CORONAVIRUS ADVISORY INFORMATION:

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CITY COUNCIL

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

PINOLE CITY COUNCIL MEETING AGENDA

TUESDAY
June 7, 2022
5:00 P.M
Please note: HYBRID MEETING FORMAT & EARLY START TIME
Attend in Person : PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET
OR
Attend VIA ZOOM TELECONFERENCE – Details provided below

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

How to Submit Public Comments:

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

Via Zoom:

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

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

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

Webinar ID: 893 3500 0272

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

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

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

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

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.pinole.ca.us.

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

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

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

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

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

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

2. LAND ACKNOWLEDGMENT

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

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

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

4. CONVENE TO A CLOSED SESSION

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

A. CONFERENCE WITH LABOR NEGOTIATORS
Gov. Code § 54957.6
Agency designated representatives: City Manager Murray, City Attorney Casher, Assistant City Attorney Mog, Human Resources Director Shell, Greg Ramirez (IEDA)
Employee organization: PPEA

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 ANNOUNCEMENTS

A. **Proclamations**

1. LBGTQIA Pride Month

2. Juneteenth

B. **Presentations**

None

9. CONSENT CALENDAR

All matters under the Consent Calendar are considered to be routine or 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 May 17, 2022 Regular Meeting.

B. Receive the May 23, 2022 -June 3, 2022 List of Warrants in the Amount of $401,881.55 and the May 27, 2022 Payroll in the Amount of $483,532.58.

C. Resolution Continuing Authorized Remote Teleconference Meetings Pursuant to AB 361 **[Action: Adopt Resolution per Staff Recommendation (Casher)]**

D. Amendment to the Traffic and Pedestrian Safety Committee (TAPS) Bylaws [**Action: Adopt Resolution per Staff Recommendation (Mishra)]**

E. Approve a Consulting Services Agreement for Employee Benefits Broker of Record Services **[Action: Adopt Resolution per Staff Recommendation (Shell)]**

F. Determination of Public Convenience or Necessity (PCN) for East Bay Coffee Company At 2529 San Pablo Avenue (CUP 20-03) **[Action: Adopt Resolution per Staff Recommendation (Hanham)]**

G. Resolution Approving an Amendment to the On-Call Contract With 4LEAF, Inc. to Add a Task Order and Increase the Budget for Code Enforcement Officer Services by $57,000 and Appropriating Funding in the Amount of $23,000 **[Action: Adopt Resolution per Staff Recommendation (Whalen)]**

H. Approve an Amendment to the On-Call Contract with Metropolitan Planning Group (M-Group) and Issue an Amendment to Task Order Four for Environmental Services for The Pinole Shores II Project **[Action: Adopt Resolution per Staff Recommendation (Hanham)]**

I. Adopt a Resolution Initiating Proceedings for the Annual Levy of Assessments and Ordering the Preparation of the Annual Engineer's Report for the Pinole Valley Road Landscape and Lighting Assessment District (LLAD) for Fiscal Year 2022/2023 **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

J. Adoption of Sewer System Management Plan 2022 **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

K. Resolution Authorizing the City Manager to Execute Agreements with Centralsquare Technologies, Selectron Technologies, Inc., Payments Holdings, Inc., Client First Technology Consulting, and 4leaf, Inc., For Licensing, Access, Maintenance, Support, Migration, Installation, Implementation and Other Professional Services to Support an Upgrade of the Community Development Permit Tracking and Online Application System and Appropriating Funding **[Action: Adopt Resolution per Staff Recommendation (Whalen)]**

L. Resolution Approving the Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 – FY 2026/27 **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

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. Postpone Public Hearing for Consideration of Updated City User and Regulatory Fees to City Council Meeting on June 21, 2022 **[Action: Postpone and Continue Public Hearing per Staff Recommendation (Guillory)]**

B. Conduct First Public Hearing Regarding Proposal for the City of Pinole to Become a Charter City and Review the Content of Proposed Charter **[Action: Conduct Public Hearing per Staff Recommendation (Casher)]**

11. OLD BUSINESS

A. Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget **[Action: Receive Report and Provide Direction (Guillory)]**

B. Revised Proposed Fiscal Year (FY) 2022/23 through 2026/27 Five-Year Capital Improvement Plan **[Action: Receive Report and Provide Direction (Kaur)]**

12. NEW BUSINESS

None

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

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

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

14. ADJOURNMENT to the Regular City Council Meeting of June 21, 2022 in Remembrance of Amber Swartz.

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

POSTED: June 2, 2022 at 3:00 P.M.

_____

Heather Bell, CMC
City Clerk

Return to Agenda

CITY COUNCIL MEETING
MINUTES
May 17, 2022

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

The City Council Meeting was held via Zoom videoconference and broadcast from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Vincent Salimi called the Regular Meeting of the City Council to order at 5:03 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

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

B. STAFF PRESENT

Andrew Murray, City Manager
Heather Bell, City Clerk
Eric Casher, City Attorney
Markisha Guillory, Finance Director
Sanjay Mishra, Public Works Director
Lilly Whalen, Community Development Director
Neil Gang, Police Chief
Chris Wynkoop, Fire Chief
Misha Kaur, Capital Improvement and Environmental Program Manager
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on Thursday, May 12, 2022 at 4:00 p.m. with all legally required written notices. Written correspondence had been received, distributed to the City Council and posted on the City website in advance of the meeting.

Following an inquiry, Mayor Salimi reported due to the proximity of his residence he would have a conflict with Item 4A and would have to recuse himself from the discussion at which time the Mayor Pro Tem would chair the meeting in his absence.

4. CONVENE TO A CLOSED SESSION

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

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Pursuant to Gov. Code § 54957.8
Property: 612 Tennent Avenue
Agency negotiator: City Manager Andrew Murray, City Attorney Eric Casher, Legal Counsel Stephanie Downs, Community Development Director Lily Whalen, Suzy Kim (RSG) Negotiating Parties: Exquisitely Designed (Angel), Feben Haile, Jessica Yap, Leonard Williams, - LDW Investment Group, Michael and Cygridh Rooney, Suranga Edirisooriya, Yat Hung Ning and Oi Ha Leung
Under Negotiation: Price and terms

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

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

At 6:02 p.m., Mayor Pro Tem Murphy reconvened the meeting into open session and announced there was no reportable action from the Closed Session.

Mayor Salimi returned to the meeting at this time,

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, reported that case rates of COVID-19 had increased in the City of Pinole and were above the countywide average. He encouraged residents to take precautions and resume masking particularly in crowded in-door areas. He also spoke about Contra Costa County District Attorney Diana Becton, the details of an editorial in the East Bay Times about her performance, and commented on her many efforts to improve the District Attorney's Office for Contra Costa County residents. For those reasons, he supported District Attorney Becton.

Tony Vossbrink, Pinole, inquired of the status of efforts to capture a shooter related to an incident that had occurred about a month ago at the Pinole Valley Bowling Alley parking lot. He suggested the City of Pinole and Contra Costa County should consider a $10,000 reward to move the case

forward and the bowling alley should be reported to the Department of Alcohol and Beverage Control (ABC) since the license for the business may be being abused. He also asked for an update on who was responsible for cleaning the outside of the public library given the need for maintenance with respect to lighting in the parking lot, which should be a priority. In addition, stop lights up and down Pinole Valley Road were inoperable, was a safety issue and could pose a liability for the City.

Mayor Salimi stated the City of Pinole was a safe City, crime had decreased over the past few years, and the incident at Pinole Valley Bowl was not a reflection of Pinole but of the society everyone lived in and an update could be provided to the speaker at a later date.

Ivette Rico, Chair, Pinole for Fair Government, briefed the City Council on discussions during two Community Conversations Pinole for Fair Government had held to date, with more events scheduled for May 21, June 11 and June 18. Guest speakers were identified. All events would be held at Christ the Lord Episcopal Church, 592 Tennent Avenue. Additional dates had been scheduled for July and more information would be provided to the City Council at a later date. Everyone was encouraged to participate with all event information posted on the organization's website.

7. REPORTS & COMMUNICATIONS

A. Mayor Report
1. Announcements

Mayor Salimi reported a Ribbon Cutting Ceremony had been scheduled for May 19 at 4:00 p.m. for Dr. Lee's Ophthalmology Center.

B. Mayoral & Council Appointments
1. Community Services Commission **[Action: Make Appointments by Minute Order per Recommendation of the Interview Subcommittee (Bell)]**

Mayor Salimi stated the item had incorrectly been shown as Item C1 on the Zoom agenda slide.

City Clerk Bell presented the staff report and recommended the City Council approve, by minute order, the recommendations from the Community Services Commission Interview Subcommittee to make the following appointments to the Community Service Commission:

Christy Lam-Julian (new applicant)
Laurette Martinez (incumbent, term expired)
Debbie Ojeda (incumbent, term expired)
Bob Kopp (incumbent, term expires on 6/30/22)
Darin Clarke (incumbent, term expired); and
Nikolas Teller (incumbent, term expired)

Council member Martinez-Rubin thanked the incumbents for their willingness to remain on the Community Services Commission and for the interest of new applicant Christy Lam-Julian, and confirmed with City Clerk Bell that only one new application had been received and the appointments would be for two-year terms for each candidate. Recruitment would remain open

even if the City Council approved the recommendations since there remained one vacancy and any applications received would be forwarded to the Community Services Commission Interview Subcommittee and thereafter to the City Council for action.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, reported he had worked with all incumbents including new applicant Christy Lam-Julian. He urged the City Council to approve the recommendations as shown.

Irma Ruport, Pinole, agreed the appointments should be approved. She asked that when there were vacancies on City Commissions/Committees they be identified when available for interested applicants.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council member Toms/Mayor Pro Tem Murphy to accept the recommendations from the Community Services Commission Interview Subcommittee, subject to two year terms.

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

C. City Council Committee Reports & Communications

Mayor Pro Tem Murphy invited the community to the Marin Clean Energy (MCE) Board meeting scheduled for Thursday, May 19, 2022, and briefed the Council on the agenda with all information available on the MCE website. He also congratulated City staff who had been involved in making Pinole a more sustainable community and reducing Greenhouse Gas (GHGs) emissions, detailing the efforts achieved to date and with MCE having highlighted Pinole City staff in a recent article. The article had been shared on his social media, posted on the MCE website and had been shared with the City Manager.

Council member Tave reported he had attended a recent League of California Cities Conference and briefed the Council on the panels attended, the discussions on leadership, and budget updates. He added the Municipal Code Update Subcommittee would meet on May 23. He encouraged everyone to continue to wear their masks.

Council member Toms reported she had attended a WestCAT Board meeting and briefed the Council on the discussions and actions taken.

Council member Martinez-Rubin reported she had attended a special meeting of the West Contra Costa Transportation Advisory Committee (WCCTAC) and briefed the Council on a presentation and discussion of the Phase 2 San Pablo Avenue Multi-Modal Corridor Study, with presentations on the project to be made to the City Councils of the cities of Richmond, San Pablo and El Cerrito. She too encouraged everyone to continue masking, get their booster shots and stay safe.

D. Council Requests for Future Agenda Items

Council member Toms requested that the Municipal Code Update Subcommittee consider the policy actions proposed by the Friends of Pinole Creek Watershed. Consensus given.

Council member Tave requested a future agenda item to explore a Youth Commission or Citizens Academy.

Mayor Salimi explained he had discussed that possibility with the City Manager and understood a future presentation would be made to the City Council.

City Manager Andrew Murray confirmed there had been a request for a future agenda item to discuss the role, form and authority of existing and past Commissions, which had been scheduled for consideration at the June 21, 2022 City Council meeting. Consideration of a Youth Commission and Citizens Academy were being reviewed by the Communications and Engagement Consultants with a recommendation forthcoming. The City Council may consider a separate agenda item if the Council so decided.

Council member Tave was willing to wait for the outcome of the pending consultant reports.

Mayor Salimi requested a future agenda item for staff to provide information on a vacant parcel tax. Consensus given.

Mayor Salimi requested a future agenda item for staff to provide information on commercial cannabis in terms of how other cities were dealing with commercial cannabis as a source of revenue. Consensus given.

E. City Manager Report / Department Staff

City Manager Murray encouraged residents to visit the City website, Facebook page and review the bi-weekly administrative report which included information on numerous City events, which he detailed at this time. He also provided a preview of potential agenda items for the June 7, 2022 City Council meeting.

F. City Attorney Report

City Attorney Eric Casher reported he and Assistant City Attorney Alex Mog had attended the League of California Cities City Attorneys Conference and briefed the Council on the discussions. He added the Municipal Code Update Subcommittee would meet on May 23 to discuss updates to the Pinole Municipal Code (PMC) related to code enforcement, liens and code of ethics.

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, speaking to Item 7D, requested a future agenda item to invite Lavonna Martin, Contra Costa County Health Services Director Health, Housing & Homeless Services to provide an update on homelessness, and also invite Sabrina Landreth, General Manager, East Bay Regional Park District (EBRPD) to provide an update on how COVID-19 had impacted park services.

Rafael Menis, Pinole, also spoke to Item 7D, and asked the City Council to consider a future agenda item to draft a Letter of Support for Assembly Bill (AB) 1947, Hate crimes: law enforcement policies.

PUBLIC COMMENTS CLOSED

8. RECOGNITIONS / PRESENTATIONS / COMMNUNITY ANNOUNCEMENTS

A. Proclamations

1. National Police Week

The City Council read into the record a proclamation recognizing National Police Week and thanked all law enforcement for their hard work, community engagement and outreach and for keeping the community safe.

Chief of Police Neil Gang thanked the City Council for the recognition on behalf of the Pinole Police Department. He emphasized officers were blessed to serve the community and he recognized the three fallen heroes identified in the proclamation who would never be forgotten. He added that Project Hope would be held on May 18, start at 9:00 a.m. at Motel 6, and was an effort to help and provide resources to the homeless in the community.

Fire Chief Chris Wynkoop, also expressed his appreciation to Police Chief Gang and the Pinole Police Department on behalf of the Pinole Fire Department in recognition of National Police Week.

Mayor Salimi reported the Pinole Police Department had an open door policy where members of the community could visit the Department and some in the community from Europe who had visited the department had told him how impressed they had been with the level of professionalism and with the use of technology by the Police Department.

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, expressed his appreciation to Police Chief Gang and his team for their hard work to make Pinole safe.

Roy Swearingen, Pinole, commented on his time working with Police Chief Gang as a former member of the City Council. He found what the Police Chief had done with the Police Department to be extraordinary providing a sound Department to meet the needs of the community.

Rafael Menis, Pinole, echoed the comments and appreciated the efforts of the Police Chief and the Pinole Police Department, particularly those who had made the ultimate sacrifice in the line of duty. He also commented on the efforts of the Department to maintain the health of its officers through many programs and policies that had been adopted to maintain mental and physical health. He also appreciated the efforts to maintain the lines of communication and engagement between the Department and the community.

PUBLIC COMMENTS CLOSED

B. Presentations / Recognitions

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 April 26, 2022 Special Meeting and May 3, 2022 Regular Meeting

B. Receive the April 30, 2022 – May 13, 2022 List of Warrants in the Amount of $947,081.15 and the May 13, 2022 Payroll in the Amount of $492,173.90.

C. Resolution Condemning the 2022 Russian Invasion of Ukraine and Expressing Support of Ukraine and the Ukrainian People **[Action: Adopt Resolution per Staff Recommendation (Murray)]**

D. Resolution Authorizing the City of Pinole and Contra Costa County to Enforce Single-Use Foodware Accessories Limitations Contained in AB 1276 **[Action: Adopt Resolution per Staff Recommendation (Casher)]**

E. Resolution in Support of the League of California Cities' Opposition to the Taxpayer Protection and Government Accountability Act **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

F. Approving an Application to Memorialize Dean Allison Per the Recommendation of the City Council Committee on Memorials **[Action: Adopt Resolution per Staff Recommendation (Murray)]**

G. Receive the Fiscal Year (FY) 2021/22 Third Quarter Financial Report **[Action: Receive and File Report (Guillory)]**

H. Receive the Quarterly Investment Report for the Third Quarter (Ending March 31, 2022**) [Action: Receive and File Report (Guillory)]**

PUBLIC COMMENTS OPENED

Ann Moriarty, representing Friends of Pinole Creek Watershed, referenced Item 9D, and commented that having completed a trash assessment to analyze the trash found in Pinole Creek, and with the knowledge the largest trash found was single use plastic, she was pleased to see the consideration of this item. She hoped that there would be sufficient notification to restaurants and fast food establishments so that the regulations of AB 1276 would be effective but asked how code enforcement would be notified in the event of violations. She also asked the City Council to consider expanding Ordinance 8.37.020 which prohibited the use of polystyrene based disposal foodware, and require all foodware distributed in the City of Pinole and used in City facilities to be compostable.

Rafael Menis, Pinole, referenced Item 9C, and thanked the City Council for consideration of the proclamation for Ukraine, but suggested the reference in the proclamation to United States President be changed to read *President of the United States* or *Leadership of the United States*.

Roy Swearingen, Pinole, spoke to Item 9F, which he supported and was well deserved given that Dean Allison had been a pillar of the community and had given so much to the City. He described Mr. Allison's many accomplishments for Pinole and was glad the memorial was finally coming to fruition. He hoped Mr. Allison's family would be kept informed of its status and he had contact information for the family if needed.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council members Toms/Martinez-Rubin to Approve Consent Calendar Items 9A through 9H, as shown.

Vote:	**Passed**	**5-0**
	Ayes:	**Salimi, Murphy, Martinez-Rubin, Tave, Toms**
	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 parté communication that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.

None

11. OLD BUSINESS

A. Revised Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 – FY 2026/27 **[Action: Review and Provide Direction (Guillory)]**

Finance Director Markisha Guillory provided a PowerPoint presentation on the Revised Proposed Long-Term Financial Plan (LTFP) for Fiscal Year (FY) 2022/23 – FY 2026/27, which included an overview of the purpose of the LTFP; the LTFP Updates that included information on the status quo financial forecast, which was essentially balanced over the five-year period; policy alternatives with additional revenue having been updated to include General Obligation Bonds; and other potential taxes including cannabis tax, vacant parcel tax and grants.

The Status Quo Financial Forecast included the General Fund and Measure S 2006 and 2014, the Status Quo Forecast Updated included an increased transfer for Other Post-Employment Benefits (OPEB) Trust and included the savings factor for position vacancies. The Status Quo Financial Forecast Assumptions – Revenues and Expenditures were also highlighted and based on all information the Financial Forecast would be structurally balanced.

Finance Director Guillory recommended the City Council review the Revised Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 – FY 2026/27 and provide direction to staff for

changes to be incorporated into the next draft of the document, the Final Proposed version, to be brought back to the City Council for adoption on June 7, 2022.

Responding to the City Council, Finance Director Guillory clarified the funds in the OPEB Trust could be left in the account for future years if that was the direction of the City Council but it was not the policy in place at this time. She noted the General Reserve remained in place, and had a policy of 50 percent of General Fund expenditures going forward.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, stated he had provided written comments to Finance Director Guillory. He understood the Status Quo Financial Forecast had not included the additional positions that had been requested in the budget process on May 3, 2022. He provided his calculations for the deficits that would occur in the next and future fiscal years based on his understanding of the fiscal impacts of adding those positions and based on certain assumptions. He asked staff to clarify whether his calculations were accurate.

Roy Swearingen, Pinole, spoke to the OPEB Trust which had been set up years ago based on the California Public Employees' Retirement System (CalPERS) plan with lower retirement ages, which was going into the negative and the only way to balance the books was to borrow from investments which would result in less interest. If the City were to consider changing its policy related to the OPEB Trust, he would request more review of the OPEB fund and the state parent system to analyze whether that system would sustain itself if the City were to borrow from its fund.

Mayor Salimi asked the Finance Director to provide a response to Mr. Menis' comments offline.

PUBLIC COMMENTS CLOSED

Further responding to the City Council, Finance Director Guillory explained she would have to get back to the City Council with more information on the specifics of the California Public Employees' Pension Reform Act (PEPRA) which was the reform act to PERS.

City Manager Murray stated the Five-Year Forecast in the LTFP included a line item for the City's contribution towards employee pensions, and with a number of factors over the past decade with PEPRA, which had standardized and reduced the benefits retirees' received. He also commented on the CalPERS effort to require cities to contribute more to make up for the lower return on investment and increase in life expectancy, which was partially offset by the fact that some City employees were members of PEPRA, a less costly benefit to provide employees. He went on to comment that the forecast had been based on information provided by CalPERS, with the City's contributions to level off over a couple of years and then grow around 5 percent year to year, with the City's forecast assuming more expenses would grow at the rate of inflation. While there had been some hardships due to CalPERS requirements, the City's required contributions were leveling off.

City Manager Murray again walked through the General Reserves and the City's policy to maintain a balance equal to 50 percent of the General Fund ongoing expenditures and stated the City Council may decide to increase ongoing expenses even if greater than revenues and use fund balances to support those. He offered example scenarios of short-term investments. He added as part of the consultant work, the City's Master Fee Schedule needed to be updated and when

done it was likely there would be a recommendation to increase fees to provide cost recovery for certain City services. An Economic Development Strategy would also be presented soon and would include potential strategies that may increase revenues.

Finance Director Guillory again walked through the budget projections, organizational assessment changes and the proposed deficits as shown. Capital Improvement costs would be identified as part of item 12B, were considered to be one-time expenses and had not been included in the LTFP, which was for ongoing revenues and expenditures.

ACTION: Motion by Council members Martinez-Rubin/Toms to accept the Revised Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 – FY 2026/27, as presented.

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

Mayor Salimi asked the City Council to consider item 12B prior to Item 12A at this time since some members of the community were also participating in the City of Richmond City Council meeting and were considering the same item under 12A.

12. NEW BUSINESS

A. Preliminary Proposed Fiscal Year (FY) 2022/23 Through 2026/27 Five-Year Capital Improvement Plan **[Action: Review and Provide Direction (Mishra)]**

Capital Improvement and Environmental Program Manager Misha Kaur provided a PowerPoint presentation of the Preliminary Proposed Fiscal Year (FY) 2022/23 Through 2026/27 Five-Year Capital Improvement Plan (CIP), which included an overview of the CIP in the categories of facilities, parks, sanitary sewer, stormwater, streets and roads and infrastructure assessments; CIP timeline; and a summary of new capital and infrastructure projects.

Ms. Kaur explained that two additional staffing positions had been requested to help deliver the identified projects, an Associate Engineer and a Public Works Specialist. The City Council was asked to review the Preliminary Proposed Fiscal Year (FY) 2022/23 Through 2026/27 Five-Year CIP and provide direction to staff. Staff would return to the City Council on June 7 with the Revised Proposed CIP and would present the Final Proposed CIP to the City Council for adoption on June 21, 2022.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced #FA1902, Energy Upgrade Project, and asked whether or not heat pumps could be installed during the HVAC replacement, particularly for the Senior Center. For #SS1702, Sewer Pump Station Rehabilitation, he asked how realistic the identified timeline was since it involved a multiyear effort. For #IN2102, Municipal Broadband Feasibility, he understood the project completion was to be June 2023 and the dates shown did not make sense.

Irma Ruport, Pinole, referred the timelines shown for #FA2202, Senior Center Modernization and #FA1901, Senior Center Auxiliary Parking Lot, and suggested the Senior Center Modernization should be a higher priority than the auxiliary parking lot. Also #PA2101, Installation of high-capacity trash bins, she questioned the costs for the first year as shown and suggested there were other priorities. She added the City should hire a mental health professional for the City either full time or on-call, which was much needed in the community.

Tony Vossbrink, Pinole, agreed with the comments and suggested the Senior Center and Pinole Library should be designated as official cooling stations and that the facilities be self-sustaining with battery backups in the event of a loss of electricity. Both facilities should be identified on the list of cooling stations for Contra Costa County. He also sought more detail on parks funding and plans to upgrade or retrofit the Pinole Dog Park.

Mayor Salimi asked staff to respond to the speakers' comments offline and asked staff to ensure the two facilities referenced were identified on the County's list of cooling stations.

Responding to the City Council, Ms. Kaur and City Manager Murray again clarified the summary projects as shown in the PowerPoint presentation. The categories for each project and the fiscal year the project had been programmed or when the project had first been conceived based on the project number as shown in the CIP were all identified. The new capital projects for FY 2022/23, new infrastructure assessment project for FY 2022/23 and the capital projects for FY 2023/24 – FY 2026/27 were highlighted with all information in the May 17, 2022 agenda packet. Most of the projects were City Council initiated with the exception of the Senior Center Modernization, Public Safety Building Modernization and Skate Park Rehabilitation projects which were staff driven in response to infrastructure and operational needs. The summary of new projects and the CIP had been presented to the Planning Commission at its May 9 meeting and had previously been presented to the Finance Subcommittee and City Council.

Further responding to the Council, Community Development Director Lilly Whalen clarified the park grants funding sources as shown in the table, City of Pinole Proposed Preliminary FY 2022/23 Through 2026/27 Five-Year Capital Improvement Plan. She reported the City had collected over a million dollars for this fiscal year from the Vista Woods project in park and recreation development impact fees and anticipated that building permits would be pulled in the next fiscal year for the SAHA, Appian Village and BCRE Projects, which had been entitled with an expected $1.3 million in park and recreation development impact fees.

As to whether it was possible to program those funds or assign funds for the Skate Park Rehabilitation Project, Ms. Kaur explained at this time the project sheet for the Skate Park Rehabilitation Project had shown an estimated use of $150,000 from Fund 106, although if the City Council desired to use the park and recreation development impact fees collected as a swap for that funding source that could be considered along with any other changes for the project.

Finance Director Guillory noted that the Third Quarter Financial Report, as part of agenda item 9G, had shown the Growth Impact Fund with $1.3 million projected through year end which had not been programmed for this fiscal year.

Public Works Director Sanjay Mishra added that the estimate shown for the Skate Park Rehabilitation was just a budgetary estimate. Staff had not done a real estimate of costs to rehabilitate the facility. The Senior Center Modernization and Auxiliary Parking Lot projects and

timelines were also clarified, with the Senior Center Modernization to involve primarily the interior of the facility that would not contribute to the parking lot improvements, which was a separate project involving separate funds that could run parallel.

Ms. Kaur added that the Senior Center Auxiliary Parking Lot had been evaluated by the Fowler Reuse Committee that had evaluated the reuse and redevelopment of the lot. In 2021, the City Council awarded a contract to a consultant for the preliminary engineering and design of the parking lot with design options presented to the City Council in February 2022. As to whether the timeline for the Senior Center Modernization could be sped up, staff was also exploring solar for the auxiliary parking lot and anticipated completing the design at the end of the upcoming fiscal year, with construction to occur in 2023/24, and with the Senior Center Modernization to begin as soon as the fiscal year ended. The auxiliary parking lot required more design work whereas the maintenance items for the Senior Center Modernization could be done quicker.

Mr. Mishra added that the estimates for the Senior Center Modernization included items that were a priority to be budgeted for this fiscal year and once work started more funds may be necessary to provide upgrades for the interior. He further clarified the Energy Audit included the assessment of City facilities and the assessment of the Senior Center would determine the possibility of adding solar panels to the roof of the Senior Center. The design for the auxiliary parking lot would be solar ready to provide for solar in the future.

City Manager Murray confirmed the City Council may appropriate funding as a placeholder or policy statement for solar shade/canopy structures in the Senior Center Auxiliary Parking lot and staff could provide a planning level estimate. When the estimate returned, the appropriation may need to be changed and Public Works Director Mishra confirmed he could provide a ballpark estimate at the next City Council meeting if the City Council decided to set aside some funds.

The history of Project #PA2201, Pocket Park – Galbreth Avenue was also provided by City Manager Murray who explained that two benches had been placed in City unmaintained open space, were not permitted or installed by the City, one or both of the benches may have been removed due to a vehicle collision and staff had a conversation about how to make them formal City capital assets. He added that unmaintained open space had certain legal limitations on the City's legal liability for the users of that open space and if the City installed a capital improvement, it would change the nature of the open space and create an obligation. As a result, staff could carve out a small portion of the open space, call it a park, install two benches for a pocket park (only the platform to house the two benches), with the remainder to be unmaintained open space.

Public Works Director Mishra stated a trash capture was not planned for the area at this time, although a trash can could be considered. If feasible, a trash capture device could be considered for the Senior Center auxiliary parking lot. He clarified the process to be used for road repavement projects and commented that solar roads had been tried in some European countries but he had not seen the method used in the United States. Staff could explore the conceptual costs of solar roads and solar carports as options to the status quo with a memorandum to the City Council.

Ms. Kaur also clarified the placeholder costs for slurry seal projects.

City Manager Murray commented that would be part of the conditions assessment studies which were underway for one-time projects like broadband and recycled water. While it related to the

capital infrastructure, it could be a special project as part of the regular operating and maintenance budget, but would not qualify as a capital project, different from the list of infrastructure projects.

Public Works Director Mishra defined a capital project as one that required outside consultants who had the skillset beyond what staff had the experience to provide. Anything above $100,000 was typically identified as a capital project.

City Manager Murray reiterated in response to the Mayor Pro Tem that when moving further into the design work for the Senior Center auxiliary parking lot, they could discuss options such as solar carports, as an example. As to road treatment methods, rather than integrate in the residential road rehabilitation having it be a distinct item as part of the operation and capital budget discussion was preferred.

With respect to the status of unfunded capital projects and next steps, Public Works Director Mishra explained why each of the projects had been included in the unfunded capital project list and City Manager Murray described the City's practice for placing projects on the Unfunded Project List due to more recent and larger investments by the government related to the pandemic, and since the City Council wanted a go-to list of nice-to-have future capital projects ready for potential funding, which was the reason for the Unfunded Project List. He reiterated the best action the City Council could take would be to approve the two staff positions; Associate Engineer and Public Works Specialist, as identified, which were not General Fund supported, would be funded from special funds, and which positions would work to get the CIP projects done and help to flush out some of the unfunded projects. He emphasized that if the two new positions were not approved by the City Council, the CIP would have to be pared back.

In response to a prior request from Council member Martinez-Rubin for more information on the renovation of the Faria House, City Manager Murray provided the background to the City's hiring of an architect to do some design work and who had provided findings to the City Council in 2021. Ultimately, the City Council had not appropriated funding for the work the architect had recommended and City staff had recommended earlier this calendar year a different approach as to the use of the Faria House, via a community engagement process and dialogue, but again the City Council had decided not to move forward. City staff had worked internally to generate information on the cost of renovation for different uses. Staff had estimated it would cost around $500,000 to renovate the Faria House for an office use without making any major changes to the layout and not including an elevator, with an estimated $750,000 for a residential use. The more complicated the layout the more costly the renovation. The Faria House could be incorporated into the budget discussion but the CIP was a plan and the City Council may take action to include funding for the Faria House Renovation or the City Council could appropriate funding and take that action at any time of the year for any allowable use.

Council member Martinez-Rubin wanted to see documented progress on the matter of the Faria House and include some of the energy related work that was favored by the City Council so that it eventually returned some yield and offset costs related to its use. She asked the City Council to consider this opportunity. She asked that the renovation of the Faria House be programmed somehow as a placeholder and document interest from the City Council to somehow make use of the building.

Council member Toms wanted to see the housing development funds in the Growth Impact Fund be programmed for such projects as the Skate Park Rehabilitation, the exterior of the Faria House,

or the heritage park at the rear of the property. There were a number of park related items on the Unfunded Project List and staff should look at which were the highest priority. Also, adding the trash can for the pocket park on Galbreth Avenue and the solar canopies design alternative on the parking lot may have already been approved but should be included as well.

In response to Council member Tave as to whether the City had the funds for all of the unfunded projects, City Manager Murray explained that the City had the funds for some of the park related projects due to the substantial fund balance as a result of the development of new projects; however, it was not feasible for City staff even with the additional two new positions to complete the new list of projects being recommended along with other projects. The City Council would have to have a discussion and make a decision on what projects may have to be displaced.

City Manager Murray reiterated the City was going through a Parks Master Plan Update and it made sense for any park projects not already programmed to be considered in whatever was being recommended as part of that update effort. There had already been additions to the CIP list based on feedback from park users with some improvements to be made, and it made sense to wait for the Parks Master Plan. The Faria House was different, while potentially a recreational and cultural use adjacent to a park, it was different from park funding and the City Council could make a decision on the Faria House separate from the Parks Master Plan. Staff could be asked to return with some additional information on projects and allow time to assemble the costs and staff time commitment, and the City Council could then decide on the trade-offs.

Council member Martinez-Rubin offered a motion to approve the staff recommendations for the Preliminary Proposed Fiscal Year (FY) 2022/23 Through 2026/27 Five-Year Capital Improvement Plan, and in addition direct staff to bring back information about potential new additional projects as discussed, to help the City Council identify next steps and identify impacts to the identified projects.

Council member Tave commented that he had a list of projects he would like to see approved, and the City Council had discussed a future agenda item to prioritize projects, which effort in the past had resulted in a lengthy late night meeting. He suggested the City Council move forward to what it had and then commit to the conversation of prioritization.

Council member Martinez-Rubin restated her motion, seconded by Council member Tave to approve the staff recommendations for the Preliminary Proposed Fiscal Year (FY) 2022/23 Through 2026/27 Five-Year Capital Improvement Plan,

ACTION: Motion by Council members Martinez-Rubin/Tave to approve the Staff Recommendations for the Preliminary Proposed Fiscal Year (FY) 2022/23 Through 2026/27 Five-Year Capital Improvement Plan.

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

Council member Martinez-Rubin asked staff to return with additional information on the projects mentioned which could be added to the CIP for City Council consideration.

City Attorney Casher confirmed the motion was valid and fell within how the item had been agendized.

Council member Martinez-Rubin and Council member Toms stated the projects staff should return with more information should include the renovation of the Faria House, funding for the Growth Impact Fund to be incorporated, canopies to incorporate solar for the Senior Center auxiliary parking lot and a trash can for the Galbreth Avenue pocket park.

Mayor Salimi stated due to the proximity of his business he could not vote on the Faria House but could vote on the remaining items and City Attorney Casher recommended segmenting the Faria House from the other items to allow the Mayor to abstain from that decision.

As to whether a Special City Council meeting should be discussed to prioritize the CIP projects, which Council member Tave reiterated he had requested as a future agenda item, City Manager Murray confirmed that could be considered but he had not recalled it as a request for a future agenda item. He clarified that the broadband and recycled water assessment projects would be moving forward in fiscal year 2022/23 but had not been listed in the CIP since they were not yet CIP projects. He recalled there had been a future agenda item request on how to prioritize agenda items, but not CIP projects or other special projects. He recommended City staff return to the City Council with information on the parking lot canopies, trash can at Galbreth Avenue, and ideas about budgeting for the Growth Impact Fund and information he provided on the Faria House, when the CIP was next presented to the City Council to allow staff to consider the feasibility or trade-offs and incorporate those into projects that may have to be displaced.

ACTION: Motion by Council members Martinez-Rubin/Toms to direct staff to return with information on the auxiliary parking lot solar carport, trash can at Galbreth Avenue, pocket park and consider budgeting for the Growth Impact Fund fees.

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

ACTION: Motion by Council members Martinez-Rubin/Toms to direct staff to return with information related to cost estimates for the next steps related to the renovation of the Faria House along with potential funding sources.

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

B. Resolution Approving an Updated Agreement with Contra Costa County Animal Services Department **[Action: Adopt Resolution per Staff Recommendation (Murray)]**

City Manager Murray presented the staff report and recommended the City Council adopt the resolution contained in Attachment A to the staff report authorizing the City Manager to execute an updated agreement with the Contra Costa County Animal Services Department ("Animal Services").

Contra Costa County Animal Services (CCAS) Director Beth Ward provided a PowerPoint presentation with an overview of the CCAS including field services, shelter operations, medical services and administration and community services. The top activities CCAS had responded to in the City of Pinole for 2021 were highlighted as well as the history of the CCAS Agreement and the Updated Agreement that provided much greater detail regarding service levels. The details of the Agreement Fee Structure were also provided.

Public comments received during the March 15, 2022 Pinole City Council meeting that had raised a number of concerns with the Agreement were also highlighted with responses to each concern as well as an explanation of the reason the Pinole Animal Shelter had been closed by the County in 2020, a result of the pandemic, although CCAS would continue to provide its services to West County residents through current practices, mobile events, and strategic partnerships.

CCAS Director Ward reported that field response times had not been affected because Animal Services Officers had always been dispatched from their Martinez facility. An overview of the Agreement history was provided with all information contained in the staff report as part of the agenda packet. In terms of the next steps, CCAS would need to assess the service needs of the community and the CCAS' capacity for care, consider amending the current Service Agreement to desired service levels while meeting state and local mandates, evaluate the current fee plan for the cities and create a sustainable plan.

PUBLIC COMMENTS OPENED

Tony Vossbrink, Pinole, provided the background on tax increases for animal services and spoke to what was to be the temporary closure of the Pinole Animal Shelter due to the pandemic, although there had been no notification to the public other than the posting of signage on the building which signage remained on the building. No information had been provided to West County residents that the closure would be permanent. He commented on the number of rumors in the community of why the shelter had been closed, questioned the services that would be provided to West County/Pinole residents, and suggested the CCAS should hold to the old contract and the City should wait to see how the CCAS performed, not the other way around. He urged the City Council not to approve the contract.

Irma Ruport, Pinole, also questioned the lack of public notification to Pinole residents about the closure of the Pinole Animal Shelter. She suggested the public should be provided more information, reported there was a petition currently on NextDoor with over 1,000 signatures from people who had questions in need of answering, and asked the City Council to continue the item to the next City Council meeting to allow questions to be answered since the Agreement did not have to be approved until July. She opposed the permanent closure of the Pinole Animal Shelter in West County, and while something may open in the future, she understood the shelter building was currently for sale. She again asked the City Council to continue the item.

PUBLIC COMMENTS CLOSED

In response to Council member Toms, CCAS Director Ward responded to concerns raised by the public, particularly whether certain services had been included in the Agreement. She confirmed the Animal Rights Coalition was correct that there were critical shelter services but they had never been outlined in the City/County Agreements and were not mandated by state, local laws or ordinances and were not supported by any fees other than license and service fees, supplemented by the General Fund and on occasion through grants and donations by the public. She detailed the services and programs that had been developed over time in animal shelter history supported by donations from the public or funds for services provided but again not mandated by the state for cities to provide, and not included in the Service Agreement as part of the fee structure unless the cities wanted to provide the CCAS the funds to make the services more robust. The only service that had been changed was picking up sick and injured wildlife.

CCAS was working with 18 cities in Contra Costa County on the Agreement including the unincorporated areas of the County. Between now and the end of June, the Agreement was being presented to local City Councils but was not required to go before the County Board of Supervisors (BOS) for approval. If the City of Pinole did not approve the Agreement a custom Agreement was not under consideration but it was possible there could be some level of some service increases that could be folded into the next Agreement. The Agreement must be consistent for all 18 jurisdictions. She explained that the Agreement was an opportunity to provide the best level of service possible to residents and working together to find solutions. The performance standards in the Agreement and a reconciliation report related to cost effectiveness was also clarified. The Agreement may be terminated by any party at any time. Built into the Agreement was an opportunity in the fall of each year for feedback to be gathered from residents, City Managers and Police Chiefs, with a discussion of whether the Agreement was or was not working for each community. She stated that these performance metrics had not been included in prior agreements.

Council member Martinez-Rubin suggested at the time of discussion on the performance of the Agreement, the variability that may occur with each city be considered. She commented that of the services provided, she was surprised with the lack of spay and neutering, and although the County was not mandated to provide those services she asked whether the County would share its resources to provide spay and neutering services.

CCAS Director Ward recognized that spay and neutering was a key service to help reduce pet overpopulation, was a challenge, and was not always affordable for many. The County wanted to provide low-cost affordable and accessible services but there were challenges in the veterinary world at this time, with many veterinarians retiring or leaving the industry due to the challenges of the industry. There was also a high suicide rate and fewer veterinarian graduates. CCAS was committed to helping to make spay and neutering available and in the budget for this fiscal year 2022/23, and a request had been made to increase the County General Fund to allow the County to expand some of its spay and neutering services. She reported that $300,000 had been approved for fiscal year 2022/23 to add staffing to expand the number of services to the public.

CCAS Director Ward added, when asked by Council member Martinez-Rubin, that the CCAS did not collect data on income levels and/or ethnic backgrounds. The CCAS provided services to any Contra Costa County resident who requested service.

Council member Martrinez-Rubin suggested it would be helpful to have a profile of those people who accessed CCAS services and as part of the pilot project that information should be collected. She otherwise looked forward to the development of the Agreement.

Mayor Pro Tem Murphy commented he had benefitted from the services provided by the CCAS, appreciated the CCAS staff openness and professionalism, and thanked Director Ward for being the leader of the Department. He asked why the CCAS had not requested Measure X funding.

CCAS Director Ward explained that the CCAS had not been permitted to request Measure X funding since the Animal Services Department had not met the requirements for Measure X funds. Measure X funds that had been granted were mostly around mental health services. While the situation may change in the future, and the BOS may change some of its requirements, CCAS was always looking at ways to build on the services that could be provided to County residents. If cities wanted to have spay and neuter programs, she was open to having those discussions but as a general rule, the city's fees did not incorporate those types of programs.

Mayor Pro Tem Murphy was disappointed on what was perceived as additional taxes on top of the taxes that voters had just approved, which could have been prevented.

Mayor Salimi stated that Pinole was a friend and partner with the County and he supported a long-term relationship with the County and working with each other.

Council member Martinez-Rubin asked about the status of mobile clinics which she suggested may help to remedy the perception that services were not there since the physical location of the Pinole Animal Shelter had been closed.

CCAS Director Ward stated the Pinole Animal Shelter building was currently in negotiation with a non-profit that would provide a service that would benefit animals and owners in West County and all of Contra Costa County but she could not speak to the details at this time. Mobile services had been challenged by COVID-19 since the mobile vans required a minimum of three people to provide services but CCAS was pushing the limits to consider opportunities to provide those services and in working with its community partners getting mobile units available to visit West County.

CCAS Director Ward explained that the BOS had also recently discussed future land use and had identified future consideration of West and East County Shelters but no framework had been identified other than the fact it was a recognized need for the County. She emphasized the new Agreement codified everything that was being done in the old agreement, included performance metrics and allowed the CCAS to have a discussion as to how to improve services moving into the future. She hoped the City Council would consider approving the Agreement and allow the Agreement to move forward to the next level. She reiterated the Agreement could be terminated at any time by any party. CCAS looked forward to continue working with its community partners, City staff and being part of the City of Pinole.

ACTION: <u>Motion by Council members Martinez-Rubin/Toms to adopt a Resolution Approving an Updated Agreement with Contra Costa County Animal Services Department, as presented</u>.

Vote: Passed 5-0

Return to Agenda

Ayes:	**Salimi, Murphy, Martinez-Rubin, Tave, Toms**
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, invited the City Council to the El Cerrito Chamber of Commerce Mixer on May 19, 2022 from 5:30 to 7:30 p.m. at the Berkley Country Club with tickets at $40 per person. He also referred to the quarterly reports on the Consent Calendar and expressed concern with the amount shown for economic development given the potential costs to business owners who may want to locate a business in Pinole. He emphasized the importance for the Assistant to the City Manager position to be filled.

14. ADJOURNMENT to the Regular City Council Meeting of June 7, 2022 in Remembrance of Amber Swartz.

At 10:22 p.m., Mayor Salimi adjourned the meeting to the Regular City Council Meeting of June 7, 2022 in Remembrance of Amber Swartz.

Submitted by:

_____

Heather Bell, CMC
City Clerk

Approved by City Council:

9B
WARRANT LISTING
By Vendor Name

City of Pinole, CA

Payment Dates 5/23/2022 - 6/3/2022

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PRO18 - ADT COMMERCIAL					
05012022 STAT	99181	06/03/2022	209-553-42108	ALARM SYSTEM SERVICE 052422-062322 TINY TOTS	93.20
				Vendor PRO18 - ADT COMMERCIAL Total:	**93.20**
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
19593757 051222	99109	05/27/2022	100-221-42201	WATER FOR PD	275.17
5025519 050622	99109	05/27/2022	500-642-42201	WATER FOR WPCP	108.84
5025531 050622	99109	05/27/2022	100-343-44306	WATER FOR CORP YARD	143.82
				Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:	**527.83**
Vendor: AME47 - AMERINATIONAL COMMUNITY SERVICES, INC.					
LPM-22-000776	99110	05/27/2022	285-464-42101	MONITORING MONTHLY SERVIE FEE MAR 2022 FINANCE	280.76
LPM-22-000776	99110	05/27/2022	750-463-42101	MONITORING MONTHLY SERVIE FEE MAR 2022 FINANCE	219.24
LPM-22-001033	99110	05/27/2022	285-464-42101	MONITORING MONTHLY SERVICE FEE APRIL 2022 FINANCE	280.76
LPM-22-001033	99110	05/27/2022	750-463-42101	MONITORING MONTHLY SERVICE FEE APRIL 2022 FINANCE	219.24
				Vendor AME47 - AMERINATIONAL COMMUNITY SERVICES, INC. Total:	**1,000.00**
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
517000152755	99111	05/27/2022	500-641-44410	UNIFORMS WPCP	296.55
517000152761	99111	05/27/2022	100-231-42107	LAUNDRY SERVICE FIRE	132.45
517000155106	99111	05/27/2022	500-641-44410	UNIFORMS SERVICE WPCP	296.55
517000155112	99111	05/27/2022	209-552-43804	TOWELS LINEN SERVICE PSC	211.50
517000157496	99111	05/27/2022	500-641-44410	UNIFORM SERVICE WPCP	296.55
517000157500	99111	05/27/2022	100-231-42107	LAUNDRY SERVICE FIRE	132.45
517000159793	99111	05/27/2022	500-641-44410	UNIFORM SERVICE WPCP	296.03
				Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:	**1,662.08**
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
78530	99112	05/27/2022	100-343-44306	DUPLICATED KEYS CY	122.79
				Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:	**122.79**
Vendor: ATT01 - AT&T					
000018083617	99114	05/27/2022	525-118-43101	INTERNET PD	2,559.04
287274105793X04282022	99113	05/27/2022	215-341-43101	CORRIDOR MOBILITY PROJECT PW	77.22
28727709576X04282022	99113	05/27/2022	215-341-43101	CORRIDOR MOBILITY PROJECT PW	77.22
				Vendor ATT01 - AT&T Total:	**2,713.48**
Vendor: BAX00 - BADGE FRAME, INC.					
280761	99182	06/03/2022	100-222-42201	ENGRAVING SERVICES PD	32.18
				Vendor BAX00 - BADGE FRAME, INC. Total:	**32.18**
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0031536	99115	05/27/2022	100-342-42514	SLOTTED CAPY UNIV SLOTTE CROSS PLACE CY	418.41
0031686	99115	05/27/2022	200-342-42514	VEST CY	109.47
				Vendor BAY04 - BAY AREA BARRICADE SVC. Total:	**527.88**
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001336108	99183	06/03/2022	100-112-42514	LEGAL ADS FOR NEWSPAPER CITYWIDE	159.30
0001336108	99183	06/03/2022	100-112-42514	LEGAL ADS FOR NEWSPAPER CITYWIDE	65.70

WARRANT LISTING **Payment Dates: 5/23/2022 - 6/3/2022**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
0001336108	99183	06/03/2022	212-461-42514	LEGAL ADS FOR NEWSPAPER CITYWIDE	274.50
				Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:	**499.50**
Vendor: BEA03 - BEARING ENGINERING CO.					
5611407	99116	05/27/2022	500-641-44306	RADIAL BALL BEARING WPCP	33.03
				Vendor BEA03 - BEARING ENGINERING CO. Total:	**33.03**
Vendor: ESP01 - BELINDA ESPINOSA					
JUNE 2022	99117	05/27/2022	100-117-41101	2022 RETIREE MEDICARE REIMBUR JUNE 2022	494.00
				Vendor ESP01 - BELINDA ESPINOSA Total:	**494.00**
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6305679	99184	06/03/2022	209-552-43804	FOOD SUPPLIES FOR LUNCH PROGRAM PSC	742.49
6309608	99184	06/03/2022	209-552-42101	FOOD SUPPLIES FOR LUNCH PROGRAM PSC	311.64
6309608	99184	06/03/2022	209-552-43804	FOOD SUPPLIES FOR LUNCH PROGRAM PSC	66.56
				Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:	**1,120.69**
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
84524948	99118	05/27/2022	100-231-42104	MEDICAL SUPPLIES FIRE	255.44
				Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:	**255.44**
Vendor: CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS					
MAY 2022	99119	05/27/2022	100-231-41008	LONG TERM DISABILITY PLAN FIRE	206.50
MAY 2022	99119	05/27/2022	105-231-41008	LONG TERM DISABILITY PLAN FIRE	88.50
				Vendor CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS Total:	**295.00**
Vendor: 2004 - CALIFORNIA BOILER WORKS, INC.					
5966	99185	06/03/2022	500-641-42107	SERVICE LABOR REPAIRS WPCP	7,211.08
				Vendor 2004 - CALIFORNIA BOILER WORKS, INC. Total:	**7,211.08**
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
632695	99186	06/03/2022	500-641-44305	LAB SUPPLIES WPCP	1,860.30
				Vendor CAL01 - CALTEST ANALYTICAL LAB Total:	**1,860.30**
Vendor: CCP03 - CCP INDUSTRIES					
IN02980289	99120	05/27/2022	100-343-44410	WORKING GLOVES SAFETY CY	484.63
IN02983144	99120	05/27/2022	100-343-44410	NITRILE POWDER GLOVES BK CY	172.97
IN03014464	99120	05/27/2022	100-343-44410	SAFETY HOODED SWEATSHIRTS CY	139.98
IN03017557	99120	05/27/2022	100-343-44410	DEWALT MECHANIC GLOVES CY	173.59
IN03018228	99120	05/27/2022	100-343-44410	GLOVES NITRILE POWDER CY	299.01
IN03018887	99120	05/27/2022	500-641-44410	NITRILE POWDER GLOVES WPCP	249.23
				Vendor CCP03 - CCP INDUSTRIES Total:	**1,519.41**
Vendor: 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC					
C&HIS 21-9_5	99121	05/27/2022	100-222-42101	CASE REVIEW INVESTIGATION PD	2,100.00
				Vendor 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC Total:	**2,100.00**
Vendor: 1108 - CHRIS FODOR					
050922	99187	06/03/2022	100-221-42302	TRAINING-MEALS/ HOTEL ACCOMMODATIONS PD	463.56
050922	99187	06/03/2022	100-221-42303	TRAINING-MEALS/ HOTEL ACCOMMODATIONS PD	173.00
				Vendor 1108 - CHRIS FODOR Total:	**636.56**
Vendor: 2376 - CINDY WILSON					
052422	99188	06/03/2022	100-000-31510	REFUND OVERPAYMENT BUSINESS LICENSE FINANCE	7.00
				Vendor 2376 - CINDY WILSON Total:	**7.00**

WARRANT LISTING **Payment Dates: 5/23/2022 - 6/3/2022**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CIT08 - CITY MECHANICAL, INC					
82795	99122	05/27/2022	209-557-42108	HVAC SWIM CENTER	443.27
				Vendor CIT08 - CITY MECHANICAL, INC Total:	**443.27**
Vendor: 2242 - COLE PRO MEDIA, LLC					
2952	99189	06/03/2022	225-221-42514	TRANSPARENCY ENGAGEMENT MAY 2022 PD	2,000.00
				Vendor 2242 - COLE PRO MEDIA, LLC Total:	**2,000.00**
Vendor: COM20 - COMCAST					
0050875-05042022	99190	06/03/2022	100-117-43105	CABLE CH	29.85
0210511-05162022	99190	06/03/2022	100-222-43105	CABLE PD	175.59
0253131-05092022	99123	05/27/2022	100-231-43105	CABLE SERVICE 051422-06132022 FIRE	10.67
0363450-05012022	99123	05/27/2022	215-341-43101	I-80 CORRIDOR INTERNET PW	240.31
0409972-05012022	99123	05/27/2022	100-231-43105	CABLE SERV 050422-060322 FIRE STATION 74	121.80
0413784-04182022	99123	05/27/2022	525-118-43101	INTERNET TINY TOTS 042322-052222	131.80
				Vendor COM20 - COMCAST Total:	**710.02**
Vendor: CON56 - CONCENTRA MEDICAL CENTERS					
75144265	99124	05/27/2022	100-116-42101	PRE-EMPLOY PHY GABRIEL COLON HR	912.00
75223533	99124	05/27/2022	100-116-42101	PRE-EMPLOYMENT PHYS MICHAEL BROCK HR	937.00
				Vendor CON56 - CONCENTRA MEDICAL CENTERS Total:	**1,849.00**
Vendor: CON93 - CONCORD UNIFORMS LLC					
19485	99125	05/27/2022	100-222-44410	UNIFORM EXPLORER PD	202.82
				Vendor CON93 - CONCORD UNIFORMS LLC Total:	**202.82**
Vendor: 1727 - CONTRA COSTA COUNTY LIBRARY					
FY21-22 Q01-MAINTENANCE	99126	05/27/2022	100-551-42101	FACILITIES MAINTENANCE FY20-21	33,481.98
				Vendor 1727 - CONTRA COSTA COUNTY LIBRARY Total:	**33,481.98**
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
704909	99127	05/27/2022	200-342-42101	SIGNAL MAINTENANCE PW	5,305.32
704909	99127	05/27/2022	310-347-42101	SIGNAL MAINTENANCE PW	442.11
704909	99127	05/27/2022	310-348-42101	SIGNAL MAINTENANCE PW	147.37
704988	99127	05/27/2022	200-342-42101	SIGNAL MAINTENANCE PW	4,148.71
704988	99127	05/27/2022	310-347-42101	SIGNAL MAINTENANCE PW	1,111.61
704988	99127	05/27/2022	310-348-42101	SIGNAL MAINTENANCE PW	292.33
				Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:	**11,447.45**
Vendor: CON95 - CONTRA COSTA COUNTY TREASURER					
ASD M7124	99128	05/27/2022	100-551-42101	4TH QUARTER INSTALLMENT ANIMAL CONTROL 040122-0630	33,109.74
				Vendor CON95 - CONTRA COSTA COUNTY TREASURER Total:	**33,109.74**
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
20844	99129	05/27/2022	100-221-42107	POLICE CAR 802 MAINTENANCE REPLACE PARTS PD	2,121.07
20863	99129	05/27/2022	100-221-42107	POLICE CAR 801 MAINTENANCE REPLACE PARTS PD	1,666.02
				Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:	**3,787.09**
Vendor: 2220 - CRESCO EQUIPMENT RENTALS					
5540972-0006	99130	05/27/2022	100-343-42511	INSULATED BUCKET TRUCK CY	4,387.00
				Vendor 2220 - CRESCO EQUIPMENT RENTALS Total:	**4,387.00**

WARRANT LISTING **Payment Dates: 5/23/2022 - 6/3/2022**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CSG01 - CSG CONSULTANTS INC.					
43775	99131	05/27/2022	214-342-42101	FEASIBILITY STUDY ORGANIC WASTE PW	2,375.00
				Vendor CSG01 - CSG CONSULTANTS INC. Total:	**2,375.00**
Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC					
2204076	99132	05/27/2022	325-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES	7,694.00
2204077	99132	05/27/2022	325-342-47205	RO1801 SPA REHAB PRELIM ENG PW	2,402.50
2204120	99132	05/27/2022	325-342-47205	RO1902 PINOLE PEDL. IMP AT TENNENT PW	2,240.00
				Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total:	**12,336.50**
Vendor: COO13 - DANA COOK					
JUNE 2022	99133	05/27/2022	100-117-41101	2022 RETIREE MEDICAL REIMBUR JUNE 2022	243.37
				Vendor COO13 - DANA COOK Total:	**243.37**
Vendor: DAR06 - DARRAH TRUCKING & EXCAVATING INC					
6297	99191	06/03/2022	100-231-42512	TRAIL INSPECTION GRADER FIRE	13,346.00
				Vendor DAR06 - DARRAH TRUCKING & EXCAVATING INC Total:	**13,346.00**
Vendor: SNE01 - DAVID SNELL					
05262022	99192	06/03/2022	505-119-42302	TRAINING - MEALS / TAXI / BAG CHECK TV	41.09
05262022	99192	06/03/2022	505-119-42303	TRAINING - MEALS / TAXI / BAG CHECK TV	138.00
				Vendor SNE01 - DAVID SNELL Total:	**179.09**
Vendor: DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE					
571399	99134	05/27/2022	100-116-42101	FINGER PRINTING SERVICES HR	160.00
571399	99134	05/27/2022	100-221-42101	FINGER PRINTING SERVICES HR	211.00
571399	99134	05/27/2022	100-221-42110	FINGER PRINTING SERVICES HR	256.00
577520	99134	05/27/2022	100-116-42101	FINGER PRINT SERVICES HR	79.00
577520	99134	05/27/2022	100-221-42110	FINGER PRINT SERVICES HR	130.00
				Vendor DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE Total:	**836.00**
Vendor: DEP03 - DEPARTMENT OF TRANSPORTATION					
SL220977	99135	05/27/2022	200-342-42101	SIGNALS & LIGHTING PW	1,959.68
SL220977	99135	05/27/2022	310-347-42101	SIGNALS & LIGHTING PW	230.53
SL220977	99135	05/27/2022	310-348-42101	SIGNALS & LIGHTING PW	378.22
				Vendor DEP03 - DEPARTMENT OF TRANSPORTATION Total:	**2,568.43**
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
84541959	99136	05/27/2022	100-10601	GASOLINE UNL CY	1,895.69
84552206	99136	05/27/2022	100-10601	GASOLINE UNL CY	2,846.68
				Vendor 1443 - DIESEL DIRECT WEST, INC. Total:	**4,742.37**
Vendor: 2020 - DOCUSIGN, INC.					
INV30538794	99137	05/27/2022	525-118-42510	DOCUSIGN SOFTWARE	14,858.04
				Vendor 2020 - DOCUSIGN, INC. Total:	**14,858.04**
Vendor: ELE01 - ELECTRONIC INNOVATIONS, INC.					
46142	99193	06/03/2022	500-641-42108	GATE REPAIRS WPCP	262.50
				Vendor ELE01 - ELECTRONIC INNOVATIONS, INC. Total:	**262.50**
Vendor: 1655 - ENDRESS + HAUSER, INC.					
6002335707	99138	05/27/2022	500-641-44306	ORBISINT CPS11D MEMOSENS	677.15
				Vendor 1655 - ENDRESS + HAUSER, INC. Total:	**677.15**
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
JUNE 2022	99139	05/27/2022	201-343-42513	BASE RENT RETAIL JUNE 2022	100.00
				Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:	**100.00**
Vendor: GLO08 - GLOBALSTAR					
000000030795158	99140	05/27/2022	525-118-43101	ORBIT 150 IT	110.05
				Vendor GLO08 - GLOBALSTAR Total:	**110.05**

WARRANT LISTING **Payment Dates: 5/23/2022 - 6/3/2022**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1112 - GRAY-BOWEN-SCOTT					
21471	99141	05/27/2022	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	5,257.50
				Vendor 1112 - GRAY-BOWEN-SCOTT Total:	**5,257.50**
Vendor: KEN14 - GREG KENNEDY RN					
105	99194	06/03/2022	100-231-42101	EMS CQI DUTIES MARCH 2022 FIRE	2,000.00
				Vendor KEN14 - GREG KENNEDY RN Total:	**2,000.00**
Vendor: HEA01 - HEALTH CARE DENTAL TRUST					
MAY 2022	99142	05/27/2022	100-110-41002	HEALTH CARE DENTAL MAY 2022	473.68
MAY 2022	99142	05/27/2022	100-111-41002	HEALTH CARE DENTAL MAY 2022	364.69
MAY 2022	99142	05/27/2022	100-112-41002	HEALTH CARE DENTAL MAY 2022	127.85
MAY 2022	99142	05/27/2022	100-113-41002	HEALTH CARE DENTAL MAY 2022	50.88
MAY 2022	99142	05/27/2022	100-115-41002	HEALTH CARE DENTAL MAY 2022	364.69
MAY 2022	99142	05/27/2022	100-116-41002	HEALTH CARE DENTAL MAY 2022	178.73
MAY 2022	99142	05/27/2022	100-221-41002	HEALTH CARE DENTAL MAY 2022	127.85
MAY 2022	99142	05/27/2022	100-221-41002	HEALTH CARE DENTAL MAY 2022	1,469.09
MAY 2022	99142	05/27/2022	100-222-41002	HEALTH CARE DENTAL MAY 2022	50.88
MAY 2022	99142	05/27/2022	100-222-41002	HEALTH CARE DENTAL MAY 2022	229.61
MAY 2022	99142	05/27/2022	100-223-41002	HEALTH CARE DENTAL MAY 2022	1,304.82
MAY 2022	99142	05/27/2022	100-231-41002	HEALTH CARE DENTAL MAY 2022	966.05
MAY 2022	99142	05/27/2022	100-341-41002	HEALTH CARE DENTAL MAY 2022	408.34
MAY 2022	99142	05/27/2022	100-343-41002	HEALTH CARE DENTAL MAY 2022	876.09
MAY 2022	99142	05/27/2022	100-465-41002	HEALTH CARE DENTAL MAY 2022	108.99
MAY 2022	99142	05/27/2022	105-221-41002	HEALTH CARE DENTAL MAY 2022	729.38
MAY 2022	99142	05/27/2022	105-231-41002	HEALTH CARE DENTAL MAY 2022	50.88
MAY 2022	99142	05/27/2022	105-231-41002	HEALTH CARE DENTAL MAY 2022	180.53
MAY 2022	99142	05/27/2022	106-222-41002	HEALTH CARE DENTAL MAY 2022	127.85
MAY 2022	99142	05/27/2022	106-231-41002	HEALTH CARE DENTAL MAY 2022	108.99
MAY 2022	99142	05/27/2022	209-551-41002	HEALTH CARE DENTAL MAY 2022	127.85
MAY 2022	99142	05/27/2022	209-552-41002	HEALTH CARE DENTAL MAY 2022	91.58
MAY 2022	99142	05/27/2022	209-554-41002	HEALTH CARE DENTAL MAY 2022	115.07
MAY 2022	99142	05/27/2022	212-461-41002	HEALTH CARE DENTAL MAY 2022	255.70
MAY 2022	99142	05/27/2022	500-641-41002	HEALTH CARE DENTAL MAY 2022	677.20
MAY 2022	99142	05/27/2022	500-642-41002	HEALTH CARE DENTAL MAY 2022	229.61
MAY 2022	99142	05/27/2022	505-119-41002	HEALTH CARE DENTAL MAY 2022	255.70

WARRANT LISTING **Payment Dates: 5/23/2022 - 6/3/2022**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
MAY 2022	99142	05/27/2022	998-20105	HEALTH CARE DENTAL MAY 2022	150.80
MAY 2022	99142	05/27/2022	998-20105	HEALTH CARE DENTAL MAY 2022	50.89
				Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:	**10,254.27**
Vendor: HIL03 - HILLTOP FORD					
FOCS366375	99143	05/27/2022	100-221-42107	PD CAR 801 MAINTENANCE PD	235.99
				Vendor HIL03 - HILLTOP FORD Total:	**235.99**
Vendor: MEL05 - JAMES MELVIN					
JUNE 2022	99144	05/27/2022	100-117-41101	2022 RETIREE MEDICARE REIMB JUNE 2022	154.10
				Vendor MEL05 - JAMES MELVIN Total:	**154.10**
Vendor: 2364 - JEFFREY TEEL					
05232022	99195	06/03/2022	100-221-42302	MILEAGE TO ACADEMY PD	468.00
				Vendor 2364 - JEFFREY TEEL Total:	**468.00**
Vendor: HAR29 - JOHN HARDESTER					
JUNE 2022	99145	05/27/2022	100-117-41101	2022 RETIREE MEDICARE REIMB JUNE 2022	250.50
				Vendor HAR29 - JOHN HARDESTER Total:	**250.50**
Vendor: MIS01 - JULIAN MISRA					
JUNE 2022	99146	05/27/2022	100-117-41101	2022 RETIREE MEDICARE REIMB JUNE 2022	221.80
				Vendor MIS01 - JULIAN MISRA Total:	**221.80**
Vendor: ROG06 - JUSTIN ROGERS					
05162022	99196	06/03/2022	100-221-42302	TRAINING MEALS AND MILEAGE PD	827.19
05162022	99196	06/03/2022	100-221-42303	TRAINING MEALS AND MILEAGE PD	180.00
				Vendor ROG06 - JUSTIN ROGERS Total:	**1,007.19**
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000031112	99147	05/27/2022	500-641-44302	SLUDGE REMOVAL WPCP	5,607.20
				Vendor KEL09 - KELLER CANYON LANDFILL Total:	**5,607.20**
Vendor: COP02 - KENETH COPPO					
JUNE 2022	99148	05/27/2022	100-117-41101	2022 RETIREE MEDICAL REIMBURSEMENT JUNE 2022	1,148.64
				Vendor COP02 - KENETH COPPO Total:	**1,148.64**
Vendor: 2375 - KNOX ASSOCIATES, INC.					
INV-KA-71125	99149	05/27/2022	100-231-42104	RETROFIT KIT MAIN BOARD FIRE	4,305.32
				Vendor 2375 - KNOX ASSOCIATES, INC. Total:	**4,305.32**
Vendor: LAR04 - LARRY WALKER ASSOCIATES					
00243.11-13	99197	06/03/2022	500-641-42101	NPDES PERMIT ASSITANCE THROUGH 04/30/2022 WPCP	3,831.50
				Vendor LAR04 - LARRY WALKER ASSOCIATES Total:	**3,831.50**
Vendor: 2374 - MALAGA CORP. COMMUNICATIONS TEAM					
A201387	99150	05/27/2022	100-111-42101	MAILING FOR YEAR IN REVIEW CM	387.00
A201388	99150	05/27/2022	217-117-42101	PRINTING JOB FOR YIFTEE BLDG	422.68
A201390	99150	05/27/2022	217-117-42101	STRATEGIC PLANNING BDLG	3,000.00
				Vendor 2374 - MALAGA CORP. COMMUNICATIONS TEAM Total:	**3,809.68**
Vendor: MAN01 - MANNA FOODS, INC.					
968302	99198	06/03/2022	209-552-43804	SUPPLIES FOR LUNCH PROGRAM PSC	243.02
				Vendor MAN01 - MANNA FOODS, INC. Total:	**243.02**

WARRANT LISTING **Payment Dates: 5/23/2022 - 6/3/2022**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: DRA01 - MARY DRAZBA					
JUNE 2022	99151	05/27/2022	100-117-41101	2022 RETIREE MEDICAL REIMBUR JUNE 2022	404.34
				Vendor DRA01 - MARY DRAZBA Total:	**404.34**
Vendor: ROB21 - MARY ROBERTS					
JUNE 2022	99152	05/27/2022	100-117-41101	2022 RETIREE MEDICARE REIMBUR JUNE 2022	170.20
				Vendor ROB21 - MARY ROBERTS Total:	**170.20**
Vendor: MCM05 - MCMASTER-CARR SUPPLY C0.					
77797162	99153	05/27/2022	500-641-44306	QUICK RELEASE CLAMP HOSE WPCP	33.47
77965912	99153	05/27/2022	500-641-44306	RISER CLAMP, STRUT MOUNT ROUTING CLAMP WPCP	84.23
				Vendor MCM05 - MCMASTER-CARR SUPPLY C0. Total:	**117.70**
Vendor: MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION					
190683	99154	05/27/2022	100-20011	CITY ATTORNEY SERVICES	17,580.61
190684	99154	05/27/2022	100-20011	CITY COUNCIL MEETINGS	2,964.00
190685	99154	05/27/2022	100-20011	PUBLIC RECORDS ACT REQUESTS	2,940.00
190686	99154	05/27/2022	100-20011	RISK MANAGEMENT	240.00
190687	99154	05/27/2022	100-20011	PINOLE SQUARE SHOPPING CENTER	1,333.00
190688	99154	05/27/2022	100-20011	PINOLE SHORES II	6,998.50
190689	99154	05/27/2022	100-20011	CHARTER CITY MEASURE	5,766.00
190690	99154	05/27/2022	100-20011	COVID19	1,170.00
190691	99154	05/27/2022	100-20011	2151 APPIAN WAY	1,965.00
190692	99154	05/27/2022	100-20011	2801 PINOLE VALLEY ROAD	332.50
190693	99154	05/27/2022	100-20011	1500 FITZGERALD	2,477.50
190694	99154	05/27/2022	100-20011	GENERAL SERVICES FINANCE	480.00
190695	99154	05/27/2022	100-20011	GENERAL SERVICES PUBLIC WORKS	2,215.00
190696	99154	05/27/2022	100-20011	CLAIM AGAINST PG&E	1,811.00
190697	99154	05/27/2022	100-20011	MVP CONSTUCTIO LLC DISPUTE	109.64
190698	99154	05/27/2022	100-20011	GENERAL MATTERS WATER POLLUTION	162.00
190699	99154	05/27/2022	100-20011	GENERAL SERVICES POLICE	399.00
190701	99154	05/27/2022	100-20011	GENERAL SERVICES CODE ENFORCEMENT	1,014.00
190702	99154	05/27/2022	100-20011	GENERAL SERVICES COMMUNITY DEVELOPMENT	1,220.00
190703	99154	05/27/2022	100-20011	GENERAL SERVICES FIRE	3,797.32
190704	99154	05/27/2022	100-20011	GENERAL SERVICES RECREATIONAL	390.00
190705	99154	05/27/2022	100-20011	HOUSING SUCCESSOR RDA AFFORDABLE	435.50
191853	99154	05/27/2022	100-114-42102	GENERAL SERVICES LABOR AND EMPLOYMENT	7,125.00
192891	99154	05/27/2022	100-114-42102	GENRAL SERVICES LABOR AND EMPLOYMENT	2,922.00
				Vendor MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION Total:	**65,847.57**
Vendor: 1139 - MICHAEL BAKER INTERNATIONAL, INC.					
1144617	99156	05/27/2022	212-461-42101	PROFESSIONAL SERVICES 020822-040322	55,864.99
				Vendor 1139 - MICHAEL BAKER INTERNATIONAL, INC. Total:	**55,864.99**
Vendor: 1115 - MICHELLE FITZER					
JUNE 2022	99157	05/27/2022	100-117-41101	2022 RETIREE MEDICARE REIMBUR JUNE 2022	372.30
				Vendor 1115 - MICHELLE FITZER Total:	**372.30**

WARRANT LISTING **Payment Dates: 5/23/2022 - 6/3/2022**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1379379	99158	05/27/2022	100-221-41008	POLICE LTD INSURANCE PREMIUMS PD	445.50
1379379	99158	05/27/2022	100-223-41008	POLICE LTD INSURANCE PREMIUMS PD	258.00
1379379	99158	05/27/2022	105-221-41008	POLICE LTD INSURANCE PREMIUMS PD	118.80
				Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:	**822.30**
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100400785812	99159	05/27/2022	100-343-42108	MAINTENANCE CH	120.69
				Vendor OTI01 - OTIS ELEVATOR COMPANY Total:	**120.69**
Vendor: PAC41 - PACIFIC ECORISK					
18225	99199	06/03/2022	500-641-44305	WET TESTING TOXICITY TESTING WPCP	1,046.00
				Vendor PAC41 - PACIFIC ECORISK Total:	**1,046.00**
Vendor: ATH02 - PATRICIA ATHENOUR					
JUNE 2022	99160	05/27/2022	100-117-41101	2022 RETIREE MEDICARE REIMBUR JUNE 2022	170.10
				Vendor ATH02 - PATRICIA ATHENOUR Total:	**170.10**
Vendor: CLA17 - PAUL CLANCY					
JUNE 2022	99161	05/27/2022	100-117-41101	2022 RETIREE MEDICAL REIMBUR JUNE 2022	313.66
				Vendor CLA17 - PAUL CLANCY Total:	**313.66**
Vendor: PET08 - PET FOOD EXPRESS CORP					
23-2204PN	99162	05/27/2022	100-221-42514	FOOD FOR K9 PD	49.37
41-2204PN	99162	05/27/2022	100-221-42514	FOOD FOR K9 PD	53.48
				Vendor PET08 - PET FOOD EXPRESS CORP Total:	**102.85**
Vendor: PGE01 - PG&E					
0498-05122022	99163	05/27/2022	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	448.31
0883-0512022	99163	05/27/2022	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	1,545.64
0883-0512022	99163	05/27/2022	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	309.13
0883-0512022	99163	05/27/2022	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	1,236.50
1156-05122022	99163	05/27/2022	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	18.19
1156-05122022	99163	05/27/2022	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	27.29
1462-05122022	99163	05/27/2022	209-552-43103	2500 CHARLES ST SENIOR CENTER	202.79
1801-05102022	99163	05/27/2022	209-553-43103	2454 SIMAS AVE REC CTR & POOL	71.34
3029-05122022	99163	05/27/2022	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	96.47
3834-05062022	99163	05/27/2022	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	37.92
4157-05112022	99163	05/27/2022	100-222-43103	809 CITY HALL	14.22
5274-05112022	99163	05/27/2022	201-343-43103	2361 SAN PABLO AVE OLD BANK BUILDING	8.75
6043-05122022	99163	05/27/2022	100-231-43103	3790 PINOLE VALLEY RD	24.26
7186-05122022	99163	05/27/2022	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	7.85
8517-05122022	99163	05/27/2022	500-642-43103	FRT OF 3490 SAVAGE AVE PUMP FOR SEWER	6.81
8716-05122022	99163	05/27/2022	500-641-43103	SEWAGE PLNT-FT OF TENNENT	2,766.74
				Vendor PGE01 - PG&E Total:	**6,822.21**

WARRANT LISTING **Payment Dates: 5/23/2022 - 6/3/2022**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PIT06 - PITNEY BOWES					
05182022	99200	06/03/2022	100-117-42203	POSTAGE REFILL CITYWIDE	1,694.85
				Vendor PIT06 - PITNEY BOWES Total:	**1,694.85**
Vendor: REC07 - RECDESK LLC					
INV-12258	99164	05/27/2022	525-118-42106	REC DESK ANNUAL SUBSCRIPTION SOFTWARE	5,100.00
				Vendor REC07 - RECDESK LLC Total:	**5,100.00**
Vendor: WAL29 - RICHARD WALLER					
052422	99201	06/03/2022	209-552-43802	PROGRAM SUPPLIES POOL CHALK PSC	38.35
				Vendor WAL29 - RICHARD WALLER Total:	**38.35**
Vendor: ROS08 - RSG, INC.					
I008709	99165	05/27/2022	750-463-42101	REAL ESTATE OPEN LISTING BROKER SERVICES	2,851.25
I008710	99165	05/27/2022	285-464-42101	COMPLIANCE MONITORING YEAR 5	176.25
				Vendor ROS08 - RSG, INC. Total:	**3,027.50**
Vendor: 1450 - RUBENSTEIN SUPPLY COMPANY					
S2367721.001	99166	05/27/2022	100-343-44306	RISER CLAMP SUPPLIES CY	29.57
				Vendor 1450 - RUBENSTEIN SUPPLY COMPANY Total:	**29.57**
Vendor: SAN21 - SANTA ROSA JUNIOR COLLEGE					
AR22-01286	99167	05/27/2022	100-221-42301	ENROLLMENT FEE PD	30.75
				Vendor SAN21 - SANTA ROSA JUNIOR COLLEGE Total:	**30.75**
Vendor: SCO07 - SCOTT'S PPE RECON, INC.					
37904	99168	05/27/2022	100-231-44410	TURNOUT GEAR REPAIRS	1,815.91
				Vendor SCO07 - SCOTT'S PPE RECON, INC. Total:	**1,815.91**
Vendor: 1714 - SHERRI D. LEWIS					
CC23PINOLE-FY2021/22	99169	05/27/2022	100-110-42101	FINANCE SUBCOMMITTEE MINUTES 08102021	262.50
CC24PINOLE-FY2021/22	99169	05/27/2022	100-110-42101	REGULAR CITY COUNCIL MEETING MINUTES 041922	1,012.50
CC25PINOLE-FY2021/22	99169	05/27/2022	100-110-42101	SPECIAL CITY COUNCIL MEETING MINUTES 042622	900.00
CC26PINOLE-FY2021/22	99169	05/27/2022	100-110-42101	REGULAR CITY COUNCIL MTG MINUTES 050322	675.00
CC27PINOLE-FY2021/22	99169	05/27/2022	100-110-42101	REGULAR CITY COUNCIL MEETING MINUTES 051722	937.50
				Vendor 1714 - SHERRI D. LEWIS Total:	**3,787.50**
Vendor: 2260 - SKL SOLUTIONS, INC.					
220022	99170	05/27/2022	500-642-42101	SSMP UPDATE PW	2,390.00
				Vendor 2260 - SKL SOLUTIONS, INC. Total:	**2,390.00**
Vendor: 2048 - SONIC.NET, LLC					
1004215856	99171	05/27/2022	525-118-43101	SOFTWARE SUPPORT IT	449.00
				Vendor 2048 - SONIC.NET, LLC Total:	**449.00**
Vendor: STA42 - STAPLES BUSINESS CREDIT					
1641716706	99172	05/27/2022	100-110-42514	OFFICE SUPPLIES CITYWIDE	76.88
1641716706	99172	05/27/2022	100-115-42201	OFFICE SUPPLIES CITYWIDE	52.89
1641716706	99172	05/27/2022	100-115-42201	OFFICE SUPPLIES CITYWIDE	125.95
1641716706	99172	05/27/2022	100-117-42201	OFFICE SUPPLIES CITYWIDE	7.00
1641716706	99172	05/27/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	43.89
1641716706	99172	05/27/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	50.27
1641716706	99172	05/27/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	87.78
1641716706	99172	05/27/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	175.56
1641716706	99172	05/27/2022	100-341-42201	OFFICE SUPPLIES CITYWIDE	28.05
1641716706	99172	05/27/2022	100-341-42201	OFFICE SUPPLIES CITYWIDE	83.34
1641716706	99172	05/27/2022	212-462-42201	OFFICE SUPPLIES CITYWIDE	39.49
1641716706	99172	05/27/2022	212-462-42201	OFFICE SUPPLIES CITYWIDE	61.44

WARRANT LISTING **Payment Dates: 5/23/2022 - 6/3/2022**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
1641716706	99172	05/27/2022	212-462-42201	OFFICE SUPPLIES CITYWIDE	179.95
				Vendor STA42 - STAPLES BUSINESS CREDIT Total:	**1,012.49**
Vendor: KRI01 - TERRI KRIEGER					
JUNE 2022	99173	05/27/2022	100-117-41101	2022 RETIREE MEDICARE REIMBUR JUNE 2022	250.50
				Vendor KRI01 - TERRI KRIEGER Total:	**250.50**
Vendor: TRA01 - TRANS BAY INSURANCE					
4412	99174	05/27/2022	100-110-42506	PEHB BLANKET BOND	221.25
				Vendor TRA01 - TRANS BAY INSURANCE Total:	**221.25**
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA					
263397-202203-1	99175	05/27/2022	525-118-42510	PERSONS SEARCHES PD	196.00
263397-202204-1	99175	05/27/2022	525-118-42510	PERSON SEARCHES PD	105.80
				Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA Total:	**301.80**
Vendor: 2347 - UNION PACIFIC RAILROAD COMPANY					
90115347	99176	05/27/2022	325-342-47205	PRELIMINARY ENGINEERING AND DESIGN PW	2,847.03
				Vendor 2347 - UNION PACIFIC RAILROAD COMPANY Total:	**2,847.03**
Vendor: UNI38 - UNIVAR USA INC					
50197327	99202	06/03/2022	500-641-44303	SOD HYPO WPCP	3,644.45
				Vendor UNI38 - UNIVAR USA INC Total:	**3,644.45**
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
2503	99177	05/27/2022	100-343-42108	JANITORIAL SUPPLIES CY	392.54
				Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:	**392.54**
Vendor: USB06 - US BANK					
471003210	99178	05/27/2022	525-118-42107	CANON COPIERS CITYWIDE	208.00
MAY 2022	99203	06/03/2022	100-20018	CREDIT CARDS PAYMENTS CITYWIDE	30,108.90
				Vendor USB06 - US BANK Total:	**30,316.90**
Vendor: VER02 - VERIZON WIRELESS					
9904233001	99179	05/27/2022	525-118-43101	CELL PHONE CITYWIDE	5,208.07
				Vendor VER02 - VERIZON WIRELESS Total:	**5,208.07**
Vendor: WES63 - WESCO GRAPHICS, INC.					
49712	99204	06/03/2022	209-551-42514	POST CARDS SUMMER ACTIVITIES PSC	1,442.75
				Vendor WES63 - WESCO GRAPHICS, INC. Total:	**1,442.75**
Vendor: WES01 - WESTERN EXTERMINATOR CO.					
23237517	99180	05/27/2022	209-552-42108	PEST CONTROL MAINTENANCE PSC	77.40
23237525	99180	05/27/2022	100-343-42108	PEST CONTROL MIANTENANCE CY	69.00
				Vendor WES01 - WESTERN EXTERMINATOR CO. Total:	**146.40**
				Grand Total:	**401,881.55**

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	231,106.05
105 - Measure S -2006	1,168.09
106 - MEASURE S-2014	236.84
200 - Gas Tax Fund	11,523.18
201 - Restricted Real Estate Maintenance Fund	108.75
209 - Recreation Fund	4,304.85
212 - Building & Planning	56,676.07
214 - Solid Waste Fund	2,375.00
215 - Measure C and J Fund	394.75
217 - American Rescue Plan Act Fund	3,422.68
225 - Asset Seizure-Adjudicated Fund	2,000.00
285 - Housing Land Held for Resale	737.77
310 - Lighting & Landscape Districts	2,602.17
325 - City Street Improvements	20,441.03
500 - Sewer Enterprise Fund	31,905.02
505 - Cable Access TV	462.08
525 - Information Systems	28,925.80
750 - Recognized Obligation Retirement Fund	3,289.73
998 - Payroll Clearing	201.69
Grand Total:	**401,881.55**

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business License	7.00
100-10601	Gas Tanks/Corp Yard	4,742.37
100-110-41002	Emp Benefits/Dental	473.68
100-110-42101	Prof Svcs/Professional Ser...	3,787.50
100-110-42506	Admin Exp/Bonds	221.25
100-110-42514	Admin Exp/Special Depart	76.88
100-111-41002	Emp Benefits/Dental	364.69
100-111-42101	Prof Svcs/Professional Ser...	387.00
100-112-41002	Emp Benefits/Dental	127.85
100-112-42514	Admin Exp/Special Depart	225.00
100-113-41002	Emp Benefits/Dental	50.88
100-114-42102	Prof Svcs/Attorney Servic...	10,047.00
100-115-41002	Emp Benefits/Dental	364.69
100-115-42201	Office Expense	178.84
100-116-41002	Emp Benefits/Dental	178.73
100-116-42101	Prof Svcs/Professional Ser...	2,088.00
100-117-41101	Retiree Benefits/Medical-...	4,193.51
100-117-42201	Office Expense	7.00
100-117-42203	Office Exp/Shipping & Mai...	1,694.85
100-117-43105	Utilities/Cable	29.85
100-20011	Accounts Payable/Miscell...	55,800.57
100-20018	Accounts Payable/CalCard	30,108.90
100-221-41002	Emp Benefits/Dental	1,596.94
100-221-41008	Emp Benefits/Long Term ...	445.50
100-221-42101	Prof Svcs/Professional Ser...	211.00
100-221-42107	Prof Svcs/Equipment Mai...	4,023.08
100-221-42110	Prof Svcs/Fingerprinting	386.00
100-221-42201	Office Expense	275.17
100-221-42301	Travel & Training/Conf-Re...	30.75
100-221-42302	Travel & Training/Mileage,..	1,758.75
100-221-42303	Travel & Training/Meal Al...	353.00
100-221-42514	Admin Exp/Special Depart	102.85
100-222-41002	Emp Benefits/Dental	280.49
100-222-42101	Prof Svcs/Professional Ser...	2,100.00

Account Summary

Account Number	Account Name	Payment Amount
100-222-42201	Office Expense	389.68
100-222-43103	Utilities/Electricity & Pow...	1,559.86
100-222-43105	Utilities/Cable	175.59
100-222-44410	Safety Clothing	202.82
100-223-41002	Emp Benefits/Dental	1,304.82
100-223-41008	Emp Benefits/Long Term ...	258.00
100-223-43103	Utilities/Electricity & Pow...	309.13
100-231-41002	Emp Benefits/Dental	966.05
100-231-41008	Emp Benefits/Long Term ...	206.50
100-231-42101	Prof Svcs/Professional Ser...	2,000.00
100-231-42104	Prof Svcs/Paramedic Servi...	4,560.76
100-231-42107	Prof Svcs/Equipment Mai...	264.90
100-231-42512	Admin Exp/Abatement	13,346.00
100-231-43103	Utilities/Electricity & Pow...	1,746.99
100-231-43105	Utilities/Cable	132.47
100-231-44410	Safety Clothing	1,815.91
100-341-41002	Emp Benefits/Dental	408.34
100-341-42201	Office Expense	111.39
100-342-42514	Admin Exp/Special Depart	418.41
100-343-41002	Emp Benefits/Dental	876.09
100-343-42108	Prof Svcs/Building-Structu...	582.23
100-343-42511	Admin Exp/Equipment Re...	4,387.00
100-343-44306	Other Materials Supp/Ma...	296.18
100-343-44410	Safety Clothing	1,270.18
100-345-43103	Utilities/Electricity & Pow...	96.47
100-465-41002	Emp Benefits/Dental	108.99
100-551-42101	Prof Svcs/Professional Ser...	66,591.72
105-221-41002	Emp Benefits/Dental	729.38
105-221-41008	Emp Benefits/Long Term ...	118.80
105-231-41002	Emp Benefits/Dental	231.41
105-231-41008	Emp Benefits/Long Term ...	88.50
106-222-41002	Emp Benefits/Dental	127.85
106-231-41002	Emp Benefits/Dental	108.99
200-342-42101	Prof Svcs/Professional Ser...	11,413.71
200-342-42514	Admin Exp/Special Depart	109.47
201-343-42513	Admin Exp/Rent	100.00
201-343-43103	Utilities/Electricity & Pow...	8.75
209-551-41002	Emp Benefits/Dental	127.85
209-551-42514	Admin Exp/Special Depart	1,442.75
209-552-41002	Emp Benefits/Dental	91.58
209-552-42101	Prof Svcs/Professional Ser...	311.64
209-552-42108	Prof Svcs/Building-Structu...	77.40
209-552-43103	Utilities/Electricity & Pow...	202.79
209-552-43802	Program Cost/Class Fees	38.35
209-552-43804	Program Cost/Food Progr...	1,263.57
209-553-42108	Prof Svcs/Building-Structu...	93.20
209-553-43103	Utilities/Electricity & Pow...	71.34
209-554-41002	Emp Benefits/Dental	115.07
209-554-43103	Utilities/Electricity & Pow...	18.19
209-557-42108	Prof Svcs/Building-Structu...	443.27
209-558-43103	Utilities/Electricity & Pow...	7.85
212-461-41002	Emp Benefits/Dental	255.70
212-461-42101	Prof Svcs/Professional Ser...	55,864.99
212-461-42514	Admin Exp/Special Depart	274.50
212-462-42201	Office Expense	280.88
214-342-42101	Prof Svcs/Professional Ser...	2,375.00
215-341-43101	Utilities/Telephone	394.75
217-117-42101	Prof Svcs/Professional Ser...	3,422.68

Account Summary

Account Number	Account Name	Payment Amount
225-221-42514	Admin Exp/Special Depart	2,000.00
285-464-42101	Prof Svcs/Professional Ser...	737.77
310-347-42101	Prof Svcs/Professional Ser...	1,784.25
310-348-42101	Prof Svcs/Professional Ser...	817.92
325-342-47205	Improvements/Streets	20,441.03
500-641-41002	Emp Benefits/Dental	677.20
500-641-42101	Prof Svcs/Professional Ser...	3,831.50
500-641-42107	Prof Svcs/Equipment Mai...	7,211.08
500-641-42108	Prof Svcs/Building-Structu...	262.50
500-641-43103	Utilities/Electricity & Pow...	2,766.74
500-641-44302	Other Materials Supp/Slu...	5,607.20
500-641-44303	Other Materials Supp/Ch...	3,644.45
500-641-44305	Other Materials Supp/Lab...	2,906.30
500-641-44306	Other Materials Supp/Ma...	827.88
500-641-44410	Safety Clothing	1,434.91
500-642-41002	Emp Benefits/Dental	229.61
500-642-42101	Prof Svcs/Professional Ser...	2,390.00
500-642-42201	Office Expense	108.84
500-642-43103	Utilities/Electricity & Pow...	6.81
505-119-41002	Emp Benefits/Dental	255.70
505-119-42302	Travel & Training/Mileage,..	41.09
505-119-42303	Travel & Training/Meal Al...	138.00
505-119-43103	Utilities/Electricity & Pow...	27.29
525-118-42106	Prof Svcs/Software Maint...	5,100.00
525-118-42107	Prof Svcs/Equipment Mai...	208.00
525-118-42510	Admin Exp/Software Purch	15,159.84
525-118-43101	Utilities/Telephone	8,457.96
750-463-42101	Prof Svcs/Professional Ser...	3,289.73
998-20105	Sal & Ben Payable/Dental ...	201.69
	Grand Total:	**401,881.55**

Project Account Summary

Project Account Key		Payment Amount
None		398,458.87
21711742101ER2101		3,422.68
	Grand Total:	**401,881.55**

APPROVED BY: _____

DATE: 6/2/2022

Return to Agenda

CITY COUNCIL REPORT

9C

DATE: JUNE 7, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

SUBJECT: RESOLUTION CONTINUING AUTHORIZED REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the continued use of remote teleconference meetings pursuant to AB 361.

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for the anticipated broader spread of the novel coronavirus disease 2019 ("COVID-19"). On March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency due to COVID-19 pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32. The City Council subsequently adopted a resolution affirming the emergency declaration and continues to reevaluate the need for continuing the local emergency every fourteen (14) days. The local emergency expired on March 31, 2022.

On November 10, 2021 Governor Newsom issued Executive Order N-21-21 extending the sunset of the State of Emergency through March 31, 2022. On February 25, 2022, Governor Newsom issued Executive Order N-04-22 further extending the sunset of the State of Emergency to an unspecified date. The State of Emergency remains in effect.

All meetings of the City Council and the City's other legislative bodies, such as the Planning Commission, are open and public, as required by the Ralph M. Brown Act (Government Code section 54950 *et seq*.). Any member of the public may attend, participate, and watch the City's legislative bodies conduct their business. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means during a declared state of emergency and in order to slow the spread of COVID-19. As a result of Executive Order N-29-20, staff set up virtual meetings for all City Council meetings and other City legislative bodies. On June 11, 2021, Governor

Newsom issued Executive Order N-08-21, which, effective September 30, 2021, repealed the provisions of prior executive orders allowing local legislative bodies to conduct meetings telephonically or by other means.

On September 16, 2021, Governor Newson signed Executive Order N-15-21 clarifying that cities may continue to meet remotely in accordance with procedures established by prior executive orders. AB 361 (2021) allows local legislative bodies to continue to conduct meetings via teleconferencing during a declared state of emergency without complying with certain Brown Act provisions under specified conditions and includes a requirement that the City Council make specified findings. AB 361 (2021) took effect October 1, 2021 and will sunset on January 1, 2024.

On October 19, 2021, the City Council adopted a Resolution Of The City Council Of The City Of Pinole Authorizing Remote Teleconference Meetings Pursuant To AB 361 upon a finding that: (i) the State of Emergency continues to directly impact the ability of the members to meet safely in person, and (ii) State or local officials continue to impose or recommend measures to promote social distancing.

AB 361 provides that, if the state of emergency remains active for more than thirty (30) days, a local agency must make either of the following findings by majority vote every thirty (30) days to continue using the bill's exemption to the Brown Act teleconferencing rules: (1) a declared state of emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local health officials continue to impose or recommend measures to promote social distancing. Thus, the City Council has a standing opportunity every thirty (30) days to discuss a return to in-person meetings or continue remote teleconference meetings pursuant to AB 361. Following such reevaluation every thirty (30) days and upon a finding that the conditions under AB 361 continue to exist, the City Council has continued to adopt the Resolution authorizing continued remote teleconference meetings every thirty (30) days thereafter, most recently on May 3, 2022. This staff report discusses whether these conditions under AB 361 continue to exist in order continue the use of remote teleconference meetings, including an in-person hybrid meeting format, pursuant to AB 361.

DISCUSSION

Since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County. COVID-19 cases surged throughout the State during the winter months with an estimated 1 million new COVID cases a day. As such, Governor Newsom extended the State of Emergency declared on March 4, 2020. The Governor's State of Emergency is still in effect.

Notwithstanding the expiration of a state of emergency, AB 361 provides for the continued use of remote meetings and exemption to the Brown Act upon a finding that state or local health officials continue to impose or recommend measures to promote

social distancing. Such a finding is consistent with the goal of AB 361 “to improve and enhance public access to local agency meetings…by allowing broader access through teleconferencing options” consistent with Executive Order N-29-20.

The conditions that justified the City Council adopting the Resolution Of The City Council Of The City Of Pinole Authorizing Remote Teleconference Meetings Pursuant To AB 361 in its meeting of October 19, 2021 continue to exist. Health officials continue to recommend measures based upon COVID-19 community levels in efforts to slow the spread of COVID-19 and reduce the rate of infection. Specifically, the Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least 6 feet from others outside of the household and masking in all indoor settings in communities of high COVID-19 rates and among persons at high risk for severe illness. The CDC believes the Omicron variant is spread more easily than the original SARS-CoV-2 virus with breakthrough infections occurring in people who are fully vaccinated.

Effective March 1, 2022, the CDC and California Department of Health requirement for unvaccinated persons to mask in indoor public settings and businesses was replaced by a strong recommendation that all persons, regardless of vaccine status, mask in indoor public settings and businesses including meetings and state and local government offices serving the public. On March 11, 2022, the universal masking requirement for K-12 and Childcare settings terminated. Effective April 20, 2022, in alignment with the CDC's announcement that its order requiring masking on public transportation and at transportation hubs is no longer in effect, California's requirement for masking on public transit and in transportation hubs terminated. Notwithstanding, the California Department of Health continues to strongly recommend that individuals in these settings continue to wear a mask. The California Department of Health continues to find that wearing a face mask in indoor public settings, regardless of vaccination status, remains a critical component for protecting those that are most vulnerable in our communities, including the unvaccinated, the immunocompromised, or those at risk for severe disease and illness.

On September 20, 2021, and again on March 1, 2022, the Contra Costa County Health Officer issued recommendations for safely holding public meetings. The recommendations were most recently revised on May 16, 2022. At present, the Contra Costa County Health Officer strongly recommends the use of online meetings as an alternative to in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option, to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person. Remote options and social distancing for those present continues to be the recommended format for public meetings as it presents the lowest risk of transmission of COVID-19, which is particularly important in light of the current community prevalence rate. The Bay Area currently has California’s highest COVID infection rates fueled by highly contagious Omicron subvariants. Contra Costa is seeing increases in reported cases and hospitalizations, with 7,291 new cases reported in the past 14 days. Actual case rates are believed to be higher than those reported because of widespread use of

home tests. As such, twelve Bay Area health officers, including Contra Costa, are stressing the importance of taking safety precautions, including continued masking indoors.

The proposed resolution re-affirms the necessary findings in order for the City Council, and all of the City's legislative bodies, to continue remote teleconference meetings pursuant to AB 361. Additionally, the resolution is necessary in order to allow Staff to return to an in-person hybrid format to allow those at higher risk and/or concern about COVID-19 an alternative to participating in person.

FISCAL IMPACT

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

ATTACHMENTS

A. Resolution Authorizing Continued Remote Teleconference Meetings Pursuant to AB 361

ATTACHMENT A

RESOLUTION NO. 2022-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS PURSUANT TO AB 361

WHEREAS, all City of Pinole ("City") meetings are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City's legislative bodies conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for an anticipated broader spread of the novel coronavirus disease 2019 ("COVID-19"), and Governor Newsom has continued to confirm the continued existence of the State of Emergency; and

WHEREAS, on March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency due to COVID-19 pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32; and

WHEREAS, On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up virtual meetings for all City Council meetings and meetings of all City legislative bodies, such as the Planning Commission; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, repealed the provisions of Executive Order N-29-20 that allowed local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the City Council make specified findings; and

WHEREAS, on September 20, 2021, Governor Newsom issued Executive Order N-15-21, delaying the full application of AB 361 (2021) until 11:59 p.m. October 1, 2021; and

WHEREAS, on February 25, 2022, Governor Newsom issued Executive Order N-04-22 further extending the sunset of the State of Emergency to an unspecified date and the State of Emergency continues to present; and

WHEREAS, AB 361 provides that it will sunset on January 1, 2024; and

WHEREAS, in order for legislative bodies to conduct meetings via teleconferencing pursuant to AB 361 (2021), a proclaimed State of Emergency must exist; and

WHEREAS, AB 361 (2021) further requires that State or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on October 19, 2021, the City Council adopted Resolution Of The City Council Of The City Of Pinole Authorizing Remote Teleconference Meetings Pursuant To AB 361 upon a finding that such conditions existed in the City of Pinole, specifically, Governor Newsom has declared a State of Emergency due to COVID-19 and the City Council has confirmed the continued existence of the local emergency due to COVID-19; and

WHEREAS, AB 361 (2021) allows the City Council to continue to conduct meetings via teleconference upon a finding every thirty (30) days thereafter, that either a declared state of emergency continues to directly impact the ability of the members to meet safely in person, or state or local health officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County; and

WHEREAS, on August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued Health Order No. COVID19-51, for nearly all individuals to wear masks when inside public spaces and such mandate remains in effect in specified high-risk settings, consistent with California Department of Health recommendations including public transit, healthcare settings and congregate living; and

WHEREAS, on September 20, 2021, and reaffirmed on May 16, 2022, the Contra Costa County Health Officer issued recommendations for safely holding public meetings strongly recommending the of the availability of remote access as an alternative to participating in person at meetings as it presents the lowest risk of transmission of COVID-19 and such recommendation remains in effect; and

WHEREAS, the Centers for Disease Control and Prevention ("CDC") continues to recommend physical distancing of at least six (6) feet from others outside of the household and use of a face mask as a critical component for protecting those that are most vulnerable in our communities, including the unvaccinated, the immunocompromised, or those at risk for severe disease and illness; and

WHEREAS, because of the rise in cases due to the Delta and Omicron variants of COVID-19, the City Council is concerned about the health and safety of all individuals who intend to attend City Council meetings and meetings of the City's other legislative bodies; and

WHEREAS, the City Council desires to provide a way for the Council, staff, and members of the public to participate in meetings remotely as an alternative to having to attend meetings in person; and

WHEREAS, the City Council hereby finds that the presence of COVID-19 and the increase of cases due to the Delta and Omicron variants would present imminent risks to the health or safety of certain attendees, including legislative bodies and staff, during in person meetings; and

WHEREAS, the City shall ensure that it's meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings; and

WHEREAS, the City Council has re-affirmed the necessary findings in order for the City Council, and all of the City's other legislative bodies, to continue to hold remote teleconference meetings pursuant to AB 361 and on that basis adopted a Resolution Of The City Council Of The City Of Pinole Authorizing Continued Remote Teleconference Meetings Pursuant To AB 361 on November 16, 2021, and every thirty (30) days thereafter; and

WHEREAS, the City Council has reconsidered the need to conduct meetings remotely within thirty (30) days of the Resolution and finds the need continues to exist.

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

1. The above recitals are true and correct, and incorporated into this Resolution.

2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the City Council makes the following findings:

   a) The City Council has reconsidered the circumstances of the State of Emergency; and

b) Either of the following circumstances exist: The state of emergency continues to directly impact the ability of members to meet safely in person, or State or local officials continue to impose or recommend social distancing measures.

3. The City Council and all of the City's other legislative bodies may continue to meet remotely in compliance with AB 361 (2021), whether in whole or part, in order to better ensure the health and safety of the public.

4. The City Council will revisit the need to conduct meetings remotely within thirty (30) days of the adoption of this resolution.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 7th day of June, 2022, 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 7th day of June, 2022.

_____
Heather Bell, CMC
City Clerk

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CITY COUNCIL REPORT

9D

DATE: JUNE 7, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR

SUBJECT: AMENDMENT TO THE TRAFFIC AND PEDESTRIAN SAFETY COMMITTEE (TAPS) BYLAWS

RECOMMENDATION

Adopt a resolution approving an amendment to the Traffic and Pedestrian Safety Committee (TAPS) bylaws to change the regular meeting day and time.

BACKGROUND

The City Council established the bylaws of TAPS through the adoption of Resolution No. 2008-42 (attached). The bylaws state that the regular meeting time will be from 7:00 PM to 9:00 PM on the third Wednesday of every month.

At the TAPS meeting on April 20, 2022, the members voted to recommend a change to the meeting day and time in the bylaws. The new proposed time for TAPS meetings is from 6:00 PM to 8:00 PM on the third Wednesday of every month. This is a more convenient meeting time for the TAPS members. All TAPS members voted “YES” for the proposed date and time and recommended that the bylaws be changed to reflect this recommendation.

REVIEW AND ANALYSIS

The proposed new meeting time and date will be more convenient for current TAPS members and is not expected to have any adverse impact on members of the public or City staff that might wish to attend a TAPS meeting.

FISCAL IMPACT

There is no anticipated fiscal impact with this amendment to the bylaws.

ATTACHMENTS

A Resolution No. 2008-42
B Resolution

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ATTACHMENT A

RESOLUTION NO. 2008-42

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING BY-LAWS FOR TRAFFIC AND PEDESTRIAN SAFETY COMMITTEE.

WHEREAS, On November 21, 2006 the City Council directed staff to move forward with the establishment of the Pedestrian and Traffic Safety Committee, and

WHEREAS, The purpose of the committee is to review many of the traffic related requests from the public and to act as an advisory committee to the City Council, and

WHEREAS, The Traffic and Pedestrian Safety Committee has adopted the attached by-laws.

NOW THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby adopts the by-laws for the Traffic and Pedestrian Safety Committee.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 1st day of April 2008 by the following vote:

AYES: COUNCILMEMBERS: Fujita, Horton, Long, Murray, Swearingen

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

ABSTAIN: COUNCILMEMBERS: None

Patricia Athenour, CMC
City Clerk

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CITY OF PINOLE

BYLAWS FOR
TRAFFIC AND PEDESTRIAN SAFETY COMMITTEE

I. Purpose & Mission

The City Council is committed to ensuring traffic safety for all of its citizens and visitors. The City also receives many calls from residents with concerns regarding traffic safety, ranging from matters for the Police Department or for Public Works, with solutions ranging from simple to complex solutions. Where problems have complex solutions without established guidelines for resolution, it is important that the solution is accepted by the neighborhood after significant community outreach and consensus building.

The Committee will meet regularly, prioritize efforts and provide feedback and recommendations to the City Council. The Committee will keep focus on traffic safety as an important community issue. The Committee shall be named: "Traffic and Pedestrian Safety Committee" (hereafter "Committee").

II. Committee

a) The Committee shall be composed of five (5) citizens that reside within the corporate limits of the City of Pinole or no more than two business owners in the city and are appointed by the City Council and shall be voting members. Interested persons must submit an application (form attached) and proceed through the appointment process. The appointment process shall include recommendation for appointment by the Mayor, and final approval by the City Council.

b) The Committee bears no oversight authority over any City Department, personnel, consultant or commission. The Committee has no authority to bind the City to any contractual agreements and may not, without authority, make any decisions on behalf of the City. The Committee's recommendations shall be advisory to the City Council. The five (5) citizen Committee members shall not be City employees, department heads, City consultants or act in any way as agents of the City. However, the City Manager, City Engineer, Police Chief and City Attorney may provide guidance and input to the Committee and may be consulted, from time-to-time, for additional information.

c) The Committee's primary task shall be to review and recommend in a written and oral report to the City Council strategies and/or plans to improve the overall safety of traffic within the City. The Committee's areas of specific concern shall include:

1. Keeping the community at large involved in traffic safety;

2. Reducing speeding in residential neighborhoods;

3. Addressing requests for stop signs, traffic signals; and other traffic related improvements;

4. Review traffic related studies;

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5. Research and/or recommend funding sources for enhancing traffic safety resources outside of the City's budget.

d) At its first meeting, the Traffic and Pedestrian Safety Committee will by lot determine the initial terms of its members, with three members having two-year terms, and two members having three-year terms. Members shall serve at the pleasure of the City Council.

f) Members are volunteers and shall serve without compensation or reimbursement for any personal expenses, any extra ordinary expenses pre-approved by the City Council.

III. Report Requirements

a) The Committee shall take such measures as are necessary to make a full and complete report to the City Council assessing the current traffic safety environment, the type of traffic safety environment the City's citizens envision and desire and the areas of specific concern defined above that address traffic safety in the City. The Public Works will present the committee's a report within 90 days.

b) The Committee's staff liaison shall be the City Engineer or his or her designee. The Committee shall receive staff support on an as-needed basis from the City Engineer, and shall coordinate all requests for staff support through the City Manager.

c) The Committee shall have the following City resources available to it for its use, limited to the following:

(a) Use of meeting rooms in City Hall, or other City facilities
(b) Reasonable use of City equipment, (copy, fax, telephone and computers)
(c) Access to publicly available reports maintained by the City

d) The Committee shall meet on a regular basis according to and under the California Brown Act's requirements. The Committee may hold public working sessions to solicit the input of the community and/or interested citizens or parties. Such working sessions shall be noticed and open according to the California Brown Act's requirements.

IV. Rules of Procedure

a) A quorum of the Committee shall consist of a majority of the members (including any vacancies). A quorum must be present in order for the Committee to hold a meeting.

b) All actions require a majority vote of the Committee members in attendance.

c) These Bylaws and the Brown Act shall govern the operation of the Committee and it meetings.

d) The Committee shall follow all applicable City policies and procedures.

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e) At the first regular meeting following the appointment of the Committee's members the Committee shall select a Chairperson, a Vice-Chairperson from among the Committee's members. The Chairperson and Vice-Chairperson shall serve for a one-year term.

f) The Chairperson shall preside at all regular and special meetings and rule on all points of order and procedure during the meetings.

g) The Vice-Chairperson shall assume all duties of the Chairperson in his/her absence. In the event the Chairperson and Vice-Chairperson are both absent, an Acting Chairperson shall be appointed from the Committee for the meeting from those present.

h) Individual Committee members may not speak for or on behalf of the entire Committee; the Chairperson shall act as the spokesperson for the entire Committee.

j) The Committee is an important function within the City of Pinole, and as such, certain expectations are held by the City Council in making the appointment of individuals to the Committee. These expectations include the following:

1) Committee members will attend all regular meetings and special meetings as they arise. Committee members will communicate expected and unexpected absences to the Public Works staff or the Chairperson, in a timely manner.

2) Committee members will communicate any potential conflicts of interest on agenda items to city staff or the Chairperson, at least 48 hours in advance of the meeting to allow confirmation of a quorum.

3) Committee members will arrive on time to each meeting, fully participate, and remain in attendance until the end of each meeting.

4) Committee members will prepare themselves for each meeting by reading the agenda, reports and other materials.

5) Meeting time will be from 7:00 p.m. to 9:00 p.m. it maybe extended if necessary if a motion is made and all committee members are in agreement. The meeting will be held the third Wednesday of every month.

6) Committee members will avoid conflicts of interest between their personal and professional financial interests and those interests that may come before the Committee.

7) Committee members must complete initial AB 1234 ethics training within one year of membership and every two years thereafter.

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V. Adoption

This document, as adopted and amended by Council Resolution 2007 - ___, shall serve as the Bylaws for the Commission.

ATTACHMENT B

RESOLUTION NO. 2022-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING BYLAWS FOR THE TRAFFIC AND PEDESTRIAN SAFETY COMMITTEE (TAPS)

WHEREAS, on November 21, 2006 the City Council directed staff to move forward with the establishment of the Pedestrian and Traffic Safety Committee (TAPS), and

WHEREAS, the purpose of the committee is to review many of the traffic and pedestrian safety related requests from the public and to act as an advisory committee to the City Council, and

WHEREAS, on April 1, 2008, the TAPS adopted bylaws under Resolution 2008-42;

WHEREAS, on December 1, 2009, the City Council directed staff to forward a Bylaw amendment to change the number of voting committee members from five (5) to seven (7) which was adopted under Resolution 2009-129; and

WHEREAS, on December20, 2011, the City Council considered and concurred with staff's recommendation to reduce the membership composition back to a five (5) member committee.

WHEREAS, on April 20, 2022, the newly appointed TAPS committee members met and voted to change the day and time for the TAPS committee meetings;

WHEREAS, on April 20, 2022, the newly appointed TAPS committee members recommended that the new meeting time for the TAPS be 6:00PM to 8:00PM and the meeting be held on the second Wednesday of every month;

NOW THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby amend the bylaws for the TAPS to change the meeting time to 6:00PM to 8:00PM and the meeting be held on the second Wednesday of every month.

This Resolution changes no other provisions of the Bylaws approved under Resolution 2008-42, which remains in full force and effect.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 7th day of June 2022**,** 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 7th day of June 2022.

_____
Heather Bell, CMC
City Clerk

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CITY COUNCIL REPORT

9E

DATE: JUNE 7, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: STACY SHELL, HUMAN RESOURCES DIRECTOR

SUBJECT: APPROVE A CONSULTING SERVICES AGREEMENT FOR EMPLOYEE BENEFITS BROKER OF RECORD SERVICES

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to enter into a three-year consulting services agreement with Alliant Employee Benefits for employee benefits broker of record services effective July 2022.

BACKGROUND

In a recent assessment of the City's employee benefits program and premium rates, City staff identified the need to contract with an employee benefits broker of record to negotiate employee benefit agreements with benefit providers for medical, dental, vision, accidental death and dismemberment, and long-term disability insurance, conduct annual underwriting analysis for recommendation of appropriate and competitive premium rates, obtain liability accounting data to meet Governmental Accounting Standards Board reporting requirements, and enhance knowledge and utilization of the City's benefits program portfolio among employees.

City staff issued a request for proposal (RFP) for benefit broker services, with responses due on March 31, 2022. Two proposers responded to the RFP and Human Resources staff reviewed the two proposals on April 4, 2022.

REVIEW & ANALYSIS

The Human Resources Department reviewed all submittals for the employee benefits broker of record. Emphasis in the review process was placed on the consultant's overall experience in providing health and welfare benefit program broker and consulting services, the technical response to the Request for Proposal, and cost of services. The Human Resources Department determined that Alliant Employee Benefits is best qualified to meet the City's needs.

FISCAL IMPACT

The fiscal impact is an annual cost of $25,000, or $75,000 for the three-year term of the proposed agreement.

ATTACHMENT(S):

ATTACHMENT A: Resolution to Approve a Consulting Services Agreement for Employee Benefits Broker of Record Services with Alliant Employee Benefits

EXHIBIT A: Consulting Services Agreement with Alliant Employee Benefits

ATTACHMENT A

RESOLUTION NO. 2022-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING A CONSULTING SERVICES AGREEMENT FOR EMPLOYEE BENEFITS BROKER OF RECORD SERVICES WITH ALLIANT EMPLOYEE BENEFITS

WHEREAS, in February 2022, the Human Resources Department requested proposals from benefits brokers and concentrated its review on the consultant's overall experience in providing professional health and welfare benefits program broker and consulting services, the proposer's technical response to the Request for Proposal, and cost; and

WHEREAS, the City of Pinole Human Resources Department recommends the selection of Alliant Employee Benefits as employee benefits broker of record**.**

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve a three-year consulting services agreement for employee benefits broker of record services with Alliant Employee Benefits and authorize the City Manager to execute the said agreement and any changes thereto acceptable to the City Manager and City Attorney effective July 2022.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 7th day of June 2022 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 7TH day of June 2022.

_____
Heather Bell, CMC
City Clerk

EXHIBIT A

CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF PINOLE AND
ALLIANT INSURANCE SERVICES, INC.

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and Alliant Insurance Services, Inc. ("Consultant") (together sometimes referred to as the "Parties") as of July 1, 2022 (the "Effective Date") in Pinole, California.

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2024, and Consultant shall complete the work described in Exhibit A by that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.

1.2 Standard of Performance. Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a professional manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.

1.3 Assignment of Personnel. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

1.4 Time. Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant an amount not to exceed an annual flat consulting fee of twenty-five thousand dollars ($25,000) plus any current commissions built into insurance coverages now (if applicable), as set forth in Exhibit A and all reimbursable expenses incurred in performing the work. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as

specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoices. Consultant shall submit invoices, once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date.

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Final Payment. City shall pay the last 10% of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice if all services required have been satisfactorily performed.

2.4 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

2.5 Hourly Fees. Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule attached hereto as Exhibit B.

2.6 Reimbursable Expenses. Reimbursable expenses, if any, are specified in Exhibit B. Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

2.7 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.8 Payment Upon Termination. In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as

of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

2.9 Authorization to Perform Services. The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in Exhibit C, and only under the terms and conditions set forth therein.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types, and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS ($1,000,000.00) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the City. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS ($1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used,

either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or GL 0002 (ed.1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1.

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

a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

4.3 Professional Liability Insurance.

4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS ($1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed $150,000 per claim.

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

a. The retroactive date of the policy must be shown and must be before the date of the Agreement.

b. Insurance must be maintained, and evidence of insurance must be provided for at least three (3) years after completion of the Agreement or the work, so long as commercially available at reasonable rates.

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c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of three (3) years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.

d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

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

4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with proof of coverage, in a manner sufficient to confirm Consultant has obtained the insurance required under this Section 4, including the policy period and additional insured requirements. Proof of coverage includes a copy of the policy and certificate of insurance including copies of all respective endorsements. Each certificate of insurance shall show the signature of a person authorized by Consultant to bind coverage on its behalf.

4.4.3 Notice of reduction in or cancellation of coverage. A certified endorsement shall be attached to all insurance obtained pursuant to 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' (except for professional liability) 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, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.

4.4.4 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 (except for professional liability) or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned,

leased, or used by the Consultant in the course of providing services pursuant to this Agreement.

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.

4.4.5 Deductibles and self-insured retentions. Consultant 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, Consultant 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 Consultant 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.

4.4.6 Subcontractors. Consultant 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.

4.4.7 Variation. Upon reasonable notice to Consultant, 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.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide proof of insurance or maintain any insurance policies or policy endorsements to the extent and within the time herein required under Section 4, 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 Consultant'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 Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall indemnify, defend, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action brought by third parties arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises solely from the negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 Consultant No Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an

agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

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

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder including but not limited to the California Labor Code.

7.3 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 Licenses and Permits. Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

7.5 Pinole Business License. Consultant shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to City proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until the City receives proof that Consultant has obtained a City of Pinole business license.

7.6 Nondiscrimination and Equal Opportunity. Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

8.1 Termination. City may cancel this Agreement upon thirty (30) calendar days and without cause upon written notification to Consultant pursuant to this section.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 Extension. City may request to, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension requests shall be specified in writing by the City. Consultant understands and agrees that if City requests such an extension and Consultant accepts such requests, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.3 Consultant's Identity and Personnel. The person identified on page one as the CONSULTANT's Key Personnel will be the key person for the performance of services under this AGREEMENT. CONSULTANT's additional key personnel who will work on the PROJECT are identified in Exhibit B. Any addition or deletion of a firm (whether working as a joint venture partner or subconsultant), or any change in key personnel may be made only upon prior written approval by CITY. CONSULTANT shall notify CITY of any proposed change of ownership or fundamental structure in CONSULTANT's firm. Within thirty (30) calendar days of such notice, CITY shall notify CONSULTANT whether CITY will approve such changed firm or personnel to continue providing services under this AGREEMENT or whether CITY will terminate this AGREEMENT. Nothing in this provision shall be construed to limit CITY's right to terminate this AGREEMENT for cause or without cause as set forth in Article I, Section C of this AGREEMENT. Subcontracts between the CONSULTANT and any subconsultants will be subject to review and approval of CITY's representative.

If CONSULTANT reassigns or reduces the commitment of any such key personnel, CONSULTANT shall provide a suitable replacement, subject to the approval of CITY, and CONSULTANT shall provide a reasonable number of unbilled hours of work for such replacement personnel to the extent required to bring the personnel up to speed.

8.4 Amendments. The parties may amend this Agreement only by a writing signed by all the parties and consistent.

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8.5 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City.

8.6 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

8.7 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

8.7.1 Immediately terminate the Agreement;

8.7.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement; or

8.7.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties. Notwithstanding the foregoing, City acknowledges that Consultant, in performing the services contemplated herein, may use patented and copyrighted materials, trade secrets, proprietary data, know-how, ideas, concepts, methodologies, practices, processes, procedures, techniques and written materials of Consultant that existed prior to the commencement of the services or this Agreement, and City agrees that Consultant shall retain all right, title and interest in and to such items; provided, however, that

Consultant hereby grants City a non-exclusive, non-assignable, perpetual, royalty-free license to use such items that are embedded in the work product and are required for City's own internal use of the work products delivered under this Agreement.

9.2 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

9.3 Inspection and Audit of Records. Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS ($10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

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

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

10.3 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 No Implied Waiver of Breach. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

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10.6 Use of Recycled Products. Consultant shall endeavor to prepare and submit all reports, written studies, and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

10.7 Conflict of Interest. Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et.seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

Consultant will comply with all conflict-of-interest laws and regulations including, without limitation, City's Conflict of Interest Code (on file in the City Clerk's Office). It is incumbent upon the Consultant or Consultant's firm to notify the City pursuant to section 10.10 Notices of any staff changes relating to this Agreement.

a. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant(s), unless as indicated in Subsection b, will be performing a very limited and closely supervised function, and, therefore, are unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection b.

_____
Initialed by City Attorney's Office

b. In accomplishing the scope of services of this Agreement, Consultant(s) will be performing a specialized or general service for the City, and there is substantial likelihood that Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following

Consultant(s) shall be subject to the Disclosure Category "1-5" of the City's Conflict of Interest Code:

Erin Thomas, Vice President, Executive Consultant
Flyriver Enty, Account Executive
Sonia Banuelos, Account Associate

10.8 Solicitation. Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by Stacy Shell, Human Resources Director who shall act as the City's representative. All correspondence shall be directed to or through Stacy Shell or her designee.

10.10 Notices.

Any written notice to Consultant shall be sent to:

Alliant Insurance Services, Inc.
560 Mission St, 6th Floor
San Francisco, CA 94105
Attn: Erin Thomas

With a copy to:
General Counsel
701 B Street, 6th Floor
San Diego, CA 92101

Any written notice to City shall be sent to:

Stacy Shell, Human Resources Director
City of Pinole
2131 Pear Street
Pinole, CA 94564

10.11 Professional Seal. Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.

10.12 Integration; Incorporation. This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.

10.13 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the Effective Date.

CITY OF PINOLE	CONSULTANT
_____	_____
Andrew Murray, City Manager	Name:_____
	Title:_____
	Consultant's City of Pinole Business License #:_____

Attest:

_____
City Clerk

Approved as to Form:

_____
Eric S. Casher, City Attorney

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EXHIBIT A

SCOPE OF SERVICES

Services	Proposed Fee
Strategic Planning/Annual Objective Setting/Annual Work Plan	Included
Pre-renewing meeting (strategy, market update, compliance, etc.)	Included
Renewal Negotiation, Analysis and Recommendations	Included
Procurement of Alternative Cost Saving Initiatives and Options	Included
Utilization Review and Trend Analysis	Included
Financial Reporting	Included
Access to Alliant Proprietary Programs and Exclusive Purchasing Programs	Included
Legislative Compliance Support and Contract Review	Included
Health Care Reform Compliance & Consulting	Included
Contract and Plan Documents Review	Included
Compliance Audit	Included
Attendance, Support and Presentations at Meetings	Included
City of Pinole Benchmarking Analysis	Included
Vendor Management	Included
Employer & Employee Advocacy and Problem Resolution	Included
Open Enrollment Coordination and Support	Included
Open Enrollment and Communication Planning Meeting	
Communications & Employee Engagement - Posters, Flyers, Guide, Videos, etc.	Included
MyBenefits.Life Mobile Application and Website	Included
Wellness Program Consulting & Readiness Assessment	Included
Mineral (formerly ThinkHR) Membership	Included
Diversity, Equity, Inclusion & Belonging (DEIB) Consulting and Review	Included
Alliant Medicare Solutions	Included

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Services Not Otherwise Listed

The Consultant is able to assist the City in evaluating vendors who provide the additional services, not listed above.

Transparency and Disclosure

All compensation the Consultant receives is fully disclosed and transparent. Consultant will provide the City with an Annual Disclosure letter at the plan renewal upon request.

As an independent consultant, Alliant provides their clients with the choice of joint purchasing solutions as well as options available in the marketplace. Alliant has a separate division within the firm, Alliant Underwriting Services (AUS) that provides Consulting, Underwriting and Program Management Services to a number of Joint Powers Authorities (JPA) and Joint Purchasing Pools throughout the country; this division is separate from Alliant's Brokerage and Consulting division. AUS receives compensation from carriers for services provided to support the operations and administration of a JPA and/or purchasing pool and is a cost included in the premium.

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EXHIBIT B

COMPENSATION SCHEDULE AND HOURLY FEES

The City shall pay the Consultant an annual flat consulting fee of $25,000, plus any commissions built into insurance coverages.

To illustrate commitment of quality service to the City, the Consultant shall place 10% of the annual consulting fee at risk. Listed below are the categories of the service guarantee:

1. Execution of Scope of Work (5% of the total fee at risk) – The City's satisfaction with deliverables in the Scope of Services (Exhibit A).

2. Service and Support (5% of the total fee at risk) – Service and support of the City with decision making tools, attendance at meetings, and assistance for any implementation of new benefits/products and transition of carriers.

At any time, the City may invoke the terms of the above-mentioned guarantee. All categories are based solely on client satisfaction level. The categories may be modified by mutual agreement between the Consultant and the City. No portion of the annual consulting fee shall be returned to City if such remittance would violate applicable insurance regulations.

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EXHIBIT C
CITY-FURNISHED FACILITIES

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

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Return to Agenda

CITY COUNCIL REPORT

9F

DATE: JUNE 7, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: DAVID HANHAM, PLANNING MANAGER

SUBJECT: DETERMINATION OF PUBLIC CONVENIENCE OR NECESSITY (PCN) FOR EAST BAY COFFEE COMPANY AT 2529 SAN PABLO AVENUE (CUP 20-03)

RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving a determination of Public Convenience or Necessity for East Bay Coffee Company's proposed alcohol sales (on-site sales of beer, wine, and spirits) located at 2529 San Pablo Avenue.

BACKGROUND

Lisa Ancira on behalf of East Bay Coffee Company (EBCC) has requested City approval of a "Finding of Public Convenience or Necessity" (PCN). This is required in order for EBCC to upgrade their liquor license from a Type 41 to Type 47 for the purpose of selling beer, wine, and distilled spirits. An approval of this PCN will allow EBCC to request amendment of its existing Conditional Use Permit (CUP) No. 20-03 for on-site full alcohol service for the restaurant located at 2529 San Pablo Avenue.

EBCC was established in 2017 with Conditional Use Permits that allow music and the selling of beer and wine. The EBCC continued to expand in 2020 by obtaining an outdoor dining permit. This business has become an anchor in the downtown over the last five years. EBCC maintains a Type 41 license from ABC to sell beer and wine.

The State Department of Alcoholic Beverage Control (ABC) enforces the licensing of alcoholic retailers regulated by State Law under Section 23958 of the Business and Professions Code. Type 47 On-site sale licenses allow for the retail sales of beer, wine, and distilled spirits at an eating establishment. In order to sell beer, wine, and distilled spirits at a restaurant, or an outdoor patio, a business must apply to ABC for a Type 47 license and obtain a CUP from the City. The approval of the requested action to obtain a Type 47 license for full-service alcohol will require EBCC to both obtain Finding of PCN from the City Council and then request Planning Commission approval of an amendment to the current CUP.

When a business establishment applies for a new or different on-site sales license, ABC determines if there is an “undue concentration” of licenses in a particular census tract. The State relies on a ratio of on-sale retail licenses to population in the census tract to determine if an area is over concentrated. In this case, ABC considers an “undue concentration,” or overconcentration, to be present if there are more than five on-site sale Type 41 and or Type 47 licenses within the census tract 3591.03.

Census tract 3591.03 includes the portion of Pinole north of Interstate 80 and east of Appian Way. According to ABC, there are currently ten existing active on-site alcohol sales licenses in Census Tract 3591.03, including East Bay Coffee Company. Table 1 below includes a complete list of existing businesses with on-site alcohol sales licenses within Census Tract 3591.03, as of May 2022.

Table 1: On Site Retail Alcohol Sales Establishments in Census Tract 3591.03

Business Establishment	Location	License Type
AMF Pinole Valley Lanes	**1580 Pinole Valley Lanes**	On-site, full alcohol
Pinole Creek Cafe	**2454 San Pablo Avenue**	On-site, full alcohol
Pear Street Bistro	**2395 San Pablo Avenue**	On-site, full alcohol
Tina’s Place	**2300 San Pablo Avenue**	On-site, full alcohol
Antlers Tavern	**2284 San Pablo Avenue**	On-site, full alcohol
King Valley	**795 Fernandez Avenue**	On-site, beer and wine
Nu Gu Na	**2400 San Pablo Avenue**	On-site, beer and wine
China House Restaurant	**1971 San Pablo Avenue**	On-site, beer and wine
Bear Claw Restaurant/Café	**2340 San Pablo Avenue**	On-Site beer and wine
East Bay Coffee Company	**2539 San Pablo Avenue**	On-Site beer and wine

Source: State Department of Alcoholic Beverage Control, May 23, 2022.

Once an “undue concentration” is identified by ABC, the local governing body may choose to allow additional alcohol sales establishments in an area where there is an overconcentration by determining a PCN.

Section 17.59.030 (B) of the Municipal Code designates the City Council as the approving authority for a PCN request and requires a PCN determination as a prerequisite for Planning Commission consideration of a CUP for alcohol sales. Should the City Council decide not to approve a determination of PCN, East Bay Coffee Company will not be eligible to obtain a Type 47 alcohol sales license through ABC for its proposed restaurant and outdoor patio location within Census Tract 3591.03.

East Bay Coffee Company representatives have stated that beer, wine, and distilled spirit sales will enable them to offer a more complete dining experience including soups, salads, sandwiches, and dinner meals as well as provide greater convenience for customers seeking alcoholic beverages with their meal, similar to offerings available at several nearby restaurants. Proposed beer, wine, and distilled

consumption would be allowed both inside the restaurant as well as the outdoor dining area of the restaurant.

EBCC received approval from the Planning Commission for an amendment of their CUP in 2020 to allow outdoor patio dining. If the City Council approves the PCN determination, EBCC will require another modification of its use permit to allow the use of selling beer, wine, and spirits inside the restaurant as well as the outdoor eating area. The Planning Commission will consider that modification and impose any necessary conditions. The Planning Commission's decision regarding the CUP can be appealed to the City Council. The CUP, rather than the PCN, is the appropriate approval on which to place any conditions.

REVIEW AND ANALYSIS

Section 17.59.030 (C) of the Pinole Municipal Code includes five required findings that must be satisfied in order to make a PCN determination. Staff has prepared findings based on a proposed project.

1. The proposed establishment with alcohol sales will promote the City's economic health consistent with the General Plan and any applicable Specific Plan policies to further zoning district purposes.

The building located at 2529 San Pablo Avenue is a two-story mixed-use building that is approximately 4,225 square feet (sf). EBCC currently occupies approximately 2,500 sf on the ground floor with two dwelling units on the upper floor of the building.

The project site has an Old Town Sub-Area (OTSA) General Plan Land Use Designation. The OTSA designation will maintain and encourage the residential, commercial, and mixed-use character, scale, and style of Old Town Pinole. All types of commercial and residential uses as either a single use of in combination with other allowable commercial and residential use allowed within the area, at intensities that preserve the character of old town Pinole. The designation is intended to encourage ground floor, pedestrian-friendly retail uses and services with upper floors of office and/or residential uses.

Goal LU.7 of the Land Use and Economic Development Element calls for encouraging commercial development which provides services for residents and broadens the tax base of the community to provide needed revenue for public services. The sales of beer, wine, and spirits expands the available services in Old Town Pinole generally, and at East Bay Coffee Company specifically, and will broaden the City's tax bases by generating sales tax revenue at this retail business location.

EBCC has an OTSA and a Commercial Mixed Use (CMU) zoning designation within the Three Corridor Specific Plan. The purpose of the CMU Zoning District is to designate property for vibrant commercial and mixed-use development and to provide for the integration of retail and service commercial uses with office and/or residential

uses. The ground floor business helps to encourage foot traffic in this historic mixed-use area which activates the area and expands the existing range of dining establishments.

Based on the information above, this project will promote the City's economic health consistent with the General Plan and any applicable Specific Plan policies to further zoning district purposes.

2. The economic benefits associated with the establishment could not reasonably be achieved without the proposed alcohol sales.

Sit down restaurants as well as outdoor seating areas have become a mainstay within the restaurant community, and due to the COVID-19 pandemic, more café/restaurant businesses have been moving outside. Several nearby sit-down restaurants in the area currently provide beer, wine, and spirits with meals. Alcohol sales that are provided consistent with local and State requirements can provide a safe and pleasurable accompaniment to a variety of meals. The inclusion of beer, wine, and sprits sales would enable this existing restaurant to compete more effectively with nearby restaurants that currently offer beer, wine, and spirits on their menus. East Bay Coffee Company employs approximately 15 individuals, and the operator believes the addition of beer and wine is important for long-term business success.

Based on the information above, the economic benefits associated with the establishment could not reasonably be achieved without the addition of the distilled spirits.

3. The applicant has not operated a licensed establishment, which has been the subject of verified complaints or violations regarding alcohol, public safety or nuisance statutes or regulations.

The owner and operator of the EBCC restaurant has not been the subject of verified complaints or violations involving public safety concerns or nuisance statutes. In addition, the operator of the existing café will complete the State Department of Alcoholic Beverage Control's Alcohol Seller/Server Training Program, as required.

4. The Police Department has reported that the proposed establishment would not be expected to add to crime in the area.

The Police Department has reported that the sale of beer, wine, and spirits would not be expected to add crime in the area and has not raised any objections to the East Bay Coffee Company's request.

5. Alcoholic beverages sold by the applicant are incidental to the other products available for sale at the establishment.

The East Bay Coffee Company is proposing to offer beer, wine, and spirits predominantly as an accompaniment with other menu items to expand customer choice and complement planned new food offerings. It is not envisioned to be a dominant component of the food and beverage service offered for sale.

FISCAL IMPACT

There are no adverse fiscal impacts to the city associated with this request.

ATTACHMENTS

A: Resolution

ATTACHMENT A

RESOLUTION NO. 2022-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING A DETERMINATION OF PUBLIC CONVENIENCE OR NECESSITY FOR TYPE 47 ALCOHOL SALES INCLUDING BEER, WINE, AND DISTILLED SPRITS AT THE EXISTING EAST BAY COFFEE COMPANY CAFE LOCATED AT 2529 SAN PABLO AVENUE, PINOLE, CA 94564, APN: 401-184-015

WHEREAS, the owner of East Bay Coffee Company intend to file an application for a Type 47 on-site alcohol license with the State Department of Alcohol Beverage Control (ABC) and have filed an application for the amendment of an existing Conditional Use Permit with the City of Pinole to allow alcohol sales for their restaurant and patio including beer, wine and spirits; and

WHEREAS, pursuant to the provisions of the California Environmental Quality Act (CEQA) the project is Categorically Exempt and meets the eligibility requirements of Section 15301 of the CEQA Guidelines related to existing facilities in that the proposed use involves the operation of an existing cafe within an existing private structure and therefore no further environmental review is required; and

WHEREAS, the ABC notified the City of Pinole that an undue concentration of on-site alcohol sales licenses exist within Census Tract 3591.03; and

WHEREAS, a determination of Public Convenience or Necessity is required to allow additional on-site licenses in an over concentrated Census Tract; and

WHEREAS, the Police Department has confirmed that the sale of beer, wine, and spirits is not expected to increase calls for service or crime activity at this location; and

WHEREAS, the City has considered the request for Public Convenience or Necessity, the staff report and the required associated findings pursuant to Section 17.59.030 (C) of the Pinole Municipal Code to justify a determination of Public Convenience or Necessity.

NOW THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby take the following actions:

A. Makes the following findings:

1. The proposed East Bay Coffee Company Type 41 alcohol sales will promote the City's economic health consistent with the General Plan and any applicable Specific Plan policies to further Commercial Mixed-Use Zoning District purposes.

2. The economic benefits associated with the East Bay Coffee Company Type 41 alcohol sales could not reasonably be achieved without the proposed alcohol sales.

3. The applicant has not operated a licensed establishment, which has been the subject of verified complaints or violations regarding alcohol, public safety or nuisance statues or regulations.

4. The Police Department has reported that the proposed beer and wine sales at the existing establishment would not be expected to add to crime in the area; and

5. Alcoholic beverages sold by the applicant are incidental to the other products available for sale at the establishment located at 2529 San Pablo Avenue.

B. Affirms a determination of Public Convenience or Necessity to support a Type 47 alcohol sales license request for on-site beer, wine and spirits sales at the East Bay Coffee Company cafe located at 2529 San Pablo Avenue and as a prerequisite to obtaining a Conditional Use Permit as required by Chapter 17.59 of the Pinole Municipal Code.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 7th day of June, 2022 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 adopted on this 7th day of June 2022

_____
Heather Bell, CMC
City Clerk

Return to Agenda

CITY COUNCIL REPORT

9G

DATE: JUNE 7, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: RESOLUTION APPROVING AN AMENDMENT TO THE ON-CALL CONTRACT WITH 4LEAF, INC. TO ADD A TASK ORDER AND INCREASE THE BUDGET FOR CODE ENFORCEMENT OFFICER SERVICES BY $57,000 AND APPROPRIATING FUNDING IN THE AMOUNT OF $23,000

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution that:

1. Authorizes the City Manager to amend the On-Call contract with 4Leaf, Inc. to issue a Task Order and increase the budget for Code Enforcement Officer services in an amount not to exceed $57,000; and
2. Appropriates $23,000 from the General Fund for this purpose.

BACKGROUND

On November 13, 2018, the City Council adopted Resolution No. 2018-101 approving on-call contract services with several consulting firms including 4Leaf, Inc. (“4Leaf”) for a period of four years ending November 13, 2022, with the understanding that any contract amendments involving new task orders in excess of $45,000 would be presented to the City Council for consideration.

In May 2022, the City became aware that there would be a vacancy in the Code Enforcement Officer position as of July 1, 2022. In order to ensure that the Code Enforcement Division remains effective, interim Code Enforcement Officer services are needed to cover the transition period during recruitment for the vacant position.

DISCUSSION AND ANALYSIS

4Leaf provides building inspection services to the City and has recently provided temporary Permit Technician services to support the Building Division and a seasonal Code Enforcement Officer to assist with seasonal weed abatement. Due to the anticipated vacancy in the Code Enforcement Division starting July 1, 2022, the City is in need of full-time interim Code Enforcement Officer services during the recruitment period.

Staff recommends that 4Leaf be retained to perform these services for the following reasons:

1. An interim Code Enforcement Officer with 4Leaf has been made available to Pinole for a full-time assignment starting June 6, 2022 through mid-September; and
2. The interim Code Enforcement Officer has been conducting seasonal weed-abatement Code Enforcement duties since April and has been receiving training from Officer Sidie;
3. Staff has been satisfied with the performance of 4Leaf employees; they are qualified and provide the City with the needed professional service.

FISCAL IMPACT

The contract cost for interim Code Enforcement services through 4Leaf for a 16-week period is approximately $57,000, with $14,000 of the total amount attributed to FY 2021/22 and the remaining $43,000 to FY 2022/23. The estimated salary savings from the vacant Code Enforcement Officer position would offset the contract cost by approximately $34,000 for the period between July 1 and mid-September. Therefore, $23,000 is requested to be allocated from unassigned General Fund balance.

Item	***FY 21/22 (through June 30)***	***FY 22/23 (starting July 1)***	**Total**
4Leaf Interim CEO Services	*$14,000*	*$43,000*	$57,000 (Contract Cost)
Salary Savings – Vacant CEO Position (July-mid Sept)	*n/a*	($34,000)	($34,000) (Salary Savings Offset)
Total Cost	***$14,000***	***$9,000***	**$23,000** **Total Allocation from General Fund**

ATTACHMENTS

A- Resolution

ATTACHMENT A

RESOLUTION NO. 2022-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING AN AMENDMENT TO THE ON CALL CONTRACT WITH 4LEAF AND ISSUING A TASK ORDER FOR STAFF AUGMENTATION IN AN AMOUNT NOT TO EXCEED $57,000 FOR CODE ENFORCEMENT OFFICER SERVICES AND AUTHORIZING THE FINANCE DIRECTOR TO AMEND THE ADOPTED BUDGET TO ALLOCATE FUNDS FROM THE GENERAL FUND UNENCUMBERED FUND BALANCE IN THE AMOUNT OF $23,000

WHEREAS, code enforcement services are essential City functions; and

WHEREAS, beginning July 1, 2022 there is an expected vacancy in the Code Enforcement division; and

WHEREAS, with only one full-time equivalent code enforcement officer position in the Code Enforcement Division it is critical that continuous high-quality services are provided in the event of a vacancy in the position; and

WHEREAS, on November 13, 2018, the City Council approved an on-call contract with 4Leaf for a period of four (4) years ending November 13, 2022, with the understanding that any contract amendments more than $45,000 be presented to the City Council for approval; and

WHEREAS, the anticipated cost for this amendment for 4Leaf to provide staff augmentation during recruitment for the Code Enforcement Officer position is expected to be $57,000 for code enforcement services over a 16 week period.

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

BE IT FURTHER RESOLVED that the City Council of the City of Pinole takes the following actions:

1. Authorize the City Manager to execute an amendment to the on-call contract with 4-Leaf and issue a Task Order for staff augmentation in an amount not to exceed $57,000 for code enforcement services, in a form approved by the City Attorney.
2. Authorize the Finance Manager to amend the adopted budget to allocate $23,000 from the General Fund unencumbered fund balance to the Code Enforcement Fund 465 to pay for this contract amendment.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **7th** day of **June, 2022** by the following vote:

Return to Agenda

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **7th** day of **June, 2022**

_____

Heather Bell, CMC
City Clerk

Return to Agenda

CITY COUNCIL REPORT

9H

DATE: JUNE 7, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: DAVID HANHAM, PLANNING MANAGER

SUBJECT: APPROVE AN AMENDMENT TO THE ON-CALL CONTRACT WITH METROPOLITAN PLANNING GROUP (M-GROUP) AND ISSUE AN AMENDMENT TO TASK ORDER FOUR FOR ENVIRONMENTAL SERVICES FOR THE PINOLE SHORES II PROJECT

RECOMMENDATION

It is recommended that the City Council:

1. Adopt a resolution approving an amendment to the On-Call contract with M-Group and issue an amended Task Order 4 for environmental services and increasing the amount by $32,370, for a total amount not to exceed $157,370o for the preparation of the environmental document for the Pinole Shores II project: and

2. Appropriate funds for this purpose to account 212-461-42101

BACKGROUND

On November 13, 2018, the City Council adopted Resolution No. 2018-101 approving on-call contract services with several consulting firms including M-Group for a period of four years, with the understanding that any contract amendment in excess of $45,000 be presented to the City Council for consideration.

On July 20, 2021, the City Council adopted Resolution No. 2021-60 approving the amendment of the contract with M-Group in the amount of $125,000 for the environmental review of four multi-family residential projects, at 2801 Pinole Valley Road, 600 Roble, 2151 Appian Way, and 1500 Fitzgerald. M-Group has completed environmental review documentation for three of the four projects and is currently completing the fourth and final environmental documentation. The cost of these reviews is fully borne by the applicant/developer through a cost-recovery agreement between the applicant/developer and the City.

REVIEW & ANALYSIS

The amendment to the task order and the agreement with M-Group for an additional $32,370 will allow for the preparation of the environmental documentation for the Pinole

Shores II project. The Pinole Shores II project, located at 830 San Pablo Avenue, proposes the construction of two industrial buildings totaling approximately 118,312 square feet and requires Comprehensive Design Review. M-Group is qualified and has the capacity to provide the City with the needed professional services. As M-Group has been working closely with the City providing planning and environmental services for the last three years, they are well acquainted with City processes. This gives them the ability to process the environmental review for development projects in a timely manner. Staff has been satisfied with their performance.

FISCAL IMPACT

The Pinole Shores II project environmental document has been scoped for $32,370. Therefore, the total cost of environmental documentation preparation under Task Order 4 would increase from $125,000 to $157,370. The cost of these reviews is fully borne by the individual applicant/developer through a cost-recovery agreement between the applicant/developer for the specific project and the City. Therefore, there will be no direct impact to the Planning and Building Fund.

ATTACHMENTS

A. Resolution
B. M-Group Contract Amendment Task Order

ATTACHMENT A

RESOLUTION NO. 2022-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING AN AMENDMENT TO THE ON CALL CONTRACT WITH METROPOLITAN PLANNING GROUP (M-GROUP) ISSUING A TASK ORDER FOR ENVIRONMENTAL SERVICES IN AN AMOUNT NOT TO EXCEED TO $157,370

WHEREAS, the City has utilized M-Group for many years for current and long-range planning, environmental services; and

WHEREAS, on November 13, 2018, the City Council approved several on-call contracts which included M-Group for a period of four years, ending November 13, 2022, with the understanding that any contract amendments more than $45,000 be presented to the City Council for approval; and

WHEREAS, on July 20, 2021, the City Council authorizing the amendment of the contract in the amount of $125,000 for Task Order 4: the environmental clearance documentation for four multi-family residential projects (at 2801 Pinole Valley Road, 600 Roble, 2151 Appian Way and 1500 Fitzgerald), which are in the process of being completed; and

WHEREAS, the Pinole Shores II project, located at 830 San Pablo Avenue, proposes the construction of two industrial buildings totaling approximately 118,312 square feet and requires Comprehensive Design Review; and

WHEREAS, the preparation of the environmental documentation for the Pinole Shores II project is estimated to cost $32,370; and

WHEREAS, M-Group can prepare all of the necessary environmental documentation in an expeditious manner; and

WHEREAS, the cost of these reviews is fully borne by the applicant/developer through a cost-recovery agreement between the applicant/developer and the City.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Pinole does hereby take the following actions:

1. Authorize the City Manager to execute an amendment to the On-Call contract with M-Group amending Task Order 4 to include environmental services for the completion environmental documentation for the Pinole Shores II project in an amount not to exceed an additional $32,370, for a total contract cost of $157,370.

2. Appropriate funds for this purpose to account 212-461-42101.

Return to Agenda

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 7th day of June 2022**,** 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 7th day of June 2022.

_____
Heather Bell, CMC
City Clerk

METROPOLITAN PLANNING GROUP

a new design on urban planning

March 30, 2022

David Hanham
Planning Manager
City of Pinole
2131 Pear Street
Pinole, CA 94564

Subject: **Proposal for Environmental Review for the Pinole Shores Project, 830-848 San Pablo Avenue, Pinole**

David Hanham,

Metropolitan Planning Group (M-Group) is pleased to submit this proposal to provide environmental review services for a proposed commercial warehouse and office complex at 830-848 San Pablo Avenue (Assessor's Parcel Number 402-230-020), to fulfill requirements under the California Environmental Quality Act (CEQA). Based on our understanding of the project and preliminary review of available technical studies, it is assumed that the environmental review will culminate in a CEQA exemption pursuant to the Community Plan or Specific Plan consistency exemption, 15182 (Specific Plan Consistency), and/or 15183 (General Plan Consistency).

M-Group has a successful track record of providing environmental review services to municipalities throughout the Bay Area. We are familiar with the local requirements and procedures of the City of Pinole. M-Group's environmental planners take a tailored approach to environmental review drawing upon our familiarity with local and regional planning efforts.

We understand the environmental considerations associated with sensitive issues. M-Group is well suited to provide the services that the City of Pinole requests. Our staff is familiar with conducting environmental analyses in compliance with CEQA and in line with federal, state, and local regulations and policies. This proposal outlines our team's understanding of the project and provides our proposed scope of work, staffing, budget, and timeline.

We appreciate the opportunity to submit a proposal for this project and look forward to providing environmental services to the City of Pinole. We trust that information contained herein is sufficient for the City's purposes in evaluating this proposal. Should any additional information, qualifications, or references be necessary, they can be provided upon request. Our proposal is good for up to 90 days from the time of submittal. Please do not hesitate to contact us should you have any questions.

Sincerely,

Olivia Ervin

Olivia Ervin
Principal-In-Charge
oervin@m-group.us | 707.540.0723 x 202

PROJECT TEAM/ QUALIFICATIONS

M-Group's team consists of a well-rounded group of professionals with a range of environmental review experience and city planning experience. Olivia Ervin will serve as the Principal in Charge and Project Manager, ensuring that environmental review is completed to the satisfaction of the City, at the highest quality, and on time and budget. Associate Planner, Alaina Lipp, will conduct the environmental analysis to support the CEQA determination. Assistant Planners and Administrative staff will provide support including research, graphics, and other related tasks.

The following includes brief profiles of key M-Group members' experience. Resumes can be provided upon request.

OLIVIA ERVIN | *PRINCIPAL IN CHARGE + PROJECT MANAGER*

Olivia Ervin has a strong background in environmental planning with over 14 years of experience. She has assisted multiple jurisdictions throughout the Bay Area with environmental review of mixed-use projects, residential development, business and office park, and industrial projects. In addition to land use and development projects, Olivia has also managed public infrastructure projects including roadway widening, bridges, flood control projects and water supply planning. She is well versed in the CEQA process as well as all aspects of environmental review and compliance. Olivia is an effective team leader and assists jurisdictions in fulfilling lead agency obligations in accordance with CEQA.
Her hands on management style, ability to navigate political situations and to work with a wide range of groups, commissions, committees, and organizations provides leadership that ensures successful project implementation. Olivia is a dedicated environmental planning professional and committed to providing clients with excellent service, creative solutions, and timely results.

ALAINA LIPP| *ASSOCIATE PLANNER*

Alaina Lipp is a highly educated and astute planner with a professional resume emphasizing environmental services, sustainability, and wastewater and stormwater management. She is well versed in land use planning, development review, policy planning, and technical writing. Her strong project management skills are founded on organization, and open, fluid communication. She is an intentional planner who conducts thorough research and produces concise reports. She is a thoughtful speaker able to present effectively to commissions, councils, and the public.

PROJECT UNDERSTANDING

Our understanding of the project is based on the files provided by the City of Pinole which includes the development application and preliminary architectural, civil and landscape drawings. It is understood that the City has received and is processing a design review application for two new tilt up buildings totaling 117,943 square feet of warehouse including an estimated 10,000 square feet of office use. The 7.37-acre site is located at 830-848 San Pablo Avenue, in the City of Pinole (Assessor's Parcel Numbers (APN) 402-230-015, -016, -017, -018, and -020).

The project site has a General Plan Land Use Designation of Service Sub-Area and Zoning Designations of Office Industrial Mixed Use (OIMU) and Planned Development (PD). It is part of the Bayside Neighborhood and, under the Three Corridors Specific Plan, the site is located in the Service Sub Area on the San Pablo Avenue Corridor. The site appears to have been previously cleared and graded and subject to routine maintenance including weed abatement and fire suppression. Site access would be provided from San Pablo Avenue by two existing driveways that cross another parcel. The site is surrounded by a variety of uses including office industrial mixed use to the south and west, residential to the east and northwest, and railway corridor (the BKF Rail Line) and the Bay Trail to the north.

The project consists of grading of the existing site and construction of two single-story tilt-up warehouse buildings, parking, lighting, landscaping, and ancillary improvements. Both buildings would have truck loading docks that face an internal alley way. Offices spaces are proposed to include skylights to provide passive internal illumination. Parking would be distributed throughout the project site, accessed by a circular drive aisle that links up to existing driveways that cross the contiguous parcel (APN 402-230-039), which is occupied by commercial structures and uses. It is understood that access easements would be established to formalize access to the project site. Stormwater runoff from impervious surfaces would be treated by bioretention basins distributed throughout the landscaped areas.

The Three Corridors Specific Plan does not identify this particular lot as an opportunity site but it is adjacent to opportunity site five (5) and is within the Service Sub-Area (SSA). The SSA is intended for uses that provide services and capture revenue from surrounding communities through services such as office and light industry that require larger lot sizes and are close to regional transportation such as the highway.

The application is for a Comprehensive Design Review, which is subject to City discretion and consideration by the Planning Commission.

It is assumed that the following information and technical studies have been or will be provided to the City by the applicant team and made available to M-Group:

- Project Narrative
- Site Plans/Civil/Landscaping
- Phase 1 ESA
- Soils and Geotechnical Report
- Cultural Resources Study
- Noise and Vibration
- VMT Analysis and/or Screening Memo
- Stormwater Management Plan
- SWPPP
- Biological Resources Assessment
- Water and Sewer Capacity Memo
- Air Quality/GHG/HRA

The above materials inform the environmental review analysis and are assumed to be prepared by qualified specialists using standard industry practice. On request, M-Group is able to expand our scope of work to include preparation of technical studies by our professional partners.

PROJECT APPROACH

M-Group will provide an environmental compliance document that is concise, accurate, and able to withstand legal scrutiny. The M-Group team will work collaboratively with the City and may coordinate with the applicant as appropriate. Project Manager Olivia Ervin will be available throughout the environmental review process to interact with City staff and will provide regular updates to the City to ensure that the schedule is proceeding in the manner agreed upon. Specific Project milestones and timelines will be determined at the time of the kick-off meeting.

M-Group will take the initiative to keep the project on track by working proactively with our team, City staff, responsible agencies, and the applicant team (as appropriate through the City). M-Group understands that completion of a successful environmental document is dependent upon clear and direct communication, sound technical analysis, and attentive project management. We stay actively engaged in our projects from inception to completion.

Based on our preliminary review of the site and surrounding area, we anticipate that Specific Plan consistency, transportation (vehicle miles traveled), and construction/operational impacts related to air quality and noise, will be of particular interest. Our proposal assumes that the applicant will be submitting identified technical reports to document the existing conditions, evaluate potential impacts associated with project construction and operation, and develop recommendations to avoid, reduce or offset potentially significant impacts.

In the event that a need for additional technical analysis is identified as we proceed with the environmental review process, our team is able to leverage the close working relationship with our partners. Any additional sub-consultant tasks identified during the environmental review process would be considered outside this scope of work and budget and an amendment would be needed.

SCOPE OF SERVICES

The following describes M-Group's scope of work for the subject project.

Task 1: Project Management

Our team will be available throughout preparation of environmental documentation to correspond with City staff, gather information, and address concerns. Olivia Ervin will serve as the Project Manager and the primary point of contact for the City. She will provide routine updates on progress and oversee coordination of the environmental team. This task includes one kick-off meeting with City staff to finalize the scope, schedule, and budget. Ongoing check-ins, progress updates, and general correspondence over the course of the project is also covered under this task.

***Task 1 Deliverables**: Kick-off meeting and a finalized project scope, schedule, and budget; bi-weekly status updates (via email or conference call) to keep the City informed of progress.*

Task 2: Background Research

M-Group will conduct a full review of all available information on the project site and vicinity including a records search of relevant documents, history and past uses of the site, and applicable regulations. Our team will document site conditions and identify any environmental resources or concerns that may be present. M-Group will provide recommendations to the City for notifying environmental agencies, referrals, and carrying out notification in accordance with AB 52.

***Task 2 Deliverable(s)**: Memorandum outlining additional information or data needed to fill in any identified gaps, if applicable.*

Task 3: Administrative Draft Project Description

M-Group will prepare a CEQA compliant project description that describes the proposed project. The project description will characterize the physical condition of the site and present the regulatory context relative to the Specific Plan and certified EIR. M-Group will secure confirmation that the project description has been prepared to the City's satisfaction and fully reflects the applicant's proposed project. At the City's discretion, the applicant will be provided with the opportunity to review the project description and provide input. This task requires that the City provide site plans, civil drawings, and other requested materials at an adequate level of detail to fully characterize the proposed Project and preferably a determination by the City that the project application has been deemed complete.

***Task 3 Deliverable(s):** Electronic version of the Administrative Draft Project Description.*

Task 4: Technical Study Review

M-Group will review all technical studies prepared for the project to ensure that the analyses are adequate for CEQA purposes, that conclusions rely on sound assumptions, and that appropriate methodology is utilized. M-Group will integrate results of the technical studies into the CEQA document. M-Group will present the results of the Technical Studies in the environmental document and, as needed, will provide a memo documenting comments should any revisions to technical studies be recommended.

Task 4 Deliverable(s)*: Electronic files Technical Studies will be included in the CEQA Analysis.*

Task 5: Administrative Draft CEQA Analysis

M-Group will provide the City with a comprehensive CEQA Analysis that addresses each of the eligible CEQA provisions. The CEQA Analysis will characterize the existing physical and regulatory setting, describe all applicable exemptions, and evaluate exceptions to the exemptions. As appropriate, uniformly applied development standards (conditions of approval), General Plan/Specific Plan policies, and City Ordinances will be referenced to substantiate conclusions. M-Group will provide the City with an Administrative Draft CEQA Analysis electronically in word format for review and comment.

Task 5 Deliverables*: Electronic file of the Administrative Draft CEQA Analysis.*

Task 6: Final CEQA Analysis

M-Group will receive comments from the City on the administrative draft and be available to discuss any areas of concern. It is assumed that the City will provide all comments in one consolidated document using the track changes function in word. M-Group will address all administrative comments and assemble a final CEQA Analysis. M-Group will provide the City with the final deliverable electronically in word and an assembled PDF.

Task 6 Deliverables*: Electronic file of the Final CEQA Analysis.*

Task 7: Public Hearing(s) + Draft NOE

M-Group principal environmental planner, Olivia Ervin, will be available to attend up to two public hearings to support City staff in answering CEQA related questions. A Draft Notice of Exemption will be provided to the City summarizing the results of the CEQA Analysis and for use by the City in completing CEQA filings immediately following approval of the project.

Task 7 Deliverables*: Draft Notice of Exemption.*

COST PROPOSAL

We have prepared a budget that includes the cost estimates for completing the work for Tasks 1 through 7, as described above. M-Group proposes a not to exceed budget of $32,370, inclusive of a 10% contingency. Cost detail is attached to this proposal.

M-Group understands that the project specific contract will be on a percentage basis within the total not to exceed budget amount. M-Group will bill the City by percent complete on a monthly basis.

PROJECT SCHEDULE

We have dedicated sufficient staff resources to complete the environmental review as expeditiously as possible. The following project schedule presumes that environmental review will commence once a sufficient level of project design detail is developed to adequately evaluate potential project impacts.

At project kickoff, specific target dates will be established in close coordination with City staff to identify calendar days for deliverables and reasonable response times from the City.

Task	Target Date
1. Project Management	
Project Management and Team Coordination • Kick-off Meeting/Confirm Scope • Meetings/Phone Calls/e-mails	• Week 1 • Ongoing
2. Background Research	
• Complete Background Research • Assist with Routing and AB 52 Noticing • Data Needs Memo to City	• Week 2 • Week 2 • Week 3
3. Admin Draft Project Description	
• Admin Draft Project Description to City • City to Provide Comments	• Week 3 • Week 4
4. Technical Studies	
• Review Studies	• Weeks 3-6
5. Draft CEQA Analysis	
• Draft CEQA Analysis • City to Provide Comments	• Week 8 • Week 10
6. Final CEQA Analysis	
• Final CEQA Analysis	• Week 12
6. Public Hearings/NOD	
• Meeting #1 • Meeting #2 • File NOE	• TBD • TBD • Following Approval

ASSUMPTIONS

1. City ownership of documents is limited to files provided to the City by M-Group.

2. M-Group will coordinate with the City to ensure that any records and past reports relevant to the project area including previous environmental review documents and any technical reports, etc., are obtained and referenced.

3. All project application materials, site plans, drawings, construction and operation information, and data need items will be provided in a timely manner and at a sufficient level of detail to support environmental review.

4. The City Planning Department will coordinate internally to ensure that any considerations associated with emergency vehicle access, police protection, and infrastructure capacity are identified and will inform M-Group for consideration as part of the environmental review.

5. City staff will assemble and provide M-Group with all responses received through the initial noticing and referral process.

6. The project will not undergo substantive modifications in design or intensity once environmental review is underway.

7. The City will provide M-Group with a complete application packet and will forward any new or revised plans as materials are submitted.

8. This scope of work assumes that no new technical studies, beyond those identified as herein, will be required. If during the course of analysis further technical reports are needed or supplementation information recommended, a budget adjustment would be required.

9. This scope of work assumes that a consistency review relative to the certified Specific Plan EIR is the appropriate CEQA document, if potentially significant impacts are identified and project design modifications to avoid impacts cannot be identified, then an environmental impact report may be warranted requiring a scope and budget adjustment.

10. All administrative comments will be provided by the City in one document using the track changes function.

11. Additional meetings and correspondence beyond those identified herein will be billed on a time and materials basis.

12. M-Group will invoice the City monthly based upon the percentage of task completion.

13. M-Group may reallocate the individual budget line items to meet the goals of the project within the total project budget.

14. Unexpected delays will result in a cost increase and will need to be addressed at the appropriate time.

Return to Agenda

Pinole Shores, 830-848 San Pablo Ave Project CEQA Review

			Subtotal
Task			
1		**Project Management**	$3,440
2		**Background Research**	$1,310
3		**Project Description**	$3,180
4		**Technical Study Review**	$3,680
5		**Draft CEQA Analysis**	$11,640
6		**Final CEQA Analysis**	$3,680
7		**Public Hearings/NOE**	$2,500
		M-GROUP SUBTOTAL:	***$29,430***
10% Contingency on M-Group Tasks			$2,940
		TOTAL COST WITHOUT CONTINGENCY:	***$29,430***
		GRAND TOTAL:	***$32,370***

Notes
1. M-Group reserves the right to re-allocate task completion as necessary but within the total budget.
2. Cost Proposal is for a not-to-exceed amount with monthly invoicing based on percent of tasks completed.
3. Contingency will only to be used with the City's approval.
4. Cost proposal does not include any filing or other types of fees, including research fees from other government agencies.
5. Unexpected delays in the project schedule, high levels of controversy or public comments, may result in a cost increase. A revised scope and budget will be discussed with the City if necessary.

Date: |3/28/2022

Return to Agenda

CITY COUNCIL

9I

DATE: **JUNE 7, 2022**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **SANJAY MISHRA, PUBLIC WORKS DIRECTOR / CITY ENGINEER**

SUBJECT: **ADOPT A RESOLUTION INITIATING PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS AND ORDERING THE PREPARATION OF THE ANNUAL ENGINEER'S REPORT FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT (LLAD) FOR FISCAL YEAR 2022/2023**

RECOMMENDATION

Staff recommends that the City Council adopt a resolution initiating proceeding for the annual levy of assessments and ordering the preparation of the annual engineer's report for the Pinole Valley Road Landscape and Lighting Assessment District (LLAD) for Fiscal Year 2022/2023

BACKGROUND

On July 8, 2008, the City Council adopted Resolution 2008-91 forming the Pinole Valley Road Landscape and Lighting Assessment District (the "District"), ordering maintenance work therein, confirming the diagram and assessment, and providing for the levy of annual assessments therein. 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 of the following:

- Traffic signals
- Streetlights
- Median landscaping
- Irrigation for the landscaping
- Electricity to the traffic signals and streetlights
- Graffiti removal

REVIEW & ANALYSIS

The City Council must take several actions each year to levy and collect the assessments for the District. It is proposed that the City Council take action on the

first item from the following list at this meeting. This action will be accomplished by adopting the attached Resolution. The City Council will take action on the other items on the following list at subsequent meetings.

1. Order the preparation and filing of an engineer's annual assessment report.
2. Determine if there are any changes in the existing improvements or addition of new improvements.
3. Approve the engineer's annual assessment report.
4. Declare intention to levy and collect assessments.
5. Declare intention to conduct a Public Hearing concerning the levy of assessments.
6. Announce any increase in the maximum assessment.
7. Conduct a Public Hearing.
8. Approve assessment amounts for the upcoming fiscal year.
9. Order the assessment amounts to be submitted to the Contra Costa County Assessor for placement on the secured property tax roll.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

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 proceeding will set forth the proposed assessment to provide a stable funding source for the ongoing maintenance of the improvements of the District.

ATTACHMENTS

A: Resolution

ATTACHMENT A

RESOLUTION NO. 2022-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE INITIATING PROCEEDINGS FOR THE ANNUAL LEVY OF ASSESSMENTS AND ORDERING THE PREPARATION OF THE ANNUAL ENGINEER'S REPORT FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2022/2023

WHEREAS, the City Council of the City of Pinole has previously formed a special maintenance district pursuant to the terms of the "Landscaping and Lighting Act of 1972" (the "1972 Act"), being Division 15, Part 2 of the Streets and Highways Code of the State of California (commencing with Section 22500). 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.

NOW, THEREFORE, the Pinole City Council does resolve as follows:

SECTION 1. ANNUAL ENGINEER'S REPORT: The City Council wishes to initiate proceedings for the preparation of the Annual Engineer's Report and hereby orders the report to be prepared by the City Engineer or her/his designee and filed with the City Clerk. The report shall concern the annual levy and collection of assessments for the District in accordance with the requirements of the 1972 Act. Said levy and collection shall be for the fiscal year commencing July 1, 2022, and ending June 30, 2023, in accordance with *Chapter 3, Section 22622* of the 1972 Act.

SECTION 2. 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, sidewalk improvements, landscape lighting, masonry walls, and associated appurtenances within the public rights-of-way 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 shall be detailed in the Report.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on this 7th day of June 2022, by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 7th day of June 2022.

_____

Heather Bell, CMC
City Clerk

Return to Agenda

CITY COUNCIL REPORT

9J

DATE: **JUNE 7, 2022**

TO: **MAYOR AND COUNCIL MEMBERS**

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

SUBJECT: **ADOPTION OF SEWER SYSTEM MANAGEMENT PLAN 2022**

RECOMMENDATION

City staff recommends that the City Council adopt a resolution approving the Sewer System Management Plan 2022 (SSMP 2022).

BACKGROUND

The City of Pinole owns and operates a sewer collection system, which is comprised of a network of sewer pipes, manholes, and pump stations. Under State regulations, the City Council must adopt a Sewer System Management Plan (SSMP). The SSMP outlines the activities that the City will take to effectively manage its wastewater collection system, and includes the following elements:

1. Organization of the collection system's personnel, including the chain of command and communications;
2. Legal authority for permitting flows into the system, inflow/infiltration control, enforcement of proper design, installation, and testing standards, and inspection requirements for new and rehabilitated sewers;
3. Operations and maintenance activities to maintain the wastewater collection system;
4. Design and performance provisions;
5. Sanitary Sewer overflow (SSO) emergency response plan;
6. Fats, oils, and grease (FOG) control program;
7. System evaluation and capacity assurance program;
8. Monitoring, measurement, and modifications plans for SSMP program effectiveness;
9. Periodic internal SSMP audits; and
10. Communications program.

The City last adopted a SSMP in 2020. The State requires that the plan be revisited, on a five-year cycle, or more frequently if warranted. The City of Pinole received comments from the Regional Water Quality Control Board on the adopted SSMP 2020 requesting a more comprehensive action plan to address the periodic SSOs and condition assessment of the sewer collection system infrastructure.

REVIEW & ANALYSIS

A request for proposals (RFP) to update the existing SSMP was issued on September 7, 2021, and City received three proposals. The proposals were evaluated by a review panel and an oral interview was conducted. Based on the proposal and the performance on the oral interview, SKL solutions was chosen and awarded the contract to update the existing SSMP.

The SSMP has been updated to reflect changes in personnel and emergency contact information. The SSMP has also been updated to include the SSO Mitigation Measure put into practice to address a recurring issue within the collection system. Upon adoption of the plan, the document will be forwarded to the State of California.

Staff is also engaged in completing a Sanitary Sewer Master planning effort for the sewer collection system. The master planning process will aid in prioritizing capital improvements.

The proposed Sanitary Sewer Master Plan is a significant undertaking and will include:

1. Developing realistic growth projections for use in collection system capacity evaluations;
2. Identifying and quantifying inflow and infiltration (I&I) and determining the best approach regarding mitigation of identified system inefficiencies;
3. Developing and maintaining up-to-date collection system hydraulic models;
4. Identifying capital improvements to provide for system expansion while optimizing the life of existing collection system assets; and
5. Balancing capital improvements and maintenance programs to maximize taxpayer investment and provide the level of service that ratepayers expect.

Staff will be providing the final Sanitary Sewer Master Plan to the City Council for adoption soon.

FISCAL IMPACT

There is no fiscal impact of adopting this SSMP. The SSMP reflects the activities that the City is already undertaking to operate the sewer collection system.

ATTACHMENTS

A Resolution
B Sewer System Management Plan 2022 (SSMP 2022)

ATTACHMENT A

RESOLUTION NO. 2022-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ADOPTING THE SEWER SYSTEM MANAGEMENT PLAN (SSMP)

WHEREAS, the State Water Resources Control Board requires local agencies that own and operate sewer collection to prepare a Sewer System Management Plan (SSMP); and

WHEREAS, the State Water Resources Control Board requires that, an SSMP must be adopted by the local agency's governing board; and

WHEREAS, the City of Pinole has an existing SSMP which was adopted by the City Council on May 19, 2020; and

WHEREAS, the State Water Resources Control Board requires local agencies to review and update their SSMP as warranted to reflect changes in operation of the collection system; and

WHEREAS, City staff has revised the City's SSMP to reflect changes in staff responsibilities and emergency contact information, as well as to add documentation of the sanitary sewer overflow mitigation measures put into practice in 2020.

NOW THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby adopt the City's revised SSMP 2022.

BE IT FURTHER RESOLVED that the City Council authorizes the Public Works Director / City Engineer to make minor modifications to the SSMP as requested by the State Water Resources Control Board.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 7th day of June 2022 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 7th day of June 2022.

_____
Heather Bell, CMC
City Clerk

Return to Agenda

ATTACHMENT B

Sanitary Sewer System Management Plan (SSMP)

Adopted June 7, 2022

City of Pinole
Public Works Department
2131 Pear St
Pinole, CA 94564

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Appendix A – Change Log
Appendix B – SSMP Audit Template
Appendix C – Waste Discharge Requirements
Appendix D – Completed SSMP Audits

Acronyms and Abbreviations

ADWF	average dry weather flow
AMS	asset management system
BACWA	Bay Area Clean Water Agencies
BMP	best management practice
Cal OES	State of California Office of Emergency Services
Cal/OSHA	State of California Occupational Safety and Health Administration
CAAP	Climate Action and Adaptation Plan
CAP	Contra Costa County Climate Change Action Plan
CCTV	closed-circuit television
CIP	Capital Improvement Plan or Program
City	City of Pinole
CIWQS	California Integrated Water Quality System
CMMS	computerized maintenance management system
CWEA	California Water Environment Association
DS	Data Submitter
FOG	fats, oils, and grease
FY	Fiscal Year
GIS	geographic information system
gpm	gallons per minute
HFC	high frequency cleaning
I&I	infiltration and inflow
IIPP	Illness and Injury Prevention Plan
JPA	Joint Powers Authority
kV	kilovolt
LOTO	lockout/tagout
LRO	Legally Responsible Official(s)
Master Plan	Sanitary Sewer Master Plan Update
mgd	million gallons per day
O&M	operation and maintenance
OERP	Overflow Emergency Response Plan
MACP	Manhole Assessment Certification Program
MRP	Monitoring and Reporting Requirements
NASSCO	National Association of Sewer Service Companies

NPDES	National Pollutant Discharge Elimination System
PACP	Pipeline Assessment Certification Program
PLSD	Private Later Sewage Discharge
PM	preventative maintenance
POSM	Pipeline Observation System Management Software
PWWF	peak wet weather flow
QA/QC	quality assurance/quality control
R&R	rehabilitation and replacement
RWQCB	Regional Water Quality Control Board
SLR	sea level rise
SSMP	Sewer System Management Plan
SOP	standard operating procedure
SSO	Sanitary Sewer Overflow
State Water Board	State of California Water Resources Control Board
WCW	West County Wastewater
WDID	Waste Discharge Identification Number
WDR	Waste Discharge Requirements (“Statewide Waste Discharge Requirements for Sanitary Sewer Systems”)
WPCP	Pinole-Hercules Water Pollution Control Plant

Definitions

Category 1 SSO	Discharges of untreated or partially treated wastewater of any volume resulting from an enrollee's sanitary sewer system failure or flow condition that: ● Reach surface water and/or reach a drainage channel tributary to a surface water; or ● Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).
Category 2 SSO	Discharges of untreated or partially treated wastewater of 1,000 gallons or greater resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach a surface water or a drainage channel. Discharges that reach a municipal separate storm sewer system are considered Category 2 SSOs if the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
Category 3 SSO	All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition. Specifically, discharges of untreated or partially treated wastewater of less than 1,000 gallons resulting from an enrollee's sanitary sewer system failure or flow condition that do not reach a surface water or a drainage channel. Discharges of less than 1,000 gallons that reach a municipal separate storm sewer system are considered Category 3 SSOs if the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
Collection System	The city-owned pipelines, pump stations, manholes and other similar facilities which accept, collect, and convey sanitary sewage to the treatment plant.
Event ID	A unique identifier assigned by the SSO Database to each reported SSO or private lateral sewage discharge
Lift Station	A pumping station that raises the sewage from a lower to higher elevation and discharges it into the gravity sewer system
Percent Reached Surface Water	Volume of sewage discharged from an SSO or PLSD that reached surface water divided by the total volume of the SSO or PLSD.

Percent Recovered	Volume of the SSO or PLSD that was captured and returned to the sanitary sewer system or private lateral divided by the total volume of the SSO or PLSD.
Public Sewer	The sanitary sewers owned or maintained by the city lying within the limits of the public streets, roads, easements, reserves, non-exclusive easements or other public rights-of-way serving or intended to serve two (2) or more separate properties, persons, or parcels. That portion of the building sewer lateral which may lie within any public street or right-of-way is not a public sewer in the city.
Sanitary Sewer Overflow	Any overflow, spill, release, discharge or diversion of untreated or partially treated wastewater from a sanitary sewer system.
Sewer Lateral	That part of a drainage system which extends from the end of the building drain and conveys discharge to a public sewer or other point of disposal. The building sewer lateral shall terminate at the wye or other manufactured connection to the public sewer.
SSO Database	Online reporting system developed, hosted, and maintained by the State Water Resources Control Board for compliance with the Monitoring and Reporting Program contained in the Statewide General Waste Discharge Requirements for Sanitary Sewer Systems (WQO No. 2006-0003-DWQ).
Total Volume Reached Surface Water	Amount of sewage discharged from a sanitary sewer system or private lateral or other private sewer system asset that reaches a surface water.
Total Volume Recovered	Amount of sewage discharged that was captured and returned to the sanitary sewer system or private sewer system asset.
SSO Water Quality Monitoring Plan	Plan that includes protocols and requirements for water quality monitoring following a Category 1 SSO of 50,000 gallons or more.
Waters of the State	All streams, lakes, ponds, marshes, water courses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems, and all other bodies of accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof. (Ord. 01-102 § 2(part), 2001).

Introduction

This Sewer System Management Plan (SSMP) was developed by the City of Pinole (City), Public Works Department with the assistance of SKL Solutions Inc. It documents the City's plan and schedule to manage, operate, and maintain the wastewater collection system in an effective and sustainable manner through operations and maintenance (O&M) and engineering planning and capital improvement activities.

Purpose

The purpose of the SSMP is to provide formal documentation of the City's approach to minimizing and mitigating the risks of sanitary sewer overflows (SSOs), in compliance with regulatory requirements.

Regulatory Requirements

On May 2, 2006, the State of California Water Resources Control Board (State Water Board) adopted Order 2006-0003-DWQ, "Statewide Waste Discharge Requirements for Sanitary Sewer Systems" (WDRs). Effective September 9, 2013, the State Water Board amended the Monitoring and Reporting Requirements (MRP) of the WDRs with WQ 2013-0058-EXEC. These documents are included in Appendix C, for reference.

Document Organization

A Collection System Overview follows this Introduction. The remaining numbered sections of this document correspond to the WDR requirements that the SSMP address the following 11 elements:

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. FOG Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

Each of these numbered sections includes an initial subsection with the WDR requirements for the element as well as one or more subsections documenting the City's approach, plan, and schedule, if applicable, that fulfills those requirements.

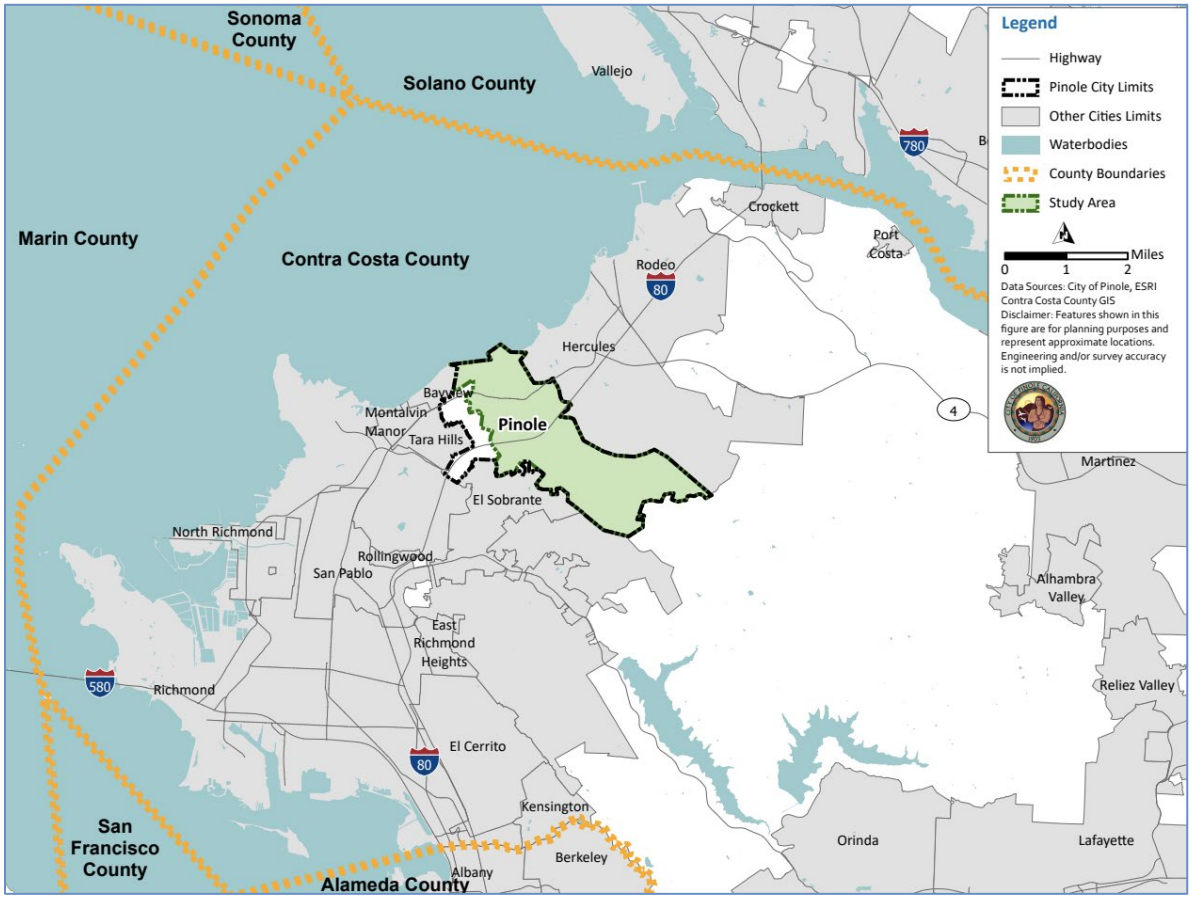
Preparation of this document was based on *A Guide for Developing and Updating of Sewer System Management Plans (SSMPs)*, September 2015, which was developed by a consortium of sewer collection system agencies and environmental professionals. Portions of this document also include material developed for the City's 2022 Sanitary Sewer Master Plan Update prepared by Carollo Engineers.

Collection System Overview

City Location, History, and Organization

The City is located in the San Francisco Bay Area, along the San Pablo Bay in West Contra Costa County, California, see Figure CS.1. The City is traversed by Interstate 80 and located near the beginning of State Route 4, which begins just north of the City and connects with Interstate 680. The City, which was incorporated in 1903, provides sewer and storm drainage services to its customers. The City provides sewer service to most of its residential, commercial, and industrial customers. West County Wastewater (WCW) provides sewer service to a small portion of the City.

Figure CS.1. Regional Location Map

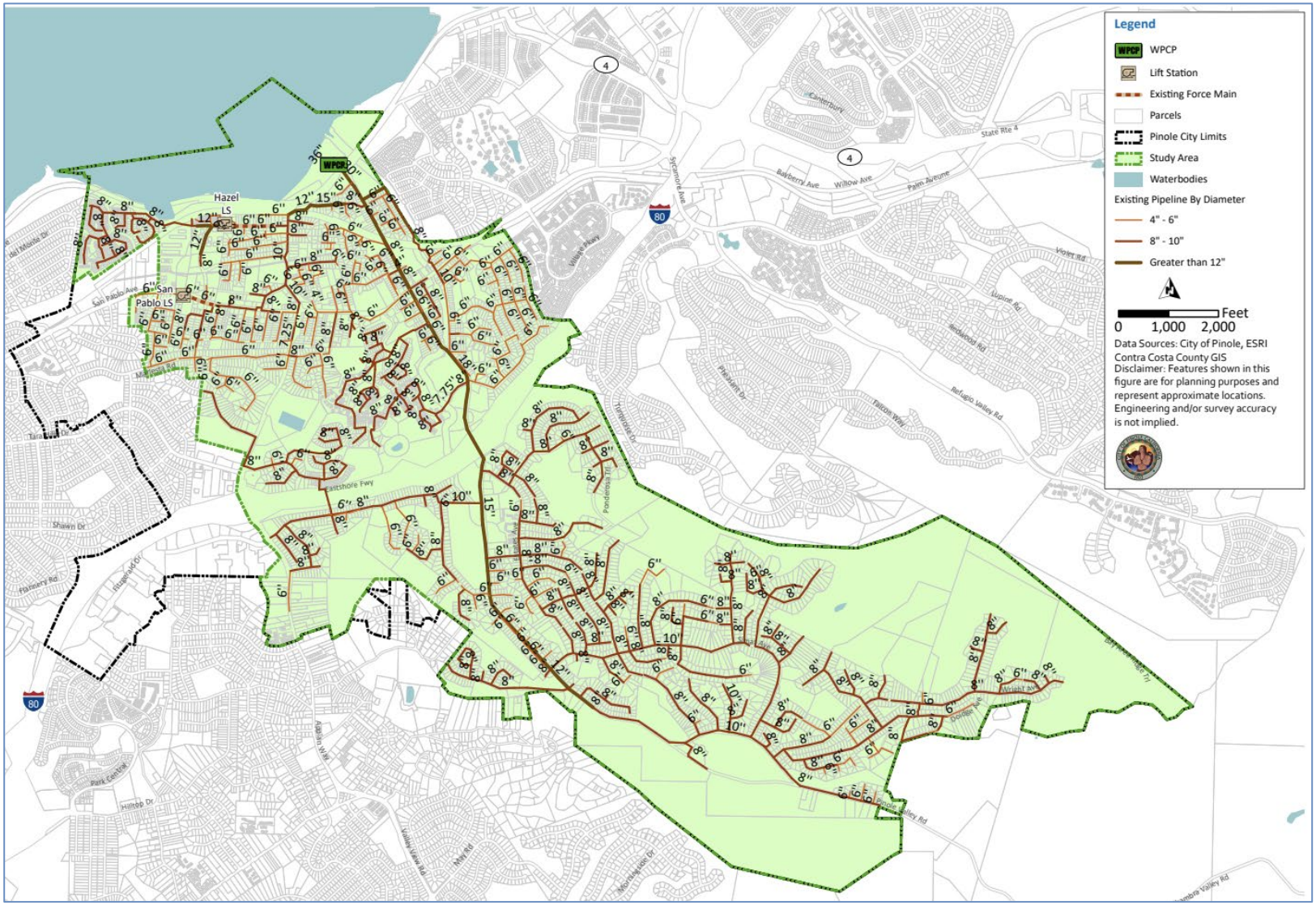


Source: City of Pinole, Sanitary Sewer Master Plan Update, Figure 1.1, prepared by Carollo Engineers, Draft March 2022

Collection System Description

The City provides wastewater services to approximately 19,000 residents, industrial and commercial users through approximately 5,400 private sewer laterals. The wastewater collection system includes over 49 miles of active gravity sewer lines, ranging from 6 to 30 inches in diameter, over 1,300 manholes two (2) lift stations, and over 800 linear feet of associated force mains, see Figure CS.2. Wastewater generated in the sewer service area is conveyed to the Pinole-Hercules Water Pollution Control Plant (WPCP). WPCP provides wastewater treatment to the cities of Pinole and Hercules. The WPCP serves Hercules and Pinole residents and is operated and maintained by the City of Pinole under a Joint Powers Agreement.

Figure CS.2. Sewer System Map



Source: City of Pinole, Sanitary Sewer Master Plan Update, Figure 5.1, prepared by Carollo Engineers, Draft March 2022

Collection System Metrics

Pipes. The City's gravity collection system is comprised of over 49 miles of gravity pipe up to 36 inches in diameter and over 1,300 manholes. Table CS.1 presents a summary of the existing gravity sewers, by diameter.

Table CS.1 Gravity Pipe by Diameter

Pipe Diameter (inches)	Length (miles)	Percent of System (by length)
4	0.1	0.2
6	17.1	34.6
8	26.7	54.0
10	2.6	5.3
12	0.9	1.9
15	1.0	2.0
18	0.8	1.6
24	0.0	<0.1
30	0.2	0.5
36	<0.01	<0.1
Total	**49.4**	**100**

Source: City of Pinole, Sanitary Sewer Master Plan Update, Table 5.1, prepared by Carollo Engineers, Draft March 2022

Lift Stations. The City operates and maintains two wastewater lift stations throughout the City. Figure CS.1, above, shows the locations of each lift station. A brief summary of each lift station is presented below in Table CS.2.

Table CS.2 Lift Station Summary

Lift Station	Location	Facilities	Force Main	Description
San Pablo	San Pablo Avenue east of Meadow Avenue and west of Sunnyview Drive	6-foot diameter, 14-feet deep wet well with two 300 gallons per minute (gpm) submersible pumps	8-inch 625 feet	Conveys raw wastewater east via the force main until it discharges into the 8-inch gravity main on San Pablo Avenue west of Rodgers Way
Hazel	Between Hazel Street and Sunnyview Drive	8-feet by 4-feet cubical, 11-feet deep wet well with two 405 gpm submersible pumps	6-inch 940 feet	Conveys raw wastewater until it discharges into the 8-inch diameter gravity main between Alfred Drive and Pinon Avenue

Source: City of Pinole, Sanitary Sewer Master Plan Update, Table 5.2, prepared by Carollo Engineers, Draft March 2022

Flows. Flows were recently analyzed during preparation of the 2022 Sanitary Sewer Master Plan Update, including dry weather flows as well as infiltration and inflow (I&I). Average dry weather flows (ADWF) to the WPCP, based on analysis of influent flow data from 2013-2017, is approximately 1.1 to 1.2 million gallons per day (mgd), with a Maximum Day:ADWF peaking factor of up to 1.3 to 5.7, depending on drought conditions. Existing peak wet weather flow (PWWF) was derived using hydraulic modeling and a 10-year, 24-hour design storm condition (approximately 3.52 inches of rainfall). The existing PWWF is 15.21, which represents a wet weather peaking factor (PWWF:ADWF) of 13.8 due to I&I.

Climate and Topography

Climate[1]. Table CS.3 summarizes the City's climate. The climate is mild, with no extremes of temperature, rainfall or humidity, with arid summers and a wet season from October through April. January is the wettest month with an average 4.76 inches of precipitation and July is the driest month with an average of 0.04 inches of precipitation. The average annual precipitation is approximately 23.14 inches, with approximately 90 percent of the average annual precipitation occurring between November and April.

Table CS.3 Climate

Month	Average Temperature (degrees Fahrenheit [°F])		Average Total Precipitation (inches)
	Minimum	Maximum	
January	42.6	57.5	4.76
February	45.4	61.5	3.83
March	46.8	63.8	3.31
April	48.8	66.5	1.67
May	51.7	69.0	0.53
June	54.4	71.1	0.21
July	55.3	70.4	0.04
August	56.1	71.0	0.07
September	56.3	74.1	0.21
October	53.3	72.2	1.27
November	48.0	64.6	2.89
December	43.3	58.1	4.36
Average or Total	50.2	66.6	23.14

Sources: Western Regional Climate Center Richmond, California (047414) monthly average precipitation from December 1950 to June 2016.
City of Pinole, Sanitary Sewer Master Plan Update, Table 2.1 Study Area Climate, prepared by Carollo Engineers, Draft March 2022

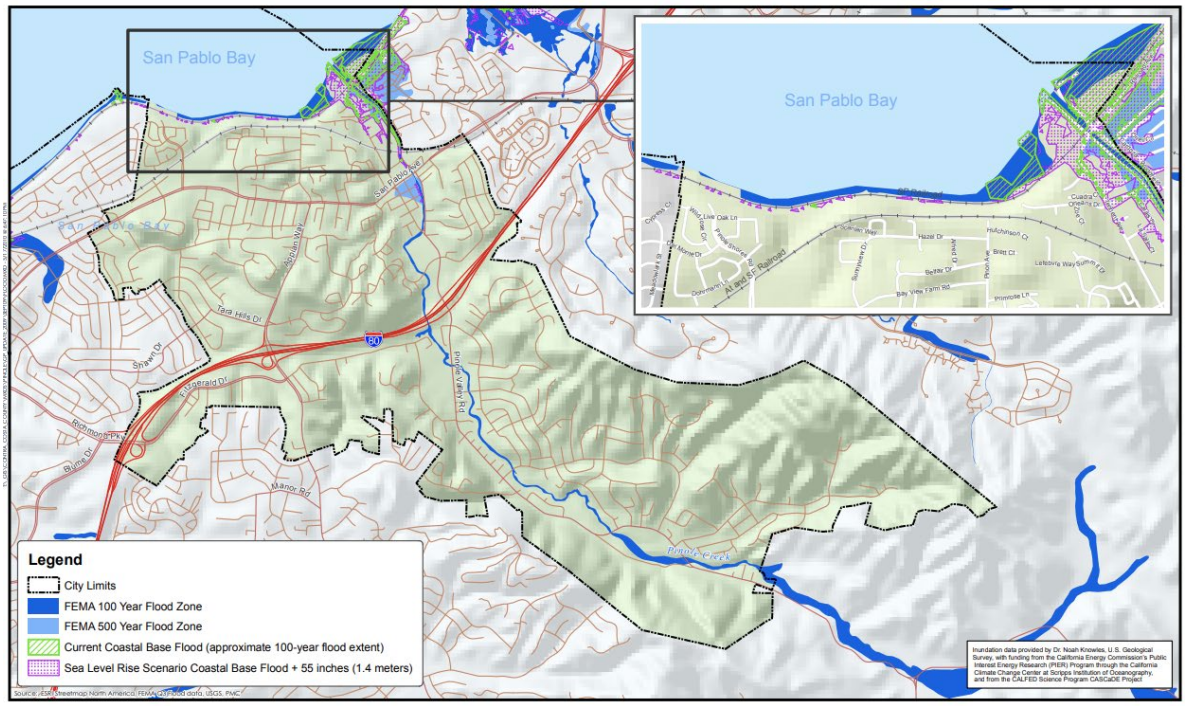
Topography. The City occupies a land area of approximately 5.45 square miles, and consists of varied topography ranging from steep terrain to ocean basin. Gently rolling hills are scattered throughout the City, and steeper hills parallel each other and extend north to south. The City's elevation ranges from sea level at the bay to approximately 500 feet above sea level in the developed hillsides of the City.

Climate Change[2]. The City is currently updating their approach to specific project and planning targets for sea-level rise (SLR) in coordination with regional efforts and will be preparing and adopting the City's first Climate Action and Adaptation (CAAP) plan as a standalone document. The Contra Costa County Hazard Mitigation Plan used the San Francisco Bay Conservation and Development Commission (Adapting to Rising Tides, 2016) to assess the exposure to climate change induced sea-level rise: 12 inches by 2030 and 66 inches by 2100 compared to

[1] Source: City of Pinole, Sanitary Sewer Master Plan Update, Chapter 2, prepared by Carollo Engineers, Draft 2022
[2] Source: City of Pinole, Climate Change Questionnaire

2000. The Contra Costa County Climate Change Action plan (CAP) refers to the Cal-Adapt.org projection to assess SLR impacts developed by the state. See Figure CS.3 for a map showing the flood zones and a sea level rise scenario.

Figure CS.3. Flood Zones and Sea Level Rise Scenario



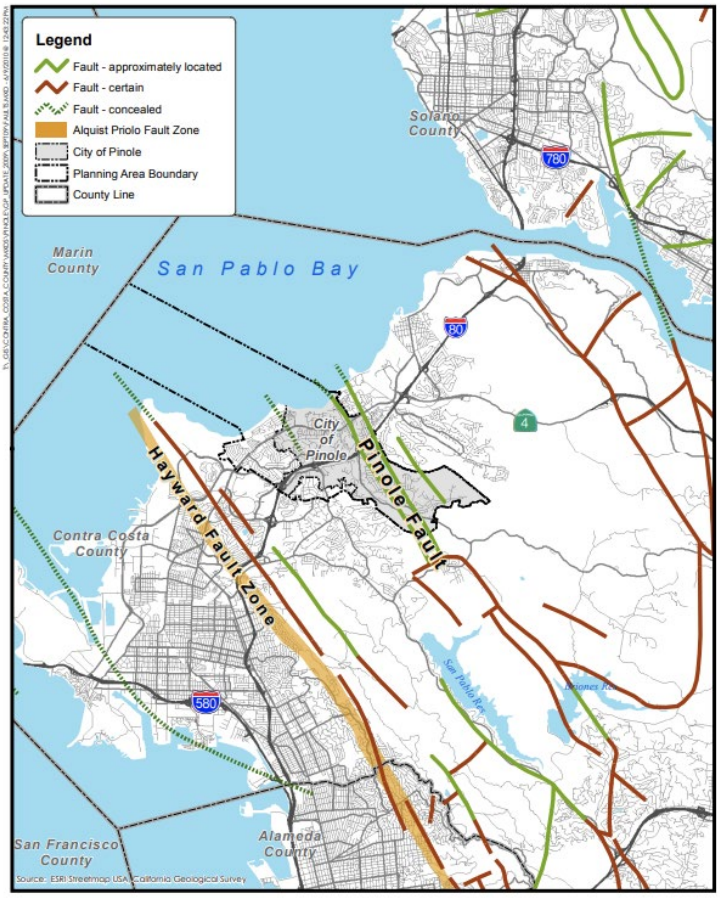
Source: City of Pinole, General Plan, Chapter 9 Health and Safety, Figure 9.3, prepared by PMC, 2010

Seismic and Geologic Hazards[3]

The City generally has stable soils and geologic conditions, with some steep hillside and coastal and Pinole Creek deposit areas that may be unstable during wet weather or seismic events. Figure CS.4 and CS.5 shows the location of the faults, liquefaction susceptibility and landslide distribution. There are no specific sanitary sewer pipelines identified with historic failure risk due to geologic hazards.

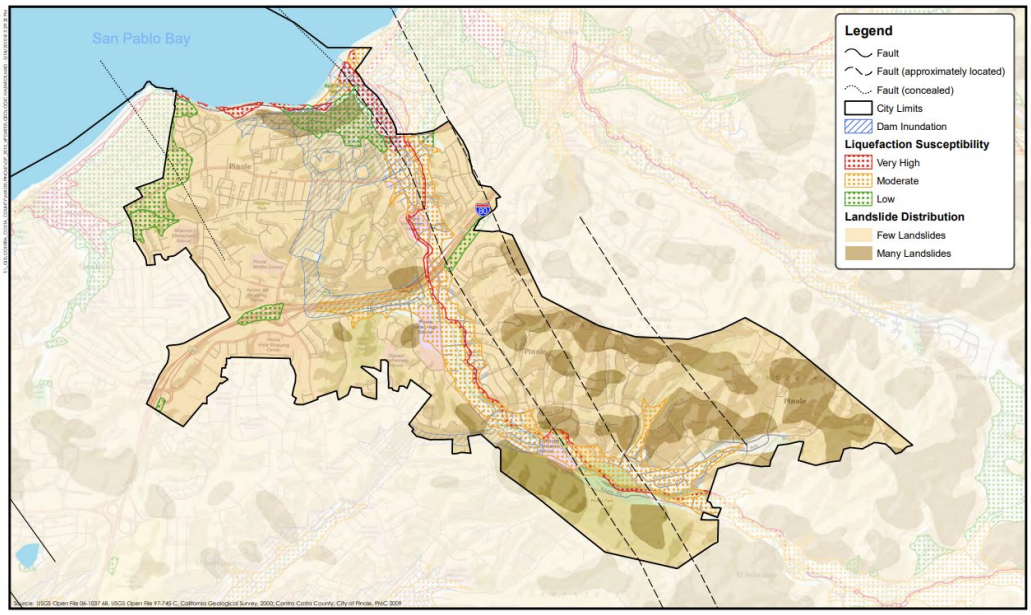
[3] City of Pinole, General Plan, Chapter 9 Health and Safety, 2010

Figure CS.4. Fault Location Map



Source: City of Pinole, General Plan, Chapter 9 Health and Safety, Figure 9.2, prepared by PMC, 2010

Figure CS.5. Faults, Liquefaction, Landslide



Source: City of Pinole, General Plan, Chapter 9 Health and Safety, Figure 9.3, prepared by PMC, 2010

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Element 1 Goals

1.1 Requirements

Element 1	D.13.(i) **Goals:**
Requirements	The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

1.2 SSMP Goals

Requirement(s) Addressed in Subsection 1.2:	The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

The primary goal of this SSMP is to provide the plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system in order to:

- Protect public health and safety, and the environment.
- Minimize and mitigate the adverse impacts of preventable sanitary sewer overflows (SSOs).
- Maintain and improve the operations and maintenance (O&M), structural and hydraulic condition and performance of the City's wastewater collection system.
- Ensure compliance with current regulatory requirements.

1.3 Compliance with Regulatory Requirements

Requirement(s) Addressed in Subsection 1.3:	The goal of the SSMP is to provide a plan and schedule to properly manage, operate, and maintain all parts of the sanitary sewer system. This will help reduce and prevent SSOs, as well as mitigate any SSOs that do occur.

Elements 2 to 11 that follow document the City's sanitary sewer system management, operation, and maintenance activities and plans in compliance with the WDR requirements, including documentation of routine preventative maintenance and emergency response activities and resources. Key changes or updates included in this 2022 SSMP include:

- **Operations and Maintenance Resources (Provisions D.9)**. Budget documents updated annually for operations and capital budgets include resources for ongoing and new O&M activities related to the SSMP as well as short- and long-term CIP recommendations developed in the 2022 Sanitary Sewer System Master Plan.
- **Hydraulic Capacity - Identifying and developing a plan to address hydraulic capacity deficiencies that contribute to capacity-related SSOs and Inflow and Infiltration (Provision D.10) and Operations and Maintenance (D13.viii)**. The hydraulic capacity evaluation and recommendations are discussed in Element 8. The 2022 Sanitary Sewer Master Plan update project was performed to address this requirement including development and prioritization of capital improvement plan (CIP) project recommendations, and the initial planning-level budgets and schedule

for their implementation. The City will update their CIP in 2022, and annually thereafter, including budget and schedules for recommended projects. Project scope, budget, priority, and schedule may be adjusted following conceptual or preliminary engineering design analyses, or if further planning studies supersede the findings of the 2022 Sanitary Sewer Master Plan

- **Mapping of Sanitary Sewer System (Provision D.13.(iv).(a)).** The City is using Beehive for its computerized maintenance management (CMMS) work order system. The CMMS is based on a foundation of an ArcGIS database, and the City will continue to maintain and update asset data and mapping to reflect changes identified following field observations, investigations, condition assessment, or capital improvement activities and/or projects.
- **Rehabilitation and Replacement Plan (Provision D.13.(iv).(c))**. The *Pipe Rehabilitation, Replacement, and Reinspection Plan* flowchart, included in Element 4, will be initial basis for making R&R decisions based on condition assessment findings. Future Condition Assessment Program plans, documents, and activities will be used to identify and prioritize the pipes most in need of rehabilitation or replacement, and this flowchart may be updated or superseded as the program and condition inspection data mature.
- **Training Program (Provision D.13.(iv).(d)**. Training program documentation is included in Element 4.
- **Equipment and Replacement Parts Inventories (Provision D.13.(iv).(e)**. Updated equipment and replacement parts inventories are included in Element 4.
- **Publicly Available SSMP Documents (MRP Provision C.8.iv).**. This SSMP will be publicly adopted and made available online on the City's website, see Element 11.

Element 2 Organization

2.1 Requirements

Element **2**	D.13.(ii) **Organization:**
Requirements	(a) The name of the responsible or authorized representative as described in Section J of this Order (SSS WDR). (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)).

2.2 Organization Chart

Requirement(s) Addressed in Subsection 2.2:	(b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and

An organization chart for the City's operation is shown in Figure 2.1. This organization shows the lines of authority for administrative and field staff who are involved with implementing the SSMP. Section 2.3 includes brief descriptions of these staff positions.

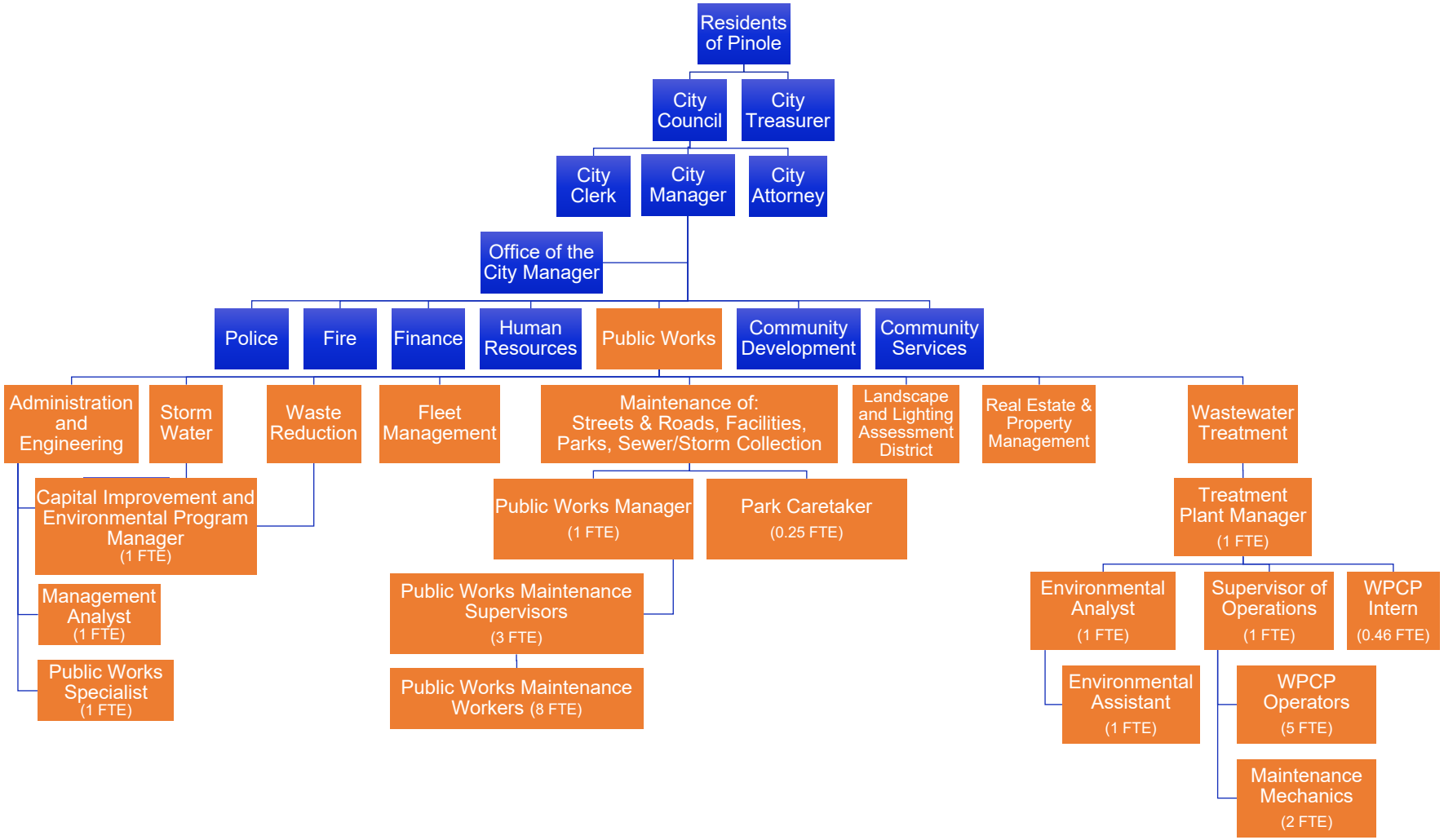
2.3 Responsibility for SSMP Management, Administration and Maintenance

Requirement(s) Addressed in Subsection 2.3:	(a) The name of the responsible or authorized representative as described in Section J of this Order (SSS WDR). (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and

The City's General Manager has the ultimate responsibility for overall management, administration, maintenance, and implementation of all elements of the City's SSMP. The responsibility for day-to-day implementation and maintenance of each of the City's SSMP elements has been delegated to City staff. Table 2.1 lists the city staff involved with developing, implementing, and maintaining the City's SSMP, along with their job titles and contact information.

City Manager (Andrew Murray) - Establishes policy, plans strategy, leads staff, allocates resources, delegates responsibility, authorizes outside contractors to perform services, and may serve as public information officer for the City.

Figure 2.1 Organization Chart



Public Works Director (Sanjay Mishra) – Director of the sewer collection system and assists with establishing policy, plans strategy, leads staff, allocates resources, delegates responsibility, authorizes outside contractors to perform services.

Capital Improvement and Environmental Program Manager (Misha Kaur) - Prepares wastewater collection system planning documents; manages capital improvement delivery system; documents new and rehabilitated assets; and coordinates development and implementation of SSMP.

Public Works Specialist (Jamie Aldred) - Ensures that new and rehabilitated assets meet City's standards, works with field crews to handle emergencies when contractors are involved; and provides verbal reports to Capital Improvement and Environmental Program Manager.

Public Works Manager (Joseph Bingaman) - Manages field operations and maintenance activities, provides relevant information to City management, prepares and implements contingency plans, leads emergency response, investigates and reports SSOs, and trains field crews.

Public Works Environmental Analyst (Kim Odum) - Manages the fats, oil and grease Program (FOG) program and conducts inspections and enforcement.

Public Works Supervisor (Patrick Bowie) - Undertakes preventive maintenance activities, mobilizes and responds to notification of stoppages and SSOs; mobilizes sewer cleaning equipment, by-pass pumping equipment, and portable generators.

Public Works Field Crew Member (3 Staff) – Performs various tasks associated with the maintenance and repair of sewer collection systems assets and responds to SSO events.

Table 2.1 List of City Staff Responsible for SSMP Elements

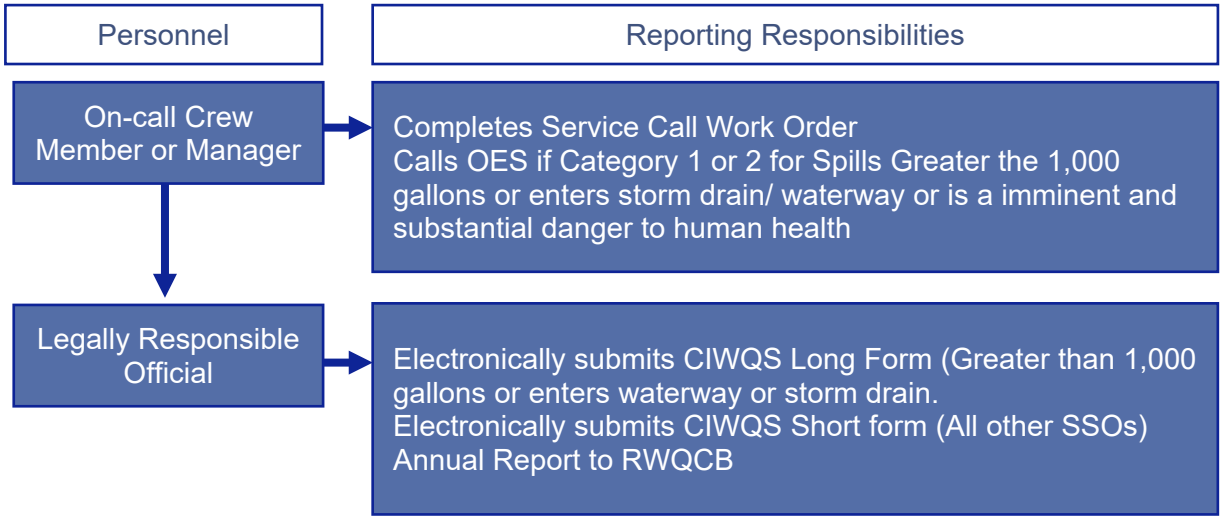
SSMP Element	Responsible City Official	Phone	Email
Element 1 – Goals	Public Works Director	(510) 724 - 9017	smishra@ci.pinole.ca.us
Element 2 – Organization	Public Works Director	(510) 724 - 9017	smishra@ci.pinole.ca.us
Element 3 – Legal Authority	Public Works Director	(510) 724 - 9017	smishra@ci.pinole.ca.us
Element 4 – Operation and Maintenance	Public Works Manager	(510) 724 - 8947	jbingaman@ci.pinole.ca.us
Element 5 – Design and Performance	Capital Improvement and Environmental Program Manager	(510) 724 - 9839	mkaur@ci.pinole.ca.us
Element 6 – Sanitary Sewer Overflow Response Plan	Public Works Manager	(510) 724 - 8947	jbingaman@ci.pinole.ca.us
Element 7 – Fats, Oils, Grease Program	Environmental Analyst	(510) 741 - 3858	kodum@ci.pinole.ca.us
Element 8 – System Evaluation and Capacity Management	Public Works Director	(510) 724 - 9017	smishra@ci.pinole.ca.us
Element 9 – Monitoring, Measurement, and Program Modifications	Public Works Director	(510) 724 - 9017	smishra@ci.pinole.ca.us
Element 10 – Program Audits	Public Works Director	(510) 724 - 9017	smishra@ci.pinole.ca.us
Element 11 – Communication Program	Public Works Director	(510) 724 - 9017	smishra@ci.pinole.ca.us

2.4 Chain-of-Communication for Reporting and Responding to SSOs

Requirement(s) Addressed in Subsection 2.4:	(a) The name of the responsible or authorized representative as described in Section J of this Order (SSS WDR). (b) The names and telephone numbers for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. The SSMP must identify lines of authority through an organization chart or similar document with a narrative explanation; and (c) The chain of communication for reporting SSOs, from receipt of a complaint or other information, including the person responsible for reporting SSOs to the State and Regional Water Board and other agencies if applicable (such as County Health Officer, County Environmental Health Agency, Regional Water Board, and/or State Office of Emergency Services (Cal OES)).

The chain-of-communication responsibilities for responding to SSOs are shown in Figure 2.2. Detailed information on the City's overflow response procedure can be found in Element 6, Sanitary Sewer Overflow Emergency Response Plan (OERP), and in the City's OERP.

Figure 2.2 SSO Reporting Responsibilities



During the response time, the dispatcher is in communication with the responding team to ensure each call is being routed to the appropriate supervisor or other supporting team. The Dispatch Center records communications between the callers, the responders and any other supporting team that is being dispatched to the SSO scene.

Important phone numbers for City staff involved in SSO response are shown on Table 2.2.

Table 2.2 Phone Numbers for SSO Responders

Responsible Party	Name	Phone Number
Office	Administrative Staff	(510) 724 - 9837
Public Works Manager (LRO)	Jose Bingaman	(510) 724 - 8947
Plant Manager (LRO)	Josh Binder	(510) 724 – 8964
Public Work Supervisor (LRO)	Patrick Bowie	(510) 418 - 6810
Public Work Director	Sanjay Mishra	(510) 724 - 9017
City Manager	Andrew Murray	(510) 724 - 9000

Element 3 Legal Authority

3.1 Requirements

Element **3**	D.13.(iii) **Legal Authority:**
Requirements	Each Enrollee must demonstrate, through sanitary sewer system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to: (a) Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc…); (b) Require that sewers and connections be properly designed and constructed; (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency; (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and (e) Enforce any violation of its sewer ordinances.

3.2 Pinole Municipal Code

The required legal authority is codified in the Pinole Municipal Code. The Pinole Municipal Code consists of all the regulatory and penal ordinances and certain of the administrative ordinances of the city, codified pursuant to the provisions of Sections 50022.1 to 50022.8 and 50022.10 of the Government Code of the state. (Ord. 407 (part), 1980). The Pinole Municipal Code references below are at the time of the preparation of this document and may added to, amended, corrected or repealed by ordinance. The latest adopted Pinole Municipal Code will govern.

3.3 Illicit Discharges

Requirement(s) Addressed in Subsection 3.3:	(a) Prevent illicit discharges into its sanitary sewer system (examples may include infiltration and inflow (I/I), storm water, chemical dumping, unauthorized debris and cut roots, etc…);

Prevention of illicit discharges into the City's sanitary sewer system is in accordance with the Pinole Municipal code, including but not limited to the following titles, chapters, and sections (with ordinance references where applicable):

Title 8	**HEALTH AND SAFETY**	
Chapter 8.08	Solid Waste	
	Section 8.08.030. Depositing solid waste in sewers prohibited.	(Ord. 490 §2(part), 1986).
Chapter 8.20	Stormwater Management and Discharge Control	(Ord. 2017-13 § 2, 2017) (Ord. 2017-13 § 3, 2017) (Ord. 2017-13 § 4, 2017) (Ord. 2017-13 § 5, 2017) (Ord. 2004-16 § 1(part), 2004)
Chapter 8.24	Community Preservation	(Ord. 2004-10, § 2(part), 2004) (Ord. 01-107 § 2(part), 2001)
	Section 8.24.020. Unlawful property nuisance – private property. Section 8.24.030. Unlawful property nuisance – public property.	

Title 13	**PUBLIC SERVICES**	
Chapter 13.05	Regulation of Waste Discharge	(Ord. 01-102 § 2(part), 2001)
	Section 13.05.060. General discharge provision.	
	Section 13.05.070. Specific discharge provision.	
	Section 13.05.080. Prohibited substances or characteristics.	
	Section 13.05.140. Hazardous waste discharges.	
Chapter 13.20	Sanitary Sewer Laterals	(Ord. 2012-02 § 1(part), 2012)
	Section 13.20.040. Unlawful to maintain defective sewer lateral or improperly connected sewer lateral.	

3.4 Public Sewer Design and Construction

Requirement(s) Addressed in Subsection 3.4:	(b) Require that sewers and connections be properly designed and constructed;

Public sewer design and construction of City's sanitary sewer system is in accordance with the Pinole Municipal code, including but not limited to the following titles, chapters, and sections (with ordinance references where applicable):

Title 13	**PUBLIC SERVICES**	
Chapter 13.20	Sanitary Sewer Laterals	(Ord. 2012-02 § 1(part), 2012)
Title 15		
Chapter 15.48	Floodplain Hazard Prevention	
	Section 15.48.170 Standards of construction.	(Ord. 2009-02 § 6, 2009) (Ord. 511 § 2(Exh. A) (part), 1988)
	Section 15.48.180 Standards for utilities.	(Ord. 511 § 2(Exh. A) (part), 1988)
	Section 15.48.190 Standards for subdivisions.	(Ord. 2009-02 § 7, 2009) (Ord. 511 § 2(Exh. A) (part), 1988)
Title 16	**SUBDIVISIONS**	
Chapter 16.12	Tentative Maps	
	Section 16.12.150 Improvement plans	
Chapter 16.16	Final Maps	(Ord. 89 § 4.1, 1955).
	Section 16.16.080 Form – Additional specifications	(Ord. 89 § 4.2(g), 1955)
	Section 16.16.150 Improvements – Agreement	(Ord. 89 § 4.7(part), 1955)
	Section 16.16.160 Improvements – Bond	(Ord. 89 § 4.7(part), 1955)
Chapter 16.20	General Regulations and Design	
	Section 16.20.280. Easements	(Ord. 89 § 5.10, 1955)
Chapter 16.24	Improvements	
	Section 16.24.010. Standard specifications.	(Ord. 89 § 6.1 (part), 1955)
	Section 16.24.050. Service connections.	(Ord. 89 § 6.1(d), 1955)
	Section 16.24.110. Sewers.	(Ord. 89 § 6.2(d), 1955)

Public sewer projects are also designed and constructed in accordance with project-specific drawings and specifications.

Additional design and construction standards and specifications are incorporated into the City's public sewer design and construction requirements by reference, including:

- Caltrans Standard Specifications and Plans, 2018 (or latest adopted version, if updated)
- Contra Costa County Standard Plans, 2014 (or latest adopted version, if updated)

3.5 Private Sewer Design, Construction, Maintenance

Requirement(s) Addressed in Subsection 3.5:	(b) Require that sewers and connections be properly designed and constructed; (c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency;

The City does not own or maintain any portions of the sewer laterals. Design, construction and maintenance of private sewer laterals and appurtenances connecting to the City's sanitary sewer system is in accordance with the Pinole Municipal code, including but not limited to the following titles, chapters, and sections (with ordinance references where applicable):

Title 13	**PUBLIC SERVICES**	
Chapter 13.05	Regulation of Waste Discharge	(Ord. 01-102 § 2(part), 2001)
	Section 13.05.480. Interceptor maintenance procedures and program.	
	Appendix A (Recommended Procedures for Sizing Commercial Kitchen Grease Interceptors)	
Chapter 13.20	Sanitary Sewer Laterals	(Ord. 2012-02 § 1(part), 2012) 2012-132 administrative guidelines
	Section 13.20.030. Requirement for backflow prevention device.	
	Section 13.20.040. Unlawful to maintain defective sewer lateral or improperly connected sewer lateral.	
	Section 13.20.050. Events triggering the requirement to undergo sewer lateral cleaning and inspection.	
	Section 13.20.060. Common interest developments – 10 year inspection requirement.	
	Section 13.20.070. Inspection procedures and criteria.	
	Section 13.20.090. Mitigation of failed test or inspection.	
	Section 13.20.140. Coordination of lateral repairs with city utility and street improvement projects.	
Title 15	**BUILDINGS AND CONSTRUCTION**	
Chapter 15.12	California Plumbing Code	(Ord. 2019-08 § 3 (part), 2019) (Ord. 2016-08 § 3 (part), 2016)
Chapter 15.48	Floodplain Hazard Prevention	(Ord. 2009-02 § 6, 2009) (Ord. 511 § 2(Exh. A) (part), 1988)
	Section 15.48.170 Standards of construction.	
	Section 15.48.180 Standards for utilities.	
	Section 15.48.190 Standards for subdivisions.	
Title 16	**SUBDIVISIONS**	
Chapter 16.12	Tentative Maps	
	Section 16.12.150 Improvement plans	
Chapter 16.16	Final Maps	(Ord. 89 § 4.1, 1955).
	Section 16.16.080 Form – Additional specifications	(Ord. 89 § 4.2(g), 1955)
	Section 16.16.150 Improvements – Agreement	(Ord. 89 § 4.7(part), 1955)
	Section 16.16.160 Improvements – Bond	(Ord. 89 § 4.7(part), 1955)
Chapter 16.24	Improvements	
	Section 16.24.010. Standard specifications.	(Ord. 89 § 6.1 (part), 1955)
	Section 16.24.050. Service connections.	(Ord. 89 § 6.1(d), 1955)
	Section 16.24.110. Sewers.	(Ord. 89 § 6.2(d), 1955)
Title 17	**ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS**	
Chapter 17.70	Section 17.70.040. Performance standards. G. Construction and Utilities.	(Ord. 2020-04 § 2, 2020) (Ord. 2017-08 § 2 (part), 2017) (Ord. 2010-02 § 1 (part), 2010)

3.6 FOG and Debris

Requirement(s) Addressed in Subsection 3.6:	(c) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and

Prevention of FOG and other debris entering into the City's sanitary sewer system is in accordance with the Pinole Municipal code, including but not limited to the following titles, chapters, and sections (with ordinance references where applicable):

Title 8	**HEALTH AND SAFETY**	
Chapter 8.08	Solid Waste	
	Section 8.08.030. Depositing solid waste in sewers prohibited.	(Ord. 490 §2(part), 1986).
Chapter 8.20	Stormwater Management and Discharge Control	(Ord. 2017-13 § 2, 2017) (Ord. 2017-13 § 3, 2017) (Ord. 2017-13 § 4, 2017) (Ord. 2017-13 § 5, 2017) (Ord. 2004-16 § 1(part), 2004)
Chapter 8.24	Community Preservation	(Ord. 2004-10, § 2(part), 2004) (Ord. 01-107 § 2(part), 2001)
	Section 8.24.020. Unlawful property nuisance – Private property. Section 8.24.030. Unlawful property nuisance – Public property.	
Title 13	**PUBLIC SERVICES**	
Chapter 13.05	Regulation of Waste Discharge	(Ord. 01-102 § 2(part), 2001)
	Section 13.05.060. General discharge provision. Section 13.05.070. Specific discharge provision. Section 13.05.080. Prohibited substances or characteristics. Section 13.05.460. Grease, oil, sand interceptor program – Interceptors required. Section 13.05.470. Administration of interceptor program. Section 13.05.480. Interceptor maintenance procedures and program. Section 13.05.490. Grease, oil, sand interceptor program – Enforcement. Appendix A (Recommended Procedures for Sizing Commercial Kitchen Grease Interceptors)	
Chapter 13.20	Sanitary Sewer Laterals	(Ord. 2012-02 § 1(part), 2012)
	Section 13.20.040. Unlawful to maintain defective sewer lateral or improperly connected sewer lateral.	

3.7 Rights of Entry and Enforcement

Requirement(s) Addressed in Subsection 3.7:	(c) Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by the Public Agency; (d) Limit the discharge of fats, oils, and grease and other debris that may cause blockages, and (e) Enforce any violation of its sewer ordinances.

Rights of entry and enforcement authorities are in accordance with the Pinole Municipal code, including but not limited to the following titles, chapters, and sections (with ordinance references where applicable):

Title 1	**GENERAL PROVISIONS**	
Chapter 1.12	General Penalty	(Ord. 2017-03 § 2 (part), 2017) (Ord. 2004-10, § 6, 2004) (Ord. 493 § 2 (part), 1986)
Title 8	**HEALTH AND SAFETY**	
Chapter 8.08	Solid Waste	
Chapter 8.20	Stormwater Management and Discharge Control	(Ord. 2017-13 § 2, 2017) (Ord. 2017-13 § 3, 2017) (Ord. 2017-13 § 4, 2017) (Ord. 2017-13 § 5, 2017) (Ord. 2004-16 § 1(part), 2004)
Chapter 8.24	Community Preservation	(Ord. 2004-10, § 2(part), 2004) (Ord. 01-107 § 2(part), 2001)
Chapter 8.26	Emergency Nuisance Abatement Procedures	(Ord. 2004-10 § 5(part), 2004) (Ord. 01-107 § 3 (part), 2001)
Title 13	**PUBLIC SERVICES**	
Chapter 13.05	Regulation of Waste Discharge Section 13.05.160-270. Administration – (various). Section 13.05.270. Enforcement mechanism. Section 13.05.280-480 Enforcement – (various) Section 13.05.490. Grease, oil, sand interceptor program - Enforcement.	(Ord. 01-102 § 2(part), 2001)
Chapter 13.20	Sanitary Sewer Laterals Section 13.20.100. Right of entry. Section 13.20.130. Notices to correct violations. Section 13.20.150. Regulations to implement this chapter. Section 13.20.160. Nuisance.	(Ord. 2012-02 § 1(part), 2012)

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Element 4 Operation and Maintenance Program

4.1 Requirements

Element **4**	D.13.(iv) **Operation and Maintenance Program:**
Requirements	The SSMP must include those elements listed below that are appropriate and applicable to the Enrollee's system: (a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities; (b) Describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders; (c) Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long term plans plus a schedule for developing the funds needed for the capital improvement plan (d) Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained; and (e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

4.2 Introduction

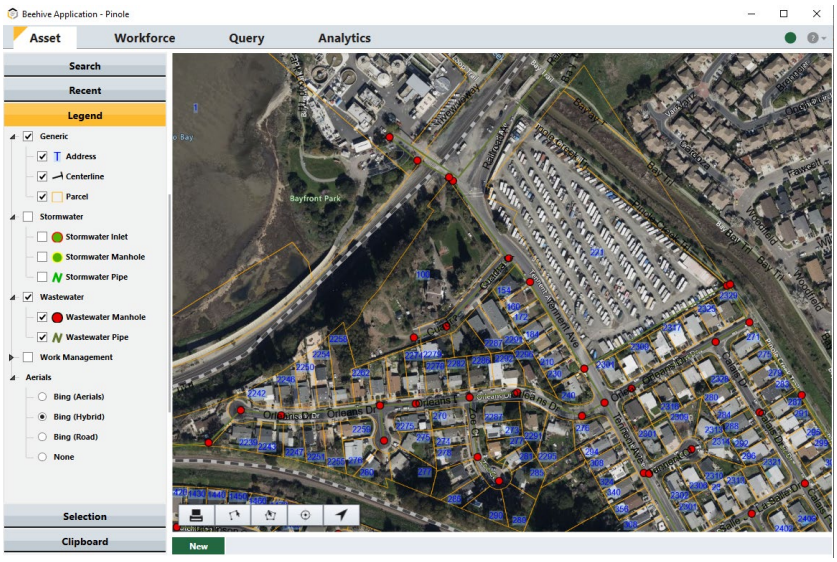
The operations and maintenance of the City sewer conveyance system is critical to protecting the public and the environment. In addition to current O&M Program activities documented in this SSMP, the City plans to research and evaluate the benefits of adding new technologies and operational programs to support effective management of its sanitary sewer system into the future.

4.3 Mapping

Requirement(s) Addressed in Subsection 4.3:	(a) Maintain an up-to-date map of the sanitary sewer system, showing all gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable storm water conveyance facilities;

The City maintains and ArcGIS-based map of the sanitary sewer system which is the foundation of their computerized maintenance management system (CMMS), Beehive. This includes pipes, nodes, laterals, lift stations and other GIS data throughout the City. Storm water conveyance facilities are located in ArcGIS to be visualized on multiple platforms to support service call response and SSO investigations. See a sample of the map within the CMMS in Figure 4.1.

Figure 4.1 Sample Map Within CMMS



The City is actively updating their ArcGIS asset inventory data to improve the value of their mapping based on field data, existing records, and findings during preparation of the 2022 Sanitary Sewer Master Plan. Currently, field staff are transitioning from paper maps that are not current to implementation of multiple new GIS mobile software systems on handheld devices that will facilitate mostly digital workflows and the ability to perform condition assessments such as at access points and creek crossings.

4.4 Preventative Maintenance Activities

Requirements Addressed in Subsection 4.4	(b) Describe routine preventive operation and maintenance activities by staff and contractors; including a system for scheduling regular maintenance and cleaning of the sanitary sewer system with more frequent cleaning and maintenance targeted at known problem areas. The Preventative Maintenance (PM) program should have a system to document scheduled and conducted activities, such as work orders;

The operations and maintenance activity for the City include the hydro-jetting of lines, rodding and condition assessment of various infrastructure. FOG inspections are conducted around the year for food service establishments (FSE).

Staff have a current Hot Spot list which will in the future will be named High Frequency Cleaning (HFC) list. This includes 26 pipes that are cleaned multiple times a year for various reasons such as roots, grease or debris. Staff and consultants will be looking at these specific lines to address the issues as part of the HFC Reduction Program and continue to add or remove pipes based on the new 2022 Condition Assessment Program.

Staff at the City will revise their Sewer Cleaning Program based on future cleaning and CCTV results conducted and this program will be continuously updated as more data is analyzed.

The City operates two lift stations and conducts normal O&M on the stations. Upgrades are planned per the 2022 Sewer Master Plan. Pump Station O&M procedures will be reviewed and updated, and SOP development and training are planned in the next two years.

O&M field activities will input data into Beehive (CMMS) and other GIS applications for review and Quality Assurance/Quality Control (QA/QC). Work orders and workflows will be continue to be updated and developed in 2022-2026 to augment the various maintenance programs and for new activities.

4.5 Rehabilitation and Replacement Plan

Requirements Addressed in Subsection 4.5	(c) Develop rehabilitation and replacement plan to identify and prioritize system deficiencies and implement short-term and long-term rehabilitation actions to address each deficiency. The program should include regular visual and TV inspections of manholes and sewer pipes, and a system for ranking the condition of sewer pipes and scheduling rehabilitation. Rehabilitation and replacement should focus on sewer pipes that are at risk of collapse or prone to more frequent blockages due to pipe defects. Finally, the rehabilitation and replacement plan should include a capital improvement plan that addresses proper management and protection of the infrastructure assets. The plan shall include a time schedule for implementing the short and long term plans plus a schedule for developing the funds needed for the capital improvement plan

The City is completing the 2022 Sewer Master Plan Update, which does not include any specific recommended projects to address known structural deficiencies. It does include an annual recommendation for capital improvement funding of the Pipe Rehabilitation and Replacement Program to be available to rehabilitate or replace pipe found to be in poor condition. The Pipe Rehabilitation, Replacement, and Reinspection Plan flowchart, included in Figure 4.2, will be initial basis for making R&R decisions based on condition assessment findings. Future Condition Assessment Program plans, documents, and activities will be used to identify and prioritize the pipes most in need of rehabilitation or replacement, and this flowchart may be updated or superseded as the program and condition inspection data mature. The 2022 City Sewer Master Plan will be available on the City's website after acceptance.

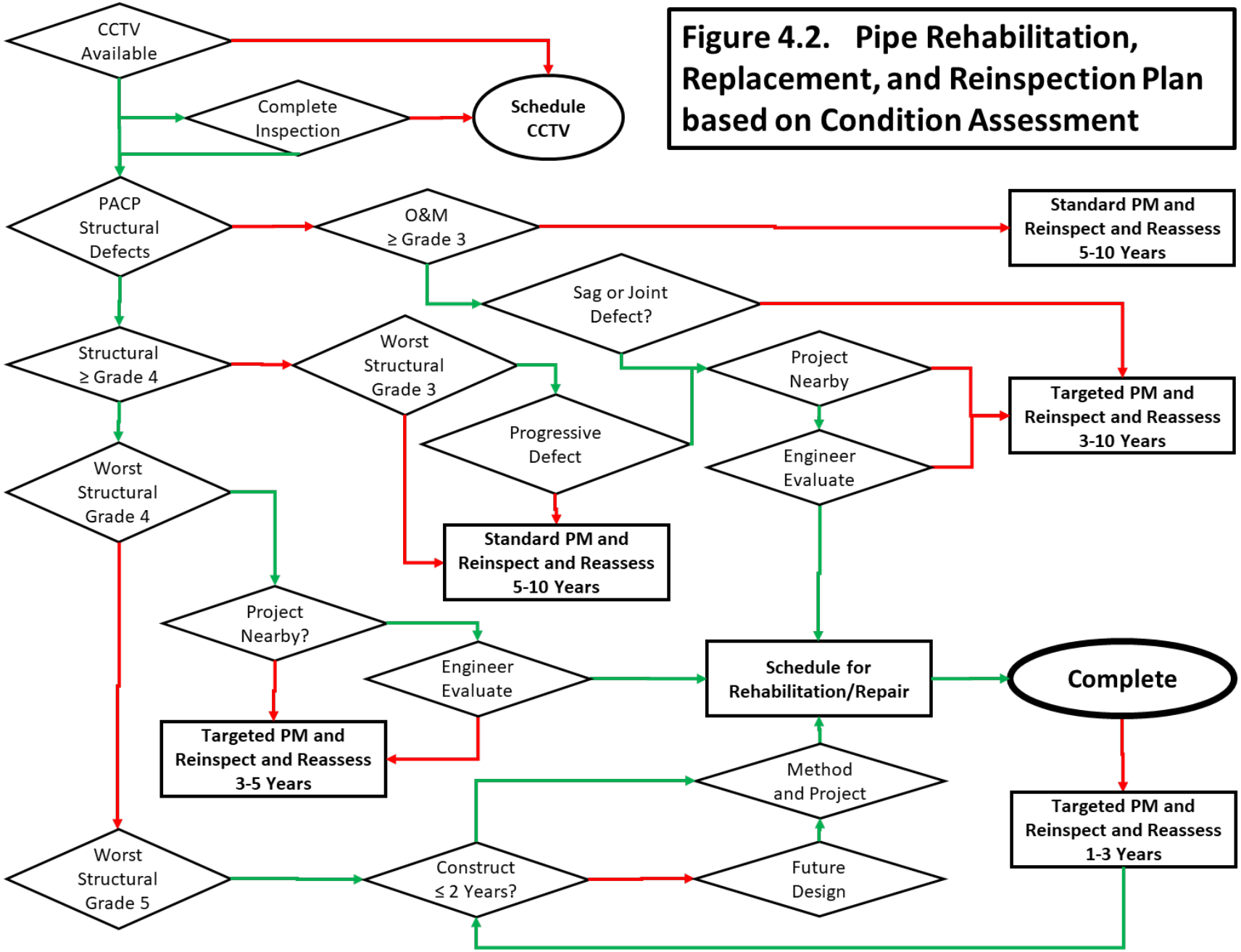


Figure 4.2. Pipe Rehabilitation, Replacement, and Reinspection Plan based on Condition Assessment

4.6 Training

Requirements Addressed in Subsection 4.6	(d) Provide training on a regular basis for staff in sanitary sewer system operations, maintenance, and require contractors to be appropriately trained; and

The City's training program will identify the job functions and activities that require or will be offered any recommended initial, as needed and regular scheduled refresher/renewal safety and health trainings, including the minimum Cal/OSHA training requirements, from among the following:

- Accident Investigation for Supervisors
- Accident Prevention Signs and Tags
- Bloodborne Pathogens
- Combo Unit Training
- Confined Space Awareness
- Confined Space Entrant/Attendant
- Confined Space Supervisor
- COVID-19 Staying Safe at Work
- Deadly Distraction
- Electrical Safety "Qualified" Person
- Emergency Action Plan
- Excavation Awareness
- Excavation Competent Person
- Fall Protection
- Fire Prevention Plan
- Fire Extinguishers, Portable
- First Aid/CPR
- Flagging/Traffic Control
- Forklift Authorization
- Hazard Communication
- Hearing Conservation
- Heat Illness Prevention
- Illness and Injury Prevention Plan (IIPP)
- Ladders – Portable and Fixed
- Lockout/Tagout (LOTO) Awareness
- Lockout/Tagout (LOTO) for Authorized Employees
- Personal Protective Equipment (PPE)
- Respiratory Protection
- Safe Driving
- Safety Inspection Checklist
- Skid Steer / Bobcat Safety
- Traffic Control
- Underground Utility Locating and Marking
- Wildfire Smoke

Other training may be made available to staff based on new or revised policies, procedures, operational needs, and regulatory requirements. Training opportunities may include sending

staff to industry training sessions and events, seminars, workshops, and conferences, such as those hosted by CWEA, BACWA, and BayWork.

The approval of the training schedule and recurrence frequency, and the decision if/when to offer training beyond the minimum requirements for the employee's position and work activities will be made by the Public Works Director or designee on an annual basis as part of the annual budget preparation cycle.

The City plans to begin implementing a new program for training in 2023 with the assistance of safety and operational consultants. The new Training and Safety Program will initially include SOP development and training for the equipment and processes used on a day-to-day basis and then be expanded to incorporate more specialized tools and equipment as appropriate. Future training needs are expected to incorporate various new technologies such as software and condition assessment. A future phase of the Training and Safety Program is expected to include development and implementation of a Competency Based Training and Assessment Program.

Contractors working for the City on sanitary sewer maintenance and capital projects will be trained on the importance of and process for reporting sanitary sewer system issues in the field, and what the communication plan is specifically for SSO response. Training of contractors will be documented with the project management or construction management records.

4.7 Equipment and Replacement Parts Inventories

Requirement(s) Addressed in Subsection 4.7:	(e) Provide equipment and replacement part inventories, including identification of critical replacement parts.

The City operates various equipment and has critical replacement parts on site for the two lift stations and force main.

Sanitary Sewer System Equipment

- Sewer Equipment of America Jet Truck
- Sewer Equipment of America Jet Truck (2022)
- Vac-Con Combo Unit
- Rodding Machine
- RST/ Subsite CCTV Truck
    - Various Trak and Push Camera Equipment
    - POSM video capture software
- 3 Public Works Trucks
- Hurco Smoke Testing Equipment
- 2 Electric Snake
- 2" Sump Pump
- 6" Gas Driven Pump
- 1.5 KV Diesel Trailer Mounted Generator
- 115 Volt Recessed Impeller

Lift Station and Force Main Equipment

- Bypass Pumps
- Suction Hose (40 feet)
- Discharge Hose (400 Feet)

Lift Station and Force Main Critical Replacement Parts

- 6” Full Circle Clamps (8)
- 6” Ductile Iron Pipe (30 Feet)
- Standby Pumps for both Lift Stations
- Electronic Controls

Table 4.1 Current list of Contractors, Equipment, Supplies, and Services for Emergency Repairs and Risk Management

Contractors	Phone Number
Andre’s Mechanical and General Engineeri	(925) 323-1871
Bill’s Underground	(510) 719-1739
Ernies Plumbing	(510)758-1900
Pacific Pipelines	(707) 689-3357
Roto Rooter	(925) 939-3100
Equipment Rental	**Phone Number**
Bay Area Barricade	(925) 686-1089
Cresco	(925) 228-9822
Hertz Equipment	(510) 307-4444
Rain 4 Rent	(510) 458-0200
United Rentals	(510) 562-3000
Sewer and Storm Drain Supplies	**Phone Number**
Central Precast Concrete Inc.	(925) 462-6902
D&L Supply	(800) 422-0848
Phoenix Iron Works	(510) 456-9900
WECO	(707) 644-6661
Restoration Management Services	**Phone Number**
RMC	(510) 315-5400
ServPro	(925) 372-7234

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Element 5 Design and Performance Provisions

5.1 Requirements

Element **5**	D.13.(v) **Design and Performance Provisions:**
Requirements	(c) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and (d) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

5.2 Design and Construction Standards, Inspection and Testing

Requirement(s) Addressed in Subsection 5.2:	(f) Design and construction standards and specifications for the installation of new sanitary sewer systems, pump stations and other appurtenances; and for the rehabilitation and repair of existing sanitary sewer systems; and (g) Procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects.

Design and construction of City's sanitary sewer system and design, construction and maintenance of private sewer laterals and appurtenances connecting to the City's sanitary sewer system, including inspections and testing, are in accordance with the Pinole Municipal code, see subsection 3.4 and 3.5, above. Public sewer projects are also designed and constructed in accordance with project-specific drawings and specifications. Additional design and construction standards and specifications are incorporated into the City's public sewer design and construction requirements by reference, including:

- Caltrans Standard Specifications and Plans, 2018 (or latest adopted version, if updated)
- Contra Costa County Standard Plans, 2014 (or latest adopted version, if updated)

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Element 6 Overflow Emergency Response Plan

6.1 Requirements

Element **6**	D.13.(vi) **Overflow Emergency Response Plan**
Requirements	Each Enrollee shall develop and implement an overflow emergency response plan that identifies measures to protect public health and the environment. At a minimum, this plan must include the following: (a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner; (b) A program to ensure appropriate response to all overflows; (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc…) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification; (d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained; (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

6.2 Introduction and OERP Goals

The components of the City's Sanitary Sewer Overflow Emergency Response Plan (OERP) are summarized below. A complete, standalone OERP is included in Supporting Documents to this SSMP.

The purpose of the Overflow Emergency Response Plan (OERP) is to support an orderly and effective response to Sanitary Sewer Overflows (SSOs). The OERP provides guidelines for City staff to follow in responding to, cleaning up, and reporting SSOs that may occur within the cities service area.

The Cities goals with respect to responding to SSOs are:

- Work safely
- Respond quickly to minimize the volume of the SSO
- Eliminate the cause of the SSO

- Prevent sewage system overflows from entering known storm drain facilities or receiving waters to the maximum extent practicable
- Contain the spilled wastewater to the extent feasible
- Minimize public contact with the spilled wastewater
- Mitigate the impact of the SSO
- Meet the regulatory reporting requirements
- Evaluate the causes of failure related to certain SSOs
- Revise response procedures resulting from the debrief and failure analysis of certain SSOs

6.3 SSO Categories

Requirement(s) Addressed in Subsection 6.3:	(a) A program to ensure appropriate response to all overflows;

The responsibilities of the SSO Response Team depend on the volume and location of an incident. Standard categories for SSOs have been implemented statewide to aid in determining the appropriate response to an overflow. Three categories of SSOs are defined by the State Water Board:

- **Category 1 SSO**: Discharges of untreated or partially treated wastewater of **any volume** resulting from an enrollee's sanitary sewer system failure or flow condition that:
  - Reach surface water and/or reach a drainage channel tributary to a surface water.
  - Reach a municipal separate storm sewer system and are not fully captured and returned to the sanitary sewer system or not otherwise captured and disposed of properly. Any volume of wastewater not recovered from the municipal separate storm sewer system is considered to have reached surface water unless the storm drain system discharges to a dedicated storm water or ground water infiltration basin (e.g., infiltration pit, percolation pond).
- **Category 2 SSO**: Discharges of untreated or partially treated wastewater of **1,000 gallons or greater** resulting from an enrollee's sanitary sewer system failure or flow condition that **do not** reach surface water, a drainage channel, or a municipal separate storm sewer system unless the entire SSO discharged to the storm drain system is fully recovered and disposed of properly.
- **Category 3 SSO**: All other discharges of untreated or partially treated wastewater resulting from an enrollee's sanitary sewer system failure or flow condition.

In addition, there are voluntary reporting mechanisms for private lateral sewage discharges which are defined by the State Water Board:

- **Private Lateral Sewage Discharge (PLSD)**: Discharges of untreated or partially treated wastewater resulting from blockages or other problems within a privately owned sewer lateral connected to the enrollee's sanitary sewer system or from other private sewer assets. PLSDs that the enrollee becomes aware of may be voluntarily reported to the SSO Database.

6.4 SSO Notification Procedures

Requirement(s) Addressed in Subsection 6.4:	(b) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner;

Several processes are used to notify the City of the occurrence of an SSO. These include:

- Observation by the Public
- Receipt of an alarm from a lift station or remote monitoring devices
- Observation by City staff during normal operations
- Observation by a City Contractor

Observation by the Public

Public observation is the most common way that the City is notified of blockages and spills. Contact numbers and information for reporting sewer spills and backups are listed in the phone directory and also on the city website: https://www.ci.pinole.ca.us/, see Table 6.1.

Table 6.1 Reporting Phone Numbers

Contact Type	Phone Number
Office Business Hours 7:30 to 4:30	(510) 724-9010
After Hours, Weekends and Holidays	(510) 724-1111
Report Illegal Dumping or Spills	(800) 663-8674

Receiving an SSO Notification Call. When calls are received, either during normal work hours or after hours, the individual receiving the call collects the following information:

- Time and date of call
- Specific location of potential problem
- Nature of call
- In case of SSO, estimated start time of overflow
- Caller's name and telephone number
- Caller's observation (e.g., odor, duration, location on property, known impacts, indication if surface water impacted, appearance at cleanout or manhole)
- Other relevant information

Response During Normal Office Business Hours. When a report of a sewer spill or backup is made during normal work hours, the City administration receives the call, and forwards the call to the Public Works Manager or Public Works Supervisor. The Public Works Manager or Line Maintenance Supervisor gathers information from the caller and dispatch the Field Crew as needed.

Response After Hours, Weekends and Holidays. After-hours calls are answered by the City Police. The call recipient contacts the on-call pager and then will systematically call the city on-call phone numbers. The Police Dispatch has been instructed to follow the phone tree until an employee is reached.

Receipt of an Alarm

The City owns and operates 2 wastewater lift stations. In the event of any pump failure, a high-level sensor activates the alarm system that directly contacts the City offices, or, if after hours, the standby service. Response proceeds as described above.

To prevent overflow, wastewater from the wet well is either be pumped into a vacuum truck for disposal to a nearby sanitary sewer manhole or bypassed around the station into the sanitary sewer system.

Observation by City Staff During Normal Operations

City staff conducts periodic inspections of its sewer system facilities as part of their routine activities. Any problems noted with the sewer system facilities are reported to appropriate supervisory staff. The supervisory staff responds to emergency situations. Work orders are issued to correct non-emergency conditions.

Observation by a City Contractor

If a City contractor causes or witnesses a Sanitary Sewer Overflow, the contractor must do the following:

1. Immediately notify the City.
2. Protect storm drains.
3. Protect the public.
4. Provide information to the City collections crew such as start time, appearance point, suspected cause, weather conditions, etc.
5. Direct all media and public relations requests to the Public Works Director or City Manager.

6.5 SSO Response Activities

Requirement(s) Addressed in Subsection 6.5:	(b) A program to ensure appropriate response to all overflows; (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc…) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification; (e) Procedures to address emergency operations, such as traffic and crowd control and other necessary response activities; and (f) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

First Responder

First Responder priorities include the following:

- Follow safety procedures at all times
- Respond promptly with the appropriate and necessary equipment. SSO response time, determined as the difference in time from the incoming service call to arrival at the site, must be no greater than 60 minutes (1 hour).
- Contain the spill wherever feasible
- Restore the flow as soon as practicable
- Minimize public access to and/or contact with the spilled sewage
- Promptly notify the Operations and Maintenance Manager in event of Category 1 or 2 SSO
- Return the spilled sewage to the sewer system.
- Restore the area to its original condition (or as close as possible)

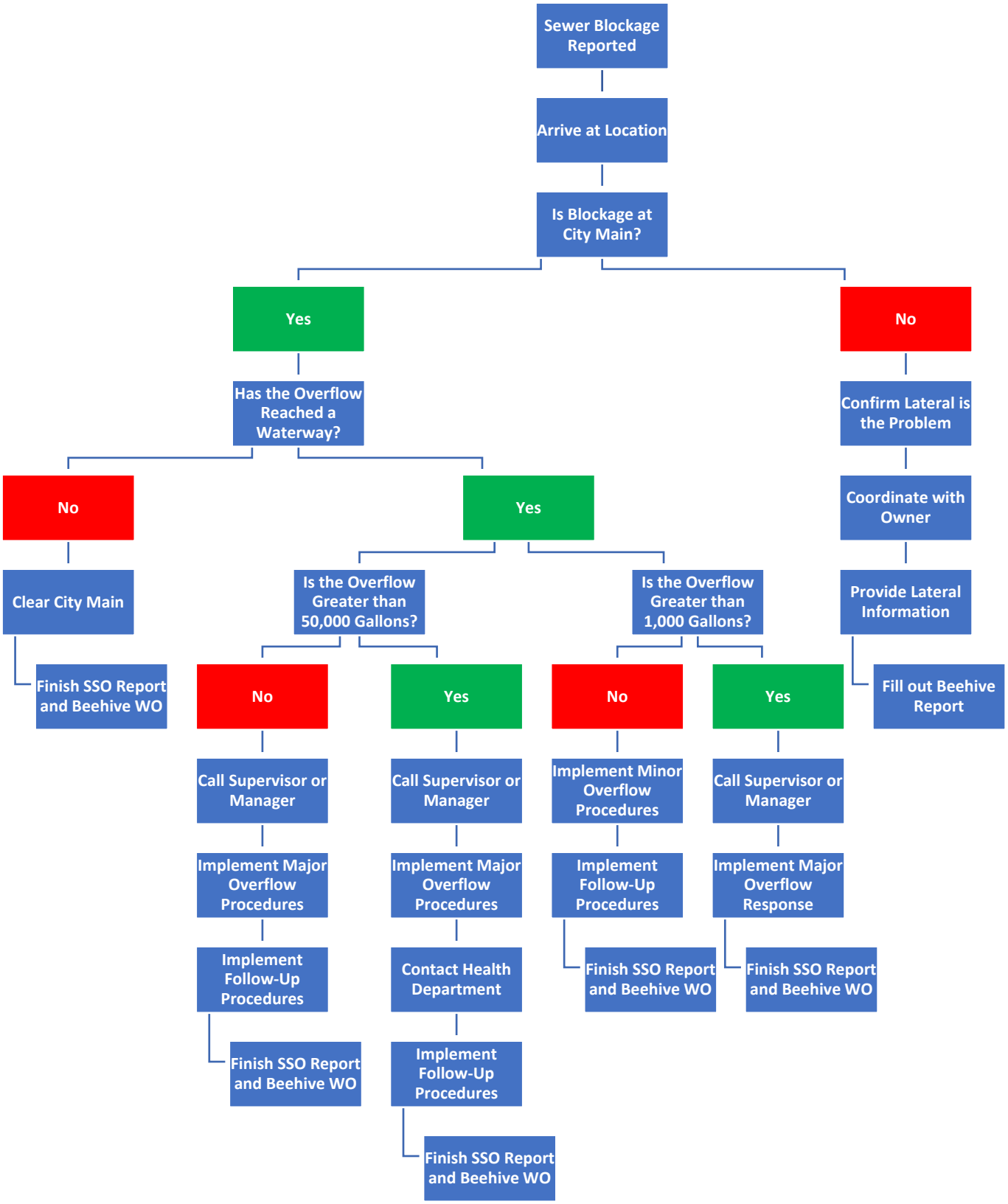
Site Response

The First Responder must respond to the reporting party/problem site and visually check for potential sewer stoppages or overflows. At the site, the following list summarizes the responsibilities of the first responder and field response team:

- Document arrival time and verify the existence of a sewer system spill or backup
- Contact caller if time permits
- Identify and assess the affected area and extent of spill
- Determine if the overflow or blockage is from a public or private sewer
- If from the public sewer, determine cause of overflow
- If the spill is large or in a sensitive area, document conditions upon arrival with photographs. Decide whether to proceed with clearing the blockage to restore the flow or to initiate containment measures. The guidance for this decision is described in additional detail in the standalone OERP
- Post raw sewage signs, as necessary
- Collect wastewater and debris from the site and storm drain and if possible, return the wastewater to the collection system
- Disinfect the affected area and mitigate all other impacts of the SSO
- The First Responder should collect and document all event information on the City's Overflow Report Form

The SSO response process is shown on the flowchart in Figure 6.1. Forms for documenting SSO response, follow-up and failure analysis are included on the subsequent pages 41 to 46 of this document.

Figure 6.1 SSO Response Flowchart



City of Pinole **SSO RESPONSE - FIELD DOCUMENTATION**

REPORTED BY

Call Address:
On Service Request _____ (WO #_____)

Caller Name: _____ Phone: _____ _____

Receipt of Call: Date: _____/____/_____ Time: _____:_____ ☐ AM ☐ PM Call Received By: _____

Call Dispatch: _____/_____/_____ Time:_____:_____ ☐ AM ☐ PM Assigned To: _____

City Arrival Time: Date: _____/_____/_____ Time:_____:_____ ☐ AM ☐ PM

SPILL START TIME NOTES

Caller Interview: Where did you see sewage spill from? From: Manhole ☐ Inside Building ☐ C/O ☐

☐ Wet well/Lift station ☐ Other_____

Time Caller noticed spill: _____:_____ ☐ AM ☐ PM Date:_____/_____/_____

Comments:

_____

_____

Last time Caller observed NO Spill occurring: _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Comments:

_____

_____

Other Efforts to Determine Start Time: _____

_____

_____

Other Comments regarding spill start time:

_____

_____

_____

_____

Estimated SSO Start Time _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

SSO End Time _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Page 1 of 6

City of Pinole **SSO RESPONSE - FIELD DOCUMENTATION**

SPILL LOCATION

Observed: Spill from: ☐ Manhole ID_____ ☐ Lift Station ID _____

☐ Clean Out Address _____

Comments: _____

☐ Building Address _____

Comments: _____

Spill Destination: ☐ Building ☐ Paved Surface ☐ Storm Sys ☐ Curb/Gutter ☐ Unpaved ☐ Surface Water

Answer these questions:

#1 – Was there a discharge to surface water or a drainage channel that is tributary to surface water? _____ Yes _____ No
#2 - Was there a discharge to a storm drain pipe that was "NOT" fully captured & returned to the sanitary sewer system? _____ Yes _____No

If the answer is "yes" to either of the questions above, the SSO is a Category 1.

If the Category 1 is ≥ 1,000 gallons, you must call CAL-OES within 2 hours.

If you answered no to both questions above, was it ≥ 1,000 gallons? _____ Yes _____ No If yes, the SSO is a Category 2. If NO, the SSO is a Category 3.

SPILL VOLUME WORKSHEET

The purpose of this worksheet is to capture the data and method(s) used in estimating the volume of an SSO. Since there are many variables and often unknown values involved, this calculation is just an estimate. Additionally, it is useful to use more than one method, if possible, to validate your estimate.

The following methods and tools are the approved. Check all methods and tools that you used:

- ☐ Eyeball Estimate Method
- ☐ Measured Volume Method
- ☐ Duration and Flow Rate Method (Account for diurnal flow pattern for long duration)
- ☐ SSO Flow Rate Estimating Tool
- ☐ Other (explain) i.e.; estimated daily use per capita upstream or meter @ Pump Station.

_____

_____

_____

Eyeball Estimate Method- Imagine a bucket(s) or barrel(s) of water tipped over.

Size of bucket(s) or barrel(s)	How many of this Size?	Multiplier	Total Volume Estimated
1 gal. water jug		X 1	
5 gal. bucket		X 5	
32 gal. trash can		X 32	
55 gal drum		X 55	
Total Volume Estimated Using Eyeball Method			

Measured Volume Method (this may take several calculation as may have to break down the odd shaped spill to rectangles, circles, and polygons) It is important when guessing depth to measure, if possible in several locations and use an average depth. Use the SSO Volume Estimate by Area Work Sheet , if necessary, to sketch the shapes and show your work.

1. Draw a sketch of the spill SSO Volume Estimate by Area Work Sheet,
2. Draw shapes and dimensions used on your sketch
3. Use correct formula for various shapes

Rectangle	L x W x D
Circle	3.14 x R^2 x D
Polygons see reference chart	Show formula used

Duration and Flow Rate Method worksheet:

Start Date and Time	1.
End Date and time	2.
Total time elapsed of SSO event (subtract line 1 from line 2. Show time in minutes)	3.
Average flow rate GPM (account for diurnal pattern)	4.
Total volume estimate using duration and flow rate method (Line 3 x Line 4)	5.

City of Pinole **SSO RESPONSE - FIELD DOCUMENTATION**

CAUSE OF SPILL

Spill Cause: ☐ Roots ☐ Grease ☐ Debris ☐ Vandalism ☐ Lift Sta. Fail ☐ Other _____

☐ Spill cause to be determined by CCTV inspection (Attach TV Report to this form)

Final Cause Determination:

_____

_____

_____

Proper Operation and Maintenance Determination:

Date last cleaned:_____ Date last TV'd: _____

Date last replaced or rehabilitated: _____

Follow-up or Corrective Action Taken:

_____

_____

_____

SPILL CONTAINMENT

Containment Implemented:_____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Containment Measures: ☐ Plugged Storm Drain ☐ Washed Down ☐ Vacuum Up Water/Sewage

☐ Other Measures: _____

_____

_____

_____

_____

_____

_____

City of Pinole **SSO RESPONSE - FIELD DOCUMENTATION**

CLEAN UP

Clean Up Begin: _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Clean Up Complete: _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Describe Clean Up Operations: _____

_____

_____

_____Gallons – Estimate Volume of Spill Recovered (do not count wash down water)

OTHER IMPORTANT MILESTONES

Contacted Supervisor: _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Requested Additional EE's/Equip:_____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Requested Additional EE's/Equip:_____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Requested Additional EE's/Equip:_____:_____ ☐ AM ☐ PM Date: _____/_____/_____

Departure Time: _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

_____ _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

_____ _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

_____ _____:_____ ☐ AM ☐ PM Date: _____/_____/_____

REPORTING

Report to Cal-OES: Date:_____ ☐ ☐ _____:_____ AM PM (Cat.1 Only)
(800) 852-7550 By: _____

Control Number provided by Cal-OES: _____

Name of Person Contacted: _____ or Left Message: ☐

Notes:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Response Crew: _____, _____, _____, _____

_____, _____, _____, _____

6.6 Regulatory Agency and Other Stakeholder Notifications

Requirement(s) Addressed in Subsection 6.6:	(a) Proper notification procedures so that the primary responders and regulatory agencies are informed of all SSOs in a timely manner; (b) A program to ensure appropriate response to all overflows; (c) Procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities (e.g. health agencies, regional water boards, water suppliers, etc…) of all SSOs that potentially affect public health or reach the waters of the State in accordance with the MRP. All SSOs shall be reported in accordance with this MRP, the California Water Code, other State Law, and other applicable Regional Water Board WDR or NPDES permit requirements. The SSMP should identify the officials who will receive immediate notification;

Impact to Waters of the United States

If an SSO is confirmed to have entered waters of the United State1, the Public Works Manager is immediately notified. The response team then proceeds with the following additional activities:

- Determine the extent of the SSO by investigating downstream until there is no evidence of sewage or debris along the creek or water body
- Conduct Water Quality Sampling, following the process described below. If the SSO is 50,000 gallons or greater, collect water quality samples within 48 hours of becoming aware of the SSO
- Immediately post contaminated water sign(s) and protect the waterbody from public access on all sides
- Photograph sign placement and evidence of the overflow in and around the waterbody to the farthest point reached by the sewage
- Determines if the waterbody is safe to enter. During the winter storm season, cleaning the waterbody may not be feasible due to high water flows
- If feasible, block the waterbody downstream of the affected area in a location that is safe to enter and is accessible to set up a pump or utilize other sewer cleaning equipment
- To the extent feasible, recover and return contaminated water to the collection system
- Perform follow-up sampling until the area shows no water quality impairment and the posted signs can be removed. The Public Works Manager ultimately determines when this happens and makes any follow up calls to affected agencies

Water Quality Sampling and Testing

Water quality sampling and testing is completed where feasible when spilled sewage enters a water body to determine the extent and impact of the SSO. The water quality sampling procedures are as follows:

- First Responder should collect samples as soon as possible after the discovery and mitigation of the SSO event, following the procedure outlined below
- The water quality samples should be collected near the point of entry of the spilled sewage
- The water quality samples should also be collected from upstream of the spill, from the spill area, and downstream of the spill in flowing water (e.g. creeks)

- The samples shall then be brought to Pinole Treatment Plant for analysis for coliform and ammonia.

Water Quality Monitoring Plan

A Water Quality Monitoring Plan must be implemented immediately upon discovery of any Category 1 SSO of 50,000 gallons or more in order to assess impacts from SSOs to surface waters. Water quality testing must be completed within 48 hours of the City becoming aware of the SSO.

The City's SSO Water Quality Monitoring Program includes the following:

- Protocols for water quality monitoring
- Account for spill travel time in the surface water and scenarios where monitoring may not be possible (e.g. safety, access restrictions, etc.)
- Requirement for water quality analyses for ammonia and bacterial indicators to be performed by an accredited or certified laboratory
- Requirement for monitoring instruments and devices used to implement the SSO Water Quality Monitoring Program to be properly maintained and calibrated, including any records to document maintenance and calibration, as necessary, to ensure their continued accuracy

SSO Technical Report

If 50,000 gallons or greater from an SSO reaches surface waters, an SSO Technical Report must be prepared and submitted to the CIWQS online SSO database within 45 calendar days of the SSO end date. The SSO Technical Report must include, at a minimum, the following:

1. Causes and Circumstances of the SSOs
2. Complete and detailed explanation of how and when the SSO was discovered
3. Diagram showing the SSO failure point, appearance point(s), and destination(s)
4. Detailed description of the causes(s) of the SSO
5. Copies of the original field crew records used to document the SSO
6. Historical maintenance records for the failure location
7. Response to SSO:
8. Chronological narrative description of all actions taken to terminate the SSO
9. Explanation of how the OERP was implemented to respond to and mitigate the SSO
10. Final corrective action(s) completed and/or planned to be completed, including a schedule or actions not yet completed
11. Description of all water quality sampling activities conducted including analytical results and evaluation of the results
12. Detailed location map illustrating all water quality sampling points

The Capital Improvement and Environmental Program Manager or Public Works Director is responsible for the development and certification of the SSO Technical Report.

Recovery and Cleanup

The recovery and cleanup phase begin immediately after the flow has been restored and the SSO has been contained to the extent possible. The SSO recovery and cleanup procedures include volume estimation, sewage recovery, and cleanup and disinfection.

Estimate the Volume of Spilled Sewage

Use the methods outlined in the SSO Response Field Documentation Form and/or the Field Guide in the OERP to estimate the volume of the spilled sewage. Wherever possible, document the estimate using photos of the SSO site before and during the recovery operation.

Recover Spilled Sewage

Vacuum up and/or pump the spilled sewage and discharge it back into the sanitary sewer system.

Complete Clean-up and Disinfection

Cleanup and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts that are associated with an SSO event. The procedures described are for dry weather conditions and should be modified as required for wet weather conditions. Where cleanup is beyond the capabilities of City staff, a cleanup contractor will be used.

Private Property

City crews are responsible for the cleanup when the property damage is minor in nature and is outside of private building dwellings. In all other cases, affected property owners can call a water damage restoration contractor to complete the cleanup and restoration. If the overflow into property is the definite cause of City system failure, the property owner can call out a water damage restoration contractor to complete the cleanup and restoration. In both cases, City claim forms may be issued if requested by the property owners.

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wastewater. Allow area to dry. Repeat the process if additional cleaning is required.

Landscaped and Unimproved Natural Vegetation

Collect all signs of sewage solids and sewage-related material either by protected hand or with the use of rakes and brooms. Wash down the affected area with clean water until the water runs clear. The flushing volume should be approximately three times the estimated volume of the spill. Either contain or vacuum up the wash water so that none is released. Allow the area to dry. Repeat the process if additional cleaning is required.

Natural Waterways

The Department of Fish and Wildlife will be notified by OES as appropriate in the event of a fish kill.

Fish and Wildlife will provide the professional guidance needed to effectively clean up spills that occur in these sensitive environments. Clean up should proceed quickly in order to minimize negative impact. Sewage causes depletion of dissolved oxygen, which will kill aquatic life. Any water that is used in the cleanup should be dechlorinated prior to use.

Wet Weather Modifications

Omit flushing and sampling during heavy storm events (i.e., sheet of rainwater across paved surfaces) with heavy runoff where flushing is not required, and sampling would not provide meaningful results.

SSO Failure Analysis

It is the responsibility of the Public Works Manager or Public Works Supervisor to investigate an SSO and to ensure that the procedures in the OERP are followed or modified as a result of the incident failure analysis. The failure analysis is intended to determine if additional maintenance, repair/replacement or other follow-up actions or response procedures changes are needed to reduce or eliminate the likelihood of future SSOs. The procedures for investigating an SSO are as follows:

- Reviewing and completing the Sewer Overflow Report
- Reviewing the incident timeline and other documentation regarding the incident
- Review actions by all persons involved in the response, including the initial recipient of the complaint
- Reviewing communications with all reporting parties, and witnesses
- Review volume estimate, volume recovered estimate, volume estimation assumptions and associated drawings
- Reviewing available photographs
- Interviewing staff that responded to the spill
- Reviewing past maintenance records of all affected manholes and pipe segments
- Reviewing past CCTV records
- Conducting a CCTV inspection to determine the condition of the line segment immediately following the SSO and reviewing the video and logs
- Reviewing any FOG related information or results
- Identify any changes or additions needed to the OERP and SSMP following the event

The product of the failure analysis investigation should be the determination of the root cause and identification of the corrective actions. The Collection System Failure Analysis Form should be used to document the investigation to understand how this event does not occur again

SSO Documentation and Recordkeeping

In accordance with the WDR, the City of Pinole maintains records for each sanitary sewer overflow. Records include:

- Documentation of response steps and/or remedial actions
- Photographic evidence to document the extent of the SSO, field crew response operations
- Site conditions after field crew SSO response operations have been completed
- The date, time, location, and direction of photographs taken will be documented
- Documentation of how any estimations of the volume of discharged and/or recovered overflow were calculated

The records are maintained at the city office and will also entered into the City Beehive CMMS system when the module is complete. Staff will use paper forms till this occurs.

The city maintains also maintains records of all complaints received, whether or not they result in an SSO. Each complaint record includes:

- Date, time, and method of notification
- Date and time the complainant or informant first noticed the SSO
- Narrative description describing the complaint
- A statement from the complainant or informant, if they know, of whether or not the potential SSO may have reached waters of the United States
- Name, address, and contact telephone number of the complainant or informant reporting the potential SSO (if not reported anonymously)
- Follow-up return contact information for each complaint received (if not reported anonymously)
- Final resolution of the complaint
- Work service request information used to document all feasible and remedial actions taken

Notification to Regulatory Agencies of SSOs

The Office of Emergency Services (OES) is only to be notified of a Category 1 SSO greater than or equal to 1,000 gallons discharged to surface water or spilled in a location where it

probably will be discharged to surface water. The First Responder is responsible for reviewing field data for reporting to regulatory agencies. If it is determined that the criteria for OES notification was met, than the First Responder must notify OES of the event no later than two (2) hours after:

1. The City of Pinole has knowledge of the SSO;
2. Notification is possible; and
3. Notification can be provided without substantially impeding cleanup or other emergency measures.

The OES phone number is (800) 852-7550. The First Responder is responsible for obtaining an OES Control number. Following the initial notification to OES and until the SSO report is certified in the SWRCB online SSO Database, the LRO will provide updates (or provide direction for updates to be provided) to OES regarding substantial changes to estimated volume of untreated or partially treated sewage discharged and any substantial changes to known impact(s).

ELEMENT	REQUIREMENT	METHOD
NOTIFICATION (see section B)	Within 2 hours of becoming aware of any Category 1 SSO **greater than or equal to 1,000 gallons** notify the California Office of Emergency Services (Cal OES) and obtain a notification control number.	Call Cal OES at: **(800) 852-7550**
REPORTING (see section C)	Category 1 SSO: Submit Draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Category 2 SSO: Submit Draft report within 3 business days of becoming aware of the SSO and certify within 15 calendar days of SSO end date. Category 3 SSO: Submit Certified report within 30 calendar days of the end of month in which SSO occurred. "No Spill" Monthly Certification: Certify that no SSOs occurred within 30 calendar days of the end of the month in which no SSOs occurred. Collection System Questionnaire: Update and Certify every 12 months.	Enter data into the California Integrated Water Quality System (CIWQS) Online SSO Database (http://ciwqs.waterboards.ca.gov/) , certified by enrollee's Legally Responsible Official(s).

SSO Reporting for Category 1 SSOs

OES shall receive notification of Category 1 SSOs greater than or equal to 1,000 gallons, as stated earlier in this Section.

The Data Submitter must then submit the initial draft report to the SWRCB's CIWQS Online SSO database @ http://ciwqs.waterboards.ca.gov/ciwqs within 3 business days of becoming aware of the SSO.

Within 15 calendar days of the SSO end date, the LRO must review and certify the report in the CWIQS Online SSO database @ http://ciwqs.waterboards.ca.gov/ciwqs

At minimum, the following mandatory information shall be reported prior to finalizing and certifying an SSO report:

Category 1 SSO Data Collection

1. SSO Contact Information: Name and telephone number of staff who can answer specific questions about the SSO being reported
2. SSO Location Name
3. Location of the overflow event (SSO) by entering GPS coordinates. If a single overflow event results in multiple appearance points, provide GPS coordinates for the appearance point closest to the failure point and describe each additional appearance point in the SSO appearance point explanation field
4. Whether or not the SSO reached surface water, a drainage channel, or entered and was discharged from a drainage structure
5. Whether or not the SSO reached a municipal separate storm drain system
6. Whether or not the total SSO volume that reached a municipal separate storm drain system was fully recovered
7. Estimate of the SSO volume, inclusive of all discharge point(s)
8. Estimate of the SSO volume that reached surface water, a drainage channel, or was not recovered from a storm drain
9. Estimate of the SSO volume recovered (if applicable)
10. Number of SSO appearance point(s)
11. Description and location of SSO appearance point(s). If a single sanitary sewer system failure results in multiple SSO appearance points, each appearance point must be described.
12. SSO start date and time
13. Date and time the enrollee was notified of, or self-discovered, the SSO
14. Estimated operator arrival time
15. For spills greater than or equal to 1,000 gallons, the date and time OES was called
16. For spills greater than or equal to 1,000 gallons, the OES control number

Certified Category 1 SSO

At a minimum, the following mandatory information shall be reported for a certified Category 1 SSO report, in addition to items 1-16 above:

1. Description of SSO destination(s)
2. SSO end date and time
3. SSO causes (mainline blockage, roots, etc.)
4. SSO failure point (main, lateral, etc.)
5. Whether or not the spill was associated with a storm event
6. Description of spill corrective action, including steps planned or taken to reduce, eliminate, and prevent reoccurrence of the overflow and a schedule of major milestones for those steps
7. Description of spill response activities
8. Spill response completion date
9. Whether or not there is an ongoing investigation, the reasons for the investigation and the expected date of completion
10. Whether or not a beach closure occurred or may have occurred as a result of the SSO
11. Whether or not health warnings were posted as a result of the SSO
12. Name of beach(es) closed and/or impacted. If no beach was impacted, NA must be selected

13. Name of surface water(s) impacted
14. If water quality samples were collected, identify parameters the water quality samples were analyzed for. If no samples were taken, NA shall be selected
15. If water quality samples were taken, identify which regulatory agencies received sample results (if applicable). If no samples were taken, NA shall be selected
16. Description of methodology(ies) and type of data relied upon for estimations of the SSO volume discharged and recovered
17. SSO Certification: Upon SSO Certification, the CIWQS Online SSO Database will issue a final SSO identification number (Event ID)

SSO Reporting for Category 2 SSOs

Within 3 business days of becoming aware if the SSO, the Public Works Manager or Supervisor must submit the initial report to the SWRCB's CWIQS Online SSO database @ http://ciwqs.waterboards.ca.gov/ciwqs

Within 15 calendar days of the SSO end date, the LRO must review and certify the report in the CWIQS Online SSO database @ http://ciwqs.waterboards.ca.gov/ciwqs

SSO Reporting for Category 3 SSOs

Within 30 calendar days of the end of the calendar month in which the SSO occurred, the LRO must submit and certify a report to the SWRCB's CWIQS Online SSO database @ http://ciwqs.waterboards.ca.gov/ciwqs

At minimum, in addition to Items 1-14 in the Draft Category 1 section, Items 1-6, and 17 in the Certified Category 1 SSO section above shall be reported prior to finalizing and certifying a Category 3 SSO report.

No Spill Certification (Monthly)

Within 30 calendar days of the end of a calendar month that there are no SSO's, the LRO must submit and certify a "No Spill" certification to the CIWQS online SSO database.

CIWQS Not Available

In the event that the CIWQS online SSO database is not available, the LRO will fax or e-mail all required information to the RWQCB office at (510) 622-2460 in accordance with the time schedules identified above. In such an event, the City will submit the appropriate reports using the CIWQS online SSO database when the database becomes available. A copy of all documents that certify the submittal in fulfillment of this section shall be retained in the SSO document file.

Amending SSO Reports

The LRO is responsible for amending SSO reports. Certified SSO reports may be updated by amending the report or adding an attachment to the SSO report within 120 calendar days after the SSO end date. After 120 days, the City must contact the State SSO Program Manager to request to amend an SSO report along with a justification for why the additional information was not available prior to the end of the 120 days. The SWRCB SSO Program Manager contact information follows:

State Water Resources Control Board Division of Water Quality
1001 I Street 15th Floor
Sacramento, CA 95814
E-mail: Walter.Mobley@waterboards.ca.gov
Phone: (916) 323-0878

Technical Report

If 50,000 gallons or greater from an SSO reaches surface waters, an SSO Technical Report must be prepared and submitted to the CIWQS online SSO database within 45 calendar days of the SSO end date. The City Engineer is response for submitting the Technical Report, which is described in further detail earlier in this Section.

6.7 Staff and Contractor Awareness and Training

Requirement(s) Addressed in Subsection 6.8:	(d) Procedures to ensure that appropriate staff and contractor personnel are aware of and follow the Emergency Response Plan and are appropriately trained;

Training

SSO Response Training

This section provides information on the training that is required to support this Overflow Emergency Response Plan.

Initial and Annual Refresher Training

All City personnel who may have a role in responding to, reporting, and/or mitigating a sewer system overflow should receive training on the contents of this OERP. All new employees should receive training before they are placed in a position where they may have to respond. Current employees should receive annual refresher training on this plan and the procedures to be followed. Affected employees will receive annual training on the following topics, at a minimum, by knowledgeable trainers:

- The City's Overflow Emergency Response Plan
- SSO Volume Estimation Techniques
- Impacted Surface Waters: Response Procedures

The city will verify that annual safety training requirements are current for each employee, and that employees are competent in the performance of all core competencies. The city will address, through additional training/instruction, any identified gaps in required core competencies.

SSO Response Drills

Periodic training drills should be held to ensure that employees are up to date on these procedures, equipment is in working order, and the required materials are readily available. The training drills will cover scenarios typically observed during sewer related emergencies (e.g. mainline blockage, mainline failure, force main failure, pump station failure, and lateral blockage). The results and the observations during the drills will be recorded and action items should be tracked to ensure completion.

SSO Training Record Keeping

Records should be kept of all training that is provided in support of this plan. The records for all scheduled training courses and for each overflow emergency response training event and will include date, time, place, content, name of trainer(s), and names of attendees.

Contractors Working on City Sewer Facilities

All contractors working on City sewer facilities will be trained in the City's OERP and will be required to follow the OERP in the event that they cause or observe an SSO. Contractors will be instructed to contact the City immediately or the Police Department to have staff respond.

6.8 Pollution Prevention Program Regarding SSOs

Requirement(s) Addressed in Subsection 6.9:	(e) A program to ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from the SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge.

The City of Pinole will follow up on all future SSOs with condition assessments so as to minimize or correct any future SSOs at that site. Adjustments to cleaning schedule and remote monitoring will be used in flexible and dynamic ways using various technologies and analytical software.

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Element 7 Fats, Oils, and Grease (FOG) Control Program

7.1 Requirements

Element **7**	D.13.(vii) **Fats, Oils, and Grease (FOG) Control Program:**
Requirements	Each Enrollee shall evaluate its service area to determine whether a FOG control program is needed. If an Enrollee determines that a FOG program is not needed, the Enrollee must provide justification for why it is not needed. If FOG is found to be a problem, the Enrollee must prepare and implement a FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. This plan shall include the following as appropriate: (a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG; (b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area; (c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG; (d) Requirements to install grease removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements; (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance; (f) An identification of sanitary sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and (g) Development and implementation of source control measures, for all sources of FOG discharged to the sanitary sewer system, for each section identified in (f) above.

7.2 Background and Disposal

Requirement(s) Addressed in Subsection 7.2:	(b) A plan and schedule for the disposal of FOG generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of FOG generated within a sanitary sewer system service area;

The City initiated a Fats, Oil & Grease (FOG) Program following adoption of Ordinance 01-102 in 2001, which repealed and replaced previous chapters of the Pinole Municipal Code with Chapter 13.05 “Waste Discharge Requirements”. Please see Section 3.6 for Pinole Municipal Code references relating to FOG Program requirements, administration and enforcement.

The Pinole-Hercules WPCP was recently upgraded with completion of the Wastewater Treatment Plant Expansion and Upgrades Project in December 2019, to expand capacity including for wet weather treatment and to meet discharge requirements. This upgrade did not

include receiving FOG generated within the sanitary sewer system service area at the WPCP for disposal. The City provides a list of grease trap cleaners in the operating area for maintenance and disposal of FOG at receiving facilities on their website ci.pinole.ca.us at the City Government | Public Works | Wastewater Collection | Fats, Oils, Grease (FOG) page and includes it in the annual Pollution Prevention Report for the WPCP. The most recent version of this document is included below in Table 7.1, for reference.

Table. 7.1 Grease Trap Cleaners in the Operating Area
Effective 12/15/2020

Company	Address	Phone #
ARS/Rescue Rooter	1618 Doolittle Rd, San Leandro, CA 94577	(510) 729-6000 (877) 454-4910
All Valley Environmental	523 N Brawley Ave, Fresno, CA 93706	(559) 498-8378
Ameriguard Maintenance Service LLC	4681 E Vine Ave, Fresno, CA 93725	(559) 497-2925
Burr Pluming & Pumping	1645 Almaden Rd, San Jose, CA 95125	(408) 287-2877
Central Grease	17771 W. Gettysburg, Kerman, CA 93630	(559) 846-9607
Darling International Dar Pro	429 Amador St, San Francisco, CA 94124	(415) 647-4890 (855) 327-7761
Ernie's Pluming	3795 Pacheco Blvd, Martinez, CA	(925) 228-5242
Got Grease LCC subsidiary of Bently Biofuels	1728 Ocean Ave # 124, San Francisco, CA 94112 https://www.facebook.com/pages/Got-Grease/133767576686358?sk=page_map	(415) 728-8766 (888) 269-3115
MJ Waste	10927 S Reed Ave, Reedley, CA 93654	(559) 638-5199
One More Time	4144 Bandini Blvd, Vernon, CA 90058	(800)624-5504
Pioneer Liquid Transport, Inc.	251 E Empire Street, San Jose, CA	(408) 287-5800
Preferred Plumbing & Drains	5600 Imhoff Dr, Concord, CA	(925) 526-6589
Roto Rooter	195 Mason Cir, Concord, Ca	(925) 798-2122
Salinas Tallow	1 Work Cir, Salinas, CA	(800) 621-9000 (800) 422-6436
SeQuential Headquarters	333 NW 35th Ave, Portland, OR 97210	(800) 447-3794
Sirona Fuels	851 49th Ave, Oakland, CA	(510) 868-9229
SRC Pumping	11350 Kiefer Blvd, Sacramento, CA	(800)339-6493 (916) 363-4821
Stoddard Plumbing	5155 Myrtle Dr, Concord, CA	(925) 825-5559
United Site Service	1521 Copperhill Pkwy, Santa Rosa, CA	(707) 543-2731 (800) 864-5387

7.3 Legal Authority, Requirements, Inspection and Enforcement

Requirement(s) Addressed in Subsection 7.3:	(c) The legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG; (d) Requirements to install grease removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, BMP requirements, record keeping and reporting requirements; (e) Authority to inspect grease producing facilities, enforcement authorities, and whether the Enrollee has sufficient staff to inspect and enforce the FOG ordinance;

Legal Authority

Legal authority related to FOG-related requirements, inspection, and enforcement is documented in Section 3.6, above.

Source Identification and Control

Requirements to install grease removal devices, design standards, maintenance and best managements practices (BMPs), recordkeeping and reporting are in accordance with the Pinole Municipal Code, see Section 3.6, above. The Restaurant Grease Trap Program and annual Oil & Grease Pretreatment Inspections started in 2002. The number of commercial food preparation sites at any given time that are subject to requirements and inspection under the FOG Program varies from about 65 to 70. Documents on these sites, whether or not a grease interceptor is required, and inspections performed are managed and located at the WPCP.

Inspection and Enforcement

Inspection and enforcement authorities are in accordance with the Pinole Municipal Code, see Section 3.6, above. Staffing for inspection and enforcement includes Public Works Specialist and Environmental Analyst.

7.4 Collection System Maintenance

Requirement(s) Addressed in Subsection 7.4:	(f) An identification of sanitary sewer system sections subject to FOG blockages and establish a cleaning maintenance schedule for each section; and (g) Development and implementation of source control measures, for all sources of FOG discharged to the sanitary sewer system, for each section identified in (f) above.

The City maintains the sanitary sewer system including cleaning and condition inspection as part of routine PM, identifies pipes with a potential for FOG debris-related overflows, and includes them on the hot spot cleaning list for targeted maintenance. The current list of grease-related maintenance lines is documented in Table 7.2.

Table. 7.2 Hot Spot Maintenance Pipes with FOG

Area	Sec	MH-MH	Location
D	7	4 to 5	Ramona St
D	11	9	Pinole Valley Rd
E	2a	7 t 6	Pinole Valley Rd
E	5	7 to 10	Sarah Dr
F	8	3	Appian Way
I	2	4 to 3	Pinole Valley Rd
I	3	13 to 12	Pinole Valley Rd
I	10d	1 to 2	Pinole Valley Rd
I	5	9 to 8	Downer St
I	9	4 to 5	Henry Ave
J	1	9 to 8	Creek Trail
J	5	4 to 1	Tennent Ave
D	7	1 to 2	Estates Ave
G	9	2 to 1	Betty Ave

Areas of grease accumulation are often related to grade issues like sags and flat lines. There is no history of FOG-related SSOs downstream of a commercial food preparation facility since the initiation of the FOG Program source identification and control efforts, so no additional source control measures have been implemented, but inspection and enforcement authorities and mechanisms are in place if this changes.

7.5 Public Education Outreach Program

Requirement(s) Addressed in Subsection 7.5:	(a) An implementation plan and schedule for a public education outreach program that promotes proper disposal of FOG;

The City implemented and has an ongoing outreach efforts to promote the proper disposal of FOG. City outreach to commercial and residential customers includes various methods including online, on the website or by email; at events; and at the property in person, by hand delivery, or by mail. The outreach implementation plan and schedule is discussed in the annual Pollution Prevention Report prepared for the WPCP.

Commercial outreach has included but are not limited to:

- Educational poster in 2016
- *Fight F.O.G. Keep Fats, Oils & Grease Out of Your Drains!* pamphlet
- *Stormwater Best Management Practices for Restaurants*

Residential outreach has included but is not limited to:

- Food scraper handouts at City events in 2019
- *Think Before You Flush* pamphlet
- Door hangers

Element 8 System Evaluation and Capacity Assurance Plan

8.1 Requirements

Element **8**	D.13.(viii) **System Evaluation and Capacity Assurance Plan:**
Requirements	The Enrollee shall prepare and implement a capital improvement plan (CIP) that will provide hydraulic capacity of key sanitary sewer system elements for dry weather peak flow conditions, as well as the appropriate design storm or wet weather event. At a minimum, the plan must include: (a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events; (b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in “a” above to establish appropriate design criteria; and (c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding. (d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a-c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

8.2 System Evaluation

Requirement(s) Addressed in Subsection 8.3:	(a) Evaluation: Actions needed to evaluate those portions of the sanitary sewer system that are experiencing or contributing to an SSO discharge caused by hydraulic deficiency. The evaluation must provide estimates of peak flows (including flows from SSOs that escape from the system) associated with conditions similar to those causing overflow events, estimates of the capacity of key system components, hydraulic deficiencies (including components of the system with limiting capacity) and the major sources that contribute to the peak flows associated with overflow events; (b) Design Criteria: Where design criteria do not exist or are deficient, undertake the evaluation identified in “a” above to establish appropriate design criteria; and

The City recently prepared the 2022 Sanitary Sewer Master Plan Update, prepared by Carollo Engineers, 2022. This report discusses hydraulic condition history including SSOs and updates the hydraulic capacity evaluation of the system for existing and future conditions. It documents the hydraulic model development and design criteria.

8.3 Capacity Assurance Plan

Requirement(s) Addressed in Subsection 8.4:	(c) Capacity Enhancement Measures: The steps needed to establish a short- and long-term capital improvement plan (CIP) to address identified hydraulic deficiencies including prioritization, alternatives analysis, and schedules. The CIP may include increases in pipe size, I/I reduction programs, increases and redundancy in pumping capacity, and storage facilities. The CIP shall include an implementation schedule and shall identify sources of funding. (d) Schedule: The Enrollee shall develop a schedule of completion dates for all portions of the capital improvement program developed in (a-c) above. This schedule shall be reviewed and updated consistent with the SSMP review and update requirements as described in Section D. 14.

The 2022 Sanitary Sewer Master Plan Update identifies hydraulic deficiencies and includes capacity improvement scenarios, and short- and long-term CIP recommendations to address identified deficiencies, including priority and a planning-level schedule. This report is pending finalization at the time of preparation of this document. Please reference the final Sewer Master Plan Update document and supporting CIP budgets which will be made available on the City’s website after acceptance by the City Council.

Element 9 Monitoring, Measurement, and Program Modifications

9.1 Requirements

Element **9**	D.13.(ix) **Monitoring, Measurement, and Program Modifications:**
Requirements	The Enrollee shall: (a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities. (b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP; (c) Assess the success of the preventative maintenance program; (d) Update program elements, as appropriate, based on monitoring or performance evaluations; and (e) Identify and illustrate SSO trends, including: frequency, location, and volume.

9.2 Introduction

This Element of the SSMP will discuss how the City maintains relevant information and data related to SSMP activities, monitors the implementation of SSMP Elements, and measures the effectiveness of its SSMP Elements. A system for assessing preventive maintenance (PM) program effectiveness and potential modifications to program elements is being developed in their new CMMS. Meaningful data needs to be identified, obtained, and displayed to support the opinion of program effectiveness and the need to revise, or maintain, PM practices and SSMP program elements. Relevant performance indicators that indicate the success or failure to meet established goals are selected and tracked on a regular basis.

9.3 Monitoring and Measurement – Data

Requirements Addressed in Subsection 9.3	(a) Maintain relevant information that can be used to establish and prioritize appropriate SSMP activities.

The City maintains compliance, inspection, complaint and blockage records in electronic and report formats, maintains electronic and paper logs of cleaning, repairs, other preventive maintenance activities, and records problems (e.g., excessive debris, observed manhole defects) identified through regular sewer maintenance activities on special report forms. In 2007, the City began reporting in the SWRCB's CIWQS electronic SSO reporting system which records the number, volume, location, and cause of SSOs. The City is currently using a number of paper logs and data records in various systems but is in the process of developing its CMMS workflows to more efficiently track and utilize records related to any segment of pipe or access point in their system. With the available information, the City can track various parameters related to service calls, maintenance, and inspection activities, and can also compare SSO trends from previous years and identify system components that continually contribute to system failures.

9.4 Monitoring and Measurement – Performance Indicators

Requirements Addressed in Subsection 9.4	(b) Monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP; (c) Assess the success of the preventative maintenance program;

Performance indicators for monitoring SSMP implementation and measuring/tracking the effectiveness for the 11 SSMP elements are included in Table 9.1. The City will be collecting data and using it to for tracking performance indicators per calendar year within CIWQS, CMMS, GIS, CCTV, and other data management systems for Element 4. Operations and Maintenance Program, Element 6, Overflow Emergency Response Plan (OERP), Element 7 Fats, Oils & Grease (FOG) Control, and Element 8 System Evaluation and Capacity Assurance Plan. Performance indicators for the remaining elements are more general and will be completed through regular periodic/as-needed reviews and SSMP updates as appropriate.

Table. 9.1 Performance Indicators for Tracking Effectiveness of SSMP Activities

SSMP Element	Summary of Element Purpose	Performance Indicators for Tracking Effectiveness
1 Goals	Establish priorities of Enrollee and provide focus for Enrollee staff	Periodic/as-needed review of goals based upon results of performance evaluations.
2 Organization	Document organization of Enrollee staff and chain of command/communication for SSO response	Annual review of Organization Chart and all contact information, making and logging any changes identified in SSMP in Appendix A and updating CIWQS.
3 Legal Authority	Ensure the Enrollee has sufficient legal authority to properly maintain and protect the integrity of the system	Periodic/as-needed review of codes and/or ordinances for revisions, including schedule for identified updates.
4 Operations and Maintenance Program	Minimize blockages and SSOs by properly operating and maintaining the system	**CIWQS data:** ▪ Number of SSOs per year ▪ Volume of SSOs per year ▪ Volume of SSO recovered per year ▪ Volume of SSO estimated to reach surface waters per year ▪ Percent of SSO estimated to reach surface waters per year ▪ Number of SSOs per year by cause ▪ Number of dry weather SSOs per year ▪ Number of repeat SSOs (from same location as any previous SSO) **CMMS/CCTV data:** ▪ Total length of pipe cleaned per year ▪ Total length of pipe cleaned by method per year ▪ Number of pipes maintained per year ▪ Lift station work orders completed per year. ▪ Number of access points inspected per year ▪ Number of pipes inspected per year ▪ Total length of pipe inspected per year ▪ Current PACP Grade 4 or 5 defect count ▪ Current number of PACP Grade 4 or 5 defects per pipe

SSMP Element	Summary of Element Purpose	Performance Indicators for Tracking Effectiveness
		CMMS/CIP data: ▪ Number of access points repaired, rehabilitated, or replaced per year ▪ Length of pipe repaired, rehabilitated, or replaced per year ▪ Length of pipe abandoned or removed per year ▪ Number of access points installed per year ▪ Length of pipe installed per year ▪ Number of capital projects completed per year ▪ Capital program expenditures per year
5 Design & Construction Standards	Ensure new facilities are properly designed and constructed	Periodic/as-needed review of new technologies and materials for collection systems assets.
6 Overflow Emergency Response Plan (OERP)	Provide timely and effective response to SSO emergencies and comply with regulatory reporting requirements	**CIWQS data:** ▪ Average response time from call to arrival per year ▪ Average response time from arrival to SSO stoppage and cleanup per year ▪ Percent of total SSO volume contained or returned to sewer per year
7 Fats, Oils & Grease (FOG) Control	Minimize blockages and overflows due to FOG	▪ Number of blockages due to FOG per year ▪ Number of SSOs due to FOG per year ▪ Number of FOG-producing facilities inspected per year
8 System Evaluation and Capacity Assurance Plan	Minimize overflows due to wet weather	▪ Volume of wet weather SSOs per year ▪ Number of wet weather SSOs per year CIP data: ▪ CIP hydraulic capacity project implementation status
9 Monitoring, Measurement, & Program Modifications		Prepare and update performance results in Elements 4, 6, 7, and 8. Review and update callout forms as needed. Annual review of CIWQS data.
10 Program Audits		Date of completion of last audit
11 Communication Plan		Place audit in Appendix D

9.5 SSMP Program Review and Modification

Requirements Addressed in Subsection 9.5	(d) Update program elements, as appropriate, based on monitoring or performance evaluations; and

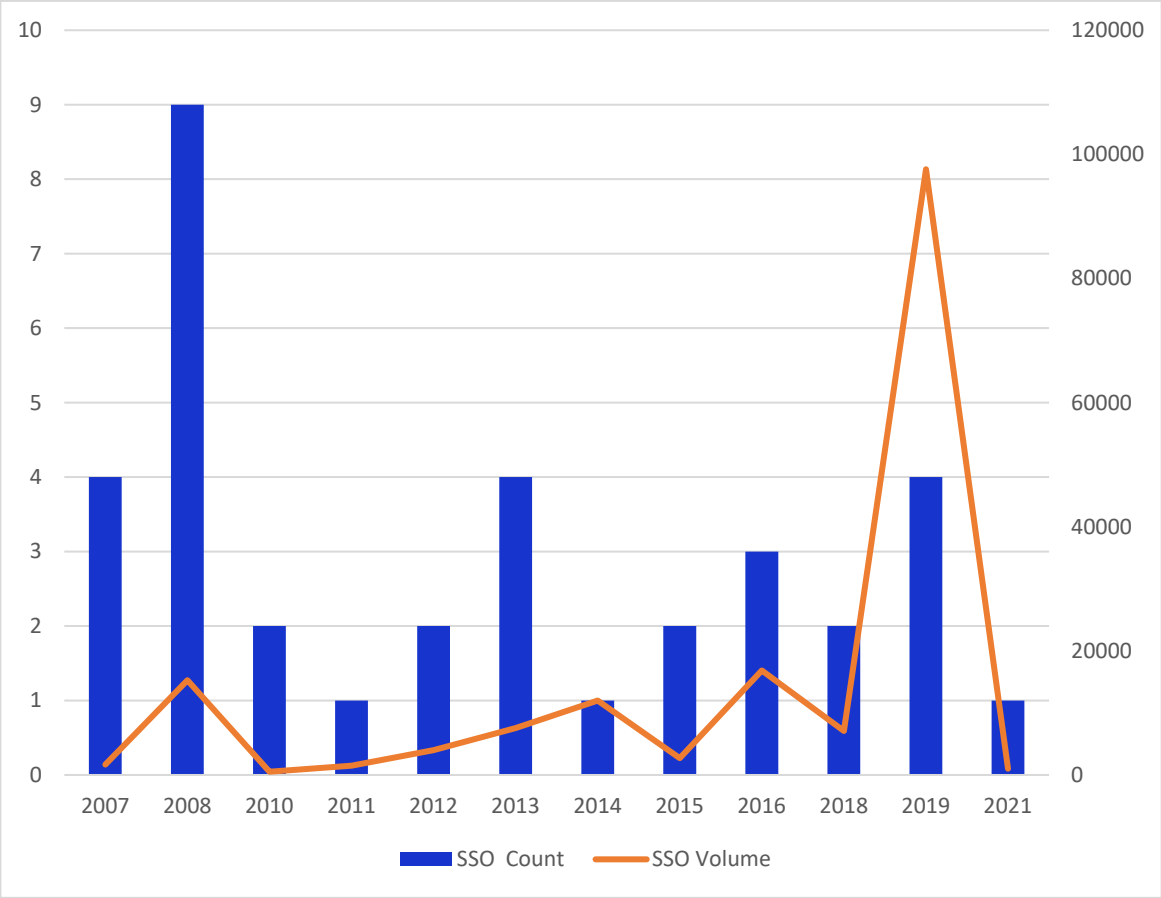
Program elements will be monitored constantly with new field data being inputted into the CMMS and GIS. The City will review each element on an annual basis to ensure compliance with this document. Performance indicators will be updated as new programs come into effect for the City.

9.6 SSO Trends

Requirements Addressed in Subsection 9.6	(e) Identify and illustrate SSO trends, including: frequency, location, and volume.

SSO trends will be monitored using data from CIWQS and Beehive CMMS. Cleaning data will also used to track partial blockages so that follow up can occur. SSO counts and volumes since 2007 are shown on Figure 9.1. SSO locations are publicly available using the CIWQS SSO Database under the City's WDID 2SSO10112 at: https://www.waterboards.ca.gov/water_issues/programs/sso/sso_map/sso_pub.html.

Figure 9.1 CIWQS SSO Count and Volume History



Element 10 SSMP Audits

10.1 Requirements

Element **10**	D.13.(x) **SSMP Audits**
Requirements	As part of the SSMP, the Enrollee shall conduct periodic internal audits, appropriate to the size of the system and the number of SSOs. At a minimum, these audits must occur every two years and a report must be prepared and kept on file. This audit shall focus on evaluating the effectiveness of the SSMP and the Enrollee's compliance with the SSMP requirements identified in this subsection (D.13.), including identification of any deficiencies in the SSMP and steps to correct them.

10.2 SSMP Audits

Purpose and Corrective Actions

In accordance with the WDRs, the City will conduct periodic internal SSMP audits to evaluate the effectiveness of the SSMP and its Elements and to determine the compliance of the City with the SSMP requirements. Compliance will be evaluated for the eleven SSMP Elements SSMP Elements:

1. Goals
2. Organization
3. Legal Authority
4. Operation and Maintenance Program
5. Design and Performance Provisions
6. Overflow Emergency Response Plan
7. FOG Control Program
8. System Evaluation and Capacity Assurance Plan
9. Monitoring, Measurement, and Program Modifications
10. SSMP Program Audits
11. Communication Program

Schedule

In accordance with the WDRs, SSMP audits will be conducted at least every two (2) years starting from the original date of adoption of the SSMP by the City Council.

Audit Reports

Once each audit is complete, the City will prepare an audit report. In accordance with MRP Section E, audit reports shall be kept on file for a minimum of five (5) years and be made available to State Water Board or RWQCB staff upon request. These audit reports will be appended to this SSMP in Appendix D.

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Element 11 Communication Program

11.1 Requirements

Element **11**	D.13.(xi) **Communication Program:**
Requirements	(a) The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented. (b) The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

11.2 Communication Program

Requirements Addressed in Subsection 11.2	(a) The Enrollee shall communicate on a regular basis with the public on the development, implementation, and performance of its SSMP. The communication system shall provide the public the opportunity to provide input to the Enrollee as the program is developed and implemented.

City Council Meetings. Adoption of this SSMP will be at a regular public meeting of the City Council and in accordance with the Ralph M. Brown Act. Gov. Code § 54950. The agenda will be posted no later than Thursday at 4:30 p.m., preceding the meeting. Staff reports and attachments will be linked within the agenda and copies will be available outside the Council Chambers. Members of the public may submit public comments in accordance with the agenda, typically in person by attending the meeting at the Pinole City Council Chambers, via live remote public comment via Zoom video conferencing, by phone, and as written comments via email prior to the meeting. The public can also watch the meeting live on Community TV Channel 26, published on the City's website, and video-streamed live on the City's website and archived for five (5) years. The meeting will be conducted and minutes prepared and made available on the website in accordance with normal City Council operations at:

City Government | City Council | Agendas and Minutes
https://www.ci.pinole.ca.us/city_government/city_council/agendas_and_minutes

Performance of the sanitary sewer system in accordance with this SSMP may also be included in future City Council Meetings which will be agendized and conducted in accordance with normal City Council operations (at that time).

SSMP Available on Website. The adopted SSMP will be available on the City's website www.ci.pinole.ca.us.

Regular Communications with the Public. The City publishes a City Manager's Message periodically, as well as Notices and Current News under City Government at:

City Government | City Manager | City Manager's Report

City Government | Notices

News | What's New

Program information, documents, notices, and communications relating to the SSMP and performance under the elements may be available, including Capital Projects as well as Wastewater Collection Rates, Sanitary Sewer Lateral, and Fats, Oils, Grease (FOG) from the Public Works page of the website:

City Government | Public Works

Contacting Public Works. In addition to public meeting participation, Department contact information including the Public Works Department main phone (510-724-9010), fax (510-724-4921) and email (PublicWorks@ci.pinole.ca.us) are made available on the website and communications will be routed to appropriate department staff. Members of the public may also visit the Public Works Department at 2131 Pear Street during Public Work Hours, which are posted on the website.

Social Media. The City has an official Facebook page for news on programs, projects and events, available for communicating with the public. The City is also on Nextdoor for sharing information with the public.

Mailings. Direct mailing may be used for communication with the public and commercial businesses. Capital and Maintenance Projects (such as smoke testing and other contracted services) may be noticed by mail to adjacent property residents and owners.

In-Person Communications and Public Notices. City staff have opportunities to meet with the public and directly share information and documents, answer questions, and receive feedback during the course of their daily routines. For example, door hangers are often posted by crews during maintenance activities and the public ask staff questions about activities being performed.

The City has hosted booths/attended public events and fairs such as the annual class car show and shared program materials at these events and directly with community organizations such as the Coast Cleanup volunteers. Events/fairs have been and may be used to hand out food scrapers in support of the FOG Program goals. The City makes wastewater treatment plant tours available to schools and the general public as requested and can use these as opportunities to share SSMP-related program information.

In addition, the City may post project- and program-related signs and message boards including information relating to SSMP elements.

11.3 Communication Plan with City of Hercules

Requirements Addressed in Subsection 11.3	(b) The Enrollee shall also create a plan of communication with systems that are tributary and/or satellite to the Enrollee's sanitary sewer system.

Joint Powers Authority (JPA). The Pinole-Hercules WPCP is operated, managed and maintained under a joint powers agreement between City of Pinole and City of Hercules. As members of a JPA, the City meets regularly with the City of Hercules and also engages in direct communications as needed throughout the year. JPA members separately report any recommendations to their respective City Councils for action to implement recommendations.

Appendix A
City of Pinole SSMP Change Log

WDR, MONITORING AND REPORTING PROGRAM ORDER No. WQ 2013-0058-EXEC REQUIREMENTS

RECORD KEEPING REQUIREMENTS: Records documenting all changes made to the SSMP since its last certification indicating when a subsection(s) of the SSMP was changed and/or updated and who authorized the change or update. These records shall be attached to the SSMP.

Element	Change Description	Approving Authority (LRO)	Date
1. Goals			
2. Organization			
3. Legal Authority			
4. Operation and Maintenance Program			
5. Design and Performance Provisions			

Element	Change Description	Approving Authority (LRO)	Date
6. Overflow Emergency Response Plan			
7. FOG Control Program			
8. System Evaluation and Capacity Assurance Plan			
9. Monitoring, Measurement, and Program Modifications			
10. SSMP Program Audits			
11. Communication Program			
Appendices			

Appendix B
SSMP Audit Template

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City of Pinole

SSMP Biennial Audit

Date of Audit:	***From:***	***Through:***
Prepared by:		
Reviewed by:		

Introduction		**Yes**	**No**
I1	Have the regulatory requirements changed?		
I2	Has the organization of the document changed?		
Discussion:			

Collection System Overview		**Yes**	**No**
CS1	Is the collection system system description current and complete?		
CS2	Is the sewer system map current and complete?		
CS3	Are the collection system metrics current and complete?		
CS3	Have there been any significant changes in climate averages, or the City's approach to climate change as it relates to the collection system infrastructure?		
CS4	Have there been any significant changes in seismic and geological hazards as they relate to the collection system infrastructure?		
Discussion:			

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Element 1 – Goals		Yes	No
1A	Are the goals stated in the SSMP still appropriate and accurate?		
Discussion:			

Element 2 – Organization		Yes	No
2A	Is the organization chart current?		
2B	Are the position descriptions an accurate portrayal of staff responsibilities?		
2C	Are the staff responsibilities, names and contact information accurate and current?		
2D	Is the chain of communication responsibilities for reporting and responding to SSOs accurate and current?		
2E	Is the SSO Responder contact list and information current?		
Discussion:			

Element 3 – Legal Authority		Yes	No
Does the SSMP contain current references to the City's Code documenting the City's legal authority to:			
3A	Prevent illicit discharges?		
3B	Require proper design and construction of public sewers?		
3C	Require proper design, construction, and maintenance of private sewer laterals?		
3D	Limit discharges of FOG and other debris?		
3E	Enforce any violation of its sewer ordinances including rights of entry?		
3F	Were any changes or modifications made since the last SSMP audit to City Ordinances, Regulations, or standards?		
Discussion:			

Element 4 – Operation and Maintenance		Yes	No
Mapping			
4A	Does the SSMP reference the current process and procedures for maintaining the City's sanitary sewer system maps?		
4B	Are the City's wastewater collection system maps complete, current, and sufficiently detailed?		
Discussion:			
Preventative Maintenance			
4C	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?		
4D	Based upon the CIWQS SSO data, are the City's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?		
Discussion:			
Rehabilitation and Replacement Plan			
4E	Is there an ongoing condition assessment program sufficient to rate the condition of sewer pipes and schedule rehabilitation? Are the current components of this program documented in the SSMP?		
4F	Does the rehabilitation and replacement plan include a capital improvement plan that addresses proper management and protection of the infrastructure assets? Does the plan include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan?		
Discussion:			

Element 4 – Operation and Maintenance		Yes	No
Training			
4G	Are the training records current and complete?		
4F	Does the SSMP document current training expectations and programs?		
Discussion:			
Equipment and Replacement Parts Inventories			
4G	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system?		
4H	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?		
Discussion:			

Element 5 – Design and Performance Standards		Yes	No
5A	Does the SSMP reference current design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?		
5B	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?		
Discussion:			

Element 6 – Overflow and Emergency Response Plan		Yes	No
6A	Does the OERP have a program to ensure an appropriate response to all overflows?		
6B	Does the City's Overflow Emergency Response Plan (OERP) contain proper notification procedures so that the primary responders and regulatory agencies are informed of all sanitary sewer overflows (SSOs) as required by the WDR and MRP?		
6C	Does the OERP contain procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach waters of the State in accordance with the MRP? Does the SSMP identify the officials who will receive immediate notification of such SSOs?		
6D	Does the OERP ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge?		
6E	Considering SSO performance data, is the OERP effective in handling SSOs in order to safeguard public health and the environment?		
6F	Is the Water Quality Monitoring Plan current and has it been trained on and practiced by staff that would be involved in a SSO of large volume?		
6G	Was sampling conducted within 48 hours for all SSOs greater than 50,000 gallons and were results entered for these SSOs through the CIWQS website?		
6H	Has the City prepared a Technical Report for all SSOs larger than 50,000 gallons? Have all Technical Reports been filed on the CIWQS website as required?		
6D	Are staff and contractor personnel aware of and appropriately trained on the procedures of the OERP?		
Discussion:			

Element 7 – Fats, Oils, and Grease (FOG) Control Program		Yes	No
7A	Does the FOG program include a plan for the disposal of FOG generated within the sewer system service area?		
7B	Does the City have sufficient legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG?		
7C	Are there requirements to install grease removal devices (such as traps or interceptors), best management practices (BMP) requirements, record keeping, maintenance requirements and reporting requirements established in the City's FOG Control Program?		
7D	Does the City have authority to inspect grease producing facilities and have sufficient staff to inspect and enforce the FOG ordinance?		
7E	Does the FOG control program implement source control measures for all sources of FOG discharged to the collection system?		
7F	Does the FOG control program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?		
7G	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?		
7H	Does the FOG Control Program include a description of public education outreach efforts that promote proper handling and disposal of FOG?		
Discussion:			

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Element 8 – System Evaluation and Capacity Assurance Plan		Yes	No
8A	Does the System Evaluation and Capacity Assurance Plan evaluate hydraulic deficiencies in the system and provide estimates of peak flows associated with conditions similar to those causing overflow events, if applicable?		
8B	Does the City's capital improvement program (CIP) establish a schedule of approximate completion dates for both short-term and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?		
8C	Does the City take steps needed to establish a short and long-term CIP to address hydraulic deficiencies, including prioritization, alternatives analysis, and schedules? Are repair and replacement projects developed based upon condition assessment and/or field maintenance results?		
Discussion:			

Element 9 – Monitoring, Measurement, and Program Modifications		Yes	No
9A	Does the City maintain relevant information that can be used to establish and prioritize appropriate SSMP activities?		
9B	Does the City monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP?		
9C	Does the City assess the success of the preventive maintenance program?		
9D	Does the City update program elements, as appropriate, based upon monitoring or performance evaluations?		
9E	Does the SSMP identify and illustrate SSO trends, including frequency, location and volume of SSOs?		
Discussion:			

Element 10 – SSMP Program Audits		Yes	No
10A	Does the audit focus on the effectiveness of the SSMP? If not, what needs to be changed to increase the effectiveness of the overall collection system program?		
10B	Were the audit results shared with the City Council and the public, via the City website?		
10C	Will the SSMP Audit be completed, reviewed, and filed as an Appendix to the SSMP on a biennial basis?		
10D	Do any proposed changes to the SSMP require Council approval as they have a substantial change in the policies and procedures for collection system operations and maintenance?		
Discussion:			

Element 11 – Communication Program		Yes	No
11A	Does the City communicate on a regular basis with the public and other agencies about the development and implementation of the SSMP? Does the communication system provide the public the opportunity to provide input as the program is developed and implemented? Were annual progress reports and metrics of implementation of the SSMP provided to the City Council?		
Discussion:			

Change Log		Yes	No
CL1	Is the SSMP Change Log current and up to date?		
Discussion:			

Appendix C
Waste Discharge Requirements

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Appendix D
Completed SSMP Audits

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CITY COUNCIL REPORT

9K

DATE: **JUNE 7, 2022**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR**

SUBJECT: **RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS WITH CENTRALSQUARE TECHNOLOGIES, SELECTRON TECHNOLOGIES, INC., PAYMENTS HOLDINGS, INC., CLIENT FIRST TECHNOLOGY CONSULTING, AND 4LEAF, INC., FOR LICENSING, ACCESS, MAINTENANCE, SUPPORT, MIGRATION, INSTALLATION, IMPLEMENTATION AND OTHER PROFESSIONAL SERVICES TO SUPPORT AN UPGRADE OF THE COMMUNITY DEVELOPMENT PERMIT TRACKING AND ONLINE APPLICATION SYSTEM AND APPROPRIATING FUNDING**

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution that:

1. Authorizes the City Manager to execute/amend Consultant Services Agreements with:
   - **a.** CentralSquare Technologies in an amount not to exceed $323,428.38 for a three-year term for Community Development Suite permit tracking licensing, access, maintenance, support, migration, and installation;
   - **b.** Selectron Technologies, Inc. in an amount not to exceed $87,500 for a three-year term for text inspection scheduling software integration (SelecTXT) and proactive two-way permitting communication (Relay Outbound);
   - **c.** Paymentus Holdings, Inc. for online and at the counter payment services;
   - **d.** Client First Technology Consulting for product implementation, support and hands-on configuration assistance to migrate to the latest version of TRAKiT in an additional amount not to exceed $30,000;
   - **e.** 4Leaf Inc. for staffing support during implementation in an amount not to exceed $15,000; and

2. Appropriate $100,828 from the Building and Planning fund to support the project.

BACKGROUND

The City of Pinole was an early adopter of an electronic building and planning permit tracking system, acquiring permitting software from the firm CRW 23 years ago, in 1999. The City continues to use the software system TRAKiT to track the submittal, processing, and retention of building and planning permits, code enforcement cases, and business licenses. The software was last updated in 2015, is not web-based, and is currently outdated, unsupported, and in need of an upgrade. CentralSquare Technologies acquired the software in 2018 and now offers a secure cloud-based Community Development Suite of technology solutions that replaces TRAKiT.

The City can take advantage of advancements in CentralSquare Technologies permitting software with an upgraded permitting system that automates work processes, allows field staff remote access, and engages citizens and customers by providing 24/7 online access to apply for and track a permit.

To that end, the City has been discussing a system upgrade of the land management software with CentralSquare since late 2021. In early 2022, the City engaged Client First Technology Consulting (Client First) to assist with the City's Community Development permitting needs, contract negotiations with CentralSquare, and eventual implementation of an upgraded product with a focus on improving efficiency, project management, and customer service.

DISCUSSION AND ANALYSIS

The Community Development software from CentralSquare is the most up to date generation of the permitting software previously known as TRAKiT, which has been a leading permit management software for more than two decades, and the product the City currently uses. A significant portion of agencies in California and the Bay Area region continue to utilize this permitting software, and it is familiar for many local government employees as well professionals in the planning and building fields.

The following narrative provides an overview of the software systems services staff recommends procuring to bring enhanced and streamlined permitting services to the Pinole community:

1. CENTRAL SQUARE TECHNOLOGIES: COMMUNITY DEVELOPMENT SOFTWARE SUITE

Staff recommends that the City upgrade and migrate from the current TRAKiT system to the Community Development Software Suite from CentralSquare. Data would be hosted by the vendor. Project implementation is expected to take six to night months. Staff and Client First have negotiated discounts in annual user fees in addition to a limited contract term of three years. The Community Development Software Suite consists of the following modules:

A. **Code Compliance.** Provides incident and activity management while tracking the workflow for all types of code enforcement activities, from the time a

complaint is received through resolution of the incident. When a complaint or violation is entered on a property, staff have the option to lock down the parcel record and place a flag on all records associated with the property.

B. **Citizen Response Management (CRM).** Provides tools needed to quickly capture and manage issues reported directly through the portal by citizens. Citizens can report issues and violations in the City such as work without a permit, abandoned vehicles, overgrown vegetation, potholes, debris in the street and overfilled trash receptacles. The City has the complete ability to customize the reportable issues and violations and set up a workflow so that the reported issue is directed to the appropriate staff member. Staff users can effectively monitor and track issues received through the phone or internet. The system logs opened and closed issues as well as their exact location. Staff can also link recurring issues and complainants to ensure issues are handled in an appropriate manner.

C. **ETRAKIT.** A public facing portal that provides access to permit, project, license, code, land, and inspection information. Citizens can request inspections, pay fees, upload plans, apply for permits, and much more through eTRAKiT. Contractors have additional functions that enable them to request inspections for their projects. Additionally, the City will be able to integrate outside plan review agencies' review by enabling back office functions through the portal such as entering results or uploading files.

D. **Entity Management.** Provides instant access to all information associated with people who frequently have business with the City, as it relates to permits and projects.

E. **Land Management.** Provides comprehensive land data obtained from the County assessor's office. Staff can conduct a preliminary screening of a property and then link a project, permit, or code complaint case directly through Land Management. When combined with the GIS Integration module described below, users receive the power of database technology with digital maps and aerial photos to provide a graphical view of the land record. This allows the City to be proficient in performing spatial analysis (i.e., recognizing areas with several code violations, expiring permits, different zoning criteria) by obtaining the reporting information graphically on the map.

F. **GIS Integration.** State-of-the-art GIS Integration allows all development activities such as permits, projects, land management, code enforcement, licensing, and inspections to be managed directly. Staff can view related records associated with the parcel, create permits, and code cases directly from the map, and run a query to illustrate search results.

G. **Licensing.** Issues and tracks a variety of license types, including business and facilities. The City can tailor several fields to our needs, including license types,

classification codes, ownership types, and more. At a glance, users can quickly review all information pertinent to a specific record. The system maintains insurance details to track workers' compensation, liability insurance, and state business licensing information. Automatic batch processes can send out renewal notices before due dates, and the system processes renewal fees. Reports can display the number of unresolved licenses and show any fees collected.

H. ITRAKIT. Inspectors and officers can access information about permits, code enforcement cases, and related inspections on their iPad. Inspectors can modify the inspection status, enter inspection results and notes, schedule inspections, and more, all while in the field. Staff users also have the flexibility to use CentralSquare from an iPad device even without a constant wireless connection.

I. Permitting (Building). Permits tracked in this module are customized according to the City's workflow requirements, including permit type, status queues, valuation details, review types, action types, customizable screens, inspection requirements, and fee schedules. The City can incorporate unique procedures to ensure timelines are met efficiently, reports are executed properly, and managers are alerted when necessary. There is even functionally to generate public Twitter notifications of permit activity.

J. Projects (Planning). Manages the workflow for all types of projects, from application to review and approval. The system records all assigned actions and any conditions of approval for future evaluation. Attachment capability allows users to scan plans with mark-ups and link them as part of a project's history. A time clock function automatically schedules critical points along a project's timeline.

K. Reporting/Analytics. A comprehensive set of standard reports to meet the City's reporting needs. Common reports are provided to clients based on the demand for new reports. Embedded Analytics enable customization and easy viewing of reports, facilitating general users to run daily, weekly, or monthly reports. All reports are dynamic, allowing staff to specify the type, module, date, time, or any other parameter to retrieve unique information.

L. Workspace. Staff users can add customizable widgets and view information pertaining to their role. WorkSpace provides details ranging from dynamic charts to personal tasks and calendar items. Users and managers can expedite activities from a single screen that addresses various needs, including document shortcuts, bulletins, emails, internet links, reports, and more.

2. SELECTRON (PROACTIVE TEXT COMMUNICATION)

With the upgrade of software to the Community Development Suite, customers will now have the ability to request, reschedule, cancel, and review inspection results from

the online eTRAKiT web portal 24/7. This will be a shift from the City's current phone-based IVR inspection request system.

Cognizant of the digital divide, staff researched additional software solutions that could supplement and enhance the Central Square platform to provide an additional option/platform for customers when scheduling inspections. Selectron Technologies offers a schedule-by-text solution (SelecTXT) which allows the customer to schedule, cancel, or reschedule inspections and obtain inspection results. The schedule-by-text option also allows for customers to include comments for inspectors and request follow-up on results

The SelecTXT service is an "inbound" service only (meaning that the customer initiates the communication, responses are provided by information in the system, and there is no direct communication with staff). Selectron also offers an "outbound" service, Relay Outbound, that integrates with SelecTXT to create a two-way communication channel that allows staff to proactively send out a variety of automated messages via text and voice that includes information specific to each customer. For example, staff would be able to schedule and send automatic notifications to permit holders in advance of permit expiration, with instructions on how to apply for an extension. The system also allows for customized messages, for example, in advance of a heavy rain staff could notify all active permit holders to properly secure their construction sites. Finally, the software integrates with the permitting database to provide for event-driven messages, for example, a text or voice message with inspection results being delivered as soon as an inspection has been resulted in the system.

The additional services from Selectron are anticipated to benefit Pinole customers by providing a supplementary easy-to-use inspection scheduling option, introducing a two-way communication tool related to permits, projects and licenses in the permitting system, reducing inbound calls and emails to staff, and helping to further reduce staff's workload. The system is customizable and can expand to meet other City needs; if the solution is effective there may be synergy in capitalizing on the initial investment of system set up/install and expansion of proactive communication to other customers who use City services. Implementation of the software would take four to five months, and the contract term has been negotiated to provide a three-year limited term, with option to extend for an additional two years, consistent with the terms of the Central Square contract.

In conclusion, the bundle of Selectron services is an optional item that is expected to enhance the permitting system, provide customers with frequent, proactive communication, all while improving the ability of staff to process permits.

3. PAYMENTUS (ONLINE PAYMENT SYSTEM)

With the upgrade of software to the Community Development Suite, customers will now have the ability to pay for permits they apply for online through the eTRAKiT portal 24/7, without having to make a phone call, send an email, or visit City Hall. This will

be a shift from the City's system of collecting payment via the phone or through a credit card authorization form by email.

Staff researched vendors that work with the CentralSquare platform to provide an online and at the front counter secure payment system. Paymentus is a leading provider of cloud-based bill payment technology and solutions and will integrate with the Community Development Suite to allow for seamless permit processing. Paymentus provides a staff portal, customer portal, and advanced payment offerings including PayPal, Venmo, Apple Pay, and Google Pay payment options. Costs for use of the system are passed on directly to the customer through a convenience fee of 2.95% of the purchase amount. Implementation of this software is expected to take approximately four months.

4. CLIENT FIRST (IT CONSULTANT)

Client First has been working with staff since January 2022 to provide project management and hands-on configuration assistance to migrate to the latest version of TRAKiT in addition to contract negotiation assistance with CentralSquare to ensure a proper scope of work and implementation support services that are appropriate for the City's needs. In order to provide continued support though implementation, staff requests that the Client First contract be increased by $30,000.

5. 4LEAF INC. (BACKFILL PERMIT TECH ASSISTANCE)

Migrating to the latest Community Development software is a time-intensive process that will require key Building staff to be involved in implementation, testing, and training of the upgraded software. 4Leaf is a firm the City uses regularly for interim Permit Technician services on an as-needed basis. To provide consistent Permit Technician services through go-live of the software, staff requests a budget of $15,000 to use for backfill support services during critical points of product implementation.

6. BUDGET

With the assistance of Client First, the City has negotiated a three-year contract with Central Square, with an option to extend by two years, at a cost of $136,730.50, (after a $3,919.50 discount) for upgrade, migration and implementation of the software, with annual software fees of $42,800 (after $10,000 annual discount) with a 4% escalator over three years. There is also an optional budget item for a business process optimization review to ascertain current system functionality and processes to determine what can be improved to take full advantage of "Out of The Box" functionality of the software of $9,360 which may be used in consultation with Client First if needed.

Due to the passing-through of the fee for online/point of sale credit card use, the cost for Paymentus is nominal and is only for the purchase of point-of-sale devices. The cost for optional Selectron services will be a one-time set up fee of $27,500 (after a $5,000 discount) with annual software fees of $12,000 for three years (after an annual $2,500 discount). Staff is requesting augmented service contracts with Client First ($30,000) and 4Leaf ($15,000) to assist and support staff during implementation of

the product. The total project costs, as recommended by staff, are summarized in Table 1 below:

Table 1: Summary of Vendors/Costs for Upgrade/Migration Project

Vendor	Product	Total Contract Cost/Term	*Set Up and Cost to Implement (One-Time)*	*Annual Subscription Fees*	*Optional Fees*
Central Square Technologies	Comm. Develop. Permitting Software Upgrade/ Migration	$323,428.38 (3 years, through FY25/26	*$185,390*	*$42,800, 4% annual escalator*	*$9,360 for Business Practice Optimization*
Paymentus	Online and Counter Payments	$900	*n/a*	*n/a*	*$225/point of sale device*
Client First	IT Consulting Services	$30,000 (through implementation)	n/a		
4Leaf	Permit Tech Support During Implementation	$15,000 (through implementation)	n/a		
Selectron	SelecTXT and Relay Outbound	$87,500 (3 years, through FY25/26	*$27,500*	*$12,000*	
Total Recommended Budget (3 years): $456,828.38					

FISCAL IMPACT

The total cost for the upgrade and migration of the Community Development permitting tracking system, including staff support and optional services is $456,828.38 over a three-year period. The City Council allocated $220,000 for this purpose during the FY 2021/22 mid-year budget review. The total cost for the initial Client First contract was $45,000, leaving a balance of $175,000 for the project.

The City currently collects a fee for permit automation and technology improvements through the building permit process, which has averaged over the last six years to provide approximately $26,000 annually in fees to the City. Since FY 2015/16, the City has collected approximately $181,000 in fees through the automation/technology fee that can be applied to this project. The fee study currently near completion has been calibrated to adjust the automation/technology fee so that the annual subscription fees for these enhanced services is expected to be fully recovered on an annual basis.

Table 2 shows the funding sources for the project. Staff recommends that the additional needed funding ($100,828) be allocated from the Building and Planning fund.

Table 2: Funding for Upgrade/Migration Project

Item	Amount
Remaining Approved Budget for Permitting Upgrade/Migration	$175,000
Total Permitting Upgrade/Migration Project Cost with Optional Recommended Services (3 years)	($456,828.38)
Existing Automation/Technology Fee Funds	$181,000
Balance Required to Supplement Project from Building and Planning Fund	**$100,828**

ATTACHMENTS

- **A.** Resolution
- **B.** CentralSquare Proposal
- **C.** Paymentus Proposal
- **D.** Selectron Proposal

ATTACHMENT A

RESOLUTION NO. 2022-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTANT SERVICES AGREEMENTS FOR LICENSING, ACCESS, MAINTENANCE, SUPPORT, MIGRATION, IMPLEMENTATION, INSTALLATION AND OTHER PROFESSIONAL SERVICES TO SUPPORT AN UPGRADE OF THE COMMUNITY DEVELOPMENT PERMIT TRACKING AND ONLINE APPLICATION SYSTEM WITH (1) CENTRALSQUARE TECHNOLOGIES (2) SELECTRON TECHNOLOGIES INC., (3) PAYMENTUS HOLDINGS, INC FOR, (4) CLIENT FIRST TECHNOLOGY CONSULTING AND (5) 4LEAF, INC AND AMENDS THE FY 21/22 BUDGET TO APPROPRIATE $100,828 FROM THE PLANNING AND BUILDING FUND

WHEREAS, the City of Pinole was an early adopter of an electronic building and planning permit tracking system, acquiring current permitting software TRAKiT in 1999; and

WHEREAS, the current TRAKiT system, which is offered by Central Square Technologies is outdated, unsupported by the vendor and must be updated to retain functionality;

WHEREAS, the City engaged Client First to assist with the City's Community Development permitting needs, contract negotiations with Central Square, and eventual implementation of an upgraded product to provide planning, permitting, inspections, code enforcement, business licensing, GIS management, and cashiering services with a focus on improving efficiency, project management, and customer service; and

WHEREAS, TRAKiT has been a leading permit management software for more than two decades and a significant portion of agencies in California and the Bay Area region continue to utilize the TRAKiT permitting software; and

WHEREAS, the current generation of permitting and tracking system offered by Central Square Technologies is "Community Development" software; and

WHEREAS, Central Square has proposed a software solution, the current generation of the TRAKiT permitting and tracking system: "Community Development" at a cost of $185,390, with recurring fees starting at $42,800 a year with limited increases for a three-year period; and

WHEREAS, the City identified the additional software partner Paymentus to complement the Community Development software and provide online and at the counter payment integration options; and

WHEREAS, the City identified the additional software partner Selectron to complement the Community Development software and provide inbound and outbound text communication integrations that will proactively engage and communicate with customers at a one-time cost of $27,500 and annual fees of 12,000 for a three-year period; and

WHEREAS, to support the work of implementation of the new system, IT consulting services from Client First at a cost of not to exceed $30,000 is desired; and

WHEREAS, to support the work of implementation of the new system, staff support from 4Leaf for supplemental Permit Technician services at a cost of $15,000 is desired; and

WHEREAS, $175,000 for the upgrade and migration of the Community Development permitting tracking system are now available in the Community Development FY21/22 professional services budget; and

WHEREAS, $181,000 that has been collected through the automation/technology fee since FY 15/16 is now available for this project; and

WHEREAS, additional funding will be required to complete the Project.

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

BE IT FURTHER RESOLVED that the City Council of the City of Pinole takes the following actions:

1. Authorizes the City Manager to execute a Consultant Services Agreement with Central Square Technologies in an amount not to exceed $323,428.38 for the upgrade and migration to the Community Development Suite of permitting and tracking software; and
2. Authorizes the City Manager to execute a Consultant Services Agreement with Selectron in an amount not to exceed $87,500 for a three-year term for text inspection scheduling software integration (SelecTXT) and proactive two-way permitting communication (Relay Outbound);
3. Authorizes the City Manager to execute a Consultant Services Agreement with Paymentus for the facilitation of online and counter payments; and
4. Authorizes the City Manager to amend a Consultant Services Agreement with First Client in an amount not to exceed an additional $30,000 for the project management and hands-on configuration assistance to migrate to the latest version of TRAKiT; and
5. Authorizes the City Manager to amend a Consultant Services Agreement with 4Leaf Inc in an amount not to exceed $15,000 for staffing support (Permit Technician) during implementation; and
6. Amends the FY 2021/22 budget to appropriate $100,828 from the General Fund to support the update and migration of Community Development permitting and tracking software.

Return to Agenda

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **7th** day of **June, 2022** 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 **7th** day of **June, 2022**

_____

Heather Bell, CMC
City Clerk

CENTRALSQUARE

ATTACHMENT B

Quote prepared on:
June 01, 2022
Quote prepared by:
Sherri Melton
sherri.melton@centralsquare.com

Quote #: Q-91190
Primary Quoted Solution: Community Dev
Quote expires on: June 15, 2022

Quote prepared for:
Lilly Whalen
City of Pinole
2131 Pear Street
Pinole, CA 94564
(510) 724-9823

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

	PRODUCT NAME	QUANTITY	UNIT PRICE	DISCOUNT	TOTAL
1.	Bluebeam Server API for TRAKiT Annual Access Fee	1	2,100.00		2,100.00
2.	Community Development: Advanced Annual Subscription Fee SaaS	20	2,000.00	- 10,000.00	30,000.00
3.	eTRAKiT Credit Card API Annual Access Fee	1	2,500.00		2,500.00
4.	TRAKiT CSLB Integration Annual Access Fee	1	3,500.00		3,500.00
5.	TRAKiT Laserfiche API Annual Access Fee	1	1,200.00		1,200.00

Software Subtotal	49,300.00 USD
Discount	- 10,000.00 USD
Software Total	39,300.00 USD

WHAT SERVICES ARE INCLUDED?

	DESCRIPTION	TOTAL
1.	Community Development: Advanced SaaS Subscription Cloud Setup Fee	10,000.00
2.	Public Administration Consulting Services - Fixed Fee	16,770.00
3.	Public Administration Data Conversion Services - Fixed Fee	24,960.00
4.	Public Administration Development Services - Fixed Fee	19,305.00
5.	Public Administration GIS Services - Fixed Fee	13,650.00
6.	Public Administration Project Management Services - Fixed Fee	25,935.00

CENTRALSQUARE

Quote prepared on:
June 01, 2022
Quote prepared by:
Sherri Melton
sherri.melton@centralsquare.com

7.	Public Administration Technical Services - Fixed Fee	11,310.00
8.	Public Administration Training Services - Fixed Fee	18,720.00

Services Subtotal	140,650.00 USD
Discount	- 3,919.50 USD
Services Total	136,730.50 USD

QUOTE SUMMARY

Software Subtotal	49,300.00 USD
Services Subtotal	140,650.00 USD
Quote Subtotal	189,950.00 USD
Discount	- 13,919.50 USD
Quote Total	**176,030.50 USD**

CENTRALSQUARE

Quote prepared on:
June 01, 2022
Quote prepared by:
Sherri Melton
sherri.melton@centralsquare.com

WHAT ARE THE RECURRING FEES?

TYPE	AMOUNT
FIRST YEAR MAINTENANCE TOTAL	0.00
FIRST YEAR SUBSCRIPTION TOTAL	39,300.00

The amount totals for Maintenance and/or Subscription on this quote include only the first year of software use and maintenance. Renewal invoices will include this total plus any applicable uplift amount as outlined in the relevant purchase agreement.

This Quote is not intended to constitute a binding agreement. The terms herein shall only be effective once incorporated into a definitive written agreement with CentralSquare Technologies (including its subsidiaries) containing other customary commercial terms and signed by authorized representatives of both parties.

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of $21.37656 will be shown as a Unit Price of $21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the "Ship To" location provided by Customer on the Quote Form.

CENTRALSQUARE

Quote prepared on:
June 01, 2022
Quote prepared by:
Sherri Melton
sherri.melton@centralsquare.com

PURCHASE ORDER INFORMATION

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [ ] No [ ]

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

ATTACHMENT C

Paymentus

Delivered to	Markisha Guillory, City of Pinole, CA
Date	5/1/2022

Like Pinole, Paymentus values and expects transparency and candor with superior service quality at a lower price point. Our goal is to make it easy for you to understand and forecast your total cost outlay for payments in an industry notorious for hidden costs from legacy vendors. We look forward to your feedback and stand ready to provide additional information or answer your questions.

Paymentus Instant Payment Network (IPN™) Solution Components

(Checkbox indicates service/feature is included)

☑	**Online Quick Pay** Allow customers to view and pay bills without having to register an account. Hosted, IFrame and API options.	☑	**Agent Dashboard/Staff Portal** Single point of access to view real-time transactions and analytics, manage notifications, take payments and more.
☑	**Outbound Customer Notifications** Deliver reminders and other critical notifications by email, text and phone.	☑	**Payment Processing Services** Level-1 PCI compliant. Secure real-time data with streamlined funding, next day deposits, and simplified reconciliation for all payment types and channels. Option to aggregate bank and third party payments.
☑	**Payments at Retail Locations** Customers can pay their bill at a growing list of stores (Walmart, etc.)	☑	**Advanced payment offerings** PayPal, PayPal Credit, Venmo, Apple Pay, Google Pay payment options.
☑	**IVR/Automated Phone Payments** Multilingual Interactive Voice Response allows customers to hear their balance and make payments quickly and easily	☑	**Customer Portal** Full service portal for registered users to make payments, link account(s) for multi-pay and manage wallets, preferences and recurring payments.

Paymentus – Proprietary and Confidential
Unpublished Work © Paymentus Corporation

Return to Agenda

Paymentus

PRICING DESCRIPTION & MODEL*: Non-Utility Payments, Convenience Fee Pricing Model	
Setup Fees	$0.00
Software Costs	$0.00
Integration Costs	$0.00
Annual Subscription Fees	$0.00
Annual Support Fees	$0.00
E-Bill Fee	$0.00
Biller Portal Access Fee	$0.00
Fully Hosted IVR/Secure IVR Fee	$0.00
Gateway Fees/NACHA/PCI Compliance Fees	$0.00
Transaction Fees for Credit Cards/Debit Cards (Visa, MasterCard, Discover, and AMEX authorization) & Digital Wallets	2.95%
Transaction Fees for eChecks/ACH	$1.00

*We are open to a variety of pricing models and can offer additional options for your consideration.

- Chargebacks and returned checks will be billed at $9.95 each. Outbound notifications include 50 phone, email and text notifications per month; additional usage is invoiced at $0.20 per message.
- Average Bill Amount: $398.00
- Maximum payment amount of $5,000.00 per transaction.

Unpublished Work © Paymentus Corporation

Paymentus

PRICING DESCRIPTION & MODEL*: Non-Utility Payments, Absorbed Fee Pricing Model	
Setup Fees	$0.00
Software Costs	$0.00
Integration Costs	$0.00
Annual Subscription Fees	$0.00
Annual Support Fees	$0.00
E-Bill Fee	$0.00
Biller Portal Access Fee	$0.00
Fully Hosted IVR/Secure IVR Fee	$0.00
Gateway Fees/NACHA/PCI Compliance Fees	$0.00
Transaction Fees for Credit Cards/Debit Cards/Digital Wallets	2.95%
Transaction Fees for eChecks/ACH (One-time and Recurring)	$1.00

*We are open to a variety of pricing models and can offer additional options for your consideration.

- Chargebacks and returned checks will be billed at $9.95 each. Outbound notifications include 50 phone, email and text notifications per month; additional usage is invoiced at $0.20 per message.
- Average Bill Amount: $398.00.
- Maximum payment amount of $5,000.00 per transaction. Multiple payments may be made.

PRICING DESCRIPTION: POS Devices	
SecureMag USB Swipe Reader (per unit)	$225.00

Paymentus – Proprietary and Confidential
Unpublished Work © Paymentus Corporation

Selectron TECHNOLOGIES, INC

ATTACHMENT D

City of Pinole, CA

W6360
May 31, 2022
Quote is Valid for 90 Days

SelecTXT

Inspection Scheduling against TRAKiT

SETUP FEES

Quantity	Item	Unit Price	Extended Price
1	**SelecTXT Relay Platform Fee**	$15,000	**$15,000**
1	**SelecTXT Base Application and Setup Fee**	$7,500	**$7,500**
0	**Contractor PIN Setup Fee**	$2,500	**$0**
0	**Inspector Posting Setup Fee**	$5,000	**$0**
		SETUP FEE SUBTOTAL	**$22,500**

ANNUAL FEES

Quantity	Item	Unit Price	Extended Price
1	**SelecTXT Annual Platform Support Fee**	$5,000	**$5,000**
0	**Contractor PIN Annual Support Fee**	$1,000	**$0**
0	**Inspector Posting Annual Support Fee**	$1,500	**$0**
1	**Annual Message Bundle - 40,000**	$3,000.00	**$3,000**
		ANNUAL FEE SUBTOTAL	**$8,000**

TOTAL INVESTMENT $30,500

Includes Setup, Annual Fees, and Message Bundles

* Requires a 3 year Agreement with optional year 4 & 5

Yearly Investment Rollup

	Year 1	Year 2	Year 3	Optional - Year 4	Optional - Year 5
System Setup Fee	$22,500	-	-	-	-
Annual Platform Fee	$5,000	$5,000	$5,000	$5,000	$5,000
Annual Message Bunldle Fee	$3,000	$3,000	$3,000	$3,000	$3,000
YEARLY TOTAL	**$30,500**	**$8,000**	**$8,000**	**$8,000**	**$8,000**
Total Investment					**$62,500**
Optional Pricing					
YEARLY TOTAL	**$15,500**	**$15,500**	**$15,500**	**$8,000**	**$8,000**

Selectron TECHNOLOGIES, INC

SelecTXT INSPECTION SCHEDULING SCOPE

The SelecTXT Inspection Scheduling offers the following functionality:

- Allows contractors and users to manage their inspection requests and results from a mobile device
- Schedule, Reschedule and Cancel inspection dates via an interactive text message conversation
- View inspection results
- Provides both simple step-by-step menu-driven and "power user" entries

Scheduling, rescheduling and cancelling inspections requires a text message "conversation" back and forth between the application and the mobile user, where the application requests specific permit-related information and the mobile user provides responses. A conversation consists of multiple text messages for each inspection request process.

SelecTXT INSPECTION SCHEDULING PRICING & PAYMENT INFORMATION

Pricing does not include additional application integration charges that may be required as part of this solution. This includes Application Vendor API, user, or implementation fees, additional licensing fees, or other surcharges directly or indirectly charged by or remitted to the Application Vendor.

SETUP FEE PAYMENT SCHEDULE

45%	Invoiced at completion of Kickoff Meeting
55%	Invoiced at delivery os solution for UAT

PRE-PAID MESSAGE BUNDLE & ANNUAL FEE SCHEDULE

100%	Invoiced 45 days upon anticipated reload of messages

Text messages are purchased in annual message bundles. SMS Inspection Scheduling bundles will be priced separately from other types of text messages, including Outbound SMS bundles. Messages, as defined by the agreement, that are not used will rollover to the next qualifying renewal. The rollover messages from one period may only be used to offset overages in the next immediate period. If there are no overages from one period, the rollover messages from the prior period expire.

A qualifying renewal is one that is equal to or greater than the previous period. If customer chooses to reduce their annual plan renewal, rollover messages do not apply.

TAXES

Sales Tax or any other applicable taxes are ***not included*** in any of the pricing in this agreement. All applicable taxes will be invoiced, collected and remitted in accordance with state and local tax laws.

PAYMENT TERMS

Terms are net 30 from date of invoice. Past due invoices are subject to a 1.5% per month late fee. All presented pricing is in US Dollars.

VENDOR INFORMATION

Selectron Technologies, Inc.
12323 SW 66th Avenue
Portland, OR 97223

Selectron TECHNOLOGIES, INC

City of Pinole, CA

W6360
May 31, 2022
Quote is Valid for 90 Days

RELAY OUTBOUND

SETUP FEES

Quantity	Item	Unit Price	Setup Fee
1	**Relay Outbound** *(includes Voice, Email, and SMS channels, 2 Selectron-Built Templates, Template Builder, and unlimited customer-built templates)*	$10,000	**$10,000**
		Setup Fee Subtotal	**$10,000**
		Discount	**($5,000)**
		Setup Fee Total	**$5,000**

ANNUAL FEES

Quantity	Item	Unit Price	Annual Fee
1	**Relay Outbound** *(includes support for above features and 4 hours of template builder training)*	$5,000	**$5,000**
		Annual Fee Subtotal	**$5,000**
		Discount	**($2,500)**
		Annual Fee Total	**$2,500**

MESSAGES

Quantity	Item	Effective Rate	Annual Message Cost
10,000	**Delivered Messages** *(Calls, Emails, and/or SMS Texts)*	$0.15	**$1,500.00**
		PRE-PAID MESSAGE BUNDLE SUBTOTAL	**$1,500**
		Pre-Paid Messages Purchased	*10,000*

FIRST YEAR OUTBOUND TOTAL **$9,000**

Includes Setup, first year annual, and Messages

Yearly Investment Rollup

	Year 1	Year 2	Year 3	Optional - Year 4	Optional - Year 5
Relay Outbound Setup Fee	$5,000	-	-	-	-
Relay Outbound Annual Fee	$2,500	$2,500	$2,500	$2,500	$2,500
Annual Outbound Messages - 10K	$1,500	$1,500	$1,500	$1,500	$1,500
YEARLY TOTAL	**$9,000**	**$4,000**	**$4,000**	**$4,000**	**$4,000**
Total Investment					**$25,000**
Optional Pricing					
YEARLY TOTAL	**$5,668**	**$5,668**	**$5,668**	**$4,000**	**$4,000**

RELAY OUTBOUND SCOPE

The Relay Outbound system offers the following functionality:

- **Relay Outbound:** supports delivery of phone calls, emails, and/or SMS text messages to recipients. Messages are split into two components: **campaigns** designating who and when to contact, with **templates** determining the specific messaging and data present in a message.
- **Template Builder:** allows users with permission to build their own message templates with dynamic data elements for delivery. Data for Agency-Built Templates will be supplied via flat file (see below) and do not directly integrate with the client's application database.
    - Template Builder Training: these hours can be used by the Agency to get additional training from Selectron staff on the template builder tool.
    - Template Builder Professional Services: these hours can be used by the Agency to get hands-on assistance from Selectron staff on creating Agency-Built Templates using the Template Builder.
- **Selectron-Built Template:** Rich template created by Selectron that utilizes dynamic information that is accessed through a real-time interface with the client's application database.
    - **Automatic Results Notification**
    - **Automatic Expired Permit Notification**
- **Flat file:** a .csv file, consisting of the call list and relevant recipient data, that is used to provide contact information and relevant data points to be relayed to message recipients. Flat files are only necessary for Agency-built templates. Selectron will work with the agency to provide an FTP site where flat files can be uploaded and made available for outbound campaigns. Relay Outbound has a web-based interface to configure and send messages as campaigns, which is accessed via the Relay Portal.
- **Smart Transfers:** Allows a call recipient to request a transfer to the agency's hosted Selectron IVR in order to make a payment. Data is carried over with this transfer, allowing the user to make a payment without having to re-enter their account information.
- A Transfer is treated as an additional message in terms of the total bundle of messages purchased by the Customer, and are charged on a per-call basis. A “call” is defined as any valid telephone connection (does not include telephony errors and no answers). A single call is up to 4 minutes in length; each subsequent period up to 4 minutes is considered an additional call.

Outbound messages are purchased in annual message bundles. Messages, as defined by the agreement, that are not used rollover to the next qualifying renewal. The rollover messages from one period may only be used to offset overages in the next immediate period. If there are no overages from one period, the rollover messages from the prior period expire.

A qualifying renewal is one that is equal to or greater than the previous period. If customer chooses to reduce their annual plan renewal, rollover messages do not apply.

Selectron TECHNOLOGIES, INC

RELAY OUTBOUND
PRICING & PAYMENT INFORMATION

Pricing does not include additional application integration charges that may be required as part of this solution. This includes Application Vendor API, user, or implementation fees, additional licensing fees, or other surcharges directly or indirectly charged by or remitted to the Application Vendor.

SETUP FEE PAYMENT SCHEDULE

45%	Invoiced at completion of Kick Off Meeting
55%	Invoiced at delivery of solution for UAT

PRE-PAID MESSAGE BUNDLE FEE SCHEDULE

100%	Invoiced 45 days upon anticipated reload of messages

**Outbound messages are purchased in annual call bundles. Calls, as defined by the agreement, that are not used rollover to the next qualifying renewal. The rollover calls from one period may only be used to offset overages in the next immediate period. If there are no overages from one period, the rollover calls from the prior period expire.*

A qualifying renewal is one that is equal to or greater than the previous period. If customer chooses to reduce their annual plan renewal, rollover calls do not apply.

TAXES

Sales Tax or any other applicable taxes are ***not included*** in any of the pricing in this agreement. All applicable taxes will be invoiced, collected and remitted in accordance with state and local tax laws.

PAYMENT TERMS

Terms are net 30 from date of invoice. Past due invoices are subject to a 1.5% per month late fee. All presented pricing is in US Dollars.

VENDOR INFORMATION

Selectron Technologies, Inc.
12323 SW 66th Avenue
Portland, OR 97223
Ph: 503.443.1400 Fax: 503.443.2052

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CITY COUNCIL REPORT

9L

DATE: JUNE 7, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: RESOLUTION APPROVING THE FINAL PROPOSED LONG-TERM FINANCIAL PLAN FOR FISCAL YEAR (FY) 2022/23 - FY 2026/27

RECOMMENDATION

Adopt a resolution approving the Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 (attached).

BACKGROUND

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

One of the strategies under the goal of a financially stable Pinole is to “develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).”

The City developed its first Long-Term Financial Plan, for Fiscal Year (FY) 2021/22 - FY 2025/26, in spring 2021 to address this Strategic Plan strategy. As an ongoing practice, staff will update the LTFP periodically.

Staff has created the attached Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27. One important element of a LTFP is a long-term financial forecast. City staff presented the Status Quo Financial Forecast for FY 2022/23 - FY 2026/27 to the Finance Subcommittee on April 14, 2022. The Finance Subcommittee discussed the forecast and asked questions of staff. Staff has incorporated the Status Quo Financial Forecast into the Preliminary Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27, which was presented to the City Council on April 26, 2022. Input from the City Council was incorporated into the Revised Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27, which was presented to the City Council on May 17, 2022. The City Council did not direct staff to incorporate any further changes.

REVIEW AND ANALYSIS

The LTFP identifies any major economic or demographic trends that might impact future requests for City services or City revenues. As noted above, it includes a five-year forecast of all City funds, including the General Fund and Non-General Funds, based on the City's current services and revenue sources and assumptions about the future. The forecast anticipates that the General Fund will be essentially balanced throughout the five-year timeframe. The Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 recommends that the City maintain current service and staffing levels, and look for new funding sources to address deferred capital needs and unfunded liabilities.

FISCAL IMPACT

The Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 adopted by the City Council will be a valuable resource for City leaders when they make future financial and operational decisions. The LTFP does not itself require or authorize any expenditure of City funds, and therefore does not itself have any fiscal impact to the City.

ATTACHMENTS

A - Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27

B- Resolution

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ATTACHMENT A

City of Pinole

Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27

Final Proposed Version

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ELECTED OFFICIALS AND DEPARTMENT HEADS

ELECTED OFFICIALS

Mayor	Vincent Salimi
Mayor Pro Tem	Devin Murphy
Council Member	Norma Martinez-Rubin
Council Member	Anthony Tave
Council Member	Maureen Toms
Treasurer	Roy Swearingen

DEPARTMENT HEADS

City Manager	Andrew Murray
City Attorney (Contract)	Eric Casher
City Clerk	Heather Bell
Community Development Director	Lilly Whalen
Community Services Director	*Vacant*
Finance Director	Markisha Guillory
Fire Chief	Chris Wynkoop
Human Resources Director	Stacy Shell
Police Chief	Neil Gang
Public Works Director	Sanjay Mishra

STRATEGIC PLAN 2020 – 2025 VISION, MISSION, AND GOALS

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 a 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.

EXECUTIVE SUMMARY

The City of Pinole's Long-Term Financial Plan (LTFP) for Fiscal Year (FY) 2022/23 - FY 2026/27 has been created to help implement the City's Strategic Plan 2020 – 2025. It has been developed in conformance with public finance best practices.

The LTFP identifies the major economic and demographic trends that might impact future demands for City services and future City revenues. It includes a five-year forecast of all City funds, including the General Fund and Non-General Funds, based on the City's current services and revenue sources and assumptions about the future. The forecast anticipates that the General Fund will be essentially balanced throughout the five-year timeframe.

The LTFP identifies the major challenges and opportunities that the City will likely face over the planning horizon, as well as the main discretionary service level/expenditure options and new revenue options that the City can consider and should bear in mind as it makes future financial and operational decisions.

The LTFP for FY 2022/23 - FY 2026/27 recommends that the City generally maintain its current service and staffing levels and begin to explore new revenue generation options to fund its unfunded liabilities, primarily capital asset renewal and replacement and Other Post-Employment Benefits (OPEB).

INTRODUCTION

BACKGROUND

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

One of the strategies under the goal of a financially stable Pinole is to "develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities)." The City of Pinole's inaugural Long-Term Financial Plan (LTFP) for Fiscal Year (FY) 2021/22 - FY 2025/26 was adopted in June 2021 to address this Strategic Plan strategy.

PURPOSE

The purpose of the LTFP is to inform the City's financial and operational decision making. The LTFP can be used as a guide to many planning and decision-making processes, such as the development of future budgets and Capital Improvement Plans (CIP). The LTFP also marks the beginning of the FY 2022/23 annual budget development process.

SCOPE

The LTFP for FY 2022/23 - FY 2026/27 covers the revenues and expenditures of the City's General Fund and Non-General Funds over a five-year period.

DEVELOPMENT PROCESS

City staff (the City Manager, Finance Director, Finance Department staff, and other department heads and staff) began developing the LTFP in winter 2021/2022. The LTFP was created using public finance best practices, which are well summarized in the key publication on municipal long-term financial planning, the Government Finance Officers Association's (GFOA) Financing the Future: Long-Term Financial Planning for Local Government. GFOA, one of the leading professional associations in the public finance field, defines financial forecasting and long-term financial planning as follows:

- Financial forecasting is the process of projecting revenues and expenditures over a long-term period, using assumptions about economic conditions, future spending scenarios, and other salient variables.

- Long-term financial planning is the process of aligning financial capacity with long-term service objectives. Financial planning uses forecasts to provide insight into future financial capacity so that strategies can be developed to achieve long-term sustainability in light of the government's service objectives and financial challenges.

The main tasks required to create the LTFP were the following:

- Forecast revenues and expenditures using key assumptions about the City's operating environment;
- Identify the major challenges and opportunities that the City will face over the next five years;
- Identify policy alternatives, including changes to revenue sources and expenditures, that will result in a sustainable, long-term balance between desired service levels and City financial resources; and
- Gather feedback on a draft LTFP and gain Council approval of the final LTFP.

City staff has completed the necessary tasks using best practices. This has resulted in a LTFP that is consistent with GFOA's Long-Term Financial Planning best practice, which requires that a long-term financial plan:

- Use a planning horizon of at least five years;
- Include an analysis of the financial environment, revenue and expenditure forecasts, debt position and affordability analysis, strategies for achieving and maintaining financial balance, and plan monitoring mechanisms; and
- Be visible.

The process of developing the inaugural Long-Term Financial Plan (LTFP) for Fiscal Year (FY) 2021/22 - FY 2025/26 was structured to support participation from a variety of stakeholders. Staff shared information and received input from Council Members and the public at multiple Finance Subcommittee and City Council meetings in spring 2021. Staff also gathered input from interested stakeholders through an online survey that specifically focused on identifying the most important challenges and opportunities that the City will face over the five-year planning period. The participatory development process resulted in a LTFP that reflected the interests and priorities of the City Council and community. City staff used similar mechanisms to create the LTFP for FY 2022/23 - FY 2026/27.

LONG-TERM FINANCIAL FORECAST

INTRODUCTION

One of the key steps in creating a LTFP is to create a long-term financial forecast. A long-term financial forecast estimates future revenues and expenditures based on assumptions about the City's future operating environment. Over the past few years, the City has included a long-term financial forecast covering the General Fund, including the Measure S funds, in the annual budget.

FORECAST METHODOLOGY

As noted above, City staff followed public finance best practices when creating the LTFP, including when designing the forecast methodology. Staff reviewed the City's past forecasting work, the work of peer jurisdictions and other leading municipalities, and academic and professional materials on the topic. Staff used the FY 2021/22 revised mid-year budget as the base year of the five-year forecast and applied quantitative and qualitative methods. Quantitative methods involve using historic numerical data to forecast future numeric values. As an example, staff looked at average annual historic growth rates for various revenues and expenditures, then used those average growth rates to forecast future values for those revenues and expenditures. Qualitative forecasting methods involve using information other than historic numerical data to conduct forecasting. This might involve factoring into a forecast the opinions of experts regarding issues such as future economic conditions and changes in the regulatory environment. Staff incorporated some qualitative forecasting into the LTFP.

MAJOR ECONOMIC AND DEMOGRAPHIC TRENDS

Forecasting future conditions requires identifying the major current trends that will shape the future. The primary determinants of a city's financial sustainability are the demands for city services, the city's revenues, and service delivery methods. These are primarily driven by demographic and cultural changes as well as economic changes.

Demographic and Cultural Changes

City staff is not anticipating any significant changes to the demographics or cultural characteristics of Pinole's population over the five-year period covered by the LTFP. The City's total population has remained very stable over the past decade, growing less than 1% annually on average. The Association of Bay Area Governments (ABAG) projects that Pinole's population will increase by 1,775 residents between 2020 and 2040, to a total of 21,280, which represents an annual growth rate of 0.44%. According to the 2020 American Community Survey (latest

available), the City's median age is 42.8 years. According to the 2020 Decennial Census, its race and ethnic composition are as follows: White alone (33%), Asian alone (26%), Black or African American alone (11%), American Indian and Alaska Native alone (1%), Native Hawaiian and Other Pacific Islander alone (0.4%), Some Other Race alone (15%), and two or more races (14%). According to the 2020 American Community Survey, the share of Pinole's population that is Hispanic or Latino (may be of any race, so also included in applicable race categories) (24%). The percentage of the population that is female is 53%. There are approximately 6,792 households with an average of 2.83 persons per household. Pinole's median household income is $104,904.

The City has received applications for some new housing projects at infill sites, but it is not possible at this point to forecast how many new housing units will be created as a result, nor to forecast how such projects, if constructed, might impact the City's population and service demands.

The City's demographics have also remained fairly stable, and staff is not anticipating any significant changes to demographics over the five-year planning horizon that would impact long-term financial planning.

Economic Changes

Prior to the onset of COVID-19 in early 2020, the City was experiencing a steady, modest economic expansion, similar to that experienced by many other cities in the aftermath of the Great Recession. COVID-19 created an unanticipated shock to the national economy. Many of Pinole's businesses were significantly impacted by the shelter-in-place health orders, which disrupted many retail, restaurant, entertainment, and personal service activities. Due to public health interventions and the availability of vaccines, the local and national economies have largely recovered and are expected to resume the steady, modest growth of the pre-COVID period. Therefore, City staff is not anticipating any economic changes during the five-year planning horizon that would significantly influence the City's finances.

City staff expects that City operations will generally experience modest productivity gains consistent with those realized in the economy generally over the next five years. The federal government has made a significant new investment in infrastructure. City staff does not have a precise sense of how that might impact the cost of City capital projects, and therefore has not included any related increased cost in the LTFP. Forthcoming CIPs will incorporate the City's estimate of any increase in the cost of capital projects due to additional federal investment.

Inflation has significantly increased over the course of the last year. Since spring 2021, inflation has steadily grown from around 3% annually to around 8% annually. It is unclear how inflation will change over the five-year planning horizon of the LTFP. Staff has assumed a 3% rate of inflation in the LTFP.

STATUS QUO FORECAST

The following five-year forecast is a "status quo" forecast. A "status quo" forecast assumes that the City continues current (status quo) staffing levels, service levels, and programs in the future and that the City does not establish any new revenue-generating mechanisms.

City staff has created an updated status quo five-year forecast for the General Fund, including Measure S funds, for FY 2022/23 through FY 2026/27. This forecast will be used as the basis of the development of the FY 2022/23 budget. For the status quo forecast, staff assumed that future City service levels would remain at the levels of FY 2021/22. Staff then forecasted revenues and expenditures for the five succeeding years by applying assumptions about future changes in economic conditions that impact revenues and expenditures.

Based on specific assumptions, detailed below, the City forecasts that the General Fund and the Measure S funds will be essentially structurally balanced over the five-year planning horizon, with small surpluses or deficits. Although the City's revenues are sufficient to cover normal operating costs, the revenues and reserves are not sufficient to cover the City's two large unfunded liabilities, deferred maintenance of capital assets (streets, sidewalks, parks, City buildings, etc.) and other postemployment benefits (OPEB), primarily retired City employee medical insurance coverage.

It is important to note that the status quo forecast for FY 2022/23 through FY 2026/27 includes the organizational changes that were made in FY 2021/22 and the associated additional positions that were included in the FY 2021/22 budget. The new positions included a dedicated Human Resources Director, Community Services Director, Community Development Director, and Public Works Director as well as an Administrative Fire Captain, Fire Prevention Captain, Deputy City Clerk, Management Analyst in Public Works and other new maintenance positions in Public Works.

Below find a table illustrating the five-year forecast for the City's General Fund (including Measure S 2006 and 2014).

Table 1 – General Fund Status Quo Financial Forecast

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUE									
PROPERTY TAX	3,837,167	4,514,755	4,091,345	4,230,122	4,776,626	5,649,469	5,801,568	5,959,970	6,138,769
SALES TAX	3,994,720	3,788,080	4,303,800	4,483,848	4,582,095	4,695,271	4,803,262	4,913,737	5,026,753
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	4,623,561	4,840,000	4,902,000	5,022,000	5,122,440	5,224,889	5,329,387
UTILITY USERS TAX	1,812,844	1,809,832	1,939,726	1,915,000	1,934,150	1,953,492	1,973,026	1,992,757	2,012,684
FRANCHISE TAX	735,311	750,001	751,598	779,000	786,790	794,658	802,604	810,631	818,737
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,034,203	2,082,883	2,215,948	2,317,376	2,421,681	2,531,220	2,645,775
TRANSIENT OCCUPANCY TAX	485,499	444,453	446,105	418,000	440,000	453,200	466,796	480,800	495,224
BUSINESS LICENSE TAX	399,258	382,051	349,733	382,000	400,000	412,000	424,360	437,091	450,204
CHARGES FOR SERVICES	967,318	1,260,013	1,345,588	1,339,796	1,405,108	1,498,155	1,571,813	1,649,154	1,731,612
OTHER REVENUE	2,367,313	1,116,846	833,313	518,140	549,640	555,136	560,688	566,295	571,958
ONE-TIME REVENUE					-				
Total Revenue	**20,722,259**	**19,920,585**	**20,718,971**	**20,988,789**	**21,992,357**	**23,350,757**	**23,948,239**	**24,566,543**	**25,221,102**
TRANSFERS IN	6,290,688								
PENSION TRANSFER IN (FY 19/20 alloc)			667,859						
PENSION TRANSFER IN			476,366	853,686	2,250,824	2,479,356	2,721,600	2,978,379	3,250,565
Total Sources	**27,012,947**	**19,920,585**	**21,863,196**	**21,842,475**	**24,243,181**	**25,830,113**	**26,669,840**	**27,544,922**	**28,471,667**
EXPENDITURES									
SALARIES	8,593,887	9,184,283	9,683,813	10,553,426	11,492,312	11,837,081	12,192,194	12,557,960	12,934,698
BENEFITS - PERS RETIRE	1,792,051	2,451,619	2,771,676	3,447,080	3,808,871	4,037,403	4,279,647	4,536,426	4,808,612
BENEFITS - OTHER	3,079,527	2,864,038	2,720,468	3,374,993	3,687,664	3,872,047	4,065,650	4,268,932	4,439,689
OPERATIONS AND MAINTENANCE	2,056,418	3,460,467	2,685,146	3,082,147	3,387,962	3,455,721	3,524,836	3,630,581	3,739,498
DEBT SERVICE	590,433	606,553	558,607	576,107	596,107	611,150	677,150	677,150	677,150
CAPITAL OUTLAY	211,292	429,470	1,397,824	157,186	253,622	261,231	269,068	277,140	285,454
TRANSFERS OUT	21,732,833	1,255,058	1,588,652	1,418,455	1,418,455	1,461,009	1,504,839	1,549,984	1,596,484
Total Expenditures	**38,056,441**	**20,251,487**	**21,406,186**	**22,609,394**	**24,644,993**	**25,535,642**	**26,513,383**	**27,498,172**	**28,481,585**
Surplus/Deficit	**(11,043,494)**	**(330,902)**	**457,010**	**(766,919)**	**(401,812)**	**294,471**	**156,457**	**46,750**	**(9,918)**
Fund Balance, July 1	23,478,448	12,434,954	12,104,052	12,726,083	11,009,449	9,956,712	10,137,701	10,193,042	10,135,138
Preliminary Fund Balance, June 30	**12,434,954**	**12,104,052**	**12,561,062**	**11,959,164**	**10,607,637**	**10,251,183**	**10,294,158**	**10,239,792**	**10,125,219**
General Reserves Adjustment			-	(949,715)	(650,925)	(113,481)	(101,116)	(104,654)	(108,825)
Fund Balance, June 30	**12,434,954**	**12,104,052**	**12,726,083**	**11,009,449**	**9,956,712**	**10,137,701**	**10,193,042**	**10,135,138**	**10,016,395**
Pension Fund Balance, July 1	16,287,510	17,159,258	18,088,812	19,432,089	19,655,464	18,504,657	17,058,571	15,296,367	13,175,177
Revenues - Interest	924,669	1,010,988	2,566,660	1,127,061	1,140,017	1,073,270	989,397	887,189	764,160
Expenditure - Transfers Out			1,144,225	853,686	2,250,824	2,479,356	2,721,600	2,978,379	3,250,565
Expenditures	52,921	81,434	79,159	50,000	40,000	40,000	30,000	30,000	30,000
Pension Fund Balance, June 30	**17,159,258**	**18,088,812**	**19,432,089**	**19,655,464**	**18,504,657**	**17,058,571**	**15,296,367**	**13,175,177**	**10,658,773**
Fund Balance, July 1			7,457,116	7,492,770	8,517,413	9,395,369	9,771,183	10,162,031	10,568,512
Revenues - Interest			35,654	74,928	227,031	262,333	289,731	301,827	313,916
Revenues - Transfer In				949,715	650,925	113,481	101,116	104,654	108,825
General Reserve Balance, June 30	**7,137,963**	**7,457,116**	**7,492,770**	**8,517,413**	**9,395,369**	**9,771,183**	**10,162,031**	**10,568,512**	**10,991,252**

Revenues

As shown in Table 1 above, the status quo forecast anticipates that General Fund revenue, including the Measure S funds, will grow by 22% from $23.3 million in FY 2022/23 to $27.1 million in FY 2026/27, approximately 5% annually, primarily due to increases in the property tax and sales tax categories.

Property Tax

Property tax is an ad valorem tax levied on real property. The fixed statutory rate, set by Proposition 13, is 1% of assessed valuation. The City receives approximately 19% of the total property tax levied on property located within its boundaries.

Property tax is made up of four components—secured (basic and Redevelopment Property Tax Trust Fund (RPTTF)); unsecured; supplemental; and property transfer tax. The 22% growth in property tax forecasted for FY 2023/24 is primarily due to an increase in the residual property tax revenue resulting after outstanding Redevelopment bonds are retired in the prior year.

Sales Tax

The overall sales tax rate on purchases made in Pinole is 9.75%. Of that amount, the City receives the statewide standard 1% (referred to as the Bradley Burns sales tax) plus 0.5% due to Measure S 2006 and 0.5% due to Measure S 2014. The forecast assumes an average 2% growth rate in the City's sales tax revenue, consistent with projections provided by HdL, the City's sales tax consultant.

Utility Users Tax (UUT)

The City levies an 8% utility users' tax (UUT) on the value of public utilities services consumed within the City limits for electricity, gas, and telecommunications. The UUT was originally established in 1998 and extended in 2004 and 2018. The forecasted growth rate averages 1% per year, which aligns with the City's recent experience of very low to flat growth in UUT, notably in the telecommunications subcategory.

Franchise Fees

The City levies a franchise fee 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%) services to citizens living within the City's boundaries. The fees are defined in the franchise agreements between the City and the organizations and are paid directly to the City by these franchisees. The forecasted growth rate averages 1% per year. While franchise fee revenue has grown collectively, one of the major services, cable, has had flat to low growth. One factor is the change in consumer preference from traditional cable to streaming services.

Intergovernmental Tax

The main General Fund revenue categorized as Intergovernmental Tax is the motor vehicle license fee (VLF), also known as the automobile in-lieu tax, which is imposed on the ownership of a motor vehicle in-lieu of taxing it as personal property. The VLF is paid annually to the State at the time vehicle registrations are renewed based on a vehicle's current value. The forecast assumes an average 6% growth rate, consistent with projections provided by HdL, the City's property tax consultant. The other General Fund revenue categorized as Intergovernmental Tax is the Homeowners Property Tax Relief.

Transient Occupancy Tax

The City's transient occupancy tax (TOT) was established in 1986 and amended in 1991 to impose a 10% tax for the privilege of occupying quarters on a transient basis in accordance with Chapter 3.24 of Municipal Code. This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The forecast assumes a 5% growth rate based on industry trends.

Business License Tax

The City's business license tax was established in 1975 and is assessed on all businesses operating 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 (currently $152) per year combined with a variable tax component based on the number of employees engaged in each business. The forecast assumes a 5% growth rate based on trends.

Public Safety Charges

Public safety charges are the revenues received from the cities of Hercules and San Pablo for police dispatch services that Pinole provides to those jurisdictions under an Intergovernmental Service Sharing agreement. Under the current agreement, the City recovers approximately 67% of the total cost of performing dispatch services for the three jurisdictions. The forecast assumes a 7% increase based on the established formula.

Other Revenue

Other revenues 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 City is currently conducting a comprehensive fee study to determine the City's total cost of providing certain services. The study will likely recommend changes to the City's fees, which could potentially increase revenue generated from fees in the future. The LTFP five-year forecast does not assume any increased revenues related to potential changes in City fees resulting from the comprehensive fee study.

Transfers In

The transfer in shown in the five-year forecast 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.

Expenditures

As shown Table 1 above, the status quo forecast anticipates that General Fund expenditures, including the Measure S funds, will grow by 13%, approximately 3% annually, from $23.4 million in FY 2022/23 to $27.6 million in FY 2026/27, primarily due to increases in the salaries and benefits categories.

Salaries

The forecast for salaries and wages is based on the City's current staffing level (123 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). Starting in FY 2022/23, the forecast includes a savings factor equal to 5% of total annual salary expenditures to account for savings resulting from position vacancies.

Benefits - Retirement

The cost of benefits - retirement 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 from July 2020. The forecast reflects the net cost to the City (the required total contribution minus the employee contributions). As a result of recent negotiations between the City and most of the unions representing City employees, City employees' contribution toward their pension benefit was reduced in FY 2021/22. This has increased the City's pension cost, and is included in the forecast.

Benefits - Other

Benefits - other includes employee medical/dental/vision care, workers' compensation, general liability, and others. The benefits cost in the forecast is based primarily on rate schedules provided by outside agencies, such as CalPERS. The forecast assumes an average 5% annual growth rate.

Operations and Maintenance

Operations and maintenance is primarily discretionary and non-personnel related expenditures, such as professional services, utilities, and materials and supplies. The forecast assumes an average 3% increase to account for anticipated inflation.

Capital Outlay

Capital outlay in the status quo forecast includes non-major asset acquisition and improvements, such as computer equipment and furniture. The forecast assumes an average 3% growth rate to account for anticipated increases in the price of products.

Major one-time capital improvements that were included in the FY 2021/22 budget and funded by the General Fund and Measure S are not reflected in the status quo forecast. Though they may span multiple fiscal years, capital projects are non-recurring in nature and are not accounted for in the forecast.

The City develops a separate Five-Year Capital Improvement Plan (CIP) to plan for and appropriate funds to capital improvement projects. Each year, capital needs are assessed and prioritized through the capital improvement planning process.

Debt Service

Debt service is solely composed of the payment of principal and interest on the 2006 pension obligation bonds (POBs) that were issued to pay down the City's unfunded accrued actuarial liability with CalPERS. The future years are forecasted based on the long-term debt obligation schedule. This debt will be fully paid and retired in FY 2035/36.

Transfers Out

Transfers out includes the transfer of funds from the General Fund and Measure S to other funds to support Recreation and Pinole Community Television (PCTV) operations. The transfer helps to stabilize the budgets in those areas as the operating costs are not fully recoverable. The forecast assumes a flat dollar amount consistent with past practice.

Fund Balance

Fund balance is basically an accumulation of funds as a result of revenues minus expenditures. When total revenue exceeds total expenditures at the end of a fiscal year, a surplus of funds results and increases fund balance (reserves). On the opposite end, when total expenditures exceed total revenue, a deficit results and reduces fund balance (reserves).

General Fund Balance and General Reserves

The Preliminary Fund Balance, June 30 shown in the table above and other City financial schedules is the estimated General Fund fund balance before any transfers are made out of the General Fund to the General Reserve per the Reserve Policy. The Reserve Policy requires that an amount equal to 50% of total General Fund ongoing expenditures be set aside in a separate fund, the General Reserve, to maintain adequate financial resources in the event of financial distress.

If the General Reserve balance falls short of the policy requirement, funds are transferred from the General Fund unassigned fund balance in an amount equal to the difference between the

General Reserve fund balance and the amount required as per the policy. As such, the Fund Balance, June 30 is the Preliminary Fund Balance, June 30 less the General Reserve Adjustment, if any.

The General Reserve fund balance is forecasted to increase from $8.5 million in FY 2021/22 to $11.0 million in FY 2026/27.

Pension Trust Fund Balance

In June 2018, the City established a Section 115 Trust to set aside resources to offset the City's significant unfunded pension liability and anticipated significant increases in the City's future annual required contributions to CalPERS. The City intended to withdraw resources from the trust to remit to CalPERS such that the General Fund's contribution to CalPERS for any year would be held level at the City's contribution in FY 2018/19, the baseline year.

The pension fund balance for each fiscal year is calculated by starting with the fund balance at July 1, adding estimated interest earnings, subtracting transfers out to offset increases in pension costs, and subtracting administrative costs. The pension fund balance will continue to decrease as funds are withdrawn each year because the trust was funded with one-time proceeds as its only source of funding.

NON-GENERAL FUNDS

City staff has also created status quo five-year forecasts for the City's Non-General Funds. These forecasts will also be used as the basis of the development of the FY 2022/23 budget. Similar to the General Fund status quo forecast, staff assumed that future City service levels would remain at the levels of FY 2020/21. Staff then forecasted revenues and expenditures for the five succeeding years by applying assumptions about future changes in economic conditions that impact revenues and expenditures. The forecasts include projects programmed in the draft FY 2022/23 Five-Year Capital Improvement Plan.

Gas Tax Fund

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.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	754,674	789,998	795,113	906,667	924,800	952,544	981,121	1,010,554	1,040,871
OTHER REVENUE	5,879	18,024	10,952	12,636	12,889	13,146	13,409	13,678	13,951
TOTAL REVENUES	**760,554**	**808,022**	**806,065**	**919,303**	**937,689**	**965,691**	**994,530**	**1,024,232**	**1,054,822**
EXPENDITURES									
OPERATIONS AND MAINTENANCE	403,541	447,320	559,471	510,283	525,591	541,359	557,600	574,328	591,558
CAPITAL OUTLAY	426	129,781	817,521	564,445	100,000	-	-	-	-
TOTAL EXPENDITURES	**403,967**	**577,100**	**1,376,992**	**1,074,728**	**625,591**	**541,359**	**557,600**	**574,328**	**591,558**
Surplus/(Deficit)	356,586	230,922	(570,927)	(155,425)	312,098	424,332	436,930	449,904	463,264
Fund Balance, July 1	339,936	696,522	927,445	356,517	201,092	513,190	937,521	1,374,452	1,824,355
Fund Balance, June 30	696,522	927,445	356,517	201,092	513,190	937,521	1,374,452	1,824,355	2,287,620

Restricted Real Estate Maintenance Fund

The Restricted Real Estate Maintenance Fund accounts for revenues resulting from the sale or rental of property owned by the former Redevelopment Agency. These resources are used to maintain properties owned by the Successor Agency within the boundaries of the former Redevelopment Agency project areas.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
FEES	1,825	475	475	3,175	3,175	3,175	3,175	3,175	3,175
OTHER REVENUE	70,833	3,787	34,150	36,816	37,921	39,058	40,230	41,437	42,680
TOTAL REVENUES	**72,658**	**4,262**	**34,625**	**39,991**	**41,096**	**42,233**	**43,405**	**44,612**	**45,855**
EXPENDITURES									
OPERATIONS AND MAINTENANCE	19,413	24,418	20,118	26,000	26,780	27,583	28,411	29,263	30,141
TOTAL EXPENDITURES	**19,413**	**24,418**	**20,118**	**26,000**	**26,780**	**27,583**	**28,411**	**29,263**	**30,141**
Surplus/(Deficit)	53,245	(20,156)	14,507	13,991	14,316	14,650	14,994	15,349	15,714
Fund Balance, July 1	133,586	186,831	166,676	181,183	195,174	209,490	224,140	239,134	254,483
Fund Balance, June 30	186,831	166,676	181,183	195,174	209,490	224,140	239,134	254,483	270,197

Public Safety Augmentation Fund

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller to the City under Prop 172 from the statewide one-half cent sales tax based. These funds are used exclusively for public safety. The receipt of these funds is conditioned on maintenance of effort using base year 1992/93.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	202,489	185,306	187,448	170,266	175,374	180,635	186,054	191,636	197,385
OTHER REVENUE	3,201	7,117	1,269	2,500	2,525	2,550	2,576	2,602	2,628
TOTAL REVENUES	**205,691**	**192,423**	**188,717**	**172,766**	**177,899**	**183,185**	**188,630**	**194,237**	**200,012**
EXPENDITURES									
OPERATIONS AND MAINTENANCE	131,658	179,741	143,643	204,574	210,711	217,033	223,544	230,250	237,157
TOTAL EXPENDITURES	**131,658**	**179,741**	**143,643**	**204,574**	**210,711**	**217,033**	**223,544**	**230,250**	**237,157**
Surplus/(Deficit)	74,032	12,682	45,074	(31,808)	(32,812)	(33,847)	(34,914)	(36,012)	(37,145)
Fund Balance, July 1	279,126	353,158	365,841	410,915	379,107	346,295	312,448	277,534	241,522
Fund Balance, June 30	353,158	365,841	410,915	379,107	346,295	312,448	277,534	241,522	204,377

Traffic Safety Fund

The Traffic Safety Fund accounts for fines and forfeitures received by the City under Section 1463 of the Penal Code. These funds are used exclusively for official traffic control devices, the maintenance thereof, equipment and supplies for traffic law enforcement and traffic accident prevention, and for the maintenance, improvement, or construction of public streets, bridges, and culverts within the City. The fund may be used to pay the compensation of school crossing guards who are not regular full-time members of the Police Department of the City.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
FINES AND FORFEITURES	35,181	46,640	27,491	45,000	45,450	45,905	46,364	46,827	47,295
OTHER REVENUE	1,541	3,821	750	1,500	1,515	1,530	1,545	1,561	1,577
TOTAL REVENUES	**36,722**	**50,461**	**28,241**	**46,500**	**46,965**	**47,435**	**47,909**	**48,388**	**48,872**
EXPENDITURES									
SALARIES AND WAGES	6,303	4,704	-	7,280	7,498	7,723	7,955	8,194	8,440
BENEFITS	977	707	209	820	869	921	977	1,035	1,097
OPERATIONS AND MAINTENANCE	395	988	356	4,661	4,801	4,945	5,093	5,246	5,403
CAPITAL OUTLAY	-	-	-	7,500	-	-	-	-	-
TOTAL EXPENDITURES	**7,674**	**6,399**	**565**	**20,261**	**13,168**	**13,590**	**14,025**	**14,475**	**14,940**
Surplus/(Deficit)	29,048	44,062	27,676	26,239	33,797	33,845	33,884	33,913	33,932
Fund Balance, July 1	134,192	163,240	207,302	234,978	261,217	295,014	328,859	362,743	396,656
Fund Balance, June 30	163,240	207,302	234,978	261,217	295,014	328,859	362,743	396,656	430,588

Supplemental Law Enforcement Services Fund

The Supplemental Law Enforcement Services Fund (SLESF) accounts for funds received from the State via the County under AB 3229, which enacted the Citizens Option for Public Safety (COPS) Program for local law enforcement activities. The minimum allocation for public agencies is $100,000, which is the amount Pinole has historically received.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	148,747	155,948	156,727	156,727	159,862	163,059	166,320	169,646	173,039
OTHER REVENUE	1,769	4,955	1,080	1,600	1,616	1,632	1,648	1,665	1,682
TOTAL REVENUES	**150,515**	**160,903**	**157,807**	**158,327**	**161,478**	**164,691**	**167,968**	**171,311**	**174,721**
EXPENDITURES									
OPERATIONS AND MAINTENANCE	101,008	60,170	98,192	104,188	107,314	110,533	113,849	117,265	120,782
TOTAL EXPENDITURES	**101,008**	**60,170**	**98,192**	**104,188**	**107,314**	**110,533**	**113,849**	**117,265**	**120,782**
Surplus/(Deficit)	49,507	100,733	59,615	54,139	54,164	54,158	54,119	54,047	53,938
Fund Balance, July 1	119,096	168,603	269,337	328,952	383,091	437,255	491,413	545,532	599,579
Fund Balance, June 30	168,603	269,337	328,952	383,091	437,255	491,413	545,532	599,579	653,517

Storm Water Fund

The Storm Water Fund accounts for assessments collected by the County via property tax bills and remitted to the City pursuant to the National Pollution Discharge Elimination System (NPDES) regulations, a federally mandated program. Assessments are levied at $35 per Equivalent Runoff Unit (ERU). Revenue estimates are based on the number of ERU's multiplied by the adopted rate.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	251,004	259,103	260,430	323,978	336,937	350,415	364,431	379,008	394,169
OTHER REVENUE	29	(190)	51	150	152	153	155	156	158
TOTAL REVENUES	**251,032**	**258,913**	**260,480**	**324,128**	**337,089**	**350,568**	**364,586**	**379,165**	**394,326**
EXPENDITURES									
BENEFITS	13,162	-	2,222	-	-	-	-	-	-
OPERATIONS AND MAINTENANCE	291,751	289,103	272,838	437,685	285,000	293,550	302,357	311,427	320,770
TOTAL EXPENDITURES	**304,913**	**289,103**	**275,059**	**437,685**	**285,000**	**293,550**	**302,357**	**311,427**	**320,770**
Surplus/(Deficit)	(53,881)	(30,190)	(14,579)	(113,557)	52,089	57,018	62,229	67,737	73,556
Fund Balance, July 1	100,502	46,621	16,432	1,853	(111,704)	(59,616)	(2,598)	59,631	127,368
Fund Balance, June 30	46,621	16,432	1,853	(111,704)	(59,616)	(2,598)	59,631	127,368	200,925

Recreation Fund

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.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
FEES	7,823	8,307	13,361	8,000	8,240	8,487	8,742	9,004	9,274
CHARGES FOR SERVICES	628,825	379,124	128,296	377,778	389,111	400,785	412,808	425,192	437,948
OTHER REVENUE	133,569	93,253	20,743	134,144	135,485	136,840	138,208	139,590	140,986
TRANSFERS IN	307,214	522,254	632,055	1,091,962	984,425	1,108,640	1,154,738	1,202,853	1,253,083
TOTAL REVENUES	**1,077,430**	**1,002,938**	**794,455**	**1,611,884**	**1,517,261**	**1,654,752**	**1,714,496**	**1,776,640**	**1,841,292**
EXPENDITURES									
SALARIES AND WAGES	347,167	335,372	292,236	761,237	784,074	807,596	831,824	856,779	882,482
BENEFITS	162,725	172,763	154,133	299,720	317,703	336,765	356,971	378,390	401,093
OPERATIONS AND MAINTENANCE	567,183	500,244	374,548	468,217	482,263	496,731	511,633	526,982	542,792
CAPITAL OUTLAY	897	-	2,519	12,874	13,260	13,658	14,068	14,490	14,924
TOTAL EXPENDITURES	**1,077,973**	**1,008,380**	**823,437**	**1,542,048**	**1,597,301**	**1,654,751**	**1,714,497**	**1,776,641**	**1,841,291**
Surplus/(Deficit)	(543)	(5,442)	(28,982)	69,836	(80,040)	1	(0)	(1)	0
Fund Balance, July 1	45,170	44,627	39,185	10,204	80,039	(0)	0	0	(0)
Fund Balance, June 30	44,627	39,185	10,204	80,039	(0)	0	0	(0)	(0)

Building and Planning Fund

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 is currently conducting a fee study to determine the City's total cost of providing certain services that have a specific beneficiary. The study will likely recommend 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 2022/23, which explains the large increases in the forecasted permit and fee revenues for that year.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	-	-	-	205,000	225,000				
LICENSES AND PERMITS	386,019	310,704	264,128	487,000	2,427,800	501,610	516,658	532,158	548,123
FEES	315,732	417,735	239,196	900,700	2,162,649	927,721	955,553	984,219	1,013,746
OTHER REVENUE	12,568	19,176	(422)	13,000	13,130	13,261	13,394	13,528	13,663
TRANSFERS IN	-	-	192,000	374,216	-	-	-	-	-
TOTAL REVENUES	**714,318**	**747,614**	**694,902**	**1,979,916**	**4,828,579**	**1,442,592**	**1,485,605**	**1,529,905**	**1,575,532**
EXPENDITURES									
SALARIES AND WAGES	217,029	163,594	240,134	614,251	830,874	855,800	881,474	907,918	935,156
BENEFITS	85,720	85,015	124,965	316,715	359,104	380,650	403,489	427,699	453,361
OPERATIONS AND MAINTENANCE	686,315	827,458	622,505	1,473,003	1,206,783	627,783	646,616	666,015	685,995
CAPITAL OUTLAY	-	-	-	3,000	-	-	-	-	-
TOTAL EXPENDITURES	**989,063**	**1,076,066**	**987,604**	**2,406,969**	**2,396,761**	**1,864,233**	**1,931,580**	**2,001,632**	**2,074,512**
Surplus/(Deficit)	(274,745)	(328,452)	(292,702)	(427,053)	2,431,818	(421,641)	(445,975)	(471,727)	(498,980)
Fund Balance, July 1	761,594	486,849	158,397	(134,305)	(561,358)	1,870,460	1,448,818	1,002,843	531,116
Fund Balance, June 30	486,849	158,397	(134,305)	(561,358)	1,870,460	1,448,818	1,002,843	531,116	32,136

Refuse Management Fund

The Refuse Management Fund accounts for a surcharge collected by Republic Services and remitted to the City under AB 939 of $0.83 per can per month on all residential customers in Pinole. These revenues are restricted to programs and activities that encourage and promote recycling and source reduction of solid waste.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	66,161	111,950	66,635	60,060	61,862	63,718	65,629	67,598	69,626
OTHER REVENUE	7,083	7,176	1,008	6,000	6,060	6,121	6,182	6,244	6,306
TOTAL REVENUES	**73,244**	**119,125**	**67,643**	**66,060**	**67,922**	**69,838**	**71,811**	**73,842**	**75,932**
EXPENDITURES									
OPERATIONS AND MAINTENANCE	103,347	93,143	102,639	99,000	101,970	105,029	108,180	111,425	114,768
CAPITAL OUTLAY	307,432								
TRANSFERS OUT		-	107,805	-	-	-	-	-	-
TOTAL EXPENDITURES	**410,778**	**93,143**	**210,444**	**99,000**	**101,970**	**105,029**	**108,180**	**111,425**	**114,768**
Surplus/(Deficit)	(337,535)	25,983	(142,801)	(32,940)	(34,048)	(35,191)	(36,369)	(37,584)	(38,836)
Fund Balance, July 1	684,738	347,203	373,186	230,385	197,445	163,396	128,206	91,837	54,253
Fund Balance, June 30	347,203	373,186	230,385	197,445	163,396	128,206	91,837	54,253	15,417

Solid Waste Fund

The Solid Waste Fund accounts for a surcharge collected by Republic Services and remitted to the City for solid waste services. These funds must be used for future solid waste capital projects.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
OTHER REVENUE	10,164	27,628	5,804	8,000	8,080	8,161	8,242	8,325	8,408
MISCELLANEOUS REVENUE	314,229	375,749	347,367	360,000	374,400	389,376	404,951	421,149	437,995
TOTAL REVENUES	**324,392**	**403,377**	**353,171**	**368,000**	**382,480**	**397,537**	**413,193**	**429,474**	**446,403**
EXPENDITURES									
OPERATIONS AND MAINTENANCE	3,003	-	2,240	118,645	122,204	125,870	129,647	133,536	137,542
CAPITAL OUTLAY		-	-	642,800	425,000	-	-	-	-
TRANSFERS OUT		-	45,700	-	-	-	-	-	-
TOTAL EXPENDITURES	**3,003**	**-**	**47,940**	**761,445**	**547,204**	**125,870**	**129,647**	**133,536**	**137,542**
Surplus/(Deficit)	321,390	403,377	305,231	(393,445)	(164,724)	271,666	283,547	295,938	308,861
Fund Balance, July 1	833,364	1,154,754	1,558,130	1,863,361	1,469,916	1,305,192	1,576,858	1,860,405	2,156,343
Fund Balance, June 30	1,154,754	1,558,130	1,863,361	1,469,916	1,305,192	1,576,858	1,860,405	2,156,343	2,465,204

Measure C/J Fund

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.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	379,583	405,252	390,147	475,247	494,257	514,027	534,588	555,972	578,211
OTHER REVENUE	9,353	23,857	6,297	8,000	8,080	8,161	8,242	8,325	8,408
TOTAL REVENUES	**388,936**	**429,109**	**396,444**	**483,247**	**502,337**	**522,188**	**542,831**	**564,297**	**586,619**
EXPENDITURES									
OPERATIONS AND MAINTENANCE	124,329	82,819	160,835	199,189	205,165	211,320	217,659	224,189	230,915
CAPITAL OUTLAY	25,542	18,651	-	738,000	350,000	-	-	-	-
TOTAL EXPENDITURES	**149,871**	**101,471**	**160,835**	**937,189**	**555,165**	**211,320**	**217,659**	**224,189**	**230,915**
Surplus/(Deficit)	239,065	327,638	235,609	(453,942)	(52,828)	310,868	325,171	340,108	355,704
Fund Balance, July 1	1,254,870	1,493,935	1,821,573	2,057,183	1,603,241	1,550,413	1,861,281	2,186,453	2,526,560
Fund Balance, June 30	1,493,935	1,821,573	2,057,183	1,603,241	1,550,413	1,861,281	2,186,453	2,526,560	2,882,264

Rate Stabilization Fund

The Rate Stabilization Fund was created to account for the excess revenues from the solid waste post collection contract with Republic Services. Twenty-five percent (25%) of the surplus funds, generated from prior years' rate increases, are set aside to offset year-over-year rate fluctuations; thereby, leveling the annual rates paid by consumers. Per Resolution 2013-91, the City was required to establish a rate stabilization fund, separate from the Solid Waste Fund, for the excess revenues collected.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
MISCELLANEOUS REVENUE	-	-	31,171	31,483	31,798	32,116	32,437	32,761	33,089
TRANSFERS IN	-	-	153,505	158,110	162,853	167,739	172,771	177,954	183,293
TOTAL REVENUES	**-**	**-**	**184,676**	**189,593**	**194,651**	**199,855**	**205,208**	**210,715**	**216,382**
EXPENDITURES	-								
TOTAL EXPENDITURES	-	-	-	-	-	-	-	-	-
Surplus/(Deficit)	-	-	184,676	189,593	194,651	199,855	205,208	210,715	216,382
Fund Balance, July 1	-	-	-	184,676	374,269	568,920	768,775	973,983	1,184,698
Fund Balance, June 30	-	-	184,676	374,269	568,920	768,775	973,983	1,184,698	1,401,080

American Rescue Plan Act (ARPA) Fund

The American Rescue Plan Act Fund accounts for the $4.6 million allocated to the City from the federal government from the American Rescue Plan Act of 2021. The City received its first tranche of $2.3 million in July 2021 and will receive the second tranche one year later. The City Council has appropriated $400,000 of the funding for small business assistance.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	-	-	-	2,302,505	2,302,505	-	-	-	-
TOTAL REVENUES	-	-	-	2,302,505	2,302,505	-	-	-	-
EXPENDITURES									
OPERATIONS AND MAINTENANCE	-	-	-	400,000	1,902,505	2,302,505	-	-	-
TOTAL EXPENDITURES	-	-	-	400,000	1,902,505	2,302,505	-	-	-
Surplus/(Deficit)	-	-	-	1,902,505	400,000	(2,302,505)	-	-	-
Fund Balance, July 1	-	-	-	-	1,902,505	2,302,505	-	-	-
Fund Balance, June 30	-	-	-	1,902,505	2,302,505	-	-	-	-

Parkland Dedication Fund

The Parkland Dedication Fund provides for the acquisition and development of parks as specified in the City's Parkland Dedication Ordinance (PDO) (Municipal Code Sec. 16.28), which requires as a condition of approval for the subdivision of land the dedication of park land or payment of a fee in-lieu of dedication, pursuant to California Government Code 66477 (the "Quimby Act").

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
FEES	36,183	26,227	16,027	16,508	17,003	17,513	18,038	18,579	19,137
OTHER REVENUE	345	1,506	351	355	358	362	365	369	373
TOTAL REVENUES	**36,528**	**27,733**	**16,378**	**16,862**	**17,361**	**17,875**	**18,404**	**18,949**	**19,510**
EXPENDITURES									
CAPITAL OUTLAY	-	799	-	-	-	-	-	-	-
TOTAL EXPENDITURES	**-**	**799**	**-**	**-**	**-**	**-**	**-**	**-**	**-**
Surplus/(Deficit)	36,528	26,934	16,378	16,862	17,361	17,875	18,404	18,949	19,510
Fund Balance, July 1	24,608	61,137	88,070	104,448	121,311	138,672	156,547	174,950	193,899
Fund Balance, June 30	61,137	88,070	104,448	121,311	138,672	156,547	174,950	193,899	213,408

Growth Impact Fund

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 fees for police, fire protection, municipal facilities, wastewater, roadways, and drainage.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
FEES	81,747	33,716	32,090	229,834	100,000	165,000	132,500	148,750	140,625
OTHER REVENUE	733	1,842	477	1,000	1,000	1,000	1,000	1,000	1,000
TOTAL REVENUES	**82,480**	**35,557**	**32,567**	**230,834**	**101,000**	**166,000**	**133,500**	**149,750**	**141,625**
EXPENDITURES									
CAPITAL OUTLAY	-	-	-	258,000	108,860	320,000	200,000	-	-
TOTAL EXPENDITURES	**-**	**-**	**-**	**258,000**	**108,860**	**320,000**	**200,000**	**-**	**-**
Surplus/(Deficit)	82,480	35,557	32,567	(27,166)	(7,860)	(154,000)	(66,500)	149,750	141,625
Fund Balance, July 1	-	82,480	118,037	150,604	123,438	115,578	(38,422)	(104,922)	44,828
Fund Balance, June 30	82,480	118,037	150,604	123,438	115,578	(38,422)	(104,922)	44,828	186,453

Housing Assets Fund

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.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
OTHER REVENUE	292,531	63,041	7,374	50,000	50,500	51,005	51,515	52,030	52,551
TRANSFERS IN	-	44,892	1,750,000	1,683,692	862,883	-	-	-	-
TOTAL REVENUES	**292,531**	**107,933**	**1,757,374**	**1,733,692**	**913,383**	**51,005**	**51,515**	**52,030**	**52,551**
EXPENDITURES									
OPERATIONS AND MAINTENANCE	170,110	69,688	44,092	228,798	235,662	242,732	250,014	257,514	265,240
TOTAL EXPENDITURES	**170,110**	**69,688**	**44,092**	**228,798**	**235,662**	**242,732**	**250,014**	**257,514**	**265,240**
Surplus/(Deficit)	122,421	38,245	1,713,282	1,504,894	677,721	(191,727)	(198,499)	(205,484)	(212,689)
Fund Balance, July 1	767,942	890,363	928,607	2,641,890	4,146,784	4,824,505	4,632,778	4,434,279	4,228,795
Fund Balance, June 30	890,363	928,607	2,641,890	4,146,784	4,824,505	4,632,778	4,434,279	4,228,795	4,016,106

Landscape & Lighting District Fund

The Landscape & Lighting District Fund accounts for assessments paid by property owners in the City's Landscape and Lighting Assessment District (LLAD) to maintain median lighting and landscaping within the Pinole Valley Road North and South areas.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	36,854	39,746	42,525	54,768	56,411	58,103	59,846	61,642	63,491
OTHER REVENUE	5,000	-	14,839	7,500	7,500	7,500	7,500	7,500	7,500
TOTAL REVENUES	**41,854**	**39,746**	**57,364**	**62,268**	**63,911**	**65,603**	**67,346**	**69,142**	**70,991**
EXPENDITURES									
OPERATIONS AND MAINTENANCE	33,098	38,172	53,599	56,405	58,097	59,840	61,635	63,484	65,389
CAPITAL OUTLAY	2,346	-	-	5,720	5,892	6,068	6,250	6,438	6,631
TOTAL EXPENDITURES	**35,444**	**38,172**	**53,599**	**62,125**	**63,989**	**65,908**	**67,886**	**69,922**	**72,020**
Surplus/(Deficit)	6,410	1,575	3,765	143	(78)	(305)	(539)	(780)	(1,029)
Fund Balance, July 1	19,478	25,888	27,462	31,227	31,370	31,292	30,987	30,448	29,667
Fund Balance, June 30	25,888	27,462	31,227	31,370	31,292	30,987	30,448	29,667	28,638

City Street Improvements Fund

The City Street Improvements Fund receives a transfer of $250,000 per year from Measure S 2014 to fund road maintenance projects.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
INTERGOVERNMENTAL REVENUES	5,183	535	149,002	289,594	-	-	-	-	-
OTHER REVENUE	20,609	18	1,417	-	-	-	-	-	-
TRANSFERS IN	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
TOTAL REVENUES	**225,792**	**250,553**	**400,419**	**539,594**	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**
EXPENDITURES									
CAPITAL OUTLAY	57,421	45,622	448,469	1,528,102	250,000	250,000	250,000	250,000	250,000
TOTAL EXPENDITURES	**57,421**	**45,622**	**448,469**	**1,528,102**	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**
Surplus/(Deficit)	168,371	204,930	(48,050)	(988,508)	-	-	-	-	-
Fund Balance, July 1	969,485	1,137,856	1,342,786	1,294,736	306,228	306,228	306,228	306,228	306,228
Fund Balance, June 30	1,137,856	1,342,786	1,294,736	306,228	306,228	306,228	306,228	306,228	306,228

Arterial Streets Rehabilitation Fund

The Arterial Streets Rehabilitation Fund receives a transfer of $250,000 per year from the Measure S 2014 to fund road rehabilitation projects.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
OTHER REVENUE	35,631								
TRANSFERS IN	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
TOTAL REVENUES	**235,631**	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**
EXPENDITURES									
CAPITAL OUTLAY	1,302	125,202	236,007	819,689	250,000	250,000	250,000	250,000	250,000
TOTAL EXPENDITURES	**1,302**	**125,202**	**236,007**	**819,689**	**250,000**	**250,000**	**250,000**	**250,000**	**250,000**
Surplus/(Deficit)	234,329	124,798	13,993	(569,689)	-	-	-	-	-
Fund Balance, July 1	415,454	649,783	774,581	788,574	218,885	218,885	218,885	218,885	218,885
Fund Balance, June 30	649,783	774,581	788,574	218,885	218,885	218,885	218,885	218,885	218,885

Sewer Enterprise Fund

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. The City's Sewer Enterprise Fund meets the criteria to be classified as a major fund.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
CHARGES FOR SERVICES	7,210,207	7,093,734	7,414,842	7,797,500	8,187,375	8,596,744	9,026,581	9,477,910	9,951,805
OTHER REVENUE	110,630	277,807	66,300	100,000	101,000	102,010	103,030	104,060	105,101
TOTAL REVENUES	**7,320,836**	**7,371,541**	**7,481,142**	**7,897,500**	**8,288,375**	**8,698,754**	**9,129,611**	**9,581,970**	**10,056,906**
EXPENDITURES									
SALARIES AND WAGES	986,229	1,019,018	1,029,690	1,277,035	1,315,346	1,354,806	1,395,451	1,437,314	1,480,434
BENEFITS	673,353	896,886	969,691	672,838	713,208	756,001	801,361	849,442	900,409
OPERATIONS AND MAINTENANCE	2,490,145	2,442,357	2,615,618	3,430,345	3,533,255	3,639,253	3,748,430	3,860,883	3,976,710
CAPITAL OUTLAY	565,189	544,807	816,475	2,206,855	2,310,382	2,000,000	1,040,597	800,000	3,800,000
DEBT SERVICE	215,195	612,491	621,332	1,609,506	1,611,624	1,607,476	1,612,018	1,611,192	1,609,526
TOTAL EXPENDITURES	**4,930,110**	**5,515,558**	**6,052,806**	**9,196,579**	**9,483,815**	**9,357,536**	**8,597,857**	**8,558,832**	**11,767,078**
Surplus/(Deficit)	2,390,726	1,855,983	1,428,336	(1,299,079)	(1,195,440)	(658,782)	531,754	1,023,139	(1,710,172)
Fund Balance, July 1	15,538,118	17,928,844	19,784,827	21,213,163	19,914,084	18,718,643	18,059,861	18,591,615	19,614,754
Fund Balance, June 30	17,928,844	19,784,827	21,213,163	19,914,084	18,718,643	18,059,861	18,591,615	19,614,754	17,904,582

Pinole Community Television Fund

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.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUES									
TAXES	32,702	28,833	25,359	52,972	54,561	56,198	57,884	59,620	61,409
CHARGES FOR SERVICES	188,351	191,537	223,342	316,956	326,465	336,259	346,346	356,737	367,439
MISCELLANEOUS REVENUE	4,020	3,000	341	5,000	2,500	2,500	2,500	2,500	2,500
TRANSFERS IN	132,303	147,804	174,853	160,124	247,643	219,839	231,496	243,796	256,786
TOTAL REVENUES	**357,375**	**371,175**	**423,895**	**535,052**	**631,169**	**614,796**	**638,226**	**662,653**	**688,134**
EXPENDITURES									
SALARIES AND WAGES	186,080	174,271	184,450	197,042	202,953	209,042	215,313	221,773	228,426
BENEFITS	103,742	121,948	137,325	147,867	156,739	166,143	176,112	186,679	197,879
OPERATIONS AND MAINTENANCE	46,491	45,328	70,017	163,161	168,056	173,097	178,290	183,639	189,148
CAPITAL OUTLAY	21,063	33,327	-	62,696	64,576	66,514	68,509	70,564	72,681
TOTAL EXPENDITURES	**357,375**	**374,875**	**391,792**	**570,765**	**592,324**	**614,796**	**638,224**	**662,654**	**688,134**
Surplus/(Deficit)	-	(3,700)	32,104	(35,713)	38,845	(0)	2	(1)	(0)
Fund Balance, July 1	(31,535)	(31,535)	(35,235)	(3,131)	(38,845)	(0)	(1)	1	0
Fund Balance, June 30	(31,535)	(35,235)	(3,131)	(38,845)	(0)	(1)	1	0	(0)

Information Systems Fund

The Information Systems Fund is an internal service fund used to account for activities of the City's Information Technology (IT) Division.

Category	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
EXPENDITURES									
OPERATIONS AND MAINTENANCE	555,995	723,886	641,766	1,035,936	1,067,014	1,099,025	1,131,995	1,165,955	1,200,934
CAPITAL OUTLAY	53,720	71,755	26,323	161,700	166,551	171,548	176,694	181,995	187,455
INTERFUND/INTERDEPARTMENTAL CHAR	(609,715)	(795,641)	(668,089)	(1,197,636)	(1,233,565)	(1,270,572)	(1,308,689)	(1,347,950)	(1,388,388)
TRANSFER TO CLEAR NEGATIVE CASH	-			196,169					
TOTAL EXPENDITURES	**-**	**-**	**(0)**	**196,169**	**-**	**-**	**-**	**-**	**-**
Surplus/(Deficit)	-	-	(0)	196,169	-	-	-	-	-
Fund Balance, July 1	(196,169)	(196,169)	(196,169)	(196,169)	(0)	(0)	(0)	(0)	(0)
Fund Balance, June 30	(196,169)	(196,169)	(196,169)	(0)	(0)	(0)	(0)	(0)	(0)

MAJOR CHALLENGES AND OPPORTUNITIES OVER THE NEXT FIVE YEARS

One of the main objectives of a LTFP is to identify significant challenges and opportunities that an organization is likely to face in the future, so that the organization has adequate lead time to take action to overcome challenges and profit from opportunities.

The City has taken many steps to identify major challenges and opportunities that it is likely to face in the future. In 2019, the City engaged a public opinion research firm to identify the top concerns of likely voters. As part of the development of the Strategic Plan 2020 – 2025, the City conducted an environmental scan. Additionally, the City has deployed multiple online surveys to gather input from the community on the major challenges and opportunities that the City will face over the next five years. The findings of the public opinion research, environmental scan, and the community surveys are integrated into the content below.

MAJOR CHALLENGES

Changes in demographics and economic conditions can create significant challenges for cities. As noted above, City staff does not anticipate that demographic or economic changes over the next five years will create any significant challenges for the City. The City will nonetheless face a number of other challenges over the next five years.

In the public opinion research conducted in November 2019, a representative sample of likely voters was asked to identify their top concerns and prevailing opinions. Participants provided the following responses to the question “What do you think is the most important issue facing the City of Pinole today?”:

- Traffic/transportation (14%);
- Public services funding/spending (13%);
- Crime/policing (9%);
- City budget/policies (8%);
- Housing/overpopulation (7%);
- Infrastructure/roads/power issues (6%);
- Jobs/economy/development (6%);
- Schools/education (5%);
- Community improvements (4%);
- Wildfires/fire safety (4%);
- Homelessness (2%);
- Taxes (2%);
- None/nothing (7%);
- Other (3%); and
- Don’t know (11%).

It is interesting to note that no single issue emerged as the most significant to a majority of respondents.

In addition to those listed above, City staff and the environmental scan identified the following additional items as major challenges that the City will face over the next five years:

- The City's extensive infrastructure, which needs upgrade and replacement;
- Retaining and developing staff, and succession planning;
- Climate change; and
- The changing nature of retail and the related impact to the City's sales and property tax revenues.

The City deployed a voluntary online survey specifically related to the LTFP from May 3, 2021 to May 17, 2021 using Survey Monkey. A total of 47 self-selected community members completed the survey and identified the following as the main challenges facing the City of Pinole over the next five years, some of which overlap with the major challenges identified in the environmental scan:

- Infrastructure maintenance and replacement, notably roads and parks;
- Climate change;
- Public safety, including policing and fire services; and
- Public transportation.

MAJOR OPPORTUNITIES

Changes in demographics and economic conditions can also create opportunities for cities. City staff does not anticipate that there will be any significant demographic or economic changes in the City over the next five years, therefore staff is not anticipating that demographic or economic changes will themselves present major opportunities. That said, the City currently faces and will continue to face a number of opportunities over the next five years.

Opportunities facing the City include the following:

- The opportunity to reimagine retail centers, potentially as mixed use or destination retail and entertainment developments, as the nature of retail changes and there is less need for large retail buildings and centers;
- The opportunity to redevelop other underdeveloped infill sites, such as vacant lots;
- The City's central location in the Bay Area, adjacent to I-80 and San Francisco Bay;
- The City's diverse population; and
- The City's historic downtown.

Respondents to the LTFP survey of May 2021 identified the following as the main opportunities facing the City of Pinole over the next five years, some of which overlap with the major opportunities identified in the environmental scan:

- Environmental initiatives, including the use of green and renewable energy;
- Economic development strategy to attract and support small businesses;
- Redevelopment of areas that can be used for new businesses and housing; and
- Revitalization of the historic downtown.

In April 2022, staff deployed an online survey designed to gauge community members' priorities. Staff used the results from the previous surveys, outlined above, to create the qualitative survey using the Balancing Act simulation tool. The survey included a menu of eleven potential City initiatives to be considered for funding, and asked respondents to select items that are of the highest priority to them, then rank them in order of importance. Following are the survey results from 149 submissions, ranked from highest priority (1) to lowest priority (11).

1. Public safety services (98%)
2. Climate and environmental sustainability (92%)
3. Parks and facilities maintenance (90%)
4. Pavement maintenance and rehabilitation (81%)
5. Community services (73%)
6. Economic development (69%)
7. Road safety (63%)
8. Active transportation (57%)
9. Community spaces and facilities (51%)
10. Financial reserves (41%)
11. Housing assistance (25%)

POLICY ALTERNATIVES - ADDITIONAL DISCRETIONARY EXPENDITURES

One goal of a LTFP is to identify the City services, and service levels, that residents desire, and can be afforded on an ongoing basis by a structurally balanced City budget.

In the United States, there are many levels of government (federal, state, county, city, and special districts), with distinct responsibilities. Cities are primarily responsible for public safety, land use, and public works. They are also often responsible for parks and recreation and sometimes responsible for providing utility services, such as clean water, wastewater, and power.

Pinole is considered a “full service” city, which means that it provides all traditional municipal services. It also provides some services, particularly fire protection and wastewater, that are provided by special districts in many other cities. Pinole provides a very broad range of services for a city of its size.

The majority of City of Pinole staff and resources are dedicated to public safety (police and fire services), land use regulation, building safety, local transportation infrastructure (streets, sidewalks, signals, bike lanes, etc.), and wastewater services. The City also invests significant staff and resources in additional public-facing services, such as outdoor recreation space and facilities, recreational and educational programs, cable television programming, and childcare and senior services. Some City staff and resources are also needed to provide internal services, such as finance, human resources, legal, information technology, records management, and facilities and equipment, to support the public-facing operations. Since having made reductions in staffing during the Great Recession, the City has been leanly staffed compared to many other cities. The City has begun to add back staff in recent years to fortify services that the City Council and community prioritize.

Customer expectations for certain municipal services, such as wastewater, are fairly consistent across communities. Therefore, it is straightforward for a city to identify the optimal service level for that function. Customer expectations, and service levels, for other municipal services, vary significantly across communities, and are influenced by a number of factors. As noted above, the City of Pinole is leanly staffed, and provides a solid but basic level of service in most service areas.

UNFUNDED/DEFERRED LIABILITIES

The City has a number of unfunded liabilities and deferred maintenance needs that it could address, described below.

Unfunded Liabilities

The City has a number of unfunded liabilities, such as unfunded accrued compensated absences, unfunded liability for other post-employment benefits (OPEB), and unfunded retirement (pension) liabilities.

Unfunded Accrued Compensated Absences

City employees accrue paid vacation and sick leave. As of the end of FY 2020/21, the City had approximately $1.1 million in unfunded liability for vacation and sick leave that employees had earned but not yet taken. The City traditionally pays for paid leave out of its normal operating budget, referred to as "pay-as-you-go." The City could choose to set aside funds to eliminate this unfunded liability. The funding source could be one-time funding, such as unassigned fund balance.

Unfunded Retirement (Pension) Liability

The City provides its employees with a defined benefit retirement program through CalPERS. Depending on the demographic characteristics of the City's employees, the amount of City and employee contributions to the retirement program, and the program's return on its investments, the assets and liabilities in the City's CalPERS account fluctuate over time. Per the most recent actuarial valuation available, as of June 30, 2020 the City had a total unfunded pension liability with CalPERS of approximately $39.4 million.

CalPERS has made several changes to its policies and procedures over the past decade that have been intended to increase the financial strength of the system, but have also resulted in significantly increased required contributions and unfunded liabilities for municipalities. CalPERS has changed key assumptions that increased unfunded liabilities, including increasing the life expectancy of beneficiaries and decreasing the expected rate of return on assets. CalPERS has also implemented new policies that require municipalities to accelerate contributions in order to achieve adequate funded status more quickly. So, despite the implementation of the less costly Public Employees' Pension Reform Act (PEPRA) in 2013, the City's unfunded pension liability has grown substantially over the past few years. CalPERS is unlikely to implement a comparably broad set of additional changes in the coming years, but even more modest changes, in addition to other factors, could continue to significantly increase the City's unfunded pension liability over the next few years.

The City created a special trust fund in FY 2017/18, referred to as a "Section 115 trust," funded with one-time General Fund resources, to offset this significant unfunded pension liability. As of June 30, 2021, the market value of the assets in the trust fund was $19.4 million. The unfunded liability in CalPERS will fluctuate over time, as will the value of the assets in the Section 115 trust.

Unfunded Accrued Liability (UAL) for Other Post-Employment Benefits (OPEB)

A pension is the primary benefit that the City provides to retired City employees. The other main benefit that the City provides to retired City employees is a contribution toward retiree medical insurance premiums during retirement. This and other ancillary, non-pension retirement benefits, are referred to as other post-employment benefits (OPEB). Until recently, employers have not been required to report OPEB assets and liabilities in the same way that they have been required to report pension assets and liabilities. Further, employers have generally not been required to make regular payments to pre-fund OPEB liabilities. Employers have normally paid for OPEB benefits on a pay-as-you-go basis. This has resulted in significant unfunded OPEB liability for many employers, including the City. As of June 30, 2021, the City had an unfunded OPEB liability of $46.5 million.

The City could consider creating an OPEB trust, like the Section 115 Trust that was created for pension. The City would need to determine a funding source for the trust, or it could consider using the current Section 115 Trust for both pension and OPEB. If the trust were to be used for pension and OPEB, the funds would be exhausted faster unless additional funding was put into the trust.

Deferred Maintenance and Renewal

Like many cities, Pinole has deferred investment and expenditures on capital assets and other systems, particularly in response to and in the aftermath of the Great Recession and the dissolution of redevelopment. The City's current budget allows the City to provide essential services, but defers some investment in capital assets. This deferral of investment will lead to the deterioration of some assets and systems in the long run.

Capital Asset Renewal and Replacement

Pinole has deferred expenditures on capital asset maintenance and renewal, and many of the City's capital assets are reaching the natural end of their useful life. The City owns a significant portfolio of capital assets, which are well described in the City's Capital Improvement Plan (CIP). These include buildings, roads, sidewalks, parking lots, trails, parks, open space, the WWTP, the sewer collection system, the stormwater collection system, vacant lots, streetlights, and traffic control devices. The City's Strategic Plan includes a strategy to conduct a citywide asset condition assessment. That effort is currently underway, addressing different asset types in phases. The City is in the process of developing a sewer system master plan and will be developing a Park Master Plan. The City is also implementing a new capital asset management software system. After these efforts are complete, the City will have a much clearer picture of its capital asset portfolio and the expenditures required for maintenance and renewal to achieve the lowest possible total cost of ownership of its assets.

Vehicle and Equipment Replacement

Vehicles and equipment are another significant asset that the City relies upon to provide services. The City does not currently have an integrated, citywide vehicle and equipment management program. It acquires new vehicles and equipment when needed on a pay-as-you-go basis, and its vehicles and equipment are generally modern enough to meet current operating needs. Paying for equipment on a pay-as-you-go basis can lead to expenditure spikes when expensive equipment needs to be replaced. The City's new capital asset management software system has a module for fleet and equipment. Once that module is implemented, the City will have a clearer sense of its vehicle and equipment replacement needs and the amount of funding that the City should set aside on an annual basis to address needs.

SERVICE AND PROGRAM EXPANSION

As noted above, the City provides a solid but basic level of service in most service areas. The City can spend any surplus discretionary financial resources it may have on expanding services and programs.

Expansion of Existing Services

Economic Development

The City has not had a formal economic development function since 2012, when the dissolution of redevelopment occurred, although the City has undertaken some limited economic development activities recently. One of the Strategic Plan strategies is to "develop a comprehensive economic development strategy," and several other Strategic Plan strategies also relate to economic development. The City has hired a professional services firm to develop the economic development strategy, which will include a recommendation on the appropriate form and magnitude of a City economic development program.

Climate Resiliency and Environmental Programs

The City is required by the State and federal government to undertake a number of programs related to protecting the environment. For example, the City is required to comply with requirements related to effluent of the WWTP, stormwater protection, having low emission fleet vehicles, reducing solid waste disposal, complying with the California Environmental Quality Act (CEQA), having a General Plan, and others. The City has also undertaken voluntary steps to protect the environment and to keep the City resilient to the threats of a climate crisis, such as joining a community choice energy program, Marin Clean Energy (MCE), authorizing a property-assessed clean energy (PACE) program, and participating in a local transit joint powers authority (Western Contra Costa County Transit, "WestCAT"). There are additional programs and activities that the City could undertake to further promote environmental protection. The City Council recently reviewed the various programs and activities that the City is currently undertaking

related to climate change and directed staff to complete an Active Transportation Plan, a Climate Action Plan, and an energy conservation, generation, and storage assessment of all City facilities. These plans and assessments will recommend new steps the City can take to address environmental issues.

Fire Service

Expanding fire service in Pinole, particularly through the reopening of Station 74, has been a priority of many residents over the past decade. The City is currently in discussion with Confire about expanding fire service in Pinole through a cooperative arrangement.

Housing Assistance

Redevelopment was a significant tool for affordable housing development. Since the dissolution of redevelopment, the City of Pinole, and other California cities, have fewer tools and financial resources to create affordable housing. Upon the dissolution of redevelopment, the City opted to become the housing successor to the former Pinole Redevelopment Agency. In that capacity, the City monitors affordable housing units that were funded by the former agency for ongoing compliance with affordability covenants. The City also has an inclusionary housing ordinance that requires that all housing development projects with four units or more must ensure that 15% of the units are affordable. The City can expend resources remaining from the former agency's affordable housing assets to support the creation of a limited number of new affordable housing units or to provide services to the homeless population. However, these resources are significantly less than what would be needed to provide any substantial amount of new affordable housing units in the City. The State has recently adopted numerous pieces of legislation intended to spur the creation of additional new affordable and market rate housing.

Youth Development and Support

The City supports and engages youth ages six through 17 through the activities of the Community Services Department's Youth Center, which provides afterschool and summer enrichment programs. The Youth Center could expand services to address youth health, engagement, community service, a youth commission, workforce development, or other activities.

Cultural, Historical, and Artistic Programs

The City provides a limited number of cultural, historic, and artistic programs. These include enrichment programs through the Community Services Department's Senior Center and Youth Center, periodic community events such as music in Fernandez Park, broadcast of some community events on PCTV, rental of the Memorial Hall building to the Pinole Community Players theater company, and some public art. The City does not have a specific requirement that new development projects include public art or pay an in-lieu fee for public art elsewhere in the City. The community does have a number of cultural, historic, and artistic organizations and resources that the City could support or leverage to provide more cultural, historic, and artistic offerings.

New Services

Although Pinole is a "full service" city, there are some services that other cities provide that Pinole does not. These include educational support programs.

Education Support

In California, public education is provided by school districts. School districts rely on a different source of revenue than do cities. Some cities support the education of their residents by offering educational support programs or by providing financial assistance to public schools. The City does offer after school enrichment programs to students for a fee, but does not currently provide educational support programs. In the past, West Contra Costa Unified School District (WCCUSD) has provided the City with grant funding such that the City could assign two police officers to serve as school resource officers (SROs). WCCUSD eliminated that funding in FY 2020/21. The officers previously assigned as SROs have been reassigned to other public safety duties, although the Police Department still has a regular presence at schools.

Capital Expansion

The term "capital expansion" refers to creating new capital assets, such as parks or plazas, opposed to simply renewing or replacing existing capital assets.

New Parks and Park Upgrades

The Contra Costa Local Agency Formation Commission (LAFCO) recently released a municipal service review (MSR) of parks and recreation services in the County. The final report found that Pinole has adequate park space based on 12.9 acres of developed parkland per 1,000 residents, but did not look in detail at the City's specific park amenities. The City is preparing a Park Master Plan, which is a CIP project. The Park Master Plan will involve gathering community input on desired park amenities and will recommend whether any additional parks, or additional amenities within existing parks, are desirable, accessible, and feasible. Potential funding sources for consideration include grant opportunities, park development impact fees, fundraising from individuals or organizations, and new tax measures.

Other Capital Expansion Projects

New Public Spaces/Placemaking

The term "capital expansion" refers to building new capital assets, such as buildings, roads, parks, paths, bike lanes, etc., opposed to replacing existing capital assets. As noted above, the City has a substantial capital asset footprint already, and much of the City's current capital assets have deferred maintenance that would require significant investment to eliminate. Nonetheless, it might be desirable to create some new, high-impact capital assets that would improve economic vitality or quality of life.

Additional Reserves

Pursuant to its Reserve Policy, the City is required to maintain a General Reserve equal to 50% of total ongoing annual General Fund expenditures. As of June 30, 2021, General Fund unassigned fund balance exceeded the minimum required at approximately 58% of total General Fund expenditures.

The City's formal General Fund reserve and other uncommitted General Fund fund balance have fluctuated over the years. The larger these reserves and balances, the better the City is able to address unplanned revenue reductions or expenditure increases.

Staff performed an analysis of the City's financial resiliency using the diagnostic tool offered by the GFOA. The tool determined that the City has a low level of financial risk based on several factors, including its revenue stability, low expenditure volatility, and high liquidity. GFOA suggests that cities with a low level of financial risk maintain a minimum general reserve of approximately 17% of total ongoing annual General Fund expenditures. (GFOA recommends that cities with moderate and high levels of financial risk maintain general reserves at a minimum of 26% and 36%, respectively.)

City staff believe that a high reserve is appropriate given the ongoing uncertainty regarding the impact of the pandemic. However, City staff may recommend, at some point in the future, reducing the required reserve to 35%, so that funds currently held in reserve greater than 35% can be invested in high-priority City needs.

POLICY ALTERNATIVES – ADDITIONAL REVENUE AND EXPENDITURE REDUCTION OPTIONS

As noted above, one goal of a LTFP, and of a city's annual budget, is to identify the City services that residents desire and to simultaneously identify an equivalent amount of funding, which results in a structurally balanced budget. The mechanisms through which cities receive revenue vary across states. In California, cities receive the bulk of their revenues for general operations through sales tax and property tax. In addition, to offset the loss of property tax revenue that cities experienced due to Proposition 13, many cities instituted other forms of taxes, such as business license tax, transient occupancy tax (TOT), utility users' tax (UUT), and "local sales tax" (transactions and use tax). Cities have also instituted mechanisms to recoup funds that they spend to provide services that directly benefit a specific user or beneficiary through fees and assessments.

The section above identified some unfunded and deferred liabilities and service and program expansions in which the City could invest additional resources. Because the five-year forecast predicts that the City's General Fund budget will be essentially balanced over the next five years, there are limited resources to invest in unfunded/deferred liabilities and expanded services/programs. Therefore, if the City would like to make any substantial new investments, it will need to identify additional revenue sources or reduce some other current expenditures. Both of these options are discussed below.

ADDITIONAL REVENUE

New Local Revenue

The mechanisms through which California cities can independently generate new revenue have been significantly restricted over the past few decades. There are nonetheless a few, limited mechanisms that cities can still use.

Increased Fee Revenue

Cities can establish fees for service that fully cover the cost of the service, but cannot set fees any higher than required for full cost recovery. Many cities have financial policies that state the specific intention to achieve full cost recovery for certain services. Many cities also routinely reevaluate the cost of providing services and adjust fees accordingly to achieve full cost recovery.

The City has hired a consulting firm to create a new cost allocation plan and recommend a new master fee schedule for all City fees. The City expects to receive the consultant's recommendations in spring 2022, after which the City can consider modifying fees to achieve full cost recovery of certain services.

Franchise Fees

Franchise fees are fees that the City charges to private parties for the private parties' use of City right of way. The most significant franchise fee that the City charges is to the City's solid waste collection company, Republic Services, which entitles Republic Services to use the City's streets and right of way to perform solid waste management activities, such as refuse, recycling, and organic material pick up. The fee varies as it is adjusted annually for inflation. Another franchise agreement that the City has is with Pacific Gas and Electric (PG&E) for its use of City poles, wires, conduits, and appurtenances, to transmit electricity and gas to the public. The City levies a fee of 1% to 2% of gross receipts based on one of two formulas, whichever is greater. The City also has a franchise agreement with Comcast, as a State franchise holder, to provide video services to the City. The City levies a fee of 5% of gross revenues. Under the same agreement, the City levies a fee of 2.12% of gross revenues to go toward Public, Educational, and Government (PEG) access channel capacity. PEG fees are used to fund PCTV capital improvements. Franchise fees can be higher than what is required for full cost recovery. Most cities have a small number of franchises, with long term agreements, so the opportunity to increase franchise fees is infrequent.

Sale of Surplus Property

Cities can generate one-time revenue through the sale of surplus property, which might take the form of equipment, furniture, or real property. The sale of surplus equipment, furniture, or supplies rarely generates any significant amount of revenue, whereas the sale of surplus real property can result in significant proceeds, depending upon the characteristics of the property. The proceeds are usually required to be returned to the fund or specific use that originally purchased the property. Many cities sold most or all of their remaining surplus real property following the onset of the Great Recession, to generate revenue to offset the loss of revenue resulting from the Great Recession.

The City did not divest of all of its real property at that time, and therefore still owns a number of real properties that could be considered surplus and sold. Real property owned by the City that is not currently being used for a core City function includes the building in which the United States Postal Service is housed on Pear Street, the vacant lot across the street, and others. As noted above, the Strategic Plan requires that the City conduct a citywide asset condition assessment. This will include cataloging all of the city's capital assets, including real property, and assessing their condition and value. Once the City has this information, it can be reviewed in comparison to the City's anticipated future public facility needs, and surplus properties can be identified and sold. The City is concluding the process of selling five former Pinole Redevelopment Agency properties.

New Local Tax Measures

The City has instituted a number of local taxes, such as a UUT, TOT, business license tax, and two local sales taxes, to support City services. The City can consider other new local taxes, or increase existing taxes, to generate additional revenue for critical City services.

Increased Parcel Tax and Real Property Transfer Tax (RPTT)

In 2019 and 2020, the City Council considered the desirability of placing two different local tax measures on the ballot, a special parcel tax and a real property transfer tax (RPTT).

In 2019, the City Council directed City staff to take the steps necessary to place a tax measure to fund fire service on the March 2020 ballot. Subsequently, in August 2019, the City Council directed staff to specifically take steps necessary to place a special parcel tax to fund fire service on the November 2020 ballot rather than March 2020. The City hired a public opinion research firm to assess voter support for a potential special parcel tax for fire service. The firm presented its findings to the City Council in November 2019.

In 2019, the City Council also directed City staff to analyze the steps necessary to place a measure on the ballot that would increase the RPTT. A RPTT is a tax imposed on the deed, instrument, or writing by which interests in real property are transferred. Under the California Revenue and Taxation Code, general law cities, like Pinole, may impose a RPTT of no more than $0.55 per $1,000 of value on the property transferred (the County may also impose a RPTT equal to this rate). Pinole currently has a RPTT of the maximum allowed for general law cities of $0.55 per $1,000 of value. Charter cities may impose RPTTs at a rate higher than the maximum statutory rate of $0.55 per $1,000 of value if approved by voters. The median RPTT rate for charter cities in Contra Costa and Alameda Counties is $12 per $1,000 of value. Staff calculated that were the City to implement a RPTT of $12 per $1,000 of value and $8 per $1,000 of value, it might create new City revenue averaging approximately $2.2 million and $1.5 million annually, respectively. In February 2020, the Council directed staff to retain a polling consultant to gather information on public opinion regarding a charter city ballot measure limited to an increase in the RPTT and directed staff to retain a communications consultant. Due to the onset of COVID-19, in April 2020, the Council directed staff to suspend all of its activities in pursuit of a November 2020 charter city and RPTT ballot measure. In July 2020, the Council also directed staff not to move forward in preparing a November 2020 ballot measure for a special parcel tax for fire service.

In early 2022, the City Council revisited placing a charter city/RPTT measure on the November 2022 ballot. It directed staff to engage a polling and community engagement consultant to gauge community interest. The City expects to receive the polling results in spring 2022.

Increased Utility Users Tax (UUT)

As noted above, the City currently levies an 8% UUT on the value of public utility services consumed within the City limits for electricity, gas, and telecommunications, which includes phone landline and cellular phone. The UUT was originally approved by Pinole voters in November 1998, and extended by voters in 2004, 2012, and 2018. UUTs can also be applied to water and sewer utility service. The City could consider pursuing either an increase in the amount of the levy or broaden the types of utility services to which it applies.

General Obligation Bonds

General obligation (GO) bonds are bonds that must be approved by two-thirds of voters and are repaid through an additional assessment ("override") on property taxes. They are issued by public entities to finance large projects that acquire or improve real property, and are usually repaid over a 20-to-30-year period. As an illustration, the City could issue and repay a GO bond of $35 million if two-thirds of voters approved an annual property assessment of $70 per $100,000 of assessed valuation (0.07%) for 20 years, which would generate approximately $2 million of revenue to repay the bond annually.

Other Potential Local Taxes

Two other taxes that some California cities have enacted are cannabis taxes and vacant parcel taxes. They are discussed in more detail below.

Cannabis Tax

The City does not currently allow cannabis businesses to operate in Pinole (the City cannot prohibit a cannabis delivery business based outside of Pinole from delivering in town). If the City permitted cannabis businesses to operate in Pinole, residents could vote to impose a tax on these cannabis businesses. It should be noted that the cannabis industry has started to claim that high taxes and the persistent illegal market make it hard for businesses to be viable. Berkeley, Oakland, San Francisco, and San Jose have all reduced or suspended cannabis taxes in recent months to help their cannabis businesses stay competitive. Cities with mature cannabis industries are seeing declining cannabis tax receipts as more cities legalize cannabis and the market saturates.

Vacant Parcel Tax

A vacant parcel tax is a special tax on vacant real property based on either a flat per-parcel rate or a variable rate depending on the size, use, or number of units on the parcel. It requires two-thirds voter approval and can be imposed for a variety of purposes, including police and fire services, parks, libraries, and open space protection. Parcel taxes provide less than one percent of city revenues statewide. There are both vacant property taxes and vacant property registration fees. A vacant property registration fee must not exceed the cost of the City managing a vacant property monitoring program.

Assessment Districts

Assessment Districts

Assessment districts are a mechanism through which property owners agree to pay an additional assessment on their property to fund specific services or improvements within a specific geographic area. The assessment's purpose must be defined prior to the district's creation and the amount that each property owner pays must be proportional to the benefit the property will receive. Assessment districts can be established by a simple majority vote of the property

owners. State law allows the creation of numerous specific types of assessment districts with varying authority to conduct different types of improvements and activities. The City currently has a landscape and lighting assessment district (LLAD), which generates funding for the maintenance of public spaces along portions of Pinole Valley Road. The Pinole Valley Road Landscape and Lighting Assessment District (LLAD) assesses property owners in the district approximately $500 annually per "assessment unit" (acre of developable land), which results in approximately $50,000 to invest in maintenance of traffic signals, streetlights, median landscaping, irrigation, graffiti removal, and electricity to the traffic signals and streetlights. The City could consider promoting the formation of assessment districts to fund specific improvements in different areas of the City.

Business Improvement District

A business improvement district (BID) is a special type of assessment district focused on commercial districts. BIDs can undertake infrastructure projects such as parking facilities and streetscape improvements, cleaning and maintenance of the district, and marketing and promotion of the district and its properties/businesses. The City could consider promoting the formation of a BID for downtown or other commercial areas. This is an issue that the forthcoming Economic Development Strategy will address.

Enhanced Infrastructure Financing District

Property tax increment was the primary revenue source that redevelopment agencies used to fund their projects. Cities lost access to this tool in its traditional form when redevelopment agencies were dissolved in California in 2012. In the aftermath of dissolution, the State did create some new tools intended to mimic some of those previously available under redevelopment. One such tool is an enhanced infrastructure financing district (EIFD), which uses tax increment in a more restricted way. Whereas previously, a redevelopment agency had a right to the property tax increment generated in a redevelopment project area, under an EIFD a taxing entity must volunteer to forego receipt of the tax increment it would otherwise receive so that the increment can be used for the redevelopment project. Use of the EIFD tool requires significant collaboration between separate governmental entities, and will only be advantageous for both parties under specific circumstances. As a result, EIFDs are not yet widely used, but are nonetheless a tool that the City should keep in mind for future capital projects.

New Federal Funding

American Rescue Plan Act (ARPA)

The American Rescue Plan Act (ARPA) is federal legislation passed in 2021 to provide COVID-19 relief. It builds upon the relief provided by two other significant pieces of federal legislation, the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Families First Coronavirus Response Act (FFCRA). ARPA includes $1.9 trillion in funding, program changes, and tax policies aimed at mitigating the effects of the pandemic. ARPA is the first piece of federal COVID-19 relief

legislation that includes direct financial assistance to cities. The City will receive approximately $4.6 million from ARPA of which it received the first installment in July 2021. City staff recommends that the City Council consider using the allocation to backfill the loss of revenue in the General Fund.

Grants

Grant funding allows the City to leverage public funds for extending and enhancing the services it offers to the community, introducing new initiatives and programs, and advancing capital projects. Grant opportunities are typically made available by federal, state, and county governments, and private organizations for a broad array of municipal services, including public safety, infrastructure and roads, transportation, environmental initiatives, housing services, community development, recreation programs, among many others. As a strategy in the Strategic Plan 2020-2025, the City will establish a program to evaluate and pursue grant opportunities, and to evaluate the City's capacity to meet grant requirements.

Additional Cash from Debt

Under certain circumstances, it might be advantageous for a city to incur debt (borrow money) in order to finance a high-priority project. When a city incurs debt, it must have a means of repaying the debt, which can be a dedicated revenue source or a general purpose source.

Best practices in long-term financial planning require analyzing the City's debt position and the affordability of additional borrowing. One financial strength of the City's is having relatively little general debt. The City has capacity, per the legal debt limit, to issue debt for City expenses. Per the City's FY 2020/21 Annual Comprehensive Financial Report, the City's legal bonded debt limit, which is equivalent to 3.75% of assessed property value, was $103,173,971, whereas the City only had $2,734,450 of such debt, which is the City's pension obligation bonds. Debt financing is an option that the City could consider for significant future expenditures, such as capital projects. One form of debt, GO bonds, were discussed above. Another debt financing option that the City could consider, lease revenue bonds, are discussed below.

Lease Revenue Bonds

Lease revenue bonds are issued to acquire, construct or expand public projects for which fees, charges, or admissions are charged. Because the debt service is paid from income generated by the facility or related service, such debt is considered self-liquidating and generally does not constitute debt of the issuer, subject to constitutional debt limits. These bonds do not require voter approval.

EXPENDITURE REDUCTIONS

In addition to generating more revenue, the City can create additional resources to invest in unfunded/deferred liabilities and expanded services/programs by reducing other expenditures. As noted above, however, the City currently provides a leanly staffed and resourced solid but basic level of service in most service areas, with the majority of the City's resources expended on core services. As such, the City has fewer opportunities than perhaps some other cities to scale back some services in order to expand others. That said, there are two options that the City should consider or pursue to reduce expenditures, reducing retiree medical benefit costs and improving processes to achieve cost-saving efficiencies.

Retiree Medical Benefit

One of the City's largest unfunded liabilities is the medical benefit that the City provides to retired City employees. The City pays for this benefit on a pay-as-you-go basis, which means that the City simply pays for retirees' medical premiums when they are due, and does not set aside funding in advance on behalf of current employees commensurate with the normal cost of this benefit. This has created the City's current unfunded OPEB liability. The City instituted some changes to its retiree medical benefit offering in 2010 when it adopted a standard CalPERS benefit vesting schedule. Under the current program, the City must pay 100% of the medical premium for a retired employee and their dependents if the employee has just five years of City service and 20 years of total CalPERS service. This is a more generous retiree medical benefit than is provided by many other cities. The City could consider exploring other CalPERS program options. There has also been more discussion over the past decade about the possibility of the federal government assuming greater responsibility for retiree medical care or enacting other federal healthcare reforms, which might reduce the City's responsibility and cost for such.

Process Improvements/Efficiencies

All organizations, including cities, use procedures and tools to provide their goods and services. New procedures and tools are constantly emerging, which can result in improved quality, efficiency, or both. As a result, workers become more productive over time. Labor productivity has grown only modestly in the United States over the past decade. For this reason, as noted in the economic changes section above, City staff did not assume any significant productivity increases in the five-year forecast. Nonetheless, the City will likely identify some opportunities to improve procedures or tools that will result in increased efficiency, and associated expanded service or reduced expenditures. The Strategic Plan includes a strategy to review citywide implementation of best practices and improve processes. This is an effort that City staff will be working on over the next few years, and which will likely result in at least a few improvements that will lead to greater quality, efficiency, or both.

OPTIMAL SERVICE LEVELS AND REVENUES

The City's current service levels and program offerings have been established over time in response to factors such as community preferences and financial capacity. Preferences and financial capacity can vary considerably from community to community and can evolve over time, as do regulatory requirements and best practices. Public officials monitor these factors and adjust service levels and programs over time accordingly. The City's current service and staffing levels are appropriate to the community's priorities and the City's financial capacity.

RECOMMENDATIONS

The City should maintain its current service and staffing levels, as they are commensurate with the City's current financial capacity and are responsive to community needs and priorities. The City should start to address its unfunded liabilities, particularly capital asset renewal and replacement and possibly Other Post-Employment Benefits (OPEB). The City should pursue opportunities to generate new revenue and evaluate debt financing (for capital projects) as possible funding options.

SUMMARY AND NEXT STEPS

The City is in a relatively strong financial position which is expected to continue through the life of the forecast. According to the status quo forecast, the City will be able to continue to fund its current service levels and has the capacity to address some of the operating and capital improvement needs beyond the baseline. The City will update the LTFP in spring 2023.

ATTACHMENT B

RESOLUTION NO. 2022-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE ADOPTING A RESOLUTION TO APPROVE THE CITY OF PINOLE'S LONG-TERM FINANCIAL PLAN FOR FISCAL YEAR (FY) 2022/23 - FY 2026/27

WHEREAS, the City of Pinole's Long-Term Financial Plan (LTFP) for FY 2022/23 - FY 2026/27 was created to help implement the City's Strategic Plan 2020-2025; and

WHEREAS, one of the strategies under of the goal of a financially stable Pinole is to "develop a long-term financial plan and use it to guide budget and financial decisions"; and

WHEREAS, the LTFP was developed in conformance with public finance best practices; and

WHEREAS, the LTFP considers how economic and demographic trends might impact future requests for City services and City revenues; and

WHEREAS, the LTFP incorporates five-year forecasts of the General Fund, including Measure S 2006 and Measure S 2014 funds, and Non-General Funds revenues and expenditures; and

WHEREAS, the LTFP development process involved engagement with the community, Finance Subcommittee, and City Council during public meetings on April 26, 2022 and May 17, 2022; and

WHEREAS, the City Council reviewed the Preliminary Proposed Long-Term Financial Plan for FY 2022/23 – FY 2026/27 at its meeting on April 26, 2022 and proposed some revisions;

WHEREAS, City staff incorporated the City Council's prepared the Revised Proposed Long-Term Financial Plan for FY 2022/23 – FY 2026/27 and presented it the City Council at its meeting on May 17, 2022;

WHEREAS, City staff has prepared the Final Proposed Long-Term Financial Plan for FY 2022/23 – FY 2026/27; and

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Pinole does hereby adopt the attached City of Pinole Long-Term Financial Plan for Fiscal Year (FY) 2022/23 – FY 2026/27.

PASSED AND ADOPTED this 7th day of June 2022**,** by the following vote:

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

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I hereby certify that the foregoing resolution was introduced, passed and adopted on this **7th** day of **June, 2022**.

_____

Heather Bell, CMC
City Clerk

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CITY COUNCIL REPORT REPORT

10A

DATE: JUNE 7, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: POSTPONE PUBLIC HEARING FOR CONSIDERATION OF UPDATED CITY USER AND REGULATORY FEES TO CITY COUNCIL MEETING ON JUNE 21, 2022

RECOMMENDATION

City staff recommends that the City Council postpone the public hearing for its consideration of a resolution approving updated City user and regulatory fees to its meeting on June 21, 2022.

BACKGROUND

The purpose of the public hearing is for the City Council to consider a resolution approving updated City user and regulatory fees, based on the findings and recommendations of the comprehensive fee study that the City recently conducted.

Staff originally placed the public hearing on the City Council agenda for June 7, 2022 meeting and recommends postponing it to the City Council meeting on June 21, 2022 to allow for a final review by staff.

It has been many years since the City conducted a comprehensive fee study. Staff would like to ensure that the study and recommendations are as thorough and complete as possible before presenting them to the City Council for approval.

REVIEW AND ANALYSIS

None.

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENTS

None.

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CITY COUNCIL REPORT

10B

DATE: JUNE 7, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC S. CASHER, CITY ATTORNEY

COPY: ANDREW MURRAY, CITY MANAGER

SUBJECT: CONDUCT FIRST PUBLIC HEARING REGARDING PROPOSAL FOR THE CITY OF PINOLE TO BECOME A CHARTER CITY AND REVIEW THE CONTENT OF PROPOSED CHARTER

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing regarding the proposal for the City of Pinole to become a charter city, review the content of the proposed charter, and provide any related direction to staff.

BACKGROUND

Cities in California are organized as either general law cities or charter cities. General law cities derive their powers from general laws enacted by the Legislature, while charter cities derive their powers from the California Constitution and their own charters. Thus, general law cities are bound by the state's general laws. In contrast, the "home rule provision" of the California Constitution provides that charter cities have full authority over municipal affairs, and are only subject to laws regarding matters of statewide concern, unless otherwise limited by their charters. The City of Pinole is currently a general law city.

A significant authority possessed by charter cities is the authority to impose a real property transfer tax ("RPTT") at an increased rate. Becoming a charter city requires approval by a majority of voters, as does any increase in the RPTT.

The City Council has discussed the possibility of becoming a charter city at multiple City Council meetings. At its February 15, 2022 meeting, the City Council directed staff to prepare a draft charter for consideration at the future Council Meeting and to conduct polling on this topic. The results of that polling were presented to the City Council at a Special Meeting on May 31, 2022 for review.

DISCUSSION

A. Charter City vs. General Law City

A general law city has the authority to act locally, but its acts must be consistent with all general laws adopted by the Legislature. In contrast, a charter city is only required to act consistent with state laws regarding matters of statewide concern. A charter city may use its "home rule" authority to adopt laws regarding "municipal affairs" that vary from state laws. A city's charter defines the structure of the city's government and the scope of a city's authority over municipal affairs. Some cities have very detailed charters allowing the city to authorize a broad range of powers, while other cities have charters that are limited in scope with only narrow powers. A city's charter must be approved by the voters, as must any amendment to the charter.

There is no constitutional or statutory "list" of municipal affairs. Areas that the courts have said constitute municipal affairs include: the form of city government; local elections, including qualifications for office and public funding of campaigns; some aspects of zoning and land use; the process of contracting for public works; and the scope of authority related to fines, taxes and assessments.

A significant authority possessed by charter cities is the authority to impose a RPTT at an increased rate. A RPTT is a tax imposed on the deed, instrument, or writing by which interests in real property are transferred. Under the California Revenue and Taxation Code, general law cities may impose a RPTT of no more than $0.55 per $1,000 of value on the property. Pinole currently has a RPTT of the maximum rate allowed for general law cities. The RPTT is only collected when a property is sold and is not an annual tax.

Charter cities are not subject to state law regarding a RPTT because RPTTs are deemed municipal affairs. As a result, charter cities may impose RPTTs at a rate higher than the maximum statutory rate of $0.55 per $1,000.

Below is a chart of the base RPTT rates applied in neighboring charter cities.

City	Tax (per thousand dollars)
Alameda	$12.00
Albany	$15.00
Berkeley	$15.00
El Cerrito	$12.00
Emeryville	$12.00
Oakland	$15.00
Piedmont	$13.00
Richmond	$7.00
San Leandro	$11.00
Median	$12.00

Because the RPTT is based on property sales, which can be volatile, the revenue generated from the RPTT can differ significantly from year to year. Below is a chart of the RPTT the City of Pinole has received over the last 10 years:

FY	RPTT Revenue
2011-2012	$51,630
2012-2013	$75,542
2013-2014	$94,992
2014-2015	$84,136
2015-2016	$79181
2016-2017	$98,593
2017-2018	$90,328
2018-2019	$91,954
2019-2010	$70,764
2020-2021	$119,254

Based on trends, staff believes that $100,000 is a reasonable estimate of the amount of revenue the City will receive from the existing RPTT each year for the next few years. Using this estimate, increasing the current RPTT to $8 per $1,000 (0.8%) will result in annual revenue of approximately $1.45 million. Increasing the RPTT to $12 per $1,000 (1.2%) will result in annual revenue of approximately $2.18 million. If the City adopts an increased RPTT, the County will charge a 1-3% administrative fee in order to collect the tax on behalf of the City. Under state law and the California Constitution, cities cannot impose, increase or extend any tax unless the tax is approved by the voters. Accordingly, the increased RPTT would require a vote of the electorate.

B. Process of Becoming Charter City

Becoming a charter city requires approval by a majority of voters. The City Council may, on its own motion, propose a new charter and submit it directly to the voters for approval at the next established statewide general election. The City Council must vote to submit the proposed charter to the voters at least eighty eight (88) days before the election.

Prior to approving submission of the charter to the voters, the City Council must hold at least two (2) public hearings on the proposal of the charter and the content of the charter. The content of the charter should be finalized by the end of the second public hearing. The public hearings must be at least thirty (30) days apart, and there are other timing requirements for other steps in the process. Based on these requirements, below is a summary of the last dates for the Council to take the statutorily required procedural steps to add a Charter Measure to the Ballot:

First Public Hearing on Proposed Charter: June 7, 2022
Second Public Hearing on Proposed Chatter: July 12, 2022

Council action to place Charter Measure on Ballot: August 2, 2022

A proposed RPTT and charter could be submitted to the voters as one ballot measure. If the proposed RPTT is structured as a general tax, the measure would require approval from a simple majority (50%+1) of voters in order to pass. However, a four-fifths (4/5) vote of the City Council is required to place a charter measure on the ballot.

C. Draft Charter

The proposed charter for the City of Pinole is included below as Attachment 1, and is described in more detail below. If adopted, the only new power the City will have under the proposed charter is the power to enact an increased RPTT. The proposed charter will prohibit the City from exercising any other powers.

i. *Continuation of Form of Government.*

The proposed charter maintains the City's existing Council-Manager form of government. Under a Council-Manager form of government, the City Council appoints the city manager as the chief administrative officer of the City. The city manager is responsible for appointing all department heads, except the city attorney and city clerk, who are appointed directly by the City Council.

This is Pinole's current form of government, and it is incorporated into the proposed charter. The proposed charter does not create any new power or authority for the City Council to change this form of government. Any future change in the Pinole's form of government would require approval by a majority of the voters.

ii. *Continuation of Existing Laws.*

Under the proposed charter, the City's existing Municipal Code, and all other ordinances, codes, resolutions, regulations and rules will remain in full force and effect if the Charter is adopted. The City will continue to be governed by these laws and regulations unless they are amended or repealed in the future. The City Council would be able to amend or repeal portions of the Municipal Code or any other existing laws in the same manner as is currently permitted.

iii. *Compliance with Law Applicable to General Law Cities.*

The proposed charter specifies that the City will comply with all state law governing municipal affairs (except for the enactment of an RPTT discussed further below). This means that the City will comply with all laws applicable to general law cities, which is the case now. The City will have no authority deviate from compliance with these laws absent an amendment to the charter approved by the voters.

iv. *Real Property Transfer Tax.*

The proposed charter provides that the only power of a charter city that Pinole may exercise is the power to enact an enhanced RPTT. Charter cities are not subject to state law regarding RPTTs because RPTTs are deemed municipal affairs. Under state law and the California Constitution, cities cannot impose, increase or extend any tax unless the tax is approved by the voters.

The proposed charter does not itself enact an RPTT. Rather, the RPTT will be enacted by a separate ordinance that will be approved by the voters. If the City Council decides to move forward with the process to become a charter city, the draft ordinance enacting the RPTT will be presented for review at the Second Public hearing to consider the draft charter.

D. Education and Outreach

The City can, if it desires, engage in limited education and outreach activities related to the possible transition to becoming a charter city and enacting an RPTT. These activities are strictly educational and may not advocate for a potential ballot measure. Examples of education and outreach activities include social media posts, newsletters mailed to residents, and information on the City's website. These activities could provide information and answer frequently asked questions about the status of the City's budget, how an real property transfer tax works, and what powers a charter city has. The City's consultant, LEG, could assist staff in preparing these materials. Any potential educational materials will be closely reviewed by the City Attorney's Office to ensure compliance with applicable laws.

E. Council Direction

At the June 7, 2022 City Council meeting, staff will seek direction from the City Council on the following issues:

1. Whether to move forward with the process of becoming a charter city by holding a second public hearing and preparing an RPTT ordinance;
2. Whether to commence education and outreach activities;
3. The content of the Draft Charter; and
4. The applicable rate for the proposed RPTT.

FISCAL IMPACT

There is no direct fiscal impact from conducting this public hearing. If the City Council decides to proceed with pursuing a ballot measure to become a charter city, there will be a fiscal impact related to placing the measure on the ballot. If an increased RPTT is approved by the voters as part of a charter city measure, the additional revenue from the first year of the increased RPTT will greatly exceed these costs. However, it is uncertain whether voters will approve an increased RPTT.

ATTACHMENTS

A. Draft Charter

ATTACHMENT A

DRAFT

CHARTER OF THE CITY OF PINOLE

ARTICLE I. CONTINUATION OF BOUNDARIES

Section 101. Incorporation and Succession.
The municipal corporation now existing and known as the City of Pinole, hereafter referred to as the "City", shall remain and continue to be a municipal body corporate and politic in name, in fact, and in law. The boundaries of the City shall continue as established prior to this Charter taking effect unless changed in the manner authorized by law. The City shall remain vested with and shall continue to own, have, possess, control, and enjoy all property rights and rights of action of every nature and description owned, had, possessed, controlled, or enjoyed by it at the time this Charter takes effect. The City shall be subject to all debts, obligations, and liabilities of the City at the time this Charter takes effect.

ARTICLE II. FORM OF GOVERNMENT AND EXISTING LAW

Section 201. Form of Government.

The government of the City shall continue to be the Council-Manager form of government as established by the Pinole Municipal Code at the time that this Charter takes effect and by the laws of the State of California.

Section 202. City Council, City Manager, and City Attorney.

(a) The City Council shall establish the policy of the City. The City Manager shall carry out that policy.
(b) The City Council shall appoint the City Manager.
(c) The City Manager, as the chief administrative officer of the City, shall appoint all department heads other than the City Attorney and City Clerk. Involvement in administrative matters by the City Council or by any individual Councilmember shall occur only through the City Manager or pursuant to direction by the City Manager to members of the administrative staff.
(d) The City Council shall appoint the City Clerk.
(e) The City Council shall appoint the City Attorney. The City Attorney may be an employee of the City or an independent contractor providing legal services pursuant to a contract.

Section 203. Continuation of Existing Local Laws.

All ordinances, codes, resolutions, regulations, rules, and portions thereof, in force at the time this Charter takes effect, and not in conflict or inconsistent herewith, shall continue in force until repealed, amended, changed, or superseded in the manner provided by this Charter and any other applicable laws.

ARTICLE III. POWERS OF THE CITY

Section 301. Real Property Transfer Tax

The City may exercise the powers of a charter city to impose a tax on the conveyance of real property, based upon the price paid for the real property ("real property transfer tax"). Any real property transfer tax imposed by the City shall be in addition to any similar tax authorized by the general laws of the State of California.

Section 302. General State Laws.

The City shall not exercise any of the powers of a charter city except as expressly provided for herein. Except as provided in this Charter, the powers of the City shall otherwise be constrained by, subject to, and governed by the general laws of the State of California as now and hereafter existing relating to cities organized under such general laws.

Section 303. Voter Approval

This Charter shall not be amended except by the electorate of the City of Pinole at a municipal election in accordance with the applicable laws of the State of California.

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CITY COUNCIL REPORT
REPORT

11A

DATE: **JUNE 7, 2022**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **MARKISHA GUILLORY, FINANCE DIRECTOR**

SUBJECT: **REVISED PROPOSED FISCAL YEAR (FY) 2022/23 OPERATING AND CAPITAL BUDGET**

RECOMMENDATION

City staff recommends that the City Council review the Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget ("Revised Proposed budget," attached) and provide direction to staff for changes to incorporate into the next draft of the document, the Final Proposed version.

BACKGROUND

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources.

City staff is responsible for preparing a proposed budget for City Council's consideration. The proposed budget is created through a collaborative, iterative process involving the City Council, community, and City staff and includes the creation of a Preliminary Proposed, Revised Proposed, and ultimately Final Proposed budget. The budget development process is more fully described in the budget document.

City staff invites the feedback of the City Council and members of the public on the Revised Proposed budget at the City Council's June 7, 2022 meeting. Following the June 7, 2022 Council meeting, staff plans to incorporate the Council's feedback as well as possibly additional staff-generated content into a Final Proposed version of the budget that will be presented to the City Council for consideration and possible adoption on June 21, 2022.

REVIEW AND ANALYSIS

The Revised Proposed budget for FY 2022/23 is primarily a status quo budget, meaning that it does not include any major changes to City programs or services. It does include the following noteworthy items:

- Increases in staffing to respond to key community priorities and organizational needs, including additional Police Officers and capital project staff;
- One-time special projects, such as:
    - Communication and engagement consulting;
    - Diversity, equity, and inclusion (DEI) consulting;
    - Legislative advocacy consulting;
    - Fleet-wide replacement of Police in-car MDC computers;
    - SEI Climate Corps fellow to support the development of the Climate Action Plan; and
    - Pinole Community Television (PCTV) master plan.
- A “vacancy savings factor;” and
- The appropriation of the City’s remaining American Rescue Plan Act (ARPA) funds to the General Fund to backfill the City’s loss of general revenue due to the COVID-19 pandemic.

These matters are fully described in the budget document.

The City’s all funds revenue in the Revised Proposed budget is approximately $56.0 million, and all funds expenditures are approximately $58.3 million. The General Fund (including Measure S 2006 and 2014 Funds) revenue is approximately $28.1 million, and expenditures are approximately $29.0 million. Below find a table summarizing General and all funds revenues, expenditures, and use of fund balances.

The budget anticipates a General Reserve balance of $9.3 million, General Fund unassigned fund balance of $8.8 million, and a Pension Trust Fund balance of $17.8 million at the end of FY 2022/23.

Fund	Total Revenues	Total Expenditures	Use of Fund Balance ()
General Fund	$ 28,111,479	$ 29,032,641	$ (921,162)
General Reserve Fund	650,925	-	650,925
Equipment Reserve Fund	85,000	205,000	(120,000)
Gas Tax Fund	1,003,271	715,647	287,624
Restricted Real Estate Maintenance Fund	39,991	26,000	13,991
Public Safety Augmentation Fund	172,766	387,365	(214,599)
Traffic Safety Fund	46,500	21,059	25,441
Supplemental Law Enforcement Fund	158,327	111,067	47,260
NPDES Storm Water Fund	253,422	336,938	(83,516)
Recreation Fund	1,233,831	1,918,034	(684,203)
Building & Planning Fund	4,828,449	2,410,793	2,417,656
Refuse Management Fund	66,060	167,825	(101,765)
Solid Waste Fund	368,000	675,778	(307,778)
Measure C/J Fund	390,848	639,880	(249,032)
Rate Stabilization Fund	15,000	-	15,000
American Rescue Plan Act Fund	2,302,505	4,090,010	(1,787,505)
Asset Seizure-Adjudicated Fund	-	58,231	(58,231)
Parkland Dedication Fund	1,293,134	-	1,293,134
Growth Impact Fund	1,608,476	88,000	1,520,476
Housing Assets for Resale Fund	917,883	327,475	590,408
Lighting & Landscaping District Fund	63,911	62,125	1,786
Pinole Valley Caretaker Fund	15,000	15,055	(55)
Public Facilities Fund	-	70,000	(70,000)
City Street Improvements Fund	1,651,210	1,706,213	(55,003)
Arterial Streets Rehabilitation Fund	250,000	810,312	(560,312)
Parks Grants	189,758	189,758	-
Sewer Enterprise Fund	8,366,176	11,258,624	(2,892,448)
Cable Access Television (PCTV)	535,052	646,780	(111,728)
Pension Fund	1,140,017	2,056,612	(916,595)
Recognized Obligation Retirement Fund	255,000	227,378	27,622
Total	**$ 56,011,991**	**$ 58,254,600**	**$ (2,242,609)**

Council-Directed Initiatives in FY 2021/22 Budget

The City Council allocated funding for a number of Council-directed initiatives in the FY 2021/22 Operating and Capital Budget, some of which will not be completed in FY 2021/22. Those that have been carried over to the Revised Proposed budget are listed below:

- Active Transportation Plan;
- Brandt Court improvements;

- City Hall planting/landscaping improvements;
- On-call consultants for capital projects;
- Emergency power for critical facilities;
- Installation of high-capacity trash bins;
- Municipal broadband planning;
- Non-capital recommendations of Beautification Ad Hoc Committee; and
- Recycled water master planning.

At its meeting on April 26, 2022, the City Council requested that City staff provide an assessment of the cost, benefit, and feasibility of carrying out three Council-directed initiatives that were included in the FY 2021/22 Operating and Capital Budget, but on which staff has not yet begun work, listed below:

- Business development/community help reserve;
- Revitalization reserve; and
- Weatherization/energy efficiency program.

Business Development/Community Help Reserve

The City Council appropriated $10,000 in the FY 2021/22 budget for a business development/community reserve. City staff has not yet taken action to expend these funds. City staff recommends that this funding not be carried over in the FY 2022/23 budget. Rather, City staff recommends that these funds be returned to fund balance, and that the City Council consider options to support business development that are recommended in the forthcoming Economic Development Strategy.

Revitalization Reserve

The City Council The City Council appropriated $10,000 in the FY 2021/22 budget for the revitalization reserve. City staff has not yet taken action to expend these funds. City staff recommends that this funding not be carried over in the FY 2022/23 budget. The City Council approved other funding during FY 2021/22 to support small businesses impacted by COVID. City staff recommends that the revitalization reserve funds be returned to fund balance, and that the City Council consider options to support business revitalization that are recommended in the forthcoming Economic Development Strategy.

Weatherization/Energy Efficiency Program

The City Council appropriated $250,000 in the FY 2021/22 budget for the weatherization/energy efficiency program. The work has not started, and the funding has been carried forward to the FY 2022/23 budget. Staff recommends partnering with existing County programs and incentivize use of those programs with the $250,000 appropriation.

Structural Balance

As noted above, the General Fund (including Measure S 2006 and 2014 Funds) revenue of the FY 2022/23 budget is approximately $28.1 million, and expenditures are approximately $29.0 million. The budget relies on the use of $481,861 of General Fund unassigned fund balance for ongoing expenditures and $1.9 million for one-time expenditures, which include the transfer of $650,925 to the General Reserve.

City staff believes that the budget is appropriate and prudent despite using General Fund fund balance to cover ongoing expenditures for the following reasons:

- The LTFP forecasts a significant increase in General Fund revenue in FY 2023/24;
- The City will likely receive additional General Fund revenue or have lower General Fund subsidies to certain functions as a result of increases in some City fees;
- The additional ongoing expenditures included in the budget, primarily additional staff, address key City Council and community priorities; and
- The City has a number of new department heads that are becoming familiar with their programs and will identify efficiencies and less effective expenditures that can be eliminated from the FY 2023/24 budget.

If a proposed budget is structurally imbalanced, the City's Structurally Balanced Budget Policy directs that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

If the City Council did not want to use $481,861 of General Fund fund balance to cover ongoing expenditures, it could eliminate any of the following items from the Revised Proposed budget or eliminate any other ongoing General Fund expenditures of an equivalent amount.

Item		Amount
HR Technician	$	108,136
Admin Assistant from part-time to full-time		69,447
Police Officers (2)		292,834
Public Works Specialist (25% to General Fund)		26,506
Fire - increase allocation for weed abatement and fire fuel mitigation		50,000
HR - increase funding for various personnel-related activities, including several mandated regulations		81,725
Police - new Axon body worn cameras		42,412
Police - LEXIPOL daily training bulletins		4,244
Code Enforcement - weed abatement during fire season		27,000
Code Enforcement - increase funding for code activities involving abatement of properties		24,000
Public Works - weekend litter cleaning at parks		50,000
Information Technology - addition of second full-time dedicated contract IT staff person		163,460
Total	**$**	**939,764**

FISCAL IMPACT

The City Council's review and direction on the Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget does not itself have any fiscal impact on the City. The fiscal impact of the Revised Proposed budget is well described in the budget document itself.

ATTACHMENTS

A – Revised Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget

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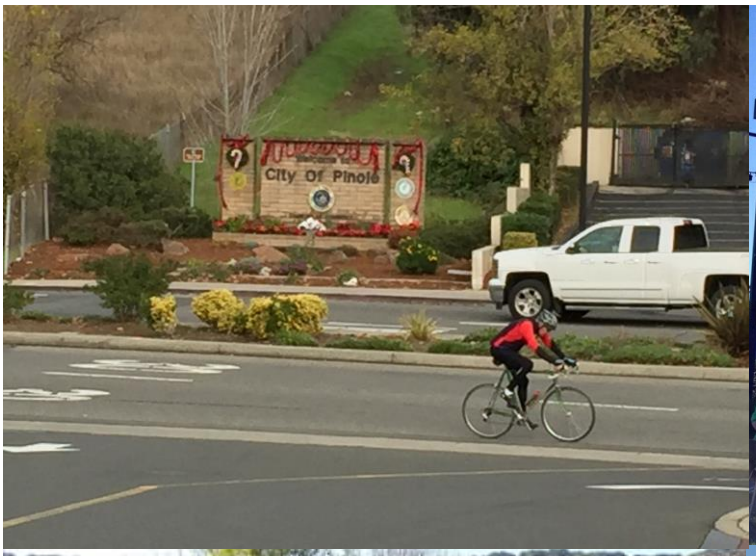
ATTACHMENT A

City of Pinole, California

OPERATING AND CAPITAL BUDGET

FISCAL YEAR (FY) 2022/23



Revised Proposed Version

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CITY OF PINOLE

Office of the City Manager

June 21, 2022

City Council and Residents -

City staff is pleased to present the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget.

Like communities across the United States, the City has weathered the challenges created by COVID-19. The Pinole community demonstrated incredible resilience over the course of the last few years. This resilience is an asset that positions the City for a strong future.

Despite challenges, the City has nonetheless been able to complete many special projects over the past year. The City's accomplishments in 2021 and plans for 2022 are well-summarized in the City of Pinole 2021 Year in Review and 2022 Look Ahead document, which was recently published. The City organization is undergoing a significant transformation that is resulting in more efficient and effective City programs. The City plans for 2022 to be a year of reopening, engagement, and continuing to improve City services.

City staff is responsible for preparing a proposed budget for City Council's consideration. The Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget incorporates input that was provided by the City Council and members of the community through multiple meetings of the Finance Subcommittee and City Council and other engagement opportunities. It is primarily a "status quo" budget, meaning that the revenue sources and service and staffing levels included in the budget are similar to those included in the current year's budget. This is similar to past City budgets.

The current year budget, for FY 2021/22, does include some new investments in high priority areas compared to previous budgets, based on the vision, mission, and values of the City of Pinole Strategic Plan 2020 – 2025 (safe and resilient, financially stable, vibrant and beautiful, and high performance). The FY 2021/22 budget included new staff positions in Community Development, Public Works, Fire, and City Clerk. Those new positions resulted in immediate improvements in City services. The FY 2021/22 budget also included funding for several Strategic Plan and other Council-directed special projects, including development of an Active Transportation Plan, Climate Action Plan, recycled water feasibility study, municipal broadband feasibility study, and economic development strategy. Staff is in the process of completing these projects.

The Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget also includes some new investments in high priority areas compared to previous budgets, consistent with the Strategic Plan, Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 (LTFP), and community priorities. Notable new investments include additional Police Officer positions, additional capital project positions, and additional positions to improve organizational capacity. As noted previously in various forums, the City has deferred some investment in core capital assets, business systems, and human capital over the years. Since having made reductions in staffing during the Great Recession, the City has been leanly staffed compared to many other cities and for the breadth of services it provides. Staff believes that reinvesting in these areas, including new positions, is critical to achieving the City's vision, mission, and goals and the community's expectations.

The Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget does include the use of General Fund fund balance for some ongoing expenditures. It also includes the use of General Fund fund balance for one-time expenditures. City staff believes that the Final Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget is appropriate and prudent despite using General Fund fund balance to cover some ongoing expenditures because the City expects a significant increase in General Fund revenue next year; the additional ongoing expenditures included in the budget, primarily additional staff, address key City Council and community priorities; and the City will implement efficiencies and eliminate less effective expenditures that will reduce future years' budgets.

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. I strongly believe that the Final Proposed FY 2022/23 Operating and Capital Budget includes a wise allocation of the City's limited financial resources that will result in visible improvements to City services and the community.

Sincerely,

Andrew Murray
City Manager

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CITY OF PINOLE

FISCAL YEAR (FY) 2022/23 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) 2022/23 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) 2022/23 Operating and Capital Budget is primarily a status quo budget, meaning that it does not include any major changes to City programs or services. It does include some increases in staffing to respond to key community priorities and organizational needs. The staffing increases included in the budget are the following:

- Addition of two Police Officer positions to accommodate a modified 4/10 schedule for Police Department staff, the cost of which will be partially offset by a reduction in overtime costs;
- Addition of an Associate Civil Engineer position and a Public Works Specialist position to accelerate the completion of capital projects;
- Addition of a Development Services Technician position (split 50% for the Community Development Department and 50% for the Public Works Department) to expedite development application processing;
- Addition of a Recreation Coordinator position to carry out a grant-funded tobacco use reduction program;
- Addition of a Human Resources Technician position to perform critical risk management and employee engagement tasks;
- Changing the Administrative Assistant position in the City Clerk Department from part time to full time;
- Addition of a second full-time dedicated contract Information Technology (IT) staff person; and
- Addition of contract staff time for additional weekend cleaning of parks.

The budget also includes funding for a number of one-time special projects, including the following:

- Community and engagement consulting;
- Diversity, equity, and inclusion (DEI) consulting;
- Legislative advocacy consulting;
- Fleet-wide replacement of Police in-car MDC computers; and
- SEI Climate Corps fellow to support the development of the climate action plan; and
- Pinole Community Television (PCTV) master plan.

Additional explanation and justification of these staffing increases and special projects is contained in the Department Budgets section below.

The budget includes the following three additional noteworthy assumptions and proposals:

- The appropriation of the City's remaining American Rescue Plan Act (ARPA) funds to the General Fund, to backfill the City's loss of general revenue due to the COVID-19 pandemic;
- A "vacancy savings factor" of 5% to account for savings in salaries and benefits resulting from normal position vacancies; and
- A 3% cost of living adjustment (COLA) for all employees covered by the Pinole Police Employees Association (PPEA) labor memorandum of understanding (MOU), which will expire on June 30, 2022, and for which a successor MOU has not yet been executed between the City and the PPEA.

The City's all funds revenue in the Fiscal Year (FY) 2022/23 Operating and Capital Budget is approximately $56.0 million, and the all funds expenditures are approximately $58.3 million. The General Fund (including Measure S 2006 and 2014 Funds) revenue is approximately $28.1 million, and General Fund expenditures are approximately $29.0 million. Below find a table summarizing General and all funds revenues, expenditures, and use of fund balances.

Fund	Total Revenues	Total Expenditures	Use of Fund Balance ()
General Fund	$ 28,111,479	$ 29,032,641	$ (921,162)
General Reserve Fund	650,925	-	650,925
Equipment Reserve Fund	85,000	205,000	(120,000)
Gas Tax Fund	1,003,271	715,647	287,624
Restricted Real Estate Maintenance Fund	39,991	26,000	13,991
Public Safety Augmentation Fund	172,766	387,365	(214,599)
Traffic Safety Fund	46,500	21,059	25,441
Supplemental Law Enforcement Fund	158,327	111,067	47,260
NPDES Storm Water Fund	253,422	336,938	(83,516)
Recreation Fund	1,233,831	1,918,034	(684,203)
Building & Planning Fund	4,828,449	2,410,793	2,417,656
Refuse Management Fund	66,060	167,825	(101,765)
Solid Waste Fund	368,000	675,778	(307,778)
Measure C/J Fund	390,848	639,880	(249,032)
Rate Stabilization Fund	15,000	-	15,000
American Rescue Plan Act Fund	2,302,505	4,090,010	(1,787,505)
Asset Seizure-Adjudicated Fund	-	58,231	(58,231)
Parkland Dedication Fund	1,293,134	-	1,293,134
Growth Impact Fund	1,608,476	88,000	1,520,476
Housing Assets for Resale Fund	917,883	327,475	590,408
Lighting & Landscaping District Fund	63,911	62,125	1,786
Pinole Valley Caretaker Fund	15,000	15,055	(55)
Public Facilities Fund	-	70,000	(70,000)
City Street Improvements Fund	1,651,210	1,706,213	(55,003)
Arterial Streets Rehabilitation Fund	250,000	810,312	(560,312)
Parks Grants	189,758	189,758	-
Sewer Enterprise Fund	8,366,176	11,258,624	(2,892,448)
Cable Access Television (PCTV)	535,052	646,780	(111,728)
Pension Fund	1,140,017	2,056,612	(916,595)
Recognized Obligation Retirement Fund	255,000	227,378	27,622
Total	**$ 56,011,991**	**$ 58,254,600**	**$ (2,242,609)**

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 $9.3 million, General Fund unassigned fund balance of $8.8 million, and a Pension Trust Fund balance of $17.8 million at the end of FY 2022/23.

Note that the City Council allocated funding for a number of Council-directed initiatives in the FY 2021/22 Operating and Capital Budget, some of which will not be completed in FY 2021/22.

Those that have been carried over to the budget are listed below:

- Active Transportation Plan;
- Brandt Court improvements;
- Business development/community help reserve;
- Revitalization reserve;
- City Hall planting/landscaping improvements;
- On-call consultants for capital projects;
- Emergency power for critical facilities;
- Installation of high-capacity trash bins;
- Municipal broadband planning;
- Non-capital recommendations of Beautification Ad Hoc Committee;
- Recycled water master planning; and
- Weatherization/energy efficiency program.

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 Financial Policy on a Structurally Balanced Budget does note that "it is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress."

As noted above, the General Fund (including Measure S 2006 and 2014 Funds) revenue of the FY 2022/23 budget is approximately $28.1 million, and expenditures are approximately $29.0 million. The budget relies on the use of $481,861 of General Fund unassigned fund balance for ongoing expenditures and $1.9 million for one-time expenditures, which include the transfer of $650,925 to the General Reserve.

City staff believes that the budget is appropriate and prudent despite using General Fund fund balance to cover ongoing expenditures because the LTFP forecasts a significant increase in General Fund revenue in FY 2023/24; the City will likely receive additional General Fund revenue or have lower General Fund subsidies to certain functions as a result of increases in some City fees; the additional ongoing expenditures included in the budget, primarily additional staff, address key City Council and community priorities; and the City's new department heads will identify efficiencies and eliminate less effective expenditures in future years' budgets. If a proposed budget is structurally imbalanced, the City's Structurally Balanced Budget Policy directs that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

Background

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ELECTED OFFICIALS

Vincent Salimi
Mayor

Devin Murphy
Mayor Pro Tempore

Anthony Tave
Council Member

Maureen Toms
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	Vacant
Finance Director	Markisha Guillory
Fire Chief	Chris Wynkoop
Human Resources Director	Stacy Shell
Police Chief	Neil Gang
Public Works Director	Sanjay Mishra

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.

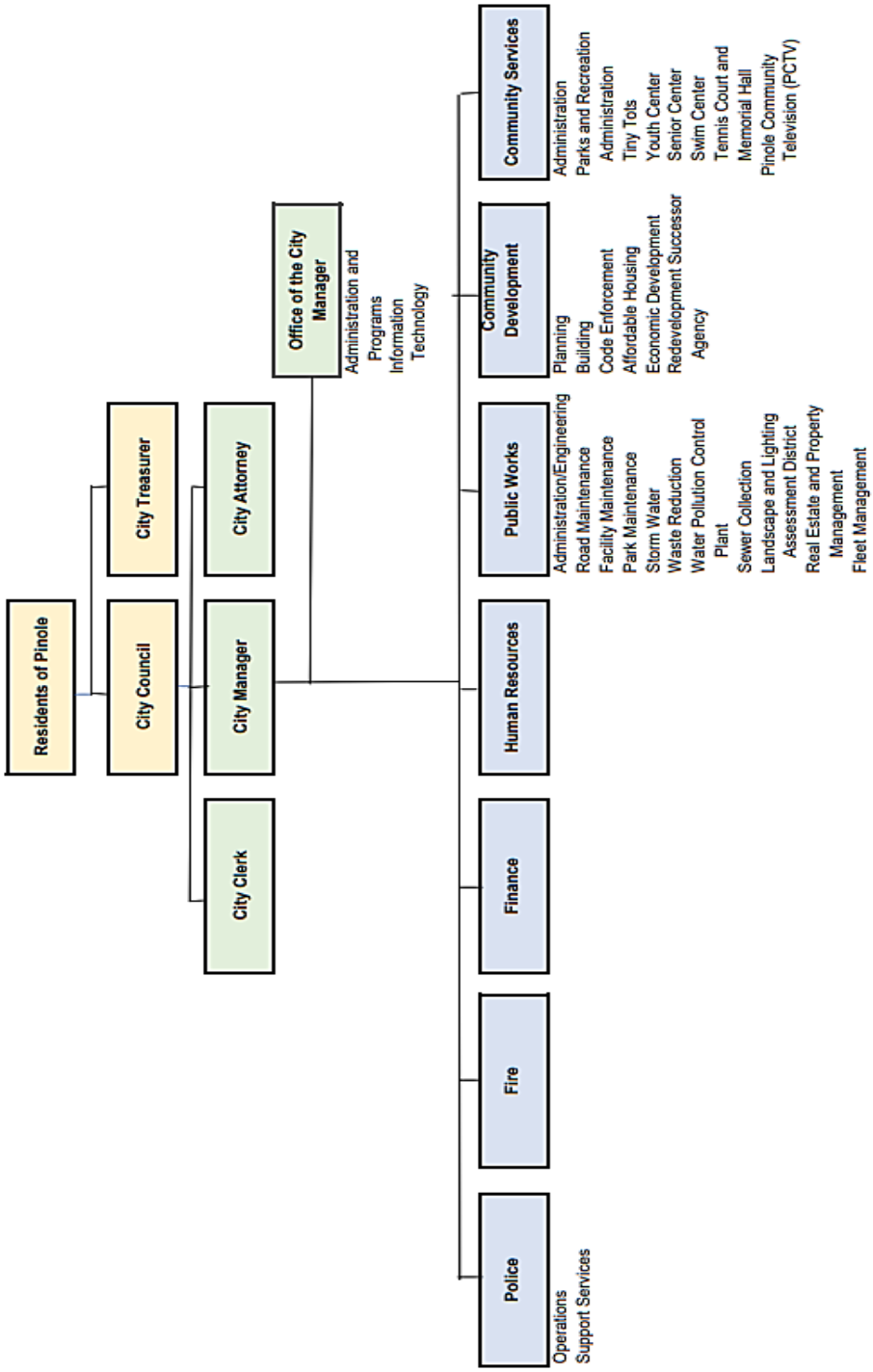
PROFILE OF THE CITY

The City of Pinole is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. 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 at January 1, 2021 was 19,369, according to the California Department of Finance.

The City is a general law city that was incorporated on June 25, 1903. The City operates under a Council-Manager form of government, 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 and fire), public works, community services (including recreation and Pinole community television), community development, and general administration services.

ORGANIZATIONAL STRUCTURE



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.

The City also prepares a Long-Term Financial Plan (LTFP) and a Five-Year Capital Improvement Plan (CIP), which inform the budget.

City staff presented the General Fund baseline budget to the Finance Subcommittee on April 14, 2022 and to the City Council on April 26, 2022 (budget workshop). At the April 26, 2022 meeting, staff asked the City Council whether it would like to add any special projects or other changes to the baseline budget. The City Council did not direct staff to add any additional items to the budget. Staff then prepared the Preliminary Proposed budget, which was presented to the City Council on May 17, 2022. City staff invited the feedback from the City Council and members of the public on the Revised Proposed budget at the City Council's June 7, 2022 meeting. Following the June 7, 2022 Council meeting, staff incorporated the Council's feedback into a Final Proposed version of the budget that was presented to the City Council for adoption on June 21, 2022.

The Preliminary Proposed Long-Term Financial Plan for FY 2022/23 – FY 2026/27 was presented to the City Council at its meeting on April 26, 2022 and the Revised Proposed LTFP was presented

to the City Council on May 17, 2022. The Final Proposed LTFP was presented to the City Council for adoption on June 7, 2022.

City staff presented the baseline budget for the FY 2022/23 Five-Year Capital Improvement Plan (CIP) to the Finance Subcommittee on April 14, 2022. At the April 26, 2022 meeting, staff presented the proposed projects for the FY 2022/23 CIP to the City Council. The City Council asked questions of staff and provided feedback on the draft CIP. Staff prepared the Preliminary Proposed FY 2022/23 Five-Year CIP, which was presented to the City Council on May 17, 2022. City staff invited the feedback from the City Council and members of the public on the Revised Proposed FY 2022/23 Five-Year CIP at the City Council's June 7, 2022 meeting. Following the June 7, 2022 Council meeting, staff incorporated the Council's feedback into a Final Proposed version of the CIP that was presented to the City Council for adoption on June 21, 2022.

KEY MILESTONES OF THE DEVELOPMENT OF THE BUDGET, LTFP, AND CIP FOR FY 2022/23

March 22, 2022
- Department Proposed FY 2022/23 Budget Requests due to Finance

April 14, 2022
- Finance Subcommittee Meeting
  - Status Quo Financial Forecast for the Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27
  - FY 2022/23 General Fund Baseline Budget
  - Draft FY 2022/23 - FY 2026/27 Five-Year Capital Improvement Plan (CIP)

April 20-21, 2022
- Budget Review Meetings
  - City Manager and Finance Department meet with Department Directors to review and discuss proposed budgets

April 26, 2022
- City Council Special Meeting (Workshop)
  - Preliminary Proposed Long-Term Financial Plan for FY 2022/23 - FY 2026/27
  - FY 2022/23 General Fund Baseline Budget
  - Proposed Projects for FY 2022/23 - FY 2026/27 Five-Year Capital Improvement Plan (CIP)

May 3, 2022
- City Council Meeting
  - Preliminary Proposed FY 2022/23 Operating and Capital Budget

May 17, 2022
- City Council Meeting
  - Preliminary Proposed FY 2022/23 Five-Year Capital Improvement Plan (CIP)
  - Revised Final Proposed Long-Term Financial Plan for FY 2022/23 - FY 2026/27

June 7, 2022
- City Council Meeting
  - Adopt Final Proposed Long-Term Financial Plan for FY 2022/23 - FY 2026/27
  - Revised Proposed FY 2022/23 Operating and Capital Budget
  - Revised Proposed FY 2022/23 Five-Year Capital Improvement Plan (CIP)

June 21, 2022
- City Council Meeting
  - Adopt Final Proposed FY 2022/23 Operating and Capital Budget
  - Adopt Final Proposed FY 2022/23 Five-Year Capital Improvement Plan (CIP)
  - Adopt FY 2022/23 Appropriations Limit

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BUDGET AWARD

The City received its eighth consecutive Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO) for its FY 2021/22 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.

California Society of
Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award
Fiscal Year 2021-2022

Presented to the

City of Pinole

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

February 28, 2022

Marcus Pimentel
CSMFO President

Michael Manno, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

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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 $28.1 million, including transfers in, in FY 2022/23, as summarized below.

Revenue by Category					
311 - Property Taxes	3,837,167	4,514,755	4,091,345	4,230,122	4,776,626
312 - Sales and Use Taxes	8,281,048	7,689,917	8,927,361	9,323,848	9,484,095
313 - Utility Users Tax	1,812,844	1,809,832	1,939,726	1,915,000	1,934,150
314 - Franchise Taxes	735,311	750,002	751,598	779,000	786,790
315 - Other Taxes	884,757	826,504	795,839	800,000	852,500
321 - Intergovernmental Taxes	1,836,501	1,952,717	2,034,203	2,082,883	2,215,948
323 - State Grants	109,993	40,193	10,951	40,000	40,000
324 - Other Grants	57,026	47,026	287,768	47,026	47,026
332 - Permits	57,354	65,987	77,992	68,700	68,700
341 - Review Fees	44,484	13,730	37,139	28,000	28,000
342 - Other Fees	69,934	41,929	56,754	40,694	43,194
343 - Abatement Fees	15,893	46,060	3,844	7,000	36,000
351 - Fines and Forfeiture	51,741	16,874	13,166	22,050	22,050
361 - Public Safety Charges	967,318	1,260,013	1,345,588	1,339,796	1,405,108
370 - Interest and Investment Income	269,508	289,324	33,340	150,000	150,000
381 - Rental Income	89,500	89,661	86,880	89,896	89,896
383 - Reimbursements	93,367	23,257	83,285	18,674	18,674
384 - Other Revenue	7,077	47,205	3,788	5,100	5,100
392 - Proceeds from Sale of Property	1,290	13,855	83,209	601,000	1,000
393 - Loan/Bond Proceeds	1,500,000	500,000	55,197	-	-
399 - Transfers In	6,290,688	-	-	-	-
399 - Transfers In from Section 115 Trust	-	-	1,327,427	853,686	2,016,612
399 - Transfers In from ARPA Fund	-	-	-	-	4,090,010
Revenue Total	**27,012,802**	**20,038,840**	**22,046,398**	**22,442,475**	**28,111,479**

Property Tax

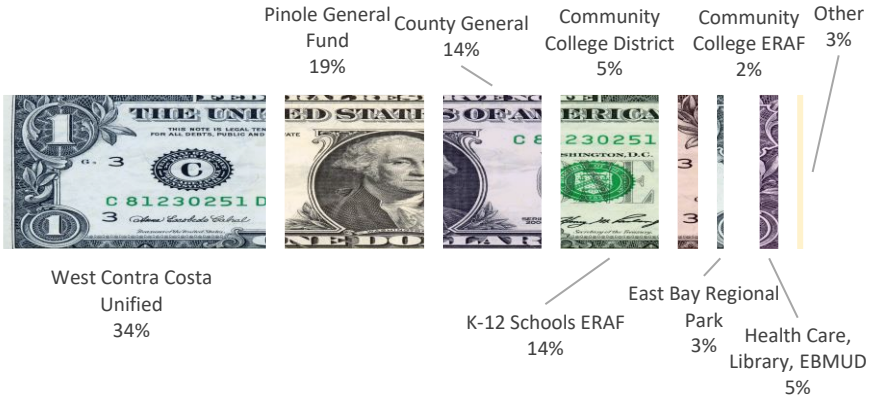
Property tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The fixed

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 2022/23, property tax is estimated to be $4.8 million, a 13% increase over the FY 2021/22 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 lower outstanding debt.

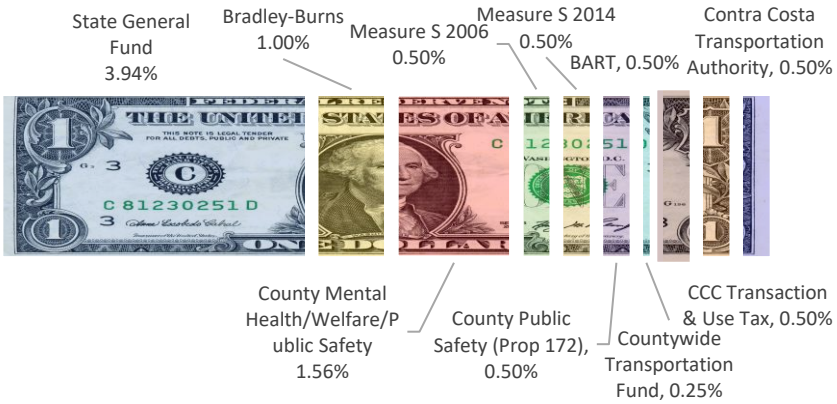
Property Tax Dollar Breakdown



Sales Tax

Sales tax is the General Fund's single largest revenue source. The City's 9.75% Sales tax is levied on all merchandise and includes the 1% Bradley Burns Sales Tax, 0.5% Measure S 2006 Sales and Use Tax, and 0.5% Measure S 2014 Sales and Use Tax. The City uses sales tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2022/23, General Fund sales tax, including Measure S 2006 and 2014, is projected to be $9.5 million, a 2% increase over the FY 2021/22 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. The City estimates UUT based on historical trends and industry resources. For FY 2022/23, UUT is projected to be $1.9 million, a 1% increase over the FY 2021/22 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 2022/23, franchise tax is projected to be $786,790, a 1% increase over the FY 2021/22 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 $152 (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 2022/23, business license is projected to be $412,500, an 8% increase over the FY 2021/22 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 2022/23, transient occupancy tax is projected to be $440,000, a 5% increase over the FY 2021/22 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 2022/23, VLF is projected to be $2.2 million, a 6% increase over the FY 2021/22 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 2022/23, public safety charges are projected to be $1.4 million, a 5% increase over the FY 2021/22 revised budget.

Other Revenue

Other revenue is made up of all other revenue sources, such as fees, permits, interest income, grants, reimbursements, and other miscellaneous revenue. These revenues are projected primarily using historical trend analysis. The FY 2022/23 budget assumes an average 1% increase over the FY 2021/22 revised budget.

The City is currently conducting a comprehensive fee study to determine the City's total cost of providing certain services. The study will likely recommend changes to the City's fees, which could potentially increase revenue generated from fees in the future. The budget does not assume any increased revenues related to potential changes in City fees resulting from the comprehensive fee study.

GENERAL FUND EXPENDITURES

General Fund revenues are not restricted to any specific use and can be expended on any allowable municipal purpose. For FY 2022/23, total General Fund expenditures are projected to be $29.0 million, including transfers out, as summarized below.

Expenditures by Category					
40 - Salaries and Wages	8,595,485	9,182,685	9,687,549	10,553,426	11,492,312
41 - Employee Benefits	4,871,717	5,315,443	5,492,537	6,822,073	7,496,535
42 - Professional/Administrative Services	2,792,982	2,841,245	3,120,915	4,612,687	4,253,726
43 - Other Operating Expenses	219,803	276,628	332,324	286,311	286,311
44 - Materials and Supplies	137,174	152,349	148,389	188,700	229,200
46 - Interfund/Interdepartmental Charges	(1,232,247)	(807,690)	(916,482)	(845,041)	(689,039)
47 - Asset Acquisition, Improvement, Disposal	672,010	1,031,960	1,397,824	3,634,781	3,298,109
48 - Debt Service	643,846	606,554	558,607	576,107	596,107
49 - Transfers Out	21,732,833	1,255,058	1,588,652	3,161,017	2,069,380
Expenditures Total	**38,433,603**	**19,854,232**	**21,410,315**	**28,990,061**	**29,032,641**

Salaries

Salaries comprise approximately 38% of total General Fund expenditures and are the largest expense in the budget. Salaries are forecasted to increase by the standard 3% per year unless a different cost of living adjustment (COLA) is agreed upon between the City and employee group in labor agreements.

Employee Benefits

Retirement benefits comprise approximately 12% of total General Fund expenditures. The City's annual required contribution is forecasted based on the most recent actuarial valuation reports provided by the California Public Employees' Retirement System (CalPERS). The forecast reflects the net cost of the required employer contribution minus employee contributions.

Other benefits comprise approximately 12% of total General Fund expenditures. This category includes all benefits other than retirement, such as medical, dental, vision, life insurance, and long-term disability benefits.

Professional and Administrative Services

This category 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.

Other Operating Expenses

This category includes all other expenditure categories, such as travel/training, office expenses, utilities, indirect costs, and materials and supplies.

Capital Outlay

This category includes capital improvement projects mainly for facility and park maintenance. Capital improvement projects are funded by other funds outside of the General Fund. Each year, capital needs are assessed and prioritized through the capital improvement planning process and included in the Five-Year Capital Improvement Plan (CIP).

Debt Service

This category 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

This category 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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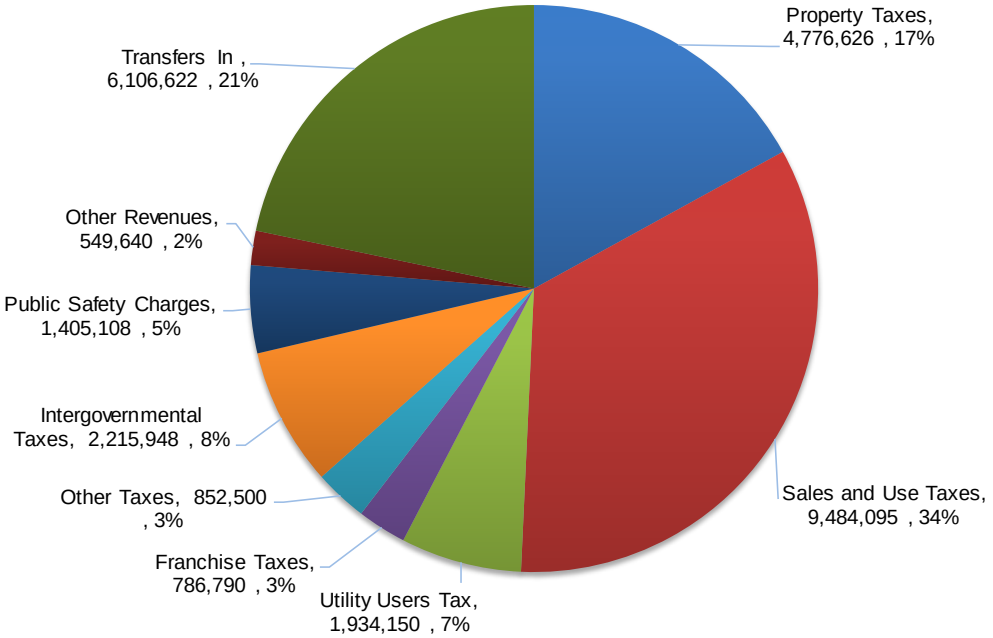
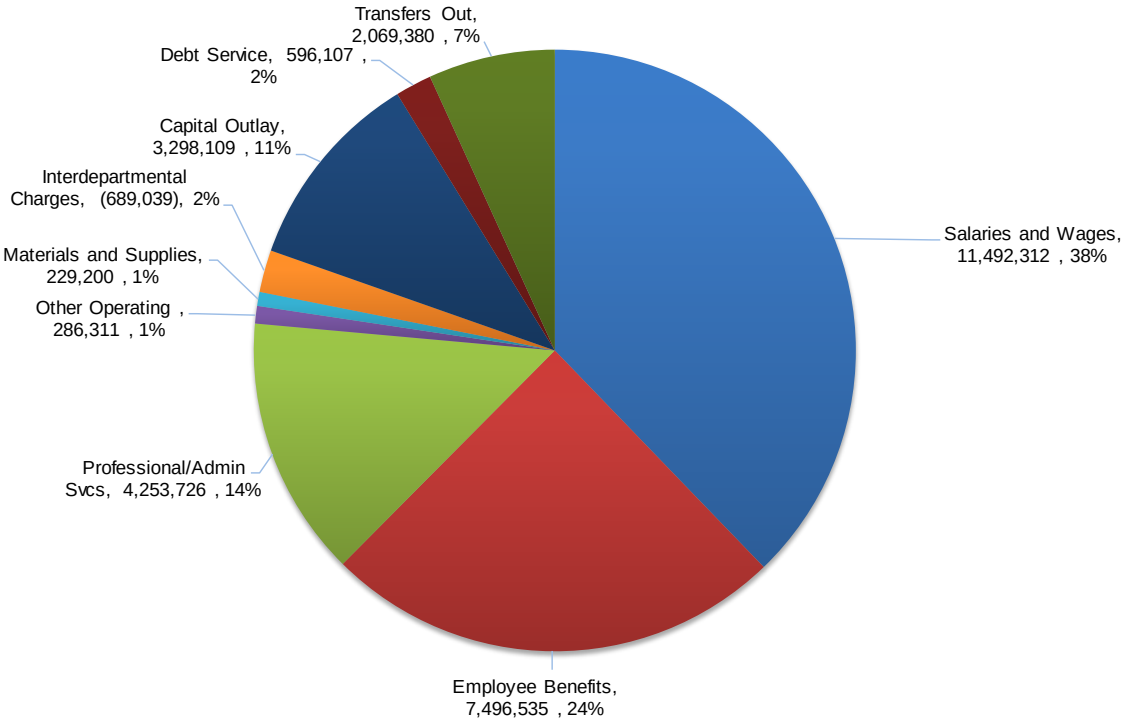
GENERAL FUND (Including Measure S 2006 and 2014)	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget
Revenue by Category					
311 - Property Taxes	3,837,167	4,514,755	4,091,345	4,230,122	4,776,626
312 - Sales and Use Taxes	8,281,048	7,689,917	8,927,361	9,323,848	9,484,095
313 - Utility Users Tax	1,812,844	1,809,832	1,939,726	1,915,000	1,934,150
314 - Franchise Taxes	735,311	750,002	751,598	779,000	786,790
315 - Other Taxes	884,757	826,504	795,839	800,000	852,500
321 - Intergovernmental Taxes	1,836,501	1,952,717	2,034,203	2,082,883	2,215,948
323 - State Grants	109,993	40,193	10,951	40,000	40,000
324 - Other Grants	57,026	47,026	287,768	47,026	47,026
332 - Permits	57,354	65,987	77,992	68,700	68,700
341 - Review Fees	44,484	13,730	37,139	28,000	28,000
342 - Other Fees	69,934	41,929	56,754	40,694	43,194
343 - Abatement Fees	15,893	46,060	3,844	7,000	36,000
351 - Fines and Forfeiture	51,741	16,874	13,166	22,050	22,050
361 - Public Safety Charges	967,318	1,260,013	1,345,588	1,339,796	1,405,108
370 - Interest and Investment Income	269,508	289,324	33,340	150,000	150,000
381 - Rental Income	89,500	89,661	86,880	89,896	89,896
383 - Reimbursements	93,367	23,257	83,285	18,674	18,674
384 - Other Revenue	7,077	47,205	3,788	5,100	5,100
392 - Proceeds from Sale of Property	1,290	13,855	83,209	601,000	1,000
393 - Loan/Bond Proceeds	1,500,000	500,000	55,197	-	-
399 - Transfers In	6,290,688	-	-	-	-
399 - Transfers In from Section 115 Trust	-	-	1,327,427	853,686	2,016,612
399 - Transfers In from ARPA Fund	-	-	-	-	4,090,010
Revenue Total	**27,012,802**	**20,038,840**	**22,046,398**	**22,442,475**	**28,111,479**
Expenditures by Category					
40 - Salaries and Wages	8,595,485	9,182,685	9,687,549	10,553,426	11,492,312
41 - Employee Benefits	4,871,717	5,315,443	5,492,537	6,822,073	7,496,535
42 - Professional/Administrative Services	2,792,982	2,841,245	3,120,915	4,612,687	4,253,726
43 - Other Operating Expenses	219,803	276,628	332,324	286,311	286,311
44 - Materials and Supplies	137,174	152,349	148,389	188,700	229,200
46 - Interfund/Interdepartmental Charges	(1,232,247)	(807,690)	(916,482)	(845,041)	(689,039)
47 - Asset Acquisition, Improvement, Disposal	672,010	1,031,960	1,397,824	3,634,781	3,298,109
48 - Debt Service	643,846	606,554	558,607	576,107	596,107
49 - Transfers Out	21,732,833	1,255,058	1,588,652	3,161,017	2,069,380
Expenditures Total	**38,433,603**	**19,854,232**	**21,410,315**	**28,990,061**	**29,032,641**
Expenditures by Department					
10 - City Council	154,426	210,303	221,252	182,509	176,396
11 - City Manager	163,510	206,565	603,505	681,538	615,943
12 - City Clerk	235,966	183,241	243,065	450,393	586,347
13 - City Treasurer	10,866	8,592	8,286	8,693	8,662
14 - City Attorney	333,522	489,469	489,955	310,200	321,057
15 - Finance Department	484,084	482,166	573,555	571,746	632,747
16 - Human Resources	392,207	430,578	292,727	523,446	768,472
17 - Non-Departmental	23,838,632	3,495,716	3,534,790	5,236,811	3,627,442
18 - Information Systems	54,964	21,748	-	-	102,600
22 - Police Department	7,690,677	8,057,519	8,495,554	9,897,426	10,535,459
23 - Fire Department	3,759,053	4,514,810	5,429,808	5,092,242	5,514,428
34 - Public Works	1,235,702	1,521,779	1,335,586	5,146,991	5,146,752
46 - Community Development	79,996	217,153	173,504	389,885	527,464
55 - Community Services	-	14,593	8,727	498,182	468,872
Expenditures Total	**38,433,603**	**19,854,232**	**21,410,315**	**28,990,061**	**29,032,641**
Net Operating Results	**(11,420,801)**	**184,609**	**636,084**	**(6,547,586)**	**(921,162)**

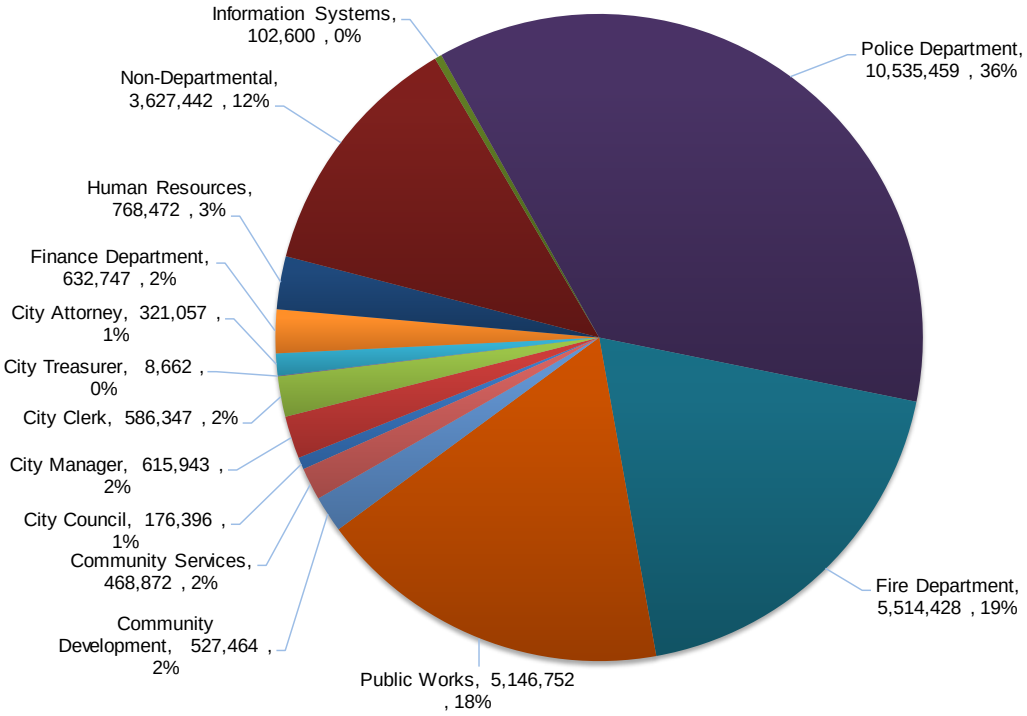
General Fund Revenue by Type: $28,111,479



General Fund Expendiures by Type: $29,032,641



General Fund Expendiures by Department: $29,032,641



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 2022/23, revenue is projected to be $1.0 million, a 9% increase over the FY 2021/22 revised budget. Expenditures are projected to be $715,647, a 33% decrease over the FY 2021/22 revised budget.

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 2022/23, revenue is projected to be $1.2 million, a 23% decrease from the FY 2021/22 revised budget. Expenditures are projected to be $1.9 million, a 24% increase over the FY 2021/22 revised budget. The budget assumes that Recreation programs to be open at full capacity during FY 2022/23. The Recreation Fund is expected to have a negative fund balance of $585,205 by the end of FY 2022/23. The fund will be assessed at mid-year to determine if additional General Fund support will be needed to balance the fund. Also, the City is currently conducting a fee study to determine the City's total cost of providing certain services. The study will likely recommend changes to the City's recreation program fees, which is expected to result in increased revenue.

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 is currently conducting a fee study to determine the City's total cost of providing certain services that have a specific beneficiary. The study will likely recommend 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 2022/23, which explains the large increases in the forecasted permit and fee revenues for that year. For FY 2022/23, revenues are projected to be $4.9 million, a 144% increase over the FY 2021/22 revised budget. This significant increase is attributable to anticipated growth in review fees for several large development projects for which deposits have been received. Expenditures are projected to be $2.4 million. It is anticipated that approximately $661,320 of fund balance will be used, leaving a balance of $1.7 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 2022/23, revenues are budgeted at $368,000 and expenditures are budgeted at $675,778. It is anticipated that approximately $307,778 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 2022/23, revenues are projected to be $390,848. Expenditures are projected to be $639,880. It is anticipated that approximately $249,032 of the estimated $1.7 million fund balance will be used to fund road and facility projects. Spending of these funds is dependent on the timing of spending for capital projects.

American Rescue Plan Act Fund – 217

The American Rescue Plan Act Fund accounts for the $4.6 million allocated to the City from the federal government from the American Rescue Plan Act (ARPA) of 2021. The City received its first tranche of $2.3 million in July 2021 and will receive the second tranche one year later. For FY 2022/23, the remaining funding of approximately $4.1 million is appropriated to backfill revenue loss in the General Fund and will be used to fund the City's general purpose activities that were negatively impacted by COVID-19 pandemic.

Parkland Dedication Fund – 275

The Parkland Dedication Fund provides for the acquisition and development of parks as specified in the City's Parkland Dedication Ordinance (PDO) (Municipal Code Sec. 16.28) which requires as a condition of approval for the subdivision of land, the dedication of park land or payment of a fee in-lieu of dedication, pursuant to California Government Code 66477 (the "Quimby Act"). For FY 2022/23, revenue is projected at $1.3 million due from developers for several large multi-unit developments. There are not any budgeted expenditures.

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 2022/23, revenue is budgeted $1.6 million due from developers for several large multi-unit developments. Expenditures are projected at $88,000 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.

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 2022/23, revenues are budgeted at $1.7 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 $1.7 million for several 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 2022/23, expenditures are budgeted

at $810.312 and includes the use of approximately $560,312 of the accumulated fund balance for several rehabilitation 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. The City's Sewer Enterprise Fund meets the criteria to be classified as a major fund. For FY 2022/23, revenue is projected to be $8.4 million, a 6% increase over the FY 2021/22 revised budget. Expenditures are projected to be $11.3 million, a 22% increase from the FY 2021/22 revised budget. It is anticipated that approximately $2.9 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 2022/23, revenue is projected to be $535,052, the same as the FY 2021/22 revised budget. Expenditures are projected to be $606,780.

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 City is currently working with its Information Technology (IT) consultant to develop its IT plan, which will be used to plan and budget for future technology needs. For FY 2022/23, revenue and expenditures are balanced with each projected to be $1.5 million, a 20% increase from the FY 2021/22 revised budget. The increase is due to increased demand from City departments for various technologies.

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.

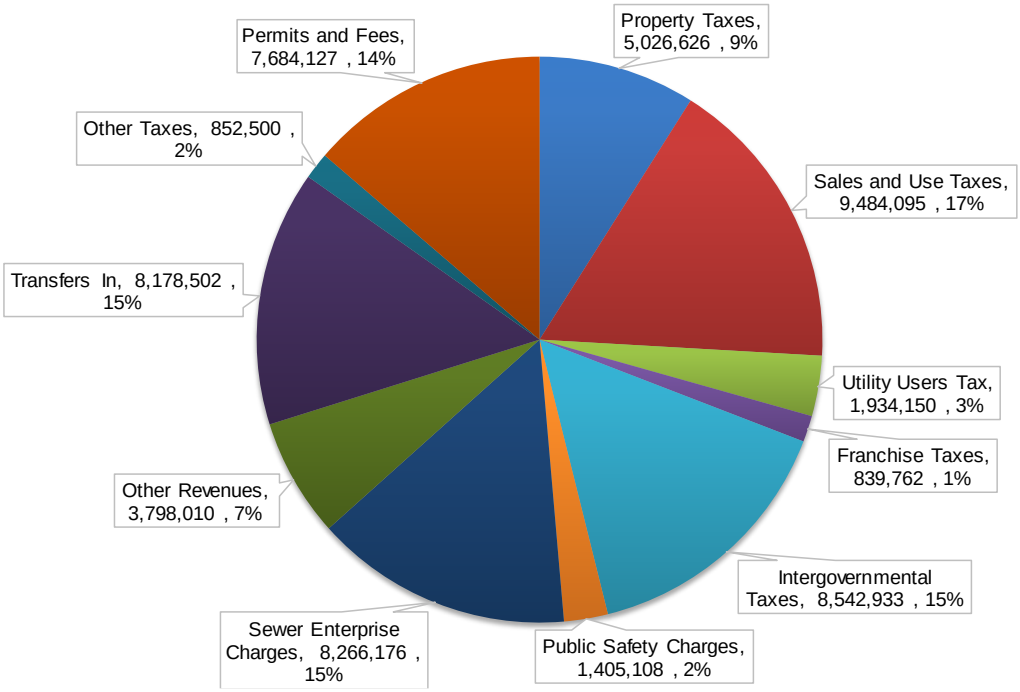
Recognized Obligation Retirement Fund – 750

The Recognized Obligation Retirement Fund accounts for the close-out activities of the Successor Agency to the Pinole Redevelopment Agency. Pledged property tax revenues will continue to be provided to the City for timely payment of outstanding redevelopment bond debt obligations, to reimburse the City for administrative staff time up to $250,000 per year, and other enforceable obligations in accordance with the Recognized Obligations Payment Schedule (ROPS).

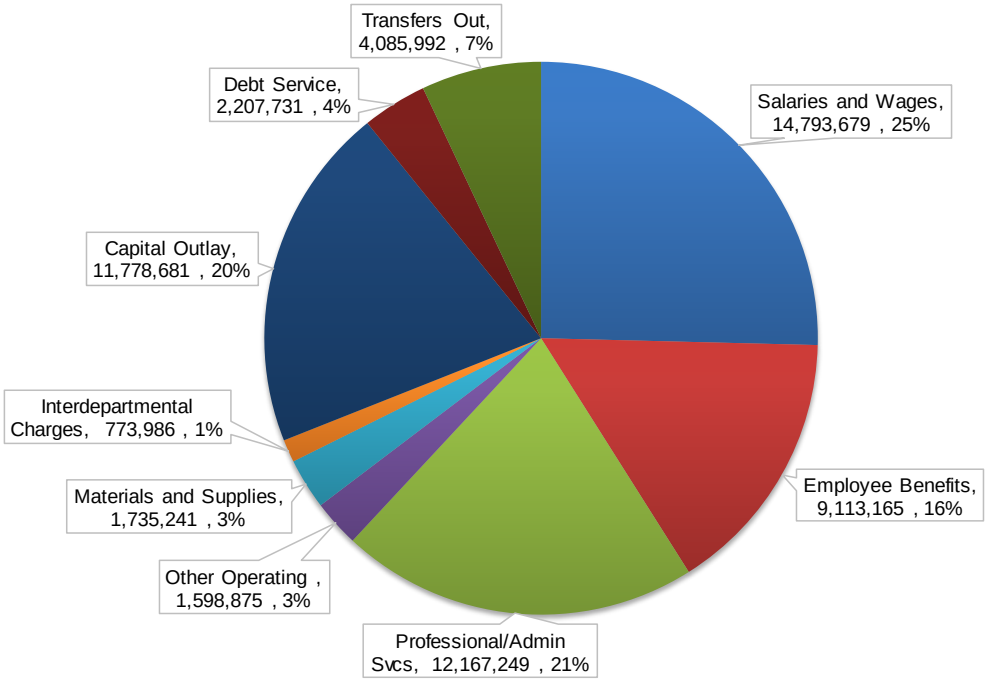
Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

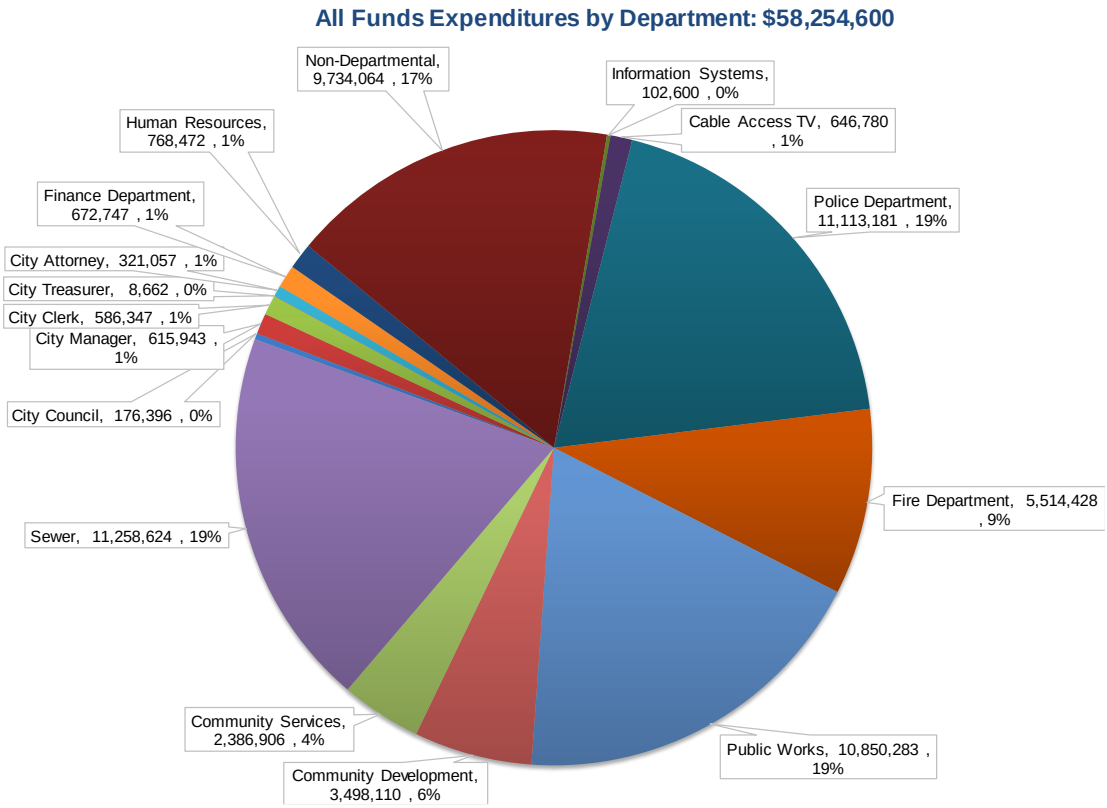
ALL FUNDS	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actuals	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget
Revenue by Category					
311 - Property Taxes	4,087,167	5,200,158	4,357,245	4,480,122	5,026,626
312 - Sales and Use Taxes	8,281,048	7,689,917	8,927,361	9,323,848	9,484,095
313 - Utility Users Tax	1,812,844	1,809,832	1,939,726	1,915,000	1,934,150
314 - Franchise Taxes	768,013	778,835	776,957	831,972	839,762
315 - Other Taxes	884,778	826,506	795,839	800,000	852,500
321 - Intergovernmental Taxes	3,081,522	3,226,870	3,319,719	3,538,562	3,686,532
322 - Federal Grants	-	-	-	2,459,465	2,353,773
323 - State Grants	330,084	317,822	383,315	463,238	769,292
324 - Other Grants	1,103,589	752,777	677,915	653,456	1,733,337
332 - Permits	443,373	376,690	342,120	555,700	2,496,500
341 - Review Fees	271,213	367,649	243,014	878,000	1,048,000
342 - Other Fees	172,350	121,809	109,215	102,569	1,095,369
343 - Abatement Fees	15,893	46,060	3,844	7,000	55,600
344 - Impact Fees	121,454	59,943	49,560	229,834	2,988,658
351 - Fines and Forfeiture	89,911	68,576	41,235	67,050	67,050
361 - Public Safety Charges	967,318	1,260,013	1,345,588	1,339,796	1,405,108
362 - Public Works Charges	-	-	-	-	-
363 - Sewer Enterprise Charges	7,210,207	7,093,734	7,414,842	7,797,500	8,266,176
364 - Recreation Charges	628,825	379,124	128,296	377,778	372,016
365 - Cable TV Charges	188,351	191,537	223,342	316,956	316,956
370 - Interest and Investment Income	1,686,525	2,158,670	2,935,849	328,598	1,479,767
381 - Rental Income	274,153	185,594	131,335	210,962	249,625
382 - Concession Revenue	16,413	-	-	-	-
383 - Reimbursements	465,314	408,597	606,594	396,154	411,154
384 - Other Revenue	40,957	67,681	61,571	78,650	27,560
385 - Indirect Cost Allocations	-	-	-	-	
392 - Proceeds from Sale of Property	3,140	13,855	83,209	601,000	1,000
393 - Loan/Bond Proceeds	1,672,740	559,344	120,594	1,683,692	872,883
399 - Transfers In	28,023,522	819,655	3,094,268	4,014,703	8,178,502
Revenue Total	**62,640,702**	**34,781,251**	**38,112,552**	**43,451,604**	**56,011,990**
Expenditures by Category					
40 - Salaries and Wages	10,548,411	11,111,582	11,508,885	13,422,231	14,793,679
41 - Employee Benefits	5,966,632	6,658,509	6,710,186	8,261,380	9,113,165
42 - Professional/Administrative Services	4,740,256	4,794,326	5,136,136	8,336,557	12,167,249
43 - Other Operating Expenses	1,594,364	1,583,741	1,565,131	1,563,166	1,598,875
44 - Materials and Supplies	1,035,675	958,065	909,837	1,466,422	1,735,241
46 - Interfund/Interdepartmental Charges	(7,013)	572,926	650,094	563,733	773,986
47 - Asset Acquisition, Improvement, Disposal	2,160,330	2,606,766	4,629,080	11,169,989	11,778,681
48 - Debt Service	1,317,098	1,569,641	1,455,787	2,185,613	2,207,731
49 - Transfers Out	28,023,522	1,255,058	3,094,268	3,161,017	4,085,992
Expenditures Total	**55,379,273**	**31,110,614**	**35,659,404**	**50,130,108**	**58,254,600**
Expenditures by Department					
10 - City Council	154,426	210,303	221,252	182,509	176,396
11 - City Manager	163,510	206,565	603,505	681,538	615,943
12 - City Clerk	235,966	183,241	243,065	450,393	586,347
13 - City Treasurer	10,866	8,592	8,286	8,693	8,662
14 - City Attorney	333,522	489,469	489,955	310,200	321,057
15 - Finance Department	484,084	482,166	573,555	571,746	672,747
16 - Human Resources	392,223	430,578	292,727	523,446	768,472
17 - Non-Departmental	23,977,291	3,601,499	5,049,270	5,183,141	9,734,064
18 - Information Systems	54,964	21,748	-	102,600	102,600
19 - Cable Access TV	357,375	374,875	391,792	570,765	646,780
22 - Police Department	8,267,121	8,630,931	8,823,952	10,313,011	11,113,181
23 - Fire Department	3,759,053	4,514,810	5,429,808	5,092,242	5,514,428
34 - Public Works	2,697,708	2,832,214	4,128,522	11,626,897	10,850,283
46 - Community Development	8,508,607	2,420,250	2,093,699	3,225,551	3,498,110
55 - Community Services	1,070,273	1,014,993	824,176	2,040,230	2,386,906
64 - Sewer	4,912,283	5,688,381	6,485,839	9,247,147	11,258,624
	55,379,273	**31,110,614**	**35,659,404**	**50,130,108**	**58,254,600**
Net Operating Results	**7,261,429**	**3,670,636**	**2,453,149**	**(6,678,504)**	**(2,242,610)**

All Funds Revenue by Category: $56,011,990



All Funds Expenditures by Category: $58,254,600




All Funds Expenditures by Department: $58,254,600
Non-Departmental, 9,734,064 , 17%
Information Systems, 102,600 , 0%
Cable Access TV, 646,780 , 1%
Police Department, 11,113,181 , 19%
Fire Department, 5,514,428 , 9%
Public Works, 10,850,283 , 19%
Community Development, 3,498,110 , 6%
Community Services, 2,386,906 , 4%
Sewer, 11,258,624 , 19%
City Council, 176,396 , 0%
City Manager, 615,943 , 1%
City Clerk, 586,347 , 1%
City Treasurer, 8,662 , 0%
City Attorney, 321,057 , 1%
Finance Department, 672,747 , 1%
Human Resources, 768,472 , 1%

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Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – All Funds

	FY 2018/19 Actual	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Original Budget	FY 2021/22 Revised Budget	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Projected Year-end	FY 2022/23 Proposed	Prop to Rev Percent Change
General Fund (including Measure S 2006 and 2014)									
Revenue									
311 - Property Taxes	3,837,167	4,514,755	4,091,345	4,230,122	4,230,122	2,814,337	4,230,122	4,776,626	13%
Basic 1% Property Tax	*2,461,344*	*2,595,604*	*2,770,607*	*3,072,882*	*3,072,882*	*1,612,965*	*3,072,882*	*3,285,675*	7%
RPTTF and Passthrough Payments	*1,375,823*	*1,919,151*	*1,320,738*	*1,157,240*	*1,157,240*	*1,201,372*	*1,157,240*	*1,490,951*	29%
312 - Sales and Use Taxes	3,994,720	3,788,080	4,303,800	4,224,661	4,483,848	3,031,530	4,483,848	4,582,095	2%
312 - Sales and Use Taxes- Measure S 2006/2014	4,286,328	3,901,837	4,623,561	4,284,000	4,840,000	3,299,751	4,840,000	4,902,000	1%
313 - Utility Users Tax	1,812,844	1,809,832	1,939,726	1,915,000	1,915,000	1,588,620	1,915,000	1,934,150	1%
314 - Franchise Taxes	735,311	750,002	751,598	779,000	779,000	455,486	779,000	786,790	1%
315 - Other Taxes	884,757	826,504	795,839	800,000	800,000	759,640	800,000	852,500	7%
Other Tax/Transient Occupancy Tax	*485,499*	*444,453*	*446,105*	*418,000*	*418,000*	*356,713*	*418,000*	*440,000*	5%
Other Tax/Business License	*399,258*	*382,051*	*349,733*	*382,000*	*382,000*	*402,927*	*382,000*	*412,500*	8%
321 - Intergovernmental Taxes	1,836,501	1,952,717	2,034,203	2,082,883	2,082,883	1,051,058	2,082,883	2,215,948	6%
323 - State Grants	109,993	40,193	10,951	40,000	40,000	8,206	40,000	40,000	0%
324 - Other Grants	57,026	47,026	287,768	47,026	47,026	-	47,026	47,026	0%
332 - Permits	57,354	65,987	77,991	68,700	68,700	81,862	82,000	68,700	0%
341 - Review Fees	44,484	13,730	37,139	28,000	28,000	28,340	28,500	28,000	0%
342 - Other Fees	69,934	41,929	56,754	40,694	40,694	5,571	40,694	43,194	6%
343 - Abatement Fees	15,893	46,060	3,844	7,000	7,000	4,264	7,000	36,000	414%
351 - Fines and Forfeiture	51,741	16,874	13,166	22,050	22,050	7,808	22,050	22,050	0%
361 - Public Safety Charges	42,563	4,051	73,021	33,548	33,548	2,646	33,548	33,548	0%
361 - Public Safety Charges/Dispatch	*924,755*	*1,255,962*	*1,272,567*	*1,306,248*	*1,306,248*	*1,094,829*	*1,306,248*	*1,371,560*	5%
370 - Interest and Investment Income	269,508	289,324	33,339	150,000	150,000	(113,328)	150,000	150,000	0%
381 - Rental Income	89,500	89,661	86,880	89,896	89,896	65,975	92,642	89,896	0%
383 - Reimbursements	93,367	23,257	83,285	18,674	18,674	14,757	15,928	18,674	0%
384 - Other Revenue	7,077	47,205	3,788	5,100	5,100	12,705	12,500	5,100	0%
392 - Proceeds from Sale of Property	1,290	13,855	83,209	601,000	601,000	7,443	601,000	1,000	-100%
393 - Loan/Bond Proceeds	1,500,000	500,000	55,197	-	-	-	-	-	0%
Revenue Total	**20,722,113**	**20,038,840**	**20,718,970**	**20,773,602**	**21,588,789**	**14,221,499**	**21,609,989**	**22,004,857**	**2%**
399 - Transfers In	6,290,688	-	-	-	-	-	-	-	
399 - Transfers In from Section 115 Pension Fund	-	-	1,327,427	853,686	853,686	-	853,686	2,016,612	136%
399 - Transfers In from ARPA Fund								4,090,010	
Sources Total	**27,012,802**	**20,038,840**	**22,046,397**	**21,627,288**	**22,442,475**	**14,221,499**	**22,463,675**	**28,111,479**	**25%**
Fund: 100 - General Fund									
Expenditures									
Division: 110 - City Council Total:	141,626	163,703	215,352	176,609	176,609	151,404	176,609	170,496	-3%
Division: 111 - City Manager Total:	163,510	206,565	603,505	562,708	681,538	323,511	586,538	615,943	-10%
Division: 112 - City Clerk Total:	235,966	183,241	243,065	450,393	450,393	221,997	450,393	586,347	30%
Division: 113 - City Treasurer Total:	10,866	8,592	8,286	8,693	8,693	6,306	8,693	8,662	0%
Division: 114 - City Attorney Total:	308,240	462,151	489,955	310,200	310,200	334,668	310,200	321,057	4%
114 - City Attorney Services	*509,176*	*721,388*	*763,076*	*564,000*	*564,000*	*578,447*	*564,000*	*583,740*	4%
114 - City Attorney Indirect Cost Allocations	*(200,935)*	*(259,237)*	*(273,121)*	*(253,800)*	*(253,800)*	*(243,779)*	*(253,800)*	*(262,683)*	4%
Division: 115 - Finance Department Total:	482,018	477,675	571,900	554,891	566,846	374,714	566,846	627,847	11%
Division: 116 - Human Resources Total:	392,207	430,578	292,727	493,626	523,446	229,796	523,446	768,472	47%
Division: 117 - General Government Total:	1,544,250	1,704,538	1,387,531	1,397,087	1,397,087	966,087	1,397,087	961,955	-31%
Administrative Total	**3,278,683**	**3,637,043**	**3,812,321**	**3,954,207**	**4,114,812**	**2,608,482**	**4,019,812**	**4,060,779**	**-1%**
Division: 221 - Police Operations Total:	3,626,415	3,335,075	3,802,334	4,260,699	4,366,771	3,030,772	3,999,312	4,892,111	12%
Division: 222 - Police Support Services Total:	902,310	908,771	1,087,828	1,272,091	1,272,092	725,568	1,144,883	1,538,502	21%
Division: 223 - Dispatch WBCC Total:	1,718,128	1,878,391	1,988,812	2,077,088	2,077,088	1,566,042	2,077,088	2,169,105	4%
Division: 231 - Fire Total:	2,716,433	3,195,023	4,604,922	3,925,759	3,965,759	2,658,473	3,767,471	4,212,704	6%
Public Safety Total	**8,963,285**	**9,317,260**	**11,483,896**	**11,535,637**	**11,681,710**	**7,980,855**	**10,988,754**	**12,812,422**	**10%**
Division: 341 - Administration/Engineering Total:	183,755	273,487	151,103	726,407	758,686	134,603	177,090	736,363	-3%
Division: 342 - Road Maintenance Total:	50,173	28,451	32,157	225,284	225,284	37,941	50,588	212,969	-5%
Division: 343 - Facility Maintenance Total:	480,771	457,490	513,141	693,759	693,759	356,193	458,021	611,147	-12%
Division: 345 - Park Maintenance Total:	231,016	228,811	253,021	482,887	482,887	186,747	248,562	539,309	12%
Public Works Total	**945,714**	**988,239**	**949,421**	**2,128,337**	**2,160,616**	**715,484**	**934,261**	**2,099,788**	**-3%**
Division: 461 - Planning Total:	9,072	4,683	10,583	167,938	167,938	3,385	4,513	157,192	-6%
Division: 465 - Code Enforcement Total:	70,924	169,010	162,921	201,947	201,947	136,427	179,461	253,452	26%
Division: 466 - Economic Development Total:	-	-	-	-	-	-	-	96,820	100%
Community Development Total	**79,996**	**173,693**	**173,504**	**369,885**	**369,885**	**139,812**	**183,974**	**507,464**	**37%**
Division: 551 - Recreation Admin Total				427025	427,025	135,359	180,478	454,022	6%
Division: 554 - Youth Center Total:	-	-	-	-	-	-	-		0%
Division: 557 - Swim Center Total:	-	-	-	-	-	-	-		0%
Recreation Total	**-**	**-**	**-**	**427,025**	**427,025**	**135,359**	**180,478**	**454,022**	**0%**
481 - Debt Service	523,631	536,120	558,607	576,107	576,107	576,091	576,107	596,107	3%
Sub-Total	**13,791,308**	**14,652,356**	**16,977,749**	**18,991,198**	**19,330,154**	**12,156,082**	**16,883,386**	**20,530,582**	**6%**
499 - Transfers Out	21,225,833	562,558	921,762	702,955	2,445,517	2,149,357	2,445,517	1,353,880	-45%
Expenditure Total:	**35,017,141**	**15,214,914**	**17,899,511**	**19,694,153**	**21,775,671**	**14,305,439**	**19,328,903**	**21,884,462**	**0%**

Fund: 105 - Measure S 2006 Fund									
Expenditures									
Division: 115 - Finance Department Total:	616	2,246	300	2,450	2,450	-	2,450	2,450	0%
Division: 221 - Police Operations Total:	1,428,129	1,476,686	1,443,123	1,514,158	1,545,158	1,175,022	1,545,158	1,718,135	11%
Division: 222 - Police Support Services Total:				330,510	330,510		330,510	-	0%
Division: 223 - Dispatch WBCC Total:	-	1,955	-	-				-	0%
Division: 231 - Fire Total:	743,819	1,018,699	457,612	681,234	681,234	483,359	681,234	727,182	7%
Expenditure Total:	**2,172,563**	**2,499,586**	**1,901,034**	**2,528,352**	**2,559,352**	**1,658,381**	**2,559,352**	**2,447,767**	**-4%**
Fund: 106 - Measure S 2014 Fund									
Expenditures									
Division: 110 - City Council Total:	12,800	46,600	5,900	5,900	5,900	-	5,900	5,900	0%
Division: 114 - City Attorney Total:	25,282	27,318	-	-					0%
Division: 115 - Finance Department Total:	1,450	2,246	1,356	2,450	2,450	-	2,450	2,450	0%
Division: 117 - General Government Total:	544,918	692,500	666,890	715,500	715,500	652,576	715,500	715,500	0%
Division: 118 - Information Systems Total:	54,964	21,748	-	102,600	102,600	-	102,600	102,600	0%
Administrative Total	**639,414**	**790,412**	**674,146**	**826,450**	**826,450**	**652,576**	**826,450**	**826,450**	**0%**
Division: 221 - Police Operations Total:	15,695	363,908	70,953	110,000	110,000	-	110,000	110,000	0%
Division: 222 - Police Support Services Total:	-	67,734	102,505	195,807	195,807	72,351	195,807	107,606	-45%
Division: 223 - Dispatch WBCC Total:	-	25,000	-	-			-		0%
Division: 231 - Fire Total:	298,801	301,089	367,274	445,249	445,249	315,130	445,249	574,542	29%
Public Safety Total	**314,497**	**757,731**	**540,731**	**751,056**	**751,056**	**387,480**	**751,056**	**792,148**	**5%**
Division: 341 - Administration/Engineering Total:	15,147	-	59,825	215,458	215,458	52,028	215,458	296,518	38%
Division: 342 - Road Maintenance Total:	-	29,210	66,590	499,008	761,577	139,748	640,977	627,512	-18%
Division: 343 - Facility Maintenance Total:	192,882	131,848	165,352	965,853	1,240,171	276,345	777,360	1,240,025	0%
Division: 344 - NPDES Storm Drain Total:	7,061	13,759	5,562	347,860	362,790	21,615	25,000	523,460	44%
Division: 345 - Park Maintenance Total:	74,897	358,722	88,836	290,242	355,811	72,271	255,811	359,449	1%
Division: 642 - Sewer Collections Total:	-	-	-	-	50,568	50,563	50,568	-	-100%
Public Works Total	**289,988**	**533,539**	**386,165**	**2,318,421**	**2,986,375**	**612,570**	**1,965,174**	**3,046,964**	**2%**
Division: 461 - Planning Total:	-	14,030	-	20,000	20,000		20,000	20,000	0%
Division: 465 - Code Enforcement Total:	-	29,430	-	-					0%
Community Development Total	**-**	**43,460**	**-**	**20,000**	**20,000**	**-**	**20,000**	**20,000**	**0%**
Division: 551 - Recreation Administration Total:	-	-	-	-					0%
Division: 552 - Senior Center Total:	-	-	-	51,000	58,207	-	58,207	-	-100%
Division: 553 - Tiny Tots Total:	-	14,593	-	2,950	2,950	-	2,950	4,850	64%
Division: 554 - Youth Center Total:	-	-	8,727	10,000	10,000	-	10,000	10,000	0%
Recreation Total	**-**	**14,593**	**8,727**	**63,950**	**71,157**	**-**	**71,157**	**14,850**	**-79%**
Expenditure Total:	**1,243,898**	**2,139,735**	**1,609,769**	**3,979,877**	**4,655,038**	**1,652,627**	**3,633,837**	**4,700,412**	**1%**
General Fund and Measure S Expenditure Total	**38,433,603**	**19,854,235**	**21,410,314**	**26,202,382**	**28,990,061**	**17,616,447**	**25,522,092**	**29,032,641**	**0%**
General Fund and Measure S Net Results	**(11,420,801)**	**184,605**	**636,083**	**(4,575,094)**	**(6,547,586)**	**(3,394,948)**	**(3,058,417)**	**(921,162)**	
Fund Balance, July 1	**24,903,804**	**11,983,003**	**12,167,609**	**12,803,691**	**12,803,691**		**12,803,691**	**9,745,275**	
Fund Balance, June 30	**13,483,003**	**12,167,609**	**12,803,691**	**8,228,597**	**6,256,105**		**9,745,275**	**8,824,112**	
Fund: 150 - General Reserve Fund									
Revenue									
370 - Interest and Investment Income	151,668	319,153	35,654			(187,461)	200,000		
399 - Transfers In	4,600,806				949,715	949,715	949,715	650,925	
Revenue Total:	4,752,474	319,153	35,654	-	949,715	762,254	1,149,715	650,925	
Expenditures									
Expenditure Total:									
Fund: 150 - General Reserve Net Results	**4,752,474**	**319,153**	**35,654**	**-**	**949,715**	**762,254**	**1,149,715**	**650,925**	
Fund Balance, July 1	**2,385,489**	**7,137,963**	**7,457,116**	**7,492,770**	**7,492,770**		**7,492,770**	**8,642,485**	
Fund Balance, June 30	**7,137,963**	**7,457,116**	**7,492,770**	**7,492,770**	**8,442,485**		**8,642,485**	**9,293,410**	
Fund: 160 - Equipment Reserve Fund									
Revenue									
384 - Other Revenue			43,459		-	-	-		
399 - Transfers In	-	85,000	85,000	85,000	85,000	85,000	85,000	85,000	0%
Revenue Total:	**-**	**85,000**	**128,459**	**85,000**	**85,000**	**85,000**	**85,000**	**85,000**	**0%**
Expenditures									
Division: 221 - Police Operations Total:	33,936	-	-	-					
Division: 342 - Road Maintenance Total:				194,000	194,000	104,242	150,000	120,000	
Division: 345 - Park Maintenance Total:	82,303	-	-	80,000	80,000	-	-	80,000	0%
Division: 461 - Planning Total:	-	-	-	5,000	5,000	-	-	5,000	0%
Expenditure Total:	**116,239**	**-**	**-**	**279,000**	**279,000**	**104,242**	**150,000**	**205,000**	**-27%**
Fund: 160 - EQUIPMENT RESERVE Net Results	**(116,239)**	**85,000**	**128,459**	**(194,000)**	**(194,000)**	**(19,242)**	**(65,000)**	**(120,000)**	
Fund Balance, July 1	**146,188**	**29,949**	**114,949**	**243,408**	**243,408**		**243,408**	**178,408**	
Fund Balance, June 30	**29,949**	**114,949**	**243,408**	**49,408**	**49,408**		**178,408**	**58,408**	

Fund: 200 - Gas Tax Fund									
Revenue									
321 - Intergovernmental Taxes	754,674	789,998	795,113	906,667	906,667	606,676	906,667	990,635	9%
370 - Interest and Investment Income	5,879	18,024	1,878	5,000	5,000	(4,730)	5,000	5,000	0%
383 - Reimbursements			9,074	7,636	7,636	6,358	7,636	7,636	0%
Revenue Total:	**760,554**	**808,022**	**806,065**	**919,303**	**919,303**	**608,304**	**919,303**	**1,003,271**	**9%**
Expenditures									
Division: 341 - Administration/Engineering Total:			2023		-	-	-	-	0%
Division: 342 - Road Maintenance Total:	403,967	577,100	1,374,969	1,074,728	1,074,728	306,558	1,074,728	715,647	-33%
Expenditure Total:	**403,967**	**577,100**	**1,376,992**	**1,074,728**	**1,074,728**	**306,558**	**1,074,728**	**715,647**	**-33%**
Fund: 200 - Gas Tax Fund Net Results	**356,586**	**230,922**	**(570,927)**	**(155,425)**	**(155,425)**	**301,747**	**(155,425)**	**287,624**	
Fund Balance, July 1	**339,936**	**696,522**	**927,444**	**356,517**	**356,517**		**356,517**	**201,092**	
Fund Balance, June 30	**696,522**	**927,444**	**356,517**	**201,092**	**201,092**		**201,092**	**488,716**	
Fund: 201 - Restricted Real Estate Maintenance Fund									
Revenue									
342 - Other Fees	1,825	475	475	3,175	3,175	475	3,175	3,175	0%
381 - Rental Income	70,833	3,787	34,150	36,816	36,816	-	36,816	36,816	0%
Revenue Total:	**72,658**	**4,262**	**34,625**	**39,991**	**39,991**	**475**	**39,991**	**39,991**	**0%**
Expenditures									
Division: 343 - Facility Maintenance Total:	19,413	24,414	20,118	26,000	26,000	12,883	26,000	26,000	0%
Expenditure Total:	**19,413**	**24,414**	**20,118**	**26,000**	**26,000**	**12,883**	**26,000**	**26,000**	**0%**
Fund: 201 - Restricted RE Maintenance Fund Net Resul	**53,245**	**(20,152)**	**14,507**	**13,991**	**13,991**	**(12,407)**	**13,991**	**13,991**	
Fund Balance, July 1	**133,586**	**186,832**	**166,679**	**181,187**	**181,187**		**181,187**	**195,178**	
Fund Balance, June 30	**186,832**	**166,679**	**181,187**	**195,178**	**195,178**		**195,178**	**209,169**	
Fund: 203 - Public Safety Augmentation Fund									
Revenue									
321 - Intergovernmental Taxes	202,489	185,306	187,448	170,266	170,266	179,524	170,266	170,266	0%
370 - Interest and Investment Income	3,201	7,117	1,269	2,500	2,500	(3,777)	2,500	2,500	0%
Revenue Total:	**205,691**	**192,423**	**188,717**	**172,766**	**172,766**	**175,747**	**172,766**	**172,766**	**0%**
Expenditures									
Division: 221 - Police Operations Total:	131,658	179,741	143,643	204,574	204,574	138,454	204,574	387,365	89%
Expenditure Total:	**131,658**	**179,741**	**143,643**	**204,574**	**204,574**	**138,454**	**204,574**	**387,365**	**89%**
Fund: 203 - Public Safety Augmentation Fund Net Resu	**74,032**	**12,682**	**45,074**	**(31,808)**	**(31,808)**	**37,293**	**(31,808)**	**(214,599)**	
Fund Balance, July 1	**279,125**	**353,158**	**365,840**	**410,914**	**410,914**		**410,914**	**379,106**	
Fund Balance, June 30	**353,158**	**365,840**	**410,914**	**379,106**	**379,106**		**379,106**	**164,507**	
Fund: 204 - Police Grants Fund									
Revenue									
323 - State Grants		9,197	-						0%
324 - Other Grants	328,000	300,500	-						0%
384 - Other Revenue	120								0%
Revenue Total:	**328,120**	**309,697**	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
399 - Transfers In	-	-	29,428	-	-	-			0%
Sources Total	**328,120**	**309,697**	**29,428**	**-**	**-**	**-**	**-**	**-**	**0%**
Expenditures									
Division: 227 - Police Grants Total:	255,638	304,023	85,999	-	-	23	23		0%
Expenditure Total:	**255,638**	**304,023**	**85,999**	**-**	**-**	**23**	**23**	**-**	**0%**
Fund: 204 - Police Grants Net Results	**72,482**	**5,674**	**(56,571)**	**-**	**-**	**(23)**	**(23)**	**-**	
Fund Balance, July 1	**47,342**	**119,824**	**125,498**	**68,927**	**68,927**		**68,927**	**68,904**	
Fund Balance, June 30	**119,824**	**125,498**	**68,927**	**68,927**	**68,927**		**68,904**	**68,904**	
Fund: 205 - Traffic Safety Fund									
Revenue									
351 - Fines and Forfeiture	35,181	46,640	27,491	45,000	45,000	21,692	45,000	45,000	0%
370 - Interest and Investment Income	1,541	3,821	750	1,500	1,500	(2,267)	1,500	1,500	0%
Revenue Total:	**36,722**	**50,461**	**28,241**	**46,500**	**46,500**	**19,424**	**46,500**	**46,500**	**0%**
Expenditures									
Division: 227 - Police Grants Total:	7,674	6,399	565	20,261	20,261	6,458	20,261	21,059	4%
Expenditure Total:	**7,674**	**6,399**	**565**	**20,261**	**20,261**	**6,458**	**20,261**	**21,059**	**4%**
Fund: 205 - Traffic Safety Fund Net Results	**29,048**	**44,062**	**27,676**	**26,239**	**26,239**	**12,966**	**26,239**	**25,441**	
Fund Balance, July 1	**134,192**	**163,240**	**207,302**	**234,979**	**234,979**		**234,979**	**261,218**	
Fund Balance, June 30	**163,240**	**207,302**	**234,979**	**261,218**	**261,218**		**261,218**	**286,659**	

Fund: 206 - Supplemental Law Enforcement Svc Fund									
Revenue									
323 - State Grants	148,747	155,948	156,727	156,727	156,727	161,285	161,285	156,727	0%
370 - Interest and Investment Income	1,769	4,955	1,080	1,600	1,600	(3,694)	1,600	1,600	0%
Revenue Total:	**150,515**	**160,903**	**157,807**	**158,327**	**158,327**	**157,591**	**162,885**	**158,327**	**0%**
Expenditures									
Division: 227 - Police Grants Total:	101,008	60,196	98,192	104,188	104,188	76,000	104,188	111,067	7%
Expenditure Total:	**101,008**	**60,196**	**98,192**	**104,188**	**104,188**	**76,000**	**104,188**	**111,067**	**7%**
Fund: 206 - Supplemental Law Enforcement Svc Fund I	**49,507**	**100,707**	**59,615**	**54,139**	**54,139**	**81,591**	**58,697**	**47,260**	
Fund Balance, July 1	**119,097**	**168,604**	**269,311**	**328,926**	**328,926**		**328,926**	**387,623**	
Fund Balance, June 30	**168,604**	**269,311**	**328,926**	**383,065**	**383,065**		**387,623**	**434,883**	
Fund: 207 - NPDES Storm Water Fund									
Revenue									
321 - Intergovernmental Taxes	251,004	259,103	260,430	323,978	323,978	163,990	323,978	253,272	-22%
370 - Interest and Investment Income	29	(190)	51	150	150	719	174	150	0%
384 - Other Revenue	-			-					0%
Revenue Total:	**251,032**	**258,913**	**260,480**	**324,128**	**324,128**	**164,709**	**324,152**	**253,422**	**-22%**
Expenditures									
Division: 117 - General Government Total:			2,222			-	-		0%
Division: 342 - Road Maintenance Total:				28,874	28,874	10,000	28,874	12,005	-58%
Division: 344 - NPDES Storm Drain Total:	304,913	289,103	272,838	391,811	408,811	216,198	288,264	324,933	-21%
Expenditure Total:	**304,913**	**289,103**	**275,059**	**420,685**	**437,685**	**226,198**	**317,138**	**336,938**	**-23%**
Fund: 207 - NPDES Storm Water Fund Net Results	**(53,881)**	**(30,190)**	**(14,579)**	**(96,557)**	**(113,557)**	**(61,489)**	**7,014**	**(83,516)**	
Fund Balance, July 1	**100,502**	**46,622**	**16,432**	**1,853**	**1,853**		**1,853**	**8,867**	
Fund Balance, June 30	**46,622**	**16,432**	**1,853**	**(94,704)**	**(111,704)**		**8,867**	**(74,649)**	
Fund: 209 - Recreation Fund									
Revenue									
Division: 551 - Recreation Administration Total:	17,950	13,104	19,603	17,550	17,550	26,181	17,550	70,268	300%
Division: 552 - Senior Center Total:	384,153	270,294	26,358	224,220	224,220	70,758	224,220	216,130	-4%
Division: 553 - Tiny Tots Total:	200,673	110,474	41,022	140,125	140,125	71,039	140,125	172,021	23%
Division: 554 - Youth Center Total:	36,277	26,713	2,592	34,340	34,340	2,459	34,340	17,855	-48%
Division: 555 - Day Camp Total:	25,551	14,406	5,014	20,790	20,790	(862)	20,790	7,560	0%
Division: 556 - Performing Arts Total:	46,784	2,630	-	-	-	-		-	0%
Division: 557 - Swim Center Total:	57,208	31,407	63,959	74,953	74,953	34,423	74,953	63,500	-15%
Division: 558 - Memorial Hall Total:	1,250	10,982	3,649	7,594	7,594	3,308	7,594	10,316	0%
Division: 559 - Tennis Total:	370	674	204	350	350	240	350	350	0%
Revenue Total:	**770,216**	**480,684**	**162,400**	**519,922**	**519,922**	**207,545**	**519,922**	**558,000**	7%
399 - Transfers In	307,214	522,254	624,721	673,331	1,091,962	732,878	1,091,962	675,831	-38%
399 - Transfers In from Section 115 Pension Fund	-	-	7,334						0%
Sources Total	**1,077,430**	**1,002,938**	**794,455**	**1,193,253**	**1,611,884**	**940,423**	**1,611,884**	**1,233,831**	**-23%**
Expenditures									
Division: 117 - General Government Total:	7,700	7,980	7,987	-	-	5,727	-	-	0%
Division: 551 - Recreation Administration Total:	172,230	187,153	273,358	534,654	534,654	451,219	534,654	694,990	30%
Division: 552 - Senior Center Total:	467,615	438,540	201,229	448,819	448,819	244,131	448,819	579,673	29%
Division: 553 - Tiny Tots Total:	131,602	133,396	102,241	149,744	149,744	102,325	149,744	174,421	16%
Division: 554 - Youth Center Total:	149,165	140,656	110,557	216,749	216,749	79,636	216,749	247,067	14%
Division: 555 - Day Camp Total:	3,195	2,087	20,453	64,315	64,315	16,451	64,315	74,116	15%
Division: 556 - Performing Arts Total:	46,868	221	-	-	-	-		-	0%
Division: 557 - Swim Center Total:	92,194	81,400	88,099	111,167	111,167	36,500	111,167	126,917	14%
Division: 558 - Memorial Hall Total:	5,092	10,587	13,214	10,900	10,900	2,993	10,900	14,200	30%
Division: 559 - Tennis Total:	2,310	6,359	6,300	5,700	5,700	3,452	5,700	6,650	17%
Expenditure Total:	**1,077,973**	**1,008,380**	**823,437**	**1,542,048**	**1,542,048**	**942,433**	**1,542,048**	**1,918,034**	**24%**
Fund: 209 - Recreation Fund Net Results	**(543)**	**(5,442)**	**(28,982)**	**(348,795)**	**69,836**	**(2,010)**	**69,836**	**(684,203)**	
Fund Balance, July 1	**64,128**	**63,585**	**58,144**	**29,162**	**29,162**		**29,162**	**98,998**	
Fund Balance, June 30	**63,585**	**58,144**	**29,162**	**(319,633)**	**98,998**		**98,998**	**(585,205)**	

Fund: 212 - Building & Planning Fund									
Revenue									
315 - Other Taxes	21	2	-	-	-	-			0%
323 - State Grants	-			205,000	205,000	-	205,000	225,000	10%
332 - Permits	386,019	310,704	264,128	487,000	487,000	377,390	487,000	2,427,800	399%
341 - Review Fees	226,729	353,919	205,875	850,000	850,000	281,987	850,000	1,020,000	20%
342 - Other Fees	85,479	63,816	31,877	50,700	50,700	324,962	324,962	1,036,000	1943%
343 - Abatement Fees	-			-	-	-		19,600	100%
344 - Impact Fees	3,524		1,443	-	-	-	-	87,049	100%
370 - Interest and Investment Income	8,569	12,265	(422)	7,000	7,000	2,467	7,000	7,000	0%
383 - Reimbursements	-	7,360	-	-	-	-			0%
384 - Other Revenue	3,998	(449)	-	6,000	6,000	-	6,000	6,000	0%
Revenue Total:	**714,339**	**747,616**	**502,902**	**1,605,700**	**1,605,700**	**986,806**	**1,879,962**	**4,828,449**	**201%**
399 - Transfers In	-	-	192,000		374,216	374,216			0%
Sources Total	**714,339**	**747,616**	**694,902**	**1,605,700**	**1,979,916**	**1,361,022**	**1,879,962**	**4,828,449**	**144%**
Expenditures									0
Division: 461 - Planning Total:	423,288	431,016	422,064	838,219	1,147,434	484,734	1,147,434	1,183,849	3%
Division: 462 - Building Inspection Total:	565,775	645,050	565,540	889,535	1,259,535	605,791	1,259,535	1,226,944	-3%
Division: 465 - Code Enforcement Total:	-			-					0%
Expenditure Total:	**989,063**	**1,076,066**	**987,604**	**1,727,753**	**2,406,969**	**1,090,525**	**2,406,969**	**2,410,793**	**0%**
Fund: 212 - Building & Planning Net Results	**(274,725)**	**(328,450)**	**(292,702)**	**(122,053)**	**(427,053)**	**270,497**	**(527,007)**	**2,417,656**	
Fund Balance, July 1	**761,594**	**486,839**	**158,389**	**(134,313)**	**(134,313)**		**(134,313)**	**(661,320)**	
Fund Balance, June 30	**486,869**	**158,389**	**(134,313)**	**(256,366)**	**(561,366)**		**(661,320)**	**1,756,336**	
Fund: 213 - Refuse Management Fund									
Revenue									
323 - State Grants	66,161	111,950	66,635	60,060	60,060	46,210	60,060	60,060	0%
370 - Interest and Investment Income	6,383	7,176	1,008	6,000	6,000	(1,470)	6,000	6,000	0%
392 - Proceeds from Sale of Property	700			-	-	-		-	0%
Revenue Total:	**73,244**	**119,125**	**67,643**	**66,060**	**66,060**	**44,740**	**66,060**	**66,060**	**0%**
Expenditures									
Division: 344 - NPDES Storm Drain Total:	307,432			-					
Division: 346 - Waste Reduction Total:	103,347	93,143	210,444	140,858	140,858	81,014	140,858	167,825	19%
Expenditure Total:	**410,778**	**93,143**	**210,444**	**140,858**	**140,858**	**81,014**	**140,858**	**167,825**	**19%**
Fund: 213 - Refuse Management Fund Net Results	**(337,535)**	**25,983**	**(142,801)**	**(74,798)**	**(74,798)**	**(36,274)**	**(74,798)**	**(101,765)**	
Fund Balance, July 1	**646,730**	**309,195**	**335,177**	**192,376**	**192,376**		**192,376**	**117,578**	
Fund Balance, June 30	**309,195**	**335,177**	**192,376**	**117,578**	**117,578**		**117,578**	**15,813**	
Fund: 214 - Solid Waste Fund									
Revenue									
370 - Interest and Investment Income	10,164	27,628	5,804	8,000	8,000	(16,943)	8,000	8,000	0%
383 - Reimbursements	314,229	375,749	347,367	360,000	360,000	282,573	360,000	360,000	0%
Revenue Total:	**324,392**	**403,377**	**353,171**	**368,000**	**368,000**	**265,630**	**368,000**	**368,000**	**0%**
Expenditures									
Division: 342 - Road Maintenance Total:			2239.74	336445	336,445	162,644	336,445	250,778	-25%
Division: 343 - Facility Maintenance Total:	3,003		45,700	-	-				0%
Division: 345 - Parks Maintenance Total:				425,000	425,000		-	425,000	0%
Expenditure Total:	**3,003**	**-**	**47,940**	**761,445**	**761,445**	**162,644**	**336,445**	**675,778**	**0%**
Fund: 214 - Solid Waste Fund Net Results	**321,390**	**403,377**	**305,231**	**(393,445)**	**(393,445)**	**102,985**	**31,555**	**(307,778)**	
Fund Balance, July 1	**833,365**	**1,154,755**	**1,558,131**	**1,863,362**	**1,863,362**		**1,863,362**	**1,894,917**	
Fund Balance, June 30	**1,154,755**	**1,558,131**	**1,863,362**	**1,469,917**	**1,469,917**		**1,894,917**	**1,587,139**	
Fund: 215 - Measure C and J Fund									
Revenue									
324 - Other Grants	379,583	405,252	390,147	390,147	475,247	475,247	475,247	382,848	-19%
370 - Interest and Investment Income	9,353	23,857	6,297	8,000	(3,152)	(19,240)	(3,153)	8,000	-354%
Revenue Total:	**388,936**	**429,109**	**396,444**	**398,147**	**472,095**	**456,007**	**472,094**	**390,848**	**-17%**
Expenditures									
Division: 117 - General Government Total:	47,049		48,930	48,930	48,930	49,664	49,664	-	-100%
Division: 341 - Administration/Engineering Total:	77,280	82,819	111,905	120,487	120,487	90,618	120,487	186,999	55%
Division: 342 - Road Maintenance Total:	-	18,651	-	765,772	765,772	406	645,772	450,881	-41%
Division: 343 - Facility Maintenance Total:	25,542			2,000	2,000	-	2,000	2,000	0%
Expenditure Total:	**149,871**	**101,471**	**160,835**	**937,189**	**937,189**	**140,688**	**817,923**	**639,880**	**-32%**
Fund: 215 - Measure C and J Fund Net Results	**239,065**	**327,638**	**235,609**	**(539,042)**	**(465,094)**	**315,319**	**(345,829)**	**(249,032)**	
Fund Balance, July 1	**1,254,870**	**1,493,934**	**1,821,573**	**2,057,182**	**2,057,182**		**2,057,182**	**1,711,353**	
Fund Balance, June 30	**1,493,934**	**1,821,573**	**2,057,182**	**1,518,140**	**1,592,088**		**1,711,353**	**1,462,321**	

Fund: 216 - Rate Stabilization Fund									
Revenue									
370 - Interest and Investment Income		-	-			(1,822)	-	-	0%
383 - Reimbursements		-	31,171			17,499	17,203	15,000	0%
399 - Transfers In		-	153,505			-	-		0%
Revenue Total:	**-**	**-**	**184,676**	**-**	**-**	**15,677**	**17,203**	**15,000**	**0%**
Expenditures									
Division: 117 - General Government Total:	-	-	-			-		-	0%
Expenditure Total:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Fund: 216 - Rate Stabilization Fund Net Results	**-**	**-**	**184,676**	**-**	**-**	**15,677**	**17,203**	**15,000**	
Fund Balance, July 1		**-**	**-**	**184,676**	**184,676**		**184,676**	**201,879**	
Fund Balance, June 30		**-**	**184,676**	**184,676**	**184,676**		**201,879**	**216,879**	
Fund: 217 - American Rescue Plan Act Fund									
Revenue									
322 - Federal Grants		-	-		2,302,505	2,302,505	2,302,505	2,302,505	0%
Revenue Total:	**-**	**-**	**-**	**-**	**2,302,505**	**2,302,505**	**2,302,505**	**2,302,505**	**0%**
Expenditures									
Division: 117 - General Government Total:	-	-	-			356,800	515,000	4,090,010	0%
Expenditure Total:	**-**	**-**	**-**	**-**	**-**	**356,800**	**515,000**	**4,090,010**	**0%**
Fund: 217 - American Rescue Plan Act Fund Net Result	**-**	**-**	**-**	**-**	**2,302,505**	**1,945,705**	**1,787,505**	**(1,787,505)**	
Fund Balance, July 1		**-**	**-**	**-**	**-**		**-**	**1,787,505**	
Fund Balance, June 30		**-**	**-**	**-**	**2,302,505**		**1,787,505**	**-**	
Fund: 225 - Asset Seizure-Adjudicated Fund									
Revenue									
351 - Fines and Forfeiture	2,989	5,000	545						0%
370 - Interest and Investment Income	1,339	2,139	235			(643)	(111)		0%
Revenue Total:	**4,328**	**7,139**	**779**	**-**	**-**	**(643)**	**(111)**	**-**	**0%**
Expenditures									
Division: 221 - Police Operations Total:	32,639	23,079	-	86,562	86,562	23,000	29,000	58,231	-33%
Expenditure Total:	**32,639**	**23,079**	**-**	**86,562**	**86,562**	**23,000**	**29,000**	**58,231**	**-33%**
Fund: 225 - Asset Seizure-Adjudicated Fund Net Result	**(28,311)**	**(15,940)**	**779**	**(86,562)**	**(86,562)**	**(23,643)**	**(29,111)**	**(58,231)**	
Fund Balance, July 1	**130,813**	**102,502**	**86,562**	**87,341**	**87,341**		**87,341**	**58,230**	
Fund Balance, June 30	**102,502**	**86,562**	**87,341**	**779**	**779**		**58,230**	**(0)**	
Fund: 226 - CASp Certification and Training Fund									
Revenue									
342 - Other Fees	7,289	7,282	6,668			7,742	7,800		0%
Revenue Total:	**7,289**	**7,282**	**6,668**	**-**	**-**	**7,742**	**7,800**	**-**	**0%**
Expenditures									
Division: 462 - Building Total:	-	-	-		0	0		-	0%
Expenditure Total:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Fund: 226 - CASp Certification and Training Fund Net R	**7,289**	**7,282**	**6,668**	**-**	**-**	**7,742**	**7,800**	**-**	
Fund Balance, July 1	**6,178**	**13,467**	**20,749**	**27,417**	**27,417**		**27,417**	**35,217**	
Fund Balance, June 30	**13,467**	**20,749**	**27,417**	**27,417**	**27,417**		**35,217**	**35,217**	
Fund: 275 - Parkland Dedication Fund									
Revenue									
344 - Impact Fees	36,183	26,227	16,027			1,086,718	1,086,718	1,293,134	0%
370 - Interest and Investment Income	345	1,506	351			(6,251)	(160)		0%
Revenue Total:	**36,528**	**27,733**	**16,378**	**-**	**-**	**1,080,467**	**1,086,558**	**1,293,134**	**0%**
Expenditures									
Division: 344 - NPDES Storm Drain Total:									
Division: 345 - Park Maintenance Total:		799	-	8,000	-			-	0%
Expenditure Total:	**-**	**799**	**-**	**8,000**	**-**	**-**	**-**	**-**	**0%**
Fund: 275 - Parkland Dedication Fund Net Results	**36,528**	**26,934**	**16,378**	**(8,000)**	**-**	**1,080,467**	**1,086,558**	**1,293,134**	
Fund Balance, July 1	**24,608**	**61,137**	**88,070**	**104,448**	**104,448**		**104,448**	**1,191,006**	
Fund Balance, June 30	**61,137**	**88,070**	**104,448**	**96,448**	**104,448**		**1,191,006**	**2,484,140**	
Fund: 276 - Growth Impact Fund									
Revenue									
344 - Impact Fees	81,747	33,716	32,090	229,834	229,834	1,351,723	229,834	1,608,476	0%
370 - Interest and Investment Income	733	1,842	477		-	(7,808)	(198)		0%
Revenue Total:	**82,480**	**35,557**	**32,567**	**229,834**	**229,834**	**1,343,916**	**229,636**	**1,608,476**	**0%**
Expenditures									
Division: 344 - NPDES Storm Drain Total:		-	-	258,000	243,070		-	88,000	-64%
Expenditure Total:	**-**	**-**	**-**	**258,000**	**243,070**	**-**	**-**	**88,000**	**-64%**
Fund: 276 - Growth Impact Fund Net Results	**82,480**	**35,557**	**32,567**	**(28,166)**	**(13,236)**	**1,343,916**	**229,636**	**1,520,476**	
Fund Balance, July 1	**(9,113)**	**73,367**	**108,925**	**141,492**	**141,492**		**141,492**	**371,128**	
Fund Balance, June 30	**73,367**	**108,925**	**141,492**	**113,326**	**128,256**		**371,128**	**1,891,604**	

Fund: 285 - Housing Assets Fund									
Revenue									
342 - Other Fees	-	-		-					0%
370 - Interest and Investment Income	133,717	62,291	7,374	50,000	50,000	(37,147)	50,000	50,000	0%
381 - Rental Income	-			-	-	-			0%
384 - Other Revenue	5,795	750	-	-	-	-			0%
392 - Proceeds from Sale of Property	1,150			-	-	-			0%
393 - Loan/Bond Proceeds	1,656,645	44,892	52,715	1,683,692	1,683,692	38	1,683,692	867,883	-48%
Revenue Total:	**1,797,306**	**107,933**	**60,089**	**1,733,692**	**1,733,692**	**(37,109)**	**1,733,692**	**917,883**	**-47%**
Expenditures									
Division: 461 - Planning Total:				77,738	77,738		77,738	53,436	0%
Division: 464 - Housing Administration Total:	6,460,799	69,688	44,092	151,060	151,060	84,819	151,060	274,039	81%
Expenditure Total:	**6,460,799**	**69,688**	**44,092**	**228,798**	**228,798**	**84,819**	**228,798**	**327,475**	**43%**
Fund: 285 - Housing Assets for Resale Net Results	**(4,663,493)**	**38,245**	**15,998**	**1,504,894**	**1,504,894**	**(121,928)**	**1,504,894**	**590,408**	
Fund Balance, July 1	**12,444,763**	**7,781,270**	**7,819,515**	**7,835,512**	**7,835,512**		**7,835,512**	**9,340,406**	
Fund Balance, June 30	**7,781,270**	**7,819,515**	**7,835,512**	**9,340,406**	**9,340,406**		**9,340,406**	**9,930,814**	
Fund: 310 - Lighting & Landscape District Fund									
Revenue									
321 - Intergovernmental Taxes	36,854	39,746	42,525	54,768	54,768	27,372	54,768	56,411	3%
383 - Reimbursements			14,839	7,500	7,500	-	7,500	7,500	0%
399 - Transfers In	5,000			-					0%
Revenue Total:	**41,854**	**39,746**	**57,364**	**62,268**	**62,268**	**27,372**	**62,268**	**63,911**	**3%**
Expenditures									
Division: 347 - Landscape & Lighting PVR North Total:	17,776	18,297	19,545	32,315	32,315	14,604	32,315	32,315	0%
Division: 348 - Landscape & Lighting PVR South Total:	17,668	19,875	34,055	29,810	29,810	15,948	29,810	29,810	0%
Expenditure Total:	**35,444**	**38,172**	**53,599**	**62,125**	**62,125**	**30,552**	**62,125**	**62,125**	**0%**
Fund: 310 - Lighting & Landscape Districts Net Results	**6,410**	**1,575**	**3,765**	**143**	**143**	**(3,180)**	**143**	**1,786**	
Fund Balance, July 1	**24,204**	**30,613**	**32,188**	**35,953**	**35,953**		**35,953**	**36,096**	
Fund Balance, June 30	**30,613**	**32,188**	**35,953**	**36,095**	**36,095**		**36,096**	**37,882**	
Fund: 317 - Pinole Valley Caretaker Fund									
Revenue									
381 - Rental Income	15,000	15,000	11,250	15,000	15,000	-	15,000	15,000	0%
Revenue Total:	**15,000**	**15,000**	**11,250**	**15,000**	**15,000**	**-**	**15,000**	**15,000**	**0%**
Expenditures									
Division: 345 - Park Maintenance Total:	14,589	15,360	11,268	14,755	14,755	1,833	14,755	15,055	2%
Expenditure Total:	**14,589**	**15,360**	**11,268**	**14,755**	**14,755**	**1,833**	**14,755**	**15,055**	**2%**
Fund: 317 - Pinole Valley Caretaker Fund Net Results	**411**	**(360)**	**(18)**	**245**	**245**	**(1,833)**	**245**	**(55)**	
Fund Balance, July 1	**(360)**	**51**	**(309)**	**(327)**	**(327)**		**(327)**	**(82)**	
Fund Balance, June 30	**51**	**(309)**	**(327)**	**(82)**	**(82)**		**(82)**	**(137)**	
Fund: 324 - Public Facilities Fund									
Expenditures									
Division: 343 - Facility Maintenance Total:	39,230	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%
Expenditure Total:	**39,230**	**50**	**3,356**	**70,000**	**70,000**	**-**	**70,000**	**70,000**	**0%**
Fund: 324 - Public Facilities Fund Net Results	**(39,230)**	**(50)**	**(3,356)**	**(70,000)**	**(70,000)**	**-**	**(70,000)**	**(70,000)**	
Fund Balance, July 1	**584,285**	**545,055**	**545,005**	**541,649**	**541,649**		**541,649**	**471,649**	
Fund Balance, June 30	**545,055**	**545,005**	**541,649**	**471,649**	**471,649**		**471,649**	**401,649**	
Fund: 325 - City Street Improvements Fund									
Revenue									
322 - Federal Grants	-	-	-	-	156,960	156,960	196,600		0%
323 - State Grants	5,183	535	149,002	-	1,451	18,304	20,292	97,747	0%
324 - Other Grants	-	-	-	-	131,183	131,183	154,395	1,303,463	0%
351 - Fines and Forfeiture	-	18	-	-	-	80	112		0%
383 - Reimbursements	20,609		1,417	-	-	-	-		0%
399 - Transfers In	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	**225,792**	**250,553**	**400,419**	**250,000**	**539,594**	**556,527**	**621,398**	**1,651,210**	**206%**
Expenditures									
Division: 342 - Road Maintenance Total:	57,421	45,622	448,469	1,281,102	1,528,102	309,893	1,246,719	1,706,213	12%
Expenditure Total:	**57,421**	**45,622**	**448,469**	**1,281,102**	**1,528,102**	**309,893**	**1,246,719**	**1,706,213**	**12%**
Fund: 325 - City Street Improvements Net Results	**168,371**	**204,930**	**(48,050)**	**(1,031,102)**	**(988,508)**	**246,634**	**(625,321)**	**(55,003)**	
Fund Balance, July 1	**921,613**	**1,089,984**	**1,294,914**	**1,246,864**	**1,246,864**		**1,246,864**	**621,543**	
Fund Balance, June 30	**1,089,984**	**1,294,914**	**1,246,864**	**215,762**	**258,356**		**621,543**	**566,540**	

Fund: 327 - Parks Grants (Measure WW) Fund									
Revenue									
323 - State Grants	-	-	-	-	-	-	-	189,758	
370 - Interest and Investment Income	266	533	83	-	-	(235)	(39)		
Revenue Total:	**266**	**533**	**83**	**-**	**-**	**(235)**	**(39)**	**189,758**	
Expenditures									
Division: 345- Park Maintenance Total:	-	-	-	189,758	189,758	-	-	189,758	0%
Expenditure Total:	**-**	**-**	**-**	**189,758**	**189,758**	**-**	**-**	**189,758**	**0%**
Fund: 327 - Parks Grants (Measure WW) Fund Net Res	**266**	**533**	**83**	**(189,758)**	**(189,758)**	**(235)**	**(39)**	**-**	
Fund Balance, July 1	**24,638**	**24,904**	**25,437**	**25,521**	**25,521**		**25,521**	**25,482**	
Fund Balance, June 30	**24,904**	**25,437**	**25,521**	**(164,237)**	**(164,237)**		**25,482**	**25,482**	
Fund: 377 - Arterial Streets Rehabilitation Fund									
Revenue									
383 - Reimbursements	35,631						582,737		0%
399 - Transfers In	200,000	250,000	250,000	250,000	250,000	-	250,000	250,000	0%
Revenue Total:	**235,631**	**250,000**	**250,000**	**250,000**	**250,000**	**-**	**832,737**	**250,000**	**0%**
Expenditures									
Division: 342 - Road Maintenance Total:	1,302	125,202	236,007	819,689	819,689	364,103	1,027,298	810,312	-1%
Expenditure Total:	**1,302**	**125,202**	**236,007**	**819,689**	**819,689**	**364,103**	**1,027,298**	**810,312**	**-1%**
Fund: 377 - Arterial Streets Rehabilitation Fund Net Res	**234,329**	**124,798**	**13,993**	**(569,689)**	**(569,689)**	**(364,103)**	**(194,561)**	**(560,312)**	
Fund Balance, July 1	**415,454**	**649,783**	**774,582**	**788,574**	**788,574**		**788,574**	**594,014**	
Fund Balance, June 30	**649,783**	**774,582**	**788,574**	**218,885**	**218,885**		**594,014**	**33,702**	
Fund: 500 - Sewer Enterprise Fund									
Revenue									
344 - Impact Fees	-	-		-	-	-			0%
363 - Sewer Enterprise Charges	7,210,207	7,093,734	7,414,842	7,797,500	7,797,500	4,693,963	7,797,500	8,266,176	6%
370 - Interest and Investment Income	109,003	277,807	44,066	100,000	100,000	(159,818)	100,000	100,000	0%
383 - Reimbursements	1,479		22,234	-	-	3,046	3,046		0%
384 - Other Revenue	148			-	-	366	366		0%
Revenue Total:	**7,320,836**	**7,371,541**	**7,481,142**	**7,897,500**	**7,897,500**	**4,537,557**	**7,900,912**	**8,366,176**	**6%**
399 - Transfers In from Section 115 Pension Fund	-	-							0%
Sources Total	**7,320,836**	**7,371,541**	**7,481,142**	**7,897,500**	**7,897,500**	**4,537,557**	**7,900,912**	**8,366,176**	**6%**
Expense									
Division: 117 - General Government Total:	17,828	16,365	16,643	-	-	8,977	-	-	0%
Division: 641 - Sewer Treatment Plant/Shared Total:	3,803,273	3,979,819	4,355,345	5,323,223	5,323,223	2,825,468	4,823,223	6,193,869	16%
Division: 642 - Sewer Collections Total:	892,637	906,883	1,055,212	2,193,850	2,263,850	803,200	2,263,850	3,453,131	53%
Division: 643 - Sewer Projects/Shared Total:	1,178	-	4,275	-	-	-	-	-	0%
Division: 644 - WPCP Equipment/Debt Service Total:	215,195	612,491	621,332	1,609,506	1,609,506	520,322	1,609,506	1,611,624	0%
Expense Total:	**4,930,110**	**5,515,558**	**6,052,806**	**9,126,579**	**9,196,579**	**4,157,967**	**8,696,579**	**11,258,624**	**22%**
Fund: 500 - Sewer Enterprise Fund Net Results	**2,390,726**	**1,855,983**	**1,428,336**	**(1,229,079)**	**(1,299,079)**	**379,590**	**(795,667)**	**(2,892,448)**	
Fund Balance, July 1	**15,538,117**	**17,928,843**	**19,784,826**	**21,213,162**	**21,213,162**		**21,213,162**	**20,417,495**	
Fund Balance, June 30	**17,928,843**	**19,784,826**	**21,213,162**	**19,984,083**	**19,914,083**		**20,417,495**	**17,525,047**	
Fund: 505 - Cable Access TV Fund									
Revenue									
314 - Franchise Taxes	32,702	28,833	25,359	52,972	52,972	16,746	52,972	52,972	0%
365 - Cable TV Charges	188,351	191,537	223,342	316,956	316,956	142,885	316,956	316,956	0%
370 - Interest and Investment Income	-	-	-	-	-	1,225	-	-	0%
383 - Reimbursements	-		341		-	-	-		0%
384 - Other Revenue	4,020	3,000	-	5,000	5,000	-	5,000	5,000	0%
399 - Transfers In	132,303	147,804	174,853	160,124	160,124	160,124	160,124	160,124	0%
Revenue Total:	**357,375**	**371,175**	**423,895**	**535,052**	**535,052**	**320,979**	**535,052**	**535,052**	**0%**
399 - Transfers In from Section 115 Pension Fund	-	-		-					0%
Sources Total	**357,375**	**371,175**	**423,895**	**535,052**	**535,052**	**320,979**	**535,052**	**535,052**	**0%**
Expense									
Division: 119 - Cable Access TV Total:	357,375	374,875	391,792	375,701	375,701	239,428	380,631	444,432	18%
Division: 120 - Cable Access-Community Services Total:				4,571	4,571			4,642	2%
Division: 121 - Cable Access-Contract Services Total:				190,494	190,494	97,365		197,707	4%
Expense Total:	**357,375**	**374,875**	**391,792**	**570,765**	**570,765**	**336,793**	**380,631**	**646,780**	**13%**
Fund: 505 - Cable Access TV Net Results	**-**	**(3,700)**	**32,104**	**(35,713)**	**(35,713)**	**(15,814)**	**154,421**	**(111,728)**	
Fund Balance, July 1	**(31,535)**	**(31,535)**	**(35,235)**	**(3,132)**	**(3,132)**		**(3,132)**	**151,289**	
Fund Balance, June 30	**(31,535)**	**(35,235)**	**(3,132)**	**(38,845)**	**(38,845)**		**151,289**	**39,561**	
Fund: 525 - Information Systems Fund									
Expense									
Division: 118 - Information Systems Total:	609,715	795,641	702,008	802,890	1,237,526	521,223	1,041,357	1,482,335	20%
461 - Indirect cost allocations	(609,715)	(795,641)	(702,008)	(802,890)	(1,237,526)	(516,232)	(1,237,526)	(1,482,335)	20%
Expense Total:	**-**	**-**	**-**	**-**	**-**	**4,991**	**(196,169)**	**-**	**0%**
Fund: 525 - Information Systems Surplus (Deficit):	**-**	**-**	**-**	**-**	**-**	**(4,991)**	**196,169**	**-**	
Fund Balance, July 1	**(196,169)**	**(196,169)**	**(196,169)**	**(196,169)**	**(196,169)**		**(196,169)**	**0**	
Fund Balance, June 30	**(196,169)**	**(196,169)**	**(196,169)**	**(196,169)**	**(196,169)**		**0**	**0**	

Fund: 700 - Pension Fund									
Revenue									
370 - Interest and Investment Income	924,669	1,010,988	2,792,382			(658,526)	(658,526)	1,140,017	100%
399 - Transfers In	16,287,510								0%
Revenue Total:	**17,212,179**	**1,010,988**	**2,792,382**	**-**	**-**	**(658,526)**	**(658,526)**	**1,140,017**	**100%**
Expense									
Division: 115 - Finance Total:	-	-	-			-	-	40,000	100%
Division: 117 - General Government Total:	52,921	81,434	86,587			66,308	59,177	-	0%
Sub-Total:	**52,921**	**81,434**	**86,587**	**-**	**-**	**66,308**	**59,177**	**40,000**	**0%**
499 - Transfers Out	-		1,352,111			-		2,016,612	100%
Expense Total:	**-**	**81,434**	**1,438,698**	**-**	**-**	**66,308**	**-**	**2,056,612**	**100%**
Fund: 700 - Pension Fund Net Results	**17,159,258**	**929,554**	**1,353,684**	**-**	**-**	**(724,835)**	**(717,703)**	**(916,595)**	
Fund Balance, July 1	**-**	**17,159,258**	**18,088,811**	**19,442,495**	**19,442,495**		**19,442,495**	**18,724,792**	
Fund Balance, June 30	**17,159,258**	**18,088,811**	**19,442,495**	**19,442,495**	**19,442,495**		**18,724,792**	**17,808,197**	
Fund: 750 - Recognized Obligation Retirement Fund									
Revenue									
311 - Property Taxes	250,000	250,000	265,900	250,000	250,000	219,147	250,000	250,000	0%
370 - Interest and Investment Income	26,800	82,725	3,185	-		(20,579)	(3,746)		0%
384 - Other Revenue	1,232			-					0%
393 - Loan/Bond Proceeds	16,096	14,452	12,681	-		5,131	5,131	5,000	0%
Revenue Total:	**294,128**	**347,176**	**281,766**	**250,000**	**250,000**	**203,699**	**251,385**	**255,000**	**2%**
Expense									
Division: 463 - Successor Agency to RDA Total:	978,750	300,640	352,370	194,899	194,899	170,901	194,899	227,378	17%
Expense Total:	**978,750**	**300,640**	**352,370**	**194,899**	**194,899**	**170,901**	**194,899**	**227,378**	**17%**
Fund: 750 - Recognized Obligation Retirement Fund Ne	**(684,622)**	**46,536**	**(70,603)**	**55,101**	**55,101**	**32,798**	**56,486**	**27,622**	

GENERAL FUND LONG-TERM FINANCIAL FORECAST

The City periodically updates its Long-Term Financial Plan (LTFP). The City adopted the Long-Term Financial Plan for Fiscal Year (FY) 2022/23 - FY 2026/27 (LTFP) in June 2022. As part of the LTFP, the City creates a five-year forecast of General Fund revenues and expenditures. Below find the five-year General Fund forecast from the current LTFP.

CITY OF PINOLE
LONG-TERM FINANCIAL FORECAST

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Revised Budget	2022-23 Forecast	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast
REVENUE									
PROPERTY TAX	3,837,167	4,514,755	4,091,345	4,230,122	4,776,626	5,649,469	5,801,568	5,959,970	6,138,769
SALES TAX	3,994,720	3,788,080	4,303,800	4,483,848	4,582,095	4,695,271	4,803,262	4,913,737	5,026,753
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	4,623,561	4,840,000	4,902,000	5,022,000	5,122,440	5,224,889	5,329,387
UTILITY USERS TAX	1,812,844	1,809,832	1,939,726	1,915,000	1,934,150	1,953,492	1,973,026	1,992,757	2,012,684
FRANCHISE TAX	735,311	750,001	751,598	779,000	786,790	794,658	802,604	810,631	818,737
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,034,203	2,082,883	2,215,948	2,317,376	2,421,681	2,531,220	2,645,775
TRANSIENT OCCUPANCY TAX	485,499	444,453	446,105	418,000	440,000	453,200	466,796	480,800	495,224
BUSINESS LICENSE TAX	399,258	382,051	349,733	382,000	400,000	412,000	424,360	437,091	450,204
CHARGES FOR SERVICES	967,318	1,260,013	1,345,588	1,339,796	1,405,108	1,498,155	1,571,813	1,649,154	1,731,612
OTHER REVENUE	2,367,313	1,116,846	833,313	518,140	549,640	555,136	560,688	566,295	571,958
ONE-TIME REVENUE					-				
Total Revenue	**20,722,259**	**19,920,585**	**20,718,971**	**20,988,789**	**21,992,357**	**23,350,757**	**23,948,239**	**24,566,543**	**25,221,102**
TRANSFERS IN	6,290,688								
PENSION TRANSFER IN (FY 19/20 alloc)			667,859						
PENSION TRANSFER IN			476,366	853,686	2,250,824	2,479,356	2,721,600	2,978,379	3,250,565
Total Sources	**27,012,947**	**19,920,585**	**21,863,196**	**21,842,475**	**24,243,181**	**25,830,113**	**26,669,840**	**27,544,922**	**28,471,667**
EXPENDITURES									
SALARIES	8,593,887	9,184,283	9,683,813	10,553,426	11,492,312	11,837,081	12,192,194	12,557,960	12,934,698
BENEFITS - PERS RETIRE	1,792,051	2,451,619	2,771,676	3,447,080	3,808,871	4,037,403	4,279,647	4,536,426	4,808,612
BENEFITS - OTHER	3,079,527	2,864,038	2,720,468	3,374,993	3,687,664	3,872,047	4,065,650	4,268,932	4,439,689
OPERATIONS AND MAINTENANCE	2,056,418	3,460,467	2,685,146	3,082,147	3,387,962	3,455,721	3,524,836	3,630,581	3,739,498
DEBT SERVICE	590,433	606,553	558,607	576,107	596,107	611,150	677,150	677,150	677,150
CAPITAL OUTLAY	211,292	429,470	1,397,824	157,186	253,622	261,231	269,068	277,140	285,454
TRANSFERS OUT	21,732,833	1,255,058	1,588,652	1,418,455	1,418,455	1,461,009	1,504,839	1,549,984	1,596,484
Total Expenditures	**38,056,441**	**20,251,487**	**21,406,186**	**22,609,394**	**24,644,993**	**25,535,642**	**26,513,383**	**27,498,172**	**28,481,585**
Surplus/Deficit	**(11,043,494)**	**(330,902)**	**457,010**	**(766,919)**	**(401,812)**	**294,471**	**156,457**	**46,750**	**(9,918)**
Fund Balance, July 1	23,478,448	12,434,954	12,104,052	12,726,083	11,009,449	9,956,712	10,137,701	10,193,042	10,135,138
Preliminary Fund Balance, June 30	**12,434,954**	**12,104,052**	**12,561,062**	**11,959,164**	**10,607,637**	**10,251,183**	**10,294,158**	**10,239,792**	**10,125,219**
General Reserves Adjustment			-	(949,715)	(650,925)	(113,481)	(101,116)	(104,654)	(108,825)
Fund Balance, June 30	**12,434,954**	**12,104,052**	**12,726,083**	**11,009,449**	**9,956,712**	**10,137,701**	**10,193,042**	**10,135,138**	**10,016,395**
Pension Fund Balance, July 1	16,287,510			19,432,089	19,655,464	18,504,657	17,058,571	15,296,367	13,175,177
Revenues - Interest	924,669	1,010,988	2,566,660	1,127,061	1,140,017	1,073,270	989,397	887,189	764,160
Expenditure - Transfers Out			1,144,225	853,686	2,250,824	2,479,356	2,721,600	2,978,379	3,250,565
Expenditures	52,921	81,434	79,159	50,000	40,000	40,000	30,000	30,000	30,000
Pension Fund Balance, June 30	**17,159,258**	**18,088,812**	**19,432,089**	**19,655,464**	**18,504,657**	**17,058,571**	**15,296,367**	**13,175,177**	**10,658,773**
Fund Balance, July 1			7,457,116	7,492,770	8,517,413	9,395,369	9,771,183	10,162,031	10,568,512
Revenues - Interest			35,654	74,928	227,031	262,333	289,731	301,827	313,916
Revenues - Transfer In				949,715	650,925	113,481	101,116	104,654	108,825
General Reserve Balance, June 30	**7,137,963**	**7,457,116**	**7,492,770**	**8,517,413**	**9,395,369**	**9,771,183**	**10,162,031**	**10,568,512**	**10,991,252**

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 2022/23 budget.

Return to Agenda

Department	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	1.00	0.00	0.00
Management Analyst	0.00	0.00	1.00	1.00	0.00
Assistant to the City Manager	0.00	0.00	0.00	0.00	1.00
Administrative Assistant	0.00	0.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	4.00	3.00	3.00
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	0.00	1.00	1.00
Administrative Assistant, *part-time*	0.48	0.48	0.48	0.48	1.00
Total Full-Time Equivalents (FTEs)	1.48	1.48	1.48	2.48	3.00
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00
Accounting Technician, *part-time*	0.48	0.48	0.48	0.48	0.48
Accounting Intern, *part-time/temporary*	0.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.48	3.48
HUMAN RESOURCES					
Assistant City Manager	1.00	1.00	0.00	0.00	0.00
Human Resources Director	0.00	0.00	0.00	1.00	1.00
Human Resources Analyst	0.00	0.00	0.00	0.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00	0.00
Human Resources Technician	0.00	0.00	0.00	0.00	1.00
Total Full-Time Equivalents (FTEs)	2.00	2.00	1.00	2.00	3.00
GENERAL GOVERNMENT					
Management Analyst	1.00	1.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	1.00	0.00	0.00	0.00
POLICE DEPARTMENT					
SWORN					
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Lieutenant	2.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	6.00	7.00
Police Officer	19.00	19.00	19.00	19.00	20.00
Sub-total Sworn	28.00	28.00	28.00	28.00	30.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	1.00	1.00	1.00	1.00
Community Service Officer	0.96	0.96	0.96	2.00	2.00
Crossing Guards, *part-time/temporary*	0.50	0.50	0.25	0.25	0.25
Dispatcher	11.00	11.00	11.00	11.00	10.00
Lead Dispatcher	1.00	1.00	1.00	1.00	2.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Sub-total Non-Sworn	18.42	18.46	18.21	19.25	19.25
Total Full-Time Equivalents (FTEs)	46.42	46.46	46.21	47.25	49.25

FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Fire Captain	3.00	3.00	3.00	5.00	5.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Fire Fighter/Paramedic	3.00	3.00	3.00	3.00	3.00
Fire Fighter	3.00	3.00	3.00	3.00	3.00
Sub-total Sworn	14.00	14.00	14.00	16.00	16.00
NON-SWORN					
Administrative Assistant	0.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Sub-total Non-Sworn	1.00	1.00	1.00	1.00	1.00
Total Full-Time Equivalents (FTEs)	15.00	15.00	15.00	17.00	17.00
PUBLIC WORKS					
Public Works Director	0.00	0.00	0.00	0.00	1.00
Development Services Director/City Engineer	0.50	0.50	0.50	1.00	0.00
Senior Project Manager	1.00	1.00	1.00	1.00	0.00
Capital Improvement and Environmental Program M	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	0.00	0.00	0.00	0.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	2.00
Administrative Assistant	1.00	1.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Development Services Technician	0.00	0.00	0.00	0.00	0.50
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	3.00	3.00
Public Works Maintenance Workers	7.00	7.00	7.00	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	0.00	1.00
WWTP Operator	5.00	5.00	5.00	5.00	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	1.00	2.00	2.00
Water Pollution Control Plant Intern	0.48	0.48	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	24.23	24.23	23.23	27.73	30.23
COMMUNITY DEVELOPMENT					
Development Services Director/City Engineer	0.50	0.50	0.50	0.00	0.00
Community Development Director	0.00	0.00	0.00	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	1.00	0.00
Building Official	0.00	0.00	0.00	0.00	1.00
Building Inspector	0.00	0.00	1.00	1.00	0.00
Building Inspector I/II	0.00	0.00	0.00	0.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
Code Enforcement Officer I/II	0.00	0.00	0.00	0.00	1.00
Permit Technician	1.48	2.00	2.00	2.00	0.00
Permit Technician I/II	0.00	0.00	0.00	0.00	2.00
Development Services Technician	0.00	0.00	0.00	0.00	0.50
Total Full-Time Equivalents (FTEs)	4.98	5.50	6.50	7.00	7.50

COMMUNITY SERVICES DEPARTMENT					
RECREATION					
Community Services Director	0.00	0.00	0.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Cook, *part-time/regular*	0.75	0.75	0.75	0.75	0.75
Recreation Coordinator	2.60	2.60	2.60	2.60	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, *part-time/temporary*	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Sub-total Recreation	11.50	11.50	11.50	12.50	13.40
PINOLE COMMUNITY TELEVISION (PCTV)					
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Equipment Operators	0.75	0.75	0.75	0.75	0.75
Sub-total Cable Access Television	2.75	2.75	2.75	2.75	2.75
Total Full-Time Equivalents (FTEs)	14.25	14.25	14.25	15.25	16.15
GRAND TOTAL ALL DEPARTMENTS	**113.84**	**114.40**	**115.15**	**125.19**	**132.61**

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – Labor Allocations

LABOR COST ALLOCATION DOLLAR AMOUNTS

Position Title	Total Wages and Benefits	General Fund 100	Sewer Enterprise (WWTP) Fund 500	Sewer Enterprise (Corp Yard) Fund 500	Cable TV Fund 505	Information Systems Fund 525	Successor Agency Fund 750	Housing Admin Fund 285	Gas Tax Fund 200	Building Fund 212	Measure "S-2014" Fund 106	PSAF Fund 203	SLESF 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)	105,322	78,992	-	26,331	-	-	-	-	-	-	-	-	-	-	-	-	-	-	105,322
100-111 City Manager	484,520	203,499	24,226	121,130	-	-	87,214	24,226	-	24,226	-	-	-	-	-	-	-	-	484,520
100-111 Assistant to the City Manager	164,646	131,717	-	-	-	32,929	-	-	-	-	-	-	-	-	-	-	-	-	164,646
100-111 Admin Assistant	164,646	65,859	32,929	32,929	-	-	-	-	24,697	8,232	-	-	-	-	-	-	-	-	164,646
100-112 City Clerk	203,366	166,760	-	-	-	-	36,606	-	-	-	-	-	-	-	-	-	-	-	203,366
100-113 Treasurer	10,536	7,902	-	2,634	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,536
100-115 Finance Director	350,310	213,689	52,547	-	-	-	66,559	17,516	-	-	-	-	-	-	-	-	-	-	350,310
100-115 Accountant	144,151	122,528	21,623	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	144,151
100-115 Accounting Specialist	121,436	103,221	18,215	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	121,436
100-115 Accounting Technician	32,603	27,713	4,890	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32,603
100-116 HR Analyst	131,437	118,294	13,144	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	131,437
100-221 Police Officer	174,177	80,121	-	-	-	-	-	-	-	-	-	-	94,056	-	-	-	-	-	174,177
100-221 Police Officer (2)	387,365	-	-	-	-	-	-	-	-	-	-	387,365	-	-	-	-	-	-	387,365
100-221 Police Officer (Canine)	170,115	153,104	-	-	-	-	-	-	-	-	-	-	17,012	-	-	-	-	-	170,115
100-341 PW Director	270,201	67,550	54,040	27,020	-	-	-	-	40,530	-	27,020	-	-	13,510	-	27,020	13,510	-	270,201
100-341 Associate Engineer	161,644	-	-	40,411	-	-	-	-	-	-	80,822	-	-	-	-	-	-	40,411	161,644
100-341 PW Specialist (2)	265,061	53,012	-	66,265	-	-	-	-	39,759	53,012	-	-	-	26,506	-	26,506	-	-	265,061
100-341 Capital Improvement Manager	193,379	-	-	48,345	-	-	-	-	-	-	38,676	-	-	9,669	-	19,338	29,007	48,345	193,379
100-341 Management Analyst	120,052	24,010	-	12,005	-	-	-	-	24,010	-	24,010	-	-	12,005	-	-	24,010	-	120,052
100-342 PW Maint. Supervisor	109,755	43,902	-	-	-	-	-	-	-	-	21,951	-	-	-	-	-	21,951	21,951	109,755
100-343 Public Works Manager	270,916	135,458	-	54,183	-	-	-	-	13,546	-	-	-	-	54,183	-	13,546	-	0	270,916
100-343 PW Maint. Supervisor	203,223	91,450	-	50,806	-	-	-	-	10,161	-	-	-	-	40,645	-	10,161	-	-	203,223
100-343 Maintenance Workers (4)	475,898	142,769	-	95,180	-	-	-	-	71,385	-	-	-	-	71,385	-	23,795	-	71,385	475,898
100-343 Maintenance Worker (1)	138,776	-	-	-	-	-	-	-	-	-	138,776	-	-	-	-	-	-	-	138,776
100-343 Maintenance Worker (1)	96,446	48,223	-	-	-	-	-	-	-	-	48,223	-	-	-	-	-	-	-	96,446
209-551 Community Svcs Director	288,998	-	-	-	28,900	-	-	-	-	-	-	-	-	-	260,098	-	-	-	288,998
212-461 Community Dev. Director	356,243	89,061	-	-	-	-	-	53,436	-	213,746	-	-	-	-	-	-	-	-	356,243
212-461 Planning Manager	203,955	10,198	-	-	-	-	-	10,198	-	183,560	-	-	-	-	-	-	-	-	203,955
212-462 Permit Technician	123,987	61,994	-	-	-	-	-	-	-	61,994	-	-	-	-	-	-	-	-	123,987
212-462 Community Dev. Technician	101,415	67,603								33,812									101,415
500-642 PW Maint. Supervisor	179,842	-	-	134,882	-	-	-	-	8,992	-	-	-	-	17,984	-	8,992	-	8,992	179,842
500-642 Maintenance Workers (2)	269,339	-	-	202,004	-	-	-	-	13,467	-	-	-	-	26,934	-	13,467	-	13,467	269,339
																			-
	$ 6,473,760	$2,308,627	$ 221,614	$ 914,125	$ 28,900	$ 32,929	$ 190,378	$105,376	$ 246,547	$ 578,581	$ 379,478	$ 387,365	$ 111,067	$272,821	$ 260,098	$ 142,825	$ 88,478	$204,550	$ 6,473,760
PERCENT OF TOTAL		36%	3%	14%	0%	1%	3%	2%	4%	9%	6%	6%	2%	4%	4%	2%	1%	3%	100%

General Fund	Special Revenue	Sewer Enterprise	Successor Agency	Interanl Service	Measure
2,308,627	$ 2,397,708	$ 1,135,739	$ 190,378	$ 61,829	$ 379,478

	100-111	100-112	100-115	100-116	100-221	100-223	100-341	100-342	100-343	100-345	100-465	209-554	209-555	212-461	212-462	505-119	505-120	505-121	Total
100-111 Admin Assistant	32,929	8,232	8,232	8,232	-	-	8,232	-	-	-		-	-			-	-	-	65,859
100-221 Police Chief	-	-	-	-	318,980	35,442	-	-	-	-		-	-			-	-	-	354,422
100-221 Lieutenant	-	-	-	-	304,128	76,032	-	-	-	-		-	-			-	-	-	380,159
100-342 Maintenance Worker (1)	-	-	-	-	-	-	-	21,951	-	21,951		-	-			-	-	-	43,902
100-343 Maintenance Workers (4)	-	-	-	-	-	-	-	28,554	57,108	57,108		-	-			-	-	-	142,769
100-343 Maintenance Worker (1)	-	-	-	-	-	-	-		34,694	34,694		-	-			-	-	-	69,388
209-554 Recreation Leaders (Seasonal)	-	-	-	-	-	-	-	-	-	-		16,203	30,092			-	-	-	46,295
209-554 YC Recreation Coordinator	-	-	-	-	-	-	-	-	-	-		80,365	25,378			-	-	-	105,743
212-461 Community Dev. Director														106,873	106,873				213,746
212-462 Community Dev. Technician	-	-	-	-	-	-	50,707	-	-	-	16,896	-	-	16,906	16,906	-	-	-	101,415
505-119 Cable Access Coordinator	-	-	-	-	-	-	-	-	-	-		-	-			129,796	743	87,973	218,511
505-119 Cable Access Technician	-	-	-	-	-	-	-	-	-	-		-	-			101,869	583	69,045	171,497

Fiscal Year (FY) 2022/23 Operating and Capital Budget
Revenue and Expenditure Summaries – Labor Allocations

LABOR COST ALLOCATIONS PERCENTAGES

Position Title	Total Wages and Benefits	General Fund 100*	Sewer Enterprise (WWTP) Fund 500	Sewer Enterprise (Corp Yard) Fund 500	Cable TV Fund 505	Information Systems Fund 525	Successor Agency Fund 750	Housing Admin Fund 285	Gas Tax Fund 200	Building Fund 212	Measure "S-2014" Fund 106	PSAF Fund 203	SLESF 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)	105,322	75%		25%															100%
100-111 City Manager	484,520	42%	5%	25%			18%	5%		5%									100%
100-111 Assistant to the City Manager	164,646	80%				20%													100%
100-111 Admin Assistant	164,646	40%	20%	20%					15%	5%									100%
100-112 City Clerk	203,366	82%					18%												100%
100-113 Treasurer	10,536	75%		25%															100%
100-115 Finance Director	350,310	61%	15%				19%	5%											100%
100-115 Accountant	144,151	85%	15%																100%
100-115 Accounting Specialist	121,436	85%	15%																100%
100-115 Accounting Technician	32,603	85%	15%																100%
100-116 HR Analyst	131,437	90%	10%																100%
100-221 Police Officer	174,177	46%											54%						100%
100-221 Police Officer (2)	387,365	0%										100%							100%
100-221 Police Officer (Canine)	170,115	90%											10%						100%
100-341 PW Director	270,201	25%	20%	10%					15%		10%			5%		10%	5%		100%
100-341 Associate Engineer	161,644			25%							50%							25%	100%
100-341 PW Specialist (2)	265,061	20%		25%					15%	20%				10%		10%			100%
100-341 Capital Project Manager	193,379	0%		25%							20%			5%		10%	15%	25%	100%
100-341 Management Analyst	120,052	20%		10%					20%		20%			10%			20%		100%
100-342 PW Maint. Supervisor	109,755	40%									20%						20%	20%	100%
100-343 Public Works Manager	270,916	50%		20%					5%					20%		5%			100%
100-343 PW Maint. Supervisor	203,223	45%		25%					5%					20%		5%			100%
100-343 Maintenance Workers (4)	475,898	30%		20%					15%					15%		5%		15%	100%
100-343 Maintenance Worker (1)	138,776	0%									100%								100%
100-343 Maintenance Worker (1)	96,446	50%									50%								100%
209-551 Community Svcs Director	288,998	0%			10%		0%	0%							90%				100%
212-461 Community Dev. Director	356,243	25%						15%		60%									100%
212-461 Planning Manager	203,955	5%						5%		90%									100%
212-462 Permit Technician	123,987	50%								50%									100%
212-462 Community Dev. Technician	101,415	67%								33%									100%
500-642 PW Maint. Supervisor	179,842	0%		75%					5%					10%		5%		5%	100%
500-642 Maintenance Workers (2)	269,339	0%		75%					5%					10%		5%		5%	100%
																			-
	$6,473,760	36%	3%	14%	0%	1%	3%	2%	4%	9%	6%	6%	2%	4%	4%	2%	1%	3%	100%

	100-111	100-112	100-115	100-116	100-221	100-223	100-341	100-342	100-343	100-345	100-465	209-554	209-555	212-461	212-462	505-119	505-120	505-121	Total
100-111 Admin Assistant	20%	5%	5%	5%			5%												40%
100-221 Police Chief					90%	10%													100%
100-221 Lieutenant					80%	20%													100%
100-342 Maintenance Workers (1)								20%		20%									40%
100-343 Maintenance Workers (4)								6%	12%	12%									30%
100-343 Maintenance Workers (1)									25%	25%									50%
209-554 Recreation Leaders (Seasonal)												35%	65%						100%
209-554 YC Recreation Coordinator												76%	24%						100%
212-461 Community Dev. Director														50%	50%				100%
212-462 Community Dev. Technician							50%				17%			17%	17%				100%
505-119 Cable Access Coordinator																59%	0%	40%	100%
505-119 Cable Access Technician																59%	0%	40%	100%

Department Budgets

This section contains detailed information for the City's organizational units, its departments. The budget summaries illustrate how the City's various funding sources are allocated to individual departments to fund their specific activities and programs.

The department sections are arranged in the following order:

- Elected Officials
  - City Council
  - City Treasurer
- Appointed Officials
  - City Manager
  - City Attorney
  - City Clerk
- Administration
  - Finance
  - Human Resources
- Public Safety
  - Police
  - Fire
- Public Works
- Community Development
- Community Services
- General Government

The following information is provided below in each department budget section:

- Mission;
- Major services and functions;
- FY 2021/22 key accomplishments;
- FY 2022/23 key priorities and projects;
- Major changes in FY 2022/23 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 2021/22 Key Accomplishments

- Recognized Black History Month
- Recognized Women's History Month
- Recognized American Red Cross Month
- Provided direction to staff on bolstering fire service in Pinole
- Recognized Earth Day
- Recognized the Pinole-Richmond Lions Club in their 100th year of service
- Updated Council norms of behavior
- Recognized Pride Month
- Recognized Juneteenth Day
- Implemented a land acknowledgement at Council meetings
- Appointed Council Members to serve as liaisons to the discussion regarding a potential East Bay wildfire and vegetation management joint powers authority
- Recognized Indigenous Peoples Day
- Held community workshops regarding American Rescue Plan Act (ARPA) funding
- Adopted a resolution declaring a climate emergency and directing staff to take certain actions to address the climate emergency
- Created a Technology and Communication Subcommittee
- Recognized United Against Hate Week
- Direct staff on the redevelopment of "Community
- Corner"
- Recognized Lunar New Year
- Adopted resolution in support of Bay Adapt: Regional Strategy for A Rising Bay
- Directed staff to prepare a draft city charter and hire a polling firm and communication fi rm to provide services regarding a potential November 2022 charter city and real estate transfer tax ballot measure
- Directed staff to arrange a fireworks show for Fourth of July 2022

- Directed staff on the design for the replacement bridge on San Pablo Avenue over the railroad
- Reinstituted in-person meetings of the City Council
- Recognized Nowruz
- Directed staff on updates to the City General Plan Housing, Health/Safety, and Environmental Justice Elements

FY 2022/23 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
- Review and approve development applications that will improve the community
- Consider collaboration with Contra Costa County Fire Protection District ("Confire") to change City's fire service model and reopen Fire Station 74

Significant Special Projects for FY 2023/24 through FY 2026/27

- Create new or updated ordinances to support a safe, healthy, and prosperous community

Major Changes in FY 2022/23 Budget

There are no major changes in the FY 2022/23 budget compared to the FY 2021/22 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.

CITY COUNCIL BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	163,703	215,352	151,404	176,609	170,496	(6,113)	-4%
Measure S 2014 - 106	46,600	5,900	-	5,900	5,900	-	0%
Total	**210,303**	**221,252**	**151,404**	**182,509**	**176,396**	**(6,113)**	**-3%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages -401	52,099	49,871	34,021	48,150	48,150	-	0%
Employee Benefits - 410	44,619	45,345	40,021	64,691	55,241	(9,450)	-17%
Total Personnel	**96,717**	**95,216**	**74,042**	**112,841**	**103,391**	**(9,450)**	**-9%**
Services and Supplies							
Professional & Administrative Services - 42	133,532	145,509	92,903	95,595	96,375	780	1%
Other Operating Expenses -43	1,042	1,466	528	1,030	1,030	-	0%
Total Services and Supplies	**134,574**	**146,975**	**93,431**	**96,625**	**97,405**	**780**	**1%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(22,746)	(22,714)	(18,123)	(28,628)	(26,331)	2,297	-9%
General Liability Insurance - 46201	1,758	1,776	2,054	1,671	1,931	260	13%
Total Indirect Cost Allocations	**(20,988)**	**(20,939)**	**(16,069)**	**(26,957)**	**(24,400)**	**2,557**	**-10%**
Total	**210,303**	**221,252**	**151,404**	**182,509**	**176,396**	**(6,113)**	**-3%**
EXPENDITURES BY PROGRAM							
City Council - 110	210,303	221,252	151,404	182,509	176,396	(6,113)	-3%
Total	**210,303**	**221,252**	**151,404**	**182,509**	**176,396**	**(6,113)**	**-3%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ -**	**$ -**
Citywide organizational assessment	$ -		
42201 Office Expense		**$ 500**	**$ 500**
4230X Travel and Training		**$ 7,900**	**$ 9,000**
ABAG (delegate)	$250		
Allocated Appropriation (5 @ 500)	2,500		
CCC Mayor's Conference monthly dinners	1,200		
East Bay Division meetings	600		
Funding for council members on league committees	500		
League of California Cities Conference (5 @ 600)	3,000		
Mayor's travel expenses	600		
Other identified City sponsored events	250		
Various dinners/award ceremonies	100		
42401 Memberships		**$ 21,805**	**$ 21,485**
ABAG dues	$5,500		
Contra Costa Mayor's Conference	1,400		
LAFCO dues	6,300		
League of California Cities East Bay Division	8,085		
Other Memberships	200		
42514 Special Department Expense		**$ 59,490**	**$ 59,490**
City Council meetings recorded by PCTV	$56,490		
Mayoral Celebration expense	400		
Misc. supplies and food for meetings	1,000		
Other special department expenses	1,000		
West County Mayor's Breakfast meetings	600		
Total Professional/Administrative Services			**$ 90,475**
4310X Utilities		**$ 1,030**	**$ 1,030**
Gas/Electric	$ 980		
Water	50		

MEASURE S - 2014 FUND - 106

42101 Professional Services		**$ 5,900**	**$ 5,900**
Teambuilding and Strategic Planning	$ 5,900		

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

In collaboration with the Finance Director, the City Treasurer prepares quarterly investment reports 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 2021/22 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 2022/23 Key Priorities and Projects

- Continue to collaborate with the Finance Director on investment management and treasury functions

Major Changes in FY 2022/23 Budget

There are no major changes in the FY 2022/23 budget compared to the FY 2021/22 budget.

Position Summary

There are no staff positions budgeted for the City Treasurer department. Support to the City Treasurer is provided by City staff budgeted in other departments, primarily the Finance Department.

CITY TREASURER BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	8,592	8,286	6,306	8,693	8,662	(31)	0%
Total	**8,592**	**8,286**	**6,306**	**8,693**	**8,662**	**(31)**	**0%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	5,574	8,431	5,984	8,400	8,400	-	0%
Employee Benefits - 410	5,098	1,633	921	2,028	1,964	(64)	-3%
Total Personnel	**10,672**	**10,063**	**6,905**	**10,428**	**10,364**	**(64)**	**-1%**
Services and Supplies							
Professional & Administrative Services - 42	250	783	911	760	760	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	**250**	**783**	**911**	**760**	**760**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Admin Credits - 46121	(2,602)	(2,718)	(1,692)	(2,644)	(2,634)	10	0%
Legal Charges - 46126	116	-	-	-	-	-	0%
General Liability Insurance - 46201	156	158	182	149	172	23	13%
Total Indirect Cost Allocations	**(2,330)**	**(2,560)**	**(1,510)**	**(2,495)**	**(2,462)**	**33**	**-1%**
Total	**8,592**	**8,286**	**6,306**	**8,693**	**8,662**	**(31)**	**0%**
EXPENDITURES BY PROGRAM							
City Treasurer - 113	8,592	8,286	6,306	8,693	8,662	(31)	0%
Total	**8,592**	**8,286**	**6,306**	**8,693**	**8,662**	**(31)**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42301 Travel & Training		**$ 400**	**$ 400**
Misc. training	$ 400		
42401 Memberships		**$ 110**	**$ 110**
CSMFO Dues	$ 110		
42506 Bonds		**$ 250**	**$ 250**
Bond for City Treasurer position	$ 250		
Total Professional/Administrative Services			**$ 760**

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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 government consists of an elected City Council that is responsible for policymaking and a professional City Manager, appointed by the Council, who is responsible for operations. In addition to overseeing the operations of all other City departments, the City Manager's office performs or coordinates some specific functions on behalf of the entire City organization, including the following:

- Coordination of citywide communication and engagement
- Intergovernmental relations
- Information technology
- Strategic planning and organizational assessment

In FY 2020/21, the City implemented a number of changes to the City's organization structure and staffing. These included assigning to the City Manager's office some responsibilities that previously did not have a clear home in the organization structure, including communication and engagement and intergovernmental relations.

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 maintains over 150 workstations and multiple servers used throughout the City. The City's information technology function is performed by a private firm, Precision IT, with which the City has established a contract.

FY 2021/22 Key Accomplishments

- Oversaw the City's response to the coronavirus pandemic

- 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
- Implemented the City's new organizational structure to improve capacity and coordination, based on the organizational assessment
- Hired staff in key leadership positions
- Expanded communication and engagement with the community through the use of new tools and techniques
- Completed the Strategic Plan strategy of developing a comprehensive information technology plan (Goal 4, Strategy 6)

FY 2022/23 Key Priorities and Projects

- Complete the Strategic Plan strategies of developing a strategic communication plan and a public engagement plan (Goal 4, Strategies 4 and 5)
- Assess City operations and implement improvements for diversity, equity, and inclusion (DEI)
- Complete the Strategic Plan strategy of developing an interagency legislative advocacy program (Goal 4, Strategy 7)

Significant Special Projects for FY 2023/24 through FY 2026/27

- Complete Strategic Plan strategies

Major Changes in FY 2022/23 Budget

The City Manager department Administration and Programs division budget for FY 2022/23 includes funding for Diversity, Equity, and Inclusion (DEI) consulting, intergovernmental affairs consulting, organizational assessment consulting, and communication and engagement consulting, all related to high-priority City initiatives in these areas. The Information Technology division budget includes one additional full-time contract onsite information technology staff person as well as a number of projects identified in the City's new IT Plan.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	0.00	1.00	0.00	0.00
Management Analyst	0.00	0.00	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	0.00	1.00	1.00	1.00

Total	**1.00**	**1.00**	**4.00**	**3.00**	**3.00**

Note that the Management Analyst and Administrative Assistant positions were shown in departments other than the City Manager department in budgets prior to FY 2020/21 and were moved to the City Manager department in FY 2020/21 to reflect their primary tasks more clearly. The Management Analyst position was reclassified to an Assistant to the City Manager position in FY 2021/22. A portion of the Administrative Assistant position's time is devoted to supporting the Finance Department and the Human Resources Department.

CITY MANAGER BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	206,565	603,505	323,511	681,538	615,943	(65,595)	-11%
Total	**206,565**	**603,505**	**323,511**	**681,538**	**615,943**	**(65,595)**	**-11%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	281,967	657,031	261,804	435,592	480,353	44,761	9%
Employee Benefits - 410	139,604	394,691	231,689	294,876	304,344	9,468	3%
Total Personnel	**421,571**	**1,051,722**	**493,494**	**730,468**	**784,697**	**54,229**	**7%**
Services and Supplies							
Professional & Administrative Services - 42	4,827	93,633	50,417	284,405	248,004	(36,401)	-15%
Other operating Expenses - 43	1,430	1,995	728	1,425	1,425	-	0%
Total Services and Supplies	**6,257**	**95,627**	**51,144**	**285,830**	**249,429**	**(36,401)**	**-15%**
Indirect Cost Allocations							
Admin Credits - 46121	(234,652)	(577,603)	(248,165)	(355,801)	(445,668)	(89,867)	20%
General Liability Insurance - 46201	13,389	33,760	25,861	21,041	27,485	6,444	23%
Total Internal Cost Allocations	**(221,263)**	**(543,844)**	**(222,304)**	**(334,760)**	**(418,183)**	**(83,423)**	**20%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	1,176	-	-	-	0%
Total Capital Outlay	**-**	**-**	**1,176**	**-**	**-**	**-**	**0%**
Total	**206,565**	**603,505**	**323,511**	**681,538**	**615,943**	**(65,595)**	**-11%**
EXPENDITURES BY PROGRAM							
City Manager - 111	206,565	603,505	323,511	681,538	615,943	(65,595)	-11%
Total	**206,565**	**603,505**	**323,511**	**681,538**	**615,943**	**(65,595)**	**-11%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 273,130**	**$ 210,000**
DEI Consulting	$50,000		
Intergovernmental Affairs Consultant	50,000		
Misc. Organizational Assessment Consulting	50,000		
Communication and Engagement Consulting	60,000		
42107 Equipment Maintenance		**$ -**	**$ 100**
(Moved from General Gov't)			
42201 Office Expense		**$ 800**	**$ 13,800**
Miscellaneous Office Expenses	$300		
Other Office Expenses *($7,000 moved from General Gov't)*	7,500		
Copier Supplies (Moved from General Gov't)	1,000		
Office Supplies (Moved grom General Gov't)	5,000		
42203 Office Expense/Shipping & Mailing		**$ -**	**$ 9,779**
Postage Equipment *(Moved from General Gov't)*	$6,779		
Postage & Shipping *(Moved from General Gov't)*	3,000		
4230X Travel and Training		**$ 4,900**	**$ 7,300**
League of Cities or Other Trainings	$4,000		
Mayor's Conference monthly dinners	600		
Miscellaneous Meetings	1,200		
Staff Training *(Moved from General Gov't)*	1,500		
42401 Memberships		**$ 3,725**	**$ 3,875**
Bay Area News Group Subscription	$550		
CAPIO Membership	200		
CCC Public Managers Association	500		
CCMF Membership	200		
MISAC Membership	200		
Municipal Management Association (MMANC)	75		
ICMA Membership	2,150		
42403 Dues & Pub/Advertising		**$ 1,500**	**$ -**
North Shore on the Bay Trail Guide *(moved to Community Development)*	$0		

INFORMATION SYSTEMS BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	602,298	540,026	395,405	799,760	1,120,368	320,608	29%
Measure S-2014 Fund - 106	21,748	-		102,600	102,600	-	0%
Recreation Fund - 209	49,887	62,029	35,561	58,680	96,243	37,564	39%
Building and Planning Fund - 212	69,693	31,872	30,589	279,888	94,301	(185,587)	-197%
Sewer Enterprise Fund - 500	52,999	49,160	37,421	71,480	124,732	53,252	43%
Cable Access TV Fund - 505	20,764	18,921	17,256	27,719	46,691	18,972	41%
Total	**817,389**	**702,008**	**516,232**	**1,340,127**	**1,584,936**	**244,809**	**15%**
EXPENDITURES BY CATEGORY							
Services and Supplies							
Professional & Administrative Services - 42	593,532	472,808	357,709	908,776	1,019,806	111,030	11%
Other Operating Expenses - 43	152,101	168,959	124,511	169,760	174,853	5,093	3%
Total Services and Supplies	**745,634**	**641,766**	**482,220**	**1,078,536**	**1,194,658**	**116,122**	**10%**
Capital Outlay							
Asset Acquisition/Improvement - 47*	71,755	26,323	6,560	221,700	357,348	135,648	38%
Total Capital Outlay	**71,755**	**26,323**	**6,560**	**221,700**	**357,348**	**135,648**	**38%**
Indirect Cost Allocations							
Administrative Debits - 46122	-	33,918	32,443	39,890	32,929	(6,961)	-21%
Information Systems (IS) Charges - 46	(795,641)	(702,008)	(516,232)	(1,237,526)	(1,482,336)	(244,810)	17%
Total Indirect Cost Allocations	**(795,641)**	**(668,089)**	**(483,789)**	**(1,197,636)**	**(1,449,407)**	**(251,771)**	**17%**
Total	**21,748**	**(0)**	**4,991**	**102,600**	**102,600**	**(0)**	**0%**
EXPENDITURES BY PROGRAM							
Information Systems - 118	817,389	702,008	521,223	1,340,126	1,584,935	244,809	15%
Total	**817,389**	**702,008**	**521,223**	**1,340,126**	**1,584,935**	**244,809**	**15%**

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 247,120**	**$ 534,670**
Labor for phone system replacement (carryover)	$ 25,000		
Labor to implement management software for PD computers (carryover)	560		
Labor to replace PD MDC's (carryover)	9,000		
Labor to upgrade Versatile software (carryover)	2,000		
Labor to Upgrade City Hall internet speed (carryover)	560		
Managed IT support (Precision)	396,550		
City Website Updates	40,000		
Implement Software to enable online payments	5,000		
Public Safety Network Readdressing	6,000		
Replace Youth/Senior Center Fiber Run & Install Fiber Run to Corp Yard/	50,000		
42105 Network Maintenance		**$ 79,757**	**$ 82,150**
Network servers and hardware maintenance, including professional callouts.			
AWS hosting for Smart Geotech	$ 1,910		
CivicLive (Website Designer) Annual Hosting Fee	6,359		
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		
Granicus (Web Streaming)	7,426		
Live Scan Maintenance	10,609		
Printer repair	1,061		
Sophos Firewall Annual Maintenance & Support CH	2,122		
Wi-Fi Service	1,273		
42106 Software Maintenance		**$ 420,899**	**$ 234,095**
Adobe maintenance/upgrade	$ 3,713		
Adobe software for PCTV	637		
Agenda Management Software	7,210		
AMAG alarm software maintenance	530		
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- Station 73	2,122		
Laserfiche Annual Maintenance/License	7,575		
Police Department Computer Management software	2,334		
Public Records Management Software	6,180		
RecDesk software	5,562		
Scala License for PCTV	1,221		
Sophos EndPoint for all workstations	10,291		
SurveyMonkey	1,000		
TrakIt support maintenance	60,000		
Tyler Incode license & fee maintenance	71,080		
Versatile Express & retention support	5,305		
Website Redesign product	5,000		
42107 Equipment Maintenance		**$ 49,700**	**$ 51,191**
Copier Lease and Maintenance (Xerox)	$ 49,131		
Mailing System Meter Lease (Pitney Bowes)	2,060		
42510 Software Purchase & Subscriptions		**$ 68,700**	**$ 75,100**
Adobe Acrobat upgrade Licenses to 2017	$ 15,000		
Copware Site License	300		
ManageEngine MDM (PD)	1,250		
Mobile Devise management	2,500		
Office 365 G3 License (150 Licenses)	36,000		
PD background checks (TLO, Transunion)	850		
Pinole Municode	500		

Realquest maintenance		10,000		
Recruiting software annual maintenance (NeoGov)		5,200		
Software for E-submission of form 700		3,500		
Total Professional/Administrative Services				**$ 977,206**
43101 Communications			**$ 169,760**	**$ 174,853**
AT&T AVPN circuit for I-80 sign project		$ 2,843		
AT&T voice service		104,236		
Fire Department pagers		371		
New internet service for Public Safety building		12,360		
New internet service for the Corp Yard		6,180		
Replace broken phones		1,030		
Tiny Tots solar		618		
Verizon cell service		47,215		
47102 Computer Equipment			**$ 161,700**	**$ 297,348**
PD computer monitor replacement PD (carryover)		$ 2,400		
Fiber data network evaluation for City Hall and Senior Center (carryover)		10,000		
Citywide phone system replacement (carryover)		50,000		
Police Department MDC replacements		157,148		
Replace old computers (carryover)		7,200		
Replace 20 workstations per year		20,600		
Refresh EOC System		50,000		

MEASURE S - 2014 FUND - 106

42510 Software Purchase & Subscriptions			**$ 42,600**	**$ 42,600**
Laserfiche Software *training carryover*		$ 3,600		
Ancillary equipment related to RecDesk upgrade *carryover*		39,000		
47201 Improvements/Building			**$ 60,000**	**$ 60,000**
IN2102 Municipal Broadband Feasibility		$ 60,000		

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

46124 IS Charges for Communication & Technology			**$ (1,237,526)**	**$ (1,482,336)**
Finance	[100-115]	$ (4,377)		
General Government	[100-117]	$ (301,171)		
Police Services	[100-222]	(536,625)		
Police Dispatch	[100-223]	(57,432)		
Fire Services	[100-231]	(119,465)		
Public Works	[100-341]	(99,110)		
Code Enforcement	[100-465]	(2,188)		
Community Services	[209-551]	(96,243)		

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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 2021/22 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 2022/23 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 2023/24 through FY 2026/27

- 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 2022/23 Budget

Anticipating the amount of legal services needed by the City in any given year is difficult. The proposed FY 2022/23 budget reflects a 3.5% increase to the prior year's actual budget expenditure to reflect a contractual CPI adjustment. The 3.5% increase for the FY 2022/23 budget accounts for an anticipated increase in the need for legal services related to development projects and property dispositions, as well as special projects. Finally, some legal costs incurred by the City are reimbursed to the General Fund and are not reflected in the proposed budget. Those include, but are not limited to, code enforcement, development projects and property dispositions, and successful defense of claims that have prevailing party attorney fee provisions. These reimbursements will help offset the actual cost of legal services for the City.

Position Summary

No personnel are directly assigned to this department. Legal services are provided to the City by a private law firm on a contract basis.

CITY ATTORNEY BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	462,151	489,955	334,668	310,200	321,057	10,857	3%
Measure S 2014 - 106	27,318	-				-	0%
Total	**489,469**	**489,955**	**334,668**	**310,200**	**321,057**	**10,857**	**3%**
EXPENDITURES BY CATEGORY							
Legal Services							
Attorney Services - 42102	748,706	763,076	578,447	564,000	583,740	19,740	3%
Total Legal Services	**748,706**	**763,076**	**578,447**	**564,000**	**583,740**	**19,740**	**3%**
Indirect Cost Allocations							
Administrative Credits - 46121	(259,237)	(273,121)	(243,779)	(228,800)	(237,683)	(8,883)	4%
Developer Reimbursements - 46121				(25,000)	(25,000)	-	0%
Total Indirect Cost Allocations	**(259,237)**	**(273,121)**	**(243,779)**	**(253,800)**	**(262,683)**	**(8,883)**	**3%**
Total	**489,469**	**489,955**	**334,668**	**310,200**	**321,057**	**10,857**	**3%**
EXPENDITURES BY PROGRAM							
City Attorney - 114	489,469	489,955	334,668	310,200	321,057	10,857	3%
Total	**489,469**	**489,955**	**334,668**	**310,200**	**321,057**	**10,857**	**3%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42102 Attorney Services - General Fund		**$ 564,000**	**$ 583,740**
General legal services for FY 2022/23	$583,740		

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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's office serves as the conduit between the residents of the City of Pinole and the City Council. The City Clerk is an appointed officer by the City Council and is responsible for scheduling City Council meetings and 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 2021/22 Key Accomplishments

- 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 2022/23 Key Priorities and 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 2023/24 through FY 2026/27

- 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 2022/23 Budget

The Preliminary Proposed FY 2021/22 budget contains one significant change from the current year's budget, which is the upgrading of the Admin Assistant position from part-time to full-time. This additional staffing will enable the City Clerk's office to administer hybrid meetings as well as improve electronic records management and access.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	0.00	1.00	1.00
Admin Assistant	0.4	0.48	0.48	0.48	1.00
Total	**1.48**	**1.48**	**1.48**	**2.48**	**3.00**

CITY CLERK BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	183,241	243,065	221,997	450,393	586,347	135,954	23%
Total	**183,241**	**243,065**	**221,997**	**450,393**	**586,347**	**135,954**	**23%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	150,203	162,165	156,998	257,447	323,655	66,208	20%
Employee Benefits- 410	41,955	39,928	44,429	116,745	172,067	55,322	32%
Total Personnel	**192,157**	**202,094**	**201,428**	**374,192**	**495,722**	**121,530**	**25%**
Services and Supplies							
Professional &Administrative Services - 42	14,077	54,093	20,807	88,115	93,880	5,765	6%
Other Operating Expenses - 43	1,549	2,167	787	1,600	1,600	-	0%
Total Services and Supplies	**15,626**	**56,260**	**21,594**	**89,715**	**95,480**	**5,765**	**6%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	1,794	-	5,000	5,000	100%
Total Capital Outlay	**-**	**-**	**1,794**	**-**	**5,000**	**5,000**	**100%**
Indirect Cost Allocations							
Admin Credits - 46121	(32,634)	(30,110)	(23,599)	(33,452)	(36,606)	(3,154)	9%
Admin Debits - 46122	-	6,474	5,111	7,189	8,232	1,043	13%
General Liability Insurance - 46201	8,092	8,348	15,670	12,749	18,519	5,770	31%
Total Internal Cost Allocations	**(24,542)**	**(15,288)**	**(2,818)**	**(13,514)**	**(9,855)**	**3,659**	**-37%**
Total	**183,241**	**243,065**	**221,997**	**450,393**	**586,347**	**135,954**	**23%**
EXPENDITURES BY PROGRAM							
City Clerk - 112	183,241	243,065	221,997	450,393	586,347	135,954	23%
Total	**183,241**	**243,065**	**221,997**	**450,393**	**586,347**	**135,954**	**23%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 55,000**	**$ 55,000**
Filming and imaging of permanent records	$ 2,000		
Pinole Municipal Code codification and update	2,000		
Laserfiche Records update	26,000		
Citywide historical records conversion	25,000		
42201 Office Expense		**$ 1,600**	**$ 1,600**
Misc. office expenses & proclamations and certificates	$1,600		
4230X Travel and Training		**$ 6,000**	**$ 11,500**
City Clerk's New Law/Election Seminar/Misc. Training	$ 1,200		
Annual Conference	525		
IIMC Annual Conference	675		
Technical Training for Clerks	3,000		
Travel expense / Mileage	1,000		
Other training related expenses	4,600		
Meal Allowance	500		
42401 Memberships		**$ 340**	**$ 605**
CCAC Dues	260		
IIMC Member Dues	270		
MMANC Member dues	75		
42506 Bonds		**$ 175**	**$ 175**
42514 Special Department Expense		**$ 25,000**	**$ 25,000**
CCC Elections	$ 22,500		
Public Notices	2,500		
Total Professional/Administrative Services			**$ 93,880**
4310X Utilities		**$ 1,600**	**$ 1,600**
Gas/Electric	$ 1,500		
Water	100		
4710X		**$ -**	**$ 5,000**
47106 Furniture for Department offices	$ 5,000		

Return to Agenda

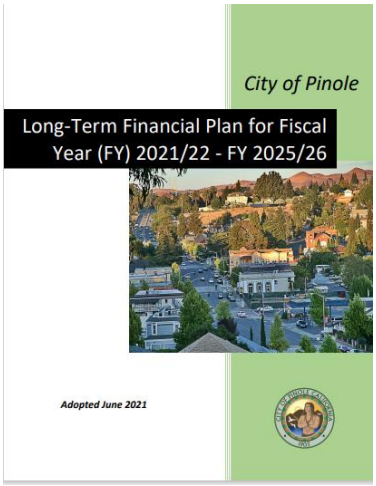
FINANCE

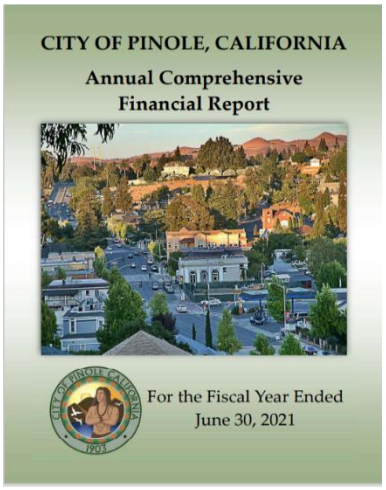
Mission

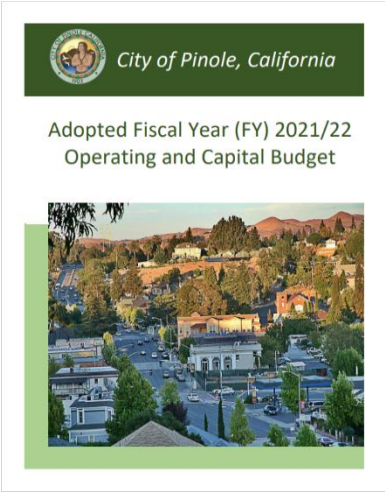
The mission of the Finance Department is to provide the City with financial information necessary to ensure sound financial decisions and to ensure appropriate procedures to protect the City's financial assets. This is accomplished through timely and effective preparation of the Annual Comprehensive Financial Report, Budget, quarterly financial and investment reports, and 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 to oversight agencies.







FY 2021/22 Key Accomplishments

- Completed the Strategic Plan strategy of developing a Long-Term Financial Plan (LTFP) and using it to guide budget and financial decision (Goal 2, Strategy 1)
- Expanded Long-Term Financial Plan to include financial forecasts for all City funds
- Adopted annual budget by June 30th
- Completed Annual Comprehensive Financial Report by December 31st
- Prepared the Successor Agency Annual ROPS for approval by the County Oversight Board and submitted to the State Department of Finance by February 1st
- Received an unqualified opinion for annual financial statements

- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Conducted a comprehensive fee study and cost allocation plan
- Implemented the second round of the Pinole Small Business Assistance Program to provide $3,000 grants to small Pinole businesses that experienced loss of revenue due to COVID-19
- Hosted a special workshop to educate the public on the City's various tax revenue sources
- Established a policy to formally set guidelines on the use of the Section 115 Trust funds
- Implemented new forms of public engagement to get input from the community and to gauge community priorities with regard to the Long-Term Financial Plan, annual budget, and the American Rescue Plan Act (ARPA)

FY 2022/23 Special Projects

- Assist with implementing an online payment platform that will provide customers with the option to make payments to the City electronically
- Explore an array of revenue generation and opportunities to cover costs
- Assist with establishing a program to evaluate grant opportunities and capacity

Significant Special Projects for FY 2023/24 – FY 2026/27

- Assist with developing an approach to funding infrastructure maintenance and improvements

Major Changes in FY 2022/23 Budget

There are no major changes to the Finance department budget for FY 2022/23.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	0.00	1.00	1.00	1.00	1.00
Accounting Specialist	2.00	1.00	1.00	1.00	1.00
Accounting Technician, *PT*	0.00	0.48	0.48	0.48	0.48
Accounting Intern, *PT/Temp*	0.48	0.00	0.00	0.00	0.00
Total	**3.48**	**3.48**	**3.48**	**3.48**	**3.48**

FINANCE BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	477,675	571,900	374,714	566,846	627,847	61,001	10%
Measure S 2006 - 105	2,246	300	-	2,450	2,450	-	0%
Measure S 2014 - 106	2,246	1,356	-	2,450	2,450	-	0%
Pension Fund - 700	-	-	-	-	40,000	40,000	100%
Total	**482,166**	**573,555**	**374,714**	**571,746**	**672,747**	**101,001**	**15%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	389,335	364,032	287,067	408,683	442,401	33,718	8%
Overtime - 402	12	112	17	2,602	2,500	(102)	-4%
Employee Benefits - 410	154,317	91,218	109,278	149,160	178,968	29,808	17%
Total Personnel	**543,664**	**455,363**	**396,362**	**560,445**	**623,869**	**63,424**	**10%**
Services and Supplies							
Professional & Administrative Services - 42	73,249	195,825	52,725	136,995	186,185	49,190	26%
Other Operating Expenses - 43	3,915	5,462	1,992	4,800	4,800	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**77,164**	**201,287**	**54,717**	**141,795**	**190,985**	**49,190**	**26%**
Indirect Cost Allocations							
Admin Credits - 46121	(160,509)	(121,997)	(110,581)	(161,253)	(181,349)	(20,096)	11%
Admin Debits - 46122	-	6,474	5,111	7,189	8,232	1,043	13%
Information Systems (IS) Charges - 46	-	-	1,619	1,916	4,377	2,461	56%
Legal Charges - 46126	1,921	11,192	3,330	2,000	2,000	-	0%
Insurance General Liability - 46201	19,926	21,237	24,156	19,654	24,633	4,979	20%
Total Indirect Cost Allocations	**(138,663)**	**(83,094)**	**(76,365)**	**(130,494)**	**(142,107)**	**(11,613)**	**8%**
Total	**482,166**	**573,555**	**374,714**	**571,746**	**672,747**	**101,001**	**15%**
EXPENDITURES BY PROGRAM							
Finance - 115	482,166	573,555	374,714	571,746	672,747	101,001	15%
Total	**482,166**	**573,555**	**374,714**	**571,746**	**672,747**	**101,001**	**15%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 119,045**	**$ 104,090**
Auditing Services	$ 44,935		
GASB 68 PERS Report (5 reports @$850)	4,250		
Preparation of State Controllers Report	5,505		
Armored car treasury services	2,800		
CA Municipal Statistics (ACFR schedule)	500		
Comprehensive Fess Study & Cost Allocation Plan	15,000		
HdL Property Tax Analysis	8,500		
HdL Sales Tax Analysis	5,600		
OPEB Valuation Report	17,000		
42201 Office Expense		**$ 5,700**	**$ 5,800**
Miscellaneous Office Expenses	$ 2,500		
Year End Tax Forms	1,200		
Check stock	1,500		
Printing Services	600		
42203 Shipping & Mailing		**$ -**	**$ 5,000**
Mailers on budget matters	$ 5,000		
4230x Travel and Training		**$ 2,100**	**$ 2,100**
CSMFO annual conference	$ 1,100		
Staff Training	1,000		
42401 Memberships		**$ 595**	**$ 595**
ICMA Dues	$ 200		
CMTA Dues	95		
CSMFO dues	110		
GFOA dues	190		
42501 Bank Fees		**$ -**	**$ 15,000**
Mechanics Bank and Bank of the West Fees *(Moved from General Gov't)*	$ 15,000		
42506 Admin Exp/Bonds		**$ 250**	**$ 250**
Bonds	$ 250		
42510 Software Subscription		**$ 3,750**	**$ 7,795**
Balancing Act	$ 5,800		
Long-range forecasting software	1,995		
42514 Special Department Expense		**$ 655**	**$ 655**
GFOA ACFR review and certification	$ 505		
CSMFO budget review and award	150		
Total Professional/Administrative Services			**$ 141,285**
4310X Utilities		**$ 4,800**	**$ 4,800**
Water - 43102	$ 300		
Electricity & Power - 43103	4,500		

MEASURE S - 2006 FUND - 105

42101 Professional Services		**$ 2,450**	**$ 2,450**
Measure S Audit (105)	$ 1,200		
Sales Tax Analysis	1,250		

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 2021/22 Key Accomplishments

- Developed the City's Employee Talent Management Plan in accordance with the City's Strategic Plan 2020 – 2025 (Goal 4, Strategy 1).
- Updated the City's COVID-19 Workplace Protection Policy.
- Commenced and will complete labor negotiations with PPEA by June 30, 2022.
- Developed a Citywide Leave Reporting for Exempt Employee Administrative Policy.
- Developed a Citywide Employee Identification and Access Card Administrative Policy.
- Developed a Citywide Recruitment Incentive Program Administrative Policy.
- Developed a Citywide Volunteers Administrative Policy.
- Developed a Citywide Employee Identification and Access Card Administrative Policy.
- Developed a Citywide Social Media and Electronic Equipment Use Administrative Policy.
- Conducted 35 recruitments (reviewed over 1,100 applications).
- Coordinated a virtual open enrollment for employee benefits amid COVID-19 restrictions.
- Developed a Compensation and Benefits Plan for elected officials.
- Planned and facilitated numerous events for the City's first Public Service Employee Recognition Week.

FY 2022/23 Priorities and Projects

- Initiate the implementation of the Employee Talent Management Plan.
- 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.
- Implement successor memorandum of understanding for one bargaining unit.
- Conduct labor negotiations and complete successor memorandums of understanding with bargaining units for agreements scheduled to expire June 30, 2023.
- Review OPEB obligations and alternatives to support the City's fiscal sustainability.
- Promote the City as an attractive employer to secure highly qualified applicants for vacancies by increasing engagement on social media to include job preview videos for hard to recruit positions, spotlighting employees, and insights into various City Departments.
- Design 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.

Significant Special Projects for FY 2023/24 through FY 2026/27

Human Resources will initiate the Employee Talent Management Plan to attract and retain high-quality employees and develop their skills.

Major Changes in FY 2022/23 Budget

The Human Resources Department budget for FY 2022/23 includes one significant change relative to the FY 2021/22 budget. To implement and sustain the Employee Talent Management Plan and comply with all regulatory requirements related to human resources, the City will budget for a full-time Human Resources Technician position.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Assistant City Manager	1.00	1.00	0.00	0.00	0.00
Human Resources Director	0.00	0.00	0.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Technician	0.00	0.00	0.00	0.00	1.00
Total	**2.00**	**2.00**	**1.00**	**2.00**	**3.00**

HUMAN RESOURCES BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	430,578	292,727	229,796	523,446	768,472	245,026	32%
Total	**430,578**	**292,727**	**229,796**	**523,446**	**768,472**	**245,026**	**32%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	308,612	84,111	102,093	271,220	391,311	120,091	31%
Overtime - 402	29	-	-	-	-	-	0%
Employee Benefits - 410	128,291	21,679	41,695	138,089	197,438	59,349	30%
Total Personnel	**436,931**	**105,791**	**143,788**	**409,309**	**588,749**	**179,440**	**30%**
Services and Supplies							
Professional & Administrative Services - 42	92,712	128,235	77,049	110,454	160,907	50,453	31%
Other Operating Expenses - 43	1,159	1,612	591	1,750	1,750	-	0%
Total Services and Supplies	**93,872**	**129,847**	**77,640**	**112,204**	**162,657**	**50,453**	**31%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(116,498)	(15,303)	(7,846)	(11,259)	(13,144)	(1,885)	14%
Administrative Debits - 46122	-	67,836	-	-	8,232	8,232	0%
Legal Charges - 46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	16,272	4,556	16,214	13,192	21,978	8,786	40%
Total Indirect Cost Allocations	**(100,225)**	**57,089**	**8,369**	**1,933**	**17,066**	**15,133**	**89%**
Total	**430,578**	**292,727**	**229,796**	**523,446**	**768,472**	**245,026**	**32%**
EXPENDITURES BY PROGRAM							
Human Resources - 116	430,578	292,727	229,796	523,446	768,472	245,026	32%
Total	**430,578**	**292,727**	**229,796**	**523,446**	**768,472**	**245,026**	**32%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 82,383**	**$ 96,040**
Bartel Actuarial Services (CALPERS section 115)	$ 2,000		
Basic Pacific Admin	540		
Employee Benefits Broker Services	25,000		
Flexible Spending Plan- TASC	2,000		
Health Reimbursement Arrangement Plan Admin Fees	2,500		
IEDA	29,500		
Pre-employment Medical Services	4,500		
Total Compensation Study	30,000		
42102 Attorney Services		**$ 5,000**	**$ 25,000**
BBK Review of Retiree Medical Alternatives	$ 5,000		
Workplace Investigations	20,000		
4110 Fingerprinting		**$ 600**	**$ 1,500**
42201 Office Expense		**$ 500**	**$ 1,000**
Miscellaneous Office Supplies	$500		
4230X Travel and Training		**$ 12,456**	**$ 13,880**
Leadership Academy	$ 1,500		
NorCal, MMANC, CalPELRA(2), LCW(4)	12,380		
42401 Memberships		**$ 440**	**$ 700**
MMANC	$ 200		
SHRM	500		
42504 Recruitment Cost		**$ -**	**$ 4,500**
Recruitment Advertising	$ 2,500		
Recruitment Exams/Testing	2,000		
(Previously in Professional Services)			
42506 Bond		**$ -**	**$ 200**
Bond	$ 200		
42514 Special Department Expense		**$ 9,075**	**$ 18,087**
Employee Event - BBQ	$2,300		
Employee Event - Years of Service Luncheon & Award	4,000		
Employee Recognition - City Polos	4,400		
Legal Posting	575		
MPA Wellness Premium	6,812		
Total Professional/Administrative Services			**$ 160,907**
4310X Utilities		**$ 1,750**	**$ 1,750**

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. It includes funding officers and their uniforms, gear, weapons, vehicles, and other supplies.
- Police Support Services provides support and assistance to Operations and the community. It includes front office staff who work with the public daily. It includes the Crime Prevention Officers who provide outreach into the community. It includes the collection and processing of evidence. It also includes the maintenance and repair of vehicles and equipment used by all Police staff.
- 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 that incorporates various usage measurements.

FY 2021/22 Key Accomplishments

- Continued to provide exemplary police services to the community of Pinole through all the COVID-19 challenges.
- Continued our efforts to enhance our Asher Model wellness program, which emphasizes organizational wellness by offering employees a meal prep program, on duty workouts using the onsite gym, Cordico Wellness App, therapy dog Milo, and dispatch quiet room.
- Implemented CueHit customer engagement technology to receive real-time feedback from the community.

  Implemented new Community Outreach efforts with a special Halloween-themed National Night Out event, Project HOPE-Homeless Intervention, sponsored an internship program with Pinole Valley High School students, and initiated the "Where's Milo" Pinole History Community Engagement program.

FY 2022/23 Key Priorities and Projects

- Continue to focus on officer wellness programs to improve the quality of life for officers while strengthening the relationship with the community through exemplary police service.
- Implement police reform measures as required by legislation such as California Racial and Identity Profiling Act (RIPA), as well as National Incident-Based Reporting (NIBRS).
- Implement new RIMS, CADS/RMS System
- Continue our efforts to bring the Community of Pinole innovative and progressive engagement opportunities.
- Enhance training capacity to meet and exceed industry best standards.
- Enhance retention and recruitment efforts.

Significant Special Projects for FY 2023/24 through FY 2026/27

- 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.
- Implement California Racial and Identity Profiling Act (RIPA).

Major Changes in FY 2022/23 Budget

There is one significant change in the FY 2022/23 budget relative to the FY 2021/22 budget, which is the addition of two positions (a sergeant and an officer) to allow the department to move to a modified 4/10 schedule. Research indicates that the use of 10-hour shifts, opposed to 12-hour shifts, positively impacts employee wellbeing and morale, reduces overtime, and offers 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.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
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	6.00	7.00
Police Officer	19.00	19.00	19.00	19.00	20.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	0.96	1.00	1.00	1.00	1.00
Community Services Officer	0.96	0.96	0.96	2.00	2.00
Crossing Guards, *part-time/temporary*	0.50	0.50	0.25	0.25	0.25
Dispatcher	11.00	11.00	11.00	11.00	10.00

Lead Dispatcher	1.00	1.00	1.00	1.00	2.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Total	**46.42**	**46.46**	**46.21**	**47.25**	**49.25**

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POLICE BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	6,126,366	6,874,845	5,322,382	7,715,951	8,599,718	883,767	10%
Measure S 2006 - 105	1,478,641	1,443,123	1,175,022	1,875,668	1,718,135	(157,533)	-9%
Measure S 2014 - 106	456,641	173,457	72,350	305,808	217,606	(88,202)	-41%
Public Safety Augmentation Fund - 203	179,741	143,643	138,454	204,574	387,365	182,791	47%
Police Grants Fund - 204	304,023	85,999	23	-	-	-	0%
Traffic Safety Fund - 205	6,399	565	6,458	20,261	21,059	798	4%
Supplemental Law Enforcement Services Fund - 206	60,170	98,192	76,000	104,188	111,067	6,879	6%
Asset Seizure Adjudicated Fund - 225	23,079	23,079	23,000	86,562	58,231	(28,331)	-49%
Total	**8,635,060**	**8,842,903**	**6,813,689**	**10,313,012**	**11,113,181**	**800,169**	**7%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	4,243,662	4,533,600	3,342,352	5,061,405	5,551,618	490,213	9%
Overtime - 402	700,366	613,386	586,722	493,265	495,701	2,436	0%
Employee Benefits - 410	2,204,401	2,262,850	1,840,385	2,644,267	3,051,206	406,939	13%
Total Personnel	**7,148,429**	**7,409,836**	**5,769,459**	**8,198,937**	**9,098,525**	**899,588**	**10%**
Services and Supplies							
Professional & Administrative Services - 42	453,462	503,706	373,281	1,018,857	655,829	(363,028)	-55%
Other Operating Expenses - 43	68,382	76,310	53,540	64,250	64,250	-	0%
Materials & Supplies - 44	63,894	62,413	58,475	87,000	87,000	-	0%
Total Services and Supplies	**585,738**	**642,429**	**485,296**	**1,170,107**	**807,079**	**(363,028)**	**-45%**
Capital Outlay							
Asset Acquisition/Improvement - 47	340,062	196,153	34,286	235,461	251,773	16,312	6%
Total Capital Outlay	**340,062**	**196,153**	**34,286**	**235,461**	**251,773**	**16,312**	**6%**
Debt Service							
Debt Principal and interest - 48	-	-	-	-	-	-	0%
Total Debt Service	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46	(319,879)	(308,940)	(284,067)	(407,650)	(609,906)	(202,256)	33%
Administrative Debits - 46	319,879	308,940	284,067	407,653	609,906	202,253	33%
IS Charges - 46	274,763	261,357	174,554	419,646	594,058	174,411	29%
Legal Charges - 46	15,005	12,763	12,154	20,000	20,000	-	0%
General Liability Insurance - 46	271,063	320,365	337,692	268,858	341,746	72,888	21%
Total Indirect Cost Allocations	**560,831**	**594,486**	**524,400**	**708,507**	**955,804**	**247,296**	**26%**
Total	**8,635,060**	**8,842,903**	**6,813,441**	**10,313,012**	**11,113,181**	**800,169**	**7%**
EXPENDITURES BY PROGRAM							
Police Operations - 221	5,382,617	5,479,003	4,367,248	6,313,065	7,165,842	852,777	12%
Police Support Services -222	976,505	1,190,332	797,917	1,798,410	1,646,108	(68,007)	-4%
Police West Bay Communications Center - 223	1,905,346	1,988,812	1,566,042	2,077,088	2,169,105	92,017	4%
Police Grants Program - 227	370,592	184,755	82,481	124,449	132,126	7,677	6%
Total	**8,635,060**	**8,842,903**	**6,813,689**	**10,313,012**	**11,113,181**	**800,169**	**7%**

GENERAL FUND - 100
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel						**$ Change**	**% Change**
Salaries & Wages - 401	2,164,140	2,337,665	1,787,823	2,706,299	3,093,950	387,651	13%
Overtime - 402	-	288,235	240,047	259,726	255,209	(4,517)	-2%
Employee Benefits - 410	1,071,786	1,027,807	846,796	1,241,897	1,503,466	261,569	17%
Total Salary & Benefits	**3,235,926**	**3,653,707**	**2,874,665**	**4,207,922**	**4,852,625**	**644,703**	**13%**
Services and Supplies							
Professional & Administrative Services - 42	204,443	172,925	186,476	229,778	220,032	(9,746)	-4%
Materials & Supplies - 44	61,488	61,864	49,062	85,500	85,500	-	0%
Total Services and Supplies	**265,931**	**234,788**	**235,539**	**315,278**	**305,532**	**(9,746)**	**-3%**
Capital Outlay							
Asset Acquisition/Improvement - 47	84	12,186	7,531	86,561	133,873	47,312	0%
Total Capital Outlay	**84**	**12,186**	**7,531**	**86,561**	**133,873**	**47,312**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(319,879)	(308,940)	(284,067)	(407,650)	(609,906)	(202,256)	33%
Legal Charges - 46126	15,005	12,763	12,154	20,000	20,000	-	0%
General Liability Insurance - 46201	142,138	193,701	184,950	144,660	189,987	45,327	24%
Total Indirect Cost Allocations	**(162,737)**	**(102,477)**	**(86,963)**	**(242,990)**	**(399,919)**	**(156,929)**	**39%**
Total	**3,339,204**	**3,798,205**	**3,030,772**	**4,366,771**	**4,892,111**	**525,340**	**11%**
Asset Seizure-Adjudicated - 225							
Professional & Administrative Services - 42	23,079	23,079	23,000	86,562	58,231	(28,331)	-49%
Total	**23,079**	**23,079**	**23,000**	**86,562**	**58,231**	**(28,331)**	**-49%**
MEASURE S-2006 FUND - 105							
Salaries & Wages - 401	595,434	739,252	554,163	765,445	802,579	37,134	5%
Overtime - 402	370,849	127,233	70,012	103,955	104,156	201	0%
Employee Benefits - 410	450,380	527,789	471,600	588,761	746,630	157,869	21%
Professional & Administrative Services - 42	415	6,000	14	13,300	13,300	-	0%
Asset Acquisition/Improvement - 47	12,255	-	26,755	31,000	-	(31,000)	-100%
General Liability Insurance - 46201	47,353	42,849	52,478	42,697	51,470	8,773	17%
Total Measure S-2006 Fund	**1,476,686**	**1,443,123**	**1,175,022**	**1,545,158**	**1,718,135**	**172,977**	**10%**
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Overtime - 402	62,321	-	-	-	-	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Professional & Administrative Services - 42	1	-	-	-	-	-	0%
Asset Acquisition/Improvement - 47	301,585	70,953	-	110,000	110,000	-	0%
General Liability Insurance - 46201	-	-	-	-	-	-	0%
Total Measure S-2014 Fund	**363,908**	**70,953**	**-**	**110,000**	**110,000**	**-**	**0%**
PUBLIC SAFETY AUGMENTATION FUND - 203							
Administrative Debits - 46122	179,741	143,643	138,454	204,574	387,365	182,791	47%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 51,712**	**$ 51,712**
Applicant Processing/Recruiting	$ 16,000		
EBRCSA Contract - Radios (63)	35,712		
42106 Software Maintenance		**$ 28,791**	**$ 23,945**
Lexipol Daily Training bulletins	$ 4,244		
Starchase GPS	14,976		
Vigilant Solutions Software	4,725		
42107 Equipment Maintenance		**$ 35,100**	**$ 35,100**
Radio Repairs	$ 3,000		
Vehicle Maintenance	9,000		
Vehicle Repairs	18,000		
Vehicle Washing	5,100		
4230X Travel and Training		**$ 60,800**	**$ 60,800**
Firearms Range Rental	$ 10,800		
State of CA -- P.O.S.T.	30,000		
Officer Wellness (42304)	20,000		
42401 Memberships		**$ 3,175**	**$ 3,175**
CA Crime Prevention Officers Assn	$ 120		
CA Peace Officers Assn.	320		
CA Police Chief's Assn.	800		
County Police Chiefs' Assn.	1,500		
International Assn. of Police Chiefs	200		
National Assn. of Town Watch	35		
Police Executive Research Forum	200		
42514 Special Department Expense		**$ 50,200**	**$ 45,300**
Ammunition and firearm repair	$ 9,800		
Canine expenses	20,000		
Crime Scene Processing/Field Testing Supplies	7,300		
Miscellaneous Supplies	8,200		
Total Professional/Administrative Services			**$ 220,032**
44301 Fuel		**$ 73,000**	**$ 73,000**
44410 Safety Clothing		**$ 12,500**	**$ 12,500**
Part-time employee uniforms	$ 3,500		
Protective Vests	9,000		
4710X Equipment		**$ 86,561**	**$ 133,873**
EBRCSA Equipment (47101)	$ 20,940		
Axon Body Worn Camera Program (47101)	42,412		
Ballistic Shield (47105)	2,500		
Patrol Rifle (47105)	1,840		
Tablets and Docking (47105)	4,900		
Radio Encryption Equipment (47105)	61,281		

MEASURE S-2006 FUND - 105

42107 Equipment Maintenance		**$ 4,050**	**$ 4,050**
MDC Repairs	$ 1,650		
Vehicle Maintenance	1,350		
Vehicle Repairs	1,050		

42510 Software Purchase		**$ 6,000**	**$ 6,000**	
Lefta systems subscription	$ 6,000			
42514 Special Department Expense		**$ 3,250**	**$ 3,250**	
Gunshot trauma kits	$ 700			
Miscellaneous Supplies	2,550			
	Total Professional/Administrative Services			**$ 13,300**

MEASURE S-2014 FUND - 106

47104 Vehicles		**$ 110,000**	**$ 110,000**
1 Vehicle	$ 55,000		
1 Vehicle *(carryover)*	$ 55,000		

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	262,850	255,902	225,535	411,695	413,579	1,884	0%
Overtime - 402	-	-	962	-	-	-	0%
Employee Benefits - 410	131,292	137,441	125,617	213,478	229,198	15,720	7%
Total Salary & Benefits	**394,142**	**393,343**	**352,115**	**625,173**	**642,777**	**17,604**	**3%**
Services and Supplies							
Professional & Administrative Services - 42	174,372	278,618	144,979	279,685	279,685	-	0%
Other Operating Expenses - 43	56,953	63,586	44,828	53,850	53,850	-	0%
Materials & Supplies - 44	2,406	549	9,413	1,500	1,500	-	0%
Total Services and Supplies	**233,731**	**342,753**	**199,220**	**335,035**	**335,035**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	24,699	110,365	-	400	400	-	0%
Debt Principal & Interest - 48	-	-	-	-	-	-	0%
Total Capital Outlay	**24,699**	**110,365**	**-**	**400**	**400**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	(84,294)	-	84,294	100%
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	241,431	226,150	152,239	377,959	536,625	158,666	30%
Legal Charges -46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	14,768	15,216	21,994	17,819	23,665	5,846	25%
Total Indirect Cost Allocations	**256,200**	**241,366**	**174,233**	**311,484**	**560,290**	**248,806**	**44%**
Total	**908,771**	**1,087,828**	**725,568**	**1,272,092**	**1,538,502**	**266,410**	**17%**
MEASURE S-2006 FUND - 105							
Professional & Administrative Services - 42	0	0	-	330,510	0	(330,510)	-100%
Total Measure S-2006 Fund	**-**	**-**	**-**	**330,510**	**-**	**(330,510)**	**-100%**
MEASURE S-2014 FUND - 106							
Salaries & Wages - 401	55,964	70,364	58,806	70,893	88,804	17,911	20%
Employee Benefits - 410	8,471	28,789	9,229	37,109	14,133	(22,976)	-163%
Professional & Administrative Services - 42	12	0	-	1	-	-	0%
Administrative Debits - 46122	-	-	-	84,294	-	-	0%
General Liability Insurance - 46201	3,286	3,351	4,315	3,511	4,669	1,158	25%
	67,734	**102,505**	**72,350**	**195,808**	**107,606**	**(3,907)**	**-4%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 163,530**	**$ 163,530**
Children's interview center	3,500		
Contra Costa County Jail fees	49,600		
County Crime Lab Services	58,000		
EBCRSA Contract - radios (5)	2,880		
Family Justice Center	500		
Miscellaneous Professional Services	4,050		
SART Exams	5,000		
Smart Guardian	10,000		
Video Surveillance System	30,000		
42106 Software Maintenance		**$ 28,000**	**$ 28,000**
Police Dispatch and Records Mgmt. Software (Tyler)	28,000		
42107 Equipment Maintenance		**$ 7,050**	**$ 7,050**
Crime prevention vehicle maintenance	1,000		
Radio Repairs	250		
Vehicle Maintenance	4,000		
Vehicle Repairs	1,500		
Vehicle Washing	300		
42108 Maintenance Structure/Imp		**$ 23,065**	**$ 23,065**
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		
42201 Office Expense		**$ 24,520**	**$ 24,520**
Community outreach office expenses	5,000		
Copier Supplies	500		
Office Supplies	12,720		
Postage & Equipment (Pitney)	3,000		
Printing Services (Concord)	800		
Printing Services (Eagle)	2,500		
42301 Travel and Training		**$ 10,100**	**$ 10,100**
Conferences (CALNENA)	$1,000		
Meetings	500		
Non POST training	5,600		
POST training	3,000		

42401 Memberships		**$ 420**	**$ 420**	
California Criminal Justice	$ 75			
CLEARS	50			
C.A.P.E.	45			
IAPE	50			
Nat'l Emergency Number Assn	200			
42501 Bank Fees		**$ 1,000**	**$ 1,000**	
42514 Special Department Expense		**$ 22,000**	**$ 22,000**	
Community outreach promotional items	$ 5,000			
Photographic supplies	500			
Lab supplies, mandated processing material	375			
Crime scene supplies	5,700			
GSR processing	5,335			
Fire extinguisher replacement	380			
Misc. special department expenses	4,710			
Total Professional/Administrative Fees				**$ 279,685**
4310X Utilities		**$ 53,850**	**$ 53,850**	
Electricity & Gas (PG&E)	$ 48,000			
Water (EBMUD)	3,800			
Cable	2,050			
44301 Fuel		**$ -**	**$ -**	
44410 Safety Clothing		**$ 1,500**	**$ 1,500**	
Aramark Uniform Service				
47101 Equipment		**$ 400**	**$ 400**	
Fax Machine	400			

MEASURE S-2006 FUND - 105

42105 Network Maintenance		**$ 330,510**	**$ 330,510**	
CAD/RMS City of San Pablo	$ 330,510			

GENERAL FUND - 100
POLICE DISPATCH WEST BAY COMMUNICATIONS CENTER - 223

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	966,336	1,072,000	710,691	1,099,793	1,144,906	45,113	4%
Overtime - 402	216,529	190,400	275,700	129,584	136,336	6,752	5%
Employee Benefits - 410	477,603	526,715	386,440	562,202	556,766	(5,436)	-1%
Total Salary & Benefits	**1,660,469**	**1,789,114**	**1,372,831**	**1,791,579**	**1,838,008**	**46,429**	**3%**
Services and Supplies							
Professional & Administrative Services - 42	41,002	23,084	18,811	74,721	80,282	5,561	7%
Other Operating Expenses - 43	11,430	12,724	8,712	10,400	10,400	-	0%
Materials & Supplies - 44			248				
Total Services and Supplies	**52,432**	**35,808**	**27,771**	**85,121**	**90,682**	**5,561**	**6%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,648	-	-	-	-	0%
Total Capital Outlay	**-**	**2,648**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	79,969	67,106	69,613	98,891	111,474	12,583	11%
IS Charges - 46124	33,332	35,208	22,315	41,687	57,432	15,745	27%
General Liability Insurance - 46126	52,190	58,928	73,512	59,810	71,509	11,699	16%
Total Indirect Cost Allocations	**165,490**	**161,241**	**165,440**	**200,388**	**240,415**	**40,027**	**17%**
Total	**1,878,391**	**1,988,812**	**1,566,042**	**2,077,088**	**2,169,105**	**92,017**	**4%**

MEASURE S - 2006 FUND - 105

Professional & Administrative Services - 42	1,955	-	-	-	-	-	0%
Total	**1,955**	**-**	**-**	**-**	**-**	**-**	**0%**

MEASURE S - 2014 FUND - 106

Overtime - 40201	25,000	-	-	-	-	-	0%
Total	**25,000**	**-**	**-**	**-**	**-**	**-**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2021/22	FY 2022/23
42101 Professional Services			**$ 9,645**	**$ 9,645**
800 MHz radio system maintenance	$	4,265		
EBCRSA Contract - 5 radios	$	2,880		
Language Interpretation Services		2,500		
42105 Network Maintenance			**$ 11,926**	**$ 11,926**
Cad/RMS *(City of San Pablo)*	$	11,926		
42106 Software Maintenance			**$ 12,000**	**$ 12,000**
Police Dispatch and Records Mgmt. Software (Tyler)	$	12,000		
42107 Equipment Maintenance			**$ 21,000**	**$ 26,561**
Call recorder/logger maintenance	$	14,000		
Dispatch headset/cord replacement		1,265		
Stancil maintenance		8,561		
General equipment maintenance		2,735		
42108 Maintenance Structure/Imp			**$ 6,500**	**$ 6,500**
Elevator Service	$	127		
HVAC Maintenance		241		
Janitorial Services		5,318		
Janitorial Supplies		757		
Pest Control Service		56		
42201 Office Expense			**$ 2,000**	**$ 2,000**
General Office Supplies	$	2,000		
4230X Travel and Training			**$ 10,000**	**$ 10,000**
Non-POST training		$1,500		
Meetings associated with dispatch function		500		
Conference attendance for APCO, PSAP, CLEWOA		1,000		
POST training		3,000		
Dispatcher Training		4,000		
42401 Memberships			**$ 150**	**$ 150**
WBCC portion of costs for APCO and CLEWOA participation.	$	150		
42514 Special Department Expense			**$ 1,500**	**$ 1,500**
DOJ fingerprints and background investigations on applicants.	$	1,500		
Total Professional/Administrative Services				**$ 80,282**
4310X Utilities			**$ 10,400**	**$ 10,400**
43103 Electricity & Gas (PG&E)	$	9,500		
43102 Water (EBMUD)		800		
43105 Cable		100		
47102 Computer Equipment			**$ -**	**$ -**

POLICE GRANT FUND - 204
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel						$ Change	% Change
Salaries & Wages - 401	194,234	58,416	-	-	-	-	0%
Overtime - 402	25,667	7,518	-	-	-	-	0%
Employee Benefits- 410	64,162	14,101	23	-	-	-	0%
Total Salary & Benefits	**284,062**	**80,035**	**23**	**-**	**-**	**-**	**0%**
Services and Supplies							
Professional & Administrative Services - 42	7,519	-	-	-	-	-	0%
Total Services and Supplies	**7,519**	**-**	**-**	**-**	**-**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	1,438	-	-	-	-	-	0%
Total Capital Outlay	**1,438**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
General Liability Insurance- 46201	11,003	5,964	-	-	-	-	0%
Total Indirect Cost Allocations	**11,003**	**5,964**	**-**	**-**	**-**	**-**	**0%**
Total	**304,023**	**85,999**	**23**	**-**	**-**	**-**	**0%**
TRAFFIC SAFETY FUND - 205							
Salaries & Wages - 401	4,704	-	5,334	7,280	7,800	520	7%
Employee Benefits - 410	707	209	681	820	1,013	193	19%
Professional & Administrative Services - 42	663	-	-	4,300	4,300	-	0%
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
General Liability Insurance -46201	325	356	443	361	446	85	19%
Total Indirect Cost Allocations	**6,399**	**565**	**6,458**	**20,261**	**21,059**	**798**	**4%**
SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206							
Administrative Debits - 46122	60,170	98,192	76,000	104,188	111,067	6,879	6%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42107 Equipment Maintenance		**$ -**	**$ -**
Crime prevention vehicle maintenance.	$ -		
4230X Travel & Training		**$ -**	**$ -**
Registration	$ -		
Mileage or Air	0		

TRAFFIC SAFETY FUND - 205

42107 Equipment Maintenance		**$ 2,000**	**$ 2,000**
Lidar repair & Supplies	$ 2,000		
42514 Special Department Expense		**$ 2,300**	**$ 2,300**
Citation printing	$ 2,300		
Total Professional/Administrative Services			**$ 4,300**
47101 Equipment		**$ 7,500**	**$ 7,500**
Repair/Replace Traffic Cameras	$ 7,500		

FIRE

Mission

The mission of the Pinole Fire Department is to provide fire prevention and suppression services in order to preserve life, property, and the environment.

Major Services and Functions

The Fire Department performs the following functions: fire suppression; fire prevention; rescue and life safety; Emergency Medical Services (EMS); and emergency preparedness and operations. The Fire Department operates out of Station 73 located in downtown Pinole. It is a partner agency, with the Rodeo-Hercules Fire Protection District and the Contra Costa County Fire Protection District ("Confire") in the Battalion 7 agreement, which enables automatic aid among the three agencies. The department normally operates one fire engine, staffed by a captain, engineer, and firefighter, at least one of which is a certified paramedic. The department operates additional apparatus during periods of increased fire danger.

FY 2021/22 Key Accomplishments

- Responded to over 2,800 calls for service.
- Led the campaign to procure $2M annually in County Tax Measure X funds to reopen Pinole Fire Station 74 as part of a broader county fire service integration effort.
- Filled key vacancies
    - Made appointments to the Administrative Fire Captain and Fire Prevention Captain assignments.
    - Conducted promotional exams for Fire Captain and Fire Engineer opportunities created by the administrative appointments.
    - Filled three allocated Firefighter/Paramedic positions and two Firefighter Trainee positions.
- Fortified the departmental wildland fire mitigation strategy.
    - Galbreth Hill, Pinole Valley Road, and Quinan Street Park wildland fire mitigation projects.
- Provided additional updates to the Emergency Operations Plan (EOP) per the City's Strategic Plan (Goal #1, Strategy #2).

FY 2022/23 Key Priorities and Projects

- Negotiate a contract for service with Confire through which Pinole Fire Station 74 will be reopened, subsidized by Measure X funds.
- Prepare Station 74 for reopening anent readiness and communications capability.
- Fill key vacancies in the Fire Captain, Fire Engineer, and Firefighter positions through the promotional and recruitment processes.
- Implement new information systems for incident response, narcotics tracking, payroll, policies and procedures management, incident report management, and training per the City's Strategic Plan (Goal #4, Strategy #6).
- Continue to provide career development training classes for staff, particularly company and chief officer certification.

Significant Special Projects for FY 2023/24 through FY 2026/27

- Restore the Community Emergency Response Team (CERT) program per the City's Strategic Plan (Goal #1, Strategy #3).
- Initiate a cost-recovery program to capture reimbursement opportunities from fire emergency-related insurance claims.

Major Changes in FY 2022/23 Budget

The FY 2021/22 budget increases for the Fire Department are primarily related to funding the department's fortified wildfire mitigation efforts (ongoing) and preparing Station 74 for reopening (one-time).

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Fire Chief	1.00	1.00	1.00	1.00	1.00
Battalion Chief	1.00	1.00	1.00	1.00	1.00
Captain	3.00	3.00	3.00	5.00	5.00
Fire Engineer	3.00	3.00	3.00	3.00	3.00
Firefighter/Paramedic	6.00	6.00	6.00	6.00	6.00
Firefighter	0.00	0.00	0.00	0.00	0.00
Management Analyst	1.00	1.00	1.00	1.00	1.00
Total	**15.00**	**15.00**	**15.00**	**17.00**	**17.00**

FIRE BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	3,195,023	4,604,922	2,658,473	3,965,759	4,212,704	246,945	6%
Measure S 2006 - 105	1,018,699	457,612	483,359	681,234	727,182	45,948	6%
Measure S 2014 - 106	301,089	367,274	315,130	445,249	574,542	129,293	23%
Total	**4,514,811**	**5,429,808**	**3,456,961**	**5,092,242**	**5,514,428**	**422,186**	**8%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,710,437	1,699,323	1,355,936	2,045,545	2,353,804	308,259	13%
Overtime - 402	471,902	506,280	389,275	303,510	309,936	6,426	2%
Employee Benefits - 410	1,038,920	1,097,045	1,028,053	1,476,955	1,602,331	125,376	8%
Total Personnel	**3,221,259**	**3,302,648**	**2,773,264**	**3,826,010**	**4,266,071**	**440,061**	**10%**
Services and Supplies							
Professional & Administrative Services - 42	684,184	857,617	355,567	863,150	843,700	(19,450)	-2%
Other Operating Expenses - 43	61,102	69,773	49,727	53,600	53,600	-	0%
Materials & Supplies - 44	65,351	48,148	71,569	66,000	66,000	-	0%
Total Services and Supplies	**810,637**	**975,537**	**476,862**	**982,750**	**963,300**	**(19,450)**	**-2%**
Capital Outlay							
Asset Acquisition/Improvement - 47	200,019	-	1,562	72,600	4,000	(68,600)	-1715%
Total Capital Outlay	**200,019**	**-**	**1,562**	**72,600**	**4,000**	**(68,600)**	**-1715%**
Debt Service							
Debt Principal and interest - 48	70,433	-	-	-	-	-	0%
Total Debt Service	**70,433**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46	(77,878)	-	-	-	-	-	0%
Administrative Debits - 46	77,878	954,080	-	-	-	-	0%
IS Charges - 46	88,571	73,700	47,092	85,408	119,465	34,057	29%
Legal Charges - 46	15,347	9,730	10,851	10,000	10,000	-	0%
General Liability Insurance - 46	108,543	114,113	147,249	115,474	151,592	36,118	24%
Total Indirect Cost Allocations	**212,462**	**1,151,623**	**205,192**	**210,882**	**281,057**	**70,175**	**25%**
Total	**4,514,811**	**5,429,808**	**3,456,881**	**5,092,242**	**5,514,428**	**422,186**	**8%**
EXPENDITURES BY PROGRAM							
Fire Operations - 231	4,514,811	5,429,808	3,456,961	5,092,242	5,514,428	422,186	8%
Total	**4,514,811**	**5,429,808**	**3,456,961**	**5,092,242**	**5,514,428**	**422,186**	**8%**

GENERAL FUND - 100
FIRE OPERATIONS - 231

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	1,324,743	1,251,503	957,825	1,483,550	1,721,498	237,948	14%
Overtime - 402	-	446,646	366,577	290,024	295,863	5,839	2%
Employee Benefits - 410	828,632	881,209	721,120	1,110,615	1,122,031	11,416	1%
Total Salary & Benefits	**2,153,374**	**2,579,358**	**2,045,522**	**2,884,189**	**3,139,392**	**255,203**	**8%**
Services and Supplies							
Professional & Administrative Services - 42	604,053	786,073	320,742	779,090	709,640	(69,450)	-10%
Other Operating Expenses -43	61,102	69,773	49,727	53,600	53,600	-	0%
Materials & Supplies - 44	65,351	48,148	71,569	66,000	66,000	-	0%
Total Services and Supplies	**730,506**	**903,993**	**442,038**	**898,690**	**829,240**	**(69,450)**	**-8%**
Capital Outlay							
Asset Acquisition/Improvement - 47	60,283	-	747	-	-	-	0%
Total Capital Outlay	**60,283**	**-**	**747**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Admin Debits - 46122	77,878	954,080	-	-	-	-	0%
IS Charges - 46124	88,571	73,700	47,092	85,408	119,465	34,057	29%
Legal Services - 46126	15,347	9,730	10,851	10,000	10,000	-	0%
General Liability Insurance - 46201	69,062	84,061	112,223	87,472	114,607	27,135	24%
Total Indirect Cost Allocations	**250,859**	**1,121,571**	**170,166**	**182,880**	**244,072**	**61,192**	**25%**
Total	**3,195,023**	**4,604,922**	**2,658,473**	**3,965,759**	**4,212,704**	**246,945**	**6%**

MEASURE S-2006 FUND - 105

Salaries & Wages - 401	158,390	248,379	250,717	351,751	402,790	51,039	13%
Overtime - 402	471,902	59,633	22,699	13,486	14,073	587	4%
Employee Benefits - 410	169,043	103,572	166,997	199,246	255,907	56,661	22%
Professional & Administrative Services - 42	58,169	26,204	19,821	26,560	26,560	-	0%
Materials & Supplies - 44	-	-	80	-	-	-	0%
Asset Acquisition/Improvement - 47	139,736		815	72,600	4,000	(68,600)	-1715%
Debt Principal - 48101	68,695	-	-	-	-	-	0%
Debt Interest - 48102	1,738	-	-	-	-	-	0%
Administrative Credits - 46121	(77,878)	-	-	-	-	-	0%
General Liability Insurance - 46201	28,903	19,823	22,230	17,591	23,852	6,261	26%
Total	**1,018,699**	**457,612**	**483,359**	**681,234**	**727,182**	**45,948**	**6%**

MEASURE S-2014 FUND - 106

Salaries & Wages - 401	227,304	199,441	147,393	210,244	229,516	19,272	8%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	41,245	112,264	139,936	167,094	224,393	57,299	26%
Professional & Administrative Services -	21,962	45,340	15,004	57,500	107,500	50,000	47%
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
General Liability Insurance - 46201	10,578	10,229	12,796	10,411	13,133	2,722	21%
Total	**301,089**	**367,274**	**315,130**	**445,249**	**574,542**	**129,293**	**23%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 479,550**	**$ 359,550**
Annual Physicals	$ 15,200		
CCC Cupa	500		
CCC Fire Protection District- Dispatch	167,446		
Crisis Resolution	5,000		
EBRCSA Radio contract -29 radios	16,704		
Fire Prevention - 4Leaf	120,000		
Maximum Security -Station 74	1,200		
Medic IQ Services	24,000		
Physio Control Annual Premium	2,500		
Recruitment	7,000		
42104 Paramedic Supplies		**$ 53,600**	**$ 53,600**
Medical Supplies	$ 39,200		
Medic CD ($1,200 x12)	14,400		
42106 Software Maintenance		**$ 15,000**	**$ 15,000**
Controlled Substance Software-Annual	$ 9,000		
Fire RMS Support	$ 6,000		
42107 Equipment Maintenance		**$ 77,100**	**$ 77,100**
3-4 Add'l Ipad Communication Radios for Apparatus	$ 12,000		
Apparatus Maintenance	40,000		
SCBA Hydrostatic Testing	10,100		
Miscellaneous tools/parts	10,000		
SCBA Maintenance	5,000		
42108 Maintenance Structure/Imp		**$ 14,370**	**$ 14,370**
Landscape Contract	$ 4,320		
Elevator Contract	800		
Heating and air contract	3,850		
Janitorial Supplies	4,950		
Pest Control Contract	450		
42201 Office Expense		**$ 4,000**	**$ 4,000**
New Office furniture	$ 4,000		
4230X Travel and Training		**$ 56,845**	**$ 56,845**
Annual Training	$ 48,700		
Training for Analyst/Dept	4,000		
EMT Recerts ($37 x 5)	185		
Paramedic Recerts ($240 x 9)	2,160		
EMS Reference Books	1,300		
42302 Mileage & Air	500		

42401 Memberships		**$ 625**	**$ 1,175**	
Fire Memberships	$ 625			
CAER Dues (Emergency response)	550			
42512 Weed Abatement		**$ 70,000**	**$ 120,000**	
Increased abatement for brush removal (City property)	$ 115,300			
Weed Abatement Campaign (private property)	4,700			
42514 Special Department Expense		**$ 8,000**	**$ 8,000**	
Miscellaneous Special Department Expenses	8,000			
Total Professional/Administrative Services				**$ 709,640**
4310X Utilities		**$ 50,600**	**$ 50,600**	
43103 PG&E	$ 40,000			
43102 EBMUD	10,000			
43101 Comcast	500			
43101 Telephone	100			
43201 Property Tax		**$ 3,000**	**$ 3,000**	
44301 Fuel		**$ 25,000**	**$ 25,000**	
44410 Safety Clothing		**$ 41,000**	**$ 41,000**	
Safety Clothing	$ 5,700			
Gloves and harness	5,700			
Replacement Turn-out Gear (6-sets)	23,900			
Foul Weather Gear	5,700			

MEASURE S-2006 FUND - 105

42101 Professional Services		**$ 11,560**	**$ 11,560**	
EBRCSA	$ 11,560			
42510 Admin Exp/Software Purchase		**$ 15,000**	**$ 15,000**	
Cordico Wellness Application	$ 10,000			
Lexipol	5,000			
Total Professional/Administrative Services				**$ 26,560**
47101 FF&E/Equipment		**$ 4,000**	**$ 4,000**	
Station 74 Generator - *prior year carryover*	$ 4,000			
47104 FF&E/Vehicles		**$ 68,600**	**$ -**	
Prior year carryover	$ -			

MEASURE S-2014 FUND - 106

42101 Professional Services		**$ 15,000**	**$ 15,000**	
Fire Academy	$ 15,000			
4230X Travel & Training		**$ 42,500**	**$ 42,500**	
Fire Training Academy- 2 participants	$ 30,000			
General Training	10,000			
Training Props	2,500			
42514 Admin Exp/Special Department Expense		**$ -**	**$ 50,000**	
EOC Safety Master Plan - *Prior year carryover from Police*	$ 50,000			
Total Professional/Administrative Services				**$ 107,500**

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PUBLIC WORKS

The Public Works Department is comprised of the following divisions:

- Administration and Engineering
- Road Maintenance
- Facility Maintenance
- Park Maintenance
- Storm Water
- Waste Reduction
- Water Pollution Control Plant
- 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 entire City road infrastructure network, which includes pavement, medians, street trees, landscaping, traffic signs, pavement markings, traffic signals, streetlights, curbs, and sidewalks.

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 2020/21 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 Waste Reduction 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 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 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 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 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 2021/22 Key Accomplishments

- Aggregated three annual slurry seal projects into one to create economies of scale
- Advanced the San Pablo Avenue bridge project through the Caltrans E-76 process
- Managed capital projects in process such as Hazel Street Storm Drain Improvements
- Commenced design of San Pablo Ave Rehabilitation Project, Tennent Ave Rehabilitation, Senior Center Auxiliary Parking Lot, and Tennent Avenue Pedestrian and Bike Improvements at Railroad Track
- Commenced the startup phase for the new asset management software, Beehive, focusing on parks, facilities, and sewer collection
- Received grant funds for Local Road Safety Plan, selected consultant, and commenced preparation of the plan
- Received grant funds to prepare an updated Pavement Condition Report
- Prepared grant application for WCCTAC STMP Call for Projects for planning and pre-engineering for Appian Way complete streets
- Approved and recorded several land actions
- The Waste Reduction Division oversaw the provision of the waste management services that the City is required to perform under the Regional Plan and oversaw the performance of the City's solid waste management contractor, Republic Services
- The Waste Reduction Division coordinated with a regional waste reduction education joint powers authority to which the City belongs, the West Contra Costa Integrated Waste Management Authority (WCCIWMA, "RecycleMore") and Republic Services regarding residential solid waste collection and reduction and household hazardous waste collection
- The Road Maintenance Division took delivery of patch paving truck and put it into service

- Installed lights in the street trees in Old Town for the 2021 holiday season and installed holiday road swags
- Improved our cost recovery procedures for damaged road infrastructure
- Increased cleaning efforts in City facilities and installed protective devices to provide a COVID-safe workplace
- Establish an effective vegetation management program (VPM)
- Received a perfect assessment, two years running, by the Contra Costa County Agriculture Department for chemical use
- Installed programmable locks in all City park restrooms to allow for longer hours of use
- Updated maintenance schedules to include new equipment in service as part of the WPCP Upgrade Project
- Replaced various equipment
- Instituted a new quarterly report on the status of implementation of the CIP

FY 2022/23 Key Priorities and Projects

- Continue work on Strategic Plan item to conduct a citywide asset condition assessment, which will be accomplished on an asset-by-asset basis
- Prepare a new Pavement Condition Report documenting the condition of the road infrastructure
- Deploy asset management software, which is key to the Strategic Plan item to develop a disciplined approach to funding infrastructure and maintenance improvements
- Continue environmental programs including solid waste and stormwater
- Evaluate opportunities to increase collaboration with private developers on projects, including the sale of City owned lots for development
- Implement the Capital Improvement Plan, including periodic updates
- Provide support to the Traffic and Pedestrian Safety Committee
- Pursue grant funding opportunities
- Represent Pinole in regional transportation, development, environmental, and planning processes
- Prepare for implementation of SB 1383
- Analyze the cost to replace additional non-LED streetlights with LED
- Put the new patch paving equipment into a routine service schedule to address spot repairs in roads
- Integrate the park system into the asset management program
- Reignite our partnership with Contra Costa Community Access Program (CAP) to perform monthly litter collection at local parks
- Use the new turf management plan to improve the soccer fields quality
- Improve operations in the aeration basin to achieve better nutrient removal
- Improve landscaping screening around the WPCP
- Install the last two in a series of educational signs along the Pinole Creek Trail about the WPCP and the San Pablo Bay

Significant Special Projects for FY 2023/24 through FY 2026/27

- 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

Major Changes in FY 2022/23 Budget

The Public Works Department budget for FY 2022/23 includes a number of changes relative to the FY 2021/22 budget, particularly regarding positions. The FY 2022/23 budget includes a new Associate Civil Engineer position and an additional Public Works Specialist position, both to accelerate the completion of capital projects. The budget also includes a new Development Services Technician position, which will be shared with Community Development, to manage GIS, record keeping, digitizing and update of public works applications, manage and update website information, and perform computer-aided design work.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Public Works Director	0.00	0.00	0.00	0.00	1.00
Development Services Director/City Engineer	0.50	0.50	0.50	1.00	0.00
Senior Project Manager	1.00	1.00	1.00	1.00	0.00
Capital Improvement and Environmental Program Manager	0.00	0.00	0.00	0.00	1.00
Associate Civil Engineer	0.00	0.00	0.00	0.00	1.00
Public Works Specialist	1.00	1.00	1.00	1.00	2.00
Administrative Assistant	1.00	1.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	0.00	1.00	1.00
Development Services Technician	0.00	0.00	0.00	0.00	.50
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	2.00	3.00	3.00
Public Works Workers	7.00	7.00	7.00	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	0.00	1.00
WPCP Operator	5.00	5.00	5.00	5.00	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	1.00	2.00	2.00
WPCP Intern	0.48	0.48	0.48	0.48	0.48
Total	**24.23**	**24.23**	**23.23**	**27.73**	**30.23**

Note that the Administrative Assistant position that had been budgeted in the Public Works Department until FY 2019/20 was moved to the City Manager department budget in FY 2020/21 to best reflect its primary tasks.

PUBLIC WORKS BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	988,239	949,421	715,484	2,160,616	2,099,788	(60,828)	-3%
Measure S 2014 - 106	533,540	386,165	612,570	2,986,375	3,046,964	60,589	2%
Gas Tax Fund - 200	577,100	1,376,992	306,558	1,074,728	715,647	(359,081)	-50%
Restricted Real Estate Maintenance Fund - 201	24,414	20,119	12,883	26,000	26,000	-	0%
Stormwater Fund - 207	289,103	272,838	226,198	437,685	408,189	(29,496)	-7%
AB939 Refuse Management Fund - 213	93,143	210,444	81,014	140,858	167,825	26,967	16%
Solid Waste Fund - 214	-	47,940	162,644	761,445	675,778	(85,667)	-13%
Measure J Fund - 215	101,471	111,905	91,024	888,259	639,880	(248,379)	-39%
Parkland Dedication Fund - 275	799	-	-	-	-	-	0%
Growth Impact Fund - 276	-	-	-	243,070	88,000	(155,070)	-176%
Lighting and Landscaping District - 310	38,172	53,599	30,552	62,125	62,125	-	0%
PV Park Caretaker Fund - 317	15,360	11,268	1,833	14,755	15,055	300	2%
Public Facilities Fund - 324	50	3,356	-	70,000	70,000	-	0%
City Streets Improvement Fund - 325	45,622	448,469	309,893	1,528,102	1,706,213	178,111	10%
Park Grants (Measure WW) - 327	-	-	-	189,758	189,758	-	-100%
Arterial Street Rehabilitation - 377	125,202	236,007	364,103	819,689	810,312	(9,377)	-1%
Sewer Enterprise Fund - 500	5,499,192	6,031,888	4,148,990	9,196,579	11,258,624	2,062,045	18%
Sewer Enterprise Plant Expansion - 503	189,188	635,724	292,470	-	-	-	0%
Total	**8,520,594**	**10,796,135**	**7,356,216**	**#########**	**21,980,158**	**1,380,114**	**6%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,957,229	1,948,751	1,448,351	2,378,663	2,861,561	482,898	17%
Overtime - 402	32,723	44,185	39,526	47,580	40,779	(6,801)	-17%
Employee Benefits - 410	1,416,624	1,459,701	876,849	1,466,684	1,468,249	1,565	0%
Total Personnel	**3,406,577**	**3,452,637**	**2,364,725**	**3,892,927**	**4,370,589**	**477,662**	**11%**
Services and Supplies							
Professional & Administrative Services - 42	661,867	958,258	555,537	1,970,818	1,756,883	(213,935)	-12%
Other Operating Expenses - 43	1,044,966	1,130,344	809,274	998,607	998,607	-	0%
Materials & Supplies - 44	826,909	798,173	723,103	1,307,700	1,563,200	255,500	16%
Total Services and Supplies	**2,533,741**	**2,886,775**	**2,087,914**	**4,277,125**	**4,318,690**	**41,565**	**1%**
Capital Outlay							
Asset Acquisition/Improvement - 47	938,763	2,681,144	1,542,496	9,869,502	10,505,224	635,722	6%
Total Capital Outlay	**938,763**	**2,681,144**	**1,542,496**	**9,869,502**	**10,505,224**	**635,722**	**6%**
Indirect Cost Allocations							
Administrative Credits - 46	(1,164,694)	(1,245,056)	(1,021,054)	(1,756,659)	(1,957,735)	(201,076)	10%
Administrative Debits - 46	1,369,228	1,479,816	1,211,210	2,029,205	2,338,956	309,751	13%
IS Charges - 46	112,999	95,314	75,220	150,775	223,842	73,067	33%
Legal Charges - 46	15,030	25,931	77,012	63,600	63,600	-	0%
General Liability Insurance - 46	151,653	148,465	151,390	124,063	165,368	41,305	25%
Total Indirect Cost Allocations	**484,215**	**504,470**	**493,777**	**610,984**	**834,031**	**223,047**	**27%**
Debt Service							
Debt Principal - 48101	-	-	329,000	997,026	1,020,383	23,357	2%
Debt Interest - 48102	612,491	621,332	191,322	612,480	591,241	(21,239)	-4%
Total Debt Service	**612,491**	**621,332**	**520,322**	**1,609,506**	**1,611,624**	**2,118**	**0%**
Depreciation							
Depreciation Expense - 47401	544,807	496,273	346,981	340,000	340,000	-	0%
Total Depreciation	**544,807**	**496,273**	**346,981**	**340,000**	**340,000**	**-**	**0%**
Transfers Out							
Transfers Out 49901	-	153,505	-	-	-	-	0%
Total Transfers Out	**-**	**153,505**	**-**	**-**	**-**	**-**	**0%**
Total	**8,520,594**	**10,796,135**	**7,356,216**	**#########**	**21,980,158**	**1,380,114**	**6%**
EXPENDITURES BY PROGRAM							
Administration & Engineering - 341	356,306	324,856	277,248	1,094,631	1,219,880	125,249	10%
Road maintenance - 342	824,237	2,160,432	1,331,294	5,540,471	4,786,317	(754,154)	-16%
Facility Maintenance - 343	613,802	747,667	645,421	2,021,930	1,939,172	(82,758)	-4%
NPDES Storm Water - 344	302,862	278,400	237,813	1,014,671	1,007,644	(7,027)	-1%
Park Maintenance - 345	603,692	353,125	260,850	1,478,211	1,538,571	60,360	4%
Waste Reduction - 346	93,143	210,444	81,014	140,858	167,825	26,967	16%
Pinole Valley Lighting & Landscaping 347-348	38,172	53,599	30,552	62,125	62,125	-	0%
Sewer Treatment Plant - 641	3,979,819	4,355,345	2,825,468	5,323,223	6,193,869	870,646	14%
Sewer Collection - 642	906,883	1,055,212	853,763	2,314,418	3,453,131	1,138,714	33%
Sewer Projects -Shared - 643	189,188	635,724	292,470	-	-	-	0%
WPCP/Equipment & Debt Svc. (Pinole Only) - 644	612,491	621,332	520,322	1,609,506	1,611,624	2,118	0%
Total	**8,520,594**	**10,796,135**	**7,356,216**	**#########**	**21,980,158**	**1,380,114**	**6%**

GENERAL FUND - 100
PUBLIC WORKS - ADMINISTRATION & ENGINEERING - 341

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salary & Wages - 401	424,802	387,725	243,536	412,963	711,299	298,336	42%
Overtime - 402	228	1,800	8,319	102	120	18	0%
Employee Benefits - 410	211,489	176,449	115,429	302,495	258,211	(44,284)	-17%
Total Salary & Benefits	**636,519**	**565,974**	**367,284**	**715,560**	**969,630**	**254,070**	**26%**
Services and Supplies							
Professional & Administrative Services - 42	8,877	17,219	113,908	339,200	102,400	(236,800)	-231%
Total Services and Supplies	**8,877**	**17,219**	**113,908**	**339,200**	**102,400**	**(236,800)**	**-231%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	325,500	327,500	2,000	1%
Total Capital Outlay	**-**	**-**	**-**	**325,500**	**327,500**	**2,000**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(474,770)	(514,784)	(429,073)	(740,387)	(869,923)	(129,536)	15%
Admin Debits - 46122	-	6,474	5,111	7,189	58,939	51,750	88%
IS Charges - 46124	60,000	46,154	37,503	79,295	99,110	19,815	20%
Legal Charges - 46126	7,257	8,067	9,968	8,000	8,000	-	0%
General Liability Insurance - 46201	35,603	21,998	29,902	24,329	40,707	16,378	40%
Total Indirect Cost Allocations	**(371,910)**	**(432,090)**	**(346,589)**	**(621,574)**	**(663,167)**	**(41,593)**	**6%**
Total	**273,487**	**151,103**	**134,603**	**758,686**	**736,363**	**(22,323)**	**-3%**
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	150,000	150,000	-	0%
Administrative Debits - 46122	-	59,825	52,028	65,458	146,518	81,060	55%
Total Measure S - 2014 Fund - 106	**-**	**59,825**	**52,028**	**215,458**	**296,518**	**81,060**	**27%**
GAS TAX FUND - 200							
Professional & Administrative Services - 42	-	2,023	-	-	-	-	0%
Total Gas Tax Fund - 200	**-**	**2,023**	**-**	**-**	**-**	**-**	**0%**
MEASURE J FUND - 215							
Other Operating Expenses - 43	7,564	5,055	3,688	4,400	4,400	-	0%
Administrative Debits - 46122	75,255	106,850	86,930	116,087	182,599	66,512	36%
Total Measure J Fund - 215	**82,819**	**111,905**	**90,618**	**120,487**	**186,999**	**66,512**	**36%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 310,000**	**$ 70,000**
General engineering services	$ 10,000		
SS2103 Recycled Water Feasibility	60,000		
42107 Equipment Maintenance		**$ 500**	**$ 500**
Maintenance of office equipment.	$ 500		
42201 Office Expense		**$ 1,000**	**$ 1,000**
General office supplies	$ 1,000		
4230X Travel and Training		**$ 2,800**	**$ 5,200**
Conference Registration	$ 2,000		
Mileage Air & Hotel	3,000		
Meal Allowance	200		
42401 Memberships		**$ 225**	**$ 525**
American Public Works Association (APWA)	$ 225		
Professional License Renewal	300		
42510 Software Purchase		**$ 24,500**	**$ 25,000**
Beehive	$ 20,000		
ArcGIS	2,500		
CAD+Misc	2,500		
42506 Bonds		**$ 175**	**$ 175**
	$ 175		
Total Professional/Administrative Services			**$ 102,400**
47103 Furniture		**$ 500**	**$ 2,500**
Furniture	$ 2,500		
4720X		**$ 325,000**	**$ 325,000**
47201 Weatherization/Energy Efficient program	$ 250,000		
47205 RO2106 Active Transportation Plan	75,000		

Measure S-2014 Fund

42101 Professional Services		**$ 150,000**	**$ 150,000**
On-call consultants for capital projects *(FY22 in 42108)*	$ 150,000		

MEASURE J FUND - 215

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 310,000**	**$ 70,000**
General engineering services	$ 10,000		
SS2103 Recycled Water Feasibility	60,000		
42107 Equipment Maintenance		**$ 500**	**$ 500**
Maintenance of office equipment.	$ 500		
42201 Office Expense		**$ 1,000**	**$ 1,000**
General office supplies	$ 1,000		
4230X Travel and Training		**$ 2,800**	**$ 5,200**
Conference Registration	$ 2,000		
Mileage Air & Hotel	3,000		
Meal Allowance	200		
42401 Memberships		**$ 225**	**$ 525**
American Public Works Association (APWA)	$ 225		
Professional License Renewal	300		
42510 Software Purchase		**$ 24,500**	**$ 25,000**
Beehive	$ 20,000		
ArcGIS	2,500		
CAD+Misc	2,500		
42506 Bonds		**$ 175**	**$ 175**
	$ 175		
Total Professional/Administrative Services			**$ 102,400**
47103 Furniture		**$ 500**	**$ 2,500**
Furniture	$ 2,500		
4720X		**$ 325,000**	**$ 325,000**
47201 Weatherization/Energy Efficient program	$ 250,000		
47205 RO2106 Active Transportation Plan	75,000		

Measure S-2014 Fund

42101 Professional Services		**$ 150,000**	**$ 150,000**
On-call consultants for capital projects *(FY22 in 42108)*	$ 150,000		

MEASURE J FUND - 215

GAS TAX FUND - 200
ROAD MAINTENANCE - 342

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	111,631	222,323	48,979	123,100	123,100	-	0%
Other Operating Expenses - 43	198,304	190,744	123,708	181,000	181,000	-	0%
Materials & Supplies - 44	52	872	726	2,000	2,000	-	0%
Total Services and Supplies	**309,988**	**413,938**	**173,413**	**306,100**	**306,100**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47*	129,781	817,521	16,203	564,445	155,000	(409,445)	-264%
Total Capital Outlay	**129,781**	**817,521**	**16,203**	**564,445**	**155,000**	**(409,445)**	**-264%**
Indirect Cost Allocations							
Administrative Debits - 46122	137,100	143,510	116,011	196,183	246,547	50,364	20%
Legal Charges - 46126	232	-	930	8,000	8,000	-	0%
Total Indirect Cost Allocations	**137,332**	**143,510**	**116,941**	**204,183**	**254,547**	**50,364**	**20%**
Total	**577,100**	**1,374,969**	**306,558**	**1,074,728**	**715,647**	**(359,081)**	**-244%**
GENERAL FUND - 100							
Salary & Wages - 401			9,926	75,875	83,113	7,238	9%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410			3,673	68,045	14,331	(53,714)	-375%
Professional & Administrative Services - 42	5,039	8,601	14,164	-	-	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
General Liability Insurance - 46201	-	-	4,619	4,938	4,775	(163)	-3%
Asset Acquisition/Improvements - 47*	-	-	1,306	170,000	170,000	-	0%
Admin Credits - 46121	-	-	(13,355)	(119,088)	(87,804)	31,284	-36%
Administrative Debits - 46122	23,412	23,555	17,609	25,514	28,554	3,040	11%
Total General Fund	**28,451**	**32,157**	**37,941**	**225,284**	**212,969**	**(12,315)**	**-6%**
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	-	-	-	116,708	94,184	(22,524)	-24%
Asset Acquisition/Improvement - 47*	29,210	66,590	139,748	644,869	533,328	(111,541)	-21%
Total Measure S - 2014	**29,210**	**66,590**	**139,748**	**761,577**	**627,512**	**(134,065)**	**-21%**
NPDES Storm Water Fund - 207							
Admin Debits - 46122	-	-	10,000	28,874	12,005	(16,869)	-141%
Total NPDES Storm Water Fund	**-**	**-**	**10,000**	**28,874**	**12,005**	**(16,869)**	**-141%**
SOLID WASTE FUND - 214							
Professional & Administrative Services - 42	-	2,240	8,336	60,000	60,000	-	0%
Admin Debits - 46122	-	-	4,452	58,645	88,478	29,833	34%
Legal Charges - 46126	-	-	27,576	-	-	-	0%
Asset Acquisition/Improvement -47*	-	-	122,281	217,800	102,300	(115,500)	-113%
Total Solid Waste Fund	**-**	**2,240**	**162,644**	**336,445**	**250,778**	**(85,667)**	**-34%**
MEASURE J FUND - 215							
Professional & Administrative Services - 42	-	-	-	-	48,930	48,930	100%
Admin Debits - 46122	-	-	-	29,772	21,951	(7,821)	-36%
Asset Acquisition/Improvement - 47*	18,651	-	406	736,000	380,000	(356,000)	-94%

City Streets Improvements Fund - 325							
Asset Acquisition/Improvement - 47*	45,622	448,469	309,893	1,528,102	1,706,213	178,111	10%
Total City Streets Improvements	**45,622**	**448,469**	**309,893**	**1,528,102**	**1,706,213**	**178,111**	**10%**
Arterial Streets Rehabilitation Fund - 377							
Asset Acquisition/Improvement - 47*	125,202	236,007	364,103	819,689	810,312	(9,377)	-1%
Total Arterial Streets Rehab Fund	**125,202**	**236,007**	**364,103**	**819,689**	**810,312**	**(9,377)**	**-1%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23	
42101 Professional Services		**$ 101,000**	**$ 101,000**	
Audit Services	$ 1,000			
General engineering survey contract	10,000			
Professional engineering support	20,000			
Traffic and signal maintenance	70,000			
42108 Maintenance Structure/Imp		**$ 20,000**	**$ 20,000**	
Hardware supplies and median maintenance	$ 20,000			
42514 Special Department Expense		**$ 2,100**	**$ 2,100**	
CCTA congestion management plan administration	$ 2,100			
Pinole's share of CTA Congestion Management Plan administrative costs.				
Total Professional/Administrative Services				**$ 123,100**
4310X Utilities		**$ 181,000**	**$ 181,000**	
Electricity costs for street lights, traffic lights and controls				
Electricity & Gas (PG&E)	$ 180,000			
EBMUD median irrigation	1,000			
44301 Fuel		**$ 2,000**	**$ 2,000**	
Fuel	$ 2,000			
47205 Improvements/Streets		**$ 564,445**	**$ 155,000**	
Pothole Repair Program	$ 40,000			
Roadway Stripping Program	15,000			
RO1708 Pinole Valley Road Improvements	100,000			
General Fund 100				
47205 Improvements/Streets		**$ 170,000**	**$ 170,000**	
RO2107 Brand St. Improvements	170,000			
MEASURE S - 2014 FUND - 106				
47101 Equipment		**$ 112,569**	**$ 28,000**	
Cold Plane Asphalt Grinder Tractor	28,000			
47104 Vehicles		**$ 216,000**	**$ 216,000**	
Hybrid Bucket Truck	216,000			
47204 Improvements/Sidewalk		**$ 20,000**	**$ 20,000**	
Sidewalk Improvements	20,000			
47205 Improvements/Streets		**$ 296,300**	**$ 269,328**	
Pedestrian Bridge Inspection & Maintenance	$ 100,000			
Traffic Sign Replacement	20,000			
RO1714 Safety Improvements at Appian Way & Marlesta	149,328			
SOLID WASTE FUND - 214				
42514 Special Department Expense		**$ 60,000**	**$ 60,000**	
Patch paving materials	$ 60,000			
47104 Vehicles		**$ 217,800**	**$ 102,300**	
Hydro Flush Truck	$ 102,300			
MEASURE J FUND - 215				
42401 Memberships		**$ -**	**$ 48,930**	
WCCTAC Dues	$ 48,930			
(Moved from General Govt)				
47204 Improvements/Sidewalks		**$ 15,000**	**$ 15,000**	
Sidewalk Maintenance Program	$ 15,000			
47205 Improvements/Streets		**$ 721,000**	**$ 365,000**	
Miscellaneous Roadway Repair	$ 15,000			
RO1714 Safety Improvements at Appian Way & Marlesta	350,000			
Road Maintenance Fund - 325				
47205 Improvements/Streets		**$ 1,528,102**	**$ 1,706,213**	
RO1710 San Pablo Ave Bridge over BNSF	$ 1,385,463			
RO1714 Safety Improvements at Appian Way & Marlesta	138,544			
RO1902 Pedestrian Improvements at Tennent Ave	61,556			

GENERAL FUND - 100
PUBLIC WORKS - FACILITY MAINTENANCE - 343

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	531,709	557,296	418,597	642,177	685,885	43,708	6%
Overtime - 402	2,157	7,533	7,016	6,131	1,330	(4,801)	-361%
Employee Benefits - 410	323,030	329,155	276,965	421,959	478,073	56,114	12%
Total Salary & Benefits	**856,896**	**893,983**	**702,577**	**1,070,267**	**1,165,288**	**95,021**	**8%**
Services and Supplies							
Professional & Administrative Services - 42	99,186	97,606	53,678	117,615	150,050	32,435	22%
Other Operating Expenses - 43	40,815	47,294	21,444	41,000	41,000	-	0%
Materials & Supplies - 44	21,857	34,897	44,410	32,700	73,200	40,500	55%
Total Services and Supplies	**161,859**	**179,796**	**119,532**	**191,315**	**264,250**	**72,935**	**28%**
Capital Outlay							
Asset Acquisition/Improvement - 47*	-	14,389	-	200,000	30,000	(170,000)	-567%
Total Capital Outlay	**-**	**14,389**	**-**	**200,000**	**30,000**	**(170,000)**	**-567%**
Indirect Cost Allocations							
Administrative Credits - 46121	(619,184)	(640,026)	(505,283)	(799,323)	(887,713)	(88,390)	10%
IS Charges - 46124	-	-	296	-	-	-	0%
General Liability Insurance - 46201	57,919	64,998	39,071	31,500	39,322	7,822	20%
Total Indirect Cost Allocations	**(561,265)**	**(575,028)**	**(465,916)**	**(767,823)**	**(848,391)**	**(80,568)**	**9%**
Total	**457,490**	**513,141**	**356,193**	**693,759**	**611,147**	**(82,612)**	**-14%**
MEASURE S - 2014 FUND - 106							
Administrative Debits - 46122	104,070	105,932	91,015	121,646	138,776	17,130	12%
Asset Acquisition/Improvement - 47*	27,778	59,420	185,330	1,118,525	1,101,249	(17,276)	-2%
Total Measure S - 2014 Fund	**131,848**	**165,352**	**276,345**	**1,240,171**	**1,240,025**	**(146)**	**0%**
RESTRICTED REAL ESTATE MAINTENANCE FUND - 201							
Professional & Administrative Services - 42	12,191	7,592	5,693	10,000	10,000	-	0%
Other Operating Expenses - 43	12,223	12,527	7,189	11,000	11,000	-	0%
Legal Charges - 46126	-	-	-	5,000	5,000	-	0%
Total Restricted Real Estate Maint.	**24,414**	**20,119**	**12,883**	**26,000**	**26,000**	**-**	**0%**
SOLID WASTE FUND - 214							
Transfers Out 49901	-	45,700	-	-	-	-	0%
Total Solid Waste Fund - 214	**-**	**45,700**	**-**	**-**	**-**	**-**	**0%**
MEASURE J FUND - 215							
Legal Charges - 46126	-	-	-	2,000	2,000	-	0%
Total Measure J Fund - 215	**-**	**-**	**-**	**2,000**	**2,000**	**-**	**0%**
PUBLIC FACILITIES FUND - 324							
Asset Acquisition/Improvement - 47	50	3,356	-	60,000	60,000	-	0%
Total Public Facilities Fund	**50**	**3,356**	**-**	**60,000**	**60,000**	**-**	**0%**

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MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23	
42101 Professional Services		**$ 3,500**	**$ 3,500**	
EBRCSA Professional Support	$ 3,500			
42107 Equipment Maintenance		**$ 35,500**	**$ 40,000**	
Vehicle maintenance and repair	$ 40,000			
42108 Maintenance/Structure Imp		**$ 76,000**	**$ 76,000**	
Elevator maintenance	$ 800			
Heating and air repair	16,000			
Janitorial service and supplies	13,000			
Landscape maintenance	3,000			
Lighting supplies	500			
Misc. hardware and maintenance	1,000			
Pest control and weed control	10,700			
Pacific facilities maintenance	11,000			
Improvements to planting/landscaping at City Hall	20,000			
4230X Travel and Training		**$ 2,100**	**$ 2,100**	
Technical training	$ 1,300			
Mileage, Air & Hotel	750			
Meal Allowance	50			
42401 Memberships		**$ 315**	**$ 750**	
M.S.A. (Maintenance Superintendents Association)	$ 750			
T.C.S.A. (Traffic Control Supervisory Association)				
Technical publications				
42511 Equipment Rental		**$ 200**	**$ 25,000**	
This is used to rent infrequently used equipment.	$ 25,000			
42513 Rent		**$ -**	**$ 2,700**	
Tennent Ave Parking lot. 401-142-012 (AT&T)	$ 2,700			
(Moved from General Gov't)				
Total Professional/Administrative Services				**$ 150,050**
4310X Utilities		**$ 37,000**	**$ 37,000**	
Gas/Electricity	$ 24,000			
Water	13,000			
43201 Property Tax		**$ 4,000**	**$ 4,000**	
44301 Fuel		**$ 12,700**	**$ 8,200**	
44306 Maintenance Supplies		**$ -**	**$ 45,000**	
44410 Safety Clothing		**$ 20,000**	**$ 20,000**	
The worker classifications in this division are supplied:	$ 20,000			
Uniforms, coveralls, and foul weather gear				
47201 Improvements/Building		**$ 200,000**	**$ 30,000**	
IN2101 Emergency Power for Critical Facilities	$ 30,000			

MEASURE S - 2014 FUND - 106

Hybrid Bucket Truck	$	274,318		
47201 Improvements/Building			**$ 844,207**	**$ 826,931**
FA1702 Citywide Roof Repairs and Replacement	$	272,000		
FA1703 City Hall Modernization		125,000		
FA1901 Senior center Auxiliary Parking Lot		149,120		
FA1902 Energy Upgrades		120,811		
FA2002 Electric Vehicle Charging Stations		50,000		
FA2202 Senior Center Modernization		60,000		
IN2201 Energy Audit		50,000		

RESTRICTED REAL ESTATE MAINTENANCE FUND - 201

42108 Maintenance/Structure Imp			**$ 10,000**	**$ 10,000**
Materials to maintain facilities owned by the former Redevelopment Agency.	$	10,000		
4310X Utilities			**$ 11,000**	**$ 11,000**
Gas/Electricity	$	5,000		
Water		6,000		

MEASURE J FUND - 215

47202 Improvements/Landscape-Medians			**$ 2,000**	**$ 2,000**
Sign Replacement Program	$	2,000		

STORM WATER FUND - 207
PUBLIC WORKS - National Pollution Discharge Elimination Systems (NPDES) STORM WATER - 344

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	57,952	32,610	27,128	132,569	120,569	(12,000)	-10%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	13,675	10,254	14,529	8,800	8,800	-	0%
Total Services and Supplies	**71,627**	**42,863**	**41,657**	**141,369**	**129,369**	**(12,000)**	**-9%**
Indirect Cost Allocations							
Administrative Debits - 46122	216,867	229,588	174,541	261,442	260,815	(627)	0%
Legal Charges - 46126	609	386	-	6,000	6,000	-	0%
Total Indirect Cost Allocations	**217,476**	**229,974**	**174,541**	**267,442**	**266,815**	**(627)**	**0%**
Total	**289,103**	**272,838**	**216,198**	**408,811**	**396,184**	**(12,627)**	**-3%**
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	25,000	-	(25,000)	-100%
Asset Acquisition/Improvement - 47*	13,759	5,562	21,615	337,790	523,460	185,670	35%
Total Measure S-2014	**13,759**	**5,562**	**21,615**	**362,790**	**523,460**	**160,670**	**31%**
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47*	-	-	-	243,070	88,000	(155,070)	-176%
Total Growth Impact Fund - 276	**-**	**-**	**-**	**243,070**	**88,000**	**(155,070)**	**-176%**

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MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23	
42101 Professional Services		**$ 22,000**	**$ 5,000**	
Contract support for Clean Water and NPDES	$ 5,000			
42107 Equipment Maintenance		**$ 15,000**	**$ 20,000**	
Storm drain, trash capture, street sweeper	$ 20,000			
42108 Building Structure Maintenance		**$ 14,779**	**$ 14,779**	
Trash capture devices	$ 5,000			
Lumber and supplies	9,779			
4220X Office Expenses		**$ 1,000**	**$ 1,000**	
42201 Miscellaneous office expenses	$ 500			
42202 Printing and Binding	500			
42514 Special Departmental Expense		**$ 79,790**	**$ 79,790**	
CCC Clean Water Program Support & Administration	$ 71,251			
NPDES Annual Permit	8,539			
Total Professional/Administrative Services				**$ 120,569**
44301 Fuel		**$ 8,000**	**$ 8,000**	
44410 Safety Clothing		**$ 800**	**$ 800**	
MEASURE S-2014 FUND - 106				
42101 Professional Services		**$ 25,000**	**$ -**	
Storm Drainage Master Plan-Phased	$ -			
47206 Improvements/Storm Drains		**$ 337,790**	**$ 523,460**	
SW1703 Storm Drainage Master Plan	$ 75,000			
SW1901 Storm Drainage Annual Rehabilitation	418,460			
SW2002 Adobe Road Repair and Drainage Improvements	30,000			
Growth Impact Fund 276				
47205 Improvements/Streets		**$ 200,000**	**$ -**	
RO1802 Hazel Street Gap Closure	$ -			
47206 Improvements/Storm Drains		**$ 43,070**	**$ 88,000**	
SW1901 Hazel Street Gap Closure	$ 58,000			
SW2001 Roble Road Drainage Improvements	30,000			

GENERAL FUND - 100
PUBLIC WORKS - PARK MAINTENANCE - 345

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	95,926	92,314	91,545	272,400	324,900	52,500	16%
Other Operating Expenses - 43	84,349	108,377	53,260	100,156	100,156	-	0%
Materials & Supplies - 44	1,248	2,932	6,184	500	500	-	0%
Total Services and Supplies	**181,523**	**203,624**	**150,989**	**373,056**	**425,556**	**52,500**	**12%**
Capital Outlay							
Asset Acquisition/Improvement - 47*	-	487	-	-	-	-	0%
Total Capital Outlay	**-**	**487**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	46,824	47,110	35,218	109,831	113,753	3,922	3%
Legal Charges - 46126	464	1,800	540	-	-	-	0%
Total Indirect Cost Allocations	**47,288**	**48,910**	**35,758**	**109,831**	**113,753**	**3,922**	**3%**
Total	**228,811**	**253,021**	**186,747**	**482,887**	**539,309**	**56,422**	**10%**
MEASURE S-2014 FUND - 106							
Asset Acquisition/Improvement - 47*	358,722	88,836	72,271	355,811	359,449	3,638	1%
Total Measure S-2014 Fund - 106	**358,722**	**88,836**	**72,271**	**355,811**	**359,449**	**3,638**	**1%**
Solid Waste Fund - 214							
Asset Acquisition/Improvement - 47*	-	-	-	425,000	425,000	-	0%
Total Solid Waste Fund - 214	**-**	**-**	**-**	**425,000**	**425,000**	**-**	**0%**
Parkland Dedication Fund - 275							
Asset Acquisition/Improvement - 47	799	-	-	-	-	-	0%
Total Parkland Dedication Fund - 275	**799**	**-**	**-**	**-**	**-**	**-**	**0%**
PV PARK CARETAKER FUND - 317							
Salaries & Wages - 401	12,038	8,892	-	11,960	11,960	-	0%
Employee Benefits - 410	1,585	1,050	448	1,347	1,555	208	15%
Professional & Administrative Services - 42	440	-	0	-	-	-	0%
Other Operating Expenses -43	673	697	656	856	856	-	0%
General Liability Insurance - 46201	623	629	728	592	684	92	16%
Total PV Park Caretaker Fund - 317	**15,360**	**11,268**	**1,833**	**14,755**	**15,055**	**300**	**2%**
Public Facilities Fund - 324							
Asset Acquisition/Improvement - 47	-	-	-	10,000	10,000	-	0%
Total Capital Outlay	**-**	**-**	**-**	**10,000**	**10,000**	**-**	**0%**
Park Grants (Measure WW) - 327							
Asset Acquisition/Improvement - 47*	-	-	-	189,758	189,758	-	0%
Total Capital Outlay	**-**	**-**	**-**	**189,758**	**189,758**	**-**	**0%**

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MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23	
42101 Professional Services		**$ 25,000**	**$ 25,000**	
Professional Support Services	$ 5,000			
Park Pedestrian Bridge Inspection	$ 20,000			
42107 Equipment Maintenance		**$ 5,000**	**$ 7,500**	
Off road equipment maintenance	$ 7,500			
42108 Maintenance/Structure Imp		**$ 177,000**	**$ 227,000**	
Landscape maintenance contract	$ 100,000			
Materials for parks, restrooms and play area	37,000			
Restroom cleaning on weekends	40,000			
Weekend Park Cleaning Service	50,000			
42401 Memberships		**$ 400**	**$ 400**	
CAPCA (California Agricultural Production Consultants Association)	$ 370			
P.A.P.A. (Pest Applicators Association)	$ 30			
42511 Equipment Rental		**$ 5,000**	**$ 5,000**	
Cost to rent infrequently used equipment.	$ 5,000			
42514 Admin Exp/Special Depart		**$ 60,000**	**$ 60,000**	
Recommendations of Beautification Ad Hoc Subcommittee	$ 60,000			
Total Professional/Administrative Services				**$ 324,900**
4310X Utilities		**$ 100,000**	**$ 100,000**	
Gas/Electricity	$ 10,000			
Water	90,000			
43201 Property Tax		**$ 156**	**$ 156**	
44301 Fuel		**$ 500**	**$ 500**	
MEASURE S-2014 FUND - 106				
47101 FF&E/Equipment		**$ 65,569**	**$ 17,009**	
Turf Mower	$ 17,009			
47103 FF&E/Furniture		**$ 5,000**	**$ 5,000**	
Annual Bench/Table repairs & Replacement	$ 5,000			
47104 Vehicles		**$ 45,000**	**$ 45,000**	
Vehicles	$ 45,000			
47203 Improvements/Parks		**$ 240,242**	**$ 292,440**	
Annual Resod at two parks	$ 10,000			
Public Tree Maintenance	20,000			
Replace Chips/Rubber Matting at various Parks	50,000			
PA1704 Park Master Plan	100,000			
PA2201 Pocket Park-Galbreth Ave	65,000			
PA2203 Playground Rubberized Surface Improvements	47,440			
47201 Improvements/Building		**$ -**	**$ -**	
New Restroom at Fernandez Park	$ -			
Solid Waste Fund - 214				
47203 Improvements/Parks		**$ 425,000**	**$ 425,000**	
PA2101 Installation of High Capacity Trash Bins	$ 425,000			
Public Facilities Fund - 324				
47203 Improvements/Parks		**$ 10,000**	**$ 10,000**	
Annual Building Maintenance program (Fund 324)	$ 10,000			

Park Grants (Measure WW) Fund - 327

AB 939 REFUSE MANAGEMENT FUND - 213
WASTE REDUCTION - 346

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	22,500	22,500	-	0%
Other Operating Expenses -43	-	-	-	-	-	-	0%
Total Services and Supplies	**-**	**-**	**-**	**22,500**	**22,500**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	92,408	102,639	81,014	115,858	142,825	26,967	19%
Legal Services - 46126	735	-	-	2,500	2,500	-	0%
Total Indirect Cost Allocations	**93,143**	**102,639**	**81,014**	**118,358**	**145,325**	**26,967**	**19%**
Transfers Out - 49901	-	107,805	-	-	-	-	0%
Total	**93,143**	**210,444**	**81,014**	**140,858**	**167,825**	**26,967**	**16%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 10,000**	**$ 10,000**
Consulting Services	$ 10,000		
42514 Special Department Expense		**$ 12,500**	**$ 12,500**
Litter pick up services	$ 12,500		

LIGHTING & LANDSCAPE DISTRICTS FUND - 310
PUBLIC WORKS - ZONE A, PINOLE VALLEY ROAD NORTH - 347
PUBLIC WORKS - ZONE B, PINOLE VALLEY ROAD SOUTH - 348

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	16,873	35,360	5,237	33,450	33,450	-	0%
Other Operating Expenses - 43	17,207	15,059	24,022	16,695	16,695	-	0%
Total Services and Supplies	**34,080**	**50,418**	**29,259**	**50,145**	**50,145**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	5,720	5,720	-	0%
Total Capital Outlay	**-**	**-**	**-**	**5,720**	**5,720**	**-**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	2,000	2,000	-	4,160	4,160	-	0%
Legal Charges - 46126	2,092	1,181	1,293	2,100	2,100	-	0%
Total Indirect Cost Allocations	**4,092**	**3,181**	**1,293**	**6,260**	**6,260**	**-**	**0%**
Total	**38,172**	**53,599**	**30,552**	**62,125**	**62,125**	**-**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 14,000**	**$ 14,000**
Contra Costa County traffic signal maintenance - Zone A	$ 7,000		
Cal Trans traffic signal maintenance - Zone A	1,000		
Contra Costa County traffic signal maintenance - Zone B	5,000		
Cal Trans traffic signal maintenance - Zone B	1,000		
42108 Maintenance Structures/Imp		**$ 19,450**	**$ 19,450**
Caltrans Traffic Signal Maintenance - Zone A	2,150		
Contra Costa county Public Works Traffic Signal - Zone A	6,500		
Labor, materials and equipment for maintenance - Zone A	650		
Pacific Site Management - Zone A	720		
Caltrans Traffic Signal Maintenance - Zone B	3,000		
Contra Costa county Public Works Traffic Signal - Zone B	5,000		
Labor, materials and equipment for maintenance - Zone B	650		
Pacific Site Management - Zone B	780		
Total Professional/Administrative Services			**$ 33,450**
4310X Utilities		**$ 16,695**	**$ 16,695**
Water (EBMUD) - Zone A	$ 3,800		
Electricity & Power - Zone A	4,765		
Water (EBMUD) - Zone B	2,800		
Electricity & Power - Zone B	5,330		
47202 Kaiser Medians		**$ 5,720**	**$ 5,720**
Capital Replacement Fund- Zone A	$ 2,600		
PG&E Street and highway lighting - Zone B	$ 3,120		

SEWER ENTERPRISE FUND - 500
SEWER TREATMENT PLANT - 641

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	748,925	741,861	592,199	978,226	1,088,962	110,736	10%
Overtime - 402	27,046	29,534	18,914	38,655	36,010	(2,645)	-7%
Employee Benefits - 410	764,025	837,547	371,059	536,184	547,954	11,770	2%
Total Personnel	**1,539,996**	**1,608,943**	**982,172**	**1,553,065**	**1,672,926**	**119,861**	**7%**
Services and Supplies							
Professional & Administrative Services - 42	189,211	348,643	118,699	377,000	373,000	(4,000)	-1%
Other Operating Expenses - 43	672,785	736,747	567,749	630,000	630,000	-	0%
Materials & Supplies - 44	776,528	737,165	647,897	1,249,000	1,464,000	215,000	15%
Total Services and Supplies	**1,638,524**	**1,822,556**	**1,334,345**	**2,256,000**	**2,467,000**	**211,000**	**9%**
Capital Outlay							
Asset Acquisition/Improvement - 47*	-	172,459	-	728,398	1,335,382	606,984	45%
Total Capital Outlay	**-**	**172,459**	**-**	**728,398**	**1,335,382**	**606,984**	**45%**
Indirect Cost Allocations							
Administrative Debits - 46122	303,146	276,932	235,750	333,605	221,614	(111,991)	-51%
IS Charges - 46124	30,052	29,901	23,163	46,799	77,577	30,778	40%
Legal Charges - 46126	980	1,723	1,577	15,000	15,000	-	0%
General Liability Insurance - 46201	45,532	48,175	61,893	50,356	64,370	14,014	22%
Total Indirect Cost Allocations	**379,709**	**356,731**	**322,383**	**445,760**	**378,561**	**(67,199)**	**-18%**
Depreciation							
Depreciation Expense - 47401	421,590	394,657	186,569	340,000	340,000	-	0%
Total Depreciation	**421,590**	**394,657**	**186,569**	**340,000**	**340,000**	**-**	**0%**
Total	**3,979,819**	**4,355,345**	**2,825,468**	**5,323,223**	**6,193,869**	**870,646**	**14%**

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23	
42101 Professional Services		**$ 65,000**	**$ 85,000**	
Engineering contract services	$ 50,000			
PCTV quarterly subcommittee meeting	5,000			
Railroad Ave. bridge right of way study	30,000			
42107 Equipment Maintenance		**$ 130,000**	**$ 110,000**	
Equipment service	$ 110,000			
42108 Maintenance Structure/Imp		**$ 78,000**	**$ 78,000**	
Janitorial services	$ 10,000			
Various structure refurbishment	68,000			
42109 Compliance Inspections		**$ 62,000**	**$ 35,000**	
Laboratory supplies and safety equipment	$ 15,000			
Public outreach materials	10,000			
Sampling analysis	10,000			
42201 Office Expense		**$ 5,000**	**$ 7,000**	
Miscellaneous office supplies	$ 7,000			
4230X Travel and Training		**$ 7,000**	**$ 28,000**	
42301 State Certified operators training	$ 7,000			
42301 Class B Driver License Training	20,000			
42302 Mileage, Air	1,000			
42401 Memberships		**$ 20,000**	**$ 20,000**	
Bay Area Clean Water Assoc.(BACWA)	$ 12,000			
Joint CWEA/WEF membership	4,000			
Technical publications	4,000			
42510 Software Purchase		**$ -**	**$ -**	
	$ -			
42511 Equipment Rental		**$ 10,000**	**$ 10,000**	
	$ 10,000			
Total Professional/Administrative Services				**$ 373,000**
4310X Utilities		**$ 630,000**	**$ 630,000**	
PG&E	$ 620,000			
EBMUD	10,000			
Total Other Operating Expenses				**$ 630,000**

44301 Fuel		**$ 10,000**	**$ 10,000**	
44302 Sludge Removal		**$ 300,000**	**$ 250,000**	
Digester Cleaning	$ 250,000			
44303 Chemicals		**$ 575,000**	**$ 750,000**	
Chemicals for Plant Operations	$ 750,000			
44304 Permit Fees		**$ 129,000**	**$ 129,000**	
BAAQMD	$ 16,000			
BACQA	16,000			
NPDES permit fee renewal	75,000			
Regional Monitoring of Metals (SFEI)	22,000			
44305 Laboratory Operations		**$ 85,000**	**$ 100,000**	
Accelerated Chronic Toxinicy Testing	$ 15,000			
Laboratory supplies	85,000			
44306 Maintenance Supplies		**$ 130,000**	**$ 200,000**	
	$ 200,000			
44410 Safety Clothing		**$ 20,000**	**$ 25,000**	
Laundry service for uniforms, safety shoes/boots, gloves, etc.	$ 25,000			
Total Materials and Supplies				**$ 1,464,000**
47101 Equipment		**$ 340,000**	**$ 340,000**	
Depreciation- Pinole only	$ 340,000			
47104 Vehicles		**$ 200,000**	**$ 125,000**	
Forklift	$ -			
Portable self priming pump	125,000			
47201 Improvements/Building		**$ 528,398**	**$ 1,200,000**	
As-Built WWTP Drawings	75,000			
Blower Optimization	35,000			
Boiler Rehabilitation	45,000			
Centrifuge Feed Pump Replacement	50,000			
Digester Feed Pump Replacement	75,000			
Energy Recovery Building Roof	45,000			
Misc. Plant Improvements	75,000			
SS2002 Water Pollution Control Plant Lab Remodel	100,000			
SS2101 Second Clarifier - Center Column Rehabilitation	350,000			
SS2102 Air Release Valve Replacement	50,000			
SS2202 Replacement of Diesel Tank	150,000			
SS2203 Effluent Outfall Project Design	150,000			
47205 Improvements/Street		**$ -**	**$ 10,382**	
RO2102 Tennent Ave. Rehabilitation	10,382			

SEWER ENTERPRISE FUND - 500
SEWER COLLECTION - 642

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	239,755	252,977	184,093	257,462	280,342	22,880	8%
Overtime - 402	3,293	5,318	5,276	2,692	3,319	627	19%
Employee Benefits - 410	116,495	115,501	109,275	136,654	168,125	31,471	19%
Total Personnel	**359,542**	**373,796**	**298,644**	**396,808**	**451,786**	**54,978**	**12%**
Services and Supplies							
Professional & Administrative Services - 42	64,541	88,227	68,145	307,984	237,984	(70,000)	-29%
Other Operating Expenses - 43	11,045	13,845	7,558	13,500	13,500	-	0%
Materials & Supplies - 44	13,548	12,054	9,358	14,700	14,700	-	0%
Total Services and Supplies	**89,134**	**114,125**	**85,061**	**336,184**	**266,184**	**(70,000)**	**-26%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	147,743	-	1,138,457	2,192,553	1,054,096	48%
Total Capital Outlay	**-**	**147,743**	**-**	**1,138,457**	**2,192,553**	**1,054,096**	**48%**
Indirect Cost Allocations							
Administrative Credits - 46121	(70,741)	(90,247)	(73,343)	(97,861)	(112,295)	(14,434)	13%
Administrative Debits - 46122	368,146	375,401	301,531	438,233	577,238	139,005	24%
IS Charges - 46124	22,948	19,259	14,258	24,681	47,155	22,475	48%
Legal Charges - 46126	2,661	855	1,459	15,000	15,000	-	0%
General Liability Insurance - 46201	11,976	12,664	15,177	12,348	15,510	3,162	20%
Total Indirect Cost Allocations	**334,990**	**317,932**	**259,082**	**392,401**	**542,608**	**150,208**	**28%**
Depreciation							
Depreciation Expense - 47401	123,217	101,616	160,413	-	-	-	0%
Total Depreciation	**123,217**	**101,616**	**160,413**	**-**	**-**	**-**	**0%**
Total	**906,883**	**1,055,212**	**803,200**	**2,263,850**	**3,453,131**	**1,189,282**	**34%**
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47*	-	-	50,563	50,568	-	(50,568)	-100%
Total Measure S - 2014	**-**	**-**	**50,563**	**50,568**	**-**	**(50,568)**	**-100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 255,000**	**$ 185,000**
Contractors for isolated emergency repairs	$ 10,000		
CCTV Large Sewer pipes	100,000		
Sanitary Sewer overflow mitigation	50,000		
Sewer flow modeling	20,000		
Wildan Assessment services	5,000		
42107 Equipment Maintenance		**$ 20,000**	**$ 20,000**
Vehicle maintenance and repair	$ 20,000		
42108 Maintenance Structure/Imp		**$ 2,500**	**$ 2,500**
	$ 2,500		
42201 Office Expense		**$ 150**	**$ 150**
Office supplies, includes reprinting of map books.	$ 150		
42301 Travel and Training		**$ 1,000**	**$ 1,000**
Technical training programs for sewer maintenance, confined space entry and street safety procedures.	$ 1,000		
42401 Memberships		**$ 1,000**	**$ 1,000**
Joint CWEA/WEF membership	$ 765		
Technical publications	$ 235		
42510 Software Purchase		**$ 8,334**	**$ 8,334**
Asset Management Software-annual license fee	$ 8,334		
42511 Equipment Rent		**$ 5,000**	**$ 5,000**
	$ 5,000		
42514 Special Department Expense		**$ 15,000**	**$ 15,000**
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	$ 15,000		
Total Professional/Administrative Services			**$ 237,984**
4310X Utilities		**$ 13,500**	**$ 13,500**
PG&E	$ 9,000		
EBMUD	4,500		
44301 Fuel		**$ 8,000**	**$ 8,000**
44304 Permit Fee		**$ 3,000**	**$ 3,000**
SWRCB Permit Fee	$ 3,000		
44410 Safety Clothing		**$ 3,700**	**$ 3,700**
Uniforms, coveralls, foul weather gear, gloves	$ 3,700		
47104 Vehicles		**$ 442,200**	**$ 207,700**
Vacuum Truck	$ -		
Hydro Flush Truck	207,700		
47201 Improvements		**$ 696,257**	**$ 1,984,853**
Deferred Collection repairs	$ 395,000		
IN2001 Sanitary Sewer Collection System Master Plan	$ 89,853		
SS2201 Sanitary Sewer Rehabilitation	1,500,000		

SEWER ENTERPRISE PLANT EXPANSION FUND - 503
SEWER PROJECTS - SHARED - 643

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Service and Supplies							
Professional & Administrative Services - 42	-	3,500	25	-	-	-	0%
Total Services and Supplies	**-**	**3,500**	**25**	**-**	**-**	**-**	**0%**
Capital Outlay							
Asset Acquisition /Improvement - 47	0	0	0	0	0	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Legal Charges - 46126	-	11,920	33,670	-	-	-	0%
Total Indirect Cost Allocations	**-**	**11,920**	**33,670**	**-**	**-**	**-**	**0%**
Depreciation							
Depreciation Expense - 47401	189,188	620,304	258,775	-	-	-	0%
Total Depreciation	**189,188**	**620,304**	**258,775**	**-**	**-**	**-**	**0%**
Total	**189,188**	**635,724**	**292,470**	**-**	**-**	**-**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ -**	**$ -**
Construction Management of Plant Upgrades	$ -		
Hercules-Construction management of plan			
42501 Bank Fees		**$ -**	**$ -**
Wells Fargo Bank Fees	$ -		
47201 Building		**$ -**	**$ -**
WPCP upgrades- Contingency	$ -		
WPCP upgrades- HDR	$ -		
WPCP upgrades- Hercules Share	$ -		
WPCP upgrades- Kiewit	-		

SEWER ENTERPRISE FUND - 500
WPCP / EQUIPMENT AND DEBT SERVICE (PINOLE ONLY) - 644

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Service and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Total Services and Supplies	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Debt Service							
Debt Principal - 48101	-	-	329,000	997,026	1,020,383	23,357	2%
Debt Interest - 48102	612,491	621,332	191,322	612,480	591,241	(21,239)	-4%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
Total Debt Service	**612,491**	**621,332**	**520,322**	**1,609,506**	**1,611,624**	**2,118**	**0%**
Total	**612,491**	**621,332**	**520,322**	**1,609,506**	**1,611,624**	**2,118**	**0**

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	-	-		-	0%
	-	**-**	**-**	**-**	**-**	**-**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ -**	**$ -**
Auditing Services	$ -		
4810X Wastewater Revenue Bonds, Series 2016		**$ 518,866**	**$ 522,440**
48101 - Principal	$ 341,000		
48102 - Interest	181,440		
4810X 2016 Clean Water State Revolving fund loan		**$ 518,866**	**$ 1,089,184**
48101 - Principal	$ 679,383		
48102 - Interest	409,801		

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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. New to FY22/23, planning staff oversees the public art program.

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. 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 creative 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, investing limited City affordable housing resources to provide affordable housing units and support to the homeless, and developing or disposing of the City's remaining real property assets inherited from the former Pinole Redevelopment Agency affordable housing program.

The Economic Development Division is a 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 2021/22 Key Accomplishments

- Reorganized Community Development to improve service delivery and add housing and economic development
- Staffed a permit counter during the ever-evolving COVID-19 pandemic and shift to 100% electronic permitting
- Streamlined paperless permit processing by adjusting internal permit processing procedures
- Guided the issuance of 534 construction permits with a value of over $9,000,000
- Performed 1,796 inspections for building, electrical, mechanical, plumbing, Title-24 and accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects
- Helped property owners in Pinole go green by implementing "Solar Tuesdays" to expedite permitting of solar projects
- Navigated and resolved a significant backlog of building permit applications with the retention of temporary permit technician services
- Developed policies and procedures related to building permit refunds, extensions and reactivations

- Secured a consultant to assist the City with contracting and implementation of a major project to upgrade and migrate the City's current TRAKiT system to the latest version and integrate eTRAKiT paperless Building, Planning, Public Works permitting
- Solicited proposals, facilitated contracting, and kicked off an update of the City's Housing and Health & Safety Elements and the creation of a new Environmental Justice Element
- Conducted a Greenhouse Gas (GHG) emission inventory which will serve as an essential foundation for a development of Climate Action Plan
- Opened 292 and closed 294 code enforcement cases
- Initiated enforcement of tobacco retailer regulations
- Prepared to file for court action to abate in several cases
- Refined the program for and performed extensive proactive weed abatement in coordination with Pinole Fire Department
- Initiated Municipal Code Amendments to clarify and improve code enforcement procedures in collaboration with the City Attorney's office
- Assisted the Redevelopment Successor Agency Division with the sale of two properties owned by the Redevelopment Successor Agency fund, located at 2361 San Pablo Avenue and 2279 Park Street.
- Developed program design parameters and launched the Pinole Perks Community Gift Card, which utilizes ARPA monies and is aimed at providing a boost to the local economy in addition to providing discounts on goods and services to Pinole community members
- Reengaged with the Chamber of Commerce by partnering on the Pinole Perks Community Gift card program
- Oversaw, with the City Manager's Department, the development of the Comprehensive Economic Development Strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region

FY 2022/23 Key Priorities and Projects

- Create succession planning opportunities in the Department by establishing flexible staffing positions
- Continue to develop and refine forms, policies and procedures related to building and planning permits
- Prepare and release an RFP for professional services to streamline housing project approvals and evaluate updates to the General Plan and Three Corridors Specific Plan, a Strategic Plan item
- Complete the updates to the City's Housing, Health and Safety and Environmental Justice Elements by May 31, 2023
- Partner with SEI to engage a Climate Corps Fellow to provide assistance for sustainability initiatives
- Prepare, adopt and begin implementation of the first Climate Action Plan
- Coordinate inspection and verify compliance with projects' Conditions of Approval
- Conduct environmental review and monitoring for projects affecting the City of Pinole

- Coordinate with City Attorney's office on creation and adoption of a Historical Ordinance
- Ensure that LEAP, REAP and SB2 grant funds are utilized on Housing Element related initiatives
- Update the General Plan and Three Corridors Specific Plan EIR so that high-density residential projects can utilize the EIR for project-specific CEQA clearances
- Coordinate with Public Works to partner regionally to improve and enhance transportation circulation, a Strategic Plan Strategy
- Update Title 8 of the Pinole Municipal Code to account for the 2022 Triennial Edition of the California Building Standards Code (Cal. Code Regs., Title 24) and any local amendments by December 31, 2022
- Upgrade and migrate the City's current outdated TRAKiT system to the latest version and integrate eTRAKiT citizen portal for paperless Building, Planning, Public Works permitting, in addition to other integrations such as GIS to greatly improve customer self-service options
- Launch SolarAPP+, automating solar permitting for residential rooftop solar installations, creating efficiencies and enhancing the City's compliance with solar permitting regulations
- Integrate the GreenHalo waste management/recycling tracking system with online permitting in order to automate the management, verification and filing of recovery reports
- Conduct a four-year review of current contracts for building permit plan check services, develop and release a request for proposals for plan check services, negotiate and implement contracts that provide the best value and service for the community
- Conduct Building and Rental Inspection and document results
- More robustly contract for seasonal weed abatement code enforcement services in order to maintain consistent proactive general code enforcement service levels
- Establish a Tobacco Retailer License fee and ensure that tobacco retailers comply with application requirements
- Implement, monitor and report successes of the Pinole Perks Community Gift Card program
- Nurture an inviting climate for doing business in Pinole
- With the City Manager department, implement the Comprehensive Economic Development Strategy Partner with regional for and non-profit housing organizations to provide an array of housing options, a Strategic Plan item
- Develop a routine reporting/dashboard mechanism for the community so that Department successes and activities are transparent

Significant Special Projects for FY 2023/24 through FY 2026/27

- 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 2022/23 Budget

The Community Development Department budget for FY 2022/23 includes one notable change relative to the FY 2021/22 budget, which is the addition of a new position, Development Services Technician, which will be shared with Public Works. The position will administer electronic permit tracking systems and support databases critical to the departments (e.g., TRAKiT and ESRI GIS), perform regular departmental updates to the City website, serve as the records manager for both departments, facilitate public records requests and assist the Department Heads with developing and issuing RFPs, drafting and circulating contracts and amendments for signature, and maintaining records of contracts for both departments. The vacant Senior Building Inspector position is also elevated to a Building Official who will assist in management of the Building Division.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Development Services Director	0.50	0.50	0.50	0.00	0.00
Community Development Director	0.00	0.00	0.00	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	1.00	0.00
Building Official	0.00	0.00	0.00	0.00	1.00
Building Inspector	0.00	0.00	1.00	1.00	0.00
Building Inspector I/II	0.00	0.00	0.00	0.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	0.00
Code Enforcement Officer I/II	0.00	0.00	0.00	0.00	1.00
Permit Technician	1.48	2.00	2.00	2.00	0.00
Permit Technician I/II	0.00	0.00	0.00	0.00	2.00
Development Services Technician	0.00	0.00	0.00	0.00	0.50
Total	**4.98**	**5.50**	**6.50**	**7.00**	**7.50**

COMMUNITY DEVELOPMENT BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	173,693	173,504	139,812	369,885	507,464	137,579	27%
Measure S 2014 - 106	43,460	-	-	20,000	20,000	-	0%
Building and Planning - 212	1,076,067	987,604	1,090,525	2,406,969	2,410,794	3,825	0%
Housing Assets for Resale - 285	69,688	44,092	84,819	228,798	327,475	98,677	30%
Recognized Obligation Retirement Fund - 750	300,640	352,370	167,612	194,899	227,378	32,479	14%
Total	**1,663,548**	**1,557,569**	**1,482,768**	**3,220,551**	**3,493,111**	**272,560**	**8%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	217,812	355,144	324,643	700,819	938,684	237,865	25%
Overtime - 402	621	2,042	154	1,071	12,727	11,656	92%
Employee Benefits - 410	96,449	148,375	134,254	339,828	388,394	48,566	13%
Total Personnel	**314,881**	**505,562**	**459,051**	**1,041,718**	**1,339,805**	**298,087**	**22%**
Services and Supplies							
Professional & Administrative Services - 42	765,107	519,166	665,337	1,476,218	1,641,346	165,128	10%
Other Operating Expenses - 43	7,295	16,236	3,704	8,150	8,150	-	0%
Materials & Supplies - 44	1,511	996	863	4,800	5,500	700	13%
Total Services and Supplies	**773,914**	**536,398**	**669,904**	**1,489,168**	**1,654,996**	**165,828**	**10%**
Capital Outlay							
Asset Acquisition/Improvement - 47	29,430	-	1,777	3,000	5,500	2,500	45%
Total Capital Outlay	**29,430**	**-**	**1,777**	**3,000**	**5,500**	**2,500**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46	(9,365)	(18,046)	(247,793)	(317,057)	(416,269)	(99,212)	24%
Administrative Debits - 46	374,472	337,276	457,420	623,168	683,151	59,983	9%
IS Charges - 46	69,693	31,872	31,051	280,846	96,489	(184,357)	-191%
Legal Charges - 46	88,283	137,269	68,698	65,000	75,000	10,000	13%
General Liability Insurance - 46	22,241	27,239	42,660	34,708	54,439	19,731	36%
Total Indirect Cost Allocations	**545,323**	**515,609**	**352,036**	**686,665**	**492,810**	**(193,855)**	**-39%**
Operating Transfers Out - 49	-	-	-	-	-	-	0%
Total	**1,663,548**	**1,557,569**	**1,482,768**	**3,220,551**	**3,493,111**	**272,560**	**8%**
EXPENDITURES BY PROGRAM							
Development Services Planning - 461	449,729	432,647	488,119	1,413,110	1,414,478	1,368	0%
Development Services Building - 462	645,050	565,540	605,791	1,259,535	1,226,944	(32,591)	-3%
Successor Agency to the Pinole Redevelopment - 463	300,640	352,370	167,612	194,899	227,378	32,479	14%
Housing Administration - 464	69,688	44,092	84,819	151,060	274,039	122,979	45%
Code Enforcement - 465	198,440	162,921	136,427	201,947	253,452	51,505	20%
Economic Development - 466	-	-	-	-	96,820	96,820	100%
Total	**1,663,548**	**1,557,569**	**1,482,768**	**3,220,551**	**3,493,111**	**272,560**	**8%**

BUILDING & PLANNING FUND - 212
DEVELOPMENT SERVICES - PLANNING - 461

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	78,108	141,945	176,150	329,776	358,221	28,445	8%
Employee Benefits - 410	27,203	46,690	84,551	168,802	199,910	31,108	16%
Total Salary & Benefits	**105,311**	**188,635**	**260,701**	**498,578**	**558,131**	**59,553**	**11%**
Services and Supplies							
Professional & Administrative Services - 42	293,645	188,051	398,531	855,628	825,844	(29,784)	-4%
Other Operating Expenses - 43	1,674	2,348	850	1,550	1,550	-	0%
Materials & Supplies - 44	1,511	996	541	1,000	1,500	500	33%
Total Services and Supplies	**296,831**	**191,394**	**399,922**	**858,178**	**828,894**	**(29,284)**	**-4%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	981	2,000	2,000	-	0%
Total Capital Outlay	**-**	**-**	**981**	**2,000**	**2,000**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	(9,365)	(18,046)	(218,585)	(253,610)	(269,766)	(16,156)	6%
Administrative Debits - 46122	-	6,474	10,000	-	16,906	16,906	100%
IS Charges - 46124	-	-	462	958	2,188	1,230	56%
Legal Charges - 46126	30,805	45,975	11,181	25,000	25,000	-	0%
General Liability Insurance - 46201	7,435	7,632	20,072	16,331	20,497	4,166	20%
Total Indirect Cost Allocations	**28,875**	**42,035**	**(176,870)**	**(211,321)**	**(205,175)**	**6,146**	**-3%**
Total	**431,016**	**422,064**	**484,734**	**1,147,434**	**1,183,850**	**36,416**	**3%**

GENERAL FUND - 100

Professional & Administrative Services - 42	-	1,560	3,385	80,000	85,000	5,000	6%
Administrative Debits - 46122	4,683	9,023	-	87,938	72,192	(15,746)	-22%
Total	**4,683**	**10,583**	**3,385**	**167,938**	**157,192**	**(15,746)**	**-10%**

MEASURE S - 2014 FUND - 106

Professional & Administrative Services - 42	14,030	-	-	20,000	20,000	-	0%
Total	**14,030**	**-**	**-**	**20,000**	**20,000**	**-**	**0%**

Housing Fund - 285

Administrative Debits - 46122	-	-	-	77,738	53,436	(24,302)	-45%
Total	**-**	**-**	**-**	**77,738**	**53,436**	**(24,302)**	**-45%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 814,216**	**$ 742,350**
Contract Planning Augmentation	$ 189,000		
Environmental Review - Housing, Health & Safety	200,000		
Objective Design Standsrds/Historic	200,000		
Project Traffic Studies and CEQA Assistance	100,000		
Scanning/Archiving	50,000		
Translation Services	3,350		
4220X Office Expense		**$ 1,000**	**$ 31,000**
42201 Miscellaneous office supplies	$ 1,000		
42202 Printing Notifications to the Community	10,000		
42203 Mailing Notifications to the Community	20,000		
4230X Travel and Training		**$ 9,000**	**$ 12,600**
California APA Annual Conference	$ 1,200		
League of CA Cities Planning Commissioner Conference (Commissioners	4,000		
League of CA Cities Planning Commissioner Conference (Staff)	1,200		
National APA Conference (virtual, staff)	700		
Mileage, Air & Hotel	4,000		
Meal Allowance	1,500		
42401 Memberships		**$ 1,000**	**$ 1,482**
American Institute of Certified Planners (AICP)	$ 567		
American Planning Assoc (APA)	665		
Assoc of Environmental Planners (AEP)	250		
42504 Recruitment Costs		**$ -**	**$ -**
42514 Special Department Expense		**$ 30,412**	**$ 38,412**
Publishing Legal Notices	$ 10,000		
PCTV Planning Commission Meetings	20,412		
Meeting Minute Preparation	8,000		
Total Professional/Administrative Services			**$ 825,844**
4310X Utilities		**$ 1,550**	**$ 1,550**
PG&E	$ 1,400		
EBMUD	150		
44301 Fuel		**$ 1,000**	**$ 1,000**
44410 Safety Clothing		**$ -**	**$ 500**
Uniform	500		

General Fund - 100

42101 Professional Services		**$ 80,000**	**$ 80,000**
Economic Development - Staff Support	$ 80,000		
42514 Special Departmental		**$ -**	**$ 5,000**
	$ 5,000		

MEASURE S - 2014 FUND - 106

42101 Professional Services		**$ 20,000**	**$ 20,000**
Business Development/Community Help Reserve	$ 10,000		
Revitalization Reserve	10,000		

BUILDING & PLANNING FUND - 212
DEVELOPMENT SERVICES - BUILDING DIVISION - 462

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	84,865	96,147	85,505	284,429	466,278	181,849	39%
Overtime - 402	621	2,042	48	46	6,376	6,330	99%
Employee Benefits - 410	57,812	78,275	32,190	147,913	159,194	11,281	7%
Total Salary & Benefits	**143,298**	**176,464**	**117,743**	**432,388**	**631,848**	**199,460**	**32%**
Services and Supplies							
Professional & Administrative Services - 42	343,301	262,609	216,983	402,950	410,598	7,648	2%
Other Operating Expenses - 43	4,230	5,927	2,148	4,500	4,500	-	0%
Materials & Supplies - 44	-	-	-	1,300	1,500	200	13%
Total Services and Supplies	**347,531**	**268,536**	**219,131**	**408,750**	**416,598**	**7,848**	**2%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	796	1,000	3,500	2,500	0%
Total Capital Outlay	**-**	**-**	**796**	**1,000**	**3,500**	**2,500**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	(29,208)	(63,447)	(146,503)	(83,056)	57%
Administrative Debits - 46122	71,516	72,697	240,541	177,826	192,343	14,517	8%
IS Charges - 46124	69,693	31,872	30,126	278,931	92,113	(186,818)	-203%
Legal Charges - 46126	2,216	536	9,347	10,000	10,000	-	0%
General Liability Insurance - 46201	10,796	15,435	17,315	14,087	27,045	12,958	48%
Total Indirect Cost Allocations	**154,221**	**120,540**	**268,121**	**417,397**	**174,998**	**(242,399)**	**-139%**
Total	**645,050**	**565,540**	**605,791**	**1,259,535**	**1,226,944**	**(32,591)**	**-3%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 370,000**	**$ 368,500**
Building Code Update	15,000		
Contract Plan Check Services	300,000		
Scanning/Archiving	50,000		
Translation Services	3,500		
42106 Software Maintenance		**$ -**	**$ 10,888**
BlueBeam Annual Maintenance	$ 3,800		
Green Halo (Waste Tracking)	3,288		
Misc. Software to Improve Customer Service	2,000		
R.S. Means (Valuation)	1,800		
42107 Equipment Maintenance		**$ 1,100**	**$ 1,000**
Equipment and vehicle maintenance	$ 1,000		
42108 Building-Structure Maintenance		**$ 1,000**	**$ 1,000**
42201 Office Expense		**$ 4,000**	**$ 4,000**
Miscellaneous Office Expenses	4000		
4230X Travel and Training		**$ 6,200**	**$ 8,400**
CALBO	$ 2,700		
Other Educational/Training	2,500		
Permit Tech Certification	300		
Mileage, Air & Hotel	2,500		
Meal Allowance	400		
42401 Memberships		**$ 1,650**	**$ 730**
California Building Officials (CALBO)	$ 215		
Electrical Inspectors IAEI	120		
Mechanical and Plumbing Officials (IAMPO)	70		
ICC (General & Local)	325		
42402 Subscriptions		**$ -**	**$ 6,080**
2022 Code Cycle Publications	$ 5,500		
CALDAG (AD) Publication	80		
Permit Tech Publications	500		
42501 Bank Fees		**$ 10,000**	**$ 10,000**
Credit card charges			
42514 Special Department Expense		**$ 9,000**	**$ -**
Updates of the assessor parcel information	$ -		
Blueprints and permits to be scanned.	-		

Total Professional/Administrative Services $ 410,598

4310X Utilities			**$ 4,500**	**$ 4,500**
PG&E	$	4,000		
EBMUD		500		
44410 Safety Clothing			**$ 1,300**	**$ 1,500**
Clothing/Uniforms	$	1,000		
Small tools	$	500		
47103 Furniture			**$ 1,000**	**$ 2,000**
Ergonomic Chairs	$	1,000		
Standing Desk		1,000		
47106 Computer Equipment (not-capitalized)			**$ -**	**$ 1,500**
Tablet for Inspector	$	1,500		

RECOGNIZED OBLIGATION RETIREMENT FUND - 750
SUCCESSOR AGENCY TO THE PINOLE REDEVELOPMENT AGENCY - 463

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	17,553	88,720	14,293	15,720	17,000	1,280	8%
Other Operating Expenses - 43	-	6,011	-	-	-	-	0%
Total Services and Supplies	**17,553**	**94,731**	**14,293**	**15,720**	**17,000**	**1,280**	**0%**
Indirect Cost Allocations							
Administrative Debits - 46122	240,375	188,704	117,484	169,179	190,378	21,199	11%
Legal Charges - 46126	42,713	68,935	35,834	10,000	20,000	10,000	50%
Total Indirect Cost Allocations	**283,088**	**257,638**	**153,318**	**179,179**	**210,378**	**31,199**	**15%**
Total	**300,640**	**352,370**	**167,612**	**194,899**	**227,378**	**32,479**	**14%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 15,720**	**$ 17,000**
Amerinational Loan Servicing	$ 900		
Auditing Services	1,680		
Bond Indenture Fees	4,640		
HDL Financial Reporting	9,780		
46126 Legal Charges		**$ 10,000**	**$ 20,000**
Estimated legal costs	$ 20,000		

HOUSING ASSETS FUND - 285
HOUSING ADMINISTRATION - 464

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	1,672	(21,774)	22,688	81,920	200,000	118,080	59%
Other Operating Expenses - 43	1,390	1,951	706	2,100	2,100	-	0%
Total Services and Supplies	**3,063**	**(19,823)**	**23,394**	**84,020**	**202,100**	**118,080**	**58%**
Indirect Cost Allocations							
Administrative Debits - 46122	57,898	60,378	60,186	47,040	51,939	4,899	9%
Legal Charges - 41427	8,728	3,536	1,240	20,000	20,000	-	0%
Total Indirect Cost Allocations	**66,626**	**63,914**	**61,426**	**67,040**	**71,939**	**4,899**	**7%**
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	**69,688**	**44,092**	**84,819**	**151,060**	**274,039**	**122,979**	**45%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 81,920**	**$ 200,000**
Professional Services	$ 200,000		
4310X Utilities		**$ 2,100**	**$ 2,100**
PG&E	$ 2,000		
EBMUD	100		

GENERAL FUND - 100
CODE ENFORCEMENT - 465

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	54,839	117,052	62,987	86,614	114,185	27,571	24%
Overtime - 402	-	-	106	1,025	6,351	5,326	84%
Employee Benefits - 410	11,434	23,410	17,513	23,113	29,290	6,177	21%
Total Salary & Benefits	**66,272**	**140,463**	**80,607**	**110,752**	**149,826**	**39,074**	**26%**
Services and Supplies							
Professional & Administrative Services - 42	94,907	-	9,457	20,000	75,145	55,145	73%
Materials & Supplies - 44	-	-	322	2,500	2,500	-	0%
Total Services and Supplies	**94,907**	**-**	**9,779**	**22,500**	**77,645**	**55,145**	**71%**
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	29,208	63,447	16,896	(46,551)	-276%
IS Charges - 46124	-	-	462	958	2,188	1,230	56%
Legal Charges - 46126	3,822	18,288	11,097		-	-	0%
General Liability Insurance - 46201	4,009	4,171	5,273	4,290	6,897	2,607	38%
Total Indirect Cost Allocations	**7,831**	**22,459**	**46,041**	**68,695**	**25,981**	**(42,714)**	**-164%**
Total	**169,010**	**162,921**	**136,427**	**201,947**	**253,452**	**51,505**	**20%**
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	29,430	-	-	-	-	-	0%
Total	**29,430**	**-**	**-**	**-**	**-**	**-**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 8,000**	**$ 38,350**
Seasonal Weed Abatement	$ 35,000		
Translation Services	3,350		
4220X Office Expense		**$ 3,000**	**$ 3,000**
42201 Misc. Office Expense	$ 1,000		
42202 Printing & Binding	2,000		
4230X Travel & Training		**$ 3,000**	**$ 3,700**
42301 Conference registration	$ 2,000		
42302 Mileage Air & Hotel	1,500		
42303 Meal Allowance	200		
42401 Memberships		**$ -**	**$ 95**
CACEO Membership	$ 95		
42512 Abatement		**$ 6,000**	**$ 30,000**
Abatement Services	$ 30,000		
44301 Fuel		**$ 2,000**	**$ 2,000**
	$ 2,000		
44410 Safety Clothing		**$ 500**	**$ 500**
	$ 500		

GENERAL FUND - 100
ECONOMIC DEVELOPMENT - 466

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	7,759	7,759	100%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	**-**	**-**	**-**	**-**	**7,759**	**7,759**	**100%**
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	-	-	89,061	89,061	100%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	**-**	**-**	**-**	**-**	**89,061**	**89,061**	**100%**
Total	**-**	**-**	**-**	**-**	**96,820**	**96,820**	**100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42401 Memberships		**$ -**	**$ 6,259**
CALED Annual Membership	$ 350		
Chamber of Commerce Community Champion Sponsorship	$ 2,500		
East Bay EDA	$ 3,409		
42403 Advertising		**$ -**	**$ 1,500**
North Shore on the Bay Trail Guide	$ 1,500		

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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 coordinates 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, part-time recreational, social, and educational experience for children ages 3½ 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 station, 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, Comcast (channels 26 and 28). PCTV also broadcasts public meetings and events via live stream on the City website. PCTV also has contracts with other public agencies, including Vallejo, El Cerrito, Benicia, West Contra Costa Unified School District (WCCUSD), 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 contracts that the City has with the County for library and animal control. 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 2021/22 Key Accomplishments

- Created a reopening plan to resume in-person programs the Senior Center, Youth Center and Tiny Tots during the pandemic
- Maintained operations during the COVID-19 pandemic, through in-person programs, community special events as well as the creation of opportunities for community engagement during the pandemic
- Staff implemented a to-go lunch program and food fundraiser at the Senior Center.
- Implementation of safe and fun monthly drive-thru food distribution with over 225 participants per event in partnership with the Food Bank of Contra Costa and Solano
- The parks, baseball fields, and tennis courts provided a gathering space and exercise outlet for the community during the pandemic
- 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
- Worked with clients for major operations and equipment overhauls due to their respective in-person hybrid meeting plans
- Re-designed and overcame equipment availabilities shortages related to the Council Chambers audio rebuild

FY 2022/23 Key Priorities and Projects

- Reopen recreation programs to full capacity prior to pandemic
- Update of existing outdated equipment allowing for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system
- Develop plans to update the Council Chambers to a High Definition (HD) Wide Screen operation and display

Significant Special Projects for FY 2023/24 through FY 2026/27

- The Recreation Division will review and evaluate the current and future activities and services of the Pinole Youth Center to identify new mechanisms for youth involvement
- Implementation of the anti-tobacco youth program
- Enhancement of broadcasting option to include as many forms of communication as practical, such as the internet and social media, where appropriate
- Update existing outdated equipment to allow for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system

Major Changes in FY 2022/23 Budget

There are two major changes in FY 2022/23. First, a new recreation coordinator position will be added to support the implementation of the anti-tobacco youth program and support the department's various divisions. Second, the Senior Center has included two major renovation projects for this fiscal year. The projects will include the replacement of the floor in the main hall ($60,000 budgeted in the Public Works budget) and the replacement of some outdated appliances in the kitchen.

Position Summary

Position	**2018/19**	**2019/20**	**2020/21**	**2021/22**	**2022/23**
Community Services Director	0.00	0.00	0.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Cook, *part-time/regular*	0.75	0.75	0.75	0.75	0.75
Recreation Coordinator	2.60	2.60	2.60	2.60	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, *part-time/temporary*	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 Equipment Operators, PT/Temp	0.75	0.75	0.75	0.75	0.75
Total	**14.25**	**14.25**	**14.25**	**15.25**	**16.15**

COMMUNITY SERVICES BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 106	-	-	135,359	427,025	454,022	26,997	6%
Measure S 2014 - 106	14,593	8,727	-	71,157	14,850	(56,307)	-379%
Recreation Fund - 209	1,000,178	815,329	936,707	1,542,048	1,918,035	375,987	20%
Cable Access TV Fund - 505	374,875	391,792	336,793	570,765	646,780	76,015	12%
Total	**1,389,646**	**1,215,847**	**1,408,859**	**2,610,995**	**3,033,687**	**422,692**	**14%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	506,547	476,113	655,218	954,279	1,038,101	83,822	8%
Overtime - 402	3,096	573	936	4,000	4,000	-	0%
Employee Benefits - 410	286,731	283,472	304,263	447,587	538,879	91,292	17%
Total Personnel	**796,375**	**760,158**	**960,418**	**1,405,866**	**1,580,980**	**175,114**	**11%**
Services and Supplies							
Professional & Administrative Services - 42	167,446	146,775	213,988	722,394	786,075	63,681	8%
Other Operating Expenses - 43	227,916	72,938	130,906	241,515	272,110	30,595	11%
Materials & Supplies - 44	400	108	3,593	900	7,041	6,141	87%
Total Services and Supplies	**395,762**	**219,821**	**348,487**	**964,810**	**1,065,226**	**100,417**	**9%**
Capital Outlay							
Asset Acquisition/Improvement - 47	47,921	11,125	21,385	146,439	184,337	37,898	21%
Total Capital Outlay	**47,921**	**11,125**	**21,385**	**146,439**	**184,337**	**37,898**	**21%**
Indirect Cost Allocations							
Administrative Credits - 46	-	(20,222)	(178,514)	(270,607)	(242,713)	27,894	-11%
Administrative Debits - 46	-	121,976	146,071	230,719	242,713	11,994	5%
IS Charges - 46	70,651	80,950	52,817	86,399	142,934	56,536	40%
Legal Charges - 46	43,843	5,449	1,200	1,000	1,250	250	20%
General Liability Insurance - 46	35,094	36,201	56,995	46,370	58,960	12,590	21%
Total Indirect Cost Allocations	**149,589**	**224,354**	**78,569**	**93,881**	**203,144**	**109,264**	**54%**
Total	**1,389,646**	**1,215,457**	**1,408,859**	**2,610,995**	**3,033,687**	**422,692**	**14%**
EXPENDITURES BY PROGRAM							
Recreation Administration - 551	187,153	273,358	586,577	961,679	1,149,012	187,334	16%
Senior Center - 552	438,539	201,229	244,131	507,026	579,673	72,647	13%
Tiny Tots - 553	147,990	102,120	102,325	152,694	179,271	26,577	15%
Youth Center - 554	140,656	119,284	79,636	226,749	257,068	30,318	12%
Daycamp Program - 555	2,087	20,453	16,451	64,315	74,116	9,801	13%
Swim Center - 557	81,400	88,099	36,500	111,167	126,917	15,750	12%
Memorial Hall - 558	10,587	13,214	2,993	10,900	14,200	3,300	23%
Tennis - 559	6,359	6,300	3,452	5,700	6,650	950	14%
Cable Access TV City Services - 119	374,875	391,792	239,428	375,700	444,432	68,732	15%
Cable Access TV Community Budget - 120	-	-	-	4,571	4,642	71	2%
Cable Access TV Contract Services - 121	-	-	97,365	190,494	197,707	7,213	4%
Total	**1,389,646**	**1,215,847**	**1,408,859**	**2,610,995**	**3,033,687**	**422,692**	**14%**

RECREATION FUND - 209
RECREATION ADMINISTRATION - 551

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	79,034	85,227	339,218	343,231	345,938	2,707	1%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	37,365	36,630	102,456	169,372	203,866	34,494	17%
Total Personnel	**116,399**	**121,857**	**441,674**	**512,603**	**549,804**	**37,201**	**7%**
Services and Supplies							
Professional & Administrative Services - 42	15,301	15,842	17,577	26,511	58,049	31,538	54%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	**15,301**	**15,842**	**17,577**	**26,511**	**58,049**	**31,538**	**54%**
Indirect Cost Allocations							
Admin Debits - 46122	-	67,836	-	-	-	-	0%
Admin Credits - 46121	-	-	(64,886)	(79,780)	(28,900)	50,880	-176%
IS Charges - 46124	49,887	62,029	35,561	58,680	96,243	37,564	39%
Legal Charges - 46126	1,498	1,764	840	-	-	-	0%
General Liability Insurance - 46201	4,067	4,031	20,453	16,640	19,794	3,154	16%
Total Indirect Cost Allocations	**55,453**	**135,659**	**(8,033)**	**(4,460)**	**87,137**	**91,598**	**105%**
Total	**187,153**	**273,358**	**451,219**	**534,654**	**694,990**	**160,337**	**23%**
General Fund 100							
Professional & Administrative Services - 42	-	-	135,359	427,025	454,022	26,997	6%
Total	**-**	**-**	**135,359**	**427,025**	**454,022**	**26,997**	**6%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 1,346**	**$ 1,181**
Broadcast Music/ASCAP Services	1,181		
42201 Office Expense		**$ -**	**$ 800**
	$ 800		
4230X Travel, Training & Meeting Costs		**$ 3,740**	**$ 4,200**
Travel & Training/Conf-Registration	$ 1,500		
Travel & Training/Mileage, Air	2,500		
Travel & Training/Meal Allowance	200		
42401 Memberships		**$ -**	**$ 165**
CPRS Membership *(moved from Prof Svcs)*	165		
42501 Bank Fees		**$ 300**	**$ 500**
42514 Special Department Expense		**$ 7,075**	**$ 28,903**
Community Services Commission Broadcast Fee	$ 16,200		
Postage Machine	100		
Recreation Activity Guide, Summer Postcard	11,000		
Staff T-Shirts	500		
Tobacco Grant Administrative Costs	1,103		
42515 Special Events		**$ 14,050**	**$ 22,300**
Community Service Commission Events	$ 4,000		
Expenses for Movies and Sounds in the Park	9,300		
Replacement of Holiday Tree Ornaments and Tree Top	4,000		
Tree Lighting	3,500		
Tobacco Grant Community Events	1,500		

General Fund 100

42101 Professional Services		**$ 312,025**	**$ 320,522**
Architectural Drawings (Faria House)	$ 21,000		
Animal Control Services	154,371		
Library Services reimbursement agreement -40 Base	131,051		
Mural maintenance	10,100		
WCCUSD Summer Intern	4,000		
(professional services previously in General Government)			
42511 Equipment Rent		**$ -**	**$ 3,500**
Restroom Services Farmers Market & PVP *(moved from General Gov't)*	$ 3,500		
42515 Special Events		**$ 115,000**	**$ 130,000**
Annual Car Show	$ 30,000		
Other City Events	100,000		

RECREATION FUND - 209
SENIOR CENTER - 552

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	115,778	91,704	81,647	167,083	185,696	18,613	10%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	56,586	44,006	38,440	51,925	64,933	13,008	20%
Total Personnel	**172,364**	**135,710**	**120,087**	**219,008**	**250,629**	**31,621**	**13%**
Services and Supplies							
Professional & Administrative Services - 42	28,413	16,685	13,082	34,540	31,143	(3,397)	-11%
Other Operating Expenses - 43	187,289	39,321	100,230	178,820	190,065	11,246	6%
Materials & Supplies - 44	-	-	275	-	2,211	2,211	100%
Total Services and Supplies	**215,702**	**56,006**	**113,586**	**213,360**	**223,419**	**10,059**	**5%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	288	7,678	94,500	86,823	92%
Total Capital Outlay	**-**	**-**	**288**	**7,678**	**94,500**	**86,823**	**92%**
Indirect Cost Allocations							
Legal Charges - 46126	42,345	1,056	-	500	500	-	0%
General Liability Insurance - 46201	8,128	8,458	10,170	8,274	10,625	2,351	22%
Total Indirect Cost Allocations	**50,474**	**9,514**	**10,170**	**8,774**	**11,125**	**2,351**	**21%**
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	**438,539**	**201,229**	**244,131**	**448,819**	**579,673**	**130,854**	**23%**

MEASURE S - 2014 FUND - 106

Asset Acquisition/Improvement - 47	-	-	-	58,207	-	(58,207)	-100%
Total	**-**	**-**	**-**	**58,207**	**-**	**(58,207)**	**-100%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 1,785**	**$ 1,520**
Staff Training	520		
WCCUSD Transition Program	1,000		
42107 Equipment Maintenance		**$ 3,650**	**$ 3,650**
Fire Extinguisher Maintenance	650		
Fridge/Freezer Maintenance	2,000		
Other Maintenance	1,000		

42108 Maintenance Structure/Imp		**$ 21,609**	**$ 21,609**	
Sanitary/Cleaning Supplies	$ 2,500			
Landscape Maintenance	4,684			
Pest Control Services	816			
Electrical Supplies	500			
Plumbing Supplies	500			
Key Pad/Alarm Service	1,000			
HVAC Service	5,000			
Janitorial	6,609			
42201 Office Expense		**$ 1,200**	**$ 1,200**	
Office supplies, paper flyers, and tickets	$ 1,200			
42401 Memberships		**$ -**	**$ 259**	
CPRS Membership	$ 150			
Sams Club	109			
42501 Bank Fee		**$ 2,400**	**$ 2,400**	
42510 Software Purchase		**$ -**	**$ 194**	
Zoom	$ 194			
42514 Special Department Expense		**$ 3,896**	**$ 311**	
Inspection fees	$ 311			
	Total Professional/Administrative Services			**$ 31,143**
4310X Utilities		**$ 57,000**	**$ 57,000**	
Gas and Electric	$ 47,000			
Water	10,000			
4320X Taxes		**$ 2,300**	**$ 10,756**	
Taxes/Property Tax	$ 10,756			
43802 Class Fees		**$ 20,980**	**$ 20,980**	
Instructor Fees	20,600			
Pool Felt	380			
43803 Personal Service		**$ -**	**$ 500**	
WestCat tickets (reimbursed when sold)	$ 500			
43804 Food Program		**$ 57,850**	**$ 57,850**	
Food Expense	44,000			
Kitchen Maintenance	12,850			
Snack Bar	1,000			
43805 Travel		**$ 7,200**	**$ 7,200**	
43806 Dance Program		**$ 4,260**	**$ 4,260**	
Entertainment - CW line dance	$ 3,180			
Entertainment - Ballroom	1,080			
43807 Fundraising		**$ 4,000**	**$ 11,600**	
Food Fundraiser	$ 10,000			
Outdoor Craft Fair	600			
PCS Cookbook	1000			

43808 Gift Shop Sales		**$ 900**	**$ 900**	
43809 Newsletter		**$ 8,540**	**$ 8,540**	
Monthly Newsletter	$ 5,000			
Newsletter monthly postage	3,240			
Newsletter annual bulk mail	300			
43810 Center Maintenance		**$ 12,790**	**$ 7,979**	
Kitchen janitorial service	6,508			
Misc. center maintenance	272			
Trap service	1,200			
43811 Supplies		**$ 3,000**	**$ 2,500**	
Misc. Program Supplies & PPE	$ 2,500			
Total Other Operating Expenses				**$ 190,065**
44304 Permit Fee		**$ -**	**$ 1,711**	
Health Permit	$ 1,711			
44306 Maintenance Supplies		**$ -**	**$ 500**	
	$ 500			
4710X Furniture Fixtures & Equipment		**$ 5,463**	**$ 22,500**	
47101 SC Renovation Project: Kitchen Equipment Replacement	$ 20,000			
47105 Other Misc. Equipment	1,000			
47105 2 Laptops and Scanner for Front Desk	1,500			
47103 FF&E/Furniture		**$ 2,215**	**$ -**	
	$ -			
47201 Improvements/Building		**$ -**	**$ 72,000**	
SC Renovation Project: Main Hall Flooring	$ 72,000			

MEASURE S - 2014 FUND - 106

47101 FF&E/Equipment		**$ 58,207**	**$ -**
Senior Center Table Replacement *(Carryforward)*	$ -		
Senior Center Chair Replacement	-		

RECREATION FUND - 209
TINY TOTS - 553

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	77,121	58,700	54,340	88,537	97,496	8,959	9%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	29,935	28,313	24,049	31,586	39,694	8,108	20%
Total Personnel	**107,057**	**87,013**	**78,389**	**120,123**	**137,190**	**17,067**	**12%**
Services and Supplies							
Professional & Administrative Services - 42	18,645	10,566	14,024	21,515	23,708	2,193	9%
Other Operating Expenses - 43	3,675	360	4,527	3,800	4,886	1,086	22%
Materials and Supplies - 44	-	-	97	-	30	30	100%
Total Services and Supplies	**22,320**	**10,925**	**18,648**	**25,315**	**28,624**	**3,309**	**12%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	200	3,100	2,900	94%
Total Capital Outlay	**-**	**-**	**-**	**200**	**3,100**	**2,900**	**94%**
Indirect Cost Allocations							
Legal Charges - 46126	-	-	240	-	250	250	100%
General Liability Insurance - 46201	4,019	4,182	5,047	4,106	5,257	1,151	22%
Total Indirect Cost Allocations	**4,019**	**4,182**	**5,287**	**4,106**	**5,507**	**1,401**	**25%**
Total	**133,396**	**102,120**	**102,325**	**149,744**	**174,421**	**24,677**	**14%**

MEASURE S - 2014 FUND - 106

Asset Acquisition/Improvement - 47	14,593	-	-	2,950	4,850	1,900	39%
Total	**14,593**	**-**	**-**	**2,950**	**4,850**	**1,900**	**39%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42107 Equipment Maintenance		**$ 300**	**$ 300**
Copier and other equipment maintenance	$ 300		
42108 Maintenance Structure/Imp		**$ 10,303**	**$ 12,496**
Alarm Monitoring	1,026		
Countertops	1,000		
Building Maintenance	500		
HVAC Maintenance	300		
Janitorial (3 times weekly and annual deep clean)	6,360		
Landscape Maintenance	2,472		
Pest Control	388		
Sanitary Supplies	450		
42201 Office Expense		**$ 1,500**	**$ 1,500**
Toner, ink, other office supplies	$ 1,500		
42302 Travel & Training		**$ 500**	**$ 500**
CPR staff training	$ 500		
42501 Bank Fees		**$ 4,200**	**$ 4,200**
42514 Special Department Expense		**$ 4,712**	**$ 4,712**
Holiday paper and craft supplies	650		
Paper and craft supplies	1,562		
Toy replacement	2,000		
T-Shirt fundraiser	500		
Total Professional/Administrative Services			**$ 23,708**
4310X Utilities		**$ 1,000**	**$ 1,200**
Gas and Electric	$ 1,000		
Water	200		
43201 Property Tax		**$ 2,800**	**$ 3,686**
44306 Maintenance Supplies		**$ -**	**$ 30**
Misc. Maintenance Supplies	$ 30		
4710X Furniture Fixtures & Equipment		**$ 200**	**$ 3,100**
47105 Tiny Tots dishwasher replacement	$ 200		
47107 Portable Sink	$ 2,900		

MEASURE S - 2014 FUND - 106

47103 FF&E/Furniture		**$ 2,950**	**$ 4,850**
Tiny Tots dishwasher replacement	$ 550		
Tiny Tots outdoor shade	2,400		
Tiny Tots Countertop	1,900		

RECREATION FUND - 209
YOUTH CENTER - 554

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	63,438	56,606	42,262	162,386	171,991	9,605	6%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	40,897	37,198	29,890	46,837	52,193	5,356	10%
Total Personnel	**104,336**	**93,803**	**72,152**	**209,223**	**224,184**	**14,961**	**7%**
Services and Supplies							
Professional & Administrative Services - 42	20,211	22,746	11,622	28,763	32,118	3,354	10%
Other Operating Expenses - 43	8,039	3,453	2,145	16,304	19,795	3,491	18%
Materials & Supplies - 44	19	-	97	400	1,600	1,200	75%
Total Services and Supplies	**28,269**	**26,200**	**13,864**	**45,467**	**53,513**	**8,045**	**15%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,398	-	4,709	15,000	10,291	69%
Total Capital Outlay	**-**	**2,398**	**-**	**4,709**	**15,000**	**10,291**	**69%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	(20,222)	(16,263)	(50,691)	(55,470)	(4,779)	9%
Legal Charges - 46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	8,052	8,378	9,884	8,041	9,841	1,800	18%
Total Indirect Cost Allocations	**8,052**	**(11,844)**	**(6,380)**	**(42,650)**	**(45,629)**	**(2,979)**	**7%**
Total	**140,656**	**110,557**	**79,636**	**216,749**	**247,068**	**30,318**	**12%**

MEASURE S - 2014 FUND - 106

Asset Acquisition/Improvement - 47	-	8,727	-	10,000	10,000	-	0%
Total	**-**	**8,727**	**-**	**10,000**	**10,000**	**-**	**0%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42107 Equipment Maintenance		**$ 1,000**	**$ 1,000**
Vehicle Maintenance	$ 1,000		
42108 Maintenance Structure/Imp		**$ 21,778**	**$ 22,083**
Building Maintenance	$ 9,980		
Elevator Maintenance	2,500		
Fire Extinguisher Maintenance	160		
Fire Sprinkler Inspection	950		
Janitorial Service	5,805		
JanPro floor cleaning	1,207		
Misc. other supplies	1,000		
Pest Control	480		
42201 Office Expense		**$ 450**	**$ 500**
Miscellaneous Office Supplies	$ 500		
4230X Travel and Training		**$ 1,870**	**$ 1,870**
CPRS Conf. Registration	$ 650		
Milage, Air & Hotel	$ 1,160		
Meal Allowance	$ 60		
42401 Memberships		**$ 165**	**$ 165**
CPRS Membership	$ 165		
42501 Bank Fees		**$ 1,000**	**$ 1,500**
Credit Card Transaction Fees	$ 1,500		
42504 Recruitment Costs		**$ -**	**$ -**
42514 Special Department Expense		**$ 2,500**	**$ -**
(Moved to Spec Events & Permit Fee)			
42515 Special Events		**$ -**	**$ 5,000**
Egg Hunt	$ 1,500		
Halloween/Fall Event	1,000		
National Night Out	1,000		
Promotional Program Events	1,500		
Total Professional/Administrative Services			**$ 32,118**
4310X Utilities		**$ 5,100**	**$ 5,100**
Gas and Electric	$ 4,600		
Water	500		
42301 Property Taxes		**$ 1,200**	**$ 1,200**

43812 Youth Center		**$ 10,004**	**$ 13,495**	
Instructor invoices	$ 12,495			
Program supplies	1,000			
	Total Other Operating Expenses			**$ 19,795**
44301 Fuel		**$ 400**	**$ 400**	
44304 Permit Fee		**$ -**	**$ 1,200**	
Health Permit	$ 1,200			
47101 FF&E/Equipment		**$ 4,709**	**$ 15,000**	
Replacement of vinyl floor at Youth Center	$ 15,000			

MEASURE S - 2014 FUND - 106

47101 FF&E/Equipment		**$ 10,000**	**$ 10,000**	
Replace vinyl floor at Youth Center	$ 10,000			

RECREATION FUND - 209
DAYCAMP PROGRAM - 555

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	656	231	188	500	500	-	0%
Other Operating Expenses - 43	1,379	-	-	12,974	18,046	5,072	28%
Materials & Supplies - 44	51	-	-	150	100	(50)	-50%
Total Services and Supplies	**2,087**	**231**	**188**	**13,624**	**18,646**	**5,022**	**27%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	**0%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	20,222	16,263	50,691	55,470	4,779	9%
Total Indirect Cost Allocations	**-**	**20,222**	**16,263**	**50,691**	**55,470**	**4,779**	**9%**
Total	**2,087**	**20,453**	**16,451**	**64,315**	**74,116**	**9,801**	**13%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42501 Recreation Bank Fee Day Camp		**$ 500**	**$ 500**
Credit Card Charges	$ 500		
			-
43801 Program Costs/Youth Center		**$ 12,974**	**$ 18,046**
Program Supplies	$ 1,000		
Instructor Invoices	17,046		
4430X Other Supplies and Materials		**$ 150**	**$ 100**
Other Mat & Sup/Fuel	100		

RECREATION FUND - 209
SWIM CENTER - 557

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	71,418	69,903	17,231	96,167	94,167	(2,000)	-2%
Other Operating Expenses - 43	9,983	16,492	16,336	14,500	23,000	8,500	37%
Materials & Supplies - 44	-	-	2,933	-	2,750	2,750	100%
Total Services and Supplies	**81,400**	**86,396**	**36,500**	**110,667**	**119,917**	**9,250**	**8%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	6,500	6,500	100%
Total Capital Outlay	**-**	**-**	**-**	**-**	**6,500**	**6,500**	**100%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	-	1,703	-	500	500	-	0%
Total Indirect Cost Allocations	**-**	**1,703**	**-**	**500**	**500**	**-**	**0%**
Total	**81,400**	**88,099**	**36,500**	**111,167**	**126,917**	**15,750**	**108%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 62,517**	**$ 62,517**
Swim Center Operations Contract	$ 62,517		
42108 Maintenance Structure/Imp		**$ 31,150**	**$ 31,150**
Annual Fire Sprinkler Maintenance	250		
Building Maintenance	5,000		
Janitorial	6,400		
Landscape Maintenance	2,640		
Pool Maintenance	$ 8,860		
Pool Supplies	8,000		
42501 Bank Fees		**$ -**	**$ 500**
Credit Card Processing Fees	$ 500		
42514 Special Department Expense		**$ 2,500**	**$ -**
(moved to permit fee)	$ -		
Total Professional/Administrative Services			**$ 93,667**
4310X Utilities		**$ 11,700**	**$ 19,000**
43103 Gas and Electric	$ 12,000		
43102 Water	7,000		
43201 Property Taxes		**$ 2,800**	**$ 4,000**
44304 Permit Fee		**$ -**	**$ 2,750**
Health Permits	$ 2,750		
47101 FF&E/Equipment		**$ -**	**$ 6,500**
Refrigerator/Freezer	$ 6,500		

RECREATION FUND - 209
MEMORIAL HALL - 558

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	7,878	10,293	1,458	8,200	11,200	3,000	27%
Other Operating Expenses - 43	2,709	2,530	1,343	2,700	3,000	300	10%
Materials & Supplies - 44	-	-	192	-	-	-	0%
Total Services and Supplies	**10,587**	**12,824**	**2,993**	**10,900**	**14,200**	**3,300**	**23%**
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	-	390	-	-	-	-	0%
Total Indirect Cost Allocations	**-**	**390**	**-**	**-**	**-**	**-**	**0%**
Total	**10,587**	**13,214**	**2,993**	**10,900**	**14,200**	**3,300**	**23%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42107 Equipment Maintenance		**$ -**	**$ -**
	$ -		
42108 Maintenance Structure/Imp		**$ 8,000**	**$ 11,000**
Building Maintenance	$ 6,000		
Misc. Maintenance	3,850		
Pest Control	450		
Plumbing Supplies	300		
Sanitary Supplies	400		
42501 Bank Fees		**$ 200**	**$ 200**
Total Professional/Administrative Services			**$ 11,200**
4310X Utilities		**$ 2,700**	**$ 3,000**
Gas and Electric	$ 500		
Water	2,500		

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RECREATION FUND - 209
TENNIS - 559

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	61	4	8	100	150	50	33%
Other Operating Expenses - 43	6,298	6,296	3,444	5,600	6,500	900	14%
Total Services and Supplies	**6,359**	**6,300**	**3,452**	**5,700**	**6,650**	**950**	**14%**
Total	**6,359**	**6,300**	**3,452**	**5,700**	**6,650**	**950**	**14%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42108 Maintenance Structure/Imp		**$ 100**	**$ 100**
Building Maintenance	$ 100		
42501 Bank Fees		**$ -**	**$ 50**
Credit Card Processing Fees	$ 50		
4310X Utilities		**$ 5,600**	**$ 6,500**
Gas and Electric	$ 6,000		
Water	500		

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CABLE ACCESS TV FUND - 505
CABLE ACCESS TV CITY SERVICES- 119

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages -401	171,175	183,877	137,752	187,006	230,944	43,938	19%
Overtime - 402	3,096	573	936	4,000	4,000	-	0%
Employee Benefits - 410	121,948	137,325	109,428	147,867	178,193	30,326	17%
Total Personnel	**296,219**	**321,775**	**248,116**	**338,873**	**413,137**	**74,264**	**18%**
Services and Supplies							
Professional & Administrative Services - 42	4,862	505	3,438	57,598	59,544	1,946	3%
Other Operating Expenses - 43	8,544	4,486	2,881	4,048	4,048	0	0%
Materials & Supplies - 44	330	108	-	208	208	-	0%
Total Services and Supplies	**13,736**	**5,099**	**6,319**	**61,854**	**63,800**	**1,946**	**3%**
Capital Outlay							
Asset Acquisition/Improvement - 47	33,327	-	21,097	$62,091	49,782	(12,309)	-25%
Total Capital Outlay	**33,327**	**-**	**21,097**	**62,091**	**49,782**	**(12,309)**	-25%
Indirect Cost Allocations							
Admin Credits - 46121	-	-	(97,365)	(140,136)	(158,343)	(18,207)	11%
Admin Debits - 46122	-	33,918	32,443	23,695	28,900	5,205	18%
IS Charges - 46124	20,764	18,921	17,256	20,014	33,713	13,699	41%
Legal Charges - 46126	-	926	120	-	-	-	0%
General Liability Insurance -46201	10,828	11,153	11,442	9,309	13,443	4,134	31%
Total Indirect Cost Allocations	**31,592**	**64,918**	**(36,104)**	**(87,118)**	**(82,287)**	**4,831**	**-6%**
Total	**374,875**	**391,792**	**239,428**	**375,700**	**444,432**	**68,732**	**15%**

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
401/410 Salaries and Benefits		**$ -**	**$ -**
Staff Augmentation for Updating Equipment and Documentation (amount to be determined)			
Staff augmentation for Operations (amount to be determined)			
42101 Professional Services		**$ 48,760**	**$ 50,000**
Remote programming and support for Leightronix, Scala and General A/V Contractors (*90% funded through production fees*)	$ 25,000		
Assessment of the Equipment/Technology (amount to be determined)			
PCTV Master Plan	25,000		
42106 Software Maintenance		**$ 1,515**	**$ 1,800**
Scala Annual License	$ 1,800		
42107 Equipment Maintenance		**$ 2,500**	**$ 2,500**
Equipment repair	$ 300		
Equipment repair parts	2,000		
Loaner equipment	200		
42108 Maintenance Structure/Imp		**$ 1,616**	**$ 1,616**
Cleaning supplies	$ 297		
Elevator maintenance	713		
HVAC maintenance	475		
Pest control	131		
42201 Office Expense		**$ 238**	**$ 238**
4230X Travel and Training		**$ 2,079**	**$ 2,500**
NAB Convention for two employees	$ 2,000		
Other Travel and Training	500		
42514 Special Department Expense		**$ 891**	**$ 891**
Misc. specialized supplies	594		
Other Special Dept Expenses	297		
Total Professional/Administrative Services			**$ 59,544**
4310X Utilities		**$ 3,276**	**$ 3,276**
43103 Gas and Electric	$ 2,970		
43102 Water	306		
43201 Property Taxes		**$ 772**	**$ 772**
	$ 772		
44301 Fuel		**$ 208**	**$ 208**

47101 Equipment		**$61,200**	**$ 48,000**
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		
47103 Furniture		**$891**	**$ 1,782**
2 office desk chairs	$1,782		

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV COMMUNITY BUDGET- 120

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages -401	-	-	-	3,018	3,018	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Personnel	**-**	**-**	**-**	**3,018**	**3,018**	**-**	**0%**
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	177	177	-	0%
Other Operating Expenses - 43	-	-	-	23	23	-	0%
Materials & Supplies - 44	-	-	-	1	1	-	0%
Total Services and Supplies	**-**	**-**	**-**	**202**	**202**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	**-**	**-**	**-**	**-**	**-**	**-**	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	1,294	1,326	32	2%
IS Charges - 46124	-	-	-	57	96	39	41%
Total Indirect Cost Allocations	**-**	**-**	**-**	**1,351**	**1,422**	**71**	**5%**
Total	**-**	**-**	**-**	**4,571**	**4,642**	**71**	**2%**

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

			FY 2021/22	FY 2022/23
42101 Professional Services			**$ 136**	**$ 136**
Equipment Master Plan consultant		136		
42106 Software Maintenance			**$ 5**	**$ 5**
Scala Annual License	$	5		
42107 Equipment Maintenance			**$ 9**	**$ 9**
Equipment repair	$	1		
Equipment repair parts		7		
Loaner equipment		1		
42108 Maintenance Structure/Imp			**$ 9**	**$ 9**
Cleaning supplies	$	2		
Elevator maintenance		4		
HVAC maintenance		3		
Pest control		1		
42201 Office Expense			**$ 1**	**$ 1**
	$	1		
4230X Travel and Training			**$ 12**	**$ 12**
NAB Convention for two employees	$	9		
Other Travel and Training	$	3		
42510 Software Purchase			**$ -**	**$ -**
Adobe Editing Software	$	-		
42514 Special Department Expense			**$ 5**	**$ 5**
Misc. specialized supplies		3.4		
Other Special Dept Expenses		1.7		
Total Professional/Administrative Services				**$ 177**
4310X Utilities			**$ 23**	**$ 23**
43103 Gas and Electric	$	17		
43102 Water		2		
43201 Taxes		4		
44301 Fuel			**$ 1**	**$ 1**

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV CONTRACT SERVICES- 121

EXPENDITURE SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
Personnel							
Salaries & Wages -401	-	-	-	3,018	3,018	-	0%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Personnel	**-**	**-**	**-**	**3,018**	**3,018**	**-**	**0%**
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	21,297	21,297	-	0%
Other Operating Expenses - 43	-	-	-	2,746	2,746	-	0%
Materials & Supplies - 44	-	-	-	141	141	-	0%
Total Services and Supplies	**-**	**-**	**-**	**24,185**	**24,185**	**-**	**0%**
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	605	605	-	0%
Total Capital Outlay	**-**	**-**	**-**	**605**	**605**	**-**	0%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	97,365	155,039	157,017	1,978	1%
IS Charges - 46124	-	-	-	7,648	12,882	5,235	41%
Total Indirect Cost Allocations	**-**	**-**	**97,365**	**162,687**	**169,899**	**7,213**	**4%**
Total	**-**	**-**	**97,365**	**190,494**	**197,707**	**7,213**	**4%**

[1] PEG funded

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42101 Professional Services		**$ 16,120**	**$ 16,120**
Equipment Master Plan consultant	16,120		
42106 Software Maintenance		**$ 611**	**$ 611**
Scala Annual License	$ 611		
42107 Equipment Maintenance		**$ 1,008**	**$ 1,008**
Equipment repair	$ 121		
Equipment repair parts	806		
Loaner equipment	81		
42108 Maintenance Structure/Imp		**$ 1,096**	**$ 1,096**
Cleaning supplies	$ 202		
Elevator maintenance	484		
HVAC maintenance	322		
Pest control	89		
42201 Office Expense		**$ 161**	**$ 161**
4230X Travel and Training		**$ 1,411**	**$ 1,411**
NAB Convention for two employees	$ 1,008		
Other Travel and Training	$ 403		
42514 Special Department Expense		**$ 891**	**$ 891**
Misc. specialized supplies	594		
Other Special Dept Expenses	297		
Total Professional/Administrative Services			**$ 21,297**
4310X Utilities		**$ 2,746**	**$ 2,746**
43103 Gas and Electric	$ 2,015		
43102 Water	208		
43201 Taxes	524		
44301 Fuel		**$ 141**	**$ 141**
47103 Furniture		**$605**	**$ 605**
2 office desk chairs	$605		

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 2021/22 Key Accomplishments

- Account for debt service payments, retiree medical reimbursement, and internal transfers

FY 2022/23 Key Priorities and Projects

- Continue to account for internal service functions

Major Changes in FY 2022/23 Budget

There are not any major changes to the General Government department budget for FY2022/23.

Position Summary

Position	2018/19	2019/20	2020/21	2021/22	2022/23
Management Analyst	1.00	1.00	0.00	0.00	0.00
Total	**1.00**	**1.00**	**0.00**	**0.00**	**0.00**

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.

GENERAL GOVERNMENT BUDGET SUMMARY

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual Thru Mar-22	FY 2021/22 Revised Budget	FY 2022/23 Proposed Budget	Prop to Rev $ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	2,803,216	2,867,900	3,691,534	4,418,711	2,911,942	(1,506,769)	-52%
Measure S 2014 - 106	692,500	666,890	652,576	715,500	715,500	-	0%
NPDES Storm Water Fund - 207	-	2,222	-	-	-	-	0%
Recreation Fund - 209	7,980	7,987	5,727	-	-	-	0%
Measure J - 215	-	48,930	49,664	48,930	-	(48,930)	#DIV/0!
American Rescue Plan Act Fund - 217	-	-	356,800	-	2,302,505	2,302,505	0%
Sewer Enterprise Fund - 500	16,365	16,643	8,977	-	-	-	0%
Pension Fund - 700	81,434	86,587	66,308	-	-	-	0%
Total	**3,601,496**	**3,697,159**	**4,831,586**	**5,183,141**	**5,929,947**	**746,806**	**13%**
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	83,093	-	-	-	-	-	0%
Salary Savings - 405	-	-	-	-	(510,000)	(510,000)	-100%
Employee Benefits - 410	89,697	26,864	-	-	-	-	0%
Med Insurance/Retirement - 411	1,012,196	1,023,038	802,015	1,120,470	1,154,084	33,614	3%
Total Personnel	**1,184,987**	**1,049,902**	**802,015**	**1,120,470**	**644,084**	**(476,386)**	**-74%**
Services and Supplies							
Professional & Administrative Services - 42	418,727	319,736	507,017	96,309	2,302,505	2,206,196	96%
Other Operating Expenses - 43	12,884	17,868	6,644	16,700	16,700	-	0%
Total Services and Supplies	**431,611**	**337,603**	**513,660**	**113,009**	**2,319,205**	**2,206,196**	**95%**
Capital Outlay							
Asset Acquisition/Improvement - 47	10,325	-	-	-	-	-	0%
Total Capital Outlay	**10,325**	**-**	**-**	**-**	**-**	**-**	**0%**
Debt Service							
Debt Principal - 48101	233,014	227,389	221,565	221,565	215,586	(5,979)	-3%
Debt Interest - 48102	301,986	327,611	353,435	353,435	379,414	25,979	7%
Cost of Issuance - 48103	1,120	3,607	1,091	1,107	1,107	-	0%
Total Debt Service	**536,120**	**558,607**	**576,091**	**576,107**	**596,107**	**20,000**	**3%**
Indirect Cost Allocations							
Information Systems (IS) Charges - 46	178,963	158,814	134,176	212,538	301,171	88,633	29%
General Liability Insurance - 46201	4,432	3,580	3,711	-	-	-	0%
Total Indirect Cost Allocations	**183,395**	**162,394**	**137,887**	**212,538**	**301,171**	**88,633**	**29%**
Operating Transfers Out - 49901	1,255,058	1,588,652	2,801,933	3,161,017	2,069,380	(1,091,637)	-53%
Total	**3,601,496**	**3,697,159**	**4,831,586**	**5,183,140**	**5,929,947**	**746,807**	**13%**
EXPENDITURES BY PROGRAM							
General Government - 117	3,601,496	3,697,159	4,831,586	5,183,140	5,929,947	746,807	13%
Total	**3,601,496**	**3,697,159**	**4,831,586**	**5,183,140**	**5,929,947**	**746,807**	**13%**

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2021/22	FY 2022/23
42107 Equipment Maintenance		**$ 100**	**$ -**
(Moved to City Manager Div)			
42201 Office Expense		**$ 13,000**	**$ -**
Copier Supplies	$ -		
Office Supplies	-		
Other Office Expenses	-		
(Moved to City Manager Div)			
42203 Office Expense/Shipping & Mailing		**$ 9,779**	**$ -**
Postage Equipment	$ -		
Postage & Shipping	-		
(Moved to City Manager Div)			
4230X Travel & Training		**$ 1,500**	**$ -**
(Moved to City Manager Div)			
42501 Bank Fees		**$ 14,000**	**$ -**
Mechanics Bank and Bank of the West fees	$0		
(Moved to Finance Div)			
42511 Equipment Rent		**$ 3,500**	**$ -**
Restroom Services (Farmers market & PVP)	$0		
(Moved to Community Services Dept)			
42513 Rent		**$ 2,700**	**$ -**
Tennent Ave Parking lot. 401-142-012 (AT&T)	$ -		
(Moved to Maintenance Div)			
42514 Special Department Expense		**$ 2,800**	**$ -**
Flowers for funerals and special occasions	$ -		
Miscellaneous	-		
Notary fees and supplies	-		
UPS/FedEx/Misc. shipping	-		
(Moved to City Manager Div)			
Total Professional/Administrative Services			**-**

4310X Utilities		**$ 16,700**	**$ 16,700**
43103 Gas/Electric	$ 15,300		
43102 Water	900		
4310X Comcast	500		
48101 Debt Principal		**$ 221,565**	**$ 215,586**
Pension Obligation Bond principal	$ 215,586		
48102 Debt Interest		**$ 353,435**	**$ 379,414**
Pension Obligation Bond interest	$ 379,414		
49901 Transfers Out		**$ 2,445,517**	**$ 1,353,880**
General Reserve	$ 650,925		
PCTV Operating contribution	105,124		
Recreation operation contribution	597,831		

MEASURE S - 2014 FUND - 106

49901 Transfers Out		**$ 715,500**	**$ 715,500**
Arterial Street Rehabilitation Projects	$ 250,000		
Cable TV Contribution	55,000		
Recreation-Cinema in the Park	2,500		
Recreation-Community Service Commission	2,000		
Recreation-Summer Sounds in the Park	3,500		
Recreation-Swim Center Contribution	65,000		
Recreation-Tree Lighting	2,500		
Reserve to replace 2 PW vehicles per year	30,000		
Street Projects Funding	250,000		
Initiate ISF- Depreciation for Heavy Equipment	50,000		
Initiate ISF- Depreciation to Replace 2 Dev Svcs Vehicles per year	5,000		

MEASURE J - FUND 215

42401 Memberships		**$ 48,930**	**$ -**
WCCTAC dues	$ -		
(Moved to Roads Div)			

American Rescue Plan Act - Fund 217

42101 Professional Services		**$ -**	**$ 2,302,505**
	$2,302,505		

PENSION FUND 700

42501 Bank Fees		**$ -**	**$ -**
Bank Fees	$ -		
(Moved to Finance Div)			

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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.

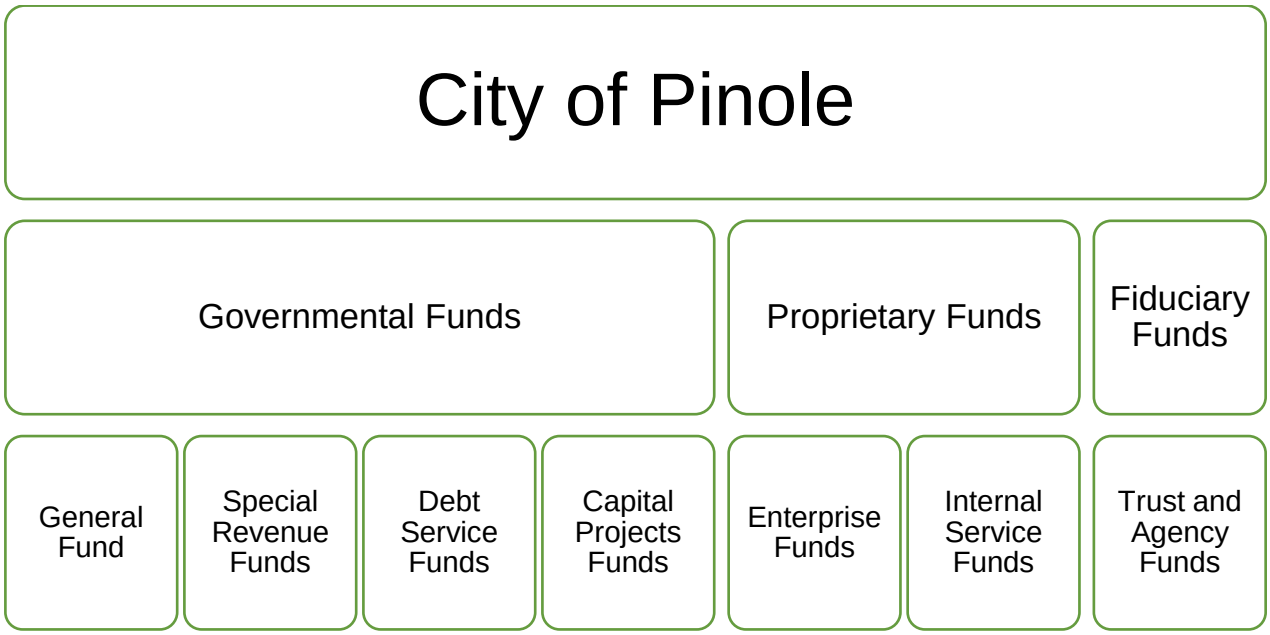
The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

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 of 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.

Fund Number	*Name*
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.

Fund Number	*Name*
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.

Fund Number	*Name*
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.

Fund Number	*Name*
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.

Fund Number	*Name*
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.

Fund Number	*Name*
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.

GLOSSARY

Appropriation - An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation - A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

Assessments- Levies that pay for improvements directly benefiting their property.

Audit - A view of the City's accounts by an independent auditing firm to substantiate fiscal year-end fund, salaries, reserves, and cash on hand.

Beginning/Ending (Unappropriated) Fund Balance - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

Bond - A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a special rate. There are two types of bonds: General Obligation and Revenue.

Budget - A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

Capital Improvement - A permanent addition to the City's assets, including the design, construction, or purchase of land, buildings, or facilities, or major renovations of same.

Capital Improvement Program - A financial plan of proposed capital improvement projects with single-and multiple-year capital expenditures/expenses.

Capital Outlay - A budget appropriation category which budgets all equipment having an estimated useful life of over one year.

City Manager's Transmittal Letter - A general discussion of the budget. The letter contains an explanation of principal budget items and summaries.

CPI - Consumer Price Index; measure of inflation in an area of consumer products.

Debt Service - Payment of the principal and interest on an obligation resulting from the issuance bonds, notes, or Certificates of Participation (COPs).

Debt Service Requirements - The amount of money required to pay interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

Deficit - An excess of expenditures or expenses over revenues (resources).

Department - An organizational unit comprised of divisions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Depreciation- The cost allocation of tangible assets over the useful/economic life of the asset.

Division - A sub-section (or activity) within a department, which furthers the objectives of the City by providing specific services or a product.

Encumbrances - A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund - A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise. These programs are entirely or predominately self-supporting.

Expenditure - The actual spending of Governmental Funds set aside by appropriation.

Expense - The actual spending of Proprietary Funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

Fiscal Year - A twelve-month period of time to which a budget, forecast or reporting period applies. The City of Pinole fiscal year is July 1 through June 30.

Fund - An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

General Fund - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police and others.

General Obligation Bond - Bonds used for various purposes and repaid by the regular (usually via the General Fund) revenue raising powers of the City.

Grant - Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

Interfund Transfers - Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Internal Service Fund - An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. ISF's are self-supporting and only the expense by an ISF is counted in budget totals.

Major Fund – Governmental fund or enterprise fund reported as a separate column in the basic financial statements and subject to a separate opinion in the independent auditor's report.

Materials, Supplies, and Services - Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

Municipal Code - A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Objectives - The expected results or achievements of a budget activity.

Operating Budget - Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay and capital improvements.

Ordinance - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An Ordinance has a higher legal standing than a Resolution.

Projects – Long-term investments in public facilities and infrastructure; also known as capital improvements. The amount spent may overlap from year to year until the project is completed.

Proprietary Funds- These include the enterprise (wastewater treatment and collection) and internal services (information technology and equipment reserve) funds. They are accounted for in a manner similar to businesses, measuring cost for services and including total assets and liabilities.

Redevelopment Agency- A separate legal entity created to alleviate conditions of blight, build infrastructure and promote economic development. The Agency receives property tax revenue on assessed value growth within these areas called "tax increments" to repay Agency indebtedness.

Reimbursement - Payment of amount remitted on behalf of another party, department, or fund.

Reserve - An account used to record a portion of the fund balance as legally segregated for a specific use.
Resolution - A special order of the City Council which has a lower legal standing than an Ordinance.

Return to Source Funds - Residual moneys from former Redevelopment Agency's tax levy's that are redistributed to the Cities after the Agency's debt obligations have been paid off. These funds are non-restricted and are distributed by the State in January and July of every year.

Revenues - Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, and other sources during the fiscal year.

Revenue Bonds - A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

Salaries and Benefits - A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

Special Revenue Funds - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how the City might spend them.

Successor Agency to the Pinole Redevelopment Agency - Trust agency formed for the purpose of reporting close-out financial activities of the former Redevelopment Agency.

Unfunded Liability - Amount of future obligations not covered by assets currently set aside for that purpose, such as accrued vacation leave payable at termination or actuarial-determined future insurance claims.

User Fees - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as recreation activities or wastewater service fees).

ACRONYMS

ABAG	Association of Bay Area Government
CAFR	Comprehensive Annual Financial Report
CalPERS	California Public Employees' Retirement System
CIP	Capital Improvement Program
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
EAP	Employee Assistance Program
FTE	Full Time Equivalent
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
HOPTR	Homeowner's Property Tax Rebates
LAIF	Local Agency Investment Fund
LTD	Long Term Disability
NPDES	National Pollution Discharge Elimination System
OPEB	Other Post Employment Benefits
PALC	Pinole Assisted Living Community
PERS	Public Employees' Retirement System
PEPRA	Public Employees' Pension Reform Act [of 2013]
POB	Pension Obligation Bond
PPEA	Pinole Police Employees Association

PRA	Pinole Redevelopment Agency
RDA	Redevelopment Agency
SAFER	Staffing for Adequate Fire and Emergency Response
SDI	State Disability Insurance
SRO	School Resource Officer
UBC	Uniform Building Code
VLF	Vehicle License Fee
WBCC	West Bay Communications Center
WCCTAC	West Contra Costa Transportation Advisory Committee
WCCUSD	West Contra Costa Unified School District
WPCP	Wastewater Pollution Control Plant

FINANCIAL AND INVESTMENT POLICIES

The following Financial and Investment Policies are established to ensure that the City's finances are managed in a sound and prudent manner which will (1) continue to provide for the delivery of quality services, (2) maintain and enhance service delivery as the community grows in accordance with the General Plan, (3) strive for a balanced budget annually, assuring that the City is living within our means, and (4) establish reserves necessary to meet known and unknown future obligations.

To achieve these goals, the following Financial and Investment Policies have been established. Below is a summary of the actual policies, which were last updated and approved by the City Council on October 6, 2020 and can be found here: Financial and Investment Policies.pdf (pinole.ca.us).

1. Structurally Balanced Budget Policy

   The annual budget will be structurally balanced whereby the operating budget will be prepared with current year expenditures funded with current year revenue. If a structural imbalance occurs, a plan will be developed and implemented to bring the budget back into structural balance.

2. Reserves Policy

   The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:
   - General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
   - Reserves for depreciation and replacement of vehicles and major equipment;
   - Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.

   If these reserves are used, a plan will be developed and implemented to replenish the funds used.

3. Revenue Policy – One Time (Non-Recurring) Resources

   The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate uses of one-time resources include establishing and rebuilding the General Fund Reserve, other

City established reserves, or early retirement of debt, capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

4. Revenue Policy – User Fees and Charges

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover the costs of new facilities and infrastructure necessitated by the development consistent with state law.

5. Expenditure and Budget Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

6. Debt Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

7. Receivables Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City. The purpose of the is policy is to maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

8. Grants Policy

The City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

9. Capital Assets Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of $5,000 to be recorded as a capital asset.

10. Unclaimed Funds Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

11. Investment Policy

The purpose of this Investment Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

12. Pension Investment Policy

The City of Pinole (the "City") has established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the specified age and service requirements.

The purpose of this Pension Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension funds are to be managed.

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CITY COUNCIL REPORT

11B

DATE: JUNE 7, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
MISHA KAUR, CAPITAL IMPROVEMENT AND ENVIRONMENTAL PROGRAM MANAGER

SUBJECT: REVISED PROPOSED FISCAL YEAR (FY) 2022/23 THROUGH 2026/27 FIVE-YEAR CAPITAL IMPROVEMENT PLAN

RECOMMENDATION

Staff recommends that the City Council review the Revised Proposed Fiscal Year (FY) 2022/23 through 2026/27 Five-Year Capital Improvement Plan (CIP, attached) and provide feedback and direction for preparation of the final version, Final Proposed CIP, scheduled for review and adoption on June 21, 2022.

BACKGROUND

The City of Pinole's Capital Improvement Plan (CIP) is a five-year plan for maintenance and expansion of the City's public facilities and infrastructure. The projects programmed in the CIP are derived from various sources, including a review of on-going projects, formula and competitive grant awards, requests from Council and the community, regulatory mandates, master plans, asset condition reports, studies, and recommendations of various committees. To develop the CIP, the needs are balanced with available funding. The CIP also includes a list of unprogrammed and unfunded projects/needs that far exceed the available funding in the five-year plan.

Staff presented a preliminary proposed list of projects for the FY 2022/23 through 2026/27 Five-Year CIP to the Finance Subcommittee and City Council on April 14, 2022 and April 26, 2022, respectively. The Finance Subcommittee and City Council did not direct any changes to the preliminary proposed list of projects. On May 9, 2022, the Planning Commission reviewed the preliminary proposed list of projects for conformity and consistency with the General Plan and determined that the list did conform with the General Plan.

On May 17, 2022, City Council reviewed the Preliminary Proposed CIP for FY 2022/23 through 2026/27 and accepted staff's recommendations including the funding of two new positions to assist with capital project delivery. In addition, the City Council directed staff to return to the Council with additional information on the following items of interest:

- Solar carport at the Senior Center parking lot;

- Installation of waste receptacles at the proposed pocket parks on Galbreth Ave.;
- Budgeting of Park and Recreation development impact fees for park projects; and
- Cost estimates including identification of funding sources and next steps related to the renovation of the Faria House.

City staff welcomes the feedback of the City Council and members of the public on the Revised Proposed FY 2022/23 through 2026/27 Five-Year CIP at the City Council's June 7, 2022 meeting. Following the June 7, 2022, Council meeting, staff will incorporate the City Council's feedback, as well as, additional staff-generated content into the final version, Final Proposed CIP, which will be presented to the City Council for review and adoption on June 21, 2022.

REVIEW & ANALYSIS

The Revised Proposed CIP lists 35 planned public improvement projects, which include 9 new projects for FY 2022/23 through 2026/27. For FY 2022/23, there are 26 public improvement projects programmed for funding, including 6 new projects. In addition, there are 9 infrastructure assessments programmed for FY 2022/23.

Notable changes between draft versions of the CIP:
The Revised Proposed CIP, Attachment A, reflects minor edits to address non-substantive changes, and below is a summary of the notable changes that have occurred since staff presented the Preliminary Proposed CIP to Council on May 17, 2022:

- The FY 2022/23 budget for Hazel Street Storm Drain Improvements (CIP Project # SW1901) has increased by $3,460;
- The FY 2022/23 budget for Pedestrian Improvements at Tennent Ave. near R X R (CIP Project # RO1902) has increased by $18,580;
- A new project, Plum St. Parking Lot Improvements (CIP Project # FA2401), has been added for FY 2023/24; and
- An additional $85,000 has been budgeted in FY 2022/24 for Pocket Parks at Galbreth Ave. (CIP Project #PA2201).

Council Items of Interest:
Solar carport at the Senior Center parking lot – On February 15, 2022, City Council reviewed two conceptual plans to increase the parking at the existing Senior Center parking lot by developing additional parking at the 2548 Charles Ave. parcel (also known as the Fowler lot). This project will result in the addition of 24 new parking stalls. Council supported the full build out alternative, to be solar ready and with EV charging stations installed. At the May 17, 2022 Council meeting, staff was directed to provide additional information on installation of a solar carport to keep vehicles cooler and produce clean energy for the Senior Center.

A solar carport is an overhead canopy placed over a parking area to capture solar energy. The solar carport would connect to the Senior Center's existing electrical system and would be designed to meet current demand. In addition, the system would be connected

to a backup battery system installed in conjunction with the canopy system to collect excess energy from the solar panels. The batteries allow the system to function independently so that enough power is stored and available for the building during nighttime.

To ensure that the proposed solar carport would provide sufficient power for the Senior Center, pre-pandemic energy consumption data was analyzed. The electrical system at the Senior Center is a 600 Ampere system. Based on pre-pandemic energy consumption data, on the hottest day the instantaneous peak demand is 420 Amperes (approximately 70% system electrical capacity).

However, the addition of 24 new parking stalls will require the installation of 5 Level II Electric Vehicle (EV) charging stations, which will place additional demand on the electrical system. As a result, it is possible that the electrical service at the Senior Center may need to be upgraded. To reduce project costs, staff is also exploring an alternative option to add a new electrical service at the 2548 Charles Ave. lot to support the installation of the 5 Level II EV charging stations.

The pre-pandemic energy consumption data indicates the average 24-hour demand of the Senior Center building is 476 kWh. The solar system sizing is based on peak sunlight hours, an efficiency factor, and the average 24-hour demand of the building. To serve the current energy demands of the building, the solar system would need to produce 100kW. In addition, a backup battery system would need to be installed to conserve approximately 24kWh of energy to serve the energy needs of the building during the night.

Various solar system options are shown in Attachment B. A double cantilever solar canopy (shown in green) and is sized approximately 126’ x 42’ and produces about 120 kilowatt hours (kWh). An alternative, the single cantilever solar canopy, shown in blue, is approximately 126’ x 22’ and produces 60kWh. In addition, the solar panels on the Senior Center roof, shown in red, can provide up to an additional 20kWh.

A properly designed system has solar panels and battery backup consistent with the average 24-hour energy demand of the facility. Based on energy consumption data, and current energy demands of the Senior Center, the double cantilever canopy installed in conjunction with the backup battery storage will provide adequate power for the Senior Center’s average 24-hour usage resulting in net-zero status. Net-zero status is achieved when the amount of electricity produced by the system is roughly equal to the amount of electricity used by the building.

The planning level estimate of the proposed system, which consists of the double cantilever solar canopy, backup battery system and related appurtenances is $500,000. Further investigation is required if the energy demands of the Senior Center will increase beyond current demand. The proposed solar system may need to be upsized with a larger backup battery system and additional solar panels if the desire is to use the Senior Center as a cooling center and reach net-zero status.

Installation of waste receptacles at the proposed pocket parks on Galbreth Ave. – The Public Works Maintenance Division staff perform waste collection twice a week for City owned waste receptacles at parks, throughout Old Town, along the Pinole Creek trail, and various other locations throughout the City.

The installation of waste receptacles on Galbreth Ave. at the proposed pocket parks would result in additional maintenance responsibility and staff time. The route and maintenance routine will need to be adjusted to perform waste collection since there are no routine maintenance activities that are performed on Galbreth Ave. The frequency of collection activities and additional staff time required will be determined based on the amount of waste deposited in the receptacles.

The initial cost estimate of $65,000 for the project included the installation of a bench in one pocket park. The project budget has been revised to include the cost of construction of two pocket parks, and the installation of two benches and two waste receptacles. The cost of collecting waste from the receptacles is undetermined at this time but may require an amendment to the operating budget.

Budgeting of Park and Recreation development impact fees for park projects – In California, local governments can impose two types of development impact fees for funding parks and recreational facilities.

Under Government Code § 66477 (also referred to as the Quimby Act/Parkland Dedication fees), local governments may require the dedication of land for parks or the payment of fees in-lieu of land dedication as a condition of subdivision map approval. State law does not allow in-lieu fees to be used to offset staff operation and maintenance costs, to purchase materials and supplies, or to replace equipment. Parkland Dedication fees can be used only for the purpose of developing new or rehabilitating existing neighborhood or community park or recreational facilities to serve the subdivision.

To fund the construction of new park and recreational facilities, local governments may also impose a park impact fee, as authorized by California Government Code § 66000 et seq., on new or proposed development project to pay for all or a portion of the costs of providing public services to the new development. Unlike the Quimby parkland in-lieu fee which only applies to parcels created through the Subdivision Map Act, the park impact fee applies to all new development to mitigate impacts on demand for park improvements in the City.

The impact fee revenue can be collected and used to cover the cost of constructing capital facilities and infrastructure improvements required to serve new development and growth in the City. Impact fee revenue cannot be used to cover the operations and maintenance costs of any of these or any other facilities and infrastructure. Furthermore, impact fee revenue cannot be collected or used to cover the cost of existing needs/deficiencies in City capital facilities or infrastructure. Therefore, the cost of capital projects or facilities designed to meet the needs of the City’s existing population must be funded through other sources.

The City of Pinole collects both Parkland Dedication fees and Park and Recreation Development Impact Fees. The Parkland Dedication fees are collected less commonly, and the manner of collection is specified in Chapter 16.28 of the Pinole Municipal Code. The Parks and Recreation Development Impact Fees are specified in the Master Fee Schedule.

The City recently collected $1,086,717.95 in Park and Recreation Development Impact fees from the Vista Woods development project. The following table is a summary of estimated Parks and Recreation Development Impact Fees for various projects that are anticipated to be collected in FY 2022/23:

Project	**Park and Recreation Development Impact Fees (anticipated for FY 2022/23)**
SAHA	$200,344.65
Appian Village	$934,941.70
BCRE	$176,060.45
TOTAL	$1,311,346.80

Staff recommends programming these funds after development of the Park Master Plan. Also, based on community feedback, some park projects have already been programmed into the CIP.

Staff also recommends funding deferred park maintenance before programming new park projects. Deferred maintenance includes addressing aging park infrastructure, playfields, and irrigation systems which will result in water conservation, increased efficiencies, and reduce staff time on maintenance activities.

Cost estimates including identification of funding sources and next steps related to the renovation of the Faria House – The table below provides planning level estimates of the cost of various types of renovation of the Faria House.

Scenarios	**Planning level estimate**
Phase I hazard remediation	$100,000
Lower-level office, upper-level warm shell	$420,000*
Professional office – both levels	$520,000*
Single Family use	$700,000*
Single Family use + ADU	$730,000*

* includes cost of $100,000 for Phase I hazard remediation.

These scenarios do not involve the installation of an elevator. The possible sources to fund these scenarios include Measure S or the General Fund. Additional funding sources may become available depending on the intended use of the Faria House. City Council can either direct staff to pursue a particular scenario or complete Phase I hazard remediation only, pending determination of use of the Faria House.

Inclusion of any additional projects in the Revised Proposed CIP will require displacement of another CIP project.

FISCAL IMPACT

Projects included in FY 2021/22 that will not be completed by June 30, 2022, are carried over into FY 2022/23. The unexpended funds that were allocated in the previous year are carried over, and in some cases no additional funding is required. In some cases, additional funds are allocated to these projects in the upcoming fiscal year, either as part of a planned project phasing, or to cover unanticipated costs. New projects have funding allocations in the first year of activity and funding allocations for the upcoming fiscal year are part of budget adoption.

The City Council's review and direction on the Revised Proposed FY 2022/23 through 2026/27 Five-Year CIP does not itself have any fiscal impact on the City. The City Council officially approves funding for FY 2022/23 capital projects through the FY 2022/23 Operating and Capital Budget, which City staff and the City Council are currently developing.

ATTACHMENT(S)

A. Revised Proposed FY 2022/23 through 2026/27 Five-Year Capital Improvement Plan
B. Solar Canopy System at Senior Center Parking Lot

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ATTACHMENT A

CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN
FY 2022/23 – 2026/27

Revised Proposed

June 7, 2022

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CAPITAL IMPROVEMENT PLAN FY 2022/23 – 2026/27

CITY COUNCIL

Vincent Salimi, Mayor

Devin T. Murphy, Mayor Pro Tem

Anthony L. Tave, Council Member

Maureen Toms, Council Member

Norma Martínez-Rubin, Council Member

CITY MANAGER

Andrew Murray

PUBLIC WORKS DIRECTOR

Sanjay Mishra

CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Misha Kaur

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CAPITAL IMPROVEMENT PLAN: FY 2022/23 THROUGH FY 2026/27
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Introduction

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

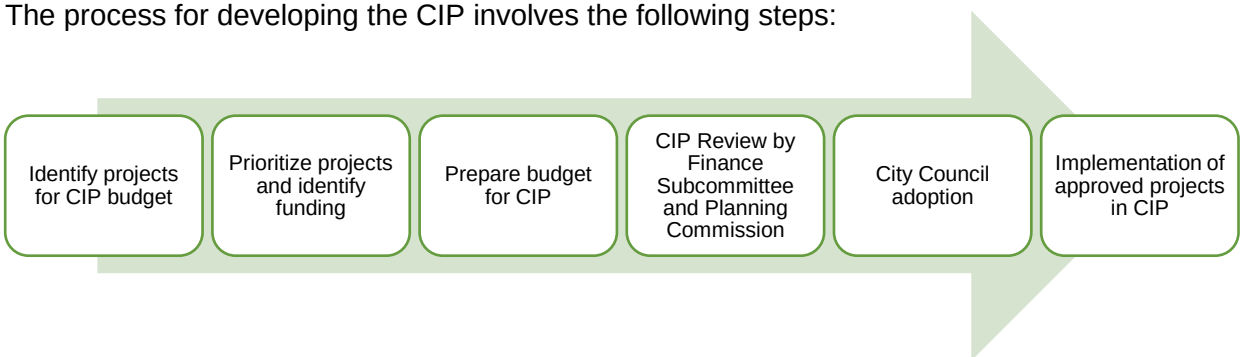
The projects in the CIP fall into the following broad categories: facility maintenance, parks, sewer collection and treatment, stormwater, streets and roads. These projects are developed in collaboration with department heads, and division managers under the direction of the City Manager to ensure all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

The CIP is reviewed and updated annually for capital projects and programs that support City goals and objectives including priorities identified in the 2020-2025 Strategic Plan of developing a disciplined approach to funding infrastructure maintenance and improvements. The City seeks to enhance its focus on the state of the infrastructure throughout the community by first inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan.

The preparation and adoption of the CIP is an important part of Pinole's financial planning and budgeting process. Proposed projects are reviewed by the Planning Commission for consistency with the General Plan. The Finance Subcomittee also reviews and analyzes all aspects of the CIP and makes recommendations. Project priority and selection is based on specific criteria, such as:

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

The process for developing the CIP involves the following steps:



Next Steps in City Capital Planning

The City will complete condition assessment of all the City's capital assets and identify the funding levels required to maintain these assets. The City will continue to integrate capital planning information into the Long-Term Financial Plan, so City decision makers are aware of the City's capital needs when they consider allocation of the City's limited financial resources and consider possibly pursuing additional sources of City revenue.

Project Funding

A variety of funding sources support projects listed in the CIP. The first year's program in the CIP is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for long term planning and subject to further review and modification.

The CIP is funded primarily with funds restricted for specific purposes. The next page descibes various funding sources and their restrictions. Some projects are entirely or partially funded by grants and reimbursements from state and federal government and other agencies.

Funding Sources

Fund #	Fund Name (restriction)	Description
100	General Fund (unrestricted)	The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community.
106	Measure S 2014 (unrestricted)	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax - RMRA (roads and right-of-way)	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. The taxes are allocated to Pinole through the Road Maintenance and Rehabilitation Account (RMRA) established by the Road Repair and Accountability Act of 2017.
214	Solid Waste	Accounts for special revenue received from Republic Services from a surcharge assessed on customer rates for solid waste services. These funds are set aside for future solid waste capital and for a rate stabilization fund.
215	Measure J (roads only)	Accounts for special sales tax revenues collected by Contra Costa Transportation Authority (CCTA) and reapportioned to cities for local street projects. This fund also accounts for return to source funds and grant funds.
276	Growth Impact Fees (nexus identified needs)	Accounts for development fees collected to mitigate the impact of new development. Provides funds for nexus identified needs only.
325	City Street Improvements (roads only)	Accounts for funds set aside by the City of Pinole to fund street improvement projects. The Measure S 2014 funding plan allocates $250k annually to this fund.
327	Park Grants (parks only)	Accounts for grants and reimbursements from the state and federal government and other agencies related to parks.
377	Arterial Street Rehabilitation (roads only)	Accounts for funds set aside by the City of Pinole to fund arterial street rehabilitation projects. The Measure S 2014 funding plan allocates $250k annually to this fund.
500	Sewer Enterprise (sewer only)	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

Grants

Certain projects are eligible to receive grant funds from state, federal, or other agencies. Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
  - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
    - Project: RO1710
  - Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
    - Project: IN2104
- West Contra Costa Transportation Advisory Committee (WCCTAC)
  - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
    - Projects: RO2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
  - One Bay Area Grant 2 (OBAG2) – policy framework for MTC's distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG2 program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
    - Project: RO1714
  - Transportation Developlment Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
    - Project: RO1714

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

Overview of Recommended Capital Budget

The FY 2022/23 – 2025/26 CIP contains 35 planned public improvement projects, which includes 9 new projects. In addition, there are 9 infrastructure assessments programmed for FY 2022/23. The CIP also contains information for 25 unfunded and unprogrammed projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

CIP projects fall into the following categories: Facilities, Parks, Sanitary Sewer, Stormwater, Streets & Roads, and Infrastructure Assessments. 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

In FY2022/23, there are 26 public improvement projects programmed for funding, which includes 6 new projects. There are 9 infrastructure assessments programmed for FY 2022/23. Below is a summary of the various funding sources based on project category.

FY 2022/23		PROJECT CATEGORIES						
Funding Sources	**Fund**	Facilities **FA**	Parks **PA**	Sanitary Sewer **SS**	Storm-water **SW**	Streets & Roads **RO**	Infrastructure Assessments **IA**	**FY 2022/23 TOTALS BY FUND**
General Fund	100					$170,000	$165,000	$335,000
Measure S 2014	106	$776,931	$112,440		$448,460	$149,328	$285,000	$1,772,159
Gas Tax	200					$100,000		$100,000
Solid Waste	214		$425,000					$425,000
Measure J	215					$350,000		$350,000
Growth Impact Fees	276				$88,000			$88,000
City Street Improvements	325					$1,685,563	$20,650	$1,706,213
Park Grants	327		$189,758					$189,758
Arterial Street Rehabiliation	377					$758,624		$758,624
Sewer Enterprise	500			$2,300,000		$10,382	$89,853	$2,400,235
FY 2022/23 TOTALS BY PROJECT CATEGORY		$776,931	$727,198	$2,300,000	$536,460	$3,223,897	$560,503	**$8,124,989**

CITY OF PINOLE
FY2022-23 THROUGH FY2026-27
FIVE-YEAR CAPITAL IMPROVEMENT PLAN
FUNDING SUMMARY

SOURCES BY FUND	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	5-Year Total
100 – General Fund	$ 435,000	$ 310,000				$ 745,000
106 – Measure S 2014	$ 1,672,159	$ 1,613,860	$ 350,000	$ 100,000		$ 3,736,019
200 – Gas Tax	$ 100,000		$ 381,082			$ 481,082
200 – Solid Waste	$ 425,000					$ 425,000
215 – Measure J	$ 350,000					$ 350,000
276 – Growth Impact Fees	$ 88,000	$ 320,000	$ 200,000			$ 608,000
325 – City Street Improvements	$ 1,706,213	$ 890,000	$ 727,321	$ 890,000		$ 4,213,534
327 – Park Grants	$ 189,758					$ 189,758
377 – Arterial Streets Rehabilitation	$ 758,624	$ 247,250				$ 1,005,874
500 – Sewer Enterprise Fund	$ 2,400,235	$ 2,000,000	$ 906,597	$ 800,000	$ 3,800,000	$ 9,906,832
Sources Total	**$ 8,124,989**	**$ 5,381,110**	**$ 2,565,000**	**$ 1,790,000**	**$ 3,800,000**	**$ 21,661,099**
Unfunded Total		**$ 16,293,235**	**$ 9,231,700**	**$ 8,439,200**	**$ 970,000**	**$ 34,934,135**
Total Sources Required	**$ 8,124,989**	**$ 21,674,345**	**$ 11,796,700**	**$ 10,229,200**	**$ 4,770,000**	**$ 56,595,234**

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CITY OF PINOLE
REVISED PROPOSED FY2022-23 THROUGH 2026-27
FIVE-YEAR CAPITAL IMPROVEMENT PLAN

SOURCES BY FUND	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	5-Year Total
100 - General Fund	$ 435,000	$ 310,000				$ 745,000
106 - Measure S 2014	$ 1,672,159	$ 1,613,860	$ 350,000	$ 100,000		$ 3,736,019
200 - Gas Tax	$ 100,000		$ 381,082			$ 481,082
214 - Solid Waste	$ 425,000					$ 425,000
215 - Measure J	$ 350,000					$ 350,000
276 - Growth Impact Fees	$ 88,000	$ 320,000	$ 200,000			$ 608,000
325 - City Street Improvements	$ 1,706,213	$ 890,000	$ 727,321	$ 890,000		$ 4,213,534
327 - Park Grants	$ 189,758					$ 189,758
377 - Arterial Streets Rehabilitation	$ 758,624	$ 247,250				$ 1,005,874
500 - Sewer Enterprise Fund	$ 2,400,235	$ 2,000,000	$ 906,597	$ 800,000	$ 3,800,000	$ 9,906,832
Sources Total	**$ 8,124,989**	**$ 5,381,110**	**$ 2,565,000**	**$ 1,790,000**	**$ 3,800,000**	**$ 21,661,099**
Unfunded Total		**$ 16,293,235**	**$ 9,231,700**	**$ 8,439,200**	**$ 970,000**	**$ 34,934,135**
Total Sources Required	**$ 8,124,989**	**$ 21,674,345**	**$ 11,796,700**	**$ 10,229,200**	**$ 4,770,000**	**$ 56,595,234**

FACILITIES

PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
FA2401	Plum St. Parking Lot Improvements		$80,000						
FA2201	Public Safety Building Modernization		$100,000	$100,000	$100,000				
FA2202	Senior Center Modernization	$60,000	$100,000	$100,000			106-343-47201	$60,000	Measure S 2014
FA2002	Electric Vehicle Charging Stations	$50,000					106-343-47201	$50,000	Measure S 2014
FA1901	Senior Center Auxiliary Parking Lot formerly known as Fowler House lot reuse	$149,120	$588,860				106-343-47201	$149,120	Measure S 2014
FA1902	Energy Upgrades	$120,811					106-343-47201	$120,811	Measure S 2014
FA1702	Citywide Roof repairs and replacement	$272,000	$140,000				106-343-47201	$272,000	Measure S 2014
FA1703	City Hall Modernization formerly known as Paint City Hall	$125,000	$125,000				106-343-47201	$125,000	Measure S 2014

PARKS

PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
PA2203	Playground Rubberized Surface Improvements	$237,198					106-343-47201	$47,440	Measure S 2014
							327-345-47203	$189,758	Park Grants
PA2202	Skatepark Rehabilitation			$150,000					
PA2201	Pocket Parks - Galbreth Ave.	$65,000	$85,000				106-343-47201	$65,000	Measure S 2014
PA2101	Installation of high-capacity trash bins	$425,000					214-345-47203	$425,000	Solid Waste Fund
PA1901	Pinole Valley Park Soccer Field Rehabilitation		$200,000						

SANITARY SEWER

PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
SS2203	Effulent Outfall	$150,000				$3,000,000	500-641-47201	$150,000	Sewer Enterprise
SS2202	Replacement of Diesel Tank	$150,000					500-641-47201	$150,000	Sewer Enterprise
SS2201	Sanitary Sewer Rehabilitation	$1,500,000	$800,000	$800,000	$800,000	$800,000	500-642-47201	$1,500,000	Sewer Enterprise
SS2101	Secondary Clarifier - Center Column Rehabilitation	$350,000					500-641-47201	$350,000	Sewer Enterprise
SS2102	Air Release Valve Replacements	$50,000					500-641-47201	$50,000	Sewer Enterprise
SS2002	Water Pollution Control Plant Lab Remodel	$100,000					500-641-47201	$100,000	Sewer Enterprise
SS1702	Sewer Pump Station Rehabilitation		$1,200,000						

STORMWATER

PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
SW2001	Roble Road Drainage Improvements	$30,000	$320,000				276-344-47206	$30,000	Growth Impact Fees
SW2002	Adobe Road Repair and Drainage Improvements	$30,000	$200,000				106-344-47206	$30,000	Measure S 2014
SW1901	Hazel Street Storm Drain Improvements	$476,460					106-344-47206	$418,460	Measure S 2014
							276-344-47206	$58,000	Growth Impact Fees

STREETS & ROADS

PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
RO2501	Residential Slurry Seal				$890,000				
RO2401	Cape Seal			$560,000					
RO2301	Residential Slurry Seal		$890,000						
RO2101	Arterial Rehabilitation	$758,624	$247,250				377-342-47205	$758,624	Arterial Rehabilitation
RO2102	Tennent Ave. Rehabilitation	$10,382		$655,000			500-641-47201	$10,382	Sewer Enterprise
RO2105	Appian Way Complete Streets	$100,000				$970,000	325-342-47205	$100,000	WCCTAC - STMP Fees
RO2107	Brandt St. Improvements	$170,000					100-342-47205	$170,000	General Fund
RO1902	Pedestrian Improvements at Tennent Ave. near R X R	$61,556		$800,000			325-342-47205	$61,556	WCCTAC - STMP Fees
RO1802	Hazel Street Gap Closure (Sunnyview)			$200,000					
RO1710	San Pablo Ave. Bridge over BNSF Railroad	$1,385,463	$16,293,235	$8,431,700	$8,439,200		325-342-47205	$1,223,746	WCCTAC - STMP Fees
							325-342-47205	$80,000	CCTA Measure J
							325-342-47205	$81,717	Caltrans - HBP
RO1708	Pinole Valley Road Improvements	$100,000					200-342-47205	$100,000	Gas Tax - RMRA
RO1714	Safety Improvements at Appian Way & Marlesta Rd. formerly known as HAWK at Appian Way and Marlesta	$637,872					325-342-47205	$9,144	City Street Improvements
							215-342-47205	$350,000	MTC/OBAG2
							325-342-47205	$129,400	MTC/TDA Article 3
							106-344-47206	$149,328	Measure S 2014

INFRASTRUCTURE ASSESSMENTS

PRJ #	USES BY PROJECT	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	Account #	FY 2022-23 Funds	Funding Source
IN2201	Energy Audit	$50,000					106-344-47206	$50,000	Measure S 2014
IN2101	Emergency Power for Critical Facilities	$30,000	$170,000				100-343-47201	$30,000	General Fund
IN2102	Municipal Broadband Feasibility	$60,000					106-118-47201	$60,000	Measure S 2014
IN2103	Recycled Water Feasibility	$60,000	$140,000				100-341-42101	$60,000	General Fund
IN2104	Local Road Safety Plan	$20,650					325-342-47205	$20,650	Caltrans - HSIP
IN2106	Active Transportation Plan	$75,000					100-341-42101	$75,000	General Fund
IN2001	Sanitary Sewer Collection System Master Plan	$89,853					500-642-47201	$89,853	Sewer Enterprise
IN1703	Storm Drainage Master Plan	$75,000	$75,000				106-344-47206	$75,000	Measure S 2014
IN1704	Park Master Plan	$100,000					106-344-47206	$100,000	Measure S 2014
	Uses by Project Total	**$8,124,989**	**$21,674,345**	**$11,796,700**	**$10,229,200**	**$4,770,000**			

CIP FY 2022-23 THROUGH FY 2026-27
PROJECT DESCRIPTION SHEETS

FACILITIES

FA2[illegible] - Plum St. Parking Lot Improvements

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

Description: To provide a secure parking area for Police vehicles in the Plum St. parking lot.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106			$ 80,000			
	Subtotal			**$ 80,000**			
	Total Cost Estimate: $ 80,000						

FACILITIES

FA2[illegible] - Public Safety Building Modernization

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2026
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: Yes

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.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106			$ 100,000	$ 100,000	$ 100,000	
	Subtotal			**$ 100,000**	**$ 100,000**	**$ 100,000**	
	Total Cost Estimate: $ 300,000						

FACILITIES

FA2[illegible] - Senior Center Modernization

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2025
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: Yes

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.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106		$ 60,000	$ 100,000	$ 100,000		
	Subtotal		**$ 60,000**	**$ 100,000**	**$ 100,000**		
	Total Cost Estimate: $ 260,000						

FACILITIES

FA2[illegible] - Electric Vehicle Charging Stations

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: December 30, 2022
Project Origin: Council Request
Multi-year Project: Yes

Description: This project will install a level II dual port electric vehicle charging station at the parking lot serving the Public Safety Building.

Supplemental Information: City staff continue to assess other public locations throughout Pinole for opportunities to incorporate EV charging infrastructure. An energy audit (Project IN2201) of City owned facilities will inform future installations of electric vehicle charging stations.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	106	$ 6,235					
Construction	106		$ 50,000				
	Subtotal	**$ 6,235**	**$ 50,000**				
	Total Cost Estimate: $ 56,235						

FACILITIES

FA1[illegible] - Senior Center Auxiliary Parking Lot

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2024
Project Origin: Fowler Lot Re-Use Committee
Multi-year Project: Yes

Description: On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components.

Supplemental Information: The Fowler House tenants remained in the properly till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020–68 to accept the final recommendation of the Committee.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	106	$ 42,535	$ 149,120				
Construction	106			$ 588,860			
	Subtotal	**$ 42,535**	**$ 149,120**	**$ 588,860**			
	Total Cost Estimate: $ 780,515						

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FACILITIES

FA1[illegible] - Energy Upgrades

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: End of life cycle
Multi-year Project: No

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

Supplemental Information: In October 2020, City staff began working with Marin Clean Energy's (MCE's) Energy Efficiency program to explore opportunities for energy conservation and generation at City owned facilities by replacing the HVAC systems and upgrading streetlights. It was determined that the MCE program could not incentivize HVAC replacement project or the upgrade of the streetlights. This project was formerly known as FA1706 and FA1801. In April 2021, the AC unit at City Hall broke down and was replaced.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106	$ 99,189	$ 120,811				
	Subtotal	**$ 99,189**	**$ 120,811**				
	Total Cost Estimate:	**$ 220,000**					

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FACILITIES

FA1[illegible] - Citywide Roof repairs and replacement

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2024
Project Origin: End of life cycle
Multi-year Project: Yes

Description: In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies. The roof inspection identified several roofs which need to be repaired or replaced. The roofs at City hall and the Public Safety building need to be replaced.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106		$ 272,000	$ 140,000			
	Subtotal		**$ 272,000**	**$ 140,000**			
	Total Cost Estimate:		**$ 412,000**				

FACILITIES

FA1[illegible] - City Hall Modernization (formerly known as Paint City Hall)

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2024
Project Origin: End of life cycle
Multi-year Project: No

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.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106		$ 125,000	$ 125,000			
	Subtotal		**$ 125,000**	**$ 125,000**			
	Total Cost Estimate:		**$ 250,000**				

PARKS

PA2_3 - Playground Rubberized Surface Improvements

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: Yes

Description: Replacement of panel rubberized surfaces at Fernandez Park and Pinole Valley Park. Fernandez Park involves replacement of rubberized surface improvements at tot lot and replacement of existing engineered mulch with rubberized surface at older age play equipment. The rubberized surfaces around the play equipment will also be replaced at Pinole Valley Park. These improvements are grant funded through the State of California Department of Parks and Recreation Per Capita funds.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	327		$ 189,758				
	106	$ 7,640	$ 47,440				
	Subtotal	**$ 7,640**	**$ 237,198**				
	Total Cost Estimate:		**$ 244,838**				

PARKS

PA2[illegible] - Skatepark Rehabilitation

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No
Description: Settling of ramps
Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106				$ 150,000		
	Subtotal				**$ 150,000**		
	Total Cost Estimate: $ 150,000						

PARKS

PA2[illegible] - Pocket Parks - Galbreth Ave.

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion: June 30, 2024
Project Origin: Council Request
Multi-year Project: No

Description: Installation of two ADA compliant benches and waste receptacles within two pocket parks at a suitable location on Galbreth Ave.

Supplemental Information: To develop the pocket parks, a lot line adjustment may be required.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106		$ 65,000	$ 85,000			
	Subtotal		**$ 65,000**	**$ 85,000**			
	Total Cost Estimate: $ 150,000						

PARKS

PA2 - Installation of high capacity trash bins

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: Beautification Ad Hoc Committee
Multi-year Project: No

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

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

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	214		$ 425,000				
	Subtotal		**$ 425,000**				
	Total Cost Estimate:		**$ 425,000**				

PARKS

PA1[illegible] - Pinole Valley Park Soccer Field Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2023
Revised Project Completion: June 30, 2024
Project Origin: Council Request
Multi-year Project: No

Description: There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.

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

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	106			$ 200,000			
	Subtotal			**$ 200,000**			
	Total Cost Estimate: $ 200,000						

SANITARY SEWER

SS2[illegible] - Effluent Outfall

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2027
Revised Project Start:
Revised Project Completion:
Project Origin: Regulatory Requirement
Multi-year Project: Yes

Description: 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.

Supplemental Information: Project requires coordination with Rodeo

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		$ 150,000				$ 3,000,000
	Subtotal		**$ 150,000**				**$ 3,000,000**
	Total Cost Estimate:		**$ 3,150,000**				

SANITARY SEWER

SS2[illegible] - Replacement of Diesel Tank

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: End of life cycle
Multi-year Project: No

Description: In-kind replacement of a 4,000 gallon diesel storage tank used to supply fuel to standby generators and City vehicles. The existing tank is compromised.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		$ 150,000				
	Subtotal		**$ 150,000**				
	Total Cost Estimate:		**$ 150,000**				

SANITARY SEWER

SS2[illegible] - Sanitary Sewer Rehabilitation

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2027
Revised Project Start:
Revised Project Completion:
Project Origin: Master Plan
Multi-year Project: Yes

Description: Various improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		$ 1,500,000	$ 800,000	$ 800,000	$ 800,000	$ 800,000
	Subtotal		**$ 1,500,000**	**$ 800,000**	**$ 800,000**	**$ 800,000**	**$ 800,000**
	Total Cost Estimate: $ 4,700,000						

SANITARY SEWER

SS2[illegible] - Secondary Clarifier—Center Column Rehabilitation

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: End of life cycle
Multi-year Project: No

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

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

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		$ 350,000				
	Subtotal		**$ 350,000**				
	Total Cost Estimate:		**$ 350,000**				

SANITARY SEWER

SS2[illegible] - Air Release Valve Replacements

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

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

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

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		$ 50,000				
	Subtotal		**$ 50,000**				
	Total Cost Estimate: $ 50,000						

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SANITARY SEWER

SS2[illegible] - Water Pollution Control Plant Lab Remodel

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

Description: The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.

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

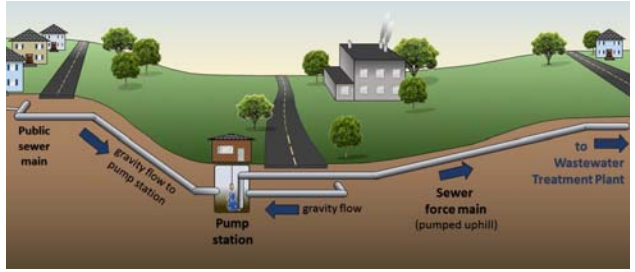
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	500		$ 100,000				
	Subtotal		**$ 100,000**				
	Total Cost Estimate:		**$ 100,000**				

SANITARY SEWER

SS1[illegible] - Sewer Pump Station Rehabilitation

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



Description: The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated.

Supplemental Information: The two pump stations are located on San Pablo Ave. and Hazel St. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, “Hazel Street Sewer Pump Rehabilitation.”

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	500			$ 22,500			
Engineering	500			$ 150,000			
Construction	500			$ 884,000			
Contingency	500			$ 143,500			
	Subtotal			**$ 1,200,000**			
	Total Cost Estimate: $1,200,000						

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STORMWATER

SW2301 - Roble Road Storm Drainage Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2024
Project Origin: Staff Recommendation
Multi-year Project: Yes

Description: The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	276		$ 30,000				
Construction	276			$ 280,000			
Contingency	276			$ 40,000			
	Subtotal		**$ 30,000**	**$ 320,000**			
	Total Cost Estimate: $ 350,000						

STORMWATER

SW2002 - Adobe Road Storm Drainage Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2024
Project Origin: Staff Recommendation
Multi-year Project: Yes

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

Supplemental Information:

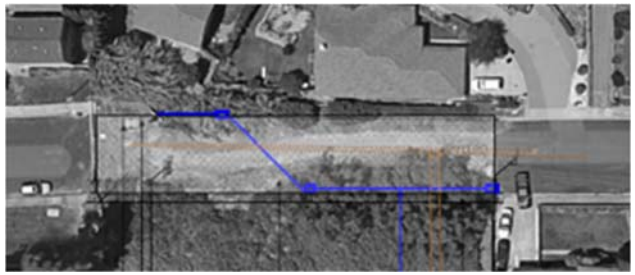
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	106		$ 30,000				
Construction	106			$ 175,000			
Contingency	106			$ 25,000			
	Subtotal		**$ 30,000**	**$ 200,000**			
	Total Cost Estimate: $ 230,000						

STORMWATER

SW1801 - Hazel Street Storm Drain Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: Development Driven
Multi-year Project: Yes



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

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

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	106	$ 54,910					
Construction	106		$ 356,460				
	276		$ 58,000				
Contingency	106		$ 62,000				
	Subtotal	**$ 54,910**	**$ 476,460**				
	Total Cost Estimate:		**$ 531,370**				

ROADS

RO2301 - Residential Slurry Seal

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

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

Supplemental Information:

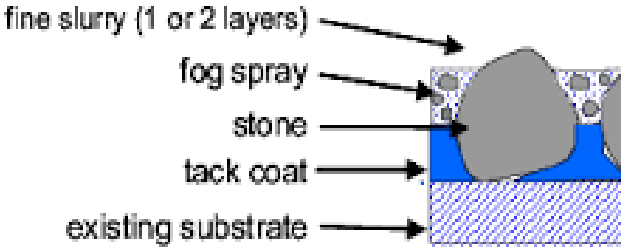
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	325					$ 10,000	
Construction	325					$ 800,000	
Contingency	325					$ 80,000	
	Subtotal					**$ 890,000**	
	Total Cost Estimate: $ 890,000						

ROADS

RO2[illegible]1 - Cape Seal

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



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

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	325				$ 10,000		
Construction	325				$ 500,000		
Contingency	325				$ 50,000		
	Subtotal				**$ 560,000**		
	Total Cost Estimate: $ 560,000						

ROADS

RO2301 - Residential Slurry Seal

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

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

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	325			$ 10,000			
Construction	325			$ 800,000			
Contingency	325			$ 80,000			
	Subtotal			**$ 890,000**			
	Total Cost Estimate: $ 890,000						

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ROADS

RO2101 - Arterial Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion: June 30, 2024
Project Origin: Pavement Management Program
Multi-year Project: Yes

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

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	377	$ 18,606	$ 39,874				
Construction	377		$ 625,000	$ 215,000			
Contingency	377		$ 93,750	$ 32,250			
	Subtotal	**$ 18,606**	**$ 758,624**	**$ 247,250**			
	Total Cost Estimate: $1,208,480						

ROADS

RO2102 - Tennent Ave. Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion: June 30, 2025
Project Origin: Pavement Management Program
Multi-year Project: Yes

Description: The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information: In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse $86,430 for this project.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	500	$ 27,423	$ 10,382				
Construction	200				$ 381,082		
	500				$ 74,597		
	325				$ 167,321		
Contingency	500				$ 32,000		
	Subtotal	**$ 27,423**	**$ 10,382**		**$ 655,000**		
	Total Cost Estimate: $ 692,805						

ROADS

RO2105 - Appian Way Complete Streets

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: Staff Recommendation
Multi-year Project: Yes

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.

Supplemental Information: This project will connect with the Contra Costa County's project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	325		$ 100,000				$ 970,000
	Subtotal		**$ 100,000**				**$ 970,000**
	Total Cost Estimate: $1,070,000						

ROADS

RO2107 - Brandt St. Improvements

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

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

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	100		$ 50,000				
Construction	100		$ 120,000				
	Subtotal		**$ 170,000**				
	Total Cost Estimate:		**$ 170,000**				

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ROADS

RO1002 - Pedestrian Improvements at Tennent Ave. near R x R

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2025
Project Origin: Staff Recommendation
Multi-year Project: Yes

Description: In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains one very small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. Since project inception, the scope of work has evolved to include improvements that would maximize parking on Railroad Avenue for park users. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information: WCCTAC held its STMP Call for Projects in 2018 which committed $100k in funding for preliminary engineering from the 2006 STMP program for this project. This project is eligible to respond to future STMP Call for Projects to compete for funding to advance the project through construction.

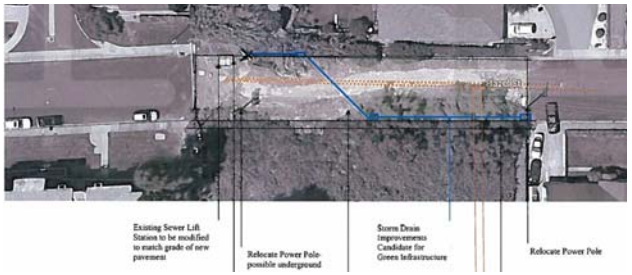
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	325	$ 37,324	$ 61,556				
Construction	325				$ 19,700		
	UF				$ 680,000		
Contingency	UF				$ 100,300		
	Subtotal	**$ 37,324**	**$ 61,556**		**$ 800,000**		
	Total Cost Estimate: $ 898,880						

ROADS

RO1[illegible]2 - Hazel Street Gap Closure (Sunnyview)

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion: July 30, 2025
Project Origin: Development Driven
Multi-year Project: No



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

Supplemental Information: Completion of Project SW1901 prior to this project.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Construction	276				$ 50,000		
	Developer				$ 150,000		
	Subtotal				**$ 200,000**		
	Total Cost Estimate: $ 200,000						

ROADS

RO1[illegible]0 - San Pablo Avenue Bridge over BNSF Railroad

Initial Project Start: July 1, 2017
Initial Project Completion: Beyond 5 year term
Revised Project Start:
Revised Project Completion: June 30, 2026
Project Origin: End of life cycle
Multi-year Project: Yes

Description: The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area's transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded and Unprogrammed project list as Project UF022.

Supplemental Information: The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State's share in the current HBP.

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
PM	325	$ 257,061	$ 80,000	$ 42,439			
Planning & Design	325	$ 537,176	$ 1,225,463	$ (42,439)	$ (7,500)		
	STMP	$ (91,089)	$ (1,223,746)	$ (285,165)			
	HBP	$ (708,856)	$ (81,717)				
	UF						
Construction	STMP						
	UF			$16,578,400	$ 8,439,200	$ 8,439,200	
	Subtotal	**$ (5,709)**	**$ -**	**$16,293,235**	**$ 8,431,700**	**$ 8,439,200**	
	Total Cost Estimate: $33,158,426						

ROADS

RO1[illegible]3 - Pinole Valley Road Improvements

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

Description: As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea Dr. to Helena Ct. will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal may be the recommended treatment.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Engineering	200		$ 5,000				
Construction	200		$ 87,000				
Contingency	200		$ 8,000				
	Subtotal		**$ 100,000**				
	Total Cost Estimate:		**$ 100,000**				

ROADS

RO1. . 4 - Safety Improvements at Appian Way and Marlesta Rd. (formerly known as HAWK at Appian Way and Marlesta Rd.)

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start: July 1, 2020
Revised Project Completion: June 30, 2023
Project Origin: TAPS
Multi-year Project: Yes

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

Supplemental Information: The City secured grant funds to install a traffic signal at this intersection instead of a HAWK.

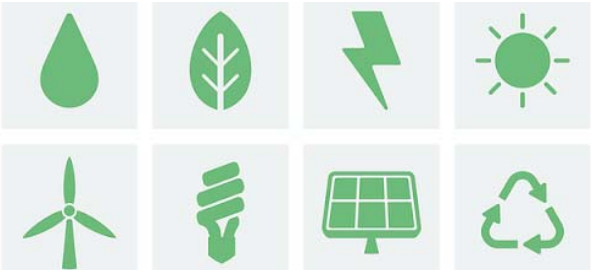
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	325	$ 25,193	$ 9,144				
Construction	OBAG2		$ 350,000				
	TDA		$ 129,400				
	106		$ 67,278				
Contingency	106		$ 82,050				
	Subtotal	**$ 25,193**	**$ 637,872**				
	Total Cost Estimate:		**$ 663,065**				

INFRASTRUCTURE ASSESSMENTS

IN22 - Energy Audit

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



Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	106		$ 50,000				
	Subtotal		**$ 50,000**				
	Total Cost Estimate:		**$ 50,000**				

INFRASTRUCTURE ASSESSMENTS

IN21 - Emergency Power for Critical Facilities

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2023
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2024
Project Origin: Council Request
Multi-year Project: Yes

Description: During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. Critical facilities will need reliable sources of sustained electrical power to continue operations. This project will: 1) identify critical facilities in need of back-up power in coordination with an Emergency Operations Plan (EOP) , 2) assess power loads in each critical facility that requires back-up power, 3) determine the costs and technology options including solar battery storage, and 4) make any additional recommendations to Council before advancing to construction.

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

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	100		$ 30,000				
Construction	100			$ 170,000			
	Subtotal		**$ 30,000**	**$ 170,000**			
	Total Cost Estimate: $ 200,000						

INFRASTRUCTURE ASSESSMENTS

IN21[illegible] - Municipal Broadband Feasibility

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2024
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2023
Project Origin: Council Request
Multi-year Project: No

Description: A feasibility study will determine a successful deployment strategy and associated costs for implementing municipal broadband service in Pinole.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	106		$ 60,000				
	Subtotal		**$ 60,000**				
	Total Cost Estimate:		**$ 60,000**				

INFRASTRUCTURE ASSESSMENTS

IN21[illegible] - Recycled Water Feasibility

Initial Project Start: July 1, 2022
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion: June 30, 2024
Project Origin: Council Request
Multi-year Project: Yes

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.

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

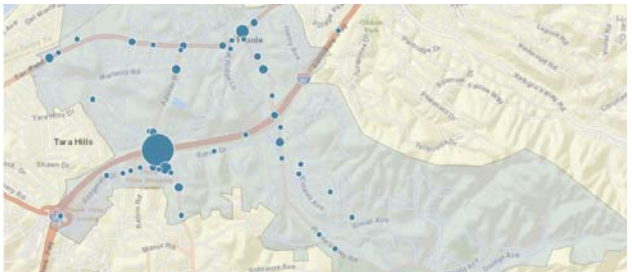
Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Design	100		$ 60,000				
Construction	100			$ 140,000			
	Subtotal		**$ 60,000**	**$ 140,000**			
	Total Cost Estimate: $ 200,000						

INFRASTRUCTURE ASSESSMENTS

IN21 . - Local Road Safety Plan

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



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

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

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	325	$ 19,013	$ 20,650				
	Subtotal	$ 19,013	**$ 20,650**				
	Total Cost Estimate:		**$ 39,663**				

INFRASTRUCTURE ASSESSMENTS

IN21[illegible] - Active Transportation Plan

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

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

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	100		$ 75,000				
	Subtotal		**$ 75,000**				
	Total Cost Estimate:		**$ 75,000**				

INFRASTRUCTURE ASSESSMENTS

IN20 - Sanitary Sewer Collection System Master Plan

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

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

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	500	$ 359,147	$ 89,853				
	Subtotal	**$ 359,147**	**$ 89,853**				
	Total Cost Estimate: $ 449,000						

INFRASTRUCTURE ASSESSMENTS

IN17 - Storm Drainage Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start: July 1, 2022
Revised Project Completion: June 30, 2024
Project Origin: Staff Recommendation
Multi-year Project: Yes

Description: Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	106		$ 75,000	$ 75,000			
	Subtotal		**$ 75,000**	**$ 75,000**			
	Total Cost Estimate: $ 150,000						

INFRASTRUCTURE ASSESSMENTS

IN1[illegible] - Park Master Plan

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

CITY OF PINOLE
PARK MASTER PLAN

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

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

Budget:

	Fund	Prior Funding	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27
Planning	106		$ 100,000				
	Subtotal		**$ 100,000**				
	Total Cost Estimate:		**$ 100,000**				

CIP FY 2022-23 THROUGH FY 2026-27
UNFUNDED AND UNPROGRAMMED PROJECTS

Return to Agenda

FIVE-YEAR CAPITAL IMPROVEMENT PLAN: FY 2022-23 THROUGH FY 2026-27
UNFUNDED AND UNPROGRAMMED PROJECTS

#	Unfunded/Unprogrammed Projects
UF001	Railroad Avenue Bridge Removal and Replacement
UF002	Electric Vehicle Charging Stations in City lots
UF003	Parking lot resurfacing
UF004	LLAD Landscape Restoration and Improvement
UF005	Dog Park Restroom Replacement
UF006	Dog Park resurfacing and fencing improvements
UF007	Eucalyptus Grove Restoration
UF008	Fernandez Park Baseball grandstand improvement
UF009	Repave Trails
UF010	ADA Ramps
UF011	Appian Complete Streets
UF012	Bridge Maintenance
UF013	Installation of High intensity Activated crossWALK (HAWK)
UF014	Pavement Maintenance
UF015	I-80/Pinole Valley Rd. Interchange Improvements
UF016	Shale Hill Retaining wall and sidewalk gap
UF017	Sidewalks gaps
UF018	Signal System Upgrades
UF019	San Pablo Sewer Lift Station Upgrade
UF020	Sewer Collection Systemwide Rehabilitation
UF021	Tree Master Plan
UF022	San Pablo Avenue Bridge over BNSF Railroad
UF023	Installation of Solar at City Facilities
UF024	All weather access roads
UF025	Faria House Renovations

Return to Agenda

UF001 - Railroad Avenue Bridge Removal and Replacement

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads/Sanitary Sewer/ Stormwater

Cost Estimate:

Potential Funding Sources:

UF002 - Electric Vehicle Charging Stations in City lots

Project Information

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

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

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

Return to Agenda

UF003 - Parking lot resurfacing

Project Information

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

Origin: Staff Recommendation

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Economic stimulus funding

UF004 - LLAD Landscape Restoration and Improvement

Project Information

The Pinole Valley Road Landscape and Lighting Assessment District was formed in 2008. The City installed various improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The district provides maintenance to traffic signals, streetlights, median landscaping, irrigation for landscaping, electricity to traffic signals and streetlights, and graffiti removal. This project will maintain and restore turf, shrubs, plants and trees within the District.

Origin: LLAD Report

Budget Unit: LLAD

Cost Estimate:

Potential Funding Sources: Fund 345 & 348

Return to Agenda

UF005 - Dog Park Restroom Replacement

Project Information

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

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources: -

UF006 - Dog Park resurfacing and fencing improvements

Project Information

Resurfacing and fencing improvements

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

Return to Agenda

UF007 - Eucalyptus Grove Restoration

Project Information

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

Origin: Council Request

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF008 - Fernandez Park Baseball grandstand improvement

Project Information

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

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

Return to Agenda

UF009 - Repave Trails

Project Information

The City's goal is to develop safe, connected, and comfortable bicycle and pedestrian facilities for people of all ages and abilities. Repaving trails will enhance trail access from the City's roadway network to encourage alternative modes of transportation.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF010 - ADA Ramps

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Return to Agenda

UF011 - Appian Complete Streets

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: $970,000

Potential Funding Sources: -

UF012 - Bridge Maintenance

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Return to Agenda

UF013 - Installation of High intensity Activated crossWALK (HAWK)

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF014 - Pavement Maintenance

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: $42,000,000

Potential Funding Sources: Fund 200 and Fund 106

Return to Agenda

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

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: $10,959,000

Potential Funding Sources:

UF016 - Shale Hill Retaining wall and sidewalk gap

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Return to Agenda

UF017 - Sidewalk gaps

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF018 - Signal System Upgrades

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Return to Agenda

UF019 - San Pablo Sewer Lift Station Upgrade

Project Information

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

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

UF020 - Sewer Collection Systemwide Rehabilitation

Project Information

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

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

Return to Agenda

UF021 - Tree Master Plan

Project Information

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

Origin: Beautification AdHoc Committee

Budget Unit:

Cost Estimate: $375,000

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

UF022 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

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

Origin: End of life cycle

Budget Unit: Roads

Cost Estimate: $35,582,665

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

Return to Agenda

UF023 - Installation of Solar at City Facilities

Project Information

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

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

UF024 - All access weather roads

Project Information

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

Origin: General Plan

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

Return to Agenda

UF025 - Faria House Renovations

Project Information

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

Origin: Council Request

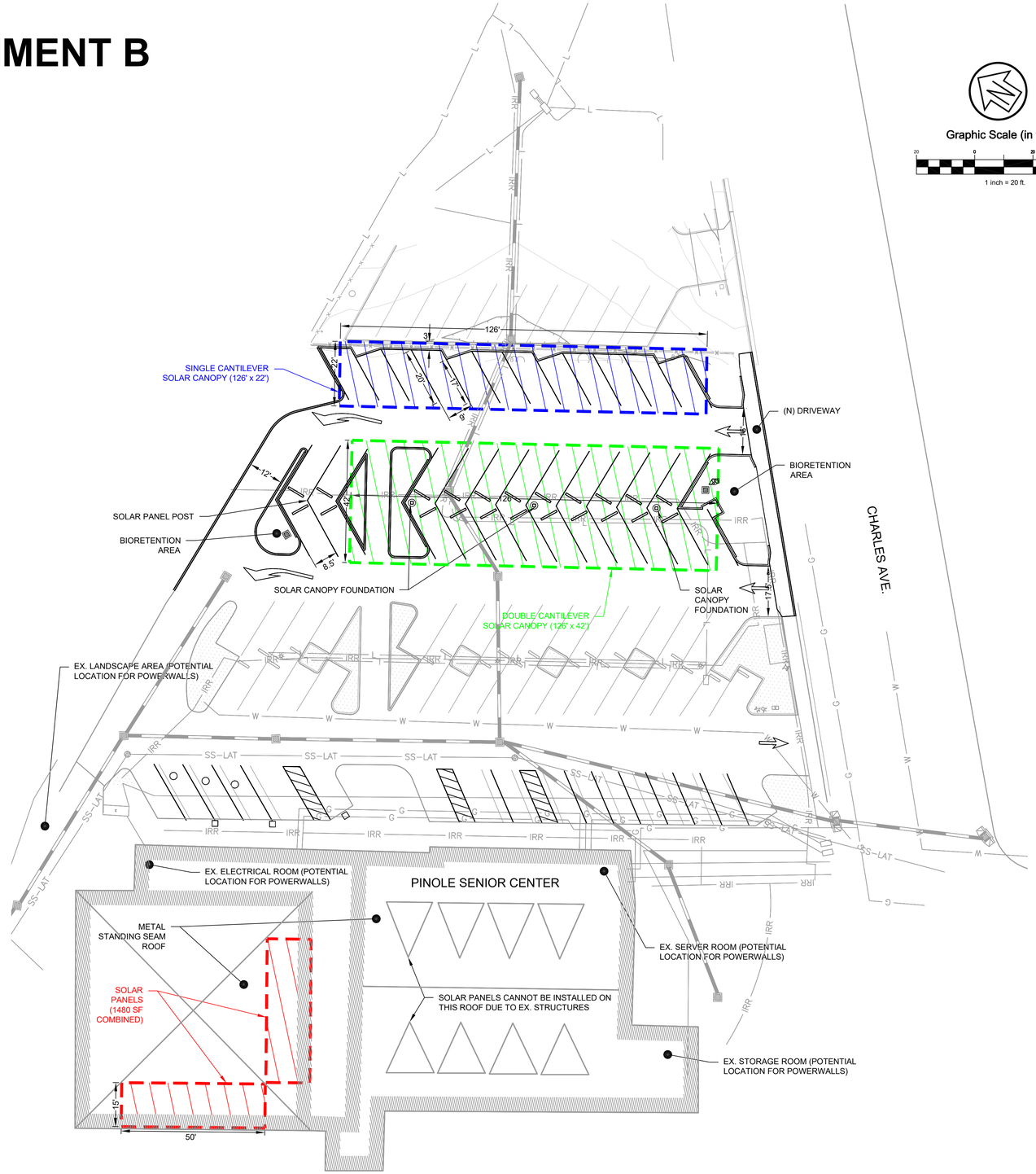
Budget Unit: Facilities/Economic Development

Cost Estimate:

Potential Funding Sources:

Return to Agenda

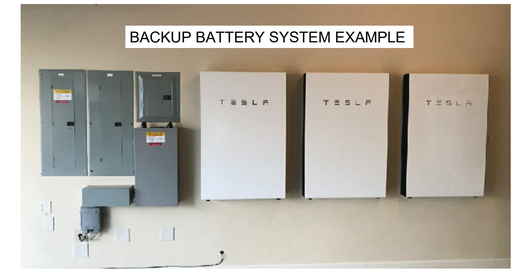
ATTACHMENT B



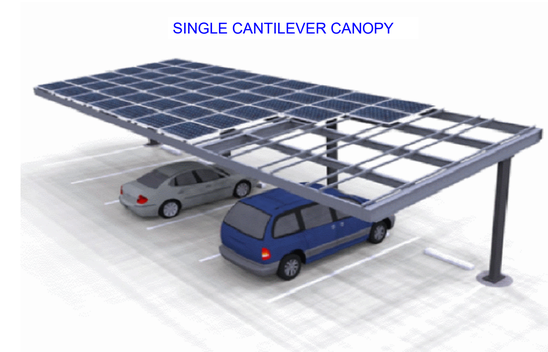
Graphic Scale (in feet)

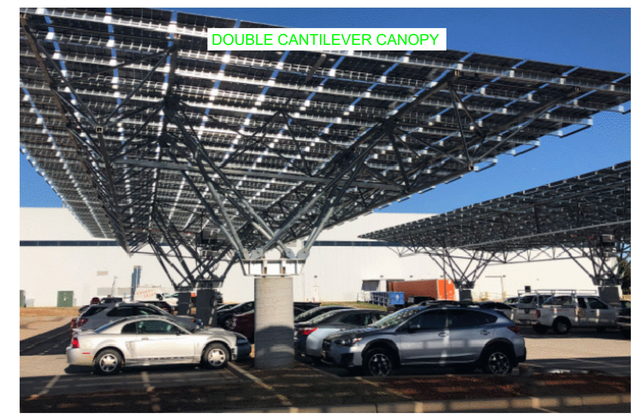
20 0 20 40

1 inch = 20 ft.



SINGLE CANTILEVER CANOPY





Rev	Date	Description	Designed	Drawn	Checked

CSW | ST2

CSW/Stuber-Stroeh Engineering Group, Inc.

Civil & Structural Engineers | Surveying & Mapping | Environmental Planning
Land Planning | Construction Management

45 Leveroni Court
Novato, CA 94949

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City	Pinole
County	Contra Costa
State	California

PARKING LOT DESIGN - FA1901

EXHIBIT A

CITY OF PINOLE

Prepared Under the Direction of:

Sheet

EX. A

Scale:	1" = 20'
Date:	05/27/2022
CSW Project #:	2130002.10
City Project No:	R01801