5, Goal CE.3, Policy CS.2.6, Goal HS.1, Goal HS.3, Policy HS 3.4, Goal HS.6

### Summary of Capital Cost

| USE(S)                   | Budget     | Projected Budget |            |            |            | Project Estimate |
|--------------------------|------------|------------------|------------|------------|------------|------------------|
|                          | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2023-2028     |
| Construction             |            | \$ 200,000       |            |            |            | \$ 200,000       |
| TOTAL USES               | \$ -       | \$ 200,000       | \$ -       | \$ -       | \$ -       | \$ 200,000       |
| SOURCE(S)                |            |                  |            |            |            |                  |
| 276 - Growth Impact Fees |            | \$ 50,000        |            |            |            | \$ 50,000        |
| Unfunded                 |            | \$ 150,000       |            |            |            | \$ 150,000       |
|                          |            |                  |            |            |            |                  |
| TOTAL FUNDS              | \$ -       | \$ 200,000       | \$ -       | \$ -       | \$ -       | \$ 200,000       |

## RO1710 - SAN PABLO AVENUE BRIDGE OVER BNSF RAILROAD

|                                                                                                                                                                                                                                                                                                                                                        |                        |                      |                                    |                      |                                  |                      |                |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------|------------------------------------|----------------------|----------------------------------|----------------------|----------------|-----------------------------------|
| Function                                                                                                                                                                                                                                                                                                                                               | Area : Streets & Roads |                      | Project Origin : End of life cycle |                      |                                  |                      | Priority Score | 55                                |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input checked="" type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |                        | Budget               | Unappropriated Subsequent Years    |                      |                                  |                      |                | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                                        |                        | Year 1<br>FY 2023-24 | Year 2<br>FY 2024-25               | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |                |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |                        |                      |                                    |                      |                                  |                      |                |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |                        |                      |                                    |                      |                                  |                      |                |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |                        |                      |                                    |                      |                                  |                      |                |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                         | \$ 1,110,737           | \$ 1,974,162         | \$ 28,800,000                      | \$ -                 | \$ -                             | \$ -                 | \$ 31,884,899  |                                   |
| Project Start : 7/1/2017                                                                                                                                                                                                                                                                                                                               |                        |                      |                                    |                      | Estimated Completion : 6/30/2026 |                      |                |                                   |
| Description                                                                                                                                                                                                                                                                                                                                            |                        |                      |                                    |                      |                                  |                      |                |                                   |

The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area's transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded list.



### History, Status, or Impact if Delayed

The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State's share in the current HBP. In October 2022, a draft type selection report was submitted to Caltrans for review. This report is the first step to request additional funding allocations from the Caltrans HBP to complete the PS&E phase and construction phase of the project.

### General Plan Goals/Policies

Policy CS.3.3, Goal H.3, Policy H.3.1, Goal CE.3, Goal CE. 7, Policy CE.7.3, Goal CS.10.

### Summary of Capital Cost

| USE(S)                 | Budget              | Projected Budget     |             |             |             | Project Estimate     |
|------------------------|---------------------|----------------------|-------------|-------------|-------------|----------------------|
|                        | FY 2023-24          | FY 2024-25           | FY 2025-26  | FY 2026-27  | FY 2027-28  | FY 2023-2028         |
| Project Management     | \$ 133,579          | \$ 4,150,000         |             |             |             | \$ 4,283,579         |
| Planning & Design      | \$ 1,840,583        |                      |             |             |             | \$ 1,840,583         |
| Construction           | -                   | \$ 24,650,000        |             |             |             | \$ 24,650,000        |
| <b>TOTAL USES</b>      | <b>\$ 1,974,162</b> | <b>\$ 28,800,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 30,774,162</b> |
| <b>SOURCE(S)</b>       |                     |                      |             |             |             |                      |
| 325 - Grant: HBP       | \$ 41,394           |                      |             |             |             | \$ 41,394            |
| 325 - Grant: STMP Fees | \$ 1,499,189        |                      |             |             |             | \$ 1,499,189         |
| 215 - Grant: TLC       | \$ 133,579          |                      |             |             |             |                      |
| 106 - Measure S 2014   | \$ 300,000          |                      |             |             |             |                      |
| Unfunded               |                     | \$ 28,800,000        |             |             |             | \$ 28,800,000        |
| <b>TOTAL FUNDS</b>     | <b>\$ 1,974,162</b> | <b>\$ 28,800,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 30,774,162</b> |

## RO1708 - PINOLE VALLEY ROAD IMPROVEMENTS

|                                                                                                                                                                                                                                                                                                                                                        |      |                                  |                                 |                      |                                  |                      |            |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------------|-----------------------------------|
| Functional Area : Streets & Roads                                                                                                                                                                                                                                                                                                                      |      | Project Origin : Council Request |                                 | Priority Score       |                                  | 33                   |            |                                   |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input checked="" type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |      | Budget                           | Unappropriated Subsequent Years |                      |                                  |                      |            | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                                        |      | Year 1<br>FY 2023-24             | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |            |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                  |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                  |                                 |                      |                                  |                      |            |                                   |
|                                                                                                                                                                                                                                                                                                                                                        |      |                                  |                                 |                      |                                  |                      |            |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                                         | \$ - | \$ -                             | \$ 100,000                      | \$ -                 | \$ -                             | \$ -                 | \$ 100,000 |                                   |
| Project Start : 7/1/2023                                                                                                                                                                                                                                                                                                                               |      |                                  |                                 |                      | Estimated Completion : 6/30/2024 |                      |            |                                   |
| Description                                                                                                                                                                                                                                                                                                                                            |      |                                  |                                 |                      |                                  |                      |            |                                   |

As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea Dr. to Helena Ct. will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal may be the recommended treatment.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

### Summary of Capital Cost

| USE(S)             | Budget     | Projected Budget |            |            |            | Project Estimate |
|--------------------|------------|------------------|------------|------------|------------|------------------|
|                    | FY 2023-24 | FY 2024-25       | FY 2025-26 | FY 2026-27 | FY 2027-28 | FY 2023-2028     |
| Design             |            | \$ 10,000        |            |            |            | \$ 10,000        |
| Construction       |            | \$ 80,000        |            |            |            | \$ 80,000        |
| Contingency        |            | \$ 10,000        |            |            |            | \$ 10,000        |
| <b>TOTAL USES</b>  | \$ -       | \$ 100,000       | \$ -       | \$ -       | \$ -       | \$ 100,000       |
| <b>SOURCE(S)</b>   |            |                  |            |            |            |                  |
| 200 - Gas Tax      |            | \$ 100,000       |            |            |            | \$ 100,000       |
|                    |            |                  |            |            |            |                  |
| <b>TOTAL FUNDS</b> | \$ -       | \$ 100,000       | \$ -       | \$ -       | \$ -       | \$ 100,000       |

## IN2301 - FACILITIES & REAL ESTATE MASTER PLAN

|                                                                                                                                                                                                                                                                                                                                             |      |                                       |                                 |                      |                      |                                  |            |                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------|---------------------------------|----------------------|----------------------|----------------------------------|------------|-----------------------------------|
| Functional Area : Infrastructure Assessment                                                                                                                                                                                                                                                                                                 |      | Project Origin : Staff Recommendation |                                 |                      |                      | Priority Score                   |            |                                   |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |      | Budget                                | Unappropriated Subsequent Years |                      |                      |                                  |            | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                             |      | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27 | Year 5<br>FY 2027-28             |            |                                   |
|                                                                                                                                                                                                                                                                                                                                             |      |                                       |                                 |                      |                      |                                  |            |                                   |
|                                                                                                                                                                                                                                                                                                                                             |      |                                       |                                 |                      |                      |                                  |            |                                   |
|                                                                                                                                                                                                                                                                                                                                             |      |                                       |                                 |                      |                      |                                  |            |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                              | \$ - | \$ 200,000                            | \$ -                            | \$ -                 | \$ -                 | \$ -                             | \$ 200,000 |                                   |
| Project Start : 7/1/2023                                                                                                                                                                                                                                                                                                                    |      |                                       |                                 |                      |                      | Estimated Completion : 6/30/2024 |            |                                   |
| Description                                                                                                                                                                                                                                                                                                                                 |      |                                       |                                 |                      |                      |                                  |            |                                   |

The facilities master plan will serve as a roadmap for achieving identified strategic objectives to improve service delivery and utilization of real estate and facility assets. The masterplan will serve to aid decision-making on capital improvements for a defined list of City owned facilities and provide information on potential major maintenance needs (e.g., repairs vs. replace) as applicable.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

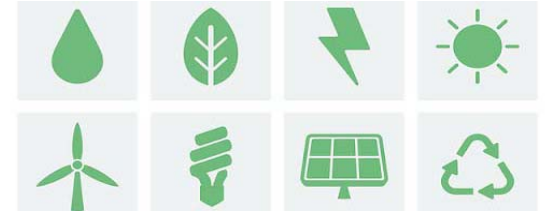
### Summary of Capital Cost

| USE(S)               | Budget            | Projected Budget |             |             |             |  | Project Estimate  |
|----------------------|-------------------|------------------|-------------|-------------|-------------|--|-------------------|
|                      | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |  | FY 2023-2028      |
| Planning             | \$ 200,000        |                  |             |             |             |  | \$ 200,000        |
| Contingency          |                   |                  |             |             |             |  | \$ -              |
| <b>TOTAL USES</b>    | <b>\$ 200,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |  | <b>\$ 200,000</b> |
| <b>SOURCE(S)</b>     |                   |                  |             |             |             |  |                   |
| 106 - Measure S 2014 | \$ 200,000        |                  |             |             |             |  | \$ 200,000        |
|                      |                   |                  |             |             |             |  |                   |
| <b>TOTAL FUNDS</b>   | <b>\$ 200,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |  | <b>\$ 200,000</b> |

## IN2201 - ENERGY CONSERVATION, GENERATION AND STORAGE ASSESSMENT

|                                                                                                                                                                                                                                           |      |                                       |                                 |                      |                                  |                      |           |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|-----------|-----------------------------------|
| Functional Area : Infrastructure Assessment                                                                                                                                                                                               |      | Project Origin : Staff Recommendation |                                 |                      |                                  | Priority Score       |           |                                   |
| <div>Type of CIP</div> <div><div><div></div><div></div><div></div><div></div></div><div>New<br/>Replacement<br/>Land/Row Acq. Required<br/>Rehabilitation</div><div><div></div><div></div></div><div>Expansion<br/>Renovation</div></div> |      | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |           | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                           |      | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |           |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                            | \$ - | \$ 50,000                             | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ 50,000 |                                   |
| Project Start : 7/1/2022                                                                                                                                                                                                                  |      |                                       |                                 |                      | Estimated Completion : 6/30/2024 |                      |           |                                   |
| Description                                                                                                                                                                                                                               |      |                                       |                                 |                      |                                  |                      |           |                                   |

An energy optimization assessment to identify energy conservation measures, renewable energy generation, and storage opportunities. This audit will help the City identify and develop energy investment initiatives for facilities.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Goal CS.1 & CS.9, Policy CS.9.1, Goal SE.3, Policy SE.1.3

### Summary of Capital Cost

| USE(S)               | Budget           | Projected Budget |             |             |             |             | Project Estimate<br>FY 2023-2028 |
|----------------------|------------------|------------------|-------------|-------------|-------------|-------------|----------------------------------|
|                      | FY 2023-24       | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |             |                                  |
| Planning             | \$ 50,000        |                  |             |             |             |             | \$ 50,000                        |
| Contingency          |                  |                  |             |             |             |             | \$ -                             |
| <b>TOTAL USES</b>    | <b>\$ 50,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50,000</b>                 |
| <b>SOURCE(S)</b>     |                  |                  |             |             |             |             |                                  |
| 106 - Measure S 2014 | \$ 50,000        |                  |             |             |             |             | \$ 50,000                        |
|                      |                  |                  |             |             |             |             |                                  |
| <b>TOTAL FUNDS</b>   | <b>\$ 50,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50,000</b>                 |

## IN2101 - EMERGENCY POWER FOR CRITICAL FACILITIES

|                                                                                                                                                                                                                                                                                                                                     |      |                                  |                                 |                      |                                  |                      |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|-----------------------------------|
| Functional Area : Infrastructure Assessment                                                                                                                                                                                                                                                                                         |      | Project Origin : Council Request |                                 |                      |                                  | Priority Score       |                                   |
| Type of CIP<br><div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |      | Budget                           | Unappropriated Subsequent Years |                      |                                  |                      | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                     |      | Year 1<br>FY 2023-24             | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                      | \$ - | \$ 30,000                        | \$ 170,000                      | \$ -                 | \$ -                             | \$ -                 | \$ 200,000                        |
| Project Start : 7/1/2023                                                                                                                                                                                                                                                                                                            |      |                                  |                                 |                      | Estimated Completion : 6/30/2025 |                      |                                   |
| Description                                                                                                                                                                                                                                                                                                                         |      |                                  |                                 |                      |                                  |                      |                                   |

During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. Critical facilities will need reliable sources of sustained electrical power to continue operations. This project will: 1) identify critical facilities in need of back-up power in coordination with an Emergency Operations Plan (EOP) , 2) assess power loads in each critical facility that requires back-up power, 3) determine the costs and technology options including solar battery storage, and 4) make any additional recommendations to Council before advancing to construction.



### History, Status, or Impact if Delayed

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

### General Plan Goals/Policies

Policy GM.4.1, Policy CS.2.6, Goal CS.9, Goal HS.4

| Summary of Capital Cost |                  |                   |             |             |             |                                  |                |
|-------------------------|------------------|-------------------|-------------|-------------|-------------|----------------------------------|----------------|
| USE(S)                  | Budget           | Projected Budget  |             |             |             | Project Estimate<br>FY 2023-2028 |                |
|                         | FY 2023-24       | FY 2024-25        | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |                |
| Design                  | \$ 30,000        |                   |             |             |             | \$                               | 30,000         |
| Construction            |                  | \$ 170,000        |             |             |             | \$                               | 170,000        |
| <b>TOTAL USES</b>       | <b>\$ 30,000</b> | <b>\$ 170,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$</b>                        | <b>200,000</b> |
| SOURCE(S)               |                  |                   |             |             |             |                                  |                |
|                         |                  |                   |             |             |             |                                  |                |
| 100 - General Fund      | \$ 30,000        | \$ 170,000        |             |             |             | \$                               | 200,000        |
|                         |                  |                   |             |             |             |                                  |                |
| <b>TOTAL FUNDS</b>      | <b>\$ 30,000</b> | <b>\$ 170,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$</b>                        | <b>200,000</b> |



## IN2102 - MUNICIPAL BROADBAND FEASIBILITY

|                                                                                                                                                                                                                                                                                                                                             |      |                                  |                                 |                      |                      |                                  |           |                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------------------------|---------------------------------|----------------------|----------------------|----------------------------------|-----------|-----------------------------------|
| Functional Area : Infrastructure Assessment                                                                                                                                                                                                                                                                                                 |      | Project Origin : Council Request |                                 |                      |                      | Priority Score                   |           |                                   |
| <div>Type of CIP</div> <div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |      | Budget                           | Unappropriated Subsequent Years |                      |                      |                                  |           | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                             |      | Year 1<br>FY 2023-24             | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27 | Year 5<br>FY 2027-28             |           |                                   |
|                                                                                                                                                                                                                                                                                                                                             |      |                                  |                                 |                      |                      |                                  |           |                                   |
|                                                                                                                                                                                                                                                                                                                                             |      |                                  |                                 |                      |                      |                                  |           |                                   |
|                                                                                                                                                                                                                                                                                                                                             |      |                                  |                                 |                      |                      |                                  |           |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                              | \$ - | \$ 60,000                        | \$ -                            | \$ -                 | \$ -                 | \$ -                             | \$ 60,000 |                                   |
| Project Start : 7/1/2022                                                                                                                                                                                                                                                                                                                    |      |                                  |                                 |                      |                      | Estimated Completion : 6/30/2024 |           |                                   |
| Description                                                                                                                                                                                                                                                                                                                                 |      |                                  |                                 |                      |                      |                                  |           |                                   |

A feasibility study to understand the high speed (broadband) connectivity available to community residents, businesses, and other organizations in terms of coverage, speed, and cost; determine whether there are gaps relative to modern standards; if there are gaps, identify and assess potential City interventions (including public-private partnerships) with respect to cost, effectiveness, and feasibility; and make a recommendation regarding next City steps on digital connectivity as appropriate.



### History, Status, or Impact if Delayed

Staff released an Request for Proposals for this effort on April 11, 2023.

### General Plan Goals/Policies

Goal CS.11, Policy CS.11.2, Policy CS.11.5

| Summary of Capital Cost |                  |                  |             |             |             |  |                                  |
|-------------------------|------------------|------------------|-------------|-------------|-------------|--|----------------------------------|
| USE(S)                  | Budget           | Projected Budget |             |             |             |  | Project Estimate<br>FY 2023-2028 |
|                         | FY 2023-24       | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |  |                                  |
| Planning                | \$ 60,000        |                  |             |             |             |  | \$ 60,000                        |
| Contingency             |                  |                  |             |             |             |  | \$ -                             |
| <b>TOTAL USES</b>       | <b>\$ 60,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |  | <b>\$ 60,000</b>                 |
| <b>SOURCE(S)</b>        |                  |                  |             |             |             |  |                                  |
| 106 - Measure S 2014    | \$ 60,000        |                  |             |             |             |  | \$ 60,000                        |
|                         |                  |                  |             |             |             |  |                                  |
| <b>TOTAL FUNDS</b>      | <b>\$ 60,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |  | <b>\$ 60,000</b>                 |

## IN2103 - RECYCLED WATER FEASIBILITY

| Function                                        | Area                                | : Infrastructure Assessment |                      | Project Origin                  |                                  | : Council Request    |      | Priority Score |                                   |
|-------------------------------------------------|-------------------------------------|-----------------------------|----------------------|---------------------------------|----------------------------------|----------------------|------|----------------|-----------------------------------|
| Type of CIP                                     |                                     | Budget                      |                      | Unappropriated Subsequent Years |                                  |                      |      |                | Estimated Project Life cycle cost |
|                                                 |                                     | Year 1<br>FY 2023-24        | Year 2<br>FY 2024-25 | Year 3<br>FY 2025-26            | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |      |                |                                   |
| <input type="checkbox"/> New                    | <input type="checkbox"/> Expansion  |                             |                      |                                 |                                  |                      |      |                |                                   |
| <input type="checkbox"/> Replacement            | <input type="checkbox"/> Renovation |                             |                      |                                 |                                  |                      |      |                |                                   |
| <input type="checkbox"/> Land/Row Acq. Required |                                     |                             |                      |                                 |                                  |                      |      |                |                                   |
| <input type="checkbox"/> Rehabilitation         |                                     |                             |                      |                                 |                                  |                      |      |                |                                   |
| Estimated Expenditures to-date                  | \$ -                                | \$ 60,000                   | \$ 140,000           | \$ -                            | \$ -                             | \$ -                 | \$ - | \$ 200,000     |                                   |
| Project Start : 7/1/2022                        |                                     |                             |                      |                                 | Estimated Completion : 6/30/2024 |                      |      |                |                                   |
| Description                                     |                                     |                             |                      |                                 |                                  |                      |      |                |                                   |

A feasibility study will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The study will identify potential recycled water customers, evaluate the quantity, quality, and recycled water distribution system options to address the needs of potential users in surrounding areas, seek opportunities to phase the construction of a recycled water delivery system, and develop planning-level cost options for the phased system.



### History, Status, or Impact if Delayed

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

### General Plan Goals/Policies

Policy OS.8.1, Policy OS.8.7, Goal SE.9, Policy SE.9.1, Policy SE.9.4

### Summary of Capital Cost

| USE(S)             | Budget           | Projected Budget  |             |             |             | Project Estimate<br>FY 2023-2028 |
|--------------------|------------------|-------------------|-------------|-------------|-------------|----------------------------------|
|                    | FY 2023-24       | FY 2024-25        | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Planning           | \$ 60,000        | \$ 140,000        |             |             |             | \$ 200,000                       |
| Contingency        |                  |                   |             |             |             | \$ -                             |
| <b>TOTAL USES</b>  | <b>\$ 60,000</b> | <b>\$ 140,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 200,000</b>                |
| SOURCE(S)          |                  |                   |             |             |             |                                  |
|                    | FY 2023-24       | FY 2024-25        | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| 100 - General Fund | \$ 60,000        | \$ 140,000        |             |             |             | \$ 200,000                       |
|                    |                  |                   |             |             |             |                                  |
| <b>TOTAL FUNDS</b> | <b>\$ 60,000</b> | <b>\$ 140,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 200,000</b>                |

## IN2105 - APPIAN WAY COMPLETE STREETS

|                                                                                                                                                                                                                                                                                                                                     |      |                                       |                                 |                      |                                  |                      |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|-----------------------------------|
| Functional Area : Streets & Roads                                                                                                                                                                                                                                                                                                   |      | Project Origin : Staff Recommendation |                                 | Priority Score       |                                  |                      |                                   |
| Type of CIP<br><div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |      | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                     |      | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                      | \$ - | \$ 100,000                            | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ 100,000                        |
| Project Start : 7/1/2023                                                                                                                                                                                                                                                                                                            |      |                                       |                                 |                      | Estimated Completion : 6/30/2024 |                      |                                   |
| Description                                                                                                                                                                                                                                                                                                                         |      |                                       |                                 |                      |                                  |                      |                                   |

Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. In December 2021, City Council approved a Cooperative Funding Agreement with WCCTAC to receive STMP funds to complete preliminary design for this project.



### History, Status, or Impact if Delayed

This project will connect with the Contra Costa County's project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list.

### General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

### Summary of Capital Cost

| USE(S)                 | Budget            | Projected Budget |             |             |             | Project Estimate<br>FY 2023-2028 |
|------------------------|-------------------|------------------|-------------|-------------|-------------|----------------------------------|
|                        | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Engineering Design     | \$ 100,000        |                  |             |             |             | \$ 100,000                       |
| <b>TOTAL USES</b>      | <b>\$ 100,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 100,000</b>                |
| <b>SOURCE(S)</b>       |                   |                  |             |             |             |                                  |
| 325 - Grant: STMP Fees | \$ 100,000        |                  |             |             |             | \$ 100,000                       |
|                        |                   |                  |             |             |             |                                  |
| <b>TOTAL FUNDS</b>     | <b>\$ 100,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 100,000</b>                |

## IN2106 - ACTIVE TRANSPORTATION PLAN

| Functional Area                                 | : Infrastructure Assessment         |                      | Project Origin                  |                      | : TAPS                           |                      | Priority Score |                                   |
|-------------------------------------------------|-------------------------------------|----------------------|---------------------------------|----------------------|----------------------------------|----------------------|----------------|-----------------------------------|
| Type of CIP                                     |                                     | Budget               | Unappropriated Subsequent Years |                      |                                  |                      |                | Estimated Project Life cycle cost |
|                                                 |                                     | Year 1<br>FY 2023-24 | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |                |                                   |
| <input type="checkbox"/> New                    | <input type="checkbox"/> Expansion  |                      |                                 |                      |                                  |                      |                |                                   |
| <input type="checkbox"/> Replacement            | <input type="checkbox"/> Renovation |                      |                                 |                      |                                  |                      |                |                                   |
| <input type="checkbox"/> Land/Row Acq. Required |                                     |                      |                                 |                      |                                  |                      |                |                                   |
| <input type="checkbox"/> Rehabilitation         |                                     |                      |                                 |                      |                                  |                      |                |                                   |
| Estimated Expenditures to-date                  | \$ 18,000.00                        | \$ 170,000           | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ 188,000     |                                   |
| Project Start : 7/1/2022                        |                                     |                      |                                 |                      | Estimated Completion : 6/30/2024 |                      |                |                                   |
| Description                                     |                                     |                      |                                 |                      |                                  |                      |                |                                   |

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



### History, Status, or Impact if Delayed

In March 7, 2023, City Council awarded a contract to GHD for the preparation of an Active Transportation Plan.

### General Plan Goals/Policies

Goal GM.1, Goal GM.3, Policy GM.3.2, Policy CE.1.4, Policy CE.8.2, Goal CS.10

### Summary of Capital Cost

| USE(S)             | Budget            | Projected Budget |             |             |             | Project Estimate<br>FY 2023-2028 |
|--------------------|-------------------|------------------|-------------|-------------|-------------|----------------------------------|
|                    | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Planning           | \$ 170,000        |                  |             |             |             | \$ 170,000                       |
| Contingency        |                   |                  |             |             |             | \$ -                             |
| <b>TOTAL USES</b>  | <b>\$ 170,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 170,000</b>                |
| SOURCE(S)          |                   |                  |             |             |             |                                  |
|                    |                   |                  |             |             |             |                                  |
| 100 - General Fund | \$ 170,000        |                  |             |             |             | \$ 170,000                       |
|                    |                   |                  |             |             |             |                                  |
| <b>TOTAL FUNDS</b> | <b>\$ 170,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 170,000</b>                |

## IN1703 - STORM DRAIN MASTER PLAN

| Functional Area : Infrastructure Assessment     |                                     | Project Origin       |                                 | : Staff Recommendation |                                  | Priority Score       |                                   |
|-------------------------------------------------|-------------------------------------|----------------------|---------------------------------|------------------------|----------------------------------|----------------------|-----------------------------------|
| Type of CIP                                     |                                     | Budget               | Unappropriated Subsequent Years |                        |                                  |                      | Estimated Project Life cycle cost |
|                                                 |                                     | Year 1<br>FY 2023-24 | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26   | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |                                   |
| <input type="checkbox"/> New                    | <input type="checkbox"/> Expansion  |                      |                                 |                        |                                  |                      |                                   |
| <input type="checkbox"/> Replacement            | <input type="checkbox"/> Renovation |                      |                                 |                        |                                  |                      |                                   |
| <input type="checkbox"/> Land/Row Acq. Required |                                     |                      |                                 |                        |                                  |                      |                                   |
| <input type="checkbox"/> Rehabilitation         |                                     |                      |                                 |                        |                                  |                      |                                   |
| Estimated Expenditures to-date                  |                                     | \$ 250,000           | \$ -                            | \$ -                   | \$ -                             | \$ -                 | \$ 250,000                        |
| Project Start : 7/1/2020                        |                                     |                      |                                 |                        | Estimated Completion : 6/30/2024 |                      |                                   |
| Description                                     |                                     |                      |                                 |                        |                                  |                      |                                   |

Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.



### History, Status, or Impact if Delayed

### General Plan Goals/Policies

Policy GM.4.1, Policy CS.7.1

### Summary of Capital Cost

| USE(S)               | Budget            | Projected Budget |             |             |             | Project Estimate  |
|----------------------|-------------------|------------------|-------------|-------------|-------------|-------------------|
|                      | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  | FY 2023-2028      |
| Planning             | \$ 250,000        |                  |             |             |             | \$ 250,000        |
| Contingency          |                   |                  |             |             |             | \$ -              |
| <b>TOTAL USES</b>    | <b>\$ 250,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 250,000</b> |
| SOURCE(S)            |                   |                  |             |             |             |                   |
|                      |                   |                  |             |             |             |                   |
| 106 - Measure S 2014 | \$ 250,000        |                  |             |             |             | \$ 250,000        |
|                      |                   |                  |             |             |             |                   |
| <b>TOTAL FUNDS</b>   | <b>\$ 250,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 250,000</b> |

## IN1704 - PARKS MASTER PLAN

| Function Area : Infrastructure Assessment                                                                                                                                                                                                                                                                                           |              | Project Origin : Staff Recommendation |                                 |                      |                                  | Priority Score       |            |                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------------------|---------------------------------|----------------------|----------------------------------|----------------------|------------|-----------------------------------|
| Type of CIP<br><div><div><input type="checkbox"/> New</div><div><input type="checkbox"/> Replacement</div><div><input type="checkbox"/> Land/Row Acq. Required</div><div><input type="checkbox"/> Rehabilitation</div></div> <div><div><input type="checkbox"/> Expansion</div><div><input type="checkbox"/> Renovation</div></div> |              | Budget                                | Unappropriated Subsequent Years |                      |                                  |                      |            | Estimated Project Life cycle cost |
|                                                                                                                                                                                                                                                                                                                                     |              | Year 1<br>FY 2023-24                  | Year 2<br>FY 2024-25            | Year 3<br>FY 2025-26 | Year 4<br>FY 2026-27             | Year 5<br>FY 2027-28 |            |                                   |
| Estimated Expenditures to-date                                                                                                                                                                                                                                                                                                      | \$ 15,000.00 | \$ 150,000                            | \$ -                            | \$ -                 | \$ -                             | \$ -                 | \$ 165,000 |                                   |
| Project Start : 7/1/2020                                                                                                                                                                                                                                                                                                            |              |                                       |                                 |                      | Estimated Completion : 6/30/2024 |                      |            |                                   |
| Description                                                                                                                                                                                                                                                                                                                         |              |                                       |                                 |                      |                                  |                      |            |                                   |

This project will prepare a citywide master plan to address the city's long-term needs and goals for parks, recreation, and open space. The master plan will identify the City's current parks and recreation assets, determine the City's future parks and recreation needs and priorities, and recommend capital, operational, and financial strategies to meet the City's needs.



### History, Status, or Impact if Delayed

In early 2022, City staff issued a Request for Proposals (RFP) to solicit bids to prepare the master plan. On December 20, 2022, the City Council awarded a contract to RJM Design Group for the preparation of the City's Master Plan. The consultant participated in a kick off meeting with staff in April 2023.

### General Plan Goals/Policies

Goal CS.3, Policy CS.3.1

### Summary of Capital Cost

| USE(S)               | Budget            | Projected Budget |             |             |             | Project Estimate<br>FY 2023-2028 |
|----------------------|-------------------|------------------|-------------|-------------|-------------|----------------------------------|
|                      | FY 2023-24        | FY 2024-25       | FY 2025-26  | FY 2026-27  | FY 2027-28  |                                  |
| Planning             | \$ 150,000        |                  |             |             |             | \$ 150,000                       |
| Contingency          |                   |                  |             |             |             | \$ -                             |
| <b>TOTAL USES</b>    | <b>\$ 150,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 150,000</b>                |
| SOURCE(S)            |                   |                  |             |             |             |                                  |
|                      |                   |                  |             |             |             |                                  |
| 106 - Measure S 2014 | \$ 150,000        |                  |             |             |             | \$ 150,000                       |
|                      |                   |                  |             |             |             |                                  |
| <b>TOTAL FUNDS</b>   | <b>\$ 150,000</b> | <b>\$ -</b>      | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 150,000</b>                |

**CAPITAL IMPROVEMENT PLAN: FY 2022/23 THROUGH FY 2026/27  
UNFUNDED PROJECTS**

| #     | Unfunded Projects                                                    |
|-------|----------------------------------------------------------------------|
| UF001 | Railroad Avenue Bridge Removal and Replacement                       |
| UF002 | Electric Vehicle Charging Stations in City lots                      |
| UF003 | Parking lot resurfacing                                              |
| UF004 | LLAD Landscape Restoration and Improvement                           |
| UF005 | Dog Park Restroom Replacement                                        |
| UF006 | Dog Park resurfacing and fencing improvements                        |
| UF007 | Eucalyptus Grove Restoration                                         |
| UF008 | Fernandez Park Baseball grandstand improvement                       |
| UF009 | Repave Trails                                                        |
| UF010 | ADA Ramps                                                            |
| UF011 | Appian Complete Streets                                              |
| UF012 | Pedestrian Bridge Maintenance (formerly known as Bridge Maintenance) |
| UF013 | Fernandez Park Improvements                                          |
| UF014 | Pavement Maintenance                                                 |
| UF015 | I-80/Pinole Valley Rd. Interchange Improvements                      |
| UF016 | Shale Hill Retaining wall and sidewalk gap                           |
| UF017 | Sidewalks gaps                                                       |
| UF018 | Signal System Upgrades                                               |
| UF019 | Pinon-1                                                              |
| UF020 | Pinon-2                                                              |
| UF021 | Tennent-1                                                            |
| UF022 | Tennent-2                                                            |
| UF023 | Tree Master Plan                                                     |
| UF024 | San Pablo Avenue Bridge over BNSF Railroad                           |
| UF025 | Installation of Solar at City Facilities                             |
| UF026 | All access weather roads                                             |
| UF027 | Faria House Renovations                                              |
| UF028 | San Pablo Avenue Complete Streets                                    |
| UF029 | Signalized Intersections                                             |
| UF030 | Pedestrian Safety at Signalized Intersections                        |
| UF031 | Safety at Unsignalized Intersections                                 |
| UF032 | Roadway Segments #1                                                  |
| UF033 | Roadway Segments #2                                                  |
| UF034 | Roadway Segments #3                                                  |
| UF035 | Vehicular Bridge Maintenance                                         |

**Legend:**

|                             |
|-----------------------------|
| New unfunded projects added |
|-----------------------------|

## UF001 - Railroad Avenue Bridge Removal and Replacement

### Project Information

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads/Sanitary Sewer/Stormwater

**Cost Estimate:**

**Potential Funding Sources:**

**Priority Score:** 11

## UF002 - Electric Vehicle Charging Stations in City lots

### Project Information

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

**Origin:** Council Request

**Budget Unit:** Facilities

**Cost Estimate:**

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

**Priority Score:** 43



## UF003 - Parking lot resurfacing

### Project Information

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

**Origin:** Staff Recommendation

**Budget Unit:** Facilities

**Cost Estimate:**

**Potential Funding Sources:**

**Priority Score:** 32

## UF004 - LLAD Landscape Restoration and Improvement

### Project Information

The Pinole Valley Road Landscape and Lighting Assessment District was formed in 2008. The City installed various improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The district provides maintenance to traffic signals, streetlights, median landscaping, irrigation for landscaping, electricity to traffic signals and streetlights, and graffiti removal. This project will maintain and restore turf, shrubs, plants and trees within the District. In FY 2022/23, this work was completed for Zone A (between I-80 and Henry Ave.)

**Origin:** LLAD Report

**Budget Unit:** LLAD

**Cost Estimate:**

**Potential Funding Sources:** Fund 345 & 348

**Priority Score:** 27

## UF005 - Dog Park Restroom Replacement

### Project Information

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

**Origin:** Staff Recommendation

**Budget Unit:** Parks

**Cost Estimate:** \$200,000

**Potential Funding Sources:**

**Priority Score:** 36

## UF006 - Dog Park resurfacing and fencing improvements

### Project Information

Resurfacing and fencing improvements

**Origin:** Staff Recommendation

**Budget Unit:** Parks

**Cost Estimate:** \$75,000

**Potential Funding Sources:**

**Priority Score:** 36

## UF007 - Eucalyptus Grove Restoration

### Project Information

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

**Origin:** Council Request

**Budget Unit:** Parks

**Cost Estimate:** \$150,000

**Potential Funding Sources:**

**Priority Score:** 22

## UF008 - Fernandez Park Baseball grandstand improvement

### Project Information

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

**Origin:** Staff Recommendation

**Budget Unit:** Parks

**Cost Estimate:** \$250,000

**Potential Funding Sources:**

**Priority Score:** 27

UF009 - Repave Trails

Project Information

The City’s goal is to develop safe, connected, and comfortable bicycle and pedestrian facilities for people of all ages and abilities. Repaving trails will enhance trail access from the City’s roadway network to encourage alternative modes of transportation. The Active Transportation Plan is underway and will identify a trail network and recommend improvements.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

Priority Score: 25

UF010 - ADA Ramps

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 49

UF011 - Appian Complete Streets

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$970,000

Potential Funding Sources:

Priority Score: 30

UF012 - Pedestrian Bridge Maintenance

Project Information

Maintenance of pedestrian bridges as identified in the Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc. In FY 2023/24 there is \$50,000 budgeted in the operating budget for maintenance activities.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$224,700

Potential Funding Sources:

Priority Score: 22

## UF013 - Fernandez Park Improvements

### Project Information

Renovations to the baseball field to decrease water and energy usage and increase accessibility and safety.

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:** \$850,000

**Potential Funding Sources:**

**Priority Score:** 24

## UF014 - Pavement Maintenance

### Project Information

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

**Origin:** Staff Recommendation

**Budget Unit:** Roads

**Cost Estimate:** \$42,000,000

**Potential Funding Sources:** Fund 200 and Fund 106

**Priority Score:** 25

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

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$10,959,000

Potential Funding Sources:

Priority Score: 9

UF016 - Shale Hill Retaining wall and sidewalk gap

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 9

UF017 - Sidewalk gaps

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 16

UF018 - Signal System Upgrades

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 16



## UF019 - Pinon-1

### Project Information

This project involves replacement of the approximately pipeline along San Pablo Ave., Roble Ave., Pinon Ave, and Orleans Avenue. In FY 2022/23, the City contracted with a consultant to complete phase 1 of preliminary engineering and design for this project.

**Origin:** Sanitary Sewer Master Plan

**Budget Unit:** Sewer

**Cost Estimate:** \$4,482,000

**Potential Funding Sources:**

**Priority Score:** 59

## UF020 - Pinon-2

### Project Information

This project involves replacement of the approximately pipeline along San Pablo Ave., Pinon Ave, Appian Way, and Meadow Avenue.

**Origin:** Sanitary Sewer Master Plan

**Budget Unit:** Sewer

**Cost Estimate:** \$1,866,000

**Potential Funding Sources:**

**Priority Score:** 59

## UF021 - Tennent-1

### Project Information

This project includes the replacement of pipeline along Tennent Avenue and inside the Water Pollution Control Plan.

**Origin:** Sanitary Sewer Master Plan

**Budget Unit:** Sewer

**Cost Estimate:** \$2,664,000

**Potential Funding Sources:**

**Priority Score:** 59

## UF022 - Tennent-2

### Project Information

This project involves replacement of the approximately pipeline along Tennent Avenue.

**Origin:** Sanitary Sewer Master Plan

**Budget Unit:** Sewer

**Cost Estimate:** \$4,239,000

**Potential Funding Sources:**

**Priority Score:** 59

UF023 - Tree Master Plan

Project Information

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

Origin: Beautification AdHoc Committee

Budget Unit:

Cost Estimate: \$375,000

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

Priority Score: 11

UF024 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

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

Origin: End of life cycle

Budget Unit: Roads

Cost Estimate: \$28,800,000

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

Priority Score: 58

UF025 - Installation of Solar at City Facilities

Project Information

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

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

Priority Score: 37

UF026 - All access weather roads

Project Information

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

Origin: General Plan

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Priority Score: 20

UF027 - Faria House Renovations

Project Information

The building commonly referred to as the “Faria House” is a two-story residence constructed in about 1890 and originally located at what is now 1301 Pinole Valley Road. In 2005, the Faria House was relocated to 2100 San Pablo Avenue. On June 7, 2022, City Council directed staff pursue hazard remediation and renovations to create a lower-level office, and upper-level warm shell. This project was later unfunded by City Council.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate: \$420,000

Potential Funding Sources:

Priority Score: 17

UF028 - San Pablo Avenue Complete Streets

Project Information

A complete streets plan would create a new vision for San Pablo Avenue, to transform it into a place where people of all ages and abilities can travel safely and comfortably whether walking, bicycling, riding transit, or driving

Origin: Council Request

Budget Unit: Infrastructure Assessment

Cost Estimate: \$200,000

Potential Funding Sources:  
Subregional Transportation Mitigation Program (STMP) funds

Priority Score: 15

## UF029 - Signalized Intersections

### Project Information

Improvement to signal hardware, signal timing, or protected left turn phases at:

- Appian Way & Fitzgerald Drive
- San Pablo & Tennent Ave.
- Appian Way & Canyon Dr./Tara Hills
- Pinole Valley Rd./Tennent Ave./Ellerhorst St.
- San Pablo Ave. & Pinole Valley Rd.
- San Pablo Ave. & Pinon Ave./Appian Way
- Pinole Valley Rd. & Estates Ave.

Refer to the LRSP document for detailed recommendations.

**Origin:** Local Road Safety Plan

**Budget Unit:** Streets & Roads

**Cost Estimate:** \$183,792

**Potential Funding Sources:** Highway Safety Improvement Program (HSIP)

**Priority Score:** 46

## UF030 - Pedestrian Safety at Signalized Intersections

### Project Information

Installation of advance stop bars before crosswalk, raised median on approaches, raised pavement markers and striping through intersection at:

- Appian Way & Fitzgerald Drive
- San Pablo & Tennent Ave.
- Appian Way & Canyon Dr./Tara Hills
- Pinole Valley Rd./Tennent Ave./Ellerhorst St.
- San Pablo Ave. & Pinole Valley Rd.
- Fitzgerald Drive and Best Buy Parking Lot
- Pinole Valley Rd. & Estates Ave.

Refer to the LRSP document for detailed recommendations.

**Origin:** Local Road Safety Plan

**Budget Unit:** Roads

**Cost Estimate:** \$514,548

**Potential Funding Sources:** Highway Safety Improvement Program (HSIP)

**Priority Score:** 46

## UF031 - Safety at Unsignalized Intersections

### Project Information

Install intersection lighting, install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, or install RRFB:

- Walter Ave. & San Pablo Ave.
- Pinole Valley Rd. & Simas Ave.
- Pinole Valley Rd. & Wright Ave.
- Pinole Valley Rd. & Rafaela St.
- Wright Ave. & Carol St.
- Simas Ave. & Moraga Dr.

Refer to the LRSP document for detailed recommendations.

**Origin:** Local Road Safety Plan (LRSP)

**Budget Unit:** Streets & Roads

**Cost Estimate:** \$879,830

**Potential Funding Sources:** Highway Safety Improvement Program (HSIP)

**Priority Score:** 46

## UF032 - Roadway Segments # 1

### Project Information

Install segment lighting, or install/upgrade signs with new fluorescent sheeting, or install delineators, reflectors/object markers.

- Pinole Valley Rd: San Pablo Ave. to Collins Ave.
- San Pablo Ave.: Oak Ridge Rd. to Pinole Valley Rd.
- San Pablo Ave.: Golden Gate to Del Monte Dr.
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave.
- Fitzgerald Dr.: Jovita Ln. to Appian Way
- Appian Way: San Pablo Ave. to Michael Dr.
- Tennent Ave.: San Pablo Ave. to Pinole Valley Rd.

Refer to the LRSP document for detailed recommendations.

**Origin:** Local Road Safety Plan

**Budget Unit:** Roads

**Cost Estimate:** \$1,469,474

**Potential Funding Sources:** Highway Safety Improvement Program (HSIP)

**Priority Score:** 46

## UF033 - Roadway Segments # 2

### Project Information

Install centerline rumble strips/stripes, or install edge-lines and centerlines, or install RRFB

- Pinole Valley Rd: San Pablo Ave. to Collins Ave.
- San Pablo Ave.: Oak Ridge Rd. to Pinole Valley Rd.
- San Pablo Ave.: Golden Gate to Del Monte Dr.
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave.
- Tennent Ave.: San Pablo Ave. to Pinole Valley Rd.

Refer to the LRSP document for detailed recommendations.

**Origin:** Local Road Safety Plan (LRSP)

**Budget Unit:** Streets & Roads

**Cost Estimate:** \$914,375

**Potential Funding Sources:** Highway Safety Improvement Program (HSIP)

**Priority Score:** 46

## UF034 - Roadway Segments # 3

### Project Information

Implement road diet, or install dynamic/variable speed warning signs, or install/upgrade pedestrian crossing

- Pinole Valley Rd: San Pablo Ave. to Collins Ave.
- San Pablo Ave.: Oak Ridge Rd. to Pinole Valley Rd.
- Tara Hills: Kilkenny Way to Appian Way
- Fitzgerald Dr.: Jovita Ln. to Appian Way
- Appian Way: San Pablo Ave. to Michael Dr.

Refer to the LRSP document for detailed recommendations.

**Origin:** Local Road Safety Plan

**Budget Unit:** Roads

**Cost Estimate:** \$1,483,510

**Potential Funding Sources:** Highway Safety Improvement Program (HSIP)

**Priority Score:** 46



## UF035 - Vehicular Bridge Maintenance

### Project Information

Maintenance of vehicular bridges as identified in the Caltrans Bridge Inspection Reports. The latest bridge inspection issued in May 2023, contains recommendations for three bridges near:

- PVHS High School on Pinole Valley Rd.
- Wright Ave. on Pinole Valley Rd.
- On Simas Ave. near Pinole Valley Rd.

**Origin:** Caltrans Bridge Inspection

**Budget Unit:** Streets & Roads

**Cost Estimate:**

**Potential Funding Sources:**

**Priority Score:** 22

## **APPENDIX I: Capital Improvement Plan consistency with General Plan**

Funding is estimated for specific projects or asset plans in the FY 2023/24 – 2027/28 Capital Improvement Plan (CIP) which support the goals and policies of following elements of the General Plan:

- Community Character (CC)
- Growth Management (GM)
- Land Use & Economic Development (LU)
- Housing (H)
- Circulation Element (CE)
- Community Services and Facilities (CS)
- Health and Safety (HS)
- Natural Resources and Open Space (OS)
- Sustainability Element (SE)

The acroynms and associated General P lan goals/policies are listed on individual project sheets.

The FY 2023/24 – 2027/28 CIP includes funding for projects over the next five (5) fiscal years that support General Plan policies and enhance public infrastructure, amenities, and services in Pinole. The CIP is consistent with and helps implement the following General Plan goals and policies:

### **Community Character Element**

GOAL CC.1 Maintain Pinole’s unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage and public art.

POLICY CC.1.5 Encourage project compatibility, interdependence and support with neighboring uses, especially between commercial and mixed-use centers and the surrounding residential neighborhoods. Uses should relate to one another with pedestrian connections, transit options, shared parking, landscaping, public spaces, and the orientation and design of buildings.

GOAL CC.2 Emphasize and enhance the visual and physical connection between the city’s natural environment and the community’s quality of life.

POLICY CC.2.1 Provide visual and physical connections between the natural environment and the built environment through careful site design, building placement, architectural features that allow views of Pinole’s unique environment such as ridgelines or the San

Pablo Bay shoreline, public access to open space such as via the Bay Trail, and the use of native vegetation in the urban environment such as for landscape buffers for sidewalk areas and street trees.

POLICY CC.2.2 Preserve natural resources within the built environment, including trees, marshes, creeks and hillsides.

GOAL CC.5 Enhance the quality of life in Pinole by acknowledging the cultural diversity and by promoting, preserving and sustaining the cultural and performing arts.

POLICY CC.5.1 Celebrate the city's cultural diversity through public art, cultural centers and community events for the benefit and enjoyment of all residents.

POLICY CC.5.2 Develop programs and facilities that promote the cultural and performing arts in Pinole.

### **Growth Management Element**

GOAL GM.1 Regional Planning. Support cooperative transportation, land use and public service planning in Contra Costa County.

POLICY GM.1.1 West Contra Costa County Planning Activities. Achieve efficient public service delivery by coordinating with affected jurisdictions and agencies concerning public and private developments.

GOAL GM.3 Efficient Transportation. Support land use patterns that make efficient use of the transportation system and enhance public safety.

POLICY GM.3.1 Transportation Management. Make more efficient use of the regional and subregional transportation system.

POLICY GM.3.3 Provide Adequate Transportation Facilities and Services. Provide adequate transportation facilities while maintaining neighborhood integrity.

POLICY GM.3.7 Mobility-Impaired. Support efforts to provide safe and convenient transportation systems for all citizens of Pinole, particularly mobility-impaired individuals.

GOAL GM.4 Compact Development and Service Areas. Encourage infill and redevelopment in areas that are already served by utilities, infrastructure and public services.

POLICY GM.4.1 Planning for Present and Future Community Needs. Plan for, provide and maintain a level of public infrastructure facilities and services that adequately serves the present and future needs of the community.

### **Land Use & Economic Development Element**

GOAL LU.1 Preserve and enhance the natural resources, high-quality residential neighborhoods and commercial areas, and small-town (semi-rural) character of Pinole.

POLICY LU.1.3 Establish and implement a continuing program of civic beautification, gateway or entryway enhancement, tree planting, maintenance of homes and streets, and other measures which will promote an aesthetically desirable environment and attractive neighborhood areas.

GOAL LU.4 Preserve and strengthen the identity and quality of life of Pinole's residential neighborhoods.

POLICY LU.4.1 Ensure all new development, renovation or remodeling preserves and strengthens Pinole's residential neighborhoods by requiring projects to be harmoniously designed and integrated with the existing neighborhood.

GOAL LU.6 Protect and enhance the natural resources of the San Pablo Bay waterfront for the enjoyment of Pinole residents.

POLICY LU.6.3 Provide waterfront parks, pedestrian pathways and recreation areas that are safe, accessible, and attractive for public use.

## **Housing Element**

GOAL H.2 Protect Existing Character and Heritage. Protect and enhance the integrity and distinctive character and heritage of Pinole encouraging the development of high quality, well-designed housing and conserving existing housing.

POLICY H.2.4 Maintain Existing Housing and Neighborhood Amenities. Maintain Pinole's lifestyle characteristics by encouraging the maintenance of existing housing stock, and in particular housing with historic value, and preserving the amenities of existing neighborhoods.

GOAL H.3 Provide Adequate Services and Facilities. Provide adequate services and facilities to meet the needs of the city's current and future population.

POLICY H.3.1 Plan For Public Facility and Services Needs. Future development shall be planned based on public facility and service capacity, community-wide needs, sound citywide and neighborhood planning and public improvement programming.

POLICY H.3.4 Encourage new pedestrian-oriented development. Encourage new development and redevelopment that places residences in close proximity to a variety of services and facilities.

## **Circulation Element**

GOAL CE.1 Reduce vehicle miles traveled and encourage the use of public transit.

POLICY CE.1.1 Encourage strategic growth that concentrates future development along Pinole's three primary transit corridors (San Pablo Avenue, Appian Way and Pinole Valley Road).

POLICY CE.1.3 Encourage development that is sensitive to both local and regional transit measures and that promotes the use of alternative modes of transportation.

POLICY CE.1.4 Encourage maximum utilization of the existing public transit system and alternate modes of transportation in Pinole.

GOAL CE.3 Provide timely input and effective means (as appropriate) of programming street and highway improvements to maintain the objective peak hour level of service without detrimentally impacting community character or commercial activity.

POLICY 3.2. Maintain roadway network at or above established LOS thresholds.

GOAL CE.4 Establish programs to support sidewalk, trail and street enhancements, where feasible.

POLICY CE.4.5 Inventory sidewalk conditions to identify opportunities for enhancements to the circulation system and to help prioritize repair and maintenance activities as funding becomes available.

GOAL CE.5 Provide adequate parking and loading facilities while encouraging alternative means of transportation.

GOAL CE.7 Support bicycle use as a mode of transportation by enhancing infrastructure to accommodate bicycle and rides.

POLICY CE.7.1 Enhance the City's Bikeway network through the use of Class I, II, and III bikeways.

POLICY CE.7.3 Establish a network of multi-use paths to facilitate safe and direct off-street bicycle and pedestrian travel.

### **Community Services and Facilities Element**

GOAL CS.1 Provide safe, attractive and efficiently designed infrastructure and sustainable facilities to serve the public.

POLICY CS.1.1 The City will strive to provide safe, attractive and efficiently designed facilities for public and quasi-public organizations.

POLICY CS.1.3 The City will endeavor to provide convenient access to community facilities and services to all areas of the community.

GOAL CS.2 Ensure and maintain a high level of public safety in the community.

POLICY CS.2.6 The City will continue to fund the repair, maintenance and expansion of facilities to respond to evolving service needs.

GOAL CS.3 Provide adequate and high-quality recreational opportunities and programs for the community.

POLICY CS.3.1 Continue to provide a variety of recreational opportunities that serve and represent all aspects of the community.

POLICY CS.3.3 Expand and organize a multi-use trail system.

GOAL CS.6 Provide adequate, economical and dependable wastewater collection service and treatment.

POLICY CS.6.1 The City shall continue to make capital improvements to the wastewater collection and treatment system to maintain system capability and reliability.

GOAL CS.7 Minimize flooding.

POLICY CS.7.1 The City will ensure that the storm drain system has adequate capacity to minimize street flooding and, where feasible, shall expand the capacity of the system to control storm flows.

GOAL CS.9 Provide economical and dependable community services while conserving energy resources.

POLICY CS.9.1 The City will seek opportunities to improve the energy efficiency of facilities and operations.

GOAL CS.10 Provide safe, efficient roadway infrastructure to support multiple modes of transportation and to meet existing and future circulation needs.

POLICY CS.10.2 The City will update, where possible, the existing roadway network to enhance pedestrian, bicycle and transit circulation while maintaining safe vehicular circulation.

### **Health and Safety Element**

GOAL HS.1 Minimize the potential for loss of life, injury, damage to property, economic and social dislocation, and unusual public expense due to natural and man-made hazards.

GOAL HS.2 Protect the community from the risk of flood damage and improve surface water quality.

POLICY HS.2.4 Continue to monitor studies that identify anticipated changes in sea level and create appropriate standards and improvements to minimize flood risks.

POLICY HS.2.5 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

GOAL HS.3 Minimize hazards of soil erosion, weak and expansive soils, potentially hazardous soils materials, other hazardous materials, geologic instability and seismic activity.

POLICY HS.3.5 Require proper handling, storage, disposal and cleanup of hazardous materials to prevent leakage, potential explosions, fires or the escape of harmful gases and to prevent individually innocuous materials from combining to form hazardous substances, especially at the time of disposal.

GOAL HS.4 Ensure that government agencies, citizens and businesses are prepared for an effective response and recovery in the event of emergencies or disasters.

POLICY HS.4.1 Continue to provide essential emergency public services during natural catastrophes

POLICY HS.4.3 Incorporate technological enhancements in new and substantially remodeled structures and facilities to support and improve emergency services.

GOAL HS.6 Support multiple forms of transportation and a circulation system design that reduces vehicle trips and emissions.

POLICY HS.6.1 Promote and encourage walking and bicycling as viable forms of transportation to services, shopping and employment.

GOAL HS.7 Ensure that all new development meets or exceeds state and federal water quality standards.

POLICY HS.7.1 Support Regional, state and federal clean water programs.

POLICY HS.7.3 Reduce the transport of runoff and surface pollutants.

POLICY HS.7.6 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

### **Natural Resources and Open Space Element**

GOAL OS.1 Ensure the preservation of natural resources by determining appropriate land use and compatibility with natural resources and open space.

POLICY OS.1.2 Agency Cooperation. Work with Federal, State and local regulatory and trustee agencies to promote the long-term sustainability of local natural resources.

### **Sustainability Element**

GOAL SE.3 The City will reduce its contribution to climate change and mitigate and adapt to the effects of climate change as appropriate.

POLICY SE.3.1 Reduce greenhouse gas emissions from City operations and community sources by a minimum of 15 percent below current or baseline levels by the year 2020.

POLICY SE.3.4 Reduce GHG emissions by reducing vehicle miles traveled and by increasing or encouraging the use of alternative fuels and transportation technologies.

POLICY SE.1.3 Enhance the energy efficiency of all City facilities.

GOAL SE.4 Optimize energy efficiency and renewable energy.

POLICY SE.4.2 Explore opportunities for City-wide expansion of Programs and Facilities related to energy efficiency and conservation.

GOAL SE.5 Achieve a solid waste diversion of 75% of the waste stream by 2020.

GOAL SE.7 Air quality will be maintained and improved for the City of Pinole and the Bay Area as a region and not decline below levels measured in early 1990's.

POLICY SE 7.3 Support efforts to comprehensively address air quality issues through education, regulation, and innovation.

GOAL SE.8 Utilize transit options and reduce vehicle miles traveled and single-occupancy vehicle use.

POLICY SE.8.7 Work to improve Pinole's pedestrian and bicycle infrastructure and to meet the needs of all pedestrians and bicyclists.

POLICY SE.8.10 Support and promote the use of low- and zero-emissions vehicles, alternative fuels, and other measures to directly reduce emissions from motor vehicles.

### **Community Character Element**

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

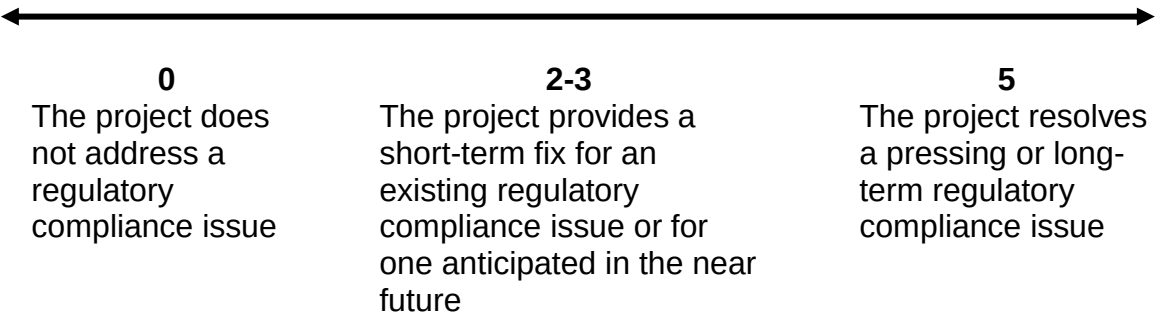
POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage, and public art.



APPENDIX II: Prioritization Matrix Category Scoring Guidelines

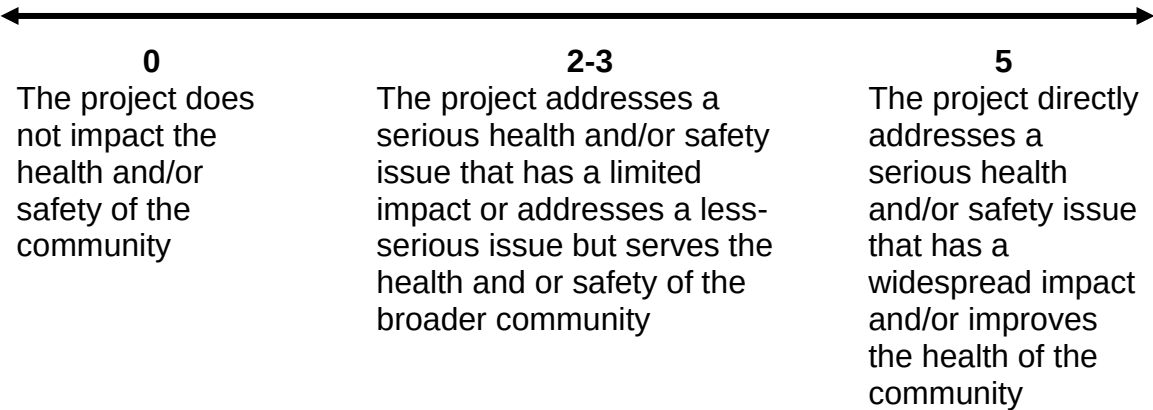
1. **Regulatory Compliance** – Compliance with regulatory mandates issued by agencies likes California State Water Resources Control Board, California Department of Resources, Recycling and Recovery, Department of Fish and Wildlife, the San Francisco Bay Conservation and Development Commission, or other County, State and federal laws. This also includes the Americans with Disabilities Act, the Manual of Uniform Traffic Control Devices, and self-imposed City ordinances. The score should be based on the answers to the following example questions:
- a. Does the proposed project address a current regulatory mandate?
  - b. Will the proposed project proactively address a foreseeable (within the next 5 years) regulatory mandate?

Scoring scale:



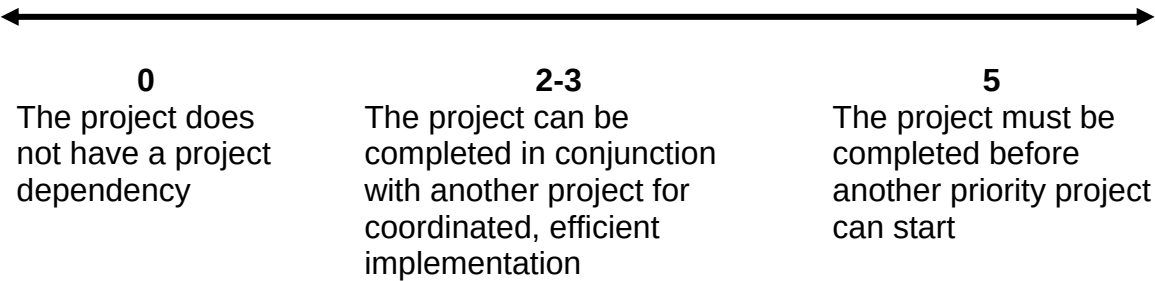
2. **Health/Safety** – Projects that improve the overall health and safety of the community such as multi-purpose trails, transportation safety improvements, new recreation facilities, address safety issues at City facilities, enhancements to police, fire, and emergency medical services. The score should be based on answers to the following example questions:
- a. Does the proposed project impact the health and wellbeing or safety of Pinole residents and/or employees?
  - b. Does the project mitigate a serious risk or liability health/safety issue and to what degree?
  - c. Does the project help assist the City to respond more effectively and efficiently to emergencies throughout the community?

Scoring scale:



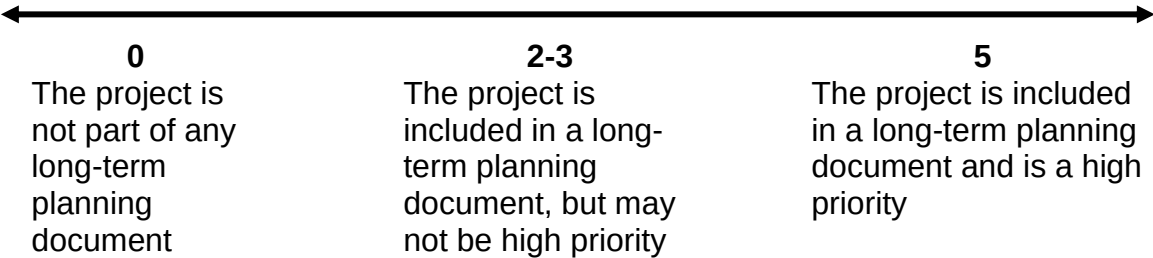
3. **Project Dependency/Bundling**– The completion of the proposed project is complementary to the completion of a precursor capital project/master plan or the proposed project would be implemented efficiently if it was coordinated with another capital project. A project that is not needed for many years would score lower than a project that needs to be completed before another project can start. The score should be based on answers to the following example questions:
- a. When is the proposed project needed?
  - b. Do any other projects require the proposed project to be completed first?
  - c. Does the proposed project require other projects to be completed first?
  - d. Can the proposed project be completed in conjunction with another project for coordinated, efficient implementation?

Scoring scale:



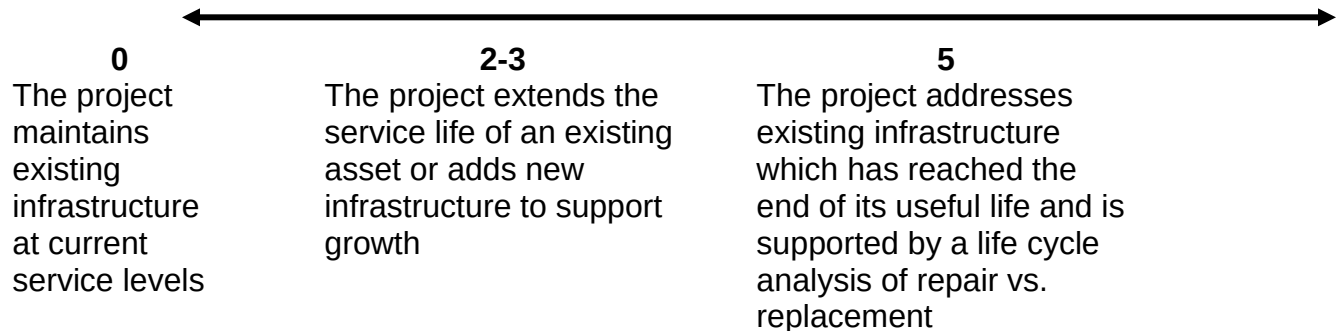
4. **Long-Term Planning** – General Plan, Three-Corridor Specific Plan, 2020-2025 Strategic Plan, Long-Term Financial Plan, Pinole Economic Development Strategy, Master Plans, Emergency Operations Plan, Communication and Engagement Plan, Climate Action Plan, Local Road Safety Plan, Active Transportation Plan, Parks Master Plan, and departmental strategic plans which serve as a resource for the City to meet goals set forth by City departments, advisory boards and commissions, and the community at-large. Plans include documents that have been prepared internally to assure consistent adherence to industry best practices, as well as those documents that are created with the assistance of outside consultants. A component of long-term planning includes public discussion and/or public engagement. The score should be based on the answers to the following example questions:
- a. Is the proposed project contained in one or more of the City’s long-term planning documents?
  - b. Is the proposed project listed as a high priority?

Scoring scale:



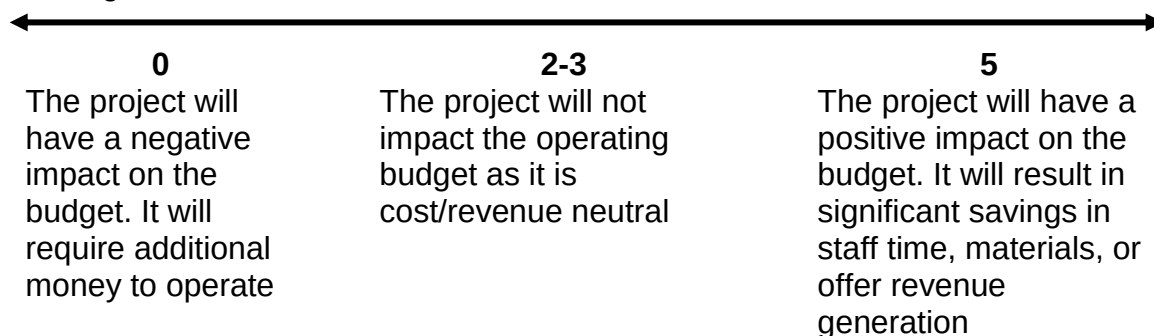
5. **State of Infrastructure** – Projects that address failing infrastructure (i.e., sidewalks, streets, lighting, municipal buildings, recreation facilities) or facilities that have exceeded their useful life. The score should be based on answers to the following example questions:
- Does the proposed project maintain the condition or value of existing infrastructure?
  - Does the proposed project avoid potential failure due to substandard conditions?
  - Will the proposed project address a facility that is outdated or exceeded its useful life?
  - Is the proposed project supported by a life cycle analysis of repair versus replacement and a master plan for that type of asset?

Scoring scale:



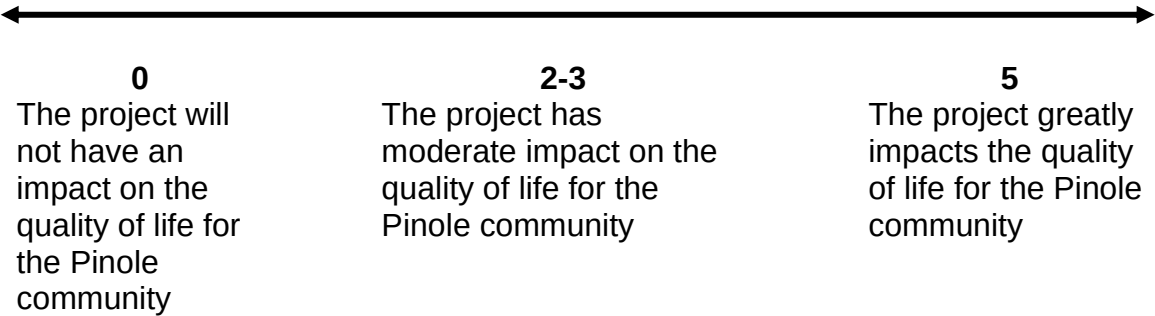
6. **Operating Budget Impact** – Some proposed projects may impact the operating budget for the next few years or for the life of the facility. Some proposed projects can offer cost savings or revenue generation opportunities. The score should be based on answers to the following questions:
- Will the proposed project require additional personnel to operate?
  - Will the proposed project require additional annual maintenance?
  - Will the proposed project require additional equipment not included in the project budget?
  - Will the proposed project reduce staff time and City resources thereby resulting in a positive impact on the operational budget?
  - Are there cost savings or revenue generation opportunities as a result of the efficiency of the proposed project?

Scoring scale:



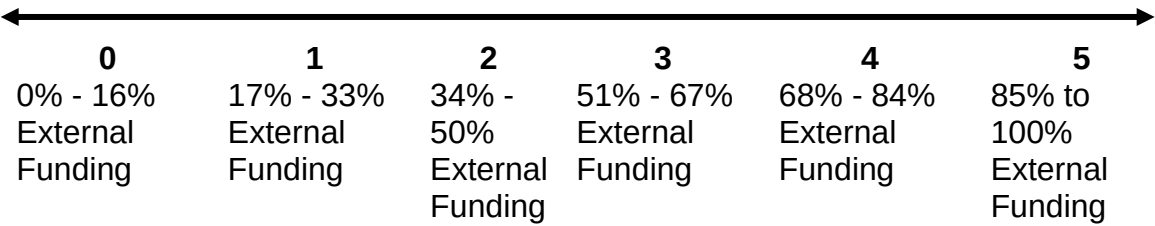
7. **Quality of Life** – Projects that provide widespread economic prosperity, recreational and cultural activities, environmental benefits, beautify Pinole, and attract new residents and visitors. The score should be based on answers to the following example questions:
- a. Does the proposed project help to create a beautiful and clean community?
  - b. Does the proposed project encourage participation in recreational and cultural activities?
  - c. Does the proposed project attract new residents, businesses, or visitors?
  - d. Does the proposed project increase environmental stewardship?
  - e. Does the proposed project contribute towards economic development and revitalization efforts?

Scoring scale:

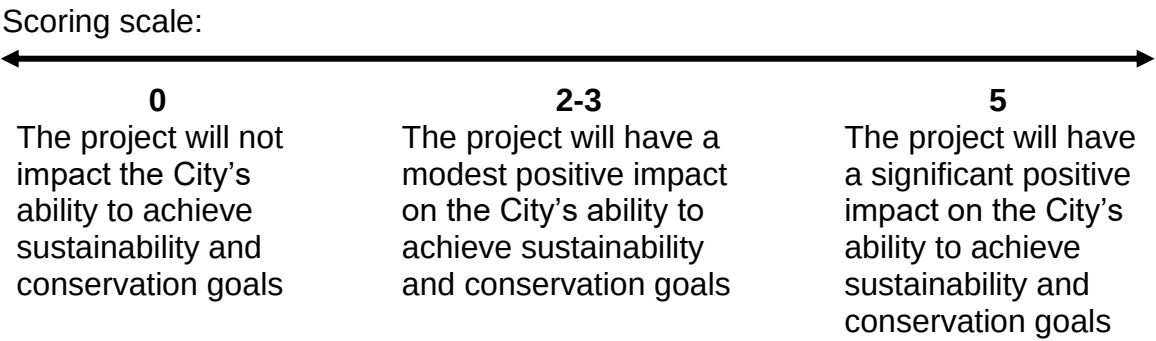


8. **Grant Funding** – The proposed project is partially or fully supported by grants from State or Federal funds. The percentage of total cost funded by an external source will determine the score in this category.

Scoring scale:



9. **Sustainability and Conservation** – The proposed project furthers the City’s sustainability and conservation goals. The score should be based on answers to the following example questions:
- a. Does the proposed project improve the health of the community and natural environment through sustainable designs with improved air quality and reduce greenhouse gas emissions that contribute to climate change?
  - b. Does the proposed project increase use of active modes of transportation and reduces the need for auto-dependency?
  - c. Does the proposed project incorporate design that meets or exceeds federal and State standards in the field of energy efficiency, such as State of California Title 24 Energy Efficiency Standards, LEED building standards, etc.?



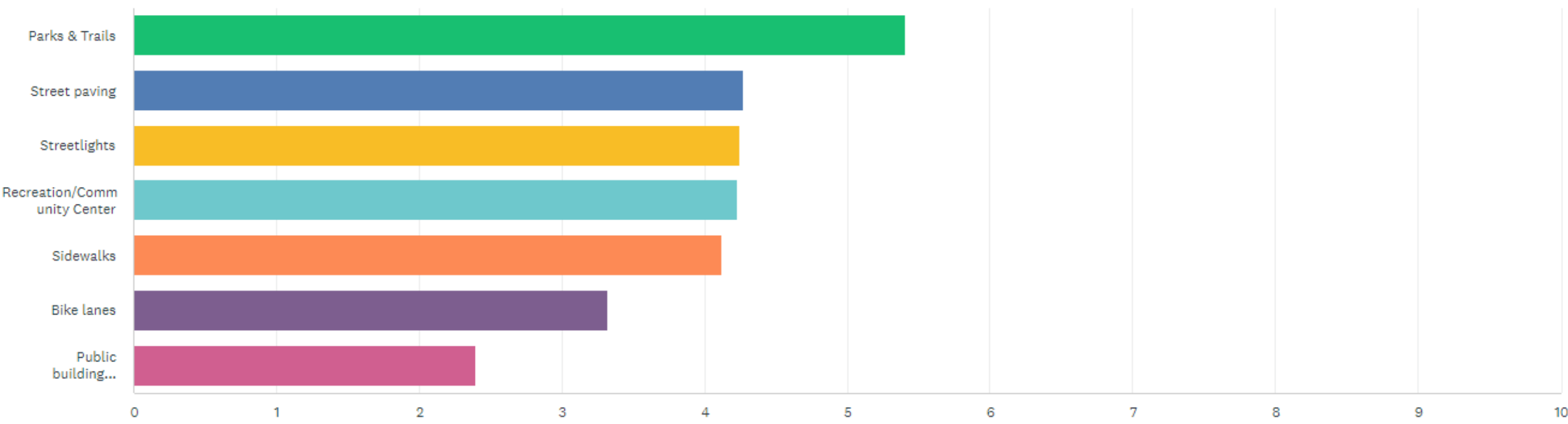


# City of Pinole

## Capital Improvement Community Survey Results Survey period: May 2023

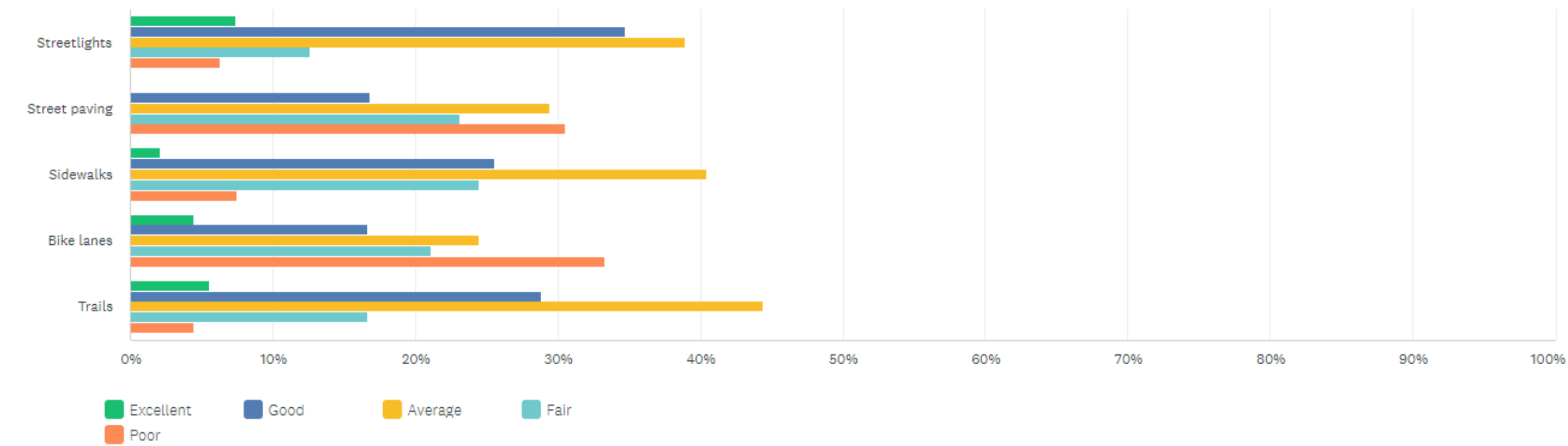
What projects does Pinole need the most?

Answered: 95   Skipped: 0



How would you rate the condition of the following:

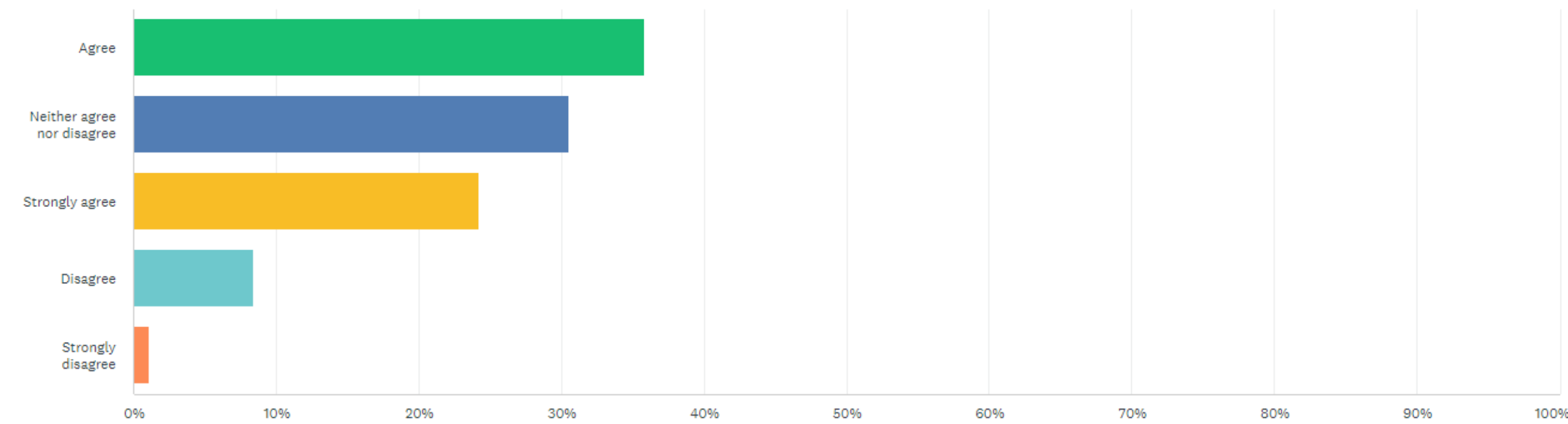
Answered: 95 Skipped: 0





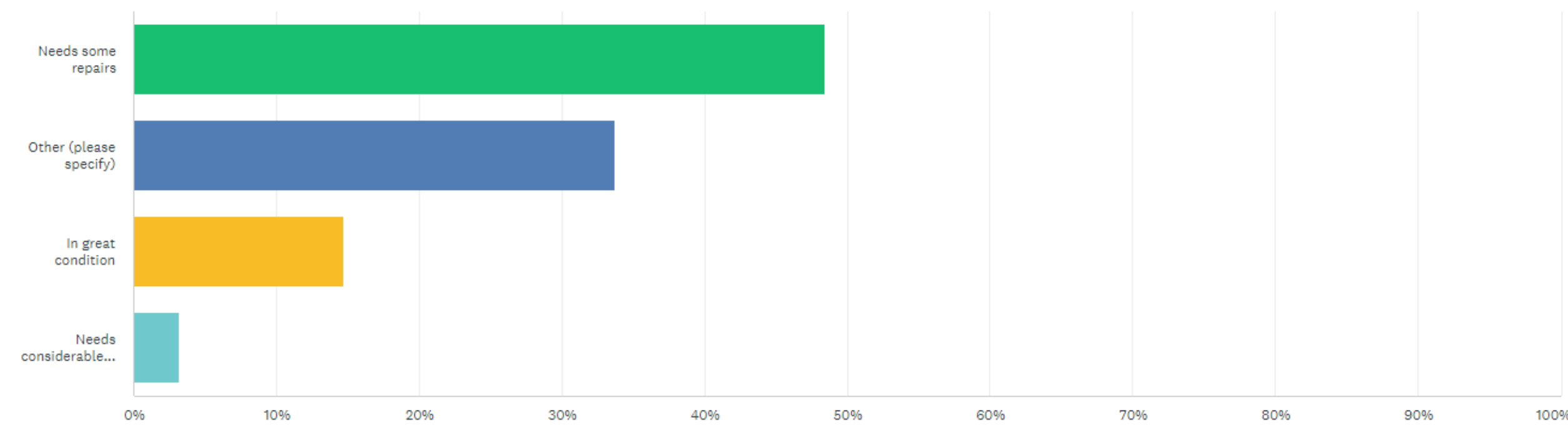
**The parks offer appropriate swings, slides, and climbing equipment.**

Answered: 95   Skipped: 0



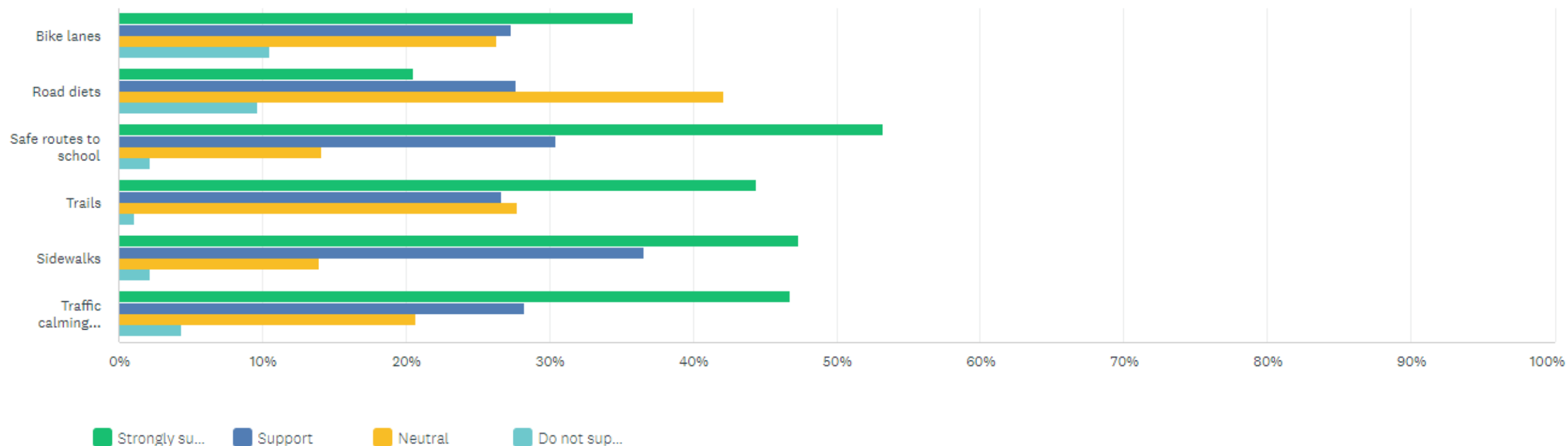
### How would you rate the existing condition of the Senior Center?

Answered: 95    Skipped: 0



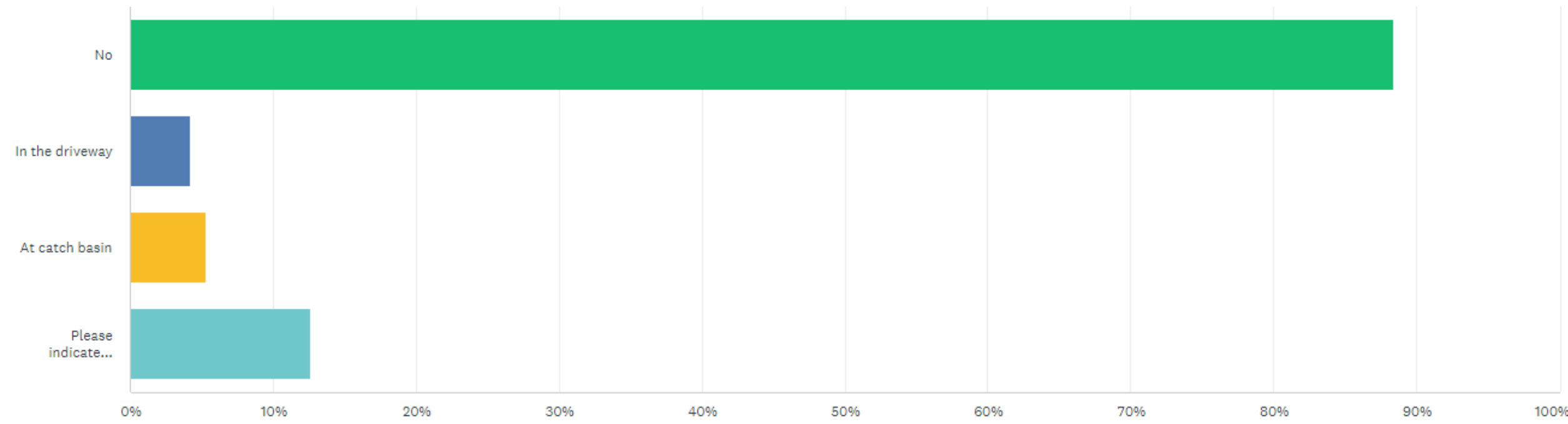
Please indicate your support for implementation of enhancements to improve pedestrian and bicycle facilities: ...

Answered: 95 Skipped: 0



Are there storm drainage issues in the roadway at your address?

Answered: 95    Skipped: 0





## CITY COUNCIL REPORT

10A

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** ERIC CASHER, CITY ATTORNEY

**SUBJECT: CONDUCT PUBLIC HEARING; WAIVE FIRST READING OF ORDINANCE AMENDING SECTION 15.02.070 "PERMITTED HOURS AND CONDITION OF CONSTRUCTION" OF THE PINOLE MUNICIPAL CODE**

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### **RECOMMENDATION**

Staff recommends that the City Council conduct a public hearing, introduce and waive first reading of an ordinance amending Pinole City Municipal Code Chapter 15.02.070 "Permitted Hours and Condition of Construction."

### **BACKGROUND**

The recent winter storms and supply chain issues related to goods and services have created challenges in the construction industry impacting the timely completion of construction projects in the City of Pinole. City staff recently received a request from a developer to modify the permitted construction hours within the City to assist developers in completing projects in a timely fashion.

In general, the Pinole Municipal Code (PMC) Chapter 15.02.070 only allows construction work to take place Monday through Friday throughout the City. Construction work is only allowed on Saturdays in commercial zones and only when the work is interior that does not cause significant noise. Construction work in residential zones is only allowed on weekends or holidays for homeowners performing work on their own homes. At the May 16<sup>th</sup> City Council meeting, Council directed staff to draft an ordinance amending Chapter 15.02 of the PMC, in order to authorize the City Manager to make modifications to permitted construction hours which would allow more flexibility for permitted construction hours on the weekends and holidays in all zoning districts in the City.

### **DISCUSSION**

Chapter 15.02.070 of the PMC provides restrictions on permitted construction hours in the City of Pinole. Construction work may occur from 7:00 a.m. to 5:00 p.m. Monday through Friday. Construction work is permitted on Saturday for interior work in commercial zones that does not generate significant noise. Chapter 15.02.070(D) provides an exception to the permitted construction hours, and allows the City Manager to modify on a case-by-case basis the hours of construction in commercial zones. Under 15.02.070(D) the City Manager may, for example, allow exterior construction work in commercial zones on the weekend even if it causes significant noise. The PMC does not, however, authorize the City Manager to modify hours of construction in residential zones.

At the May 16<sup>th</sup> City Council meeting, following receipt of feedback from a developer impacted by construction delays due to the recent winter storms, the Council directed staff to draft an ordinance amending Chapter 15.02 of the Municipal Code to authorize the City Manager to make modifications to permitted construction hours, including the allowance of construction in all zones on weekends and holidays. Allowing developers to seek a modification to construction hours would provide more efficiency and timely completion of projects that the City needs, such as affordable housing.

The ordinance (**Attachment A**) adds language to Chapter 15.02.070(D) authorizing the City Manager, or their designee, to modify on a case-by-case basis the hours of construction in the City of Pinole beyond what is currently permitted, regardless of zoning district. The ordinance removes the existing language in Chapter 15.02.070(D) which is no longer needed with the proposed change. The Municipal Code Update Subcommittee reviewed the proposed ordinance prepared by staff and recommended the item be brought to the City Council for approval.

### **FISCAL IMPACT**

There is no direct fiscal impact from the modification of permitted construction hours within the City.

### **ATTACHMENTS**

A. Proposed Pinole Municipal Code Amendment

**ORDINANCE NO. 2023-XX****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE  
AMENDING SECTION 15.02.070 OF THE PINOLE MUNICIPAL CODE  
AUTHORIZING THE CITY MANAGER TO MODIFY PERMITTED  
CONSTRUCTION HOURS**

**WHEREAS**, Section 15.02.070, “Permitted Hours and Condition of Construction,” of the City of Pinole Municipal Code (the “PMC”) establishes the permitted days and times for construction work within the City of Pinole; and

**WHEREAS**, PMC Section 15.02.070(D), allows construction work to take place Monday through Friday, and with limited exceptions on Saturdays only in commercial zones; and

**WHEREAS**, the City Council desires to amend PMC Section 15.02.070 to grant the City Manager authority to modify the permitted construction hours throughout the City of Pinole on a case-by-case basis, as needed.

**NOW, THEREFORE**, the City Council of the City of Pinole does ordain as follows:

**Section 1.     Recitals.**

The above recitals are true and correct and made a part of this Ordinance.

**Section 2.     Municipal Code Amendment.**

Pinole Municipal Code Section 15.02.070, “Permitted Hours and Condition of Construction,” is hereby amended as follows (with text in ~~strikeout~~ indicating deletion and underline indicating addition).

A. Work is allowed from seven a.m. (7:00 a.m.) to five p.m. (5:00 p.m.) Monday through Friday. Work is allowed, but no inspections will be performed on non-federal holidays, which are holidays that are not acknowledged federally but are recognized by the City of Pinole. These holidays include, but are not limited to, Cesar Chavez's Birthday and the Day After Thanksgiving.

B. Saturday work is allowed in commercial zones only, from nine a.m. (9:00 a.m.) to six p.m. (6:00 p.m.), if it is interior work and does not generate significant noise.

C. Exceptions for residential property owners.

1. Homeowners performing additions, repairs, or remodeling are allowed to work on their residences on weekends and holidays between nine a.m. (9:00 a.m.) and five p.m. (5:00 p.m.).

2. By written authorization of the Building Official, a residential property owner with a valid permit to construct a single-family residence for personal occupancy shall be allowed to work on weekends and holidays between nine a.m. (9:00 a.m.) and five p.m. (5:00 p.m.). This

authorization shall be granted to applicants who have not built a residence in the City in the previous five (5) year period and who affirm in writing their intention to reside at the subject property.

~~D. Exceptions for Construction. The City Council designates the City Manager (or their designee) to further modify on a case-by-case basis the hours of construction, to allow for work beyond those hours allowed in 15.02.070.A-C regardless of zoning district . Exceptions for commercial construction. The City Council designates the City Manager (or his/her designee) to further modify on a case by case basis the hours of construction in commercial zones. Additionally, the City Manager (or his/her designee) can modify the construction hours on a case by case basis based on inclement weather conditions or certain construction procedures (such as setting up for a concrete pour) and construction project characteristics that may require working beyond five p.m. (5:00 p.m.) on weekdays or six p.m. (6:00 p.m.) on Saturday.~~

E. The minimum fine for a citation or penalty for violating construction hours is one thousand dollars (\$1,000.00) and escalates in one thousand dollars (\$1,000.00) increments.

F. Work must be controlled to prevent causing a public nuisance due to dust, noise, vibrations, and the like.

### **Section 3. Severability.**

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of this Ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Ordinance are severable. The City Council of the City of Pinole hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

### **Section 4. California Environmental Quality Act (“CEQA”).**

The proposed amendments are exempt from CEQA based on the rule set forth in CEQA Guidelines Section 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. As a series of text amendments and additions, it can be seen with certainty that there is no possibility that the proposed amendments to the Zoning Code will have a significant effect on the environment.

### **Section 5. Effective Date.**

In accordance with California Government Code Section 36937, this Ordinance shall take effect and be in force on the thirty-first day after adoption.



**Section 6.     Publication.**

Within fifteen (15) days after the passage of this Ordinance the City Clerk shall cause this Ordinance or a summary thereof to be published or to be posted in at least three public places in the City of Pinole in accordance with the requirements of California Government Code Section 36933.

PASSED AND ADOPTED on this \_\_\_\_ day of \_\_\_\_\_ 2023, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Devin T. Murphy, Mayor

ATTEST:

\_\_\_\_\_  
Heather Bell, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Eric S. Casher, City Attorney



## CITY COUNCIL REPORT

12A

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

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

**SUBJECT:** UPDATING THE PROCUREMENT POLICY TO REQUIRE THE USE OF  
UNION SHOPS FOR CITY PRINT WORK

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### **RECOMMENDATION**

Staff recommends that the City Council receive information on a potential update to the City's [Procurement Policy](#) to require the use of union shops for City print work, and provide direction to staff as appropriate.

### **BACKGROUND**

At its meeting on December 6, 2022, the City Council approved a future Council agenda item to discuss a potential change to the City's Procurement Policy to require the City use union shops for City print work.

The City's Procurement Policy establishes the guiding principles and rules for the City's procurement of goods and services. The City Council most recently approved revisions to the Procurement Policy on October 18, 2022, to incorporate an Environmentally Preferable Purchases and Practices (EPPP) Policy and add guidance regarding the procurement of consulting services for federally funded road and transportation projects. The City is in the process of developing procurement procedures, to complement the Procurement Policy, which will provide detailed guidance on how to implement the Procurement Policy.

The contracting principles for the City's procurement of goods and services, as described in the Procurement Policy, are competitive process; best overall value; fairness and transparency; and compliance with law and best practices. The Procurement Policy also directs that the City should pursue certain social and environmental objectives through procurement, which is addressed in Section VII. Special Policies, Programs, and Considerations. This section contains guidelines regarding local business purchasing preference and climate friendly and EPPP. The City can add other social and environmental procurement guidelines to the Procurement Policy if it would like, within

certain limitations. Printing services are considered a general service under the Procurement Policy.

The City has limited in-house printing capabilities, and therefore relies on private printing companies for a variety of printed materials. These materials include letterhead and envelopes for official City communications; employee business cards and standard City forms; postcards, flyers, brochures, and newsletters; banners and other signs; and printed wear or other soft goods. The City expends approximately \$30,000 annually on such printed items, although that figure is imprecise as printing costs, and the cost of mailing printed items, are accounted for in multiple ways in the budget.

Employees of private printing companies are entitled to decide whether they would like to be unionized. There are a number of unionized and non-unionized print shops in the Bay Area, and the City regularly uses both types.

### **REVIEW & ANALYSIS**

It would be legally permissible for the City to direct through the Procurement Policy that the City will only use union shops to procure printed goods. There are a number of directories that City staff could use to identify union shops from which to procure printing services. The City Council could direct staff to prepare for the City Council's consideration at a future Council meeting revisions to the Procurement Policy regarding using union shops for printing.

### **FISCAL IMPACT**

City staff does not believe that there would be any significant increase in City expenditures if the City were to change to only using union shops for procuring printed goods. The City already relies on a mix of union and non-union print shops for printed materials.

### **ATTACHMENTS**

A. City of Pinole Procurement Policy

# **CITY OF PINOLE PROCUREMENT POLICY**

*(effective as of October 20, 2020, revised October 18, 2022)*

## **I. PURCHASING POLICY OVERVIEW**

The purpose of this policy is to outline the guiding principles, rules, and standards applicable to all purchases of goods, services, and supplies made by the City of Pinole.

## **II. CONTRACTING PRINCIPLES**

The requirements contained in this policy are informed by several guiding principles. Adherence to these principles ensures that the City's purchases are consistent with applicable legal requirements and best practices and that public funds are expended responsibly.

### **A. COMPETITIVE PROCESS**

This policy is designed to promote full and open competition among potential vendors. Through full and open competition, the City is able to realize better pricing and more favorable terms. In interpreting this policy, staff should rely on interpretations that favor greater and more robust competition among vendors.

### **B. BEST OVERALL VALUE**

This policy is designed to ensure that the City is getting the best value for its money when making purchases. When not required by law to select the lowest bidder, this principle permits the City to consider factors other than just price in determining what constitutes the best overall value to the City.

C. FAIRNESS AND TRANSPARENCY

This policy is designed to promote fairness and transparency in the City's purchasing system. Complying with this policy fosters equal opportunities for vendors wishing to do business with the City and ensures that public expenditures are made in an open and consistent manner.

D. COMPLIANCE WITH LAW AND BEST PRACTICES

This policy is informed by and incorporates applicable laws, regulations, and best practices applicable to public procurements. Compliance with this policy ensures that purchases are conducted in accordance with the City's legal and ethical obligations and responsibilities.

III. STANDARDS OF CONDUCT/ETHICAL CONSIDERATIONS

A. CODE OF CONDUCT

Employees are responsible for providing access to City procurement opportunities in a fair and impartial manner to all responsible suppliers, vendors, and contractors. In addition, all employees shall behave in a manner that avoids improprieties or the appearance of improprieties to maintain the public's confidence in the integrity of the City's purchasing system.

B. CONFLICT OF INTEREST

If a city officer or employee has a real or apparent conflict of interest, said individual may not participate in the selection, award, or administration of any contract, including those supported by a federal award or funding, that implicates that conflict of interest. If a city officer or employee participates in making a contract where said individual has a real or apparent conflict of

interest, such conflict may nullify or void a contract. As nullification or voiding of a contract is a serious matter with potentially significant consequences for the City, every officer or employee is responsible for recognizing and reporting a potential conflict of interest in timely manner.

A conflict of interest may arise when the city officer or employee has a direct financial interest in, or would receive a direct or material benefit arising from a contract. City officers and employees shall not be financially interested in any contract made by them in their official capacity, as such terms are defined in California Government Code Sections 1090 et seq. and 87100 et seq., and relevant case law. Prohibited interests include interests of immediate family members, domestic partners, and their respective employers or prospective employers.

City officers and employees shall report any potential or actual conflict of interest to their respective Department Head or to the City Attorney as soon as a conflict is suspected or discovered. If city officers or employees are uncertain about whether they have a conflict of interest regarding a particular contract, the individual shall consult the City Attorney's Office as soon as practicable.

It is important to note that consultants of a public entity are considered public officials under Government Code section 1090 and are subject to the requirements therein. City officers and employees should consult the City Attorney's Office on potential conflict of interest issues with respect to the City's third-party consultants and contractors.

C. CONDUCT WITH VENDORS

All employee interactions with vendors shall be conducted in a fair, open, and transparent manner. Employees shall:

- i. Refrain from showing favoritism to vendors or being unduly influenced by external factors outside the criteria outlined in this policy.
- ii. Select all vendors on the basis of meeting appropriate and fair criteria in accordance with the requirements of this policy.

D. NO GRATUITIES

No City employee shall solicit, demand, accept, or agree to accept, and shall avoid the appearance of accepting, a gift of goods or services, payment, loan, advance, deposit of money, or employment offer presented, promised in return for, or in anticipation of favorable consideration in a City procurement.

E. INTERNAL CONTROLS

Employees shall comply with the City's internal control procedures outlined in the City's Procurement Procedures. The policies guiding these internal control procedures are as follows:

- i. Employees must have or seek proper signature authority and expenditure authority for all transactions to ensure proper tracking and appropriate level of approval for all expenditures.

- ii. Duties must be segregated to diminish the risk and/or appearance of any improprieties. The Finance Director is responsible for separation of duties in an effort to negate any improprieties or the appearance of improprieties. If an employee has a question regarding separation of duties, he/she should reach out to the Finance Director for clarification.
- iii. Employees must create and maintain adequate documents and records supporting compliance with the City's procurement policies and procedures for all transactions and retain those records in accordance with the City's record retention schedule.

#### IV. CONTRACTING AUTHORITY

##### A. APPROVAL AUTHORITY

All City expenditures and purchases must be approved by either the City Manager, the Department Head (in the case of micro purchases), or the City Council. No expenditure shall be submitted or recommended to the City Council except upon approval of the City Manager or his or her authorized representative. Note that contract approval authority is distinct from budgetary approval authority. All City expenditures and purchases, regardless of amount, must be included and/or contemplated in the City's budget approved by City Council or approved by separate resolution of the City Council.

##### B. MONETARY THRESHOLDS

(See Appendix A for a reference chart depicting monetary thresholds by category).



1. **Non-Public Works Purchases.** The following monetary approval thresholds apply to expenditures/purchases that do not qualify as public works projects pursuant to the Public Contract Code.
  - (a) ***Department Head*** — Any expenditure, purchase, or contract (single-year or multi-year) valued under \$10,000 may be approved by a Department Head, provided that the funding for the purchase or contract is authorized in the budget approved by the City Council.
  - (b) ***City Manager Approval*** — Any expenditure, purchase, or contract (single-year or multi-year) valued at forty-five thousand dollars (\$45,000) or less may be approved by the City Manager, provided that the funding for the purchase or contract is authorized in the budget approved by the City Council.
  - (c) ***City Council Approval*** — Any expenditure, purchase, or contract (single-year or multi-year) that exceeds fortyfive thousand dollars (\$45,000) shall be authorized and approved by resolution of the City Council.
  
2. **Public Works Projects.** The Public Contract Code prescribes special procurement procedures for public works projects. Public works projects are defined as projects involving the “construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly-owned, leased, or operated facility.” This definition specifically excludes maintenance projects defined as “Routine,

recurring, and usual work for the preservation or protection of any publicly-owned or publicly-operated facility for its intended purposes; minor repainting; resurfacing of streets and highways at less than one inch; landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; nor work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher” (PCC § 22002 (c) and (d)).

- (a) ***City Manager Approval*** — Any contract for a public works project valued at \$200,000 or less may be awarded and approved by the City Manager.
- (b) ***City Council Approval*** — Any contract for a public works project valued over \$200,000 shall be awarded and approved by resolution of the City Council.

#### C. NOTICE OF COMPLETION

The City Manager, in consultation with the City Engineer, is authorized by the City Council to approve and file notices of completion on behalf of the City.

### V. TYPES OF PROCUREMENTS

In the course of conducting City business, the City is required to make a variety of different types of purchases. The type of purchase dictates the policies and procedures for procuring and formalizing the purchase. Before

employees make a purchase, they should identify the type of purchase and the proper method for completing that purchase.

A. PURCHASES OF GOODS/SUPPLIES

This category of purchases includes the purchase of tangible durable and non-durable goods by the City. Examples of these types of purchases include fuel, tools, office supplies, chemicals, machinery, food, and furniture. These types of purchases are distinct from the purchase of nontangible services.

B. SERVICES

This category of purchases includes the hiring of individuals, firms, or entities to perform services for the benefit of the City. There are two categories of services: general services and consultant/professional services.

1. *General Services* — General services are non-professionalized services that are often purchased to maintain or service the City's equipment or facilities. Examples of these types of services include office equipment maintenance, cleaning services, IT support services, disposal services, and food delivery services.
2. *Consultant/Professional Services* — Consultant/Professional services are specialized services where the City hires an individual or firm to perform professional or technical tasks. Examples of these types of services include engineering and design services, audit services, architectural services, and legislative affairs services.

### C. NON-PUBLIC WORKS CONSTRUCTION

Public works construction projects have a specific statutory definition and strict associated requirements. A small segment of City construction projects do not fall within the definition of “public works.” For these projects, the City has greater discretion in the method and manner of procuring these types of projects. Non-public works projects include minor repainting, minor road resurfacing, landscaping work, and other routine and recurring maintenance work for public facilities.

### D. PUBLIC WORKS

Public works projects include projects involving the “construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly-owned, leased, or operated facility.” Examples of these projects are renovation of existing and construction of new City facilities, and significant road and street improvements.

## VI. METHODS OF PROCUREMENT

### A. OVERVIEW

The type of purchase and the amount of a purchase dictates the method of procurement. Smaller and less complex purchases involve less stringent competitive requirements. Conversely, more valuable and more complex purchases require stricter, more formalized competitive processes. (See Appendix A for a reference chart outlining the method of procurement by type and amount of purchase)

B. INFORMAL PROCUREMENT

1. *Micro Purchases* — Micro purchases need not be awarded competitively, but the price must be determined to be fair and reasonable and should be distributed equitably among qualified suppliers. Micro Purchases do not require advertising or solicitation of quotes/bids. However, seeking multiple quotes/bids, even when not required, is a best practice and helps to ensure that the City receives better pricing for its purchases. Micro purchasing may be used for purchases of goods/general services valued under \$10,000.
2. *Informal Solicitation* — Informal solicitation involves seeking three (3) written quotes from potential vendors. These written quotes may be informally documented, such as through emails between City employees and potential vendors. Informal solicitation may be used for purchases of goods, general services, non-public works construction projects, and consultant/professional services valued at \$45,000 or less. This method may also be used for public works projects valued at \$60,000 or less.
3. *Informal Bidding for Public Works Projects* — Under informal bidding procedures, the City must: (i) draft a notice inviting bids; (ii) send the notice to a City-maintained list of qualified contractors, identified according to categories of work; and/or (iii) send the notice to all appropriate construction trade journals specified by the California Uniform Construction Cost

Accounting Commission. The notice must be sent at least ten (10) calendar days before bids are due. Bids must be submitted to the City by a predetermined time and date as outlined in the bidding notice. This process is governed by California Public Contract Code §22034 and Pinole Municipal Code §3.34.040. Informal bidding procedures shall be used for public works projects over \$60,000 and up to \$200,000 in value.

C. FORMAL PROCUREMENT

1. *Formal Bidding—*

- (a) **Public Works.** Under formal bidding procedures, the City must: (i) draft a notice inviting bids; (ii) publish the notice in a newspaper of general circulation at least fifteen (15) calendar days prior to the date of the opening the bids; and (iii) send the notice to all appropriate construction trade journals specified by the California Uniform Construction Cost Accounting Commission. Bids must be submitted to the City by a predetermined time and date as outlined in the bidding notice. For public works procurements, this process is governed by California Public Contract Code § 22037. Formal bidding procedures shall be used for public works projects over \$200,000 in value.
- (b) **Non-Public Works.** Under formal bidding procedures, the City must: (i) draft a notice inviting bids; (ii) post the notice on the City's website and on City message boards; (iii) send the notice to appropriate/relevant trade

publications. Bids must be submitted to the City by a predetermined time and date as outlined in the bidding notice. Formal bidding procedures shall also be used for the purchase of goods, general services, and non-public works construction projects valued at over \$45,000.

2. *Formal Competitive Proposals (RFP)* — In a formal competitive proposal process, the City must: (i) prepare a request for proposal document identifying the project requirements, vendor qualifications, and evaluation factors; (ii) send the RFP to an adequate number of qualified sources as determined by the relevant department head or the City Manager; (iii) publish notice of the RFP in a local newspaper and/or post the RFP on the City's website at least ten (10) days prior to the deadline for receipt of proposals; and (iv) establish and implement procedures for evaluation of proposals. Formal competitive proposals shall be used for purchases of consultant/professional services valued at more than \$45,000.

#### D. DESIGN-BUILD CONTRACTING

Design-build contracting is a form of public works construction contracting that combines both the design and construction phases into one contract and may include other phases and processes. The City may utilize this type of procurement for certain types of services and property related to public works construction projects identified in subsection 1 below subject to making the required findings identified in subsection 2 below, and following the appropriate procedures outlined in subsection 3 below.

1. *Design-build components* — The services and property that may be combined in a design-build contract are:
  - (a) Planning;
  - (b) Design;
  - (c) Construction management;
  - (d) Construction;
  - (e) Manufacturing;
  - (f) Financing;
  - (g) Maintenance;
  - (h) Rebuilding;
  - (i) Improving;
  - (j) Repairing;
  - (k) Operation;
  - (l) Purchase and installation of materials;
  - (m) Equipment;
  - (n) Purchase of real property whether in fee, easement, lease or license; and
  - (o) Any other services necessary for a design-build entity to deliver a functional project.
2. *Findings Required* — To use a design-build process, the City Manager or City Council must make a finding that takes into consideration costs, timing, extraordinary circumstances such as the need to incorporate specialized equipment or other project components, the need to coordinate with third parties, and project financing.
3. *Requirements* — Design-build procurements follow the same requirements that apply to formal competitive proposals as



outlined in Section VI (C)(3) and the Procurement Procedures Manual. However, some form of bid security may be warranted in accordance with the requirements in Formal Bidding Procedures (Section VI (C)(1)) and the Procurement Procedures Manual.

#### E. COOPERATIVE PROCUREMENT

Cooperative purchasing allows the City to buy goods or services based on a competitively bid contract prepared by another public agency, when that other agency and the vendor(s) agreed in advance to a cooperative process. Use of purchasing cooperatives is encouraged as a way to obtain goods and services by aggregating volume, securing value pricing, and reducing administrative overhead. Measured use of purchasing cooperatives can significantly reduce the time and resources needed to competitively purchase goods and services. The following list summarizes the requirements and relevant considerations applicable to cooperative procurements.

1. *Competitive Purchasing* — Cooperative purchasing programs should be based on competitively awarded contracts that substantially comply with the City's procurement procedures outlined in this policy.
2. *Purchasing Cooperatives* — There are numerous purchasing cooperatives that the City can evaluate to use for a particular procurement. Some leading cooperatives include state contracts such as California Multiple Award Schedules (CMAS); the Department of General Services (DGS); OMNIA Partners

(Formerly U.S. Communities Cooperative Purchasing); Sourcewell (formerly National Joint Powers Alliance); NASPO ValuePoint (formerly WSCA-NASPO; the National Cooperative Purchasing Alliance (NCPA); and, federal General Services Agency (GSA) procurements (GSA Advantage for State and Local Governments).

3. *Value Analysis* — Purchases using any given cooperative need not be based on the absolute lowest pricing and may consider factors in addition to price, such as the time and/or resources needed for the City to independently competitively bid for the good or service.
4. *Time Limit* — The cooperative competitive bidding process that the City seeks to utilize must have occurred within twenty-four (24) months from the date the City seeks to obtain the goods or services.
5. *Piggyback Contracting* — Subject to the appropriate approval authority and if in the best interest of the City, the City may enter into contracts for goods and services, the pricing and terms of which have been previously established by another public agency or purchasing cooperative. However, care must be taken to ensure all of the City's contracting standards are satisfied. Sometimes the underlying contract or commitment originally made to a purchasing cooperative or other agency is difficult to find; however, care must be taken to ensure the City is protected via a contract. Employees should consult the City Attorney's Office for guidance on meeting the City's contracting requirements for cooperative procurements.

#### F. SOLE SOURCE PROCUREMENT

Regardless of the estimated cost of a purchase, the City is not required to engage in a competitive procurement process, either formal or informal, under Section V when a competitive procurement is infeasible for the reasons articulated in this section. In all cases, the City must verify and document that a particular procurement meets the criteria for a sole source identified below, and the use of sole source must be approved by the City Manager.

In order to utilize a sole source procurement, at least one of the following statements must be true: (1) The item is only available from one source; (2) After solicitation of a number of sources, the competition is determined inadequate; and/or (3) one of the conditions described below applies:

- (a) Unique or Innovative Concept–The vendor demonstrates a unique or innovative concept or capability not available from another source. “Unique or Innovative Concept” means a new, novel, or changed concept, approach, or method that is the product of original thinking, the details of which are kept confidential or are patented or copyrighted, and is available to the City only from one source and has not in the past been available to the City from another source;
- (b) Patents or Restricted Data Rights – Patent or data rights restrictions preclude competition;

- (c) Substantial Duplication Costs – In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in substantial duplication of costs that are not expected to be recovered through competition;
- (d) Unacceptable Delay – In the case of a subsequent contract for the continued development or production of highly specialized equipment or products and/or major components thereof, when it is likely that award to another contractor would result in unacceptable delays in fulfilling the City's needs.

G. EMERGENCY PROCUREMENT

Emergency procurements are those purchases necessary to avoid or mitigate a clear and imminent threat or danger where delay could result in loss of life or danger to health, welfare, or property or threaten the continued operation of the City or the provision of essential City services. Contracts awarded under this Section do not require adherence to the City's standard procurement requirements outlined in this policy. However, if practical, it is strongly encouraged to at least obtain oral approval from the City Manager's Office prior to making purchases pursuant to this Section.

Contracts awarded pursuant to an emergency as defined under this section require that the City Manager present a report to the City Council, at the next available meeting, describing the emergency, the actions taken, and the number and dollar amount of contracts awarded. Note that the City may be required to pass an emergency resolution or ordinance in order to be reimbursed by state or Federal agencies for emergency purchases.

#### H. EXEMPT PROCUREMENTS

This Section outlines types of procurements that are exempt from the standard competitive requirements outlined in this policy and also includes special considerations related to those exempt procurements. Despite the fact that a procurement may be exempt, the City may still conduct negotiations as to price, delivery and terms in connection with the award of a contract that does not require a competitive process. Nothing in this section shall preclude the solicitation of competitive bids or proposals when possible. The following is a list of procurements that are exempt from the competitive requirements outlined in this Policy.

1. Emergency procurements as defined in Section VI(G) above;
2. Specified materials or equipment that can be obtained from only one source and there is no adequate substitute in accordance with the criteria outlined in Section VI(F) above;
3. Legal or professional services that are highly specialized;
4. Design-build projects as defined in Section VI(D);
5. Cooperative procurements described in Section VI(E);

6. Procurements funded by grants, donations or gifts when any special conditions require the purchase of particular materials and/or services;
7. Purchase of surplus property owned by another public entity, or payment to other public entities or utilities;
8. Membership dues, conventions, training, travel arrangements, or advertisements in magazines, newspapers, or other media;
9. Works of art, entertainment or performance; and
10. Where competitive bids or proposals have been solicited and no bid or proposal has been received. In such situations the City Manager may proceed to have the goods procured or services performed without further competitive bidding.

## **VII. SPECIAL POLICIES, PROGRAMS, AND CONSIDERATIONS**

Depending on the amount and/or type of purchase, there are several policies, procedures and programs that must be considered. These include:

- Application of Local Business Purchasing Preference;
- SB 1383 Procurement Policy Requirements
- Information Technology Purchases
- Procedures for Purchases Utilizing Federal Grant Funds;
- Purchase Orders/Blanket Purchase Orders; • Qualified Contractors/Vendors;
- Surplus Property.

### **A. LOCAL BUSINESS PURCHASING PREFERENCE**

Preference to locally-owned businesses will be exercised to the extent it is consistent with the law and in the best interest of the public. If a purchase

utilizes federal and state funds, then the City will not apply local preferences. In addition, the City will make an effort to ensure that its solicitations are received by small, minority-owned and/or women-owned businesses and will also make an effort to identify and remedy any barriers to such firms participating in the procurement process.

1. *Criteria for Preference.*
  - (a) When bidding or purchasing goods, equipment, and services local preference may be given to a responsible, responsive Local Businesses.
  - (b) The granting of these preferences must be made on a determination by the purchasing officer that quantity and quality of the local product is equal to that of the next lowest or comparable bidder.
  - (c) In order for a business to be eligible to claim the preference, the business must meet the definitions of Local Business outlined below.
2. *Definition of Local Business.* A local business is:
  - (a) A business located at a fixed location within the boundaries of the City of Pinole or a home-based business located within the boundaries of the City of Pinole;
  - (b) A business that has a valid business license and is current in the payment of the business license tax;
  - (c) A business owned and operated by a City of Pinole resident, with a valid City of Pinole business license.

3. *Inapplicability.* Application of the local business preference does not apply in the following situations:
- (a) Bids for public projects as defined by Public Contracts Code Sections 20161 and 22002;
  - (b) Purchases of goods and services through contracts of other governmental jurisdictions or public agencies, or cooperative purchasing agreements;
  - (c) Contracts for professional or legal services;
  - (d) Purchases or contracts funded, in whole or in part, by a governmental entity, or private and public grants and the laws, regulations or policies governing such funding prohibit application of the local preference;
  - (e) Purchases or contracts funded, in whole or in part, by the federal or state government;
  - (f) Purchases made, or contracts let under emergency situations; and
  - (g) Purchases that involve the installation of a cogeneration plant or other energy conservation project.

#### B. INFORMATION TECHNOLOGY PURCHASES

The City recognizes that purchasing information technology systems and equipment on the basis of lowest purchase price alone may not always serve the best interests of the City. Therefore, to ensure hardware requirements and software compatibility, all such purchases must be reviewed by the Information Systems Department prior to purchase.



### C. PURCHASES WITH FEDERAL/STATE FUNDS

When purchasing goods and services involving the use of federal grant funds, the City is required to follow the provisions of 2 CFR Part 200 Subpart A §200.318 General Procurement Standards through §200.326 Contract Provisions. Employees should consult with the City Attorney on any questions regarding application of these requirements to particular purchases.

When purchasing goods and services involving the use of state of California funds, the City may be required to follow provisions of state law, regulations, and policy depending upon the specific source of the state funds. Employees should consult with the City Attorney on any questions regarding application of state requirements to particular purchases.

### D. PURCHASE ORDERS/BLANKET PURCHASE ORDERS

1. *Purchase Order.* A Purchase Order is a document issued to a vendor or contractor to authorize purchases of goods, equipment, and services. Purchase orders are required for all purchases of goods, equipment and services, in addition to any required contract documents.

The purpose of a Purchase Order is to:

- (a) Ensure compliance with this policy.
- (b) Encumber funds when an unencumbered appropriation exists in the fund.

There are exemptions from Purchase Order requirements. Examples of such exemptions include acquiring land, utility payments, payments to other governmental agencies, and debt

service payments. A list of exemptions is outlined in the Procurement Procedures Manual.

2. *A Blanket Purchase Order.* A blanket purchase order is an arrangement whereby the City contracts with a vendor to provide equipment or supplies on an as-needed and often, over-the-counter basis. Blanket Purchase Orders provide a mechanism whereby items that are uneconomical to stock may be purchased in a manner that allows field operations timely access to necessary materials. Blanket Purchase Orders shall not be used to purchase services, capital assets or items maintained in stock. All Blanket Purchase Orders must be authorized by the City Manager.

Blanket Purchase Orders must be confirmed annually, before the beginning of the fiscal year. Requests for Blanket Purchase Orders may also be submitted on an as-needed basis. Once a Blanket Purchase Order is issued to a vendor, any authorized City employee may contact the vendor directly to place orders per the terms and conditions specified in the Blanket Purchase Order.

Request for Blanket Purchase Order must be reviewed based upon the following criteria:

- (a) Geographic location.
- (b) Responsiveness and capabilities.
- (c) Average dollar value and type of items to be purchased.

- (d) Frequency of need.

All Blanket Purchase Orders shall include the following information:

- (a) A general description of the equipment or supplies that may be charged.
- (b) The period of time the order will remain open, not to exceed one year.
- (c) The maximum total amount that may be charged on the purchase order.
- (d) Identification of the department(s) and employee(s) who may charge against order.
- (e) Requirement that the employee show CITY identification.
- (f) Requirement that employees print and sign their names when picking up goods.
- (g) Account number(s) to be charged.

#### E. QUALIFIED CONTRACTORS/VENDORS

The City maintains a list of qualified contractors in accordance with the provisions of Pinole Municipal Code § 3.34.040, Public Contract Code § 22034, and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission. This list is utilized for procurements of public projects greater than sixty thousand dollars \$60,000 and less than or equal to two hundred thousand dollars (\$200,000) that are being let through informal bid procedures. In addition to

the qualified contractors list, the City may elect to maintain a list of qualified vendors.

F. PURCHASES AT AUCTION

Use of public auctions may be an appropriate method of procurement if approved in advance by the City Manager or City Council, depending on the amount of the purchase.

G. CLIMATE-FRIENDLY AND ENVIRONMENTALLY PREFERABLE PURCHASES AND PRACTICES POLICY

Senate Bill (SB) 1383 Regulations require jurisdictions to implement specific actions which include annually purchasing a specified amount of recovered organic waste products, and requiring recycled content paper products and recordkeeping to demonstrate compliance. The following details the SB 1383 procurement requirements for the City for meeting the annual recovered organic waste product procurement target, as well as the recycled-content paper procurement requirements as described in SB 1383 regulations (14 Division 7, Chapter 12, Article 12), and recordkeeping requirements.

**Recovered Organic Waste Product Procurement Requirements**

***A. Annual Recovered Organic Waste Product Procurement Target***

1. The City will annually procure for use or giveaway a quantity of Recovered Organic Waste Products that meets or exceeds its Annual Recovered Organic Waste Product Procurement Target.

2. To be eligible to meet the Annual Recovered Organic Waste Product Procurement Target, products that may be procured include the following:

- a. Compost.
- b. Mulch.
- c. Renewable Gas (in the form of transportation fuel, electricity, or heat).
- d. Electricity Procured from Biomass Conversion.

***B. Requirements for City Departments***

1. City department staff that are responsible for landscaping maintenance, renovation, construction, or related activity are to prioritize the use of Compost and Mulch produced from recovered Organic Waste for landscaping maintenance, renovation, or construction. SB 1383 Eligible Mulch used for land application must meet or exceed the physical contamination, maximum metal concentration and pathogen density standards specified in 14 CCR Section 17852(a) (24.5) (A)(1)-(3).
2. City projects that are subject to the Water Efficient Landscaping Ordinance (WELO), 23 CCR, Division 2, Chapter 2.7 are to keep records of Recovered Organic Product procurement. For all mulch that is land applied, procure Mulch that meets or exceeds the physical contamination, maximum metal concentration, and pathogen density standards for land applications specified in 14 CCR Section 17852(a) (24.5) (A)(1)-(3). City staff are required to keep records, including invoices or proof of Recovered Organic Waste Product procurement (either through purchase or acquisition), and submit records to the Recordkeeping Designee, upon completion of project.

***C. Procedures & Recordkeeping Requirements for Procured Organic Products City Projects***

1. City staff are required to keep records, including invoices or proof of Recovered Organic Product procurement (either through purchase or acquisition), and submit records to the Recordkeeping Designee, upon completion of project. Records shall include:

- a. General description of how and where the product was used and applied, if applicable.
- b. Source of product, including name, physical location, and contact information for each entity, operation, or facility from whom the Recovered Organic Waste Products were procured.
- c. Type of product and quantity of each product.
- d. Invoice or other record demonstrating purchase or procurement.

***D. Requirements for Compost and or Mulch Giveaway Events or Other Distribution Events***

1. For Compost and Mulch provided to residents, businesses or other organizations through giveaway events or other types of distribution methods, the City will require that the Direct Service Provider (including the City's franchised hauler) maintain an accurate record of the quantity of Compost and/or Mulch that is distributed.

These records will include:

- a. General description of how/where product was used and or applied, as applicable
- b. Source of product (physical location), type of product and quantity of product

- c. Invoice or other record demonstrating purchase, distribution event or giveaway
2. The City's Recordkeeping Designee will keep records of Compost and Mulch provided for SB 1383 reporting purposes, and for the procurement of Mulch, report that mulch procured by the City or Direct Service Provider meets the land application standards specified in 14 CCR Section 18993.1, as it may be amended from time to time.
3. When Procurement of Recovered Organic Waste Products occurs through a Direct Service Provider, the City will require a written contract or agreement, or execute a purchase order with enforceable provisions that states mulch procured by the Direct Service Provider meets land application standards specified in 14 CCR Section 18993.1, as it may be amended from time to time.

***E. Requirements for Procurement of Renewable Gas, Electricity Procured from Biomass Conversion***

1. When the City procures Recovered Organic Waste Products that include Renewable Gas and/or Electricity Procured from Biomass Conversion occurs through a Direct Service Provider, the City shall enter into a written contract or agreement or execute a purchase order with enforceable provisions that includes: (i) definitions and specifications for Renewable Gas and/or Electricity Procured from Biomass Conversion and, (ii) an enforcement mechanism (e.g., termination, liquidated damages, etc.) in the event the Direct Service Provider is non-compliant with the requirements.
2. When the City has a Renewable Gas procurement (used for fuel for transportation, electricity, or heating applications), the City shall ensure

compliance with criteria specified in 14 CCR Section 18993.1., keep records for Renewable Gas procured and used by the City and provide records to the Recordkeeping Designee, on a suitable schedule as determined, but not less than annually.

3. If the City procures Renewable Gas from a Publicly-Owned Treatment Works (POTW), the City will annually verify that the Renewable Gas from the POTW complies with the requirements specified in 14 CCR Section 18993.1(h), including, but not limited to the exclusion in 14 CCR Section 17896.6(a)(1). And, the City shall annually receive a record from the POTW documenting the tons of Organic Waste received by the POTW from: (i) a compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10), that is permitted or authorized under 14 CCR Division 7; (ii) transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or (iii) a solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR Division 2. The City shall require that the POTW annually provide documentation of the percentage of biosolids that the POTW produced and transported to activities that constitute landfill disposal to demonstrate that the POTW transported less than twenty-five percent (25%) of the biosolids it produced to activities that constitute landfill disposal. Landfill disposal is defined pursuant to 14 CCR Section 18983.1(a) and includes final disposition at a landfill; use of material as alternative daily cover or alternative intermediate cover at a landfill, and other dispositions not listed in 14 CCR Section 18983.1(b).



Alternative daily cover or alternative intermediate cover are defined in 27 CCR Sections 20690 and 20700, respectively.

The City will also require annual documentation that the POTW receives vehicle-transported solid waste that is an anaerobically digestible material for the purpose of anaerobic co-digestion with POTW treatment plant wastewater to demonstrate that the POTW meets the requirement of 14 CCR Section 18993.1(h)(2). The City will ensure records are submitted to the Recordkeeping Designee on an annual basis.

When the City procures electricity from Biomass Conversion the City will maintain records detailing the amount of Electricity Procured from Biomass Conversion facilities and receive written notification by an authorized representative of the Biomass Conversion facility certifying that biomass feedstock was received from a permitted solid waste facility identified in 14 CCR Section 18993.1(i). The City will provide these records to the Recordkeeping Designee on an annual basis.

#### **1.15.050 Requirements for Procurement of Recycled Content Paper Products**

1. City staff shall purchase Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%) recycle content whenever the total cost is the same cost, lesser cost or not more than 10% of the non-recycled content alternative, consistent with the requirements of the Public Contract Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended. All Paper Products and Printing and Writing Paper shall be eligible to be labeled with an unqualified recyclable

label as defined in Title 16 Code of Federal Regulations Section 260.12.

2. City staff are to maintain records of all Paper Products and Printing and Writing Paper purchases and provide sufficient records to the Recordkeeping Designee at an agreed upon schedule, but not less than annually to enable the Recordkeeping Designee to complete the required documentation for CalRecycle. City staff shall provide a copy of the invoice/ documentation of purchases, vendor name, purchaser name, date and quantity purchased, recycled content information or sufficient proof of purchase as agreed upon by CalRecycle. If non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper are purchased, Town staff is to detail why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not purchased.

#### ***F. City Vendor Procurement Requirements***

1. All vendors that provide Paper Products (including janitorial Paper Products) and Printing and Writing Paper to the City are to Provide Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper that consists of at least thirty percent (30%) recycle content whenever the total cost is the same cost, lesser cost or not more than 10% of the non-recycled content alternative, consistent with the requirements of the Public Contract Code, Sections 22150 through 22154 and Sections 12200 and 12209, as amended. Vendors are to only provide Paper Products and Printing and Writing Papers that meet Federal Trade Commission Recyclability standard as defined in Title 16 CFR Section 260.12.

2. Vendors are to certify in writing, under penalty of perjury, the minimum percentage of postconsumer material in the Paper Products and Printing and Writing Paper offered or sold to the City. This certification requirement may be waived if the percentage of postconsumer material in the Paper Products, Printing and Writing Paper, or both can be verified by a product label, catalog, invoice, or a manufacturer or vendor internet website. Vendors are to certify in writing, under penalty of perjury, that the Paper Products and Printing and Writing Paper offered or sold to the City are eligible to be labeled with an unqualified recyclable label as defined in Title 16 CFR Section 260.12.
3. Vendors are to provide records of all Paper Products and Printing and Writing Paper purchased (both recycled-content and non-recycled content) made by a City department to the Recordkeeping Designee on a schedule to be determined by the Recordkeeping Designee. Records shall include a copy of the invoice/ documentation of purchase, written certifications as required, purchaser name, quantity/date purchased, and if non-Recycled-Content Paper Products and/or non-Recycled-Content Printing and Writing Paper is purchased include a description of why Recycled-Content Paper Products and/or Recycled-Content Printing and Writing Paper were not purchased.
4. All vendors providing printing services to the City via a printing contract or written agreement, shall use Printing and Writing Paper that consists of at least thirty percent (30%), recycle content whenever the total cost is the same cost, lesser cost or not more than 10% of the non-recycled content alternative, consistent with the requirements of the Public Contract Code, Section 12209 or as amended.

## **SB 1383 PROCUREMENT RECORDKEEPING RESPONSIBILITIES**

1. The City Manager or their designee will designate who will be the Recordkeeping Designee and responsible for consolidating information from all City departments pertaining to Procurement of Recovered Organic Waste Products and Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper.
2. The Recordkeeping Designee will track Procurement of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper and complete the following tasks:
  - a) Collect and collate copies of invoices or receipts (paper or electronic) or other proof of purchase that describe the procurement of Printing and Writing Paper and Paper Products, including the volume and type of all paper purchases; and, copies of certifications and other required verifications from all departments procuring Paper Products and Printing and Writing Paper (whether or not they contain recycled content) and/or from the vendors providing Printing and Writing Paper and Paper Products. These records must be kept as part of City's documentation of its compliance with 14 CCR Section 18993.3.
  - b) Collect and collate copies of invoices or receipts or documentation evidencing procurement from all City departments procuring Recovered Organic Waste Products and invoices or similar records from vendors/contractors/others procuring Recovered Organic Waste Products on behalf of the City to ensure compliance in meeting its Annual Recovered Organic Waste Product Procurement Target. These records must be kept as

part of the City's documentation of its compliance with 14 CCR Section 18993.1.

- c) Collect, collate, and maintain documentation submitted by the City, Direct Service Providers, and/or vendors. Compile an annual report on the City's procurement, vendor/other procurement on behalf of the City of Recovered Organic Waste Products, Recycled-Content Paper Products, and Recycled-Content Printing and Writing Paper, consistent with the recordkeeping requirements contained in 14 CCR Section 18993.2 for the Annual Recovered Organic Waste Product Procurement Target and 14 CCR Section 18993.4 for Recycled-Content Paper Products and Recycled-Content Printing and Writing Paper procurement. This report shall be made available to the City's responsible entity for compiling the annual report to be submitted to CalRecycle (which will include a description of compliance on other SB 1383 regulatory requirements) pursuant to 14 CCR Division 7, Chapter 12, Article 13.

## **OTHER ENVIRONMENTALLY PREFERABLE PROCUREMENT PRODUCTS, SERVICES AND PRACTICES**

1. City staff shall prioritize the purchase of environmentally preferable products, services, and practices, whenever feasible, that include the following:

**Zero Emission and or Hybrid Fuel-Efficient Vehicle Fleet.** When replacing City fleet vehicles, City staff will prioritize zero emission vehicles and or fuel-efficient vehicles, provided the vehicle meets the performance standard needed for its purpose. When replacing vehicles, less-polluting alternatives such as compressed natural gas, bio-based fuels, hybrids, electric batteries, or fuel cell types are to be considered.

**Landscaping/Maintenance Services.** When considering landscape maintenance services, City staff will prioritize provisions of Sustainable Guidelines for Landscape Professionals ([www.bayfriendlycoalition.org](http://www.bayfriendlycoalition.org)) and establish a preferred list of native and drought-tolerant plants for use.

**Energy Efficient Electronic Equipment.** When considering purchase of new electronic equipment, City staff will prioritize products that include the “Energy Star” certification and meet “EPEAT” energy efficiency standards. All employees should maintain equipment on the most energy efficient settings.

**Solar Installation and Battery Storage.** City staff will consider solar installation and battery storage on City properties when deemed economically beneficial.

**Water Efficient Products.** When considering purchase of water fixtures, plumbing fixtures, and toilets, etc. City staff will prioritize the purchase of items that include the “Water Sense” certification to maximize water efficiency.

**Leadership in Energy and Environmental Design (LEED)/Green Building.** When building or renovating City facilities, staff will prioritize Leadership in Energy and Environmental Design (LEED) green building practices. When exterior hardscape modifications are made to existing City facilities, staff will consider replacement of impervious surfaces with permeable substitutes such as permeable asphalt, concrete or pavers for walkways, patios, parking lots and driveways.

## **EFFECTIVE DATE OF POLICY**

This amended Policy shall take effect xyz date, 2022

## **VIII. DEFINITIONS**

**Competitive Bidding Process.** The process of soliciting and obtaining formal and informal bids, including price quotations, from competing sources, from which an award is typically made to the lowest responsive and responsible bidder.

**Cooperative Procurement.** A variety of arrangements whereby two or more public entities purchase goods and/or services from the same supplier or multiple suppliers using a single competitive bid or proposal. The combining of the purchasing requirements of two or more public entities to leverage the benefits of volume purchases, including administrative savings and other demonstrable advantages.

**Department Head.** A department head is a City employee holding a director-level position within the City organization. Department Heads are members of the City executive team and are charged with managing the goals, duties, budget, and personnel of individual City departments. The Fire Chief, Police Chief, Development Services Director, and Finance Director are all Department Heads.

**Emergency Procurement.** Emergency procurements are those purchases necessary to avoid or mitigate a clear and imminent threat or danger where delay could result in loss of life or danger to health, welfare, or property or threaten the continued operation of the City or the provision of essential City services.

**Formal Procurement.** Formal procurement describes procurements processes that require adherence to stricter and more formalized procedures and standards. Formal procurement includes formal bidding and formal competitive proposal processes. Formal procurement is used for higher value and more complex purchases.

**Formal Bidding.** A procurement process for public works projects valued at \$200,000 or more and for the purchase of goods, general services and non-public works construction projects valued at over \$45,000. For public works project procurements, this process is governed by California Public Contract Code § 22037. This process involves stricter and more formalized procedures than informal bidding.

**Formal Competitive Proposals (RFP).** A procurement process where the City solicits proposals for consultant/professional services from potential providers. A formal RFP process is for expenditures greater than \$45,000. The RFP typically starts with a scope of work and requests proposals to perform it. Proposals typically include a price component which is part of the evaluation criteria to determine which proposal best meets the needs of the City.

**General Services.** Work performed, or services rendered by outside persons or entities hired by the City. Such services include but are not limited to, custodial



services, building and equipment maintenance, machinery and equipment rental, utility services, and land surveying. General Services does not include contracts for public works. This type of work typically involves services where the methods for performing the work is standardized.

**Informal Bidding.** A procurement process for public works projects valued at more than \$60,000 but less than \$200,000. This process is governed by California Public Contract Code §22034 and Pinole Municipal Code §3.34.040 and involves less formalized and less strict procedures than formal bidding.

**Informal Solicitation.** A procurement process where the City solicits written quotes from potential vendors. These written quotes may be informally documented, such as through emails between City employees and potential vendors. This process may be used for purchases of goods, general services, nonpublic works construction projects, and consultant/professional services valued at \$45,000 or less and may also be used for public works projects valued at \$60,000 or less.

**Informal Procurement.** Informal procurement describes procurements processes that permit more flexible and less formalized procedures and standards. Informal procurement includes micro purchases, informal solicitation, and informal bidding. Informal procurement is used for lower value and less complex purchases.

**Local Preference.** A program where local businesses are given preference in the City's procurement process.

**Micro purchases.** A procurement process where purchases need not be awarded competitively, but the price must be determined to be fair and reasonable and should be distributed equitably among qualified suppliers. This process may be used for purchase of goods/general services valued under \$10,000.

**Non-Public Works project.** A type of project that does not fall within the definition of “public works project” under the Public Contract Code and is thus, not governed by the competitive requirements applicable to “public works projects.” Examples of non-public works projects include maintenance projects defined as “Routine, recurring, and usual work for the preservation or protection of any publicly-owned or publicly-operated facility for its intended purposes; minor repainting; resurfacing of streets and highways at less than one inch; landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; nor work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems, including, but not limited to, dams, reservoirs, powerplants, and electrical transmission lines of 230,000 volts and higher” (PCC § 22002 (c) and (d)).

**Piggybacking.** A form of intergovernmental cooperative purchasing whereby the City utilizes the contract pricing and terms of another government agency to purchase the same goods or services.

**Professional Services.** Those services provided by a person or firm engaged in a profession based on a generally recognized special knowledge or skill, including but not limited to, the professions of accountant, attorney, artist, architect, biologist, archeologist, landscape architect, construction manager, engineer,

environmental consultant, training or educational consultant, and whose services are considered distinct and unique to such a degree that bidding may not be feasible. Typically, when using professional services there is considerable professional judgement on how work is to be accomplished in meeting a scope of work. As a result, other factors besides price are relevant in determining who to use in meeting City goals.

**Public Works.** This term is used in two regulatory arenas. In the Public Contract Code, it refers to the construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind, including, but not limited to, demolitions, and the construction and installation of drainage systems, lighting and signaling systems, sewer and water systems, and park and recreational facilities. This is the common usage that guides the City's budgeting, purchasing and other processes. However, it is important to note that the Labor Code uses this term to cover certain maintenance activities of these same public assets, which trigger prevailing wage laws.

**Sole Source.** A situation where a good or service can only be obtained from one source due to its proprietary or specialized nature.

“Annual Recovered Organic Waste Product Procurement Target” means the amount of Organic Waste in the form of a Recovered Organic Waste Product that the City of Pinole's is required to procure annually under 14 CCR Section 18993.1. This target is calculated by multiplying the per capita procurement target, which shall be 0.08 tons of Organic Waste per California resident per year, times the City's residential population using the most recent annual data reported by the California Department of Finance.

“Compost” means the product resulting from the controlled biological decomposition of organic solid wastes that are source separated from the municipal solid waste stream or which are separated at a centralized facility or as otherwise defined in 14 CCR Section 17896.2(a)(4).

Compost eligible for meeting the Annual Recovered Organic Waste Product Procurement Target must be produced at a compostable material handling operation or facility permitted or authorized under 14 CCR, Division 7, Chapter 3.1 or produced at a large volume in-vessel digestion facility that composts on-site as defined and permitted under 14 CCR Division 7, Chapter 3.2. Compost shall meet the State’s composting operations regulatory requirements.

“Consider” means to actively and in good faith seek the stated objectives of purchasing recycled content or environmentally preferable products.

“Direct Service Provider” means a person, company, agency, district, or other entity that provides a service or services to the City pursuant to a contract or other written agreement or as otherwise defined in 14 CCR Section 18982(a)(17).

“Electricity Procured from Biomass Conversion” means electricity generated from biomass facilities that convert recovered Organic Waste, such as wood and prunings from the municipal stream, into electricity. Electricity procured from a biomass conversion facility may only count toward the Jurisdiction’s Annual Recovered Organic Waste Product Procurement Target if the facility receives feedstock directly from certain permitted or authorized compostable material handling operations or facilities, transfer/processing operations or facilities, or landfills, as described in 14 CCR Section 18993.1(i).

“Feasible” means whenever possible and compatible with local, state, and federal law, without reducing safety, quality, or effectiveness, and where the practice, product or service is available at a reasonable cost in a reasonable period of time. Reasonable cost shall be no more than 10% of the less sustainable product.

“Leadership in Energy and Environmental Design (LEED<sup>TM</sup>) Rating System” means the green building assessment system developed by the U.S. Green Building Council designed for rating new and existing commercial, institutional, and high-rise residential buildings.

Mulch” means mulch eligible to meet the Annual Recovered Organic Waste Product Procurement Target, pursuant to 14 CCR, Division 7, Chapter 12. Mulch must meet the following conditions for the duration of the applicable procurement compliance year, as specified by 14 CCR Section 18993.1(f)(4):

1. Be produced at one of the following facilities:
  - A. Compostable material handling operation or facility as defined in 14 CCR Section 17852(a)(12), that is permitted or authorized under 14 CCR, Division 7, other than a chipping and grinding operation or facility as defined in 14 CCR Section 17852(a)(10); Mulch excludes mulch from chipping and grinding operations.
  - B. Transfer/processing facility or transfer/processing operation as defined in 14 CCR Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under 14 CCR Division 7; or,
  - C. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under 27 CCR, Division 2.

2. Meet or exceed the physical contamination, maximum metal concentration, and pathogen density standards for land application specified in 14 CCR Sections 17852(a) (24.5) (A)(1)- (3).

“Organic Waste” means solid wastes containing material originated from living organisms and their metabolic waste products including, but not limited to, food, yard trimmings, organic textiles and carpets, lumber, wood, Paper Products, Printing and Writing Paper, manure, biosolids, digestate, and sludges, or as otherwise defined in 14 CCR Section 18982(a)(46). Biosolids and digestate are as defined in 14 CCR Section 18982(a)(4) and 14 CCR Section 18982(a) (16.5), respectively.

“Paper Products” include, but are not limited to, paper janitorial supplies, cartons, wrapping, packaging, file folders, hanging files, corrugated boxes, tissue, toweling; or as otherwise defined in 14 CCR Section 18982(a)(51). Printing/writing paper include, but are not limited to, copy paper, envelopes, envelopes, writing tablets, newsprint, uncoated writing papers, posters, brochures, magazines, and publications; or as otherwise defined in 14 CCR Section 18982(a)(54).

“Procurement of Recovered Organic Waste Products” shall mean purchase or acquisition (e.g., free delivery or free distribution from a hauler or other entity via a written agreement or contract), and end use by the City or others. The City’s Annual Recovered Organic Waste Product Procurement Target can be fulfilled directly by the City or by Direct Service Providers through written contracts or agreements for Procurement of Recovered Organic Waste Products at the City’s request.

“Publicly-Owned Treatment Works” or “POTW” has the same meaning as in Section 403.3(r) of Title 40 of the Code of Federal Regulations.

“Recovered Organic Waste Products” means products made from California, landfill-diverted recovered Organic Waste processed at a permitted or otherwise authorized operation or facility, or as otherwise defined in 14 CCR Section 18982(a)(60). Products that can be used to meet the Annual Recovered Organic Waste Product Procurement Target shall include Compost, Mulch, Renewable Gas from an in-vessel digestion facility, and Electricity Procured from Biomass Conversion as described herein and provided that such products meet requirements of 14 CCR, Division 7, Chapter 12, Article 12.

“Recordkeeping Designee” means the staff person appointed by the City Manager or their designee track procurement and maintain records of Recovered Organic Waste Product procurement efforts both by the Town and others, if applicable, as required by 14 CCR, Division 7, Chapter 12, Articles 12 and 13.

"Recyclability" means that the Paper Products and Printing and Writing Paper offered or sold to the Town are eligible to be labeled with an unqualified recyclable label as defined in 16 Code of Federal Regulations Section 260.12.

“Recycled-Content Paper Products” and “Recycled-Content Printing and Writing Paper” means such paper products that consist of at least 30%, by fiber weight, postconsumer fiber, consistent with the requirements of Public Contract Code Sections 22150 to 22154, 12200 and 12209, and as amended.

“Renewable Gas” means gas derived from Organic Waste that has been diverted from a landfill and processed at an in-vessel digestion facility that is permitted or otherwise authorized by 14 CCR to recover Organic Waste, or as otherwise defined in 14 CCR Section 18982(a)(62).

“SB 1383” means Senate Bill 1383 (Chapter 395, Statutes of 2016), which added Sections 39730.5, 39730.6, 39730.7, and 39730.8 to the Health and Safety Code, and added Chapter 13.1 (commencing with Section 42652) to Part 3 of Division 30 of the Public Resources Code, establishing methane emissions reduction targets in a statewide effort to reduce emissions of short-lived climate pollutants, as amended, supplemented, superseded, and replaced from time to time.

“SB 1383 Regulations” means or refers to, for the purposes of this policy, the Short-Lived Climate Pollutants (SLCP): Organic Waste Reductions regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.

“State” means the State of California.

#### APPENDIX A

| Type of Purchase                           | Cost             | Approval Authority | Documentation          | Procurement Method    |
|--------------------------------------------|------------------|--------------------|------------------------|-----------------------|
| Goods/General Services                     | Under \$10,000   | Department Head    | Purchase Order/Invoice | Micro Purchase        |
| Goods/General Services/Non PW Construction | \$45,000 or less | City Manager       | Contract               | Informal Solicitation |



|                                            |                                                                                        |              |          |                              |
|--------------------------------------------|----------------------------------------------------------------------------------------|--------------|----------|------------------------------|
| Goods/General Services/Non PW Construction | Over \$45,000                                                                          | City Council | Contract | Formal Bidding               |
|                                            |                                                                                        |              |          |                              |
| Consultant/Professional Services           | \$45,000 or less                                                                       | City Manager | Contract | Informal Solicitation        |
| Consultant/Professional Services           | Over \$45,000                                                                          | City Council | Contract | Formal Competitive Proposals |
|                                            |                                                                                        |              |          |                              |
| Public Works                               | \$60,000 or less                                                                       | City Manager | Contract | Informal Solicitation        |
| Public Works                               | Over \$60,000 up to \$200,000                                                          | City Manager | Contract | Informal Bidding             |
| Public Works                               | Over \$200,000                                                                         | City Council | Contract | Formal Bidding               |
|                                            |                                                                                        |              |          |                              |
| Federally-Funded Public Works              | <i>Transactions utilizing federal funds are governed by federal law and procedures</i> |              |          |                              |
| Federally-Funded Goods/Services            | <i>Transactions utilizing federal funds are governed by federal law and procedures</i> |              |          |                              |

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## CITY COUNCIL REPORT

**12B**

**DATE:** JUNE 20, 2023

**TO:** MAYOR AND COUNCIL MEMBERS

**FROM:** ANDREW MURRAY, CITY MANAGER

**SUBJECT:** DISCUSSION AND POSSIBLE DIRECTION REGARDING THE CITY'S INTERGOVERNMENTAL LEGISLATIVE REVIEW AND ACTION PROCESS

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### **RECOMMENDATION**

Staff recommends that the City Council receive information on the City's intergovernmental legislative review and action process (sometimes referred to as "legislative advocacy") and establish an ad hoc subcommittee to provide a recommendation to the full City Council on potential changes to the City's current process.

### **BACKGROUND**

At its meeting on January 17, 2023, the City Council approved a future Council agenda item regarding the City's intergovernmental legislative review and action process.

It is a common practice for city councils to formally and collectively express opinions on county, regional government, state, and federal legislation and activities, as well as to express opinions on other issues related to civic affairs. The Pinole City Council regularly considers letters or resolutions of support or opposition to State legislation. The City is a member of the League of California Cities ("Cal Cities"), which frequently requests that its members submit letters of support or opposition to proposed State legislation.

The current process through which the Pinole City Council formally and collectively expresses its opinion on State legislation and other government legislation and activities is through the Council Requests for Future Agenda Items and Other Staff Follow-Up mechanism. Through this mechanism, which is detailed in the Council Meeting Procedures, any Council Member may request that a matter be agendized for consideration at a future City Council meeting. If that request is approved by a majority of the Council Members, that matter is placed on a future City Council agenda per the agenda preparation process outlined in the Council Meeting Procedures.

In the case where a Council Member would like the Council to formally and collectively express an opinion on a piece of pending State or federal legislation, that Council Member may request that a letter or resolution stating a position on that legislation be considered by the City Council at a future City Council meeting. If that request for a future agenda item is approved by a majority of the Council, City staff prepares a position letter or resolution for consideration by Council at that future Council meeting. If a majority of the Council approves the position letter or resolution, City staff then obtains appropriate signatures (usually the Mayor's) and submits the letter or resolution to the appropriate recipients.

It is important to note that any individual Council Member may at any time write their own position letter stating their individual opinion regarding State or federal legislation.

The City of Pinole Strategic Plan 2020 – 2025 includes, as one of 23 “strategies” (special projects), the direction for the City to develop an interagency legislative advocacy program. The City has identified some options to achieve this strategy, but has not yet implemented such a program.

Although the City already has a process through which the City Council can formally and collectively express its opinion on State legislation and other intergovernmental matters, it can be a slow process due to the natural timing of Council meetings. On some occasions, the existing process might not allow the City Council to act as quickly as it would like on State legislation or other intergovernmental matters. The City Council could establish other mechanisms to complement the existing process to allow the City Council to formally and collectively express opinions on intergovernmental matters timelier.

### **REVIEW & ANALYSIS**

City staff recommends that the City Council establish an ad hoc subcommittee to consider options and provide a recommendation to the full City Council on potential complements to the City's current legislative advocacy process to enable the City to more rapidly express a position on intergovernmental matters. Staff recommends that the ad hoc subcommittee consider two mechanisms common in other municipalities, 1) to create a new Council intergovernmental affairs standing or ad hoc subcommittee that is authorized to submit positions letters on behalf of the entire Council and 2) deputize one or more City officials to submit position letters on behalf of the entire City Council based on specific guidelines established by the Council. A third option that the ad hoc subcommittee could consider is authorizing one or more City officials to submit position letters based on the positions of other organizations that the City trusts, such as an advocacy firm hired by the City or some other organization whose goals align with the City's. It is worth noting that the City has considered hiring an advocacy firm to represent the City, which would fulfill

the aforementioned Strategic Plan strategy of developing an interagency legislative advocacy program. The Final Proposed FY 2023/24 Operating and Capital Budget does not include any funds to engage an advocacy firm to serve the City.

One example of a city establishing a standing legislative affairs subcommittee, the Town of Danville has a Legislative Committee that makes recommendations regarding positions on intergovernmental legislation to the full Town Council. The responsibilities of the Legislative Committee are described in the attached Town of Danville Legislative Framework Town Council Legislative Committee. An alternate approach, the Cities of Concord and San Leandro have created detailed legislative advocacy platforms and guidelines, under which specific City officials are authorized to submit position letters on behalf of the entire city. The Concord and San Leandro advocacy platforms and guidelines are attached.

### **FISCAL IMPACT**

City staff does not believe that there will be any notable fiscal impact related to City staff supporting an ad hoc subcommittee to provide a recommendation to the full City Council on potential changes to the City's current process.

### **ATTACHMENTS**

- A - Town of Danville Legislative Framework Town Council Legislative Committee
- B - City of Concord Legislative Advocacy Program and Platform
- C - City of San Leandro 2023 State Legislative Platform and Policy Guidance

***Town of Danville***  
Legislative Framework  
Town Council Legislative Committee



## Overview

The Town of Danville is actively engaged in legislative advocacy efforts that are aimed at protecting and promoting Danville's best interests at the local, state and federal levels. These efforts are driven by two primary considerations: 1) continuing to uphold the Town mission of delivering superior municipal services that make people's lives better; and 2) an increasing level of state involvement and regulation in areas that have previously fallen within local control.

The significant increase in bills being introduced in the State Legislature that have the potential to further impact cities' local control has prompted the Town to continue to expand advocacy efforts through various means and channels. Key to these efforts is the development of this Legislative Framework which outlines the Town's legislative principles, policies, goals and strategies. The Framework will be monitored and driven by a Town Council Legislative Committee.

## Legislative Goals

- Advocate the Town's legislative interests at the federal, state, regional, and county levels to support our Town's vision and mission.
- Serve as an active participant with other local governments, the League of California Cities, regional agencies, and local professional organizations in addressing legislative issues that are important to the town and our region.
- Participate in the Tri-Valley Cities coalition to work together on legislative issues, projects and initiatives at the federal, state, regional and county levels.
- Seek grant and funding assistance for Town projects, services, and programs.
- Communicate to the Town's residents those legislative and agency rule-making matters which are of potentially general interest or concern.

## Legislative Principles

To fulfill the goals identified, the Town supports legislation and policies that favor:

1. **Outstanding Quality of Life** - provide opportunities to protect and enhance our residents' quality of life through active living, a healthy lifestyle and diverse recreational services.
2. **Community Safety** - provide access to resources and services for residents, such as quality police, fire, emergency management, emergency medical services, services for vulnerable populations and community benefit efforts.
3. **Local Control over Land Use and Preservation** - ensures the Town's continued ability and authority to exercise decisions on land use matters and reasonably regulate new development to ensure consistency with Town design standards. The orderly growth and development of the Town together with the preservation of open space is a high priority for the Danville community.

4. **Foster Economic Vitality and Growth** - provide funding for initiatives that promote: economic health and resilience, business development, workforce development, and small business entrepreneurship training and assistance.
5. **Public Infrastructure** - enable continued improvement and maintenance of the Town's public infrastructure.
6. **Transportation** - provide funding for planning and implementation of regional transportation projects.
7. **Housing** - seek balanced solutions which consider housing, jobs, and transportation together; does not take a one size fits all approach; provides funding and resources for infrastructure and allows the Town to exercise local control in developing locally appropriate plans that meet State objectives in a manner that is compatible with existing community character.
8. **Support Residents Growth and Enrichment** - enhance and encourage recreational programming, exercise, use of parks and services, community engagement, social and recreational experiences; and performing and visual arts.
9. **Sustainability** - enable sustainable development, conserve natural resources, provide resources to enable environmental awareness and health in our community and source vendors that comply with California environmental requirements that protect public health and air quality.
10. **Fiscal Sustainability** - protect existing federal, state, and local funding sources that provide revenues to the Town of Danville. Oppose Unfunded Mandates and legislation that seeks to impose any requirement upon the Town that is not fully funded; aid recovery of Town costs stemming from State and/or Federal mandates.

## Town Council Legislative Committee

- The Legislative Committee shall consist of two members of the Town Council to be appointed annually by the Mayor, supported by appropriate Town staff.
- The committee shall meet as frequently as monthly to review and discuss the Town's legislative platform and pending/possible legislation.
- The committee shall develop positions on pending or possible legislation and make recommendations for consideration by the Town Council. Recommendations will be based upon a determination of potential legislative impacts upon the Town and its residents. Potential positions to be considered include:
  - *Support*: Legislation that the Town should support as drafted
  - *Support if Amended*: that the Town should support if the author accepts amendments proposed or supported by the Town
  - *Oppose*: Legislation that the Town should oppose as drafted
  - *Oppose unless amended*: Legislation the Town should oppose unless amended
  - *Watch*: Town will take no formal position but will watch the Legislation and



- consider taking a position as the legislative process progresses
- Once a determination has been made that a legislative proposal may impact the Town by the Legislative Committee, a letter outlining the Town's position will be drafted for the Mayor's or Town Manager's signature.
  - Legislative Proposals may sometimes advance or change rapidly. Should the need to respond to such a proposal arise prior to an opportunity for either the Legislative Committee or Town Council to meet to consider the matter, then the Town Manager is authorized to act expeditiously to respond via letter, in a manner that is consistent with the goals and principles contained in the Framework. All such letters shall be transmitted to the Town Council, and posted on the Legislative page of the Town website.
  - The Committee shall make regular reports to the Town Council at duly noticed public meetings.
  - The Committee shall work collaboratively with Tri-Valley Cities of Dublin, Livermore, Pleasanton and San Ramon to further the Tri-Valley Legislative Framework.

## Strategic Documents

The following documents are available on the Town's website at [www.danville.ca.gov](http://www.danville.ca.gov)

- Town Vision and Mission Statements
- Town of Danville General Plan 2030
- Town of Danville Adopted Budget and Capital Improvement Program
- Town of Danville Recreation, Arts & Community Services Master Plan
- Town of Danville Climate Action Plan

The Legislative Framework will be reviewed annually by the Town Council. Day to day oversight of legislative matters is the responsibility of the Town Manager's Office, consistent with this Legislative Framework and policy set by the Town Council.



**POLICY & PROCEDURE****CITY OF CONCORD**

Number: 178  
Authority: Council Motion  
Effective: 01-26-2021  
Revised: 01-26-2021  
Reviewed:  
Initiating Dept.: CM

**CITY OF CONCORD LEGISLATIVE ADVOCACY  
PROGRAM AND PLATFORM****1. PURPOSE**

The primary objective of the Legislative Advocacy Program and Platform is for the City Council to adopt official City positions on legislative issues. In so doing, the legislative advocacy process is streamlined, allowing staff to prepare letters of support or opposition quickly.

**2. GENERAL**

The Platform is developed and maintained using the goals and objectives adopted by the City Council, a review of legislative priorities from the League of California Cities, guidance from City Council dialog and direction during Council meetings, research of current law and pending legislation, as well as discussions with local legislative staff.

The City's legislative program is intended to only address issues directly relevant to or impacting the provision of municipal services. In general, the City will not address matters that are not pertinent to the City's local government services unless specifically considered by the City Council.

**3. GUIDING PRINCIPLES**

There are two primary, overarching principles related to the City's legislative advocacy efforts.

**A. Preserve Local Funding**

The City supports the protection of state and local funding sources and the authorities that provide revenue to the City of Concord. Such areas include the protection of state-shared revenues, assets of the former redevelopment agency, and the ability to collect compensation for the use of the public right-of-way or city-owned facilities. The City opposes any mandates that are not funded and / or inadequately funded. The City supports new programs that would increase revenue to the City of Concord.

**B. Preserve Local Authority**

The City supports local decision-making authority and opposes pre-emption of local control. Cities are voluntarily created by the residents of a community to provide local self-government and to make decisions at the local level to best meet the needs of the community. Each community has unique needs and characteristics that are best met by policies set by its local governing body. Statewide efforts to remove the ability to set policy at the local level should be opposed, while promoting legislation that allows flexibility in the City's effort to cost-effectively meet goals and mandates.

**4. PROGRAM COORDINATION**

Federal and state legislative proposals and policies consistent with the legislative priorities may be supported by the City. Those policies or proposals inconsistent with this Platform may be opposed by the City. In such a case, staff shall be authorized to prepare position letters representing the City of Concord for the Mayor's signature; and the Mayor is authorized to sign. Items not addressed in the Legislative Platform would be referred to the full Council for further consideration. However, an item not addressed in the Legislative Platform that requires an urgent response from the City may be acted upon by the Mayor on behalf of the City.

While departments monitor and are knowledgeable of legislative issues related to their discipline, legislative advocacy must be approved by the City Manager's Office. To assure conformance with this policy, the City Manager's office shall approve all legislative position letters prior to signature by the Mayor on behalf of the City.

**5. PROGRAM CYCLE**

The City Manager's Office shall coordinate a review and update of the Legislative Platform no less frequently than every two years for consideration by the Policy Development & Internal Operations Subcommittee. Should the Subcommittee recommend a change to the Policy, it would subsequently be considered by the full City Council.

**6. LEGISLATIVE PLATFORM****COVID-19 PANDEMIC - Specific**

- A. Support legislation that provides COVID-19 related emergency relief or stimulus at both the federal and state levels; especially legislation that provides support for local government response reimbursement and stimulus for small business recovery.
- B. Support legislation that protects residents and businesses impacted by COVID-19 from rent increases and evictions with concurrent mechanisms to protect property owners.

**LOCAL CONTROL**

- A. Support legislation that enhances local control and allows cities to address the needs of local constituents within a framework of regional cooperation.
- B. Oppose pre-emption of local authority whether by state or federal legislation or ballot proposition.
- C. Support legislation that streamlines and simplifies the job of running a city and oppose efforts that erode the City's authority to control its own affairs.
- D. Support expansion of general law city authorities.

**PUBLIC SAFETY**

- A. Support efforts that strengthen local law enforcement's ability to prevent and fight crime.

- B. Support efforts that advocate for additional funding for local law enforcement, nuisance abatement and crime prevention efforts.
- C. Oppose legislation that would impede local law enforcement from addressing crime problems and recovering costs resulting from crime committed by a guilty party.
- D. Support efforts to fund and provide appropriately trained response teams to address calls regarding homelessness and/or requiring mental health evaluations; and support for mental health solutions.

### **ECONOMIC DEVELOPMENT**

- A. Oppose legislation that erodes the ability of cities to condition and deny projects that inadequately mitigate for impacts to the community.
- B. Support legislation that preserves or increases funding for Community Development Block Grants (CDBG) as provided by the US Department of Housing and Urban Development. Support legislation that expands the eligibility and allowable uses of CDBG funds. Oppose legislation that would reduce funding to the CDBG program.
- C. Support legislation that enhances the City's efforts to retain existing businesses and attract new businesses.
- D. Support legislation that provides tangible and productive tools and incentives to support job creation and retention.
- E. Support legislation that facilitates implementation and funding of Smart City technologies (including broadband) within the framework of local control.

### **LAND USE AND COMMUNITY DEVELOPMENT**

- A. Support legislation that strengthens the concept of local control / local home rule for decision making on land use and zoning matters and oppose legislation that erodes local determination.
- B. Oppose legislation that imposes mandatory caps on local parking standards in transit intensive areas and removes local authority to determine acceptable building heights and design standards consistent with surrounding neighborhoods.
- C. Support legislation that emphasizes sustainable development, improves environmental standards without an undue burden on local agencies, simplifies the regulatory process, and provides incentives and financial support for preservation of natural resources and promote sustainable energy policies.
- D. Support legislation that allows flexibility in the City's effort to cost-effectively meet energy goals.
- E. Support amendments to the Surplus Lands Act that will enable the City to transfer CNWS Reuse Project land to a Master Developer and implement a project-specific affordable housing plan.
- F. Seek legislation that recognizes the CNWS Reuse Project as a MTC Priority Development Area and provides CEQA streamlining and litigation limitations.
- G. Support legislative efforts that enable effective implementation of the State's new food waste

composting requirements, recycling requirements and other waste collection mandates.

- H. Support a reasonable and fair assignment of housing requirements through the Regional Housing Needs Assessment.

### **TRAFFIC, TRANSPORTATION AND INFRASTRUCTURE**

- A. Support measures to finance local and regional transportation programs and improvements, including money for: (1) roadway maintenance and improvements, (2) alternative modes of transportation (3) traffic demand management systems, and (3) Smart City technologies.
- B. Support continuous appropriations of new monies directly to cities for the preservation, maintenance, rehabilitation and development of local streets and road systems.

### **PARKS, RECREATION AND COMMUNITY SERVICES**

- A. Support legislation and propositions that provide funding for the benefit of public libraries, recreational facilities, economically disadvantaged communities, and cultural arts.

### **GENERAL GOVERNANCE AND LABOR RELATIONS**

- A. Oppose any measure that imposes upon local government mandated employee benefits, not paid for by the State.
- B. Oppose legislation that undermines good faith negotiations between employee organizations and local agencies.
- C. Support reform measures that provide sustainable and secure public pensions and other post-retirement benefits to ensure responsive and affordable public services.

### **REVENUE, STATE & FEDERAL FUNDING**

- A. Oppose legislation that would impose mandated costs for which there is no guarantee of local reimbursement or offsetting benefits; support full cost reimbursement for all federal, state and county-mandated programs.
- B. Oppose changes in revenue allocations that would negatively affect local government and Concord in particular without guaranteed offsets elsewhere.
- C. Support legislation that strengthens and expands ongoing revenue for the City.
- D. Oppose legislation that undermines and pre-empts local authority over local taxes and fees.
- E. Support increased flexibility for the utilization of municipally generated revenues, such as Public Education & Government fee.
- F. Support efforts to restore funding mechanisms eliminated by the dissolution of redevelopment agencies that promote economic development and include initiatives to provide financing for infrastructure and affordable housing.

**City of San Leandro**  
**2023 State Legislative Platform and Policy Guidance**  
**Adopted by City Council: January 9, 2023**

The City of San Leandro's state legislative agenda for 2023 is designed to reflect the adopted priorities and policy direction of the Mayor and City Council with direct input from the City Administration. This strategic agenda includes advocating for legislation, regulations, and funding that is consistent with the City's adopted priorities. It is informed by the City Council's prior year adopted legislative platform, and has been updated for 2023 to reflect new or emerging policy issues.

This agenda is designed to provide standing authority for the Mayor and members of the City Council, City staff, or the City's legislative advocate to take action on pending legislative matters on behalf of the City of San Leandro when time or other constraints preclude bringing such matters before the City Council in advance. Such actions could include issuing letters on behalf of the City, expressing the City's position in policy committee hearings, attending or scheduling meetings, or otherwise advocating for actions that are consistent with the policy language contained herein. This document is also designed to provide the public and the City's advocates a better understanding of the Mayor and City Council's policy preferences regarding a variety of legislative and intergovernmental issues that might arise during the course of the year.

This report is two sections:

1. City Specific State Legislative Priorities for Recommended Action, and
2. General Policy Priorities for Ongoing Monitoring or Advocacy

**1. City Specific State Legislative Priorities for Recommended Action**

Below is a list of specific legislative priorities for the city. Direct advocacy with the Governor, the Legislature, State agencies, and other organizations will be generally focused on these areas.

It is expected that that the Legislature will maintain its focus on recent policy priorities, including: housing supply, homelessness, climate change & environmental protection, transportation, public health & safety, emergency preparedness and other topics.

***Transportation, Public Works, and Technology***

- **Autonomous Vehicles.** Monitor legislation and regulations for the development and operation of autonomous vehicles and support efforts to develop a consistent statewide framework that supports innovation and protects public safety.
- **Closing the Digital Divide.** Support efforts to address the digital divide, including efforts to better support the public engaged in remote work or otherwise impacted by physical workspace closures necessitated by the COVID-19 pandemic.
- **East 14<sup>th</sup> Street, and Other State Right-of-Way Pavement Conditions.** Advocate for administrative or legislative solutions that would lead to further repaving or improvement to the condition of East 14<sup>th</sup> Street throughout the entirety of San Leandro, as soon as possible. The East 14<sup>th</sup> street right-of-way is a state highway so maintenance is currently the responsibility of the California Department of Transportation. Support efforts to improve the pavement conditions of other State rights-of-way in San Leandro, including Davis Street and Doolittle Drive.
- **Electric Vehicle Infrastructure.** Support efforts and funding programs that provide greater flexibility and opportunities to enhance and build out electric vehicle infrastructure, particularly near multifamily housing units or other areas that could yield positive benefits to the community. Support efforts and funding programs for affordable ownership or leasing of electric vehicles.
- **Extended Producer Responsibility and Zero Waste Programs.** Support efforts to enhance and fund programs that advocate zero-waste practices, recycling and/or Extended Producer Responsibility (EPR) among product manufacturers, retailers and grocery stores for products that can be recycled, including pharmaceuticals, to ensure safe and proper disposal.

- **Illegal Dumping & Graffiti Abatement.** Support legislative efforts that provide for greater penalties or consumer-based incentives to reduce the amount of illegal dumping, waste disposal, and graffiti.
- **Public Utilities, Public Safety Power Shut-offs, Wildfire Liability and Vegetation Management.** Monitor legislation regarding wildfire liability. Following some of the most destructive wildfires in California history, the State is expected to implement new plans to improve disaster preparedness. Support funding to off-set local costs or other mitigation efforts associated with public safety power shut-offs. Support opportunities to allow cities greater access to funding opportunities for vegetation management and fuel load reduction. Monitor proposals that would transition investor-owned utilities into customer-owned/publicly governed utilities.
- **Railroad Safety.** Support funding opportunities and advocate for projects that will increase public safety in proximity to railroad tracks and rail crossings.
- **Reclaimed/Recycled Water Projects.** Support legislation that advances the use of recycled or reclaimed water while meeting the needs of local agencies, especially during times of drought. Related efforts could include support for permitting, construction, or maintenance of recycled water pipelines or water storage and distribution systems. Support efforts that would provide the city the ability to distribute recycled water for irrigation and other nonpotable uses, and allow us to pursue our own water purveyor rights. Oppose legislation or regulations that would hinder these efforts.

**Recycling Programs.** Support legislation to extend incentives for both household and commercial recycling efforts. Oppose legislation that hampers recycling efforts or reduces incentives to recycle.

- **Smart City Technologies.** Support efforts that provide funding or technical assistance for cities that are implementing smart city technologies designed to improve public safety, quality of life, public access to data, or government efficiency.
- **Traffic Signal Synchronization.** Support legislation or regulatory efforts to address greenhouse gas (GHG) emissions by providing funding for traffic signal synchronization and related actions that reduce traffic and pollution.
- **Undergrounding of Utilities/Rule 20A.** Support the approval and funding of projects that would lead to the undergrounding of utility lines, and support the exploration of related regional approaches. The Public Utilities Commission oversees Rule 20A, a program that establishes an electric tariff for related work. Support common sense reforms to this program that would streamline or otherwise help to facilitate undergrounding projects.
- **Use of State Highways.** Support efforts that would facilitate the use of overweight trucks to transport goods from local San Leandro businesses to and from the Port of Oakland on routes that utilize state highways.
- **Vehicle Miles Traveled Legislation.** Monitor new legislation or regulatory efforts with a greater focus on Road Usage Charges (RUC), including the State's RUC pilot program to study the potential for RUC as an alternative to the gas tax.
- **Water Quality Measures/Trash Capture Devices.** Support legislation, regulations, and budget proposals that will provide support and resources to purchase and install trash capture devices or other efforts to address storm water runoff and/or protect water quality.

### ***Housing, Land Use & Environmental Protection***

- **Affordable Housing.** Support efforts to facilitate the development and construction of affordable housing and related funding opportunities including more permanent supportive housing for the homeless, such efforts could include pursuing funding for a navigation center in San Leandro via the State Homekey program. Monitor any proposed legislation, regulations, or statewide guidelines to ensure they meet the needs of the City of San Leandro and the region. Support the repeal of the Costa Hawkins Act, local protections of tenants, and other similar topics.

- **Broadband Infrastructure.** Support legislation or funding opportunities that would expand public and private access to broadband, including the development of related infrastructure. Advocate for funding opportunities and infrastructure in both urban and rural areas with varying levels of need, so that jurisdictions are not excluded from the benefits of better internet speeds based solely on urban density or other demographics.
- **Cannabis Regulations.** Support San Leandro's adopted regulatory programs. Support administrative actions or legislation that supports the cannabis industry while also providing cities with the flexibility and tools to maintain local oversight, protect public safety, and deter unpermitted cultivation or unlicensed cannabis-related activities. Support common sense reforms to the statewide tax structure for the industry.
- **Cellular/Wireless Infrastructure.** Monitor efforts to change or restrict the ability of local governments to regulate cellular infrastructure. Support efforts that speed the delivery of 5G networks, while opposing legislation that unduly restricts the ability of local governments to regulate aesthetics, community standards, and negotiated revenue collection.
- **CEQA Reform.** Support legislation that makes common sense reforms to the California Environmental Quality Act, including the reduction in time delays or excessive litigation, while ensuring pertinent environmental protections remain in place. Support efforts that would allow local agencies to set criteria for traffic impact levels-of-service based upon locally adopted General Plans and/or other local requirements.
- **Climate Adaptation and Resilience.** Support efforts to adapt to sea-level rise, including vulnerability assessment and adaptation strategies, wetlands restoration, bioswales and other green infrastructure, levee construction, or other similar structural resilience measures. Support efforts to address extreme heat, wildfire and drought, including communication or provisions to community partners, and education. Support prioritization of frontline communities in planning and implementation of adaptation strategies, and efforts towards a just transition, including practicing community-led governance and decision-making. Support holistic frameworks that look at interconnected problems.
- **Climate Change Mitigation.** Support action on climate change and greenhouse gas emissions to assist in meeting adopted State, regional or local goals to address the ongoing climate emergency, including via an equity lens. Support legislation to remove regulatory barriers and provide financial support for electrification of buildings and natural gas or other infrastructure that reduces emissions. Support policies and legislation that tie job centers, transit, and affordable housing together to reduce commute times and potential displacement of frontline communities.
- **Community Choice Aggregation and Clean/Renewable Energy.** Support efforts to secure funding to reduce greenhouse gas emissions, including, but not limited to: clean energy, energy efficiency improvements, and electric vehicle infrastructure. Support the success of the East Bay Community Energy Authority, including efforts to create public/private partnerships, incentives, and investment in clean energy and battery storage.
- **COVID-19 Recovery.** Support legislative efforts that extend protections to tenants and small property owners impacted by the COVID-19 pandemic. Support other miscellaneous efforts that would assist City's in recovering from the pandemic.
- **Creek Walk, East Bay Greenway, and other Bicycle/pedestrian projects.** Support legislation, regulations, and budget proposals that would provide funding opportunities or other support for the development of greenway projects, bicycle and pedestrian projects, and other modes of active transportation.
- **Dredging.** Support efforts to identify funding for the dredging of recreational marinas, to also include advocacy for navigation transportation improvements (e.g. ferries.) **Earthquake Preparedness.** Support increased funding for "brace and bolt" and seismic retrofit projects in private residences and commercial structures, including funding to address "soft story" construction. Support efforts that would expand access to earthquake insurance.

- **Greenhouse Reduction Fund.** Support the active implementation of Greenhouse Gas Emissions disclosures and the cap-and-trade program to fund programs for energy and waste reduction, renewable energy, and battery storage.
- **Just Transition and Jobs.** Support efforts and legislation around transitioning fossil fuel-dependent industries to renewable energy and the regenerative economy. Related efforts could include: supporting workers in declining sectors, and working with relevant partners to invest in High-Road workforce development programs and infrastructure, which aim to create economically resilient communities by focusing first and foremost on equity and high-paying quality jobs.
- **Local Control of Land Use Decisions.** Oppose legislation that excessively pre-empts local control of land use determinations, while balancing statewide and regional housing goals.
- **Mobile Home Parks.** Support efforts that would protect mobile home park residents, including related efforts to address public safety and site conditions, and addressing or preventing displacement.
- **Open Lands.** Support efforts for carbon sequestration and healthy soils in open lands, particularly in conjunction with SB1383. Support controlled treatment burns in open spaces and forests to reduce wildfire intensity. Support efforts to rematriate state lands to indigenous people.
- **Shoreline Development.** Support efforts or funding opportunities that would assist in the successful redevelopment of San Leandro's shoreline area.
- **Sharing Economy.** Support legislation that enhances the ability of local governments to fairly regulate sharing economy services such as ride share and short-term rentals to protect public safety, ensure tax & fee collection, and adequate supply of rental housing stock.
- **Urban Trees.** Support efforts and funding for ongoing maintenance of urban trees and expansion of urban canopy and green spaces.

#### ***Law Enforcement & Public Safety***

- **Assembly Bill 1506 Implementation.** Support the successful implementation of AB 1506 (2020, McCarty). Within its provisions, this law will lead to the creation of a division within the California Department of Justice that has the ability to, upon the request of a law enforcement agency, review the use-of-force policy of the agency and/or make related recommendations.
- **Automated Speed Enforcement.** Support greater flexibility related to traffic responsibility and enforcement duties, such as the use of automated enforcement or traffic cameras designed and implemented with an equity impact assessment.
- **Body Cameras.** Support legislation addressing best practices for the use of police body-worn cameras, while balancing the needs of the public and law enforcement personnel.
- **De-escalation Training & Funding.** Support efforts that would provide additional funding or training opportunities for law enforcement and public safety personnel on tactics designed to defuse or de-escalate interactions with potentially violent individuals and/or persons suffering from mental health issues or crises.
- **Disaster Prevention and Recovery.** Seek additional funding, and expand the definition of programs eligible for grant funding for disaster recovery and prevention.
- **Drones.** As the use, and need for drones expands, so does the discussion on local control and privacy. Monitor any new legislation and support efforts to ensure local needs are adequately addressed.
- **First Amendment and Protest Policing.** Support efforts to provide training and support for law enforcement agencies so that they may effectively protect public safety during protests and/or free speech events.



- **Human Trafficking.** Support statewide efforts to address the issue of human trafficking and provide support for local law enforcement efforts to do the same.
- **Prisons.** Support efforts to decarcerate California overcrowded prisons. Reduce incarceration times when appropriate and instead move criminal penalties to civil penalties, ensuring accountability as a core value. Support investment in rehabilitation programs to improve outcomes of those who were previously incarcerated. This also includes trying to reduce penalties for crimes of poverty.

### ***Library Services***

- **Literacy.** Support administrative actions or legislation that seeks to provide cities and counties with direct funding or other support needed to provide literacy services to the public.
- **Local History.** Support efforts that would provide additional funding or training opportunities for library and museum staff related to local history. Support efforts that would provide funding for exhibits, historical resources collections, and artifact and cultural preservation.
- **Native Peoples.** Support funding to assist in recognizing indigenous peoples, including their rich cultural history and traditions.
- **Programming.** Support efforts that would provide additional funding or training opportunities for library and museum staff related to programming best practices. Support efforts that would provide additional funding for multicultural, generational, intergenerational, youth, teen, adult, STEM, and arts programming.
- **Public Art.** Support administrative actions or legislation that seeks to provide cities and counties with direct funding or other support needed to provide public art, including visual or performing arts.

### ***Health & Human Services***

- **Early Childhood Education.** Monitor any administrative actions or legislation regarding early childhood education. It is anticipated that the Governor will seek to increase funding for services like prenatal care, pre-kindergarten, and home visits.
- **Health Care.** Monitor any administrative actions or legislation regarding single-payer health care. California has done significant work expanding Medi-Cal access and implementing the Affordable Care Act. Support legislation that seeks to restrain costs.
- **Homelessness.** Support administrative actions or legislation that seeks to provide cities and counties with direct funding or other support needed in response to conditions that contribute to homelessness. Funding is needed to provide additional tools and support to maintain access to support services, treatment, operations and services for permanent supportive housing, jobs, or efforts to address encampments. Funding is needed to support City/County efforts for more facilities, beds, and services to address mental health needs of individuals.
- **Improved Access to Health Care.** Support efforts to protect or expand health care coverage to all populations.
- **Indigenous Peoples.** Support legislation or other administrative actions that assist or otherwise recognize indigenous peoples, history, culture, and land in California. Support the recognition of Indigenous People's Day in San Leandro.
- **LGBTQ Protection.** Support efforts that would promote protections for the Lesbian, Gay, Bisexual, Transgender and Queer/Questioning community. Support legislation that would further regulate or expand restrictions on conversion therapy, consistent with prior City Council policy

direction. Oppose legislation that would prevent transgender people from using bathrooms based solely on the basis of sex or gender assigned at birth.

- **Mental Health.** Support efforts to address mental health and emotional well-being of individuals and at-risk populations. Support legislation that strengthens mental health services designed to address and/or prevent homelessness in at-risk populations. Closely monitor the Care Court implementation.
- **Racial Equity.** Support efforts and legislation that seeks to address racial injustice or inequities as may be identified by the State Legislature.
- **San Leandro Hospital.** Support the successful operation and financial sustainability of San Leandro Hospital.
- **Safety Net Services and Support for Seniors.** Support efforts that would expand safety net services for those most in need, including low-income residents and senior populations. Monitor legislation that seeks to support/protect seniors from scams.
- **Tobacco Control.** Support statewide efforts to reduce tobacco usage, including implementation of the statewide flavor ban that was adopted as part of Senate Bill 793 (2020). Oppose efforts to overturn this legislation via a statewide referendum.

### ***Public Finance & Administration***

- **Cap & Trade Funding.** Support projects, programs, and/or other regulations that would facilitate the successful disbursement of funding from the State's Cap-and-Trade program for City programs and efforts.
- **Financial Reporting Requirements.** Support common sense reforms to statewide financial reporting requirements to maintain public trust and availability of data while eliminating redundancy and unnecessary burdens on local governments.
- **Local Elections.** Monitor election reform initiatives and oppose efforts that could negatively impact the city. Monitor efforts that could impact San Leandro's current system of 'from District' elections. Oppose efforts that seek to restrict local control over the City's election system, which would also include rank choice voting.
- **Local Sales Tax/Online Sales.** Closely monitor any proposed Constitutional amendments or legislative proposals that would change the distribution of revenues derived under a sales tax imposed pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law
- **Pension Sustainability.** Support legislative or regulatory efforts that would ensure the long-term financial sustainability of the California Public Employees Retirement System while balancing prior commitments that have been made to public employees.
- **Public Records.** Support the intent of the California Public Records Act, including efforts to assist the public in accessing government records. Oppose efforts that create unnecessary or unreasonable administrative burdens as well as new unfunded mandates for local agencies.
- **Revenue Protection.** Oppose attempts to decrease, restrict, or eliminate City revenue sources, or to restrict local authority over the use of City funds. Support efforts to improve the stability or sustainability of local revenues.
- **Redistricting.** Monitor the redistricting process for State Assembly and Senate districts and advocate for ensuring San Leandro's representation is not split apart into multiple districts or otherwise altered to the detriment of the community.

- **Utility User Taxes.** Support legislation or regulations that would provide cities with the flexibility and authority to collect or increase Utility User Taxes (UUTs). Oppose any proposals that seek to limit or restrict the City's use of UUTs.
- **Workers' Compensation & Disability Retirement Reform.** Support efforts to reform the state workers' compensation program and similar efforts regarding disability payments to control costs and to reduce potential abuse, while balancing important worker protections.
- **Proposition 13 Reform.** Monitor efforts to reform Proposition 13, including the protection of local revenues and ensuring that property tax revenues keep pace with the inflation in costs to provide basic public services. Support efforts to create a "split-roll" taxation system that would allow commercial properties to be taxed at current market rates.

## 2. Policy Priorities for Ongoing Monitoring or Advocacy

Monitor legislative activity and/or or advocate on behalf of the City of San Leandro's interests in the following broad policy areas:

- Public Safety
  - This includes policy topics such as disaster preparedness, wildfire efforts, proposals to provide local law enforcement with additional support, school resource officers or joint use efforts with school districts, prevention and intervention funding for at-risk youth, 911 call centers, public safety answering points (PSAPs), POST mandates, AB 109 realignment implementation, stolen vehicles, mental illness counseling services, juvenile justice programs, technology enhancements and support, crisis intervention and suicide prevention, new training opportunities, or other related programs.
- Transportation
  - This includes policy topics such as goods movement, safe routes to school funding, local road repair, regional transportation funds, street signs, curb paintings, and other efforts to support regional transportation programs.
- Economic Development
  - This includes policy topics such as redevelopment dissolution, measures providing for new tax increment financing opportunities, infrastructure financing districts, efforts to encourage local job creation, new business investment, and other related topics.
- Infrastructure
  - This includes policy topics such as funding for roads, sewers, storm drains, and other public works, engineering, or maintenance responsibilities.
- Health & Human Services
  - This includes general policy topics related to health and human services matters affecting the residents of San Leandro and could include: safety net services, homelessness and hunger, childcare, and community health facilities, among others.
- Housing and Land Use
  - This includes policy topics such as creating new or enhancing existing sources of funds for affordable housing including permanent supportive housing, encouraging housing development for a range of income levels, and efforts to protect local authority or oppose unfunded mandates, and other similar topics.
- Quality of Life

- This includes policy topics such as the development of funding sources for parks, urban waterways, multi-lingual outreach, kindergarten readiness programs, project literacy, veterans, homework/technology centers, library capital improvement needs, after school sports, park/playground equipment, and other quality of life programs.
- Constitutional Modifications
  - This includes policy topics such as measures that would impact local governments, such as lowering the voter threshold to 55% for various bond issuances and local taxes.
- Protecting Local Control
  - The City of San Leandro values its ability and authority to exercise local control, provide excellent public services, and protect and enhance the quality of life for San Leandro residents, businesses, and visitors, and supports efforts to streamline regulations that simplify the job of running the City's operations and opposes efforts that erode the City's authority to control its own affairs.
    - This also includes policy topics such as measures or budget actions which could potentially impact the operations of, or services provided by, the City of San Leandro.
- Technology
  - This includes policy topics such as efforts to expand access to fiber optic/broadband infrastructure for community residents, businesses, or schools, energy efficiency projects like LED streetlights and residential/commercial retrofits, as well as efforts to support technological innovation in San Leandro and the region.
- Climate Protection and Resilience
  - This includes topics such as climate change, clean energy efforts, waste reduction, water recycling and re-use, building electrification, resilience to heat, wildfire, and storm events, and renewable energy development.

### **Process for Reporting**

In addition to regular progress reports, annual reports on these and other efforts to support the City's legislative agenda will be provided to the City Council and City staff.