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CITY COUNCIL

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

**PINOLE CITY COUNCIL
MEETING AGENDA**

**TUESDAY
May 16, 2023
5:00 P.M**

Please note: HYBRID MEETING FORMAT

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

Attend VIA ZOOM TELECONFERENCE – Details provided below

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 hbelle@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 hbelle@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 Representative: City Manager Andrew Murray, Human Resources Director Stacy Shell, Greg Ramirez (IDEA)

Represented Employees: AFSCME, Locals 1 and 512 and 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 EVENTS

A. Proclamations

1. Mental Health Awareness Month
2. Asian American and Pacific Islander Month
3. Emergency Medical Services Week
4. Jewish American Heritage Month
5. Affordable Housing Week
6. National Police Week

B. Presentations

1. AC Transit Presentation

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 25, 2023, April 29, 2023 Special Council meetings and the Minutes of the Regular City Council Meeting on May 2, 2023.
- B. Receive the April 29, 2023 – May 12, 2023 – List of Warrants in the Amount of \$1,225,226.29 and the May 12, 2023, Payroll in the Amount of \$ 470,399.29.
- C. Approve a Two-Year Contract with Planeteria for the New Website Content Management System in the Amount not to Exceed \$58,620.00 **[Action: Adopt resolution per staff recommendation (Epps)]**
- D. Resolution of the City of Pinole to Comply with State Housing Laws **[Action: Adopt resolution per staff recommendation (Kaur)]**
- E. Resolution Opposing State Initiative 21-004281 **[Action: Adopt resolution per staff recommendation (Mishra)]**
- F. Adopt a Resolution Promoting and Supporting the Creation of Education Workforce Housing in Contra Costa County **[Action: Adopt resolution per staff recommendation (Whalen)]**
- G. Letter of Support for United States Department of Transportation Funding for East Bay Regional Park District Trail Expansion Projects **[Action: Approve Letter of Support per Staff Recommendation (Rogers)]**
- H. Options for a City-Sponsored Job Fair **[Action: Approve Staff Recommendation (Whalen)]**
- I. Adoption of Resolution Authorizing the City Manager to Execute a Contract with The Pun Group for Professional Auditing Services for Fiscal Years Ending June 30, 2023, through June 30, 2025, with the Option to Extend the Contract at One-Year Intervals, not to Exceed a Total of Two Additional Fiscal Years **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

- J. Plan for High School Student Internships with City Council Members **[Action: Receive Report (Shell)]**
- K. Update on the Activity of the Project Labor Agreement (PLA) Ad Hoc Subcommittee **[Action: Receive Report (Mishra)]**
- L. 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 2023/2024 **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

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. First Reading of Ordinance Adopting a Military Equipment Policy and Approving Renewal of Chapter 2.60 "Military Equipment Policy" of the Pinole Municipal Code; and Review of 2022-2023 Annual Report in Compliance with AB 481 **[Action: Waive first reading and conduct public hearing (Crone)]**
- B. Resolution Adopting Updated User and Regulatory Fees and The Master Fee Schedule **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

11. OLD BUSINESS

None

12. NEW BUSINESS

- A. Ten-Year General Fund Status Quo Financial Forecast (Fiscal Year (FY) 2023/24 through FY 2032/33) **[Receive Report (Guillory)]**
- B. Preliminary Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget **[Action: Receive Report and Provide Direction (Guillory)]**
- C. Preliminary Proposed Fiscal Year (FY) 2023/24 Through 2027/28 Five-Year Capital Improvement Plan (CIP) **[Action: Receive Report and Provide Direction (Kaur)]**

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 6, 2023 in Remembrance of Amber Swartz.

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

Heather Bell, CMC
City Clerk

POSTED: May 11, 2023 at 4:30pm

**CITY COUNCIL MEETING
MINUTES
April 25, 2023**

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

The Special City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murphy called the Special Meeting of the City Council to order at 6:03 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

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

B. STAFF PRESENT

Andrew Murray, City Manager
Eric Casher, City Attorney
Heather Bell, City Clerk
Markisha Guillory, Finance Director
Misha Kaur, Capital Improvement and Environmental Program Manager
Neil Gang, Chief of Police
Sanjay Mishra, Public Works Director

City Clerk Heather Bell announced the agenda had been posted on Thursday, April 20, 2023 at 3:30 p.m. with all legally required written notices. No written comments had been received in advance of the meeting.

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

4. CITIZENS TO BE HEARD (Public Comments)

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City Clerk Bell reported there appeared to be technical difficulties with the audio for those members of the public wishing to speak via Zoom. A recess was taken at this time to allow staff to work with Pinole Community Television (PCTV) to address the situation. The City Council meeting reconvened at 6:30 p.m. with all Council members present and the City Council returned to Item 4.

Cordell Hindler, Richmond, stated after watching the April 18, 2023 City Council meeting, he had been appalled that resident Anthony Vossbrink had been cut-off when speaking to the City Council. He commented that the public should not have to wait until 10:00 or 10:30 p.m. to address the City Council, urged the City Council to condense staff reports, and requested the revisions to the City Council Norms and Procedures be agendaized for the May 16, 2023 City Council meeting.

Maria Alegria, Pinole, stated that Pinole Valley Road had become a speeding raceway and should be designated a safe traffic and pedestrian corridor. She highlighted an incident she had witnessed on April 23, 2023 when a speeding vehicle had lost control while racing another vehicle on Pinole Valley Road. That vehicle had almost hit her vehicle head-on but had hit a City sign post and ended up in a neighbor's yard. She emphasized that Pinole Valley Road from Castro Ranch to San Pablo Avenue had become a raceway with little to no consequences to laws. Other residents shared her concerns and she had shared them with the City Manager. She asked the City Council to help facilitate an easier process for residents to report such incidents to the City Manager and Police Chief and help public safety officers keep the community safe from such scofflaws. This incident had also been reported on the Nextdoor platform where the analytics had reported over 2.7 thousand views. She asked that community safety become a community priority.

5. NEW BUSINESS

- A. Fiscal Year (FY) 2023/24 General Fund Baseline Budget and Preliminary Council Requests for FY 2023/24 Budget Changes [**Action: Discuss and provide direction (Guillory)**]

Finance Director Markisha Guillory provided a PowerPoint presentation on the Fiscal Year (FY) 2023/24 General Fund Baseline Budget, which included an overview of the budget and budget development process, budget policy and General Fund Baseline Budget. Budget figures for the City's property taxes, sales and use tax for the two Measure S tax measures, Utility User's Tax (UUT), Franchise Tax, Intergovernmental Taxes, Transient Occupancy Tax (TOT), Business License Tax, Charges for Services (charges for services which included public safety charges received for dispatch services provided to the cities of Hercules and San Pablo through a cost-sharing agreement), other revenue sources and transfer-in from the Section 115 Pension Trust to offset the increase in pension costs were all highlighted.

Finance Director Guillory also provided an overview of expenditures that included salaries and wages, benefits, operations and maintenance, Contra Costa County Fire Protection District (CCCFPD) Fire Services Agreement, capital outlay, debt service and transfer out. A comparison of the Baseline Budget as compared to the Long-Term Financial Forecast for FY 2023/24 was also provided.

Finance Director Guillory further detailed the summary of fund balances and one-time consideration items the City Council had directed staff to include in the budget in the last two fiscal years, which had not been completed and which were to be covered by an unassigned fund balance, with all information contained in the April 5, 2023 staff report.

Finance Director Guillory identified the next steps in the process with staff to evaluate Council member additions to the budget, if any, to be incorporated into the Preliminary Proposed Budget and present that budget to the City Council during a meeting in May, date yet to be finalized.

Mayor Pro Tem Toms again clarified with Finance Director Guillory the fund balance summary with the General Reserve, who confirmed that the General Reserve ending balance as shown was within the City's policy.

City Manager Andrew Murray clarified with respect to the dispatch services for the West Bay Communication Center with the cities of San Pablo and Hercules that the City of Pinole was in the midst of negotiations for an updated agreement. He highlighted how the expenses were shared by each entity.

Council member Sasai asked for clarification for the changes shown in the budget for the City Manager/City Clerk Offices and Finance Director Guillory explained there were some items that had been considered to be baseline items, which staff had fine-tuned and determined were one-time expenses. This had resulted in the budget decreasing since the type of item from baseline to one-time had shifted.

Council member Tave referred to the balance for sales taxes in 2018 as compared to the present and asked whether the additional sales taxes of \$1 million, as shown, was a one-time increase or whether it could be relied upon in the future.

Finance Director Guillory clarified the delta between 2018/2019 and the present, which had shown an extra million would require some additional research to provide a clear explanation.

City Manager Murray explained that staff had consulted with HdL the City's sales tax consultant, and the main factor for the increase in sales taxes had been an increase in on-line sales, a run-up in consumption and the need to outfit home offices during the pandemic. Presently that run-up had flattened out with a one percent year by year increase expected. HdL had provided the revenue forecasting and staff had done some in-house forecasting based on trend analyses, with the difference in the Long-Term Financial Plan (LTFP) from 2022 and the baseline forecast a couple hundred thousand dollars.

City Manager Murray advised that staff was confident with the forecasts and a 10-Year Baseline Forecast would be presented to the City Council at the same time as the Preliminary Proposed Budget in May, which would build in more long-term projections on the revenue trends. He did not expect the City to lose money in sales taxes.

City Manager Murray further commented in response to Council member Tave that some vacant spaces had been re-tenanted by desirable retailers but no single retailer usually made that much of a difference in sales taxes. There was an action step in the Economic Development Strategy to continue to identify opportunities to attract retailers where the City had gaps which had not yet been implemented.

Council member Tave also clarified the funds related to the CCCFPD Fire Services Agreement were not pass-through funds, and City Manager Murray explained that the funds were netted-out of the expenditure shown for the CCCFPD Fire Services Agreement.

Council member Martinez-Rubin clarified with Finance Director Guillory the projected increase in Business License Taxes had been due to an increase in the license fee. The CCCFPD Fire Services Agreement amount was again clarified with the expenditure paying for staffing (those to be assigned to Station 74), operations and maintenance, utilities and dispatch services.

City Manager Murray again highlighted the FY 2022/23 and 2023/24 General Fund Baseline Budget expenditures as presented in the PowerPoint for the CCCFPD Fire Services Agreement, with the City's salaries, wages and benefits expenditures decreasing due to the reduction of 17 Pinole Fire Department employees as part of the CCCFPD Services Agreement. A comparison of Pinole firefighters to CCCFPD firefighters had not been provided since staff was relying on an independent fiscal analysis and mid-term update on the status of the contract with the CCCFPD, to be presented to the City Council at a future meeting.

Council member Martinez-Rubin also clarified with Finance Director Guillory the one-time initiatives and capital improvement projects (operating initiatives) which would be presented as part of the Capital Improvement Plan (CIP) and as part of agenda Item 5B, which would show how the various projects had been funded by the General Fund and the two Measure S funds.

City Manager Murray added there was a lot tied into those ideas, and he described the differences between the fund balance (one-time resources not being replenished to be used for one-time expenses) and capital projects funded by the General Fund and the two Measure S funds. He also clarified that capital projects were capital in nature, related to infrastructure, but there was also a gray area regarding the magnitude of a project. The one-time items would be included in the Preliminary Proposed Budget, most of which were underway, and were one-time not ongoing expenses which was the distinction in the baseline budget.

Finance Director Guillory also explained there was some overlap between the operating budget and the CIP in terms of how the projects had been classified, but all would be funded by the General Fund and Measure S funds, which was why the projects had been highlighted. In the event alternative sources of funding were found, it would come before the City Council as an amendment to the budget.

City Manager Murray clarified that alternative sources of funding had occurred in the past, and he referenced some one-time community development-related projects with respect to updating the Housing Element and other elements along with the creation of objective design standards. State grant funds had become available to assist in the funding for those projects. For the CIP, if something was funded by a local source or another funding opportunity that project may have to return to the City Council.

Council member Martinez-Rubin could not recall whether the City Council had discussed the Infrastructure and Investment Jobs Act and whether Pinole was eligible for any funding, to which Finance Director Guillory stated the City had not received any funding from the Infrastructure and Investment Jobs Act.

City Manager Murray reported there would be a future agenda item during a City Council meeting in May to discuss the funding opportunities as part of a City Council request for a future agenda item.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, asked for clarification of the Finance Director's PowerPoint presentation and a statement that the City had fewer expenditures related to the California Public Employees' Retirement System (CalPERS) since CalPERS had recently provided a presentation to the City Council and had reported on a near term increase in demands due to losses. He understood the change in expenditure was due to workers' compensation and liability premiums and he asked why the numbers had increased so significantly given that the covered pool of the City would be at a lesser risk with the removal of Pinole firefighters from the covered pool for both categories. He asked whether the level of increase was typical year after year.

Mr. Menis also referenced the General Reserve offset interest losses and asked whether the General Reserve fell under the Investment Policy and whether the funds had been invested in the same manner as Pension Investment Funds, the Local Agency Investment Fund (LAIF) or a money market account.

Mr. Menis also referenced Table 1, Page 5 of the April 25, 2023 staff report, and commented on the percentage of increases in expenditures for the Finance, Human Resources and Police Departments. He understood the increases in the Human Resources and Police Departments were due to new staffing but if not accurate requested clarification. He otherwise thanked the Finance Director for the information in the PowerPoint presentation and the slide for the Baseline Budget Compared to Long-Term Financial Forecast, which he found to be helpful.

Irma Ruport, Pinole, appreciated the report on the budget but suggested the inclusion of PCTV in the Community Development and Recreation Departments budget should be separated out as a separate budget item. She also opposed staff approving any changes in expenditures or in items in the budget without the discussion and approval of the City Council. As to the potential for grant funding, she noted that some grants had a deadline during the month of May and she urged staff not to miss the deadline for any potential grant opportunities.

Cordell Hindler, Richmond, asked for clarification of the one-time items, in particular an item in the amount of \$10,000 for business development.

PUBLIC COMMENTS CLOSED

Finance Director Guillory responded to the public comments and explained as it related to CalPERS rates that the City would have to deal with the CalPERS losses in 2024. In the previous year the CalPERS valuation and five-year forecast was lower because at that time the system had experienced higher than expected returns on investments; however that had reversed and in FY 2024/25 the City would see the impacts.

In terms of the transition to the CCCFPD, Finance Director Guillory noted the City was still responsible for the payment for this budget year, which had been captured as a one-time item. Moving forward the City would not be responsible for the fire staff who had transitioned.

Finance Director Guillory also responded to questions related to the General Reserve and clarified that fell under the City's Investment Policy, which was different from the Section 115 Pension Trust Policy. The City had been investing in Certificates of Deposit (COD) United States Treasury bonds and some in LAIF. She further clarified the increases in the baseline budget related to the Finance Department had been due to an administrative staff person who had previously been allocated to other departments but who had picked up some tasks in the Finance Department and that salary had shifted to the Finance Department. For the Human Resources Department, other factors including non-personnel costs to support the City's Human Resources operations had been added to the budget as ongoing expenses and were related to legal services in the Department.

Mayor Murphy clarified the Sales and Use Tax and asked whether it had been compared to other cities in Contra Costa County, and Finance Director Guillory stated that comparison had been done but she did not have that information at this time. The information could be forwarded to the City Council prior to its next meeting.

Mayor Murphy also clarified the budget development key dates and asked how the public could utilize the Balancing Act – Community Priorities Survey to assist the City Council in making decisions on the budget.

Finance Director Guillory explained that the Balancing Act had been set up using the Prioritization Module for a qualitative survey, with respondents asked to pick and rank their top five priorities to be reported back to the City Council to decide how to fund those initiatives. Staff would also work with the Public Works Department to use the survey in the same way for CIP projects with a report back to the City Council in the same way.

Mayor Murphy spoke to the 10-Year Forecast and asked whether CalPERS variables would be part of that conversation and Finance Director Guillory explained that the 10-Year Forecast was the baseline forecast and those factors would be considered and be presented along with the Preliminary Proposed Budget.

Council member Tave referenced the Inflation Reduction Act (IRA) and asked what impact that would have in terms of what projects were shovel ready, and City Manager Murray explained there was no future item to discuss the IRA but that could be added to the discussion of the Preliminary Proposed Budget or the Preliminary Proposed CIP.

Public Works Director Sanjay Mishra highlighted the Bipartisan Infrastructure Law (BIL) that would make investments in the transportation sector, improve public safety and climate resilience, create jobs across the country and deliver a more equitable future.

Council member Tave sought more discussion on the IRA, the need to identify shovel ready projects and the need to discuss the possibilities. He asked staff to see how the IRA would weave into the budget in terms of what could realistically be done.

City Manager Murray recommended adding a discussion on CIP project funding from the IRA and the BIL as part of the Preliminary Proposed CIP.

Mayor Murphy noted that during the April 18, 2023 City Council meeting, the City Council had directed staff to prepare a resolution in support of partnering with Contra Costa County's Inflation Reduction Act (IRA) Conference where more guidance would be helpful on the use of IRA funds and other funding sources. He understood that some members of City staff would be attending the IRA Conference on May 18, 2023.

Mayor Pro Tem Toms noted that some of the one-time initiatives would fall under the environmental parts of grant funding. The Recycled Water Feasibility and Municipal Broadband Feasibility one-time projects, as examples, may involve a planning grant and if the City were to partner with the City of Hercules that could be another opportunity, although the City of Pinole would not qualify for the Keller Mitigation Funds, which were only for East County (Pittsburg/Bay Point and a bit of Antioch).

Council member Sasai clarified with staff the staff recommendations that may include any City Council recommended changes to the baseline budget which staff would evaluate. Any recommended additions to the CIP would be part of Item 5B.

City Manager Murray reiterated the staff recommendation and clarified the City Council may take action to remove any of the one-time items that had been approved in the past, although many were partially underway. For any other recommendations, City staff would need to prepare cost estimates and determine the operational feasibility of those recommendations.

Council member Martinez-Rubin asked that staff come back with additional information on the baseline budget, amending the City's agreements with franchisees to the extent possible. She wanted to know the range, whether the tax amount was regulated, and whether there was some "wiggle" room along with the timelines when new contracts were due.

Council member Tave asked for more clarification on the "needs" versus the "wants." He wanted to know whether there was any room for adjustment given concerns with asking a lot in the CIP and asking a lot of staff, and he wanted assurance that what had been indicated to be done would be done without maxing everyone out and diminishing returns.

City Manager Murray explained that would be discussed in detail during the Special Meeting on April 29, 2023 as part of the discussion of the Strategic Plan. He added the City Council's Balanced Budget Policy required City staff to propose an initial budget that was balanced. When staff returned at a future meeting, the Preliminary Proposed Budget would be balanced with staff to work to close the current gap in the budget. He also explained the solution to closing the gap would involve fine-tuning the baseline and a discussion with all Departments on what could be done in-house along with other fixes. He further clarified that anything learned about grant opportunities was still a few months down the road and the process would play out with the City Council's adoption of the Operating and Capital Budget and CIP. Subsequent to that based on new information on funding sources, if City staff identified any shifting to another direction based on outside funding that would be brought back to the City Council during a mid-year adjustment to the CIP.

Finance Director Guillory again identified the next steps and confirmed at this time that the City Council had not proposed any changes to the budget. The next step would be to work to implement budget balancing measures to bring the gap in the budget to zero, with staff to return with a Preliminary Proposed Budget at a City Council meeting in May. Staff would also return with information in response to questions raised on sales taxes and guidance on the IRA and BIL.

City Manager Murray added that staff would also incorporate the information on federal funding and look into the issue of the franchise agreements, and a future agenda item would include a discussion on a successor for the City's existing refuse franchise agreement.

Council member Martinez-Rubin clarified with Finance Director Guillory that public comment on the use of the Balancing Act tool would remain open for another three weeks with access on the City website and City Facebook page.

B. Overview of Draft Fiscal Year 2023/24 Through 2027/28 Capital Improvement Plan [Action: Discuss and provide direction (Kaur)]

Capital Improvement and Environmental Program Manager Misha Kaur provided a PowerPoint presentation on the Draft Fiscal Year 2023/24 through 2027/28 Capital Improvement Plan (CIP), which included an overview of the Draft Five-Year CIP containing 32 capital projects and seven infrastructure assessments, and for Fiscal Year 2023/24 there were 30 capital projects slated for work and seven infrastructure assessments in the categories of: facilities, parks, sewer, stormwater, streets and roads and infrastructure assessments.

Ms. Kaur also identified the complete or anticipated completion projects by June 30, 2023 in the Draft CIP and the budget summary of the Five-Year CIP and clarified that since the most recent meeting of the Finance Subcommittee, staff had met with Finance Department staff to evaluate some of the projects, discuss the possibility of moving funding and possibly use Growth Impact Fees. She also provided an overview of the FY 2023/24 budget summary which showed a reliance on the Growth Impact Fees.

Ms. Kaur reported the next steps would include the addition of a Tree Mitigation Project for \$50,000 annually to address tree removal, projects the City Council wished to add or delete, and a ranking of projects via a Capital Projects Prioritization Matrix. Staff would return with a Preliminary Proposed CIP at a City Council meeting in May, which would thereafter be reviewed by the Planning Commission for consistency. The Final Proposed CIP would be considered by the City Council at a meeting in June.

Council member Sasai referenced CIP Project RO2303, Pinole Smart Signals, and asked when the project had been incorporated into the CIP.

Ms. Kaur explained that CIP RO2303, Pinole Smart Signals was a project in collaboration with the Contra Costa Transportation Authority (CCTA). When the City had applied for the One Bay Area Grant 3 (OBAG 3) funds for the Pinole Valley Road and Tennent Avenue improvements, CCTA proposed a countywide project with all of the jurisdictions in the County to upgrade some of the signals in the arterials of the city. The project would be sponsored by CCTA with a small match from the City of Pinole. The project had been programmed when the City had submitted its OBAG 3 application.

Council member Sasai questioned whether the Pinole Smart Signals project was counterproductive in terms of the need to reduce speeds of drivers on the City's roadways. He reported a member of the public had contacted him raising a concern with how the project would impact green wave where traffic signals were synchronized in such a way where stops were not permitted. He requested clarification.

Public Works Director Sanjay Mishra explained that RO2303, Pinole Smart Signals would look mostly at the regionally significant routes and arterials including San Pablo Avenue, Appian Way and Pinole Valley Road. Smart Signals were adaptive and depending on the traffic volume or the speed of traffic, the signals would be synchronized or set with time intervals to allow traffic to go through. Once the project had been developed, the timing of the signals could be discussed further with the consultants. He added that during the commute hours, the traffic signals were synchronized to move the traffic and not to stop traffic along a major route.

Council member Tave asked why Growth Impact Fees were being used as opposed to funds in the Sewer Enterprise Fund for sewer projects, and Ms. Kaur explained there were a number of projects in the unfunded and funded program list that would come from the Sanitary Sewer Master Plan, which had identified projects in a Five-, Ten- and 20-Year period that would exceed the amount of funds the City had in the Sewer Enterprise Fund. The intent was to leverage fees in the Growth Impact Fund dedicated just to sewer. She again clarified the figures in the FY 2023/24 Budget Summary as part of the PowerPoint presentation.

Council member Tave asked what mechanism or program was in place for residents to proactively review their sewer laterals to reduce Inflow and Infiltration (I&I), to which Public Works Director Mishra advised the City did not currently have a program to help residents financially but the Residential Sewer Lateral Ordinance adopted in 2012 required all homeowners to complete a sewer lateral video and correct any defects. The repair work must be completed when a home was to be sold and before the close of sale. He commented that in terms of I&I, a reduction would not be visible as yet since the City had not done any projects, although private sewer laterals were being pursued as they came and people were being educated on the requirements. The City was not yet going after those homeowners who had not completed the sewer lateral work.

Public Works Director Mishra also commented as to the Wastewater Treatment Plant facility that it did not have a separate stormwater facility and dispersed into the sewer at the plant. A calculation had been done during a normal day with one inch of rain, 350,000 gallons from the facility, and for a large subdivision where stormwater would be going into the sewer, which would be significant. He again explained what the sewer projects were trying to address.

Ms. Kaur added the entire sewer system collection would be videoed to allow the City to identify other sources of I&I.

Finance Director Guillory again clarified that the previous discussion on the baseline budget incorporated all General Funds including Measure S funds. Staff had initially had more CIP projects allocated to Measure S 2014 but staff had been able to leverage funds from the Growth Impact Fees, with a good portion having been moved away from Fund 106, Measure S 2014 to the Growth Impact Fees. The funds could not be moved to some of the other funds identified in the summary since there were restrictions attached. The only option was out of the three General Funds, as shown.

Mayor Murphy also clarified the Infrastructure Assessments with Ms. Kaur, who reiterated that when the Proposed Preliminary CIP came back to the City Council a number of projects that had come out of those planning efforts would be seen. As an example, the Local Road Safety Plan (LRSP) had identified some improvements, staff had applied for funding and it had now been programmed as a project. As projects were ready with a basis to apply for grants, staff could seek grants and then program those projects. Projects with funding would appear in the CIP and those that had identified needs through those projects would appear in the unfunded and un-programmed list.

Mayor Murphy also spoke to the addition of the Tree Mitigation Project and commented that in 2019, the City's Beautification Ad Hoc Committee had recommended a Tree Master Plan, which was an unfunded project in the CIP. Given the staff recommendation for the Tree Mitigation Project, he asked whether staff had considered those two projects together.

Ms. Kaur explained that the Tree Mitigation Project would be an immediate project to address impacts from the recent winter storms and staff hoped to obtain reimbursement from the Federal Emergency Management Agency (FEMA). A Tree Master Plan was a much bigger effort and was on the unfunded list.

City Manager Murray stated the City Council may provide direction to fund a Tree Master Plan in the Preliminary Proposed CIP, which could include mitigation of trees on City property, types of street trees to be planted and partner with the Garden Club on tree planting and the like.

Mayor Murphy asked of the status of requests for funding from the state legislators' district process and whether information could be provided at the next City Council meeting.

City Manager Murray reported the City had not received a response on the status of the funding requests for the rehabilitation of Fernandez Park and funding for various components of the Senior Center and parking lot upgrade, but a status report could be provided when the Preliminary Proposed Budget returned to the City Council. If funding was received from federal or state sources for the Senior Center that would supplant the local funding the City would otherwise use and if funding was available for Fernandez Park it would be added to the CIP.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, spoke to the differences between the net surplus deficit and the amounts shown in the Budget Summary of the PowerPoint presentation. He suggested the difference was that the presentation for Item 5B had shown one-time costs as opposed to the PowerPoint presentation for Item 5A, which involved ongoing costs. He asked whether it would be beneficial or possible to combine unfunded projects UF016 and UF017, the sidewalk improvements and retaining wall for the shale below the church between Oak Ridge and Tennent Avenue to create a San Pablo Avenue Complete Streets Project, which may make grant opportunities easier. As to the Growth Impact fees, he asked that future presentations show the remaining fund balance for the Growth Impact Fund since the fees were a limited source of funding.

Mr. Menis also understood that most of the unfunded totals for FY 2024/25 were related to the San Pablo Avenue Bridge Project and delays in state funding. He asked whether there were other major projects contributing to that substantial unfunded total.

Anthony Vossbrink, Pinole, asked whether there was something in place where the City did not have to wait for major CIP projects to take effect. He wanted to see the City be more proactive if not preventative with certain projects and provide better measures to ensure the public health and safety standards in the City. As an example, painting and striping of speed bumps along Sarah Drive and all throughout the City, painting of the posted speed limits on all roads that were currently faded, painting and striping of demarcation lanes on roads and streets and sidewalks to be done immediately as well as addressing traffic signals that had been obstructed by trees and branches and stop lights that that were inoperable up and down Pinole Valley Road from Henry Avenue to the turnout at Adobe Road. He emphasized that those maintenance needs had been reported to the City on numerous occasions, the City Manager had stated work would be done, but that work had not occurred. He wanted to see the City be more proactive and preventative rather than reactive after the fact.

Irma Ruport, Pinole, urged the City Council to include PCTV in the CIP given that it was an important asset and was not being used to its fullest. She added that surveys did not work, there was few respondents and many were unable to navigate the City's website. She expressed the willingness to volunteer to man a desk at City Hall for interested residents and possibly a table could be posted at the Senior Center to solicit comments from the public.

PUBLIC COMMENTS CLOSED

Council member Martinez-Rubin requested the following projects be included in the unfunded list of CIP projects:

- Demarcation and painting of roads, lanes and pedestrian pathways.
- Assessment for repair and maintenance of the pedestrian walkways along Pinole Creek.
- Handicap access to be provided at Pinole Creek Trail near Sarah Court which could be done at the same time or supplement recently approved paving.
- Pedestrian bridge near Jamba Juice and the shopping center should have a more durable surface.
- Assessment of the pedestrian bridges at Plum Street and Pinole Valley Park.
- Repaint pedestrian crosswalks west of the Appian 80 Shopping Center on Tara Hills Drive and an assessment throughout the City.
- Traffic signal at Appian Way and Canyon Drive had been impacted and the direction of the traffic signal had been moved by large trucks, a safety issue that needed to be addressed, with the added questions as to whether the traffic signal was the responsibility of the City or of Caltrans, and whether the bridges belonged to the City or some other entity.
- Signalization and traffic lights projects to also consider sensors for scooters and motor scooters.
- Promote and support alternative uses to vehicles.

Council member Tave offered the following comments:

- Separate fencing between small and large dogs at the dog park to be included in the CIP.
- Trees had not been incorporated into the Parks Master Plan yet to be presented to the City Council and if included, the contract would have to come back to the City Council for modification. The Tree Master Plan would address trees as previously discussed and with the new Tree Mitigation Project to be added, as discussed.
- With Request for Proposal (RFP) to be issued for all City facilities for energy conservation, generation and storage assessments with the use of wastewater gas from the Wastewater Treatment Plant there may be other options for the use of the sludge from the Plant.

Council member Sasai requested the following addition to the CIP:

- A Complete Streets Project for San Pablo Avenue.

City Manager Murray reiterated the process for staff to return with information on the requests made by the City Council after evaluation after which the City Council would decide whether or not the projects could be included in the CIP or be placed on the unfunded list. He clarified that a formal motion was not required for each request.

Mayor Pro Tem Toms offered the following comments:

- Preventative maintenance items such as street striping may not belong in the CIP, with staff to provide alternative language such as beefing up the budget for the Public Works Department.
- Staff to provide more information on the costs for upgrading PCTV.
- Earmark for Fernandez Park improvements to be added as an unfunded project in the CIP.
- Staff to consider a San Pablo Avenue Complete Streets Planning Grant.

Mayor Murphy offered the following comments:

- Clarified with staff a Master Plan for an RFP remained to be issued for PCTV, it was not an infrastructure project and had already been funded in the 2022/23 budget cycle between \$30,000 and \$50,000. Consideration of different revenue sources would be considered.
- Additional details for the budget for PCTV and routine street maintenance items would be provided to the City Council as part of the Preliminary Proposed Budget discussion.
- Wanted to see the scope for the Master Plan for PCTV particularly for operations and infrastructure.

- Wanted the City to leverage its spending power to improve the Pinole Library facility holistically, work with the County to develop improvements, consider other options and new funding mechanisms, with staff to report on the County's intention to transfer ownership to Pinole in 2024, and with staff to meet with County staff in the coming weeks.
- Clarified staff had recommended the creation of a Facilities and Real Estate Master Plan, which would include the library, and whether that facility should be renovated would be included in that plan. The consultants for the Parks Master Plan had been asked to consider the area around the library in the Parks Master Plan and there could be some recommendations to improve that area as part of the Plan.
- Clarified with staff road design CIP projects had gone through an RFP process and not on-call services which were intended for smaller projects. Staff would have to get back to the City Council at its next meeting with the amount spent for on-call services.
- Clarified with staff the history and background of the existing dispatch services contract with Hercules and San Pablo as part of a Tri-City agreement for dispatch services initiated by the Police Chiefs at that time.
- Clarified with staff partnerships with other agencies for public works had not been explored in the past and fell under the arrangement of shared services within the scope of the consultants who would be preparing the LTFP to determine whether those opportunities existed for Pinole. Separately, the Public Works team could look into opportunities for shared services for some public works maintenance functions although that would not be accomplished this budget cycle and could be considered as part of the mid-year budget. Staff clarified that none of the CIP projects could be considered for that option but regular operations maintenance items lent themselves to that opportunity. The first step would be to determine whether other organizations were interested in partnering with the City in that fashion with a report back from staff when the budget was next discussed.

Council member Tave referenced Urban Tilth, a non-profit located in North Richmond, which grew food for its community as part of a community garden and he asked that also be considered as a CIP project with a cost estimate for a community garden. He otherwise commented on the fact the City's paving truck had been shared with the City of Hercules, Pinole shared Hercules' bucket truck, and possibly further discussion was needed on what a shared agreement would look like.

City Manager Murray confirmed that would be a CIP project but would be considered as part of the Parks Master Plan. If the City Council wanted to act on the project more quickly before the completion of the Parks Master Plan, staff could review the costs and feasibility of a standalone community garden and could return at the next meeting with a scope, schedule and budget for a community garden. Staff would also provide additional information in the operating budget on shared resources with Hercules.

Mayor Pro Tem Toms stated the City was currently working on its Climate Action Plan (CAP) which may include things like an urban garden and tree planting plan. She added that the Urban Tilth project involved East Bay Regional Park District (EBRPD) Measure WW funds, Park Dedication Funds and the donation of land. She noted that County Public Works Directors and City Managers routinely met along with Sustainability staff.

Mayor Pro Tem Toms further commented that Pinole, Hercules and San Pablo had a Priority Development Zone along San Pablo Avenue and it made sense if there were projects along that stretch. There was already a Memorandum of Understanding (MOU) with the Association of Bay Area Governments (ABAG) for a special designation for higher density along that roadway with a framework for those areas already in place.

Council member Martinez-Rubin also suggested a category specific to pedestrian trails be considered that could be highlighted for future attention whether for operations or for seeking funding sources.

City Manager Murray explained that staff would find a place for that in the CIP but the magnitude and costs for those projects would be smaller than some of the other projects and whether it should be a standalone category would be considered with a recommendation in the Preliminary Proposed CIP.

Ms. Kaur commented in terms of the trails that a while ago staff had applied for Transportation Development Act (TDA) funds to pave some of the multi-purpose trails along the creek but a portion of the trail was not owned by the City and there were some challenges the Parks Master Plan and Active Transportation Plans would have to address.

Council member Martinez-Rubin suggested it may be time to have a conversation with the Contra Costa County Flood Control District (CCCFCD) to learn what their priorities were for projects along the creek.

Ms. Kaur and Public Works Director Mishra summarized the comments from the City Council for staff to:

- Return with potential projects that could be funded through various grant opportunities available;
- Provide an update on requests for legislative funding for the Fernandez Park project and Senior Center Parking Lot Upgrade;
- Provide more information on the project requests made by the City Council during the meeting;
- Incorporate project requests from the various Master Plans into the unfunded project list, and for the projects defined provide a cost estimate for a community garden or cost estimate for preliminary engineering design for San Pablo Avenue Complete Streets, as part of the Preliminary Proposed CIP;
- Provide some information regarding some of the items for preventative operations maintenance in the CIP;
- Once staff had a discussion with the County about the status of the Pinole Library it may be included as part of the Facilities Master Plan;
- Provide information on the total costs the City had paid for On-Call Services in 2022;

- Give some thought on shared services with other cities which could be forwarded into an existing MOU; and
- Give some thought as to how to include the pedestrian trails as a separate category.

In response to Council member Tave, Ms. Kaur and City Manager Murray reiterated that staff would return with rough estimates for an urban garden; the costs for emergency power for critical failure were waiting for the Emergency Operations Plan (EOP) to identify critical facilities with \$30,000 initially programmed for an assessment, with the remaining funds of \$170,000 in case a generator or some other mechanism was needed; and the Facilities and Real Estate Master Plan was a CIP project that had been proposed to come forward in the Preliminary Proposed CIP. The Parks Master Plan would be completed by the end of the calendar year and staff further clarified roofing, tiny tots, water and the like would be part of the Facilities and Real Estate Master Plan.

Ms. Kaur reiterated in response to the Mayor that the Tree Master Plan would be a separate project from the Tree Mitigation Project already discussed. Staff believed the annual amount for the Tree Mitigation Project would be \$50,000 but staff was still assessing damages from the recent winter storms and hoped to have an amount defined at the next meeting. The City would seek reimbursement of those costs from FEMA. She again clarified the Facilities and Real Estate Master Plan had been estimated at \$200,000 with a funding source yet to be identified.

City Manager Murray again clarified in response to the Mayor that the deficit in the budget and funding for the Facilities and Real Estate Master Plan would come from the fund balance, one-time resources for one-time funds.

Council member Tave hoped as grants became available it would accelerate some of the projects under discussion such as some of the preventative and maintenance items.

Mayor Murphy thanked staff, the City Council and members of the public for their input on the discussion of the budget and CIP.

6. ADJOURNMENT to the Special City Council Meeting of April 29, 2023, in Remembrance of Amber Swartz.

At 9:38 p.m., Mayor Murphy adjourned the meeting to the Special City Council Meeting of April 29, 2023 in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:

**CITY COUNCIL MEETING
MINUTES
April 29, 2023**

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

The Special City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murphy called the Special Meeting of the City Council to order at 9:01 a.m. and led the Pledge of Allegiance.

2. LAND ACKNOWLEDGEMENT

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

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

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

A. COUNCILMEMBERS PRESENT

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

B. STAFF PRESENT

Andrew Murray, City Manager
Eric Casher, City Attorney
Heather Bell, City Clerk
Lilly Whalen, Community Development Director
Sanjay Mishra, Public Works Director

City Clerk Heather Bell announced the agenda had been posted on Tuesday, April 25, 2023 at 5:00 p.m. with all legally required written notices. No written comments had been received in advance of the meeting.

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

4. 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.

Irma Ruport, Pinole, referenced letters of correspondence and emails sent to the City Council or City staff and asked that a response be provided through email or a letter. She had volunteered for over a year with the Food Bank and had notified the City via letters about issues and suggestions but had no response, and notices had been sent to other staff members with no comment. She again requested that anytime someone submitted a letter or an email to the City a response to that letter or email should be provided in writing.

Mayor Murphy asked the City Manager to contact Ms. Ruport to address the concerns.

5. WORKSHOP ITEM

A. Special City Council Meeting on Strategic Planning [**Action: Discuss and Provide direction (Murray)**]

City Manager Andrew Murray reported it had been the City Council's practice to meet on a biennial basis to consider Long-Term Strategic Planning and receive training on best practices in governance. The Special City Council meeting was intended to focus on strategic planning with the bulk of the meeting to focus on training from Patrick Ibarra with The Mejorando Group who would facilitate the meeting. The City Council would then review the existing Strategic Plan with the consultants who had prepared the plan. The consultants had recommended as good practice that the City Council review the Plan at the mid-point of its life span to confirm it met the City's needs and was updated as appropriate. The City Council would then discuss projects scheduled for City staff to work on over the coming year, incorporate them into the budget, and discuss a process for an additional project list City staff had been asked to provide.

Mayor Murphy clarified for the benefit of the public that public comment would be opened numerous times throughout the meeting to provide input on the different topics of discussion.

Patrick Ibarra, Principal, The Mejorando Group, explained that he would be discussing with the City Council its role individually and collectively as a governing body. The City Council had been provided materials that included an agenda for the training session. The intent was to commence the training session with a brief recess from 10:15 to 10:30 a.m., break for lunch from 11:30 to 12:00, with a hard stop at 1:30 p.m.

Mr. Ibarra commenced the training session which included an overview of the benefits of good government, team effectiveness and collaboration, roles of the Council-Manager form of operation, review and possible revisions to the 2020-2025 Strategic Plan and a review of staff's baseline work activities, Capital Improvement Plan (CIP) projects and other special projects the City Council assigned to staff beyond the Strategic Plan and CIP.

In terms of the benefits of good government the City Council identified and discussed with Mr. Ibarra the following topics:

- Better services;
- Better facilities;
- Guiding growth;
- Some people were happier than others;
- Broad representation;
- Unbiased presentation;
- Increased awareness of individual Council members and how they worked or didn't work;
- Increase or decrease in home values;
- Connecting different communities;
- Workshopping and redefining the quality of life in terms of government services; and
- Crafting an environment to amplify the community voice as well as increase community engagement in the most equitable way.

Mr. Ibarra highlighted and discussed how the City Council could enhance its credibility as a governing body on the topics of politics, ethics, citizens, services, finances, employees and the results achieved.

The City Council discussed how the community viewed its role as a policy maker and identified the following:

- Creditability was always a question;
- Council members were also residents wearing the hat of resident and representative; and
- The re-imagination and resource gap was critical since it leaned into the un-comfortability of other questions around equity, who gets what, how resources were distributed in a public agency and what partners were responsible for deciding that and the solution that needed to be discussed further.

The strategies for creating a more collaborative and effective City Council were also highlighted and discussed including:

- Develop a sense of team – a partnership with the City Manager to govern and manage the City;
- Civility and Council Member behavior;
- Think and act strategically;
- Respect “shared constituency;”
- Understand and demonstrate the elements of teams and teamwork;
- Have clearly defined roles and relationships;
- Honor the Council-staff partnership;
- Allocate governing body time and energy appropriately;
- Clear rules and procedures for Council meetings;
- Practice continuous personal learning and development as a leader;
- Communication and problem solving;
- Separate the people from the problem;
- Focus on interests;
- Invent options for mutual gain;
- Distinctions between values, interests and positions;

- Insist on using objective criteria;
- Be attentive;
- Ask clarifying questions;
- Let people know you are listening; and
- Effective public engagement.

The City Council identified and discussed additional topics or further defined the above, to help the City Council in its role as elected officials to be better individually or collectively, as follows:

- Distinction between values, interest and positions;
- Understanding backgrounds of individuals (i.e. geopolitical impacts) which help to define positions;
- Positions may evolve, interest may grow, but values were baseline;
- Insisting on using objective criteria was in contrast which builds the tension unlike the objective criteria necessary for tangible things; and
- Need to rely on staff for its objective criteria which should also stem from the City Council and what staff brings as individuals.

PUBLIC COMMENTS OPENED

Irma Rupert, Pinole, described the presentation as enlightening. In terms of enhancing creditability, she had attended City Council meetings on a routine basis and offered comments but had never held elected office. She suggested the City Council and staff needed trust that they were doing the right thing. During past election cycles, there had been division in the community due to conflicts such as the community not being informed, a lack of transparency and promises made but not kept. She suggested issues of bias should be addressed then and there not a year or four years later. Most of the current City staff had only been employed with the City of Pinole for a few years, there was a new Council and there had been some pushback from some long-time elected officials leading to some residents being wary about participating in local government. She urged everyone to learn and grow from each other and do better with civility, respect and knowledge of one's job. She emphasized the community was speaking on Nextdoor and other platforms and there was a desire to bring the City to the level it should be at this time.

Maria Alegria, Pinole, had written comments related to the Strategic Plan but would hold off on those comments at this time given that the comments may exceed the three-minute time limit for public comment. She asked the City Council to be flexible when the discussion moved into the Strategic Plan.

Rafael Menis, Pinole, reported on the COVID-19 case rate in the City of Pinole, which had decreased to the point where he was now comfortable not wearing a mask indoors. He reported the audio from the Council was not clear and he asked that the Council members speak directly into the microphone to allow the public to hear all comments, particularly for those listening remotely. He suggested it was important to recognize that the role of the City Council was political and at the Council level it was not feasible not to be political. Politics was about making choices and allocation of resources in certain ways but done in a way that harmonized and balanced values when in conflict.

Mr. Menis suggested it was also important when discussing shared constituency to remember that most of the time there were only three open Council seats during an election cycle, but more than that number of people ran for office and not every Council member would have votes from all constituents. He emphasized that Council members were elected to represent everyone in the City as a whole.

PUBLIC COMMENTS CLOSED

Mayor Murphy declared a brief recess at 10:22 a.m. The Special City Council meeting reconvened at 10:33 a.m. with all Council members present.

Mr. Ibarra provided an overview of the City's form of operations and the role of elected officials including the City Manager, Department Directors, City staff and community members, and the City Council identified and discussed the following topics:

Role of the City Council:

- Listen and ask questions;
- Research ideas;
- Bring ideas to life;
- Preparation for discussion informed by the research done by others and the City Council;
- Collaboration with each other and outside of the group;
- Communicate with staff, the public and each other;
- Fact checking;
- Explain to the public why votes are made; and
- Ensure fiscal and mental health and support each's other's behavioral health.

Role of the City Manager:

- The conduit between the City Council and staff;
- Distill and funnel multiple ideas from various perspectives and create those into something that was useful for informed decision making;
- Translate operational ideas into services and actions to ensure they were being accomplished; and
- Set expectations on what was doable and what was not.

Role of Department Directors:

- Carry out implementation of various plans;
- Answer questions;
- Advisors to the City Council;
- Advisors to the City Manager; and
- Facilitate and foster highly motivated teams and foster the mental and behavioral health of staff.

Role of City Staff:

- Work directly with the public;

- Keep the physical doors of City Hall open and the actual functioning task of City Hall moving as agreed upon; and
- Record what they do.

Role of Community Members:

- Vote;
- Pay taxes;
- Advocate;
- Participate;
- Seek information from a credible source; and
- Responsibility to hold the City Council accountable.

Mr. Ibarra provided a PowerPoint presentation which highlighted the strategies for the goals of the Strategic Plan including:

- Goal 1: Safe and Resilient Pinole
- Goal 2: Financially Stable Pinole
- Goal 3: Vibrant and Beautiful Pinole
- Goal 4: High Performance Pinole

City Manager Murray explained, when asked, that the Strategic Plan included a section on the development process. The Strategic Plan pre-dated his employ with the City as well as some of the current City Council. He was unaware of the definitive history why things may or may not be on the list of strategies but the City Council may consider things not reflected in the Strategic Plan, which were Council and community priorities including a request to consider pedestrian and street safety which had not been included as a strategy for Goal 1. Not all strategies were specific or measurable time-based goals.

City Manager Murray provided a status report on each of the strategies for Goal 1, including the City had around ten different infrastructure asset classes that were in different stages of development as reflected in the CIP; a draft updated Emergency Operations Plan (EOP) had been previously presented to the City Council but would have to be revised due to the recent agreement with the Contra Costa County Fire Protection District (CCCFFPD); the Police Department had a recommendation for the Community Emergency Response Team (CERT) to be presented as part of the budget process; and Strategy 4 of Goal 1 had been completed as the City Council had reviewed different options for the fire study and had made a decision but it would continue to be monitored.

City Manager Murray confirmed the City Council may add or modify the strategies in the Strategic Plan.

As to the status of the strategies shown for Goal 2: Financially Stable Pinole, City Manager Murray reported the City would be issuing a Request for Proposal (RFP) to hire a consultant for grant research, prospecting and grant writing and the City Council explored a revenue measure in 2022 for a Real Property Transfer Tax (RPTT) and an idea for a parcel tax, which was an ongoing item. Some of the strategies were not discreet but broad and reflected revenue generation opportunities.

For Goal 3: Vibrant and Beautiful Pinole, staff had been working on a number of fronts including working with private non-housing organizations such as Vista Woods and Satellite Affordable Housing Associates (SAHA).

Mayor Murphy suggested Strategy 5 of Goal 3 be amended to read:

Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians guided by the review, prioritization and implementation of the 2019 Old Town Pedestrian Study and the development of an Active Transportation Plan.

On the discussion, and with assistance from Mr. Ibarra, Mayor Pro Tem Toms suggested a further modification to Strategy 5 of Goal 3, as follows:

When available partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians guided by the review, prioritization and implementation of the 2019 Old Town Pedestrian Study and the development of an Active Transportation Plan

Mayor Murphy requested that Strategy 6 of Goal 3 be provided to the City Council in a more comprehensive fashion and that future code enforcement updates include the data to prove that there was a code enforcement problem and what education initiatives were needed to resolve the problem.

City Manager Murray suggested the City Council make a motion to reflect any changes to the strategies under discussion, which would be reflected in an updated version of the Strategic Plan. As to Strategy 6 of Goal 3, he agreed there were two areas of City operation that could use more thorough review and a top to bottom assessment of current practices.

Council member Martinez-Rubin recommended Strategy 6 of Goal 3 be amended to read:

Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community natural and cultural amenities, business districts, and nuisance abatement.

As to the status of Strategy 7 of Goal 4: High Performance Pinole, City Manager Murray reported staff would bring back to the City Council a proposal for some options for the City Council to establish a platform to develop an interagency legislative advocacy program.

PUBLIC COMMENTS OPENED

Maria Alegria, Pinole, provided the City Council with copies of her written comments. She hoped the City Council would not wait another two years to consider the Strategic Plan, particularly given new Council members. As to Goal 1, she commented there were many opportunities for the City to repurpose parcels and she expressed concern with the status of the Emergency Preparedness and Response Plan and Fire Services Study. She emphasized the Pinole Valley was a high priority for fire prevention and defensible space and she would like the City to be proactive given the potential for wildfire.

Ms. Alegria referenced Goal 2 and asked that the spending priorities for all tax measures be reviewed given they were intended for essential services and the latest Measure S had been used as a slush fund by staff to fund pet projects. She was otherwise pleased the City would be exploring all grant opportunities but suggested the City also look at shared agreements such as with the City of Hercules on road maintenance.

Ms. Alegria spoke to Goal 3 and reported that 20 years ago the County took on a project which all cities had participated for an assessment of underutilized properties, which she suggested be revisited. She was pleased with the mention of prioritizing traffic safety corridor projects, particularly around schools and senior centers, and agreed that code enforcement should be a first priority with increased value when taking care of properties. For Goal 4, she suggested better constituent services were needed. The City was no longer under lockdown due to the pandemic and it needed an innovative approach to customer service, better responsiveness to community members and ways to be innovative and responsive through the Internet and online. She also would like to know how the City ensured its policy priorities were being implemented by the City Manager.

Rafael Menis, Pinole, referenced the form of operations and suggested it was important for community members when attending City Council meetings and providing comment to remember the City Council was in charge as the electorate with all power flowing from and belonging to the City Council, which was the core of the City's system of government. As to Goal 2, he expressed concern with the budget being structurally imbalanced with revenues not matching expenditures, particularly given the likely increases in future California Public Employees' Retirement System (CalPERS) investments. That issue needed to be accounted for in Goal 2 and should be addressed before it got out of hand.

Mr. Menis also spoke to Goal 2 Strategy 4, and suggested that strategy had not been completed and there were revenue generating opportunities the City had not considered fully, including an expansion of the User Utility Tax (UUT) to cover water and wastewater. There had been a ballot measure attempt in 2010, which had failed but which offered a more equitable solution and the City should consider all potential revenue source increases and what was equitable in terms of seeking out revenue. For Goal 3 Strategy 5, he offered language changes and rather than use the term "partner regionally" suggested "reach out to the community more broadly including regional and local partners." He added the strategies for each goal should be identified as either "in progress" or "completed."

Irma Ruport, Pinole, referenced the form of operation and asked that the City Council revisit the roles, as shown. She commented on the importance of knowing the role of the City Manager and the City Attorney, which could be done as a report on meeting agendas. As to the goals under discussion, she noted the Strategic Plan had been prepared in 2020, and only one current Council member had been present at that time. The Strategic Plan should have been revisited before a consultant had been brought on board so that it could have been updated, revisited and the public better informed. In the future, she asked that the City Council not wait so long to update reports and agreed with the need to identify immediate and long-term needs, but in the short term they could not wait another two to five years. She urged the City Council to be more proactive on the strategies. She further referenced Goal 4 and asked that Pinole Community Television (PCTV) be included as a strategy under this goal.

Anthony Vossbrink, Pinole, referenced Goal 1 and suggested the Police Department could do a better job presenting quarterly reports to the public at various meetings. He cited a number of communities that provided excellent presentations from their Police Departments and suggested all presentations should be visible and promoted to the public on PCTV, which he understood currently did not have the appropriate equipment with the information only available to the public in-person at City Hall. He sought quarterly and annual presentations of data from pre-, during and post-COVID on traffic citations and retail crime in the community. He would like the City Council to hold the Police Department and staff accountable, commenting on the increase in criminal activity on Fitzgerald Drive, which was the reason he would like the City to consider placing a temporary police sub-station on Fitzgerald Drive during the months of September through January. He understood that people shopped in other jurisdictions due to the increase in retail crime in the Fitzgerald Drive area.

PUBLIC COMMENTS CLOSED

Mayor Pro Tem Toms offered a motion, seconded by Council member Sasai to direct staff to modify Strategy 5 of Goal 3 to include a reference to “local and regional partners” and to include a reference to the “Safety and Accessible Transportation Plan.”

City Manager Murray stated staff did not require direction to make the revision since the City Council may modify the strategy at this time.

Mayor Pro Tem Toms offered a motion to amend Strategy 5 of Goal 3 to read:

Partner locally/regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians, guided by the Downtown Pedestrian Safety Plan and the Accessible Transportation Plan.

On the motion, Council member Tave preferred the language be modified to reference “adopted plans” so as not to limit those specific plans.

City Manager Murray suggested a further modification to Strategy 5 of Goal 3, as follows:

Partner locally/regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians, guided by the Downtown Pedestrian Safety Plan and the Accessible Transportation Plan and other Council-adopted plans.

ACTION: Motion by Mayor Pro Tem Toms/Council member Sasai to modify Strategy 5 of Goal 3 to read:

Partner locally/regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians, guided by the Downtown Pedestrian Safety Plan and the Accessible Transportation Plan and other Council adopted plans.

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

ACTION: Motion by Council member Martinez-Rubin/Mayor Pro Tem Toms to modify Strategy 6 of Goal 3 to read:

Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community ecological and cultural amenities, business districts, and nuisance abatement.

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

Council member Martinez-Rubin offered a motion, seconded by the Mayor to add an additional strategy to Goal 4 to read:

Explore use of Government Access Channels/PCTV to implement the Strategic Communication Plan.

On the motion, Mayor Pro Tem Toms asked whether the current Information Technology Strategic Plan included such implementation.

City Manager Murray explained that some of the Strategic Plan items were one and done while other items involved a plan and implementation with City staff in the process of implementing the Communication and Engagement Plan. Staff was also exploring the use of PCTV as a component of strategic communication and would complete a PCTV Master Plan and that new strategy could be added to highlight to the public.

ACTION: Motion by Council member Martinez-Rubin/Mayor Murphy to modify Goal 4 to add an additional strategy to read:

Explore use of Government Access Channels/PCTV to implement the Strategic Communication Plan.

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

Mayor Murphy declared a lunch recess at 12:15 p.m. The City Council meeting reconvened at 12:44 p.m., with all Councilmembers present.

City Manager Murray continued the PowerPoint presentation and provided an overview of the Staff Workplan, which included the staff baseline and routine work, core public facing services and internal support functions, and CIP and staff-initiated special projects that had been detailed in depth in the April 29, 2023 staff report.

In response to the Mayor Pro Tem on the direction staff was seeking, City Manager Murray explained that he was seeking ratification of the entire list of staff-initiated Special Projects and other Council-directed Special Projects, and for the City Council to determine what should be added or removed. As to the status of the implementation of the weatherization program, as part of the Other Council-Directed Special Projects, he reported City staff was nearly ready to bring a contract to the City Council to be formalized.

Community Development Director Lilly Whalen added for the weatherization program the City was working with the County and the Bay Area Regional Energy Network (BayREN) and hoped to present a draft contract to the City Council at its second meeting in May.

Council member Tave sought a “waterfall” list/diagram of projects similar to what staff provided for the CIP to identify projects requested by the City Council, including the details for research and design, when the project had been put out for bid and out for contract, and whether it would be done in-house so that the City Council could see the capacity line for staff and also see which projects were underway.

City Manager Murray reiterated City staff could get through the current list of Staff-initiated Special Projects and Other Council-directed Special projects by the end of fiscal year 2023/24; however, staff did not have the capability to take on anything more. Most of the special projects did not have dependencies and did not qualify for outside funding. The grant component was significant in capital projects but not applicable, with most of the projects to be funded by the City’s General Fund.

City Manager Murray recognized the City Council was constantly coming up with new ideas and again, the projects identified in the PowerPoint presentation could be completed by the end of fiscal year 2023/24, and if the City Council wanted to prioritize the projects that would be acceptable to staff who would welcome that guidance. If the City Council wanted to add something new beyond what had been presented (All projects as shown on Slides 8, 9 and 10 of the PowerPoint presentation) something would have to be removed.

Council member Tave reiterated his request for a “waterfall” list/diagram, as described, which would be helpful to the City Council, had been prepared in the past and allowed flexibility when Council direction changed, and if the City was losing money the Council could step back and let staff work rather than constantly adding items absent the knowledge of the impacts to the budget.

City Manager Murray suggested staff could come back at the time the Preliminary Proposed Budget was presented to the City Council at its May 16, 2023 meeting, at which time staff could outline how much had been put into each of the efforts and identify how close they were to completion.

Council member Tave hoped through the budget process to have the information to provide staff with sufficient direction. He did not want to zigzag back and forth between projects other than studies being prepared but with no work accomplished, which had occurred over time. He looked forward to moving ahead with the Strategic Plan.

Council member Martinez-Rubin suggested a matrix would help for projects to be retained and those to be deferred. She asked whether any of the Council-directed Special Projects not yet underway would fit naturally, efficiently, sensibly and reasonably, with what had already been vetted in terms of the Strategic Plan. If not, those projects should be deferred. She also suggested the projects that were not yet underway should be identified as to whether they were essential and met the goals of the Strategic Plan. If not, they should be deferred. As an example, for other Council-Directed Special Projects under the bullet, *Additional Items Discussed But Not Yet Assigned* which read: *Assessment of opportunities for Public Works maintenance function reconfiguration/shared services/equipment/MOU*, was a way of operating and the City had not considered operating in that way given there had been other things to do, which was an example of a project that could be deferred to next year.

City Manager Murray described the projects as above and beyond what must be done and above and beyond the Strategic Plan strategies, the CIP or routine staff work. There was no single criteria to determine what projects were the most important. When staff returned for the budget discussion on May 16, there could be some assessment on how consistent the projects were with the goals of the Strategic Plan. Again, the items would be incorporated into the budget and completed by the end of the next fiscal year. He sought a set list so that staff knew what it should be doing with more certainty in the special types of projects.

Mayor Pro Tem Toms referenced the Electric Vehicle (EV) Charging Station Feasibility Study that was not yet underway. She wanted assurance the City was not duplicating other efforts already completed, which covered the City of Pinole, and asked staff to look at what the Contra Costa Transportation Authority (CCTA) had completed with the Contra Costa EV Readiness Blueprint.

Mayor Murphy also referenced the Other Council-Directed Special Projects not yet underway as shown, and asked how the projects had been added to the list.

City Manager Murray explained that the Electric Vehicle (EV) Charging Station Feasibility Study had been added to Other Council-directed Special Projects as a result of a presentation from staff to the City Council on EV accessibility in Pinole. The City Council direction to staff was to scope and discuss a feasibility and gap analysis in the community. The other projects identified in Other Council-directed Special Projects came about as a result of direction from the City Council whether through a discussion of an item at a City Council meeting or a request for a future agenda item, which had morphed into a project. The Electric Vehicle (EV) Charging Station Feasibility Study had not been included in the CIP but could be added at the direction of the City Council.

Mayor Murphy referenced the Economic Development Plan that had previously been adopted and clarified with the City Manager it was part of the Strategic Plan and its implementation was part of the Strategic Plan strategies.

Mayor Murphy also asked with respect to the Staff Baseline Work - Staff-Initiated Special Projects and Other Council-Directed Special Projects how much of staff time was being spent on current projects which argued for process improvements.

As an example, under the category of Other Council-Directed Special Projects and additional items discussed but not yet assigned, specifically: *Assessment of opportunities for Public Works maintenance function reconfiguration/shared services/equipment/MOU*, Mayor Murphy read that as a process for improvement and asked how staff monitored and measured process improvements.

City Manager Murray explained that *Assessment of opportunities for Public Works maintenance function reconfiguration/shared services/equipment/MOU* was not a staff-initiated project since staff had not done it yet. Staff was responsible for assessing all of the functions of its departments to ensure best practices but it was an ongoing project. The Staff-Initiated Special Projects were an ongoing reflection of where that was happening. If staff had started the project it would have been on another list. In addition, the reconfiguration of tracking, monitoring and permitting for Public Works was considered routine work and a new software program had already been purchased with a build out of the modules to be used over time.

In response to Council member Tave, City Manager Murray offered examples of projects where an assessment would allow the Council to decide what to do after it received that information. For smaller projects such as celebrations for Earth Month, such effort was not needed.

Council member Tave explained his comments and stated he wanted to ensure the City Council did not exceed the staff capacity.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, asked for more detail from the Police Department on Project Hope, which would assist unhoused members of the community, drone policies the City wanted to implement and how the City allocated staff time on the projects it wanted to complete. He suggested a cap be considered for new projects so that staff had some predictability with respect to its work volume. He also requested a status report on the implementation of the Communication and Engagement Plan and for special projects not in the immediate completion stage, a quarterly update should be provided. In addition, he understood broadband considerations fell under the CIP and were considered Other Council-directed Special Projects but that should be clarified.

Irma Ruport, Pinole, appreciated the information contained in Attachment G, City of Pinole CIP Status of Scheduled Projects for FY 2022/23 through December 31, 2022 to the staff report, but recommended completed projects be removed from the list. She suggested there was plenty of staff and preferred that work be done in-house rather than hiring consultants unless needed. She wanted the City Council to monitor existing consultant contracts to ensure work was being done satisfactorily. She emphasized it was time to have the expertise on staff to get the work done.

Anthony Vossbrink, Pinole, echoed the comments from the previous speaker and emphasized there were routine items that should be addressed by the Public Works Department on a regular basis. He detailed numerous maintenance items that required attention including inoperable drinking stations/water fountains throughout the City and in front of the Bay Trail Park, and timers, locks and doors of restrooms in City parks in need of repair including the men's restroom at the Adobe Road dog park. He suggested there was too many staffers, managers and directors and the City Council should hold different people accountable with checks and balances and follow-up on routine maintenance items.

Mr. Vossbrink added that trees had been knocked down with branches and stumps left behind at the caretakers' home, the Pinole barbeque grove on Adobe Road and elsewhere throughout the City. He found that to be a visual eyesore and disregard for public health and safety. He added that maintenance was needed in the median strips and suggested the lack of routine maintenance affected property values and the ability to attract more businesses to Pinole.

PUBLIC COMMENTS CLOSED

Council member Martinez-Rubin clarified with the City Manager that all projects would be able to be completed in fiscal year 2023/24. As to the Other Council-Directed Special Projects, not yet underway, she suggested the process required to establish a Fire Prevention Maintenance District in Pinole would be a big project and given the new relationship with the CCCFPD, which would be providing some fire prevention maintenance activities, she suggested that project could be deferred for a year.

Mayor Pro Tem Toms was unsure whether a Fire Prevention Maintenance District was the same as the East Bay Fire Prevention effort already underway.

City Manager Murray clarified they were separate items but regardless of the organization providing the services the project, as listed, related to a new source of funding to do advanced additional work.

Mayor Murphy cited the Other Council-Directed Special Projects, specifically, research on a potential public bank, and clarified with the City Manager that effort would include the feasibility, legality and partnership of a public bank. He also commented the PCTV Master Plan had not been included in the CIP and clarified with the City Manager it would be considered under the category of Staff's Baseline Work, Staff-Initiated Special Projects.

Mayor Pro Tem Toms commented that when the City Council discussed the CIP, she had raised the idea of whether tax allocation bonds may be appropriate. She asked whether that would be covered in any of the items already assigned.

City Manager Murray advised that concept would be under the umbrella of the Long-Term Financial Plan (LTFP) the City Council would be asked to adopt in the summer, which would identify all funding needs, wants and sources.

Council member Sasai asked when the Old Town Wayfinding Signage had been proposed by the City Council as a possible project and City Manager Murray explained the project had been raised on a couple of occasions and in the context as part of the Strategic Plan and Economic Development Plan strategy. The idea had also surfaced as part of the presentation of the Old Town Parking and Pedestrian Study, which had concluded there was adequate parking in Old Town but people could use more wayfinding signage.

City Manager Murray commented as to the staff time involved in the project that there was a separate effort which involved branding work and the economic strategy included some economic development branding and they would want those efforts to tie together, which was one of the reasons the project had not yet moved forward. Staff could work with consultants on a wayfinding program but had not gotten to that project yet.

Council member Sasai agreed the branding should be consistent and noted that the City Seal Ad Hoc Subcommittee had set a deadline of spring 2024. He recommended Other Council-Directed Special Projects not yet underway, specifically the Options for Old Town Wayfinding Signage, be deferred to next year and staff time not be allocated for that project at this time. He again referenced the process required to establish a Fire Prevention Maintenance District in Pinole, as shown in the same category and asked whether there had been a recommendation from a prior or current County Fire Chief on that idea.

City Manager Murray explained that the process required to establish a Fire Prevention Maintenance District in Pinole had been a request of the City Council as a potential revenue source due to climate change.

Council member Tave reiterated his desire for a ‘waterfall’ diagram to be created by staff to provide a better understanding of the projects collectively to include whether things were in concept, research and design, whether the project required a feasibility study, was in contract, whether the project design had been bid, was in construction, details on long-term maintenance and whether funds had already been spent.

Council member Tave offered a motion, seconded by Mayor Murphy to that effect with the “waterfall” diagram to return to the City Council in time for the budgeting and CIP process.

City Manager Murray stated most of the projects were not CIP projects and reiterated as part of the Preliminary Proposed Budget discussion that staff could lay out that information for the Council-Directed Special Projects and flag for consistency with the Strategic Plan goals. He commented it would be an effort to reformat the routine staff tasks that were already in the budget as well as the Staff-Initiated Baseline Projects. For the non-CIP programmatic efforts, staff could return with a presentation similar to the CIP to identify the status and the City Council could then decide whether to ratify that as the Special Programmatic Projects for the upcoming fiscal year.

ACTION: Motion by Council member Tave/Mayor Murphy to direct staff to create a “waterfall” diagram for the non-CIP programmatic efforts with staff to return with a presentation similar to the CIP to identify the status and the City Council could then decide whether to ratify that as the Special Programmatic Projects for the upcoming fiscal year.

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

Council member Martinez-Rubin offered a motion to defer the process required to establish a Fire Prevention Maintenance District in Pinole to Fiscal Year 2024/25.

On the motion, City Manager Murray explained that the intent was for a presentation on what would be required to establish the district not the implementation of a special district in 2023/24.

Council member Sasai seconded the motion.

Speaking to the motion, Mayor Pro Tem Toms stated it was important to keep the project on the list at the same time as the discussion of region-wide fire mitigation. With a deferral to Fiscal Year 2024/25, the City would miss the opportunity to consider the item during an election year.

Mayor Murphy agreed and suggested this was an opportunity to incorporate the discussion into the LTFP as one of the many funding sources that could backfill some of the considerations about the budget. He suggested the item not be deferred.

Council member Sasai clarified the deferral was on the presentation not on the actual item and City Manager Murray confirmed it would be deferral of the presentation.

Council member Martinez-Rubin as the maker of the motion rescinded the motion and Council member Sasai rescinded his second to the motion.

Council member Sasai offered a motion to defer Other Council-Directed Special Projects, Not yet Underway, Options for Old Town Wayfinding Signage to Fiscal Year 2024/25. The motion failed due to the lack of a second.

Mayor Murphy was interested in seeing the waterfall diagram come back; the decision making around Staff-Initiated Projects and how the City Council played a role in that effort; what the Internal Diversity, Equity, Inclusion and Welcoming (DEIW) Initiative entailed; and how the City Council played a role in the development of the initiative in terms of the budget and City policy.

City Manager Murray explained the City Council's role in the DEIW Initiative had been the approval of funding, with the project having been kicked-off with City employees, with staff to work with a consultant to design next steps and interventions to address opportunity areas of growth. He summarized the direction from the City Council to bring back the entire list of projects, those the City Council had already assigned, those underway and those not yet underway, and bring them back with the waterfall diagram to be discussed at the May 16, 2023 City Council meeting. He clarified that no next steps needed to be discussed, the City Council had provided direction for modifications to the Strategic Plan, which would be modified and posted on the City website and for the FY 2023/24 Special Project Workplan.

Mayor Pro Tem Toms thanked Mr. Ibarra, City Manager Murray, Department Heads, City staff and members of the public who had participated in the discussion and Mayor Murphy also thanked everyone for their engagement.

6. ADJOURNMENT to the Regular City Council Meeting of May 2, 2023, in Remembrance of Amber Swartz.

At 2:02 p.m., Mayor Murphy adjourned the meeting to the Regular City Council Meeting of May 2, 2023 in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:

**CITY COUNCIL MEETING
MINUTES
May 2, 2023**

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

The City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murphy called the Regular Meeting of the City Council to order at 5:04 p.m. and led the Pledge of Allegiance.

2. LAND ACKNOWLEDGEMENT

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

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

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

A. COUNCILMEMBERS PRESENT

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

B. STAFF PRESENT

Andrew Murray, City Manager
Eric Casher, City Attorney
Heather Bell, City Clerk
Sanjay Mishra, Public Works Director
Lilly Whalen, Community Development Director
Jeremy Rogers, Community Services Director
Markisha Guillory, Finance Director
Kapil Amin, Sustainability Fellow
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on Thursday, April 27, 2023 at 4:00 p.m. with all legally required written notices. Written comments had been received in advance of the meeting, posted to the agenda page of the City's website, distributed to the City Council and copies made available in the Council Chambers.

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

4. CONVENE TO A CLOSED SESSION

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

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Gov. Code § 54957

Title: City Manager

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, commented that over the past year the City Manager had done a great job with the transition from the pandemic to a more endemic state, opening City Hall more fully, scheduling more public events and hiring new staff to support the overall departmental transition and counter some of the institutional knowledge lost over the past five years. He also suggested the City Manager had done a lot to institute the City Council's desired directives and ensure they were carried out through the departmental functions and was willing to push back on the City Council, when appropriate, when asking staff to do too much. It was the correct thing for the City Manager to do in his role as the head of City staff and worthy of praise and note by the City Council.

PUBLIC COMMENTS CLOSED

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

At 6:49 p.m., Mayor Murphy reconvened the meeting into open session. There was no reportable action from the Closed Session.

6. CITIZENS TO BE HEARD (Public Comments)

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

Teresa Teller, Pinole, detailed her personal life experiences after having been diagnosed with Schizoaffective Disorder and as a public speaker sharing her recovery story. She had appeared live on KCBS (San Francisco, CA) and KSDK (St. Louis, MO) and detailed her musical skills and musical degree from the University of Notre Dame and her partnership with the National Alliance of Mental Illness Affiliate where she had shared her experiences with mental illness. As a composer of music, she had created an original melody depicting the phases of her recovery, titled Tuning out Stigma, which she planned to perform at an event free and open to the public at Our Savior Lutheran Church on May 20, 2023 at 11:00 a.m. She also planned to attend the May 16, 2023 City Council meeting at which time a proclamation on mental health awareness would be presented.

Rafael Menis, Pinole, updated the City Council on the current COVID-19 case rate for the City of Pinole, which was now at a rate where wearing masks indoors would be recommended. He emphasized that COVID-19 was not completely gone, there was currently an endemic phase and he urged everyone to keep informed on the data for COVID-19 with more information available @coronavirus.cchealth.org.

Mayor Murphy moved onto Item 8 at this time.

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Honoring Postman Chui

The City Council read into the record a proclamation honoring United States Postal Service (USPS) Postman Lawrence Chui on his retirement after 42-years with the USPS, with the proclamation to be presented to Mr. Chui.

2. Municipal Clerk's Week

The City Council read into the record a proclamation recognizing April 30 through May 6, 2023 as Professional Municipal Clerk's Week.

3. Public Works Month

The City Council read into the record a proclamation recognizing May 21 through May 27, 2023 as National Public Works Week and the month of May as Public Works Month.

Public Works Director Sanjay Mishra thanked the City Council for the proclamation and commented that while small the Public Works Department team provided awesome operations and maintenance.

4. Public Service Employee Recognition Week

The City Council read into the record a proclamation recognizing May 7 through May 13, 2023 as Public Service Employee Recognition Week.

5. Local and Community History Month

The City Council read into the record a proclamation recognizing the month of May as Local and Community History Month, which proclamation was presented to Council member Martinez-Rubin in recognition of her work to foster history in the City of Pinole.

Council member Martinez-Rubin stated she would share the proclamation with the Pinole Historical Society.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

B. Presentations

1. Earth Day Video

Community Services Director Jeremy Rogers reported the City of Pinole had held a number of activities during the month of April in recognition of Earth Month. He presented a brief video of the community participation in the three-mile Earth Walk in recognition of Earth Day on April 22, 2023. He thanked everyone involved including the public for participating in the event.

Mayor Murphy also thanked everyone involved in the Earth Day activities and thanked Pinole Community Television (PCTV) for the video. He looked forward to activities celebrating Earth Day in 2024.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

2. Contra Costa Transportation Authority (CCTA)

Tim Haile, Executive Director, Contra Costa Transportation Authority (CCTA), detailed his professional background and career, experience in the private and public sectors and provided a PowerPoint presentation, Connecting Communities, which included an overview of his vision for the future and how CCTA was connecting and supporting local jurisdictions and connected better with the regional transportation systems. As part of Measure J, CCTA collected one half of one percent sales taxes in Contra Costa County, which had raised approximately \$2.7 billion over the life of the measure. Measure J had been passed by the voters in 2004, collection started in 2008, and the Measure would expire in 2034.

Mr. Haile reported that CCTA delivered multiple programs, funded transit, accessible transportation and programs for walking and biking. The projects funded by Measure J were highlighted with CCTA having planned, funded and delivered a number of large capital projects in Contra Costa County throughout the last decade and had delivered around 95 percent of all capital projects in the voter-approved 2004 Expenditure Plan. Given the limited funds in Measure J, CCTA did all it could to leverage Measure J funds to attract additional funds including funds from the Infrastructure Jobs Act. CCTA contracted out about 90 percent of its work and had a great track record in terms of delivering projects on time and on budget in Contra Costa County.

Due to the pandemic and changes in travel patterns, transit, the environment and behavior and in order to address the new changes, during the pandemic CCTA had conducted a Travel Behavior Study that had surveyed 30,000 people in Contra Costa County to better understand behaviors, pre- during and post-pandemic. The survey results were highlighted.

Mr. Haile also highlighted the CCTA adopted Vision Zero Implementation Guide, a toolkit for cities to implement a Vision Zero policy and tools to safely and quickly build projects to address safety concerns.

Vision Zero was intended to provide more dedicated and safer spaces for walking and biking. CCTA was also working to enhance the existing transit network and optimizing it to make it more efficient through an integrated transit plan with transit operators with "Transit First," to be completed at the end of 2024, which would serve as a roadmap for CCTA in terms of how to provide more dedicated space for transit and which would focus on routes of regional significance.

CCTA was also working with all cities in Contra Costa County on a Countywide Safety Through Connected Signal System to ensure a coordinated regional system; Contra Costa Electric Vehicle (EV) Readiness Blueprint "Charge up Contra Costa," which would be leveraged against available federal funding; and "Mobility for All," an Accessible Transportation Strategic Plan that identified transportation needs and gaps.

As to how all of the CCTA work was being memorialized, Mr. Haile explained that the CCTA Countywide Transportation Plan was updated every four to five years and CCTA was in the process of doing an update at this time, which would include extensive public outreach. CCTA documented its goals, vision and strategies with Action Plans developed by the regional committees which included 10 and 20-year financially constrained project lists.

Mr. Haile also highlighted projects of interest in cooperation between CCTA and the Metropolitan Transportation Commission (MTC), which included the I-80 Corridor Assessment that would evaluate the range of options to address congestion, identify operational efficiency projects, and improve transit and carpool operations along the I-80 Corridor to encourage a mode shift and increase vehicle occupancy.

In addition, the San Pablo Dam Road/I-80 Interchange Improvement Project was highlighted with Phase 1 completed in 2017. Phase 2 of the project would replace the existing San Pablo Dam Road/I-80 Interchange and Overcrossing but the project had a shortfall and CCTA was partnering with Caltrans to obtain state funding to close the funding gap.

CCTA was also redefining mobility and owned and operated one of the largest secure autonomous vehicle test beds in the country at the former Concord Naval Weapons Station in the City of Concord and looking at the roadways in terms of dedicated space for other traffic modes and how to leverage technology to make traffic flow better. CCTA had recently launched a Level Four autonomous vehicle (Presto) which was available to the public at the San Ramon City Center and which was planned to be expanded throughout the entire County. CCTA was also working on Dynamic Personal Microtransit, a new mobility option being explored by GoMentum Station for East Contra Costa County, with plans to expand countywide. CCTA was also in the process of identifying an event in the City of Pinole to be held in the summer to discuss new technologies and CCTA planned to have a booth and an autonomous vehicle on-hand.

Responding to questions from the Council, Mr. Haile explained that CCTA had recently provided a presentation to the Iron Horse Trail Advisory Committee on how the mobility options could fit on the Iron Horse Trail, which was a large right-of-way (ROW). He understood the Advisory Committee was interested in a feasibility study to make that corridor a more multi-modal corridor. The Contra Costa Water District (CCWD) was also interested in closing its canals and CCTA was looking into leveraging that ROW for autonomous vehicles. His goal was to move away from pilots and into deployment and getting the technologies out to public use.

Mr. Haile explained that all nine Bay Area Counties had a transportation agency with the exception of one that collected sales taxes for transportation programs. He also clarified that Contra Costa County had been split into four Regional Transportation Planning Committees (RTPCs). The RTPCs coordinated efforts to understand the priorities within each sub-region, identified the projects desired, and made determinations as to the allocation of funds for those projects in a regional approach. The CCTA Board of Directors focused on sub-region equity. He also described the membership makeup of the RTPCs and the CCTA Board of Directors.

Council member Martinez-Rubin announced on the last Sunday of the month of June, the City of Pinole would hold its Classic Car Show. She suggested it would be helpful to make people aware of autonomous vehicles and the work of the CCTA at that time. She recommended Mr. Haile work with the City Manager so that CCTA could have a presence at that event.

Mr. Haile further responded to questions from the Council and explained CCTA had focused on the I-80 Corridor while the local streets were left to the local jurisdictions. The Countywide Transportation Plan (CTP) had identified routes of regional significance, which was where CCTA could help local jurisdictions such as with the San Pablo Avenue Corridor as an example. He emphasized CCTA was there to help the local jurisdictions with federal funding and grant programs and the City of Pinole had recently received a One Bay Area 3 Grant (OBAG). CCTA could take a bigger role in the future by providing more support on the regional arterials and taking on the larger corridors like San Pablo Avenue. If the City had a project that was too big or too complex for the local jurisdiction, CCTA could enter into an agreement with the local jurisdiction and become the city's consultant and help deliver a project. He offered examples of that effort in other jurisdictions.

Mr. Haile reiterated that CCTA had delivered all of the Measure J projects in West Contra Costa County as determined by the region's RTPC, the West Contra Costa Transportation Advisory Committee (WCCTAC). He explained that with the right technology in place in terms of cameras, Light Detection and Ranging (LIDAR) and sensors, data could be provided on the locations and causes of near miss accidents to better understand how to make intersections safer and prioritize problems and funding. CCTA was focused on the future with performance driven methodologies and by having more data better decisions could be made with a more performance-based approach.

Mr. Haile also detailed how the four cities in East Contra Costa County (Antioch, Brentwood, Oakley and Pittsburg) had formed a Memorandum of Understanding (MOU) and had individually split funding for a feasibility study to identify a 28-mile network for a Dynamic Personal Microtransit project in East County. CCTA had found the project to be a good candidate for a public/private partnership and had pursued that possibility. Proposals were due on June 7, 2023 and the project would bring in private equity to build transportation projects that would involve no CCTA funds. The private equity funds would be leveraged to bring in state grants.

Mayor Murphy thanked Mr. Haile for his leadership in Contra Costa County and for fostering diversity, equity and inclusion efforts in CCTA. In terms of transit equity, he emphasized that dignity to ride and drive public transit was important and the dignity to sit at a bus stop with a cover was also important. He envisioned all residents having the opportunity and dignity to sit and be covered at a bus stop in Pinole. He looked forward to working with CCTA.

Mr. Haile reported CCTA was in the process of hiring a Program Manager who would be 100 percent focused on accessibility and equity in the CCTA. He also expressed his appreciation to the exceptional City staff who CCTA had worked with closely and he looked forward to building a better Pinole.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, commented on his understanding that a regional transportation project included the redevelopment of the eastbound on-ramp at Pinole Valley Road to two lanes since the linked lights in the metering system had caused backups off the ramp onto Pinole Valley Road northbound heading to that ramp. The project had been discussed in 2018 and 2020 and he asked the status of that project. He also spoke to the public/private partnerships for mobility projects that had been mentioned and how the private entities may claim the revenue, which was an equity red-flag. He cited a notorious public/private partnership in the City of Chicago where the City sold the rights to parking meters to a private entity over a 20-year period in return for \$50 million up front. The private entity had increased the meter rates to generate enough revenue to pay the cost but the residents of Chicago had to pay more for parking with no recourse. He asked what safeguards were in place for the public/private partnerships to ensure the revenue gains of the private equity companies did not negatively impact those who were less able to afford increases.

Given the time limitations for the presentation and the fact there remained a number of other agenda items, Mayor Murphy asked Mr. Menis to reach out to Mr. Haile for a response to his questions.

PUBLIC COMMENTS CLOSED

3. Mosquito & Vector Control District Services Overview

Community Development Director Lilly Whalen introduced Andrew Pierce, Public Information and Technology Officer, Contra Costa Mosquito & Vector Control District (CCMVCD) who provided a PowerPoint presentation that included an overview of the CCMVCD, a public health agency whose mission was to protect the community from mosquitoes and other vectors of disease. While not part of County government, the CCMVCD provided services for the entire County.

Mr. Pierce highlighted the CCMVCD organization of staff and District Trustees along with the numerous public health services provided to County residents to address mosquitoes, yellow jackets, bees, ticks, rats and mice, skunks and the public education offered to disseminate and communicate public health messages. CCMVCD also addressed neglected swimming pools and accepted anonymous reports and would continue to monitor invasive mosquito species found for the first time in Contra Costa County in 2022, with residents relied upon to locate and report those issues. More information was available on the CCMVCD website and social media platforms including Facebook and Nextdoor.

In response to the Mayor, Mr. Pierce described the process of appointment as a CCMVCD District Trustees, with each Trustee appointed by a city council or by the Contra Costa County Board of Supervisors to serve a two-year term.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

Mayor Murphy thanked Mr. Pierce for the presentation.

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Murphy recognized Older Americans Month and reported the City would be starting a new Centenarian Program. Anyone in the community celebrating a birthday of 100 years or older would be honored and celebrated through the City's new Centenarian Program by emailing the City's Recreation Department at recreation@ci.pinoles.ca.us or making application at the Pinole Senior Center. He reported he had attended a birthday celebration for Pinole resident Sam Campbell who had reached 100 years of age.

Mayor Murphy also reported Marin Clean Energy (MCE) Executive and Technical Committee meetings would be held on May 4, 2023 with the meeting agendas available on the MCE website. He planned to attend the May 4, 2023 Mayors' Conference and he briefed the Council on the agenda items.

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Mayor Pro Tem Toms reported that WCCTAC had held its first in-person meeting since the pandemic and she thanked PCTV staff for assisting WestCAT during that meeting. She briefed the City Council on the approval of the Innovative Clean Transit Regulations that required each transit agency to submit zero emission bus roll-out plans, which plans were fluid and could be updated as technology advanced.

Council member Martinez-Rubin reported she and Council member Sasai along with the Assistant City Manager had met to start the discussions of the charge of the City Seal Ad Hoc Subcommittee; she met with the Sales Tax Working Group convened by the League of California Cities which addressed revenue and taxation, and briefed the Council on the discussions; attended and enjoyed the Earth Day/Walk activities; and announced the Pinole Historical Society would commemorate the 200th anniversary of the El Pinole Grant during its May 12, 2023 program at the Pinole Sportsman Club at 201 Pinon Avenue, and detailed the activities planned.

Council member Sasai had met with the Ellerhorst Parent Teacher Association (PTA) and the school principal to discuss safety concerns within the school and pedestrian safety issues on Pinole Valley Road. He reported he would provide a City Hall tour for the students during the month of June. He had also attended the first meeting of the City Seal Ad Hoc Subcommittee and briefed the Council on the discussion.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

D. Council Requests for Future Agenda Items

ACTION: Motion by Council member Sasai/Mayor Murphy to direct staff to draft a resolution in support of Assembly Constitutional Amendment (ACA-4) which would allow incarcerated persons in the State of California to have the right to vote.

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

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, requested the following future agenda items: invite Kevin Sheridan, Executive Director Valley Link, to provide a presentation on the Valley Link connection to BART; bring back the revisions to the City Council procedures; and provide a presentation on plans for the Port of Oakland as it was recovering from the pandemic.

Rafael Menis, Pinole, requested a proclamation in future years recognizing National Library Week, which occurred April 22 through 27, 2023, and asked that the existing prohibition on eating food in the Council Chambers be repealed, as future agenda items.

PUBLIC COMMENTS CLOSED

E. City Manager Report / Department Staff

City Manager Murray thanked the City Council for its participation and engagement in the April 25 and April 29 Special Meetings and stated the Preliminary Proposed Budget and Capital Improvement Plan (CIP) would be presented to the City Council at the May 16, 2023 meeting.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

F. City Attorney Report

City Attorney Casher reported the Municipal Code Update Subcommittee had recently met to discuss the City Council Meeting Procedures with the directive to review those procedures to ensure alignment with the applicable sections of the Pinole Municipal Code (PMC). The City Council Meeting Procedures would be brought back to the City Council at a meeting in August in the form of one, possibly two ordinances.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

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 18, 2023 Council meeting.
- B. Receive the April 15, 2023 – April 28 2023 – List of Warrants in the Amount of \$332,880.43 and the April 28, 2023 Payroll in the Amount of \$468,346.17.
- C. Approve Funds to Award On-Call Contract to SKL Solutions to Meet Regulatory Compliance for the Sanitary Sewer Collection System **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**
- D. Letter of Support for Assembly Bill (AB) 1 Regarding Collective Bargaining **[Action: Approve Letter of Support per Staff Recommendation (Murray)]**
- E. Letter of Support for State Transit Funding **[Action: Approve Letter of Support per Staff Recommendation (Mishra)]**
- F. Letter of Opposition for Senate Bill (SB) 423 Regarding Streamlined Housing Approvals **[Action: Approve Letter of Support per Staff Recommendation (Murray)]**

Council member Sasai requested Item 9F be removed from the Consent Calendar for discussion.

Council member Martinez-Rubin requested Item 9A be removed from the Consent Calendar for discussion.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced Item 9C and expressed concern with the cost of the contract over four years for the proposed three task orders and he asked if that level of cost was typical. As to Item 9E, he appreciated the letter in support of state transit funding but the letter included no points on WestCAT and he suggested it would be worthwhile to address the particular financial challenges WestCAT was facing. For Item 9D, he supported the item and urged the City Council to do likewise.

PUBLIC COMMENTS CLOSED

Council member Martinez-Rubin requested the following revisions to Item 9A, the April 18, 2023 meeting minutes: Page 5, the fifth paragraph under the heading Mayoral & Council Appointment, 1. Planning Commission, revised to read:

Council member Martinez-Rubin added there had also been interest for an applicant who had the volunteer and professional experience that would complement the composition and role a Planning Commissioner would have representing the City.

Page 8, the last sentence of the fifth paragraph revised to read:

The public may access the slide decks for the presentations which were available at the calcities.org website.

And Page 10, the first paragraph revised to read:

Council member Martinez-Rubin reported she had received texts about the men's restroom at Pinole Valley Park being locked and asked staff to check into the matter with a report back.

Council member Sasai referenced Item 9F and asked that the item be voted on separately from the rest of the Consent Calendar given that he had received questions from members of the public expressing concern with objective planning standards and how developments built through the Builder's Remedy may affect aesthetics in some parts of the City as well as where development may be built.

Council member Sasai also referenced Page 25 of the text of Senate Bill (SB) 423, as shown in Attachment A to the May 2, 2023 staff report, particularly Lines 8 through 14 that included language which had been stricken, and asked whether it was accurate that only the Builder's Remedy would be able to forego the objective planning standards. He understood SB 423 was a continuation of SB 35 and asked how many units of housing had been built in Pinole since SB 35 had been passed into law.

Community Development Director Whalen explained that the objective standards were part of the Housing Accountability Act (HAA) with cities required to have objective standards for multi-family housing, two or more units. She also clarified there had been no housing units built in Pinole since SB 35 had become law. She also commented that whether there would be any applications submitted as part of SB 35 and its continuance as SB 423 in the future was hard to predict given that a developer needed to pay union wages, which was a high bar for developers and unlikely unless the project was financially feasible.

Council member Sasai stated he planned to vote no on Item 9F. He suggested that opposition to SB 423 had less to do about local control than the housing crisis in the state. He was thankful for the leadership of the past City Council and current leadership who were dedicated to building housing in Pinole for all income levels but suggested SB 423 was not for jurisdictions like Pinole but aimed for jurisdictions in the state that had done all they could to avoid state housing laws and leaving compliance to those jurisdictions that complied with state housing laws. He encouraged his colleagues to also oppose Item 9F.

Mayor Pro Tem Toms stated she was a member of the Housing and Community Development Policy for the League of California Cities. She commented that state legislators had consistently come up with legislation to remove local control over housing, which was not the answer, and the City Council and Planning Commission had overcome some of the NIMBYism issues in the community. She suggested SB 423 was in response to the irresponsibility of certain jurisdictions that had constantly opposed housing, but it was also not the answer. The City of Pinole was possibly at risk of SB 35 projects since it had been late adopting its Housing Element and about 10 percent of all Bay Area cities had adopted their Housing Elements late because of the overabundance of housing legislation that had been tacked onto local jurisdictions where there had to be compliance in an accelerated amount of time.

Mayor Pro Tem Toms suggested the City Council should support the League of California Cities opposition to SB 423 in that while this legislation may be good for the City of San Francisco, as an example, it was not a solution statewide which was why she supported approval of Item 9F.

Council member Sasai referenced data from U.C. Berkeley which had stated in the first four years that SB 35 had been in effect over 18,000 units of housing had been either approved or were in the process of being approved, and three quarters of the units were below market rate. He suggested the housing crisis would take a lot of different approaches. He added that SB 423 was supported by numerous labor organizations in the state. He reiterated he would vote in opposition to Item 9F.

ACTION: Motion by Council member Sasai/Mayor Pro Tem Toms to approve Consent Calendar Item 9A (as amended by Council member Martinez-Rubin) and Items 9B through 9E, as shown.

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

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced Item 9F and explained he was speaking for himself and for the Contra Costa Young Democrats who had taken a position in support of SB 423, and stated some of its members had addressed concerns he had as a Planning Commissioner. He had concerns with the language that would remove public oversight but had been informed that on some level public oversight would still be available in the objective standards that applied to all projects and to a lesser extent to design review. SB 35 did not cover all projects but a certain subset of ministerial projects that only applied in cities that were not meeting their Regional Housing Needs Allocation (RHNA) in a certain way pursuant to the State Housing website. He also noted only two categories of SB 35 would apply; one where the City was not meeting its Above Moderate RHNA housing goals, which Pinole would due to major projects in development. The other category was if the City was not meeting the Low and Very Low Income housing goals, where SB 35 may be triggered but only if a developer was willing to make the project 50 percent affordable units or greater. Most developers were unwilling to make that portion of their projects affordable and as such he suggested it would not affect Pinole.

Mr. Menis added that ministerial projects did not require public hearings and he understood some cities were using SB 35 to try to subvert the intent of the law by having public hearings to undermine the ministerial and objective standards already in place. He urged the City Council to oppose the letter in opposition to SB 423.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Mayor Pro Tem Toms/Council member Martinez-Rubin to approve a Letter of Opposition to Senate Bill (SB) 423 Regarding Streamlined Housing Approvals.

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

10. PUBLIC HEARINGS: None

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.

11. OLD BUSINESS: None

12. NEW BUSINESS

A. City Road Condition and Pavement Management Program Update [Receive Report (Mishra)]

Public Works Director Mishra explained that the item had been continued from the April 18, 2023 City Council meeting at which time the City Council had been provided a PowerPoint presentation on the City Road and Pavement Management Program Update. He had no new information to provide at this time but welcomed any discussion on the presentation.

Mayor Murphy asked of the critical next steps staff would take now that the report had been presented, and Public Works Director Mishra advised that next steps would involve public engagement to better understand what residents wanted, with the input to be presented to the City Council at a future meeting and be part of the Long-Term Financial Plan (LTFP).

Council member Tave recognized that staff was working to balance everything and asked whether staff had modeled the size of the City organization compared to what was needed to make things happen in that there was considerably less money being spent on routine maintenance. He would like to know how many people were needed to maintain the City's roads.

City Manager Murray explained that the tool used to decide the type of treatment most appropriate to address the different road sections and conditions was the StreetSaver model, which ran different scenarios based on set parameters and which identified the types of treatments to the types of roads. There were only certain types of treatment that City staff was able to do versus those provided by construction companies.

The critical path at this time was to decide on the types of treatment to be done and on what roads and maintenance of roads already in good condition, where the City may hire vendors to do the work or do the work in-house. City staff was only able to do the lighter types of treatment in-house.

Council member Tave wanted to understand the levels in Pinole and wanted to know the maximum to replace all City roads, and while he was aware that would not happen the Report had shown \$5 million to move forward and the City was only spending a fraction of that amount. He wanted residents to be aware of the challenges and he sought a different model of funding. He appreciated greater community outreach to educate the public and he wanted to know what could and could not be done in-house.

Public Works Director Mishra advised that with existing staff and equipment the City would be able to do most of the patch work and pothole repair but it would not significantly increase the Pavement Condition Index (PCI). Public works staff for cities the size of Pinole did mostly patch work with major repairs rarely done by Public Works Department crews. The City did not have the resources to acquire enough personnel or equipment for the amount of work needed to repair the City's roads.

Council member Tave commented that partnering contracts had worked and sometimes dollars attracted more dollars and he asked whether staff had discussed with its counterparts in other cities the possibility of partnering for road work repair.

Public Works Director Mishra reported he had explored that idea with the City of San Pablo's Public Works Director, which discussion had also included the City of El Cerrito but the problem was the needs must arise at the same time and the type of treatment must be similar for a larger project for all three cities to partner. He had not explored that concept with the County Public Works Department and acknowledged a recommendation from the Mayor to seek out possible partnership possibilities and reach out to the Contra Costa County Board of Supervisors.

Mayor Pro Tem Toms pointed out that with a possible partnership with other jurisdictions an MOU would have to be considered that would weigh the time management between a city and county or two cities whose proportion of the contract was here or there, and the City may have to spend money to save money.

Council member Tave asked the City Attorney whether there were existing MOUs for a possible partnership and one that protected the City of Pinole.

City Attorney Casher confirmed there were MOU examples that could be used as a template. Oftentimes the costs negotiated with MOUs, if complicated or if both parties felt strongly about certain things, there could be several rounds of negotiation that involved the City Attorney or other staff. If straightforward, the MOU could be quick and streamlined.

Council member Sasai asked the nature of the community outreach and public education and whether the public would be asked what types of funding it would be comfortable pursuing and Public Works Director Mishra advised that would be part of the LTFFP.

City Manager Murray stated he and other City staff had shared ideas on a community engagement process with the key part through an online and in-person mechanism.

City Manager Murray stated the City needed to show the public the different options so they could provide input on the desired service levels. Once there was input from the public, it would be presented to the City Council who would make a decision to incorporate a scenario into the LTFP, and the LTFP Consultant would advise on the funding mechanisms that would be appropriate to achieve the scenario. The LTFP may identify a number of needs and potential funding mechanisms and while the LTFP had not envisioned polling on those things, that was something the City Council could consider in the future when considering what to place on the ballot.

Council member Sasai referenced the April 18, 2023 staff report and noted that Scenarios 3 and 4 were the only scenarios that would provide an increase in the PCI. He asked whether the figures in the scenarios were arbitrary and whether there was a way to be in the middle of Scenarios 3 and 4.

City Manager Murray commented that the StreetSaver tool allowed consideration of specific scenarios and for the purposes of public engagement, City staff would work to develop attractive scenarios that may fall between the scenarios shown in the April 18 staff report. Scenarios that were not overly costly could also be developed.

Council member Sasai asked about the fix-it-first technique and how often road maintenance for streets with a 20 PCI or lower was provided, and Public Works Director Mishra detailed the fix-it-first approach for roads that were already in good shape that did not fall below a PCI of 70. If a road reached a PCI of 70, a slurry seal would be pursued to provide more life. If a road was at a PCI of 20, not spending money and letting it fail until the City could afford to replace it was the fix-it-first approach unless the road repair was a priority or the City Council decided otherwise.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, suggested that public engagement be properly foregrounded on the City website. He understood the City was using the Balancing Act Tool for the budget as a whole but it was not easily navigated on the website and he expressed concern if public outreach was done on the City website it may result in the same situation. He otherwise understood the purpose of the report was to show the cost of repairing the City's roads, and the roads that were in terrible condition were so great was why there was a fix-it-first approach given the vast cost of repair. He also recognized Public Works staff was limited in the work they could do in-house given limits in staff, equipment and costs.

PUBLIC COMMENTS CLOSED

Council member Tave asked the number of roads that had zero remaining life, and Public Works Director Mishra commented that information had been included in the Pavement Technical Assistance Program (P-TAP), which had been included in the April 18 staff report.

Council member Tave wanted assurance as part of the message to the public that entire segments of the City's roads needed repair. In addition, he commented that the fix-it-first approach inherently disregarded those roads as part of the system and residents had been discouraged that those roads were not being repaired or informed why repairs were not being done. He emphasized the importance of community engagement to be sensitive to the fact that many had been left on an island.

Council member Martinez-Rubin offered a motion, seconded by Mayor Pro Tem Toms for staff to proceed with the direction “you know what to do” at the top of the presentation.

Mayor Pro Tem Toms understood that Council member Tave sought to offer a substitute motion and she withdrew her second to the motion.

Council member Tave offered a motion for staff to review the information and come back with what the community engagement program would look like so that the City Council could then accept the report and a community engagement plan and then move forward.

Council member Martinez-Rubin suggested it was not a messaging issue about what roads would be done but the bigger question was about funding, and when reaching that step the matter Council member Tave had identified boiled down to how people would vote to begin with, if at all. Having an additional step to address the community engagement plan would not address the problem of people not participating and it was up to the City Council to be aware of the public participation and weigh that and complement it with what staff had identified and by using the StreetSaver model.

Mayor Murphy seconded the motion.

Council member Tave understood and agreed with what Council member Martinez-Rubin had stated but as part of government in general he stated the City Council had to attempt to reach out to the public and that was necessary now more than ever. He wanted to ensure the City was offering people that platform for communication and it was important to go through that step and for the public to be aware the door was open for engagement. He re-stated his motion for staff to return with a public engagement plan coupled with the report upon acceptance of the report.

Council member Sasai asked the length of the public engagement process and when the data would be provided to the City Council, to which Public Works Director Mishra expected the public engagement process to take two to three months and before the LTFP, and by August everything should be wrapped up.

City Manager Murray advised the City Council may adopt the LTFP when it was ready. Staff was on schedule with the consultants to bring the Preliminary Draft LTFP forward in late August or early September. Staff would like the public engagement input for the City Council to consider the LTFP and he confirmed the motion, as stated, would delay the public engagement process if City staff needed to come back but it would not bump against a critical deadline. The goal was to have the LTFP in place sufficiently far enough in advance of a potential future revenue measure with enough runway for the public education. If the LTFP was adopted in September that would provide enough time for a potential ballot measure in 2024.

ACTION: Motion by Council member Tave/Mayor Murphy for staff to return with a public engagement plan coupled with the report upon acceptance of the report.

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

B. Update on Pinole Perks Community Gift Card Program [Action: Receive Report and Provide Direction (Whalen)]

Community Development Director Whalen provided a PowerPoint presentation on the results of the Pinole Perks Community Gift Card Program along with an overview of the program funded by the American Rescue Plan Act (ARPA), intended to provide assistance to businesses and households in need during the pandemic recovery. The Community Gift Card Program was intended to stimulate the local economy and provide community members with additional savings while shopping locally. She highlighted the program design, merchant eligibility, budget, program highlights, merchant mix, promotion and outreach, needs-study subsidy outreach and program costs to date and the staff comparison of how other communities had used the gift card platform to see how Pinole was handling its program as communities transitioned out of the pandemic.

Community Development Director Whalen stated as a whole the program had been relatively successful at encouraging the sale of community gift cards and using the funds in the local economy, with a small balance in bonus gift funds that may have benefited from more funds in the program and increasing the marketing mix. Almost all of the funds had been expended within the local economy which had mostly recovered from the pandemic.

Community Development Director Whalen advised the City Council must decide whether to continue subsidizing the program, allow it to operate absent a City subsidy or wind the program down. It was unclear whether people would purchase gift cards absent the subsidy. If the City Council decided not to subsidize the program and not sell any gift cards, the City may explore other long-term options for small business development and future Shop Local campaigns. Another option would be to transition ownership of the program to the Bay Front Chamber of Commerce. Staff had initial conversations with the Bay Front Chamber of Commerce Director who was open to discussing a transfer of ownership if that was what the City Council desired.

Community Development Director Whalen recommended the City Council receive the update and provide direction to staff as appropriate.

Council member Tave asked for clarification on the total value of gift cards sold, and Community Development Director Whalen again clarified the figures in the program highlights and the figure shown for the number of gift cards sold and the amount redeemed in the community was the equivalent of about \$168,000.

Council member Tave understood the City spent \$100,000 in ARPA funds and generated \$68,000 in additional funds in the community.

Community Development Director Whalen clarified the City provided \$100,000 to the program, \$15,000 had been used for marketing, and the remainder had been used to subsidize the program with the bonus gift cards and delivery fees. The City sold over \$200,000 in gift cards, and of that total the City had provided about \$85,000 including the marketing with a remainder of bonus money left to purchase as shown in the PowerPoint presentation. In terms of the benefits, there had been some anecdotal comments about repeat customers to businesses that those customers had never previously patronized resulting in new business as a result of the program.

Council member Sasai asked for the details involved in the transfer of ownership of the program to the Bay Front Chamber of Commerce.

Council member Sasai also asked of the reasons some jurisdictions had chosen to continue their gift card programs and whether the program was continuing to be funded by ARPA funds. In addition, he asked the balance of ARPA funds yet to be appropriated.

Community Development Director Whalen explained that she was uncertain what the transfer of ownership to the Bay Front Chamber of Commerce would look like contractually but she understood other communities had transferred ownership of the program. In this case, it would give the Chamber of Commerce access to the platform for the program and the Chamber would set the maximum limit on the number of gift cards that could be purchased, the value of the gift cards that could be purchased, letting merchants into the program, defining the rules and possibly subsidize the program to spur more purchasing in the City of Pinole. She had not received any indication the Bay Front Chamber of Commerce had funding to put into the program, but one of the benefits of transferring ownership could be the Bay Front Chamber of Commerce would have more capacity for marketing the program and could work with the vendors more closely to market the program themselves to make the program more robust.

Community Development Director Whalen was uncertain whether the other jurisdictions that had continued their gift card programs had continued to fund their program with ARPA funds and she understood that the programs had been continued because they had been successful in those communities and a good tool for the Shop Local program.

City Manager Murray explained the City Council had appropriated ARPA funds for a few specific programs including two rounds of the Small Business Grant Program in addition to Pinole Perks. The City Council had placed the remaining ARPA funds into the City's General Fund which was part of the General Fund balance. The funds were not restricted to COVID-19 related recovery expenses.

Finance Director Markisha Guillory clarified the City of Pinole had received \$4,605,009 in ARPA funds and of that amount the City had expended \$589,000 which included Pinole Perks, a \$300,000 allocation for a Small Business Assistance Grant Program administered in 2022, and with the remainder for the mandated weekly COVID-19 testing for public and some non-public safety staff. The \$4 million remaining ARPA funds had been placed into the General Fund.

Mayor Pro Tem Toms again clarified the expenditures for the Pinole Perks program, the funds remaining, and asked if the City ended the program whether it could be allocated to other business programs, and Community Development Director Whalen again clarified the remaining funds for bonus gifts was just about \$8,000.

Mayor Pro Tem Toms was uncertain whether it made sense to transfer the program to the Bay Front Chamber of Commerce since it may want to pull administrative costs for managing the program or if the City should continue to run the Pinole Perks program for the remainder of the fiscal year and any carry over could be transferred to other economic development programs. After the bonus funds were exhausted there was no incentive for anyone to purchase the gift cards and the program would end. She asked staff whether that was possible.

Community Development Director Whalen suggested if the program ran through the end of this fiscal year the bonus funds would be snapped up.

In response to Council member Martinez-Rubin, Community Development Director Whalen understood the City of Benicia had a successful program, had added money at multiple points of its program but had decided after the program ran its course to end the program. She acknowledged there had been little participation from the low income community in Pinole as had been hoped and the reasons could be advertising and reaching that community. Those who had purchased the gift cards had not been asked about income.

Council member Martinez-Rubin asked whether staff had considered the program costs to implement something that was “in plan” now, and Community Development Director Whalen stated staff had not done that as yet.

City Manager Murray stated staff had not considered how to specifically use funding that had formally been used for Pinole Perks but had a list of Year 1 activities in the Economic Development Strategy that could be done with some funding already appropriated on an ongoing basis for economic development activities.

City Manager Murray emphasized that Pinole had been one of the first jurisdictions to consider programs like Pinole Perks and the Small Business Assistance Grant Program and he was proud of the City’s efforts, but suggested it would be good for the City for the Pinole Perks program to gracefully wind down and for staff to be able to dedicate its attention to some of the economic development activities currently on the shelf. While Pinole Perks had invested in some of the City’s small businesses that otherwise would not have happened, it had been a big lift in terms of staff time to roll out the program and had consumed limited staff time that could be spent in the future on other economic development activities.

Community Development Director Whalen further clarified in response to the Mayor that the merchant eligibility criteria was the same criteria used for the Small Business Assistance Grant Program and staff had worked with the Bay Front Chamber of Commerce to address the small businesses most impacted by COVID-19. She confirmed there were some businesses that had applied and had been found to be ineligible, which included a number of chains and franchises.

Mayor Murphy wanted to know the number of businesses that had not met the eligibility criteria for the Pinole Perks program. He also clarified the merchant mix, which was important, since the Google Aerial Map image provided in the PowerPoint presentation had shown the program benefitted the small businesses along the San Pablo Avenue Corridor and had shown the linked fate and connectivity that had been created from the Pinole Perks program. While he recognized the Bay Front Chamber of Commerce fostered economic development, he did not want to erase the work of City staff to support its local businesses. He was interested in other data sets from the business owners involved in the program in terms of what had been learned from the program.

Community Development Director Whalen reported she had attempted to reach out to the businesses that had participated in the program but had received only two responses. Those two respondents had been positive about the program, indicated they had received new customers including walk-in and repeat customers who had indicated they were in the program due to the bonus funding for subsidizing, which was a 50 percent subsidy to the gift card. If the City Council desired to continue the program in some form, she would appreciate the opportunity to suggest some program changes.

Mayor Murphy did not want to ignore the fact the City had tried something new, it had been successful in a micro-way but there was the potential to expand, either through an extension of the program or to engage the businesses and take it to the next level in the economic development strategy. He described the Pinole Perks program as one of the most beautiful layouts of a program in the downtown that had visibility in the downtown with excitement and energy around it, with residents and Pinole business owners supportive of the program and with many people engaged in something that was Pinole centered. He suggested the program should be fostered and nurtured and he wanted to see staff dig deeper and determine whether some of the small businesses could actually provide more feedback.

Community Development Director Whalen clarified that feedback sought from the business owners had been via an email survey, and the Mayor recommended different tactics to obtain feedback in order to obtain different responses.

Mayor Murphy also clarified with the Community Development Director the types of businesses in the services category of the merchant mix. He again suggested the Pinole Perks program should be part of the Citywide Economic Development Program, it was something that would breed Pinole pride, and as developing new models with new marketing, it would strengthen the marketing, feedback and loop survey.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, was also curious whether there was any practical use for the gift cards if they were not subsidized and he appreciated the feedback from the two business owners that they would not be interested in continuing to take part if the gift cards were not subsidized. If the City decided to continue with the program, it would involve an ongoing cost to the City at whatever level the City chose to set the subsidy and whether that cost and staff time would be enough to outweigh the staff time and resources to other items already identified in the Economic Development Plan. He understood the Mayor's comments that the Pinole Perks program had created a sense of civic pride and engagement for the businesses and customers to a limited extent, and not without value the question was whether it was of sufficient value to be worth additional ongoing City funds and staff time. As to the lack of participation from the low income population, he suggested a lot of that was linked to the merchant mix and to the limitations placed on the program. A program targeted more to the low income population would need to expand to cover more grocer outlets and things like that.

PUBLIC COMMENTS CLOSED

In response to the Mayor, Community Development Director Whalen again clarified the cost benefits of the program, stated the expenditures in staff time had not been tracked but the program was a substantial lift for staff in 2022. She clarified as of the writing of the staff report, the City had sold close to \$200,000 in gift cards, with \$165,000 redeemed and with those figures the City had spent about \$85,000 on the program with \$13,000 still held in bonus funds to give to people to spend. As to what had been the most time consuming part of the program for staff to develop the program, it had been trying to entice the business owners to participate, working with the business owners on the program and developing branding and promotional materials.

Mayor Murphy still wanted more details on the staff time involved in the administration of the program.

City Manager Murray reiterated the funds originally appropriated had been spent but there was no harm in maintaining the program. He was uncertain that additional gift cards would be sold since the subsidies were running out but there was no harm allowing it to continue to exist, it would involve no staff time and it could be integrated with some other economic development strategy. Staff would be happy to receive direction to continue to let the program proceed on its natural course and look for an opportunity in the future to pivot from it into some other Shop Local business support program.

Mayor Murphy asked of the cost estimates for the subsidies whether more funds should be allocated to the program and again commented on the public support for the project, which he did not want to lose. He asked staff to return with information on possible subsidy scenarios and who the City could partner with such as MCE and others.

City Manager Murray confirmed staff could report back with more information on an ongoing investment that would sustain the program and could do more to engage the businesses that had participated. He added the City Council had adopted the participating business criteria when the funding for the program had been appropriated in December 2021, and had been targeted towards those businesses the City Council believed were more impacted by COVID-19 restrictions. Staff could also return with information to expand the number of participating businesses that could help the program grow to a critical mass.

Mayor Pro Tem Toms asked whether there was a carrying cost for keeping a program going if a subsidy was not provided, to which City Manager Murray explained there would be a one-time per card purchasing setup cost and surcharge of the percentage of the value of the card, which were small amounts and staff could return with ideas on how to sustain the program.

Council member Martinez-Rubin offered a motion that the Pinole Perks Program wind down and prepare to involve the businesses that had taken part in future economic development activities.

There was no second to the motion and the motion failed.

In response to the Mayor Pro Tem as to whether a decision could be deferred until the budget discussion, City Manager Murray suggested if the City Council wanted another subsidy of around \$10,000 that could last for a year it would be a one-time investment of funds that would not impact the structural balance of the budget. The City Council may address the matter at the adoption of the budget or soon after the budget had been adopted.

Mayor Murphy offered a motion to continue the Pinole Perks Community Gift Card Program and request staff provide information to the City Council given the conversation around merchant data.

On the motion, Mayor Pro Tem Toms pointed out if the City Council took no action, the program would continue until the funds ran out and no action would be needed.

Mayor Murphy restated his motion. Council member Tave seconded the motion.

Upon roll call on the motion, and when asked by Council member Martinez-Rubin to restate the motion, City Clerk Bell restated the motion to continue the Pinole Perks Community Gift Card Program, with an additional request for staff to come back to the City Council with more information regarding merchant data.

Council member Martinez-Rubin pointed out that continuation of a program required an allocation of funds

Community Development Director Whalen reiterated that as of this date, \$8,000 remained in funds still available for the program. She added other communities had decided at various points to fund their programs, let the funding draw down and fund again during the holidays, let the funding draw down and then fund again.

Mayor Murphy sought the merchant data and surveying which would be helpful for the budget discussion and considering next steps, which was why he had stated the motion as he had.

Council member Martinez-Rubin saw no difference between the Mayor's motion and the program winding down.

Mayor Murphy stated he had offered a motion, there was a second, and he asked staff to provide more merchant data which Council member Martinez-Rubin's motion had not included.

Council member Martinez-Rubin asked that the two components of the Mayor's motion be separated since staff could provide the data, and she clarified the continuation of the program had been based on the \$8,000 in funds remaining as clarified by staff.

Mayor Murphy declined to separate the motion.

Council member Tave added there had been discussion about staff reviewing the different scales in percentages whether 10 or 25 percent in terms of the subsidy and he was uncertain how to add that component to the motion.

Mayor Murphy accepted that as a friendly amendment to his motion.

ACTION: Motion by Mayor Murphy/Council member Tave to continue the Pinole Perks Community Gift Card Program, with an additional request for staff to come back to the City Council with more information regarding merchant data and provide clarity on the subsidy.

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

C. Policies Related to Environmentally Preferable Purchases and Practices [Action: Receive Report and Provide Direction (Whalen)]

Sustainability Fellow Kapil Amin presented a PowerPoint presentation on the Policies related to Environmentally Preferable Purchases and Practices and stated he had been working with the City of Pinole on a Climate Corp program, sustainability for Pinole including the Climate Action and Adaptation Plan, and Single Use Plastics production, and had conducted the research and prepared the staff report.

Mr. Amin's presentation included an overview of the background of Environmental Preferable Purchasing (EPP), the procurement of green goods and services that had a reduced impact on human health and the environment over less sustainable alternatives, and highlighted what EPP provided. He also highlighted the City's current Environmental Purchasing Policy; Best Practices from Sustainable Procurement Playbook for Cities; City of San Jose's Environmental Procurement Policy; Other Cities Policies; Green Purchasing Guides and Bids and Price Comparison.

Mr. Amin identified the next steps to enhance the environmental purchasing policy to encompass a wider range of green products and services, to include more specific criteria that looked into fair labor practices, local businesses, minority-owned and women-owned businesses, natural resource consumption, toxicity, and the use of best practices to structure the policy with assigned roles and departmental responsibilities. Staff time would be required to enhance and hone the environmental purchasing section to include specific criteria to broaden the scope of green products and services, educate City Staff on green purchasing for their departments and support implementation, for example, to create a vendor questionnaire in the bid process to learn about the sustainability of goods or services.

Mr. Amin asked the City Council to consider the information regarding policies supporting the procurement of environmentally sustainable goods and services and provide direction as appropriate.

Community Development Director Whalen added the City Council may also defer this item to the Finance Subcommittee to discuss further after the completion of the budget process.

Mayor Pro Tem Toms referenced the Climate Action Plan (CAP) and asked whether staff envisioned the inclusion of an action that would require amending the City's policy for purchasing, to which Community Development Director Whalen stated she could pose that question to the CAP team which had yet to raise that issue.

Mayor Pro Tem Toms had asked the question because as the CAP was developed it would include some actions and they were taking an action in advance of having the plan, which may or may not be consistent with the effort with respect to the CAP. She wanted to ensure the City Council was not jumping onto something that would be forthcoming and detailed later on.

ACTION: Motion by Mayor Pro Tem Toms/Council member Sasai to extend the City Council meeting to 11:15 p.m.

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

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, supported the overall aims of the policy which would be beneficial and tie into several goals in the General Plan, in particular the Sustainability Element and the sub goals attached.

Regardless of the ultimate outcome of the CAP, Mr. Menis stated that beginning to implement more sustainable purchasing and procurement practices and undertaking the world view change required to prioritize environmental goals to set up the life cycle reviews and various staff infrastructure cost associated with adopting environmentally sustainable goods and services procurement, would ultimately lead to the benefit of the CAP even if some reworking needed to be done.

Anthony Vossbrink, Pinole, suggested in terms of purchasing products and supplies for the City that the City consider not buying and inventorying plastics, such as the purchase of high-fiber micro plastic bags that negatively impacted the environment, and rather use burlap bags. He also suggested a reduction in the number of stop lights up and down Pinole Valley Road through to Granada Court and Shea Drive to eliminate deceleration that caused carbon emissions. Since the lights had not been queued properly, he suggested it added to carbon emissions. The lights could also be modified to blink yellow and red so that vehicles did not have to come to a complete stop at times when there was little traffic in the area. At the bottom of Pinole Valley Road, he suggested the City should partner with Caltrans to install an extra lane past the Jack in the Box to the I-80 eastbound on-ramp lane.

PUBLIC COMMENTS CLOSED

Mayor Murphy liked the next steps and would like staff to move forward with all of them. He also wanted staff to consider and provide a report back with the next steps, what the City could do to align with the Empower Procurement Program, a program funded by the California Energy Commission that offered cities opportunities to amplify sustainability outcomes through the increased adoption of clean energies with a focus on distributed energy resources. He asked that staff reach out to CivicWell about technical assistance and grant opportunity programs.

ACTION: Motion by Mayor Murphy/Mayor Pro Tem Toms to direct staff to take all of the next steps as recommended in the PowerPoint presentation including an additional report on what the City could do to align with CalEnergies Empower Procurement Program, any CalRecycle Program around procurement, and reach out to CivicWell about technical assistance and grant opportunities programs.

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

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

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

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

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

- 14. ADJOURNMENT** to the Regular City Council Meeting of May 16, 2023, in Remembrance of Amber Swartz.

At 11:07 p.m., Mayor Murphy adjourned the meeting to the Regular City Council Meeting of May 16, 2023 in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:



City of Pinole, CA

9B

WARRANT LISTING

By Vendor Name

Payment Dates 4/29/2023 - 5/12/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J3681A27	101974	05/05/2023	100-231-42101	FIRE INSPECTIONS LAURICELLA SERVICES	17,640.00
Vendor 4LE00 - 4LEAF, INC. Total:					17,640.00
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
5025531 040623	101975	05/05/2023	100-343-44306	WATER FOR CY	250.32
Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:					250.32
Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.					
2188426	102022	05/12/2023	100-116-42101	CONSULTING FEE	2,083.33
Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:					2,083.33
Vendor: 2463 - AMANDA VASQUEZ					
05082023	102023	05/12/2023	100-221-42302	MILEAGE REIMBURSEMENT FOR PD ACADEMY	61.57
Vendor 2463 - AMANDA VASQUEZ Total:					61.57
Vendor: AME22 - AMERICAN STAGE TOURS					
30670	102024	05/12/2023	209-552-43805	FIELD TRIP TO SF FOR PSC	1,995.00
Vendor AME22 - AMERICAN STAGE TOURS Total:					1,995.00
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
939388000-04302023	102025	05/12/2023	209-552-43804	WPCP AND PSC	193.88
939388000-04302023	102025	05/12/2023	209-552-43804	WPCP AND PSC	209.67
939388000-04302023	102025	05/12/2023	209-552-43804	WPCP AND PSC	193.88
939388000-04302023	102025	05/12/2023	209-552-43804	WPCP AND PSC	193.88
939388000-04302023	102025	05/12/2023	500-641-44410	WPCP AND PSC	603.87
939388000-04302023	102025	05/12/2023	500-641-44410	WPCP AND PSC	349.99
939388000-04302023	102025	05/12/2023	500-641-44410	WPCP AND PSC	356.31
939388000-04302023	102025	05/12/2023	500-641-44410	WPCP AND PSC	349.99
Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:					2,451.47
Vendor: ATT01 - AT&T					
000019827988	101976	05/05/2023	525-118-43101	PHONE PD	2,736.58
Vendor ATT01 - AT&T Total:					2,736.58
Vendor: BAR40 - BARRY EVANS STUDIO					
9846	102026	05/12/2023	100-110-42201	PHOTO SESSION AND FRAME PLATES	17.56
9846	102026	05/12/2023	100-112-42201	PHOTO SESSION AND FRAME PLATES	404.49
9846	102026	05/12/2023	100-113-42201	PHOTO SESSION AND FRAME PLATES	8.78
Vendor BAR40 - BARRY EVANS STUDIO Total:					430.83
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001375942	102027	05/12/2023	212-461-42514	CLASSIFIED ADS	278.10
0001375942	102027	05/12/2023	212-461-42514	CLASSIFIED ADS	269.10
Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:					547.20
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6513070	101977	05/05/2023	209-552-43804	FOOD PROGRAM PSC	965.65
6515405	101977	05/05/2023	209-552-43804	FOOD PROGRAM CREDIT	-12.49
6516746	102028	05/12/2023	209-552-43804	FOOD PROGRAM PSC	1,053.90
6521690	102028	05/12/2023	209-552-43804	FOOD PROGRAM PSC	1,091.79
Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:					3,098.85
Vendor: CAL04 - CALCON SYSTEMS, INC.					
53510	102029	05/12/2023	500-641-42107	FLOW CALIBRATION SUPPORT WPCP	3,979.50

WARRANT LISTING

Payment Dates: 4/29/2023 - 5/12/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
53555	102029	05/12/2023	500-641-42107	SERVICE CALL WPCP	1,549.74
				Vendor CAL04 - CALCON SYSTEMS, INC. Total:	5,529.24
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000017155303	102030	05/12/2023	100-117-41004	UNFUNDED ACCRUED LIAB MISC CLASSIC	122,253.58
100000017155311	102030	05/12/2023	100-117-41004	ANNUAL UNFUNDED LIAB SAFETY CLASSIC	146,841.25
100000017155322	102030	05/12/2023	100-117-41004	ANNUAL UNFUNDED LIAB PEPRA SAFETY FIRE	137.08
100000017155331	102030	05/12/2023	100-117-41004	ANNUAL UNFUNDED LIAB PREPA SAFETY PD	859.08
100000017155341	102030	05/12/2023	100-117-41004	UNFUNDED ACCRUED LIAB MISC PEPRA	486.25
				Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:	270,577.24
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
707655	101978	05/05/2023	500-641-44305	LAB CHEMICALS WPCP	3,065.55
				Vendor CAL01 - CALTEST ANALYTICAL LAB Total:	3,065.55
Vendor: 2395 - CITIES DIGITAL, INC.					
56968	101979	05/05/2023	525-118-42106	LASERFICHE SOTWARE MAINT	8,340.00
				Vendor 2395 - CITIES DIGITAL, INC. Total:	8,340.00
Vendor: CIT08 - CITY MECHANICAL, INC					
92340	101980	05/05/2023	100-343-42108	CH HVAC SERVICE CALL	928.95
92510	101980	05/05/2023	209-557-42108	SWIM CENTER HVAC SERVICE CALL	664.29
92805	101980	05/05/2023	209-558-42108	MEMORIAL HALL HVAC SERVICE CALL	483.84
92812	101980	05/05/2023	100-343-42108	CH HVAC SERVICE CALL	2,499.98
92845	101980	05/05/2023	100-222-42108	PUBLIC SAFETY BLDG. HVAC SERVICE CALL	1,850.00
				Vendor CIT08 - CITY MECHANICAL, INC Total:	6,427.06
Vendor: HER01 - CITY OF HERCULES					
01182023	101981	05/05/2023	100-110-42301	MAYORS CONFERENCE 2 COUNCIL MEMBERS	110.00
				Vendor HER01 - CITY OF HERCULES Total:	110.00
Vendor: COM20 - COMCAST					
0050875-04182023	102031	05/12/2023	525-118-43101	CH CABLE	29.89
0363450-04012023	101982	05/05/2023	215-341-43101	I80 MOBILITY CORRIDOR PROJECT	495.37
0413784-04182023	102031	05/12/2023	525-118-43101	TINY TOTS INTERNET	141.89
				Vendor COM20 - COMCAST Total:	667.15
Vendor: CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT					
FY2223-05	101983	05/05/2023	100-231-42101	FIRE PROTECTION SERVICES	323,555.00
FY2223-05	101983	05/05/2023	105-231-42101	FIRE PROTECTION SERVICES	59,691.00
FY2223-05	101983	05/05/2023	106-231-42101	FIRE PROTECTION SERVICES	44,128.00
				Vendor CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT Total:	427,374.00
Vendor: 1727 - CONTRA COSTA COUNTY LIBRARY					
FY22-23 Q2-MAINTENANCE	101984	05/05/2023	100-551-42101	FACILITIES MAINTENANCE FY22-23 Q2	49,423.05
				Vendor 1727 - CONTRA COSTA COUNTY LIBRARY Total:	49,423.05
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
705814	101985	05/05/2023	200-342-42101	COUNTY SIGNAL MAINTENANCE MARCH 2023	6,887.81
705814	101985	05/05/2023	310-347-42101	COUNTY SIGNAL MAINTENANCE MARCH 2023	337.44
705814	101985	05/05/2023	310-348-42101	COUNTY SIGNAL MAINTENANCE MARCH 2023	995.64
				Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:	8,220.89

WARRANT LISTING

Payment Dates: 4/29/2023 - 5/12/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1278 - CRISTINA AHLSTRAND					
04272023	102032	05/12/2023	209-554-42302	CPRS CONFERENCE REIMBUR MEALS MILEAGE PARKING	1,159.38
04272023	102032	05/12/2023	209-554-42303	CPRS CONFERENCE REIMBUR MEALS MILEAGE PARKING	207.00
Vendor 1278 - CRISTINA AHLSTRAND Total:					1,366.38
Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC					
2303083	101986	05/05/2023	500-641-42101	PRELIMINARY ENGINEERING AND DESIGN SERVICES	510.00
Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total:					510.00
Vendor: DEP03 - DEPARTMENT OF TRANSPORTATION					
SL230687	102033	05/12/2023	200-342-42101	SIGNALS & LIGHTING JAN - MARCH 2023	427.07
SL230687	102033	05/12/2023	310-347-42101	SIGNALS & LIGHTING JAN - MARCH 2023	600.25
SL230687	102033	05/12/2023	310-348-42101	SIGNALS & LIGHTING JAN - MARCH 2023	2,931.70
Vendor DEP03 - DEPARTMENT OF TRANSPORTATION Total:					3,959.02
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
85112677	102034	05/12/2023	100-10601	GASOLINE UNL	2,498.84
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					2,498.84
Vendor: DOL01 - DOLAN'S LUMBER					
APRIL 2023	101987	05/05/2023	500-641-44306	CITYWIDE PURCHASES	59.07
Vendor DOL01 - DOLAN'S LUMBER Total:					59.07
Vendor: EBM01 - EBMUD					
388057-04272023	102035	05/12/2023	100-343-43102	1960 Sarah Dr--Irrigation Use Only	260.34
43130	101988	05/05/2023	500-642-42101	QUERYING AND COMPILATION HOURS	297.60
435474-04242023	102035	05/12/2023	209-559-43102	2937 Pinole Valley Rd--Tennis Court Restrooms	106.16
435748-041923	101989	05/05/2023	209-553-43102	2454 SIMAS AVE-TINY TOTS	8.80
435748-041923	101989	05/05/2023	209-557-43102	2454 SIMAS AVE-TINY TOTS	284.64
464595-05022023	102035	05/12/2023	209-554-43102	635 Tennent Ave--Pinole Youth Center/CTV	36.65
464595-05022023	102035	05/12/2023	505-119-43102	635 Tennent Ave--Pinole Youth Center/CTV	36.65
464596-04282023	102035	05/12/2023	100-345-43102	2310 Park St--Fernandez Park Baseball Field	1,425.94
46519-04282023	102035	05/12/2023	201-343-43102	813 Fernandez Ave--Irrigation Use Only	60.28
465422-04282023	102035	05/12/2023	500-641-43102	80 TENNENT AVE--WASTE WATER TREATMENT PLANT	1,328.27
465553-04282023	102035	05/12/2023	100-343-43102	2301 1/2 San Pablo Ave-- Irrigation Use Only	91.06
465569-04282023	102035	05/12/2023	209-558-43102	601 Tennent Ave--Memorial Hall	104.08
465922-04282023	102035	05/12/2023	100-343-43102	636 Tennent Ave--Irrigation Use Only	60.28
465953-05022023	102035	05/12/2023	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	611.74
466363-04282023	102035	05/12/2023	100-345-43102	1818 Canyon Dr--Irrigation Use Only	60.28
513648-04282023	102035	05/12/2023	100-343-43102	2161 Plum St--Parking Lot Irrigation	91.06
529821-05022023	102035	05/12/2023	209-552-43102	2500 Charles St--Senior Center	970.30
529852-04282023	102035	05/12/2023	209-552-43102	2500 Charles St--Senior Center	553.55
532187-04282023	102035	05/12/2023	100-343-43102	2601 Charles St--Irrigation Use Only	60.28
532364-041923	101989	05/05/2023	100-345-43102	1267 ADOBE RD--HAZEL DOWNER--THORNTON PICNIC GROVE	104.30

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
532606-041923	101989	05/05/2023	100-345-43102	1270 ADOBE RD-CARETAKER'S SHED FOR PINOLE PARK	60.28
534462-041723	101989	05/05/2023	100-345-43102	3450 SAVAGE AVE-IRRIGATION USE ONLY	60.28
540499-04282023	102035	05/12/2023	100-343-43102	1230 Pinole Valley Rd--Irrigation Use Only	60.28
541397-05022023	102035	05/12/2023	100-343-43102	1601 Marlesta Rd--Irrigation Use Only	60.28
544461-05022023	102035	05/12/2023	100-110-43102	2131 Pear St--Offices--City Hall	3.42
544461-05022023	102035	05/12/2023	100-111-43102	2131 Pear St--Offices--City Hall	8.16
544461-05022023	102035	05/12/2023	100-112-43102	2131 Pear St--Offices--City Hall	7.48
544461-05022023	102035	05/12/2023	100-115-43102	2131 Pear St--Offices--City Hall	22.18
544461-05022023	102035	05/12/2023	100-116-43102	2131 Pear St--Offices--City Hall	7.48
544461-05022023	102035	05/12/2023	100-117-43102	2131 Pear St--Offices--City Hall	59.86
544461-05022023	102035	05/12/2023	100-343-43102	2131 Pear St--Offices--City Hall	106.66
544461-05022023	102035	05/12/2023	200-342-43102	2131 Pear St--Offices--City Hall	19.05
544461-05022023	102035	05/12/2023	212-461-43102	2131 Pear St--Offices--City Hall	7.21
544461-05022023	102035	05/12/2023	212-462-43102	2131 Pear St--Offices--City Hall	19.18
544461-05022023	102035	05/12/2023	285-464-43102	2131 Pear St--Offices--City Hall	5.71
544461-05022023	102035	05/12/2023	505-119-43102	2131 Pear St--Offices--City Hall	5.71
545474-05022023	102035	05/12/2023	100-110-43102	2131 Pear St--Offices--City Hall	7.65
545474-05022023	102035	05/12/2023	100-111-43102	2131 Pear St--Offices--City Hall	18.35
545474-05022023	102035	05/12/2023	100-112-43102	2131 Pear St--Offices--City Hall	16.82
545474-05022023	102035	05/12/2023	100-115-43102	2131 Pear St--Offices--City Hall	49.86
545474-05022023	102035	05/12/2023	100-116-43102	2131 Pear St--Offices--City Hall	16.82
545474-05022023	102035	05/12/2023	100-117-43102	2131 Pear St--Offices--City Hall	134.58
545474-05022023	102035	05/12/2023	100-343-43102	2131 Pear St--Offices--City Hall	239.80
545474-05022023	102035	05/12/2023	200-342-43102	2131 Pear St--Offices--City Hall	42.82
545474-05022023	102035	05/12/2023	212-461-43102	2131 Pear St--Offices--City Hall	16.21
545474-05022023	102035	05/12/2023	212-462-43102	2131 Pear St--Offices--City Hall	43.13
545474-05022023	102035	05/12/2023	285-464-43102	2131 Pear St--Offices--City Hall	12.85
545474-05022023	102035	05/12/2023	505-119-43102	2131 Pear St--Offices--City Hall	12.85
554167-04282023	102035	05/12/2023	100-345-43102	1600 Primrose Lane--Irrigation Use Only	91.06
554181-041923	101989	05/05/2023	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	126.48
554182-041923	101989	05/05/2023	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	312.96
554625-05022023	102035	05/12/2023	209-558-43102	601 Tennent Ave--Memorial Hall	312.96
565167-04282023	102035	05/12/2023	201-343-43102	2100 San Pablo Ave--Offices--Faria House	112.37
570108-05022023	102035	05/12/2023	310-347-43102	1303 Pinole Valley Rd--Irrigation Use Only	60.28
				Vendor EBM01 - EBMUD Total:	8,693.33
Vendor: ECO05 - ECOLAB					
6337901009	102037	05/12/2023	209-552-42108	PROFESSIONAL SERVIES PSC	2,379.87
6337923447	102037	05/12/2023	209-552-42108	CLEANING CHEMICALS PSC	875.67
				Vendor ECO05 - ECOLAB Total:	3,255.54
Vendor: 2380 - ELIZABETH A. LYNN					
APRIL 2023	102038	05/12/2023	209-552-43802	POSTURE CLASSES PSC APRIL 2023	40.60
				Vendor 2380 - ELIZABETH A. LYNN Total:	40.60
Vendor: ERI03 - ERICK WILSON					
04272023	102039	05/12/2023	505-119-42303	NAB CONVENTION REIMBURSEMENT CABLE TV	225.00
				Vendor ERI03 - ERICK WILSON Total:	225.00
Vendor: 2659 - FIONA EPPS					
04282023	101990	05/05/2023	209-551-42515	TANGERINES FOR EARTH WALK	150.00
				Vendor 2659 - FIONA EPPS Total:	150.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2457 - GEOLINKS					
BD0141053	102040	05/12/2023	525-118-43101	CLEAR FIBER	499.00
Vendor 2457 - GEOLINKS Total:					499.00
Vendor: 2349 - GHD, INC.					
380-0030746-1	101991	05/05/2023	100-341-42101	ACTIVE TRANSPORTATION PLAN IN 2106	2,810.75
Vendor 2349 - GHD, INC. Total:					2,810.75
Vendor: GLO08 - GLOBALSTAR					
000000049315441	102041	05/12/2023	525-118-43101	ORBIT 150 MAINTENACE	130.47
Vendor GLO08 - GLOBALSTAR Total:					130.47
Vendor: GRA03 - GRAINGER					
9675670898	102042	05/12/2023	500-642-42107	CONVEYOR ROLLER CY	240.50
Vendor GRA03 - GRAINGER Total:					240.50
Vendor: 1112 - GRAY-BOWEN-SCOTT					
21780	102043	05/12/2023	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	924.00
21845	102043	05/12/2023	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	2,024.00
21846	102043	05/12/2023	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	4,509.89
Vendor 1112 - GRAY-BOWEN-SCOTT Total:					7,457.89
Vendor: HDL01 - HDL COREN AND CONE					
SIN027439	101992	05/05/2023	750-463-42101	PROPERTY TAX APRIL - JUNE 2023	2,125.00
Vendor HDL01 - HDL COREN AND CONE Total:					2,125.00
Vendor: HEA01 - HEALTH CARE DENTAL TRUST					
331145	101993	05/05/2023	100-110-41002	DENTAL MAY 2023	287.72
331145	101993	05/05/2023	100-111-41002	DENTAL MAY 2023	364.69
331145	101993	05/05/2023	100-112-41002	DENTAL MAY 2023	383.55
331145	101993	05/05/2023	100-113-41002	DENTAL MAY 2023	108.99
331145	101993	05/05/2023	100-115-41002	DENTAL MAY 2023	364.69
331145	101993	05/05/2023	100-116-41002	DENTAL MAY 2023	306.58
331145	101993	05/05/2023	100-221-41002	DENTAL MAY 2023	1,672.61
331145	101993	05/05/2023	100-221-41002	DENTAL MAY 2023	108.99
331145	101993	05/05/2023	100-222-41002	DENTAL MAY 2023	536.19
331145	101993	05/05/2023	100-222-41002	DENTAL MAY 2023	50.88
331145	101993	05/05/2023	100-223-41002	DENTAL MAY 2023	1,304.82
331145	101993	05/05/2023	100-341-41002	DENTAL MAY 2023	338.60
331145	101993	05/05/2023	100-343-41002	DENTAL MAY 2023	966.22
331145	101993	05/05/2023	105-221-41002	DENTAL MAY 2023	492.54
331145	101993	05/05/2023	105-231-41002	DENTAL MAY 2023	50.88
331145	101993	05/05/2023	106-222-41002	DENTAL MAY 2023	128.14
331145	101993	05/05/2023	106-231-41002	DENTAL MAY 2023	108.99
331145	101993	05/05/2023	209-551-41002	DENTAL MAY 2023	255.70
331145	101993	05/05/2023	209-552-41002	DENTAL MAY 2023	91.58
331145	101993	05/05/2023	209-554-41002	DENTAL MAY 2023	115.07
331145	101993	05/05/2023	212-461-41002	DENTAL MAY 2023	492.54
331145	101993	05/05/2023	212-462-41002	DENTAL MAY 2023	178.73
331145	101993	05/05/2023	500-641-41002	DENTAL MAY 2023	964.62
331145	101993	05/05/2023	500-642-41002	DENTAL MAY 2023	229.61
331145	101993	05/05/2023	505-119-41002	DENTAL MAY 2023	255.70
331145	101993	05/05/2023	998-20105	DENTAL MAY 2023	229.61
331145	101993	05/05/2023	998-20105	DENTAL MAY 2023	12.79
331145	101993	05/05/2023	998-20105	DENTAL MAY 2023	-127.85
331145	101993	05/05/2023	998-20105	DENTAL MAY 2023	10.18
331145	101993	05/05/2023	998-20105	DENTAL MAY 2023	108.99
Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:					10,392.35

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: HOR05 - HORIZON					
1R316045	101994	05/05/2023	100-345-44306	NEW IRRIGATION TIMERS	334.69
Vendor HOR05 - HORIZON Total:					334.69
Vendor: IED02 - IEDA, INC.					
24151	102044	05/12/2023	100-116-42101	LABOR RELATIONS MAY 2023	2,436.39
Vendor IED02 - IEDA, INC. Total:					2,436.39
Vendor: 1131 - INTRADO INTERACTIVE SERVICES CORPORATION					
343212	102045	05/12/2023	525-118-42105	CIVIC LIVE SUPPORT AND MAINTENANCE RENEWAL	5,880.00
Vendor 1131 - INTRADO INTERACTIVE SERVICES CORPORATION Total:					5,880.00
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379X09003703	102046	05/12/2023	500-641-44305	DEIONIZATION SERVICE WPCP	542.00
Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:					542.00
Vendor: MOO14 - ISSAC MOORE					
APRIL 2023	102047	05/12/2023	209-552-43802	EXERCISE CLASSES PSC APRIL 2023	360.00
Vendor MOO14 - ISSAC MOORE Total:					360.00
Vendor: 1285 - JACKSON LEWIS P.C.					
8251887	102048	05/12/2023	100-116-42102	PROFESSIONAL SERVICES PD	620.00
8251901	102048	05/12/2023	100-116-42102	PROFESSIONAL SERVICES PD	62.00
Vendor 1285 - JACKSON LEWIS P.C. Total:					682.00
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
APRIL 2023	102049	05/12/2023	209-552-43802	BALANCE, FLOOR YOGA CLASSES PSC	495.60
Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:					495.60
Vendor: 1611 - JANICE M. BYER					
APRIL 2023	102050	05/12/2023	209-552-43802	EXERCISE CLASSES PSC APRIL 2023	720.00
Vendor 1611 - JANICE M. BYER Total:					720.00
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
17475	102051	05/12/2023	209-554-42108	JANITORIAL SERVICE MAY 2023 PYC	456.00
17476	102051	05/12/2023	209-552-42108	JANITORIAL SERVICE MAY 2023 PSC	422.00
17477	102051	05/12/2023	209-552-43810	JANITORIAL SERVICES MAY 2023 PSC	405.00
17478	102051	05/12/2023	209-553-42108	JANITORIAL SERVICES MAY 2023 TINY TOTS	487.00
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					1,770.00
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000032056	102052	05/12/2023	500-641-44302	SLUDGE REMOVAL WPCP	5,493.12
Vendor KEL09 - KELLER CANYON LANDFILL Total:					5,493.12
Vendor: KNO03 - KNORR SYSTEMS, INC.					
198599	102053	05/12/2023	209-557-42108	ROTARY FLOWSWITHC FOR ROUND FLOW CELL	732.70
Vendor KNO03 - KNORR SYSTEMS, INC. Total:					732.70
Vendor: 1424 - KRISTINA SANTOYO					
01302023	101995	05/05/2023	209-552-43809	PETTY CASH REIMBURSEMENT PSC	172.97
01302023	101995	05/05/2023	209-552-43809	PETTY CASH REIMBURSEMENT PSC	157.57
01302023	101995	05/05/2023	209-552-43809	PETTY CASH REIMBURSEMENT PSC	80.07
01302023	101995	05/05/2023	209-552-43809	PETTY CASH REIMBURSEMENT PSC	5.00
Vendor 1424 - KRISTINA SANTOYO Total:					415.61

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: LAN15 - LANGUAGE LINE SERVICES					
10995116	102054	05/12/2023	100-223-42101	OVER THE PHONE INTERPRETATION PD	112.80
Vendor LAN15 - LANGUAGE LINE SERVICES Total:					112.80
Vendor: 2639 - LAW OFFICE OF TODD SIMONSON, PC					
220	102055	05/12/2023	100-116-42102	PW INVESTIGATION MATTER	837.50
Vendor 2639 - LAW OFFICE OF TODD SIMONSON, PC Total:					837.50
Vendor: LCA01 - LC ACTION POLICE SUPPLY					
451618	102056	05/12/2023	100-221-47105	BASHEE ELITE ARMOR PD	4,281.68
Vendor LCA01 - LC ACTION POLICE SUPPLY Total:					4,281.68
Vendor: LEA01 - LEAGUE OF CALIFORNIA CITIES					
5131	101996	05/05/2023	100-110-42301	EAST BAY DIVISION MEMBERSHIP	150.00
Vendor LEA01 - LEAGUE OF CALIFORNIA CITIES Total:					150.00
Vendor: 2476 - LORDS ELECTRIC INC.					
1	101997	05/05/2023	106-343-47201	ELECTRIC VEHICLE CHARGING STATIONS	50,646.50
Vendor 2476 - LORDS ELECTRIC INC. Total:					50,646.50
Vendor: 1152 - MARIA PICAZO					
03292023	101998	05/05/2023	209-551-42201	SUPPLIES FOR JOB FAIR AT CONTRA COSTA COLLEGE	2.74
03292023-1	101998	05/05/2023	209-551-42201	SUPPLIES FOR JOB FAIR AT CONTRA COSTA COLLEGE	46.05
Vendor 1152 - MARIA PICAZO Total:					48.79
Vendor: MET06 - METTLER-TOLEDO, INC.					
655133085	101999	05/05/2023	500-641-44305	FULL PREVENTIVE MAINT ON SITE WPCP	224.65
Vendor MET06 - METTLER-TOLEDO, INC. Total:					224.65
Vendor: 1311 - M-GROUP					
2003720	102000	05/05/2023	212-20346	PROFESSIONAL SERVICES THROUGH 02282023	8,664.00
Vendor 1311 - M-GROUP Total:					8,664.00
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV003170	102057	05/12/2023	100-112-46201	UNMET LIABILITY DEUCTIBLE MARCH 2023	837.00
Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:					837.00
Vendor: 1333 - NORMA MARTINEZ-RUBIN					
05012023	102001	05/05/2023	100-110-42302	REIMBURSEMENT FOR CAL CITIES CONFERENCE EXP	629.78
05012023	102001	05/05/2023	100-110-42303	REIMBURSEMENT FOR CAL CITIES CONFERENCE EXP	52.00
Vendor 1333 - NORMA MARTINEZ-RUBIN Total:					681.78
Vendor: 1708 - NUTRIENT AG SOLUTIONS, INC.					
50731824	102002	05/05/2023	100-345-44306	RANGER PRO 2X2.5GA	351.20
50731825	102002	05/05/2023	100-345-44306	REWARD LANDSCAPE & AQUATIC	269.16
Vendor 1708 - NUTRIENT AG SOLUTIONS, INC. Total:					620.36
Vendor: OLI01 - OLIVERS TOWING INC					
21-10765-12	102003	05/05/2023	100-221-42107	STORAGE VEHICLE PD	310.00
Vendor OLI01 - OLIVERS TOWING INC Total:					310.00
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100401145805	102058	05/12/2023	209-554-42108	MAINTENANCE SERVICE MAY 2023 PYC	184.16
100401146293	102004	05/05/2023	100-343-42108	CH MAINTENANCE SERVICE MAY 2023	137.09
100401146325	102058	05/12/2023	100-222-42108	MAINTENANCE SERVICE MAY 2023	136.75
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					458.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
62676	102059	05/12/2023	100-222-42108	MONTHLY LANDSCAPE SERVICES	125.93
62676	102059	05/12/2023	100-231-42108	MONTHLY LANDSCAPE SERVICES	337.43
62676	102059	05/12/2023	100-343-42108	MONTHLY LANDSCAPE SERVICES	180.02
62676	102059	05/12/2023	100-345-42108	MONTHLY LANDSCAPE SERVICES	5,787.95
62676	102059	05/12/2023	200-342-42108	MONTHLY LANDSCAPE SERVICES	335.81
62676	102059	05/12/2023	201-343-42108	MONTHLY LANDSCAPE SERVICES	548.93
62676	102059	05/12/2023	209-552-42108	MONTHLY LANDSCAPE SERVICES	204.23
62676	102059	05/12/2023	209-553-42108	MONTHLY LANDSCAPE SERVICES	212.31
62676	102059	05/12/2023	209-557-42108	MONTHLY LANDSCAPE SERVICES	212.31
62676	102059	05/12/2023	310-347-42108	MONTHLY LANDSCAPE SERVICES	62.16
62676	102059	05/12/2023	310-348-42108	MONTHLY LANDSCAPE SERVICES	65.37
Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:					8,072.45
Vendor: LON02 - PATRICIA LONG					
APRIL 2023	102060	05/12/2023	209-552-43802	CWLD APRIL 2023 PSC	232.40
Vendor LON02 - PATRICIA LONG Total:					232.40
Vendor: 2475 - PATRICK IBARRA					
31-2023	102005	05/05/2023	106-110-42101	DESIGN AND FACILIATON OF MAYOR AND COUNCIL042923	9,201.60
Vendor 2475 - PATRICK IBARRA Total:					9,201.60
Vendor: PGE01 - PG&E					
0081-04182023	102006	05/05/2023	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	82.31
0209-04182023	102006	05/05/2023	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	93.01
0217-04172023	102006	05/05/2023	100-345-43103	TENNENT & PARK ST CLUB HOUSE	3.25
0466-04192023	102006	05/05/2023	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	91.32
0466-04192023	102006	05/05/2023	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	136.98
0498-04112023	102006	05/05/2023	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	819.12
0813-04172023	102006	05/05/2023	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	63.55
0883-04122023	102006	05/05/2023	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	2,986.22
0883-04122023	102006	05/05/2023	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	597.24
0883-04122023	102006	05/05/2023	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	2,388.98
0923-04172023	102006	05/05/2023	100-110-43103	2131 PEAR ST	90.49
0923-04172023	102006	05/05/2023	100-111-43103	2131 PEAR ST	119.07
0923-04172023	102006	05/05/2023	100-112-43103	2131 PEAR ST	130.97
0923-04172023	102006	05/05/2023	100-115-43103	2131 PEAR ST	326.24
0923-04172023	102006	05/05/2023	100-116-43103	2131 PEAR ST	95.25
0923-04172023	102006	05/05/2023	100-117-43103	2131 PEAR ST	1,059.70
0923-04172023	102006	05/05/2023	100-343-43103	2131 PEAR ST	1,974.14
0923-04172023	102006	05/05/2023	200-342-43103	2131 PEAR ST	345.30
0923-04172023	102006	05/05/2023	212-461-43103	2131 PEAR ST	142.88
0923-04172023	102006	05/05/2023	212-462-43103	2131 PEAR ST	359.58

WARRANT LISTING

Payment Dates: 4/29/2023 - 5/12/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
0923-04172023	102006	05/05/2023	285-464-43103	2131 PEAR ST	119.07
1121-04202023	102006	05/05/2023	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	82.27
1156-04122023	102006	05/05/2023	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	159.09
1156-04122023	102006	05/05/2023	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	238.63
1233-04202023	102006	05/05/2023	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	91.86
1462-04122023	102006	05/05/2023	209-552-43103	2500 CHARLES ST SENIOR CENTER	456.22
1798-04272023	102061	05/12/2023	200-342-43103	2935 PINOLE VALLEY RD. TRAFFIC SIGNAL	168.53
1801-04092023	102006	05/05/2023	209-553-43103	2454 SIMAS AVE REC CTR & POOL	295.49
2620-04202023	102006	05/05/2023	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	122.86
2793-04192023	102006	05/05/2023	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	91.88
3029-04122023	102006	05/05/2023	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	34.20
3311-04182023	102006	05/05/2023	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	115.54
3537-04172023	102006	05/05/2023	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	83.92
3850-04172023	102006	05/05/2023	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	112.16
3879-04272023	102061	05/12/2023	200-342-43103	N COR RAMONA ST AND PINOLE VALLEY RD	134.68
3914-04172023	102006	05/05/2023	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	165.40
4065-04172023	102006	05/05/2023	209-559-43103	2937 PINOLE VALLEY RD TENNIS CT LIGHTS	399.43
4193-04182023	102006	05/05/2023	200-342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	65.32
4256-04272023	102061	05/12/2023	500-641-43103	11 TENNANT AVE	74,320.69
4368-04172023	102006	05/05/2023	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	152.15
4612-04172023	102006	05/05/2023	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	18.28
5127-04192023	102006	05/05/2023	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	225.92
5137-04142023	102006	05/05/2023	209-557-43103	2450 SIMAS AVE SWIM CTR	2,473.32
5374-04182023	102006	05/05/2023	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	107.55
5387-04192023	102006	05/05/2023	100-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	45.20
6043-04112023	102006	05/05/2023	100-231-43103	3790 PINOLE VALLEY RD	8.92
6521-04272023	102061	05/12/2023	200-342-43103	IFO 971 SAN PABLO AVE- TRAFFIC SIGNAL CONTROL	111.07
6897-04272023	102061	05/12/2023	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	71.29
6969-04172023	102006	05/05/2023	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	120.61
7114-04182023	102006	05/05/2023	200-342-43103	2429 SAN PABLO AVE	112.22
7186-04122023	102006	05/05/2023	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	11.10
7509-04172023	102006	05/05/2023	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	65.19
7547-04272023	102061	05/12/2023	100-222-43103	880 Tennent Ave-Public Safety Facility	3,725.43
7547-04272023	102061	05/12/2023	100-223-43103	880 Tennent Ave-Public Safety Facility	745.09

WARRANT LISTING

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
7547-04272023	102061	05/12/2023	100-231-43103	880 Tennent Ave-Public Safety Facility	2,980.34
8086-04182023	102006	05/05/2023	200-342-43103	N/S BORDER CITY OF PINOLE	75.19
8687-04202023	102006	05/05/2023	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	112.44
8716-04132023	102006	05/05/2023	500-641-43103	SEWAGE PLNT-FT OF TENNENT	4,731.23
9824-04182023	102006	05/05/2023	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	120.32
9900-04132023	102006	05/05/2023	200-342-43103	2303 GRANADA CT TRAFFIC CONTROL SERVICE	132.42
9929-04262023	102061	05/12/2023	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	82.82
9961-04272023	102061	05/12/2023	209-552-43103	2500 CHARLES ST-SENIOR CENTER	3,293.77
9985-04172023	102006	05/05/2023	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	119.42
Vendor PGE01 - PG&E Total:					108,804.13
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
85058	102062	05/12/2023	100-341-42201	ALI FASHAD BUSINESS CARDS PW	97.31
Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:					97.31
Vendor: 2025 - RAY MORGAN COMPANY, LLC.					
4079219	102009	05/05/2023	525-118-42107	MAINTENANCE CONTRACT COPIERS	1,616.53
Vendor 2025 - RAY MORGAN COMPANY, LLC. Total:					1,616.53
Vendor: RES14 - RESCUE TRAINING INSTITUTE, INC.					
19187	102010	05/05/2023	500-641-42301	FIRST AID CPR / AED CERTIFICATION WPCP	760.00
Vendor RES14 - RESCUE TRAINING INSTITUTE, INC. Total:					760.00
Vendor: 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC.					
170373	102011	05/05/2023	100-342-42514	DELINEATORS WHITE AND BASE	105.20
170436	102011	05/05/2023	100-345-44306	NEW SIGNS FOR TRAIL CLOSED AND FIELD CLOSED	197.55
171284	102063	05/12/2023	100-342-42514	REFLECTIVE BASE SLIM BARRICADES CONES	2,847.57
Vendor 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC. Total:					3,150.32
Vendor: J&O01 - RUBBER DUST INC.					
157397	102064	05/12/2023	500-642-42107	FLAT TIRES CY	96.17
Vendor J&O01 - RUBBER DUST INC. Total:					96.17
Vendor: SPA04 - S.P. AUTOMOTIVE					
6-788656	102065	05/12/2023	500-641-44306	BATTERY	441.89
6-788657	102065	05/12/2023	500-641-44306	BATTERY RETURN WPCP	-76.83
Vendor SPA04 - S.P. AUTOMOTIVE Total:					365.06
Vendor: 1714 - SHERRI D. LEWIS					
CC022PINOLE-FY2022/23	102012	05/05/2023	100-112-42101	PREPARE MINUTES CITY COUNCIL 041823	1,012.50
CC023PINOLE-FY2022/23	102012	05/05/2023	100-112-42101	PREPARE MINUTES CITY COUNCIL MEETING 042523	675.00
CC024PINOLE-FY2022/23	102066	05/12/2023	100-112-42101	PREPARE MINUTES CITY COUNCIL MTG. 042923	937.50
CC025PINOLE-FY2022/23	102066	05/12/2023	100-112-42101	PREPARE MINUTES FINANCE SUBCOMMITTEE MTG	525.00
CC026PINOLE-FY2022/23	102066	05/12/2023	100-112-42101	PREPARE MINUTES CITY COUNCIL MTG. 05022023	1,050.00
PC09PINOLE-FY2022/23	102012	05/05/2023	212-461-42514	PREPARE MINUTES PLANNING COMMISSION MEETING 042423	450.00
Vendor 1714 - SHERRI D. LEWIS Total:					4,650.00

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Payment Dates: 4/29/2023 - 5/12/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2632 - SHIPLEY POOL SERVICE					
16663	102013	05/05/2023	209-557-42108	PINOLE SWIM CENTER MAINTENANCE SWIMMING POOLS	3,312.50
Vendor 2632 - SHIPLEY POOL SERVICE Total:					3,312.50
Vendor: 2048 - SONIC.NET, LLC					
1006069851	102067	05/12/2023	525-118-43101	SOFTWARE MAINTENANCE	449.00
Vendor 2048 - SONIC.NET, LLC Total:					449.00
Vendor: SQU00 - SQUARE DEAL GARAGE					
43208	102014	05/05/2023	100-343-42107	NEW TRANSMISSION OIL CHANGE AND BATTERY	6,702.67
Vendor SQU00 - SQUARE DEAL GARAGE Total:					6,702.67
Vendor: STA25 - STATE WATER RESOURCES CONTROL BOARD					
EA-AN-0823-1273	102068	05/12/2023	500-641-44304	ELAP CERTIFICATION RENEWAL WPCP	3,550.00
Vendor STA25 - STATE WATER RESOURCES CONTROL BOARD Total:					3,550.00
Vendor: SYA01 - SYAR INDUSTRIES, LLC.					
73616637	102069	05/12/2023	100-342-42514	POWER PATCH TON	790.27
Vendor SYA01 - SYAR INDUSTRIES, LLC. Total:					790.27
Vendor: 1709 - T J K M					
0053883	102015	05/05/2023	325-342-47205	LOCAL ROAD SAFETY PLAN	2,878.09
0053883	102015	05/05/2023	325-342-47205	LOCAL ROAD SAFETY PLAN	1,967.72
Vendor 1709 - T J K M Total:					4,845.81
Vendor: UNI38 - UNIVAR USA INC					
51100962	102016	05/05/2023	500-641-44303	SOD HYPO LIQUCHLOR WPCP	7,456.13
Vendor UNI38 - UNIVAR USA INC Total:					7,456.13
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
513758	102070	05/12/2023	100-343-42108	JANITORIAL SERVICES CH APRIL 2023	1,296.00
513759	102070	05/12/2023	100-222-42108	JANITORIAL SERVICES APRIL 2023 SAFETY BLDG.	2,649.00
513760	102070	05/12/2023	209-557-42108	JANITORIAL SERVICES APRIL 2023 SWIM CENTER	1,400.00
513761	102017	05/05/2023	500-641-42108	JANITORIAL SERVICES WPCP APRIL 2023	534.00
7946-1	102017	05/05/2023	100-343-42108	JANITORIAL SUPPLIES CY	181.55
8239	102017	05/05/2023	100-343-42108	JANITORIAL SUPPLIES CY	506.06
8361	102070	05/12/2023	100-222-42108	JANITORIAL SERVICES PD	122.64
8362	102070	05/12/2023	100-343-42108	JANITORIAL SUPPLIES CITY HALL	89.58
8489	102070	05/12/2023	209-557-42108	JANITORIAL SUPPLIES SWIM CENTER	207.77
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					6,986.60
Vendor: USB06 - US BANK					
500158498	102071	05/12/2023	525-118-42107	CANON COPIER CITYWIDE	2,501.86
APRIL 2023	102018	05/05/2023	100-20018	CREDIT CARDS CITYWIDE PAYMENT APRIL 2023	33,022.69
Vendor USB06 - US BANK Total:					35,524.55
Vendor: VER02 - VERIZON WIRELESS					
9932588885	102019	05/05/2023	525-118-43101	CITYWIDE CELL PHONES	7,952.05
Vendor VER02 - VERIZON WIRELESS Total:					7,952.05
Vendor: VIS01 - VISION SERVICE PLAN					
817740297	102020	05/05/2023	100-110-41003	VISION PLAN MAY 2023	55.83
817740297	102020	05/05/2023	100-111-41003	VISION PLAN MAY 2023	55.83
817740297	102020	05/05/2023	100-112-41003	VISION PLAN MAY 2023	55.83
817740297	102020	05/05/2023	100-113-41003	VISION PLAN MAY 2023	18.61
817740297	102020	05/05/2023	100-115-41003	VISION PLAN MAY 2023	55.83
817740297	102020	05/05/2023	100-116-41003	VISION PLAN MAY 2023	74.44

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
817740297	102020	05/05/2023	100-221-41003	VISION PLAN MAY 2023	409.42
817740297	102020	05/05/2023	100-222-41003	VISION PLAN MAY 2023	130.27
817740297	102020	05/05/2023	100-223-41003	VISION PLAN MAY 2023	204.71
817740297	102020	05/05/2023	100-231-41003	VISION PLAN MAY 2023	-241.93
817740297	102020	05/05/2023	100-341-41003	VISION PLAN MAY 2023	55.83
817740297	102020	05/05/2023	100-343-41003	VISION PLAN MAY 2023	148.88
817740297	102020	05/05/2023	100-465-41003	VISION PLAN MAY 2023	18.61
817740297	102020	05/05/2023	105-221-41003	VISION PLAN MAY 2023	74.44
817740297	102020	05/05/2023	105-231-41003	VISION PLAN MAY 2023	18.61
817740297	102020	05/05/2023	106-222-41003	VISION PLAN MAY 2023	18.61
817740297	102020	05/05/2023	106-231-41003	VISION PLAN MAY 2023	18.61
817740297	102020	05/05/2023	209-551-41003	VISION PLAN MAY 2023	37.22
817740297	102020	05/05/2023	209-552-41003	VISION PLAN MAY 2023	37.22
817740297	102020	05/05/2023	209-554-41003	VISION PLAN MAY 2023	18.61
817740297	102020	05/05/2023	212-461-41003	VISION PLAN MAY 2023	37.22
817740297	102020	05/05/2023	212-462-41003	VISION PLAN MAY 2023	55.83
817740297	102020	05/05/2023	500-641-41003	VISION PLAN MAY 2023	204.71
817740297	102020	05/05/2023	500-642-41003	VISION PLAN MAY 2023	55.83
817740297	102020	05/05/2023	505-119-41003	VISION PLAN MAY 2023	37.22
817740297	102020	05/05/2023	998-20106	VISION PLAN MAY 2023	74.44
Vendor VIS01 - VISION SERVICE PLAN Total:					1,730.73
Vendor: LUK00 - VIVIENNE F. KEARSLEY-LUKE					
APRIL 2023	102072	05/12/2023	209-552-43802	GENTLE YOGA CLASSES APRIL 2023 PSC	124.60
Vendor LUK00 - VIVIENNE F. KEARSLEY-LUKE Total:					124.60
Vendor: WAT20 - WATSON MARLOW, INC.					
SI233290	102073	05/12/2023	500-641-44306	620 LOADSURE MARPRENE TL 17MM WPCP	522.41
Vendor WAT20 - WATSON MARLOW, INC. Total:					522.41
Vendor: 2603 - WEST VALLEY CONSTRUCTION CO, INC.					
136253	102074	05/12/2023	500-642-47201	PROJECT SEWER REPLACEMENT	64,217.01
Vendor 2603 - WEST VALLEY CONSTRUCTION CO, INC. Total:					64,217.01
Vendor: WES01 - WESTERN EXTERMINATOR CO.					
35609029	102021	05/05/2023	209-553-42108	PEST CONTROL MAINTENANCE SAFETY BLDG.	128.35
35609243	102021	05/05/2023	100-343-42108	PEST CONTROL MAINTENANCE CH	112.00
35609244	102021	05/05/2023	100-231-42108	PEST CONTROL MAINTENANCE 3700PVR	79.55
35609262	102021	05/05/2023	209-556-42108	PEST CONTROL MAINTENANCE SWIM CENTER	108.65
35609394	102021	05/05/2023	209-554-42108	PEST CONTROL MAINTENANCE PYC	131.30
35609594	102021	05/05/2023	100-222-42108	PEST CONTROL MAINTENANCE SAFETY BLDG.	114.65
35609609	102021	05/05/2023	209-552-42108	PEST CONTROL MAINTENANCE PSC	85.95
35609617	102021	05/05/2023	100-343-42108	PEST CONTROL MAINTENANCE CY	77.30
Vendor WES01 - WESTERN EXTERMINATOR CO. Total:					837.75
Grand Total:					1,225,226.29

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	776,464.86
105 - Measure S -2006	60,327.47
106 - MEASURE S-2014	104,250.45
200 - Gas Tax Fund	10,109.19
201 - Restricted Real Estate Maintenance Fund	1,062.71
209 - Recreation Fund	33,045.32
212 - Building & Planning	11,013.71
215 - Measure C and J Fund	495.37
285 - Housing Land Held for Resale	137.63
310 - Lighting & Landscape Districts	5,173.16
325 - City Street Improvements	12,303.70
500 - Sewer Enterprise Fund	177,183.55
505 - Cable Access TV	948.74
525 - Information Systems	30,277.27
750 - Recognized Obligation Retirement Fund	2,125.00
998 - Payroll Clearing	308.16
Grand Total:	1,225,226.29

Account Summary

Account Number	Account Name	Payment Amount
100-10601	Gas Tanks/Corp Yard	2,498.84
100-110-41002	Emp Benefits/Dental	287.72
100-110-41003	Emp Benefits/Vision Care	55.83
100-110-42201	Office Expense	17.56
100-110-42301	Travel & Training/Conf-Re...	260.00
100-110-42302	Travel & Training/Mileage,...	629.78
100-110-42303	Travel & Training/Meal Al...	52.00
100-110-43102	Utilities/Water	11.07
100-110-43103	Utilities/Electricity & Pow...	90.49
100-111-41002	Emp Benefits/Dental	364.69
100-111-41003	Emp Benefits/Vision Care	55.83
100-111-43102	Utilities/Water	26.51
100-111-43103	Utilities/Electricity & Pow...	119.07
100-112-41002	Emp Benefits/Dental	383.55
100-112-41003	Emp Benefits/Vision Care	55.83
100-112-42101	Prof Svcs/Professional Ser...	4,200.00
100-112-42201	Office Expense	404.49
100-112-43102	Utilities/Water	24.30
100-112-43103	Utilities/Electricity & Pow...	130.97
100-112-46201	Insurance/General Liability	837.00
100-113-41002	Emp Benefits/Dental	108.99
100-113-41003	Emp Benefits/Vision Care	18.61
100-113-42201	Office Expense	8.78
100-115-41002	Emp Benefits/Dental	364.69
100-115-41003	Emp Benefits/Vision Care	55.83
100-115-43102	Utilities/Water	72.04
100-115-43103	Utilities/Electricity & Pow...	326.24
100-116-41002	Emp Benefits/Dental	306.58
100-116-41003	Emp Benefits/Vision Care	74.44
100-116-42101	Prof Svcs/Professional Ser...	4,519.72
100-116-42102	Prof Svcs/Attorney Servic...	1,519.50
100-116-43102	Utilities/Water	24.30
100-116-43103	Utilities/Electricity & Pow...	95.25
100-117-41004	Emp Benefits/PERS Retir...	270,577.24
100-117-43102	Utilities/Water	194.44
100-117-43103	Utilities/Electricity & Pow...	1,059.70
100-20018	Accounts Payable/CalCard	33,022.69

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Account Summary

Account Number	Account Name	Payment Amount
100-221-41002	Emp Benefits/Dental	1,781.60
100-221-41003	Emp Benefits/Vision Care	409.42
100-221-42107	Prof Svcs/Equipment Mai...	310.00
100-221-42302	Travel & Training/Mileage...	61.57
100-221-47105	FF&E/Equipment (not-cap...	4,281.68
100-222-41002	Emp Benefits/Dental	587.07
100-222-41003	Emp Benefits/Vision Care	130.27
100-222-42108	Prof Svcs/Building-Structu...	4,998.97
100-222-43103	Utilities/Electricity & Pow...	6,711.65
100-223-41002	Emp Benefits/Dental	1,304.82
100-223-41003	Emp Benefits/Vision Care	204.71
100-223-42101	Prof Svcs/Professional Ser...	112.80
100-223-43103	Utilities/Electricity & Pow...	1,342.33
100-231-41003	Emp Benefits/Vision Care	-241.93
100-231-42101	Prof Svcs/Professional Ser...	341,195.00
100-231-42108	Prof Svcs/Building-Structu...	416.98
100-231-43102	Utilities/Water	1,051.18
100-231-43103	Utilities/Electricity & Pow...	6,197.36
100-341-41002	Emp Benefits/Dental	338.60
100-341-41003	Emp Benefits/Vision Care	55.83
100-341-42101	Prof Svcs/Professional Ser...	2,810.75
100-341-42201	Office Expense	97.31
100-342-42514	Admin Exp/Special Depart	3,743.04
100-343-41002	Emp Benefits/Dental	966.22
100-343-41003	Emp Benefits/Vision Care	148.88
100-343-42107	Prof Svcs/Equipment Mai...	6,702.67
100-343-42108	Prof Svcs/Building-Structu...	6,008.53
100-343-43102	Utilities/Water	1,030.04
100-343-43103	Utilities/Electricity & Pow...	2,058.06
100-343-44306	Other Materials Supp/Ma...	250.32
100-345-42108	Prof Svcs/Building-Structu...	5,787.95
100-345-43102	Utilities/Water	1,802.14
100-345-43103	Utilities/Electricity & Pow...	360.21
100-345-44306	Other Materials Supp/Ma...	1,152.60
100-465-41003	Emp Benefits/Vision Care	18.61
100-551-42101	Prof Svcs/Professional Ser...	49,423.05
105-221-41002	Emp Benefits/Dental	492.54
105-221-41003	Emp Benefits/Vision Care	74.44
105-231-41002	Emp Benefits/Dental	50.88
105-231-41003	Emp Benefits/Vision Care	18.61
105-231-42101	Prof Svcs/Professional Ser...	59,691.00
106-110-42101	Prof Svcs/Professional Ser...	9,201.60
106-222-41002	Emp Benefits/Dental	128.14
106-222-41003	Emp Benefits/Vision Care	18.61
106-231-41002	Emp Benefits/Dental	108.99
106-231-41003	Emp Benefits/Vision Care	18.61
106-231-42101	Prof Svcs/Professional Ser...	44,128.00
106-343-47201	Improvements/Building	50,646.50
200-342-42101	Prof Svcs/Professional Ser...	7,314.88
200-342-42108	Prof Svcs/Building-Structu...	335.81
200-342-43102	Utilities/Water	61.87
200-342-43103	Utilities/Electricity & Pow...	2,396.63
201-343-42108	Prof Svcs/Building-Structu...	548.93
201-343-43102	Utilities/Water	172.65
201-343-43103	Utilities/Electricity & Pow...	341.13
209-551-41002	Emp Benefits/Dental	255.70
209-551-41003	Emp Benefits/Vision Care	37.22
209-551-42201	Office Expense	48.79

WARRANT LISTING

Payment Dates: 4/29/2023 - 5/12/2023

Account Summary

Account Number	Account Name	Payment Amount
209-551-42515	Admin Exp/Special Events	150.00
209-552-41002	Emp Benefits/Dental	91.58
209-552-41003	Emp Benefits/Vision Care	37.22
209-552-42108	Prof Svcs/Building-Structu...	3,967.72
209-552-43102	Utilities/Water	1,523.85
209-552-43103	Utilities/Electricity & Pow...	3,749.99
209-552-43802	Program Cost/Class Fees	1,973.20
209-552-43804	Program Cost/Food Progr...	3,890.16
209-552-43805	Program Cost/Travel	1,995.00
209-552-43809	Program Cost/Newsletter	415.61
209-552-43810	Program Cost/Center Mai...	405.00
209-553-42108	Prof Svcs/Building-Structu...	827.66
209-553-43102	Utilities/Water	8.80
209-553-43103	Utilities/Electricity & Pow...	295.49
209-554-41002	Emp Benefits/Dental	115.07
209-554-41003	Emp Benefits/Vision Care	18.61
209-554-42108	Prof Svcs/Building-Structu...	771.46
209-554-42302	Travel & Training/Mileage,...	1,159.38
209-554-42303	Travel & Training/Meal Al...	207.00
209-554-43102	Utilities/Water	36.65
209-554-43103	Utilities/Electricity & Pow...	250.41
209-556-42108	Prof Svcs/Building-Structu...	108.65
209-557-42108	Prof Svcs/Building-Structu...	6,529.57
209-557-43102	Utilities/Water	284.64
209-557-43103	Utilities/Electricity & Pow...	2,473.32
209-558-42108	Prof Svcs/Building-Structu...	483.84
209-558-43102	Utilities/Water	417.04
209-558-43103	Utilities/Electricity & Pow...	11.10
209-559-43102	Utilities/Water	106.16
209-559-43103	Utilities/Electricity & Pow...	399.43
212-20346	Developer Deposit/830-8...	8,664.00
212-461-41002	Emp Benefits/Dental	492.54
212-461-41003	Emp Benefits/Vision Care	37.22
212-461-42514	Admin Exp/Special Depart	997.20
212-461-43102	Utilities/Water	23.42
212-461-43103	Utilities/Electricity & Pow...	142.88
212-462-41002	Emp Benefits/Dental	178.73
212-462-41003	Emp Benefits/Vision Care	55.83
212-462-43102	Utilities/Water	62.31
212-462-43103	Utilities/Electricity & Pow...	359.58
215-341-43101	Utilities/Telephone	495.37
285-464-43102	Utilities/Water	18.56
285-464-43103	Utilities/Electricity & Pow...	119.07
310-347-42101	Prof Svcs/Professional Ser...	937.69
310-347-42108	Prof Svcs/Building-Structu...	62.16
310-347-43102	Utilities/Water	60.28
310-347-43103	Utilities/Electricity & Pow...	120.32
310-348-42101	Prof Svcs/Professional Ser...	3,927.34
310-348-42108	Prof Svcs/Building-Structu...	65.37
325-342-47205	Improvements/Streets	12,303.70
500-641-41002	Emp Benefits/Dental	964.62
500-641-41003	Emp Benefits/Vision Care	204.71
500-641-42101	Prof Svcs/Professional Ser...	510.00
500-641-42107	Prof Svcs/Equipment Mai...	5,529.24
500-641-42108	Prof Svcs/Building-Structu...	534.00
500-641-42301	Travel & Training/Conf-Re...	760.00
500-641-43102	Utilities/Water	1,328.27
500-641-43103	Utilities/Electricity & Pow...	79,051.92

WARRANT LISTING

Payment Dates: 4/29/2023 - 5/12/2023

Account Summary

Account Number	Account Name	Payment Amount
500-641-44302	Other Materials Supp/Slu...	5,493.12
500-641-44303	Other Materials Supp/Ch...	7,456.13
500-641-44304	Other Materials Supp/Pe...	3,550.00
500-641-44305	Other Materials Supp/Lab...	3,832.20
500-641-44306	Other Materials Supp/Ma...	946.54
500-641-44410	Safety Clothing	1,660.16
500-642-41002	Emp Benefits/Dental	229.61
500-642-41003	Emp Benefits/Vision Care	55.83
500-642-42101	Prof Svcs/Professional Ser...	297.60
500-642-42107	Prof Svcs/Equipment Mai...	336.67
500-642-43103	Utilities/Electricity & Pow...	225.92
500-642-47201	Improvements/Building	64,217.01
505-119-41002	Emp Benefits/Dental	255.70
505-119-41003	Emp Benefits/Vision Care	37.22
505-119-42303	Travel & Training/Meal Al...	225.00
505-119-43102	Utilities/Water	55.21
505-119-43103	Utilities/Electricity & Pow...	375.61
525-118-42105	Prof Svcs/Network Maint...	5,880.00
525-118-42106	Prof Svcs/Software Maint...	8,340.00
525-118-42107	Prof Svcs/Equipment Mai...	4,118.39
525-118-43101	Utilities/Telephone	11,938.88
750-463-42101	Prof Svcs/Professional Ser...	2,125.00
998-20105	Sal & Ben Payable/Dental ...	233.72
998-20106	Sal & Ben Payable/Vision ...	74.44
	Grand Total:	1,225,226.29

Project Account Summary

Project Account Key	Payment Amount
None	1,098,126.42
10034142101IN2106	2,810.75
10634347201FA2002	50,646.50
32534247205IN2104	1,967.72
32534247205RO1710	7,457.89
50064247201SS2201	64,217.01
	Grand Total:
	1,225,226.29

APPROVED BY: 

DATE: 5/10/2023



CITY COUNCIL REPORT

9C

DATE **MAY 16, 2023**

TO: **MAYOR AND CITY COUNCIL MEMBERS**

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

SUBJECT: **APPROVE A TWO-YEAR CONTRACT WITH PLANETERIA FOR THE
NEW WEBSITE CONTENT MANAGEMENT SYSTEM IN THE AMOUNT
NOT TO EXCEED \$58,620.00**

RECOMMENDATIONS

It is recommended that the City Council adopt a resolution approving a two-year contract with Planeteria for the new City website Content Management System (CMS) in an amount not to exceed \$58,620.

BACKGROUND

Since 2017, the City of Pinole has been in contract with West Interactive Services Corporation for website hosting, CMS software upgrades and maintenance, and technical support for its Content Management System (CMS) product CivicLive. Since then, staff has experienced intermittent performance issues that prevent staff from using key features of the CMS. Staff finds that the platform is cumbersome to use and increases staff time spent on website edits. In addition to dissatisfaction with the overall functionality of CivicLive, the City's CMS scope and technical support requirements have changed due to increasing community engagement efforts and the City's desire to streamline processes. Staff wishes to move to a new CMS that will provide expanded functionality, public engagement tools, greater usability, better navigation, and responsive technical support.

A city's website is often the highest profile, most utilized communication platform by residents, visitors, and stakeholders. The Communication and Engagement Plan that was adopted by City Council in October 2022 identified the City website as needing several improvements to ease navigability and convey up to date information. The Communication and Engagement Plan recommended that the City consider shifting from CivicLive to a more robust CMS.

City staff issued an RFP for CMS services and received seven proposals. A team of City staff members who are regular users/administrators of the City's website evaluated the proposals, including extensive reference checks, as did the City's information technology consultant, Client First Technologies, and determined that Planeteria's proposal and services best meet the City's needs. Planeteria is a local website design and development company with over 20 years of experience and has worked with cities,

counties and other municipalities all over the country. City staff ultimately chose Planeteria for its robust open-source CMS platform, and offering of extensive features/functionality, which include the following:

- Proprietary applications specific to public sector
- Built-in public engagement tools
- Advanced cloud-based hosting and automatic 24/7 monitoring
- High level of integration capabilities and flexibility
- Dedicated team of highly skilled creative, technical, content, and management teams
- Dedicated customer service and 24/7 support
- Ease of use with unlimited training and customized user resources
- Meets section 508 compliance for digital accessibility and all security requirements

REVIEW AND ANALYSIS

City staff is seeking Council's approval of a two-year agreement with Planeteria. Under the agreement, Planeteria will design and develop a new website for the City using an in-depth discovery process, which will involve community input. Planeteria's team will inventory the current content of the City's existing website, develop a migration strategy, and analyze user data as part of the development and design process. Finally, Planeteria will create a new website with improved design, features, and functionality for both internal and external users. Additionally, as part of the proposed contract, Planeteria will provide ongoing maintenance, hosting, training, and support for the website.

A copy of the proposed contract between the City and Planeteria is attached (Attachment B), which includes the scope of services and cost proposal.

FISCAL IMPACT

Our current annual cost to the City for the current CMS, CivicLive, is \$5,880. This agreement can be terminated by the City at any time with notice to CivicLive.

With Planeteria, there will be a one-time design and start-up cost of \$54,060. Then, an annual cost of \$4,560.

There are sufficient funds in the adopted FY 2022-23 budget and baseline FY 2023-24 budget for these costs.

Completion of Phase 1 and 2 of the 7 phases of website implementation plan is expected to occur by the end of FY 2022-23. Payments for the first year of the new Website CMS project will overlap within the FY 2022-23 and FY 2023-24 IT budget.

The total cost of the contract is \$58,620.00. The design and development of a new website will be funded for City Departments, vendors, and the public utilizing the website.

ATTACHMENTS

- A Resolution
- B Contract with Planeteria

RESOLUTION NO. 2023-XX

RESOLUTION OF THE CITY OF PINOLE APPROVING A TWO-YEAR CONTRACT WITH PLANETERIA FOR THE NEW WEBSITE CONTENT MANAGEMENT SYSTEM IN THE AMOUNT NOT TO EXCEED \$58,620.00.

WHEREAS, the City of Pinole recognizes that its website is the highest profile, most utilized communication platform by residents, visitors, and stakeholders; and

WHEREAS, the City's current website is outdated with limited functionality and experiences frequent performance issues which prevents City staff from utilizing the website for its desired scope and fullest potential; and

WHEREAS, City staff evaluated 7 proposals submitted and found Planeteria to best suit our website redesign needs;

WHEREAS, City staff recommends that the City move to Planeteria's website Content Management System (CMS) solution that will greatly improve the City's web presence and expand online services, navigation and functionality for its residents; and

WHEREAS, the annual cost of the contract for FY 2023-24 will not exceed the amount approved in the budget.

NOW, THEREFORE, BE IT RESOLVED that the City of Pinole City Council does hereby authorize the City Manager to execute a two-year contract with Planeteria attached as Exhibit 1 to provide design and development services for the City's new website CMS in an amount not to exceed \$58,620.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 16th day of May 2023 by the following vote:

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

I hereby certify that the foregoing ordinance was regularly introduced, passed, and adopted on this May 16, 2023.

Heather Bell, CMC
City Clerk

CONSULTING SERVICES AGREEMENT WITH PLANETARIA MEDIA FOR WEBSITE CONTENT MANAGEMENT SYSTEM

This Consulting Services Agreement (“Agreement”) is made and entered into this 4th day of May 2023, by and between the **CITY OF PINOLE**, a municipal corporation (hereinafter referred to as “CITY”), located at 2131 Pear Street, Pinole, CA 94564-1774, and **PLANETARIA MEDIA**, a corporation, located at 100 Stony Point Road, Ste 240, Santa Rosa, CA 94501 (hereinafter referred to as “CONSULTANT”).

1. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this Agreement, CONSULTANT shall perform 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.

2. RESPONSIBLE PERSONNEL AND DIRECTION

CONSULTANT will be charged with the completion of CONSULTANT’S responsibilities under this Agreement. CONSULTANT shall report to and receive direction from the City Manager and/or her designee.

3. COMPENSATION

CONSULTANT agrees to perform the Scope of Services delineated herein, and CITY agrees to make payments for work completed under the following terms:

1. **Fees and Invoices.** CITY hereby agrees to pay CONSULTANT for the Scope of Services, pursuant to the fee schedule attached as Exhibit B, which is incorporated herein. Total compensation for work performed under this Agreement and all reimbursable expenses incurred in performing the work shall be paid by the CITY in an amount **NOT TO EXCEED** Fifty eight thousand six-hundred and twenty dollars (\$58,620.00).

CONSULTANT shall submit invoices to CITY not more often than once per month during the term of this Agreement. Invoices shall contain: (i) the beginning and ending dates of the billing period; (ii) a description of the work performed during the billing period; and (iii) the total amount payable.

2. **Reimbursable Costs.** CITY agrees to pay only those reasonable reimbursable costs incurred in conjunction with this Agreement, without additional mark-up. The reimbursable costs are included in the total fee. CONSULTANT shall submit copies of receipts for

reimbursement. CITY has sole discretion to determine which costs are reimbursable.

3. **Early Termination.** If CITY terminates this Agreement pursuant to Section 18 of this Agreement, CITY shall compensate CONSULTANT for work satisfactorily completed as of the date of written notice of termination and within 30 days of CITY'S receipt of CONSULTANT invoices in a form satisfactory to CITY.

5. **TERM OF AGREEMENT**

Unless otherwise agreed to in writing, the two-year term of this Agreement shall be from May 17, 2023 through May 17, 2025. 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 18. 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.

6. **BUSINESS LICENSE**

CONSULTANT, and any subcontractor, 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 CITY receives proof that CONSULTANT has obtained a CITY of Pinole business license. If the CONSULTANT does not show satisfactory proof of having obtained a business license from CITY, CITY may deduct the business license fee from CONSULTANT'S invoice and issue a business license to CONSULTANT.

7. **AMENDMENT**

This Agreement may be amended, modified or changed by the parties in writing, signed and approved by the authorized representatives of the parties.

8. **OWNER OF DOCUMENT/PROPRIETARY INTEREST**

It is agreed that CITY has a proprietary interest in all material(s) prepared by CONSULTANT under this Agreement, with the exception of promotional materials. The CITY may retain, alter or use as it sees fit all portions of the material prepared for the completion of the project. CITY shall defend and hold CONSULTANT harmless for all claims, losses and damages for patent, trademark or copyright infringement related to CITY'S use of the material on any other project, except such loss or damage which was caused by the sole negligence or willful misconduct of CONSULTANT.

9. **SUBCONTRACTORS**

CONSULTANT may utilize professional subcontractors only as approved in writing by CITY.

10. ADDITIONAL SERVICES

In the event CITY desires to retain CONSULTANT for the performance of additional services in connection with this Agreement, specification of such additional services and compensation therefore shall be made only by amendment to this Agreement pursuant to Section 7 and in accordance with compensation rates to be negotiated at that time.

11. INDEPENDENT CONTRACTOR

It is specifically understood and agreed that in the making and performance of this contract, CONSULTANT is an independent contractor and is not and shall not be an employee, agent, or servant of CITY. 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.

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. The parties shall have no authority, express or implied, pursuant to this Agreement to bind the other party to any obligation whatsoever.

12. NONDISCRIMINATION

There shall be no discrimination against any employee who is employed in the work covered by this contract, or against any applicant for such employment because of age, race, religion, sex or national origin.

13. CONSULTANT CONFLICT OF INTEREST

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 CONSULTANT or CONSULTANT'S firm to notify CITY 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 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 Categories "1-5" of CITY'S Conflict of Interest Code:

14. ASSIGNMENT

CONSULTANT shall not assign any interest in this contract, and shall not transfer any interest in the same without the prior written consent of CITY.

15. AGREEMENT BINDING

This Agreement is binding on the heirs, successors and assigns of the parties hereto.

16. APPLICABLE LAW AND ATTORNEY'S FEES

This Agreement shall be construed and enforced in accordance with the laws of the State of California. Should any legal action be brought by a party for breach of this Agreement or to enforce any provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, court costs or any other costs as may be fixed by the court. Any action arising out of this Agreement shall be venued in the Superior Court of the State of California in and for the County of Contra Costa.

17. SEVERABILITY

If any one of more of the covenants and agreements or portions thereof shall be held by a court of competent jurisdiction in a final judicial action to be void, voidable or unenforceable, such covenant, or covenants, such agreement or agreements, or such portions thereof shall be null and void and shall be deemed severable from the remaining covenants and agreements or portions

thereof, and shall in no way affect the validity or enforceability of the remaining portions of this Agreement.

18. TERMINATION

- A. CITY may terminate this Agreement at any time, without cause, by giving CONSULTANT four (4) weeks' (i.e., 30 days) written notice of discontinuance and termination of this Agreement. CONSULTANT shall be entitled to compensation for services satisfactorily rendered up to the written notice of termination of this Agreement. CITY may condition such payment upon CONSULTANT'S delivery of all material prepared by CONSULTANT under this Agreement.
- B. CITY may, at any time, at its discretion, abandon or suspend any portion of the work being done under the terms of this Agreement. In the event of abandonment or suspension of work for which professional services have been performed under this Agreement by CONSULTANT or in the event of the termination of this Agreement, CONSULTANT shall immediately stop work on the project required by this Agreement, or shall stop work at the stage directed by CITY.

19. INSURANCE AND INDEMNIFICATION

- A. **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 CONSULTANT and its agents, representatives, employees, and subcontractors. CONSULTANT shall maintain the insurance policies required by this section throughout the term of this Agreement. CONSULTANT shall furnish CITY with complete copies of all insurance policies prior to execution of this Agreement and upon CITY'S request.
- B. **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.
- C. **Commercial General and Automobile Liability Insurance.**

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. 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.
 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 or GL 0002 (most recent editions) 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 (most recent edition) Code 1. No endorsement shall be attached limiting the coverage.
- D. **Professional Liability Insurance (Required for all licensed consultants).** 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 \$250,000 per claim.
- E. **Additional Requirements.** Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
1. Other than Professional Liability, the insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
 2. 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.
- F. **Notice of Reduction in or Cancellation of Coverage.** Coverage shall not be canceled by either party except after thirty (30) days' prior written notice has been given to CITY; ten (10) days if cancellation is

due to non-payment of premium.

- G. **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 CITY and its officers, employees, agents, and volunteers shall be covered as additional insureds. A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to CITY and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by CITY shall be called upon to contribute to a loss under the coverage.
- H. **Variation.** CITY, through its City Attorney, 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 CITY'S interests are otherwise fully protected.
- I. **Indemnification.**

CONSULTANT shall, to the fullest extent allowed by law, with respect to all services performed in connection with this Agreement, defend with counsel acceptable to CITY, indemnify, and hold CITY, its officers, officials, employees, agents, and volunteers ("Indemnitees"), harmless from and against any and all claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of CONSULTANT, ("Claims"). CONSULTANT will bear all losses, costs (including attorney's fees), damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such Claims, whether directly or indirectly ("Liability"). Such obligations to defend, hold harmless and indemnify CITY shall not apply to the extent that such Liability is caused by the sole negligence, active negligence, or willful misconduct of CITY.

With respect to third party claims against CONSULTANT, CONSULTANT waives any and all rights of any type of express or implied indemnity against the Indemnitees.

However, notwithstanding the foregoing, in accordance with California Civil Code Section 1668, nothing in this Agreement shall be construed to exempt CITY from its own fraud, willful injury to the person or property of another, or violation of law. In addition, and notwithstanding the foregoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code section 2783, as may be amended from time to time, such duties of CONSULTANT to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

20. NOTICES

All correspondences shall be sent by first-class mail and directed to the party at the addresses specified below, or to a substitute address as a party may designate by written notice to the other party:

CONSULTANT:

Planetaria Media
100 Stony Point Road, Suite 240
Santa Rosa, CA 95401
Attention: Tyler Coffin

CITY:

City of Pinole
2131 Pear Street
Pinole, CA 94564
Attention: Andrew Murray

with a copy to:

City Attorney
2131 Pear Street
Pinole, CA 94564

21. MISCELLANEOUS PROVISIONS

- A. Neither party shall hold the other responsible for damages or delay in performance caused by acts of God, strikes, lockouts, accidents or other events or conditions beyond the party's control.
- B. In the event any provisions of this agreement shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provisions, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.
- C. This agreement constitutes the entire agreement between the parties and there are no conditions, agreements or representations between the parties except as expressed in said document. It is not the intent of the parties to this agreement to form a partnership or joint venture.
- D. Where the terms and conditions of this Agreement and any attachments or exhibits hereto conflict, the parties expressly agree that the terms and conditions of this Agreement shall prevail and preside.
- E. Preparation and negotiation of this Agreement has been a joint effort of the parties and neither the Agreement nor any of its provisions shall be construed against either of the parties as the drafting party or otherwise

- F. CONSULTANT shall comply with all applicable laws, statutes, City of Pinole ordinances, resolutions, policies and procedures in force and effect on the date this Agreement is executed by the City, including, but not limited to the California Environmental Quality Act and all relevant provisions of the Public Resources Code, the California Public Contract Code, the California Labor Code and the California Government Code.

22. ATTACHMENTS

Exhibit A - SCOPE OF SERVICES

Exhibit B - FEE SCHEDULE

Certificates of Insurance

IN WITNESS WHEREOF, CITY AND CONSULTANT have caused their authorized representatives to execute this Agreement.

CITY OF PINOLE

CONSULTANT

By: _____
Andrew Murray, City Manager

By: _____
Tyler Coffin, Sales Director

Consultant's City of Pinole Business
License #: _____

ATTEST:

By: _____
City Clerk

APPROVED AS TO FORM:

By: _____
Eric Casher, City Attorney

EXHIBIT A SCOPE OF SERVICES



PLANETERIA MEDIA

CITY OF PINOLE

WEBSITE CONTENT MANAGEMENT SYSTEM (CMS) SOLUTION

PROPOSAL ISSUED: MARCH 9, 2023

PREPARED FOR:
Fiona Epps - Assistant to the City Manager
City of Pinole
2131 Pear St, Pinole, CA 94564
P: 510.724.8928 E: fepps@ci.pinole.ca.us

PREPARED BY:
Tyler Coffin - Sales Director
Victoria Kovatch - Sales Associate
Sandeep Mehta - Technology Director

CONTACT:
Planeteria Media
100 Stony Point Road, Ste 240, Santa Rosa, California 95401
P: 707.843.3773 E: sales@planeteria.com
@planeteria_media @planeteria @planeteria

WWW.PLANETERIA.COM

FEDERAL EIN: 45-4957640 | CA MICRO SMALL BUSINESS CERTIFICATION: 1759443 | DUNS & BRADSTREET NUMBER: 079196688

HELLO CITY OF PINOLE TEAM,

Planeteria is eager to offer website redesign and CMS services for the City's public website, as we see it aligns with our mission to design digital experiences that support communities in having positive and productive interactions with their local government. We were impressed by the City's vision to modernize its communication tools and showcase its diverse community and services. Our goal is to provide a user-friendly website that serves the City residents, potential residents, community members, and staff by offering essential resources like trip planners, schedules, live bus tracking, payments, routes, alerts, and more. This is a crucial time for the City to redesign its website and we look forward to delivering a customer-focused, feature-rich online platform.

Planeteria suggests revitalizing the City's digital presence with improved functionality, streamlined navigation, and a defined visual style guide. Our expertise in art direction will ensure the selection of images that showcase the City's unique features. We will become your technology partner, just like we have done for the City of Chico, City of Redlands, City of Rocklin, City of Lacey, Clackamas County, and Township of North Brunswick, and many other municipal organizations.

At Planeteria we believe in flexible, and modular websites. That means that as the City grows and changes, the website can evolve easily with you. We use open-source, license-free CMS platforms like WordPress or Drupal, which allow non-technical staff to control all content and easily make global design and functional updates without rebuilding the whole site. This allows for faster and more efficient website updates, improved security, and the ability to deliver personalized, omnichannel experiences across multiple devices. You can trust our experienced team to deliver.

This project is highly visible, public facing and the results will be on full display. The success of this project will have a direct impact on our success as well. We understand the significance of this project and are fully committed to delivering exceptional results that not only meet but exceed your expectations.

In addition to our commitment to your success, we have a wealth of experience and expertise in website redesign and development. We have a proven track record of delivering exceptional results for our clients, and we are confident that we can do the same for the City. Our team is composed of experts in web design, user experience, and web development, who are dedicated to delivering the best possible solution for your needs.

In conclusion, we are excited about this opportunity to work with the City to create a website that is both beautiful and functional. We understand the importance of this project and are committed to delivering exceptional results that not only meet but exceed your expectations. We are confident that our team has the expertise and experience necessary to create a website that will be a valuable resource for the City and its community.

WARM REGARDS,



Tyler Coffin - Sales Director

P: 707.843.3773 E: tyler@planetaria.com

100 Stony Point Road, Ste 240, Santa Rosa, California 95401

 707.843.3773  SALES@PLANETERIA.COM  WWW.PLANETERIA.COM  @PLANETERIA_MEDIA  PLANETERIA

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SECTION ONE:

Executive Summary



EXECUTIVE SUMMARY

In a world where website development projects are often complicated and fraught with risk, Planeteria found its calling. We exist to help organizations navigate the website development process with ease.

Process: Creating a website should be more than successful—it should also be delightful. Our proven process instills confidence, taking projects from initiation to launch in a predictable, transparent way.

- In-depth discovery services explore your purpose and engage stakeholders to align the entire organization on project goals.
- Our team inventories your current content, develops a migration strategy, and deeply analyzes empirical user data to bring the 10% of content that 90% of users are looking for to the forefront, so your users can find things quickly and accurately.
- Our team of designers create powerful designs that “listen” to user needs and drive key actions, then we refine the design until it’s ready for implementation.
- Our developers bring your site to life when they implement your new design, features and functionality. As you work with your content, a dedicated front-end developer and strategist will continue to refine your site: making it more engaging and improving its overall usability.
- We empower you to manage your own content with comprehensive training, guiding your team on content best practices, governance, and workflow, so you can launch and maintain a website that reflects the very best of your organization.

Technology: Our technology platform is open-source, so you don’t get locked into any one vendor. It’s powerful because it uses WordPress or Drupal. It’s mobile-friendly, meets modern web standards, and supports Section 508 compliance to ensure access for users with disabilities. Best of all, our usability layer provides a uniquely user-friendly content management experience: it puts you in complete control of your content and workflow.

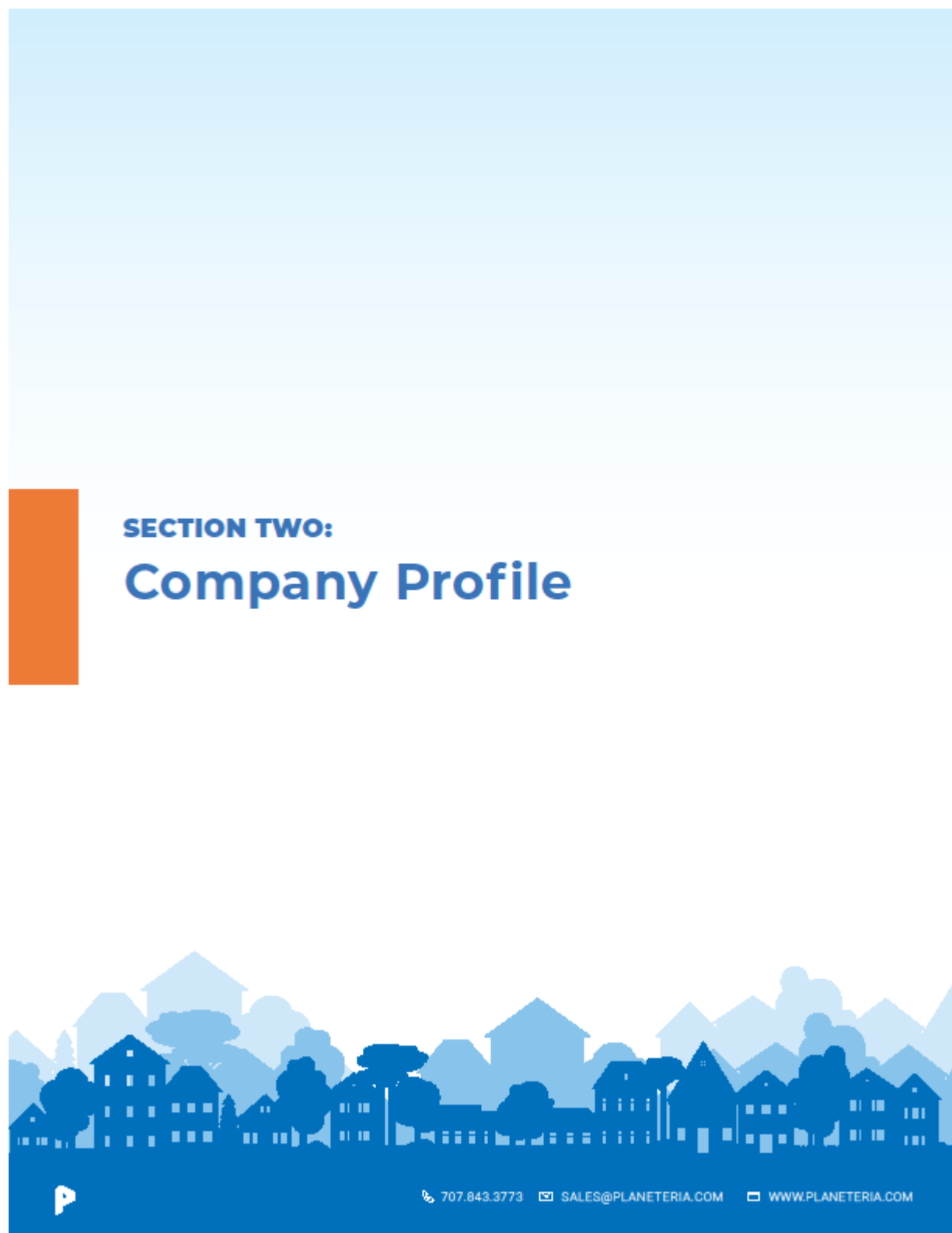
Support: Because of our platform and service level agreement (SLA) program, more than 95% of the clients who joined five years ago are still active clients today. Whether you need help thinking through a new landing page, training a new staff person, or need a guaranteed 30-minute response to an urgent issue 24/7—our comprehensive support program ensures you get help from the same team that built your website.

Project team: The team that will work on your site has a broad array of skills and is deeply experienced. We’ve included detailed bios and relevant experience for your reference.

Pricing and Terms: Full terms and pricing breakdown can be found at the end of this document.

- Website project is not to exceed \$45,000, paid in installments at key milestones.
- Platform and support (SLA program) is \$300/mo and can be canceled anytime.
- The project timeline is expected to last approximately six to eight months from contract execution to launch.

At Planeteria we are passionate about making the process and the outcome equally delightful. We want to use our experience to ensure your new website is one you will be proud of, and we’d be honored to work with you.



SECTION TWO:
Company Profile



 707.843.3773  SALES@PLANETERIA.COM  WWW.PLANETERIA.COM

ABOUT PLANETERIA

Since 1999, Planetaria has been designing, developing and supporting community-focused websites for cities, counties, municipalities and other public agencies around the country. We've built over 500 sites serving millions of customers. We pride ourselves in offering modular solutions for local government organizations who want the ability to make adjustments to their website without needing technical support. Additionally, we build our sites with the ability to be comprehensively re-designed without requiring a full re-development effort. This helps save our clients money while keeping your website flexible as the needs of your community and organization change.

We're also highly focused on providing content support. Our content specialists personally work with you to understand, organize, edit, refine and migrate your content and its structure.

WE DESIGN WITH YOUR COMMUNITY AS THE PRIORITY. IN FACT, IT'S OUR MISSION STATEMENT:

To design digital experiences that support communities in having positive and productive interactions with their local government.

We find that WordPress or Drupal meet the needs of 90% of our projects. WordPress and Drupal are two of the most widely used solutions in the world. Through 23 years of developing government websites, our team has created and refined proprietary tools specific to the needs of the public sector.

For Planetaria to create positive and productive digital experiences, we uphold three core values: **service**, **diversity**, and **equity**. We consider those values when proposing solutions for our clients, and we have considered those values as we've built our team. We have 35 employees distributed around the country with our main office in Santa Rosa, California. Using a distributed work force allows us a broader access to talent with diverse life experience. It also provides our team with experience working in a wider variety of communities.

We leverage our staff size to provide excellent service. Our clients can speak directly with our technical director, our lead designer, and our content specialist without navigating a phone tree.

We are proud to say our team has won multiple design and development awards for work around the country.

RECENT AWARDS



Kentico
Site of the Month



707.843.3773



SALES@PLANETERIA.COM



WWW.PLANETERIA.COM



@PLANETERIA_MEDIA



PLANETERIA

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MUNICIPAL EXPERIENCE

We have worked with cities, counties and other municipalities all over the country and below is a sampling. Each client below has their own unique technology stack and functionality requirements for their website. Often times Planeteria integrates third party functionality using best practices. In other times, we incorporate our own functionality stack such as calendar events, board meetings and more.



ADDITIONAL RELATED PROJECTS

- City of Tacoma, WA
- City of Lacy, WA
- City of Vancouver, WA
- Clackamas County, OR
- City of Midway, UT
- Town of Timnath, CO
- Township of North Brunswick, NJ
- Town of Ithaca, NY
- City of Tucker, GA
- City of Nixa, MO
- St. Johns County, FL
- Aleutians East Borough, AK
- Olmsted County, MN
- City of Atascadero, CA
- City of Pleasanton, CA
- City of Sebastopol, CA
- City of Chico, CA
- City of Carmel by the Sea, CA
- City of Grass Valley, CA
- City of Redlands, CA
- City of Rocklin, CA
- Stark Area Transit Authority, OH
- Sacramento Unified School District, CA
- San Diego County Water Authority, CA
- Gold Coast Transit District, CA
- Solano Transportation Authority, CA
- Tri-Valley Transportation Council, CA
- Denton County Transportation Authority, TX
- Alamo Area Council of Governments, TX
- Boston Housing Authority, MA
- Butler County Regional Transportation Authority, OH
- OC Local Area Formation Commission, CA

For a full list of our projects, visit WWW.PLANETERIA.COM/GOVERNMENT



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PLANETERIA VALUES

There are a lot of digital agencies on the planet for you to choose from. You should work with Planeteria because of our unique combination of Our Team, Our Designs, and Our Process. Our project managers run our projects with our three company values in mind.



SERVICE

- We actively seek out opportunities to help.
- We are good listeners and are attentive to client needs.
- We actively research new technologies to support our clients' goals. We don't always have the answer but we work hard to uncover a path for project success.
- We respond thoughtfully and punctually in our communications.



DIVERSITY

- We embrace and celebrate people different from ourselves and ideas unlike our own. We feel this is a key element to bringing fresh and effective ideas to any successful project.
- We work to understand other perspectives. Through active listening we work to understand what others are trying to communicate.
- We believe great solutions are born from gathering a wide variety of ideas.
- We understand our own experience is not the only experience.
- We seek feedback and input from all stakeholders in our projects.



EQUITY

- We keep in mind that not all people have the same opportunities and resources.
- We actively remove barriers to using our products.
- We strive to understand the cultural components of inequity and fight against those components.



SECTION THREE: Project Team



CITY PROJECT TEAM

Planeteria is made up of a dedicated team of 35 experts who will be handling all aspects of your project. Our robust creative, technical, content, and management teams collaborate closely to ensure that projects are executed seamlessly, while our team leads remain committed to delivering quality work and facilitating communication. We have subject matter experts in project management, user experience, design, ADA, technology, customer service, SEO etc. Our team's versatility and concise project management process sets us apart from the competition. We do not require any sub-contractors.



LAURA ALI | SENIOR PROJECT MANAGER

Laura brings 12+ years of website-based project management experience to Planeteria. She has high customer-service acumen and a passion for results! Laura is also a Marketing and Communications Professional, having leveraged large online and intranet communities, where she implemented corporate-wide communication tools and online project-management/CRM platforms (pipelines) with staggering success. Laura attended WCCC and California State University, Fresno, earning a B.A. in Bilingual/Cross-Cultural Education, with minors in Linguistics and Chicano-Latin American Studies, and a B.A. in Religious Studies. Laura has broad background leading teams in the financial, educational, medical, and non-profit sectors.



SANDEEP MEHTA | TECHNOLOGY DIRECTOR

Sandeep has over 20 years of international experience managing creative technology projects. Before Planeteria he served as director for process Redesign at Citigroup and also as the managing director of a technology solutions company. Sandeep has built over 150 websites for organizations across the country. Sandeep manages a team of engineers on all technical elements of our projects.



TYLER COFFIN | SALES DIRECTOR

Tyler has over 15 years of technical website sales experience helping organizations turn project ideas into a reality. Communicating website design needs can prove to be difficult, but Tyler prides himself on educating clients so they are co-creators with input and buy-in on the final product. He will initiate the scope of work, project contract/agreement and payment terms and will be the point of contact for post-launch account management. Tyler is a graduate from University of California, Davis with a bachelors in Communication and Sociology.



HEIDI PEYSER | INFORMATION ARCHITECT

Heidi has been advising non-profits and government agencies about website development, digital communications and internal processes since 2001. Heidi serves as the bridge between content, design and programming by evaluating what clients already have vs. what they need. Heidi also plays a key role in evaluating the breadth of existing content and streamlining it to make it clear, consistent, and usable for audiences across generational divides. Heidi is a Sonoma State graduate, has a bachelors in Business and Psychology and a master's in Psychology with a focus on research.



KIM SAWYER EGIR | LEAD VISUAL DESIGNER

Kim has over 15 years of experience in the field of Graphic Design, as well as, advanced training in the field of User Experience Design. Kim's user-centered approach to design allows her to identify what the user needs, which leads to more intentional and robust design solutions. She has a bachelor's degree in Visual Communication Design from Purdue University, and has completed User Experience Training from DesignLab. In her career she has experience working with municipal and higher education organizations including, the City of Nixa, MO, University of California Irvine and Cal Poly Pomona.

**VICTORIA KOVATCH | SALES ASSOCIATE**

Victoria got her start working for a large consumer products distribution company in branding and marketing. At Planeteria, Victoria assists in identifying new leads, preparing proposals, and making sure all parts of the sales process are up to date. She also works on marketing initiatives, press releases, newsletters, social media, and SEO. Victoria's primary roles bridge the gap between sales and marketing. She has a degree in sociology from Azusa Pacific University and recently completed a digital marketing certificate from Columbia University's Emeritus Business School.

**CRYSTAL MENARD | WEBSITE TRAINER**

Crystal is our trainer, paving the way for all clients to be able to maintain their website after it's launch regardless of the amount of website design knowledge they may have. She has a Bachelor's in Math from The University of Texas at Austin and a Master's in Math from The University of Houston and taught upper division math courses at a private university for two years. With her expertise in teaching and Math she brings a logical and thorough training program to prepare any client to be best equipped to keep their websites up-to-date and is always readily available to provide documentation for any training needs.

**WYATT BENOIT | OPERATIONS MANAGER**

Wyatt has been Planeteria's lead project manager since 2015. Because of her abilities managing diverse stakeholder interests, she specializes in working with our Municipal clients. Wyatt is excellent at handling multiple projects, ensuring all timelines and goals are met. She is a very effective communicator, and makes sure that information is constantly flowing to the right person. Wyatt is organized, flexible, and strategizes to make sure all projects are executed on time. She has a degree in Arts and Communication Design from Pacific Northwest College of Arts, and has also completed a Cornell University Project Management Certificate.

**BILL OLSON | WEB PRODUCER**

Bill has over 12 years of web development experience, and is our main customer support lead. His primary role is making sure new project designs and functionality meet expectations upon launch and beyond. He also serves as a main point of contact for existing web site maintenance and technical support, and assists in content migration. Bill has an Associate degree in Interactive Media Design from the Santa Rosa Junior College and training as an Adobe Application Specialist.

**KEEGAN ORTIZ-DEKRAMER | SENIOR DEVELOPER**

Keegan's philosophy in life is "talk a little, listen a lot, and then over-deliver on client expectations". Keegan is our lead ADA specialist. He has been programming websites for thirteen years, leading our development team since 2009, and brings a contagious enthusiasm to our projects. He has expertise in multiple programming frameworks and has also been involved in the development of CMS systems. Keegan graduated from University of California, Davis with a degree in Computer Science.

ADDITIONAL PROJECT STAFF**NYAMEKYE ANNOR**
QA SPECIALIST**LORI-ANN FRETWELL**
QA SPECIALIST**JESSICA KANE**
TECHNICAL PROJECT
MANAGER**CHRIS BAXTER**
DAMERON
PROJECT TECH
SUPPORT**JYM DONOVAN**
CONTENT
COORDINATOR**SAM BALINO**
CONTENT
COORDINATOR**ALI BEN SAAD**
UX/UI DESIGNER**KATRINA THOMAS**
PHOTOGRAPHER

707.843.3773



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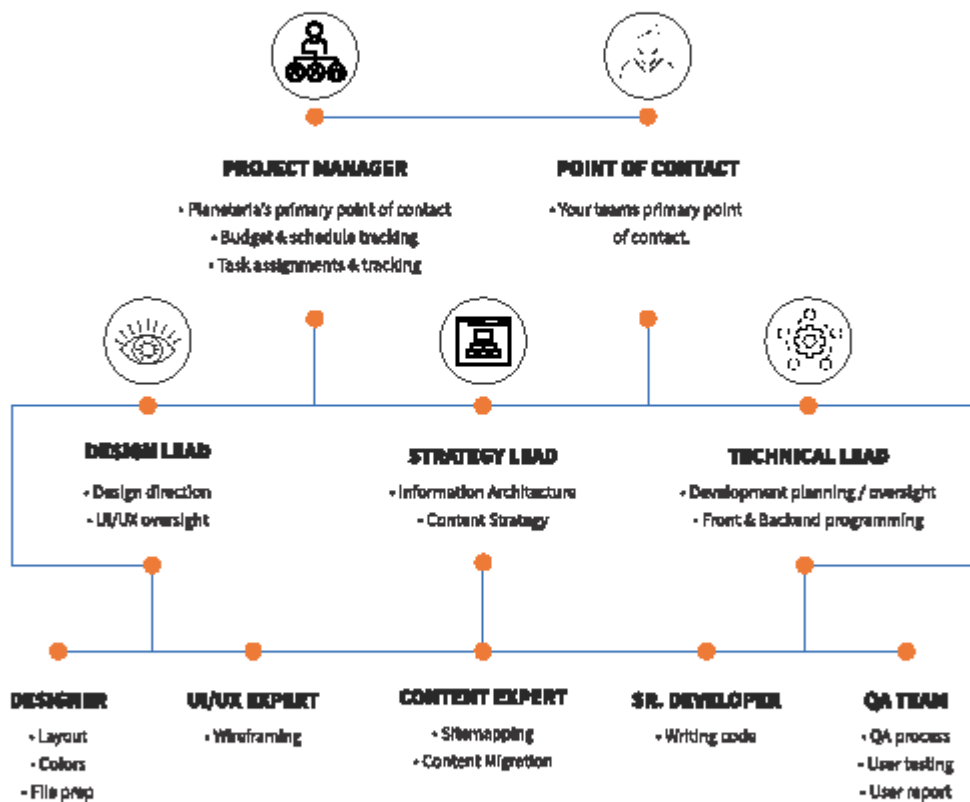


PLANETERIA

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PROJECT ORGANIZATION CHART

Our goal is to make our clients' websites truly beautiful. Functionality and navigability are essential components of a beautiful user experience. From project outset, we work carefully with our clients to ensure that every aspect of the design, development and launch process goes according to plan. Initial meetings establish client needs and expectations so that development can proceed based on well-defined parameters. We do not require any sub-consultants, all tasks will be done by Planeteria in-house. Below is the org chart that takes us from project concept to project creation.





MUNICIPAL EXPERIENCE



CLACKAMAS COUNTY

WWW.CLACKAMAS.US

PROJECT DURATION: 9 months

YEAR LAUNCHED: May 2019

PROJECT CONTACT:

JESSIE KIRK | Web Content Editor

jkirk@clackamas.us | 503.742.5916

BACKGROUND

Clackamas County is Oregon's third-most populous county. Since the county's creation, agriculture, timber, manufacturing, and commerce have been the principal economic activities.

THE PROJECT

Planeteria was hired for website design and development services for the county's 2,000+ page website that receives more than 2 million visits per year. With a site over 2,000 pages, the content reorganization was essential. A unique challenge to this project was the County has over 40 different departments and divisions all of which needed unique department pages with an overall look and feel that created uniformity throughout the site but also provides levels of flexibility in what they could post and where. \$100,000 cost.



THE SOLUTION

The solution for Clackamas county required an in depth audit of their immense content. We conducted an audience needs assessment with relevant stakeholders to determine the most essential components for the new website. From there, we created a new site map, wireframes, web style guide (colors/typography), mood-boarding, design mock ups, developed using Drupal CMS, and mobile responsiveness.

SERVICES PROVIDED

News & events, social media integration, custom calendar integration, procurement, emergency alerts, in-site search functionality, video embedding/streaming, document archive, online forms, department directory, unique department home pages, ADA compliant, Google Analytics, mobile responsive, language translation, ongoing maintenance and hosting.

CASE STUDY: CLACKAMAS COUNTY



EASY ACCESS TO KEY TOOLS AND SERVICES

On the home page we wanted to give citizens easy access to the most important information and resources and we wanted to display this information in a stackable format that is both aesthetically pleasing and scales easily for different screen sizes.

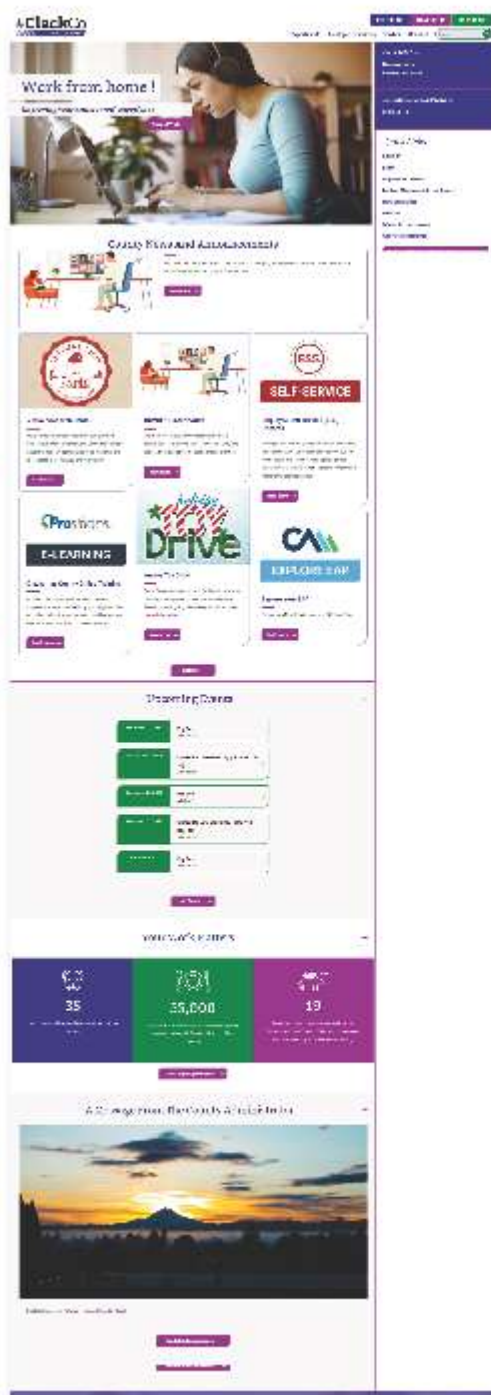
FEATURED GUIDES

Clackamas County has several resource guides to help citizens identify which department they should be connecting with. There is easy access to these guides on the home page of the County website.



SYNDICATION OF LATEST NEWS AND UPCOMING EVENTS

We believe municipal websites should be a tool that make staff more effective and efficient. One way to achieve this is through content syndication of News & Events. County staff updates News and Events in the CMS and the News articles and calendar Events are syndicated throughout the website with one administrative effort.



COUNTY EMPLOYEE INTRANET

Following the completion of the public facing County website, Planetaria was retained to design and develop the staff facing County intranet.

THE SOLUTION

The intranet allows county staff to collaborate internally using the same intuitive CMS as the main site and share content between instances to maximize efficiency. This password protected portal will give county staff access to restricted documents, internal staff newsletters, articles, county internal calendars employee resources, HR documents and more information.

SERVICES PROVIDED

Planetaria provided a discovery sessions with the different departments to understand the Intranet requirements and expectations. Then we completed wireframing, sitemaping, and mockups for the home page, and several internal pages. The Intranet was then developed in Drupal and was tested on various devices and browsers. The solution includes an API integration with DocHub for synchronized documents and synced with the employee database. The Intranet was be personalized, i.e it can show content on home page (example news/events) based on the department of user and the personal preferences set of the user. Users can also have personalized welcome messages and save personal bookmarks.

MUNICIPAL EXPERIENCE



TOWNSHIP OF NORTH BRUNSWICK

WWW.NORTHBRUNSWICKNJ.GOV

PROJECT DURATION: 4 months

YEAR LAUNCHED: November 2020

PROJECT CONTACT:

JUSTINE PROGEBIN

jprogebin@northbrunswicknj.gov |

732.247.0922 x 268

BACKGROUND

North Brunswick is a township in Middlesex County, New Jersey with a population of approximately 40,000, 38 different departments and nearly 100 services and programs run by the City.

THE PROJECT

In 2016 municipal officials reviewed their website and found several enhancements were required for transparency, civic engagement, and to meet the growing need for digital communications with the community. Planetaria was selected for the full Redesign of the website for the Township of North Brunswick with a service centric design. The scope of the project included interactive forms, expanded online payments, links to the cable studio for live stream, citizen resource center, new procurement portal and resident notifications. Because of a new communications initiative that was accelerated by COVID-19, the project had a quick turn around time. \$80,000 project cost.



THE SOLUTION

Site map, wireframes, web style guide (colors/typography), mood-boarding, mock ups, WordPress CMS, mobile responsive, hosting and managed maintenance.

SERVICES PROVIDED

News & events, social media integration, custom calendar integration, procurement, emergency alerts, site search functionality, video embedding/streaming, document archive, online forms, ADA compliant, Google Analytics, mobile responsive, language translation, ongoing maintenance and hosting.



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CASE STUDY: TOWNSHIP OF NORTH BRUNSWICK

[SERVICES AND PROGRAMS SEARCH](#)

It is very important for residents to have easy access to Township services. Because the Township provides so many services and programs it is critical to provide search options and filter options for residents.



MEETINGS & EVENTS

The goal of the Meeting & Events page is to keep residents and other stakeholders informed on upcoming public meetings and community events. These can be filtered by meeting category and month/year. This tool allows the Township to look up future meeting dates and search for past meetings.



PUBLIC NOTICES

Providing current news to citizens is very important to municipal organizations. News articles are written like a blog post and are syndicated to the home page and the news page of the website. This allows the website administrator to create and publish content in the websites CMS and the content can be updated throughout the website. We refer to this as data base driven architecture.



CONTACT DIRECTORY

Residents have easy access to different departments, mayor, council members and other representatives.

MUNICIPAL EXPERIENCE



CITY OF CHICO

WWW.CHICO.CA.US

PROJECT DURATION: 10 months

YEAR LAUNCHED: June 2020

PROJECT CONTACT:

JOSH MARQUIS

josh.marquis@chicoca.gov | 530.896.7300

BACKGROUND

Chico is the most populous city in Butte County, California. Located in the Sacramento Valley region of Northern California, the city had a population of 101,475. The city is known as a college town, as the home of California State University, Chico.

THE PROJECT

The City of Chico wanted a website development firm to provide website redesign services, to implement an intuitive, user-friendly and robust content management system (CMS) with analytics tools and citizen engagement functionalities, and to provide and facilitate third-party external hosting services. The City desires to develop a professional, efficient, secure and stable website experience while ensuring a user-friendly design with content that is simple to find, visually appealing, and consistent between city departments.



THE SOLUTION

Site map, wireframes, web style guide (colors/typography), mood-boarding, mock ups, Drupal CMS, mobile responsive, hosting and managed maintenance.

SERVICES PROVIDED

News & events, social media integration, custom calendar integration, procurement, emergency alerts, site search functionality, video embedding/streaming, document archive, online forms, ADA compliant, Google Analytics, mobile responsive, language translation, ongoing maintenance and hosting.



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MUNICIPAL EXPERIENCE



CITY OF LACEY

WWW.CITYOFLACEY.ORG

PROJECT DURATION: 18 months

YEAR LAUNCHED: April 2022

PROJECT CONTACT:

KELLY ADAMS

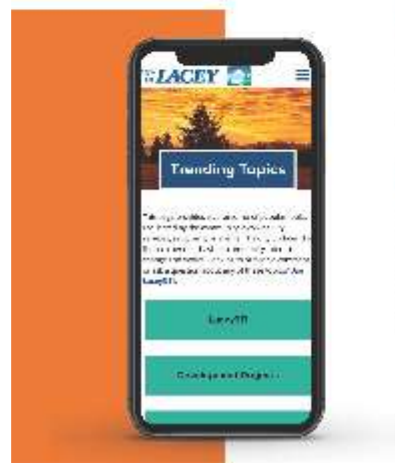
kadams@ci.lacey.wa.us | 360.790.4632

BACKGROUND

Lacey is a city in Thurston County, Washington, and is a suburb of Olympia with a population of 42,393. Lacey is a safe, vibrant, and friendly community for all ages. Our residents and visitors enjoy one of the best municipal parks systems around.

THE PROJECT

The City of Lacey selected Planetaria for a very ambitious project that began with a logo refresh for the Parks & Rec Department and the design of two independent websites for the official City website and the Parks & Rec website. The City museum also required a custom section within the Parks & Rec website to reflect the unique visual style that is different than the Parks & Rec visual style and functionality of the museum. The museum also required a new logo to accompany the new website. The project included extensive research and input from internal and external stakeholders. \$100,000 project cost.



THE SOLUTION

Project questionnaire, audience needs assessment, site map, wireframes, web style guide (colors/typography), mood-boarding, mock ups, WordPress CMS, mobile responsive, hosting and managed maintenance.

SERVICES PROVIDED

Site search functionality, real time information, video embedding, site admin roles/permissions, document archive, procurement, utility billing, permits, employment, municipal codes, online forms, news/announcements, social media integration, rotating banners of photos/video, ADA compliant, multilingual and Google Analytics.



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MUNICIPAL EXPERIENCE



TOWN OF ITHACA

WWW.TOWN.ITHACA.NY.US

DURATION: 8 months

YEAR LAUNCHED: July 2022

PROJECT CONTACT:

JOHN LITTLE | Project Lead

jlittle@town.ithaca.ny.us | 607.273.1721x132

BACKGROUND

The Town of Ithaca is located at the southern tip of Cayuga lake in Central New York; home to Ithaca College and Cornell University. The Town includes rural, suburban and urban landscapes and a population of 23,000.

THE PROJECT

The goal of the project was to create a new Town of Ithaca website that: 1) reflects the Town and recognizes that they were celebrating their bicentennial, 2) addresses deficiencies of our current website, 3) is attractive and easy to navigate, 4) is easy to update by Town staff, and 5) provides timely information to Town residents. The Town required the new website to be built on WordPress as the CMS.



THE SOLUTION

The solution for the Town of Ithaca required an in depth audit of their immense content. We conducted an audience needs assessment with relevant stakeholders to determine the most essential components for the new website. From there, we created a new site map, wireframes, web style guide (colors/typography), mood-boarding, design mock ups, developed using WordPress CMS, and mobile responsiveness.

SERVICES PROVIDED

News & events, social media integration, custom calendar integration, procurement, emergency alerts, in-site search functionality, video embedding/streaming, document archive, online forms, department directory, unique department home pages, ADA compliant, Google Analytics, mobile responsive, language translation, ongoing maintenance and hosting.



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MUNICIPAL EXPERIENCE



SAN DIEGO COUNTY WATER AUTHORITY

WWW.SDCWA.ORG

PROJECT DURATION: 8 months

YEAR LAUNCHED: March 2021

PROJECT CONTACT:

ANDREA MORA

amora@sdewa.org | 858.522.6600

BACKGROUND

The San Diego County Water Authority sustains a \$245 billion regional economy and the quality of life for 3.3 million residents through a multi-decade water supply diversification plan, major infrastructure investments and forward-thinking policies that promote fiscal and environmental responsibility.

THE PROJECT

The site's focus is to better communicate with internal and external customers, including the public, member agencies, investors, media, contractors, water industry leaders and elected officials. The site serves as the primary source of information about the agency and regional water issues. Planeteria Media integrated interactive data and charts about water storage and usage from the present back to mid last century, Google-like predictive search with visual results, customized Google Maps to display current projects, member agency zip code search, and member agency clickable county map. The result is a visually appealing, mobile responsive ADA compliant solution. \$100,000 project cost.



THE SOLUTION

Site map, wireframes, web style guide (colors/typography), mood-boarding, mock ups, WordPress CMS, mobile responsive, hosting and managed maintenance.

SERVICES PROVIDED

News & events, social media integration, custom calendar integration, procurement, emergency alerts, site search functionality, video embedding/streaming, document archive, -online forms, ADA compliant, Google Analytics, mobile responsive, language translation, ongoing maintenance and hosting.



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SAMPLE RESPONSIVE/MOBILE DESIGN

Below is a sample of responsive design completed for Lacey Parks & Recreation. Our mobile websites are built to respond to the device the website is being viewed on by using different design break points. The website is designed for laptops, desktops, horizontal tablets, vertical tablets, horizontal phones and vertical phones. The designs are tested in all formats in the most popular browsers (Chrome, FireFox, Safari, etc).



REFERENCES



You have done a phenomenal job with all the twists and turns of this project! I know it was tough with the timeline."

TOWNSHIP OF NORTH BRUNSWICK

Craig Yetsko | Program Manager
cyetsko@northbrunswicknj.gov | 732.247.0922

PROJECT URL: www.northbrunswicknj.gov (Launched Nov 2020)
SERVICES: Website design, development, hosting & maintenance



The experience working with Planeteria has been amazing. The team was easy-going, super flexible, and immediately responsive to all our needs.

SOLANO TRANSPORTATION AUTHORITY

Lloyd Nadal | Programs Manager
lnadal@sta.ca.gov | 707.399.3319

PROJECT URL: www.sta.ca.gov (Launched March 2019)
SERVICES: Website design, development, hosting & maintenance



There are about 3,000 moving pieces that have to come together in the right order to complete a comprehensive web design project for a large-scale website. Thanks to the wonderful team at Planeteria, all those moving pieces came together on time and on budget and we couldn't be happier with the end result.

CLACKAMAS COUNTY, OR

Justine Kadziel | Content Editor
jkirk@clackamas.us | 503.742.5916

PROJECT URL: www.clackamas.us (Launched May 2019)
SERVICES: Website design & development



The upgraded site is a huge improvement both for internal and external users. We really appreciated not only the result but the fact that you and your team were so flexible and responsive along the way. Your team provided significant functionality improvements to simplify navigation, integrate Google maps, offer interactive charts, improve the search function and create a mobile-friendly platform.

SAN DIEGO COUNTY WATER AUTHORITY

Mike Lee | Public Affairs Manager
mlee@sdwqa.org | 858.522.6600

PROJECT URL: www.sdcwa.org (Launched March 2021)
SERVICES: Website design, development & maintenance



"We are proud of our collaboration with the team at Planeteria Media. They are truly a role-model of an agency making the most of our platform. We are very excited to welcome Planeteria Media's clientele into the Pantheon ecosystem, and look forward to showcasing their WebOps process in case-studies and conference presentations."

PANTHEON HOSTING PARTNER

Josh Koenig | Co-Founder and Chief Strategy Officer



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SECTION FIVE:

Features & Functionality



WEBSITE CONTENT MANAGEMENT SYSTEM

We have developed websites for municipal organizations using open-source technologies and they have proven to be powerful, flexible and scalable. WordPress and Drupal are both web based, open-source content management platforms that are the best solution for the City's new website. The functionality we incorporate will ensure that audiences and stake holders have easy access to information that is important to them and have the ability to interact with City staff in numerous ways on the website. As your technology partner, we are CMS agnostic. The main misconception is that WordPress and Drupal are template websites. While some website design companies use templates, ALL websites designed by Planeteria are 100% custom while using a CMS as the software. WordPress and Drupal do not have license fees.



Initially developed in 2003, WordPress is now the world's most popular content management system with over 62 million installs. Over 40% of the Internet is now powered by WordPress. WordPress has made significant gains with municipal organizations and political leaders; Whitehouse.gov is built on WordPress for both of the past two presidents.

WHY WORDPRESS: WordPress is great for organizations with non-technical editors. WordPress has the best user ratings when it comes administering content.



Drupal provides a back-end framework for at least 2.3% of all websites worldwide ranging from personal blogs to corporate, political, government sites and is the #1 platform for enterprise CMS's. The Drupal community is composed of more than 1.3 million members, including 109,000 users actively contributing to the core technology.

WHY DRUPAL: Drupal is a great solution for large organizations that require a fast, secure and scalable solution.



VIRTUAL CITY HALL

Your website is the primary information source for your audience providing access to services and information 24 hours a day, 7 days a week. The Virtual City Hall likely sees more traffic than your physical City Hall and should have some of the same priorities; look fresh, welcoming, inviting, up-to date, ADA accessible and easy to find information. As part of our open source government CMS solution, we integrate calendars, agenda management, news, procurement and more. We can also integrate legacy third party softwares when relevant.

FUNCTIONALITY FOR CITY OF PINOLE

We understand you need a visually attractive, interesting, and dynamic website that represents your unique organization. From our experience the City's website will also need to be mobile, accessible, reliable, highly functional and provide useful, relevant and current information. Below is a list of functionality options we have integrated for other clients. We will provide best practices for the implementation for each option below.

CORE CMS FUNCTIONALITY

ADMINISTRATIVE FUNCTIONALITY

Admin Roles	User-Friendly URLs	Website Analytics
Content Approval Workflows	WYSIWYG Editor	Change Log
Feeds & RSS	Document Archive	SEO Tool
Page Builder & Templates	Media Upload & Asset Management	Broken Link Finder
Global Settings	Fillable Forms	Mobile Responsive
Content Scheduling	Multi Browser Support	Content Archiving

VIRTUAL CITY HALL FUNCTIONALITY

Historically City Hall has been a place for City officials and the public to meet and discuss the community. Our Virtual City Hall allows for an open and transparent government.

RFP & Procurement Portal	In-site Predictive Search	Request Tracking
Board Meetings and Agendas	Utility Payment	Survey/Polling
Online Agenda Management System	FAQ Tool	Permitting & Licensing
Calendar & Events	Interactive Maps	Memberships
News Syndication	Alerts, Emergency Notifications	Permits
Press Releases	Feeds & RSS	Document Archive
Third Party Widgets & APIs	On-line Job Application Processing	Chat Bot
Email Subscriptions & E-Newsletter	Online Payments	Press Releases
Staff Directory & Contacts	Printable Pages	AMMS Integration
City Service Directory	One Click Language Translation	Reserving Facilities
City Park Information	Text Message/Email Alerts	Request a Work Ticket
Department Directory	Audience Engagement Tool	Trakit Integration
Department Homepages	E-communication Alerts	NotifyMe
Social Media Integration	City Laws and Building Codes	Fee Calculator
ARC GIS Mapping	E commerce	Intranet

E-ALERTS - MASS NOTIFICATION SYSTEM

Our E-Alerts solution keeps your community informed using the platform of their choice. You can schedule message delivery, allow your community to subscribe to notifications for any number of topics, and automate distribution to reduce your administrative burden. This a popular add on service that is optional.



MULTI-CHANNEL SYNDICATION

Specific content types (news, calendar events, board meetings and others) can be configured to automatically syndicate new content to several channels (City website, Facebook, Twitter, text and email). You save time using one interface to manage several channels instead of managing each channel individually



ADMINISTRATION

The most common problem we hear about content administration is that content needs to be administered in multiple places on the website and shared to several social platforms creating major inefficiencies. With E-Alerts, content can be scheduled to publish at specific date in the future through the CMS. These pieces of content will then be syndicated to the appropriate channels when published live. City staff can use mapping abilities to send notifications to different notification zones based on user location.



USER PREFERENCES

Empower your community to customize the alerts they receive. They select the alerts that are important to them and can even receive notifications based on keywords. When new content containing the keyword is added to the website, the user receives a notification.



REAL TIME DELIVERY

Alert your community promptly during emergencies. The E-Alerts system is robust and scalable to handle large user databases so that you can distribute your emergency message widely and efficiently. Have peace of mind knowing your audience is receiving current and time sensitive information.



SECURITY

E-Alerts is administered through the City website CMS and utilizes the same security protocols as the CMS itself. The Planetaria managed maintenance plan and our 24/7 security protocols ensure all user data and communication remains secure.



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AGENDA MANAGEMENT

Planeteria provides a single platform for the complete management of the agenda, minutes, video, audio and records related to a meeting all administered with the City CMS website solution. The solution manages the critical functions of the clerk's office and secures it all within a central repository that also supports your public records responsibilities. The features make City staff more efficient and provide convenient access for constituents and elected officials.



AGENDA PACKET AUTOMATION

Automatic packet creation for constituents and council members: Take all approved items and supporting documents for each meeting and create public and executive session packets. With a few clicks, staff can publish and distribute these packets for constituents and City stakeholders to reference online.



APPROVAL WORK FLOW

Agendas and packets are put together automatically based on approved items. This includes the necessary supporting documents. Next, the staff publishes and electronically distributes the meeting information to the proper people.



ACCESS TO DOCUMENTS

Meeting attendees can access agendas on the go with mobile devices or through your website. Finding information for meeting isn't hard, either. The solution offers a fast, comprehensive search feature – no more shuffling through endless paper notes!



VIDEO & AUDIO

Simplify the video and audio posting process through utilizing Zoom. Using Zoom's API after the meeting, the video can be posted to the agenda/meeting page on the website automatically saving the City staff time. *(Zoom or similar video solution is required)*



AFTER THE MEETING

With the agenda management system, you can securely store all documents in one central electronic location. One central location and advanced search features make it easier to find what you need when you need it.



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PROCUREMENT

A robust RFP management function will be included. Post RFPs, addenda, and other documents as well as track and organize proposers and bidders. Your active and archived RFPs will be searchable and Cityble.



REGISTERED VENDORS

Vendors can register to receive notifications for new procurement opportunities that meet their preferences. Vendors can also fill out intake forms and submit proposals for procurement opportunities.



NOTIFICATIONS

When vendors express interest in particular opportunities, the city can send automated notifications when addenda are released.

JOB POSTING

Our job postings tool allows you to add listing information into your custom template, set an expiration date, feature the job post and receive applicant information and documents automatically into your email account.



JOB BOARD

The human resource department will have control of the management of job postings to the website, including job description, salary range, experience required and other required details. Individual job postings can be syndicated to the appropriate department page on the city website for added exposure.



APPLICATIONS

Registered users can fill out intake forms and upload resumes for submission. Users can also set settings to receive alerts for new or upcoming job postings from the city



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ADA COMPLIANCE

The Americans with Disabilities Act (ADA) was introduced in 1990 to help the millions of Americans who live with disability. In everyday life, it ensures accessibility in public places and protects against discrimination. These requirements apply not only to public places, but cyber spaces as well.

BENEFITS OF ADA COMPLIANCE

- **IT'S THE LAW.** It's better to be safe than sorry!
- **TOTAL ACCESSIBILITY.** Accessibility means everyone can visit your site and that content can be interpreted and consumed in various ways. It creates more visitors and an improved image for your firm or company.
- **ENHANCED USABILITY.** ADA compliance also requires that website content flows in a logical manner and meets the latest coding standards. It can even improve Search Engine Optimization (SEO).

RISKS OF NON-COMPLIANCE

The City could face a lawsuit if a person with a disability claims they cannot access your website. The result of this can range from legal fees including possible settlements, PR problems, and the cost of rebuilding your website.

HOW WE ACCOMPLISH COMPLIANCE

Accessibility often naturally flows from good design. This means that the City's website should be designed to deliver a great experience for all its visitors, whether or not they have a disability. We approach ADA compliance from a visual standpoint and a technical standpoint broken down below:

- **COLOR CONTRASTING.** Design for sufficient contrast between the color of the text and the color of the background. Avoid putting a light font color on a light background.
- **FORMATS.** Use fonts that are easy to read; and make fonts larger
- **USE ALT IMAGE TEXT.** Make sure the images on your website have descriptive alt tags. Alt tags are used by screen readers, players, and voiceovers to describe elements on a website to users.
- **ANALYZE SITE LOGIC FLOW.** Make sure that forms on your site are labeled properly and make sure that form fields are in a logical tab order to make your site accessible to those who can't use a mouse.
- **HEADINGS.** Use headings correctly to organize the structure of your content.
- **LINKS.** Give your links unique and descriptive names.
- **ADD CAPTIONS FOR VIDEO & AUDIO CONTENT.** Videos or Audios on your site should be close captioned so that those with hearing disabilities can follow along
- **CONTENT MANAGEMENT SYSTEM.** If you are about to build a new website, choose a content management system that supports accessibility. Common examples include Wordpress, but there are many other options available.

POST LAUNCH COMPLIANCE

ADA compliance does not end when your new website goes live. When new pages are added and content is edited, this new content needs to remain in compliance. This is accomplished with set guidelines for fonts and colors within the page templates. We also use automated tools to scan new content regularly to ensure compliance.

PROJECT APPROACH

We begin by creating a clear project plan, identifying key players on both the client and Planetaria side. We clearly define roles, methods and systems for communication as well as clear timeline to keep the project on track and everyone in the loop. We understand that timelines can shift and plans can change; any adjustments to the project will be reflected in a modified Road Map. This ensures we all keep the project on time and on budget.



DISCOVER

Through a kickoff meeting, we learn about your organizational goals and key elements of your project's success.

We also identify the diverse set of stakeholders who will guide the project through interviews, surveys, and review.



DEFINE

From what we learn in discovery, we formulate measurable goals by which to evaluate deliverables. We also review and finalize the project plan.



DESIGN

Our design process allows multiple opportunities for discussion, review, and revision. We mock up key functionality so you can test usability before we enter the programming phase.



ORGANIZE

We have a staff member whose sole job is to establish an organizational strategy for your content. Editing, creating, and restructuring content can often be a project's heaviest lift and we support this effort.



DEVELOP

In this phase we implement proprietary technologies within our CMS solutions, and oversee the integration of any existing online tools. We provide a beta environment for our client's to review and offer feedback.



MIGRATE

Through manual labor as well as automation, we migrate your content to the new environment. Once it's there, our content editor reviews each page to make final adjustments and recommend refinements.



REVIEW

Near the end of the project our QA team tests your new website on all major browsers and platforms. Once we have QA-ed the site, we turn the site over and provide tools for internal review.



TRAIN

When the site is ready for launch, we host a training bootcamp for your website managers. To support ongoing learning we provide an online resource with searchable tutorial videos and written guidance.



LAUNCH

During launch you have direct communication with key team members. Our team is on call 24 hours a day during the critical launch window. We establish fail safe protocols if any unforeseen issues arise.



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PROJECT MANAGEMENT & RESOURCES

As a company that serves customers all over the country, we have a streamlined project management process that allows for plenty of meeting time throughout the life cycle of the project. When it comes to weekly check-ins, bench mark reviews, and other checkpoints, we utilize video conferencing, where we can share wireframes, graphics, presentations, and mockups in real time.

We believe client engagement is critical to any projects success. All primary meetings and decision-making processes are overseen by the dedicated project manager assigned to your project. You'll also be able to communicate directly with design and technical leads, as well as any other key team members wherever appropriate. Throughout the project, we schedule weekly check-ins and communicate regularly between meetings. We establish a clear decision-making path early on. We are careful to define goals for each meeting, clearly record decisions, and frequently remind the team of feedback opportunities and deadlines. Below are a couple of tools we use to effectively manage our project communication with you:



MONDAY

All the projects are managed through an online project tool called Monday. With Monday, both our teams can share documents and media, track to-dos, stay up-to-date with schedules, and easily manage discussion topics. This tool will be used for the duration of the project and you will receive a quick training during the kickoff.



BUGHERD

For the Quality Assurance phase of the project, we use BugHerd. This online tool allows you to report issues by making annotations right from the site being worked on. It allows us to effectively turn your annotations into full reports with all the info we need to fix the problem and make sure your site is executed perfectly.



FRESHDESK

Our commitment is to ensure your team is fully supported post-launch. We use a client portal called Freshdesk that enables you to easily submit support tickets, or you can send a simple email to support@planetaria.com to reach our dedicated team. Either way, we are quickly and easily available to help. Before we reach the projects end, we provide a runthrough for you to learn the submission process.

PROJECT TIMELINE

Here is an overview of the project in its seven-phase project plan. We understand timelines overlap, we value flexibility and we are experts at balancing and prioritizing all of your needs. Throughout the lifetime of the project, we will provide deliverables and collect feedback with regular communication and documentation. Weekly meetings will help us stay on track.

ROUND OF REVIEW:

Each round of review starts with a different versioned deliverable. The client is provided a time period to review the deliverable. Once feedback for the deliverable is posted and provided to the Planetaria team that round of review is closed.

BELOW IS A SAMPLE SCHEDULE ESTIMATE:

PHASE ONE: DISCOVERY – 4 WEEKS

The Discovery Phase lays the foundation of the project by helping further identify the needs of your stakeholders, better define your audience and further clarify project goals.

I. WEBSITE AUDIT & SITE WALK-THROUGH

With the City, Planetaria will conduct a site walk-through led by Planetaria's Information Architect, will be conducted to review and confirm the site audit findings. During the call, stakeholders will be guided through the existing site section by section to identify functionality needs, assess existing internal website processes, and clarify any remaining items to inform the website strategy.

PLANETERIA DELIVERABLE: *Site Walk-Through Meeting*

CITY DELIVERABLE: *Creative Brief Questionnaire & Google Analytics Access*

II. MOODBOARD

Planetaria's web designer will create and present a Moodboard; a board that showcases specific examples of functionality and aesthetic elements from existing websites to demonstrate a vision for potential solutions and further define the goals for the site.

PLANETERIA DELIVERABLE: *Interactive Moodboard Link*

CITY DELIVERABLE: *Feedback*

PHASE TWO: INFORMATION ARCHITECTURE – 6 WEEKS

The Information Architecture Phase's primary function is to streamline your navigation and content for the new sites.

I. SITEMAP

Based on the findings from the Discovery Phase, the Information Architect will develop a sitemap flowchart to demonstrate your site's new navigation that clarifies and optimizes your visitors' user journey.

PLANETERIA DELIVERABLE: *Interactive Sitemap Link*

ROUNDS OF FEEDBACK: 1

CITY DELIVERABLE: *Feedback & Approval*

II. WIREFRAMES

Wireframes (aka. website blueprints) will be developed to demonstrate page template functionalities and content placement to help determine the site's basic layout and information flow.

PLANETERIA DELIVERABLE: *Interactive Wireframe Link*

ROUNDS OF FEEDBACK: 1

CITY DELIVERABLE: *Feedback & Approval*

PHASE THREE: VISUAL DESIGN - 6 WEEKS

The Visual Design phase establishes the overall design for the sites

I. COLORS, TYPOGRAPHY & HOMEPAGE MOCKUPS

Based on the moodboard and existing branding, the web designer will produce three potential design directions for the site through the presentation of the homepage design.

PLANETERIA DELIVERABLE: *Interactive Homepage Design Link*

ROUNDS OF FEEDBACK: 2

CITY DELIVERABLE: *Feedback & Approval*

II. PAGE DESIGNS

The remainder of the identified page templates will be designed based on the approved site direction.

PLANETERIA DELIVERABLE: *Interactive Page Type Design Link*

ROUNDS OF FEEDBACK: 1

CITY DELIVERABLE: *Feedback & Approval*



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PHASE FOUR: CONTENT & BETA DEVELOPMENT – 10 WEEKS

The Content Strategy & Development Phase establishes the strategy for migrating and establishing content for the new sites and developing the beta site.

I. CONTENT WORKBOOK

The content workbook consists of multiple content mapping exercises that help identify the existing content being migrated from the old site structure to the new website structure, as well as what content needs to be edited, developed, and provided by the City.

PLANETERIA DELIVERABLE: Content workbook onboarding

CITY DELIVERABLE: Content workbook

II. CONTENT MIGRATION

Auto migration of all field driven content, native to the site database, that is capable of being moved automatically via correctly formatted spreadsheets provided by the City will be performed by Planetaria. All PDF's will be included in the migration.

PLANETERIA DELIVERABLE: Content workbook onboarding

CITY DELIVERABLE: Content workbook

III. CONTENT CURATION

The content for the identified pages are hand curated by Planetaria staff with great attention to detail. Basic copy editing, photo editing, and advanced design modules are applied to the page to ensure the most optimal user experience.

PLANETERIA DELIVERABLE: Content curation

IV. BETA

Planetaria creates the necessary accounts, sets up GIT (version control), installs plugins, creates a database, modifies CMS based on security best practices, develops the agreed-upon designs and functionalities. A test run development site will be presented to the City, ready for internal review.

PLANETERIA DELIVERABLE: Beta presentation

CITY DELIVERABLE: Requested items for beta development

PHASE FIVE: QUALITY ASSURANCE & LAUNCH- 4 WEEKS

Planetaria will conduct internal quality assurance checks in addition to soliciting feedback from the City.

I. TRAINING

Hands-on training session(s) in the beta environment teaches administrators how to interact with the site's backend to modify, edit, and upload content.

PLANETERIA DELIVERABLE: *Initial training*

CITY DELIVERABLE: *List and contact information of training attendees*

II. BROWSER & MOBILE TESTING

The site is tested in the following browsers in order to ensure the sites quality across all platforms - IE 11+ (PC), Firefox/Opera/Safari/Chrome (Mac & PC). The site is tested on popular devices such as the iPhone and Andriod to determine the retention of the sites functionality as well as the correct implementation of the mobile designs.

III. INTERNAL QUALITY ASSURANCE

The City will review all uploaded site content for accuracy and log any bugs, minor design edits, or functionality issues with our ticketing system as low, medium, or high priority.

CITY DELIVERABLE: *Bug reports logged & content refinement*

IV. LAUNCH AND MONITORING

Prior to launch all high and medium tickets will be resolved and the site will be ready for public use and viewing. We carefully monitor the site and provide 24 hour support for any issues.

PLANETERIA DELIVERABLE: *Live site and monitoring of the site.*

ESTIMATED IMPLEMENTATION PLAN

We estimate this project will take approximately 6-8 months to complete.

BELOW IS A SAMPLE SCHEDULE ESTIMATE:

Timely client feedback is required to keep the project on track.

	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
PHASE I: Discovery						
PHASE II: Information Arch.						
PHASE III: Visual Design						
PHASE IV: Content & Beta						
PHASE V: QA + Launch						



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TRAINING

Planeteria offers training sessions and materials in a variety of format options for both your initial and ongoing training needs. While our overall solutions are generally consistent from project to project, the administrative details often are specific to the individual project and client needs.

TRAINING FORMATS INCLUDE:

LIVE & IN-PERSON:

BOOT CAMP IN WINE COUNTRY: Planeteria hosts a hands-on training where administrators interact and practice modifying content in a testing environment. For this training session, we invite City staff to our Santa Rosa offices in beautiful wine country for four hours per day, two-day long boot camp.

ONSITE: We are also happy to take the training to your offices for hassle-free, in-person learning.

LIVE & VIRTUAL:

PRIVATE ZOOM: We also offer virtual (online) training using Zoom screencasting and participant management. These training sessions can be requested up to three times per year for new employees or as refreshers. These are recorded and shared on a private YouTube channel.

PUBLIC ZOOM: As client interest permits we offer cross-client technical user groups to provide a user community to our clients.

SELF-SERVE TRAINING LIBRARIES:

INSTRUCTIONAL VIDEOS ON YOUR OWN PRIVATE YOUTUBE CHANNEL: Post training we record and host screen cast tutorials explaining CMS functionality for your reference and training new employees. These are hosted on a private, client-specific YouTube channel. They are generally topic/task specific and much shorter than a whole, initial training. We are happy to add additional videos on specific topics as unique client need arises.

Drupal Training Videos: www.planeteria.com/drupal-training/

WordPress Training Videos: www.planeteria.com/wordpress-training/

WRITTEN MANUALS: For clients who prefer written documentation, we are glad to take the same steps broken out in videos and make them into written instructions.

- For WordPress clients, we have a solution where these instructions can be accessed, and updated, upon login.

QUALITY CONTROL

Website quality control is generally referred to as a list of tasks that assist in the launch of a functional and compliant website. These tasks include browser testing, mobile review, ADA confirmation, performance testing, broken link check and more. However, quality control does not stop once the website is launched. Quality control should continue post launch to ensure that your website is always functioning properly. We perform quality control practices using automated tools, manual and visual tests.

BROWSER TESTING

- Your website will be viewable & responsive on different browsers including Firefox, Safari, Chrome, Opera, & Internet Explorer.
- We test to make sure your design layout works in every browser. We also check for consistency in the different elements of the layout.
- Planeteria tests all elements of the website like trip planners, calendars, news, links, and search to make sure all they function properly and consistently.
- Finally, we will open your website from all operating systems including Windows, Mac OS, Android, Linux, & iOS.

MOBILE REVIEW

- Cross-test the website on mobile devices using a variety of browsers (Firefox, Safari, Chrome, Opera, Internet Explorer), and operating systems (Windows, Mac OS, Android, Linux, iOS).

ADA CONFIRMATION

- ADA compliance is embedded in our design and development process, so during quality control, we are confirming compliance of: color contrast, fonts, technical code and image captions.

PERFORMANCE TESTING

- It is important that page load times are within industry standards.
- Meta data, H1 tags, title tags and image alt text will be checked to ensure best exposure on search engines.
- All forms will be tested to confirm they are working properly and information is being delivered to the right the City staff member and also a record stored in the CMS database.
- All third party tools will be fully activated and confirmed to be working properly.
- Planeteria checks for broken links on your website. Broken links can lead to a poor user experience

A sound quality control plan ensures a successful launch of the new City website. We complete this comprehensive inspection prior to the launch of all our websites. After website launch our managed maintenance plan ensures on going quality control.

SECTION SIX:

Ongoing Support & Hosting Services



MAINTENANCE & TECH SUPPORT

WEBSITE MAINTENANCE

- Security updates, upgrades and patches for CMS, plugins, modules and third party tools
- Automated monitoring tools running 24/7 preventing intrusions and other incidents on a CMS level
- We will deploy updates across the platform, including 3rd party apps and modules

SUPPORT

- We provide phone support (M-F 7 AM to 6 PM PST), online ticketing, and email support. Our ticketing portal can be used for non-emergency issues which allows your staff to open a ticket and track tickets
- Client-requested site modifications requiring less than 30 minutes of time (limit: 3 per month as part of the SLA. Limit can be increased upon request.)
- Unlimited training as requested by the City

STANDARD SUPPORT TICKET RESPONSE TIMES

- All urgent requests are responded to within 2 hours.
- High priority requests - one business day
- Medium priority requests - two to three business days
- Low priority requests - five to seven business days

EMERGENCY SUPPORT

Emergency response is limited to business-critical issues where you're experiencing a loss of service or significant functionality. We have three methods to submit an emergency ticket including the support portal, emergency phone number, and by email. You can expect a response from Planetaria within 30 minutes and a status report every 30-60 minutes following the emergency ticket submission. Examples of these kinds of issues include:

- Your website is not loading for multiple users
- Your website is loading, but it's showing an error instead of content or the content is significantly malformed or out of place
- Your website appears to have been defaced/hacked in some manner
- Any urgent security-related matter

WARRANTY

Repair, at no additional charge, of all bugs in code for the lifetime of the site as long as:

- The code was not modified by a third-party (client included)
- The bug is not due to a change in technology including browser, plugin, and CMS updates
- The bug was not caused by the addition of content

SOFTWARE

- No licensing fees required
- Software Version upgrades during the life cycle of the website
- All source code, graphics and any other web content will be the property of the client.

ENTERPRISE-GRADE HOSTING & SECURITY

We have a partnership with Pantheon and offer fully managed hosting solution. Pantheon is our preferred and recommended hosting provider and we already have several hundred clients utilizing their services. Pantheon's stack is secure by design, engineered with a unique infrastructure and security capabilities and maintained with rigorous protocols—all the security you need to provide peace of mind.

INFRASTRUCTURE

Pantheon's cloud-based development and management platform was developed from the ground up with best practices around safeguarding data. Its container-based infrastructure isolates each site and minimizes the risk of an issue affecting other systems.

ACCESS

Pantheon's change management feature allows site owners to employ organization-wide role-based access, selectively granting or denying developer access to client sites and rights to deploy to production. Team members can work on what they need without introducing risk. Pantheon supports single sign-on (SSO) and multi-factor authentication (MFA).

PREVENTION

Multiple features are built into the Pantheon platform to ward off attacks. Immutable code guards against unauthorized changes and updates; denial of service attacks can be easily deflected before they ever impact a client's website. In addition, we're constantly monitoring every site, running more than a million checks a day to look for problems.

BACKUPS AND RETENTION

Pantheon provides automated backups and extended backup retention to mitigate and remediate risk. There is always a copy of a site's code, files and databases that can be instantly restored should something go wrong.

COMPLIANCE

Pantheon conforms to nearly any privacy or security certification a project might require: SOC2, GDPR, FERPA, and many more. No matter how sensitive your clients' data may be it's protected. Period.

REPUTATION SECURITY

Offering a state-of-the-art array of security features builds client trust and confidence. That's a strong selling point. Plus, you have less exposure to security risks.

24/7/365 SITE PROTECTION

Pantheon detects problems quickly and adjusts resources to insulate client sites.

PEACE OF MIND

The City can rest easy at night, knowing that their site is architected for maximum security, constantly monitored for attacks and intrusions, and can instantly be restored if something does go wrong.

SECTION SEVEN:

Investment Proposal





Proposal

Planeteria Media

Date: April 24, 2023
Customer ID: PINOLE

TO: City of Pinole
2131 Pear St, Pinole, CA 94564
P: 510.724.8928 E: tepps@iclpinole.ca.us

Design Phase	Description	Hours	Rate	Line Total
1	Discovery	20	\$ 110.00	\$ 2,200.00
	Questionnaire & Documents	5	110	550.00
	Kickoff	10	110	1,100.00
	Moodboard	5	110	550.00
2	Information Architecture	50	\$ 110.00	\$ 5,500.00
	Sitemap & Page Types	10	110	1,100.00
	Wireframes (All Page Types)	40	110	4,400.00
3	Visual Design	75	\$ 110.00	\$ 8,250.00
	Website Style Guide: Colors & Typography	20	110	2,200.00
	All Page Design Mockups	55	110	6,050.00
4	Content Strategy & Migration	100	\$ 110.00	\$ 11,000.00
	Mapping Content & Content Sanctuary	35	110	3,850.00
	Content Editing & Compiling	25	110	2,750.00
	Content Migration	40	110	4,400.00
5	Development	90	\$ 110.00	\$ 9,900.00
	Server, CMS Setup & Template Development	55	110	6,050.00
	Quality Assurance	20	110	2,200.00
	Beta Site & Initial Training	15	110	1,650.00
6	Quality Assurance & Launch	25	\$ 110.00	\$ 2,750.00
	User Feedback & Feedback Implementation	10	110	1,100.00
	Content Edits & Launch	15	110	1,650.00
7	Post Launch Monitoring & Training	15	\$ 110.00	\$ 1,650.00
	Post Launch "Hyper-Care" Monitoring	5	110	550.00
	Hands on Training & Video Training Library	10	110	1,100.00
Design & Development Total				\$ 41,250.00
Yearly Managed Maintenance				\$ 3,000.00
Yearly Hosting				\$ 1,560.00
Additional Services				\$110/ Hour

Payment schedules can be arranged.
Thank you for your business!

100 Stony Point Rd #240, Santa Rosa, CA 95401, Phone/Fax 707-843-3773 sales@planeteriamedia.com

Customer ID: PINOLE

Hours	Description	Unit Price	Line Total
20	Long Form Interviews (Up to 10 Interviews)	\$ 110.00	\$ 2,200.00
20	Focus Group (One Focus Group)	110.00	\$ 2,200.00
25	E-Alerts (3,000 Text Messages & 40,000 Emails - \$50 Per Month)	110.00	\$ 2,750.00
50	Work Ticket Request (Geo Location Enabled)	110.00	\$ 5,500.00
Total			\$ 12,650.00

Planeteria Signature



PLANETERIA MEDIA

CITY OF PINOLE

WEBSITE DESIGN, DEVELOPMENT, AND HOSTING RFP MARCH 2023

WE BELIEVE our team, our process and our proven outcomes at Planeteria are uniquely aligned with the needs of City of Pinole to address your website redesign in meaningful ways that add enduring value for you and the audience you serve. Our team is on standby to get started immediately upon award if we are selected.

THANK YOU

TYLER COFFIN | Sales Director

100 Stony Point Road, Ste 240, Santa Rosa, California 95401

P: 707.843.3773 **E:** tyler@planeteria.com

**EXHIBIT B
FEE SCHEDULE**

Design Phase	Description	Hours	Rate	Line Total
1	Discovery	40	\$110.00	\$4,400.00
	Questionnaire & Documents	5	110	550.00
	Kickoff	10	110	1,100
	Moodboard	5	110	550
2	Information Architecture	50	\$110.00	\$5,500.00
	Sitemap & Page Types	10	110	1,100
	Wireframes (All Page Types)	40	110	4,400
3	Visual Design	75	\$110.00	\$8,250.00
	Website Style Guide: Colors & Typography	20	110	2,200
	All Page Design Mockups	55	110	6,050
4	Content Strategy & Migration	100	\$110.00	\$11,000.00
	Mapping Content & Content Sanctuary	35	110	3,850
	Content Editing & Compiling	25	110	2,750
	Content Migration	40	110	4,400
5	Development	165	\$110.00	\$18,150.00
	Server, CMS Setup & Template Development	55	110	6,050
	E-Alerts (3,000 Text Messages & 40,000 Emails - \$50 Per Month)	25	110	2,750
	Work Ticket Request (Geo Location Enabled)	50	110	5,500
	Quality Assurance	20	110	2,200
	Beta Site & Initial Training	15	110	1,650
6	Quality Assurance & Launch	25	\$110.00	\$2,750.00
	User Feedback & Feedback Implementation	10	110	1,100
	Content Edits & Launch	15	110	1,650
7	Post Launch Monitoring & Training	15	\$110.00	\$1,650.00
	Post Launch "Hyper-Care" Monitoring	5	110	550
	Hands on Training & Video Training Library	10	110	1,100
		Design & Development Total		\$49,500.00
Year 1	Yearly Managed Maintenance			3,000
	Yearly Hosting			1,560

		Managed Maintenance & Hosting (Year 1)	4,560.00
Year 2	Yearly Managed Maintenance		3,000
	Yearly Hosting		1,560
		Managed Maintenance & Hosting (Year 2)	4,560.00
		Total Contract Amount	\$58,620

5314023.1



CITY COUNCIL REPORT

9D

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: MISHA KAUR, CAPITAL IMPROVEMENT AND ENVIRONMENTAL
PROGRAM MANAGER
LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: RESOLUTION OF THE CITY OF PINOLE TO COMPLY WITH STATE
HOUSING LAWS

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) to comply with State Housing Laws.

BACKGROUND

The One Bay Area Grant (OBAG) program is the policy and programming framework for investing federal Surface Transportation Block Grant Program (STP), Congestion Mitigation and Air Quality Improvement (CMAQ), and other fund programs throughout the San Francisco Bay Area. The Metropolitan Transportation Commission (MTC) established the OBAG program in 2013 to strengthen the connection between transportation investments and regional goals for focused growth in Priority Development Areas (PDAs), places near public transit that are planned for new homes, jobs, and community amenities.

The OBAG program is available to cities and counties through a competitive call for projects process, administered and selected by the MTC in coordination with the nine Bay Area County Transportation Agencies (CTAs). MTC is responsible for call for projects oversight and final project selection.

The third round of OBAG funding known as OBAG 3 was adopted by MTC in January 2022 and includes \$750 million in federal funding for projects from 2023 to 2026. A total of 29 applications were submitted by various jurisdictions in Contra Costa County to Contra Costa Transportation Authority (CCTA) for scoring and project prioritization. CCTA prioritized 10 projects, one of which included Pinole's Bay Trail Gap Closure at Tennent Avenue, also known as Pedestrian Improvements at Tennent Avenue (CIP Project –

RO1902, the “Project”). For the City to be eligible to receive OBAG 3 grant funds, several requirements must be met throughout the OBAG 3 program period:

- A general plan housing element should be adopted and certified by the California Department of Housing and Community Development (HCD) for the 2023-31 Regional Housing Needs Allocation (RHNA) cycle by December 23, 2023, and certification must be maintained through the OBAG 3 program period;
- The City must submit Housing Element Annual Reports annually to HCD by April 1st deadline;
- Adopt a resolution self-certifying compliance with state housing laws related to surplus lands, accessory dwelling units, and density bonuses by December 31, 2023;
- Maintain ongoing compliance with the Housing Accountability Act (as determined by MTC staff);
- Adopt a Local Roadway Safety Plan (LRSP) or equivalent safety plan, as defined by the California Highway Safety Improvement Program (HSIP) guidelines, by December 31, 2023;
- Maintain a certified Pavement Management Program (StreetSaver® or equivalent), updated as prescribed by MTC staff;
- Fully participate in statewide local streets and road needs assessment surveys (including any assigned funding contribution); and
- Provide traffic count data to MTC to support FHWA’s Highway Performance Monitoring System (HPMS) on an annual basis, or as directed by MTC staff.

REVIEW & ANALYSIS

On April 18, 2023, the City Council adopted Resolution 2023-27 to authorize the filing of an application for \$1,020,000 in OBAG 3 funds to MTC for the Project. The Project closes a 600-foot gap in the San Francisco Bay Trail in the City of Pinole where it crosses the Union Pacific tracks at Tennent Avenue near Bayfront Park. The Project will improve safety of the at-grade crossing of the Union Pacific tracks including conforming to accessibility guidelines.

The Resolution to comply with State Housing Law (Attachment A) indicates that the City agrees to comply with the terms of the Surplus Land Act, state laws pertaining to accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs), and state Density Bonus Law.

The City is on track to meet all the requirements noted above for the OBAG 3 grant program.

FISCAL IMPACT

One of the requirements to receive OBAG 3 grant funds includes adoption of the Resolution to comply with State Housing Law. The Project will not receive \$1,020,000 in OBAG 3 grant funds if the Resolution is not adopted.

ATTACHMENT

A. Resolution

RESOLUTION NO. 2023 – XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, TO COMPLY WITH STATE HOUSING LAWS

WHEREAS, the San Francisco region has the highest housing costs in the United States; and

WHEREAS, the Bay Area produced less than 30% of the need for low- and moderate-income housing units from 2007-2014, and is on track to similarly underproduce low-income units during the 2015-2023 time period; and

WHEREAS, there are limited funding sources available to secure land for the construction of low- and moderate-income housing; and

WHEREAS, public lands can play a critical role in increasing the supply of land for affordable housing;

WHEREAS, accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) provide an important option to increase the availability and affordability of housing, especially in existing, lower density neighborhoods; and

WHEREAS, density bonuses are an effective tool to increase the financial feasibility of housing and incentivize the creation of affordable housing; and

WHEREAS, the Metropolitan Transportation Commission adopted Resolution No. 4505, outlining the programming policy and project selection criteria for the One Bay Area Grant Program (OBAG 3), including certain requirements to access these funds;

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

That the City of Pinole agrees to comply with the terms of Surplus Land Act (California Government Code § 54220 et seq.), as exists now or may be amended in the future, including, but not limited to, AB 1255 (Rivas, 2019), which requires jurisdictions to compile and report annually an inventory of surplus lands to the California Department of Housing and Community Development; and.

That the City of Pinole agrees to comply with state laws related to ADUs and JADUs, as it exists now or may be amended in the future, including, but not limited to California Government Code §§ 65852.150, 65852.2, 65852.22, et seq. and California Health & Safety Code §§ 17980.12; and

That the City of Pinole agrees to comply with state Density Bonus Law (California Government Code § 65915 et seq.), as exists now or may be amended in the future; and

That the City of Pinole warrants and represents that is in compliance with the aforementioned state housing laws and that there are no claims, actions, suits, or proceedings pending to the best of the City of Pinole's knowledge, alleging violations of the state housing laws by the City of Pinole.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 16th day of May 2023 by the following vote:

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

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 16th day of May 2023.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

9E

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: RESOLUTION OPPOSING STATE INITIATIVE 21-0042A1

RECOMMENDATION

Staff recommends that the City Council consider adopting a resolution opposing State Initiative 21-0042A1.

BACKGROUND

At its meeting of April 4, 2023, the City Council approved as a future agenda item a resolution opposing State Initiative 21-0042A1.

State Initiative 21-0042A1, also referred to as The Taxpayer Protection and Government Accountability Act, would put substantial local government fee and charge revenue in legal peril. The measure has qualified for the ballot for November 2024. City staff has drafted a resolution (attached) for City Council's consideration based on a model provided by the League of California Cities (Cal Cities). Cal Cities has assessed the effects of the measure, if it were to be approved by voters, which are summarized in the attached Cal Cities publication "Fiscal and Program Effects of Initiative 21-0042A1 on Local Governments."

The proposed resolution expresses the City's opposition to State Initiative 21-0042A1 and commits the City to joining the no on Initiative 21-0042A1 coalition. Joining that coalition means that opposition groups could list the City as an opponent of the measure. An opposition campaign committee has not yet been established.

The City Council previously adopted a resolution in May 2022 opposing this initiative (attached).

The City Council has requested, as a future Council agenda item, a presentation from a representative of Cal Cities on the measure, to further discuss the implications of the measure. That presentation is tentatively scheduled for the Council meeting of August 15, 2023.

FISCAL IMPACT

There would be no direct fiscal impact to the City created by adopting a resolution opposing State Initiative 21-0042A1.

ATTACHMENTS

- A Resolution
- B Fiscal and Program Effects of Initiative 21-0042A1 on Local Governments
- C May 2022 City Council staff report and attachments

RESOLUTION NO. 2023-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE OPPOSING
STATE INITIATIVE 21-0042A1

WHEREAS, an association representing California's wealthiest corporations and developers is spending millions to push a deceptive proposition aimed for the November 2024 statewide ballot; and

WHEREAS, the measure includes undemocratic provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure creates new constitutional loopholes that allow corporations to pay far less than their fair share for the impacts they have on our communities, including local infrastructure and our environment; and

WHEREAS, the measure may make it much more difficult for state and local regulators to issue fines and levies on corporations that violate laws intended to protect our environment, public health and safety, and our neighborhoods; and

WHEREAS, the measure puts billions of dollars currently dedicated to local services at risk and could force cuts to fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to support homeless residents, mental health services, and more; and

THEREFORE, BE IT RESOLVED that the City of Pinole opposes Initiative 21-0042A1;

BE IT FURTHER RESOLVED that the City of Pinole will join the No on Initiative 21-0042A1 coalition, a growing coalition of public safety, education, labor, local government, and infrastructure groups throughout the state, and the City approves being listed as an opponent of the initiative.

We direct staff to email a copy of this adopted resolution to the League of California Cities at BallotMeasures@calcities.org.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 16th day of **May, 2023**, by the following vote:

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

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **16th** day of **May, 2023**.

Heather Bell, CMC
City Clerk

Fiscal and Program Effects of Initiative 21-0042A1 on Local Governments

If Initiative 21-0042A1 is placed on the ballot and passed by voters, it will result in:

- Over \$20 billion of local government fee and charge revenues over 10 years placed at heightened **legal peril**. Related public service reductions across virtually every aspect of city, county, special district, and school services especially for drinking water, sewer sanitation, and public health and safety.
- About \$2 billion of revenues each year from fees and charges adopted after January 1, 2021 **subject to legal peril**.¹
- Over \$2 billion dollars of annual revenues from dozens of tax measures approved by voters between January 1, 2022 and the effective date of the act² subject to additional voter approval if not in compliance with the initiative.
- Indeterminable legal and administrative burdens and costs on local government from new and more empowered legal challenges, and bureaucratic cost tracking requirements.
- The delay and deterrence of municipal annexations.
- Substantially higher legal and administrative cost of public infrastructure financing which will delay and deter new residential and commercial development.
- Service and infrastructure declines including in fire and emergency response, law enforcement, public health, drinking water, sewer sanitation, parks, libraries, public schools, affordable housing, homelessness prevention and mental health services.

1. Local Government Taxes and Services Threatened

With regard to taxes, Initiative 21-0042A1:

- Prohibits advisory, non-binding measures as to use of tax proceeds on the same ballot.
 - o Voters may be less informed and more likely to vote against measures.
- Eliminates the ability of special tax measures proposed by citizen initiative to be enacted by majority voter approval (*Upland*).³
 - o Because the case law regarding citizen initiative special taxes approved by majority vote (Upland) is so recent, it is unknown how common these sorts of measures might be in the future. This initiative would prohibit such measures after the effective date of the initiative. Any such measures adopted after January 1, 2022 through the effective date of the Act should it pass would be void a year after the effective date of the initiative.
- Requires that tax measures include a specific duration of time that the tax will be imposed. This seems to require that all tax increases or extensions contain a sunset (end date).
 - o This would require additional tax measures to extend previously approved taxes.
- A city charter may not be amended to impose, extend, or increase a tax might interfere with the ability of cities that do not already have such authority in their charters to adopt Property Transfer Taxes.
 - o There are no more than a few of these every few years, but it is a valuable tax for those that adopt it.

¹ Assumes fee increases since January 1, 2022 would be subject to possible legal challenge if not adopted in compliance with the Initiative.

² The effective date of the initiative would be sometime in December 2024, the date the California Secretary of State certifies the election results of the November 5, 2024 election.

³ Unlike the initiative 17-0050, this initiative **does not** eliminate that ability of cities and counties to adopt general taxes by majority voter approval.

- Requires that a tax measure adopted after January 1, 2022 and before the effective date of the initiative that was not adopted in accordance with the measure be readopted in compliance with the measure or will be void twelve months after the effective date of the initiative.
 - o If past election patterns and elections in 2022 are an indication, over 200 tax measures approving more than \$2 billion annual revenues to support local public services would not be in compliance and would be subject to reenactment. Most will be taxes without a specific end date and special taxes (including parcel taxes). Because there is no regularly scheduled election within the 12 months following the effective date of the initiative, the measures would each require declaration of emergency and unanimous vote of the governing board to be placed on a special election ballot within a year for approval or the tax will be void after that date. I would expect most to succeed, but some will not, in particular citizen initiative majority vote special taxes which would have to meet a higher voter approval threshold to continue.
- Requires voter approval to expand an existing tax to new territory (annexations). This would require additional tax measures and would deter annexations and land development in cities.
 - o If a tax is "extended" to an annexed area without a vote after January 1, 2022, it will be void 12 months later until brought into compliance. Because there is no regularly scheduled election within the 12 months following the effective date of the initiative, such extensions would each require unanimous vote of the agency board to be placed on a special election ballot or would be void a year later.

1.a. Number of Measures and Value of Local Taxes at Risk⁴

Over a hundred local measures were approved in 2022 that likely do not comply with the provisions of Initiative 21-0042A1. Nearly \$2 billion of annual revenues from these voter approved measures will cease a year after the effective date of the measure, reducing the local public services funded by these measures. We can expect a similar volume of measures in 2024 and a similar volume of non-compliance. So the combined total of annual local funding directly affected by Initiative 21-0042A1 due to its retroactivity provision is about \$4 billion.

Citizen Initiative Special Taxes in 2022.

Special taxes placed on the ballot by citizen initiative and approved after January 1, 2022 by a majority but less than two-thirds of the voters are out of compliance with Initiative 21-0042A1.

On June 7, 2022, there were three local special tax measures placed on the ballot by citizen initiative. Two failed to get majority voter approval. A one percent transactions and use tax (sales tax) for the John C. Fremont Healthcare District in Mariposa County received 69.6 percent approval, over the two thirds needed for any special tax under California Constitution Article XIII C. So this measure was passed in compliance with Initiative 21-0042A1.

June 2022 Initiative Special Taxes - majority voter approval

<u>Agency Name</u>	<u>County</u>		<u>Tax/Fee</u>	<u>Rate</u>	<u>Estimated Annual Revenue</u>	<u>Use</u>	<u>Sunset</u>	<u>YES%</u>	
John C. Fremont Healthcare District	Mariposa	Measure N	Transactions & Use Tax	1 cent	\$ 150,000	hospital	40yrs	69.6%	PASS
County of Kings	Kings	Measure F	Transactions & Use Tax	1/2 cent	\$ 11,700,000	fire	none	37.6%	FAIL
Manhattan Beach USD	Los Angeles	Measure A	School Parcel Tax	\$1095/yr	\$ 12,000,000	schools	12yrs	31.2%	FAIL

On November 8, 2022, there were 14 local special taxes placed on the ballot by citizen initiative. Seven of these

⁴ Source: Compilation and summary of data from County elections offices.

measures failed with less than majority voter approval. The other seven measures received majority, but less than two-thirds, voter approval. These measures passed under current law but are out of compliance with Initiative 21-0042A1. Taken together these seven taxes will provide estimated annual revenues of **from \$900,000 to \$1.4 billion** in support of parks and recreation, zoo, library, affordable housing, transportation, homelessness prevention, and schools in these communities.

November 2022 Initiative Special Taxes - majority voter approval

<u>Agency Name</u>	<u>County</u>		<u>Tax/Fee</u>	<u>Rate</u>	<u>Estimated Annual Revenue</u>	<u>Use</u>	<u>Sunset</u>	<u>YES%</u>	
Crockett Community Services District	Contra Costa	Measure L	Parcel Tax	\$50/parcel	\$ 60,000	parks/recre	none	62.8%	PASS
Oakland	Alameda	Measure Y	Parcel Tax	\$68/parcel	\$ 12,000,000	zoo	20yrs	62.5%	PASS
County of Mendocino		Measure O	Transactions & Use Tax	1/8 cent then 1/4 cent in 2027	\$ 4,000,000	library	none	60.8%	PASS
Los Angeles	Los Angeles	Measure ULA	Property Transfer Tax	4% if >\$5m, 5.5% if >\$10m	\$600 m to \$1.1 b	affordable housing	none	57.3%	PASS
County of Sacramento		Measure A	Transactions & Use Tax	same 1/2 cent	\$ 212,512,500	transportati	40yrs	55.3%	PASS
San Francisco		Proposition M	Business Operations Tax	\$2500-\$5000/ vacant resid unit	\$ 20,000,000	housing	30yrs	54.5%	PASS
Santa Monica	Los Angeles	Measure GS	Property Transfer Tax	\$56/\$1000 if >\$8m	\$ 50,000,000	schools, homelessne ss, afford. housing	none	53.3%	PASS
					Total \$900,000 to \$1.4 billion				

<u>Agency Name</u>	<u>County</u>		<u>Tax/Fee</u>	<u>Rate</u>	<u>Estimated Annual Revenue</u>	<u>Use</u>	<u>Sunset</u>	<u>YES%</u>	
County of Calaveras		Measure A	Transactions & Use Tax	1 cent	\$ 5,000,000	fire	none	49.4%	FAIL
South San Francisco (for Schools)	San Mateo	Measure DD	School Parcel Tax	\$2.50/sf	\$ 55,900,000	schools	none	47.2%	FAIL
County of Fresno (for CSU)		Measure E	Transactions & Use Tax	1/5 ct, 1/40 ct (Reedley)	\$ 36,000,000	Calif State Univ	20yrs	46.9%	FAIL
Santa Cruz	Santa Cruz	Measure N	Parcel Tax	\$6k/vacant SFU	xxx	vacant property	xxx	44.2%	FAIL
County of Monterey		Measure Q	Parcel Tax	\$49/parcel	\$ 5,500,000	childcare	10yrs	41.1%	FAIL
San Francisco City College	San Francisco	Measure O	School Parcel Tax	\$150/sfu	\$ 37,000,000	schools	10yrs	36.7%	FAIL
Morro Bay	San Luis Obispo	Measure B	Parcel Tax	\$120+/parcel	\$ 680,000	harbor	none	36.0%	FAIL
Inverness Public Utility District	Marin	Measure O	Parcel Tax	\$0.20/sf, \$150/vacant	\$ 276,000	fire	none	27.0%	FAIL

Non-Specific Tax Durations in 2022

Voters approved 106 measures in June 2022 (10) and November 2022 (96) that do not provide a specific duration of time that the tax will be imposed (end date). Typically, the ballot titles for these measures state that the tax would be imposed "until ended by voters." Four of these measures also did not include any estimate of the annual revenues that the tax would generate, another violation of initiative 21-0042A1. Taken together, these approved local measures generate **\$561 million per year** that will expire a year after the effective date of the initiative if Initiative 21-0042A1 passes.

Measures in 2022 with Non-Specific Durations

<u>Agency Name</u>	<u>County</u>		<u>Tax/Fee</u>	<u>Rate</u>	<u>Annual Revenue</u>	<u>Use</u>	<u>Sunset</u>	<u>YES%</u>
Oakland	Alameda	Measure T	Business Tax General	various	\$ 20,900,000		none	71.4% PASS
Culver City	Los Angeles	Measure BL	Business Tax General	various	\$ 10,000,000		none	60.5% PASS
El Segundo	Los Angeles	Measure BT	Business Tax General	various	\$ 3,000,000		none	51.2% PASS
Pico Rivera	Los Angeles	Measure AB	Business Tax General	various	\$ 5,800,000		none	75.5% PASS
Santa Ana	Orange	Measure W	Business Tax General	various	neutral		none	64.8% PASS
Tracy	San Joaquin	Measure B	Business Tax General	various	\$ 3,200,000		none	72.6% PASS
Burlingame	San Mateo	Measure X	Business Tax General	various	\$ 2,500,000		none	75.1% PASS
Los Gatos	Santa Clara	Measure J	Business Tax General	various	\$ 1,100,000		none	53.4% PASS
Santa Clara	Santa Clara	Measure H	Business Tax General	\$45/employee, \$15/rental unit	\$ 6,000,000		none	59.5% PASS
Brisbane	San Mateo	Measure O	Business Tax lodging busn	\$2.50/rm/day	\$ 250,000		none	69.2% PASS
East Palo Alto	San Mateo	Measure L	Business Tax resid. rentals	2.5% gross Rcpts	\$ 1,480,000		none	69.9% PASS
County of Santa Cruz Unincorporated		Measure C	Busn Tax-disp cups	12.5cents/cup	\$ 700,000		none	68.2% PASS
South Lake Tahoe	El Dorado	Measure G	Busn Tax Cannabis	6% retail, manufacturing	\$ 950,000		none	62.9% PASS
McFarland	Kern	Measure O	Busn Tax Cannabis	8% of gross receipts retail,	\$ 1,800,000		none	63.5% PASS
Avenal	Kings	Measure C	Busn Tax Cannabis	\$25+/s for 15% gr rcpts	\$ 600,000		none	61.8% PASS
Baldwin Park	Los Angeles	Measure CB	Busn Tax Cannabis	4% gross Rcpts	\$ 300,000		none	51.3% PASS
Claremont	Los Angeles	Measure CT	Busn Tax Cannabis	4%-7% gr rcpts, \$1-	\$ 500,000		none	61.1% PASS
County of Los Angeles Unincorporated		Measure C	Busn Tax Cannabis	4% gross receipts retail,	\$ 15,170,000		none	60.1% PASS
Cudahy	Los Angeles	Measure BA	Busn Tax Cannabis	15% gross Rcpts	\$ 3,600,000		none	54.0% PASS
El Segundo	Los Angeles	Measure Y	Busn Tax Cannabis	10% Gross Rcpt,	\$ 1,500,000		none	72.8% PASS
Hermosa Beach	Los Angeles	Measure T	Busn Tax Cannabis	10% Gross Rcpt,	\$ 1,500,000		none	67.6% PASS
Lynwood	Los Angeles	Measure TR	Busn Tax Cannabis	5%to 10%	\$ 3,000,000		none	66.4% PASS
Santa Monica	Los Angeles	Measure HM	Busn Tax Cannabis	10% gross Rcpts	\$ 5,000,000		none	66.4% PASS
South El Monte	Los Angeles	Measure CM	Busn Tax Cannabis	6% special excise tax on	\$ 126,000		none	53.7% PASS
Monterey	Monterey	Measure J	Busn Tax Cannabis	6% gross Rcpt	\$ 1,300,000		none	65.2% PASS
Pacific Grove	Monterey	Measure N	Busn Tax Cannabis	6% gross Rcpt	\$ 300,000		none	70.8% PASS
Huntington Beach	Orange	Measure O	Busn Tax Cannabis	6% retail, 1% other	\$ 600,000		none	54.7% PASS

Measures in 2022 with Non-Specific Durations

Agency Name	County		Tax/Fee	Rate	Annual Revenue	Use	Sunset	YES%	
Laguna Woods	Orange	Measure T	Busn Tax Cannabis	4%-10% of gross receipts	\$ 750,000		none	61.1%	PASS
Corona	Riverside	Measure G	Busn Tax Cannabis	9% of gross receipts for	\$ 5,000,000		none	61.6%	PASS
Montclair	San Bernardino	Measure R	Busn Tax Cannabis	7% gross Rcpts	\$ 3,500,000		none	70.3%	PASS
County of San Diego Unincorporated		Measure A	Busn Tax Cannabis	6% retail, 3% distribution,	\$ 5,600,000		none	57.4%	PASS
Encinitas	San Diego	Measure L	Busn Tax Cannabis	4% to 7% of gross receipts	\$ 1,400,000		none	65.1%	PASS
Healdsburg	Sonoma	Measure M	Busn Tax Cannabis	8% gross Rcpt	\$ 500,000		none	72.7%	PASS
Exeter	Tulare	Measure B	Busn Tax Cannabis	10% retail and other, \$10/sf	?		none	66.5%	PASS
Tulare	Tulare	Measure Y	Busn Tax Cannabis	10% retail and other, \$10/sf	?		none	65.2%	PASS
Woodland	Yolo	Measure K	Busn Tax Cannabis	10% gross Rcpts	?		none	66.2%	PASS
Redlands	San Bernardino	Measure J	Busn Tax Distrib centers	from \$0.047/sf to \$0.105/sf	\$ 530,000		none	53.5%	PASS
Arcadia	Los Angeles	Measure SW	Busn Tax Sports Betting	5% gross Rcpts	n/a*		none	63.9%	PASS
Albany	Alameda	Measure K	ParcelTax	\$0.074+/sf	\$ 1,950,000	fire/EMS	none	76.0%	PASS
Cameron Park Airport District	El Dorado	Measure J	ParcelTax	by \$600 to \$900/parcel	\$ 117,900	airport/streets	none	78.2%	PASS
Highlands Village Lighting Benefit Zone	El Dorado	Measure L	ParcelTax	\$140+/parcel	\$ 10,920	streets	none	86.3%	PASS
Knolls Property Owners CSD	El Dorado	Measure P	ParcelTax	by \$300+ to \$600+/parcel	\$ 8,400	streets	none	75.5%	PASS
Sundance Trail Zone of Benefit	El Dorado	Measure C	ParcelTax	\$600+/yr	\$ 24,000	roads	none	73.2%	PASS
South Pasadena	Los Angeles	Measure LL	ParcelTax	xxx	?	library	none	86.2%	PASS
River Delta Fire District	Sacramento	Measure H	ParcelTax	\$90/yr	\$ 130,000	fire	none	72.1%	PASS
Emeryville	Alameda	Measure O	PropTransfTax	\$15/\$1000 if \$1m-\$2m,	\$ 5,000,000		none	71.6%	PASS
San Mateo	San Mateo	Measure CC	PropTransfTax	by 1% to 1.5% if >\$10m	\$ 4,800,000		none	71.8%	PASS
Alameda	Alameda	Measure F	TOT	by 4% to 14%	\$ 910,000		none	59.2%	PASS
Clovis	Fresno	Measure B	TOT	by 2% to 12%	\$ 500,000		none	69.7%	PASS
Kerman	Fresno	Measure G	TOT	10%	\$ 40,000		none	62.3%	PASS
Trinidad	Humboldt	Measure P	TOT	by 4% to 12%	\$ 65,000		none	77.6%	PASS
Imperial	Imperial	Measure G	TOT	by 4% to 12%	\$ 600,000		none	56.2%	PASS
Arcadia	Los Angeles	Measure HT	TOT	by 2% to 12%	\$ 730,000		none	54.1%	PASS
Santa Monica	Los Angeles	Measure CS	TOT	by 1%, 3% home shares	\$ 4,100,000		none	73.7%	PASS

Notes

?= Ballot measure title did not include an estimate of annual revenues, also not in compliance with Initiative 21-0042A1.

n/a*= Arcadia Measure SW passed but sports betting remains illegal after the failure of Propositions 26 and 27 on the November statewide ballot.

Measures in 2022 with Non-Specific Durations

Agency Name	County	Tax/Fee	Rate	Annual Revenue	Use	Sunset	YES%
Anaheim	Orange	Measure J	TOT	online travel companies	\$ 3,000,000	none	59.2% PASS
La Palma	Orange	Measure P	TOT	by 4% to 12%	\$ 200,000	none	71.1% PASS
Colfax	Placer	Measure B	TOT	by 2% to 10%	\$ 29,000	none	73.5% PASS
Rocklin	Placer	Measure F	TOT	by 2% to 10%	\$ 300,000	none	59.8% PASS
Roseville	Placer	Measure C	TOT	by 4% to 10%	\$ 3,000,000	none	73.0% PASS
Big Bear Lake	San Bernardino	Measure P	TOT	by 2% to 10%	\$ 1,300,000	none	54.4% PASS
Grand Terrace	San Bernardino	Measure M	TOT	new 10%	\$ 250,000	none	51.9% PASS
Yucca Valley	San Bernardino	Measure K	TOT	by 5% to 12%	\$ 1,300,000	none	71.9% PASS
Imperial Beach	San Diego	Measure R	TOT	by 4% to 14%	\$ 400,000	none	67.4% PASS
El Paso de Robles	San Luis Obispo	Measure F	TOT	by 1% to 11%	\$ 750,000	none	61.2% PASS
Belmont	San Mateo	Measure K	TOT	by 2% to 14%	\$ 600,000	none	79.3% PASS
Millbrae	San Mateo	Measure N	TOT	by 2% to 14%	\$ 1,500,000	none	75.8% PASS
County of Humboldt Unincorporated		Measure J	TOT	by 2% to 12%	\$ 3,080,000	none	63.3% PASS
County of Placer - North Tahoe TOT Area		Measure A	TOT	by 2% to 10%	\$ 4,000,000	none	90.0% PASS
County of Santa Cruz Unincorporated		Measure B	TOT	by 1% to 12%	\$ 2,300,000	none	69.2% PASS
County of El Dorado - East Slope Tahoe		Measure S	TOT 2/3	by 4% to 14%	\$ 2,500,000	none	81.8% PASS
Chico	Butte	Measure H	TrUT	1 cent	\$ 24,000,000	none	52.4% PASS
Mendota	Fresno	Measure H	TrUT	1.25 cent	\$ 493,498	none	57.2% PASS
Blue Lake	Humboldt	Measure R	TrUT	1 cent	\$ 30,000	none	55.4% PASS
Rio Dell	Humboldt	Measure O	TrUT	3/4cent	\$ 400,000	none	53.3% PASS
County of Kern unincorporated areas		Measure K	TrUT	1 cent	\$ 54,000,000	none	50.8% PASS
McFarland	Kern	Measure M	TrUT	1 cent	\$ 579,662	none	62.2% PASS
Tehachapi	Kern	Measure S	TrUT	1 cent	\$ 4,000,000	none	57.2% PASS
Avenal	Kings	Measure A	TrUT	1 cent	\$ 500,000	none	72.5% PASS
Susanville	Lassen	Measure P	TrUT	1 cent	\$ 1,750,000	none	54.7% PASS
Baldwin Park	Los Angeles	Measure BP	TrUT	3/4 cent	\$ 6,000,000	none	58.1% PASS
Malibu	Los Angeles	Measure MC	TrUT	1/2 cent	\$ 3,000,000	none	52.6% PASS
Monterey Park	Los Angeles	Measure MP	TrUT	3/4 cent	\$ 6,000,000	none	58.5% PASS
Torrance	Los Angeles	Measure SS1	TrUT	1/2 cent	\$ 18,000,000	none	55.0% PASS
Larkspur	Marin	Measure G	TrUT	1/4 cent	\$ 700,000	none	59.4% PASS
Sand City	Monterey	Measure L	TrUT	by 1/2cent to 1.5cents	\$ 1,400,000	none	68.7% PASS
Hemet	Riverside	Measure H	TrUT	same 1 cent	\$ 15,000,000	none	58.0% PASS
Elk Grove	Sacramento	Measure E	TrUT	1 cent	\$ 21,000,000	none	54.1% PASS
Galt	Sacramento	Measure Q	TrUT	1 cent	\$ 3,600,000	none	52.4% PASS
Colton	San Bernardino	Measure S	TrUT	1 cent	\$ 9,500,000	none	66.8% PASS
Ontario	San Bernardino	Measure Q	TrUT	1 cent	\$ 95,000,000	none	53.2% PASS
Solana Beach	San Diego	Measure S	TrUT	1 cent	\$ 3,000,000	none	66.7% PASS
Brisbane	San Mateo	Measure U	TrUT	1/2 cent	\$ 2,000,000	none	63.9% PASS
Goleta	Santa Barbara	Measure B	TrUT	1 cent	\$ 10,600,000	none	64.7% PASS
Solvang	Santa Barbara	Measure U	TrUT	1 cent	\$ 1,600,000	none	63.1% PASS

Measures in 2022 with Non-Specific Durations

<u>Agency Name</u>	<u>County</u>	<u>Tax/Fee</u>	<u>Rate</u>	<u>Annual Revenue</u>	<u>Use</u>	<u>Sunset</u>	<u>YES%</u>
Watsonville	Santa Cruz	Measure R	TrUT	1/2 cent	\$ 5,000,000	none	64.4% PASS
Vallejo	Solano	Measure P	TrUT	7/8 cent	\$ 18,000,000	none	54.7% PASS
Modesto	Stanislaus	Measure H	TrUT	1 cent	\$ 39,000,000	none	62.8% PASS
County of Colusa		Measure A	TrUT 2/3	1/2 cent	\$ 2,400,000	EMS	none 69.4% PASS
Atwater	Merced	Measure B	TrUT 2/3	same 1 cent	\$ 4,000,000	police/fire	none 73.7% PASS
Truckee	Nevada	Measure U	TrUT 2/3	by 1/4 cent to 1/2 cent	\$ 3,000,000	open space / trails	none 76.4% PASS
Palo Alto	Santa Clara	Measure L	Utility Transfer	18% gas	\$ 7,000,000	none	77.7% PASS
Santa Clara	Santa Clara	Measure G	Utility Transfer	5 %	\$ 30,000,000	none	84.2% PASS
Hercules	Contra Costa	Measure N	UUT	8%	\$ 3,600,000	none	69.3% PASS
Carson	Los Angeles	Measure UU	UUT	2% electr, gas	\$ 8,000,000	none	78.4% PASS
Sebastopol	Sonoma	Measure N	UUT	3.75% (same)	\$ 700,000	none	83.5% PASS

Co-temporal Advisory Measures in 2022

At the November 2022 election, there was just one local general tax measure that was accompanied by an advisory measure as to the use of funds. The City of Santa Monica's Measure DT property transfer tax failed with just 34 percent approval as voters instead chose the citizen initiative Measure GS.

There was also just one such tax use advisory measure on the June 2022 election. Susanville's voters passed Measure P, a 1 percent transactions and use (sales) tax that generates \$1.75 million per year⁵ for general city services. The measure was accompanied by advisory Measure Q, accompanied the city's It asked, "If Measure P passes, should the revenues be used to balance the budget to maintain and enhance existing public safety services (police and fire), and provide funding to support street infrastructure improvements and provide funding to support economic development efforts designed to increase businesses, jobs and visitors to Susanville?" Both measures passed. Under Initiative 21-0042A1, the tax will expire a year after the effective date of the initiative (i.e., in December 2025).

1.b. Additional Costs and Public Service Effects of the Tax Provisions

Assuming a similar volume of local measures through 2024 as we saw in 2022, there will be over 200 local measures that will need to be redrafted to comply with the Initiative and placed back on the ballot for the taxes to continue after December 2025. The costs of re-drafting, re-placing and re-voting on these measures, previously legally approved by voters, will be in the tens of millions in total statewide.

2. "Exempt Charges" (fees and charges that are not taxes) and Services Threatened

With regard to fees and charges adopted after January 1, 2022, Initiative 21-0042A1:

- Subjects new fees and charges for a product or service to a new "actual and reasonable test."
- Subjects fees and charges for entrance to local government property; and rental and sale of local government property to a new, undefined, "reasonable" test.
- Allows legal challenge to any tax adopted before the effective date of the initiative and after January 1,

⁵ The Susanville measure also did not include a specific end date and so is included in the list and totals of those measures.

2022. Such a lawsuit could enjoin (stop) the enactment of the tax pending the outcome of the legal challenge.

- Subjects a challenged fee to new, higher burdens of proof if legally challenged.

2.a. Value on New Local Government Fees and Charges at Risk⁶

Virtually every city, county, and special district must regularly (e.g., annually) adopt increases to fee rates and charges and revise rate schedules to accommodate new users and activities. Most of these would be subject to new standards and limitations under threat of legal challenge. Based on the current volume of fees and charges imposed by local agencies and increases in those fees simply to accommodate inflation, the amount of local government fee and charge revenue placed at risk is about **\$2 billion per year including those adopted since January 1, 2022. Of \$2 billion, about \$900 million (45 percent) is for special districts, \$800 million (40 percent) is cities, and \$300 million (15 percent) is counties.**⁷

Major examples of affected fees and charges are:

1. Certain water, sanitary sewer, wastewater, garbage, electric, gas service fees.
2. Nuisance abatement charges - such as for weed, rubbish and general nuisance abatement to fund community safety, code enforcement, and neighborhood cleanup programs.
3. Emergency response fees - such as in connection with DUI.
4. Advanced Life Support (ALS) transport charges.
5. Business improvement district charges.
6. Fees for processing of land use and development applications such as plan check fees, use permits, design review, environmental assessment, plan amendment, subdivision map changes.
7. Document processing and duplication fees.
8. Facility use charges, parking fees, tolls.
9. Fines, penalties.
10. Fees for parks and recreation services.

2.b. Additional Costs and Public Service Effects of the Fee/Charge Provisions

In addition to service delays and disruptions due to fee and charge revenues placed at greater legal risk, there would be substantial additional costs for legal defense. The risk to fees and charges will make infrastructure financing more difficult and will deter new residential and commercial development.

mc

⁶ Source: California State Controller Annual Reports of Financial Transactions concerning cities, counties and special districts, summarized with an assumed growth due to fee rate increases (not population) of 2 percent annually.

⁷ School fees are also affected but the amount is negligible by comparison.



CITY COUNCIL REPORT REPORT

9E

DATE: MAY 17, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: RESOLUTION IN SUPPORT OF THE LEAGUE OF CALIFORNIA CITIES' OPPOSITION TO THE TAXPAYER PROTECTION AND GOVERNMENT ACCOUNTABILITY ACT

RECOMMENDATION

City staff recommends that the City Council adopt a resolution (attached) in support of the League of California Cities' opposition to the Taxpayer Protection and Government Accountability Act (Initiative 21-0042, attached). The attached resolution is based on a template used by other jurisdictions that are supporting the League in opposing the measure.

BACKGROUND

At its meeting of April 5, 2022, the City Council approved a future agenda item of a resolution in support of the League of California's opposition to the Taxpayer Protection and Government Accountability Act (Initiative 21-0042), joining a coalition of other organizations throughout the State that opposes the measure.

On January 4, 2022, the California Business Roundtable filed the Taxpayer Protection and Government Accountability Act, aimed for the November 2022 statewide ballot. The proposed measure would amend the California Constitution with provisions limiting local control on raising revenues for government services.

REVIEW AND ANALYSIS

The League of California Cities and a broad group of California local governments and associations, labor and public safety leaders, and infrastructure advocates have formed an alliance opposing the Taxpayer Protection and Government Accountability Act. The opponents of the measure cite the following concerns.¹

¹ [Public safety, labor, local government, and infrastructure advocates announce strong opposition to California Business Roundtable ballot measure that would benefit wealthy corporations while decimating vital local and state services | Cal Cities](#)

Undermines voter rights, transparency, and accountability

- The measure would limit voter input by prohibiting local advisory measures, where voters provide direction to politicians on how they want their local tax dollars spent.
- It changes our constitution to make it more difficult for local voters to pass measures needed to fund local services and local infrastructure.
- It also includes a hidden provision that would retroactively cancel measures that were passed by local voters — effectively undermining the rights of voters to decide for themselves what their communities need.

Gives wealthy corporations a major loophole to avoid paying their fair share — forcing residents and taxpayers to pay more.

- The measure creates new constitutional loopholes that allow corporations to pay far less than their fair share for the impacts they have on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources — shifting the burden and making individual taxpayers pay more.

Allows corporations to dodge enforcement when they violate environmental, health, public safety, and other laws.

- The deceptive scheme also creates new loopholes that makes it much more difficult for state and local regulators to issue fines and levies on corporations that violate laws intended to protect our environment, public health and safety, and our neighborhoods.

Jeopardizes vital local and state services.

- This far-reaching measure puts at risk billions of dollars currently dedicated to critical state and local services.
- It could force cuts to public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to support homeless residents, mental health services, and more.
- It would also reduce funding for critical infrastructure like streets and roads, public transportation, drinking water, new schools, sanitation, utilities, and more.

Opens the door for frivolous lawsuits, bureaucracy, and red tape that will cost taxpayers and hurt our communities.

- The measure will encourage frivolous lawsuits, bureaucracy, and red tape that will cost local taxpayers millions — while significantly delaying and stopping investments in infrastructure and vital services.

The League of California Cities has also published a factsheet (attached) with additional information on its concerns regarding the measure.

FISCAL IMPACT

The City Council's adoption of this resolution does not itself have any fiscal impact on the City.

ATTACHMENTS

- A. Resolution
- B. Initiative 21-0042A1
- C. Cal Cities Opposition Fact Sheet

RESOLUTION NO. 2022-xx

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA,
OPPOSING THE TAXPAYER PROTECTION AND GOVERNMENT
ACCOUNTABILITY ACT**

WHEREAS, the Taxpayer Protection Accountability Act (Initiative 21-0042), aimed for the November 22 statewide ballot, would to amend the California Constitution with provisions limiting the local control on raising revenues; and

WHEREAS, the measure includes undemocratic provisions that would make it more difficult for local voters to pass measures needed to fund local services and infrastructure, and would limit voter input by prohibiting local advisory measures where voters provide direction on how they want their local tax dollars spent; and

WHEREAS, the measure creates new constitutional loopholes that allow corporations to pay far less than their fair share for the impacts they have on our communities, including local infrastructure, our environment, water quality, air quality, and natural resources; and

WHEREAS, the measure makes it more difficult for state and local regulators to issue fines and levies on corporations that violate laws intended to protect our environment, public health and safety, and our neighborhoods; and

WHEREAS, the measure puts billions of dollars currently dedicated to state and local services at risk, and could force cuts to public schools, fire and emergency response, law enforcement, public health, parks, libraries, affordable housing, services to support homeless residents, mental health services, and more; and

WHEREAS, the measure would also reduce funding for critical infrastructure like streets and roads, public transportation, drinking water, new schools, sanitation, and utilities; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pinole opposes the Taxpayer Protection and Government Accountability Act (Initiative 21-0042).

PASSED AND ADOPTED this 17th day of March 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 this **17th** day of **March, 2022**.

Heather Bell, CMC
City Clerk

BELL, McANDREWS & HILTACHK, LLP

ATTORNEYS AND COUNSELORS AT LAW

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21 - 0042 Amdt. # 1

January 4, 2022

RECEIVED

JAN 04 2022

Anabel Renteria
Initiative Coordinator
Office of the Attorney General
State of California
PO Box 994255
Sacramento, CA 94244-25550

INITIATIVE COORDINATOR
ATTORNEY GENERAL'S OFFICE

Re: Initiative 21-0042 - Amendment Number One

Dear Initiative Coordinator:

Pursuant to subdivision (b) of Section 9002 of the Elections Code, enclosed please find Amendment #1 to Initiative No. 21-0042 "The Taxpayer Protection and Government Accountability Act." The amendments are reasonably germane to the theme, purpose or subject of the initiative measure as originally proposed.

I am the proponent of the measure and request that the Attorney General prepare a circulating title and summary of the measure as provided by law, using the amended language.

Thank you for your time and attention processing my request.

Sincerely,



Thomas W. Hiltachk

The Taxpayer Protection and Government Accountability Act

[Deleted codified text is denoted in ~~strikeout~~. Added codified text is denoted by *italics and underline*.]

Section 1. Title

This Act shall be known, and may be cited as, the Taxpayer Protection and Government Accountability Act.

Section 2. Findings and Declarations

(a) Californians are overtaxed. We pay the nation's highest state income tax, sales tax, and gasoline tax. According to the U.S. Census Bureau, California's combined state and local tax burden is the highest in the nation. Despite this, and despite two consecutive years of obscene revenue surpluses, state politicians in 2021 alone introduced legislation to raise more than \$234 *billion* in new and higher taxes and fees.

(b) Taxes are only part of the reason for California's rising cost-of-living crisis. Californians pay billions more in hidden "fees" passed through to consumers in the price they pay for products, services, food, fuel, utilities and housing. Since 2010, government revenue from state and local "fees" has more than doubled.

(c) California's high cost of living not only contributes to the state's skyrocketing rates of poverty and homelessness, they are the pushing working families and job-providing businesses out of the state. The most recent Census showed that California's population dropped for the first time in history, costing us a seat in Congress. In the past four years, nearly 300 major corporations relocated to other states, not counting thousands more small businesses that were forced to move, sell or close.

(d) California voters have tried repeatedly, at great expense, to assert control over whether and how taxes and fees are raised. We have enacted a series of measures to make taxes more predictable, to limit what passes as a "fee," to require voter approval, and to guarantee transparency and accountability. These measures include Proposition 13 (1978), Proposition 62 (1986), Proposition 218 (1996), and Proposition 26 (2010).

(e) Contrary to the voters' intent, these measures that were designed to control taxes, spending and accountability, have been weakened and hamstrung by the Legislature, government lawyers, and the courts, making it necessary to pass yet another initiative to close loopholes and reverse hostile court decisions.

Section 3. Statement of Purpose

(a) In enacting this measure, the voters reassert their right to a voice and a vote on new and higher taxes by requiring any new or higher tax to be put before voters for approval. Voters also intend that all fees and other charges are passed or rejected by the voters themselves or a governing body elected by voters and not unelected and unaccountable bureaucrats.

(b) Furthermore, the purpose and intent of the voters in enacting this measure is to increase transparency and accountability over higher taxes and charges by requiring any tax measure placed on the ballot—

either at the state or local level—to clearly state the type and rate of any tax, how long it will be in effect, and the use of the revenue generated by the tax.

(c) Furthermore, the purpose and intent of the voters in enacting this measure is to clarify that any new or increased form of state government revenue, by any name or manner of extraction paid directly or indirectly by Californians, shall be authorized only by a vote of the Legislature and signature of the Governor to ensure that the purposes for such charges are broadly supported and transparently debated.

(d) Furthermore, the purpose and intent of the voters in enacting this measure is also to ensure that taxpayers have the right and ability to effectively balance new or increased taxes and other charges with the rapidly increasing costs Californians are already paying for housing, food, childcare, gasoline, energy, healthcare, education, and other basic costs of living, and to further protect the existing constitutional limit on property taxes and ensure that the revenue from such taxes remains local, without changing or superseding existing constitutional provisions contained in Section 1(c) of Article XIII A.

(e) In enacting this measure, the voters also additionally intend to reverse loopholes in the legislative two-thirds vote and voter approval requirements for government revenue increases created by the courts including, but not limited to, *Cannabis Coalition v. City of Upland*, *Chamber of Commerce v. Air Resources Board*, *Schmeer v. Los Angeles County*, *Johnson v. County of Mendocino*, *Citizens Assn. of Sunset Beach v. Orange County Local Agency Formation Commission*, and *Wilde v. City of Dunsmuir*.

Section 4. Section 3 of Article XIII A of the California Constitution is amended to read:

Sec. 3(a) Every levy, charge, or exaction of any kind imposed by state law is either a tax or an exempt charge.

(b)(1) (a) Any change in state statute law which results in any taxpayer paying a new or higher tax must be imposed by an act passed by not less than two-thirds of all members elected to each of the two houses of the Legislature, and submitted to the electorate and approved by a majority vote, except that no new ad valorem taxes on real property, or sales or transaction taxes on the sales of real property, may be imposed. Each Act shall include:

(A) A specific duration of time that the tax will be imposed and an estimate of the annual amount expected to be derived from the tax.

(B) A specific and legally binding and enforceable limitation on how the revenue from the tax can be spent. If the revenue from the tax can be spent for unrestricted general revenue purposes, then a statement that the tax revenue can be spent for "unrestricted general revenue purposes" shall be included in a separate, stand-alone section. Any proposed change to the use of the revenue from the tax shall be adopted by a separate act that is passed by not less than two-thirds of all members elected to each of the two houses of the Legislature and submitted to the electorate and approved by a majority vote.

(2) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, including a measure proposed by an elector pursuant to Article II, include:

(A) The type and amount or rate of the tax;

(B) The duration of the tax; and

(C) The use of the revenue derived from the tax.

(c) Any change in state law which results in any taxpayer paying a new or higher exempt charge must be imposed by an act passed by each of the two houses of the Legislature. Each act shall specify the type of exempt charge as provided in subdivision (e), and the amount or rate of the exempt charge to be imposed.

(d) ~~(b)~~ As used in this section and in Section 9 of Article II, "tax" means every ~~any~~ levy, charge, or exaction of any kind imposed by the State state law that is not an exempt charge, except the following:

(e) As used in this section, "exempt charge" means only the following:

(1) ~~a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the State of conferring the benefit or granting the privilege to the payor.~~

(1) ~~(2)~~ A reasonable charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the State of providing the service or product to the payor.

(2) ~~(3)~~ A charge imposed for the reasonable regulatory costs to the State incident to issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

(3) A levy, charge, or exaction collected from local units of government, health care providers or health care service plans that is primarily used by the State of California for the purposes of increasing reimbursement rates or payments under the Medi-Cal program, and the revenues of which are primarily used to finance the non-federal portion of Medi-Cal medical assistance expenditures.

(4) A reasonable charge imposed for entrance to or use of state property, or the purchase, rental, or lease of state property, except charges governed by Section 15 of Article XI.

(5) A fine, or penalty, ~~or other monetary charge~~ including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or the State, as a result of a state administrative enforcement agency pursuant to adjudicatory due process, to punish a violation of law.

(6) A levy, charge, assessment, or exaction collected for the promotion of California tourism pursuant to Chapter 1 (commencing with Section 13995) of Part 4.7 of Division 3 of Title 2 of the Government Code.

(f) ~~(e)~~ Any tax or exempt charge adopted after January 1, ~~2022~~ 2010, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted by the Legislature and signed into law by the Governor in compliance with the requirements of this section.

(g) ~~(1) (d)~~ The State bears the burden of proving by a preponderance of the clear and convincing evidence that a levy, charge, or other exaction is an exempt charge and not a tax. The State bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor. ~~, that the amount is no more than necessary to cover the reasonable costs of the governmental activity and~~

that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by state law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind as being voluntary, or paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be a factor in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(h) As used in this section:

(1) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(2) "Extend" includes, but is not limited to, doing any of the following with respect to a tax or exempt charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

(3) "Impose" means adopt, enact, reenact, create, establish, collect, increase or extend.

(4) "State law" includes, but is not limited to, any state statute, state regulation, state executive order, state resolution, state ruling, state opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by the legislative or executive branches of state government. "State law" does not include actions taken by the Regents of the University of California, Trustees of the California State University, or the Board of Governors of the California Community Colleges.

Section 5. Section 1 of Article XIII C of the California Constitution is amended, to read:

Sec. 1. Definitions. As used in this article:

(a) "Actual cost" of providing a service or product means: (i) the minimum amount necessary to reimburse the government for the cost of providing the service or product to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In computing "actual cost" the maximum amount that may be imposed is the actual cost less all other sources of revenue including, but not limited to taxes, other exempt charges, grants, and state or federal funds received to provide such service or product.

(b) "Extend" includes, but is not limited to, doing any of the following with respect to a tax, exempt charge, or Article XIII D assessment, fee, or charge: lengthening its duration, delaying or eliminating its expiration, expanding its application to a new territory or class of payor, or expanding the base to which its rate is applied.

(c) {a} "General tax" means any tax imposed for general governmental purposes.

(d) "Impose" means adopt, enact, reenact, create, establish, collect, increase, or extend.

(e) {b} "Local government" means any county, city, city and county, including a charter city or county, any special district, or any other local or regional governmental entity, or an elector pursuant to Article II or the initiative power provided by a charter or statute.

(f) "Local law" includes, but is not limited to, any ordinance, resolution, regulation, ruling, opinion letter, or other legal authority or interpretation adopted, enacted, enforced, issued, or implemented by a local government.

(g) {c} "Special district" means an agency of the State, formed pursuant to general law or a special act, for the local performance of governmental or proprietary functions with limited geographic boundaries including, but not limited to, school districts and redevelopment agencies.

(h) {d} "Special tax" means any tax imposed for specific purposes, including a tax imposed for specific purposes, which is placed into a general fund.

(i) {e} As used in this article, and in Section 9 of Article II, "tax" means every ~~any~~ levy, charge, or exaction of any kind, imposed by a local government law that is not an exempt charge, ~~except the following:~~

(i) As used in this section, "exempt charge" means only the following:

(1) A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.

(1) {2} A reasonable charge imposed for a specific local government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable actual costs to the local government of providing the service or product.

(2) {3} A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

(3) {4} A reasonable charge imposed for entrance to or use of local government property, or the purchase, rental, or lease of local government property.

(4) {5} A fine, or penalty, or other monetary charge including any applicable interest for nonpayment thereof, imposed by the judicial branch of government or a local government administrative enforcement agency pursuant to adjudicatory due process, as a result of to punish a violation of law.

(5) {6} A charge imposed as a condition of property development. No levy, charge, or exaction regulating or related to vehicle miles traveled may be imposed as a condition of property development or occupancy.

(6) {7} An Assessments and property related fees assessment, fee, or charge imposed in accordance with the provisions of subject to Article XIII D, or an assessment imposed upon a business in a tourism marketing district, a parking and business improvement area, or a property and business improvement district.

(7) A charge imposed for a specific health care service provided directly to the payor and that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the health care service. As used in this paragraph, a "health care service" means a service licensed or exempt from licensure by the state pursuant to Chapters 1, 1.3, or 2 of Division 2 of the Health and Safety Code.

The local government bears the burden of proving by a preponderance of the evidence that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to cover the reasonable costs of the governmental activity and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor's burdens on, or benefits received from, the governmental activity.

Section 6. Section 2 of Article XIII C of the California Constitution is amended to read:

Sec. 2. Local Government Tax Limitation. Notwithstanding any other provision of this Constitution:

(a) Every levy, charge, or exaction of any kind imposed by local law is either a tax or an exempt charge. All taxes imposed by any local government shall be deemed to be either general taxes or special taxes. Special purpose districts or agencies, including school districts, shall have no power to levy general taxes.

(b) No local law government, whether proposed by the governing body or by an elector, may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote. A general tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved. The election required by this subdivision shall be consolidated with a regularly scheduled general election for members of the governing body of the local government, except in cases of emergency declared by a unanimous vote of the governing body.

(c) Any general tax imposed, extended, or increased, without voter approval, by any local government on or after January 1, 1995, and prior to the effective date of this article, shall continue to be imposed only if approved by a majority vote of the voters voting in an election on the issue of the imposition, which election shall be held within two years of the effective date of this article and in compliance with subdivision (b). ~~(d) No local law government, whether proposed by the governing body or by an elector, may impose, extend, or increase any special tax unless and until that tax is submitted to the electorate and approved by a two-thirds vote. A special tax shall not be deemed to have been increased if it is imposed at a rate not higher than the maximum rate so approved.~~

(d) The title and summary and ballot label or question required for a measure pursuant to the Elections Code shall, for each measure providing for the imposition of a tax, include:

(1) The type and amount or rate of the tax;

(2) the duration of the tax; and

(3) The use of the revenue derived from the tax. If the proposed tax is a general tax, the phrase "for general government use" shall be required, and no advisory measure may appear on the same ballot that would indicate that the revenue from the general tax will, could, or should be used for a specific purpose.

(e) Only the governing body of a local government, other than an elector pursuant to Article II or the initiative power provided by a charter or statute, shall have the authority to impose any exempt charge. The governing body shall impose an exempt charge by an ordinance specifying the type of exempt charge

as provided in Section 1(j) and the amount or rate of the exempt charge to be imposed, and passed by the governing body. This subdivision shall not apply to charges specified in paragraph (7) of subdivision (j) of Section 1.

(f) No amendment to a Charter which provides for the imposition, extension, or increase of a tax or exempt charge shall be submitted to or approved by the electors, nor shall any such amendment to a Charter hereafter submitted to or approved by the electors become effective for any purpose.

(g) Any tax or exempt charge adopted after January 1, 2022, but prior to the effective date of this act, that was not adopted in compliance with the requirements of this section is void 12 months after the effective date of this act unless the tax or exempt charge is reenacted in compliance with the requirements of this section.

(h)(1) The local government bears the burden of proving by clear and convincing evidence that a levy, charge or exaction is an exempt charge and not a tax. The local government bears the burden of proving by clear and convincing evidence that the amount of the exempt charge is reasonable and that the amount charged does not exceed the actual cost of providing the service or product to the payor.

(2) The retention of revenue by, or the payment to, a non-governmental entity of a levy, charge, or exaction of any kind imposed by a local law, shall not be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

(3) The characterization of a levy, charge, or exaction of any kind imposed by a local law as being paid in exchange for a benefit, privilege, allowance, authorization, or asset, shall not be factors in determining whether the levy, charge, or exaction is a tax or an exempt charge.

(4) The use of revenue derived from the levy, charge or exaction shall be a factor in determining whether the levy, charge, or exaction is a tax or exempt charge.

Section 7. Section 3 of Article XIII D of the California Constitution is amended, to read:

Sec. 3. Property Taxes, Assessments, Fees and Charges Limited

(a) No tax, assessment, fee, ~~or charge~~, or surcharge, including a surcharge based on the value of property, shall be assessed ~~by any agency~~ upon any parcel of property or upon any person as an incident of property ownership except:

(1) The ad valorem property tax ~~imposed pursuant to~~ described in Section 1(a) of Article XIII and Section 1(a) of Article XIII A, and described and enacted pursuant to the voter approval requirement in Section 1(b) of Article XIII A.

(2) Any special non-ad valorem tax receiving a two-thirds vote of qualified electors pursuant to Section 4 of Article XIII A, or after receiving a two-thirds vote of those authorized to vote in a community facilities district by the Legislature pursuant to statute as it existed on December 31, 2021.

(3) Assessments as provided by this article.

(4) Fees or charges for property related services as provided by this article.

(b) For purposes of this article, fees for the provision of electrical or gas service shall not be deemed charges or fees imposed as an incident of property ownership.

Section 8. Sections 1 and 14 of Article XIII are amended to read:

Sec. 1 Unless otherwise provided by this Constitution or the laws of the United States:

(a) All property is taxable and shall be assessed at the same percentage of fair market value. When a value standard other than fair market value is prescribed by this Constitution or by statute authorized by this Constitution, the same percentage shall be applied to determine the assessed value. The value to which the percentage is applied, whether it be the fair market value or not, shall be known for property tax purposes as the full value.

(b) All property so assessed shall be taxed in proportion to its full value.

(c) All proceeds from the taxation of property shall be apportioned according to law to the districts within the counties.

Sec. 14. All property taxed by state or local government shall be assessed in the county, city, and district in which it is situated. Notwithstanding any other provision of law, such state or local property taxes shall be apportioned according to law to the districts within the counties.

Section 9. General Provisions

A. This Act shall be liberally construed in order to effectuate its purposes.

B. (1) In the event that this initiative measure and another initiative measure or measures relating to state or local requirements for the imposition, adoption, creation, or establishment of taxes, charges, and other revenue measures shall appear on the same statewide election ballot, the other initiative measure or measures shall be deemed to be in conflict with this measure. In the event that this initiative measure receives a greater number of affirmative votes, the provisions of this measure shall prevail in their entirety, and the provisions of the other initiative measure or measures shall be null and void.

(2) In furtherance of this provision, the voters hereby declare that this measure conflicts with the provisions of the "Housing Affordability and Tax Cut Act of 2022" and "The Tax Cut and Housing Affordability Act," both of which would impose a new state property tax (called a "surcharge") on certain real property, and where the revenue derived from the tax is provided to the State, rather than retained in the county in which the property is situated and for the use of the county and cities and districts within the county, in direct violation of the provisions of this initiative.

(3) If this initiative measure is approved by the voters, but superseded in whole or in part by any other conflicting initiative measure approved by the voters at the same election, and such conflicting initiative is later held invalid, this measure shall be self-executing and given full force and effect.

C. The provisions of this Act are severable. If any portion, section, subdivision, paragraph, clause, sentence, phrase, word, or application of this Act is for any reason held to be invalid by a decision of any court of competent jurisdiction, that decision shall not affect the validity of the remaining portions of this Act. The People of the State of California hereby declare that they would have adopted this Act and each and every portion, section, subdivision, paragraph, clause, sentence, phrase, word, and application not

declared invalid or unconstitutional without regard to whether any portion of this Act or application thereof would be subsequently declared invalid.

D. If this Act is approved by the voters of the State of California and thereafter subjected to a legal challenge alleging a violation of state or federal law, and both the Governor and Attorney General refuse to defend this Act, then the following actions shall be taken:

(1) Notwithstanding anything to the contrary contained in Chapter 6 of Part 2 of Division 3 of Title 2 of the Government Code or any other law, the Attorney General shall appoint independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(2) Before appointing or thereafter substituting independent counsel, the Attorney General shall exercise due diligence in determining the qualifications of independent counsel and shall obtain written affirmation from independent counsel that independent counsel will faithfully and vigorously defend this Act. The written affirmation shall be made publicly available upon request.

(3) A continuous appropriation is hereby made from the General Fund to the Controller, without regard to fiscal years, in an amount necessary to cover the costs of retaining independent counsel to faithfully and vigorously defend this Act on behalf of the State of California.

(4) Nothing in this section shall prohibit the proponents of this Act, or a bona fide taxpayers association, from intervening to defend this Act.

Fiscal and Program Effects of Initiative 21-0042A1 on Local Governments

If Initiative 21-0042A1 is placed on the ballot and passed by voters, it will result in:

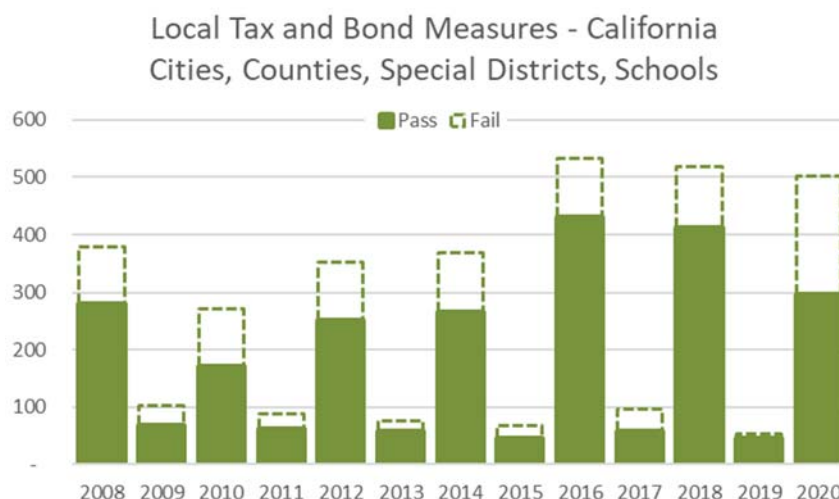
- Billions of local government fee and charge revenues placed at heightened legal peril. Related public service reductions across virtually every aspect of city, county, special district, and school services especially for transportation, and public facility use.
- Hundreds of millions of dollars of annual revenues from dozens of tax and bond measures approved by voters between January 1, 2022 and November 9, 2022 subject to additional voter approval if not in compliance with the initiative.
- Indeterminable legal and administrative burdens and costs on local government from new and more empowered legal challenges, and bureaucratic cost tracking requirements.
- The delay and deterrence of municipal annexations and associated impacts on housing and commercial development.
- Service and infrastructure impacts including in fire and emergency response, law enforcement, public health, drinking water, sewer sanitation, parks, libraries, public schools, affordable housing, homelessness prevention and mental health services.

1. Local Government Taxes and Services Threatened

With regard to taxes, Initiative 21-0042A1:

- Prohibits advisory, non-binding measures as to use of tax proceeds on the same ballot.
 - o Voters may be less informed and more likely to vote against measures.
- Eliminates the ability of special tax measures proposed by citizen initiative to be enacted by majority voter approval (*Upland*).
 - o Because the case law regarding citizen initiative special taxes approved by majority vote (*Upland*) is so recent, it is unknown how common these sorts of measures might be in the future. This initiative would prohibit such measures after the effective date of the initiative. Any such measures adopted after January 1, 2022 through November 8, 2022 would be void after November 9, 2023.
- Requires that tax measures include a specific duration of time that the tax will be imposed. This seems to require that all tax increases or extensions contain a sunset (end date).
 - o This would require additional tax measures to extend previously approved taxes at additional cost to taxpayers.
- Requires that a tax or bond measure adopted after January 1, 2022 and before the effective date of the initiative (November 9, 2022) that was not adopted in accordance with the measure be readopted in compliance with the measure or will be void twelve months after the effective date of the initiative (November 9, 2023).
 - o If past election patterns are an indication, dozens of tax and bond measures approving hundreds of millions of annual revenues may not be in compliance and would be subject to reenactment. Most will be taxes without a specific end date. Because there is no regularly scheduled election within the 12 months following the effective date of the initiative, measures not in compliance would need to be placed on a special election ballot for approval before November 9, 2023 or the tax will be void after that date. General tax measures would require declaration of emergency and unanimous vote of the governing board.

- Requires voter approval to expand an existing tax to new territory (annexations). This would require additional tax measures and would deter annexations and land development in cities.
 - o If a tax is "extended" to an annexed area without a vote after January 1, 2022, it will be void 12 months later until brought into compliance. Because there is no regularly scheduled election within the 12 months following the effective date of the initiative, such extensions for general taxes would, under current law, each require unanimous vote of the agency board to be placed on a special election ballot or would be void after November 9, 2023.



1.a. Number of Measures and Value of Local Taxes at Risk¹

In 2020, voters in California approved 293 local tax and bond measures for cities, counties, special districts and schools (95 in March and 198 in November). The approved measures enacted \$3.85 billion in new annual taxes including \$1.3 billion for cities, \$302 million for counties, \$208 million for special districts (fire, wastewater, open space and transit districts), and \$2.037 billion for schools (including for school bonds).

Most tax measures go to the ballot during a presidential or gubernatorial primary or general election in an even year. However, some tax measures are decided at other times. During 2019, there were 45 approved tax and bond measures (24 city, 14 special district, 7 school) adopting \$154.0 million in new annual taxes (\$124.0 million city, \$10.5 million special district and \$19.2 million school).

Most tax and bond measures comply with the new rules in Initiative 21-0042Amdt#1 except:

- Dozens of taxes would require end dates. This would require additional measures in future years to extend the taxes further. Very few extensions of existing local taxes fail.
- Majority vote general tax measures could not be accompanied on the same ballot with an advisory, non-binding measure as to use of tax proceeds.
- Special taxes placed on the ballot via citizen initiative would require two-thirds voter approval.

Bond measures have fixed terms. Historically, about 20 percent of other tax measures have included specific durations (i.e. sunsets). Advisory measures as to use of revenues are uncommon. I do not expect the provisions of 21-0042A1 to have any substantial effect on passage rates. However, some 2022 approved measures would likely have to put back on the ballot.

Based on history, a reasonable estimate of the annualized tax revenues estimated to be approved by

¹ Source: Compilation and summary of data from County elections offices.

voters in 2022 and placed at risk by this initiative is at least **\$1.5 billion, including \$1.0 billion from cities and \$500 million from counties and special districts.**²

1.b. Additional Costs and Public Service Effects of the Tax Provisions

In addition to service delays and disruption due to new tax revenues placed at greater legal risk, there will be substantial additional costs for legal defense. The deterrence of taxes for annexations will delay and deter municipal annexations.

2. “Exempt Charges” (fees and charges that are not taxes) and Services Threatened

With regard to fees and charges adopted after January 1, 2022, Initiative 21-0042A1:

- Subjects new fees and charges for a product or service to a new "actual cost" test defined as "(i) the minimum amount necessary to reimburse the government for the cost of providing the service to the payor, and (ii) where the amount charged is not used by the government for any purpose other than reimbursing that cost. In addition, subjects these same charges to a new, undefined, "reasonable" standard.
- Subjects fees and charges for entrance to local government property; and rental and sale of local government property to a new, undefined, "reasonable" test.
- Subjects a challenged fee or charge to new, higher burdens of proof if legally challenged.
- Prohibits a levy, charge or exaction regulating or related to vehicle miles traveled, imposed as a condition of property development or occupancy.

2.a. Value on New Local Government Fees and Charges at Risk³

Virtually every city, county, and special district must regularly (e.g., annually) adopt increases to fee rates and charges and revise rate schedules to accommodate new users and activities. Most of these would be subject to new standards and limitations under threat of legal challenge. Based on the current volume of fees and charges imposed by local agencies and increases in those fees simply to accommodate inflation, the amount of local government fee and charge revenue placed at risk is about **\$1 billion per year including those adopted since January 1, 2022. Of this \$1 billion, about \$570 million is for special districts, \$450 million is cities, and \$260 million is counties.**⁴

Major examples of affected fees and charges are:

1. Nuisance abatement charges - such as for weed, rubbish and general nuisance abatement to fund community safety, code enforcement, and neighborhood cleanup programs.
2. Commercial franchise fees.
3. Emergency response fees - such as in connection with DUI.
4. Advanced Life Support (ALS) transport charges.
5. Document processing and duplication fees.
6. Transit fees, tolls, parking fees, public airport and harbor use fees.
7. Facility use charges, fees for parks and recreation services, garbage disposal tipping fees.

In addition to fees and charges, the measure puts fines and penalties assessed for the violation of state and

² This does not include citizen initiative special tax approved by majority but not two-thirds. Because this approach is new, the number of these measures and amount of revenue involved cannot be estimated.

³ Source: California State Controller Annual Reports of Financial Transactions concerning cities, counties and special districts, summarized with an assumed growth due to fee rate increases (not population) of 2 percent annually.

⁴ School fees are also affected but the amount is negligible by comparison.

local law at risk, making them taxes subject to voter approval under certain circumstances.

2.b. Additional Costs and Public Service Effects of the Fee/Charge Provisions

In addition to service delays and disruptions due to fee and charge revenues placed at greater legal risk, there would be substantial additional costs for legal defense. The risk to fees and charges will make infrastructure financing more difficult and will deter new residential and commercial development.

mc



CITY COUNCIL REPORT

9F

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: ADOPT A RESOLUTION PROMOTING AND SUPPORTING THE CREATION
OF EDUCATION WORKFORCE HOUSING IN CONTRA COSTA COUNTY

RECOMMENDATION

Staff recommends that the City Council consider adopting a Resolution (**Attachment A**) to promote and support the creation of workforce housing for Contra Costa County teachers and education staff.

BACKGROUND

At its meeting of April 4, 2023, the City Council approved as a future agenda item consideration of a Resolution supporting education workforce housing in Contra Costa County.

On April 19, 2023, the County Board of Education (BOE) adopted a Resolution recognizing the need for education workforce housing in Contra Costa County and noting that the Office of Education, County, school districts, and cities in Contra Costa County may all promote and lead the way to workforce housing for teachers and education staff through partnerships and collaborations (**Attachment B**).

City staff has drafted a Resolution (**Attachment A**) for the City Council's consideration and action. The draft Resolution supports BOE's efforts to increase affordable housing options for the educational workforce living in the County through partnerships and collaborations.

REVIEW & ANALYSIS

In January 2022, cityLAB, the Center for Cities + Schools at UC Berkeley, the Turner Center for Housing Innovation, and the California School Boards Association (CSBA) released an in-depth research Study on education workforce housing — and the steps Local Education Agencies (LEAs) can take to produce more housing for the education workforce by leveraging underutilized school lands. The Study — *Education Workforce Housing in California: Development the 21st Century Campus*¹ - provides a comprehensive overview of the potential for land owned by school districts to be designed and developed for teachers and other employees. The Study's Executive Summary indicates that among the many negative

¹ Available online: <https://turnercenter.berkeley.edu/blog/education-workforce-housing-report-release/>

consequences of California's housing crisis is the toll it takes the hundreds of thousands of teachers and other employees working in the public school system, where many cannot afford to live in the communities they work, forcing them to commute long distances or pushing them out of the education system altogether. Importantly, the Study raises the fact that staffing challenges are even more acute in LEAs enrolling low-income and historically underserved students, where they have long suffered higher rates of both teacher turnover and teachers with substandard credentials.

On September 28, 2022, Governor Newsom signed AB 2295 into law, adding Section 65914.7 to the Government Code. This new section considers housing development projects on property owned by a LEA to be an allowable use of the property, provided certain criteria are met. These housing development projects are aimed at providing much-needed housing for teachers and other employees of the LEA. Government Code Section 65914.7 becomes effective January 1, 2024 and expires January 1, 2033. To be considered an allowable use of property, an LEA housing development must meet a list of criteria, including that the project must rent 100% of units to LEA employees, contain a minimum of 10 units, be built at the highest density allowed and be deed-restricted for 55 years. If the project meets all required criteria, it will be deemed consistent, compliant and in conformity with local development standards, zoning codes or maps and the general plan.

During the update of the City's 6th Cycle Housing Element the Planning Commission and City Council discussed how to promote and incentivize affordable housing for teachers in Pinole. The updated Housing Element contains Policy 1.3, which directs the City to pursue partnerships to encourage affordable housing production and Program 11, which includes teachers as eligible tenants for a Home Sharing and Tenant Matching Program, which assists in helping those who work in Pinole find housing options in the City. The draft Resolution in **Attachment A** recognizes these efforts.

FISCAL IMPACT

There is no direct fiscal impact associated with adoption of the Resolution.

ATTACHMENT(S)

A – Resolution

B – BOE Resolution Adopted April 19, 2023

RESOLUTION NO. 2023-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE TO SUPPORT
THE DEVELOPMENT OF EDUCATION WORKFORCE HOUSING IN CONTRA
COSTA COUNTY

WHEREAS, according to a 2022 UC Berkeley study (the “Study”) entitled *Education Workforce Housing in California: Developing the 21st Century Campus* ([Education Workforce Housing in California](#)) public school teachers have a difficult time finding affordable housing as their salaries are often too low to compete in the local housing market but too high to qualify for traditional affordable housing; and

WHEREAS, according to the Study, nationally, 35 percent of teachers are considered rent-burdened (defined as paying more than 30 percent of their income as rent), and the problem is even more pronounced among Black and Latino teachers and in California where teacher salaries have been unable to keep up with the worsening housing crisis as costs to rent and buy homes soar across the state; and

WHEREAS, according to the Study, every county in California has public land that may be ideal to build housing for teachers and school staff, in fact it found that 75,000 acres of a total of 150,000 acres of land owned by California’s school districts could be developed into affordable housing and at 30 units per acre there could be 2.3 million units of teacher and school staff housing; and

WHEREAS, according to the Study, 224 potentially developable properties in Contra Costa County are owned by Local Education Agencies, totaling 2,209 acres of potentially developable land; and

WHEREAS, the City’s adopted 6th Cycle Housing Element contains Policy 1.3 which directs the City to pursue partnerships to encourage affordable housing production and Program 11 which includes teachers as eligible tenants for a Home Sharing and Tenant Matching Program which assists in helping those who work in Pinole find housing options in the City; and

WHEREAS, State legislative action in recent years is paving the way for more housing development on school lands including The Teacher Housing Act of 2016, AB 1157: Teacher Housing (2017), Building Homes and Jobs Act (2017), and AB 2295 (2022) which empowers school districts in California to utilize low-income housing tax credits to develop affordable housing for teachers and other school employees on district-owned vacant land; and

WHEREAS, on April 19, 2023 the County Board of Education adopted Resolution No. 32-22/23 recognizing the need for education workforce housing in Contra Costa County and supporting efforts to increase affordable housing options for the education workforce living in the County; and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Pinole supports the County Board of Education's efforts to increase affordable housing options for the educational workforce living in the County and commits to partnerships and collaborations to address this issue through the implementation of the programs, policies, and actions outlined in the City's Housing element.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **16th** day of **May, 2023**, by the following vote:

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

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **16th** day of **May, 2023**,

Heather Bell, CMC
City Clerk

**CONTRA COSTA COUNTY BOARD OF EDUCATION
RESOLUTION TO PROMOTE THE DEVELOPMENT OF EDUCATION WORKFORCE
HOUSING IN CONTRA COSTA COUNTY**

Resolution #32- 22/23

WHEREAS, due to severe teacher/educator shortages, the Contra Costa County Board of Education, representing the five areas of Contra Costa County, including all 18 school districts, believes all students deserve the highest quality education, which shall include attracting and retaining the best, brightest and most qualified teachers and support staff.

WHEREAS, according to a recent UC Berkeley study entitled *Education Workforce Housing in California: Developing the 21st Century Campus* ([Education Workforce Housing in California](#)) the growing interest in building workforce housing comes amidst two intertwined crises in California: Strong challenges in teacher recruitment and retention, and challenges which stem from low salary and benefits.

WHEREAS, nationally, 35 percent of educators are considered rent-burdened, the problem is especially pronounced in California where teacher salaries have been unable to keep up with the worsening housing crisis as costs to rent and buy homes soar across the state. Nationally, 35 percent of teachers are considered rent-burdened, defined as paying more than 30 percent of their income as rent, and the problem is even more pronounced among Black and Latino teachers, according to the report.

THEREFORE, BE IT RESOLVED, that existing county and school district vacant property may be utilized to build housing for teachers and school staff, and that local leaders may work with the Contra Costa County Building and Construction Trades Council to ensure a Project Labor Agreement (PLA) is agreed upon prior to financing the work and through the construction of workforce housing LEAs can provide the opportunity for apprentices enrolled in State of California approved Joint Apprenticeship & Training Committee (JATC) programs to further their educational goals.

BE IT FURTHER RESOLVED, that the Contra Costa County Office of Education; the Contra Costa County Board of Education Trustees; the 18 Contra Costa County district school Boards; the many city mayors and city councilmembers; Contra Costa Building and Construction Trades Council and the Contra Costa County Board of Supervisors may all promote and lead the way to workforce housing for teachers and education staff through partnerships and collaborations. We, the undersigned do agree with this resolution and encourage its passage.

Ayes:

Noes:

Abstain:

Absent:

Passed and Adopted April 19, 2023

President, Board of Education



CITY COUNCIL REPORT

9G

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: JEREMY ROGERS, COMMUNITY SERVICES DIRECTOR

SUBJECT: LETTER OF SUPPORT FOR UNITED STATES DEPARTMENT OF
TRANSPORTATION FUNDING FOR EAST BAY REGIONAL
PARK DISTRICT TRAIL EXPANSION PROJECTS

RECOMMENDATION

Staff recommends that the City Council consider approving a letter of support for U.S. Department of Transportation funding for East Bay Regional Park District trail expansion projects.

BACKGROUND

At its meeting of April 4, 2023, the City Council approved as a future agenda item a letter of support for funding from the United States Department of Transportation to the East Bay Regional Park District for the Bay Trail to be extended to Point Pinole.

The attached letter will show support for the East Bay Regional Park District's 2023 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application for \$19,940,000. This grant submission is intended to connect East Bay communities sustainably and equitably across 33 cities and two counties.

The East Bay Regional Park District (Park District) manages 200 miles of paved active transportation trails serving 2.8 million East Bay residents. With an expansive network in high demand – up to a 50% increase in use during the Covid-19 pandemic – it is a timely need for the Park District to have sufficient resources aimed at expanding the system. In 2010, the Park District received a highly competitive Federal TIGER II grant of \$10.2 million to close gaps in this non-motorized transportation network.

As the East Bay population continues to increase, the Park District is preparing innovative and equitable solutions to address the need for safe, environmentally friendly transportation. Traffic congestion is a high priority for many East Bay residents. With dramatic weather conditions affecting shorelines, the Park District recognizes the role its trail network can play in addressing the impacts of sea level rise with safe, climate friendly Bay and Delta trail infrastructure.

This letter is in support of RAISE grant funding for the following proposed projects:

1. Oakland Bay Trail Extension

Project: Construction of a .1-mile paved multi-use connection from East Oakland to the new Brooklyn Basin development and the San Francisco Bay Trail.

Partners: Port of Oakland and City of Oakland

Community Benefits: The Brooklyn Basin was originally part of the Port of Oakland and is now being converted into homes and businesses. This trail will link the Basin to the Fruitvale neighborhood of Oakland and into East Oakland. This new connection will allow cyclists and pedestrians to access businesses and retail or use the Bay Trail for active transportation and health. The proposed project is located in a census tract for which 19% of the population lives below poverty (2019 American Community Survey).

2. Iron Horse Trail Extension – Concord to Benicia Bridge:

Project: Construction of a .25-mile paved multi-use trail extension of the Iron Horse Trail – Marsh Drive to Imhoff Drive. The project includes a safe signalized crossing and safety improvements of Marsh Drive.

Partners: Contra Costa County Flood Control and Water Conservation District

Community Benefits: This is a key extension of the 34-mile paved trail paralleling Interstate-680. It would extend a previously funded TIGER II trail corridor. The Iron Horse Trail, designated as a National Millennium Trail in 2000, is one of the nation's great Rails-to-Trails success stories. Located primarily within an abandoned rail corridor, the trail attracts over a million users per year along 34 miles of completed trail. It connects to four BART stations, 19 schools, one community college and multiple business parks – including headquarters for Chevron, AT&T, Kaiser Permanente and Shaklee.

3. Richmond Bay Trail Extension:

Project: Construction of a .9-mile paved multi-use extension of the San Francisco Bay Trail from Pinole Point Business Park in Richmond – where companies including Amazon, Whole Foods and UPS distribution centers are located – to Point Wilson providing a connection to the Regional Intermodal Transportation Center (RITC) and Pinole Shores railroad overcrossing – two active transportation projects previously funded by TIGER II.

Partners: City of Richmond and Contra Costa Transportation Authority

Community Benefits: The trail would connect to three modes of public transportation – rail, ferry and bus – at one convenient location along the waterfront in a growing community located at the San Pablo Bay shoreline. The trail also connects to the Bio-Rad Laboratories campus. This trail segment has regional transportation benefits because it would complete the San Francisco Bay Trail between the City of Oakland and the City of Hercules.

4. George Miller Regional Trail to Martinez Intermodal Station Extension

Project: This project is a .5-mile paved multi-use trail extension of the San Francisco Bay Trail. It connects the TIGER II funded segment of the Bay Trail named after former U.S. Representative George Miller to the

downtown Martinez intermodal station. The project includes pedestrian safety improvements to the at-grade railroad crossing of Berrellesa Street in Martinez.

Partners: Contra Costa County, Union Pacific Railroad and City of Martinez

Community Benefits: The project will provide direct access to Amtrak, the Capitol Corridor commuter rail service to Sacramento, and regional bus service for the residents of Port Costa and Crockett – as well as providing improved connectivity to the intermodal station for Martinez residents. Completing this gap will create public health, economic and social equity benefits for residents within low-income communities, in addition to enhancing the mobility opportunities for residents.

5. Marsh Creek Trail Extension:

Project: The three-mile paved multi-use extension of the Marsh Creek Trail from a parkway in Brentwood, next to businesses and the Los Medanos College Brentwood Center reside, through Marsh Creek State Historic Park to Round Valley Regional Preserve.

Partners: California Department of Parks and Recreation, Contra Costa County Flood Control and Water Conservation District and Contra Costa County

FISCAL IMPACT

There would be no direct fiscal impact to the City created by submitting a letter of support.

ATTACHMENTS

- A. City of Pinole Letter of Support for United States Department of Transportation funding



ATTACHMENT A

CITY OF PINOLE

City Hall
2131 Pear Street
Pinole, CA 94564

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

May 16, 2023

Sabrina Landreth
General Manager
East Bay Regional Park District
2950 Peralta Oaks Court
Oakland, California 94605

RE: Support for East Bay Regional Park District DOT RAISE Grant Application

Dear General Manager Landreth:

On behalf of the City of Pinole, we are writing to express our support for the East Bay Regional Park District's 2023 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application for \$19,940,000. This grant submission is intended to connect East Bay communities sustainably and equitably across 33 cities and two counties.

The East Bay Regional Park District (Park District) manages 200 miles of paved active transportation trails serving 2.8 million East Bay residents. With an expansive network in high demand – up to a 50% increase in use during the Covid-19 pandemic – it is a timely need for the Park District to have sufficient resources aimed at expanding the system. In 2010, the Park District received a highly competitive Federal TIGER II grant of \$10.2 million to close gaps in this non-motorized transportation network.

As the East Bay population continues to increase, the Park District is preparing innovative and equitable solutions to address the need for safe, environmentally friendly transportation. Traffic congestion is a high priority for many East Bay residents. With dramatic weather conditions affecting shorelines, the Park District recognizes the role its trail network can play in addressing the impacts of sea level rise with safe, climate friendly Bay and Delta trail infrastructure. This letter is in support of RAISE grant funding for the following proposed projects:

1. Oakland Bay Trail Extension

Project: Construction of a .1-mile paved multi-use connection from East Oakland to the new Brooklyn Basin development and the San Francisco Bay Trail.

Partners: Port of Oakland and City of Oakland

Community Benefits: The Brooklyn Basin was originally part of the Port of Oakland and is now being converted into homes and businesses. This trail will link the Basin to the Fruitvale neighborhood of Oakland and into East Oakland. This new connection will allow cyclists and pedestrians to access businesses and retail or use the Bay Trail for active transportation and health. The proposed project is located in a census tract for which 19% of the population lives below poverty (2019 American Community Survey).

2. Iron Horse Trail Extension – Concord to Benicia Bridge:

Project: Construction of a .25-mile paved multi-use trail extension of the Iron Horse Trail – Marsh Drive to Imhoff Drive. The project includes a safe signalized crossing and safety improvements of Marsh Drive.

Partners: Contra Costa County Flood Control and Water Conservation District

Community Benefits: This is a key extension of the 34-mile paved trail paralleling Interstate-680. It would extend a previously funded TIGER II trail corridor. The Iron Horse Trail, designated as a National Millennium Trail in 2000, is one of the nation's great Rails-to-Trails success stories. Located primarily within an abandoned rail corridor, the trail attracts over a million users per year along 34 miles of completed trail. It connects to four BART stations, 19 schools, one community college and multiple business parks – including headquarters for Chevron, AT&T, Kaiser Permanente and Shaklee.

3. **Richmond Bay Trail Extension:**

Project: Construction of a .9-mile paved multi-use extension of the San Francisco Bay Trail from Pinole Point Business Park in Richmond – where companies including Amazon, Whole Foods and UPS distribution centers are located – to Point Wilson providing a connection to the Regional Intermodal Transportation Center (RITC) and Pinole Shores railroad overcrossing – two active transportation projects previously funded by TIGER II.

Partners: City of Richmond and Contra Costa Transportation Authority

Community Benefits: The trail would connect to three modes of public transportation – rail, ferry and bus – at one convenient location along the waterfront in a growing community located at the San Pablo Bay shoreline. The trail also connects to the Bio-Rad Laboratories campus. This trail segment has regional transportation benefits because it would complete the San Francisco Bay Trail between the City of Oakland and the City of Hercules.

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Project: This project is a .5-mile paved multi-use trail extension of the San Francisco Bay Trail. It connects the TIGER II funded segment of the Bay Trail named after former U.S. Representative George Miller to the downtown Martinez intermodal station. The project includes pedestrian safety improvements to the at-grade railroad crossing of Berrellesa Street in Martinez.

Partners: Contra Costa County, Union Pacific Railroad and City of Martinez

Community Benefits: The project will provide direct access to Amtrak, the Capitol Corridor commuter rail service to Sacramento, and regional bus service for the residents of Port Costa and Crockett – as well as providing improved connectivity to the intermodal station for Martinez residents. Completing this gap will create public health, economic and social equity benefits for residents within low-income communities, in addition to enhancing the mobility opportunities for residents.

5. **Marsh Creek Trail Extension:**

Project: The three-mile paved multi-use extension of the Marsh Creek Trail from a parkway in Brentwood, next to businesses and the Los Medanos College Brentwood Center reside, through Marsh Creek State Historic Park to Round Valley Regional Preserve.

Partners: California Department of Parks and Recreation, Contra Costa County Flood Control and Water Conservation District and Contra Costa County

Community Benefits: The project includes safety barriers near Marsh Creek Reservoir. It also provides a safe grade separated trail and wildlife crossing of the heavily used, high speed Marsh Creek Road in Contra Costa County.

We strongly support this application and respectfully request the Department of Transportation favorably consider the East Bay Regional Park District's application for funding.

Sincerely,

Devin T. Murphy
Mayor
City of Pinole



CITY COUNCIL REPORT

9H

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: OPTIONS FOR A CITY-SPONSORED JOB FAIR

RECOMMENDATION

Staff recommends that it survey Pinole businesses regarding their employee recruitment needs and return to Council with a proposal for a job fair to meet the businesses' needs.

BACKGROUND

At the December 20, 2022 Council meeting, Councilmember Tave requested a future agenda item regarding options for a City-sponsored job fair. This report provides a recommendation for considering a job fair focused on aiding Pinole businesses in connecting with job seekers.

REVIEW & ANALYSIS

A job fair is an event at which employers and recruiters give information to potential employees. Fairs can vary in size and scope and be performed in person or (more recently) online. Job fairs provide an opportunity for job seekers to connect with multiple employers at one time in a single location, and for employers to connect with multiple job seekers. At in person job fairs, each registered employer gets a booth or table at which they talk with job seekers who wish to learn more about the company, or are interested in submitting an application for a specific role. Some job fairs provide space for same day interviews and other screenings, and some even offer on the spot hiring. Job fairs can expedite hiring processes for both the employer and the employee and support the health of the local economy by strengthening the workforce. However, hosting a job fair is a large undertaking, requiring significant outreach, recruitment, and event planning. A budget is also required to support this effort. The City adopted an Economic Development Strategy in October 2022. It did not recommend that the City host job fairs, but did recommend that the City improve communication and coordination between employers and educators/trainers such that the educators/trainers were producing appropriately skilled workers (Initiative Six).

Objective of Job Fair

One of the first steps in planning a job fair is to determine the primary goal of the fair. The City must determine if the chief objective of the fair is to serve local businesses by helping them

identify applicants, or serve Pinole job seekers by helping them find employers. Although there is some overlap in those objectives, they do address different populations of employers and job seekers. City staff recommends that the focus of a City-sponsored job fair be helping local businesses connect with applicants.

To better understand local businesses' recruitment needs, staff recommends that it survey local businesses to determine if they are having any challenges finding qualified applicants, what positions and skills they are having trouble finding and filling, and whether they would find it useful and would participate in a City-hosted job fair if it focused on those positions and skills. Staff would make phone calls or site visits to businesses in order to increase participation in the survey.

Staff would evaluate the results of the survey to determine if there is enough demand for a City-hosted job fair, or if the needs of the businesses would be better met by another agency's job fair. For example, the Workforce Development Board of Contra Costa County (WDBCCC) and Contra Costa College regularly host job fairs. The WDBCCC hosts three job fairs a year; the fair for the West County area is scheduled for the fall or winter of 2023 at Contra Costa College. Staff proposes to return to the City Council to present the data and analysis of the survey and a recommendation for whether the City should host a job fair or simply promote job fairs hosted by other organizations. Staff anticipates that it will take a minimum of two to three months to develop survey questions, distribute the survey, conduct outreach for maximum participation, and analyze results.

FISCAL IMPACT

Staff estimates that the fiscal impact of a City-sponsored job fair focused on businesses in Pinole is approximately \$5,000 for basic advertising/promotion (\$3,000) and supplies (\$2,000). Other enhancements, such as a cash or gift card incentive for job seekers to attend the fair or a headshot photographer, would be analyzed during program design and budget recommendation. Additionally, approximately 200-250 staff hours are anticipated to be needed to plan, coordinate, organize, promote and conduct day-of/post- event activities. Staffing from Community Development, Finance, Public Works, Community Services, and the City Manager's Office would be required to assist with pre, day-of and post event activities.

ATTACHMENT(S)

None



CITY COUNCIL REPORT

91

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: ADOPTION OF RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH THE PUN GROUP FOR PROFESSIONAL AUDITING SERVICES FOR FISCAL YEARS ENDING JUNE 30, 2023 THROUGH JUNE 30, 2025, WITH THE OPTION TO EXTEND THE CONTRACT AT ONE-YEAR INTERVALS, NOT TO EXCEED A TOTAL OF TWO ADDITIONAL FISCAL YEARS

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution (Attachment A) that authorizes the City Manager to execute a contract with The Pun Group for professional auditing services for Fiscal Years (FY) ending June 30, 2023 through June 30, 2025, with the option to extend the contract at one-year intervals, not to exceed a total of two additional fiscal years.

BACKGROUND

At the end of each fiscal year, the City conducts an audit of its financial records. This work is performed by an external auditing firm that audits the City's financial statements to provide reasonable assurance that the financial statements are free from material misstatement and are fairly presented in accordance with generally accepted accounting principles.

It has been the City's practice to use a competitive selection process to hire a new firm every five years in accordance with Government Finance Officers Association best practices. For the past five fiscal years, Badawi & Associates has performed this work, most recently at a cost of \$40,875, for the fiscal year ending June 30, 2022.

The scope of work completed by the auditor includes:

- Examination and audit of official financial records and accounts, and internal controls of the City of Pinole and the Pinole Successor Agency;
- Preparation of the City's Annual Comprehensive Financial Report (ACFR), and Basic Financial Statements of the Pinole Successor Agency;
- Review of federally funded programs subject to the provisions of the Single Audit Act for compliance with federal funding standards and regulations;

- Preparation of the Agreed Upon Procedures for the City's Local Use Taxes (Measure S 2006 and 2014) consistent with assurances provided to the local electorate for collection and disbursement of tax receipts;
- Preparation of the Agreed Upon Procedures for the City's Appropriations Limit;
- Preparation of the City Financial Transactions and Street Reports for submission to the State Controller's Office.

REVIEW AND ANALYSIS

The current external auditor, Badawi & Associates, was initially awarded a three-year contract beginning with the audit for the fiscal year ending June 30, 2018. Subsequent to the award of that contract, two additional one-year contract extensions were awarded. Badawi & Associates has provided auditing services to the City for the last five fiscal years. The Government Finance Officers Association best practice is to change auditors at least every five years. Following that guideline, the City went through the competitive selection process to select new auditors beginning with the fiscal year ending June 30, 2023.

Staff issued a Request for Proposals (RFP) for Professional Auditing Services on March 6, 2023 seeking proposals from qualified firms of certified public accountants for auditing services for Fiscal Years (FY) ending June 30, 2023 through June 30, 2025, with an option to extend the contract at one-year intervals, not to exceed a total of two additional fiscal years. The RFP specified the scope of services to be performed and reports to be issued consistent with services provided by the current auditors. The RFP was posted on the City's procurement web page, the California Society of Municipal Finance Officers (CSMFO) RFP website, and the Public Purchase platform for four weeks. The City received a total of four proposals in response to the RFP.

All of the proposals submitted met the minimum requirements as specified in the RFP. Proposals were evaluated based on the qualifications of the firm, including staff education and background; audit approach, including project scope, sampling and analytical techniques, and technical and procedural efficiencies; references from other agencies; and fees.

The review team, consisting of the Finance Director, Accountant, and Accounting Specialist, evaluated the proposals and invited the top two firms with the highest scores to an interview. Of the two firms interviewed, staff agreed that The Pun Group is the most qualified to perform auditing services for the City. Also, The Pun Group was the lowest cost bidder of the four firms that submitted proposals. Therefore, staff is recommending that the City Council approve a contract to provide professional services for the fiscal years ending June 30, 2023 through June 30, 2025, with the option to extend the contract at one-year intervals, not to exceed a total of two additional fiscal years.

FISCAL IMPACT

The annual budget includes an appropriation for auditing services, which is funded by the General Fund and the Successor Agency Fund. City Council approval of the proposed contract will authorize budget appropriations for the next three fiscal years (the initial contract term) and the additional optional years, as follows:

Fund	Initial Contract Term Years 1-3			Optional Year 1	Optional Year 2
	2022-23	2023-24	2024-25	2025-26	2026-27
General Fund	\$38,750	\$39,912	\$40,049	\$41,251	\$42,488
Successor Agency Fund	1,750	1,803	1,857	1,912	1,970
Total (not-to-exceed)	\$40,500	\$ 41,715	\$41,906	\$43,163	\$44,458

A breakdown of the costs is provided on page 38 of the proposal (Attachment C).

ATTACHMENTS

A – Resolution

B – Consulting Services Agreement for Professional Auditing Services

C – Proposal from The Pun Group

RESOLUTION NO. 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE CITY MANAGER TO AWARD AND EXECUTE A CONTRACT WITH THE PUN GROUP FOR PROFESSIONAL AUDITING SERVICES FOR FISCAL YEARS ENDING JUNE 30, 2023 THROUGH JUNE 30, 2025, WITH THE OPTION TO EXTEND THE CONTRACT AT ONE-YEAR INTERVALS, NOT TO EXCEED A TOTAL OF TWO ADDITIONAL FISCAL YEARS

WHEREAS, the City of Pinole engages a professional auditing firm each year to audit its financial records, and those of the Pinole Successor Agency, to provide reasonable assurance that the City's financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles; and

WHEREAS, City staff issued a Request for Proposals (RFP) from qualified accounting firms to perform annual audits for the fiscal years ending June 30, 2023 through June 30, 2025; and

WHEREAS, four firms responded to the RFP and were confirmed as submitting responsive proposals; and

WHEREAS, after a detailed evaluation and scoring of each firm's proposal and qualifications, two firms were invited to be interviewed by City finance staff; and

WHEREAS, after interviewing the firms and checking references, staff is recommending that the City enter into a contract with The Pun Group in accordance with the scope of services and fees set forth in Exhibit B; and

WHEREAS, the proposed FY 2023/24 budget will include an allocation of \$40,500 for auditing services, and subsequent budgets will include allocations based on the fees set forth in Exhibit B; and

WHEREAS, the new agreement would be effective May 17, 2023 for auditing services for fiscal years ending June 30, 2023 through June 30, 2025, with the option to extend the contract at one-year intervals, not to exceed a total of two additional fiscal years.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole authorizes the City Manager to execute a three-year contract with The Pun Group for professional auditing services, in an amount not to exceed \$124,121 for the initial term, in a form approved by the City Attorney, and attached hereto as Exhibit A upon the associated scope of work and rates as follows in Exhibit B.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute the Agreement with The Pun Group substantially in the form presented in Exhibit A with minor revisions as shall be approved by the City Attorney.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **16th** day of **May, 2023** by the following vote:

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **16th** day of **May, 2023**

Heather Bell, CMC
City Clerk

CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF PINOLE AND
THE PUN GROUP

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and The Pun Group ("Consultant") (together sometimes referred to as the "Parties") as of May 17, 2023 (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 be for financial reporting for fiscal years ending June 30, 2023 through June 30, 2025, with the option to extend the contract at one-year intervals, not to exceed a total of two additional fiscal years, 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 \$124,121 for the initial three-year term, for all work 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, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
- The Consultant's signature.

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

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

2.4 **Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever

incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

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

- 2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule attached hereto as Exhibit B.
- 2.6 **Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit B, and shall not exceed _____ (\$ _____). 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 services under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance specified herein and maintain that insurance throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall be fully responsible for the acts and omissions of its subcontractors or other agents.

- 4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant in the amount required by applicable law. The requirement to maintain Statutory Workers' Compensation and Employer's Liability Insurance may be waived by the City upon

written verification that Consultant is a sole proprietor and does not have any employees and will not have any employees during the term of this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

- 4.2.1 General requirements. Consultant, Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence and FOUR MILLION DOLLARS (\$4,000,000) aggregate, combined single limit coverage for risks associated with the work contemplated by this Agreement.
- 4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) covering any auto (Code 1), or if Consultant has no owned autos, hired (code 8) and non-owned autos (Code 9). No endorsement shall be attached limiting the coverage.
- 4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:
- a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.
 - b. City, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds for liability arising out of work or operations on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired, or borrowed by the Consultant. Coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01.
 - c. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and non-contributing.
 - d. The policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.
 - e. Consultant agrees to give at least 30 days prior written notice to City before coverage is canceled or modified as to scope or amount

4.3 Professional Liability Insurance.

- 4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per occurrence or claim covering the Consultant's errors and omissions.
- 4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:
- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
 - b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.
 - c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of work under this Agreement.
 - d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

- 4.4.1 Submittal Requirements. Consultant shall submit the following to City prior to beginning services:
- a. Certificate of Liability Insurance in the amounts specified in this Agreement; and
 - b. Additional Insured Endorsement as required for the General Commercial and Automobile Liability Policies.
- 4.4.2 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 4.4.3 Deductibles and Self-Insured Retentions. Insurance obtained by the Consultant shall have a self-insured retention or deductible of no more than ONE HUNDRED THOUSAND DOLLARS (\$100,000).
- 4.4.4 Wasting Policies. No policy required herein shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).
- 4.4.5 Waiver of Subrogation. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be

necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

4.4.6 **Subcontractors.** Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein, and Consultant shall ensure that City, its officers, officials, employees, agents, and volunteers are covered as additional insured on all coverages.

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

4.5 **Remedies.** In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option: 1) obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; 2) order Consultant to stop work under this Agreement and withhold any payment that becomes due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof; and/or 3) terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

5.1 **General Indemnification.** To the fullest extent permitted by law, Contractor shall defend, indemnify and hold City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subcontractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of,

pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. This Section 5.1 shall survive any expiration or termination of this Agreement.

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

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Consultant No Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law. The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 Licenses and Permits. Consultant represents and warrants to City that Consultant and Consulting Services Agreement between
City of Pinole and The Pun Group

May 17, 2023
Page 8 of 17

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

- 7.5 **Pinole Business License.** Consultant shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to City proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until the City receives proof that Consultant has obtained a City of Pinole business license.
- 7.6 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

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

Section 8. TERMINATION AND MODIFICATION.

- 8.1 **Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

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

- 8.2 **Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall be specified in writing by the City. Consultant understands and agrees that if City issues such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized

by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 **Amendments.** The parties may amend this Agreement only by a writing signed by all the parties.
- 8.4 **Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City.
- 8.5 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall included, but not be limited to, the following:
- 8.6.1 Immediately terminate the Agreement;
 - 8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
 - 8.6.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and

agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.

- 9.2 **Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 **Inspection and Audit of Records.** Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

- 10.5 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 Use of Recycled Products. Consultant shall endeavor to prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest. Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

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

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

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

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

Initialed by City Attorney's Office

- b. In accomplishing the scope of services of this Agreement, Consultant(s) will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following Consultant(s) shall be subject to the Disclosure Category "1-5" of the City's Conflict of Interest Code:

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

- 10.9 **Contract Administration.** This Agreement shall be administered by _____ who shall act as the City's representative. All correspondence shall be directed to or through _____ or his or her designee.

- 10.10 **Notices.** Any written notice to Consultant shall be sent to:

Any written notice to City shall be sent to:

- 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

Kenneth Pun, CPA, CGMA, Managing Partner

Consultant's City of Pinole Business
License #: _____

Attest:

Heather Bell, City Clerk

Approved as to Form:

Eric S. Casher, City Attorne

EXHIBIT A

SCOPE OF SERVICES

The Consultant's scope of services will be the scope of work listed on pages 23-24 of the Consultant's proposal of April 3, 2023 and any modifications or additions agreed to by the Parties.

EXHIBIT B

COMPENSATION SCHEDULE AND HOURLY FEES

The fees charged by the Consultant for work performed shall not exceed the amounts shown in the schedule of professional fees and expenses on page 38 of the Consultant's proposal of April 3, 2023.

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.

CITY OF PINOLE

Kenneth H. Pun, CPA, CGMA

Managing Partner
2121 North California Blvd., Suite 290
Walnut Creek, CA 94596
(949) 777-8801 | ken.pun@pungroup.cpa

April 3, 2023

PROPOSAL

Professional Auditing Services





Kenneth H. Pun, CPA, CGMA
Founder & Managing Partner

WHY CHOOSE THE PUN GROUP LLP?

“ The Pun Group’s most valuable asset is our people, they and their deep experience drive our every interaction with clients. ”

- Big firm expertise, small firm values
- Personal attention meets technical expertise
- A unique firm culture
- Innovation embraced
- Achievable plans to move your organization forward

The Pun Group LLP is recognized for its professionalism, integrity and for providing clients with practical solutions unique to their circumstances and issues. You will receive a superior level of service and a quality audit.

Thank You!

Thank you for allowing us to submit our qualifications to provide you with Professional Auditing Services.

A handwritten signature in black ink that reads "The Pun Group, LLP". The script is fluid and cursive.

The Pun Group LLP
Certified Public Accountants and Business Advisors

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The Pun Group Wins 2023 “Best of Accounting” Award



The Pun Group LLP is proud to have won 2023's Best of Accounting® award from ClearlyRated for providing superior service to its clients.

Winners of such awards have proven to be industry leaders in service quality based entirely on ratings provided by their clients. On average, clients of 2023 Best of Accounting winners are 70% more likely to be satisfied than those who work with non-winning firms.

"I am pleased to introduce the 2023 Best of Accounting winners alongside their validated service ratings on ClearlyRated.com," said ClearlyRated's CEO, Eric Gregg. "These firms have demonstrated a remarkable commitment to delivering amazing experiences, despite another year of upheaval and macroeconomic uncertainty. Hats off to these service leaders - it's truly an honor to recognize and celebrate their achievements."

The Pun Group LLP received satisfaction scores of 9 or 10 out of 10 from 94.1% of their clients, significantly higher than the industry's average of 50%.

Our firm excelled in five key areas: Responsiveness, Quality, Value, Needs Understanding, and Proactive Approach.

About ClearlyRated

Rooted in satisfaction research for professional service firms, ClearlyRated utilizes a Net Promoter® Score survey program to help professional service firms measure their service experience, build an online reputation, and differentiate on service quality.

“

“Excellent customer service and staff and partners are expert in their fields.”

Lani H.

State and Local Government Client

“

“The Firm has consistently exceeded our expectations as client.”

Clint O.

State and Local Government Client

“

“We started using Pun Group when the pandemic first started two years ago so had a little apprehension about doing everything remotely with a new firm. But the audit went very well and was completed on time without problem.”

Kevin W.

State and Local Government Client

“

“An excellent partner and amazing service.”

Jim T.

Private Sector Client



2121 North California Blvd., Suite 290
Walnut Creek, California 94596



www.pungroup.cpa



April 3, 2023

City of Pinole
Markisha Guillory, Finance Director
2131 Pear Street
Pinole, California 94564

Re: RFP for Professional Auditing Services

Dear Sir or Madam:

Please allow us to introduce our Firm and share our qualifications and proposed services plan for the City of Pinole (the "City") according to your Request for Proposals for Professional Auditing Services for the fiscal years ending June 30, 2023 through June 30, 2025, with an option to extend the contract at one-year intervals, not to exceed a total of two additional fiscal years.

The Pun Group LLP (the "Firm") has the knowledge and experience necessary to become the City's next public accounting firm and the work plan to ensure a smooth process.

This letter is an acknowledgment of the Firm's understanding of the work to be performed. We are offering our commitment to deliver all of the required work, complete the audit, and issue the necessary auditor's reports within the periods outlined by the City. No subcontractors will be utilized for this engagement.

The Pun Group is the right choice for the City of Pinole because:



We Understand the Demographics and Your Needs. The Pun Group is reputable for its governmental practice. We are the principal auditors for cities in California such as Bell, Fresno, Gilroy, Hercules, Lakewood, Madera, Montebello, Monterey, Napa, National City, Palm Springs, Salinas, San Mateo, Santa Clarita, Stockton, Tracy, and several others. Accordingly, the proposed engagement team has a deep understanding of the current issues that municipalities are facing, such as varying demographics, economic environments, and the constantly changing landscape of laws and regulations.



Recognized Leader in the Governmental Industry. We are a small national Firm with licenses in the States of California, Arizona, and Nevada and a proven leader in professional services to the government sector. All key engagement team professionals are licensed to practice as Certified Public Accountants and meet the Continuing Professional Education requirements under US GAO's Government Auditing Standards to perform the proposed audits. The partners and all employees proposed to perform the requested services do not have a record of substandard audit work nor have any outstanding claim of substandard practice or unsatisfactory performance pending with the State Board of Accountancy or other professional organizations. In addition, we are members of the national AICPA Audit Quality Center.

We strongly believe that part of our success is credited to our professionals' participation in various industry-leading organizations. Such affiliations are critical to addressing emerging accounting and auditing issues within the industry environment.



You'll Work with a Team that Embraces Innovation and Continuous Improvement. Our Firm is committed to continuous improvement as it relates to service delivery. We embrace innovation and identify areas of technological enhancements in our audit and project management approaches. For example:

Secure Data File Transfer System. In order to improve audit efficiency, workflow management software plays an essential role between your organization and our engagement team. We employ a secure data file transfer system called Suralink. Suralink's dynamic request list is integrated with our secure file hosting system for seamless document-request coordination, including the upload of large-size files. It means all our requests are in one place, updated in real-time, and accessible by everyone working on the engagement. Not only makes the operation more cost-efficient, but it also enables you and your team to spend your time getting the job done, not reconciling a messy list of outstanding items. In addition, Suralink's dashboard allows you to visualize the process of document-request fulfillment.

AI Auditor. The Pun Group leverages the technology and research tools required to provide excellent services to its clients. With the usage of Artificial Intelligence (AI) technology, the Firm is capable of issuing all reports requested faster than other audit firms without exposing the City to unnecessary risks.

Remote Auditing Capability. Remote working arrangements have suddenly become the "new normal" in these trying times. Our Firm has deployed top-notch technology and fully transitioned to "remote auditing," offering our clients the quality services they deserve while being fully "remote" or operating in a "hybrid" schedule. "On-site" audits are still the Firm's preferred method, and we'll continue to offer and promote those as well.



Knowledge is Shared with You. As part of our pledge to keep you updated on new technical accounting and financial issues, we implemented our 2023 *Virtual* Government Accounting Conference, which qualifies for up to 15 hours of CPE – nearly double what other firms offer. These online sessions are free of charge and part of the service package provided to you. More details and dates can be found on the "*Client Training Webinars*" topic under this proposal.

The Pun Group is proud of its inclusive values and is an avid promoter of equality and diversity. In addition, the Firm is an equal-opportunity employer and complies with all federal and state hiring requirements. We're proud of supporting affirmative-action philosophies and work hard to provide opportunities for self-enhancement to members of disadvantaged groups.

This proposal is a firm and irrevocable offer valid for sixty (60) days following the closing date for the receipt of all proposals.

Finally, we would like to emphasize one additional point: **We want to earn your trust and your business!** We are confident that the energetic and experienced team we have assembled is the right one for the City.

Our commitment to serving the City of Pinole cannot be adequately conveyed in a letter, and I look forward to continuing the discussion with you. I'm assigned as your primary contact for contract negotiations and stand steadfast to serve as your engagement/lead partner. I'm also authorized to legally bind the Firm. Should you have any questions or wish to discuss this proposal, please do not hesitate to contact me at (949) 777-8801 or by email at ken.pun@pungroup.cpa.

Sincerely,

Kenneth H. Pun, CPA, CGMA | Managing Partner | The Pun Group LLP
2121 North California Boulevard, Suite 290, Walnut Creek, California 94596

Summary of Firm's Qualifications

The Pun Group LLP, Certified Public Accountants, and Business Advisors, founded in 2012, is a limited liability partnership. We are a full-service accounting firm comprised of fifty professionals providing auditing, accounting, and advisory services to our clients.

The Firm has become one of the “Top Accounting Firms” in Orange County according to the Orange County Business Journal and is also on the list of CalCPA Top 150 firms.

The combination of our hands-on experience and practical knowledge exercised by our audit professionals makes the Firm unique in our field. Our technical expertise and thorough understanding of current regulations and issues—along with the Firm's commitment to hard work, integrity, and teamwork in every engagement—enable us to help our clients succeed.

Our Partners' Group—which includes Kenneth Pun, Frances Kuo, Andrew Roth, Coley Delaney, Vanessa Burke, John Georger Jr., Gary Caporicci, and Jim Fritzsche — provides auditing, accounting, and advisory services to numerous governmental entities throughout the United States. With more than two hundred years of combined experience in the industry, we have become a trusted business partner and are well-respected as leaders in the industry in one of the fastest-growing firms. With nearly 100 government and not-for-profit audit clients, our Partners have a real passion for the industry and believe we are unmatched in our municipal experience. The firm also meets professional standards generally accepted in the United States of America and the standards applicable to financial audits contained in ‘*Government Auditing Standards*’ issued by the Comptroller General of the United States.

The Firm's headquarters are located in Orange County, California, with five branches in San Diego, Walnut Creek, Sacramento (California), Las Vegas (Nevada), and Phoenix (Arizona).

The *Walnut Creek* office, located at 2121 North California Boulevard, Suite 290, Walnut Creek, California 94596, will perform the requested services for the City. However, we may assign additional staff from our other offices to the engagement at no extra cost to the City. No subcontractors will be used in this engagement.

Global Capabilities

The Pun Group LLP is an independent member of Allinial Global, an association of over 100 independent accounting and consulting firms. Based in North America, Allinial Global offers international support by connecting its member firms to providers and global networks of accounting firms worldwide.

OUR FIRM AT A GLANCE



50 full-time auditing, accounting, tax and advisory professionals



One of the fastest growing firms serving California, Nevada and Arizona



Client retention rate: 90 – 95%



6 offices across 3 states



OUR AFFILIATIONS



Full-Time Government Auditors

As full-time government auditors, we understand that governmental entities do not operate independently but in an increasingly complex web of local, state, and federal relationships. We know how these relationships work, what they mean at the local level, and how every public organization's focus on resource management is critical to success.

Also, while many accounting Firms can provide services, not all can build an excellent working relationships with their clients. The Pun Group ^{LLP} prides itself on developing lasting, personal relationships with our clients. Our hands-on partner involvement and low personnel turnover are crucial tools to our success and are highly beneficial to the City.

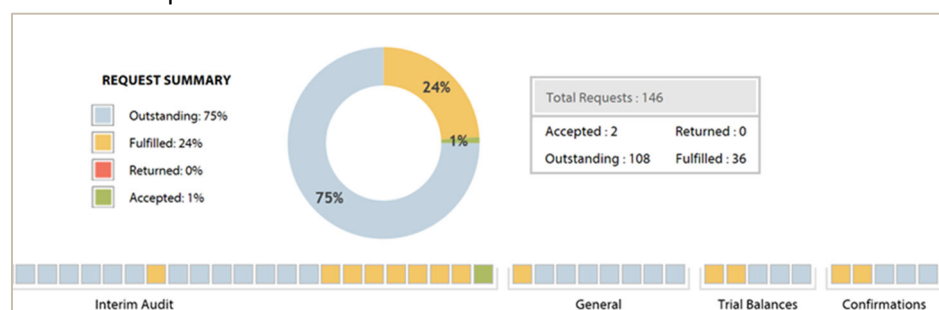
Local Office's Information Technology (IT) Audit Capabilities

The Pun Group ^{LLP} continues our efforts to invest in our IT system to enhance our security further and promote audit efficiency.

Top security for your data is the key to our success. When we have your data virtualized, our Firm takes all the preventive steps to avoid putting your information at risk. Our In-House IT administrator maintains our server to ensure our IT environment is continuously updated with the latest security fixes. Through VPN and Microsoft Remote Desktop, our In-House network administrator can lock down files and system access from a single point, limiting the ability of remote sites to take data from our server.

Access to systems from anywhere and anytime. With more mobility being the norm rather than the exception, our engagement team needs robust access to the engagement files when they are working in your office. Accounting and Auditing Software applications are installed in our "Private" server and can be securely accessed through VPN and Microsoft Remote Desktop. The Firm uses CCH ProSystem fx® Engagement for audit documentation, which allows real-time synchronization of the work papers and instant collaboration quality control review.

Secure Data File Transfer System. In order to improve audit efficiency, workflow management software plays an essential role between your organization and our engagement team. We employ a secure data file transfer system called *Suralink*. *Suralink*'s dynamic request list is integrated with our secure file-hosting system for seamless document-request coordination. It means all our requests are in one place, updated in real-time, and accessible by everyone working on the engagement. As a client, you no longer have to manually maintain a spreadsheet amongst several people, only to repeat the process in a day or two. Not only makes the operation more cost-efficient, but it also enables you and your team to spend your time getting the job done, not reconciling a messy list of outstanding items. The *Suralink* dashboard, as shown below, allows you to visualize the process of document-request fulfillment.



BIG FIRM EXPERTISE. SMALL FIRM VALUES.

Our professional backgrounds at major national firms showed us how to solve complicated business and accounting challenges, but the sense of personal connection was missing.

We launched The Pun Group because we believe every client deserves to work with experienced business advisors and CPAs who have the time – and take the time – to create an authentic connection. Every client is our top priority!



A UNIQUE CULTURE.

"Personalization" is not just a buzzword – it's part of our firm's culture. We take a personal approach to everything we do. We collaborate with our clients, so they're always part of the process. We listen to our staff to make sure they have the right support and resources to do a great job. Getting to know others and discovering how we can serve them better is not just a sign of good business practices; it's a sign of good people.



INNOVATION EMBRACED.

New ideas keep you ahead of the game. From leveraging the value of emerging technologies to further refining trusted processes, we adopt proven solutions to meet your needs.



WHERE YOU GO, WE GO. WHERE YOU GROW, WE GROW.

Our success is defined by how you achieve yours. Partner with accomplished accounting and financial professionals who are laser-focused on taking your business to the next level.

Our Services

Our partners and seasoned professionals are always available, guiding clients through their periods of rapid growth as well as difficult times. We are able to do that by offering a portfolio of accounting services that are as diverse as the jurisdictions and entities themselves. The Pun Group LLP has successfully provided professional auditing, accounting, financial reporting, and management advisory/consulting services to a broad spectrum of governmental entities.



ASSURANCE

- Financial statements audits
- Compliance audits
- Performance audits
- Internal audits
- Service organization controls audits



ADVISORY

- Operational reviews/risk advisory services
- Forensic investigation
- Financial condition analysis
- Organizational structure review
- Cash flow analysis
- Debt restructuring consultation
- Litigation restructuring consultation



OTHER SERVICES

- Assistance with the preparation and review of the Annual Comprehensive Financial Report
- Government property lease excise tax compliance review
- Sub-recipient monitoring
- Implementation of new GASB pronouncements
- Audit readiness services
- Contract Finance Director/Accountant services

Cannabis Compliance Services

Many cities have authorized commercial cannabis to operate within their local jurisdiction. Compliance issues are common in California's newly regulated cannabis industry, which is no surprise given the complexity of the state's regulatory landscape.



The Pun Group LLP has developed a platform to guide government agencies and commercial enterprises through the new and challenging steps in this emerging market. We have partnered with *Simplifya*, which has developed a cloud-based government agency/licensee compliance solution. *Simplifya*, headquartered in Denver, Colorado, and at the forefront since legalization in Colorado, has been an industry leader in commercial cannabis compliance since 2016. This new software allows government agencies to monitor their licensees at every stage of the approval process, from initial licensing to renewal and continuing disclosure requirements. Your communities demand that these new cannabis businesses operate based on the ordinances that you have passed. We can help ensure businesses are working in compliance, and when they are not, your team receives an immediate notification.

The Pun Group LLP has proven itself as a leader in the assurance and advisory field in the government arena. With the addition of *Simplifya* to our service offering, we have strengthened our position as a leading firm to help with your compliance needs and in unconventional areas as they emerge.

Who We Are

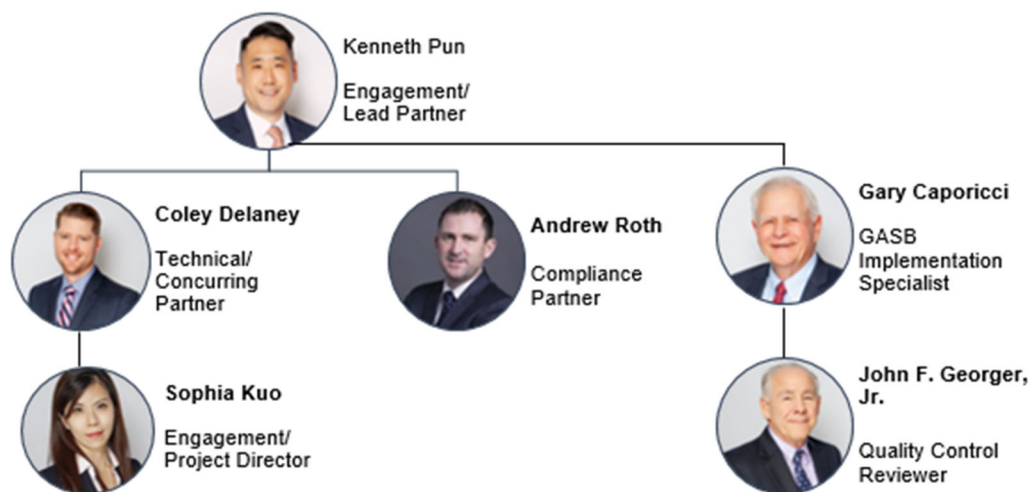
The engagement team was carefully selected to provide the City with all the services needed to successfully complete the audit. Your assigned Engagement and Technical Partners will be personally involved in the project, leading a team that has significant experience in *governmental auditing*. You can be confident that our broad experience and technical capabilities will allow us to provide technical support, interpret findings, and offer practical solutions to any issues that may arise.

About Your Engagement Team

The personnel assigned to this engagement are fully qualified to perform an effective audit of the City, and their extensive experience will be critical to the audit process. Our professionals are familiar with the complexities of governmental accounting, auditing, and financial reporting, including but not limited to all GASB pronouncements, the Single Audit Act, Uniform Guidance (formerly known as OMB Circular A-133), and fund operations. They have held positions as professional certified public accountants, as well as holding significant roles within and outside of government agencies. Such qualities will bring to an entity like the City of Pinole the thought leadership, quality, and level of experience it requires. Examples of our professional's experience with Redevelopment Agencies and Single Audit are being presented in the "Written Proposal" section.

Because of the "familiarity threat" under the professional audit and independence standards that may exist in long-term relationships with audit firms, the Firm is committed and has sufficient resources to rotate engagement partners, managers, and or supervisors assigned to the City's audit with personnel with similar or higher qualifications and experience in order to overcome this threat.

If the Firm changes key personnel, we will provide the City with a written notification. **Engagement partners, managers, and specialists will only be changed with the express prior written permission from the City.** Audit personnel may be replaced only by those with similar or better qualifications and experience.



Full resumes of the following key engagement team members are presented in the *Appendices* section of this proposal.



Kenneth H. Pun, CPA, CGMA | Engagement/Lead Partner

Kenneth Pun is the Managing Partner and an Assurance Partner at the Firm. With over twenty-one years of public accounting experience in the state and local government sector, he specializes in audits, management, and consulting for governmental organizations. Mr. Pun served as the Contract Deputy Finance Director for the City of San Marino in 2017. He has served as the Chair of the California Society of CPAs Governmental Auditing Accounting Committee. He is a Certified Public Accountant and a Chartered Global Management Accountant.

Mr. Pun will actively serve as the Engagement/Lead Partner overseeing the Engagement Team, developing the audit plan, reviewing fieldwork for quality, approving final reports, and communicating with the Finance Department. He will also be responsible for the timely delivery of all services for the City.



Coley Delaney, CPA | Technical/Concurring Partner

Coley Delaney is a Partner within The Pun Group, LLP's Assurance division. In his fifteen (15) years of accounting and auditing experience. He has performed audits and other attestation services for several governmental agencies throughout California, including cities, counties, transportation agencies, public financing authorities, housing authorities, redevelopment agencies, and special districts. He is a Certified Public Accountant.

Mr. Delaney will act as the Technical/Concurring Partner and provide a second partner review of the financial statement audit, significant high-risk areas, other audit reports, and resolution of significant accounting, auditing, and reporting matters.



Andrew Roth, CPA | Compliance Partner

Andrew Roth is a Partner within the Firm and will serve as the primary point of contact for your team. He holds an Advanced Certification in Single Audits through the AICPA. Andrew draws more than a decade of governmental and not-for-profit experience in the areas of financial audit and reporting under governmental and financial accounting standards, evaluation of internal controls under the Committee of Sponsoring Organizations of the Treadway Commission (COSO) Integrated Framework, the performance of Single Audits under the Uniform Guidance, subrecipient monitoring of Federal Grants, corporate financial reporting, data analytics, and exempt taxation. He is a Certified Public Accountant.

Mr. Roth will lead the audit team in all compliance-related matters, including the Uniform Guidance and Single Audit, and reports issued under specific laws and regulations.



John ("Jack") F. Georger, CPA, CIA, CGMA | Quality Control Reviewer

Throughout his forty years of experience, Mr. Georger has spent many years in the "Big 4" and national firms. He worked diligently alongside numerous governmental municipalities, including cities, counties, and transportation agencies, as well as not-for-profit entities, providing clients with financial and compliance auditing as well as consultation services. Mr. Georger annually instructs over 300 hours in accounting and auditing subjects and has authored training material in governmental accounting and auditing for the AICPA. Mr. Georger is also the technical reviewer of the CCH Knowledge-Based Audits™ of State and Local Governments with Single Audits, GAAP Guide (FASB), and Governmental GAAP Guide (GASB), the gold standard for audit firms throughout the United States. As the Chief Quality Officer in our Firm, he advises clients with their complex accounting questions and supports the engagement team with audit issues. He is a Certified Public Accountant, a Certified Internal Auditor, and a Chartered Global Management Accountant.

Mr. Georger is responsible for reviewing all reports issued by the Firm to ensure the utmost quality and compliance with professional standards and the final quality-control assessment within the engagement.


Gary M. Caporicci, CPA, CGFM, CFF | GASB Implementation Specialist

Gary Caporicci is an appointed member of the State Controller's Retirement Advisory Committee. Mr. Caporicci is a leading expert and has authored and taught several courses for CalCPA and AICPA on GASB 68, *Accounting and Financial Reporting for Pensions*, and GASB 75, *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*. As an assurance partner with over forty years of experience, Mr. Caporicci has performed financial, compliance audit, and consultation services to government clients, including cities, counties, transportation agencies, and school districts, as well as various not-for-profit entities. He is a Certified Public Accountant, a Certified Government Financial Manager, and Certified in Financial Forensics.

Mr. Caporicci will utilize his expertise in providing advice and consultation during the implementation of the new GASB standards.


Sophia Kuo, CPA, M.B.A. | Engagement/Project Director

Sophia Kuo is an Assurance Services Director in the Firm who holds an Advanced Certification in Single Audits through the AICPA. She possesses extensive auditing experience, including cities, counties, special districts, and not-for-profit entities. She will work closely with the engagement partners directing and supervising the audit team in its daily activities and tasks. She is a Certified Public Accountant and possesses a MAcc in Accounting and an M.B.A. in Business Administration.

Ms. Kuo will serve as the primary point of contact for your team and will work to ensure the services are conducted within the deadlines and will provide updates on our team's progress to the partners and you.

Continuing Education and Professional Development

Because of our commitment to providing the highest quality of services to the City, we provide our professionals with technical training to ensure our people stay current on topics within the industry sectors and better equip themselves to serve our clients.

All professionals are required to obtain continuing education that exceeds the requirements of the American Institute of Certified Public Accountants (AICPA) and, where applicable, *Government Auditing Standards*. Our professionals participate in continuing education programs through the following means:

- Governmental Accounting and Auditing Conference sponsored by AICPA.
- Webinar sponsored by AICPA Government Audit Quality Center.
- Annual Conference sponsored by California Society Municipal Finance Officers.
- Governmental Accounting and Auditing Conference sponsored by CalCPA.
- The Pun Group in-house training on government-specific topics, including but not limited to: GASB updates, Government Auditing Standards Revision, Fraud in State and Local Governments, COSO Internal Control-Integrated Framework, Audit of State and Local Governments, Single Audit, and Mindbridge AI Auditors™.



In 2022, our government professionals received an average of 52 hours of continuing professional education, compared with the 40 hours of accounting industry requirement.

By expanding our knowledge through these seminars/conferences, we can provide the right solutions to our clients.

Staff Continuity

The Pun Group LLP is committed to maintaining staff continuity throughout audit engagements, and we can assure you that the partners assigned to this audit will be involved throughout the entire contract term.

While we cannot guarantee that our staff-level members will stay with the Firm, we encourage loyalty by paying competitive wages, offering opportunities for promotion, using state-of-the-art equipment, and providing excellent working conditions. Also, we offer benefits, including retirement plans, medical plans, profit-sharing programs, and continuing education.

Quality-Control System

Our Firm meticulously monitors the quality and contents of our reports. The Pun Group LLP is 100% committed to providing only the highest grade of work possible for our clients and for those who rely on our audits. The Firm strives to exceed professional industry standards because of the continuing respect for our clients and our emphasis on creating long-lasting relationships. The Pun Group LLP works exclusively with those who share the same moral integrity and values. Our quality-control system has been crafted with excellence in mind. It not only meets AICPA standards but also matches our own elevated standards, which include following various professional development activities.

Peer Review

Being a member of the American Institute of Certified Public Accountants (AICPA), The Pun Group LLP is required to obtain an independent peer review of our audit and accounting practice every three (3) years. The peer reviewer assessed the Firm's quality-control policies, reviewed administrative records, interviewed professional personnel, and inspected the Firm's working papers and reports from a representative sample of accounting and auditing engagements, including governmental audits. The reviewer concluded that the Firm fully complied with the AICPA's stringent standards for quality control and issued a peer review rating of "Pass."

A copy of our most recent peer review is presented.



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Report on the Firm's System of Quality Control

February 14, 2022

To the Owners of
The Pun Group, LLP
And the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of The Pun Group, LLP (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of The Pun Group, LLP in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. The Pun Group, LLP has received a peer review rating of *pass*.

EFPR Group, CPAs, PLLC

EFPR Group, CPAs, PLLC
Corning, NY

Federal or State Desk Review

No federal or state desk reviews or field reviews have been undertaken of any audits performed by the Firm or any of its partners, managers, or professionals during the past three (3) years.

Disciplinary Action

State regulatory bodies or professional organizations have taken no disciplinary action against the Firm or any of its partners, managers, or professionals during the past three (3) years.

The Firm has no conditions such as bankruptcy, pending litigations, planned office closures, mergers, or any organizational conflict of interest that may affect the ability of the Firm to perform the required duties requested by the City of Pinole.

GFOA Award Program

The Pun Group LLP realizes the importance of maintaining the Certificate for Excellence in Financial Reporting from the GFOA. Our professionals are exceptionally well qualified to assist governments in obtaining and maintaining their certificates.

The Firm's commitment and involvement in the development of auditing and accounting standards can be shown in our active participation in the GFOA's financial statements certificate programs. 100% of our current clients who submitted their Annual Comprehensive Financial Report to the GFOA received these awards.

Also, two of our senior partners, Mr. Gary Caporicci and Mr. John F. Georger, are members of the Government Finance Officers Association and participate in the GFOA Special Review Committee.

Firm's Experience Providing Similar Services

The Pun Group LLP has performed numerous audits of organizations subject to financial and compliance audits. These audits were performed under auditing standards generally accepted in the United States, Government Auditing Standards, Uniform Guidance (formerly known as OMB Circular A-133), and its Compliance Supplement (when applicable), Office of the State Controller's Minimum Audit Requirements and Reporting Guidelines.

A representative list of our current clients is as follows:

Municipalities	Dates	Financial Audit	Single Audit	GFOA Certificate	Total Hours
City of Adelanto	2021 – Present	Yes	Yes	Yes	700
City of Alameda	2019 – Present	Accounting and Consulting Services			150
City of Arvin	2013 – Present	Yes	Yes	N/A	400
City of Baldwin Park	2022 – Present	Yes	Yes	Yes	700
City of Bell	2018 – Present	Yes	Yes	Yes	520
City of Bradbury	2012 – Present	Yes	N/A	N/A	150
City of Calexico	2007 – Present	Yes	Yes	N/A	750
City of Clovis	2006 – Present	Yes	Yes	Yes	500
City of Coachella	2017 – Present	Yes	Yes	Yes	410
City of Cottonwood, AZ	2007 – Present	Yes	Yes	Yes	400
City of Corona	2021 – Present	Yes	Yes	Yes	640
Town of Corte Madera	2022 – Present	Yes	Yes	N/A	400
Town of Danville	1999 – Present	Yes	Yes	Yes	400
City of Douglas, AZ	2020 – Present	Yes	Yes	Yes	300
City of Desert Hot Springs	2013 – Present	Yes	N/A	N/A	700
City of Fresno	2022 – Present	Yes	Yes	Yes	1,450
City of Gardena	2007 – Present	Yes	Yes	Yes	700
City of Gilroy	2020 – Present	Yes	Yes	Yes	640
City of Glendora	2017 – Present	Yes	Yes	Yes	430
City of Gustine	2017 – Present	Yes	N/A	N/A	400
City of Hemet	2015 – Present	Yes	Yes	N/A	380
City of Hercules	2020 – Present	Yes	Yes	Yes	450
City of Lakewood	2013 – Present	Yes	Yes	Yes	380
City of Lomita	2020 – Present	Accounting and Consulting Services			150
City of Lodi	2018 – Present	Yes	Yes	Yes	760

Municipalities	Dates	Financial Audit	Single Audit	GFOA Certificate	Total Hours
City of Lynwood	2016 – Present	Yes	Yes	Yes	585
City of Madera	2019 – Present	Yes	Yes	Yes	470
City of Montebello	2022 – Present	Yes	Yes	Yes	600
City of Napa	2019 – Present	Yes	Yes	Yes	750
City of National City	2013 – Present	Yes	Yes	Yes	600
City of Palm Springs	2020 – Present	Yes	Yes	Yes	1,000
City of Patterson	2017 – Present	Yes	Yes	Yes	450
City of Placerville	2008 – Present	Yes	Yes	N/A	400
City of Redlands	2022 – Present	Yes	Yes	Yes	650
City of Ridgecrest	2009 – Present	Yes	Yes	Yes	300
City of Rohnert Park	2020 – Present	Yes	Yes	Yes	700
City of Salinas	2022 – Present	Yes	Yes	Yes	800
City of San Mateo	2021 – Present	Yes	Yes	Yes	900
City of Santa Clarita	2022 – Present	Yes	Yes	Yes	1,200
City of Seal Beach	2017 – Present	Yes	Yes	Yes	410
City of Shafter	2017 – Present	Yes	Yes	Yes	400
City of Stockton	2012 – Present	Yes	Yes	N/A	3,000
City of Tracy	2021 – Present	Yes	Yes	Yes	960
Town of Tiburon	2022 – Present	Yes	Yes	Yes	452
City of Visalia	2021 – Present	Yes	Yes	Yes	650
Imperial County Transportation Commission	2020 – Present	Yes	Yes	Yes	600
Nevada County Transportation Commission	2021 – Present	Compliance Services	N/A	N/A	450
San Diego Metropolitan Transit System	2005 – Present	Yes	Yes	Yes	1,850
Shasta Regional Transportation Agency	2015 – Present	Yes	N/A	N/A	400
Alameda County Water District	2018 – Present	Yes	Yes	N/A	550
Camrosa Water District	2020 – Present	Investment Pool			120
Carmel Area Wastewater District	2022 – Present	Yes	Yes	N/A	150
CAWD/PBSCD Wastewater Reclamation Project	2022 – Present	Yes	N/A	N/A	150
Central Basin Water District	2018 – Present	Yes	Yes	N/A	400
Las Virgenes Municipal Water District	2014 – Present	Yes	N/A	N/A	400

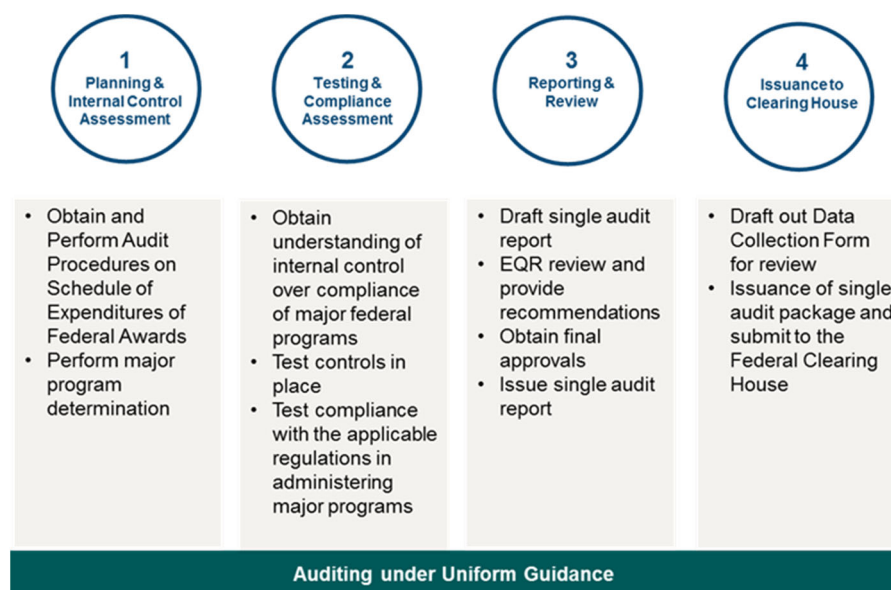
Municipalities	Dates	Financial Audit	Single Audit	GFOA Certificate	Total Hours
Los Angeles County Law Library	2020 – Present	Yes	N/A	N/A	180
Marina Coast Water District	2012 – Present	Yes	N/A	Yes	240
Menlo Park Fire Protection District	2015 – Present	Yes	Yes	Yes	240
NALEO Educational Fund and NALEO	2020 – Present	Yes	N/A	N/A	300
Olivenhain Municipal Water District	2019 – Present	Yes	Yes	Yes	200
Padre Dam Municipal Water District	2020 – Present	Yes	Yes	Yes	250
Rancho Murieta Community Services District	2019 – Present	Accounting and Consulting Services			800
Rancho Santa Fe Fire Protection District	2015 – Present	Yes	N/A	N/A	120
San Bernardino County Emergency Training Center	2020 – Present	Yes	N/A	N/A	50
San Bernardino County Preschool Services Department	2020 – Present	Yes	Yes	N/A	150
San Bernardino County Fire Protection District	2016 – Present	Yes	N/A	N/A	200
San Elijo Joint Powers Authority	2016 – Present	Yes	N/A	N/A	146
Santa Fe Irrigation District	2019 – Present	Yes	N/A	N/A	250
Sweetwater Authority	2022 – Present	Yes	Yes	Yes	270
South Bay Cities Council of Governments	2020 – Present	Yes	N/A	N/A	100
South Orange County Water Authority	2017 – Present	Yes	Yes	Yes	240
South Bay Regional Public Communications Authority	2015 – Present	Yes	N/A	N/A	100
Southwestern Community College District	2009 – Present	Yes	Yes	N/A	720
Valley Sanitary District	2015 – Present	Yes	N/A	Yes	140
West Valley Mosquito and Vector Control District	2016 – Present	Yes	N/A	N/A	100
Zone 7 Water Agency	2020 – Present	Yes	Yes	Yes	400

Firm's Experience with Single Audit and Grants

The Pun Group LLP works with numerous organizations that receive extensive governmental funding and are subject to auditing under Uniform Grant Guidance. This Firm's specialization helps our audit team understand the procedures' nuances and execute the engagement accordingly. We also assist in preparing the data collection form and preparing the reporting package for submission to the federal audit clearinghouse.

The Firm is a member of the AICPA Governmental Audit Quality Center and has demonstrated its commitment to audit quality, including those performed under Government Auditing Standards and Uniform Guidance. Also, we are a recipient of the *Single Audit Resource Center's Award for Excellence*. This award is based on the positive feedback result from our clients in an independent survey, demonstrating our Firm's highest commitment to quality and client satisfaction.

We utilize standardized audit programs from the federal government's Compliance Supplement to ensure that our procedures meet federal standards. Our audit programs are continually updated to reflect the revisions of OMB. Our Uniform Guidance risk-based approach focuses on areas of higher risk of noncompliance. Such an approach truly reflects the federal government's intent by concentrating on the following four steps:



- 1. Planning & Internal control assessment:** The engagement team will obtain an understanding of the City and its operating environment and its internal control over the Schedule of Expenditures of Federal Awards. The engagement team will perform the major program determination and communicate with the City's management before conducting major program testing.
- 2. Testing & compliance assessment:** The engagement team will obtain an understanding of internal control over compliance on the direct and material compliance requirements for each major program. The engagement will perform testing on internal controls over compliance to ensure the controls are in place working effectively and properly and that the City is in compliance with the applicable regulations in administering major programs.
- 3. Reporting & Review:** The engagement team will review and prepare the single audit reports and perform quality control procedures following the Quality Control Standards issued by the AICPA. Any comments will be issued to the management or the Charge with Governance, depending on the magnitude of the issues. Upon obtaining the final approvals from management, the Single Audit report will be issued.
- 4. Issuance to Clearing House:** The engagement team will assist the City in drafting the data collection form and completing the final submission, including uploading the audit package to the Federal Clearing House.

Our Firm has audited hundreds of millions of dollars in federal expenditures, making our engagement team uniquely experienced in single audits. We are familiar with *grantors*, such as:



- Corporation for National and Community Services
- Department of Agriculture
- Department of Education
- Department of Health and Human Services
- Department of Housing and Urban Development
- Department of Transportation
- Environmental Protection Agency
- Department of Commerce
- Department of Labor
- Department of Homeland Security
- Department of Justice
- Department of Treasury
- Executive Office of the President

Following are a few examples of the types of federal programs our engagement team has experience auditing:

	Assistance Listings
Child and Adult Care Food Program	10.558
Community Development Block Grants/Entitlement Grants	14.218
Home Investment Partnership	14.239
Housing Vouchers Cluster	14.871
Title XVI Water Reclamation and Reuse Program	15.504
Equitable Sharing Program	16.922
WIA/WIOA Adult Program	17.258
WIA/WIOA Youth Activities	17.259
WIA/WIOA Dislocated Worker Formula Grants	17.278
Airport Improvement Program	20.106
Highway Planning and Construction	20.205
Federal Transit - Capital Investments Grants	20.500
Federal Transit - Formula Grants	20.507
Minimum Penalties for Repeat Offenders for Driving While Intoxicated	20.608
Capitalization Grants for Clean Water State Revolving Funds Cluster	66.458
Special Programs for the Aging - Title III, Part B - Grants for Supportive Services and Senior Centers	93.044
Special Programs for the Aging - Title III, Part C - Nutrition Services	93.045
Nutrition Services Incentive Program	93.053
Temporary Assistance for Needy Families (TANF) State Programs	93.558
Community Service Block Grant	93.569
Child Care and Development Block Grant	93.575
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596
ARRA - Emergency Contingency Fund for Temporary Assistance for Needy Families (TANF) State Programs	93.714
National Urban Search and Rescue (US&R) Response System	97.025
Homeland Security Grant Program	97.067

Firm's Experience with Finance and Community Development Institutions

Our Firm has provided professional services to several Finance Authorities, as well as Community Development Agencies. Some examples are:

Finance Authorities:

- City of Bell Public Finance Authority
- City of Desert Hot Springs Financing Authority
- City of Hercules Public Financing Authority
- City of Lakewood Public Financing Authority
- City of Madera Financing Authority
- City of Palm Springs Public Financing Authority
- City of Patterson Financing Authority
- West Patterson Financing Authority
- City of Perris Public Financing Authority
- City of Pomona Public Financing Authority
- Town of Danville Financing Authority

Community Development Agencies:

- City of Lodi (Special Purpose Audits – Community Development Block Grant/Home Funds)
- Morgan Towers (Multi-Family Program), National City Community Development Commission
- National City Community Development Commission
- Perris Community Economic Development Corporation

Firm's Experience with Housing Authorities and Subsidized HUD Programs

The assigned engagement team will count on their experience with numerous financial and compliance audits as well as agreed-upon procedures to deliver the requested services. Our team has extensive experience with the following subsidized HUD programs:

- Housing Choice Voucher (HCV)
- Family Self Sufficiency (FSS)
- Shelter Plus Care (SPC)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Veterans Affairs Supportive Housing (VASH)
- Community Development Block Grant (CDBG) – City of Lynwood
- HOME Investment Partnership Grant (HOME) – City of Lynwood

In addition, our Firm has provided professional services to several Housing Authorities. Some examples are:

- Callexico Housing Authority
- Culver City Housing Authority
- Douglas Housing Authority, AZ
- Encinitas Housing Authority
- Glendora Housing Authority
- Lakewood Successor Housing Authority
- National City Community Development Commission
- Napa Housing Authority
- Morgan Towers (Multi-Family Program), National City Community Development Commission
- Monterey Park Housing Authority
- Perris Housing Authority
- Pomona Housing Authority
- Poway Housing Authority
- Housing Authority of the Redding
- South Gate Housing Authority

Firm's Experience Performing Compliance Audits and Agreed-upon Procedures (Measures)

Our Firm has performed several audits with requirements similar to the ones requested by the City. Some examples follow:

Measure A

- City of Coachella
- City of Hemet
- City of Perris
- City of Stockton

Measure B

- City of Hercules
- City of Stockton

Measure BB

- City of Seal Beach

Measure C

- City of Hercules

Measure D

- City of Palm Springs
- Imperial County Local Transportation Authority

Measure G

- City of Gardena

Measure J

- City of Palm Springs

Measure L

- City of Huntington Park

Measure M

- City of Culver City
- City of Stockton

Measure O

- City of Hercules

Measure R

- City of Culver City
- City of Gardena
- City of Lynwood

Measure T

- City of Madera

Measure W

- City of Stockton

Measure X

- City of Monterey

Measure Z

- Southwestern Community College District

Firm's Experience with State Controller's Reports

The Pun Group LLP has assisted numerous clients with the preparation of the required reports by the California State Controller's Office. Some of these experiences are as follows:

Cities Financial Transactions Report:

- City of Arvin
- City of Bell
- City of Coachella
- City of Culver City
- City of Desert Hot Springs
- City of Hercules
- City of Placentia
- City of Laguna Niguel
- City of Lakewood
- City of Lynwood
- City of Monterey
- City of Morro Bay
- City of Napa
- City of National City
- City of Palm Springs
- City of Perris
- City of Rohnert Park
- City of South Gate
- City of Stockton

Annual Street Report:

- City of Desert Hot Springs
- City of Laguna Niguel
- City of Napa
- City of Palm Springs
- City of Perris
- City of Stockton

Special Districts Financial Transactions Report:

- Special District of West End Water Development Treatment and Conservation Joint Powers Authority
- Special District of West Valley Water District
- Special District of Coachella Financing Authority
- Special District of Coachella Sanitary District (Riverside)
- Special District of Coachella Water Authority
- Special District of Desert Hot Springs Public Financing Authority
- Special District of Desert Hot Springs Successor Agency
- Special District of Perris Public Utility Authority
- Special District of Perris Public Financing Authority
- Special District of Perris Joint Powers Authority
- Special District of Central Basin Municipal Water District
- Special District of Marina Coast Water District
- Special District of Menlo Park Fire Protection District
- Special District of San Bernardino County Fire Protection District

Transit Operators Financial Transactions Report:

- City of Arvin
- City of Culver City

Firm's Expertise and Experience in Governmental Accounting Rules and Regulations, Including Implementation of new GASB Pronouncements

Changing federal laws, statutes, ordinances, and compliance provisions have created unprecedented complexity in public accounting today. Our GASB Implementation Specialist, Mr. Gary Caporicci, has helped our clients implement new standards while adapting to changes within the existing standards. Our partners serve on committees that have input into how new standards are written. They actively participate in industry associations focused on state and local governments. By participating in industry associations and activities, we are always up to date on the latest industry changes and their impact on your operations. We will keep you and our colleagues in the Firm fully informed of these developments.

Also, our professionals are familiar with the complexities of governmental accounting, auditing, and financial reporting, including but not limited to all GASB pronouncements, the Single Audit Act, and Uniform Guidance (formerly known as OMB Circular A-133) and fund operations. They have held positions as professional certified public accountants and taken on significant roles within and outside government agencies. Such experience brings to our clients the thought leadership, quality, and level of expertise they require.

The Firm is well versed and experienced in assisting our clients with the implementation of the applicable GASB pronouncements every year, such as GASB 34, GASB 54, GASB 65, GASB 68, GASB 75, and GASB 84. Mr. Gary Caporicci, as a chair of the California Committee on Municipal Accounting "CCMA," wrote "white papers" on each of these pronouncements.

Throughout the engagement, several new GASB pronouncements will become effective. The Engagement Team will pay specific attention to upcoming statements that will become effective and work with the City to create a plan to address new standards before the implementation period. This step will allow the finance department staff the needed time to be prepared.

Special Attention: GASB Pronouncements Effective for Reporting Year 2023

GASB Statement No. 87, Leases

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments.

Effective Date: The requirements of this Statement are effective for fiscal years beginning after June 15, 2021, and all reporting periods thereafter.

GASB Statement No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs).

Effective Date: for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.

GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*

This Statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments).

Effective Date: for fiscal years beginning after June 15, 2022, and all reporting periods thereafter.

Our Professional's Experience with Pensions and Other Post-Employment Benefits

Members of our team have experience in providing professional services to the following employee retirement systems:

- California Public Employees' Retirement System (CALPERS)
- Culver City Other Postemployment Benefit Plan
- Nevada Public Employees Retirement Systems
- Sacramento County Employees' Retirement System
- San Francisco Community College District
- San Diego County Employees Retirement Association
- San Diego City Employees' Retirement System
- San Diego Transit Corporation Employee's Retirement Plan
- San Jose Employee Retirement System
- University of California Pension Plans

In addition, our team draws years of expertise reviewing budget documents as well as various pension and other post-employment benefits ("OPEB") plan documents, including but not limited to trust agreements, pension, and OPEB actuarial reports, GASB 68 and 75 reports, as well as GASB 75 reports prepared under *Alternative Measurement Methods*. A relevant list of plans includes:

- California Public Employees' Retirement System GASB 68 reports
- Public Agency Retirement System ("PARS") GASB 68 reports
- San Bernardino County Employees' Retirement Association ("SBCERA") GASB 68 reports
- PARS GASB 75 reports

Firm's Experience with Tyler Technologies and Their Solutions

Our professionals are extremely familiar with Tyler Technologies and their software solutions. Our team will deploy such experience to hit the ground running with no downtime. Some examples of our clients who utilize Tyler Technologies are:

Client Name	Office	Industry
Madera, City of	Santa Ana	Local Government
Encinitas, City of	San Diego	Local Government
Rohnert Park, City of	Walnut Creek	Local Government
San Elijo JPA	San Diego	Special District
Shafter, City of	Santa Ana	Local Government
Lodi, City of	Walnut Creek	Local Government
Lakewood, City of	Orange County	Local Government
Culver City, City of	Orange County	Local Government
Perris, City of	Orange County	Local Government
Lynwood, City of	Orange County	Local Government
Gardena, City of	Orange County	Local Government
Monterey, City of	Orange County	Local Government
South Gate, City of	Orange County	Local Government
South Bay Regional Communications	Orange County	Local Government



Independence

Independence

The Pun Group ^{LLP} requires all employees to adhere to strict independence standards concerning the Firm's clients. These independence standards exceed, in many instances, the rules promulgated by the American Institute of Certified Public Accountants (AICPA).

The Pun Group ^{LLP} certifies that it is independent of the City of Pinole and its component units. The Firm meets independence requirements defined by the United States Government Accountability Office's (US GAO's) Government Auditing Standards and the American Institute of Certified Public Accountants (AICPA). Based on that, we have not identified an instance that constitutes a conflict of interest relative to performing the services requested by the City.

The Firm had no relationship with the City of Pinole or any of its component units during the past five (5) years.

The Firm will give the City of Pinole written notice of any professional relationships entered into during the period of the engagement.

License to Practice in California

License to Practice in California

The Firm and all key professional staff are licensed by the State of California to practice as Certified Public Accountants and meet the Continuing Professional Education requirements under US GAO's Government Auditing Standards to perform the proposed audits.

Firm Registration:

California State Board of Accountancy Number – PAR 7601

Federal Identification Number – 46-4016990

Insurance

If selected, the Firm will maintain the minimum insurance requirements during the entire execution of the agreement with the City of Pinole. Within ten days from the implementation of the contract, we will furnish the City of Pinole with satisfactory evidence of the insurance requirements and proof that each carrier is required to give at least 30 days prior written notice of the cancellation of any policy during the entire period of the agreement. The City of Pinole will be named as an additional named insured under the Firm's policies.

A copy of our current certificate of insurance is presented in the Appendices section of this proposal.

List of References

References

The following are examples of some of the engagements with similar requirements as the City of Pinole's proposal. Please feel free to contact these agencies to learn more about their experiences working with us.

Name of Public Agency	City of Stockton
Contact Info	Mr. Jay Kapoor (209) 937-5435 jay.kapoor@stocktonca.gov
Total Hours	3,000
Contract Price	\$272,000/year
Date of Services	2012 – Present
Scope of Work/Reports Prepared	Financial Audit and Compliance Services: Annual Comprehensive Financial Report, GFOA Award, Single Audit, GANN Limit, Measure A, Measure W, Measure M, Entertainment Venues, Revenue and Expenditures related to Downtown Marina, Cannabis License Audits, Review of Major Revenues required by the Bankruptcy Agreement with Assured Guarantee.

Name of Public Agency	San Diego Metropolitan Transit System
Contact Info	Ms. Erin Dunn, Controller (619) 557-4536 erin.dunn@sdmts.com
Total Hours	Approximately 1,850 hours
Date of Services	2005 – Present
Contract Price	\$225,000/year
Scope of Work/Reports Prepared	Financial Audit and Compliance Services: Annual Comprehensive Financial Report Audit, GFOA Award, San Diego Transit Corporation Employee's Retirement Plan, AUP/National Transit Database (NTD): MTS, San Diego Transit Corp., San Diego Trolley, Inc., AUP/Transportation Development Act (TDA): MTS, San Diego Transit Corp., San Diego Trolley, Inc., AUP/Indirect Costs, and Public Transportation Modernization Improvement Service Enhancement Account (PTMISEA).

Name of Public Agency	City of Tracy
Contact Info	Ms. Sara Cowell (209) 831-6862 sara.cowell@cityoftracy.org
Total Hours	960
Contract Price	\$96,500/year
Date of Services	2021 – Present
Scope of Work/Reports Prepared	Financial Audit and Compliance Services: Annual Comprehensive Financial Report, GFOA Award, Single Audit, GANN Limit, National Transit Database (NTD), State Controller's Reports (City, PFA, Operating Partnership JPA, City's Transit Operator's General Services, and Specialized Services)

Name of Public Agency	City of Desert Hot Springs
Contact Info	Mr. Geoffrey Buchheim, Finance Director gbuchheim@cityofdhs.org (760) 329-6411
Total Hours	700
Contract Price	\$75,000/year
Date of Services	2013 – Present
Scope of Work/Reports Prepared	Financial Audit and Compliance Services: Annual Comprehensive Financial Report Audit, GFOA Award, Single Audit, GANN Limit, Desert Hot Springs Successor Agency, Desert Hot Springs Financing Authority, Desert Hot Springs Health and Wellness Foundation, New Market Tax Credit Audit (Desert Hot Springs Health and Wellness Foundation), Annual State Controller's Reports, AUP/Transient Occupancy Tax, Utility User Tax, DHS Housing Audits.

Name of Public Agency	City of National City
Contact Info	Mr. Phillip Davis, Financial Analyst pdavis@nationalcityca.gov (619) 336-4246
Total Hours	600
Contract Price	\$70,000/year
Date of Services	2013 – Present
Scope of Work/Reports Prepared	Financial Audit and Compliance Services: Annual Comprehensive Audit, GFOA Award, Single Audit, GANN Limit, HUD Single Audit/Morgan Towers, Financial and Compliance Reports – Kimball Towers, Annual State Controller's Report.

Scope of Work, Audit Approach, and Methodology

The City of Pinole is requesting the Firm to perform Professional Auditing Services and issue opinions on the City's financial statements. The audits are to be completed in accordance with all applicable and generally accepted auditing standards, including, but not limited to, the following:

- Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants (AICPA).
- US General Accounting Office's (GAO) Standard for Audit of Governmental Organizations, Programs, Activities, and Functions.
- Local Governments and Governmental Accounting Standards Board (GASB) Pronouncements.
- The standards applicable to financial audits contained in the most current version of the *Generally Accepted Government Auditing Standards* (Yellow Book), issued by the Comptroller General of the United States.
- The provisions of the Single Audit Act as amended in 1996.
- The provisions of the US Office of Management and Budget (OMB) Uniform Guidance (formerly known as Circular A-133), Audits of State and Local Governments and Non-profit Organizations, and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

The Firm will perform the following services:

- ✓ Financial Statement Audits and issuance of an opinion statement on the **Annual Comprehensive Financial Report** of the City of Pinole. The audit will be conducted in accordance with *Generally Accepted Government Auditing Standards*. The report will be in full compliance with all current GASB pronouncements.
In addition, the Firm will assist in meeting the requirements for the Government Finance Officers Association (GFOA) "**Certificate of Achievement for Excellence in Financial Reporting.**"
- ✓ Prepare a **Single Audit Report** which will include the following:
 - Report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards*.
 - Report on compliance with requirements applicable to each major program, internal control over compliance, and on the schedule of expenditures of federal awards in accordance with Uniform Guidance, "Audits of State and Local Governments," and the Single Audit Act of 1984 (Public Law 98-502).
 - Schedule of Expenditures of Federal Awards.
 - Notes to Schedule of Expenditures of Federal Awards.
 - Schedule of Findings and Questioned Costs.
 - Any other required schedules or reports.
 - Prepare the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations.
- ✓ Audit and prepare the financial statements report related to the **Successor Agency** of the City of Pinole.
- ✓ Prepare a report of **Agreed Upon Procedures** related to the collection and disbursement of local Use Taxes (**Measure S 2006 and Measure S 2014**) collected separately that augment Bradley Burn Sales Tax Revenue disbursements by the State Board of Equalization.
- ✓ Test compliance with Proposition 111, Article XIII.B – Review of **Appropriation Limit Calculations (GANN)**.
- ✓ Issue an **Auditor's Communication Letter** with any reportable conditions found during the audit. A reportable condition will be defined as a material weakness or significant deficiency.
- ✓ Issue a separate "**Management Letter**" that includes recommendations for improvements on internal control, accounting procedures, and other significant observations that are considered to be no reportable conditions.
- ✓ Provide assistance in the implementation of applicable GASB pronouncements not yet in effect.

Reports to be Issued: Upon completion of the audit, the Firm will provide ten (10) bound copies, and electronic versions in .pdf format, of the following issued audit report:

- ACFR
- Successor Agency Report
- Report to the Audit Committee/ Management Letter
- Single Audit or Compliance Audit - Federal Assistance
- GANN Appropriation Limits
- Report on Agreed Upon Procedures related to the collection and disbursement of local Use Taxes (Measure S 2006 and Measure S 2014).

Provided By Client (PBC) Lists: They will be provided for both interim and final audits according to an agreed-upon timeline between the engagement team and the City in order to be reasonably prepared for a field audit. The engagement team will meet with the City's management during the initial planning stage to discuss audit schedules and review the prior year's audit findings (if any). We will deliver a list of all documents to be provided by the City's staff. Once such materials are agreed upon by the engagement team and City's finance personnel, no other schedules will be requested unless new information comes to light in the course of test work.

Attendance at Meetings and Hearings: The engagement team will participate in as many meetings with staff as needed to perform the work scope tasks, present the audit plan prior to beginning fieldwork, and discuss the draft audit reports. The team will attend public meetings to present and discuss its findings and recommendations. Once all issues of discussion are resolved, the completed Financial Reports, Single Audit report (if applicable), and other reports will be delivered to the City according to the agreed-upon schedule.

Proposed Audit Adjustments: All proposed adjusting journal entries by the Firm will be discussed and explained in a timely manner with the designated Finance Department personnel. Such proposed adjustments will be in a format that shows the lowest level of posting detail needed for data entry in the general ledger systems.

Supplemental Reports, Audits, or Agreed-Upon Procedures: Other services, such as agreed-upon procedures, may be deemed necessary. These services will be performed at agreed-upon rates and will be added to a written agreement before commencing audit work. The Firm and the City of Pinole will discuss and approve the scope and associated costs of these tasks.

Advice and Consultation: Will be provided throughout the year on matters relating to accounting and financial reporting. Such services do not include any task that entails significant research or a formal report.

GASB Implementation: The Firm will provide technical assistance and training in the implementation of applicable GASB pronouncements not yet in effect. We have a dedicated partner, Mr. Gary Caporicci, who will be responsible for providing advice and consultation for the implementation of these new standards. The Firm will advise the City on the applicability of accounting and reporting standards and other accounting issues and provide guidance on new note disclosures, GASB implementations, and other reporting requirements. We will also provide training, resources, and information on topics relevant to the City's financial reporting and operations. *(Based on the scope, additional charges may apply.)*

Report of all Irregularities and Illegal Acts: The Firm will make an immediate written report of all irregularities and illegal acts or indications of illegal actions of which we may become aware to the Finance Director, the City Manager, and the City Attorney. The engagement team will also make all communications to the City required by the audit standards under which the engagement is performed.

Working Paper Retention and Access to Working Papers: The Firm will retain, at its own expense, all working papers and reports for a minimum of five (5) years unless the City of Pinole notifies the Firm in writing of the need to extend the retention period. The Firm will make working papers available upon request by the City of Pinole to the following parties or their designees:

- City of Pinole;
- Oversight or cognizant agencies;
- Parties designated by the federal or state governments or by the City of Pinole as part of an audit quality review process;
- Auditors of entities of which the City of Pinole is a sub-recipient of grant funds;
- State of California, Office of the State Controller.

Also, we will comply with reasonable requests from successor auditors and allow them to review working papers that relate to matters of continuing accounting significance.

Specific Audit Approach

Methodology and Segmentation of Engagement

The Firm's audit approach consists of six phases: Engagement Acceptance and General Planning, Planning and Internal Control Evaluation, Fieldwork, Post Fieldwork, Report Preparation and Review, and Final Production.



Benefits

- Client tailored approach emphasizing careful planning, open communication, proper assignment of responsibilities
- An efficient and effective audit, so disruption to office operations is kept to a minimum
- Offer beneficial observations and recommendation about policies and procedures for accounting and operating controls
- Opportunities to make operations more efficient and reduce costs
- Provide advisory services so recommendations can be implemented
- Meet objectives at no additional cost

- 1. Engagement Acceptance and General Planning:** The engagement partner and manager will meet with City's management to obtain an update on current City policies and procedures, help identify risk areas and new operations, and establish any specific requirements they may have. Our team will work on the identification of unique transactions, implementation of new GASB pronouncements, and develop the audit work plan for the engagement. **Proposed timeline:** *to commence in May of each year.*
- 2. Planning and Internal Control Evaluation:** The engagement team, including the engagement partner, will assess accounting policies adopted by the City in order to obtain an understanding of its structure and its operating environment. Also, our team will review internal controls on all significant transaction classes, perform walkthroughs and/or tests of internal controls, perform preliminary analytical procedures, develop an initial risk assessment, evaluate Single Audit compliance, identify any audit issues, and prepare confirmation correspondence. The engagement team and City's Management will establish expectations, including responsibilities and assignments for the year-end fieldwork, and will hold a progress status meeting at the end of the interim phase. **Proposed timeline:** *mid-April to early June.*
- 3. Fieldwork:** The engagement team, including the engagement partner, will conduct audit procedures on account balances in the general ledger, finish confirmation procedures, perform data analysis using our AI tools, search for unrecorded liabilities, perform substantial analytical review procedures, complete work on compliance with Federal Assistance, and conclude fieldwork. The engagement team and City's Management will hold an exit conference at year-end. Periodic update meetings will be held to communicate audit progress to management. **Proposed timeline:** *early October of each year.*
- 4. Post Fieldwork:** During the phase, the engagement team, including the engagement partner, will review all documents and evaluate commitments and contingencies. The team will perform an assessment of the going concern and jointly plan for the next steps. **Proposed timeline:** *immediately upon fieldwork completion.*
- 5. Report Preparation and Review:** The Firm will review and prepare audit reports and perform quality control procedures following the Quality Control Standards issued by the AICPA. We will also examine reports for compliance with GFOA reporting guidelines at no additional cost. Any comments will be recorded in a letter to management. At the City's request, the engagement partner and manager will present the audit to City's Management and other governing bodies. **Proposed timeline:** *Draft financial statements, notes, and all required supplementary schedules by early November of each year for both ACFR and Successor Agency Report.*
- 6. Final Production:** The final phase of our approach entails obtaining the management representation letter and final financial statement report, which may include a final presentation to the City's Management and other governing bodies (if applicable). **Proposed timeline:** *Provide all recommendations, revisions, and suggestions for improvements to the ACFR to the Finance Manager by December 1 of each year. Final reports are printed and delivered to the City no later than December 29th of each year.*

The Firm will complete the audit fieldwork and issue all reports within the established timeframe, assuming no internal circumstances within the City causes delays in the audit.

Level of Staff and Number of Hours to be Assigned to Each Segment of the Engagement

The Pun Group ^{LLP} understands that the City is not only looking to employ our auditing services but is also seeking to receive value within that professional relationship. We believe that our value derives from the in-depth knowledge, experience, and commitment that our auditing firm employs. We stress and emphasize “employ” because all of the knowledge and expertise listed on paper will not benefit you unless it is applied. That is why we have developed a plan that we feel will accomplish the objectives of the City and your particular needs. Our Firm will utilize the information that you have shared with us and our experience from our previous audits of this nature from various government entities and cities to develop a practical plan for all major areas.

Estimated Total Hours*:

	Partner(s)	Director/ Manager(s)	Supervisor/ Senior(s)	Staff	Clerical	Total
Engagement Acceptance & General Planning	1	2	5	6	0	14
Planning & Internal Control Evaluation	1	2	7	10	0	21
Fieldwork	7	12	36	48	2	106
Post Fieldwork	5	8	24	32	2	70
Report Preparation & Review	7	12	36	48	2	106
Final Production	2	4	12	16	1	35
Total*	24	40	120	160	8	352

*Does not include CPE hours related to Governmental Webinars and/or optional services.

Sample Size and the Extent to Which Statistical Sampling is to be Used in this Engagement

In our audit approach, random and statistical sampling is used in conjunction with our skilled judgment and knowledge of each situation. When designing an audit sample, our auditors consider the purpose of the audit procedure and the characteristics of the population from which the sample will be drawn. We determine a sample size sufficient to reduce sampling risk to an acceptably low level and select items for such a task in a way that we can reasonably expect it to be representative of the relevant sample and likely to provide the auditor with a reasonable basis for conclusions about the population.

Enhancing Auditing Quality with Artificial Intelligence

There are plenty of challenges with established audit practices. Outdated CAAT tools, sampling practices, and the explosive growth of big data are some of the examples, and they all present significant barriers to detecting anomalies, intentional or otherwise, in financial data. The Pun Group deploys a comprehensive, risk-based approach, complemented by using MindBridge™'s Artificial Intelligence Platform, to conduct our audit. Through this tool, we can seamlessly analyze thousands and thousands of financial and operating data and records, **identifying and cataloging significant risks in mere seconds**.



The *AI Auditor* platform works by our side, augmenting our capacity to detect errors or fraud in the collected data not only by analyzing the entire set but by cross-correlating dozens of testing criteria against pre-established data points and presenting us with a view of every user, vendor, and transaction, by risk. All are happening within moments of ingesting analyzed data, which is something standard audit procedures simply cannot accomplish.

We utilize these tools to allow our audit team to increase efficiency in the audit process, enhance the existing quality of our work, provide directed testing in areas subject to the highest risk, and quickly assimilate large amounts of data your staff would typically be asked to gather. The tools also help us to meet our professional requirements regarding fraud and internal control, allowing us to:

- ✓ Run Benford's analysis to check for fraud in transactions.
- ✓ Increase the value of audit findings with complete, 100% data coverage.
- ✓ Isolate risk and control issues before they impact your operations.
- ✓ Improve productivity by automating procedures and eliminating manual tasks.
- ✓ Conduct more direct, efficient, and effective audits to improve overall service quality.

Our engagement team easily imports data in a secure environment from the City's financial software and extracts useful data for testing and analytical procedures particular to the following areas:

- Successful Fraud Test
- Questionable Invoices
- Phantom Vendor Schemes
- Kickback or Conflict-of-Interest Schemes
- Dormant Account Schemes
- Money Laundering Schemes

Type and Extent of Analytical Procedures to be used in the Engagement

Analytical procedures are one of many financial audit processes that help an auditor understand the client's operation and changes in the environment and identify potential risk areas to plan other audit procedures. Such procedures include a comparison of financial information on prior periods, budgets, forecasts, and industry benchmarks. We use trend and ratio analysis to identify any uncertain or unusual events. To perform these analyses, our Firm surveys cities and counties and develops benchmarks on specific vital financial indicators, such as the cost of services to tax revenues ratios, average general fund balance, capital assets, debt-to-capital, and general fund unassigned fund balance to total general fund expenditures, etc. Our engagement members have extensive experience in successfully implanting analytical procedures to the City's benefit.

Our analytical procedures process is performed during three stages of the audit: (a) at the start, (b) in the middle, and (c) at the end. These three stages are risk assessment procedures, substantive analytical procedures, and final analytical procedures:

- **Risk assessment procedures** are used to assist the auditor in understanding the business better and in planning the nature, timing, and extent of audit procedures.
- **Substantive analytical procedures** are used to obtain evidential matters about particular assertions related to the account balances or classes of transactions. During the interim phase, our engagement team will set up expectations for the year-to-date results and balances and compare them with budgeted and prior-year amounts. This process allows us to forecast year-end amounts, reducing the workload during the year-end phase and allowing us to focus on areas of concern.
- **Final analytical procedures** are used as an overall review of the financial information in the last review stage of the audit. The Engagement Partner(s) and Manager(s) will perform a high-level analytical analysis of the financial information, comparing its data both quantitatively and qualitatively to ensure the amounts are fairly presented in all material respect in the financial statements.

Approach to be Taken to Gain and Document an Understanding of the Internal Control Structure

Audit risk assessment is established by an internal control review, combined with the engagement team's understanding of the City's operations and accounting software. Using the Committee of Sponsoring Organizations (COSO) Framework, staff members will evaluate the City's processes and identify any control deficiencies. These diagnostic review procedures allow the engagement team to assess the City's systems and controls and to provide constructive feedback to management.

During our initial planning phase of the audit, our engagement team, including the engagement Partner and Manager, will obtain an understanding of the entity and its environment. It is an essential aspect of performing an audit under generally accepted auditing standards. That understanding establishes a frame of reference within which the auditor plans the procedures and exercises professional judgment about assessing risks of material misstatement of the financial statements and responding to those risks throughout the examination.

During the interim phase of the audit, our engagement team will perform a walkthrough of all significant accounting systems, including processes for financial reporting, revenue recognition and cash receipts, purchasing/contract management and cash disbursements, payroll and related liabilities, and others. Our auditors will obtain the written policies and procedures, inquiring accounting personnel, and document the process in either a flowchart or narrative summary format. After gaining an understanding of the accounting and internal control systems, our auditor will make a preliminary assessment of control risk, at the assertion level, for each material account balance or class of transactions.

The form and extent of this documentation are influenced by the size and complexity of the entity and the nature of its accounting and internal control systems. Generally, the more complex the entity's accounting and internal control systems and the more extensive the auditor's procedures, the broader our documentation will need to be.

Approach to be Taken in Determining Laws and Regulations that Will be Subject to Audit Test Work

The Firm stays continually up to date with audit requirements—including new regulations, compliance supplements, state guidelines, and related contracts—to ensure that we conduct audits under applicable laws and regulations. We test transactions for compliance with the Single Audit Act, California Government Code, GANN Appropriations Limit, provisions of applicable grant guidelines, requirements of local measures, and others.

For example, the Single Audit Act requires that we determine which grants to include in our audit and select transactions from those grants for detailed testing. While most items will be tested as part of the Interim phase, we cannot determine which grants will be selected for the Single Audit until the year-end/fieldwork stage of the audit.

Our compliance audits of cash, investments, debt covenants, and other areas will be performed following the California Government Code, which has many provisions and regulations covering investments.

Approach to be Taken in Drawing Audit Samples for Purposes of Tests of Compliance

To test compliance, we will follow the AICPA's Audit Sampling Considerations of Uniform Guidance Compliance Audits. We will select an appropriate sample size based on our professional judgment and knowledge. Any deviations from control and compliance requirements will be documented.

Objectives of Our Services

Our primary objective for the proposed audit is to examine the City's financial statements and express our opinion on the fairness of the presentation, following generally accepted accounting principles. Other objectives that will benefit the City include the following:

- To offer beneficial observations and recommendations about policies and procedures for accounting and operating controls
- To identify opportunities to make City operations more efficient and reduce costs
- To perform the audit efficiently and effectively. Disruptions to office operations are kept to a minimum
- To provide continuing advisory services so the City can implement recommendations
- To meet these objectives at no additional cost to the City

The Engagement Team will perform the audit abiding by the Firm's quality-control procedures, which include following standard audit programs, careful planning, using industry-standardized software for auditing and internal control documentation, and welcoming an objective review of audit work. In other words, our client-tailored approach emphasizes careful planning, open communication, and proper assignment of responsibilities.

The Firm will supply portable computers to the on-site staff members.

Identification of Anticipated Potential Audit Problems

While we do not expect any problems with the audit, we will carefully investigate and monitor the following relevant accounting issues:

Investments:

- Compliance with GASB 31 and GASB 34
- Authorization and approval process for City investments
- Controls to assure the City's compliance with investment limitations and types of specific investments
- Monitoring by the City of its investments

Financial Reporting:

- Compliance with current reporting and disclosure requirements issued by GASB
- Compliance with the various GASBs in effect
- Perform valuations of OPEB benefits to determine the liability for all benefits promised to active, retired, and inactive plan members as of each valuation date
- Compliance with Governmental Accounting Standards Board (GASB) Statements 74 and 75
- Compliance with infrastructure obligations and regulatory provisions

Internal Control Structure:

- City's internal control functions and compliance with proper internal control philosophies
- Computer-system processes and controls and adequacy of the control environment

“Prepared by Client” PBC List**Audit Firm’s Expectations of the Role and Participation of City’s Staff in the Audit Process**

The engagement team will meet with the City’s management during the initial planning stage to discuss audit schedules and review the prior year’s audit findings (if any). We will deliver a list of all documents to be provided by the City’s staff. Once such materials are agreed upon by the engagement team and City’s finance personnel, no other schedules will be requested unless new information comes to light in the course of test work.

Our goal is to cause the least amount of interruptions to the City’s daily operations; therefore, to the extent possible, we will use information in the form available from the City’s records.

We believe client/engagement team communication is vital to perform results satisfactorily. With that sentiment in mind, we will hold regular meetings with the City’s management to determine the status of the audit as well as any items which will require special attention. **Open and frequent communication is critical.**

A sample list exemplifying items requested in our PBC lists follows:

INTERIM AUDIT

Name	Description
General	
Directory	Internal directory of City staff (name, position by department, email, phone number)
Policies	New or updated policies and procedures for Finance Department, Human Resources, Information Technology, and Risk Management in PDF
Manual	Copy of accounting manual (if available)
YTD TB	Year-to-date Trial Balance as of interim fieldwork (Excel file)
Chart of Accounts	Chart of accounts effective for FYXX-XX
Flowcharts	Please update the attached flowchart/narrative provided for any changes in effect in FYXX-XX
MOUs	MOUs (if any new in effect for FYXX-XX)
Manual Journal Entries	Journal Entry (JE) Report for all manual JEs during the year ended June 30, 20XX (Excel file)
Minutes	Minutes -July 1, 20XX, to the most recent
Conflict Code	Conflict of Interest Code adopted/applicable during FYXX-XX (PDF File)
Attorneys	YTD expense report for all attorney fees the City has paid in FYXX-XX (sorted by the firm if possible - with a brief description of the type of work performed for the City)
Form 700s	Current CA Form 700s (Statement of Economic Interests) for board members, VPs, and Directors
Related Parties	Listing of active vendors and employees (name and address only - fraud procedure)
Information Technology	
IT Systems	List of all financial management applications, name, vendor, version, function
Disaster Recovery	Disaster Recovery/Contingency Plans, if any new policies/procedures were adopted in FYXX-XX
IT Security	Copy of IT Logical Security policies and procedures
Information Technology General Controls	Please see the attached 'Information Technology General Controls Questionnaire.'
Budget	
Adopted Budget	The adopted budget for the year ended June 30, 20XX
Budget Resolution	Board minutes for adopting the FYXX-XX budget
Budget Amendments	Listing of budget amendments for FYXX-XX (through interim date)
Confirmations	
Confirmations	Please prepare the confirmation letters, and make sure the balances are updated for 20XX. We will provide you with templates for related party/fraud confirmation to be sent to the City Council by us.
Financial Reporting	
Chart of Accounts	Chart of accounts effective for FYXX-XX

	Fund Roll-Ups	Listing of which GL funds are grouped together as financial statement funds
	Account Groupings	Account roll-ups for the Statement of Net Position and Statement of Revenue, Expenses, and Changes in Net Position line items, effective for FYXX-XX
	Journal Entries	Listing of journal entries in FYXX-XX (Excel)
	New Accounts	List of bank/investment accounts opened/closed during the year - if any, please provide proof of proper authorization
Cash & Investments		
	Investment Policy	Investment Policy in place for FYXX-XX. Suppose a new policy is adopted annually, and a copy of the resolution adopting the policy.
	Bank Reconciliations	Bank reconciliations for September 20XX, November 20XX, February 20XX, and April 20XX
Accounts Receivable		
	Loans	All new loans/notes agreements in FYXX-XX, if any.
	Fee Schedules	Fee schedules applicable during FYXX-XX
	Resolution	Signed resolution adopting any new fee schedules in FYXX-XX
	C/R Listing	Cash receipts detail for FYXX-XX (most recently available at interim fieldwork)
Accounts Payable		
	Check Registers	Check register for all checks issued in FYXX-XX (most recently available for interim fieldwork)
	Wire Transfers	Access to the listing of wire transfers made in FYXX-XX (most recently available for interim fieldwork)
Payroll		
	Payroll Registers	An electronic copy of payroll registers YTD
	Salary Schedules	Salary schedule effective for FYXX-XX
	EE Listings	Copy of employee listing for: (i) New hires (ii) Terminations (iii) Employees with merit pay rate increase in FYXX-XX
Debt		
	Official Statements	Official statements, including debt service schedules for any new debts or capital leases issued in FYXX-XX, if any. (PDF file)
	Journal Entries	Journal entry recording proceeds of new debt issuance (if applicable)
	Proof of Payment	Proof of payment on the principal for all bonds and capital leases according to debt amortization schedules.
Pension		
	Hires/Separations	Listing of new hires (valuation date) for Pension participants
	Census Data	Census data for all plans for XXXX valuation date (XXXX measurement date)
Single Audit		
	Prelim SEFA	Preliminary Schedule of Expenditures of Federal Awards (SEFA) for all Federal grants expended in FYXX-XX
Gann Limit		
	Calculation	Gann Limit calculation worksheets 20XX
	Resolution	Resolution adopting 20XX Gann Limit
	Finance Letter	CA Dept of Finance Letter
Successor Agency		
	ROPS	Recognized Obligation Payment Schedules for 20XX

YEAR-END AUDIT

Name		Description
Trial Balance		
	Trial Balance	Year-to-date Trial Balance as of June 30, 20XX (Excel) with the following columns: a) Account number b) Account name/description c) Beginning balance (7/1/XX) d) Ending balance (6/30/XX) e) Adopted budget f) Final budget
	Client Journal Entries	Copy of Journal Entry Posting report with backup attached for all journal entries posted after unadjusted year-end trial balance was provided to auditors.
Budget		
	Budget Amendments	Listing of budget amendments for FYXX-XX (entire year)
	B-A Revenues	Most recent revenues report with Budget and Actual comparison in FYXX-XX. (Excel file)
	B-A Expenses	Most recent expense report with Budget and Actual comparison in FYXX-XX. (Excel file)
Financial Reporting		
	Chart of Accounts	Chart of accounts effective for FYXX-XX
	Fund Roll-Ups	Listing of which GL funds are grouped together as financial statement funds
	Account Groupings	Account roll-ups for the Statement of Net Position and Statement of Revenue, Expenses, and Changes in Net Position line items, effective for FYXX-XX
	Journal Entries	Listing of journal entries in FYXX-XX (Excel)
	New Accounts	List of bank/investment accounts opened/closed during the year - if any, please provide proof of proper authorization
Cash & Investments		
	List of Accounts	List of all bank and investment accounts
	June Statements	June 20XX statements for all accounts
	July Statements	July 20XX statements for all accounts
	Bank Reconciliations	Bank reconciliations for June 20XX for all deposit accounts
	O/S Check Listings	Outstanding check listings on 6/30/20XX
	DIT Listings	Deposit in transit listing at 6/30/20XX
	Investment Report	Investment report for 6/30/20XX
	GASB 31	GASB 31 fair market value adjustment for FYXX-XX
	Restricted Cash	Summary for all restricted cash and investments held by fiscal agents by trustee account on June 30, 20XX (Excel file)
	Investment Statements	Trustee statements for all restricted cash and investments held by fiscal agents on June 30, 20XX (PDF file)
	Credit Risk	Schedules for investment disclosure: a) credit rating for each investment b) maturity dates
	Credit Risk	Listing of amounts invested in single issuers in excess of 5% of total investments
Accounts Receivable		
	A/R Aging	An aged detailed listing of all accounts receivable on June 30, 20XX

	Allowance	Calculation of uncollectible accounts on June 30, 20XX, along with a description of methodology and assumptions used
	Accruals	Supporting documents (i.e., subsequent receipts) for receivables accrued post-June 30, 20XX
	Grants	A detailed listing of grant receivables and backup documents for all accrued grant payments received (i.e., copies of checks, etc.)
	Interest	A detailed listing of all interest receivable on June 30, 20XX (include interest allocation worksheet if applicable)
	Taxes/Assessments	A detailed listing of all taxes/assessments receivable on June 30, 20XX
NotesLoans Receivable		
	Roll-forward	List beginning balances, additions, deletions, and ending balances for all loans and notes receivable (separated by type/funding source)
	New Loans	Copy of check, receipt, deposit slip, bank statement, and loan agreement for all new loans/notes.
	Loan Payments	Copy of checks/cash receipts showing payments of principal on all major loans/notes receivables (selections to be made on a test basis for others)
	Disclosures	Update listing and description of all loans and notes receivables.
	TPA Report	Third-party administrator loan portfolio report (if applicable)
Interfund Transactions		
	Due To/From	Reconciliation of all amounts due from/to other funds by the fund. Identify payable and receivable funds.
	Advances	Schedule of advances to/from funds & new loan agreements for new advances
	Transfers	Reconciliation of transfers in/out of funds by the fund. Identify transferor and transferee funds and provide a description of the purpose for transfers.
Other Assets		
	Prepays	Prepaid detail listing as of June 30, 20XX (Excel file)
	Inventory	A detailed listing of inventory with units on hand, cost, and extended cost as of June 30, 20XX
	Other	Other assets detail listing as of June 30, 20XX (Excel file)
	Deposits	Deposits detail listing as of June 30, 20XX (Excel file)
Capital Assets		
	Roll-forward	Schedule of beginning balances, additions, deletions, and ending balances of capital assets and accumulated depreciation (Excel file) on June 30, 20XX
	Details of Adds/Deletes	A detailed listing of all additions and deletions for all capital assets (Excel file) during FYXX-XX
	Depreciation	Depreciation Report for depreciation expense for capital assets for FYXX-XX
	CIP	CIP detail schedule showing by project and with beginning balance, additions, deletions (capitalized), reclassifications, and ending balance for the year ended June 30, 20XX (Excel file)
	Gain/Loss	Calculation of gains and losses for all capital assets disposed of during FYXX-XX
	Donations	Listing of amount and description of donated capital assets, if any
	Impairments	Listing of any impairments of capital assets during FYXX-XX
	Inventory	Copy of the inventory of capital assets done in FYXX-XX
Property Held for Resale		
	Listing	A detailed listing of property held for resale on June 30, 20XX
	Valuation	Support for valuation of properties on June 30, 20XX (appraisal, specially commissioned report, etc.) - lower cost or NRV

	Additions/Purchases	Support for purchases/contributions/donations of land held for resale
	Deletions/Sales	Support for sales/donations/contributions of land held for resale
	Declaration	Declaration of intent to sell for City and Successor Agency
	Affirmation	Council affirmation on a five-year time limit to sell properties
Accounts Payable		
	Detail	A detailed listing of all accounts payable (Excel file) on June 30, 20XX
	A/P Aging	A/P Aging Report as of June 30, 20XX (by the vendor if possible)
	Accrual Detail	A/P Accrual detail listing as of June 30, 20XX
	Check Registers	Accounts payable check registers from July 1, 20XX, through the date of year-end fieldwork (as close as possible)
	Deposits	Listing of all deposits payable as of June 30, 20XX (Excel file)
Payroll		
	Accrual Calculation	Detailed listing and calculation of all accrued salaries payable (Excel file) on June 30, 20XX
	Payroll Registers	Payroll register(s) for pay period(s) included in accrual at June 30, 20XX
	941s	Form 941s for FYXX-XX (all quarters) and the reconciliations to the total annual payroll.
Unearned Revenue		
	Roll-forward	A detailed listing of all unearned revenues for all funds (including beginning balance, additions, deletions, and ending balances)
	Unavailable	Schedule of unavailable revenue to be recognized as revenue in the government-wide financial statement.
Debt		
	Roll-forward/Amort	Long-term Debt Schedule as of June 30, 20XX (Excel file)
	Proof of Payment	Proof of payment on the principal for all bonds and capital leases according to debt amortization schedules.
	Deferred Charges	Amortization of deferred charges (bond premiums and costs of issuance) schedule
	Covenants	Supporting documents on the City's compliance with debt covenants.
Compensated Absences		
	Calculation	Calculation of vacation and sick leave payable - by the employee if possible (hours and rate info by EE)
	Roll-forward	List beginning balances, additions, deletions, and ending balances by the fund and by short-term portion and the long-term portion at 6/30/XX
	Register	June 30 leave balance register
	Policies	Copies of any new sick leave buy-back policies, new contracts, and changes in vacation policy.
Pension Year-End		
	Census data support	Additional info for covered payroll, service credits, and period of service for employees listed on the CalPERS Census Data file
	Contributions (Billing and Payment Summary)	"My CalPERS" billing and payment summary reports for each plan showing EE and ER contributions made during FYXX-XX
	Contributions (Reported Member Summary Report)	"My CalPERS" reported member summary reports for each plan showing EE and ER contributions made during FYXX-XX
	GASB 68/71	CalPERS GASB 68 valuation reports for each City plan for 6/30/1XX valuation date (6/30/XX measurement date)
	Census data	CalPERS GASB 68 census data for each Agent plan
	CalPERS Contributions	Amount of CalPERS contributions made in FYXX-XX (supporting documents & calculation) my CalPERS

	CalPERS Reconciliation	Reconciliation of contributions between payroll and CalPERS
	Journal Entries	Pension journal entries and supporting documents
	Covered Payroll	Annual covered payroll (CalPERS)
Risk Management		
	Calculation	Liability for current fiscal year claims and changes in estimates for workers' comp, dental, and general liability (as applicable).
	Payments	Current year claim payments for workers' comp, dental, and general liability.
	Loss Run Reports	Loss run reports for workers' comp, dental, and general liability as of June 30, 20XX
	Roll-forward	List beginning balances, additions, deletions, and ending balances by the fund and by short-term portion and long-term portion.
	Actuarial Study	Actuarial study for calculation of workers' comp/general liability (if applicable)
	SSAE 16	SSAE 16 ("SOC I, Type 2") report from third-party administrators, if any, for both WC and GL
	Excess Coverage	Agreement and declaration of coverage for excess insurance over self-insured amount (BICEP/CSAC)
Landfill Closure		
	Calculation	The calculation for the remaining landfill closure liability
Deferred Items		
	Gain/Loss	Calculation/amortization schedule for deferred gains/losses on refunding
Equity		
	GASB 54	Detail of GASB 54 fund balance breakdowns for all governmental funds (nonspendable, restricted, committed, assigned)
	Descriptions	Description of restrictions, commitments, and assignments of fund balances for all governmental funds.
	Commitments	Board resolutions for any amounts deemed to be "committed."
	Deficit Balances	Listing and explanation of deficit fund balances and net assets - if any.
	Resolution	Copy of board resolutions for all commitments of fund balances for governmental funds as of June 30, 20XX.
	Net Position	Net position worksheet (for Government-Wide Statements)
Revenue		
	Detail	Sales taxes revenues detail
	Detail	Local property taxes detail
	Detail	Other revenues detail
Single Audit Year-End		
	Final SEFA	Single Audit SEFA Schedule (list amount awarded, amount spent - with indirect costs listed separately from direct costs) - also, please include pass-through amounts
	Grant Docs	Award contracts for ALL grants listed on SEFA.
	SEFA Reconciliation	Expenditure detail (reconciled to the general ledger) for ALL grants listed on SEFA.
	Property	Federally funded real property schedule/inventory (by each grant)
	Regulators	Copies of any regulator/grantor audit/review reports issued during the year
	Prior Findings	Status of any implementations of corrective action plans for prior year findings, if applicable
Financial Statements		
	Transmittal	Transmittal letter (if ACFR)
	City Officials	List of City Officials and Council Members (if ACFR)

Org Chart	City organization chart (if ACFR)
MD&A	Management's Discussion and Analysis
Program Revenues	GASB 34 Program Revenues worksheet - Excel FYXX
ISF Allocation	Internal service fund allocation
Residual Capital Outlay	Allocation of residual capital outlays to functions/programs
Depreciation	Allocation of governmental activities depreciation by function/program
Footnotes	Footnote supporting schedules (where applicable)
Commitments/Contingencies	Listing and description of any commitments and contingencies that are required for note disclosure (i.e., cost to complete construction)
Subsequent Events	Description of subsequent events for note disclosure, if any
PPA	Journal entry and all supporting documents for prior period adjustments, if any
RSI - BtoA	RSI - Budget to actual schedules - General Fund and all major special revenue funds (Excel)
SI - BtoA	SI - Supplementary budget to actuals for any funds to be included (Excel)
SI - Agency Funds	SI - Additions and deletions for agency funds (Excel)
Stats Section	Statistical section schedules (Excel), if applicable
Conversion Entries	Support for conversion entries
Water Department	
Reconciliations	Reconciliation of amounts affected by Water Dept. (interfunds, transfers, contributions, pension, etc.)
Cash Flows	Cash flows worksheet for Water Dept. financials (provided by other auditors)
BFS	Copy of audited financial statement Water Dept.

Total All-Inclusive Maximum Price

We are committed to the performance of a high-quality audit at the most reasonable fee level possible, both initially and throughout the engagement. Also, our partners will provide advice and consultation as needed at no additional cost to the City of Pinole.

Name of Firm: The Pun Group LLP – Certified Public Accountants and Business Advisors
Contact Name: Kenneth H. Pun, CPA, CGMA
Contact Email Address: ken.pun@pungroup.cpa

Authorization to Represent the Firm

I, the undersigned, certify I am duly authorized to represent The Pun Group LLP and am empowered to submit this bid. In addition, I certify I am authorized to contract with the City of Pinole on behalf of the Firm.



April 3, 2023

Kenneth H. Pun, CPA, CGMA | Managing Partner
The Pun Group LLP

Date

Total All-Inclusive Maximum Price

Our proposed fees for Professional Auditing Services for the fiscal years ending June 30, 2023 through June 30, 2025, with an option to extend the contract at one-year intervals, not to exceed a total of two additional fiscal years, are as follows:

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES

	Initial Contract Term Years 1-3			Option Year 1	Option Year 2
Service	2022-23	2023-24	2024-25	2025-26	2026-27
City Audit, ACFR, Report on Internal Controls & Management Letter	\$ 30,000	\$ 30,900	\$ 31,827	\$ 32,782	\$ 33,765
Audit of Pinole Successor Agency including Basic Financial Statements	1,750	1,803	1,857	1,912	1,970
Single Audit & Related Reports - 1 Major Program	3,500	3,605	3,713	3,825	3,939
Agreed Upon Procedures - Local Use Taxes	1,750	1,803	1,857	1,912	1,970
Agreed Upon Procedures - Appropriations Limit	500	515	530	546	563
Report of City Financial Transactions to the SCO	2,000	2,060	2,122	2,185	2,251
Additional Reports Requested at City Option:					
Street Report to the SCO	1,000	1,030	1,061	1,093	1,126
TOTAL FOR FISCAL YEAR (not-to-exceed)	\$ 40,500	\$ 41,715	\$ 41,906	\$ 43,163	\$ 44,458

- (1) Single Audit fees based on one (1) major program. The fee for auditing additional major programs will be \$4,000 each. The number of programs determined to be "major" will be based on OMB Uniform Guidance. The Engagement Team will discuss this with the City of Pinole' Management before starting Single Audit work.

Out of Pocket Expenses are Included in the Total All-Inclusive Maximum Price and Reimbursement Rates

The Firm's policy is to maintain flexible billing rates to meet the needs of clients and help them control costs. In the interest of starting our long-term relationship, we will absorb expenses such as travel and printing costs. Additionally, our Partners will be available to provide advice and consultation as necessary to the City of Pinole. The Firm will also absorb these costs.

Rates by Partner, Specialist, Supervisory and Staff Level, Times Hours Anticipated for Each

	Hours	Hourly Rates	Total
Partners	24	\$ 300	\$ 7,200
Director/Project Manager	40	\$ 250	\$ 10,000
Supervisory Staff	120	\$ 175	\$ 21,000
Staff	160	\$ 150	\$ 24,000
Clerical	8	\$ 100	\$ 800
Out-of-Pocket Expenses:	Included	Included	Included
Subtotal:			63,000
<i>Professional Discount:</i>			(22,500)
Total all-inclusive maximum price for FY 2023			\$ 40,500

	Hours	Hourly Rates	Total
Partners	24	\$ 300	\$ 7,200
Director/Project Manager	40	\$ 250	\$ 10,000
Supervisory Staff	120	\$ 175	\$ 21,000
Staff	160	\$ 150	\$ 24,000
Clerical	8	\$ 100	\$ 800
Out-of-Pocket Expenses:	Included	Included	Included
Subtotal:			63,000
<i>Professional Discount:</i>			(21,285)
Total all-inclusive maximum price for FY 2024			\$ 41,715

	Hours	Hourly Rates	Total
Partners	24	\$ 300	\$ 7,200
Director/Project Manager	40	\$ 250	\$ 10,000
Supervisory Staff	120	\$ 175	\$ 21,000
Staff	160	\$ 150	\$ 24,000
Clerical	8	\$ 100	\$ 800
Out-of-Pocket Expenses:	Included	Included	Included
Subtotal:			63,000
<i>Professional Discount:</i>			(21,094)
Total all-inclusive maximum price for FY 2025			\$ 41,906

	Hours	Hourly Rates	Total
Partners	24	\$ 300	\$ 7,200
Director/Project Manager	40	\$ 250	\$ 10,000
Supervisory Staff	120	\$ 175	\$ 21,000
Staff	160	\$ 150	\$ 24,000
Clerical	8	\$ 100	\$ 800
Out-of-Pocket Expenses:	Included	Included	Included
Subtotal:			63,000
<i>Professional Discount:</i>			(19,837)
Total all-inclusive maximum price for FY 2026			\$ 43,163

	Hours	Hourly Rates	Total
Partners	24	\$ 300	\$ 7,200
Director/Project Manager	40	\$ 250	\$ 10,000
Supervisory Staff	120	\$ 175	\$ 21,000
Staff	160	\$ 150	\$ 24,000
Clerical	8	\$ 100	\$ 800
Out-of-Pocket Expenses:	Included	Included	Included
Subtotal:			63,000
<i>Professional Discount:</i>			(18,542)
Total all-inclusive maximum price for FY 2027			\$ 44,458

Rates for Additional Professional Services

Rates for Additional Professional Services

Below are the Firm's hourly billing rates, delineated by staffing levels:

Hourly Billing Rates		
Partner(s)	\$	300
Director(s)	\$	250
Senior Manager(s)	\$	225
Manager(s)	\$	200
Supervisor(s)	\$	175
Senior Accountant(s)	\$	150
Staff Accountant(s)	\$	125
Clerical	\$	100

Any supplemental reports, audits, or agreed-upon procedures not covered by this proposal may be added to a written agreement prior to commencing audit work. The Firm and the City will discuss and approve the scope and associated costs of these tasks. Any additional work will be performed at the above-quoted hourly rates.

Manner of Payment

Manner of Payment

Engagement Team members are required to maintain timesheets detailing the date, number of hours, and work performed for every audit task. The Firm will collect these timesheets and bill the City of Pinole at the rates outlined in the Total All-Inclusive Maximum Price section in four stages: (1) at the conclusion of the planning phase, (2) at the conclusion of the interim phase, (3) at the conclusion of the Year-End phase, (4) and after presentation and acceptance of the final audit reports. Interim billings will cover a period not less than a calendar month. The billing amounts generally break down as follows:

Work Performed	% of Proposal Amount
Planning	10%
Interim	40%
Fieldwork	40%
Presentation and Acceptance of Reports	10%

Let's Get to Work!

Benefits of Choosing The Pun Group LLP

The Pun Group LLP is recognized for its professionalism, integrity and for providing clients with practical solutions unique to their circumstances and issues. Our Firm prides itself on being able to provide personalized client services, and with that sentiment in mind, we have carefully chosen our engagement teams. The Pun Group's primary objective is to continue offering the City of Pinole solutions and directions led by highly experienced and capable partners who can successfully implement the work and produce the results you expect. This philosophy and mindset allow us to provide a superior level of service and a quality audit.

We trust that this proposal has given you the information needed about the Firm, the engagement team members, the overall audit approach, cost-saving measures, and audit fees. We are committed to exceeding your expectations, and we look forward to bringing our experience and expertise to the City of Pinole while providing you with the excellent level of service that you expect and deserve.

Thank You

Thank you for allowing us to submit our qualifications to provide you with Professional Auditing Services. Please direct inquiries to:

Kenneth H. Pun, CPA, CGMA
Managing Partner
Email: ken.pun@pungroup.cpa
Phone: (949) 777-8801 | Fax: (949) 777-8850

Sincerely,

A handwritten signature in black ink that reads "The Pun Group, LLP". The signature is written in a cursive, flowing style.

The Pun Group LLP
Certified Public Accountants and Business Advisors

Appendix A – Engagement Team Resumes

Engagement Team Resumes

The City of Pinole deserves experienced professionals who work as a team. The Pun Group LLP will provide qualified professionals to perform the audit. No subcontractors will be utilized to perform the requested services. Resumes for key engagement team members are presented as follows:

**Kenneth H. Pun**

CPA, CGMA

Engagement/
Lead Partner**EMAIL**

ken.pun@pungroup.cpa

**WEBSITE**

www.pungroup.cpa

Expertise:

CITIES



COUNTIES

TRANSPORTATION
AGENCIESENTERPRISE
OPERATIONSHIGHER
EDUCATION

NOT-FOR-PROFIT

Licensed to Practice in:
California**EXPERIENCE**

Kenneth H. Pun is the Managing Partner and an Assurance Partner at The Pun Group ^{LLP}, which he founded in 2012 after serving in senior-level positions for well-established national and regional firms. Under his leadership, The Pun Group has become one of the “*Top Accounting Firms*” in Orange County, according to the Orange County Business Journal. The Pun Group is also on the list of CalCPA's Top 150 firms.

Prior to founding The Pun Group, Ken served clients in a variety of industries, including small to very large state and local governmental agencies, insurance companies, not-for-profits, healthcare, technology, and manufacturing and distribution clients. His career in public accounting was spent primarily with Regional firms and National firms.

Leveraging more than 21 years of public accounting experience, Ken has earned a reputation of being a trusted advisor to governmental and Healthcare organizations throughout California and neighboring states. Municipalities and public agencies engage him because of his premier level of client service, commitment, and innovative methods of increasing operational efficiencies and reducing costs.

Ken maintains his deep commitment to professional education through his work as an instructor for the California Education Foundation. He has authored training materials in governmental accounting and auditing, such as Financial Reporting for State and Local Governments, 2018 Government Auditing Standards, and Single Audit Fundamentals for California Education Foundation. He is also the technical reviewer of the CCH Knowledge-Based Audits™ of State and Local Governments with Single Audits. He advises clients on those topics at influential industry forums. Internally, Ken mentors audit teams by providing direction and technical guidance to ensure adherence to the firm's quality controls.

EDUCATION**University of California, Riverside**

B.S. Degree – Business Administration, Emphasis in Accounting

LEADERSHIP & AFFILIATIONS

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, California Society of Certified Public Accountants (CalCPA)
- Past Chair, CalCPA Governmental Accounting and Auditing Committee
- Member, CalCPA California Committee on Municipal Accounting
- Member, CalCPA Governmental Accounting and Auditing Conference Planning Committee
- Member Government Finance Officers Association (GFOA)
- Member, California Society of Municipal Finance Officers (CSMFO)
- Member, CSMFO Professional Standards Committee
- Speaker, CSMFO Conference (2014 and 2018)
- Instructor, CalCPA Education Foundation
- Technical Reviewer, CCH Knowledge-Based Audits™ of State and Local Governments with Single Audits

RELEVANT EXPERIENCE

- City of Stockton
- City of Palm Springs
- City of Lakewood
- City of Pomona
- City of Clovis
- City of San Bernardino
- City of Desert Hot Springs
- City of National City
- City of Redding
- City of Shafter

CONTINUING PROFESSIONAL EDUCATION

Various courses are offered by the Firm online through Thompson Reuters, AICPA, and CalCPA Education Foundation, including:

- Governmental and Nonprofit Annual Update
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates
- Statement on Standards for Accounting and Review Services Updates

Has met/exceeded the current CPE educational requirements to perform audits of governmental agencies.



Coley Delaney
CPA
Technical/
Concurring Partner

**EMAIL**

coley.delaney@pungroup.cpa

**WEBSITE**

www.pungroup.cpa

Expertise:

CITIES



COUNTIES

TRANSPORTATION
AGENCIESSPECIAL
DISTRICTSHIGHER
EDUCATION

NOT-FOR-PROFIT

Licensed to Practice in:
California

EXPERIENCE

Coley Delaney is a Partner within The Pun Group ^{LLP} Assurance division. In his fifteen (15) years of accounting and auditing experience, Coley has worked with governmental agencies, not-for-profit entities, and private for-profit entities. He specializes in conducting financial audits under GAO Yellow Book standards and compliance audits in accordance with Uniform Guidance (formerly known as OMB Circular A-133).

Mr. Delaney has performed audits and other attestation services for several governmental agencies throughout California, including cities, counties, redevelopment agencies, public financing authorities, housing authorities, transportation agencies, and special districts, and he has helped them publish their Comprehensive Annual Financial Reports in compliance with GASB Statement No. 34.

Mr. Delaney develops training materials and shares his expertise internally with other Firm professionals. Coley is a frequent speaker at in-house seminars on topics related to government auditing standards and Single Audits.

EDUCATION**University of California, Santa Barbara**

B.A. Degree – Business Economics, Emphasis in Accounting

LEADERSHIP & AFFILIATIONS

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, California Society of Certified Public Accountants (CalCPA)

RELEVANT EXPERIENCE

- City of Stockton
- City of Encinitas
- City of Shafter
- City of Fairfield
- City of Industry
- City of San Bernardino
- City of Escondido
- City of National City
- City of Hermosa Beach
- San Diego Metropolitan Transit System

CONTINUING PROFESSIONAL EDUCATION

Various courses are offered by the Firm online through Thompson Reuters, AICPA, and CalCPA Education Foundation, including:

- Governmental and Nonprofit Annual Update
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates
- Statement on Standards for Accounting and Review Services Updates

Has met/exceeded the current CPE educational requirements to perform audits of governmental agencies.



Andrew Roth
CPA
Compliance
Partner

**EMAIL**

andrew.roth@pungroup.cpa

**WEBSITE**

www.pungroup.cpa

Expertise:

CITIES



COUNTIES

TRANSPORTATION
AGENCIESENTERPRISE
OPERATIONSHIGHER
EDUCATION

NOT-FOR-PROFIT

Licensed to Practice in:
California
Arizona

EXPERIENCE

Andrew Roth is a Partner within The Pun Group LLP. He has more than twelve (12) years of governmental and not-for-profit experience in the areas of financial audit and reporting under governmental and financial accounting standards, evaluation of internal controls under the Committee of Sponsoring Organizations of the Treadway Commission (COSO) Integrated Framework, the performance of Single Audits under the Uniform Guidance, subrecipient monitoring of Federal Grants, corporate financial reporting, data analytics, and exempt taxation. His client portfolio consists of moderate to large municipalities (cities and counties), municipal transportation districts, water districts, municipal electric utilities, and not-for-profit organizations whose missions involve building communities. His governmental agency clients have federal grant expenditures that range from \$100 million to \$750 million annually.

In various engagements, Andrew has been responsible for leading the service delivery where he has actively contributed and managed the planning process, implementation of the audit work plan, supervision of multiple audit teams, and provided yearly team updates on the changes in compliance testing requirements for the Single Audits, and preparation of all deliverables including the Annual Comprehensive Financial Reports, the Single Audit, Compliance Reports, Data Collection Forms, and City Council/Board presentations. He has also been a guest speaker on topics involving Federal grants, such as updates to Yellow Book Standards, Compliance Auditing, and Updates to the Uniform Guidance Procurement Requirements.

EDUCATION

San Diego State University
B.A. Degree – Accounting

**LEADERSHIP & AFFILIATIONS**

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, California Society of Certified Public Accountants (CalCPA)

RELEVANT EXPERIENCE

- City of San Bernardino
- City of Placerville
- City of Beaumont
- City of Lodi
- City of Clovis
- City of National City
- City of Shafter
- Imperial County Local Transportation Authority
- San Diego Metropolitan Transit System

CONTINUING PROFESSIONAL EDUCATION

Various courses offered by the Firm online through Thompson Reuters, AICPA, and CalCPA Education Foundation, including:

- Governmental and Nonprofit Annual Update
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates
- Statement on Standards for Accounting and Review Services Updates

Has met/exceeded the current CPE educational requirements to perform audits of governmental agencies.



John F. Georger, Jr.
CPA, CIA, CGMA
Quality Control
Reviewer

**EMAIL**

jack.georger@pungroup.cpa

**WEBSITE**

www.pungroup.cpa

Expertise:

CITIES



COUNTIES

TRANSPORTATION
AGENCIESENTERPRISE
OPERATIONSHIGHER
EDUCATION

NOT-FOR-PROFIT

Licensed to Practice in:
California
Arizona
Nevada

EXPERIENCE

Jack Georger is the Chief Quality Officer within The Pun Group LLP's Assurance division. By leveraging more than forty (40) years of public accounting and auditing experience in the government, agribusiness, financial services, manufacturing, and nonprofit sectors, Mr. Georger brings in-depth knowledge and practical expertise to each engagement.

Jack coordinates, plans, and manages financial audit activities, consulting activities, federal and state compliance audit activities, performance audits, and numerous quality control and internal control reviews for a broad mix of governmental agencies and programs throughout the United States.

Mr. Georger leads our Peer Review department providing peer review services to other firms under the practice monitoring program of the AICPA.

Mr. Georger is a continuing professional education course instructor for the AICPA. Annually, he instructs over 300 hours in accounting and auditing subjects. Jack has authored training material in governmental accounting and auditing for the AICPA. He is the technical reviewer of the CCH Knowledge-Based Audits™ of State and Local Governments with Single Audits, GAAP Guide (FASB), and Governmental GAAP Guide (GASB).

Mr. Georger is licensed to practice as a certified public accountant in the states of California, New York, Virginia, Maryland, the District of Columbia, Missouri (inactive), Connecticut (inactive), and Wyoming (inactive). He is a Certified Internal Auditor (CIA).

EDUCATION

George Mason University Fairfax, Virginia

B.S. Degree – Accounting

LEADERSHIP & AFFILIATIONS

- Member and Instructor, American Institute of Certified Public Accountants (AICPA)
- Member, Institute of Internal Auditors
- Member, California Society of Certified Public Accountants (CalCPA)
- Member, New York Society of Certified Public Accountants (NYSSCPA)
- Chairman, NYSSCPA Government Accounting and Auditing Committee
- Member, NYSSCPA Auditing Standards Committee
- Member, NYSSCPA Sustainability Committee
- Member, NYSSCPA Not-for-Profit Committee
- Nevada Society of Certified Public Accountants (NSCPA)
- Member, Government Finance Officers Association (GFOA) – Reviewer
- Member, Institute of Internal Auditors

CONTINUING PROFESSIONAL EDUCATION

He has instructed over 300 hours of municipal accounting courses offered by the AICPA.

Has met/exceeded the current CPE educational requirements to perform audits of governmental agencies.



Gary M. Caporicci
CPA, CGFM, CFF
GASB
Implementation
Specialist

**EMAIL**

gary.caporicci@pungroup.cpa

**WEBSITE**

www.pungroup.cpa

Expertise:

CITIES



COUNTIES

TRANSPORTATION
AGENCIESENTERPRISE
OPERATIONSHIGHER
EDUCATION

NOT-FOR-PROFIT

Licensed to Practice in:
California

EXPERIENCE

Gary M. Caporicci has more than forty years of diversified business experience, including a specialization in audit and management consulting for government organizations. Gary's clients include public and private universities and colleges, city and county governments, state agencies, joint power authorities, healthcare agencies, transportation agencies, and special districts. Known for his expertise in the areas of construction and government, Gary wrote the AICPA audit guides on these topics, and he has authored many audit and accounting courses for professional groups, as well as academic institutions. He frequently speaks and lectures at many professional organizations, governmental seminars, and conferences held by industry associations, other accounting firms, and universities. Also, he authors white papers for the California Committee on Municipal Accounting.

Before working with the Firm, Gary founded his accounting practice. He also spent eleven years with a "Big Eight" professional services firm, where he was an Audit Manager and gained broad experience in a wide range of industries such as government, construction, manufacturing, mutual funds, and insurance. Gary has held a consultant position with a "Big Four" practice and was Vice President of a national insurance and financial services company.

In 2015 Gary Caporicci was appointed to the State Retirement Advisory Committee by the State Controller.

EDUCATION**Armstrong University**

B.S. Degree – Accounting and Finance

LEADERSHIP & AFFILIATIONS

- Member and Instructor, American Institute of Certified Public Accountants (AICPA)
- Member, Author, and Instructor, California Society of Certified Public Accountants (CalCPA)
- Past Chair, CalCPA Governmental Accounting and Auditing Committee
- Chair and Speaker, CalCPA Governmental Accounting and Auditing State Conferences
- Member, CalCPA Council
- Chair, California Committee on Municipal Accounting (CCMA)
- Member, Government Finance Officers Association (GFOA)
- Member, California Society of Municipal Finance Officers (CSMFO)
- Member, Governmental Accounting Standards Board (GASB)
- Member, Deposit and Investment Risks Disclosure Task Force (GASB No. 40)
- National Reviewer and Speaker, Government Finance Officers Association
- Adjunct Professor, National University
- Past Member, Texas Governmental Accounting and Auditing Committee
- GFOA Certificate for Excellence in Financial Reporting – Reviewer

CONTINUING PROFESSIONAL EDUCATION

Author and instructor of various municipal accounting courses offered by the AICPA, CalCPA Education Foundation, and local universities, including:

- Governmental and Non-profit Annual Update
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates
- Statement on Standards for Accounting and Review Services Updates

Has met/exceeded the current CPE educational requirements to perform audits of governmental agencies.



Sophia Kuo

CPA, M.B.A.

Engagement/
Project Director



EMAIL

sophia.kuo@pungroup.cpa



WEBSITE

www.pungroup.cpa

Expertise:



CITIES



COUNTIES



TRANSPORTATION
AGENCIES



ENTERPRISE
OPERATIONS



HIGHER
EDUCATION



NOT-FOR-PROFIT

Licensed to Practice in:
California

EXPERIENCE

Sophia Kuo is a Director within The Pun Group, LLP's Assurance division. In her seven years of accounting and auditing experience, Sophia has worked with governmental agencies, not-for-profit entities, and private for-profit entities. She possesses governmental expertise that ranges from GASB audit/reporting, Internal Controls/COSO Framework, Single Audit, Corporate Financial Reporting, Data Analysis, and Taxation.

Ms. Kuo has performed audits and other attestation services for several governmental agencies throughout California. Her portfolio includes cities, counties, redevelopment agencies, public financing authorities, housing authorities, transportation agencies, and special districts. Also, she has helped them publish their Annual Comprehensive Financial Reports in compliance with GASB Statement No. 34.

EDUCATION

Fu Jen Catholic University

B.A. Degree – International Trading and Finance, Emphasis in Finance

Idaho State University

Master of Accounting (MAcc)

Master of Business Administration (M.B.A.)



LEADERSHIP & AFFILIATIONS

- Member, American Institute of Certified Public Accountants (AICPA)
- Member, California Society of Certified Public Accountants (CalCPA)

RELEVANT EXPERIENCE

- City of Coachella
- City of Desert Hot Springs
- City of Laguna Niguel
- City of Monterey
- City of Perris
- City of Culver City
- City of Gardena
- City of Lakewood
- City of Monterey Park
- City of Pomona

CONTINUING PROFESSIONAL EDUCATION

Various courses are offered by the Firm online through Thompson Reuters, AICPA, and CalCPA Education Foundation, including:

- Governmental and Non-profit Annual Update
- Government Auditing Standards
- GASB Basic Financial Statements for State and Local Governments
- Single Audits: Uniform Guidance (formerly OMB Circular A-133)
- Financial Accounting Standards Board Annual Updates
- Statement on Standards for Accounting and Review Services Updates

Has met/exceeded the current CPE educational requirements to perform audits of governmental agencies.

Appendix B – Available Training

Strengthen Your Accounting Knowledge: TPG Client Training Webinars

We pride ourselves in leading the governmental auditing profession nationwide and statewide. Members of our team have been assigned to the AICPA and State Government Accounting and Audit committees. Our membership with these two levels of government keeps us current, and such involvement helps our Firm with the constant changes in accounting and auditing standards, laws and regulations, and compliance provisions, which have created an unprecedented complexity in public accounting for state and local governments.

Every year, the Firm hosts a conference to update governmental clients on new technical accounting and financial issues. Since last year, by implementing “Webinars,” we’ve been expanding our horizons and offering our clients 15 hours of Continuing Professional Education (CPE). These sessions are **free of charge** and part of the service package provided to our clients.

CPE courses we offer:



Appendix C – Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wood Gutmann & Bogart 15901 Red Hill Ave., Suite 100 Tustin CA 92780		CONTACT NAME: Sarah Caballero PHONE (A/C, No, Ext): 714-824-8300 FAX (A/C, No): 714-573-1770 E-MAIL ADDRESS: scaballero@wgbib.com	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED The Pun Group, LLP 200 East Sandpoint Avenue, Suite 600 Santa Ana CA 92707		INSURER A: Great Divide Insurance Company	25674
		INSURER B: Travelers Property Casualty	20508
		INSURER C: Valley Forge Insurance Co.	
		INSURER D: National Fire Ins Co.	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 80570923

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ \$0 deductible GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y	7013134445	3/1/2022	3/1/2023	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/PO/ AGG \$ 4,000,000 \$
D	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS		7013117645	3/1/2022	3/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$		7013136468	3/1/2022	3/1/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
D C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐ N / A	7013134493 7013136289	3/1/2022 3/1/2022	3/1/2023 3/1/2023	☒ PER STATUTE ☐ OTH-ER No Deductible E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	E&O Retro 12/29/11		CAB20235902	3/1/2022	3/1/2023	3,000,000 agg 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Great Divide Insurance Company AM Best Rating A+ XV

Certificate holder(s) is/are named as additional insured per attached endorsements subject to the terms & conditions of the policy:
 General Liability Additional Insured & Waiver of Subrogation # SB146932G
 General Liability Primary & Contributory #CNA80103XX
 Umbrella Policy follows form for General Liability, Auto Liability and Employers Liability
 Auto Primary and Non-Contributory & Waiver of Subrogation #CA00011013
 Auto Designated Insured #IL 02 70 07 20
 See Attached...

CERTIFICATE HOLDER

CANCELLATION

PROOF OF INSURANCE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2014/01)

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CITY COUNCIL REPORT

9J

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: STACY SHELL, HUMAN RESOURCES DIRECTOR

SUBJECT: PLAN FOR HIGH SCHOOL STUDENT INTERNSHIPS WITH CITY COUNCIL MEMBERS

RECOMMENDATION

Staff recommends that the City Council receive information on the City's plan to recruit high school students for volunteer internships with City Council Members for school year 2023-24.

BACKGROUND

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

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

The City has an established Volunteer Program and Policy that is designed to match interested individuals with City departments that have volunteer needs.

REVIEW & ANALYSIS

City staff recommends that the City use the existing City Volunteer Program and Policy to identify high school students interested in volunteering as interns for the City Council during school year 2023-24 and match individual candidates with Council Members.

City staff recently determined which individual City Council Members were interested in having a volunteer high school intern for school year 2023-24 and what tasks such an intern would perform. The Human Resources Department intends to conduct outreach to local high school administrators and students to inform them of the opportunity to volunteer for a Council Member in the upcoming school year. Students would be limited to working up to twenty (20) hours per week and would be unpaid interns, as our Volunteer Program does not allow for the payment of stipends to volunteers. Council Members will be responsible for the day-to-day management and guidance of the work of the intern.

and available to the intern for consultation and assistance. The duration of the internship will depend on the availability of the student and City Council Member.

All interested students will be required to complete a Volunteer Application Form and submit it to Human Resources. Prior to being assigned or appointed to the internship position, the individual City Council Member will interview the prospective intern to ascertain their suitability for the position, the qualifications of the student, their commitment to fulfill the requirements of the position, availability, and interest in the position. Once selected, the student will participate in a background check and must be cleared by Human Resources before they begin their internship, as required by the Volunteer Program and Policy. All high school interns under the age of eighteen (18) must have the written consent of a parent or guardian prior to volunteering.

FISCAL IMPACT

There is no fiscal impact to receiving this report or recruiting, selecting, and onboarding volunteer interns for school year 2023-24.

ATTACHMENT (S)

None



CITY COUNCIL REPORT

9K

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR

SUBJECT: UPDATE ON THE ACTIVITY OF THE PROJECT LABOR AGREEMENT (PLA) AD HOC SUBCOMMITTEE

RECOMMENDATION

Staff recommends that the City Council receive an informational report on the activity of the Project Labor Agreement (PLA) Ad Hoc Subcommittee.

BACKGROUND

On September 20, 2022, City Council received a presentation on Project Labor Agreements (PLAs) from City staff. City Council directed that an ad hoc subcommittee be formed with four members (two members of the City Council, one member of the Planning Commission, and one member of the Community Services Commission) to look into the possibility of establishing a citywide PLA. Mayor Pro Tem Toms and Council Member Tave were appointed from the City Council. The Planning Commission appointed Commissioner Banuelos and the Community Services Commission appointed Commissioner Ruport.

At the City Council meeting of March 21, 2023, the Council requested a future Council agenda item, for the second meeting of May 2023, of a recommendation from the PLA Ad Hoc Subcommittee to the City Council regarding a citywide PLA.

The subcommittee met on May 8, 2023 and reviewed various PLAs adopted by neighboring cities (Richmond, El Cerrito, Martinez, and others). The subcommittee discussed those examples and directed City staff to prepare a draft PLA for the subcommittee's review based on El Cerrito's PLA. The subcommittee also directed staff to get the input of the appropriate local labor union representatives on the draft.

REVIEW & ANALYSIS

City staff will take the following next steps:

1. Prepare a preliminary draft PLA document for the City of Pinole;

2. Secure the review and feedback of the appropriate local labor union representative on the preliminary draft PLA;
3. Secure the review and feedback of the City Attorney on the preliminary draft PLA;
4. Create a revised draft PLA for the City of Pinole;
5. Set the date for another subcommittee meeting, at which the revised draft PLA will be discussed;
6. Bring a final proposed PLA, incorporating the direction of the subcommittee, to the City Council for consideration by the end of August 2023.

FISCAL IMPACT

There is no fiscal impact in receiving this report.

ATTACHMENT(S)

None

**CITY COUNCIL****9L**

DATE: MAY 16, 2023

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 2023/2024

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 2023/2024

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

RESOLUTION NO. 2023-XX

**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 2023/2024**

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, 2023, and ending June 30, 2024, 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 right-of-ways or specific easements. Services provided include all necessary service, operations, administration and maintenance required to keep the improvements in a healthy, vigorous and satisfactory condition and in proper working order. The specific improvements within the District 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 16th day of May 2023, 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 16th day of May 2023.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

10A

DATE: MAY 16, 2023

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: LIEUTENANT JEREMY CRONE

SUBJECT: CONDUCT FIRST READING OF ORDINANCE
ADOPTING A MILITARY EQUIPMENT POLICY AND APPROVING
RENEWAL OF CHAPTER 2.60 “MILITARY EQUIPMENT POLICY”
OF THE PINOLE MUNICIPAL CODE; AND REVIEW OF 2022-2023
ANNUAL REPORT IN COMPLIANCE WITH AB 481

RECOMMENDATION

Staff recommends that the City Council conduct a public hearing, review and approve the 2022-2023 Pinole Police Department Annual Military Equipment Report, and waive full reading and introduce by title only an ordinance approving and re-adopting a Military Equipment Use Policy as Stated in Chapter 2.60 “Military Equipment Policy” of the Pinole City Municipal Code in compliance with AB 481.

BACKGROUND

On September 30, 2021, Governor Newsom signed into law Assembly Bill (AB) 481, to address the use of military equipment by law enforcement agencies in California. AB 481’s stated goals are to increase transparency, accountability and oversight related to the acquisition and use of military equipment by law enforcement agencies, as well as, to provide legally enforceable safeguards to protect the public’s welfare, safety, civil rights, and civil liberties before military equipment is funded, acquired, or used by local law enforcement agencies.

Effective January 1, 2022, AB 481, codified as Government Code sections 7070 et seq., requires that the City of Pinole Police Department (“Department”) adopt a written military equipment use policy approved by the City Council by way of an ordinance, prior to taking certain actions relating to the funding, acquisition, or use of military equipment as defined by the State legislature. Specifically, the Department must adopt a military equipment use policy approved by the City Council before the Department: (1) continues to use any military equipment acquired before January 1, 2022; (2) purchases, raises funds for, or acquires military equipment after January 1, 2022; or (3) collaborates with another law enforcement agency in the deployment or use of military equipment within the Department’s jurisdiction, or allows use of said equipment by any person not previously approved by Council.

Under AB 481, the City Council may only approve the policy if it makes specific findings regarding the equipment including safeguards, cost effectiveness, reasonableness of use, and fiscal impact. Specifically, City Council must make all of the following findings:

1. The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
2. The policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
3. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
4. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

On May 3, 2022, the City Council approved the Department's Policy (identified as Department Policy 707) finding it meets the requirements under AB 481 and introduced and adopted an ordinance adding Chapter 2.60 "Military Equipment Policy" to the Pinole Municipal Code (Ord. 2022-02).

AB 481 (Government Code §7072) requires that the Department submit to the City Council an annual military equipment report for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use. Additionally, the City Council must review the ordinance that it has adopted, approving of the funding, acquisition, or use of military equipment, at least annually, and vote on whether to renew the ordinance at a regular meeting. During the review process, the City Council must determine, based on the military equipment report, whether each type of military equipment in the report has complied with the standards for approval set forth in Government Code sections 7071(d)(1) and 7071(e)(2). If it determines a type of equipment identified in the report has not complied with the standards for approval, the City Council must either disapprove of the renewal of the ordinance or require modifications to the military equipment use policy in a manner that will resolve the lack of compliance.

Attachment A is the proposed ordinance. Attachment B is the 2022-2023 Annual Report, including the inventory list of military equipment the Department has and intends to use in the future that falls within the definition of "military equipment" under AB 481. Attachment C is the Department's military equipment use policy.

DISCUSSION

AB 481 requires a law enforcement agency that receives approval for a military equipment use policy to submit to the City Council an annual military equipment report for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use. The law enforcement agency must also make each annual military equipment report publicly available on its internet website for as long as the military equipment is available for use. Government Code section 7072 (a) states that the annual report must include the following information:

1. A summary of any complaints or concerns received concerning the military equipment.
2. The results of any internal audits or information about violations of the military equipment use policy. This includes any actions taken in response.
3. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
4. The quantity possessed for each type of military equipment.
5. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.
6. A summary of how the military equipment was used and the purpose of its use.

In compliance with the Government Code, the Department's annual use report was released to the community, via the Department's transparency portal on May 1, 2023 and provided to City Council. Within 30 days of submitting and publicly releasing its annual military equipment report, the Department is required hold at least one well-publicized and conveniently located public meeting, at which the general public may discuss and ask questions regarding the annual military equipment report and the law enforcement agency's funding, acquisition, or use of military equipment. That meeting is being held concurrently with the presentation of this ordinance. The annual use report contains all the required elements of Government Code section 7072 (a) set forth above.

In addition, the Department is required to re-submit the previously approved policy for re-approval consideration, as an agenda item during open session. The previously approved policy is attached to this report (Exhibit C). The Department does not anticipate any significant change in the previously approved policy or previously authorized military equipment. At this time, the Department does not intend to acquire additional types of military equipment, however, future attempts to obtain new equipment will comply with procedures set forth in the Government Code and the approved military equipment policy; this includes a public hearing and City Council approval prior to acquisition. At this time, forecasted purchases for the Department in 2023 only include additional ammunition which need to be replenished after being used in either the field or training environments. All items needing to be replenished are included in the policy and attached inventory which were previously approved by the City Council.

Through acceptance of the annual report and renewal of the ordinance, the City Council will authorize the continued use of preexisting equipment considered "military equipment" under AB 481. This includes a Mine Resistant Ambush Protected Vehicle (MRAP) for use as an Emergency Rescue Vehicle (ERV) to safely evacuate residents in the event of a natural disaster or critical incidents, to move personnel and/or resources in support of natural disasters (i.e. flood, fire, earthquake), large scale logistics, active shooter incidents, and incidents where there is reason to expect potential armed resistance requiring protection. The Policy also includes a single unmanned, remotely piloted, powered ground vehicle used to enhance peace officer and community safety when encountering potentially dangerous situations by providing first responders with the ability to capture video and still images, and to transport communication equipment or other resources prior to, or in lieu of, sending in personnel into hazardous incidents or environments.

Other items deemed to be “military equipment” under AB 481 include foundational equipment such as rifles and ammunition. These rifles allow peace officers to address lethal threats from a greater distance and with greater precision. The Department also seeks authorization to use four preexisting pepper ball launchers and projectiles, to limit the escalation of conflict where employment of lethal force is prohibited or undesirable. The projectiles provide officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations. The equipment allows for more time and opportunity to attempt to deescalate situations and provide for safer tactics to resolve life threatening events in the safest way possible.

The Policy safeguards the public’s welfare, safety, civil rights and civil liberties by ensuring that there are safeguards, including transparency, oversight, and accountability measures in place. For instance, the Policy authorizes the Chief of Police to designate a member of the Department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include, but are not limited, acting as a liaison to City Council for all matters related to the requirements of AB 481, identifying “military equipment” as defined under the statute, conducting annual inventory and review, collaborating with outside agencies, and scheduling and coordinating an annual community engagement hearing to address the Department's funding, acquisition, and use of military equipment.

During this period (May 2022 – April 2023), the Department has used military equipment under this policy during community events (ERV, command post, and iRobot) and officer training (ERV and rifles). No equipment has been used in a law enforcement incident.

During this period, the Colt AR-15/M4 Carbine rifles underwent maintenance and internal upgrades to maintain the safety and functionality of the rifles. The Emergency Rescue Vehicle (ERV) underwent routine maintenance and deferred repairs to ensure the proper and safe operation of the vehicle. The PepperBall system required minimal maintenance during this period.

The Department has a significant interest in continuing to have access to equipment that will provide peace officers as many options as possible to safeguard lives, ensure safety, and protect civil liberties of the citizens of the City of Pinole. The use of the military equipment identified on the inventory list is vital to the Department’s mission and will continue to be strictly regulated through internal processes and oversight.

In compliance with the Government Code, the Military Equipment Policy has remained on the Department’s transparency portal continuously since prior to Council adoption in 2022.

FISCAL IMPACT

There is no direct fiscal impact from the acceptance of the annual report or the approval of continuing the ordinance approving the military equipment use policy. The Policy explicitly references the fiscal impact related to costs to maintain or acquire equipment and are included in the existing department’s budget allocation.

ATTACHMENTS

- A. Ordinance of the City Council of the City of Pinole Approving and Re-Adopting a Military Equipment Use Policy as Stated In Chapter 2.60 “Military Equipment Policy” of the Pinole Municipal Code In Compliance With Assembly Bill 481
- B. 2022-2023 Pinole Police Department Annual Military Equipment Report May 2022 – April 2023
- C. Pinole Police Department Military Equipment Funding, Acquisition and Use Policy 707

ORDINANCE NO. 2023-XX**AN ORDINANCE OF THE CITY OF PINOLE APPROVING AND RE-ADOPTING A MILITARY EQUIPMENT USE POLICY AS STATED IN CHAPTER 2.60 “MILITARY EQUIPMENT POLICY” OF THE PINOLE MUNICIPAL CODE IN COMPLIANCE WITH ASSEMBLY BILL 481 (GOVERNMENT CODE SECTION 7070, *et. seq.*)**

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 relating to the use of military equipment by California law enforcement agencies; and

WHEREAS, Assembly Bill 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used by law enforcement agencies; and

WHEREAS, Assembly Bill 481, codified at California Government Code section 7070, *et. seq.*, requires law enforcement agencies obtain approval of the applicable governing body, by an ordinance adopting a “military equipment” use policy, at a regular meeting held pursuant to open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment. The term “military equipment” is defined in California Government Code section 7070(c); and

WHEREAS, the policy must be a document covering the inventory, description, purpose, use, acquisition, maintenance, fiscal impacts, procedures, training, oversight, and complaint process, applicable to the police department’s use of such equipment; and

WHEREAS, Assembly Bill 481 allows the governing body of a city to approve the military equipment use policy for continued or future funding, acquisition, or use of military equipment within its jurisdiction only if it makes specified determinations specified in Government Code section 7071(d); and

WHEREAS, on May 3, 2022, the City Council adopted Ordinance 2022-02 approving and adopting a military equipment use policy identified as Pinole Police Department Policy 707, having received the information required under Assembly Bill 481 regarding the Pinole Police Department’s use of military equipment as defined in said law and upon a finding of the specified determinations required under Government Code Section 7071(d); and

WHEREAS, Government Code section 7072 provides that a law enforcement agency that receives approval for a military equipment use policy pursuant to Section 7071 shall submit to the governing body an annual military equipment report for each type of military equipment approved by the governing body within one year of approval, and annually thereafter for as long as the military equipment is available for use; and

WHEREAS, the law enforcement agency shall also make each annual military equipment report publicly available on its internet website for as long as the military equipment is available for use; and

WHEREAS, the annual military report shall include the following information for the immediately preceding calendar year for each type of military equipment:

- a. A summary of how the military equipment was used and the purpose of its use;
- b. A summary of any complaints or concerns received concerning the military equipment;
- c. The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response;
- d. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing costs, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report;
- e. The quantity possessed for each type of military equipment;
- f. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment; and

WHEREAS, Government Code section 7071(d) provides the governing body shall determine, based on the annual military equipment report submitted pursuant to Section 7072, whether each type of military equipment identified in that report has complied with the following standards for approval:

- a. The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety;
- b. The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties;
- c. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety;
- d. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance; and

WHEREAS, if the governing body determines that a type of military equipment identified in that annual military equipment report has not complied with the standards for approval set forth above, the governing body shall either disapprove a renewal of the authorization for that type of military equipment or require modifications to the military equipment use policy in a manner that will resolve the lack of compliance; and

WHEREAS, the governing body shall review any ordinance that it has adopted approving the funding, acquisition, or use of military equipment at least annually and vote on whether to renew the ordinance at a regular meeting held pursuant to open meeting laws; and

WHEREAS, the Pinole Police Department’s annual military equipment report was posted on the department’s internet website on May 1, 2023 and within thirty (30) days conducted a well-publicized public meeting concerning the renewal of the military equipment at issue in compliance with Government Code Section 7072 (b); and

WHEREAS, the Pinole Police Department seeks renewal of Policy 707; and

WHEREAS, the City Council of the City of Pinole, having received the information required under Assembly Bill 481 regarding the Pinole Police Department’s renewed use of military equipment as defined in said law, and makes the specified determinations required under Government Code Section 7070, *et. seq.*, deems it to be in the best interest of the City to approve and renew the Pinole Police Department’s Military Equipment Funding, Acquisition and Use Policy as set forth in the policy identified as Pinole Police Department Policy 707.

NOW THEREFORE, BE IT RESOLVED, in accordance with Government Code Section 7070 *et. seq.*, and pursuant to the findings stated herein, that the City Council of the City of Pinole hereby finds as follows:

Section 1. Recitals.

The above recitals are true and correct and made a part of this Ordinance.

Section 2. Determinations.

Based on the findings above, in addition to information provided to the City Council at the public meeting, the City Council determines as follows:

1. The military equipment identified in the annual military equipment report has complied with the standards for approval as set forth in Government Code section 7071 subdivision (d).
2. The Pinole Police Department’s Military Equipment Use Policy is necessary because there are no reasonable alternatives that can achieve the same objectives of officer and civilian safety.
3. The Pinole Police Department’s Military Equipment Use Policy will safeguard the public’s welfare, safety, civil rights, and civil liberties.
4. The military equipment identified in the Pinole Police Department’s Military Equipment Use Policy is reasonably cost effective compared to available alternatives that can achieve the same objectives of officer and civilian safety.
5. Prior military equipment use by the Pinole Police Department complied with the Military Equipment Use Policy although it was not yet in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

6. The Pinole Police Department's Military Equipment Use Policy, Policy 707, setting forth the City's military equipment use policy is approved and renewed.

Section 3. Severability.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each of every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 4. Effective Date and Duration.

This ordinance shall take effect thirty (30) days after its final adoption.

Section 5. Publication.

The City Clerk is directed to cause this ordinance to be published in a manner required by law.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on June 6, 2023, the City Council passed this urgency ordinance by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of Pinole on June 6, 2023.

Devin T. Murphy
Mayor

ATTEST:

Heather Bell, CMC
City Clerk

ATTACHMENT B



PINOLE POLICE
DEPARTMENT
ANNUAL MILITARY
EQUIPMENT REPORT
MAY 2022 – APRIL 2023

May 4, 2023

Annual Military Equipment Report for 2022/2023

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INTRODUCTION

On September 30, 2021, the Governor of the State of California approved Assembly Bill 481 (codified as Chapter 12.8 of the California Government Code) requiring law enforcement agencies such as the Pinole Police Department to have a military use policy approved by the City Council prior to requesting, seeking funding, acquiring or using military equipment. Assembly Bill 481 allows the governing body to approve the policy within its jurisdiction only if it determines that the military equipment meets specified standards.

On May 3, 2022, the City of Pinole Council approved Ordinance 2022-02 approving Pinole Police Department Policy #707: Military Equipment Funding, Acquisition, and Use. As required by Assembly Bill 481 and the Ordinance, annually the Pinole Police Department must prepare a report on the use of each type of military equipment approved in the Policy over the last year. Subsequently, the City Council must then review the Ordinance, Policy and Annual Report, and determine whether the Department's use of military equipment in the past year complied with the Policy, and whether to continue the Ordinance and Policy, take action (by ordinance) to modify the Policy or repeal the Ordinance.

As set forth in the Policy, the Pinole Police Department retains and employs limited military equipment to safeguard its community. Pinole Police Department officers and certified instructional staff, receive training throughout the year on the use of military equipment approved under the Policy.

This Annual Report outlines the Pinole Police Department's military equipment inventory and usage, community complaints over use of military equipment, and internal audits from May 1, 2022, through April 30, 2023. The Department will submit its Military Equipment Annual Report to City Council annually in compliance with AB 481.

DEFINITIONS

Definitions of Military Equipment established by California Government Code §7070:

(Pinole Police Department utilizes a limited number of the resources listed below)

Military equipment includes but is not limited to the following types of equipment:

- Unmanned, remotely piloted, powered aerial or ground vehicles
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached
- Tracked armored vehicles that provide ballistic protection to their occupants
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units
- Weaponized aircraft, vessels, or vehicles or any kind
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code §30510 and Penal Code §30515, with the exception of standard-issue firearms
- Any firearm or firearm accessory that is designed to launch explosive projectiles
- Noise-flash diversionary devices and explosive breaching tools
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray
- Taser Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs)
- Kinetic energy weapons and munitions (e.g. 40MM launcher, bean bag shotgun, foam tipped projectiles)
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

May 4, 2023

Annual Military Equipment Report for 2022/2023

Pinole Police Department Military Equipment Inventory

1. Equipment Type: Mine Resistant Ambush Protected Vehicle (MRAP) – CA Govt Code §7070(c)(2)	
Quantity Owned or Sought: 1	Lifespan: Unknown
Purpose/Authorized User: Emergency Rescue Vehicle (ERV) to safely evacuate residents in the event of a natural disaster or critical incidents. To move personnel and/or resources in support of natural disasters (i.e. flood, fire, earthquake), large scale logistics, active shooter incidents, and incidents where there is reason to expect potential armed resistance requiring protection. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.	
Fiscal Impact: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. \$9,200 for delivery, paint and upfitting. Annual maintenance cost is approximately \$1,000.00	
Legal and Procedural Rules Governing: It is the policy of the department to utilize armored vehicles only for law enforcement purposes and pursuant to State and Federal law.	
Training Required: Department provided training.	
Other Notes: The MRAP is an armored vehicle manufactured by BAE Systems/Caiman weighing over 34,000 pounds and can carry a payload of over 4,000 pounds. The vehicle has six (6) wheels fitted with tires and is all-wheel drive, powered by a diesel engine. The vehicle measures approximately 22 feet long, 8 feet wide, and 10 feet tall.	

2. Equipment Type: Unmanned, remotely piloted, powered ground vehicles - CA Gov't Code §7070(c)(1)	
Quantity Owned/Sought: 1	Lifespan: Approximately 15 years
Equipment Capabilities: Vehicle is capable of being remotely navigated to provide scene information and intelligence in the form of video and still images transmitted to first responders.	
Manufacturer Product Description: iRobot PackBot 510 Multi Mission Robot (MMR)	
Purpose/Authorized Uses: To enhance officer and community safety when encountering potentially dangerous situations by providing first responders with the ability to capture video and still images, to transport communication equipment or other resources prior to, in lieu of sending in personnel into hazardous incidents or environments.	
Fiscal Impacts: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. Annual maintenance cost is approximately \$500.	
Legal/Procedural Rules Governing Use: The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall	

May 4, 2023

Annual Military Equipment Report for 2022/2023

not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy.

Training Required: Department provided training.

Other Notes: None

3. Equipment Type: Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units – CA Govt Code §7070(c)(5)

Quantity Owned or Sought: 1

Lifespan: 20 years

Purpose/Authorized User: Trailer is purpose-built to facilitate the operational control and direction of public safety units conducting DUI enforcement checkpoints, traffic safety operations, and responding to or at an incident. The Command and Control (C&C) trailer serves as a centralized location for command decision making, enhanced communication and other situational awareness capabilities. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.

Fiscal Impact: Acquired by grant issued by the State of California Office of Traffic Safety under a Traffic Safety Grant. \$40,415 for equipment. Annual maintenance cost is approximately \$1000.

Legal and Procedural Rules Governing: It is the policy of the department to utilize C&C trailer only for law enforcement purposes and pursuant to State and Federal law.

Training Required: Department provided training.

Other Notes: The command-and-control trailer is standard tow-behind trailer with dual axels manufactured by Universal Trailer with a GVW of 3,100 pounds. The trailer measures approximately 16 feet long, 8.5 feet wide, and 9 feet tall. The trailer is equipped with a fold-down rear door, lighting, and a generator.

4. Equipment Type: Semiautomatic Rifles and Ammunition - CA Gov't Code §7070(c)(10)

Quantity Owned or Sought: 28

Lifespan: 15 years

Purpose/Authorized User: Colt AR-15/M4 Carbine semiautomatic shoulder fired rifle with long spirally grooved barrel that fires .223 Rem/5.56 mm projectile bullet. The rifles are equipped with 10.5" barrel, Surefire muzzle brake, and Surefire SOCOM556-RC2 suppressors. Ammunition is Speer Gold Dot caliber .223 62 grain for duty/range and Winchester .556 62 grain for target/range.

A standard officer issue to be used as a precision weapon to address a threat with more precision and/or greater distances than a handgun, if present and feasible.

Fiscal Impact:

- Colt AR-15/M4 Rifle: \$32,400, quantity: 28
- Surefire muzzle brake: \$2,779, quantity: 28

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• Surefire SOCOM556-RC2 Suppressors: \$22,408, quantity: 28 • .223 62 gr ammunition: \$1,700, quantity: 3,920 (1,780 Speer duty ammo, 2,140 Winchester target/range) • Annual maintenance and ammo cost is approximately \$4,000
Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force and Firearms.
Training Required: Department firearms training and qualifications as required by law and policy by POST certified instructors. CA POST certified 24-hour patrol rifle course.
Other Notes: These rifles are standard issue service weapons for our officers and therefore exempted from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.

5. Equipment Type: Pepper Ball Launcher and Projectiles - CA Gov't Code §7070(c)(12)	
Quantity Owned or Sought: 4	Lifespan: 20 years
Purpose/Authorized User: PepperBall VKS Carbine is a Variable Kinetic System (VKS) launcher utilizing compressed-air to fire non-lethal PepperBall projectiles. The VKS features a dual feed system that offers the ability to quickly switch between hopper fed and magazine fed projectiles. Projectiles: 2% PAVA ball containing pepper powder designed for direct impact and area saturation, Glass Breaker ball composed of hardened plastic designed to break glass barriers, and Inert/H₂O balls for training. To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations.	
Fiscal Impact: • PeppberBall VKS Launcher: \$5,360, quantity: 4 • 2% PAVA Ball: \$2,900, quantity: 1,100 • Glass Breaker Ball: \$480, quantity: 200 • Inert/H₂O Training Ball: \$950, quantity: 1,000 • Annual maintenance cost is approximately \$250	
Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.	
Training Required: Department provided training conducted by POST certified instructors.	
Other Notes: None	

6. Equipment Type: Less-Lethal Shotgun and Bean Bag Projectile - CA Gov't Code §7070(c)(14)	
Quantity Owned or Sought: 4	Lifespan: 25 years

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Purpose/Authorized User: Remington 870 Less-Lethal 12-gauge Shotgun with orange and black marked stocks is used to deploy the less lethal 12-gauge CTS Super-Sock Beanbag round. The Combined Tactical Systems (CTS) Super-Sock Beanbag round is a less-lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot.

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations.

Fiscal Impact:

- Remington 870 Less-Lethal 12-gauge Shotgun: \$2,200, quantity: 4
- CTS Model 2581 Super-Sock Beanbag Round: \$1,090, quantity: 200
- Glass Breaker Ball: \$480, quantity: 200
- Annual maintenance \$0

Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.

Training Required: Department provided training conducted by POST certified instructors.

Other Notes: None

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Equipment Purchase and Training Use

2022/2023 Purchases and Maintenance

Military Equipment	Quantity	Cost	Date of Purchase
Bolt Carrier Group upgrade for AR-15/M4	30	\$4,531	06/01/2022
T-Handle upgrade for AR-15/M4	30	\$1,800	06/03/2022
Emergency Response Vehicle (ERV) deferred maintenance	1	\$6,334.23	05/19/2023
Refill Air Tank for PepperBall System	1	\$20	4/14/2023

2022/2023 Training/ Military Equipment Utilized

Training	Military Equipment	Dates
Officer Training - Range	Colt AR-15/M4 Carbine w/ .223/556 ammunition	10/6-7/2022 11/8 & 10/2022 03/15 & 17/2023
Officer Training – Active Shooter Response - FLETC	Emergency Rescue Vehicle (ERV)	07/14/2022

Community Concerns and Complaints

In April of 2022, the Pinole Police Department published its Military Equipment Funding, Use and Acquisition policy on its website. Community concerns and complaints can be received via the Department's website, in-person at the police department or in the field during police contacts, telephone, emails and social media.

2022/2023 Community Concerns, Complaints & PD Internal Investigations Related to Military Equipment Use

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Community Concerns	Community Complaints	PD Internal Investigations
0	0	0

Internal Inventory & Audit (PPD Military Equipment)

Per Pinole Police Department policy 707.3 (c), the Department's military equipment coordinator, is required to complete an internal inventory of all military equipment within the possession of the Department at least once annually.

An inventory was completed on April 12, 2023, which identified all of the Department's military equipment in preparation to fulfill the obligations set by Assembly Bill 481.

The Department did not add any new military equipment to its inventory since that time. All current military equipment inventory was found to be in good shape and working order.

2022/2023 Event or Incident Military Equipment Utilized

Case# / Incident#	Date	Equipment Used	Classification	Reason
2206260034	06/26/2022	Emergency Rescue Vehicle (ERV)	Event	Pinole Car Show
2207040120	07/04/2022	Command Post	Event	Fourth of July Fireworks
N/A	08/27/2022	Command Post, Emergency Rescue Vehicle (ERV)	Event	Pinole Police Department Family Day
2210010074	10/01/2022	Command Post	Event	Bike the Bridges
2210040155	10/04/2022	Command Post, Emergency Rescue Vehicle (ERV), iRobot	Event	National Night Out

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2212150137	12/15/2022	Command Post	Event	Shop with a Cop & Annual Toy Drive
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Annual Military Equipment Report for 2022/2023

Projected Military Equipment Acquisition (2023/20224)

For 2023/2024 (May - April), the Pinole Police Department projects the purchase of ammunition to replenish inventory due to training. The estimated purchase price of this equipment is approximately \$4,000.00. The operating costs of this equipment, which includes acquisition, personnel time, training facilities, transportation/storage of equipment, equipment upgrades and other ongoing costs is budgeted within the Department's approved operating budget for FY2022-2023 and FY2023-2024.

Military Equipment	Projected Purchase Amount	Projected Purchase Price
.223 62 gr ammunition	7,000 rounds	\$4,000

Military Equipment Funding, Acquisition and Use Policy

707.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072). This policy applies to all members of the Department

707.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

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Military Equipment Funding, Acquisition and Use Policy

707.2 POLICY

It is the policy of the Pinole Police Department that members of this department comply with the provisions of Government Code § 7070 and 7071 with respect to the use and acquisition of military equipment.

707.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Pinole Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - 1. Publicizing the details of the meeting.
 - 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).

707.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department: [See attachment: Military Equipment Pinole Police Department Final 4_2022.pdf](#)

707.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.

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- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

707.6 COORDINATION WITH OTHER JURISDICTIONS

On occasion, the department may be required to assist or be assisted by other law enforcement agencies in a formal Mutual Aid Request or support with day to day operational collaboration (i.e. pursuits, investigative unit assistance, joint law enforcement operations, etc.). The specific guidance and requirements for Mutual Aid is governed by PPD Policy 331 - Outside Agency Assistance.

In certain mutual aid or operational collaboration circumstances, it may be necessary for sworn department members to utilize military equipment in order to fulfill an assigned mission (i.e. active shooter, civil unrest, barricaded suspects in a vehicle, etc.). When sworn department members utilize military equipment in instances of mutual aid or law enforcement collaboration, the following shall apply:

- a. Department members are required to adhere to the Department's Military Equipment Procedure and all policies and procedures outlined within the Pinole Police Department's Policy and Procedures Manual, regardless of operational jurisdiction.
- b. Should the Pinole Police Department request mutual aid from another law enforcement agency within Contra Costa County and military equipment is required during the course of the response, the following shall apply:
 - 1. The Pinole Police Department shall remain in charge of the overall incident command.
 - 2. The Incident Commander or designee shall brief the supervisor from the assisting agency and inform them of the mission, enforcement posture, and any pertinent information related to the incident.
 - 3. The assisting agency will be expected to adhere to their respective policies and procedures, particularly those governing the use of military equipment.
 - 4. If the Incident Commander or their designee is informed of or witnesses the utilization of military equipment by an assisting agency inconsistent with the guidelines set forth in this

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Military Equipment Funding, Acquisition and Use Policy

procedure, the Incident Commander may elect to cancel the request for mutual aid or re-assign the assisting agency to a different support mission.

707.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

707.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

707.9 COMMUNITY CONCERNS AND COMPLAINTS

The Pinole Police Department has established a Community Concerns and Complaints process with forms available at the department and online. The community will have the ability to provide verbal concerns/complaints over the telephone or in-person at the Pinole Police Department (PPD policy 1010).

707.10 CITY COUNCIL APPROVAL

Pursuant to California Government Code section 7071, the City Council of Pinole approved this Policy pursuant to Ordinance # PMC 2.60_ on _May 3, 2022. Further substantive amendments to the Policy need to be reviewed and approved by the City Council.

Attachments

Military Equipment Pinole Police Department Final 4_2022.pdf

AB 481 Qualifying Equipment Inventory: Pinole Police Department

1. Equipment Type: Mine Resistant Ambush Protected Vehicle (MRAP) – CA Govt Code §7070(c)(2)	
Quantity Owned or Sought: 1	Lifespan: Unknown
Purpose/Authorized User: Emergency Rescue Vehicle (ERV) to safely evacuate residents in the event of a natural disaster or critical incidents. To move personnel and/or resources in support of natural disasters (i.e. flood, fire, earthquake), large scale logistics, active shooter incidents, and incidents where there is reason to expect potential armed resistance requiring protection. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.	
Fiscal Impact: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. \$9,200 for delivery, paint and upfitting. Annual maintenance cost is approximately \$1,000.00	
Legal and Procedural Rules Governing: It is the policy of the department to utilize armored vehicles only for law enforcement purposes and pursuant to State and Federal law.	
Training Required: Department provided training.	
Other Notes: The MRAP is an armored vehicle manufactured by BAE Systems/Caiman weighing over 34,000 pounds and can carry a payload of over 4,000 pounds. The vehicle has six (6) wheels fitted with tires and is all-wheel drive, powered by a diesel engine. The vehicle measures approximately 22 feet long, 8 feet wide, and 10 feet tall.	

2. Equipment Type: Unmanned, remotely piloted, powered ground vehicles - CA Gov't Code §7070(c)(1)	
Quantity Owned/Sought: 1	Lifespan: Approximately 15 years
Equipment Capabilities: Vehicle is capable of being remotely navigated to provide scene information and intelligence in the form of video and still images transmitted to first responders.	
Manufacturer Product Description: iRobot PackBot 510 Multi Mission Robot (MMR)	
Purpose/Authorized Uses: To enhance officer and community safety when encountering potentially dangerous situations by providing first responders with the ability to capture video and still images, to transport communication equipment or other resources prior to, in lieu of sending in personnel into hazardous incidents or environments.	
Fiscal Impacts: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. Annual maintenance cost is approximately \$500.	
Legal/Procedural Rules Governing Use: The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy.	
Training Required: Department provided training.	

AB 481 Qualifying Equipment Inventory: Pinole Police Department

Other Notes: None

3. Equipment Type: Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units – CA Govt Code §7070(c)(5)
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Quantity Owned or Sought: 1	Lifespan: 20 years
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Purpose/Authorized User: Trailer is purpose-built to facilitate the operational control and direction of public safety units conducting DUI enforcement checkpoints, traffic safety operations, and responding to or at an incident. The Command and Control (C&C) trailer serves as a centralized location for command decision making, enhanced communication and other situational awareness capabilities. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.

Fiscal Impact: Acquired by grant issued by the State of California Office of Traffic Safety under a Traffic Safety Grant. \$40,415 for equipment. Annual maintenance cost is approximately \$1000.

Legal and Procedural Rules Governing: It is the policy of the department to utilize C&C trailer only for law enforcement purposes and pursuant to State and Federal law.

Training Required: Department provided training.

Other Notes: The command-and-control trailer is standard tow-behind trailer with dual axels manufactured by Universal Trailer with a GVW of 3,100 pounds. The trailer measures approximately 16 feet long, 8.5 feet wide, and 9 feet tall. The trailer is equipped with a fold-down rear door, lighting, and a generator.
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4. Equipment Type: Semiautomatic Rifles and Ammunition - CA Gov't Code §7070(c)(10)
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Quantity Owned or Sought: 28	Lifespan: 15 years
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Purpose/Authorized User: Colt AR-15/M4 Carbine semiautomatic shoulder fired rifle with long spirally grooved barrel that fires .223 Rem/5.56 mm projectile bullet. The rifles are equipped with 10.5" barrel, Surefire muzzle brake, and Surefire SOCOM556-RC2 suppressors. Ammunition is Speer Gold Dot caliber .223 62 grain.
--

A standard officer issue to be used as a precision weapon to address a threat with more precision and/or greater distances than a handgun, if present and feasible.

Fiscal Impact:

- Colt AR-15/M4 Rifle: \$32,400, quantity: 28
- Surefire muzzle brake: \$2,779, quantity: 28
- Surefire SOCOM556-RC2 Suppressors: \$22,408, quantity: 28
- Speer Gold Dot caliber .223 62 gr ammunition: \$4,300, quantity: 9,780
- Annual maintenance cost is approximately \$1,500

Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force and Firearms.
--

AB 481 Qualifying Equipment Inventory: Pinole Police Department

Training Required: Department firearms training and qualifications as required by law and policy by POST certified instructors. CA POST certified 24-hour patrol rifle course.

Other Notes: These rifles are standard issue service weapons for our officers and therefore exempted from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.

5. Equipment Type: Pepper Ball Launcher and Projectiles - CA Gov't Code §7070(c)(12)

Quantity Owned or Sought: 4

Lifespan: 20 years

Purpose/Authorized User: PepperBall VKS Carbine is a Variable Kinetic System (VKS) launcher utilizing compressed-air to fire non-lethal PepperBall projectiles. The VKS features a dual feed system that offers the ability to quickly switch between hopper fed and magazine fed projectiles. Projectiles: 2% PAVA ball containing pepper powder designed for direct impact and area saturation, Glass Breaker ball composed of hardened plastic designed to break glass barriers, and Inert/H2O balls for training.

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations.

Fiscal Impact:

- PeppberBall VKS Launcher: \$5,360, quantity: 4
- 2% PAVA Ball: \$2,900, quantity: 1,100
- Glass Breaker Ball: \$480, quantity: 200
- Inert/H2O Training Ball: \$950, quantity: 1,000
- Annual maintenance cost is approximately \$250

Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.

Training Required: Department provided training conducted by POST certified instructors.

Other Notes: None

6. Equipment Type: Less-Lethal Shotgun and Bean Bag Projectile - CA Gov't Code §7070(c)(14)

Quantity Owned or Sought: 4

Lifespan: 25 years

Purpose/Authorized User: Remington 870 Less-Lethal 12-gauge Shotgun with orange and black marked stocks is used to deploy the less lethal 12-gauge CTS Super-Sock Beanbag round. The Combined Tactical Systems (CTS) Super-Sock Beanbag round is a less-lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot.

To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved

AB 481 Qualifying Equipment Inventory: Pinole Police Department

demonstrations.
Fiscal Impact: • Remington 870 Less-Lethal 12-guage Shotgun: \$2,200, quantity: 4 • CTS Model 2581 Super-Sock Beanbag Round: \$1,090, quantity: 200 • Glass Breaker Ball: \$480, quantity: 200 • Annual maintenance \$0
Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.
Training Required: Department provided training conducted by POST certified instructors.
Other Notes: None



CITY COUNCIL REPORT

10B

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: RESOLUTION ADOPTING UPDATED USER AND REGULATORY FEES AND THE MASTER FEE SCHEDULE

RECOMMENDATION

Staff recommends the City Council hold a Public Hearing and adopt the Resolution updating the City's user and regulatory fees and the updated Master Fee Schedule to be effective August 1, 2023.

BACKGROUND

Cities impose a user or regulatory fee for services related to an individual person or entity's request or action. In accordance with industry best practice and California statute, user and regulatory fees should be set according to the estimated reasonable cost of service and should bear a fair and reasonable relationship to the payer's burdens on, or benefits received from, the activities and/or services provided by the City.

The City's Revenue Policy – User Fees and Charges, a component of the Financial and Investment Policies, states that the City 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.

The City conducted a comprehensive user and regulatory fee study in spring 2022. The results of the study led to a number of changes to existing fees as well as established several new fees. The fees in the current master fee schedule were adopted by the City Council on June 21, 2022 with an effective date of September 1, 2022.

Each fiscal year, user and regulatory fees are reviewed and set at the direction of the City Council. Through a public hearing, any new fees or fee increases are considered for adoption. If the new fees proposed in the updated master fee schedule (Attachment A) are adopted by the City Council, staff recommends an August 1, 2023 effective

date for fee changes. (New development-related fees, such as building, planning, and engineering, cannot be effective any sooner than 60 days after approval by the City Council.)

REVIEW AND ANALYSIS

In order to keep pace with general cost inflation for services provided to the community, staff is recommending that most fees, as noted below, be increased by the increase in the Consumer Price Index (CPI) over the past year. In accordance with the City's Revenue Policy – User Fees and Charges, the City is authorized to recapture up to the full cost of providing specific services. The CPI for the San Francisco-Oakland-Hayward region increased by 5% over the past twelve months, from February 2022 through February 2023.

The following sections have been updated in the attached Master Fee Schedule (Attachment A):

- Building Fees – Most fees are increased by 5% based on CPI, except for fees limited to amounts outlined in the California Government Code.
- Planning Fees – Most fees are increased by 5% based on CPI, except for deposits.
- Engineering and Encroachment Permit Fees – Most fees are increased by 5% based on CPI.
- Fire Prevention - Fees align to fees collected by the Contra Costa County Fire Protection District.
- Police Fees – Fees remain unchanged. Staff will review them based on the results of the recently completed user fee study, and may recommend to Council at a later time that some fees be increased.
- Police Fines and Penalties – Fees remain unchanged as they are regulated by Pinole Municipal Code.
- Parks, Fields, and Facilities Rental Rates – Most fees are increased by 5% based on CPI.
- Development Impact Fees – Fees remain unchanged. Staff has engaged a consultant, Michael Baker International, to assist the City with conducting a nexus study on the development impact fees. Therefore, staff is not recommending any changes to the development impact fees at this time.
- Wastewater Utility Fees - Fees are subject to different approval thresholds and are determined by a different process. The current rates were established in 2018, based on the rate study conducted at that time. The rates have been adjusted for inflation annually in 2018 through 2023. The next rate study is anticipated to be conducted in fall 2023.

FISCAL IMPACT

Any additional revenue expected from the Proposed Master Fee Schedule is intended to offset the cost of providing existing services associated with those fee-related regulatory functions and other programs.

ATTACHMENTS:

A –Resolution Adopting Updated User and Regulatory Fees and Master Fee Schedule
B- Master Fee Schedule effective August 1, 2023

RESOLUTION NO. 2023-XX**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, UPDATING USER AND REGULATORY FEES AND THE MASTER FEE SCHEDULE**

WHEREAS, user and regulatory fees are established by the City Council; and

WHEREAS, the City completed a study in June 2022 to identify the cost of providing various user and regulatory fee-related services; and

WHEREAS, the study examined fee-related services provided by the City, the costs reasonably borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees and charges for special services; and

WHEREAS, the City Council finds that providing these services is of special benefit to applicants both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, the City desires to better recover the costs of providing these services from applicants who have sought or require the City's services by revising its schedule of fees; and

WHEREAS, the City Council desires that annually the City Manager may update the fees based on the annual percentage change in the all-urban Consumer Price Index (CPI) for San Francisco-Oakland-Hayward, CA. If the CPI does not change or goes down in a given year, no change shall be made to the fee schedule that year; and

WHEREAS, in adopting this Resolution, the City Council is taking action only on those fees for the services, programs or products set forth in Exhibit "A" which have been modified from prior resolutions of the City Council. The remaining fees that have not been modified from prior resolutions shall remain in full force and effect.

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

SECTION 1: That the foregoing recitals and findings are true and correct and are incorporated herein by reference.

SECTION 2: That the City Council hereby adopts the fees, charges, and rates as set forth in attached Exhibit "A" and incorporated by this reference.

SECTION 3: That any new or adjusted fees adopted by this Resolution shall go into effect August 1, 2023.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 16th day of May 2023 by the following vote:

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

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **16th** day of **May, 2023**.

Heather Bell, CMC
City Clerk

ATTACHMENT B



Master Schedule of User and Regulatory Fees

Proposed: May 16, 2023

City of Pinole

Master Schedule of User and Regulatory Fees

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FIRE PREVENTION FEES	21
POLICE FEES	40
SPECIAL EVENT AND FILM PERMIT APPLICATION REVIEW FEES	44
RECREATION AND FACILITY RENTAL FEES	45
WASTEWATER (SEWER) UTILITY FEES	51

City of Pinole

MASTER FEE SCHEDULE - CITY CLERK ADMINISTRATIVE FEES

Activity Description	Fee	Charge Basis	Note
1 Hardcopy Records Request	\$0.10	per single sided page	
2 Oversize documents	\$3	per page	
3 Document Imaging	\$3	per sheet	
4 Filing Fee - Notice of Intent to Circulate Initiative Petition	\$200		
5 Garbage Service Exemption (Resolution No. 2005-39)	\$48		
6 Administrative Fee for Waste Collection Lien (PMC 8.08.110(G)/Resolution No. 2008-165	\$55		
7 Appeal Fee for Business License Revocations, Massage Establishment /Operator Permits & Code Enforcement Actions (Resolution 2009-122/11-19-2009)	\$575	each	
8 Requests Requiring Special Programming or Formatting	Actual hourly rate plus cost of digital devices		[a]

[a] This fee applies to the creation of a new document or information not normally prepared, owned, used or retained by the City as part of the conduct of the Public's business. Fee also includes cost of any digital devices used to provide requested information.

City of Pinole

MASTER FEE SCHEDULE - FINANCE ADMINISTRATIVE FEES

Activity Description	Fee	Charge Basis	Note
1 Credit Card Transaction Processing Fee	pass-through of vendor charge	% of amount paid by credit card	[a]
2 Not Sufficient Funds Charge	\$25	each	
3 Hourly Rates and Fees for Services Not Listed in this Fee Schedule a) Finance Personnel	\$131	per hour	[b]

[a] Fee will only apply when credit card is used for payment of fees for development/fire-related fees, permits, plan review, etc. Fee is intended to serve as a pass-through based on vendor agreement.

[b] For services requested of City staff which have no fee listed in this Master Fee Schedule, the City Manager or the City Manager's designee shall determine the appropriate fee based on the following hourly rates for staff time involved in the service or activity.

City of Pinole

MASTER FEE SCHEDULE - BUSINESS LICENSES

Activity Description		Fee	Charge Basis	Note
1	Fixed Place of Business in Pinole (Includes Home Businesses & Pinole Contractors)			
	Per Year (includes one employee)	\$152		
	Additional Employees (2 to 19)	\$23	per employee	
	Additional Employees (over 20)	\$18	per employee	
2	Rental Properties			
	Basic Fee for one Property (1 unit)	\$152		
	Each additional Unit (2-4 units)	\$18		
	Additional Units (5 or more)	\$10		
3	Hotels and Motels			
	Basic Fee	\$152		
	Each Rental Unit	\$10		
4	Bowling Alley			
	Basic Fee (includes 2 lanes)	\$152		
	Additional Lanes	\$52	each	
5	Outside Licensed Contractors/Subcontractors			
	Annual fee for current calendar year	\$238		
	Semi-annual (6 consecutive months within the same calendar year)	\$131		
	Quarterly (3 consecutive months within the same calendar year)	\$78		
6	Outside Personal/Professional Service	\$152	per year	
7	Delivery Vehicles	\$152	per year	
8	Public Amusements			
	Rides and Shows	\$128	per day	
	Carnival	\$1,299	per day	
	Circus			
	a) Base Fee	\$1,299	per day	
	b) Per Day, Per Show	\$259		
9	Dance Hall	\$777	per year	
10	Motion Picture Theatre	\$311	per year	
11	Playhouse	\$311	per year	

City of Pinole

MASTER FEE SCHEDULE - BUSINESS LICENSES

Activity Description		Fee	Charge Basis	Note
12	Pool Hall			
	Base Fee	\$152	per year	
	Per Table Over Two	\$76	per year	
13	Advertising Vehicles			
	Per Vehicle	\$11	per day	
	Minimum Tax	\$83		
14	Billboard	\$152	per year	
15	Auctioneer			
	Daily Fee	\$128		
	Annual Fee	\$1,065		
16	Pawnbroker	\$777	per year	
17	Astrology, etc.	\$517	per month	
18	Peddlers, solicitors	\$152	per year	
19	Photographers			
	Daily Fee	\$25		
	Door-to-door solicitation for taking photographs, for enlargements, frames, etc. - per quarter	\$76	per quarter	
20	Fire Sale	\$259	per day	
21	Distribution of Advertising Matter			
	Per Year (includes one employee)	\$152		
	Additional Employees (2 to 19)	\$23	per employee	
	Additional Employees (over 20)	\$18	per employee	
	Less than 40 weeks a year	\$18	per employee, per day	
22	Transfer of Ownership Fee	\$6		
23	Exemption Certificate	\$29		
24	Penalty-Per Municipal Code 5.04.180 Sec. A (50% of license fee)	50%		[a]
25	State Mandated Fee (AB 1379) (applies to All Licenses)	\$4		

[a] Renewal must be postmarked, or hand delivered to City Hall by close of business on January 31 of calendar year for which business license applies to avoid penalty.

City of Pinole

MASTER FEE SCHEDULE - RENTAL & BALCONY INSPECTION PROGRAM FEES

Activity Description		Fee	Note
1	Rental Inspection Program Fee		
	a) Base Fee (Covers Initial Inspection and First Reinspection)		
	i) Single Family Unit, Duplex Unit, or Triplex Unit	\$378	
	ii) Multi-Family Unit Including Hotel/Motel Unit	\$236	
	b) Reinspection Fee (only applicable if required)		
	i) 2nd Reinspection	20% of initial fee	
	ii) 3rd Reinspection	30% of initial fee	
	iii) 4th Reinspection	40% of initial fee	
2	Balcony Inpection Program Fee	\$189	

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

A. Fees for Commonly Requested and Minor Miscellaneous Building Permit Types. Fees shown in this section (Section A.) include all applicable inspection, and plan review fees. Additional permit processing fees apply. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies.

Fee Description	Fee	Note
1 HVAC Change-Out - Residential	\$189	
2 Water Heater Change-Out - Residential	\$142	
3 Residential Re-Roof		
a) Up to 2,000 SF (Roof Area)	\$284	
b) Each Add'l 1,000 SF or fraction thereof	\$95	
4 Service Panel Upgrade - Residential	\$189	
5 Battery Backup Storage - Residential	\$189	[a]
6 Electric Vehicle Charger - Residential	\$189	[a]
7 Generator - Residential	\$189	[a]
8 Residential Solar Photovoltaic System - Solar Permit		
a) 15kW or less	\$315	[b]
b) Above 15kW	\$450 base fee, plus \$15 per kW for each kW above 15kW	[b]
9 Commercial Solar Photovoltaic System - Solar Permit		
a) 50kW or less	\$1,000	[b]
b) 50kW – 250kW	\$1,000 base fee, plus \$7 per kW for each kW above 50kW up to 250kW	[b]
c) Above 250kW	\$2,400 base fee, plus \$5 per kW for each kW above 250 kW	[b]
10 Solar Thermal - Residential	\$315	[a];[b]
11 Ground-Mount Solar - Residential	\$360	[a];[b]
12 Swimming Pool / Spa Equipment Change-out Only	\$189	
13 Swimming Pool Replaster - Residential	\$189	[a]
14 Residential Voluntary Seismic Retrofit – Push Piers Only (10 and fewer)	\$284	
15 Retaining Wall		
a) Wall Under 4' in height	\$378	
b) Wall Over 4' in height		
i) Up to 100 LF	\$756	
ii) Each Additional 100 LF	\$47	
16 CMU Wall		
a) Wall Under 6' in height	\$378	
b) Wall Over 6' in height		
i) Up to 100 LF	\$756	
ii) Each Additional 100 LF	\$47	
17 Exterior Doors / Windows / Sliding Glass Doors - Retrofit / Repair		
a) Up to 5	\$189	
b) Over 5	See Permit Fee Table	
18 Fences Requiring a Building Permit	\$189	

[a] Clarified to indicate fee is for residential properties following adoption of fee schedule. Fee amount remains unchanged.

[b] Total fees shall not exceed amounts outlined in California Government Code 66015(a)(1).

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

Determination of Valuation for Fee-Setting Purposes

• Building Valuation shall be based on the higher of 1) the applicant's estimated valuation or 2) the most current Building Valuation as printed and published by the International Code Council and adjusted using the most current City Cost Index printed and published by R. S. Means Building Construction Cost Data. CRC, R108.3 Building permit valuations. Building permit valuation shall include total value of the work for which a permit is being issued, such as electrical, gas, mechanical, plumbing equipment, and other permanent systems, including materials and labor. The final building permit valuation shall be set at an amount that allows the City to recover its costs of applicant plan check, permit and inspection activities.

Note: For construction projects with permit fees calculated using Section B, additional fees apply for permit issuance. Additional fees may apply for services provided by other City Departments (e.g. Planning Review), Technology Enhancement Fees, and Fees Collected on Behalf of Other Agencies (e.g. State of California). Additional fees apply for plan review, when applicable.

B. Base Permit Fee for New Buildings, Additions, Tenant Improvements, Residential Remodels, and Mechanical, Electrical, and/or Plumbing Permits Not Identified Elsewhere in This Fee Schedule

Total Valuation	Permit Fee			
\$1 to \$2,000	\$189.00			
\$2,001 to \$25,000	\$283.50	for the first \$2,000	plus \$20.54	for each add'l \$1,000 or fraction thereof, to and including \$1,000
\$25,001 to \$50,000	\$756.00	for the first \$25,000	plus \$26.46	for each add'l \$1,000 or fraction thereof, to and including \$1,000
\$50,001 to \$100,000	\$1,417.50	for the first \$50,000	plus \$17.01	for each add'l \$1,000 or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$2,268.00	for the first \$100,000	plus \$12.29	for each add'l \$1,000 or fraction thereof, to and including \$500,000
\$500,001 to \$1,000,000	\$7,182.00	for the first \$500,000	plus \$6.80	for each add'l \$1,000 or fraction thereof, to and including \$1,000,000
\$1,000,001 and up	\$10,584.00	for the first \$1,000,000	plus \$4.76	for each additional \$1,000 or fraction thereof over \$1,000,000

For permits for new construction, additions, tenant improvements or residential remodels requiring plumbing, electric, or mechanical review, the following percentages shall be added to the base permit fee

Plumbing inspection fee = Base permit fee x .10

Electrical inspection fee = Base permit fee x .10

Mechanical inspection fee = Base permit fee x .10

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

C. Building Plan Review Fees

Activity Description	Fee	Charge Basis	Note
1 Building Plan Check Fees - Building			
a) Plan Review Fee, if applicable	75%	% of permit fee	[a]
b) Expedited Plan Check - At Application Submittal (when applicable)	1.5x standard plan check fee		
c) Over the Counter Plan Review Fee	\$189	Per Hour	[b];[c]
d) Revision Application Fee (per hour) (1-hour minimum)	\$189	Per Hour	
e) Tract Home / Master Plan Construction (Production Units)	20% of standard plan check		[d]
f) Alternate Materials and Materials Review (per hour)	\$189	Per Hour	
g) Excess Plan Review Fee (4th and subsequent) (per hour)	\$189	Per Hour	
h) Revisions (per hour)	\$189	Per Hour	
2 Building Plan Check Fees - Planning (Fees Only Applied to Projects Requiring Review)			
a) Zoning Clearance Verification	\$113		
b) Planning Plan Check			
i) Alterations/Additions - Residential	\$282		
ii) New Construction - Single Family Residential	\$508		
iii) New Construction - 2-4 Residential Units	\$959		
iv) New Construction - 5+ Residential Units	\$2,483		
v) New Construction - Non-Residential	\$959		
vi) Alterations/Additions - Non-Residential	\$508		
3 Building Plan Check Fees - Public Works Engineering (Fees Only Applied to Projects Requiring Review)			
a) Swimming Pool	\$210		
b) Block Wall	\$105		
c) Fence	\$105		
d) Sign	\$105		
e) Alterations/Additions - Residential	\$158		
f) New Construction - Single Family Residential	\$420		
g) New Construction - 2-4 Residential Units	\$630		
h) New Construction - 5+ Residential Units	\$1,260		
i) New Construction - Non-Residential	\$840		
j) Alterations/Additions - Non-Residential	\$210		
k) Trash Capture, SWPPP, and NPDES Review Fees	See Eng. Fee Schedule		
l) Permits / Plan checks not listed above	See footnote		[e]

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

C. Building Plan Review Fees

Activity Description	Fee	Charge Basis	Note
When applicable, plan check fees shall be paid at the time of application for a building permit. The plan checking fee is in addition to the building permit fee. Plan check fee applies to base building permit fee and mechanical, electrical, and plumbing inspection fees, when applicable.			

[a] Includes up to three plan checks. The City will bill hourly for additional plan review required.

[b] For permits requiring only over the counter plan review, e.g. non-engineered plans.

[c] Category added to fee schedule subsequent to initial adoption, allows for reduced plan check fee for over the counter / in-house plan check.

[d] For identical buildings built by the same builder on the same lot or in the same tract and for which building permits are issued at the same time.

[e] Engineer/technician to determine hours and applicable fee at time of application.

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

D. Other Fees

Activity Description		Fee	Note
1	Permit Processing Fee	\$79	
2	Fire Permit Processing Fee	\$79	
3	Outside Contractor Business License Processing Fee	\$63	
4	Business License Inspection Fee		
	a) Residential Home Occupation	\$63	
	b) Non-Residential	\$142	
5	General Plan Maintenance Fee (% of base building permit fee)	10%	
6	Technology Fee (% of base building plan review and base building permit fee)	10%	
7	Strong Motion Instrumentation (SMI) Fee Calculation		
	a) Category 1 Construction (1 to 3 Story Residential)	Greater of \$0.50 or valuation x .00013	[a]
	b) Category 2 Construction (Over 3 story Residential and all Commercial)	Greater of \$0.50 or valuation x .00028	[b]
8	Building Standards (SB 1473) Fee Calculation (Valuation)		
	a) \$1 - \$25,000	\$1	
	b) \$25,001 - \$50,000	\$2	
	c) \$50,001 - \$75,000	\$3	
	d) \$75,001 - \$100,000	\$4	
	e) Each Add'l \$25,000 or fraction thereof	Add \$1	
9	Temporary Certificate of Occupancy (per 30 Days)	\$284	
10	Permit Extension	\$189	
11	Permit Reactivation Fee		
	a) Reactivation Fee if All Inspections Have Been Performed and Approved Up to But Not Including Final Inspection	\$189	[c]
	b) Reactivation Fee - All Other Scenarios		
	i) Permit Expired Up to One Year	50% of Original Base Building Permit Fee	
	ii) Permit Expired More than One Year	100% of Original Base Building Permit Fee	
12	Permit Reissuance Fee	\$95	[d]
13	Damaged Building Survey (Fire, Flood, Vehicle Damage, Etc.)	\$284	
14	AB 838 Violation Fees		
	a) Investigation resulting in Violations under AB 838 (per hour) (1-hour minimum)	\$189	
	b) Inspection Report Production for Violations under AB 838 (per hour) (1-hour minimum)	\$189	

City of Pinole

MASTER FEE SCHEDULE - BUILDING FEES

D. Other Fees

Activity Description		Fee	Note
Other Fees			
15	Phased Inspection Fee (per inspection)	\$95	
16	After Hours Inspection (per hour) (4-hour minimum)	\$227	
17	Re-inspection Fee (2nd Time or More) (each)	\$95	[e]
18	Missed Inspection Fee	\$95	
19	Duplicate Copy of Permit	\$63	
20	Duplicate Copy of Certificate of Occupancy	\$32	
21	Construction and Demolition Waste Management Review Fee	\$95	
22	Fees for Services Not Listed in this Fee Schedule (per 1/2 hour)	\$95	
Violation Fees			
23	Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee	
Refunds			
24	Refunds		
	a) Fees Erroneously Paid or Collected by the City	100% refund	
	b) Refund of Plan Review Fees - Prior to Plan Review Commencing	up to 80% refund	
	c) Refund of Permit Fees - Prior to Inspection Commencing	up to 80% refund	
	d) 180 Days After Payment of Fees	no refund	
25	Hardcopy Records Request	\$0.10 per single side page	
26	Oversize documents	\$3 per page	

[a] Category 1 Construction includes residential buildings 1 to 3 stories in height, excluding hotels and motels. Single family houses, duplexes and quadruplexes are considered Category 1. Condominiums and apartment buildings which are 3 stories or less in height are considered Category 1.

[b] Category 2 Construction includes all buildings not considered Category 1 (i.e. residential buildings over 3 stories, all office buildings, warehouses, factories and other manufacturing or processing facilities, restaurants, and other non-residential buildings).

[c] For reactivation of expired building permits that are no longer valid.

[d] Example; change of contractor.

[e] Reinspection fee applies after the first re-inspection.

City of Pinole

MASTER FEE SCHEDULE - DEVELOPMENT IMPACT FEES^{1,2}

Activity Description		Single Family	Multi-Family	Office	Commercial	Industrial	Institutional
		<i>Fee per Dwelling Unit</i>		<i>Fee per 1,000 Building Square Feet</i>			
1	Police	\$1,321.29	\$1,000.98	\$500.49	\$160.16	\$400.40	\$40.04
2	Fire Protection	\$1,688.49	\$1,279.16	\$639.58	\$204.67	\$511.66	\$51.16
3	Public Facilities & Equipment	\$2,278.48	\$1,726.13	\$863.06	\$276.18	\$690.45	\$69.05
4	Wastewater	\$5,684.45	\$4,263.05	\$2,640.40	\$2,640.40	\$2,160.85	\$1,439.80
5	Transportation	\$477.05	\$338.71	\$639.25	\$1,598.13	\$419.81	\$1,211.72
6	Drainage	\$1,270.54	\$76.23	\$186.67	\$186.67	\$369.46	\$437.52
7	Parks and Recreation	\$9,215.85	\$6,981.71	n/a	n/a	n/a	n/a
8	Subtotal	\$21,936.16	\$15,665.97	\$5,469.46	\$5,066.21	\$4,552.62	\$3,249.29
9	Administration (3%)	\$658.08	\$469.98	\$164.08	\$151.99	\$136.58	\$97.48
10	Total	\$22,594.24	\$16,135.95	\$5,633.54	\$5,218.20	\$4,689.20	\$3,346.77

¹Adopted pursuant to Resolutions 2008-92, 2018-29 and 2022-55; fees last adjusted for the percentage change in the Engineering News-Record Construction Cost Index-San Francisco Bay Area for the preceding twelve-month period calculated from April 1st to March 31st.

²Additional impact Fees are required from other agencies, including the West Contra Costa Transportation Advisory Committee (WCCTAC) and the West Contra Costa Unified School District (WCCUSD). The WCCTAC's West County Subregional Transportation Mitigation Program (STMP) fees are collected by the City of Pinole and transmitted to the WCCTAC. The WCCUSD collects school facilities development fees for new residential, commercial and industrial construction resulting in new assessable area. The City requires proof of WCCUSD review, and when applicable, a certificate of payment issued by the District to confirm that required District development fees have been paid.

City of Pinole

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description		Fee	Note
Design Review			
1	Administrative Design Review: Single family residential additions; additions of less than 500 sf for multifamily and nonresidential	\$761	
2	Comprehensive Design Review – Small New single family residence; new multifamily building with 2 to 4 units; multifamily and nonresidential additions 500 to 5,000sf	\$3,885	
3	Comprehensive Design Review – Medium New multifamily building with 5 to 10 units; multifamily and nonresidential additions 5,001 to 10,000sf	\$10,438	
4	Comprehensive Design Review – Large New multifamily building of 10 or more units; new nonresidential buildings; multifamily and nonresidential additions greater than 10,000sf	\$20,000 Deposit; \$14,000 Minimum Fee	
5	Sign Permit: New Sign/Approved Program, replace old sign as previously approved, etc.	\$452	
6	Creative Sign Program: Encourage signs of unique design	\$788	
7	Sign Program: 5 or more signs or greater than 200 sq. ft. of total aggregate sign area or building with 3 or more tenants.	\$2,258	
Use Permits			
8	Similar Use Determination	\$341	
9	Administrative Use Permits (AUP): Outdoor Dining	\$919	
10	Temporary Use Permits (TUP) – Small. Special one-day events, such as grand openings Outdoor sales and display. Seasonal sales (Christmas tree sales, pumpkin sales)	\$368	[a]
11	Temporary Use Permits (TUP) – Large. Construction yards and storage sheds Expositions, concerts, clinics, amusement rides, and flea markets.	\$814	[a]
12	Conditional Use Permits (CUP)	\$5,445	
13	Home Occupation Permit	\$147	
14	Condo Conversion Permit	\$7,500 Deposit; \$5,000 Minimum Fee	
15	Tree Removal Permit	\$226	
16	Use Permit Amendments	\$2,709	
17	Use Permit - Combined with Other Permits	100% of highest applicable permit fee, plus 50% of all other applicable permit fees	

City of Pinole

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description		Fee	Note
Variances			
18	Minor Deviation	\$693	
19	Single Family Variance	\$1,733	
20	All Other Variance Requests	\$4,967	
Policy / Plan Amendments			
21	Prezoning / Annexation	\$20,000 Deposit; \$14,000 Minimum Fee	
22	Rezoning / Zoning Code Amendment (Includes Map and Text)	\$9,933	
23	Minor Development Plan Amendment	\$452	
24	General Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee	
25	Specific Plan Amendment	\$10,000 Deposit; \$7,000 Minimum Fee	
Subdivision / Mapping			
26	Subdivision / Tentative Map		
	a) Minor Subdivision / Parcel Map (4 Lots or Less)	\$5,000 Deposit; \$3,500 Minimum Fee	
	b) Major Subdivision / Tract Map (5 or More Lots)	\$7,500 Deposit; \$5,000 Minimum Fee	
27	Lot Line Adjustment	\$2,000 Deposit; \$1,400 Minimum Fee	
28	Lot Merger	\$2,000 Deposit; \$1,400 Minimum Fee	
29	Easement / Street Vacation / Existing Utility Review	\$2,000 Deposit; \$1,400 Minimum Fee	
30	Final Map		
	a) Parcel Map	\$5,000 Deposit; \$3,500 Minimum Fee	
	b) Tract Map	\$7,500 Deposit; \$5,000 Minimum Fee	
Environmental Review			
31	Categorical Exemption	\$263	
32	Initial Study	\$3,500 or Consultant Cost + 15%	
33	Negative Declaration	\$5,000 Deposit; \$3,500 Minimum Fee	
34	Mitigated Negative Declaration	\$10,000 Deposit; \$7,000 Minimum Fee	
35	Environmental Impact Report	Consultant Cost + 15%; Deposit TBD	

City of Pinole

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description		Fee	Note
Agreements			
36	Development Agreement	\$10,000 Deposit; \$7,000 Minimum Fee	
37	Affordable Housing Agreement	\$10,000 Deposit; \$7,000 Minimum Fee	
38	Review of CC&R's	\$2,500 Deposit; \$1,750 Minimum Fee	
Other Development Services			
39	Extensions	1/2 Original Fee	
40	Appeals of Department, Administrative and Planning Commission Actions (Per Appeal)	\$500 + \$2,500 Deposit	[b]
41	Zoning Administrator Hearing (Each Required Hearing)	\$509	
42	Planning Commission / City Council Hearing (Each Required Hearing)	\$677	
43	Records Research	\$100 per half hour after first hour	
44	Address Assignment	\$322	[c]
Public Noticing			
45	Project Notification Sign	\$263 per sign (as needed)	
46	Public Noticing (Administrative)	\$473	
47	Public Noticing (Public Hearing Required)	\$735	
48	Public Noticing (Deposit-Based Project)	Deposit	
Small Cell Wireless			
49	Small Cell: Right of Way Pole Usage Fee	\$284 per pole annually	
50	Small Cell Wireless Attachment Fee	\$525 for first five + \$105 for each additional	
51	Small Cell Wireless New Pole	\$1,050	
Affordable Housing Requests			
52	Equity-Share Payoff Demand	\$339	
53	Reconveyance	\$339	
54	Density Bonus Application	\$452	
Redevelopment (Successor Agency)			
55	Loan Extension Application Fee (Commercial/Residential)	\$341	

City of Pinole

MASTER FEE SCHEDULE - PLANNING FEES

Activity Description	Fee	Note
Technology Enhancement Fee		
56 Technology Fee (% of plan review and permit fee)	10%	
Violation Fees		
57 Penalty for Work Without Planning Approval	equal to permit fee	
Hourly Rates and Fees for Services Not Listed in this Fee Schedule		
58 Rates for Services Not Listed Above		
a) Planning Personnel (per hour)	\$226	
b) Contract Planning, Peer Review, Architecture Review, Etc.	Pass through of Actual Cost + 15%	
c) Specialized Attorney Services	Pass through of Actual Cost	
59 Hardcopy Records Request	\$0.10 per single side page	
60 Oversize documents	\$3 per page	

[a] Temporary use permit fee may be reduced to \$0 (no charge) for non-profit entities.

[b] Planning Commission Appeal requests initiated by the City Council members shall be accompanied by a \$250 rather than \$500 appellant fee. The \$250 may be refundable if the appeal initiated by a majority of the City Council members that hear the appeal request.

[c] The increase from \$215 to \$322 is to recover the increased cost for additional staff time due to the additional steps required to update the GIS information associated with the address.

Overview of Fee Structure

Fees may be either fixed fees, or Full Cost Recovery with Minimum Amount Due. When a fee is Full Cost Recovery with Minimum Amount Due, the minimum amount charged shall be the Minimum Fee. The City reserves the right to collect amounts in excess of the minimum fee when City costs or other review costs (e.g. consultant, County, attorney, etc.) exceed this amount.

Use of Full Cost Recovery with Minimum Amount Due

For fees collected using Full Cost Recovery with Minimum Amount Due, the City will provide an accounting of internal costs and other related costs (e.g. consultant, County, attorney, etc.), to support any amounts billed in excess of the minimum amount due.

Full Cost Deposits and Deposit Replenishment Policy

Applicants for full cost (deposit-based) submittals shall pay for all City staff and contract service provider time and materials required to process the application. A full cost reimbursement agreement shall be included with the project application submittal package. Projects outside the scope of this fee schedule will be subject to a full cost reimbursement agreement to be approved by the City Manager and/or City Council. This reimbursement agreement will include the identification of a work program and will include cost estimates for both City staff time and consultant services based on a defined scope of work.

Initial deposits will be collected and held by the City in a deposit account at the time the application is submitted. Project billing amounts will be drawn from the deposit account. If the deposit is reduced to below 20% of the initial deposit amount, the applicant will be notified and required to supplement the deposit account with an additional amount.

When more than one full cost application is submitted, the sum total of the initial full cost deposit amount may be reduced by up to 20% at the discretion of the Planning Director.

Funds expended for staff time shall not be dependent upon the City's approval or disapproval of the application request. Any deposit amounts remaining after final project close out will be returned to applicant (less bond amounts held by the City).

As may be required by the Planning Department or Public Works Department for project evaluation or environmental review, all payment for attorney and consultant work shall be the responsibility of the applicant.

City of Pinole

MASTER FEE SCHEDULE - CODE ENFORCEMENT FEES

Activity Description	Fee	Note
1 Courtesy Inspection a) First Inspection b) Second Inspection to Verify Violation Corrected c) Each Additional Inspection	No Charge No Charge \$81	
2 Re-Inspection Fee	\$81	
3 Abatement Warrant	\$323	
4 Serving Notice	\$40	
5 Lien Approval Fee	\$158	
6 Special Assessment Approval Fee	\$158	
7 Lien Release Fee	\$158	
8 Tobacco Retailer License a) New b) Renewal c) Late Renewal d) Suspension Appeal e) Citation Appeal	\$219 \$219 Same as Business Lic. \$219	
9 Request for Extension of Time a) First Request b) Second and Subsequent Requests (each)	No Charge \$37	
10 Oversized and Non-Motorized Vehicle Visitor Parking Permit	bill hourly; 1-hour min.	[a]
11 Appeals a) Notice and Order Appeal b) Notice of Violations Appeal c) Administrative Citation Appeal	\$604 \$604 \$26	
12 Technology Fee (% of Fee)	10%	
13 Late Payment Penalty	5% of unpaid amount	
14 Rates for Services Not Listed Above a) Code Enforcement Personnel (per hour) b) Specialized Services Including, but not limited to, Attorney and Abatement Services	\$162 Pass through of Actual Cost	
15 Hardcopy Records Request	\$0.10 per single side page	
16 Oversize documents	\$3 per page	

[a] Pinole Municipal Code Section 8.24.035.C.3

City of Pinole

MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fee	Note
Encroachment Permit Fees		
1 Permit Issuance Fee (applies to all encroachment permits)	\$158	
2 Permit Renewal Fee / Time Extension	\$105	
3 Permit Fee		
a) Sewer Lateral		
i) Base Permit Fee	\$210	
ii) Video Inspection, If Required	\$105	
b) Concrete Flat Work or Under Sidewalk Drain		
i) Up to 500 SF	\$420	
ii) Add for Each Additional 500 SF	\$105	
c) Street Cut or Drainage Modifications		
i) < 10 CY excavated	\$630	
ii) Add for Each Additional 10 CY	\$315	
d) Utility Pole - Set, Relocate or Remove	\$420	
e) Utilities Structure Inspection	\$315	
f) Storage in Public Right-of-Way for Moving Pods	\$105	
g) Landscape Maintenance	\$105	
h) Temporary Staging for Items Not Listed Above	\$105	
i) Block Party Permit	Permit Issuance Fee	
j) Vendor Permit	Permit Issuance Fee	
k) Traffic Control Only	\$210	
l) Major Project		[a]
i) First Day	\$630	
ii) Each Additional Day	\$315	
m) Projects Greater than Two Weeks in Duration	\$4,000 Deposit	
n) Permit Types Not Listed	\$210	
4 Other Applicable Fees, if Required		
a) Traffic Control Plan Review	\$315	
b) Revocable Encroachment Permit / Hold Harmless Agreement	\$525	
5 Permit Bond / Deposit		
a) One-year maintenance bond for street cuts equal to the value of the work or as determined by Public Works Director / City Engineer.	Varies - See description	
b) Bond for concrete work, including curb, gutter and sidewalk drains. Deposit is equal to the value of the work or as determined by Public Works Director / City Engineer. Deposit is returned upon passing final inspection for concrete work.	Varies - See description	
c) One-year maintenance bond for storm drainage modifications equal to the value of the work or as determined by Public Works Director / City Engineer.	Varies - See description	

City of Pinole

MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description		Fee	Note
Grading Fees			
6	Grading Plan Review		
	a) 0 - 50 CY		
	b) 50 to 10,000 CY	\$945	
	c) 10,001 to 100,000 CY	\$1,365	
	d) Add for Each 10,000 CY above 100,000	\$315	
7	Grading Permit Issuance	\$210	
8	Grading Permit Bond (per CY)	\$5	
9	Grading Inspection		
	a) 0 - 50 CY		
	b) 50 to 10,000 CY	\$1,260	[b]
	c) 10,001 to 100,000 CY	\$2,520	[c]
	d) Add for Each 10,000 CY above 100,000	\$210	
Erosion and Clean Water (Including Full Trash Capture System)			
10	Stormwater Pollution Prevention Construction Permit: C.6 Inspections (Permits for Construction Projects that Require Stormwater Pollution Prevention, Includes Monthly Inspection)		
	a) Less than 1-Acre Hillside Site, Requiring an Erosion and Sediment Control Plan	\$630	[d]
	b) More than 1-Acre Requiring an Erosion and Sediment Control Plan	\$1,260	[d]
	c) Re-Inspections (Due to Fail in Maintaining BMP's)	\$210	[d]
11	C.3 Fees for Projects Which Create or Replace More than 10,000 SF of Impervious Surface		
	a) Stormwater Control Plan Review / Approval	\$945	[d]
	b) Operations and Maintenance Plan Review / Approval	\$525	[d]
	c) Annual Inspection Fee		
	i) Up to 25,000 SF	\$840	[d]
	ii) Greater than 25,000 SF	\$1,680	[d]
Oversize Load Permit Fee			
12	Oversize Load Permit Fee		
	a) Per Day	\$17	
	b) Annual	\$95	
Temporary Barricade Delivery / Pickup			
13	Temporary Barricade Delivery / Pickup		
	a) Temporary Barricade Delivery / Pickup	\$210	
	b) Refundable Security Deposit	TBD by Public Works Director / City Engineer	

City of Pinole

MASTER FEE SCHEDULE - ENGINEERING AND ENCROACHMENT PERMIT FEES

Activity Description	Fee	Note
Other		
14 After Hours Inspection (per hour) (4-hour minimum)	\$252	
15 Re-inspection Fee / Missed Inspection / Excessive Inspection Fee (2nd Time or More)	\$210	[e]
16 Excessive Resubmittals	\$210	[e]
17 Revisions	\$210	
Expedited Permit / Plan Review Fees		
18 Expedited Permit / Plan Review Fees	1.5x standard fee	
Technology Enhancement Fee		
19 Technology Fee (% of plan review and permit fee)	10%	
Violation Fees		
20 Investigation Fee For Work Done Without Permits (In addition to applicable permit fees)	equal to permit fee	
Hourly Rates and Fees for Services Not Listed in this Fee Schedule		
21 In-House Public Works Personnel	\$210	
22 Contract Service Providers	Pass through of Actual Cost + 15%	
23 Attorney Services	Pass through of Actual Cost	

[a] Major Projects include ground disturbing activities, projects lasting longer than three days, or projects that require permanent traffic control for the duration of the project (e.g. excavation, trenching, boring, etc.).

[b] Fee includes up to 8 inspections. Any additional inspections will be charged at hourly rate.

[c] Fee includes up to 16 inspections. Any additional inspections will be charged at hourly rate.

[d] If a contract service provider is used for these reviews, the City may pass through of actual cost, plus 15% to the applicant, rather than fixed fee amounts listed.

[e] All fees include up to three plan checks and inspection and re-inspection. The City will bill hourly for additional plan review and inspections required.

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description		Fee *	Note
OPERATIONAL PERMITS			
1	Aerosol Products Permit to store, manufacture, or handle an aggregate quantity of Level 2 or Level 3 aerosol products in excess of 500 pounds net weight.	\$316	
2	Amusement Buildings Permit to operate a special amusement building.	\$316	
3	Aviation Facilities Permit to use Group-H or Group-S occupancies for aircraft servicing or the repair of aircraft, including aircraft fuel-servicing vehicles. Does not include permits for hot works, flammable/combustible spraying operations, or hazardous materials.	\$632	
4	Carbon Dioxide Systems used in Beverage Dispensing Applications Permit to operate a carbon dioxide system used for beverage dispensing having more than 100 pounds of carbon dioxide.	\$316	
5	Carnivals, Fairs, Festivals, and Exhibitions		
	a) Permit to operate a carnival, fair, festival, or exhibition. Inspections conducted during normal work hours – (1.25 hours).	\$395	
	b) Additional inspection time during normal business hours, per ½ hour.	\$158	
	c) Additional inspection time after normal business hours, per hour.	\$316	
	d) Overtime and Weekend Inspections: Two hour minimum fee.	\$632	
6	Cellulose Nitrate Film Permit to store, use, or handle cellulose nitrate film in a Group A occupancy.	\$474	
7	Combustible Dust Production Permit to operate facility with operations producing combustible dust (e.g., grain elevator, flower starch mill, fee mill, or a plan pulverizing aluminum, coal, cocoa, magnesium, spices or sugar, etc.).		
	a) Up to 2500 sq. ft.	\$316	
	b) More than 2500 sq. ft.	\$632	
8	Combustible Fibers Permit to store or handle combustible fibers in excess of 100 cu. ft.	\$632	
9	Compressed Gas Permit to store, use, or handle compressed gases at normal temperature and pressure in excess of the amounts listed in Table 105.6.9 of the CFC.	\$395	
10	Covered and Open Mall Buildings Permit for the placement of retail fixtures and displays, concession equipment, displays of highly combustible goods, liquid or gas-fired equipment, and the use of open flame or flame producing equipment in the mall.	\$395	
11	Cryogenic Fluids Permit to produce, store, transport on site, use, handle, or dispense cryogenic fluids in excess of the amounts listed in Table 105.6.11 of the CFC.	\$395	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
12 Cutting and Welding Permit to conduct cutting or welding operations.	\$395	
13 Dry Cleaning Permit to engage in dry cleaning operations or to change to a more hazardous cleaning solvent in existing dry cleaning equipment.	\$395	
14 Explosives Permit to manufacture, store, handle, sell, or use any quantity of explosives or explosive materials. <u>See Pyrotechnic Special Effects Material section.</u>		
a) Up to 100 lbs.	\$632	
b) More than 100 lbs.	\$948	
15 Gunpowder Sales Permit for the resale of gunpowder (does not include inspection fees required in FC – 15b.3).		
a) Up to 100 lbs.	\$2	
b) More than 100 lbs.	\$10	
c) Inspection time, per ½ hour.	\$158	
16 Fire Hydrants and Valves Permit to use or operate fire hydrants or valves intended for fire suppression. See Engineering Fee Schedule for temporary construction water supplies.	\$316	
17 Flammable and Combustible Liquids		
a) Permit to use or operate a pipeline for the transportation within facilities of flammable or combustible liquids.	\$395	
b) Permit to store, handle, or use Class I liquids. In excess of 5 gallons – Inside.	\$395	
c) In excess of 10 gallons – Outside.	\$632	
d) Permit to store, handle, or use Class II or Class III liquids. In excess of 25 gallons – Inside.	\$395	
e) In excess of 60 gallons – Outside.	\$395	
f) Permit to store, handle, or use class IIIB liquids in tanks or portable tanks for fueling motor vehicles at motor fuel dispensing facilities or where connected to fuel-burning equipment.	\$395	
g) Permit to remove Class I or Class II liquids from an underground storage tank used for fueling motor vehicles by any means other than the approved, stationary on-site pumps normally used for dispensing purposes.	\$395	
h) Permit to place temporarily out of service (for more than 90 days) an underground, protected above-ground, or above-ground flammable or combustible liquid tank.	\$948	
i) Permit to change the type of contents stored in a flammable or combustible liquid tank to a material that poses a greater hazard than that for which the tank was designed and constructed.	\$395	
j) Permit to manufacture, process, blend, or refine flammable or combustible liquids.	\$632	
18 Floor Finishing Permit to use Class I or Class II liquids for the refinishing of floorings in excess of 350 sq. ft.	\$395	
19 Fruit and Crop Ripening Permit to operate a fruit or crop ripening facility or conduct a fruit-ripening process using ethylene gas.	\$316	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
20 Fumigation and Insecticidal Fogging Permit to operate a business of fumigation or insecticidal fogging and to maintain a room, vault, or chamber in which a toxic or flammable fumigant is used.	N/C	
21 Hazardous Materials Permit to store, transport on site, dispense, use, or handle hazardous materials in excess of the amounts listed in Table 105.6.21 of the CFC. a) 1-5 products. \$316 b) 5-10 products. \$948 c) 11 or more products. \$1,580		
22 HPM Facilities Permit to store, handle, or use hazardous production materials.	\$1,580	
High-Piled Storage		
23 Permit to use a building or portion thereof for high-pile storage in excess of 500 square feet.	\$632	
24 Up to 5,000 sq. ft. More than 5,000 sq. ft.	\$948	
25 Hot Work Permit to conduct hot work.	\$158	
26 Industrial Oven Permit to operate an industrial oven.	\$632	
27 Lumber Yards and Woodworking Plants Permit for the storage or processing of lumber exceeding 100,000 board feet.	\$632	
28 Liquid- or Gas-Fueled Vehicles or Equipment in Assembly Buildings Permit to operate, display, or demonstrate liquid- or gas-fueled equipment in assembly buildings.	\$316	
29 LPG a) Permit to dispense, store, and use LPG. \$395 b) Permit to operate a plant/facility. \$632 c) Permit to exchange cylinders only – no refilling. \$316		
30 Magnesium Permit to melt, cast, heat, cast, or grind more than 10 lbs.	\$474	
31 Miscellaneous Combustible Storage Permit to store in any building or upon any premises in excess of 2,500 cu. ft. gross volume of combustible empty packing cases, boxes, barrels or similar containers, rubber tires, rubber, cork, wood or plastic pallets, or similar combustible materials.	\$632	
Motor Fuel-Dispensing Facilities		
32 Permit to operate automotive, marine, and fleet motor fuel-dispensing facilities.	\$632	
33 Permit to dispense liquid fuels from tank vehicles into the fuel tanks of motor vehicles, marine craft, and other special equipment at approved locations. Also includes the limited or temporary fueling operations for special events (e.g., the fueling of watercraft from shore, piers, floats, or barges).	\$316	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
34 Open Flames and Torches Permit to remove paint with a torch, or to use a torch or open flame device in a wildfire risk area.	\$316	
35 Open Flames and Candles Permit to use open flames or candles in connection with restaurants, public assemblies, or drinking establishments.	\$316	
36 Organic Coatings Permit to manufacture any organic coating in excess of 1 gallon in one day.	\$316	
37 Public Assemblies Permit to operate place of assembly. a) Occupancy load 50-100 b) Occupancy load 101-200 c) Occupancy load 201-299 d) Occupancy load 300 +	\$395 \$632 \$632 \$948	
38 Pyrotechnic Special Effects Material Permit to use or handle fireworks or pyrotechnics. a) Inspections during normal work hours – (2 hours). b) Additional inspection time during normal business hours, per ½ hour c) Additional inspection time after normal business hours, per hour d) Overtime and weekend inspections: Two-hour minimum fee.	\$632 \$158 \$316 \$632	
39 Permit to use or handle fireworks or pyrotechnics, including fireworks aerial displays. a) Inspections during normal work hours – (2.5 hours). b) Additional inspection time during normal business hours, per ½ hour. c) Additional inspection time after normal business hours, per hour d) Overtime and weekend inspections: Three hour minimum fee.	\$790 \$158 \$316 \$948	
40 Pyroxylin Plastics Permit to store or handle more than of 25 lbs. of cellulose nitrate (pyroxylin) plastics, or to assemble or manufacture articles involving pyroxylin plastics.	\$316	
41 Refrigeration Equipment Permit to operate a mechanical refrigeration unit or system.	\$474	
42 Repair Garages Permit to operate an engine or motor vehicle repair garage, including automotive, marine and similar fueled apparatus. a) 1 – 4 repair bays b) 5 – 8 repair bays c) More than 8 repair bays	\$395 \$474 \$632	
43 Rooftop Heliport Permit to operate a rooftop heliport.	\$316	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
44 Spraying or Dipping Permit to conduct spraying or dipping operations utilizing flammable or combustible liquids or the application of combustible powder.	\$395	
45 Storage of Scrap Tires and Tire Byproducts Permit to establish, conduct, or maintain storage of scrap tires and tire byproducts in excess of 2,500 cu. ft. of total volume. See Tire Storage section	\$632	
46 Temporary Membrane Structures and Tents Permit to operate an air-supported temporary membrane structure, including tents and canopies, having an area in excess of 400 sq. ft. (inspections during normal work hours only). a) 401 sq. ft. to 699 sq. ft. \$158 b) 700 sq. ft. to 5,000 sq. ft. \$316 c) More than 5,000 sq. ft. \$474 d) Additional inspection time during normal business hours, per ½ hour. \$158 e) Additional inspection time after normal business hours, per hour. \$316 f) Overtime and weekend inspections: Two-hour minimum fee. \$632 g) Permit to extend the use of a tent, canopy, or air-supported structure for an additional 180 days. (1 extension per structure) \$316		
47 Tire Rebuilding Plant Permit to operate and maintain a tire rebuilding plant.	\$632	
48 Waste Handling Facility Permit to operate a wrecking yard, junkyard, or waste handling facility.	\$632	
49 Wood Products Permit to store chips, hogged material, lumber, or plywood in excess of 200 cu. ft.	\$632	
50 Asbestos Removal Permit to conduct asbestos removal operations.	\$316	
51 Automobile Wrecking or Dismantling Yard Permit to operate an automobile wrecking or dismantling yard.	\$632	
52 Battery Systems Permit to operate stationary lead-acid battery systems having a liquid capacity of more than 50 gallons.	\$316	
53 Christmas Tree Sales Permit to operate a Christmas Tree lot.	\$632	
54 Emergency Responder Radio Coverage Permit to operate a facility with emergency responder radio coverage systems.	\$158	
55 Model Rockets a) Permit to sell model rocket motors or launch model rockets in excess of three launches per event. Permits are per site and are effective as long as site conditions remain unchanged. \$316 b) Additional site inspection time, per half hour. \$158		

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
56 Tire Storage Permit to store tires in excess of 1,000 cu. ft. inside buildings.	\$395	
57 Oil Extraction Process Permit to extract oil from organic material by a process that uses a volatile solvent or liquid carbon dioxide.	\$316	
58 Indoor Growing Operation Permit to conduct an indoor growing operation, except agricultural greenhouses in an agricultural zone.	\$316	
LICENSED CARE FACILITY - 24 HOURS		
59 Inspection of a 24-hour licensed care facility, including: Social Rehabilitation Facility, Residential Care Facility, Assisted Living, Residential Care Facility for the Elderly, Halfway Houses, Community Correction Centers, Re-entry Centers, Treatment Programs, Work Furlough, Alcoholism or Drug Abuse Recovery/Treatment Facility, Congregate Living Health Facility, Group Homes, Immediate Care Facility, and Infant Care Facility.		
a) Base Fee.	\$316	
b) Plus \$ 4.00 per unit/occupant.	\$4	
c) Inspection of a 24-hour Infant Care Facility for children 2 ½ years of age and younger.		
i)Base Fee.	\$316	
ii) Plus \$ 4.00 per unit/occupant.	\$4	
60 LICENSED CARE FACILITY - LESS THAN 24 HOURS		
Inspection of a non-24-hour license care facility with occupant load greater than 6, including: Adult Day Care, Adult Day Support Center, Child Day Care, Infant Day Care, and Large Family Day Care Home.		
a) Adult or Day Care Facility (non-ambulatory)	\$316	
b) Adult or Child Large Family Day Care	\$316	
c) Adult or Child Day Care Center	\$316	
d) Inspection of a Licensed Clinic	\$316	
61 SCHOOLS - (E Occupancy)		
Permit to operate and maintain a school.		
a) Occupant load less than 50.	\$395	
b) Occupant load 50-149.	\$632	
c) Occupant load 150-499.	\$632	
d) Occupant load 500 or greater.	\$948	
62 HIGH-RISE/MID-RISE - FIRE & LIFE SYSTEM SAFETY INSPECTION		
a) High Rise Inspection of a Hi-Rise building (State certification inspection) - Pre 1974.	\$2,528	
b) High Rise Inspection of a Hi-Rise building (State certification inspection) - Post 1974.	\$632	
c) Plus \$.006 per sq. ft.	.006 / sq. ft.	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
63 Mid-Rise		
a) Inspection and test of life safety systems (e.g., smoke management), including where such systems are installed in lieu of fire department access or when required for the mitigation of other life safety issues or requirements.	\$632	
b) Plus \$.006 per sq. ft.	.006 / sq. ft.	
64 HOSPITALS – INSTITUTION / JAILS - Hospitals (medical, surgical, and psychiatric) and Nursing Homes		
a) Inspection of hospital or nursing home.	\$632	
b) Plus \$ 4.00 per patient/bed.	\$4	
65 Out-Patient Clinics		
a) Inspection of out-patient clinic with more than 5 patients.	\$316	
b) Plus \$ 4.00 per unit/occupant.	\$4	
66 Police Services Facilities (holding cells)	\$316	
Inspection of police services facilities and DOJ review (includes the approval of Evacuation & Life Safety Procedures).		
67 Adult/Juvenile Detention Facilities	\$948	
Inspection of adult and/or juvenile detention facilities.		
MULTI-RESIDENTIAL - (hotel, motel, apartments, condominiums)		
68 Motel/Hotel		
a) Inspection of a hotel or motel.	\$474	
b) Plus \$ 4.00 per unit.	\$4.00 / unit	
69 Apartments/Condominiums		
a) Inspection of apartments or condominiums, three stories or more.	\$474	
b) Plus \$ 4.00 per unit.	\$4.00 / unit	
c) Inspection of apartments or condominiums, less than three stories.		
i) 3 – 12 units, base fee.	\$115	
ii) 13 - 30 units, base fee.	\$158	
iii) Plus \$ 3.00 per unit.	\$3.00 / unit	
iv) 31 or more units, base fee.	\$158	
v) Plus \$ 4.00 per unit.	\$4.00 / unit	
70 BURNING PERMIT - Agricultural Burn Permit - BAAQMD 5-401.11		
a) Range Management.	\$158	
b) Open Burning: Recreational-Bonfire Permit. Religious	\$316	
c) Service Burn Permit.	N/C	
FALSE ALARMS		
71 Nuisance (Repeated) False Alarms	\$457	
Engine company response, after three (3) reported false alarms within a 180- day period. Includes: alarm sounding, water-flow alarms, and smoke or heat detectors.		

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
MISCELLANEOUS INSPECTIONS		
72 Change of Occupancy/Site Inspection/Miscellaneous Inspection Site, miscellaneous, or requested inspection for a change of occupancy, including, but not limited to, inspections conducted when required by Building Official, Planning, or other governmental agency, and where not elsewhere listed. Provides 1 hour of inspection time.	\$316	
73 Third or Non-Compliant Inspections Inspection for third and/or non-compliant inspections, per inspection.	\$316	
74 Group B/M Occupancy a) Inspection of Group B/M Occupancy. <u>Provides 1/2 hour of inspection time.</u> b) Additional inspection time, per 1/2 hour.	\$158 \$158	
75 HOURLY INSPECTION – OVERTIME - INSTRUCTIONAL RATES a) Additional inspection or instructional time during normal business hours, per half hour. b) Additional inspection time or instructional time after normal business hours, per hour.	\$158 \$316	
76 Overtime and weekend inspections: Two hour minimum fee.	\$632	
COPY SERVICES		
77 Photocopies Letter or legal size, per page.	\$.20 / page	
78 Laserfiche Retrieval a) Minimum fee, provides ¼ hour. Additional time, per ¼ hour. b) Plus \$.20 per page.	\$11 \$.20 / page	
79 Copies of Photos - Fee, per ¼ hour. Plus actual cost of photos.	\$11	

- Inspection fees are based on \$316.00 per hour during normal business hours.
- Normal business hours are between 8am - 5pm, Monday – Friday.
- Inspection and/or permit fees will be assessed at the time of the primary inspection.
- All inspection/permit fees include one (1) primary and one (1) re-inspection, unless otherwise noted.
- Occupancies requiring three (3) or more inspections for compliance will be assessed an additional \$316.00 fee for each inspection.

Authority

Health & Safety Code: §§ 12101, 12640, 13109, 13113, 13116, 13131.5, 13143.2 (b), (c), (d), (e), 13143.9, 13145, 13146(a)(1)(b), (c), (e), 13146.1, 13146.2 (a), (b), 13146.3, 13916, 13235, 13862, 13869, 13869.7, 13875, 13874, 17921, 17948, 17962; Government Code: §§ 6103.7, 6253(b); California Fire Code: §§ 101.1, 101.2, 103.1, 103.2, 103.3, 105.1, 105.4, 901.2; Title 19, CCR: §§ 1.12, 3.28, 982, 1565.1, 1033, 1034, and 1035; Fire District Ordinance No. 2019-37.

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description		Fee *	Note
FIRE ENGINEERING AND PLAN REVIEW FEES			
PLAN REVIEW			
Preliminary Plan Review - Consultations - Meetings			
1	In office design review/preliminary plan consultation meetings. Per half hour	\$158	
2	Out of office design and/or consultation meetings. \$316.00 per hour, two (2) hour minimum	\$632	
Land Development			
3	Major Subdivision Plan Review (5 or More Lots/Parcels)		
	a) Review for access, hydrant placement Fee includes two (2) hours plan review and one (1) visual inspection	\$948	
	b) Each additional site inspection, per hour	\$316	
	c) Re-submittals or revision	\$316	
	d) Additional plan review time, per half hour	\$158	
4	Minor Subdivision Plan Review (1 to 4 Lots/Parcels)		
	a) Review for access, hydrant placement Fee includes 1/2 hour plan review and one (1) visual inspection	\$474	
	b) Each additional site inspection, per hour	\$316	
	c) Re-submittals or revisions	\$316	
	d) Additional plan review time, per half hour	\$158	
5	Single Family Home Review - access and water supply		
	a) Review for access, hydrant placement Fee includes 1/2 hour plan review and one (1) visual inspection *(Does not includes review of fire sprinkler systems - see Section 5.4)	\$158	
	b) Each inspection, per hour	\$316	
	c) Re-submittals or revisions	\$316	
	d) Additional plan review time, per half hour	\$158	
6	Multi-Family Home Review - access and water supply		
	a) Review for access, hydrant placement Fee includes two (2) hours plan review and one (1) visual inspection	\$948	
	b) Each additional site inspection, per hour	\$316	
	c) Re-submittals or revisions	\$316	
	d) Additional plan review time, per half hour	\$158	
7	Commercial Facility review - access and water supply		
	a) Review for access, hydrant placement Fee includes one (1) hour plan review and one (1) visual inspection	\$632	
	b) Each additional site inspection, per hour	\$316	
	c) Re-submittals or revisions	\$316	
	d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description		Fee *	Note
Temporary Access Roads and Water Supply			
8	Install a Temporary Access Road - Residential and Commercial		
	a) Minimum plan review base fee for one (1) and two (2) homes	\$316	
	b) Minimum plan review for large developments and commercial projects	\$632	
	Fee includes one (1) hour plan review and one (1) field inspection		
	c) Each additional inspection, per hour	\$316	
	d) Re-submittals or revisions	\$316	
	e) Additional plan review time, per half hour	\$158	
9	Install a Temporary Water Supply System		
	a) Minimum plan review base fee	\$632	
	Fee includes one (1) hour plan review and one (1) field inspection		
	b) Each additional inspection, per hour	\$316	
	c) Re-submittals or revisions	\$316	
	d) Additional plan review time, per half hour	\$158	
Water Supply - Fire Service Mains - Fire Hydrants			
10	Fire Service - Emergency Repair		
	a) Review of underground piping, placement and size	\$632	
	Fee includes one (1) hour plan review and one (1) visual inspection		
	b) Each additional inspection, per hour	\$316	
	c) Additional plan review time, per half hour	\$158	
11	Private Fire Service Mains		
	a) Minimum plan review base fee of system	\$632	
	Fee includes one (1) hour plan review and one (1) visual inspection		
	b) Each additional inspection, per hour	\$316	
	c) Re-submittals or revisions	\$316	
	d) Additional plan review time, per half hour	\$158	
	Fire service main installation also requires hydro and flush. See 12 and 13.		
12	Flush - Private Fire Service System		
	a) Minimum inspection base fee	\$316	
	Fee includes one (1) hour onsite inspection time		
	b) Each additional inspection, per hour	\$316	
13	Hydrostatic Test - Private Fire Service System		
	a) Minimum inspection base fee	\$316	
	Fee includes one (1) hour onsite inspection time		
	b) Each additional inspection, per hour	\$316	
14	Water Flow Information (office only, no field test required)		
	a) Fee for water flow information	\$158	
	(Fire District information must be current within 6 months)		
15	Water Flow Information Field Test		
	a) Minimum field test base fee	\$632	
	Fee includes field test for available fire flow for Hydrant and Fire Sprinkler Systems		
	b) Additional or multiple flow tests, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
16 Rural Water Supply		
a) Minimum plan review base fee of tank and underground piping	\$632	
Fee includes one (1) hour plan review and one (1) visual inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
e) Rural water supply flush	\$316	
Building Construction - New Buildings and Tenant Improvements		
17 New Construction or Building Additions Plan Review		
a) Minimum plan review base fee	\$948	
b) Plus \$.07 per square foot in excess of 2000 sq. ft.	\$.07 / sq ft	
Fee includes two (2) hours plan review and one (1) field inspection		
c) Additional inspections, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
18 Tenant Improvement Plan review (for building additions see 17)		
a) Minimum plan review base fee \$632.00	\$632	
b) Plus \$.07 per square foot in excess of 2000 sq. ft.	\$.07 / sq ft	
Fee includes one (1) hour plan review and one (1) field inspection		
c) Additional inspections, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
Fire Protection System		
19 Tenant Improvement Fire Sprinklers (without calculations)		
a) Minimum plan review base fee	\$632	
b) Plus \$.50 per head in excess of 10 heads	\$.50 / head	
Fee includes 1.5 hours plan review and one (1) field inspection		
c) Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
20 Tenant Improvement Fire Sprinklers (with calculations)		
a) Minimum plan review base fee	\$790	
b) Plus \$.50 per head in excess of 10 heads	\$.50 / head	
Fee includes 1.5 hours plan review and one (1) field inspection		
c) Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
21 New Commercial Fire Sprinkler System (13 and 13 R systems)		
a) Minimum plan review base fee per riser	\$1,264	
b) Plus \$.50 per sprinkler head	\$.50 / head	
Fee includes two (2) hours plan review and two (2) field inspections		
c) Each additional inspection (e.g., weld-o-let, hydro, visual, etc.), per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
22 Residential Fire Sprinkler System (single family home)		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review, one (1) overhead hydro and one (1) final inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
23 Residential Fire Sprinkler System (multiple homes)		
a) Minimum plan review base fee per model	\$790	
For model only - Fee includes one (1) hour plan review, one (1) overhead hydro and one (1) final inspection		
b) Each additional lot (hydrostatic test and final inspection)	\$474	
c) Each additional inspection (e.g., models, individual homes), per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
24 Standpipe System		
a) Minimum plan review base fee	\$948	
Fee includes two (2) hours plan review and one (1) field inspection		
b) Each additional inspection (e.g., hydro, flush, flow test, etc.), per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
25 Spray Booth		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
26 Pre-Action Fire Suppression System		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) field inspections		
*(Does not include fire alarm review - see Section 6.1)		
b) Each additional inspection, per hour \$316.00	\$316	
c) Re-submittals or revisions \$316.00	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
27 Fixed Fire Suppressions System - (wet/dry chem, water mist, etc.)		
a) Minimum plan review base fee	\$632	
b) Each additional separate system at same location	\$316	
Fee includes one (1) hour plan review and one (1) field inspection		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
28 Clean Agent Fire Suppression System		
a) Minimum plan review base fee	\$1,264	
Fee includes one (1) hour plan review and up to three (3) hours of inspection time		
*(Does not include fire alarm review - see Section 6.1)		
a) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
29 Fire Pump Installation		
a) Minimum plan review base fee	\$2,212	
Fee includes two (2) hours plan review and up to (5) hours of field inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
30 Commercial Cooking (Hood and Duct) Fire Suppression System		
a) Minimum plan review base fee	\$632	
b) Each additional system review	\$316	
Fee includes one (1) hour plan review and one (1) hour of inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
31 Smoke and Heat Vents	\$632	
a) Minimum plan review base fee	\$316	
Fee includes one (1) hour plan review and one (1) hour of inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$158	
d) Additional plan review time, per half hour		
32 Smoke Management/Control System		
a) Minimum plan review base feex	\$2,212	
Fee includes three (3) hours plan review and up to four (4) hours of field inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
33 Explosion Control (includes: vents, dust collection, etc.)		
a) Minimum plan review base fee	\$1,264	
Fee includes two (2) hours plan review and up to two (2) hours field inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
Fire Alarm System		
34 Fire Alarm System		
a) Minimum plan review base fee	\$790	
b) Plus \$10.00 per initiating and notification device	\$10.00 / device	
Fee includes two (2) hours plan review and up to one (1) hour of field inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
f) Pre-wire inspections, per hour	\$316	
35 Dedicated Function Fire Alarm System (i.e. sprinkler monitoring, elevator recall, etc.)		
a) Minimum plan review base fee	\$632	
b) Plus \$10.00 per initiating and notification device in excess of 4 devices	\$10.00 / device	
Fee includes one (1) hour plan review and one (1) hour field inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
36 Fire Alarm Panel Replacement Only		
a) Minimum plan review base fee	\$632	
b) Plus \$10.00 per initiating and notification device, if altered	\$10.00 / device	
Fee includes one (1) hour plan review and one (1) hour field inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
37 High-Rise Fire Alarm (new and/or system upgrade)		
a) Minimum plan review base fee	\$2,536	
b) Plus \$10.00 per initiating and notification device	\$10.00 / device	
Fee includes four (4) hours plan review and up to four (4) hours of field inspection time		
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
f) Pre-wire inspections, per hour	\$316	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description		Fee *	Note
Flammable and Combustible Liquids Under/Aboveground Tanks-Piping-Dispensing			
38	Install Underground Tanks		
	a) Minimum plan review base fee	\$632	
	Fee includes one (1) hour plan review and one (1) hour of site inspection time		
	b) Each additional tank	\$316	
	c) Each additional inspection, per hour	\$316	
	d) Re-submittals or revisions	\$316	
	e) Additional plan review time, per half hour	\$158	
39	Remove Underground/Above-Ground Tank		
	a) Minimum plan review base fee	\$948	
	Fee includes one (1) hour plan review and two (2) hours of inspection/site time		
	b) Each additional inspection, per hour	\$316	
40	Install Aboveground Tank		
	a) Minimum plan review base fee	\$632	
	Fee includes one (1) hour plan review and one (1) hour of site inspection time		
	b) Each additional tank	\$316	
	c) Each additional inspection, per hour	\$316	
	d) Re-submittals or revisions	\$316	
	e) Additional plan review time, per half hour	\$158	
41	Abandon Underground/Above-Ground Tank in Place		
	a) Minimum plan review base fee	\$948	
	Fee includes one (1) hour plan review and two (2) hours of inspection/site time		
	b) Each additional inspection, per hour	\$316	
42	Fuel Dispensing Modification (EVR, Dispenser change out, other component change out, etc.)		
	a) Minimum plan review base fee	\$632	
	Fee includes one (1) hour plan review and one (1) hour of site inspection time		
	b) Each additional inspection, per hour	\$316	
	c) Re-submittals or revisions	\$316	
	d) Additional plan review time, per half hour	\$158	
43	Apply Interior Coating to Flammable Liquid Tanks		
	a) Minimum plan review base fee	\$948	
	Fee includes one (1) hour plan review and two (2) hours of inspection/site time		
	b) Each additional inspection, per hour	\$316	
44	Compressed Gas Systems: LPG-CNG - Medical-Cryogenics		
	Container Exchange Programs; LPG Tank Installation Without Dispensing		
	a) Minimum plan review base fee	\$632	
	Fee includes one (1) hour plan review and one (1) hour of site inspection time		
	b) Each additional inspection, per hour	\$316	
	c) Re-submittals or revisions	\$316	
	d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
45 LPG-CNG-Hydrogen (Tank Install and/or Dispensing)		
a) Minimum plan review base fee	\$948	
Fee includes 1.5 hours of plan review and two (2) hours of site inspection time		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
46 Medical or Compressed Gas Systems		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
47 Cryogenics Fixed Installation		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
48 Compressed Gas Storage		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
Energy Storage System		
49 Battery Systems/Energy Storage		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
Special Hazards - Hazardous Materials, Mechanical System, etc.		
50 Dust Collection Systems		
a) Minimum plan review base fee	\$790	
Fee includes one (1) hour plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
51 Explosives Storage		
a) Minimum plan review base fee	\$1,264	
Fee includes two (2) hours plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
52 Hazardous Materials Compliance review		
a) Minimum review of MSDS, HMMP and/or HMIS submittals	\$316	
Fee includes one (1) hour of review time		
b) Additional plan review time, per half hour	\$158	
53 Hazardous Materials - Storage - Dispensing - Open/Closed Systems		
a) Minimum plan review base fee	\$1,264	
Fee includes two (2) hours plan review and two (2) site inspections		
b) Each additional system plan review, minimum two (2) hours	\$632	
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
54 High-Pile or Rack Storage		
a) Minimum plan review base fee	\$948	
Fee includes 1.5 hours of plan review and 1.5 hours of site inspection time		
b) Additional field inspection time, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
55 Mechanical Refrigeration System		
a) Minimum plan review base fee	\$948	
Fee includes one (1) hour plan review and two (2) site inspections		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	
56 Plant Extraction System		
a) Minimum plan review base fee	\$948	
Fee includes two (2) hours plan review and one (1) site inspection		
b) Each additional inspection, per hour	\$316	
c) Re-submittals or revisions	\$316	
d) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
Miscellaneous Submittals - Alternative Means and Methods		
57 Miscellaneous Submittals or Plans Review		
Plans or submittals not described elsewhere		
a) Minimum plan review base fee	\$632	
Fee includes one (1) hour plan review and one (1) field inspection		
b) Additional plan review time will be charged on hourly basis	\$316	
c) Each additional inspection, per hour	\$316	
d) Re-submittals or revisions	\$316	
e) Additional plan review time, per half hour	\$158	
58 Alternative Means and Methods Requests or Code Interpretation Review		
a) Minimum review base fee	\$632	
Fee includes two (2) hours of plan review/consultation time		
b) Additional plan review time, per half hour	\$158	
59 Expedite Plan Review Requests and Reviews Expedited as a Result of Working <u>without</u>		
Approved Plans		
a) Working without approved plans		
i) Minimum plan review fees (overtime), two (2) hour minimum	\$632	
<u>plus applicable plan review fees</u>		
ii) Additional plan review time, per hour	\$316	
b) Expedited Plans		
i) Minimum plan review fees (reviewed after normal business hrs.), two (2) hours minimum	\$632	
<u>plus applicable plan review fees</u>		
ii) Additional plan review time, per hour	\$316	
All revisions will be performed on an expedited/overtime basis at \$316.00 per hour with a two hour minimum		
<u>Total fees will include all applicable plan review fees plus expedite/overtime fees</u>		
60 Demolition Permit Pursuant to Chapter 14, CFC	\$316	
Copies, Laserfiche Retrieval		
61 Photocopies - Minimum fee per page, letter or legal size	\$.20 / page	
62 Laserfiche Retrieval		
a) Minimum fee per 1/4 hour of review	\$11	
b) Minimum fee per page, letter or legal size	\$.20 / page	
63 Copies of Photos -\$11.00 per 1/4 hour	\$11	
Plus the actual cost of photos		
64 Instructional Services		
a) Minimum instructional fee	\$632	
Fee includes two (2) hours of instruction service during normal working hours		
b) Additional plan review time, per half hour	\$158	

City of Pinole

MASTER FEE SCHEDULE - FIRE PREVENTION FEES

Activity Description	Fee *	Note
Additional Charges and Inspection Time		
65 Additional inspection during normal business hours, per 1/2 hour	\$158	
66 Additional inspection time after normal business hours, per hour	\$316	
67 Overtime and weekend inspections, two (2) hour minimum	\$632	
68 Re-submittals or revisions	\$316	
69 Additional plan review time, per half hour	\$158	
Plan Archival		
70 Plan Archival - Fee to archive plans electronically, per page	\$2	

- Minimum review and inspection fees are based on \$316.00 per hour during normal business hours, unless otherwise noted.
- Normal business hours are between 8am - 5pm, Monday – Friday.
- All overtime fees are assessed at \$316.00 per hour for a two-hour minimum, unless otherwise noted.
- Overtime rates apply to weekends, holidays, and all times outside normal business hours.
- Expedited plan reviews are conducted after normal business hours.
- Total fees assessed will be the sum of all applicable plan review fees including expedite/overtime fees.
- Revisions to previously submitted plans, including plans requiring re-submittal and/or client generated changes, will be assessed \$316.00 for each hour of plan review. Reviews conducted and requiring more than one hour of plan review time during normal business hours will be assessed \$158.00 per half hour.

Authority

Health & Safety: §§ 13114, 13131.5, 13143.2 (b, c, d, e), 13145, 13147, 13143.9, 13146 (a) (1) (b), (d), e), 13862, 13869, 13869.7, 13875, 13916, 17921, 17951, 17962
 Government Code § 7303.7, 6253(b)
 Fire District Ordinance: No. 2019-37
 Title 19, CCR: § 1.12(a) & 3.28
 California Fire Code: § 101.1, 101.2, 103.1, 103.2, 103.3, 105.1, 105.4, 901.2

* These fees are intended to mirror fees authorized by the Contra Costa County Fire Protection District. The District provides fire prevention services to the City of Pinole, under contract. If the District updates fees subsequent to the adoption of this schedule, this schedule shall be presumed to reflect updated amounts. In the case of discrepancies, fee amounts authorized by the District shall supersede the amounts listed above.

City of Pinole

MASTER FEE SCHEDULE - POLICE FEES

Activity Description	Fee	Charge Basis	Note
1 Vehicle Release			
a) Vehicle Release	\$120		
b) Victim (stolen car, etc.) Reduction	No Charge		
2 Fingerprinting fee			
a) Live Scan-Residents (Service Fee)	\$40		
b) Live Scan- Non-Residents (Service Fee)	\$50		
c) Live Scan FBI Clearance	\$19	set by FBI	
d) Live Scan DOJ Clearance	\$32	set by DOJ	
3 Clearance Letter: Local Criminal History Check - Resident	\$25		
4 Report Copies (<i>No charge for domestic violence victims 530.5 PC(Identity Theft) and Face Page of Traffic Collision</i>)	\$1	per each 5 pages	
5 Citation sign-offs			
a) Residents	Free	per citation	
b) Non-Residents (non-Pinole issued citation)	\$10	per citation	
6 VIN Verification	\$30	per verification	
7 Weapons Seizure, Storage & Return	\$125	each	
8 Non-civil Subpoenas	Actual Cost*		
9 Sealing of Records	Action Cost*		
10 Audio/Video Tape Copies	Actual Cost* + m'tls cost		
11 Photographic prints	Actual Cost* + m'tls cost		
12 Restitution & Cost Recovery	Actual Cost*		
13 Statistical Report (datatrieve)	Actual Cost*		
14 Military Records Checks	\$15		
15 Inspection of Records	No Fee (per GC 6253(a))		
16 Criminalistics Analysis and Investigative Services	Actual Cost*		
17 Civil Subpoena	\$6	per 1/4 hour per person plus reproduction costs	
18 Civil Subpoena appearance	Actual Costs (\$150 deposit) (Per GC 68096.1)		

City of Pinole

MASTER FEE SCHEDULE - POLICE FEES

Activity Description		Fee	Charge Basis	Note
19	Repossession Reimbursement	\$15.00 (Per GC 41612)		
Police Permits				
20	Firearms Dealer's Licensing			
	a) Firearms Dealer's Licensing (initial fee)	\$325		
	b) Firearms Dealer's Licensing (annual fee)	\$200		
	c) Penalty for Late Application of Firearms Dealer's License	50% of License fee + License fee		
21	Carry Concealed Weapon Permit			
	a) Initial Application	\$200		
	b) Renewal & Amendments	Actual Cost*		
	c) Psychological Testing Initial Application	\$150		
22	Rotation Tow Franchise Fee	\$300		
	a) New driver (annual)	\$25		
	b) Renewal driver (annual)	\$10		
Miscellaneous Permits				
23	Taxi Permit Processing Fee (each) PMC 5.16.030	\$104		
24	Parade Permit	\$30		
25	Special Event Permit	\$30		
26	Alcohol Beverage Fee (per event)	\$75		
27	Solicitor License PMC 5.16.130	\$104		
28	Massage Operator Permit-Resident	\$675		
29	Massage Operator Permit-Non-Resident	\$680		
30	Special Requests for Police Services	Overtime Rate		

City of Pinole

MASTER FEE SCHEDULE - POLICE FINES

Activity Description	Fee	Code	Note
PARKING VIOLATION FINES			
1 Stop/Stand/Park within any Parkway	\$40	PMC 10.40.020	
2 Parking in violation of curb markings	\$40	PMC 10.40.030B	
3 Unlawful Parking—Div. Island	\$40	PMC 10.40.040A	
4 Parking in Red Zone	\$40	PMC10.40.040B	
5 Red Zone	\$40	PMC 10.40.040C	
6 No Parking Zone	\$40	PMC 10.40.040D	
7 Parking-Traffic Hazard	\$60	PMC 10.40.040F	
8 Temporary No Parking	\$40	PMC 10.40.040G	
9 Red Zone	\$40	PMC 10.40.040H	
10 Storage of Vehicles Prohibited	\$60	PMC 10.40.050	
11 Parking for Demonstration	\$40	PMC 10.40.060	
12 Repairing/Greasing Vehicles on the Street	\$60	PMC 10.40.070	
13 Washing/Polishing Vehicles	\$40	PMC 10.40.080	
14 Parking Adjacent to Schools	\$40	PMC 10.40.090	
15 Parking Prohibited on Narrow Streets	\$40	PMC 10.40.100	
16 Parking on Grades	\$60	PMC 10.40.110	
17 Unlawful Parking on Grade	\$60	PMC 10.40.110	
18 Vending on Streets-Permit Required	\$60	PMC 10.40.120	
19 Emergency Parking-Signs	\$40	PMC 10.40.130	
20 Twenty-Four (24) Minute Parking	\$40	PMC 10.40.140	
21 Forty (40) Minute Parking	\$40	PMC 10.40.150	
22 One Hour Parking	\$40	PMC 10.40.160	
23 Two Hour Parking	\$40	PMC 10.40.170	
24 Parallel Parking—One-way Street	\$40	PMC 10.40.180	
25 18 Inches from Curb	\$40	PMC 10.40.180A	
26 Posted No Parking Zone	\$40	PMC 10.40.180B	
27 Diagonal Parking	\$40	PMC 10.40.190	
28 Parking Outside of Line	\$70	PMC10.40.190A	
29 Parking Space Markings	\$40	PMC 10.40.200	
30 Parking Space Markings	\$40	PMC 10.40.200B	
31 No Stopping Zones	\$40	PMC 10.40.210B	
32 Commercial Vehicle—Parking Restrictions	\$120	PMC 10.40.220	
33 Off Truck Route	\$120	PMC 10.40.220B	

City of Pinole

MASTER FEE SCHEDULE - POLICE FINES

Activity Description	Fee	Code	Note
34 Commercial Vehicle—Curb Parking	\$120	PMC 10.40.230	
35 Private Parking Facilities	\$40	PMC 10.40.240	
36 Vehicle Longer 20'—Parking Restrictions	\$40	PMC 10.40.250	
37 Preferred—Local Authority Designation	\$40	PMC 10.40.260	
38 Disabled Parking	\$300	PMC 10.40.270	
39 Unlawful Parking—Off Roadway	\$40	PMC 10.40.280	
40 Unlawful Parking—Off Road	\$40	PMC 10.40.280A	
41 Unlawful Parking—Private Property	\$40	PMC 10.40.280B	
42 Curb Markings	\$40	PMC 10.44.020	
43 Red Zone	\$40	PMC 10.44.020A	
44 Yellow Zone	\$40	PMC 10.44.020B	
45 White Zone	\$40	PMC 10.44.020C	
46 Blue Zone	\$300	PMC 10.44.020D	
47 Green Zone	\$40	PMC 10.44.020E	
48 Adherence to Curb Markings	\$40	PMC 10.44.020F	
49 Loading and Unloading	\$22	PMC 10.44.030	
50 Parking in Passenger Loading Zone	\$40	PMC 10.44.040	
51 Parked in Bus Zone	\$250	PMC 10.44.050E	
52 Parked Off Truck Route	\$120	PMC 10.48.040B	

City of Pinole

MASTER FEE SCHEDULE - SPECIAL EVENT AND FILM PERMIT APPLICATION REVIEW FEES

Activity Description	Fee	Note
1 Special Event Permit		
a) Application Fee		
i) Event that requires limited site/plan review, no closures, etc. (i.e. park rentals/activities, misc. events, etc.)	\$158	[a]
ii) Event that requires, but not limited to, street/parking lot closures, site/plan review, etc. (i.e. fun runs, festivals, etc.)	\$315	[a]
b) Service Charges	actual costs	
c) Park/facility rental fee	varies by location	
2 Photography and Filming Permit		
a) Application Fee		
i) Cast and Crew Totaling One to Three Persons	\$158	[a],[b]
ii) Cast and Crew Totaling Four or More Persons; or with Street Closure	\$315	[a],[b]
b) Service Charges	actual costs	

[a] Application fees are non-refundable.

[b] Non-commercial photography and photography/film not requiring exclusivity does not need a permit. Film permit application fees may be waived for bona fide student film/photography projects and non-profit projects. The permitting process for filming/photography is still applicable for these projects (i.e. permit is required). Service charges are still applicable.

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description	Fee	Note
1 Tiny Tots		
a) M/W/F a.m.		
i) Resident Monthly	\$291	
ii) Non-resident Monthly	\$338	
b) M/W/F p.m.		
i) Resident Monthly	\$241	
ii) Non-resident Monthly	\$282	
c) T/Th		
i) Resident Monthly	\$163	
ii) Non-resident Monthly	\$187	
d) Summer M/W/F		
i) Resident (per 4 week session)	\$320	
ii) Non-Resident (per 4 week session)	\$372	
e) Summer T/Th		
i) Resident (per 4 week session)	\$266	
ii) Non-Resident (per 4 week session)	\$310	
f) Late Pick Up		
i) Within 15 minutes After Grace Period	\$22	
ii) Every 10 Minutes Thereafter	\$22	
g) Late Payment		
i) After the 7th of the Month	\$14	
ii) After the 15th of the Month	\$42	
h) Administrative		
i) Membership Fee	\$53.00 / per session	
2 Athletic Fields		
a) Youth and Adult Leagues		
i) Resident/Pinole Organizations-Hourly	\$16	
ii) Non-Resident/Non-Pinole Org.- Hourly	\$24	
b) Restroom Key Deposit-refundable	\$53	
c) Lighting Fee at Fernandez Park	\$13	
3 Tennis Courts		
a) Weekdays		
i) Resident	\$6.00 / hr / court	
ii) Non-Resident	\$8.00 / hr / court	
b) Weekends and Holidays		
i) Resident	\$8.00 / hr / court	
ii) Non-Resident	\$11.00 / hr / court	
c) Commercial Use—Instructor Fee	\$11.00 / hr / court	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description		Fee	Note
Park Rentals			
1	Fernandez Park BBQ Area- per day		
	a) Resident	\$127	
	b) Non-Resident	\$159	
2	Gazebo-per day		
	a) Resident	\$289	
	b) Non-Resident	\$362	
3	Inflatable Jumper Fee		
	a) Resident	\$53	
	b) Non-Resident	\$79	
4	Pinole Valley Park BBQ Area-per day-per area		
	a) Resident	\$64	
	b) Non-Resident	\$96	
5	Restroom Key Deposit- refundable	\$53	
6	Cleaning / Damage Deposit - refundable	\$210	
Youth Center			
7	Enrichment Sessions at Schools		
	a) Resident	Varies based on enrichment sessions and provider Add 10% to resident	
	b) Non-Resident		
8	Enrichment Sessions at PYC		
	a) Resident	Varies based on enrichment sessions and provider Add 10% to resident	
	b) Non-Resident		
9	Summer Camp-Weekly		
	a) Resident	\$231	
	b) Non-Resident	\$269	
10	Camp Extended Hours (camp Participants Only)		
	a) Resident	\$44	
	b) Non-Resident	\$50	
11	Leader In Training Program-Summer		
	a) Resident	\$116	
	b) Non-Resident	\$139	
12	Contract Camps	20% to 40% markup	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description		Fee	Note
13	School Break Camps		
	a) Resident	\$231	
	b) Non-Resident	\$269	
14	Drop-In Activities	Varies	
15	Late Payment	\$15/week & increases \$11 each subsequent week	
16	Late Pick Up	\$1.00/minute after 5-minute grace period	
17	Days Off Care (Hours 8:30am – 6:00pm)		
	a) Members/Resident	\$56 day	
	b) Non-Members/Resident	\$74 day	
	c) Member/Non-Resident	\$61 day	
	d) Non-Member/Non-Resident	\$92 day	
18	Extended Care (7:00-8:30 am)	\$35 day	
Senior Center			
19	Drop-In Classes		
	a) Member	\$2 - \$8 per class	
	b) Non-Member	\$3 - \$9 per class	
20	Lunch	\$1 - \$8	
21	Special Activities	\$4 - \$10	
22	Special Luncheons	\$10 - \$12	
23	Salon Services	\$15 - \$45	
	a) Shampoo/Set/Blow Dry	\$15	
	b) Hair Cut and Blow Dry	\$25	
	c) Hair Cut	\$15	
	d) Shampoo and Set	\$15	
	e) Color	\$35	
	f) Perm	\$60	
	g) Highlights	\$45 & up	
24	Fundraiser Events	\$5 - \$80	
25	Monthly Social Dance	\$12	
26	Alcoholic Drinks	\$3 - \$12	
27	Annual Pancake Breakfast	\$10 - \$12	
28	Annual Membership	\$30	
29	Travel	Varies based on trip cost	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description		Fee	Note
Classes			
30	Adult and Youth Classes		
	a) Resident	40% of Instructor Fee plus \$7.00 Processing fee	
	b) Non-Resident	Add 10% to Resident fee	
Community Events			
31	Booth Fees		
	a) For Profit Pinole Business	\$87	
	b) For Profit-Non-Pinole Business	\$116	
	c) Non-Profit	\$35	
32	Senior Center Craft Fair	\$25 - \$55	
Facility Rental (Non-Profit Rates Apply to 501(c)3 Nonprofits, Faith Organizations and Schools only)			
33	Alcohol Permit		
34	Certificate of Insurance Purchase (Certificate required but may be provided by renter's insurance company at no cost)	\$58	
35	Certificate of Insurance Purchase (for Quinceaneras only/per Diversified Risk Mgmt) (Certificate required but may be provided by renter's insurance company at no cost)	\$185	
36	Alcohol Use Insurance (Must be purchased in conjunction with Certificate of Insurance or provided by renter's)	\$606	
37	City Holiday Rental Fee	\$40	
38	Senior Center Main Hall (100-250 Capacity)		
	a) Booking	\$55	
	b) Deposit		
	i) Deposit without alcohol permit	\$550	
	ii) Deposit with Alcohol Permit	\$825	
	c) Table and Chair Setup	\$58	
	d) Table and Chair Takedown	\$58	
	e) Decoration/Clean Up Time (up to 2 hrs)	\$50 per hour; 2-hr max.	
	f) Rental Rate		
	i) Resident (5 hours)	\$722	
	ii) Non-resident (5 hours)	\$895	
	iii) Resident for each add'l hour	\$104	
	iv) Non-resident for each add'l hour	\$139	
	g) Change of Date Fee		
	i) Change of Date Fee	\$231	
	ii) Change of Date Fee (Less than 75 Days)	\$347	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description	Fee	Note
39 Senior Center Main Hall - Non-Profit Rates (Weekends)		
a) Booking	\$55	
b) Deposit	\$275	
c) Table and Chair Setup	\$55	
d) Table and Chair Takedown	\$55	
e) Decoration/Clean Up Time (up to 2 hrs)	\$50 per hour; 2-hr max.	
f) Rental Rate		
i) Pinole Organization (5 hours)	\$440	
ii) Non-Pinole Organization (5 hours)	\$550	
iii) Pinole Org. each add'l hour	\$55	
iv) Non-Pinole Org. each add'l hour	\$77	
40 Senior Center - Computer, Arts/Crafts, & Board Room – M-F 8:30am– 4:30pm		
a) Non-Profit Organizations	\$39/rental Includes 2 hours \$17/hr after	
b) Private or Commercial Organizations	\$55/rental Includes 2 hours \$28/hr after	
c) Deposit	\$44	
41 Senior Center - Computer, Arts/Crafts, & Board Room – M-F 4:30pm– 7:30pm		
a) Non-Profit Organizations	\$55/rental Includes 2 hours \$28/hr after	
b) Private or Commercial Organizations	\$83/rental Includes 2 hours \$39/hr after	
c) Deposit	\$44	
42 Youth Center Main Area (120 Person Capacity)		
a) Booking	\$55	
b) Deposit		
i) Deposit without alcohol permit	\$275	
ii) Deposit with alcohol permit	\$550	
c) Rental Rate		
i) Resident (4 Hours)	\$275	
ii) Non-Resident (4 Hours)	\$358	
iii) Resident for Each Add'l hour	\$72	
iv) Non-Resident for Each Add'l Hour	\$94	
d) Decoration Time (up to 2 hours)	\$50.00/hr	
e) Change of Date/Late Fee	\$83	

City of Pinole

MASTER FEE SCHEDULE - RECREATION DEPARTMENT FEES

Activity Description	Fee	Note
43 Youth Center Workshop Room (40 Person Capacity)		
a) Booking	\$55	
b) Deposit		
i) Deposit without alcohol permit	\$275	
ii) Deposit with alcohol permit	\$550	
c) Rental Rate		
i) Resident (2 hours)	\$81	
ii) Non-resident (2 hours)	\$116	
iii) Resident for each add'l hour	\$40	
iv) Non-resident for each add'l hour	\$58	
d) Decoration Time (up to 2 hours)	\$29.00/hr	
e) Change of Date/Late Fee	\$58	
44 Youth Center Main Area - Non-Profit Rates (Weekends)		
a) Booking	\$55	
b) Deposit	\$275	
c) Rental Rate		
i) Pinole Organization (4 hours)	\$208	
ii) Non-Pinole Organization (4 hours)	\$300	
iii) Pinole Organization each add'l hour	\$46	
iv) Non-Pinole Organization each add'l hour	\$69	
d) Decoration Time (up to 2 hours)	\$46.00/hr	
45 Alex Clark Room (50 Person Capacity) - Nonprofit meetings only		
a) Security Deposit	\$150	
b) Rental Rate		
i) Pinole Organization	\$12.00/2 hr. mtg	
ii) Non-Pinole Organization	\$29.00/2 hr. mtg	
c) Key Replacement Fee	\$53	

City of Pinole

MASTER FEE SCHEDULE - WASTEWATER (SEWER) UTILITY FEES

Activity Description	July 1, 2018	July 1, 2019	July 1, 2020	July 1, 2021	July 1, 2022
Residential Users – Per Dwelling Unit					
Single-Family	\$65.40	\$67.37	\$69.34	\$71.44	\$73.62
Multiple-Family [1]	\$55.59	\$57.26	\$58.94	\$60.72	\$62.58
Non-Residential Users, Minimum charge – based on water service size as provided by East Bay Municipal Utility District					
5/8"	\$15.00	\$15.45	\$15.92	\$16.40	\$16.90
3/4"	\$22.50	\$23.18	\$23.85	\$24.60	\$25.35
1.0"	\$37.50	\$38.63	\$39.75	\$41.00	\$42.25
1.5"	75	\$77.25	\$79.50	\$82.00	\$84.50
2.0"	\$120.00	\$123.60	\$127.20	\$131.20	\$135.20
3.0"	\$240.00	\$247.20	\$254.40	\$262.40	\$270.40
4.0"	\$375.00	\$386.25	\$397.50	\$410.00	\$422.50
6.0"	\$750.00	\$772.50	\$795.00	\$820.00	\$845.00
8.0"	\$1,200.00	\$1,236.00	\$1,272.00	\$1,312.00	\$1,352.00
10.0"	\$1,875.00	\$1,931.25	\$1,987.50	\$2,050.00	\$2,112.50
Non-Residential Volumetric Rates are per 100 cubic feet (CCF) of water consumed, as provided by East Bay Municipal Utility District					
All Non-Residential	\$6.30	\$6.49	\$6.68	\$6.88	\$7.09
Sewer Lateral Video Inspection			\$85.00		\$100.00

[1] Includes Accessory Dwelling Units



CITY COUNCIL REPORT REPORT

12A

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: TEN-YEAR GENERAL FUND STATUS QUO FINANCIAL FORECAST
(FISCAL YEAR (FY) 2023/24 THROUGH FY 2032/33)

RECOMMENDATION

City staff recommends that the City Council receive the ten-year General Fund status quo financial forecast (Fiscal Year (FY) 2023/24 - FY 2032/33).

BACKGROUND

A long-term financial forecast estimates an entity's future revenues and expenditures based on assumptions about the entity's future activities and operating environment. The purpose of a long-term financial forecast is to identify future financial opportunities and challenges.

For a number of years, the City has created long-term (five year) financial forecasts as part of the Long-Term Financial Plan (LTFP) and annual operating and capital budget. The City has particularly focused on long-term "status quo" forecasts for the General Fund. A status quo financial forecast estimates the City's future revenues and expenditures if the City maintains status quo (current) service and staffing levels. Such a forecast answers the question of whether the City is expected to have a balanced budget (revenues equal or exceed expenditures) in the future if the City does not change anything about its service, staffing levels, and revenue mechanisms. The forecast focuses on the General Fund because it is the largest and most flexible pool of City resources.

The City Council requested that staff prepare a ten-year financial forecast. Attached find the ten-year General Fund status quo financial forecast. A ten-year all funds status quo financial forecast will be included in the next LTFP.

City staff used the FY 2023/24 baseline budget as the starting point for the ten-year General Fund forecast. Staff then applied quantitative and qualitative methods to forecast future revenues and expenditures, as described below.

REVIEW AND ANALYSIS

Based on the assumptions described below, the ten-year General Fund status quo financial forecast shows that the City's ongoing General Fund revenues are forecasted to grow at a slower rate than its ongoing expenditures, which results in a growing imbalance over time. Over the ten-year period, General Fund revenues are forecasted to grow at approximately 3% annually whereas expenditures are forecasted to grow at approximately 4% annually. In addition, the forecast anticipates that the City will exhaust the Pension Trust Fund in FY 2029/30, after which normal General Fund revenues will need to cover the cost of the City's significantly increased employee pension expenses.

The table below illustrates the General Fund revenues and expenditures forecasted for the next ten years.

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2022-23 Revised Budget	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast	2032-33 Forecast
Total Revenue	24,021,469	25,610,622	26,742,430	27,557,583	28,458,016	29,346,081	30,247,957	31,178,629	29,215,209	30,118,618	31,051,113
Total Expenditures	24,568,922	25,610,622	26,946,315	28,019,449	29,162,410	30,208,662	31,526,150	32,623,068	33,760,122	35,065,817	36,287,719
Surplus/Deficit	(547,453)	-	(203,885)	(461,866)	(704,395)	(862,581)	(1,278,193)	(1,444,439)	(4,544,912)	(4,947,199)	(5,236,606)
Fund Balance, June 30	8,889,757	8,125,237	7,699,354	7,006,611	6,062,103	4,949,805	3,411,905	1,697,372	(3,128,439)	(8,367,772)	(13,908,197)
Reserve Fund Balance, June 30	14,459,597	13,002,774	11,286,816	9,379,328	7,295,543	5,022,964	2,548,304	(142,567)	-	-	-
Total Reserve Balance, June 30	9,363,369	10,293,189	10,705,760	11,146,314	11,604,735	12,081,745	12,578,092	13,094,554	13,631,942	14,191,097	14,772,896

It is important to note that forecasts are less reliable for distant future years, and are sensitive to changes in assumptions. The ten-year General Fund status quo financial forecast will be included in the Fiscal Year (FY) 2023/24 Operating and Capital Budget document. It will also be included in the forthcoming Long-Term Financial Plan (LTFP) that the City anticipates completing in summer or fall 2023. An objective of the LTFP will be to identify strategies to address this forecasted imbalance in the General Fund as well as address the City's two large unfunded liabilities, which are deferred capital maintenance and other post-employment benefits (OPEB) expenses.

Revenues

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 forecast assumes an average 3% growth rate consistent with projections provided by HdL, the City's sales tax consultant. The forecast does not account for any potential new construction. The 19% growth rate expected in FY 2023/24 is primarily due to an increase in RPTTF resulting from the retirement of a significant former Redevelopment Agency debt that was paid off in FY 2022/23. The forecast shows another large increase in property tax in FY 2024/25 because the final remaining former Redevelopment Agency debt will be paid off in FY 2023/24, which will result in increased RPTTF revenue in FY 2024/25.

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 3% growth rate in the City's sales tax revenue, consistent with projections provided by HdL, the City's sales tax consultant. Currently, there is discussion at the State level about revisiting the methodology used to determine sales tax revenue allocated to cities for online sales. While this could have implications on the City's sales tax revenue in future years, the forecast does not account for any significant changes since decisions have not been made.

Utility Users' Tax

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 forecast assumes an average 4% growth rate based on trends.

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 forecast assumes an average 1% growth rate based on trend analysis. 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

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 by vehicle owners to the State at the time vehicle registrations are renewed based on a vehicle's current value. The forecast assumes an average 4% growth rate, consistent with projections provided by HdL, the City's property tax consultant.

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 an average 3% growth rate based on trend analysis.

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 \$160) per year combined with a variable tax component based on the number of employees engaged in each business. The forecast assumes an average 4% growth rate based on trend analysis.

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 an average 3% growth rate based on the

current formula. A new agreement is under negotiation as the current one expires on June 30, 2023.

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 trend analysis. The forecast assumes an average 1% growth rate.

Transfers In

The transfer in shown comes from the Pension Section 115 Trust to offset the increase in pension costs in the General Fund. 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

Salaries and Wages

The forecast for salaries and wages is based on the City's current staffing level (116) full-time equivalents (FTEs), future salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs), and an assumption about salary increases after current labor MOUs expire (3% annually). The forecast includes a savings factor equal to 4% of total annual salary and benefits expenditures to account for savings resulting from position vacancies.

Benefits

The cost of retirement benefits is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation report, the most recent of which is as of July 2021. The forecast reflects the net cost to the City (the required total contribution minus the employee contributions). All classic employees currently contribute the required employee contribution plus a portion of the employer's contribution for a total of 15%.

Other benefits include employee medical/dental/vision care, workers' compensation, and others. The benefits cost in the forecast is based primarily on trends and information provided by service providers. The forecast assumes an average 4.5% annual growth rate for all non-pension benefits.

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 consistent with long-term historical trends.

Capital Outlay

Capital outlay 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 inflation consistent with long-term historical trends.

Major one-time capital improvements 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 baseline budget or forecast. The City develops a separate Five-Year Capital Improvement Plan (CIP) to plan for and appropriate funds to capital improvement projects. Each fiscal year, capital needs are assessed and prioritized through the capital improvement planning process.

Contra Costa County Fire Protection District Fire Services Agreement

Effective March 1, 2023, the Contra Costa County Fire Protection District (CCCFPD) began to provide fire protection and emergency medical services to Pinole residents. The forecast assumes an average 4% growth rate in line with the inflation factor built into the agreement. The forecast assumes that the agreement will extend beyond the initial five-year term, and that the contribution from Measure X to offset the costs will also continue.

Debt Service

Debt service is solely comprised 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 to other funds to support Recreation and Pinole Community Television (PCTV) operations. The transfer helps to stabilize the budgets in those areas as their operating costs are not fully recoverable. The forecast assumes a flat dollar amount consistent with past practice although subsidy amounts may fluctuate from year to year. The forecast assumes a 3% increase to account for anticipated inflation consistent with long-term historical trends.

Fund Balance**General Fund Balance and General Reserves**

Fund balance is the accumulation of surplus funds for fiscal years in which revenues exceeded expenditures. The Preliminary Fund Balance 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.

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 withdraws 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 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.

FISCAL IMPACT

There is no fiscal impact associated with this item.

ATTACHMENTS

- A – Ten-Year General Fund Status Quo Financial Forecast (Fiscal Year (FY) 2023/24 Through FY 2032/33)

CITY OF PINOLE
LONG-TERM FINANCIAL FORECAST

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2022-23 Revised Budget	2023-24 Forecast	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast	2032-33 Forecast
REVENUE											
PROPERTY TAX	4,776,626	5,678,211	6,182,557	6,386,582	6,635,020	6,834,070	7,039,092	7,250,265	7,467,773	7,691,806	7,922,561
SALES TAX	4,582,095	4,621,023	4,724,310	4,853,173	5,004,328	5,160,972	5,315,801	5,475,275	5,639,533	5,808,719	5,982,981
MEAS S 2006 & 2014 LOCAL SALES TAX	4,902,000	4,972,000	5,084,000	5,222,000	5,384,000	5,554,000	5,720,620	5,892,239	6,069,006	6,251,076	6,438,608
UTILITY USERS TAX	1,934,150	2,085,485	2,168,904	2,255,661	2,345,887	2,439,722	2,537,311	2,638,804	2,744,356	2,854,130	2,968,295
FRANCHISE TAX	786,790	794,658	802,605	810,631	818,737	826,924	835,194	843,545	851,981	860,501	869,106
INTERGOVERNMENTAL TAX	2,215,948	2,319,918	2,385,435	2,460,102	2,544,912	2,645,006	2,749,606	2,858,390	2,971,526	3,089,187	3,211,555
TRANSIENT OCCUPANCY TAX	440,000	453,200	466,796	480,800	495,224	510,081	525,383	541,145	557,379	574,100	591,323
BUSINESS LICENSE TAX	412,500	450,014	463,514	477,420	491,742	506,495	521,690	537,340	553,460	570,064	587,166
CHARGES FOR SERVICES	1,405,108	1,432,539	1,475,515	1,519,781	1,565,374	1,612,335	1,660,705	1,710,526	1,761,842	1,814,698	1,869,138
OTHER REVENUE	549,640	558,094	563,675	569,312	575,005	580,755	586,562	592,428	598,352	604,336	610,379
LOAN/BOND PROCEEDS	-	-	-	-	-	-	-	-	-	-	-
Total Revenue	22,004,857	23,365,142	24,317,312	25,035,460	25,860,229	26,670,361	27,491,965	28,339,958	29,215,209	30,118,618	31,051,113
TRANSFERS IN											
PENSION TRANSFER IN (FY 19/20 alloc)	-	-	-	-	-	-	-	-	-	-	-
PENSION TRANSFER IN	2,016,612	2,245,480	2,425,118	2,522,123	2,597,787	2,675,720	2,755,992	2,838,672	-	-	-
Total Revenue	24,021,469	25,610,622	26,742,430	27,557,583	28,458,016	29,346,081	30,247,957	31,178,629	29,215,209	30,118,618	31,051,113
EXPENDITURES											
SALARIES	11,462,312	9,359,141	9,639,915	9,929,113	10,226,986	10,533,796	10,849,810	11,175,304	11,510,563	11,855,880	12,211,556
BENEFITS - PERS RETIRE	3,808,871	2,834,290	3,174,405	3,428,357	3,668,342	3,851,759	4,275,453	4,446,471	4,624,330	4,809,303	5,001,675
BENEFITS - OTHER	3,687,664	3,385,361	3,537,702	3,696,899	3,863,259	4,037,106	4,218,776	4,408,621	4,607,009	4,814,324	5,030,969
OPERATIONS AND MAINTENANCE	3,298,050	2,144,196	2,408,522	2,480,778	2,555,201	2,631,857	2,710,813	2,792,137	2,875,901	2,962,178	3,051,043
CCCFPD FIRE SERVICES AGREEMENT	-	5,484,781	5,704,172	5,932,339	6,169,633	6,416,418	6,673,075	6,939,998	7,217,598	7,506,302	7,806,554
DEBT SERVICE	596,107	611,107	636,100	651,100	721,100	721,100	721,100	721,100	721,100	848,100	848,100
CAPITAL OUTLAY	294,993	332,990	342,980	353,269	363,867	374,783	386,027	397,607	409,536	421,822	434,476
TRANSFERS OUT	1,420,925	1,458,756	1,502,519	1,547,594	1,594,022	1,641,843	1,691,098	1,741,831	1,794,086	1,847,908	1,903,346
Total Expenditures	24,568,922	25,610,622	26,946,315	28,019,449	29,162,410	30,208,662	31,526,150	32,623,068	33,760,122	35,065,817	36,287,719
Surplus/Deficit	(547,453)	-	(203,885)	(461,866)	(704,395)	(862,581)	(1,278,193)	(1,444,439)	(4,544,912)	(4,947,199)	(5,236,606)
Fund Balance, July 1	10,535,548	8,889,757	8,125,237	7,699,354	7,006,611	6,062,103	4,949,805	3,411,905	1,697,372	(3,128,439)	(8,367,772)
Preliminary Fund Balance, June 30	9,988,095	8,889,757	7,921,352	7,237,489	6,302,216	5,199,522	3,671,612	1,967,466	(2,847,540)	(8,075,638)	(13,604,378)
General Reserves Adjustment	(1,098,338)	(764,520)	(221,998)	(230,878)	(240,113)	(249,718)	(259,706)	(270,095)	(280,898)	(292,134)	(303,820)
Fund Balance, June 30	8,889,757	8,125,237	7,699,354	7,006,611	6,062,103	4,949,805	3,411,905	1,697,372	(3,128,439)	(8,367,772)	(13,908,197)
Pension Fund Balance, July 1	16,045,223	14,459,597	13,002,774	11,286,816	9,379,328	7,295,543	5,022,964	2,548,304	-	-	-
Revenues - Interest	490,986	838,657	754,161	654,635	544,001	423,141	291,332	147,802	-	-	-
Expenditure - Transfers Out	2,016,612	2,245,480	2,425,118	2,522,123	2,597,787	2,675,720	2,755,992	2,838,672	-	-	-
Expenditures	60,000	50,000	45,000	40,000	30,000	20,000	10,000	-	-	-	-
Pension Fund Balance, June 30	14,459,597	13,002,774	11,286,816	9,379,328	7,295,543	5,022,964	2,548,304	(142,567)	-	-	-
Fund Balance, July 1	8,192,602	9,363,369	10,293,189	10,705,760	11,146,314	11,604,735	12,081,745	12,578,092	13,094,554	13,631,942	14,191,097
Revenues - Interest	72,429	165,301	190,573	209,675	218,309	227,292	236,641	246,368	256,489	267,021	277,979
Revenues - Transfer In	1,098,338	764,520	221,998	230,878	240,113	249,718	259,706	270,095	280,898	292,134	303,820
General Reserve Balance, June 30	9,363,369	10,293,189	10,705,760	11,146,314	11,604,735	12,081,745	12,578,092	13,094,554	13,631,942	14,191,097	14,772,896



CITY COUNCIL REPORT REPORT

12B

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: PRELIMINARY PROPOSED FISCAL YEAR (FY) 2023/24
OPERATING AND CAPITAL BUDGET

RECOMMENDATION

City staff recommends that the City Council review the Preliminary Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget and provide direction to staff for changes to incorporate into the next draft of the document, the Revised Proposed version.

BACKGROUND

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration, modification, and adoption.

As noted above, the City goes through an annual process of developing a budget for the upcoming fiscal year. The City's budget is considered an "incremental" budget, meaning that the budget for the upcoming year is developed based on the current year's budget and includes incremental changes. City staff takes the following steps to create the Preliminary Proposed budget:

- Finance Department uses the current FY 2022/23 budget, which incorporates any mid-year changes approved by the City Council, as the starting point;
- Finance Department creates a "baseline" budget for FY 2023/24 by taking the ongoing revenues and expenditures included in the current FY 2022/23 budget and factoring in known or assumed changes to revenues and expenditures (i.e., forecasted changes to different revenue streams, general inflation, known changes to debt service, etc.);
- Departments review and confirm the known and assumed changes incorporated into the baseline budget;
- Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels; and

- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the City Council's consideration.

City staff presented the baseline General Fund budget to the Finance Subcommittee on April 12, 2023 and to the City Council at a special meeting on April 25, 2023 to receive feedback on the assumptions contained in the baseline budget. The Finance Subcommittee and City Council did not direct staff to make any changes to the baseline General Fund budget. Staff has reviewed and revised the baseline budget multiple times to ensure that it does not include any one-time revenues or expenditures and that all of the estimates it contains are as precise as feasible. This resulted in a final baseline budget.

City staff is required by the City's Financial Policy on a Structurally Balanced Budget to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures. The final baseline General Fund budget contained a shortfall of approximately \$274,000. City staff collaborated to identify ongoing General Fund expenditure reductions in order to eliminate that gap. This has resulted in a Preliminary Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget that is structurally balanced.

REVIEW AND ANALYSIS

The Preliminary Proposed budget contains staff's recommendations regarding revenues and expenditures for FY 2023/24. The total (all funds) revenue budget is approximately \$46.1 million. The City's total (all funds) expenditure budget is approximately \$59.7 million. The Preliminary Proposed budget is structurally balanced, meaning that ongoing revenues are sufficient to cover ongoing expenditures. One-time expenditures are paid for using one-time revenues and other sources, including fund balance, which is why total expenditures can exceed total revenues.

The General Fund (including Measure S 2006 and 2014) total revenue budget is approximately \$25.6 million, and its total expenditure budget is approximately \$31.0 million. The Preliminary Proposed FY 2023/24 Operating and Capital Budget includes the use of approximately \$5.4 million from the General Fund and Measure S unassigned fund balance to fund several one-time capital projects that were budgeted in the FY 2022/23 Operating and Capital Budget but were not completed and have been carried over.

The Preliminary Proposed budget for FY 2023/24 is a status quo budget, meaning that it does not include any significant new City programs or services, and does not include any new City staff positions. The Preliminary Proposed budget recommends that the City carry out the same ongoing programs and activities in FY 2023/24 as it has in the current fiscal year.

City staff will undertake a thoughtful and substantial set of programs and activities in FY 2023/24. Staff will complete routine work and staff-initiated special projects to improve efficiency and services; 2020-2025 Strategic Plan “strategies”; Capital Improvement Plan (CIP) projects; and other Council-directed special projects. These Council-directed special projects, which are all consistent with City goals, are listed below. They are sorted by level of completion.

Nearly Complete

- Continuing to implement additional City-coordinated community events (United Against Hate Week, Earth Month, etc.)
- Development of the Climate Action and Adaptation Plan (CAAP)
- Disposal and/or visioning for surplus City property
- Development of regulations regarding single-use plastics

Partially Complete

- Research on options for just cause eviction regulations
- Research on a potential citywide project labor agreement (PLA)
- Research on steps the City would need to take to establish a public bank
- Creation of a sister city agreement
- Creation of a public art program/City mural program update
- Implementation of a City of Pinole job fair
- Implementation of a weatherization program

Recently Underway

- Research on additional food security and recovery activities

Not Yet Underway

- Options for Old Town wayfinding signage
- Completion of an electric vehicle (EV) charging station feasibility study
- Research on the process required to establish a fire prevention maintenance district
- Establishing a business development/community help reserve
- Establishing a revitalization reserve

City staff believes that it will be able to complete all of the Council-directed special projects listed above by the end of FY 2023/24, and they have been included in the Preliminary Proposed budget, but staff does not have the capacity to take on any additional special projects. Staff recommends that the City adopt a practice of not adding any special projects mid-fiscal year unless an existing comparable special project is eliminated.

Structural Balance

As noted above, it is a goal of the City’s Financial Policy on a Structurally Balanced Budget, and a public finance best practice, to create a structurally balanced proposed

budget. The table below shows the ongoing General Fund revenues and expenditures in the Preliminary Proposed budget and illustrates the balance.

Table 1 - Preliminary Proposed Budget

	FY 2023/24
	Preliminary Proposed Baseline Budget
Sources	
PROPERTY TAX	\$ 5,678,211
SALES TAX	4,621,023
LOCAL SALES TAX - MEASURE S 2006 & 2014	4,972,000
UTILITY USERS TAX	2,085,485
FRANCHISE TAX	794,658
INTERGOVERNMENTAL TAX	2,319,918
TRANSIENT OCCUPANCY TAX	453,200
BUSINESS LICENSE	450,014
CHARGES FOR SERVICES	1,432,539
OTHER REVENUES	558,095
Total Revenues	23,365,143
TRANSFERS IN	2,245,480
Total Sources	25,610,623
Uses	
By Category	
SALARIES & WAGES	9,359,141
BENEFITS	6,219,651
OPERATIONS AND MAINTENANCE	2,144,196
CCCFPD FIRE SERVICES AGREEMENT	5,484,781
CAPITAL OUTLAY	332,990
DEBT SERVICE	611,107
Total Expenditures By Category	24,151,866
TRANSFERS OUT	1,458,756
Total Uses By Category	25,610,622
Net Surplus/(Deficit)	\$ 0

Because the baseline General Fund budget for FY 2023/24 had a shortfall and City departments needed to make minor reductions in their ongoing expenditures in the Preliminary Proposed budget such that it would be structurally balanced, there was no capacity for City departments to add new ongoing General Fund expenditures to the Preliminary Proposed FY 2023/24 budget. The Police Department did request funding for three new positions for FY 2023/24, which were not included in the Preliminary Proposed budget. These were for an additional Lead Dispatcher for the West Bay Communications Center, where the City provides police dispatching services for Pinole, Hercules, and San Pablo, and two additional officers to perform traffic enforcement activities. The cost of the additional Lead Dispatcher position is approximately \$120,000 annually, approximately two-thirds of which would be paid by Hercules and San Pablo, and the cost of the two additional Police Officer positions is approximately \$320,000 annually. These new positions have not been included in the

Preliminary Proposed budget because City staff did not believe that the City had the financial capacity to add them. Staff will look closer at the Lead Dispatcher position mid fiscal year and consider requesting funding for such from the Council. Staff does not intend to request funding for the Police Officer positions, but did want to mention them to the Council as items worth consideration in the future if resources permit.

Responses to City Council Requests for Information

The City Council asked staff, at the April 25, 2023 special meeting, to provide some additional information to Council at a later date. Below find that information.

Pinole Sales Tax Rate Compared to Other Jurisdictions

The following lists the sales tax rates of Pinole and its neighboring jurisdictions:

- Pinole 9.75%
- Concord 9.75%
- El Cerrito 10.25%
- Hercules 9.75%
- Martinez 9.75%
- Pleasant Hill 9.75%
- Richmond 9.75%
- San Pablo 9.50%

Franchise Agreements

The City has established and maintained long-standing franchise agreements, noted below, with utility service providers of gas, electricity, refuse and cable services. A franchise agreement is a negotiated contract between a municipality and a service provider that grants the utility the right to serve customers in the City's jurisdiction.

The City's franchise agreements are as follows:

- Pacific Gas and Electric (Gas) – levies a 1% tax on gas consumption. The agreement was ratified in September 1960 and does not have an expiration date.
- Pacific Gas and Electric (Electricity) – levies a 2% tax on electricity consumption. The agreement was ratified in September 1960 and does not have an expiration date.
- Republic Services (Refuse) – levies a 10% tax on refuse services. The agreement was ratified in August 1986 and subsequently amended multiple times, and has an expiration date of June 30, 2025.
- Comcast/AT&T (Cable) – levies a 5% tax on cable access services. The agreement was ratified in April 2002 and had an expiration date of April 2009. At the time of preparation of this report, the current agreement was not readily

available, but staff will continue to search the City's historic records for the latest agreement to determine the expiration date.

Benefits of the Inflation Reduction Act to Cities

The Inflation Reduction Act (IRA), which was signed into law by the President in August 2022, earmarked \$369 billion to go toward cutting energy costs, creating high-paying and high-quality jobs, and advancing climate action initiatives. The IRA builds on the funding opportunities for climate action included in the Infrastructure Investment and Jobs Act (IIJA) and will provide funding opportunities through a combination of grants, loans, rebates, incentives, and other investments. Local governments are able access IRA funding opportunities by applying to programs either directly or indirectly (through state and federal agencies), depending on the stipulations of the program and who the specific beneficiaries are. Along with identifying projects that might be eligible for IIJA funding, staff will also look for IRA funding opportunities.

A good source of information on the IRA and its provisions is the “Building a Clean Energy Economy: A Guidebook to the Inflation Reduction Act’s Investments in Clean Energy and Climate Action”, published by the Whitehouse in January 2023. The guidebook can be found here: [Inflation-Reduction-Act-Guidebook.pdf \(whitehouse.gov\)](https://www.whitehouse.gov/wp-content/uploads/2023/01/Inflation-Reduction-Act-Guidebook.pdf).

NEXT STEPS

City staff invites the feedback of the City Council and members of the public on the Preliminary Proposed budget at the City Council's May 16, 2023 meeting. The City has also developed a Preliminary Proposed Fiscal Year (FY) 2023/24 – 2027/28 Five-Year Capital Improvement Plan (CIP), which contains the capital budget for FY 2023/24 and a conceptual capital budget for FY 2024/25 – FY 2027/28. City staff also invites the feedback of the City Council and members of the public on the Preliminary Proposed CIP at the City Council's May 16, 2023 meeting.

Following the May 16, 2023 Council meeting, staff will incorporate the Council's feedback as well as additional staff-generated content into a Revised Proposed version of the budget that will be presented to the City Council for review and feedback on June 6, 2023. Staff plans to present the resulting version of the budget, the Final Proposed budget, to the City Council on June 20, 2023.

FISCAL IMPACT

The City Council's review and direction on the Preliminary Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget does not itself have any fiscal impact on the City. The fiscal impact of the Preliminary Proposed budget is well described in the budget document itself.

ATTACHMENTS

A – Preliminary Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget

City of Pinole



FISCAL YEAR 2023/24 OPERATING AND CAPITAL BUDGET

Preliminary Proposed - May 16, 2023

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CITY OF PINOLE

Office of the City Manager

June 20, 2023

Dear City Council and Residents -

City staff is pleased to present the Final Proposed Fiscal Year (FY) 2023/24 Operating and Capital Budget ("FY 2023/24 Budget").

City staff is responsible for preparing a proposed budget for City Council's consideration. The FY 2023/24 Budget incorporates input that was provided by the City Council and members of the community through multiple meetings of the Finance Subcommittee, City Council, and other engagement opportunities.

FY 2023/24 Budget is a structurally balanced, status quo budget. This means that ongoing revenues are sufficient to cover ongoing expenditures, and that service levels and revenue mechanisms in the budget are essentially the same as those in the current year budget, [FY 2022/23](#).

The Pinole community demonstrated incredible resilience in 2020 and 2021 while facing COVID-19 and other challenges. The City maintained all core municipal services during that period. As COVID-19 waned, in FY 2021/22 and FY 2022/23 the City began work on and completed a number of special projects and program expansions to improve City operations and community quality of life. The City added a number of new staff positions in FY 2022/23 to add capacity, and also entered a contract with Contra Costa County Fire Protection District (CCCFPD) for fire protection and emergency medical services. The City's accomplishments in 2022 and plans for 2023 are well-summarized in the [City of Pinole 2022 Year in Review and 2023 Look Ahead](#) document, which was recently published.

In FY 2023/24, the City will continue to work on completing the City's [2020 – 2025 Strategic Plan](#) strategies, Capital Improvement Plan (CIP) projects, routine staff work, staff-initiated process improvements, and other Council-directed special projects. These include the implementation of additional community events, development of a Climate Action and Adaptation Plan (CAAP), development of an Active Transportation Plan, and feasibility assessments regarding a public bank, municipal broadband, and recycled water. It is a thoughtful and ambitious work program that will create improved services and plans for a better future. The FY 2023/24 Budget does not include any new City positions.

Looking to the future, the City will complete an updated Long-Term Financial Plan (LTFP) in summer or fall 2023. While the FY 2023/24 Budget is structurally balanced, and the City's long-term financial forecast shows that ongoing City revenues are expected to generally be sufficient to cover ongoing routine City services, existing City revenue mechanisms are not going to be sufficient to address the City's two main unfunded liabilities, which are deferred capital maintenance and other post-employment benefits (medical insurance coverage for retired City employees). The LTFP will illustrate all of the City's mandatory and discretionary future financial obligations and identify how to address them.

A key goal of the City's is to engage with the community and provide welcoming, high-quality services. City staff looks forward to working with you to make Pinole the best that it can be for current and future generations. Please connect and engage with the City through its numerous platforms.

I would like to thank all of the members of the community that participated in this year's budget development process, as well as the City's Finance Department for preparing the budget.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Murray". The signature is fluid and cursive, with a large loop at the end.

Andrew Murray
City Manager

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CITY OF PINOLE
FISCAL YEAR (FY) 2023/24 OPERATING AND CAPITAL BUDGET

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Executive Summary

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EXECUTIVE SUMMARY

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration.

The Fiscal Year (FY) 2023/24 Operating and Capital Budget was created through a collaborative, iterative process involving the City Council, community, and City staff and included the creation of a Preliminary Proposed, Revised Proposed, and ultimately Final Proposed budget. The budget development process is more fully described in the Budget Development Process section below.

The Fiscal Year (FY) 2032/24 Operating and Capital Budget is primarily a status quo budget, meaning that it does not include any major changes to City programs or services.

The budget includes the following two noteworthy assumptions:

- A "vacancy savings factor" of 4% to account for savings in salaries and benefits resulting from normal position vacancies; and
- A 3% cost of living adjustment (COLA) for all employees, as the City is in the process of negotiating successor MOUs and compensation plans for all employees.

The City's all funds revenue in the Fiscal Year (FY) 2023/24 Operating and Capital Budget is approximately \$46.2 million, and the all funds expenditures are approximately \$59.7 million. The General Fund (including Measure S 2006 and 2014 Funds) revenue is approximately \$25.6 million, and General Fund expenditures are approximately \$31.0 million. The budget includes the use of fund balance in a number of funds to complete one-time projects.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Executive Summary

Fund	Total Revenues	Total Expenditures	Use of Fund Balance ()
General Fund			
General Fund (including Measure S 2006 and 2014)	\$ 25,610,623	\$ 31,012,960	\$ (5,402,338)
General Reserve Fund	764,520	-	764,520
Equipment Reserve Fund	150,000	205,000	(55,000)
Special Revenue Funds			
Gas Tax Fund	1,003,271	1,131,851	(128,580)
Restricted Real Estate Maintenance Fund	39,991	26,000	13,991
Public Safety Augmentation Fund	182,500	482,009	(299,509)
Traffic Safety Fund	46,500	21,595	24,905
Supplemental Law Enforcement Fund	166,600	339,864	(173,264)
NPDES Storm Water Fund	253,422	364,769	(111,347)
Recreation Fund	1,283,485	2,134,208	(850,723)
Building & Planning Fund	1,411,477	2,148,971	(737,494)
Refuse Management Fund	66,060	174,358	(108,298)
Solid Waste Fund	368,000	289,381	78,619
Measure C/J Fund	1,113,467	1,023,719	89,748
Rate Stabilization Fund	15,000	-	15,000
American Rescue Plan Act Fund	-	-	-
Asset Seizure-Adjudicated Fund	-	41,236	(41,236)
Parkland Dedication Fund	-	-	-
Growth Impact Fund	1,039,594	1,348,000	(308,406)
Housing Assets Fund	55,000	339,254	(284,254)
Capital Projects Funds			
Lighting & Landscaping District Fund	63,911	85,175	(21,264)
Pinole Valley Caretaker Fund	15,000	15,002	(2)
Public Facilities Fund	-	70,000	(70,000)
City Street Improvements Fund	2,064,683	2,064,683	-
Arterial Streets Rehabilitation Fund	250,000	758,624	(508,624)
Parks Grants	189,758	189,758	-
Enterprise Funds			
Sewer Enterprise Fund	8,366,176	12,252,222	(3,886,046)
Cable Access Television (PCTV)	535,052	682,056	(147,004)
Fiduciary/Agency Funds			
Pension Fund	912,000	2,295,480	(1,383,480)
Recognized Obligation Retirement Fund	255,000	251,177	3,823
Total	\$ 46,221,090	\$ 59,747,352	\$ (13,526,262)

The budget includes a transfer from the General Fund to the General Reserve Fund to meet the City's Reserve Policy requirement of maintaining a General Reserve balance equal to 50% of total ongoing General Fund expenditures. The budget anticipates a General Reserve balance of \$10.3 million, General Fund unassigned fund balance of \$4.4 million, and a Pension Trust Fund balance of \$13 million at the end of FY 2023/24.

The budget includes funding for a number of Council-directed special projects, beyond staff's baseline work, Strategic Plan strategies, and Capital Improvement Plan (CIP) projects. These Council-directed special projects are the following:

- Additional City-coordinated community events (United Against Hate Week, Earth Month, etc.);
- Development of the Climate Action and Adaptation Plan (CAAP);
- Disposal and/or visioning for surplus City property;
- Development of regulations regarding single-use plastics;
- Research on options for just cause eviction regulations;
- Research on a potential citywide project labor agreement (PLA);
- Research on steps the City would need to take to establish a public bank;
- Creation of a sister city agreement;
- Creation of a public art program/City mural program update;
- Implementation of a City of Pinole job fair;
- Implementation of a weatherization program;
- Research on additional food security and recovery activities;
- Options for Old Town wayfinding signage;
- An electric vehicle (EV) charging station feasibility study;
- Research on the process required to establish a fire prevention maintenance district;
- Establishing a business development/community help reserve; and
- Establishing a revitalization reserve.

City staff believes that it will be able to complete the Council-directed special projects listed above by the end of FY 2023/24, but does not have the capacity to take on any additional special projects. Staff also recommends that the City adopt a practice of not adding any special projects mid-fiscal year unless an existing special project is taken off of the list.

It is a public finance best practice, and a goal of the City's Financial Policy on a Structurally Balanced Budget, to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures.

The Fiscal Year (FY) 2023/24 Operating and Capital Budget is structurally balanced in that ongoing revenues equal or exceed ongoing expenditures. The budget does use one-time sources, such as fund balance, for one-time expenditures.

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Background

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ELECTED OFFICIALS



Devin Murphy
Mayor



Maureen Toms
Mayor Pro Tempore



Anthony Tave
Council Member



Cameron Sasai
Swearingen
Council Member



Norma Martínez-Rubin
Council Member



Roy
City Treasurer

DEPARTMENT HEADS

City Manager	Andrew Murray
City Attorney (Contract)	Eric Casher
City Clerk	Heather Bell
Community Development Director	Lilly Whalen
Community Services Director	Jeremy Rogers
Finance Director	Markisha Guillory
Human Resources Director	Stacy Shell
Police Chief	Neil Gang
Public Works Director	Sanjay Mishra

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CITY OF PINOLE STRATEGIC PLAN 2020-2025

In February 2020, the City of Pinole adopted a Strategic Plan 2020 – 2025. The Strategic Plan established the following vision, mission, and goals for the City, as well as 22 specific “strategies” (special projects), to be completed over a five-year timeframe, that would help the City achieve the goals.

VISION

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

MISSION

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

GOALS

1. **Safe and Resilient Pinole:** Develop and communicate resilience through quality public safety service delivery, property maintenance policies and practices, and disciplined investment in community assets.
2. **Financially Stable Pinole:** Ensure the financial health and long-term sustainability of the City.
3. **Vibrant and Beautiful Pinole:** Facilitate a thriving community through development policies and proactive relationship building.
4. **High Performance Pinole:** Build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

The City Council held a special strategic planning meeting on April 29, 2023 during which it reaffirmed the vision, mission, and goals of the Strategic Plan and made some adjustments to some strategies.

PROFILE OF THE CITY

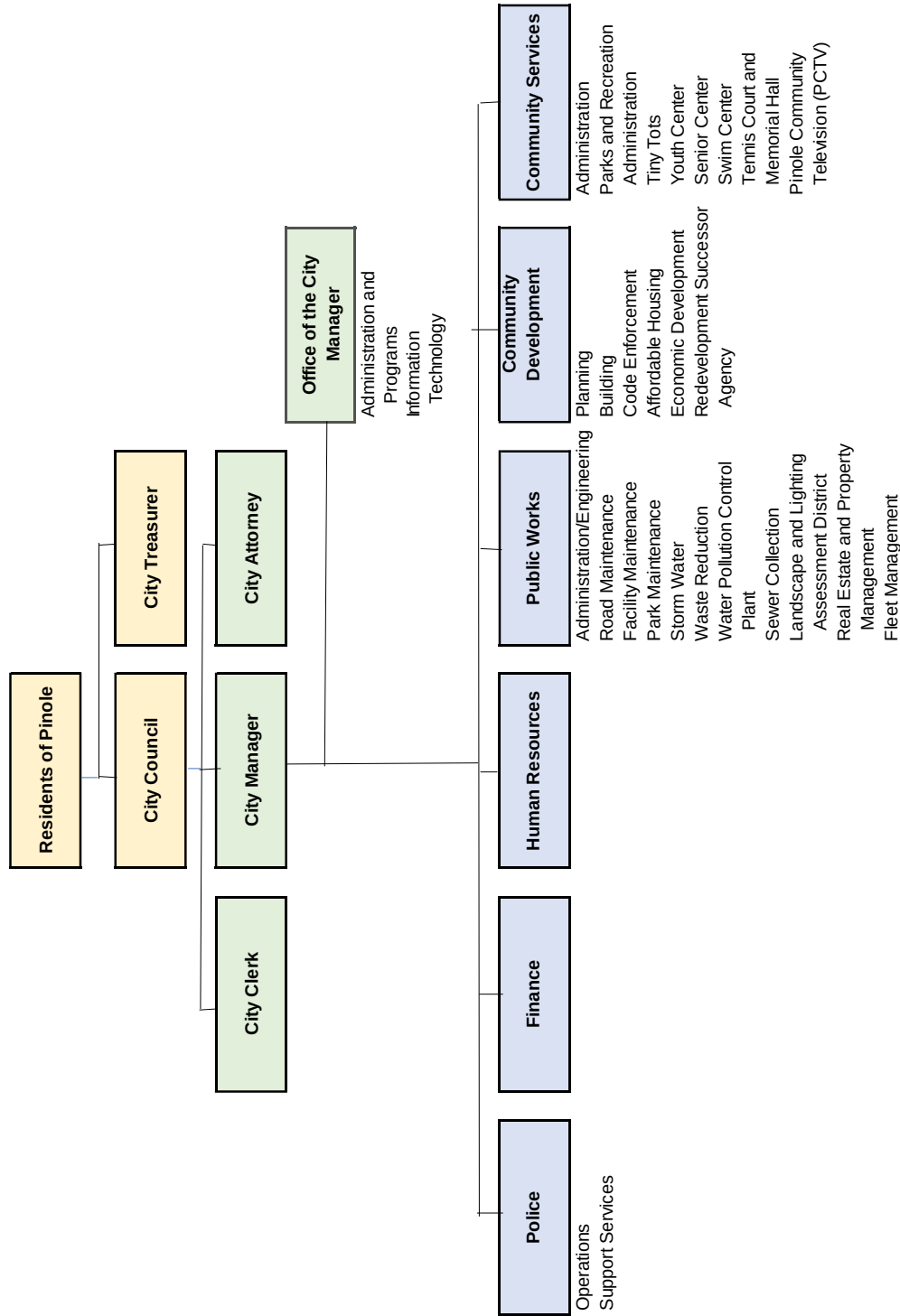
The City is primarily a residential community located in the San Francisco Bay Area on the shores of San Pablo Bay in West Contra Costa County. Highway Interstate 80, which traverses Pinole, connects the San Francisco/Oakland metropolitan area with Sacramento and points east. Pinole is linked to central Contra Costa County which includes the cities of Martinez, Concord, and Pleasant Hill by State Route 4 which begins just north of Pinole and connects with Interstate 680. There are approximately four-square miles of land included in Pinole's boundary. The City's population on January 1, 2022 was 18,628, according to the California Department of Finance.

The City of Pinole is a general law city that was incorporated on June 25, 1903. The City operates under a Council-Manager form of operation, whereby policies of the City Council are administered by a City Manager who is appointed by the City Council. All municipal departments operate under the supervision of the City Manager. The Council consists of five members who are elected at large for four-year overlapping terms. The Council elects one of the Council members to serve as Mayor each year.

The City is a full-service city that provides the following services: public safety (police), public works, community services (including recreation and Pinole community television), community development, and general administration services.



ORGANIZATIONAL STRUCTURE



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Budget Development Process and Budget Award

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Budget Development Process and Budget Award

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BUDGET DEVELOPMENT PROCESS

The City's budget is created through a collaborative, iterative process involving the City Council, community, and City staff. The City's budget development process is considered an "incremental" budget process, meaning that the budget for the upcoming year is developed based on the current year's budget and includes incremental changes.

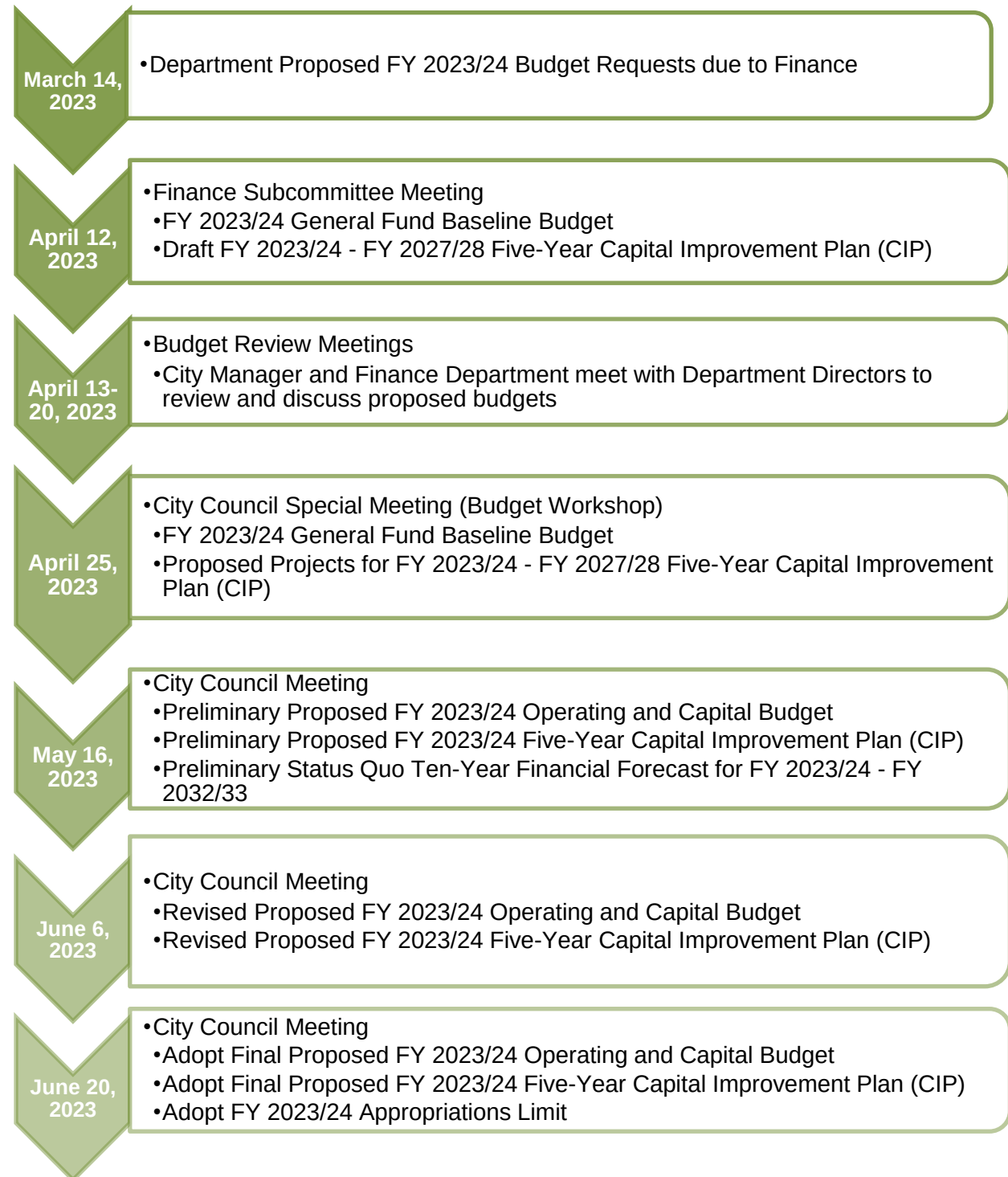
City staff takes the following steps to create the budget:

- Finance Department uses the current budget, which incorporates any mid-year changes approved by the City Council, as the starting point;
- Finance Department creates a "baseline budget" for the upcoming year by taking the ongoing revenues and expenditures included in the current budget and factoring in known or assumed changes to revenues and expenditures (i.e., forecasted changes to different revenue streams, general inflation, known changes to debt service, etc.);
- Departments review and confirm the known and assumed changes incorporated into the baseline budget;
- Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels;
- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the Finance Subcommittee and/or City Council's consideration;
- Finance Department incorporates changes and prepares the Revised Proposed budget for the Finance Subcommittee and/or City Council's consideration;
- Finance Department incorporates any final changes as necessary and submits the Final Proposed Budget to the City Council for adoption.

City staff presented the General Fund baseline budget to the Finance Subcommittee on April 12, 2023 and to the City Council on April 25, 2023 (budget workshop). At the April 25, 2023 meeting, staff asked the City Council whether it would like to add any special projects or other changes to the baseline budget. The City Council did not direct staff to add any additional items to the budget. Staff then prepared the Preliminary Proposed budget and the status quo ten-year financial forecast, which will be presented to the City Council on May 16, 2023.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Budget Development Process and Budget Award

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KEY MILESTONES OF THE DEVELOPMENT OF THE BUDGET AND CIP FOR FY 2023/24

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BUDGET AWARD

The City received its ninth consecutive Operating Budget Excellence Award from the California Society of Municipal Finance Officers (CSMFO) for its FY 2022/23 budget. The City previously received the Meritorious Award for its FY 2005/06 through FY 2010/11 budgets, and Outstanding Financial Reporting for its FY 1995/96 through FY 2000/01 budgets. The award reflects the commitment of the City to meeting the highest principles of government budgeting. To receive this award, the City had to satisfy nationally recognized guidelines for effective budget presentation.



Fiscal Year (FY) 2023/24 Operating and Capital Budget
Budget Development Process and Budget Award

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Revenue and Expenditure Summaries

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REVENUE AND EXPENDITURE SUMMARIES

The City's General Fund accounts for all general revenues received by the City. The General Fund supports various City operations, including primarily public safety. The City also has numerous other funds that account for revenue received and expended for specific purposes.

GENERAL FUND REVENUE

The major revenue sources for the General Fund are property tax, sales tax, utility users' tax, intergovernmental tax, franchise fees, business license tax, and transient occupancy tax. The City's Finance Department creates the estimates of these General Fund revenues for the budget using economic information obtained from several sources, including the State of California, Contra Costa County, and third-party consultants. Estimates of revenues generated by City departments are prepared by the respective department with assistance from the Finance Department. Each of these revenue sources is described in detail below.

Total General Fund (including Measure S 2006 and 2014 Funds) revenue is projected to be \$25.6 million, including transfers in, as summarized below.

Revenue Category	FY 2023/24 Budget	% Total Budget
Property Taxes	5,678,211	22%
Sales and Use Taxes	4,621,023	18%
Sales and Use Taxes - Measure S 2006 and 2014	4,972,000	19%
Utility Users Tax	2,085,485	8%
Franchise Taxes	794,658	3%
Transient Occupancy Tax	453,200	2%
Business License Tax	450,014	2%
Intergovernmental Taxes	2,319,918	9%
Public Safety Charges	1,432,539	6%
Other Revenues	558,094	2%
Transfers In	2,245,480	9%
Total	25,610,623	

Property Tax

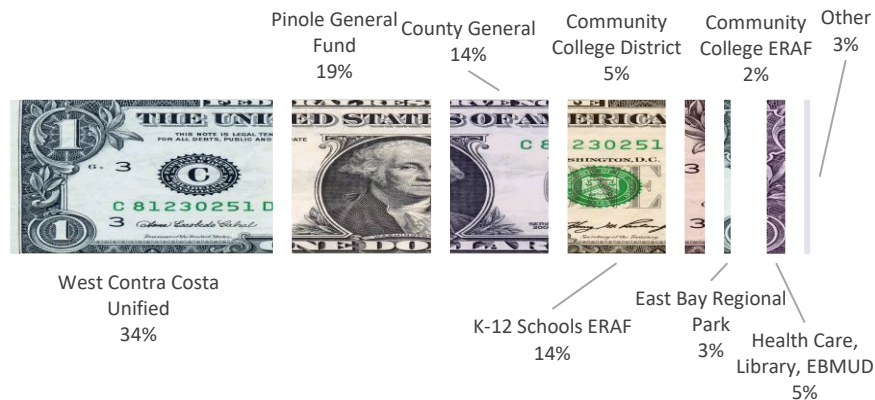
Property tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The fixed statutory rate is 1% of assessed valuation. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. However, when there is a change in property ownership, property renovation or new construction, property is reappraised at its full current market value. Proposition 8 allows the County Assessor to decrease these assessed values when

property values decline and recapture these valuations back to the original amounts in the following years if property values increase.

The General Fund receives on average 19% of the total ad valorem property taxes levied (excluding voter approved tax overrides pledged for the retirement of bonded debt) on property located within the City's boundary (exclusive of the Redevelopment Project Areas). Property tax settlements are received in December (55%), April (40%) and June (5%). Property tax is imposed and collected by the County. Contra Costa County is on a Teeter Plan. The County absorbs the delinquencies under this plan. The chart below illustrates the breakdown of the agencies that receive the property tax dollar.

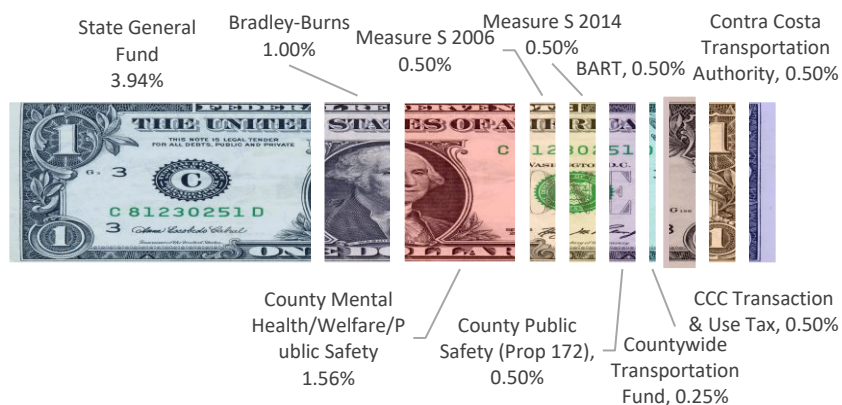
The City uses property tax estimates provided by consulting firm HdL as the basis for the budget. For FY 2023/24, property tax is estimated to be \$5.7 million, a 19% increase over the FY 2022/23 revised budget. The increase is largely due to the increase in residual property tax revenue that the City expects to receive from the former Redevelopment agency due to the retirement of outstanding debt.

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 2023/24, General Fund sales tax, including Measure S 2006 and 2014, is projected to be \$9.6 million, a 1% increase over the FY 2022/23 revised budget.

Sales Tax Dollar Breakdown**Utility Users' Tax**

Utility Users' Tax (UUT) is levied in accordance with Chapter 3.26 of the Municipal Code, amended in 2018 which levies an 8% tax on the value public utilities services consumed within the City limits for electricity, natural gas, and telecommunications. Low-income households are eligible for exemption from payment. The Electorate ratified renewal of the taxing authority in November 2018 with no sunset date. The City estimates UUT based on historical trends and industry resources. For FY 2023/24, UUT is projected to be \$2.1 million, an 8% increase over the FY 2022/23 revised budget.

Franchise Fees

Franchise tax is levied on organizations that use the public right of way to furnish gas (PG&E) (1%) and electricity (PG&E) (2%), refuse (Republic Services) (10%), and cable television (Comcast and AT&T) (5%). The various fees are delineated in franchise agreements and are paid directly to the city by these franchisees. Estimates are based on historical experience considering contract amendments which impact future years. For FY 2023/24, franchise tax is projected to be \$794,658, a 1% increase over the FY 2022/23 revised budget.

Business License Tax

Business license tax is assessed on all businesses doing business within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax of \$160 (current) per year combined with a variable tax component based on number of employees engaged in each business. Estimates are based on trend

analysis. For FY 2023/24, business license is projected to be \$450,014, a 9% increase over the FY 2022/23 revised budget.

Transient Occupancy Tax (Motel or Bed Tax)

Transient Occupancy Tax (TOT) is a 10% tax levied by the City for the privilege of occupying quarters on a transient basis (Chapter 3.24 of Municipal Code). This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The tax rate is set at the discretion of the City Council, subject to ratification by the City's electorate. For FY 2023/24, transient occupancy tax is projected to be \$453,200, a 3% increase over the FY 2022/23 revised budget.

Motor Vehicle In-lieu

Motor Vehicle In-lieu (VLF) is the City's share of motor vehicle license fees levied, collected and apportioned by the State. VLF, also called the "motor vehicle in-lieu tax" is a tax on the ownership of registered motor vehicles which takes the place of taxation of this personal property. The VLF is paid annually at the time vehicle licenses are renewed based on current value adjusted for depreciation. The budget projection is based on projections provided by the City's property tax consultant HdL. For FY 2023/24, VLF is projected to be \$2.3 million, a 5% increase over the FY 2022/23 revised budget.

Public Safety Charges

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. A portion of the costs of this activity are reimbursed by the City of Hercules and City of San Pablo. Under the current agreement, the City's recovers approximately 67% of the activity's budget. The budget projection is based on the formula provided in the agreement. For FY 2023/24, public safety charges are projected to be \$1.4 million, a 2% increase over the FY 2022/23 revised budget. A new agreement is under negotiation as the current agreement expires June 30, 2023.

Other Revenue

Other revenue is made up of all other revenue sources, such as fees, permits, interest income, grants, reimbursements, and other miscellaneous revenue. These revenues are projected primarily using historical trend analysis. The FY 2023/24 budget assumes an average 1% increase over the FY 2022/23 revised budget.

The City completed a comprehensive fee study that resulted in a number of changes to fees beginning in FY 2022/23. The City is still reviewing the fees for the Police Department and development impact fees and expects to present recommendations for changes to those to the City Council sometime during FY 2023/24.

Transfers In

Transfers in shown in the FY 2023/24 budget comes from the Pension Section 115 Trust to offset the increase in pension costs in the General Fund and Measure S Funds. The amount transferred is based on the difference between the City's base year (FY 2018/19) contribution toward employee pensions and the forecasted required City contribution in future years.

GENERAL FUND EXPENDITURES

General Fund revenues are not restricted to any specific use and can be expended on any allowable municipal purpose. For FY 2023/24, total General Fund expenditures are projected to be \$31.0 million, including transfers out, as summarized below.

Expenditure Category	FY 2023/24 Budget	% Total Budget
Salaries and Wages	9,359,141	30%
Employee Benefits	6,219,651	20%
Professional/Admin Services	3,881,099	13%
Contra Costa County Fire Protection District	5,484,781	18%
Other Operating	292,711	1%
Materials and Supplies	183,200	1%
Interdepartmental Charges	(802,832)	-3%
Capital Outlay	3,410,828	11%
Debt Service	611,107	2%
Transfers Out	2,373,275	8%
Total	31,012,960	

Salaries and Wages

The forecast for salaries and wages is based on the City's current staffing level (116) full-time equivalents (FTEs), future salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs), and an assumption about salary increases for classifications after current labor MOUs expire (3% annually). The forecast includes a savings factor equal to 4% of total annual salary and benefits expenditures to account for savings resulting from position vacancies. For FY 2023/24, salaries and wages are projected to be \$9.4 million, an 18 % decrease over the FY 2022/23 revised budget. The decrease is due to the transition of 16 Fire Department staff to Con Fire.

Employee Benefits

The cost of retirement benefits is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation report, the most recent of which is as of July 2021. The forecast reflects the net cost to the City (the required total contribution minus the employee contributions). All classic employees currently contribute the required employee contribution plus a portion of the employer's contribution for a total of 15%.

Other benefits include employee medical/dental/vision care, workers' compensation, and others. The benefits cost in the forecast is based primarily trends and information provided by service providers.

For FY 2023/24, benefits are projected to be \$6.2 million, a 17% decrease over the FY 2022/23 revised budget. The decrease is due to the transition of 16 Fire Department staff to Con Fire.

Professional and Administrative Services

Professional and administrative services includes City Attorney services, temporary services, network and software maintenance, and equipment and building maintenance. Contract services with other government agencies, such as the County animal services and library services, are also included in professional services. This category is primarily projected based on historic trends. For FY 2023/24, professional and administrative services are projected to be \$3.9 million, a 9% decrease over the FY 2022/23 revised budget. The decrease is due to the reduction in non-personnel expenses resulting from the transition of the Fire Department to Con Fire.

Contra Costa County Fire Protection District Fire Services Agreement

Effective March 1, 2023, the City entered into an agreement with the Contra Costa County Fire Protection District (CCCFPD) to provide fire protection services to Pinole residents. For FY 2023/24, the cost is \$5.5 million per the approved five-year agreement.

Other Operating Expenses

Other operating expenses include all other expenditure categories, such as travel/training, office expenses, utilities, indirect costs, and materials and supplies. This category is projected based on historic trends. For FY 2023/24, other operating expenses are projected to be \$292,711, a 2% increase over the FY 2022/23 revised budget.

Capital Outlay

Capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture, as well as several special projects. This category is projected based on historic trends as well as estimated costs of special projects. For FY 2023/24, capital outlay is projected to be \$3.4 million, a 3% increase over the FY 2022/23 revised budget.

Major one-time capital improvements are included in a separate Five-Year Capital Improvement Plan (CIP) to plan for and appropriate funds to capital improvement projects. Each fiscal year, capital needs are assessed and prioritized through the capital improvement planning process.

Debt Service

Debt service includes the payment of debt for the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS. The future years are forecasted based on the long-term debt obligation schedule.

Transfers Out

Transfers out includes the transfers from the General Fund and Measure S to other funds to support Recreation programs, Pinole Community Television (PCTV), vehicle and equipment replacement. Transfers out also includes the transfer from the General Fund to the General Reserve Fund.

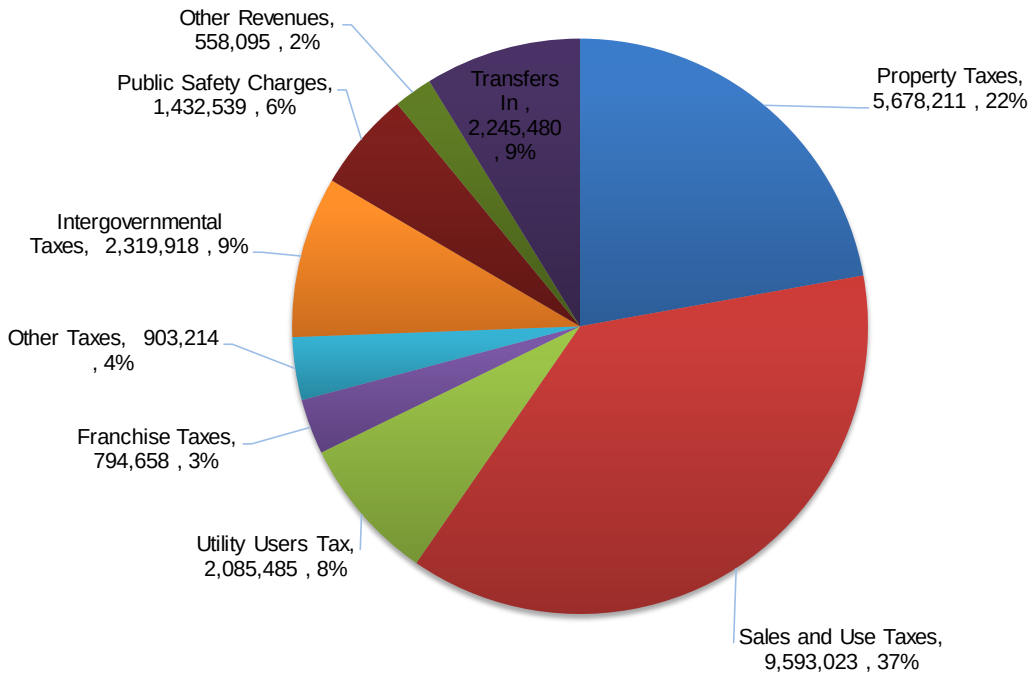
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Fiscal Year (FY) 2023/24 Operating and Capital Budget
Revenue and Expenditure Summaries

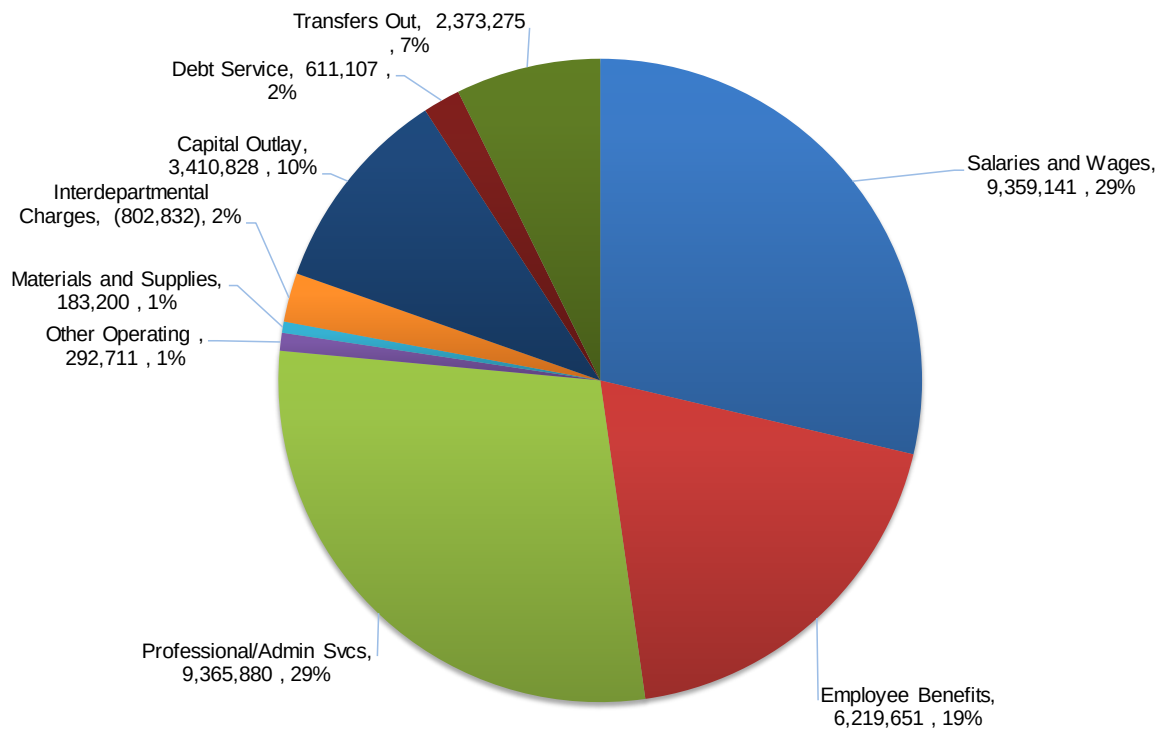
GENERAL FUND (Including Measure S 2006 and 2014)	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget
Revenue by Category					
311 - Property Taxes	4,514,755	4,091,345	4,307,208	4,776,626	5,678,211
312 - Sales and Use Taxes	7,689,917	8,927,361	9,613,625	9,484,095	9,593,023
313 - Utility Users Tax	1,809,832	1,939,726	2,063,773	1,934,150	2,085,485
314 - Franchise Taxes	750,002	751,598	788,146	786,790	794,658
315 - Other Taxes	826,504	795,839	929,466	852,500	903,214
321 - Intergovernmental Taxes	1,952,717	2,034,203	2,108,808	2,215,948	2,319,918
322 - Federal Grants	-	-	-	-	-
323 - State Grants	40,193	10,951	13,847	40,000	65,882
324 - Other Grants	47,026	287,768	46,937	47,026	47,025
332 - Permits	65,987	77,992	120,780	68,700	108,700
341 - Review Fees	13,730	37,139	42,210	28,000	500
342 - Other Fees	41,929	56,754	23,880	43,194	15,054
343 - Abatement Fees	46,060	3,844	5,127	36,000	33,500
351 - Fines and Forfeiture	16,874	13,166	10,411	22,050	22,050
361 - Public Safety Charges	1,260,013	1,345,588	1,477,492	1,405,108	1,432,539
370 - Interest and Investment Income	289,324	33,340	(134,495)	150,000	150,000
381 - Rental Income	89,661	86,880	96,516	89,896	89,896
383 - Reimbursements	23,257	83,285	16,341	18,674	16,928
384 - Other Revenue	47,205	3,788	35,606	5,100	7,560
392 - Proceeds from Sale of Property	13,855	83,209	240,182	1,000	1,000
393 - Loan/Bond Proceeds	500,000	55,197	-	-	-
399 - Transfers In from Section 115 Trust	-	1,327,427	1,061,736	2,016,612	2,245,480
399 - Transfers In from ARPA Fund	-	-	-	4,090,010	-
Revenue Total	20,038,840	22,046,398	22,867,595	28,111,479	25,610,623
Expenditures by Category					
40 - Salaries and Wages	9,182,685	9,687,549	10,550,396	11,462,312	9,359,141
41 - Employee Benefits	5,315,443	5,492,537	6,030,608	7,496,535	6,219,651
42 - Professional/Administrative Services	2,841,245	3,120,915	4,083,329	4,557,075	9,365,880
43 - Other Operating Expenses	276,628	332,324	304,499	286,311	292,711
44 - Materials and Supplies	152,349	148,389	261,505	229,200	183,200
46 - Interfund/Interdepartmental Charges	(807,690)	(916,482)	(838,609)	(683,039)	(802,832)
47 - Asset Acquisition, Improvement, Disposal	1,031,960	1,397,824	697,550	3,308,553	3,410,828
48 - Debt Service	606,554	558,607	608,736	596,107	611,107
49 - Transfers Out	1,255,058	1,588,652	3,360,117	2,071,880	2,373,275
Expenditures Total	19,854,232	21,410,315	25,058,131	29,324,934	31,012,960
Expenditures by Department					
10 - City Council	210,303	221,252	215,904	188,396	182,212
11 - City Manager	206,565	603,505	527,117	615,943	590,960
12 - City Clerk	183,241	243,065	327,468	586,347	624,354
13 - City Treasurer	8,592	8,286	8,375	8,662	8,727
14 - City Attorney	489,469	489,955	406,476	321,057	320,428
15 - Finance Department	482,166	573,555	561,011	727,747	809,301
16 - Human Resources	430,578	292,727	377,614	768,472	888,227
17 - Non-Departmental	3,495,716	3,534,790	5,274,979	3,629,942	3,948,572
18 - Information Systems	21,748	-	-	102,600	3,600
22 - Police Department	8,057,519	8,495,554	9,847,359	10,535,459	11,038,176
23 - Fire Department	4,514,810	5,429,808	5,100,962	5,564,428	5,665,281
34 - Public Works	1,521,779	1,335,586	1,824,492	5,253,545	5,957,204
46 - Community Development	217,153	173,504	263,181	546,464	554,183
55 - Community Services	14,593	8,727	272,629	475,872	421,736
64 - Sewer	-	-	50,563	-	-
Expenditures Total	19,854,232	21,410,315	25,058,131	29,324,934	31,012,960
Net Operating Results	184,609	636,084	(2,190,536)	(1,213,455)	(5,402,338)

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Revenue and Expenditure Summaries

General Fund Revenue by Type: \$25,610,623

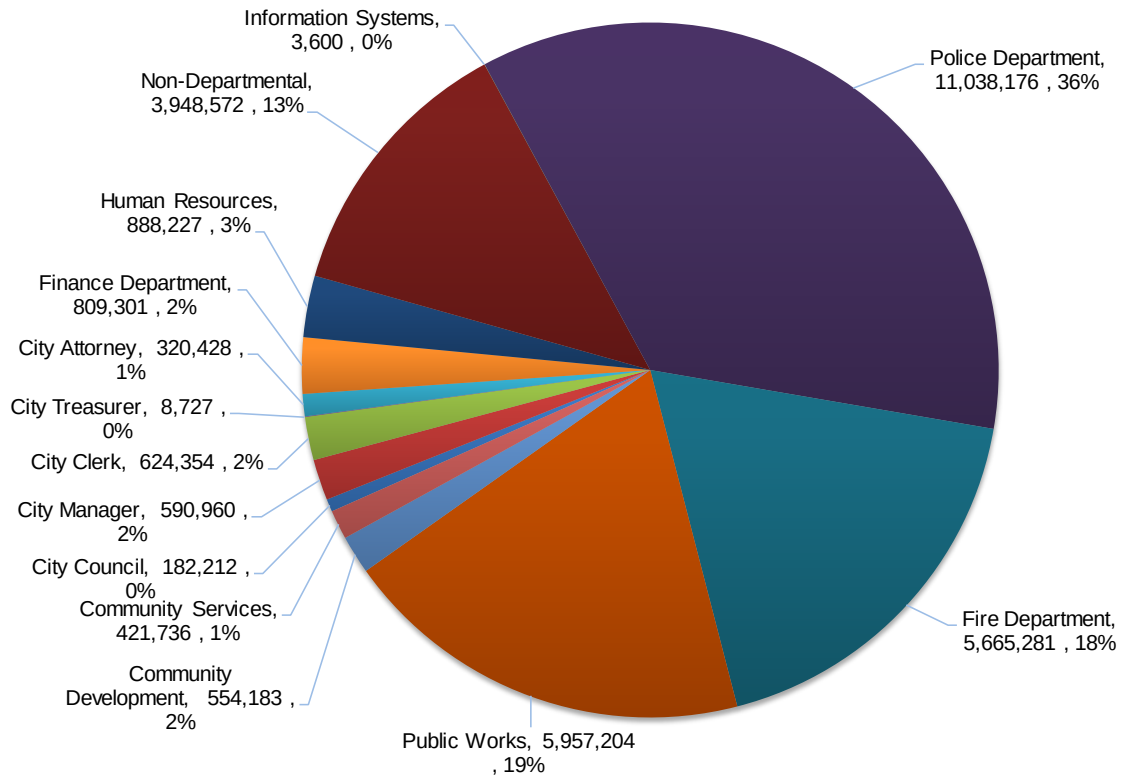


General Fund Expenditures by Type: \$31,012,960



Fiscal Year (FY) 2023/24 Operating and Capital Budget
Revenue and Expenditure Summaries

General Fund Expendiures by Department: \$31,012,960



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MAJOR NON-GENERAL FUNDS

Aside from the General Fund, the City also maintains special revenue funds, capital project funds, and enterprise funds. These funds generate revenue from many sources, such as taxes, charges for services, and user fees. Below find descriptions of the major Non-General Funds.

Special Revenue Funds

Gas Tax Fund - 200

The Gas Tax Fund accounts for the Highway Users Tax Account (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City Limits. These taxes are distributed primarily on the basis of population pursuant to formulas specified in Streets and Highways Code Sections 2105, 2106, 2107, 2107.5, and Section 2103. As a result of the Road Repair and Accountability Act of 2017 (SB1 Beall), funds received as part of the Road Maintenance and Rehabilitation Account (RMRA) Section 2106 are also accounted for in this fund. Gas Tax funds are restricted for use in the construction, improvement, and maintenance of public streets. These funds support both annual operating and capital projects related to streets. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2023/24, revenue is projected to be \$1.0 million. Expenditures are projected to be \$1.1 million for road maintenance projects.

Recreation Fund - 209

The Recreation Fund accounts for program fees, fundraising proceeds, and donations for Recreation programs. Resources are used towards staffing and maintenance costs to operate the programs. The fund receives a transfer in from the General Fund to offset a recurring operating loss. For FY 2023/24, revenue is projected to be \$1.3 million. Expenditures are projected to be \$2.1 million. The budget assumes that Recreation programs to be open at full capacity during FY 2023/24.

Building and Planning Fund - 212

The Building and Planning Fund accounts for fees collected for building permits and plan check fees. Fees collected are used to cover the cost involved in plan checks and inspections performed. The City recently conducted a fee study to determine the City's total cost of providing certain services that have a specific beneficiary. The study recommended changes to the City's building and planning fees, which is expected to result in increased revenue. Several large developments projects are anticipated to be initiated in FY 2023/24. For FY 2023/24, revenues are projected to be \$1.4 million. Expenditures are projected to be \$2.1 million.

Solid Waste Fund – 214

The Solid Waste Fund accounts for funds received from Republic Services, Inc. from a surcharge it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. For FY 2023/24, revenues are budgeted at \$368,000 and expenditures are budgeted at \$289,381. It is anticipated that approximately \$78,619 of fund balance will be used for capital projects.

Measure C/J Fund - 215

The Measure C/J Fund accounts for special override sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program to maintain eligibility for the funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula split (50/50) between population and road mileage. It is common for funds that support capital projects to accrue significant fund balances over multiple years while cities save resources over time to invest in large projects, which have greater economies of scale. For FY 2023/24, revenues are projected to be \$1.1 million. Expenditures are projected to be \$1.0 million. Spending of these funds is dependent on the timing of spending for capital projects.

Growth Impact Fund – 276

The Growth Impact Fund accounts for development fees collected to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects impact fees for police, fire protection, municipal, community, wastewater, roadways, and drainage. For FY 2023/24, revenue is budgeted \$1.0 million due from developers for several large multi-unit developments. Expenditures are projected at \$1.3 million for capital projects.

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. It is anticipated that approximately \$284,254 of fund balance will be used for housing administration activities. For FY 2023/24, expenditures are projected to be \$339,254 for housing administration activities.

Capital Project Funds

City Street Improvements Fund – 325

The City Street Improvements Fund receives a transfer of \$250,000 per year from Measure S 2014 to fund road maintenance projects. It has a substantial fund balance due to the accumulation of unspent funds from prior fiscal years. For FY 2023/24, revenues are budgeted at \$2.1 million due to anticipated grants from the West County Subregional Transportation Mitigation Program (STMP), CalTrans Highway Bridge Program, CalTrans Highway Safety Improvement Program, and Transportation for Livable Communities (TLC) Program. Expenditures are budgeted at \$2.1 million for street improvement projects.

Arterial Streets Rehabilitation Fund - 377

The Arterial Streets Rehabilitation Fund receives a transfer of \$250,000 per year from the Measure S 2014 to fund road rehabilitation projects. For FY 2023/24, expenditures are budgeted at \$758,624 for street rehabilitation projects.

Enterprise Funds

Sewer Enterprise Fund -500

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer service provided by the City's Wastewater Treatment Plant (WWTP). Sewer user fees are charged in the amount specified by City Council Resolution (Section 13.04.040 PMC). Fees are used to operate, maintain, and renew the WWTP. The cost of operations is shared between the two cities using a cost sharing formula based on sewage inflows by each city. For FY 2023/24, revenue is projected to be \$8.4 million. Expenditures are projected to be \$12.3 million. It is anticipated that approximately \$3.9 million of its projected fund balance will be used to complete several key capital projects.

Pinole Community Television (PCTV) Fund - 505

The Pinole Community Television (PCTV) Fund accounts for revenues and expenditures related to the operation of PCTV. Revenue is received from video production charges to other cities, Public, Educational, and Governmental (PEG) access fees, and the General Fund. PEG fees are designated for equipment purchases. For FY 2023/24, revenue is projected to be \$535,052. Expenditures are projected to be \$682,056.

Information Systems -525

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. For FY 2023/24, revenue and expenditures are balanced with each projected to be \$1.5 million, a 19% decrease from the FY 2022/23 revised budget. The budget is based on the City's Information Technology plan.

Fiduciary Funds

Pension Fund – 700

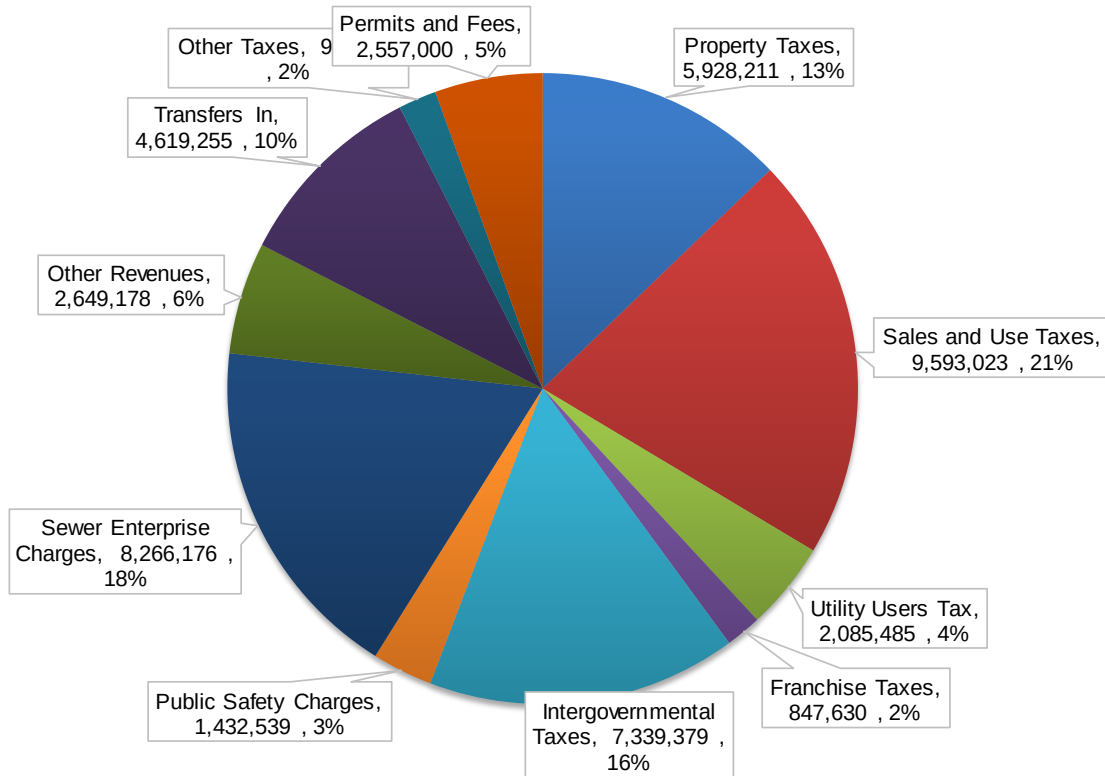
The Pension Fund accounts for funds in the City's Section 115 trust, funded with one-time General Fund resources, to offset growth in the City's annual required contribution to CalPERS pension.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Revenue and Expenditure Summaries

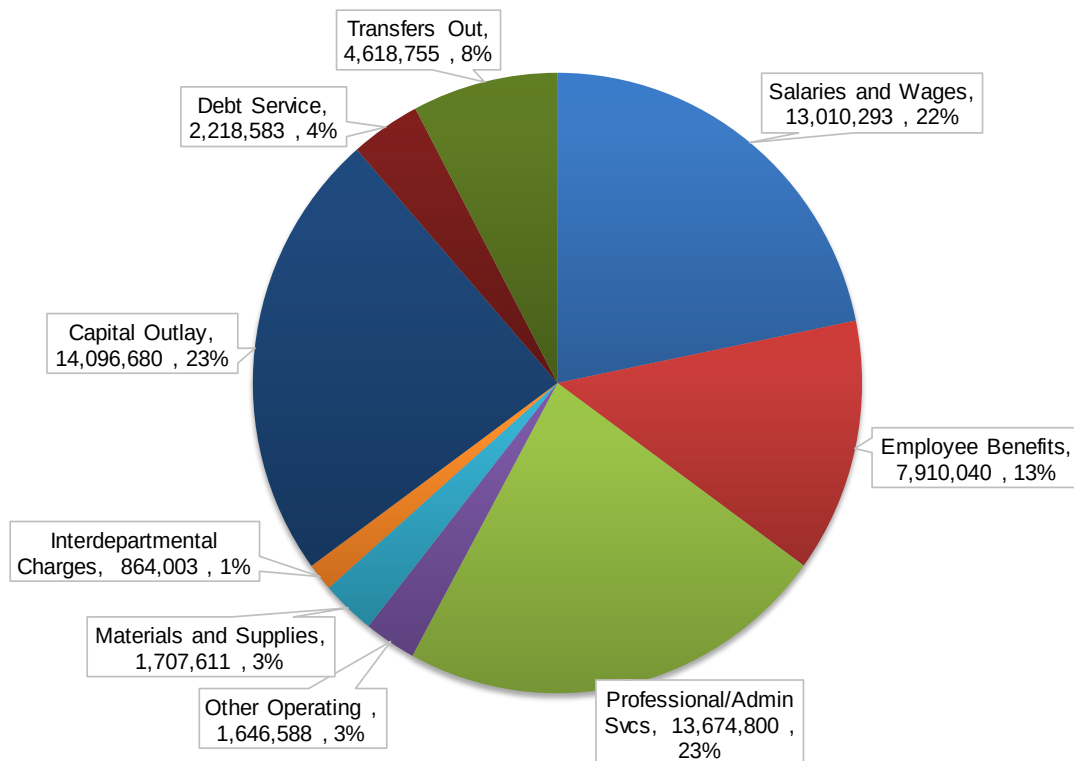
ALL FUNDS	FY 2019/20 Actual	FY 2020/21 Actuals	FY 2022/22 Actuals	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget
Revenue by Category					
311 - Property Taxes	5,200,158	4,357,245	10,528,065	5,026,626	5,928,211
312 - Sales and Use Taxes	7,689,917	8,927,361	9,613,625	9,484,095	9,593,023
313 - Utility Users Tax	1,809,832	1,939,726	2,063,773	1,934,150	2,085,485
314 - Franchise Taxes	778,835	776,957	810,080	839,762	847,630
315 - Other Taxes	826,506	795,839	929,466	852,500	903,214
321 - Intergovernmental Taxes	3,226,870	3,319,719	3,530,117	3,686,532	3,800,236
322 - Federal Grants	-	-	911,070	2,353,773	92,662
323 - State Grants	317,822	383,315	290,576	769,292	1,243,319
324 - Other Grants	752,777	677,915	785,671	1,733,337	2,203,162
332 - Permits	376,690	342,120	601,210	620,083	586,583
341 - Review Fees	367,649	243,014	398,529	1,089,242	405,169
342 - Other Fees	121,809	109,215	116,892	395,647	461,517
343 - Abatement Fees	46,060	3,844	5,127	55,600	33,500
344 - Impact Fees	59,943	49,560	2,453,146	580,048	1,070,230
351 - Fines and Forfeiture	68,576	41,235	39,392	67,050	87,050
361 - Public Safety Charges	1,260,013	1,345,588	1,477,492	1,405,108	1,432,539
362 - Public Works Charges	-	-	-	-	-
363 - Sewer Enterprise Charges	7,093,734	7,414,842	7,764,868	8,266,176	8,266,176
364 - Recreation Charges	379,124	128,296	311,782	379,636	359,786
365 - Cable TV Charges	191,537	223,342	216,837	316,956	316,956
370 - Interest and Investment Income	2,158,670	2,935,849	(2,978,741)	1,479,767	1,251,750
381 - Rental Income	185,594	131,335	121,141	161,225	157,512
382 - Concession Revenue	-	-	-	-	-
383 - Reimbursements	408,597	606,594	444,545	411,154	407,064
384 - Other Revenue	67,681	61,571	87,107	33,560	58,060
385 - Indirect Cost Allocations	-	-	-	-	-
392 - Proceeds from Sale of Property	13,855	83,209	688,940	1,000	1,000
393 - Loan/Bond Proceeds	559,344	120,594	112,662	872,883	10,000
399 - Transfers In	819,655	3,094,268	3,581,953	8,178,502	4,619,255
Revenue Total	34,781,251	38,112,552	44,905,325	50,993,703	46,221,090
Expenditures by Category					
40 - Salaries and Wages	11,111,582	11,508,885	12,977,267	14,522,679	13,010,293
41 - Employee Benefits	6,658,509	6,710,186	7,765,562	9,052,769	7,910,040
42 - Professional/Administrative Services	4,794,326	5,136,136	7,179,480	9,057,159	13,674,800
43 - Other Operating Expenses	1,583,741	1,565,131	1,773,766	1,601,912	1,646,588
44 - Materials and Supplies	958,065	909,837	1,227,452	1,774,193	1,707,611
46 - Interfund/Interdepartmental Charges	572,926	650,094	733,387	630,883	864,003
47 - Asset Acquisition, Improvement, Disposal	2,606,766	4,629,080	4,711,084	11,965,066	14,096,680
48 - Debt Service	1,569,641	1,455,787	1,415,202	2,207,731	2,218,583
49 - Transfers Out	1,255,058	3,094,268	4,421,853	8,178,502	4,618,755
Expenditures Total	31,110,614	35,659,404	42,205,053	58,990,895	59,747,352
Expenditures by Department					
10 - City Council	210,303	221,252	215,904	188,396	182,212
11 - City Manager	206,565	603,505	527,117	615,943	590,960
12 - City Clerk	183,241	243,065	327,468	586,347	624,354
13 - City Treasurer	8,592	8,286	8,375	8,662	8,727
14 - City Attorney	489,469	489,955	406,476	321,057	320,428
15 - Finance Department	482,166	573,555	561,011	767,747	859,301
16 - Human Resources	430,578	292,727	377,614	768,472	888,227
17 - Non-Departmental	3,601,499	5,049,270	7,026,762	9,736,564	6,194,052
18 - Information Systems	21,748	-	95,874	102,600	3,600
19 - Cable Access TV	374,875	391,792	439,347	646,780	682,056
22 - Police Department	8,630,931	8,823,952	10,153,924	11,113,181	11,922,880
23 - Fire Department	4,514,810	5,429,808	5,100,962	5,564,428	5,665,281
34 - Public Works	2,832,214	4,128,522	4,807,382	11,117,986	13,098,524
46 - Community Development	2,420,250	2,093,699	3,154,647	3,494,421	3,298,584
55 - Community Services	1,014,993	824,176	1,630,344	2,569,687	2,555,944
64 - Sewer	5,688,381	6,485,839	7,371,846	11,388,624	12,852,222
	31,110,614	35,659,404	42,205,053	58,990,895	59,747,352
Net Operating Results	3,670,636	2,453,149	2,700,272	(7,997,192)	(13,526,262)

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Revenue and Expenditure Summaries

All Funds Revenue by Category: \$46,221,090

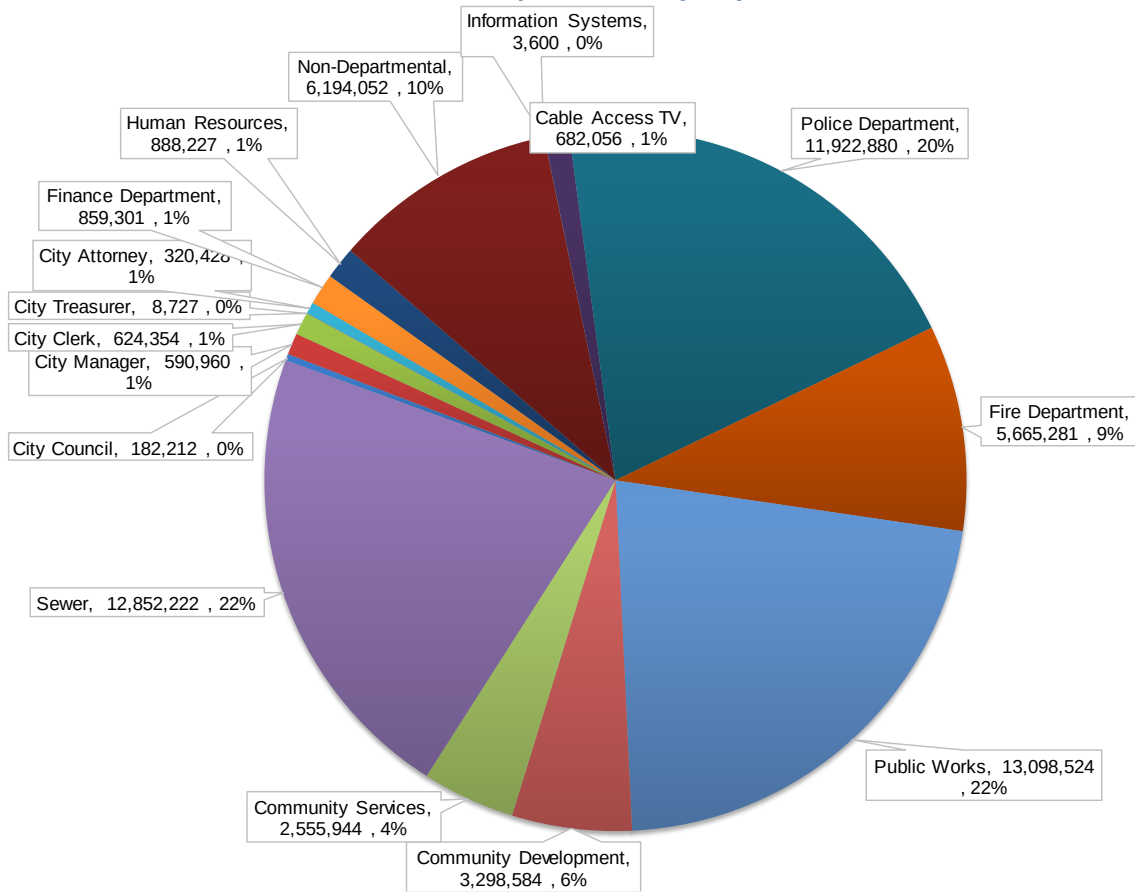


All Funds Expenditures by Category: \$59,747,352



Fiscal Year (FY) 2023/24 Operating and Capital Budget
Revenue and Expenditure Summaries

All Funds Expenditures by Department: \$59,747,352



Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries

Fiscal Year (FY) 2023/24 Operating and Capital Budget Budget Summaries - Revenue, Expenditures, and Fund Balance by Fund

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Original Budget	FY 2022/23 Revised Budget	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Projected Year-end	FY 2023/24 Proposed	Prop to Rev Percent Change
General Fund (including Measure S 2006 and 2014)									
Revenue									
311 - Property Taxes	4,514,755	4,091,345	4,307,208	4,776,626	4,776,626	2,990,265	4,776,626	5,678,211	19%
<i>Basic 1% Property Tax</i>	<i>2,595,604</i>	<i>2,770,607</i>	<i>2,946,085</i>	<i>3,285,675</i>	<i>3,285,675</i>	<i>1,696,411</i>	<i>3,285,675</i>	<i>3,278,749</i>	0%
<i>RPTTF and Passthrough Payments</i>	<i>1,919,151</i>	<i>1,320,738</i>	<i>1,361,123</i>	<i>1,490,951</i>	<i>1,490,951</i>	<i>1,293,854</i>	<i>1,490,951</i>	<i>2,399,462</i>	61%
312 - Sales and Use Taxes	3,788,080	4,303,800	4,612,708	4,582,095	4,582,095	2,550,660	4,582,095	4,621,023	1%
312 - Sales and Use Taxes- Measure S 2006	1,951,039	2,309,123	2,501,974	2,451,000	2,451,000	1,433,604	2,451,000	2,486,000	1%
312 - Sales and Use Taxes- Measure S 2014	1,950,798	2,314,438	2,498,944	2,451,000	2,451,000	1,432,092	2,451,000	2,486,000	1%
313 - Utility Users Tax	1,809,832	1,939,726	2,063,773	1,934,150	1,934,150	1,577,626	2,074,092	2,085,485	8%
314 - Franchise Taxes	750,002	751,598	788,146	786,790	786,790	428,955	786,790	794,658	1%
315 - Other Taxes	826,504	795,839	929,466	852,500	852,500	702,761	852,500	903,214	6%
<i>Other Tax/Transient Occupancy Tax</i>	<i>444,453</i>	<i>446,105</i>	<i>487,687</i>	<i>440,000</i>	<i>440,000</i>	<i>302,882</i>	<i>440,000</i>	<i>453,200</i>	3%
<i>Other Tax/Business License</i>	<i>382,051</i>	<i>349,733</i>	<i>441,779</i>	<i>412,500</i>	<i>412,500</i>	<i>399,879</i>	<i>412,500</i>	<i>450,014</i>	9%
321 - Intergovernmental Taxes	1,952,717	2,034,203	2,108,808	2,215,948	2,215,948	1,119,272	2,215,948	2,319,918	5%
322 - Federal Grants	-	-	-	-	-	-	-	-	0%
323 - State Grants	40,193	10,951	13,847	40,000	40,000	39,804	40,000	65,882	65%
324 - Other Grants	47,026	287,768	46,937	47,026	47,026	-	47,026	47,025	0%
332 - Permits	65,987	77,991	120,780	68,700	68,700	117,628	117,628	108,700	58%
341 - Review Fees	13,730	37,139	42,210	28,000	28,000	49,174	49,174	500	-98%
342 - Other Fees	41,929	56,754	23,880	43,194	43,194	21,066	43,194	15,054	-65%
343 - Abatement Fees	46,060	3,844	5,127	36,000	36,000	22,495	36,000	33,500	-7%
351 - Fines and Forfeiture	16,874	13,166	10,411	22,050	22,050	11,467	22,050	22,050	0%
361 - Public Safety Charges	4,051	73,021	29,558	33,548	33,548	30,227	33,548	33,548	0%
<i>361 - Public Safety Charges/Dispatch</i>	<i>1,255,962</i>	<i>1,272,567</i>	<i>1,447,934</i>	<i>1,371,560</i>	<i>1,371,560</i>	<i>831,353</i>	<i>1,371,560</i>	<i>1,398,991</i>	2%
370 - Interest and Investment Income	289,324	33,339	(134,495)	150,000	150,000	(5,122)	150,000	150,000	0%
381 - Rental Income	89,661	86,880	96,516	89,896	89,896	65,975	89,896	89,896	0%
383 - Reimbursements	23,257	83,285	16,341	18,674	18,674	26,698	26,698	16,928	-9%
384 - Other Revenue	47,205	3,788	35,606	5,100	5,100	12,054	12,054	7,560	48%
392 - Proceeds from Sale of Property	13,855	83,209	240,182	1,000	1,000	2,760	2,760	1,000	0%
393 - Loan/Bond Proceeds	500,000	55,197	-	-	-	-	-	-	0%
Revenue Total	20,038,840	20,718,970	21,805,859	22,004,857	22,004,857	13,460,815	22,231,639	23,365,143	6%
399 - Transfers In	-	-	-	-	-	-	-	-	-
399 - Transfers In from Section 115 Pension Fund	-	1,327,427	1,061,736	2,016,612	2,016,612	-	2,016,612	2,245,480	11%
399 - Transfers In from ARPA Fund	-	-	-	4,090,010	4,090,010	4,090,010	4,090,010	-	100%
Sources Total	20,038,840	22,046,397	22,867,595	28,111,479	28,111,479	17,550,825	28,338,261	25,610,623	-9%
Fund: 100 - General Fund									
Expenditures									
Division: 110 - City Council Total:	163,703	215,352	215,904	170,496	182,496	124,207	182,496	182,212	0%
Division: 111 - City Manager Total:	206,565	603,505	527,117	615,943	615,943	409,194	615,943	590,960	-4%
Division: 112 - City Clerk Total:	183,241	243,065	327,468	586,347	586,347	364,603	586,347	624,354	6%
Division: 113 - City Treasurer Total:	8,592	8,286	8,375	8,662	8,662	5,732	8,662	8,727	1%
Division: 114 - City Attorney Total:	462,151	489,955	406,476	321,057	321,057	292,122	321,057	320,428	0%
<i>114 - City Attorney Services</i>	<i>721,388</i>	<i>763,076</i>	<i>833,500</i>	<i>583,740</i>	<i>583,740</i>	<i>479,818</i>	<i>583,740</i>	<i>596,245</i>	2%
<i>114 - City Attorney Indirect Cost Allocations</i>	<i>(259,237)</i>	<i>(273,121)</i>	<i>(427,024)</i>	<i>(262,683)</i>	<i>(262,683)</i>	<i>(187,696)</i>	<i>(262,683)</i>	<i>(275,817)</i>	5%
Division: 115 - Finance Department Total:	477,675	571,900	560,362	627,847	722,847	472,088	722,847	804,401	11%
Division: 116 - Human Resources Total:	430,578	292,727	377,614	768,472	768,472	510,906	768,472	888,227	16%
Division: 117 - General Government Total:	1,704,538	1,387,531	1,306,126	961,955	961,955	1,067,576	1,067,576	964,190	0%
Administrative Total	3,637,043	3,812,321	3,729,442	4,060,779	4,167,779	3,246,429	4,273,400	4,383,498	5%
Division: 221 - Police Operations Total:	3,335,075	3,802,334	4,433,521	4,892,111	4,892,111	3,679,101	4,892,111	5,440,241	11%
Division: 222 - Police Support Services Total:	908,771	1,087,828	1,118,708	1,538,502	1,538,502	919,690	1,538,502	1,470,542	-4%
Division: 223 - Dispatch WBCC Total:	1,878,391	1,988,812	2,215,114	2,169,105	2,169,105	1,796,784	2,169,105	2,315,202	7%
Division: 231 - Fire Total:	3,195,023	4,604,922	3,992,507	4,212,704	4,212,704	3,394,475	4,212,704	3,906,099	-7%
Public Safety Total	9,317,260	11,483,896	11,759,851	12,812,422	12,812,422	9,790,051	12,812,422	13,132,083	2%
Division: 341 - Administration/Engineering Total:	273,487	151,103	219,407	736,363	742,363	298,839	398,452	651,929	-12%
Division: 342 - Road Maintenance Total:	28,451	32,157	62,776	212,969	212,969	57,964	99,367	625,824	194%
Division: 343 - Facility Maintenance Total:	457,490	513,141	552,239	611,147	611,147	472,710	611,147	715,442	17%
Division: 345 - Park Maintenance Total:	228,811	253,021	276,594	539,309	539,309	204,689	307,034	372,315	-31%
Public Works Total	988,239	949,421	1,111,016	2,099,788	2,105,788	1,034,202	1,416,000	2,365,510	12%
Division: 461 - Planning Total:	4,683	10,583	64,712	77,192	77,192	98,550	98,550	16,713	-78%
Division: 465 - Code Enforcement Total:	169,010	162,921	198,324	253,452	272,452	151,941	272,452	281,894	3%
Division: 466 - Economic Development Total:	-	-	145	176,820	176,820	31,182	124,728	235,576	33%
Community Development Total	173,693	173,504	263,181	507,464	526,464	281,673	495,730	534,183	1%
Division: 551 - Recreation Admin Total	-	-	253,414	454,022	454,022	217,704	454,022	43,600	-90%
Division: 560 - Library Services Total:	-	-	-	-	-	-	-	182,585	100%
Division: 561 - Animal Control Services Total:	-	-	-	-	-	-	-	169,701	100%
Recreation Total	-	-	253,414	454,022	454,022	217,704	454,022	395,886	-13%
481 - Debt Service	536,120	558,607	608,736	596,107	596,107	596,045	596,107	611,107	3%
Sub-Total	14,652,356	16,977,749	17,725,639	20,530,582	20,662,582	15,166,103	20,047,681	21,422,267	4%
499 - Transfers Out	562,558	921,762	2,667,216	1,353,880	1,353,880	650,925	2,406,835	1,590,275	17%
Expenditure Total:	15,214,914	17,899,511	20,392,855	21,884,462	22,016,462	15,817,028	22,454,516	23,012,542	5%

Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Original Budget	FY 2022/23 Revised Budget	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Projected Year-end	FY 2023/24 Proposed	Prop to Rev Percent Change
Fund: 105 - Measure S 2006 Fund									
Expenditures									
Division: 115 - Finance Department Total:	2,246	300	475	2,450	2,450	1,367	2,450	2,450	0%
Division: 221 - Police Operations Total:	1,476,686	1,443,123	1,589,658	1,718,135	1,718,135	1,016,861	1,718,135	1,697,340	-1%
Division: 222 - Police Support Services Total:			330,507	-	-	-	-	-	0%
Division: 223 - Dispatch WBCC Total:	1,955	-	-	-	-	-	-	-	0%
Division: 231 - Fire Total:	1,018,699	457,612	682,546	727,182	777,182	572,427	777,182	794,469	2%
Expenditure Total:	2,499,586	1,901,034	2,603,185	2,447,767	2,497,767	1,590,655	2,497,767	2,494,259	0%
Fund: 106 - Measure S 2014 Fund									
Expenditures									
Division: 110 - City Council Total:	46,600	5,900	-	5,900	5,900	-	5,900	-	-100%
Division: 114 - City Attorney Total:	27,318	-	-	-	-	-	-	-	0%
Division: 115 - Finance Department Total:	2,246	1,356	175	2,450	2,450	1,667	2,450	2,450	0%
Division: 117 - General Government Total:	692,500	666,890	692,901	718,000	718,000	585,000	718,000	783,000	9%
Division: 118 - Information Systems Total:	21,748	-	-	102,600	102,600	-	-	3,600	-96%
Administrative Total	790,412	674,146	693,076	828,950	828,950	586,667	726,350	789,050	-5%
Division: 221 - Police Operations Total:	363,908	70,953	59,161	110,000	110,000	37,269	110,000	-	-100%
Division: 222 - Police Support Services Total:	67,734	102,505	100,690	107,606	107,606	82,274	107,606	114,852	7%
Division: 223 - Dispatch WBCC Total:	25,000	-	-	-	-	-	-	-	0%
Division: 231 - Fire Total:	301,089	367,274	425,909	574,542	574,542	445,673	574,542	964,713	68%
Public Safety Total	757,731	540,731	585,760	792,148	792,148	565,215	792,148	1,079,565	36%
Division: 341 - Administration/Engineering Total:	-	59,825	70,077	296,518	296,518	46,938	296,518	225,317	-24%
Division: 342 - Road Maintenance Total:	29,210	66,590	153,392	627,512	824,675	50,756	824,675	832,586	1%
Division: 343 - Facility Maintenance Total:	131,848	165,352	352,421	1,298,025	1,058,655	132,335	908,655	1,498,351	42%
Division: 344 - NPDES Storm Drain Total:	13,759	5,562	28,290	418,460	418,460	2,502	10,000	725,000	73%
Division: 345 - Park Maintenance Total:	358,722	88,836	109,297	359,449	549,449	25,216	549,449	310,440	-43%
Division: 642 - Sewer Collections Total:	-	-	50,563	-	-	-	-	-	0%
Public Works Total	533,539	386,165	764,039	2,999,964	3,147,757	257,747	2,589,297	3,591,694	14%
Division: 461 - Planning Total:	14,030	-	-	20,000	20,000	-	20,000	-	0%
Division: 465 - Code Enforcement Total:	29,430	-	-	-	-	-	-	-	0%
Division: 466 - Economic Development Total:	-	-	-	-	-	-	-	20,000	0%
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:	-	-	19,150	7,000	7,000	1,960	7,000	-	-100%
Division: 553 - Tiny Tots Total:	14,593	-	-	4,850	4,850	-	4,850	15,850	227%
Division: 554 - Youth Center Total:	-	8,727	65	10,000	10,000	-	10,000	10,000	0%
Recreation Total	14,593	8,727	19,215	21,850	21,850	1,960	21,850	25,850	18%
Expenditure Total:	2,139,735	1,609,769	2,062,091	4,662,912	4,810,705	1,411,590	4,149,645	5,506,159	14%
General Fund and Measure S Expenditure Total	19,854,235	21,410,314	25,058,131	28,995,141	29,324,934	18,819,273	29,101,927	31,012,960	6%
General Fund and Measure S Net Results	184,605	636,083	(2,190,536)	(883,662)	(1,213,455)	(1,268,449)	(763,667)	(5,402,338)	
Fund Balance, July 1	11,982,999	12,167,604	12,803,687	10,613,151	10,613,151		10,613,151	9,849,484	
Fund Balance, June 30	12,167,604	12,803,687	10,613,151	9,729,489	9,399,696		9,849,484	4,447,147	
Fund: 150 - General Reserve Fund									
Revenue									
370 - Interest and Investment Income	319,153	35,654	(249,883)	-	-	19,125	76,500	165,301	0%
399 - Transfers In			949,715	650,925	650,925	650,925	1,098,338	764,520	17%
Revenue Total:	319,153	35,654	699,832	650,925	650,925	670,050	1,174,838	929,821	43%
Expenditures									
Expenditure Total:									
Fund: 150 - General Reserve Net Results	319,153	35,654	699,832	650,925	650,925	670,050	1,174,838	929,821	
Fund Balance, July 1	7,137,963	7,457,116	7,492,770	8,192,602	8,192,602		8,192,602	9,367,440	
Fund Balance, June 30	7,457,116	7,492,770	8,192,602	8,843,527	8,843,527		9,367,440	10,297,261	

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	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Original Budget	FY 2022/23 Revised Budget	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Projected Year-end	FY 2023/24 Proposed	Prop to Rev Percent Change
Fund: 160 - Equipment Reserve Fund									
Revenue									
384 - Other Revenue		43,459	-	0	-	-	-	0	0%
392 - Proceeds from Sale of Property		-	17,000	0	-	-	-	0	0%
399 - Transfers In	85,000	85,000	85,000	85,000	85,000	85,000	85,000	150,000	76%
Revenue Total:	85,000	128,459	102,000	85,000	85,000	85,000	85,000	150,000	76%
Expenditures									
Division: 221 - Police Operations Total:	-	-	-	-	-	-	-	-	0%
Division: 342 - Road Maintenance Total:			104,242	120,000	120,000	39,434	120,000	120,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	80,000	80,000	-	80,000	80,000	0%
Division: 461 - Planning Total:	-	-	-	5,000	5,000	-	5,000	5,000	0%
Expenditure Total:	-	-	104,242	205,000	205,000	39,434	205,000	205,000	0%
Fund: 160 - EQUIPMENT RESERVE Net Results	85,000	128,459	(2,242)	(120,000)	(120,000)	45,566	(120,000)	(55,000)	
Fund Balance, July 1	29,949	114,949	243,408	241,166	241,166		241,166	121,166	
Fund Balance, June 30	114,949	243,408	241,166	121,166	121,166		121,166	66,166	
Fund: 200 - Gas Tax Fund									
Revenue									
321 - Intergovernmental Taxes	789,998	795,113	850,633	990,635	990,635	579,684	990,635	990,635	0%
370 - Interest and Investment Income	18,024	1,878	(5,931)	5,000	5,000	1,139	5,000	5,000	0%
383 - Reimbursements		9,074	18,050	7,636	7,636	1,417	7,636	7,636	0%
Revenue Total:	808,022	806,065	862,752	1,003,271	1,003,271	582,239	1,003,271	1,003,271	0%
Expenditures									
Division: 341 - Administration/Engineering Total:		2023	0	0	-	2,064	2,064	-	0%
Division: 342 - Road Maintenance Total:	577,100	1,374,969	489,964	1,144,557	1,194,557	411,016	1,194,557	1,131,851	-5%
Expenditure Total:	577,100	1,376,992	489,964	1,144,557	1,194,557	413,080	1,196,621	1,131,851	-5%
Fund: 200 - Gas Tax Fund Net Results	230,922	(570,927)	372,787	(141,286)	(191,286)	169,159	(193,350)	(128,580)	
Fund Balance, July 1	696,522	927,444	356,517	729,304	729,304		729,304	535,954	
Fund Balance, June 30	927,444	356,517	729,304	588,018	538,018		535,954	407,374	
Fund: 201 - Restricted Real Estate Maintenance Fund									
Revenue									
342 - Other Fees	475	475	475	3,175	3,175	475	3,175	3,175	0%
381 - Rental Income	3,787	34,150	-	36,816	36,816	-	36,816	36,816	0%
384 - Other Revenue	-	-	2,700	-	-	-	-	-	0%
Revenue Total:	4,262	34,625	3,175	39,991	39,991	475	39,991	39,991	0%
Expenditures									
Division: 343 - Facility Maintenance Total:	24,414	20,118	19,478	26,000	26,000	12,630	26,000	26,000	0%
Expenditure Total:	24,414	20,118	19,478	26,000	26,000	12,630	26,000	26,000	0%
Fund: 201 - Restricted RE Maintenance Fund Net Result:	(20,152)	14,507	(16,303)	13,991	13,991	(12,155)	13,991	13,991	
Fund Balance, July 1	186,832	166,680	181,187	164,884	164,884		164,884	178,876	
Fund Balance, June 30	166,680	181,187	164,884	178,876	178,876		178,876	192,867	
Fund: 203 - Public Safety Augmentation Fund									
Revenue									
321 - Intergovernmental Taxes	185,306	187,448	265,501	170,266	170,266	142,964	170,266	180,000	6%
370 - Interest and Investment Income	7,117	1,269	(4,630)	2,500	2,500	500	2,500	2,500	0%
Revenue Total:	192,423	188,717	260,870	172,766	172,766	143,464	172,766	182,500	6%
Expenditures									
Division: 221 - Police Operations Total:	179,741	143,643	154,595	387,365	387,365	141,766	387,365	482,009	24%
Expenditure Total:	179,741	143,643	154,595	387,365	387,365	141,766	387,365	482,009	24%
Fund: 203 - Public Safety Augmentation Fund Net Result	12,682	45,074	106,275	(214,599)	(214,599)	1,698	(214,599)	(299,509)	
Fund Balance, July 1	353,158	365,840	410,914	517,190	517,190		517,190	302,591	
Fund Balance, June 30	365,840	410,914	517,190	302,591	302,591		302,591	3,082	
Fund: 204 - Police Grants Fund									
Revenue									
323 - State Grants	9,197	-	-	-	-	-	-	-	0%
324 - Other Grants	300,500	-	-	-	-	-	-	-	0%
384 - Other Revenue			-	-	-	-	-	-	0%
Revenue Total:	309,697	-	-	-	-	-	-	-	0%
399 - Transfers In	-	29,428	-	-	-	-	-	-	0%
Sources Total	309,697	29,428	-	-	-	-	-	-	0%
Expenditures									
Division: 227 - Police Grants Total:	304,023	85,999	-	-	-	-	-	-	0%
Expenditure Total:	304,023	85,999	-	-	-	-	-	-	0%
Fund: 204 - Police Grants Net Results	5,674	(56,571)	-	-	-	-	-	-	
Fund Balance, July 1	119,824	125,498	68,927	68,927	68,927		68,927	68,927	
Fund Balance, June 30	125,498	68,927	68,927	68,927	68,927		68,927	68,927	

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	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Original Budget	FY 2022/23 Revised Budget	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Projected Year-end	FY 2023/24 Proposed	Prop to Rev Percent Change
Fund: 205 - Traffic Safety Fund									
Revenue									
351 - Fines and Forfeiture	46,640	27,491	28,821	45,000	45,000	15,348	45,000	45,000	0%
370 - Interest and Investment Income	3,821	750	(2,754)	1,500	1,500	253	1,500	1,500	0%
Revenue Total:	50,461	28,241	26,067	46,500	46,500	15,602	46,500	46,500	0%
Expenditures									
Division: 227 - Police Grants Total:	6,399	565	9,219	21,059	21,059	7,676	21,059	21,595	3%
Expenditure Total:	6,399	565	9,219	21,059	21,059	7,676	21,059	21,595	3%
Fund: 205 - Traffic Safety Fund Net Results	44,062	27,676	16,848	25,441	25,441	7,926	25,441	24,905	
Fund Balance, July 1	163,240	207,302	234,979	251,826	251,826		251,826	277,267	
Fund Balance, June 30	207,302	234,979	251,826	277,267	277,267		277,267	302,172	
Fund: 206 - Supplemental Law Enforcement Svc Fund									
Revenue									
323 - State Grants	155,948	156,727	161,285	156,727	156,727	165,271	165,271	165,000	5%
370 - Interest and Investment Income	4,955	1,080	(4,472)	1,600	1,600	669	1,600	1,600	0%
Revenue Total:	160,903	157,807	156,813	158,327	158,327	165,940	166,871	166,600	5%
Expenditures									
Division: 227 - Police Grants Total:	60,170	98,192	113,750	111,067	111,067	97,171	111,067	339,864	206%
Expenditure Total:	60,170	98,192	113,750	111,067	111,067	97,171	111,067	339,864	206%
Fund: 206 - Supplemental Law Enforcement Svc Fund N	100,733	59,615	43,063	47,260	47,260	68,769	55,804	(173,264)	
Fund Balance, July 1	168,604	269,337	328,953	372,015	372,015		372,015	427,819	
Fund Balance, June 30	269,337	328,953	372,015	419,275	419,275		427,819	254,555	
Fund: 207 - NPDES Storm Water Fund									
Revenue									
321 - Intergovernmental Taxes	259,103	260,430	255,408	253,272	253,272	154,312	253,272	253,272	0%
370 - Interest and Investment Income	(190)	51	884	150	150	(335)	150	150	0%
384 - Other Revenue	-	-	-	-	-	-	-	-	0%
Revenue Total:	258,913	260,480	256,292	253,422	253,422	153,976	253,422	253,422	0%
Expenditures									
Division: 117 - General Government Total:		2,222	-	0	0	-	-	0	0%
Division: 342 - Road Maintenance Total:			10,000	12,005	12,005	-	12,005	13,693	14%
Division: 344 - NPDES Storm Drain Total:	289,103	272,838	287,082	324,933	324,933	232,230	324,933	351,076	8%
Expenditure Total:	289,103	275,059	297,082	336,938	336,938	232,230	336,938	364,769	8%
Fund: 207 - NPDES Storm Water Fund Net Results	(30,190)	(14,579)	(40,791)	(83,516)	(83,516)	(78,254)	(83,516)	(111,347)	
Fund Balance, July 1	46,622	16,432	1,853	(38,938)	(38,938)		(38,938)	(122,454)	
Fund Balance, June 30	16,432	1,853	(38,938)	(122,454)	(122,454)		(122,454)	(233,801)	
Fund: 209 - Recreation Fund									
Revenue									
Division: 551 - Recreation Administration Total:	13,104	19,603	48,737	70,268	77,268	11,358	77,268	77,468	0%
Division: 552 - Senior Center Total:	270,294	26,358	103,253	216,130	167,050	123,570	167,050	169,290	1%
Division: 553 - Tiny Tots Total:	110,474	41,022	124,659	172,021	138,539	110,180	138,539	141,596	2%
Division: 554 - Youth Center Total:	26,713	2,592	2,451	17,855	4,787	6,259	6,259	13,500	182%
Division: 555 - Day Camp Total:	14,406	5,014	11,887	7,560	7,560	5,799	7,560	-	-100%
Division: 556 - Performing Arts Total:	2,630	-	587	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	31,407	63,959	95,420	63,500	82,500	38,140	82,500	82,500	0%
Division: 558 - Memorial Hall Total:	10,982	3,649	3,308	10,316	10,316	-	10,316	-	-100%
Division: 559 - Tennis Total:	674	204	289	350	200	110	200	-	0%
Revenue Total:	480,684	162,400	390,592	558,000	488,220	295,414	489,691	484,354	-1%
399 - Transfers In	522,254	624,721	950,998	675,831	675,831	-	1,158,775	799,131	18%
399 - Transfers In from Section 115 Pension Fund	-	7,334	-	-	-	-	-	-	0%
Sources Total	1,002,938	794,455	1,341,590	1,233,831	1,164,051	295,414	1,648,466	1,283,485	10%
Expenditures									
Division: 117 - General Government Total:	7,980	7,987	7,549	-	-	5,358	5,358	-	0%
Division: 551 - Recreation Administration Total:	187,153	273,358	532,479	694,990	713,850	392,729	589,094	824,561	16%
Division: 552 - Senior Center Total:	438,540	201,229	399,599	579,673	715,143	371,565	495,420	626,187	-12%
Division: 553 - Tiny Tots Total:	133,396	102,241	141,106	174,421	175,135	117,353	175,135	193,758	11%
Division: 554 - Youth Center Total:	140,656	110,557	111,936	247,067	241,921	105,886	141,181	335,802	39%
Division: 555 - Day Camp Total:	2,087	20,453	25,228	74,116	74,616	25,236	74,616	-	-100%
Division: 556 - Performing Arts Total:	221	-	-	-	-	-	-	-	0%
Division: 557 - Swim Center Total:	81,400	88,099	137,822	126,917	153,900	103,605	153,900	153,900	0%
Division: 558 - Memorial Hall Total:	10,587	13,214	5,162	14,200	14,200	5,820	14,200	-	-100%
Division: 559 - Tennis Total:	6,359	6,300	4,385	6,650	5,050	2,618	5,050	-	-100%
Expenditure Total:	1,008,380	823,437	1,365,264	1,918,034	2,093,815	1,130,169	1,653,954	2,134,208	2%
Fund: 209 - Recreation Fund Net Results	(5,442)	(28,982)	(23,674)	(684,203)	(929,764)	(834,755)	(5,487)	(850,723)	
Fund Balance, July 1	63,585	58,144	29,162	5,488	5,488		5,488	0	
Fund Balance, June 30	58,144	29,162	5,488	(678,716)	(924,277)		0	(850,723)	

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	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Original Budget	FY 2022/23 Revised Budget	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Projected Year-end	FY 2023/24 Proposed	Prop to Rev Percent Change
Fund: 212 - Building & Planning Fund									
Revenue									
315 - Other Taxes	2	-	-	-	-	-	-	-	0%
323 - State Grants				225,000	225,000	-	225,000	40,000	-82%
332 - Permits	310,704	264,128	480,430	2,427,800	551,383	249,793	551,383	477,883	-13%
341 - Review Fees	353,919	205,875	356,319	1,020,000	1,061,242	353,794	1,061,242	404,669	-62%
342 - Other Fees	63,816	31,877	65,442	1,036,000	331,278	102,291	331,278	425,288	28%
343 - Abatement Fees				19,600	19,600	-	19,600	-	-100%
344 - Impact Fees		1,443	572	87,049	87,049	402	87,049	30,636	-65%
351 - Fines and Forfeitures	-	-	-	-	-	6,065	6,065	20,000	100%
370 - Interest and Investment Income	12,265	(422)	3,072	7,000	7,000	(3,476)	7,000	7,000	0%
383 - Reimbursements	7,360	-	-	-	-	32	32	-	0%
384 - Other Revenue	(449)	-	-	6,000	6,000	-	6,000	6,000	0%
Revenue Total:	747,616	502,902	905,836	4,828,449	2,288,552	708,901	2,294,648	1,411,477	-38%
399 - Transfers In	-	192,000	481,051	-	-	-	-	-	0%
Sources Total	747,616	694,902	1,386,887	4,828,449	2,288,552	708,901	2,294,648	1,411,477	-38%
Expenditures									
Division: 461 - Planning Total:	431,016	422,064	749,792	1,183,849	1,183,849	742,038	1,183,849	926,742	-22%
Division: 462 - Building Inspection Total:	645,050	565,540	1,035,536	1,226,944	1,143,045	690,680	1,143,045	1,222,228	7%
Division: 465 - Code Enforcement Total:				-	-	-	-	-	0%
Expenditure Total:	1,076,066	987,604	1,785,329	2,410,793	2,326,894	1,432,718	2,326,894	2,148,971	-8%
Fund: 212 - Building & Planning Net Results	(328,450)	(292,702)	(398,442)	2,417,656	(38,342)	(723,817)	(32,246)	(737,494)	
Fund Balance, July 1	486,839	158,389	(134,313)	(532,755)	(532,755)		(532,755)	(565,001)	
Fund Balance, June 30	158,389	(134,313)	(532,755)	1,884,901	(571,097)		(565,001)	(1,302,495)	
Fund: 213 - Refuse Management Fund									
Revenue									
323 - State Grants	111,950	66,635	66,826	60,060	60,060	46,444	60,060	60,060	0%
370 - Interest and Investment Income	7,176	1,008	(1,768)	6,000	6,000	34	6,000	6,000	0%
392 - Proceeds from Sale of Property			-	-	-	-	-	-	0%
Revenue Total:	119,125	67,643	65,058	66,060	66,060	46,478	66,060	66,060	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:			-	-	-	-	-	-	
Division: 346 - Waste Reduction Total:	93,143	210,444	106,591	167,825	167,825	94,690	108,605	174,358	4%
Expenditure Total:	93,143	210,444	106,591	167,825	167,825	94,690	108,605	174,358	4%
Fund: 213 - Refuse Management Fund Net Results	25,983	(142,801)	(41,533)	(101,765)	(101,765)	(48,212)	(42,545)	(108,298)	
Fund Balance, July 1	309,195	335,178	192,376	150,843	150,843		150,843	108,298	
Fund Balance, June 30	335,178	192,376	150,843	49,078	49,078		108,298	0	
Fund: 214 - Solid Waste Fund									
Revenue									
323 - State Grants			28,327	-	-	-	-	-	0%
370 - Interest and Investment Income	27,628	5,804	(20,738)	8,000	8,000	2,386	8,000	8,000	0%
383 - Reimbursements	375,749	347,367	386,514	360,000	360,000	209,613	360,000	360,000	0%
Revenue Total:	403,377	353,171	394,103	368,000	368,000	211,999	368,000	368,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:		2239.74	194240.94	257778	257,778	67,295	257,778	164,381	-36%
Division: 343 - Facility Maintenance Total:		45,700	-	-	-	-	-	-	0%
Division: 345 - Parks Maintenance Total:			-	425,000	125,000	-	125,000	125,000	0%
Expenditure Total:	-	47,940	194,241	682,778	382,778	67,295	382,778	289,381	0%
Fund: 214 - Solid Waste Fund Net Results	403,377	305,231	199,862	(314,778)	(14,778)	144,704	(14,778)	78,619	
Fund Balance, July 1	1,154,755	1,558,131	1,863,362	2,063,224	2,063,224		2,063,224	2,048,446	
Fund Balance, June 30	1,558,131	1,863,362	2,063,224	1,748,446	2,048,446		2,048,446	2,127,065	
Fund: 215 - Measure C and J Fund									
Revenue									
323 - State Grants	-	-	-	-	-	-	-	722,619	100%
324 - Other Grants	405,252	390,147	470,247	382,848	382,848	21,965	382,848	382,848	0%
370 - Interest and Investment Income	23,857	6,297	(23,256)	8,000	8,000	1,667	8,000	8,000	0%
Revenue Total:	429,109	396,444	446,991	390,848	390,848	23,632	390,848	1,113,467	185%
Expenditures									
Division: 117 - General Government Total:		48,930	49,664	-	-	-	-	-	0%
Division: 341 - Administration/Engineering Total:	82,819	111,905	118,988	186,999	186,999	99,872	186,999	195,466	5%
Division: 342 - Road Maintenance Total:	18,651	-	10,073	450,881	455,881	116,444	455,881	826,253	81%
Division: 343 - Facility Maintenance Total:			-	2,000	2,000	-	2,000	2,000	0%
Expenditure Total:	101,471	160,835	178,725	639,880	644,880	216,316	644,880	1,023,719	59%
Fund: 215 - Measure C and J Fund Net Results	327,638	235,609	268,266	(249,032)	(254,032)	(192,684)	(254,032)	89,748	
Fund Balance, July 1	1,493,934	1,821,573	2,057,182	2,325,448	2,325,448		2,325,448	2,071,416	
Fund Balance, June 30	1,821,573	2,057,182	2,325,448	2,076,416	2,071,416		2,071,416	2,161,164	

Fiscal Year (FY) 2023/24 Operating and Capital Budget Revenue and Expenditure Summaries

	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Original Budget	FY 2022/23 Revised Budget	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Projected Year-end	FY 2023/24 Proposed	Prop to Rev Percent Change
Fund: 216 - Rate Stabilization Fund									
Revenue									
370 - Interest and Investment Income	-	-	(2,216)	-	-	190	190	-	0%
383 - Reimbursements	-	31,171	17,499	15,000	15,000	-	15,000	15,000	0%
399 - Transfers In	-	153,505	-	-	-	-	-	0	0%
Revenue Total:	-	184,676	15,283	15,000	15,000	190	15,190	15,000	0%
Expenditures									
Division: 117 - General Government Total:	-	-	-	-	-	-	-	-	0%
Expenditure Total:	-	-	-	-	-	-	-	-	0%
Fund: 216 - Rate Stabilization Fund Net Results	-	184,676	15,283	15,000	15,000	190	15,190	15,000	
Fund Balance, July 1	-	-	184,676	199,959	199,959		199,959	215,149	
Fund Balance, June 30	-	184,676	199,959	214,959	214,959		215,149	230,149	
Fund: 217 - American Rescue Plan Act Fund									
Revenue									
322 - Federal Grants	-	-	533,606	2,302,505	2,302,505	4,071,404	4,071,404	-	-100%
Revenue Total:	-	-	533,606	2,302,505	2,302,505	4,071,404	4,071,404	-	-100%
Expenditures									
Division: 117 - General Government Total:	-	-	533,606	4,090,010	4,090,010	4,071,404	4,071,404	-	-100%
Expenditure Total:	-	-	533,606	4,090,010	4,090,010	4,071,404	4,071,404	-	-100%
Fund: 217 - American Rescue Plan Act Fund Net Results	-	-	-	(1,787,505)	(1,787,505)	-	-	-	
Fund Balance, July 1	-	-	-	-	-		-	-	
Fund Balance, June 30	-	-	-	(1,787,505)	(1,787,505)		-	-	
Fund: 225 - Asset Seizure-Adjudicated Fund									
Revenue									
351 - Fines and Forfeiture	5,000	545	-	-	-	-	-	-	0%
370 - Interest and Investment Income	2,139	235	(766)	-	-	8	8	0	0%
Revenue Total:	7,139	779	(766)	-	-	8	8	-	0%
Expenditures									
Division: 221 - Police Operations Total:	23,079	-	29,000	58,231	58,231	16,348	16,348	41,236	-29%
Expenditure Total:	23,079	-	29,000	58,231	58,231	16,348	16,348	41,236	-29%
Fund: 225 - Asset Seizure-Adjudicated Fund Net Results	(15,940)	779	(29,766)	(58,231)	(58,231)	(16,340)	(16,340)	(41,236)	
Fund Balance, July 1	102,502	86,562	87,341	57,576	57,576		57,576	41,236	
Fund Balance, June 30	86,562	87,341	57,576	(655)	(655)		41,236	0	
Fund: 226 - CASp Certification and Training Fund									
Revenue									
342 - Other Fees	7,282	6,668	8,172	-	-	7,005	7,500	-	0%
Revenue Total:	7,282	6,668	8,172	-	-	7,005	7,500	-	0%
Expenditures									
Division: 462 - Building Total:	-	-	-	-	0	0	-	-	0%
Expenditure Total:	-	-	-	-	-	-	-	-	0%
Fund: 226 - CASp Certification and Training Fund Net Results	7,282	6,668	8,172	-	-	7,005	7,500	-	
Fund Balance, July 1	13,467	20,749	27,417	35,590	35,590		35,590	43,090	
Fund Balance, June 30	20,749	27,417	35,590	35,590	35,590		43,090	43,090	
Fund: 275 - Parkland Dedication Fund									
Revenue									
344 - Impact Fees	26,227	16,027	-	1,293,134	(0)	-	(0)	-	0%
370 - Interest and Investment Income	1,506	351	(8,595)	-	-	-	-	-	0%
Revenue Total:	27,733	16,378	(8,595)	1,293,134	(0)	-	(0)	-	0%
Expenditures									
Division: 344 - NPDES Storm Drain Total:	799	-	-	-	-	-	(22,654)	-	0%
Division: 345 - Park Maintenance Total:	799	-	-	-	-	-	(22,654)	-	0%
Expenditure Total:	799	-	-	-	-	-	(22,654)	-	0%
Fund: 275 - Parkland Dedication Fund Net Results	26,934	16,378	(8,595)	1,293,134	(0)	-	22,654	-	
Fund Balance, July 1	(57,371)	(30,437)	(14,059)	(22,654)	(22,654)		(22,654)	(0)	
Fund Balance, June 30	(30,437)	(14,059)	(22,654)	1,270,480	(22,654)		(0)	(0)	
Fund: 276 - Growth Impact Fund									
Revenue									
344 - Impact Fees	33,716	32,090	2,452,573	1,608,476	493,000	13,414	493,000	1,039,594	111%
370 - Interest and Investment Income	1,842	477	(10,748)	-	-	2,627	-	-	0%
Revenue Total:	35,557	32,567	2,441,826	1,608,476	493,000	16,042	493,000	1,039,594	111%
Expenditures									
Division: 343 - Facility Maintenance Total:	-	-	-	-	-	-	-	425,000	100%
Division: 344 - NPDES Storm Drain Total:	-	-	-	58,000	58,000	-	58,000	58,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	-	-	-	-	265,000	100%
Division: 642 - Sewer Collection Total:	-	-	-	-	-	-	-	600,000	100%
Expenditure Total:	-	-	-	58,000	58,000	-	58,000	1,348,000	2224%
Fund: 276 - Growth Impact Fund Net Results	35,557	32,567	2,441,826	1,550,476	435,000	16,042	435,000	(308,406)	
Fund Balance, July 1	191,875	227,432	259,999	2,701,825	2,701,825		2,701,825	3,136,824	
Fund Balance, June 30	227,432	259,999	2,701,825	4,252,300	3,136,824		3,136,824	2,828,419	

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	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 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
Fund: 285 - Housing Assets Fund									
Revenue									
342 - Other Fees	-	-	-	-	-	-	-	-	0%
370 - Interest and Investment Income	62,291	7,374	(44,948)	50,000	50,000	5,237	50,000	50,000	0%
381 - Rental Income	-	-	-	-	-	-	-	-	0%
384 - Other Revenue	750	-	41,492	-	-	-	-	-	0%
392 - Proceeds from Sale of Property	-	-	-	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	44,892	52,715	11,658	867,883	867,883	7,783	867,883	5,000	-99%
Revenue Total:	107,933	60,089	8,202	917,883	917,883	13,020	917,883	55,000	-94%
Expenditures									
Division: 461 - Planning Total:	-	-	47,382	53,436	53,436	38,169	53,436	60,373	13%
Division: 464 - Housing Administration Total:	69,688	44,092	50,199	274,039	335,249	68,786	335,249	278,881	-17%
Expenditure Total:	69,688	44,092	97,581	327,475	388,685	106,954	388,685	339,254	-13%
Fund: 285 - Housing Assets for Resale Net Results	38,245	15,998	(89,379)	590,408	529,198	(93,935)	529,198	(284,254)	
Fund Balance, July 1	7,781,270	7,819,515	7,835,513	7,746,133	7,746,133		7,746,133	8,275,331	
Fund Balance, June 30	7,819,515	7,835,513	7,746,133	8,336,541	8,275,331		8,275,331	7,991,077	
Fund: 310 - Lighting & Landscape District Fund									
Revenue									
321 - Intergovernmental Taxes	39,746	42,525	49,768	56,411	56,411	28,741	56,411	56,411	0%
383 - Reimbursements	-	14,839	-	7,500	7,500	-	7,500	7,500	0%
399 - Transfers In	-	-	-	-	-	-	-	-	0%
Revenue Total:	39,746	57,364	49,768	63,911	63,911	28,741	63,911	63,911	0%
Expenditures									
Division: 347 - Landscape & Lighting PVR North Total:	18,297	19,545	22,221	32,315	32,315	22,842	32,315	39,795	23%
Division: 348 - Landscape & Lighting PVR South Total:	19,875	34,055	20,389	29,810	29,810	14,057	29,810	45,380	52%
Expenditure Total:	38,172	53,599	42,611	62,125	62,125	36,900	62,125	85,175	37%
Fund: 310 - Lighting & Landscape Districts Net Results	1,575	3,765	7,157	1,786	1,786	(8,159)	1,786	(21,264)	
Fund Balance, July 1	30,613	32,188	35,953	43,110	43,110		43,110	44,896	
Fund Balance, June 30	32,188	35,953	43,110	44,896	44,896		44,896	23,632	
Fund: 317 - Pinole Valley Caretaker Fund									
Revenue									
381 - Rental Income	15,000	11,250	-	15,000	15,000	-	15,000	15,000	0%
Revenue Total:	15,000	11,250	-	15,000	15,000	-	15,000	15,000	0%
Expenditures									
Division: 345 - Park Maintenance Total:	15,360	11,268	656	15,055	15,055	-	-	15,002	0%
Expenditure Total:	15,360	11,268	656	15,055	15,055	-	-	15,002	0%
Fund: 317 - Pinole Valley Caretaker Fund Net Results	(360)	(18)	(656)	(55)	(55)	-	15,000	(2)	
Fund Balance, July 1	51	(309)	(327)	(983)	(983)		(983)	14,017	
Fund Balance, June 30	(309)	(327)	(983)	(1,038)	(1,038)		14,017	14,015	
Fund: 324 - Public Facilities Fund									
Expenditures									
Division: 343 - Facility Maintenance Total:	50	3,356	-	60,000	60,000	-	60,000	60,000	0%
Division: 345 - Park Maintenance Total:	-	-	-	10,000	10,000	-	10,000	10,000	0%
Expenditure Total:	50	3,356	-	70,000	70,000	-	70,000	70,000	0%
Fund: 324 - Public Facilities Fund Net Results	(50)	(3,356)	-	(70,000)	(70,000)	-	(70,000)	(70,000)	
Fund Balance, July 1	545,055	545,005	541,649	541,649	541,649		541,649	471,649	
Fund Balance, June 30	545,005	541,649	541,649	471,649	471,649		471,649	401,649	
Fund: 325 - City Street Improvements Fund									
Revenue									
322 - Federal Grants	-	-	336,189	-	-	146,416	-	41,394	100%
323 - State Grants	535	149,002	20,292	97,747	97,747	4,510	97,747	-	-100%
324 - Other Grants	-	-	268,486	1,303,463	1,303,463	42,760	1,303,463	1,773,289	36%
351 - Fines and Forfeiture	18	-	160	-	-	-	-	-	0%
383 - Reimbursements	-	1,417	-	-	-	(1,417)	-	-	0%
399 - Transfers In	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	250,553	400,419	875,127	1,651,210	1,651,210	442,269	1,651,210	2,064,683	25%
Expenditures									
Division: 342 - Road Maintenance Total:	45,622	448,469	569,001	1,706,213	1,706,213	127,626	1,706,213	2,064,683	21%
Expenditure Total:	45,622	448,469	569,001	1,706,213	1,706,213	127,626	1,706,213	2,064,683	21%
Fund: 325 - City Street Improvements Net Results	204,930	(48,050)	306,126	(55,003)	(55,003)	314,643	(55,003)	-	
Fund Balance, July 1	1,089,984	1,294,914	1,246,864	1,552,990	1,552,990		1,552,990	1,497,987	
Fund Balance, June 30	1,294,914	1,246,864	1,552,990	1,497,987	1,497,987		1,497,987	1,497,987	

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	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Original Budget	FY 2022/23 Revised Budget	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Projected Year-end	FY 2023/24 Proposed	Prop to Rev Percent Change
Fund: 327 - Parks Grants (Measure WW) Fund									
Revenue									
323 - State Grants	-	-	-	189,758	189,758	-	189,758	189,758	
370 - Interest and Investment Income	533	83	(285)	-	-	24	-	-	
Revenue Total:	533	83	(285)	189,758	189,758	24	189,758	189,758	
Expenditures									
Division: 345- Park Maintenance Total:	-	-	-	189,758	189,758	47,721	189,758	189,758	0%
Expenditure Total:	-	-	-	189,758	189,758	47,721	189,758	189,758	0%
Fund: 327 - Parks Grants (Measure WW) Fund Net Resul	533	83	(285)	-	-	(47,697)	-	-	
Fund Balance, July 1	24,904	25,437	25,521	25,236	25,236		25,236	25,236	
Fund Balance, June 30	25,437	25,521	25,236	25,236	25,236		25,236	25,236	
Fund: 377 - Arterial Streets Rehabilitation Fund									
Revenue									
322 - Federal Grants			41,275	-	-	-	-	-	0%
383 - Reimbursements			-	-	-	-	-	-	0%
399 - Transfers In	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	0%
Revenue Total:	250,000	250,000	291,275	250,000	250,000	250,000	250,000	250,000	0%
Expenditures									
Division: 342 - Road Maintenance Total:	125,202	236,007	1,029,962	810,312	810,312	61,674	85,988	758,624	-6%
Expenditure Total:	125,202	236,007	1,029,962	810,312	810,312	61,674	85,988	758,624	-6%
Fund: 377 - Arterial Streets Rehabilitation Fund Net Resi	124,798	13,993	(738,687)	(560,312)	(560,312)	188,326	164,012	(508,624)	
Fund Balance, July 1	649,783	774,582	788,574	49,887	49,887		49,887	213,899	
Fund Balance, June 30	774,582	788,574	49,887	(510,425)	(510,425)		213,899	(294,725)	
Fund: 500 - Sewer Enterprise Fund									
Revenue									
344 - Impact Fees	-	-	-	-	-	-	-	-	0%
363 - Sewer Enterprise Charges	7,093,734	7,414,842	7,764,868	8,266,176	8,266,176	4,709,624	8,266,176	8,266,176	0%
370 - Interest and Investment Income	277,807	44,066	(196,765)	100,000	100,000	8,962	100,000	100,000	0%
383 - Reimbursements		22,234	3,046	-	-	-	-	-	0%
384 - Other Revenue			366	-	-	-	-	-	0%
392 - Proceeds from Sale of Property			67,262	-	-	-	-	-	0%
Revenue Total:	7,371,541	7,481,142	7,638,777	8,366,176	8,366,176	4,718,585	8,366,176	8,366,176	0%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	7,371,541	7,481,142	7,638,777	8,366,176	8,366,176	4,718,585	8,366,176	8,366,176	0%
Expense									
Division: 117 - General Government Total:	16,365	16,643	12,191	-	-	16,369	16,369	-	0%
Division: 641 - Sewer Treatment Plant/Shared Total:	3,979,819	4,355,345	4,718,679	6,229,371	6,289,371	3,325,563	6,289,371	6,643,933	6%
Division: 642 - Sewer Collections Total:	906,883	1,055,212	1,295,873	3,417,629	3,487,629	893,056	3,487,629	4,000,813	15%
Division: 643 - Sewer Projects/Shared Total:		4,275	-	-	-	-	-	-	0%
Division: 644 - WPCP Equipment/Debt Service Total:	612,491	621,332	596,719	1,611,624	1,611,624	522,440	1,611,624	1,607,476	0%
Expense Total:	5,515,558	6,052,806	6,623,463	11,258,624	11,388,624	4,757,427	11,404,993	12,252,222	8%
Fund: 500 - Sewer Enterprise Fund Net Results	1,855,983	1,428,336	1,015,314	(2,892,448)	(3,022,448)	(38,842)	(3,038,817)	(3,886,046)	
Fund Balance, July 1	17,898,838	19,754,821	21,183,157	22,198,471	22,198,471		22,198,471	19,159,654	
Fund Balance, June 30	19,754,821	21,183,157	22,198,471	19,306,023	19,176,023		19,159,654	15,273,608	
Fund: 505 - Cable Access TV Fund									
Revenue									
314 - Franchise Taxes	28,833	25,359	21,934	52,972	52,972	9,772	25,000	52,972	0%
365 - Cable TV Charges	191,537	223,342	216,837	316,956	316,956	112,885	316,956	316,956	0%
370 - Interest and Investment Income	-	-	1,297	-	-	-	-	-	0%
383 - Reimbursements		341	-	-	-	-	-	-	0%
384 - Other Revenue	3,000	-	-	5,000	5,000	-	5,000	5,000	0%
399 - Transfers In	147,804	174,853	197,184	160,124	160,124	-	187,577	160,124	0%
Revenue Total:	371,175	423,895	437,252	535,052	535,052	122,656	534,533	535,052	0%
399 - Transfers In from Section 115 Pension Fund	-	-	-	-	-	-	-	-	0%
Sources Total	371,175	423,895	437,252	535,052	535,052	122,656	534,533	535,052	0%
Expense									
Division: 119 - Cable Access TV Total:	374,875	391,792	306,964	444,432	444,432	248,526	372,789	473,459	7%
Division: 120 - Cable Access-Community Services Total:			-	4,642	4,642	47	90	1,713	-63%
Division: 121 - Cable Access-Contract Services Total:			132,383	197,707	197,707	119,103	156,427	206,884	5%
Expense Total:	374,875	391,792	439,347	646,780	646,780	367,676	529,306	682,056	5%
Fund: 505 - Cable Access TV Net Results	(3,700)	32,104	(2,095)	(111,728)	(111,728)	(245,020)	5,227	(147,004)	
Fund Balance, July 1	(31,535)	(35,235)	(3,132)	(5,227)	(5,227)		(5,227)	(0)	
Fund Balance, June 30	(35,235)	(3,132)	(5,227)	(116,956)	(116,956)		(0)	(147,004)	
Fund: 525 - Information Systems Fund									
Revenue									
393 - Debt Proceeds	-	-	95,874	-	-	-	-	-	0%
399 - Transfers In	-	-	196,169	-	-	-	-	-	0%
Sources Total	-	-	292,043	-	-	-	-	-	0%
Expense									
Division: 118 - Information Systems Total:	795,641	702,008	792,558	1,449,406	1,791,006	879,312	1,791,006	1,452,921	-19%
461 - Indirect cost allocations	(795,641)	(702,008)	(696,684)	(1,449,406)	(1,791,006)	(875,626)	(1,791,006)	(1,452,921)	-19%
Expense Total:	-	-	95,874	-	-	3,686	-	-	0%
Fund: 525 - Information Systems Net Results:	-	-	196,169	-	-	(3,686)	-	-	
Fund Balance, July 1	(196,169)	(196,169)	(196,169)	0	0		0	0	
Fund Balance, June 30	(196,169)	(196,169)	0	0	0		0	0	

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	FY 2019/20 Actual	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Original Budget	FY 2022/23 Revised Budget	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Projected Year-end	FY 2023/24 Proposed	Prop to Rev Percent Change
Fund: 700 - Pension Fund									
Revenue									
370 - Interest and Investment Income	1,010,988	2,792,382	(2,248,500)	1,140,017	1,140,017	204,181	492,464	912,000	100%
399 - Transfers In			0	0	0	0	-	0	0%
Revenue Total:	1,010,988	2,792,382	(2,248,500)	1,140,017	1,140,017	204,181	492,464	912,000	100%
Expense									
Division: 115 - Finance Total:	-	-	-	40,000	40,000	52,065	60,000	50,000	25%
Division: 117 - General Government Total:	81,434	86,587	87,037	-	-	-	-	-	0%
Sub-Total:	81,434	86,587	87,037	40,000	40,000	52,065	60,000	50,000	0%
499 - Transfers Out	-	1,352,111	1,061,736	201,612	2,016,612	-	2,016,612	2,245,480	11%
Expense Total:	81,434	1,438,698	1,148,773	2,016,612	2,056,612	52,065	2,016,612	2,295,480	12%
Fund: 700 - Pension Fund Net Results	929,554	1,353,684	(3,397,273)	1,100,017	(916,595)	152,116	(1,524,148)	(1,383,480)	
Fund Balance, July 1	17,159,258	18,088,811	19,442,495	16,045,223	16,045,223		16,045,223	14,521,075	
Fund Balance, June 30	18,088,811	19,442,495	16,045,223	17,145,240	15,128,628		14,521,075	13,137,595	
Fund: 750 - Recognized Obligation Retirement Fund									
Revenue									
311 - Property Taxes	250,000	265,900	6,220,857	250,000	250,000	171,210	250,000	250,000	0%
370 - Interest and Investment Income	82,725	3,185	(27,548)	-	-	(5,240)	(5,240)	-	0%
392 - Proceeds from Sale of Property			342,326	-	-	-	-	-	0%
393 - Loan/Bond Proceeds	14,452	12,681	5,131	5,000	5,000	-	5,000	5,000	0%
399 - Transfers In	-	-	(839,901)	-	-	-	-	-	0%
Revenue Total:	347,176	281,766	5,700,865	255,000	255,000	165,970	249,760	255,000	0%
Expense									
Division: 463 - Successor Agency to RDA Total:	300,640	352,370	1,008,557	227,378	227,378	4,602,502	227,378	251,177	10%
Expense Total:	300,640	352,370	1,008,557	227,378	227,378	4,602,502	227,378	251,177	10%
Fund: 750 - Recognized Obligation Retirement Fund Net	46,536	(70,603)	4,692,309	27,622	27,622	(4,436,533)	22,382	3,823	

GENERAL FUND LONG-TERM FINANCIAL FORECAST

The City periodically updates its Long-Term Financial Plan (LTFP). As part of the LTFP, the City creates a long-term forecast of baseline General Fund revenues and expenditures. Below find the ten-year General Fund forecast that will be incorporated into the next LTFP.

Fiscal Year (FY) 2023/24 Operating and Capital Budget

Department Budgets

CITY OF PINOLE															
LONG-TERM FINANCIAL FORECAST															
GENERAL FUND SUMMARY	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
INCLUDES MEASURE S 2006 & 2014	Actual	Actual	Actual	Actual	Revised	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
REVENUE															
PROPERTY TAX	3,837,167	4,514,755	4,091,345	4,307,208	4,776,626	5,678,211	6,182,557	6,386,582	6,635,020	6,834,070	7,039,092	7,250,265	7,467,773	7,691,806	7,922,561
SALES TAX	3,994,720	3,788,080	4,303,800	4,612,708	4,582,095	4,621,023	4,724,310	4,853,173	5,004,328	5,160,972	5,315,801	5,475,275	5,639,533	5,808,719	5,982,981
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	4,623,561	5,000,917	4,902,000	4,972,000	5,084,000	5,222,000	5,384,000	5,554,000	5,720,620	5,892,239	6,069,006	6,251,076	6,438,608
UTILITY USERS TAX	1,812,844	1,809,832	1,939,726	2,063,773	1,934,150	2,085,485	2,168,904	2,255,661	2,345,887	2,439,722	2,537,311	2,638,804	2,744,356	2,854,130	2,968,295
FRANCHISE TAX	735,311	750,001	751,598	788,146	786,790	794,658	802,605	810,631	818,737	826,924	835,194	843,545	851,981	860,501	869,106
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,034,203	2,108,808	2,215,948	2,319,918	2,385,435	2,460,102	2,544,912	2,645,006	2,749,606	2,858,390	2,971,526	3,089,187	3,211,555
TRANSIENT OCCUPANCY TAX	485,499	444,453	446,105	487,687	440,000	453,200	466,796	480,800	495,224	510,081	525,383	541,145	557,379	574,100	591,323
BUSINESS LICENSE TAX	399,258	382,051	349,733	441,779	412,500	450,014	463,514	477,420	491,742	506,495	521,690	537,340	553,460	570,064	587,166
CHARGES FOR SERVICES	967,318	1,260,013	1,345,588	1,477,492	1,405,108	1,432,539	1,475,515	1,519,781	1,565,374	1,612,335	1,660,705	1,710,526	1,761,842	1,814,698	1,869,138
OTHER REVENUE	867,167	735,100	778,115	517,341	549,640	558,094	563,675	569,312	575,005	580,755	586,562	592,428	598,352	604,336	610,379
LOAN/BOND PROCEEDS	1,500,000	500,000	55,197												
Total Revenue	20,722,114	20,038,840	20,718,971	21,805,860	22,004,857	23,365,142	24,317,312	25,035,460	25,860,229	26,670,361	27,491,965	28,339,958	29,215,209	30,118,618	31,051,113
TRANSFERS IN	6,290,688														
PENSION TRANSFER IN (FY 19/20 alloc)			851,061												
PENSION TRANSFER IN			476,366	1,061,736	2,016,612	2,245,480	2,425,118	2,522,123	2,597,787	2,675,720	2,755,992	2,838,672	0	0	0
Total Sources	27,012,802	20,038,840	22,046,398	22,867,596	24,021,469	25,610,622	26,742,430	27,557,583	28,458,016	29,346,081	30,247,957	31,178,629	29,215,209	30,118,618	31,051,113
EXPENDITURES															
SALARIES	8,595,485	9,182,685	9,687,549	10,550,396	11,462,312	9,359,141	9,639,915	9,929,113	10,226,986	10,533,796	10,849,810	11,175,304	11,510,563	11,855,880	12,211,556
BENEFITS - PERS RETIRE	1,792,259	2,451,411	2,772,015	3,093,184	3,808,871	2,834,290	3,174,405	3,428,357	3,668,342	3,851,759	4,275,453	4,446,471	4,624,330	4,809,303	5,001,675
BENEFITS - OTHER	3,079,458	2,864,033	2,720,522	2,937,424	3,687,664	3,385,361	3,537,702	3,696,899	3,863,259	4,037,106	4,218,776	4,408,621	4,607,009	4,814,324	5,030,969
OPERATIONS AND MAINTENANCE	1,917,711	2,462,533	2,685,146	3,810,724	3,298,050	2,144,196	2,408,522	2,480,778	2,555,201	2,631,857	2,710,813	2,792,137	2,875,901	2,962,178	3,051,043
CCCPO FIRE SERVICES AGREEMENT						5,484,781	5,704,172	5,932,339	6,169,633	6,416,418	6,673,075	6,939,998	7,217,598	7,506,302	7,806,554
DEBT SERVICE	643,846	606,554	598,607	608,736	596,107	611,107	636,100	651,100	721,100	721,100	721,100	721,100	721,100	848,100	848,100
CAPITAL OUTLAY	672,010	1,031,960	1,397,824	697,550	294,993	332,990	342,980	353,269	363,867	374,783	386,027	397,607	409,536	421,822	434,476
TRANSFERS OUT	21,732,833	1,255,058	1,588,652	2,410,402	1,420,925	1,458,756	1,502,519	1,547,594	1,594,022	1,641,843	1,691,098	1,741,831	1,794,086	1,847,908	1,903,346
Total Expenditures	38,433,603	19,854,232	21,410,315	24,108,416	24,568,922	25,610,622	26,946,315	28,019,449	29,162,410	30,208,662	31,526,150	32,623,068	33,760,122	35,065,817	36,287,719
Surplus/Deficit	(11,420,801)	184,608	636,084	(1,240,820)	(547,453)	-	(203,885)	(461,866)	(704,395)	(862,581)	(1,278,193)	(1,444,439)	(4,544,912)	(4,947,199)	(5,236,606)
Fund Balance, July 1	23,478,448	12,057,647	12,242,255	12,726,083	10,535,548	8,889,757	8,125,237	7,699,354	7,006,611	6,062,103	4,949,805	3,411,905	1,697,372	(3,128,439)	(8,367,772)
Preliminary Fund Balance, June 30	12,057,647	12,242,255	12,878,338	11,485,263	9,988,095	8,889,757	7,921,352	7,237,489	6,302,216	5,199,522	3,671,612	1,967,466	(2,847,540)	(8,075,638)	(13,604,378)
General Reserves Adjustment	-	(949,715)	(1,098,338)	(764,520)	(1,098,338)	(764,520)	(221,998)	(230,878)	(240,113)	(249,718)	(259,706)	(270,095)	(280,898)	(292,134)	(303,820)
Fund Balance, June 30	12,057,647	12,242,255	12,726,083	10,535,548	8,889,757	8,125,237	7,699,354	7,006,611	6,062,103	4,949,805	3,411,905	1,697,372	(3,128,439)	(8,367,772)	(13,908,197)
Pension Fund Balance, July 1	16,287,510	17,159,258	18,088,812	19,442,496	16,045,223	14,459,597	13,002,774	11,286,816	9,379,328	7,295,543	5,022,964	2,548,304	-	-	-
Revenues - Interest	924,669	1,010,988	2,792,382	(2,248,500)	490,986	838,657	754,161	654,635	544,001	423,441	291,332	147,802	-	-	-
Expenditure - Transfers Out		1,352,111	1,061,736	2,016,612	2,245,480	2,245,480	2,425,118	2,522,123	2,597,787	2,675,720	2,755,992	2,838,672	-	-	-
Expenditures	52,921	81,434	86,587	87,037	60,000	50,000	45,000	40,000	30,000	20,000	10,000				
Pension Fund Balance, June 30	17,159,258	18,088,812	19,442,496	16,045,223	14,459,597	13,002,774	11,286,816	9,379,328	7,295,543	5,022,964	2,548,304	(142,567)	-	-	-
Fund Balance, July 1		7,457,116	7,492,770	8,192,602	9,363,369	10,293,189	10,705,760	11,146,314	11,604,735	12,081,745	12,578,092	13,094,554	13,631,942	14,191,097	
Revenues - Interest		35,654	(249,883)	72,429	165,301	190,573	209,675	218,309	227,292	236,641	246,368	256,489	267,021	277,979	
Revenues - Transfer In		949,715	1,098,338	764,520	764,520	764,520	764,520	764,520	764,520	764,520	764,520	764,520	764,520	764,520	
General Reserve Balance, June 30	7,137,963	7,457,116	7,492,770	8,192,602	9,363,369	10,293,189	10,705,760	11,146,314	11,604,735	12,081,745	12,578,092	13,094,554	13,631,942	14,191,097	14,772,896

BUDGETED POSITIONS

Through the budget, the City Council authorizes the City’s hiring of employees to fill positions. Below find a table illustrating the positions included in the FY 2023/24 budget.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Budget Summaries - Budgeted Positions (FTE)

Department	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
CITY MANAGER					
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	1.00	0.00	0.00	0.00
Management Analyst	0.00	1.00	1.00	0.00	0.00
Assistant to the City Manager	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	1.00	1.00	1.00	0.20
Total Full-Time Equivalents (FTEs)	1.00	4.00	3.00	3.00	2.20
CITY CLERK					
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	1.00	1.00	1.00
Administrative Assistant, <i>part-time</i>	0.48	0.48	0.48	1.00	1.00
Total Full-Time Equivalents (FTEs)	1.48	1.48	2.48	3.00	3.00
FINANCE DEPARTMENT					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00
Accounting Technician, <i>part-time</i>	0.48	0.48	0.48	0.48	0.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.75
Total Full-Time Equivalents (FTEs)	3.48	3.48	3.48	3.48	3.75
HUMAN RESOURCES					
Assistant City Manager	1.00	0.00	0.00	0.00	0.00
Human Resources Director	0.00	0.00	1.00	1.00	1.00
Human Resources Analyst	0.00	0.00	0.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	0.00	0.00
Human Resources Technician	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.05
Total Full-Time Equivalents (FTEs)	2.00	1.00	2.00	3.00	3.05
GENERAL GOVERNMENT					
Management Analyst	1.00	0.00	0.00	0.00	0.00
Total Full-Time Equivalents (FTEs)	1.00	0.00	0.00	0.00	0.00
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	7.00	7.00
Police Officer	19.00	19.00	19.00	20.00	20.00
Sub-total Sworn	28.00	28.00	28.00	30.00	30.00
NON-SWORN					
Administrative Secretary	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	1.00	1.00	1.00	1.00	1.00
Community Service Officer	0.96	0.96	2.00	2.00	2.00
Crossing Guards, <i>part-time/temporary</i>	0.50	0.25	0.25	0.25	0.25
Dispatcher	11.00	11.00	11.00	10.00	10.00
Lead Dispatcher	1.00	1.00	1.00	2.00	2.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Sub-total Non-Sworn	18.46	18.21	19.25	19.25	19.25
Total Full-Time Equivalents (FTEs)	46.46	46.21	47.25	49.25	49.25

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets

FIRE DEPARTMENT					
SWORN					
Fire Chief	1.00	1.00	1.00	1.00	0.00
Battalion Chief	1.00	1.00	1.00	1.00	0.00
Fire Captain	3.00	3.00	5.00	5.00	0.00
Fire Engineer	3.00	3.00	3.00	3.00	0.00
Fire Fighter/Paramedic	3.00	3.00	3.00	6.00	0.00
Fire Fighter	3.00	3.00	3.00	0.00	0.00
Sub-total Sworn	14.00	14.00	16.00	16.00	0.00
NON-SWORN					
Management Analyst	1.00	1.00	1.00	1.00	0.00
Sub-total Non-Sworn	1.00	1.00	1.00	1.00	0.00
Total Full-Time Equivalents (FTEs)	15.00	15.00	17.00	17.00	0.00
PUBLIC WORKS					
Public Works Director	0.00	0.00	0.00	1.00	1.00
Development Services Director/City Engineer	0.50	0.50	1.00	0.00	0.00
Senior Project Manager	1.00	1.00	1.00	0.00	0.00
Capital Improvement and Environmental Program Manager	0.00	0.00	0.00	1.00	1.00
Associate Civil Engineer	0.00	0.00	0.00	1.00	1.00
Public Works Specialist	1.00	1.00	1.00	2.00	2.00
Administrative Assistant	1.00	0.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	1.00	1.00	1.00
Development Services Technician	0.00	0.00	0.00	0.50	0.50
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	3.00	3.00	3.00
Public Works Maintenance Workers	7.00	7.00	8.00	8.00	8.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
Water Pollution Control Plant Operation Supervisor	1.00	1.00	1.00	1.00	1.00
WWTP Senior Operator	0.00	0.00	0.00	1.00	1.00
WWTP Operator	5.00	5.00	5.00	4.00	4.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
WWTP Maintenance Mechanic	1.00	1.00	2.00	2.00	2.00
Water Pollution Control Plant Intern	0.48	0.48	0.48	0.48	0.48
Total Full-Time Equivalents (FTEs)	24.23	23.23	27.73	30.23	30.23
COMMUNITY DEVELOPMENT					
Development Services Director/City Engineer	0.50	0.50	0.00	0.00	0.00
Community Development Director	0.00	0.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00	0.00	0.00
Building Official	0.00	0.00	0.00	1.00	1.00
Building Inspector	0.00	1.00	1.00	0.00	0.00
Building Inspector I/II	0.00	0.00	0.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	0.00	0.00
Code Enforcement Officer I/II	0.00	0.00	0.00	1.00	1.00
Permit Technician	2.00	2.00	2.00	0.00	0.00
Permit Technician I/II	0.00	0.00	0.00	2.00	2.00
Development Services Technician	0.00	0.00	0.00	0.50	0.50
Total Full-Time Equivalents (FTEs)	5.50	6.50	7.00	7.50	7.50

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets

Department	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24
COMMUNITY SERVICES DEPARTMENT					
RECREATION					
Community Services Director	0.00	0.00	1.00	1.00	1.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Recreation Coordinator	2.60	2.60	2.60	3.50	3.50
Recreation Leader	2.88	2.88	2.88	2.88	2.88
Recreation Leader [Tiny Tots]	1.13	1.13	1.13	1.13	1.13
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Sub-total Recreation	11.50	11.50	12.50	13.40	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	15.25	16.15	16.15
GRAND TOTAL ALL DEPARTMENTS	114.40	115.15	125.19	132.61	115.13

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets

LABOR COST ALLOCATIONS (\$)

Position Title	Total Wages and Benefits	General Fund 100	Sewer Enterprise (NWTP) Fund 500	Sewer Enterprise (Comp Yard) Fund 500	Cable TV Fund 505	Information Systems Fund 525	Successor Agency Fund 750	Housing Admin Fund 205	Gas Tax Fund 200	Building Fund 212	Measure "S" 2014" Fund 106	PS&F Fund 203	SLIST Fund 206	Storm Water Fund 207	Recreation Fund 209	Refuse Mgmt Fund 213	Solid Waste Fund 214	Measure "J" Fund 215	Total
100-110 Council Members (5)	78,701	59,005	-	-	19,675	-	-	-	-	-	-	-	-	-	-	-	-	-	78,701
100-111 City Manager	503,319	211,394	25,166	125,830	-	-	90,597	25,166	-	25,166	-	-	-	-	-	-	-	-	503,319
100-111 Assistant to the City Manager	195,251	156,201	-	-	-	39,050	-	-	-	-	-	-	-	-	-	-	-	-	195,251
100-111 Admin Assistant	167,301	167,301	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	167,301
100-112 City Clerk	239,788	196,026	-	-	-	-	43,162	-	-	-	-	-	-	-	-	-	-	-	239,788
100-113 Treasurer	10,624	7,968	-	2,656	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10,624
100-115 Finance Director	380,621	232,179	57,093	-	-	-	72,318	19,031	-	-	-	-	-	-	-	-	-	-	380,621
100-115 Accountant	151,380	118,656	22,704	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	151,380
100-115 Accounting Specialist	133,094	113,130	19,964	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	133,094
100-116 HR Analyst	135,792	122,122	13,579	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	135,792
100-116 HR Director	403,371	363,094	40,337	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	403,371
100-116 HR Tech	124,789	112,110	12,479	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	124,789
100-221 Police Officer	196,658	90,463	-	-	-	-	-	-	-	-	-	106,195	-	-	-	-	-	-	196,658
100-221 Police Officer (2)	337,376	-	-	-	-	-	-	-	-	-	-	337,376	-	-	-	-	-	-	337,376
100-221 Police Officer (Cannal)	190,122	133,085	-	-	-	-	-	-	-	-	-	57,037	-	-	-	-	-	-	190,122
100-341 PW Director	284,621	71,155	56,924	28,462	-	-	-	42,693	-	-	28,462	-	-	14,231	-	28,462	14,231	-	284,621
100-341 Associate Engineer	160,883	-	16,088	24,132	-	-	-	-	-	-	80,441	-	-	-	-	-	-	40,221	160,883
100-341 Specialist (2)	260,805	52,161	-	65,201	-	-	-	39,121	52,161	-	-	-	-	26,081	-	26,081	-	-	260,805
100-341 Capital Improvement Manager	207,068	-	20,707	31,060	-	-	-	-	-	-	41,414	-	-	10,353	-	20,707	31,060	51,767	207,068
100-341 Management Analyst	136,929	27,386	-	13,693	-	-	-	27,386	-	-	27,386	-	-	13,693	-	-	27,386	-	136,929
100-342 PW Maint. Supervisor	123,518	49,407	-	-	-	-	-	-	-	-	24,704	-	-	-	-	-	24,704	-	123,518
100-343 Public Works Manager	300,266	150,133	-	60,053	-	-	-	15,013	-	-	-	-	-	60,053	-	15,013	-	-	300,266
100-343 PW Maint. Supervisor	211,003	94,951	-	52,751	-	-	-	10,550	-	-	-	-	-	42,201	-	10,550	-	-	211,003
100-343 Maintenance Workers (4)	505,238	151,598	-	101,066	-	-	-	75,399	-	-	-	-	-	75,399	-	25,366	-	75,399	505,238
100-343 Maintenance Worker (1)	143,266	-	-	-	-	-	-	-	-	-	143,266	-	-	-	-	-	-	-	143,266
100-343 Maintenance Worker (1)	101,016	50,508	-	-	-	-	-	-	-	-	50,508	-	-	-	-	-	-	-	101,016
209-551 Community Sec. Director	259,673	-	-	-	25,967	-	-	-	-	-	-	-	-	-	233,706	-	-	-	259,673
212-461 Community Dev. Director	402,488	100,627	-	-	-	-	-	60,373	-	241,493	-	-	-	-	-	-	-	-	402,488
212-461 Planning Manager	234,255	11,713	-	234,255	-	-	-	11,713	-	210,829	-	-	-	-	-	-	-	-	234,255
212-462 Permit Technician II	120,445	-	-	-	-	-	-	-	-	120,445	-	-	-	-	-	-	-	-	120,445
212-462 Permit Technician I	104,427	-	-	-	-	-	-	-	-	104,427	-	-	-	-	-	-	-	-	104,427
212-462 Administrative Coordinator	124,722	83,140	-	-	-	-	-	-	-	41,582	-	-	-	-	-	-	-	-	124,722
500-642 PW Maint. Supervisor	186,828	-	-	140,121	-	-	-	9,941	-	-	-	-	-	18,683	-	9,941	-	9,941	186,828
500-642 Maintenance Workers (2)	278,756	-	-	209,067	-	-	-	-	-	13,598	-	-	-	27,076	-	13,598	-	13,598	278,756
	\$ 7,394,462	\$ 2,956,358	\$ 285,041	\$ 873,767	\$ 25,967	\$ 39,050	\$ 206,077	\$ 116,283	\$ 233,841	\$ 796,104	\$ 396,130	\$ 337,376	\$ 163,322	\$ 288,969	\$ 233,706	\$ 149,338	\$ 97,381	\$ 215,770	\$ 7,394,462
PERCENT OF TOTAL		40%	4%	12%	0%	1%	3%	2%	3%	11%	5%	5%	2%	4%	3%	2%	1%	3%	100%
		General Fund	Special Revenue	Sewer Enterprise	Successor Agency	Interim Service	Measure												
	2,993,398	\$ 2,652,020	\$ 1,158,800	\$ 256,077	\$ 65,017	\$ 396,180													
		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	505-120	505-221	Total
100-111 Admin Assistant	33,460	-	125,476	-	8,365	-	-	-	-	-	-	-	-	-	-	-	-	-	167,301
100-221 Police Chief	-	-	-	-	335,994	-	37,326	-	-	-	-	-	-	-	-	-	-	-	373,260
100-221 Lieutenant	-	-	-	-	357,304	-	89,326	-	-	-	-	-	-	-	-	-	-	-	446,630
100-342 Maintenance Supervisor (1)	-	-	-	-	-	-	-	24,704	-	24,704	-	-	-	-	-	-	-	-	49,407
100-343 Maintenance Workers (4)	-	-	-	-	-	-	-	30,320	60,639	60,639	-	-	-	-	-	-	-	-	151,598
100-343 Maintenance Worker (1)	-	-	-	-	-	-	-	-	35,816	35,816	-	-	-	-	-	-	-	-	71,633
212-461 Community Dev. Director	-	-	-	-	-	-	-	-	-	-	-	-	-	120,746	120,746	-	-	-	241,493
212-462 Administrative Coordinator	-	-	-	-	-	-	-	62,361	-	20,791	-	20,779	-	30,111.32	20,791	-	-	-	120,445
212-462 Permit Technician II	-	-	-	-	-	-	-	-	-	-	-	-	-	26,106.87	90,333.97	-	-	-	104,427
505-119 Cable Access Coordinator	-	-	-	-	-	-	-	-	-	-	-	-	-	-	78,320.60	-	-	-	78,320.60
505-119 Cable Access Technician	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	128,638	756	87,188	216,562
																102,472	587	69,454	173,513

LABOR COST ALLOCATIONS (%)

[illegible]

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 2022/23 key accomplishments;
- FY 2023/24 key priorities and projects;
- Significant special projects for FY 2024/25 – FY 2027/28;
- Major changes in FY 2023/24 budget;
- Position summary;
- Budget summaries at the department and division levels; and
- Major non-personnel expense details.

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CITY COUNCIL

Mission

The mission of the City Council is to use the tools at its disposal to create a safe, healthy, and prosperous community. In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025, which contained the following vision, mission, and goals for the City.

Vision

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

Mission

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

Goals

1. Safe and Resilient
2. Financially Stable
3. Vibrant and Beautiful
4. High Performance

Major Services and Functions

The primary role of the City Council is to create local laws to support a safe, healthy, and prosperous community. The City Council also creates a vision and goals for the community, approves policies for the conduct of municipal affairs, and appropriates City funds through the budget process to support City programs and services. The City Council holds regularly scheduled meetings, hearings, and study sessions to receive citizens' input and conduct the City's business in a public forum. Council Members represent the City at local, regional, and State organizations. The five-member City Council is elected at large and serves four-year overlapping terms. The City Council appoints one of its members to serve as the Mayor each year. The City Council also serves as the governing body of the Successor Agency to the Pinole Redevelopment Agency ("Successor Agency"), and appoints members of the community to serve on various boards and commissions. The City Council appoints three City officers: the City Manager, City Attorney, and City Clerk.

FY 2022/23 Key Accomplishments

- Recognized numerous individuals, community organizations, and causes for their contributions to Pinole and society

- Analyzed and approved a new five-year fire and emergency medical service agreement with the Contra Costa County Fire Protection District ("Con Fire")
- Researched a potential local ballot measure to transition to a charter city and establish an increased real property transfer tax (RPTT)
- Approved an Economic Development Strategy
- Approved a Communication and Engagement Plan
- Adopted a new City of Pinole Local Roadway Safety Plan (LRSP)
- Approved a new 223-unit multifamily housing development on Fitzgerald Avenue ("Pinole Vista" apartment complex)
- Approved a preliminary design for the replacement of the San Pablo Avenue bridge between Pinole and Hercules
- Provided direction on and authorized the submittal of the draft 2023-2031 Housing Element Update
- Provided direction to staff on new City events, such as a Pinole Pride (civic/anniversary and LBGT) event in June 2023
- Provided direction on safety improvements on the Tennent Avenue corridor
- Established a Project Labor Agreement (PLA) Ad Hoc Subcommittee
- Improved the capital planning process by providing direction to staff on a capital projects prioritization methodology
- Authorized the sale of surplus City properties
- Adopted resolutions taking positions on key policy issues
- Adopted ordinances changing City laws on certain key issues
- Appropriated funding for a new Property and Facilities Master Plan
- Provided funding and direction on transportation safety capital projects

FY 2023/24 Key Priorities and Projects

- Create new or updated ordinances to support a safe, healthy, and prosperous community
- Continue to recognize individuals, organizations, and causes through proclamations and resolutions
- Continue to advocate for the City in regional and State policy matters
- Continue to review and approve City policies and service models that will improve City efficiency and effectiveness
- Provide leadership and oversight of the implementation of the Strategic Plan
- Consider development applications that will improve the community
- Provide direction and adopt updates to the City General Plan Safety and Health and Environmental Justice elements
- Create an updated Long-Term Financial Plan that determines how to address the City's unfunded liabilities
- Establish a process to quickly respond to advocacy opportunities regarding proposed State legislation
- Direct staff on the redevelopment of "Community Corner" (lot at the corner of San Pablo Avenue and Tennent)
- Review City's use of its Section 115 Pension Trust

- Continue to expand relationships with elected officials in neighboring cities, special districts, and at the State and federal levels

Significant Special Projects for FY 2024/25 through FY 2027/28

- Create new or updated ordinances to support a safe, healthy, and prosperous community

Major Changes in FY 2023/24 Budget

There are no major changes in the FY 2023/24 budget compared to the FY 2022/23 budget.

Position Summary

There are no staff positions budgeted for the City Council department. Support to the City Council is provided by City staff budgeted in other departments, such as the City Manager, City Attorney, City Clerk, and others.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Council

CITY COUNCIL BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	215,352	215,904	124,207	182,496	182,212	(284)	0%
Measure S 2014 - 106	5,900	-	-	5,900	-	(5,900)	-100%
Total	221,252	215,904	124,207	188,396	182,212	(6,184)	-3%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages -401	49,871	48,302	35,427	48,150	33,750	(14,400)	-43%
Employee Benefits - 410	45,345	53,393	32,806	55,241	42,550	(12,691)	-30%
Total Personnel	95,216	101,696	68,233	103,391	76,300	(27,091)	-36%
Services and Supplies							
Professional & Administrative Services - 42	145,509	135,565	70,231	108,375	107,155	(1,220)	-1%
Other Operating Expenses -43	1,466	921	831	1,030	1,030	-	0%
Total Services and Supplies	146,975	136,486	71,062	109,405	108,185	(1,220)	-1%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	130	-	-	15,000	15,000	0%
Total Capital Outlay	-	130	-	-	15,000	15,000	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(22,714)	(24,463)	(17,170)	(26,331)	(19,675)	6,656	-34%
General Liability Insurance - 46201	1,776	2,054	2,082	1,931	2,402	471	20%
Total Indirect Cost Allocations	(20,939)	(22,408)	(15,088)	(24,400)	(17,273)	7,127	-41%
Total	221,252	215,904	124,207	188,396	182,212	(6,184)	-3%
EXPENDITURES BY PROGRAM							
City Council - 110	221,252	215,904	124,207	188,396	182,212	(6,184)	-3%
Total	221,252	215,904	124,207	188,396	182,212	(6,184)	-3%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Council

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42201 Office Expense		\$ 500	\$ 500
4230X Travel and Training		\$ 21,000	\$ 25,380
ABAG Delegate	\$250		
Allocated Appropriation (5 @ \$2,900)	14,500		
CCC Mayor's Conference monthly dinners (24 @ \$70)	1,680		
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	750		
42302 Mileage, Toll, Air & Hotel	2,250		
42303 Meal Allowance	1,000		
42401 Memberships		\$ 21,485	\$ 21,785
ABAG dues	\$5,500		
Contra Costa Mayor's Conference membership & exp.	1,400		
LAFCO dues	6,300		
League of CA Cities	7,685		
League of California Cities East Bay Division	400		
Other Memberships	500		
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			\$ 107,155
4310X Utilities		\$ 1,030	\$ 1,030
Gas/Electric	\$ 980		
Water	50		
47103 Furniture		\$ -	\$ 15,000
Council office furniture	\$15,000		

MEASURE S - 2014 FUND - 106

42101 Professional Services		\$ 5,900	\$ -
Teambuilding and Strategic Planning	\$ -		

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CITY TREASURER

Mission

The mission of the City Treasurer is to, in collaboration with the Finance Director, ensure that all City funds are received, deposited, disbursed, and invested effectively in accordance with the City's Investment Policy and Generally Accepted Accounting Principles (GAAP).

Major Services and Functions

The City Treasurer provides input to the Finance Director on quarterly investment reports that the Finance Director creates for the City Council. The reports include reconciled bank balances, the type and amount of investments and deposits of City funds, the institution in which these deposits are made, market values, maturity dates, and rates of interest. In addition, the City Treasurer reviews the weekly check run and is one of the authorized City counter signatories of checks in an amount of \$5,000 or greater. The City's Investment Policy prioritizes safety, liquidity, and yield. The City Treasurer is an elected position and serves a four-year term.

FY 2022/23 Key Accomplishments

- Collaborated with the Finance Director to provide quarterly investment reports to the City Council and to achieve the Investment Policy priorities of safety, liquidity, and yield
- Collaborated with the Finance Director to ensure that all City funds were received, deposited, disbursed, and invested effectively in accordance with the City's Investment Policy and GAAP

FY 2023/24 Key Priorities and Projects

- Continue to collaborate with the Finance Director on investment management and treasury functions

Major Changes in FY 2023/24 Budget

There are no major changes in the FY 2023/24 budget compared to the FY 2022/23 budget.

Position Summary

There are no staff positions budgeted for the City Treasurer department. Support to the City Treasurer is provided by City staff budgeted in other departments, primarily the Finance Department.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Treasurer

CITY TREASURER BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	8,286	8,375	5,732	8,662	8,727	65	1%
Total	8,286	8,375	5,732	8,662	8,727	65	1%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	8,431	8,427	6,072	8,400	3,000	(5,400)	-180%
Employee Benefits - 410	1,633	1,197	1,146	1,964	7,410	5,446	73%
Total Personnel	10,063	9,624	7,217	10,364	10,410	46	0%
Services and Supplies							
Professional & Administrative Services - 42	783	911	250	760	760	-	0%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	783	911	250	760	760	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(2,718)	(2,341)	(1,921)	(2,634)	(2,656)	(22)	1%
Legal Charges - 46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	158	182	185	172	213	41	19%
Total Indirect Cost Allocations	(2,560)	(2,160)	(1,736)	(2,462)	(2,443)	19	-1%
Total	8,286	8,375	5,732	8,662	8,727	65	1%
EXPENDITURES BY PROGRAM							
City Treasurer - 113	8,286	8,375	5,732	8,662	8,727	65	1%
Total	8,286	8,375	5,732	8,662	8,727	65	1%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42301 Travel & Training	\$ 400	\$ 400
Misc. training	\$ 400	
42401 Memberships	\$ 110	\$ 110
CSMFO Dues	\$ 110	
42506 Bonds	\$ 250	\$ 250
Bond for City Treasurer position	\$ 250	
Total Professional/Administrative Services	\$ 760	

CITY MANAGER

The City Manager department is comprised of the following divisions:

- Administration and Programs; and
- Information Technology

Mission

The mission of the City Manager's office (department) is to support the City Council in its policy development and to oversee all City staff and operations to ensure efficient and effective service delivery.

Major Services and Functions

The City of Pinole is organized under a "council-manager" form of operation. This form of operations consists of an elected City Council that is responsible for policymaking and a professional City Manager, appointed by the Council, who is responsible for carrying out the policies of the Council and overseeing City operations. In addition to overseeing City operations, the City Manager's office also performs or coordinates some specific functions on behalf of the entire City organization, including the following:

- Communication and engagement
- Intergovernmental relations
- Information technology
- Strategic planning and organizational assessment

The Information Technology Division maintains hardware and software throughout the City organization. The Division collaborates with other City departments to conduct business process re-engineering and to select and implement appropriate technology to meet City needs. The Division manages information services for over 120 users, 53 workstations, and 13 servers used throughout the City. The City contracts with a private firm, Precision IT Consulting, for managed IT services, including network administration, security, equipment and software maintenance, and end user support. Precision IT provides two full-time on-site technicians to address short-term and long-term work requests.

FY 2022/23 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Supported the City Council in its development of policy on key community issues
- Supported City departments in the implementation of a number of process improvements and new policies
- Worked with local, regional, State, and federal agencies to advance Pinole's interests

- Hired staff in key leadership positions
- Created written policies and procedures on numerous administrative matters
- Initiated an internal diversity, equity, and inclusion (DEI) program

Strategic Plan Strategies

- Successfully supported the transition of the Pinole Fire Department to be operated under Contra Costa Fire Protection District
- Implemented many IT projects, including significantly improving network security
- Created a Communication and Engagement Plan, which is a Strategic Plan strategy
- Expanded communication and engagement with the community through the use of new tools and techniques
- Increased engagement with community and civic organizations, neighboring cities, and special districts

FY 2023/24 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Assess City operations and implement improvements for diversity, equity, and inclusion (DEI)

Strategic Plan Strategies

- Complete the Strategic Plan strategy of developing an interagency legislative advocacy program (Goal 4, Strategy 7)
- Launch a new website Content Management System (CMS) with expanded online services
- Complete priority projects as outlined in the 2021/22-2025/26 Information Technology (IT) Plan

Significant Special Projects for FY 2024/25 through FY 2027/28

- Complete Strategic Plan strategies

Major Changes in FY 2023/24 Budget

The City Manager department Administration and Programs division budget for FY 2023/24 includes funding for Diversity, Equity, and Inclusion (DEI) consulting, intergovernmental affairs consulting, grant management consulting, and communication and engagement consulting, all related to high-priority City initiatives in these areas. The Information Technology division budget includes a number of projects identified in the City's IT Plan.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Manager

Position Summary

Position	2019/20	2020/21	2021/22	2022/23	2023/24
City Manager	1.00	1.00	1.00	1.00	1.00
Assistant City Manager	0.00	1.00	0.00	0.00	0.00
Management Analyst	0.00	1.00	1.00	0.00	0.00
Assistant to the City Manager	0.00	0.00	0.00	1.00	1.00
Administrative Assistant	0.00	1.00	1.00	1.00	0.20
Total	1.00	4.00	3.00	3.00	2.20

Note that the Administrative Assistant position has been partially allocated to other departments in FY 2023/24 to reflect their primary tasks, including with the Finance Department, more clearly.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Manager

CITY MANAGER BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	603,505	527,117	409,194	615,943	590,960	(24,983)	-4%
Total	603,505	527,117	409,194	615,943	590,960	(24,983)	-4%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	657,031	364,341	320,621	480,353	505,702	25,349	5%
Employee Benefits - 410	394,691	297,436	249,674	304,344	324,181	19,837	6%
Total Personnel	1,051,722	661,777	570,295	784,697	829,883	45,186	5%
Services and Supplies							
Professional & Administrative Services - 42	93,633	175,750	109,667	248,004	188,480	(59,524)	-32%
Other operating Expenses - 43	1,995	1,278	1,141	1,425	1,425	-	0%
Total Services and Supplies	95,627	177,028	110,808	249,429	189,905	(59,524)	-31%
Indirect Cost Allocations							
Admin Credits - 46121	(577,603)	(338,727)	(302,079)	(445,668)	(464,816)	(19,148)	4%
General Liability Insurance - 46201	33,760	25,861	29,629	27,485	35,988	8,503	24%
Total Internal Cost Allocations	(543,844)	(312,866)	(272,450)	(418,183)	(428,828)	(10,645)	2%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	1,176	542	-	-	-	0%
Total Capital Outlay	-	1,176	542	-	-	-	0%
Total	603,505	527,117	409,194	615,943	590,960	(24,983)	-4%
EXPENDITURES BY PROGRAM							
City Manager - 111	603,505	527,117	409,194	615,943	590,960	(24,983)	-4%
Total	603,505	527,117	409,194	615,943	590,960	(24,983)	-4%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Manager

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 210,000	\$ 145,000
Communication and Engagement Consulting	\$ 60,000		
DEI Consulting	40,000		
Digital Billboard	25,000		
Misc. Consulting	20,000		
42107 Equipment Maintenance		\$ 100	\$ 100
	\$100		
42201 Office Expense		\$ 13,800	\$ 29,055
Copier Supplies	\$1,000		
Mass Mailing Services	17,255		
Misc Office Expense	800		
Office Supplies	5,000		
Other Office Expenses	5,000		
42203 Office Expense/Shipping & Mailing		\$ 9,779	\$ -
Postage & Shipping	\$ -		
Postage Equipment	0		
(Moved to IT dept FY23/24)			
4230X Travel and Training		\$ 7,300	\$ 7,300
League of Cities or Other Trainings	\$1,600		
Mayor's Conference monthly dinners	600		
Miscellaneous Meetings	1,200		
Other Misc. Training	1,500		
League of Cities or other training related travel	2,400		
42401 Memberships		\$ 3,875	\$ 3,875
Bay Area News Group Subscription	\$550		
CAPIO Membership	200		
CCC Public Managers Association	500		
CCMF Membership	200		
ICMA Membership	2,150		
MISAC Membership	200		
Municipal Management Association (MMANC)	75		
42506 Bonds		\$ 350	\$ 350
Bonds (CM & ACM)	\$350		
42514 Special Department Expense		\$ 2,800	\$ 2,800
Flowers for funerals and Special Occations	\$300		
Miscellaneous	2,000		
Notary Fees and Supplies	100		
UPS/FedEx/Misc. shipping	400		
Total Professional/Administrative Services			\$ 188,480
4310X Utilities		\$ 1,425	\$ 1,425
43103 Gas/Electric	\$ 1,300		
43102 Water	125		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Manager

INFORMATION SYSTEMS BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	540,026	548,604	318,175	1,126,368	993,386	(132,982)	-13%
Measure S-2014 Fund - 106	-			102,600	3,600	(99,000)	-2750%
Recreation Fund - 209	62,029	55,886	18,466	96,243	116,473	20,230	17%
Building and Planning Fund - 212	31,872	46,877	107,344	286,798	152,537	(134,261)	-88%
Sewer Enterprise Fund - 500	49,160	53,850	19,373	124,732	137,314	12,582	9%
Cable Access TV Fund - 505	18,921	23,910	10,193	46,691	92,253	45,562	49%
Total	702,008	729,127	473,552	1,783,432	1,495,563	(287,869)	-19%
EXPENDITURES BY CATEGORY							
Services and Supplies							
Professional & Administrative Services - 42	472,808	463,062	707,596	1,361,406	1,072,340	(289,066)	-27%
Other Operating Expenses - 43	168,959	197,415	156,749	174,853	166,526	(8,327)	-5%
Total Services and Supplies	641,766	660,476	864,345	1,536,259	1,238,866	(297,393)	-24%
Capital Outlay							
Asset Acquisition/Improvement - 47*	26,323	107,122	14,966	357,348	217,655	(139,693)	-64%
Total Capital Outlay	26,323	107,122	14,966	357,348	217,655	(139,693)	-64%
Debt Service							
Debt Principal - 48101	-	23,255	-	-	-	-	0%
Debt Interest - 48102	-	1,705	-	-	-	-	0%
Total Debt Service	-	24,960	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	33,918	32,443	15,067	32,929	39,042	6,113	16%
Information Systems (IS) Charges - 46	(702,008)	(729,127)	(890,693)	(1,823,935)	(1,491,963)	331,973	-22%
Total Indirect Cost Allocations	(668,089)	(696,684)	(875,626)	(1,791,006)	(1,452,921)	338,086	-23%
Total	(0)	95,874	3,686	102,600	3,600	(99,000)	0%
EXPENDITURES BY PROGRAM							
Information Systems - 118	702,008	825,001	894,379	1,926,536	1,495,563	(430,973)	-29%
Total	702,008	825,001	894,379	1,926,536	1,495,563	(430,973)	-29%

*See CIP

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Manager

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 534,670	\$ 564,550
City Website CMS Updates	40,000		
Data Collection & Management Solution	17,000		
Implement Payment Software	5,000		
Labor to replace PD MDC's (carryover)	9,000		
Labor to Update Versatile Software (carryover)	2,000		
Managed IT support (Precision)	396,550		
Misc. IT Consulting, Assessment Services	25,000		
Network Security/Cybersecurity Assessment	10,000		
TrackIT (ClientFirst) Implementation	50,000		
Replace Youth/Senior Center Fiber Network Assessment	10,000		
42105 Network Maintenance		\$ 89,550	\$ 75,344
Network servers and hardware maintenance, including professional callouts.			
AWS hosting for Smart Geotech	\$ 1,910		
Contra Costa County ACCJIN Network Fee	26,523		
Data backup protection for City Hall servers	12,667		
Data backup protection for Public Safety servers	10,609		
Firewall Maintenance for Public Safety	1,591		
Sophos Firewall Annual Maintenance & Support CH	2,122		
Sophos Endpoint Protection for workstations and servers	10,291		
Webstie Annual Hosting	8,359		
Wi-Fi Service	1,273		
42106 Software Maintenance		\$ 560,923	\$ 239,541
Adobe software for PCTV	\$ 637		
AMAG alarm software maintenance	2,030		
Axon Cloud Storage for PD body cameras	15,914		
CrimeView desktop support	3,183		
Critical Reach maintenance	530		
ESRI- Ainfo, Aedito, Aview maintenance	21,218		
FileOnQ Support & maintenance	3,492		
Fire RMS support (Zoll)- Station 73	645		
Form 700 e-submission Software	3,500		
Granicus (Webstreaming)	7,426		
Laserfiche Annual Maintenance/License	7,575		
Police Department Computer Management software	2,334		
Public Records Management Software	6,180		
RecDesk software	5,562		
Recruiting Software Annual (NeoGov)	5,200		
Scala License for PCTV	1,221		
Selectron Software Annaul	29,166		
TrakIt support maintenance	48,144		
Tyler Incode license & fee maintenance	71,080		
Versatile Express & retention support (Zasio)	4,505		
42107 Equipment Maintenance		\$ 51,191	\$ 48,252
Copier Lease and Maintenance (Xerox)	\$ 45,131		
Mailing System Meter Lease (Pitney Bowes)	2,060		
Printer Repair Service	1,061		
42203 Shipping and Mailing		\$ -	\$ 9,779
Citywide Postage Shipping	\$ 3,000		
Postage Equipment	6,779		
42510 Software Purchase & Subscriptions		\$ 82,472	\$ 131,274
Adobe Acrobat	\$ 10,000		
Agenda Management Software	27,210		
Copware Site License	300		
Cybersecurity Subscription Purchase	9,200		
Docusign Subscription	14,610		
Livescan maintenance	10,609		
ManageEngine MDM (PD)	645		
Mobile Devise management	2,500		
Office 365 G3 License (150 Licenses)	36,000		
PD background checks (TLO, Transunion)	1,400		
Pinole Municode	500		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Manager

Realquest maintenance	9,000
SurveyMonkey Subscription	1,000
Zoom Licenses (21 users, 4 webinar)	8,300

Total Professional/Administrative Services \$ 1,068,740

43101 Communications	\$	174,853	\$	166,526
AT&T AVPN circuit for I-80 sign project	\$	2,843		
AT&T voice service		94,420		
Comcast Cable and Internet		25,000		
Global Wireless Communications		1,400		
Internet service for the Corp Yard		12,000		
Replace broken phones		1,030		
Tiny Tots solar		618		
Verizon cell service		29,215		
47102 Computer Equipment	\$	297,348	\$	217,655
PD computer monitor replacement PD (carryover)	\$	2,400		
Emergency Power to City Hall		20,000		
Police Department MDC replacements		12,185		
New Laptops		7,200		
PCTV Data Storage Solutions		40,000		
Phone System Replacement (Citywide)		50,000		
Refresh EOC System		50,000		
Replace 20 workstations per year		35,870		

MEASURE S - 2014 FUND - 106

42510 Software Purchase & Subscriptions	\$	42,600	\$	3,600
Laserfiche Software <i>training carryover</i>	\$	3,600		
47201 Improvements/Building	\$	60,000	\$	-
IN2102 Municipal Broadband Feasibility	\$	-		

INFORMATION SYSTEMS CHARGES FOR COMMUNICATION & TECHNOLOGY

46124 IS Charges for Communication & Technology	\$ (1,482,335)	\$ (1,491,963)
Finance [100-115]	\$ (7,114)	
General Government [100-117]	\$ (356,249)	
Police Services [100-222]	(415,361)	
Police Dispatch [100-223]	(76,746)	
Public Works [100-341]	(132,902)	
Code Enforcement [100-465]	(5,015)	
Community Services [209-551]	(116,473)	
Planning [212-461]	(5,015)	
Development Services [212-462]	(147,522)	
Sewer WPCP [500-641]	(80,986)	
Sewer Collection (CY) [500-642]	(56,328)	
PCTV [505-119-121]	(92,253)	

CITY ATTORNEY

Mission

The mission of the City Attorney is to provide quality, comprehensive legal representation to the City.

Major Services and Functions

The City Attorney is the Chief Legal Officer for the City. The City Attorney provides legal advice to the City Council, City officials, and staff. The City Attorney prepares and reviews ordinances, resolutions, and contracts for City Council consideration, and represents the City in legal actions, both affirmative claims and defense of claims brought against the City. The City Attorney also serves as general counsel for the Successor Agency for the Redevelopment Agency. The City Attorney plays a key role in risk management for the City of Pinole. The City Attorney prepares legal opinions at the request of the City Council and staff as needed and advises on all legal issues related to the City.

FY 2022/23 Key Accomplishments

- Advised City on compliance with evolving COVID related health orders, AB 361, and related workplace / labor issues
- Prepared organics reduction and recycling ordinance for City compliance with SB 1383
- Assisted staff with Code Enforcement matters, real property liens and securing Court ordered abatement warrants authorizing City correction of code violations
- Updated City construction contract documents in compliance with Federal and State procurement requirements related to San Pablo Avenue Rehabilitation Project
- Chaired and coordinated multiple Municipal Code Update Subcommittee meetings
- Advised on disposition of redevelopment surplus properties and development projects throughout the City
- Advised City Council on potential Charter City Ballot Measure and adjustment to Real Property Transfer Tax
- Managed and coordinated City defense, and affirmative litigation, related to PG&E Bankruptcy proceeding among other litigation matters and cases
- Prepared update to City's ordinance regulating the use and sale of fireworks

FY 2023/24 Special Projects

- Prepare ordinances and resolutions to address City Council priorities
- Advise City Council and prepare related materials for potential Charter City Ballot Measure

- Provide legal assistance and advice in labor negotiations, grievances, employment, benefits, and HR related issues, as well as liability avoidance management practices
- Provide legal advice and representation to the City on development projects including multi-family housing developments, Pinole Shores II, and the sale of former RDA properties, and provide counsel to the City's Planning Commission
- Provide training on ethics, conflicts of interest and election related issues to the City Council, Commissioners, and staff
- Draft City Procurement Policy Procedures Manual

Significant Special Projects for FY 2024/25 through FY 2027/28

- Continue to update the Pinole Municipal Code to comply with evolving legal requirements, best practices, and City Council directives
- Provided advice and counsel regarding compliance with new State laws to facilitate the development of housing, and assist the City with completion of the updated Housing Element

Major Changes in FY 2023/24 Budget

Anticipating the amount of legal services needed by the City in any given year is difficult. The proposed FY 2023/24 budget is a 2% increase over the current year's budget and reflects an increase to legal fee rates per the legal services contract and an estimate of the number of hours that will be spent. Some legal costs incurred by the City are reimbursed to the General Fund and are not reflected in the proposed budget. Those include, but are not limited to, code enforcement, development projects and property dispositions, and successful defense of claims that have prevailing party attorney fee provisions. These reimbursements will help offset the actual cost of legal services for the City.

Position Summary

No personnel are directly assigned to this department. Legal services are provided to the City by a private law firm on a contract basis.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Attorney

CITY ATTORNEY BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	489,955	406,476	292,122	321,057	320,428	(629)	0%
Measure S 2014 - 106	-	-				-	0%
Total	489,955	406,476	292,122	321,057	320,428	(629)	0%
EXPENDITURES BY CATEGORY							
Legal Services							
Attorney Services - 42102	763,076	833,500	479,818	583,740	596,245	12,505	2%
Total Legal Services	763,076	833,500	479,818	583,740	596,245	12,505	2%
Indirect Cost Allocations							
Administrative Credits - 46121	(273,121)	(427,024)	(187,696)	(262,683)	(250,817)	11,866	-5%
Developer Reimbursements - 46121				-	(25,000)	(25,000)	100%
Total Indirect Cost Allocations	(273,121)	(427,024)	(187,696)	(262,683)	(275,817)	(13,134)	5%
Total	489,955	406,476	292,122	321,057	320,428	(629)	0%
EXPENDITURES BY PROGRAM							
City Attorney - 114	489,955	406,476	292,122	321,057	320,428	(629)	0%
Total	489,955	406,476	292,122	321,057	320,428	(629)	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42102 Attorney Services - General Fund	\$ 583,740	\$ 596,245
General legal services for FY 2023/24	\$596,245	

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CITY CLERK

Mission

The City Clerk's mission is to fulfill the role as elections official, legislative administrator, and records manager for the City in an efficient, professional, and friendly manner; to provide outstanding support to the Council throughout the legislative process; and to serve the citizens of Pinole as an accessible and responsive representative of transparent and open government.

Major Services and Functions

The City Clerk is an appointed officer by the City Council and is responsible for preparing agenda packets, producing the official records of Council decisions, maximizing public access to municipal government, ensuring transparency to the public, and is the official custodian of the records of the City. The City Clerk serves as the Elections Official of the City and conducts all City elections; acts as a Compliance Officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. Some specific functions of the City Clerk's office include the following:

- Provide accurate and timely minutes for the City Council and Finance Subcommittee
- City Council and Finance Sub-Committee agenda packet management
- Serve as Elections Official and conduct all City elections in compliance with the CA Elections Code
- Coordinate Citywide Records Management Program and conduct semi-annual audit
- Streamline the paperless filing and electronic submission of Form 700 for FPPC filers
- Administration of the City's Public Records Act Program
- Codification of Pinole municipal code
- Provide excellent customer service to members of the community & staff

FY 2022/23 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Improvements to virtual public meeting format and procedures in response to COVID-19 pandemic using Zoom software
- Planning, coordination and implementation of hybrid meeting model for public meetings
- Management of DocuSign account for City contract routing in response to remote working Conditions of Employees Due to the COVID-19 Pandemic
- Management of GovQA Software for Online Public Records Request Management Portal

- Management of Laserfiche electronic management software for the City Clerk's records and continued progress on city-wide records conversion project
- Timely and accurate delivery of 33 Council, Successor Agency, and Finance Sub-Committee transcriptions
- Prepared 33 meeting packets
- Prepared 127 legislative actions & 18 proclamations
- Municipal code updated on-line with each ordinance adoption
- Provided oversight to public records program facilitating response to 150 formal public records requests by mid-year

FY 2023/24 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Improve transparency and safe access to public meetings by providing a hybrid public meeting format that would allow in-person as well as remote participation
- Manage implementation of new records and agenda management system program
- Strengthen city-wide records management program and retention/destruction practices

Significant Special Projects for FY 2024/25 through FY 2027/28

- Improve City-wide Records Management Program by working with departments to assess needs, digitize records, and improve retention and destruction practices

Major Changes in FY 2023/24 Budget

The City Clerk budget for FY 2023/24 does not include any significant changes relative to the FY 2022/23 budget.

Position Summary

Position	2019/20	2020/21	2021/22	2022/23	2023/24
City Clerk	1.00	1.00	1.00	1.00	1.00
Deputy City Clerk	0.00	0.00	1.00	1.00	1.00
Administrative Assistant	0.4	0.48	0.48	1.00	1.00
Total	1.48	1.48	2.48	3.00	3.00

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Clerk

CITY CLERK BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	243,065	327,468	364,603	586,347	624,354	38,007	6%
Total	243,065	327,468	364,603	586,347	624,354	38,007	6%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	162,165	242,602	240,210	323,655	365,077	41,422	11%
Employee Benefits- 410	39,928	61,021	78,773	172,067	171,849	(218)	0%
Total Personnel	202,094	303,623	318,983	495,722	536,926	41,204	8%
Services and Supplies							
Professional & Administrative Services - 42	54,093	31,441	46,664	93,880	98,010	4,130	4%
Other Operating Expenses - 43	2,167	1,379	1,236	1,600	1,600	-	0%
Total Services and Supplies	56,260	32,820	47,900	95,480	99,610	4,130	4%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,168	-	5,000	5,000	-	0%
Total Capital Outlay	-	2,168	-	5,000	5,000	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(30,110)	(33,760)	(28,161)	(36,606)	(43,162)	(6,556)	15%
Admin Debits - 46122	6,474	6,949	5,917	8,232	-	(8,232)	100%
General Liability Insurance - 46201	8,348	15,670	19,963	18,519	25,980	7,461	29%
Total Internal Cost Allocations	(15,288)	(11,142)	(2,280)	(9,855)	(17,182)	(7,327)	43%
Total	243,065	327,468	364,603	586,347	624,354	38,007	6%
EXPENDITURES BY PROGRAM							
City Clerk - 112	243,065	327,468	364,603	586,347	624,354	38,007	6%
Total	243,065	327,468	364,603	586,347	624,354	38,007	6%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – City Clerk

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 55,000	\$ 55,300
Citywide historical records project support	\$ 11,300		
Filming and imaging of permanent records	2,000		
Meeting minutes transcription	20,000		
Pinole Municipal Code codification and update	2,000		
Policies and procedures update support	20,000		
42201 Office Expense		\$ 1,600	\$ 1,600
Misc. office expenses & proclamations and certificates	\$1,600		
4230X Travel and Training		\$ 11,500	\$ 12,225
CCAC Annual Conference (2)	\$ 1,050		
City Clerk's New Law/Election Seminar/Misc. Training (2)	2,400		
IIMC Annual Conference	675		
Regional Trainings (CCAC) (4)	500		
Technical Training for Clerks	1,500		
42302 Other Training Expenses	4,600		
42302 Travel expense/Mileage	1,000		
42303 Meal allowance	500		
42401 Memberships		\$ 605	\$ 1,210
CCAC Dues (2)	\$ 520		
IIMC Member Dues (2)	540		
MMANC Member dues (2)	150		
42506 Bonds		\$ 175	\$ 175
42514 Special Department Expense		\$ 25,000	\$ 27,500
Boards & Commissions Recognition Event	\$ 2,500		
Election	22,500		
Public Notices	2,500		
Total Professional/Administrative Services			\$ 98,010
4310X Utilities		\$ 1,600	\$ 1,600
Gas/Electric	\$ 1,500		
Water	100		
4710X		\$ 5,000	\$ 5,000

FINANCE

Mission

The mission of the Finance Department is to provide the City with financial information necessary to ensure sound financial decisions and to ensure appropriate procedures to protect the City's financial assets. This is accomplished through timely and effective preparation of the Annual Comprehensive Financial Report, Budget, quarterly financial and investment reports, and adequate financial controls.

Major Services and Functions

The Finance Department is responsible for accounting operations including accounts payable, accounts receivable, payroll processing, and audits; budget management and long-range financial planning; purchasing; treasury management; debt and bond administration; and business license administration. In addition, the Finance Department prepares the Recognized Obligation Payment Schedule (ROPS) for the Successor Agency to the Pinole Redevelopment Agency and submits the ROPS to the County and State agencies.

FY 2022/23 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Updated City's Long Term Financial Plan and expanded to include all City funds
- Adopted annual budget by June 30th
- Issued Annual Comprehensive Financial Report (ACFR) by December 31st
- Received an unqualified opinion for annual financial statements
- Prepared the Successor Agency Annual ROPS for approval by the County Oversight Board and submitted to the State Department of Finance by February 1st
- Received California Society of Municipal Finance Officers Budget Excellence Award
- Received Government Finance Officers Association Excellence in Financial Reporting Award
- Submitted financial policies to City Council for annual review
- Updated the City's master fee schedule

Strategic Plan Strategies

- Supported the Fire Department in conducting a fiscal impact analysis as a requirement for the fire service agreement between the City and the Contra Costa County Fire Protection District
- Conducted a comprehensive fee study and cost allocation plan

FY 2023/24 Special ProjectsBaseline Work (Including Staff-Initiated Special Projects)

- Expand Long-Term Financial Plan to a 20-year time horizon
- Update and/or establish finance operating procedures, including comprehensive accounting manual
- Assist with automating processes, including implementation of an online payment platform
- Assist with developing an approach to funding infrastructure maintenance and improvements

Strategic Plan Strategies

- Assist with identifying, analyzing, and advancing revenue generating opportunities
- Assist with establishing a program to evaluate grant opportunities and capacity

Other Council-Directed Special Projects

- Research the process required to establish a fire prevention maintenance district

Significant Special Projects for FY 2024/25 – FY 2027/28

- Assist with strategic financial planning to other City departments in the advancement of strategic plan strategies and special projects.

Major Changes in FY 2023/24 Budget

There are no major changes to the Finance department budget for FY 2023/24. However, the budget does reflect a position change. The vacant part-time Accounting Technician position has been removed and is replaced by 0.75 of the existing full-time Administrative Assistant who has been performing Accounting Technician duties and was previously entirely budgeted in the City Manager department.

Position Summary

Position	2019/20	2020/21	2021/22	2022/23	2023/24
Finance Director	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00
Accounting Technician, <i>PT</i>	0.48	0.48	0.48	0.48	0.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.75
Total	3.48	3.48	3.48	3.48	3.75

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Finance

FINANCE BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	571,900	560,362	478,658	722,847	804,401	81,554	10%
Measure S 2006 - 105	300	475	1,367	2,450	2,450	-	0%
Measure S 2014 - 106	1,356	175	1,667	2,450	2,450	-	0%
Pension Fund - 700	-	-	45,495	40,000	50,000	10,000	20%
Total	573,555	561,011	527,187	767,747	859,301	91,554	11%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	364,032	404,096	310,224	442,401	441,479	(922)	0%
Overtime - 402	112	-	-	2,500	2,500	-	0%
Employee Benefits - 410	91,218	143,242	138,898	178,968	190,527	11,559	6%
Total Personnel	455,363	547,338	449,122	623,869	634,506	10,637	2%
Services and Supplies							
Professional & Administrative Services - 42	195,825	122,478	150,525	281,185	242,945	(38,240)	-16%
Other Operating Expenses - 43	5,462	3,499	3,123	4,800	4,800	-	0%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	201,287	125,976	153,648	285,985	247,745	(38,240)	-15%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	562	-	-	-	0%
Total Capital Outlay	-	-	562	-	-	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	(121,997)	(150,338)	(126,132)	(181,349)	(191,110)	(9,761)	5%
Admin Debits - 46122	6,474	6,949	5,917	8,232	125,476	117,244	93%
Information Systems (IS) Charges - 46	-	1,619	12,902	4,377	7,114	2,737	38%
Legal Charges - 46126	11,192	5,310	4,615	2,000	5,000	3,000	60%
Insurance General Liability - 46201	21,237	24,156	26,554	24,633	30,570	5,937	19%
Total Indirect Cost Allocations	(83,094)	(112,303)	(76,144)	(142,107)	(22,950)	119,157	-519%
Total	573,555	561,011	527,187	767,747	859,301	91,554	11%
EXPENDITURES BY PROGRAM							
Finance - 115	573,555	561,011	527,187	767,747	859,301	91,554	11%
Total	573,555	561,011	527,187	767,747	859,301	91,554	11%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Finance

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 189,090	\$ 134,655
Auditing services	\$ 55,000		
Brinks Armored Car service	2,800		
CA Municipal Statistics (ACFR schedule)	500		
Cost Allocation Plan update	5,000		
GASB 68 PERS Reports	1,750		
HDL Property Tax Analysis	8,500		
HDL Sales Tax Analysis	5,600		
OPEB Valuation Report	10,000		
Preparation of State Controller's reports	5,505		
Strategic Financial Planning Support (<i>one-time project</i>)	40,000		
42201 Office Expense		\$ 5,800	\$ 6,880
Check stock	\$ 1,500		
Miscellaneous office expenses	2,500		
Printing services	1,680		
Year-end tax forms	1,200		
42203 Shipping & Mailing		\$ 5,000	\$ 5,000
Mass mailing	\$ 5,000		
4230x Travel and Training		\$ 2,100	\$ 2,100
CSMFO annual conference	\$ 1,100		
Staff training	1,000		
42401 Memberships		\$ 595	\$ 710
CMTA dues	\$ 95		
CSMFO dues	225		
GFOA dues	190		
ICMA dues	200		
42501 Bank Fees		\$ 15,000	\$ 20,000
Mechanics Bank and Bank of the West fees	\$ 20,000		
42506 Admin Exp/Bonds		\$ 250	\$ 250
Bonds	\$ 250		
42510 Software Subscription		\$ 17,795	\$ 17,795
Balancing Act	\$ 5,800		
GovInvest labor module	10,000		
Long-range forecasting software	1,995		
42514 Special Department Expense		\$ 655	\$ 655
GFOA ACFR review and certification	\$ 505		
CSMFO budget review and award	150		
Total Professional/Administrative Services			\$ 188,045
4310X Utilities		\$ 4,800	\$ 4,800
43102 Water	\$ 300		
43103 Electricity & Power	4,500		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Finance**MEASURE S - 2006 FUND - 105**

42101 Professional Services		\$	2,450	\$	2,450
Measure S Audit (105)	\$	1,200			
Sales Tax Analysis		1,250			

MEASURE S - 2014 FUND - 106

42101 Professional Services		\$	2,450	\$	2,450
Measure S Audit (106)	\$	1,200			
Sales Tax Analysis		1,250			

PENSION FUND 700

42501 Bank Fees		\$	40,000	\$	50,000
Bank fees	\$	50,000			

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HUMAN RESOURCES

The Human Resources Department is comprised of the following divisions:

- Human Resources Management; and
- Risk Management

Mission

The mission of the Human Resources Department is to support the City of Pinole by providing comprehensive and timely human resources and risk management services. It has the responsibility for developing and implementing innovative strategies and programs that enhance the work experience for our employees. Its objective is to attract, develop, motivate, and retain the best-qualified employees whose diversity and skills contribute to and sustain the City of Pinole as a quality organization.

Major Services and Functions

- **Human Resources Administration and Risk Management** – Provides support and strategic planning services to employees and departments in the development of organizational objectives; provides interpretation of City and department policies; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services, and meeting goals. Administers the City's risk management programs including general and employment liability and workers' compensation for on-the-job injuries.
- **Labor Relations** – Represents the City Council and City Manager on all labor negotiation and grievance matters with bargaining unit representatives of recognized employee organizations.
- **Employee Relations** – Provides guidance and counseling to employees; initiates, conducts and/or oversees investigations relative to disciplinary actions and complaints for City departments.
- **Recruitment and Selection** – Assists in the administration of the City's Civil Service Merit System; facilitates selection procedures that produce diverse and skilled applicant pools; assures that all recruitment, hiring, placements, transfers, and promotions are made based on individual qualifications for the position.
- **Benefits Administration** – Provides exceptional and affordable employee benefits for retirement, medical, dental, vision, wellness and safety, and employee assistance to attract and retain a qualified and highly skilled workforce.
- **Organizational Training and Development** – Coordinates City-wide training including safety, mandated, educational, and development programs for City staff.
- **Classification and Compensation** – Plans and conducts classification and organization studies; develops classification specifications; designs compensation systems that support and reinforce the City's long-range objectives as well as the culture, climate, and behaviors needed for the organization to be effective.

FY 2022/23 Key AccomplishmentsBaseline Work (Including Staff-Initiated Special Projects)

- Completed labor negotiations with PPEA and developed a successor MOU that was adopted by City Council on July 19, 2022.
- Conducted 37 recruitments.
- Developed a Citywide Volunteers Administrative Policy.
- Developed a Citywide Classification Series Administrative Policy.
- Developed a Citywide Cell Phone Use in the Workplace Administrative Policy.
- Developed a Citizen Request/Complaint Procedure & Form Administrative Policy.
- Developed a Compensation and Benefits Plan for Elected Officials.
- Implemented an Employee Wellness Program.
- Planned and facilitated numerous events for the City's Public Service Employee Recognition Week.
- Designed an employee benefits overview booklet to incorporate all City benefits and vendor resources for the various employee groups and present the booklet by both electronic and printed methods.

Strategic Plan Strategies

- Initiated implementation of the City's Employee Talent Management Plan in accordance with the City's Strategic Plan 2020 – 2025.

FY 2023/24 Priorities and ProjectsBaseline Work (Including Staff-Initiated Special Projects)

- Implement successor memorandums of understanding for three bargaining units.
- Utilize innovative marketing practices such as social media outreach and branding to attract candidates.
- Enhance and promote higher education tuition reimbursement program.
- Develop a supervisory academy in partnership with other cities in West County.
- Promote external training opportunities offered to employees.
- Implement "stay" interviews with annual performance evaluation process.
- Survey employee benefits satisfaction levels and implement effective modifications.
- Develop safety emergency action plans for identified workplace risks.
- Review OPEB obligations and alternatives to support the City's fiscal sustainability.
- Continue to perform a comprehensive review and updating of key City personnel rules and policies to ensure compliance with MOU provisions, state and federal legislation, and conduct meet and confer sessions with the employee bargaining units as required.

Strategic Plan Strategies

- Implement the recommendations of the Communication and Engagement Plan relative to employees.

Significant Special Projects for FY 2024/25 through FY 2027/28

- Human Resources will implement the Employee Talent Management Plan to attract and retain high-quality employees and develop their skills.
- In partnership with the City Manager's Office, Human Resources will develop and implement a Citywide Diversity, Equity, and Inclusion Initiative.

Major Changes in FY 2023/24 Budget

The Human Resources Department budget for FY 2023/24 does not include any significant changes relative to the FY 2022/23 budget.

Position Summary

Position	2019/20	2020/21	2021/22	2022/23	2023/24
Assistant City Manager	1.00	0.00	0.00	0.00	0.00
Human Resources Director	0.00	0.00	1.00	1.00	1.00
Human Resources Analyst	0.00	0.00	0.00	1.00	1.00
Human Resources Technician	0.00	0.00	0.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	0.00	0.00
Administrative Assistant	0.00	0.00	0.00	0.00	0.05
Total	2.00	1.00	2.00	3.00	3.05

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Human Resources

HUMAN RESOURCES BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	292,727	377,614	510,906	768,472	888,226	119,754	13%
Total	292,727	377,614	510,906	768,472	888,226	119,754	13%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	84,111	192,397	239,593	391,311	420,389	29,078	7%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	21,679	71,804	110,512	197,438	214,158	16,720	8%
Total Personnel	105,791	264,201	350,105	588,749	634,547	45,798	7%
Services and Supplies							
Professional & Administrative Services - 42	128,235	104,326	119,790	160,907	210,556	49,649	24%
Other Operating Expenses - 43	1,612	1,040	925	1,750	1,750	-	0%
Total Services and Supplies	129,847	105,365	120,715	162,657	212,306	49,649	23%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	104	1,124	-	-	-	0%
Total Capital Outlay	-	104	1,124	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(15,303)	(10,772)	(8,642)	(13,144)	(66,395)	(53,251)	80%
Administrative Debits - 46122	67,836	-	5,917	8,232	8,364	132	2%
Legal Charges - 46126	-	2,502	17,996	-	30,000	30,000	100%
General Liability Insurance - 46201	4,556	16,214	23,692	21,978	69,404	47,426	68%
Total Indirect Cost Allocations	57,089	7,944	38,963	17,066	41,373	24,307	59%
Total	292,727	377,614	510,906	768,472	888,226	119,754	13%
EXPENDITURES BY PROGRAM							
Human Resources - 116	292,727	377,614	510,906	768,472	888,226	119,754	13%
Total	292,727	377,614	510,906	768,472	888,226	119,754	13%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Human Resources

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 96,040	\$ 92,526
Annual Performance Evaluations (CM & CC)	\$ 8,000		
Applicant Tracking System License	6,000		
Bilingual Evaluation/Testing	1,000		
Contingencies- Employee Benefits	6,000		
Document Shredding	1,000		
Drug Screening/Fit for Duty/DOT Exams	8,000		
Employee Benefits Broker	25,000		
HRA (Retiree Medical) Admin Fees	1,000		
Labor Negotiator (IEDA)	25,000		
Onboarding System License	1,126		
Pre-employ Backgrounds/Degree & License Verify	2,000		
Random Drug Testing- DOT	6,400		
Section 125 FSA/DCAP & Commuter Admin Fees	2,000		
42102 Attorney Services		\$ 25,000	\$ 50,000
Employment Claim Investigations (ERMA) (3)	\$ 30,000		
Employment Law Advisement (LCW)	10,000		
Tax and Employee Benefit Advisement	10,000		
4110 Fingerprinting		\$ 1,500	\$ 3,000
42201 Office Expense		\$ 1,000	\$ 1,000
Miscellaneous Office Supplies	\$500		
4230X Travel and Training		\$ 13,880	\$ 32,880
Citywide EAP Workshops (2)	\$ 6,000		
Citywide Professional Development (2)	6,000		
Contingencies - Citywide Training (2)	6,000		
HR Staff Professional Development	8,500		
Leadership Academy	2,500		
Mileage: NorCal, MMANC, CalPELRA (2), LCW (4)	3,680		
Meal Allowance: NorCal, MMANC, CalPELRA (2), LCW (4)	200		
42401 Memberships		\$ 700	\$ 700
MMANC	\$ 200		
SHRM	500		
42504 Recruitment Cost		\$ 4,500	\$ 4,500
Recruitment Advertising	\$ 2,500		
Recruitment Exams/Testing	2,000		
42506 Bond		\$ 200	\$ 200
Bond	\$ 200		
42514 Special Department Expense		\$ 18,087	\$ 25,750
Annual Public Service Employee Appreciation	\$4,500		
Condolence Flowers/Donations (20)	3,000		
Employee Polos (110)	6,050		
Employee Wellness/Safety Fair/BBQ	2,300		
MPA Wellness Premium	6,900		
Quarterly Employee Engagement Events (4)	2,000		
Years of Service Plaques	1,000		
Total Professional/Administrative Services		\$ 210,556	
4310X Utilities		\$ 1,750	\$ 1,750
43103 Gas/Electric	\$ 1,600		
43102 Water	150		

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POLICE

The Police Department is comprised of the following divisions (referred to as “bureaus”):

- Operations; and
- Support Services

Mission

The Pinole Police Department is committed to ensuring a safe community by providing exemplary law enforcement service while engaging our citizens with Honor, Integrity, Professionalism, and Respect.

Major Services and Functions

- Police Operations is responsible for the day-to-day operation of the department.
- Police Support Services provides support and assistance to Operations and the community. It includes front office staff who work with the public daily; Crime Prevention Officers who provide outreach into the community; the collection and processing of evidence; and the maintenance and repair of vehicles and equipment.
- The City operates the West Bay Communications Center (WBCC), which provides police dispatch services for the City of Pinole as well as Hercules and San Pablo. The Cities of Hercules and San Pablo are billed for Dispatch Services based on a cost-sharing formula incorporating various usage measurements.

FY 2022/23 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Enhanced organizational wellness by adding virtual EMDR and a Zen Den.
- Implemented a virtual yoga program.
- Implemented police reform measures as legislation requires, such as California Racial and Identity Profiling Act (RIPA) and National Incident-Based Reporting (NIBRS).
- Implemented new RIMS, CADS/RMS Systems.
- Brought the Community of Pinole innovative and progressive engagement opportunities.
- Enhanced training capacity to meet and industry’s best standards.
- Enhanced retention and recruitment efforts.
- Implemented new Community Outreach efforts with a special Halloween-themed National Night Out event and Project HOPE-Homeless Intervention.
- Implemented Cue Hit customer engagement technology to receive real-time feedback from the community.

FY 2023/24 Key Priorities and Projects**Baseline Work (Including Staff-Initiated Special Projects)**

- Innovate with Truleo to expand officer wellness, surface and promote officer professionalism, and automate the review of 100% of Body Camera videos.
- Continue to focus on officer wellness programs.
- Continue to enhance training capacity to meet and industry's best standards.
- Revamp retention and recruitment efforts to meet the new generational workforce.
- Implement an internal reclassification of the Lieutenant position to Commander.
- Repurpose the Alex Clark Room to the Pinole Police Department Training Center.
- Continue our efforts to bring the community innovative and progressive engagement opportunities.
- Implement a Police Drone program to enhance our abilities to provide the community of Pinole with effective and efficient police services.
- Implement Community Outreach efforts with a special Halloween-themed National Night Out event and Project HOPE-Homeless Intervention.
- Implement new staffing and police service delivery model, which is the addition of two positions (a sergeant and an officer) first budgeted in FY 2022/23 to allow the department to move to a modified 4/10 schedule. Research indicates that 10-hour shifts, as opposed to 12-hour shifts, positively impact employee well-being and morale, reduce overtime, and offer flexible scheduling alternatives to leverage personnel resources while providing overlaps during peak workload periods. 10-hour shifts will increase the number of officers on duty as the shifts overlap. 10-hour shifts are particularly well-suited to the variable workloads found in law enforcement.

Strategic Plan Strategies

- Create an updated Emergency Operations Plan (EOP)
- Stand up a working Emergency Operations Center (EOC).
- Implement a CERT program.

Significant Special Projects for FY 2024/25 through FY 2027/28

- Focus on officer wellness programs in order to improve the quality of life for officers while strengthening the relationship with the community through exemplary law enforcement service.
- Implement police reform measures as required by legislation.
- Launch Next Gen 911.
- Facility rehabilitation of the Public Safety Building.

Major Changes in FY 2023/24 Budget

There is one notable change in the FY 2023/24 budget relative to the FY 2022/23 budget, which is the addition of resources for the department to reinstitute the Community Emergency Response Team (CERT) program.

Position Summary

Position	2019/20	2020/21	2021/22	2022/23	2023/24
Police Chief	1.00	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00	2.00
Police Sergeant	6.00	6.00	6.00	7.00	7.00
Police Officer	19.00	19.00	19.00	20.00	20.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00
Community Safety Specialist	1.00	1.00	1.00	1.00	1.00
Community Services Officer	0.96	0.96	2.00	2.00	2.00
Crossing Guards, <i>part-time/temporary</i>	0.50	0.25	0.25	0.25	0.25
Dispatcher	11.00	11.00	11.00	10.00	10.00
Lead Dispatcher	1.00	1.00	1.00	2.00	2.00
Police Property Specialist	1.00	1.00	1.00	1.00	1.00
Police Records Specialist	2.00	2.00	2.00	2.00	2.00
Total	46.46	46.21	47.25	49.25	49.25

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

POLICE BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	6,878,974	7,767,344	6,395,576	8,599,718	9,225,984	626,266	7%
Measure S 2006 - 105	1,443,123	1,920,165	1,016,861	1,718,135	1,697,340	(20,795)	-1%
Measure S 2014 - 106	173,457	159,851	119,542	217,607	114,852	(102,755)	-89%
Public Safety Augmentation Fund - 203	143,643	154,595	141,766	387,365	482,009	94,644	20%
Police Grants Fund - 204	85,999	-	-	-	-	-	0%
Traffic Safety Fund - 205	565	9,219	7,675	21,059	21,595	536	2%
Supplemental Law Enforcement Services Fund - 206	98,192	113,750	97,171	111,067	339,864	228,797	67%
Asset Seizure Adjudicated Fund - 225	-	29,000	16,348	58,231	41,236	(16,995)	-41%
Total	8,823,952	#####	7,794,939	11,113,182	11,922,880	809,699	7%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	4,537,336	4,807,220	3,717,320	5,651,618	5,941,404	289,786	5%
Overtime - 402	613,386	811,266	640,376	395,701	508,041	112,340	22%
Employee Benefits - 410	2,263,243	2,434,895	2,141,820	3,051,206	3,360,106	308,900	9%
Total Personnel	7,413,965	8,053,381	6,499,516	9,098,525	9,809,551	711,026	7%
Services and Supplies							
Professional & Administrative Services - 42	480,627	1,216,780	363,078	633,179	642,274	9,094	1%
Other Operating Expenses - 43	76,310	81,984	69,093	64,250	64,250	-	0%
Materials & Supplies - 44	62,413	88,976	102,269	87,000	87,000	-	0%
Total Services and Supplies	619,349	1,387,740	534,441	784,429	793,524	9,094	1%
Capital Outlay							
Asset Acquisition/Improvement - 47	196,153	104,313	103,026	274,424	353,729	79,305	22%
Total Capital Outlay	196,153	104,313	103,026	274,424	353,729	79,305	22%
Debt Service							
Debt Principal and interest - 48	-	-	-	-	-	-	0%
Total Debt Service	-	-	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(308,940)	(362,438)	(319,697)	(609,906)	(627,259)	(17,353)	3%
Administrative Debits - 46	308,940	362,438	319,697	609,906	627,260	17,354	3%
IS Charges - 46	261,357	251,741	265,321	594,057	492,107	(101,951)	-21%
Legal Charges - 46	12,763	19,057	22,170	20,000	20,000	-	0%
General Liability Insurance - 46	320,365	337,692	370,465	341,746	453,969	112,223	25%
Total Indirect Cost Allocations	594,486	608,490	657,956	955,803	966,077	10,273	1%
Total	8,823,952	#####	7,794,939	11,113,182	11,922,880	809,699	7%
EXPENDITURES BY PROGRAM							
Police Operations - 221	5,460,052	6,265,935	4,891,345	7,165,842	7,660,826	494,984	6%
Police Support Services - 222	1,190,332	1,549,905	1,001,963	1,646,109	1,585,394	(60,714)	-4%
Police West Bay Communications Center - 223	1,988,812	2,215,114	1,796,784	2,169,105	2,315,202	146,097	6%
Police Grants Program - 227	184,755	122,970	104,846	132,126	361,459	229,333	63%
Total	8,823,952	#####	7,794,939	11,113,182	11,922,880	809,699	7%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

GENERAL FUND - 100
POLICE OPERATIONS - 221

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel						\$ Change	% Change
Salaries & Wages - 401	2,341,401	2,542,922	2,054,578	3,093,950	3,374,436	280,486	8%
Overtime - 402	288,235	361,587	314,082	255,209	256,322	1,113	0%
Employee Benefits - 410	1,028,201	1,123,630	1,072,141	1,503,466	1,844,322	340,856	18%
Total Salary & Benefits	3,657,836	4,028,139	3,440,801	4,852,625	5,475,080	622,455	11%
Services and Supplies							
Professional & Administrative Services - 42	172,925	473,556	186,066	220,032	221,032	1,000	0%
Materials & Supplies - 44	61,864	78,537	100,128	85,500	85,500	-	0%
Total Services and Supplies	234,788	552,093	286,194	305,532	306,532	1,000	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	12,186	12,581	42,762	133,873	9,240	(124,633)	-1349%
Total Capital Outlay	12,186	12,581	42,762	133,873	9,240	(124,633)	-1349%
Indirect Cost Allocations							
Administrative Credits - 46121	(308,940)	(362,438)	(319,697)	(609,906)	(627,259)	(17,353)	3%
Legal Charges - 46126	12,763	18,196	22,170	20,000	20,000	-	0%
General Liability Insurance - 46201	193,701	184,950	206,872	189,987	256,648	66,661	26%
Total Indirect Cost Allocations	(102,477)	(159,292)	(90,655)	(399,919)	(350,611)	49,308	-14%
Total	3,802,334	4,433,521	3,679,101	4,892,111	5,440,241	548,130	10%

Asset Seizure-Adjudicated - 225

Professional & Administrative Services - 42	-	29,000	16,348	58,231	41,236	(16,995)	-41%
Total	-	29,000	16,348	58,231	41,236	(16,995)	-41%

MEASURE S-2006 FUND - 105

Salaries & Wages - 401	739,252	781,560	429,693	902,579	825,375	(77,204)	-9%
Overtime - 402	127,233	93,701	57,210	4,156	104,174	100,018	96%
Employee Benefits - 410	527,789	628,584	474,356	746,630	688,341	(58,289)	-8%
Professional & Administrative Services - 42	6,000	1,493	118	13,300	13,300	-	0%
Asset Acquisition/Improvement - 47	-	31,842	-	-	-	-	0%
General Liability Insurance - 46201	42,849	52,478	55,484	51,470	66,150	14,680	22%
Total Measure S-2006 Fund	1,443,123	1,589,658	1,016,861	1,718,135	1,697,340	(20,795)	-1%

MEASURE S-2014 FUND - 106

Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Asset Acquisition/Improvement - 47	70,953	59,161	37,269	110,000	-	(110,000)	-100%
Total Measure S-2014 Fund	70,953	59,161	37,269	110,000	-	(110,000)	-100%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 51,712	\$ 51,712
Applicant Processing/Recruiting	\$ 16,000		
EBRCSA Contract - Radios (63)	35,712		
42106 Software Maintenance		\$ 23,945	\$ 29,945
Lexipol Daily Training Bulletins	\$ 4,244		
Starchase GPS	14,976		
The Police One Academy Training	6,000		
Vigilant Solutions Software	4,725		
42107 Equipment Maintenance		\$ 35,100	\$ 35,100
Radio Repairs	\$ 3,000		
Vehicle Maintenance	9,000		
Vehicle Repairs	18,000		
Vehicle Washing	5,100		
4230X Travel and Training		\$ 60,800	\$ 75,800
Firearms Range Rental	\$ 10,800		
State of CA -- P.O.S.T.	30,000		
42304 Cordico App	15,000		
42304 Officer Wellness Training	20,000		
42401 Memberships		\$ 3,175	\$ 3,175
CA Crime Prevention Officers Assn	\$ 120		
CA Peace Officers Assn.	320		
CA Police Chiefs Assn.	800		
County Police Chiefs' Assn.	1,500		
International Assn. of Police Chiefs	200		
National Assn. of Town Watch	35		
Police Executive Research Forum	200		
42514 Special Department Expense		\$ 45,300	\$ 25,300
Ammunition and firearm repair	\$ 9,800		
Crime Scene Processing/Field Testing Supplies	7,300		
Miscellaneous Supplies	8,200		
Total Professional/Administrative Services			\$ 221,032
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		\$ 133,873	\$ 9,240
Ballistic Shield (47105)	\$ 2,500		
Patrol Rifle (47105)	1,840		
Tablets and Docking (47105)	4,900		
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
City of Phoenix subscription	\$ 6,000		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

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	\$	-
1 Vehicle	\$	-		
1 Vehicle (carryover)		0		

Public Safety Augmentation Fund - 203

42514 Special Department Expense	\$	-	\$	20,000
Canine expenses	\$	20,000		

47101 Equipment	\$	-	\$	124,633
Axon Body Worn Camera Program	\$	42,412		
EBRCSA Equipment		20,940		
Radio Encryption Equipment		61,281		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

GENERAL FUND - 100
POLICE SUPPORT SERVICES - 222

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	255,902	332,319	283,910	413,579	427,087	13,508	3%
Overtime - 402	-	1,989	16,952	-	-	-	0%
Employee Benefits - 410	137,441	163,706	155,433	229,198	242,266	13,068	5%
Total Salary & Benefits	393,343	498,015	456,295	642,777	669,353	26,576	4%
Services and Supplies							
Professional & Administrative Services - 42	278,618	301,293	141,908	279,685	279,685	-	0%
Other Operating Expenses - 43	63,586	68,581	57,750	53,850	53,850	-	0%
Materials & Supplies - 44	549	10,191	2,142	1,500	1,500	-	0%
Total Services and Supplies	342,753	380,065	201,800	335,035	335,035	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	110,365	729	930	400	20,400	20,000	98%
Debt Principal & Interest - 48	-	-	-	-	-	-	0%
Total Capital Outlay	110,365	729	930	400	20,400	20,000	98%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
IS Charges - 46124	226,150	217,906	235,156	536,625	415,361	(121,264)	-29%
Legal Charges -46126	-	-	-	-	-	-	0%
General Liability Insurance - 46201	15,216	21,994	25,510	23,665	30,393	6,728	22%
Total Indirect Cost Allocations	241,366	239,900	260,666	560,290	445,754	(114,536)	-26%
Total	1,087,828	1,118,708	919,690	1,538,502	1,470,542	(67,960)	-5%

MEASURE S-2006 FUND - 105

Professional & Administrative Services - 42	0	330,507	-	0	0	-	0%
Total Measure S-2006 Fund	-	330,507	-	-	-	-	0%

MEASURE S-2014 FUND - 106

Salaries & Wages - 401	70,364	84,448	66,454	88,804	92,845	4,041	4%
Employee Benefits - 410	28,789	11,878	10,786	14,133	15,912	1,779	11%
Professional & Administrative Services - 42	0	49	-	1	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
General Liability Insurance - 46201	3,351	4,315	5,033	4,669	6,095	1,426	23%
Total	102,505	100,690	82,274	107,607	114,852	7,246	6%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
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	\$ 8,000
CAD/RMS	\$ 8,000		
42107 Equipment Maintenance		\$ 7,050	\$ 7,050
Crime prevention vehicle maintenance	\$ 1,000		
Radio Repairs	250		
Vehicle Maintenance	4,000		
Vehicle Repairs	1,500		
Vehicle Washing	300		
42108 Maintenance Structure/Imp		\$ 23,065	\$ 23,065
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	\$ 44,520
CERT Program Supplies	\$ 20,000		
Community outreach office expenses	5,000		
Copier Supplies	500		
Office Supplies	12,720		
Postage & Equipment (Pitney)	3,000		
Printing Services (Concord)	800		
Printing Services (Eagle)	2,500		
42301 Travel and Training		\$ 10,100	\$ 10,100
Conferences (CALNENA)	\$1,000		
Meetings	500		
Non-POST training	5,600		
POST training	3,000		
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		
Crime scene supplies	5,700		
Fire extinguisher replacement	380		
GSR processing	5,335		
Lab supplies, mandated processing material	375		
Misc. special department expenses	4,710		
Photographic supplies	500		
Total Professional/Administrative Fees			\$ 279,685

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

4310X Utilities		\$ 53,850	\$ 53,850
Electricity & Gas (PG&E)	\$ 48,000		
Water (EBMUD)	3,800		
Cable	2,050		
44301 Fuel		\$ -	\$ -
44410 Safety Clothing		\$ 1,500	\$ 1,500
Aramark Uniform Service			
4710X Equipment		\$ 400	\$ 20,400
Alex Clark Room Transformation	\$ 20,000		
Fax Machine	400		
MEASURE S-2006 FUND - 105			
42105 Network Maintenance		\$ 330,510	\$ -
CAD/RMS City of San Pablo	\$ -		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

GENERAL FUND - 100

POLICE DISPATCH WEST BAY COMMUNICATIONS CENTER - 223

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	1,072,000	1,058,072	876,344	1,144,906	1,213,601	68,695	6%
Overtime - 402	190,400	353,989	252,133	136,336	147,545	11,209	8%
Employee Benefits - 410	526,715	506,220	428,250	556,766	568,103	11,337	2%
Total Salary & Benefits	1,789,114	1,918,281	1,556,727	1,838,008	1,929,249	91,241	5%
Services and Supplies							
Professional & Administrative Services - 42	23,084	80,882	18,638	57,631	62,721	5,090	8%
Other Operating Expenses - 43	12,724	13,403	11,343	10,400	10,400	-	0%
Materials & Supplies - 44		248	-				
Total Services and Supplies	35,808	94,532	29,981	68,031	73,121	5,090	7%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,648	-	22,066	22,651	15,324	(7,327)	-48%
Total Capital Outlay	2,648	-	22,066	22,651	15,324	(7,327)	-48%
Indirect Cost Allocations							
Administrative Debits - 46122	67,106	94,093	80,760	111,474	126,652	15,178	12%
IS Charges - 46124	35,208	33,835	30,165	57,432	76,746	19,314	25%
Legal Charges - 46126		861					
General Liability Insurance - 46126	58,928	73,512	77,085	71,509	94,110	22,601	24%
Total Indirect Cost Allocations	161,241	202,301	188,011	240,415	297,508	57,093	19%
Total	1,988,812	2,215,114	1,796,784	2,169,105	2,315,202	146,097	6%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
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
CAD/RMS	\$ 12,000		
42107 Equipment Maintenance		\$ 3,910	\$ 9,000
Dispatch headset/cord replacement	\$ 1,265		
General equipment maintenance	2,735		
Stancil maintenance	5,000		
42108 Maintenance Structure/Imp		\$ 6,500	\$ 6,500
Elevator Service	\$ 127		
HVAC Maintenance	241		
Janitorial Services	5,318		
Janitorial Supplies	757		
Pest Control Service	56		
42201 Office Expense		\$ 2,000	\$ 2,000
General Office Supplies	\$ 2,000		
4230X Travel and Training		\$ 10,000	\$ 10,000
Non-POST training	\$1,500		
Meetings associated with dispatch function	500		
Conference attendance for APCO, PSAP, CLEWOA	1,000		
POST training	3,000		
Dispatcher Training	4,000		
42401 Memberships		\$ 150	\$ 150
WBCC portion of costs for APCO and CLEWOA participation.	\$ 150		
42514 Special Department Expense		\$ 1,500	\$ 1,500
DOJ fingerprints and background investigations on applicants.	\$ 1,500		
Total Professional/Administrative Services		\$	62,721
4310X Utilities		\$ 10,400	\$ 10,400
43103 Electricity & Gas (PG&E)	\$ 9,500		
43102 Water (EBMUD)	800		
43105 Cable	100		
47107 Furniture		\$ -	\$ 15,324
Dispatch Chair Replacement	\$ 15,324		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Police

POLICE GRANT FUND - 204
POLICE GRANTS PROGRAM - 227

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel						\$ Change	% Change
Salaries & Wages - 401	58,416	0	-	-	-	-	0%
Overtime - 402	7,518	-	-	-	-	-	0%
Employee Benefits- 410	14,101	0	-	-	-	-	0%
Total Salary & Benefits	80,035	-	-	-	-	-	0%
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Indirect Cost Allocations							
General Liability Insurance- 46201	5,964	-	-	-	-	-	0%
Total Indirect Cost Allocations	5,964	-	-	-	-	-	0%
Total	85,999	-	-	-	-	-	0%

TRAFFIC SAFETY FUND - 205

Salaries & Wages - 401	-	7,899	6,341	7,800	8,060	260	3%
Employee Benefits - 410	209	877	854	1,013	1,162	149	13%
Professional & Administrative Services - 42	-	0	-	4,300	4,300	-	0%
Asset Acquisition/Improvement - 47	-	-	-	7,500	7,500	-	0%
General Liability Insurance -46201	356	443	481	446	573	127	22%
Total Indirect Cost Allocations	565	9,219	7,675	21,059	21,595	536	2%

SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND - 206

Administrative Debits - 46122	98,192	113,750	97,171	111,067	163,232	52,165	32%
Asset Acquisition/Improvement - 47	-	-	-	-	176,632	176,632	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
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

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FIRE

The City of Pinole Fire Department provided fire protection and emergency medical services to the community for many decades. The department partnered through automatic aid with the Contra Costa County Fire Protection District (CCCFPD) and the Rodeo-Hercules Fire Protection District (RHFPD) to function as a battalion serving this region. CCCFPD Dispatch coordinated the three agencies' responses to incidents in the area.

After many years of considering different service models, in October 2022, the City entered a five-year agreement with CCCFPD through which CCCFPD would provide fire protection and emergency medical services in Pinole beginning on March 1, 2023 by operating Pinole Fire Station 73 (downtown) and Fire Station 74 (in Pinole Valley). This arrangement is made possible by the County's contribution of \$2 million annually from Measure X proceeds.

Pinole residents and businesses can receive emergency assistance as before by dialing 9-1-1.

Residents and businesses can get additional information about fire and emergency medical services from CCCFPD using the contact information below.

Contra Costa County Fire Protection District
Administrative Offices
4005 Port Chicago Highway, Suite 250
Concord, CA 94520
General Phone: (925) 941-3300
General Email: info@cccfpd.org
Website: www.cccfpd.org

The City continues to be responsible for wildfire mitigation on City-owned property and Code Enforcement of City requirements regarding defensible space and weed abatement.

The Fire Department budget for FY 2022/23 and prior years is not directly comparable to the amount budgeted for FY 2023/24 and beyond because certain costs that we previously accounted for in the Fire Department budget, such as wildfire mitigation on City-owned property, have been moved to other City departments.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Fire

FIRE BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	4,604,923	3,992,507	3,394,475	4,212,704	3,906,099	(306,605)	-8%
Measure S 2006 - 105	457,612	682,546	572,427	777,182	794,469	17,287	2%
Measure S 2014 - 106	367,274	425,909	445,673	574,542	964,713	390,171	40%
Total	5,429,809	5,100,962	4,412,575	5,564,428	5,665,281	100,853	2%

EXPENDITURES BY CATEGORY

Personnel

Salaries & Wages - 401	1,627,419	1,998,936	1,771,929	2,353,804	0	(2,353,804)	-100%
Overtime - 402	578,185	561,654	275,285	309,936	-	(309,936)	-100%
Employee Benefits - 410	1,097,045	1,363,515	1,263,368	1,602,331	0	(1,602,331)	-100%
Total Personnel	3,302,649	3,924,105	3,310,582	4,266,071	-	(4,266,071)	-100%

Services and Supplies

Professional & Administrative Services - 42	857,617	770,085	709,328	893,700	5,604,781	4,711,081	84%
Other Operating Expenses - 43	69,773	74,494	61,763	53,600	50,500	(3,100)	-6%
Materials & Supplies - 44	48,148	90,699	65,811	66,000	-	(66,000)	-100%
Total Services and Supplies	975,537	935,278	836,901	1,013,300	5,655,281	4,641,981	82%

Capital Outlay

Asset Acquisition/Improvement - 47	954,080	6,614	10,582	4,000	-	(4,000)	-100%
Total Capital Outlay	954,080	6,614	10,582	4,000	-	(4,000)	-100%

Debt Service

Debt Principal and interest - 48	-	-	-	-	-	-	0%
Total Debt Service	-	-	-	-	-	-	0%

Indirect Cost Allocations

Administrative Credits - 46	-	-	-	-	-	-	0%
Administrative Debits - 46	-	-	-	-	-	-	0%
IS Charges - 46	73,700	70,056	60,862	119,465	-	(119,465)	-100%
Legal Charges - 46	9,730	17,659	25,866	10,000	10,000	-	0%
General Liability Insurance - 46	114,113	147,249	167,783	151,592	-	(151,592)	-100%
Total Indirect Cost Allocations	197,543	234,965	254,510	281,057	10,000	(271,057)	-2711%

Total

5,429,809	5,100,962	4,412,575	5,564,428	5,665,281	100,853	2%
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EXPENDITURES BY PROGRAM

Fire Operations - 231	5,429,809	5,100,962	4,412,575	5,564,428	5,665,281	100,853	2%
Total	5,429,809	5,100,962	4,412,575	5,564,428	5,665,281	100,853	2%

PUBLIC WORKS

The Public Works Department is comprised of the following divisions:

- Administration and Engineering
- Road Maintenance
- Facility Maintenance
- Park Maintenance
- Storm Water
- Environmental Services
- Water Pollution Control Plant (also referred to as the Wastewater Treatment Plan (WWTP))
- Sewer Collection
- Landscape and Lighting Assessment District
- Real Estate and Property Management
- Fleet Management

Mission

The Public Works Department designs, constructs, and maintains the City's capital assets, operates the wastewater collection system and treatment plant, and manages the City's properties and fleet. Capital assets include roads and bridges, parks and open space, city vehicles and equipment, street and traffic lights, and buildings and structures.

Major Services and Functions

The Administration and Engineering Division provides leadership and support to oversee the operations and maintenance of infrastructure. The division develops the City's Capital Improvement Plan (CIP) and oversees the construction of capital projects, which are performed by private construction companies. Staff in this division also serves as the City Engineer and City Surveyor for development projects.

The Road Maintenance Division protects, repairs, and maintains the City road infrastructure network, which includes pavement, medians, street trees, landscaping, traffic signs, pavement markings, streetlights, curbs, and sidewalks. This division performs light maintenance of streets, including pothole repair, patch paving, and crack sealing. Heavy duty maintenance is performed by private contractors as capital projects. The City has an agreement with the County through which the County maintains the traffic signals in the City.

The Facility Maintenance Division maintains all of the actively used buildings and properties owned by the City. Building maintenance includes landscape maintenance, janitorial service, maintenance of heating and ventilation systems, maintenance of all mechanical aspects of the buildings, general building maintenance, and making improvements as needed.

The Park Maintenance Division is responsible for maintaining 428.56 acres of park area contained within the City's 15 parks. Park spaces provide a variety of outdoor venues that include the swimming pool, skate park, soccer fields, baseball diamonds, neighborhood play areas, dog park, creek path, and park pedestrian bridges. Maintenance includes all work necessary to keep the public park areas safe, clean, and operating efficiently, including maintaining park structures, landscaping, lighting, play equipment, parking areas, and irrigation systems.

The Storm Water Division operates the City's storm water collection system, which consists of a network of pipes, manholes, and inlets, and operates programs to reduce the intrusion of pollution into the storm water system. The Regional Water Quality Control Board regulates storm water discharges from municipal storm drains under the National Pollutant Discharge Elimination System (NPDES) program and issued a NPDES permit in November 2016 to the region. The City of Pinole works with the Contra Costa Clean Water Program (CCCWP) for regional permit administration. This program is funded by the stormwater benefit assessment. The Equivalent Runoff cost associated with the implementation of this program for 2023/24 remains at \$35. Assessment fees are collected as part of annual property tax collection. The City of Pinole implements street sweeping, storm drain cleaning, and maintenance to protect the cleanliness of stormwater.

The Environmental Services Division encourages and promotes recycling, source reduction, and reuse in accordance with the mandates of the California Integrated Waste Management Act of 1989 (Assembly Bill 939). The City of Pinole, in partnership with the Cities of Hercules, El Cerrito, San Pablo, Richmond, and unincorporated areas of West County, participate in a joint powers authority known as West Contra Costa Integrated Waste Management Authority (WCCIWMA), also known as RecycleMore. The City of Pinole partners with the City's franchise waste management company, Republic Services, to meet its obligations under the Waste Reduction Program. Under the arrangement, the City is responsible for overseeing Republic's contract provision of solid waste collection to Pinole residents and businesses, RecycleMore is responsible for waste reduction education, household hazardous waste collection events, and some compliance reporting on behalf of the City; and Republic Services is responsible for actual collections, processing, and disposal at landfill. The City receives funding for waste reduction activities. The Environmental services division coordinated efforts with local community groups (i.e., Friends of the Pinole Creek and Earth Team and PVHS Ocean conservation club) and provides support for community cleanup events.

The Water Pollution Control Plant (WPCP) Division is responsible for the operation of the Pinole-Hercules Water Pollution Control Plant. The WPCP, also referred to as the wastewater treatment plant, treats the wastewater of most of the City of Pinole and the City of Hercules. The treated effluent is discharged into San Pablo Bay and must meet certain water quality standards. The City completed a significant project to upgrade the WPCP in 2020. The WPCP is jointly owned by the City of Pinole and the City of Hercules.

The Sewer Collection Division operates the wastewater (sewer) collection system, which is a network of pipes that transports wastewater from its point of origin at residences and businesses throughout most of the City to the WPCP. The City of Pinole is only responsible for the operation of the wastewater collection system that serves the City of Pinole. Hercules is responsible for the operation of the wastewater collection system that serves the City of Hercules.

The Landscape and Lighting Assessment District (LLAD) services the City's one LLAD, which is composed of two zones that cover sections of Pinole Valley Road. The LLAD was formed by a vote of the property owners. Property owners are charged (assessed) a fee each year to raise funding for the operation, maintenance, and renewal of capital infrastructure in the LLAD.

The Real Estate and Property Management Division is a new division formed in FY 2021/22 to centralize responsibility for management of the City's real estate holdings. The City owns a number of properties on which City buildings, parks, parking lots, and open space are located. The City is in the process of cataloging and assessing the condition of its real property holdings such that it can perform thoughtful long-term planning for and management of these assets.

The Fleet Management Division is a new division formed in FY 2021/22 to centralize responsibility for the City's vehicle fleet and major pieces of equipment.

FY 2022/23 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Made numerous physical and process upgrades at the WWTP, including automated chemical dosing, upgraded the programming of the blower air delivery system, and applied epoxy coating to underground access channels at the headworks to protect concrete from hydrogen sulfide damage
- Wrote a standard operating procedure for storm events to improve operations during high flows
- Worked with Human Resources to implement the results of the WWTP Salary Survey
- Implemented an in-house program to complete infrastructure assessment of the wastewater collection system
- Issued tablets to PW Maintenance Supervisors and issued SMART phone to all of PW Maintenance and Operation for interface with Beehive and to streamline service requests.
- Hired new pool maintenance contractor.
- Provided Pinole Residents with 60 tons of sand and sand bags for winter storms.
- Refreshed 6,100 feet of red curb, Placed 10 tons of asphalt, Crack sealed approximately 2,000 feet of road surface, Refreshed 4 stop bars and legends.
- Terminated about 30 unused irrigation water connections.

- Implemented non-capital recommendations of the Beautification Ad Hoc Subcommittee (education and awareness campaign, art program, and community clean up events) – Installed new trash bin near Sarah drive trail connector adjacent to the bridge.
- Continued work on a pilot project to install high-capacity solar trash bins at two select locations
- Provided interim traffic control devices and continuing to work with Pinole Middle school for permanent improvements on Mann Drive
- Continuing to work with St. Joseph's school for improvements at Plum and Pear
- Completed renovations of Fire Station 74
- Completed barricade removal at Galbreth Road for fire access
- Achieved 100% compliance to AB 1826 (Commercial Organics Recycling) for City of Pinole.
- Achieved 100% compliance of organics waste collection per SB 1383 for Pinole.
- Reconvened and supported the Traffic and Pedestrian Safety Committee
- Completed Pavement Condition Report
- Installed lights in the street trees in Old Town for the 2022 holiday season and installed holiday road swags

Strategic Plan Strategies

- Completed the Strategic Plan strategy of conducting asset condition assessments of some City capital asset types, including the Sanitary Sewer Master Plan (Goal 1, Strategy 1) (CIP Project)

Capital Improvement Plan (CIP) Projects

- Completed and adopted Local Road Safety Plan
- Completed the Sanitary Sewer Management Plan
- Completed digester cleaning and repairs for Digester's #1 and #3
- Completed construction of the Women's Locker Room
- Replace or upgrade playground surface areas at Fernandez Park and Pinole Valley Park – Pinole Valley Park resurfaced. Fernandez Park resurfacing will be completed by end of this FY.
- Continued pedestrian improvement project at railroad crossing at Tennent Ave, successful in obtaining OBAG3 grant of \$1.02m for the project.
- Completed replacement of Diesel Tank at Water Pollution Control Plant
- Continued work on replacement of Air release valve
- Continued working on Sanitary Sewer Rehabilitation – Design contract awarded
- Continued design work for Senior Center Auxiliary parking lot
- Advanced the San Pablo Avenue bridge project

Other Council-Directed Special Projects

- Continued disposal and/or visioning for surplus City property

- Continued engagement for “Community Corner”
- Conducted research on a potential citywide project labor agreement (PLA)

FY 2023/24 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Fill an Associate Engineer and a Public Works Specialist position
- Perform litter awareness outreach and education, identify high trash areas and facilitate interventions with the help from community groups.
- Begin work on successor waste collection franchise agreement

Capital Improvement Plan (CIP) Projects

- Complete Active Transportation Plan
- Safety Improvements at Appian and Marlesta
- Appian Way complete streets
- Arterial Rehabilitation
- Pinole Valley road Improvements
- Brandt Street improvements
- Electric Vehicle charging station
- Hazel Street stormwater improvements
- Sanitary Sewer Rehabilitation
- Senior Center Auxiliary parking lot
- Design and construction of Bay Trail Gap closure - Pedestrian improvements at Railroad crossing at Tennent Ave
- Recycled water feasibility assessment
- Municipal broadband feasibility assessment
- Effluent Outfall
- Secondary Clarifier - Center Column Rehabilitation
- Complete preliminary design work and environmental review for San Pablo Ave replacement bridge
- Complete traffic safety improvements at various intersections
- Perform energy efficiency, generation, and storage assessments for all City facilities

Other Council-Directed Special Projects

- Disposal and/or visioning for surplus City property
- Research on a potential citywide project labor agreement (PLA)

Significant Special Projects for FY 2024/25 through FY 2027/28

- Complete work on successor waste collection franchise agreement
- Continue through to completion the San Pablo Avenue Bridge Replacement

- Provide strategic planning of sewer collection system improvements
- Seek funding opportunities for pavement maintenance and restoration
- Prepare a storm drainage master plan to analyze the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance
- Try new road treatment techniques, such as cape seals, which have a longer useful life as compared to traditional slurry seals
- Integrate facilities into the asset management software to accurately identify cost associated to maintain each facility
- Use Beehive to document and schedule work orders
- Prepare for our next NPDES permit process
- Perform follow-up assessment of trash management efforts

Major Changes in FY 2023/24 Budget

The Public Works Department budget for FY 2022/23 includes a number of changes relative to the FY 2021/22 budget, particularly regarding positions. The FY 2022/23 budget includes a new Associate Civil Engineer position and an additional Public Works Specialist position, both to accelerate the completion of capital projects. The budget also includes a new Development Services Technician position, which will be shared with Community Development, to manage GIS, record keeping, digitizing and update of public works applications, manage and update website information, and perform computer-aided design work.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

Position Summary

Position	2019/20	2020/21	2021/22	2022/23	2024/25
Public Works Director	0.00	0.00	0.00	1.00	1.00
Development Services Director/City Engineer	0.50	0.50	1.00	0.00	0.00
Senior Project Manager	1.00	1.00	1.00	0.00	0.00
Capital Improvement and Environmental Program Manager	0.00	0.00	0.00	1.00	1.00
Associate Civil Engineer	0.00	0.00	0.00	1.00	1.00
Public Works Specialist	1.00	1.00	1.00	2.00	2.00
Administrative Assistant	1.00	0.00	0.00	0.00	0.00
Management Analyst	0.00	0.00	1.00	1.00	1.00
Development Services Technician	0.00	0.00	0.00	0.50	.50
Public Works Manager	1.00	1.00	1.00	1.00	1.00
Public Works Maintenance Supervisor	2.00	2.00	3.00	3.00	3.00
Public Works Workers	7.00	7.00	8.00	8.00	8.00
Park Caretaker	0.25	0.25	0.25	0.25	0.25
Treatment Plant Manager	1.00	1.00	1.00	1.00	1.00
WPCP Operations Supervisor	1.00	1.00	1.00	1.00	1.00
WPCP Senior Operator	0.00	0.00	0.00	1.00	1.00
WPCP Operator	5.00	5.00	5.00	4.00	4.00
Environmental Analyst	1.00	1.00	1.00	1.00	1.00
Environmental Assistant	1.00	1.00	1.00	1.00	1.00
Maintenance Mechanic	1.00	1.00	2.00	2.00	2.00
WPCP Intern	0.48	0.48	0.48	0.48	0.48
Total	24.23	23.23	27.73	30.23	30.23

Fiscal Year (FY) 2023/24 Operating and Capital Budget

Department Budgets – Public Works

PUBLIC WORKS BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	949,421	1,111,014	1,034,202	2,105,788	2,365,510	259,722	11%
Measure S 2014 - 106	386,165	764,039	257,747	3,147,757	3,591,694	443,937	12%
Gas Tax Fund - 200	1,376,992	489,964	413,080	1,194,557	1,131,851	(62,706)	-6%
Restricted Real Estate Maintenance Fund - 201	20,119	19,478	12,630	26,000	26,000	-	0%
Stormwater Fund - 207	272,838	297,976	232,230	336,938	364,766	27,828	8%
AB939 Refuse Management Fund - 213	210,444	106,591	94,690	167,825	174,358	6,533	4%
Solid Waste Fund - 214	47,940	194,241	67,295	382,778	289,381	(93,397)	-32%
Measure J Fund - 215	111,905	129,061	216,316	644,880	1,023,719	378,839	37%
Parkland Dedication Fund - 275	-	-	-	-	-	-	0%
Growth Impact Fund - 276	-	-	-	58,000	1,348,000	1,290,000	96%
Lighting and Landscaping District - 310	53,599	42,611	36,900	62,125	85,175	23,050	27%
PV Park Caretaker Fund - 317	11,268	656	0	15,055	15,002	(53)	0%
Public Facilities Fund - 324	3,356	-	-	70,000	70,000	-	0%
City Streets Improvement Fund - 325	448,469	569,001	127,626	1,706,213	2,064,683	358,470	17%
Park Grants (Measure WW) - 327	-	-	47,721	189,758	189,758	-	0%
Arterial Street Rehabilitation - 377	236,007	1,029,962	61,674	810,312	758,624	(51,688)	-7%
Sewer Enterprise Fund - 500	6,036,163	6,611,272	4,741,059	11,388,624	12,252,222	863,598	7%
Sewer Enterprise Plant Expansion - 503	635,724	710,011	175,727	-	-	-	0%
Total	10,800,410	12,075,877	7,518,897	22,306,610	25,750,743	3,444,133	13%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	1,948,751	2,144,570	1,988,458	2,831,561	3,168,844	337,283	11%
Overtime - 402	44,185	54,870	53,143	40,779	40,573	(206)	-1%
Employee Benefits - 410	1,459,701	1,690,789	1,077,741	1,468,249	1,560,905	92,656	6%
Total Personnel	3,452,637	3,890,229	3,119,342	4,340,589	4,770,322	429,733	9%
Services and Supplies							
Professional & Administrative Services - 42	958,258	944,847	865,072	1,988,601	2,666,088	677,487	25%
Other Operating Expenses - 43	1,130,344	1,204,272	828,350	998,607	1,087,717	89,110	8%
Materials & Supplies - 44	798,173	1,041,431	840,771	1,600,200	1,607,500	7,300	0%
Total Services and Supplies	2,886,775	3,190,549	2,534,193	4,587,408	5,361,305	773,897	14%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,681,144	2,926,925	630,291	10,586,958	12,760,359	2,173,401	17%
Total Capital Outlay	2,681,144	2,926,925	630,291	10,586,958	12,760,359	2,173,401	17%
Indirect Cost Allocations							
Administrative Credits - 46	(1,245,056)	(1,385,631)	(1,171,076)	(1,957,735)	(2,059,437)	(101,702)	5%
Administrative Debits - 46	1,479,816	1,647,526	1,409,453	2,338,956	2,409,116	70,160	3%
IS Charges - 46	95,314	107,182	132,608	229,842	270,216	40,374	15%
Legal Charges - 46	30,206	147,172	20,548	63,600	63,600	-	0%
General Liability Insurance - 46	148,465	151,838	178,262	165,368	227,786	62,418	27%
Total Indirect Cost Allocations	508,745	668,087	569,794	840,031	911,281	71,250	8%
Debt Service							
Debt Principal - 48101	-	-	341,000	1,020,383	1,037,932	17,549	2%
Debt Interest - 48102	621,332	596,719	181,440	591,241	569,544	(21,697)	-4%
Total Debt Service	621,332	596,719	522,440	1,611,624	1,607,476	(4,148)	0%
Depreciation							
Depreciation Expense - 47401	496,273	803,369	142,836	340,000	340,000	-	0%
Total Depreciation	496,273	803,369	142,836	340,000	340,000	-	0%
Transfers Out							
Transfers Out 49901	153,505	-	-	-	-	-	0%
Total Transfers Out	153,505	-	-	-	-	-	0%
Total	10,800,410	12,075,877	7,518,897	22,306,610	25,750,743	3,444,133	13%
EXPENDITURES BY PROGRAM							
Administration & Engineering - 341	324,856	408,471	447,713	1,225,880	1,072,712	(153,168)	-14%
Road maintenance - 342	2,160,432	2,519,407	892,776	5,474,390	6,417,892	943,502	15%
Facility Maintenance - 343	747,667	924,137	617,675	1,757,802	2,726,793	968,991	36%
NPDES Storm Water - 344	278,400	316,266	234,732	801,393	1,134,076	332,683	29%
Park Maintenance - 345	353,125	386,548	277,626	1,428,571	1,287,515	(141,056)	-11%
Waste Reduction - 346	210,444	106,591	94,690	167,825	174,358	6,533	4%
Pinole Valley Lighting & Landscaping 347-348	53,599	42,611	36,900	62,125	85,175	23,050	27%
Sewer Treatment Plant - 641	4,359,619	4,718,679	3,325,563	6,289,371	6,643,933	354,562	5%
Sewer Collection - 642	1,055,212	1,346,437	893,056	3,487,629	4,600,813	1,113,183	24%
Sewer Projects -Shared - 643	635,724	710,011	175,727	-	-	-	0%
WPCP/Equipment & Debt Svc. (Pinole Only) - 644	621,332	596,719	522,440	1,611,624	1,607,476	(4,148)	0%
Total	10,800,410	12,075,877	7,518,897	22,306,610	25,750,743	3,444,133	13%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

GENERAL FUND - 100**PUBLIC WORKS - ADMINISTRATION & ENGINEERING - 341****EXPENDITURE SUMMARY**

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salary & Wages - 401	387,725	375,725	327,284	681,299	751,127	69,828	9%
Overtime - 402	1,800	9,631	4,148	120	123	3	0%
Employee Benefits - 410	176,449	148,234	124,584	258,211	245,592	(12,619)	-5%
Total Salary & Benefits	565,974	533,590	456,016	939,630	996,842	57,212	6%
Services and Supplies							
Professional & Administrative Services - 42	17,219	140,749	71,522	207,400	49,625	(157,775)	-318%
Total Services and Supplies	17,219	140,749	71,522	207,400	49,625	(157,775)	-318%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,611	542	252,500	252,500	-	0%
Total Capital Outlay	-	2,611	542	252,500	252,500	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(514,784)	(562,730)	(367,683)	(869,923)	(903,763)	(33,840)	4%
Admin Debits - 46122	6,474	6,949	5,917	58,939	62,361	3,422	5%
IS Charges - 46124	46,154	53,035	77,937	105,110	132,902	27,792	21%
Legal Charges - 46126	8,067	15,300	10,708	8,000	8,000	-	0%
General Liability Insurance - 46201	21,998	29,902	43,881	40,707	53,462	12,755	24%
Total Indirect Cost Allocations	(432,090)	(457,544)	(229,240)	(657,167)	(647,038)	10,129	-2%
Total	151,103	219,407	298,839	742,363	651,929	(90,434)	-14%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	2,755	150,000	75,000	(75,000)	-100%
Administrative Debits - 46122	59,825	70,077	44,183	146,518	150,317	3,799	3%
Total Measure S - 2014 Fund - 106	59,825	70,077	46,938	296,518	225,317	(71,201)	-32%
GAS TAX FUND - 200							
Professional & Administrative Services - 42	2,023	-	2,064	-	-	-	0%
Total Gas Tax Fund - 200	2,023	-	2,064	-	-	-	0%
MEASURE J FUND - 215							
Other Operating Expenses - 43	5,055	4,915	1,741	4,400	4,400	-	0%
Administrative Debits - 46122	106,850	114,073	98,131	182,599	191,066	8,467	4%
Total Measure J Fund - 215	111,905	118,988	99,872	186,999	195,466	8,467	4%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 145,000	\$ 10,000
General engineering services	\$ 10,000		
42103 Temporary Services		\$ 30,000	\$ -
Temporary Services	\$ -		
42107 Equipment Maintenance		\$ 500	\$ 1,000
Maintenance of office equipment.	\$ 1,000		
42201 Office Expense		\$ 1,000	\$ 2,500
General office supplies	\$ 2,500		
4230X Travel and Training		\$ 5,200	\$ 6,750
Conference Registration	\$ 3,000		
Mileage Air & Hotel	3,000		
Meal Allowance	750		
42401 Memberships		\$ 525	\$ 1,200
American Public Works Association (APWA)	\$ 225		
Professional License Renewal	975		
42506 Bonds		\$ 175	\$ 175
	\$ 175		
42510 Software Purchase		\$ 25,000	\$ 28,000
Beehive (40%)	\$ 8,000		
ArcGIS	2,500		
CAD+Misc	2,500		
GoGov or Similar	15,000		
Total Professional/Administrative Services		\$ 49,625	
47103 Furniture		\$ 2,500	\$ 2,500
Furniture	\$ 2,500		
4720X		\$ 250,000	\$ 250,000
47201 Weatherization/Energy Efficient program	\$ 250,000		
Measure S-2014 Fund - 106			
42101 Professional Services		\$ 150,000	\$ 75,000
On-call consultants for capital projects	\$ 75,000		
MEASURE J FUND - 215			
4310X Utilities		\$ 4,400	\$ 4,400
43101 Telephone	\$ 4,000		
43103 Electricity & Power	400		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

GAS TAX FUND - 200
ROAD MAINTENANCE - 342

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	222,323	121,333	144,216	123,100	123,100	-	0%
Other Operating Expenses - 43	190,744	193,258	117,402	181,000	181,000	-	0%
Materials & Supplies - 44	872	847	2,280	2,000	2,000	-	0%
Total Services and Supplies	413,938	315,438	263,898	306,100	306,100	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47*	817,521	19,570	-	633,910	583,910	(50,000)	-9%
Total Capital Outlay	817,521	19,570	-	633,910	583,910	(50,000)	-9%
Indirect Cost Allocations							
Administrative Debits - 46122	143,510	154,026	147,118	246,547	233,841	(12,706)	-5%
Legal Charges - 46126	-	930	-	8,000	8,000	-	0%
Total Indirect Cost Allocations	143,510	154,956	147,118	254,547	241,841	(12,706)	-5%
Total	1,374,969	489,964	411,016	1,194,557	1,131,851	(62,706)	-14%
GENERAL FUND - 100							
Salary & Wages - 401		36,114	68,625	83,113	99,924	16,811	17%
Overtime - 402	-	148	206	-	-	-	0%
Employee Benefits - 410		5,836	9,813	14,331	16,996	2,665	16%
Professional & Administrative Services - 42	8,601	18,425	15,851	-	180,800	180,800	100%
Materials & Supplies - 44	-	1,686	3,296	-	20,000	20,000	100%
Asset Acquisition/Improvements - 47*	-	1,306	-	170,000	370,000	200,000	54%
Admin Credits - 46121	-	(29,000)	(64,332)	(87,804)	(98,815)	(11,011)	11%
Administrative Debits - 46122	23,555	23,640	19,357	28,554	30,320	1,766	6%
General Liability Insurance - 46201	-	4,619	5,147	4,775	6,599	1,824	28%
Total General Fund	32,157	62,774	57,964	212,969	625,824	412,855	66%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	-	50,000	50,000	100%
Administrative Debits - 46122	-	9,667	50,464	94,184	102,597	8,413	8%
Asset Acquisition/Improvement - 47*	66,590	143,725	292	730,491	679,989	(50,502)	-7%
Total Measure S - 2014	66,590	153,392	50,756	824,675	832,586	(42,089)	-5%
NPDES Storm Water Fund - 207							
Admin Debits - 46122	-	10,000	-	12,005	13,690	1,685	12%
Total NPDES Storm Water Fund	-	10,000	-	12,005	13,690	1,685	12%
SOLID WASTE FUND - 214							
Professional & Administrative Services - 42	2,240	24,866	15,139	60,000	60,000	-	0%
Materials & Supplies - 44	-	1,468	1,818	7,000	7,000	-	0%
Admin Debits - 46122	-	9,667	44,678	88,478	97,381	8,903	9%
Legal Charges - 46126	-	35,959	5,661	-	-	-	0%
Asset Acquisition/Improvement -47*	-	122,281	-	102,300	-	(102,300)	-100%
Total Solid Waste Fund	2,240	194,241	67,295	257,778	164,381	(93,397)	-57%
MEASURE C AND J FUND - 215							
Professional & Administrative Services - 42	-	-	56,899	56,899	51,899	(5,000)	-10%
Admin Debits - 46122	-	9,667	16,083	21,951	24,704	2,753	11%
Asset Acquisition/Improvement - 47*	-	406	43,463	377,031	749,650	372,619	50%
Total Measure J Fund	-	10,073	116,444	455,881	826,253	370,372	45%
City Streets Improvements Fund - 325							
Professional & Administrative Services - 42	-	-	-	-	100,000	100,000	100%
Asset Acquisition/Improvement - 47*	448,469	569,001	127,626	1,706,213	1,964,683	258,470	13%
Total City Streets Improvements	448,469	569,001	127,626	1,706,213	2,064,683	258,470	13%
Arterial Streets Rehabilitation Fund - 377							
Asset Acquisition/Improvement - 47*	236,007	1,029,962	61,674	810,312	758,624	(51,688)	-7%
Total Arterial Streets Rehab Fund	236,007	1,029,962	61,674	810,312	758,624	(51,688)	-7%

*See CIP

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
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		\$ 633,910	\$ 583,910
Pothole Repair Program	\$ 40,000		
Roadway Stripping Program	15,000		
RO1708 Pinole Valley Road Improvements	100,000		
RO2101 Arterial Rehab	428,910		
General Fund 100			
42101 Professional Services		\$ -	\$ 170,000
IN2106 Active Transportation Plan	\$ 170,000		
42107 Equipment Maintenance		\$ -	\$ 8,000
Equipment Maintenance	\$ 8,000		
42514 Special Department Expense		\$ -	\$ 2,800
Special department expense	\$ 2,800		
44306 Maintenance Supplies		\$ -	\$ 20,000
Maintenance Supplies	\$ 20,000		
47205 Improvements/Streets		\$ 170,000	\$ 370,000
RO2107 Brand St. Improvements	\$ 170,000		
Street Improvements	200,000		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

MEASURE S - 2014 FUND - 106

42108 Maintenance Structure/Imp	\$	-	\$	50,000
Pedestrian Bridge inspections & Maintenance				50,000

47101 Equipment	\$	28,000	\$	1,000
Equipment				1,000

47104 Vehicles	\$	216,000	\$	-
Bucket truck and service truck		-		
Staff Car replacement		-		

47204 Improvements/Sidewalk	\$	20,000	\$	20,000
Sidewalk Improvements				20,000

47205 Improvements/Streets	\$	466,491	\$	658,989
RO1710 San Pablo Ave. Bridge Replacement	\$	300,000		
RO1714 Safety Improvements at Appian Way & Marlesta		193,029		
RO2302 Safety Improvement Arterial Roadway		35,960		
RO2304 Safety Improvements at Tennent Ave/Pear & Plum		110,000		
Traffic Sign Replacement		20,000		

SOLID WASTE FUND - 214

42101 Professional Services	\$	16,450	\$	16,450
Professional Services		\$ 16,450		

42514 Special Department Expense	\$	43,550	\$	43,550
Patch paving materials		\$ 43,550		

44306 Maintenance Supplies	\$	7,000	\$	7,000
SB1383 OWR1 grant supplies		\$ 7,000		

47104 Vehicles	\$	102,300	\$	-
Hydro Flush Truck		\$ -		

MEASURE J FUND - 215

42106 Software Maintenance	\$	5,000	\$	-
		\$ -		

42401 Memberships	\$	51,899	\$	51,899
WCCTAC Dues		\$ 51,899		

47204 Improvements/Sidewalks	\$	12,031	\$	12,031
Sidewalk Maintenance Program		\$ 12,031		

47205 Improvements/Streets	\$	365,000	\$	737,619
Miscellaneous Roadway Repair	\$	15,000		
RO1710 San Pablo Ave. Bridge Replacement		133,579		
RO1714 Safety Improvements at Appian Way & Marlesta		350,000		
RO2302 Safety Improvements on Arterial Roadway		239,040		

Road Maintenance Fund - 325

42101 Professional Services	\$	-	\$	100,000
RO2105 Appian Way Complete Streets Project				100,000

47205 Improvements/Streets	\$1,706,213	\$1,964,683
RO1710 San Pablo Ave Bridge over BNSF	\$ 1,540,583	
RO1714 Safety Improvements at Appian Way & Marlesta	129,400	
RO1902 Pedestrian Improvements at Tennent Ave	44,700	
RO2301 Residential Slurry Seal	250,000	

Arterial Streets Rehabilitation Fund - 377

47205 Improvements/Streets	\$	810,312	\$	758,624
RO2101 Arterial Rehabilitation		\$ 758,624		
City of Pinole		127		

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Department Budgets – Public Works

GENERAL FUND - 100
PUBLIC WORKS - FACILITY MAINTENANCE - 343

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	557,296	591,504	493,158	685,885	709,965	24,080	3%
Overtime - 402	7,533	9,328	16,033	1,330	1,268	(62)	-5%
Employee Benefits - 410	329,155	368,599	343,106	478,073	500,858	22,785	5%
Total Salary & Benefits	893,983	969,431	852,298	1,165,288	1,212,091	46,803	4%
Services and Supplies							
Professional & Administrative Services - 42	97,606	131,201	116,866	150,050	263,200	113,150	43%
Other Operating Expenses - 43	47,294	36,867	26,035	41,000	44,000	3,000	7%
Materials & Supplies - 44	34,897	66,514	54,702	73,200	73,200	-	0%
Total Services and Supplies	179,796	234,582	197,603	264,250	380,400	116,150	31%
Capital Outlay							
Asset Acquisition/Improvement - 47*	14,389	814	2,119	30,000	12,000	(18,000)	-150%
Total Capital Outlay	14,389	814	2,119	30,000	12,000	(18,000)	-150%
Indirect Cost Allocations							
Administrative Credits - 46121	(640,026)	(694,237)	(622,775)	(887,713)	(940,463)	(52,750)	6%
Administrative Debits - 46122	-	2,282	-	-	-	-	0%
Legal Charges 46126	-	296	341	-	-	-	0%
General Liability Insurance - 46201	64,998	39,071	43,125	39,322	51,414	12,092	24%
Total Indirect Cost Allocations	(575,028)	(652,588)	(579,309)	(848,391)	(889,049)	(40,658)	5%
Total	513,141	552,239	472,710	611,147	715,442	104,295	15%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	-	310,000	310,000	100%
Administrative Debits - 46122	105,932	130,184	104,654	138,776	143,266	4,490	3%
Asset Acquisition/Improvement - 47*	59,420	222,237	27,681	919,879	1,045,085	125,206	12%
Total Measure S - 2014 Fund	165,352	352,421	132,335	1,058,655	1,498,351	439,696	29%
RESTRICTED REAL ESTATE MAINTENANCE FUND - 201							
Professional & Administrative Services - 42	7,592	7,639	5,940	10,000	10,000	-	0%
Other Operating Expenses - 43	12,527	11,838	6,690	11,000	11,000	-	0%
Legal Charges - 46126	-	-	-	5,000	5,000	-	0%
Total Restricted Real Estate Maint.	20,119	19,478	12,630	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%
GROWTH IMPACT FUND - 276							
Asset Acquisition/Improvement - 47	-	-	-	-	425,000	-	0%
Total Growth Impact Fund 276	-	-	-	-	425,000	-	0%
PUBLIC FACILITIES FUND - 324							
Asset Acquisition/Improvement - 47	3,356	-	-	60,000	60,000	-	0%
Total Public Facilities Fund	3,356	-	-	60,000	60,000	-	0%

*See CIP
City of Pinole

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 3,500	\$ 93,500
EBRCSA Professional Support	\$ 3,500		
IN2101 Emergency Power for critical Facilities	30,000		
IN2103 Recycled Water Feasibility	60,000		
42107 Equipment Maintenance		\$ 40,000	\$ 40,000
Vehicle maintenance and repair	\$ 40,000		
42108 Maintenance/Structure Imp		\$ 76,000	\$ 87,000
City Hall improvements to planting/landscaping	\$ 20,000		
Elevator maintenance	800		
Heating and air repair	16,000		
Janitorial service and supplies	13,000		
Landscape maintenance	3,000		
Lighting supplies	500		
Memorial Hall Maint.e, Pest Control & Sanitary Supplies <i>(moved from Con</i>	11,000		
Misc. hardware and maintenance	1,000		
Pest control and weed control	10,700		
Public facilities deferred maintenance	11,000		
42201 Office Expense		\$ -	\$ 3,000
	\$ 3,000		
4230X Travel and Training		\$ 2,100	\$ 11,750
Technical training	\$ 10,000		
Mileage, Air & Hotel	1,500		
Meal Allowance	250		
42401 Memberships		\$ 750	\$ 750
M.S.A. (Maintenance Superintendents Association)	\$ 750		
T.C.S.A. (Traffic Control Supervisory Association)			
Technical publications			
42511 Equipment Rental		\$ 25,000	\$ 20,000
This is used to rent infrequently used equipment.	\$ 20,000		
42513 Rent		\$ 2,700	\$ 2,700
Tennent Ave Parking lot. 401-142-012 (AT&T)	\$ 2,700		
42514 Special Department Expense		\$ -	\$ 4,500
	\$ 4,500		
Total Professional/Administrative Services			\$ 263,200
4310X Utilities		\$ 37,000	\$ 40,000
Gas/Electricity	\$ 24,000		
Memorial Hall Electricity <i>(moved from Comm Svcs.)</i>	\$ 500		
Water	13,000		
Memorial Hall Water <i>(moved from Comm Svcs.)</i>	2,500		
43201 Property Tax		\$ 4,000	\$ 4,000
44301 Fuel		\$ 8,200	\$ 8,200

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

44306 Maintenance Supplies	\$	45,000	\$	45,000
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44410 Safety Clothing	\$	20,000	\$	20,000
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The worker classifications in this division are supplied:	\$	20,000		
Uniforms, coveralls, and foul weather gear				

47101 Equipment	\$	-	\$	12,000
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Miscellaneous Equipment	\$	12,000		
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47201 Improvements/Building	\$	30,000	\$	-
	\$	-		

MEASURE S - 2014 FUND - 106

42101 Professional Services	\$	-	\$	310,000
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IN2102 Municipal Broadband Feasibility	\$	60,000		
IN2201 Energy Audit		50,000		
IN2301 Facilities Master Plan		200,000		

47101 Vehicles	\$	274,318	\$	-
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Hybrid Bucket Truck	\$	-		
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47201 Improvements/Building	\$	645,561	\$	1,045,085
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FA1702 Citywide Roof Repairs and Replacement	\$	450,000		
FA1901 Senior center Auxiliary Parking Lot		405,085		
FA1902 Energy Upgrades		150,000		
FA2202 Senior Center Modernization		15,000		
FA2301 Public Safety Building Modernization		25,000		

RESTRICTED REAL ESTATE MAINTENANCE FUND - 201

42108 Maintenance/Structure Imp	\$	10,000	\$	10,000
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Materials to maintain facilities owned by the former Redevelopment Agency.	\$	10,000		
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4310X Utilities	\$	11,000	\$	11,000
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Gas/Electricity	\$	5,000		
Water		6,000		

MEASURE J FUND - 215

47202 Improvements/Landscape-Medians	\$	2,000	\$	2,000
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Sign Replacement Program	\$	2,000		
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GROWTH IMPACT FUND - 276

47201 Improvements/Building	\$	-	\$	425,000
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FA1703 City Hall Modernization	\$	125,000		
FA2202 Senior Center Modernization		145,000		
FA2301 Public Safety Building		75,000		
FA2302 Plum St. Parking Lot Improvements		80,000		

PUBLIC FACILITIES FUND - 324

47201 Improvements/Building	\$	60,000	\$	60,000
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Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

STORM WATER FUND - 207

PUBLIC WORKS - National Pollution Discharge Elimination Systems (NPDES) STORM WATER - 344

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	32,610	32,610	42,790	49,318	61,000	11,682	19%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Materials & Supplies - 44	10,254	18,686	8,378	8,800	8,800	-	0%
Total Services and Supplies	42,863	51,296	51,168	58,118	69,800	11,682	17%
Indirect Cost Allocations							
Administrative Debits - 46122	229,588	236,530	181,062	260,815	275,276	14,461	5%
Legal Charges - 46126	386	150	-	6,000	6,000	-	0%
Total Indirect Cost Allocations	229,974	236,680	181,062	266,815	281,276	14,461	5%
Total	272,838	287,976	232,230	324,933	351,076	26,143	7%
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	-	75,000	75,000	-100%
Asset Acquisition/Improvement - 47*	5,562	28,290	2,502	418,460	650,000	231,540	36%
Total Measure S-2014	5,562	28,290	2,502	418,460	725,000	306,540	42%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47*	-	-	-	58,000	58,000	-	0%
Total Growth Impact Fund - 276	-	-	-	58,000	58,000	-	0%

*See CIP

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 5,000	\$ 5,000
Contract support for Clean Water and NPDES	\$ 5,000		
42107 Equipment Maintenance		\$ 20,000	\$ 20,000
Storm drain, trash capture, street sweeper	\$ 20,000		
42108 Building Structure Maintenance		\$ 14,779	\$ 15,000
Trash capture devices	\$ 5,000		
Lumber and supplies	10,000		
4220X Office Expenses		\$ 1,000	\$ 1,000
42201 Miscellaneous office expenses	\$ 500		
42202 Printing and Binding	500		
42514 Special Departmental Expense		\$ 8,539	\$ 20,000
CCC Clean Water Program Support & Administration (auto collected)	\$ -		
NPDES Annual Permit	20,000		
Total Professional/Administrative Services			\$ 61,000
44301 Fuel		\$ 8,000	\$ 8,000
44410 Safety Clothing		\$ 800	\$ 800
MEASURE S-2014 FUND - 106			
42101 Professional Services		\$ -	\$ 75,000
IN1703 Storm Drainage Master Plan	\$ 75,000		
47206 Improvements/Storm Drains		\$ 418,460	\$ 650,000
SW1901 Hazel St. Storm Drain Improvements	\$ 500,000		
SW2001 Roble Rd. Drainage Improvements	150,000		
Growth Impact Fund 276			
47206 Improvements/Storm Drains		\$ 58,000	\$ 58,000
SW1901 Hazel Street Gap Closure (sunnyview)	\$ 58,000		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

GENERAL FUND - 100**PUBLIC WORKS - PARK MAINTENANCE - 345****EXPENDITURE SUMMARY**

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	92,314	114,757	60,793	324,900	144,000	(180,900)	-126%
Other Operating Expenses - 43	108,377	91,493	62,938	100,156	106,656	6,500	6%
Materials & Supplies - 44	2,932	13,191	8,970	500	500	-	0%
Total Services and Supplies	203,624	219,441	132,700	425,556	251,156	(174,400)	-69%
Capital Outlay							
Asset Acquisition/Improvement - 47*	487	4,986	-	-	-	-	0%
Total Capital Outlay	487	4,986	-	-	-	-	0%
Indirect Cost Allocations							
Administrative Debits - 46122	47,110	50,451	71,989	113,753	121,159	7,406	6%
Legal Charges - 46126	1,800	540	-	-	-	-	0%
General Liability Insurance - 46201	-	1,176	-	-	-	-	0%
Total Indirect Cost Allocations	48,910	52,167	71,989	113,753	121,159	7,406	6%
Total	253,021	276,595	204,689	539,309	372,315	(166,994)	-45%
MEASURE S-2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	120,000	-	(120,000)	-100%
Asset Acquisition/Improvement - 47*	88,836	109,297	25,216	429,449	310,440	(119,009)	-38%
Total Measure S-2014 Fund - 106	88,836	109,297	25,216	549,449	310,440	(239,009)	-77%
Solid Waste Fund - 214							
Asset Acquisition/Improvement - 47*	-	-	-	125,000	125,000	-	0%
Total Solid Waste Fund - 214	-	-	-	125,000	125,000	-	0%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47	-	-	-	-	265,000	265,000	0%
Total Parkland Dedication Fund - 276	-	-	-	-	265,000	265,000	0%
PV PARK CARETAKER FUND - 317							
Salaries & Wages - 401	8,892	-	-	11,960	11,960	-	0%
Employee Benefits - 410	1,050	-	-	1,555	1,725	170	11%
Professional & Administrative Services - 42	-	-	0	-	-	-	0%
Other Operating Expenses - 43	697	656	-	856	466	(390)	-84%
General Liability Insurance - 46201	629	-	-	684	851	167	24%
Total PV Park Caretaker Fund - 317	11,268	656	0	15,055	15,002	(53)	0%
Public Facilities Fund - 324							
Asset Acquisition/Improvement - 47	-	-	-	10,000	10,000	-	0%
Total Public Facilities Fund - 324	-	-	-	10,000	10,000	-	0%
Park Grants (Measure WW) - 327							
Asset Acquisition/Improvement - 47*	-	-	47,721	189,758	189,758	-	0%
Total Park Grants Fund - 327	-	-	47,721	189,758	189,758	-	0%

*See CIP

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 25,000	\$ -
Professional Support Services	\$ -		
Park Pedestrian Bridge Inspection	0		
42107 Equipment Maintenance		\$ 7,500	\$ 7,500
Off road equipment maintenance	\$ 7,500		
42108 Maintenance/Structure Imp		\$ 227,000	\$ 120,500
Landscape maintenance contract	\$ 90,000		
Materials for parks, restrooms and play area	30,000		
Tennis Court Maintenance (<i>moved from Comm Svcs.</i>)	500		
42401 Memberships		\$ 400	\$ 1,000
CAPCA (California Agricultural Production Consultants Association)	\$ 370		
P.A.P.A. (Pest Applicators Association)	30		
Other memberships	600		
42511 Equipment Rental		\$ 5,000	\$ 5,000
Cost to rent infrequently used equipment.	\$ 5,000		
42514 Admin Exp/Special Depart		\$ 60,000	\$ 10,000
Recommendations of Beautification Ad Hoc Subcommittee	\$ 10,000		
Total Professional/Administrative Services			\$ 144,000
4310X Utilities		\$ 100,000	\$ 106,500
Gas/Electricity	\$ 10,000		
Tennis Ct. Gas/Electricity (<i>moved from Comm Svcs.</i>)	\$ 6,000		
Water	90,000		
Tennis Ct. Water (<i>moved from Comm Svcs.</i>)	500		
43201 Property Tax		\$ 156	\$ 156
44301 Fuel		\$ 500	\$ 500
MEASURE S-2014 FUND - 106			
47101 FF&E/Equipment		\$ 17,009	\$ 28,000
	\$ 28,000		
47103 FF&E/Furniture		\$ 5,000	\$ 5,000
Annual Bench/Table repairs & Replacement	\$ 5,000		
47104 Vehicles		\$ 45,000	\$ -
Vehicles	\$ -		
47203 Improvements/Parks		\$ 362,440	\$ 277,440
Annual Resod at two parks	\$ 10,000		
IN1704 Park Master Plan	150,000		
PA2203 Playground Rubberized Surface Improvements	47,440		
Public Tree Maintenance	20,000		
Replace Chips/Rubber Matting at various Parks	50,000		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works**Solid Waste Fund - 214**

47203 Improvements/Parks		\$ 125,000	\$ 125,000
PA2101 Installation of High Capacity Trash Bins	\$ 125,000		

Growth Impact Fund - 276

47203 Improvements/Parks		\$ 265,000	
PA1901 Pinole Valley Park Soccer Field Rehab	\$ 200,000		
PA2201 Pocket Parks - Galbreth Rd.	65,000		

Public Facilities Fund - 324

47203 Improvements/Parks		\$ 10,000	\$ 10,000
Annual Building Maintenance program	\$ 10,000		

Park Grants (Measure WW) Fund - 327

47203 Improvements/Parks		\$ 189,758	\$ 189,758
PA2203 Playground Rubberized Surface Improvements	\$ 189,758		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

AB 939 REFUSE MANAGEMENT FUND - 213
WASTE REDUCTION - 346

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	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	102,639	106,591	94,690	142,825	149,358	6,533	4%
Legal Services - 46126	-	-	-	2,500	2,500	-	0%
Total Indirect Cost Allocations	102,639	106,591	94,690	145,325	151,858	6,533	4%
Transfers Out - 49901	107,805	-	-	-	-	-	0%
Total	210,444	106,591	94,690	167,825	174,358	6,533	4%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42101 Professional Services	\$ 10,000	\$ 10,000
Consulting Services	\$ 10,000	
42514 Special Department Expense	\$ 12,500	\$ 12,500
Litter pick up services	\$ 12,500	

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

LIGHTING & LANDSCAPE DISTRICTS FUND - 310
PUBLIC WORKS - ZONE A, PINOLE VALLEY ROAD NORTH - 347
PUBLIC WORKS - ZONE B, PINOLE VALLEY ROAD SOUTH - 348

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	35,360	15,228	15,835	33,450	56,500	23,050	41%
Other Operating Expenses - 43	15,059	25,858	21,065	16,695	16,695	-	0%
Total Services and Supplies	50,418	41,086	36,900	50,145	73,195	23,050	31%
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	-	-	4,160	4,160	-	0%
Legal Charges - 46126	1,181	1,525	-	2,100	2,100	-	0%
Total Indirect Cost Allocations	3,181	1,525	-	6,260	6,260	-	0%
Total	53,599	42,611	36,900	62,125	85,175	23,050	27%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42101 Professional Services	\$ 14,000	\$ 18,000
Contra Costa County traffic signal maintenance - Zone A	\$ 10,000	
Cal Trans traffic signal maintenance - Zone A	2,000	
Contra Costa County traffic signal maintenance - Zone B	5,000	
Cal Trans traffic signal maintenance - Zone B	1,000	
42108 Maintenance Structures/Imp	\$ 19,450	\$ 38,500
Caltrans Traffic Signal Maintenance - Zone A	3,000	
Contra Costa county Public Works Traffic Signal - Zone A	8,000	
Labor, materials and equipment for maintenance - Zone A	1,000	
Pacific Site Management - Zone A	1,500	
Caltrans Traffic Signal Maintenance - Zone B	3,500	
Contra Costa county Public Works Traffic Signal - Zone B	5,500	
Labor, materials and equipment for maintenance - Zone B	15,000	
Pacific Site Management - Zone B	1,000	
Total Professional/Administrative Services	\$ 56,500	
4310X Utilities	\$ 16,695	\$ 16,695
Water (EBMUD) - Zone A	\$ 3,800	
Electricity & Power - Zone A	4,765	
Water (EBMUD) - Zone B	2,800	
Electricity & Power - Zone B	5,330	
47202 Kaiser Medians	\$ 5,720	\$ 5,720
Capital Replacement Fund- Zone A	\$ 2,600	
PG&E Street and highway lighting - Zone B	\$ 3,120	

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

SEWER ENTERPRISE FUND - 500
SEWER TREATMENT PLANT - 641

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	741,861	878,466	888,010	1,088,962	1,307,576	218,614	17%
Overtime - 402	29,534	30,180	26,271	36,010	36,476	466	1%
Employee Benefits - 410	837,547	1,025,647	475,733	547,954	622,392	74,438	12%
Total Personnel	1,608,943	1,934,293	1,390,014	1,672,926	1,966,444	293,518	15%
Services and Supplies							
Professional & Administrative Services - 42	348,643	194,110	117,017	373,000	376,814	3,814	1%
Other Operating Expenses - 43	736,747	827,105	583,167	630,000	710,000	80,000	11%
Materials & Supplies - 44	737,165	924,111	744,021	1,494,000	1,479,000	(15,000)	-1%
Total Services and Supplies	1,822,556	1,945,326	1,444,204	2,497,000	2,565,814	68,814	3%
Capital Outlay							
Asset Acquisition/Improvement - 47*	172,459	604	116,967	1,365,382	1,295,000	(70,382)	-5%
Total Capital Outlay	172,459	604	116,967	1,365,382	1,295,000	(70,382)	-5%
Indirect Cost Allocations							
Administrative Debits - 46122	276,932	303,060	163,728	257,116	285,041	27,925	10%
IS Charges - 46124	29,901	33,067	32,826	77,577	80,986	3,409	4%
Legal Charges - 46126	5,997	1,577	-	15,000	15,000	-	0%
General Liability Insurance - 46201	48,175	61,893	69,389	64,370	95,648	31,278	33%
Total Indirect Cost Allocations	361,005	399,597	265,943	414,063	476,675	62,612	13%
Depreciation							
Depreciation Expense - 47401	394,657	438,859	108,435	340,000	340,000	-	0%
Total Depreciation	394,657	438,859	108,435	340,000	340,000	-	0%
Total	4,359,619	4,718,679	3,325,563	6,289,371	6,643,933	354,562	5%

*See CIP

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 85,000	\$ 85,814
Engineering contract services	\$ 50,000		
PCTV quarterly subcommittee meeting	5,000		
Railroad Ave. bridge right of way study	30,000		
RO2102 Tennent Ave. Rehabilitation	814		
42107 Equipment Maintenance		\$ 110,000	\$ 110,000
Equipment service	\$ 110,000		
42108 Maintenance Structure/Imp		\$ 78,000	\$ 78,000
Janitorial services	\$ 10,000		
Various structure refurbishment	68,000		
42109 Compliance Inspections		\$ 35,000	\$ 35,000
Laboratory supplies and safety equipment	\$ 15,000		
Public outreach materials	10,000		
Sampling analysis	10,000		
42201 Office Expense		\$ 7,000	\$ 7,000
Miscellaneous office supplies	\$ 7,000		
4230X Travel and Training		\$ 28,000	\$ 31,000
42301 State Certified operators training	\$ 7,000		
42301 Class B Driver License Training	20,000		
42302 Mileage, Air	3,000		
42303 Meal Allowance	1,000		
42401 Memberships		\$ 20,000	\$ 20,000
Bay Area Clean Water Assoc.(BACWA)	\$ 12,000		
Joint CWEA/WEF membership	4,000		
Technical publications	4,000		
42511 Equipment Rental		\$ 10,000	\$ 10,000
	\$ 10,000		
Total Professional/Administrative Services			\$ 376,814
4310X Utilities		\$ 630,000	\$ 710,000
PG&E	\$ 700,000		
EBMUD	10,000		
Total Other Operating Expenses			\$ 710,000
44301 Fuel		\$ 10,000	\$ 20,000
44302 Sludge Removal		\$ 280,000	\$ 250,000
Digester Cleaning	\$ 250,000		
44303 Chemicals		\$ 750,000	\$ 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		\$ 100,000	\$ 100,000
Accelerated Chronic Toxicity Testing	\$ 15,000		
Laboratory supplies	85,000		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

44306 Maintenance Supplies	\$ 200,000	\$ 200,000	
	\$ 200,000		

44410 Safety Clothing	\$ 25,000	\$ 30,000	
Laundry service for uniforms, safety shoes/boots, gloves, etc.	\$ 30,000		

Total Materials and Supplies		\$ 1,479,000	
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47101 Equipment	\$ 340,000	\$ 340,000	
Depreciation- Pinole only	\$ 340,000		

47104 Vehicles	\$ 125,000	\$ 175,000	
WPCP Staff Vehicle	\$ 50,000		
Portable self priming pump	125,000		

47201 Improvements/Building	\$ 1,230,000	\$ 1,120,000	
As-Built WWTP Drawings	25,000		
Boiler Rehabilitation	45,000		
Centrifuge Feed Pump Replacement	50,000		
Digester Feed Pump Replacement	75,000		
Energy Recovery Building and Admin Roof	80,000		
Misc. Plant Improvements	75,000		
SCADA System Upgrade	45,000		
SS2002 Water Pollution Control Plant Lab Remodel	100,000		
SS2101 Second Clarifier - Center Column Rehabilitation	425,000		
SS2102 Air Release Valve Replacement	50,000		
SS2203 Effluent Outfall Project Design	150,000		

47205 Improvements/Street	\$ 10,382	\$ -	
RO2102 Tennent Ave. Rehabilitation	-		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

SEWER ENTERPRISE FUND - 500
SEWER COLLECTION - 642

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	252,977	262,761	211,381	280,342	288,292	7,950	3%
Overtime - 402	5,318	5,583	6,484	3,319	2,706	(613)	-23%
Employee Benefits - 410	115,501	142,473	124,505	168,125	173,342	5,217	3%
Total Personnel	373,796	410,817	342,370	451,786	464,340	12,554	3%
Services and Supplies							
Professional & Administrative Services - 42	88,227	143,904	180,943	307,984	656,650	348,666	53%
Other Operating Expenses - 43	13,845	12,281	9,313	13,500	13,500	-	0%
Materials & Supplies - 44	12,054	14,928	17,307	14,700	17,000	2,300	14%
Total Services and Supplies	114,125	171,113	207,563	336,184	687,150	350,966	51%
Capital Outlay							
Asset Acquisition/Improvement - 47	147,743	854	19,385	2,192,553	2,350,000	157,447	7%
Total Capital Outlay	147,743	854	19,385	2,192,553	2,350,000	157,447	7%
Indirect Cost Allocations							
Administrative Credits - 46121	(90,247)	(99,664)	(116,285)	(112,295)	(116,396)	(4,101)	4%
Administrative Debits - 46122	375,401	410,663	367,398	541,736	524,579	(17,157)	-3%
IS Charges - 46124	19,259	20,783	21,504	47,155	56,328	9,172	16%
Legal Charges - 46126	855	1,621	-	15,000	15,000	-	0%
General Liability Insurance - 46201	12,664	15,177	16,719	15,510	19,812	4,302	22%
Total Indirect Cost Allocations	317,932	348,580	289,337	507,106	499,323	(7,784)	-2%
Depreciation							
Depreciation Expense - 47401	101,616	364,510	34,401	-	-	-	0%
Total Depreciation	101,616	364,510	34,401	-	-	-	0%
Total	1,055,212	1,295,873	893,056	3,487,629	4,000,813	513,183	13%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47*	-	50,563	-	-	-	-	0%
Total Measure S - 2014	-	50,563	-	-	-	-	0%
Growth Impact Fund - 276							
Asset Acquisition/Improvement - 47*	-	-	-	-	600,000	600,000	0%
Total Growth Impact Fund - 276	-	-	-	-	600,000	600,000	0%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 255,000	\$ 585,000
Contractors for isolated emergency repairs	\$ 50,000		
CCTV Large Sewer pipes	50,000		
Sanitary Sewer overflow mitigation	120,000		
Sewer flow modeling	10,000		
Wildan Assessment services	5,000		
Misc. Professional Services	350,000		
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	\$ 12,000
Asset Management Software-annual license fee	\$ 12,000		
42511 Equipment Rent		\$ 5,000	\$ 5,000
	\$ 5,000		
42514 Special Department Expense		\$ 15,000	\$ 30,000
Maintenance materials (asphalt, concrete, pipe, hardware, etc.)	\$ 30,000		
Total Professional/Administrative Services			\$ 656,650
4310X Utilities		\$ 13,500	\$ 13,500
PG&E	\$ 9,000		
EBMUD	4,500		
44301 Fuel		\$ 8,000	\$ 8,000
44304 Permit Fee		\$ 3,000	\$ 3,000
SWRCB Permit Fee	\$ 3,000		
44410 Safety Clothing		\$ 3,700	\$ 6,000
Uniforms, coveralls, foul weather gear, gloves	\$ 6,000		
47104 Vehicles		\$ 207,700	\$ -
Hydro Flush Truck	-		
47201 Improvements		\$ 1,984,853	\$ 2,350,000
Deferred Collection repairs	\$ 250,000		
SS1702 Sewer Pump Rehab	\$ 1,200,000		
SS2201 Sanitary Sewer Rehabilitation	900,000		
Growth Impact Fund - 276			
47207 Improvements/Sewer Lines		\$ -	\$ 600,000
SS2201 Sanitary Sewer Rehabilitation	\$ 600,000		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

SEWER ENTERPRISE PLANT EXPANSION FUND - 503
SEWER PROJECTS - SHARED - 643

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Service and Supplies							
Professional & Administrative Services - 42	3,500	25	16,444	-	-	-	0%
Total Services and Supplies	3,500	25	16,444	-	-	-	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	89,571	4,179	-	-	-	0%
Total Indirect Cost Allocations	11,920	89,571	4,179	-	-	-	0%
Depreciation							
Depreciation Expense - 47401	620,304	620,415	155,104	-	-	-	0%
Total Depreciation	620,304	620,415	155,104	-	-	-	0%
Total	635,724	710,011	175,727	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
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	-		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Public Works

SEWER ENTERPRISE FUND - 500**WPCP / EQUIPMENT AND DEBT SERVICE (PINOLE ONLY) - 644****EXPENDITURE SUMMARY**

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Service and Supplies							
Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	-	-	341,000	1,020,383	1,037,932	17,549	2%
Debt Interest - 48102	621,332	596,719	181,440	591,241	569,544	(21,697)	-4%
Cost of Issuance - 48103	-	-	-	-	-	-	0%
Total Debt Service	621,332	596,719	522,440	1,611,624	1,607,476	(4,148)	0%
Total	621,332	596,719	522,440	1,611,624	1,607,476	(4,148)	0%

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

Professional & Administrative Services - 42	-	-	-	-	-	-	0%
Legal Charges - 46126	-	-	-	-	-	-	0%
	-	-	-	-	-	-	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42101 Professional Services	\$ -	\$ -
Auditing Services	\$ -	
4810X Wastewater Revenue Bonds, Series 2016	\$ 522,440	\$ 518,292
48101 - Principal	\$ 347,000	
48102 - Interest	171,292	
4810X 2016 Clean Water State Revolving fund loan	\$ 1,089,184	\$ 1,089,184
48101 - Principal	\$ 690,932	
48102 - Interest	398,252	

SEWER ENTERPRISE PLANT EXPANSION FUND - 503

42501 Bank Fees	\$ -	\$ -
Wells Fargo Bank Fees	\$ -	

COMMUNITY DEVELOPMENT

The Community Development Department is comprised of the following divisions:

- Planning;
- Building;
- Code Enforcement;
- Affordable Housing;
- Economic Development; and
- Redevelopment Successor Agency

Mission

The mission of the Community Development Department is to guide orderly growth and development in Pinole, consistent with the General Plan and priorities of the City Council, and to protect the quality of life, health, safety, and welfare of residents.

Major Services and Functions

The Planning Division administers and implements the General Plan and Zoning Code for the City. It processes land use and development applications, which include use permits, design review requests, and subdivisions. The Planning Division seeks to deliver on its mission with the highest regard for time, accuracy, completion, customer satisfaction, and overall well-being of the City consistent with local, State, and federal laws. Planning staff participate in multi-modal transportation and circulation planning.

The Building Division issues building permits and provides building, electrical, mechanical, plumbing, Title-24, and accessibility inspections for new construction, additions, and alterations of commercial, residential, and public projects to ensure a safe environment for the Pinole community. The division also performs rental housing inspections on a recurring basis and business license inspections on an as-needed basis. The division investigates citizens' complaints pertaining to construction code compliance and/or health and safety issues in a prompt and courteous manner.

The Code Enforcement Division investigates and addresses citizens' complaints of health and safety issues. These issues include blight and graffiti, abandoned vehicles, and illegal dumping. The division is complaint driven and maintains a proactive environment to help solve community problems in a collaborative and effective manner.

The Affordable Housing Division functions include ensuring that facilities that have received City financial assistance to create affordable housing units comply with affordability agreements and investing limited City affordable housing resources to provide affordable housing units and support to the homeless.

The Economic Development Division is a relatively new division, instituted in FY 2021/22. It coordinates with the City Manager department to create economic development strategies for the City and is responsible for carrying out those strategies.

The purpose of the Redevelopment Successor Agency Division is to effectively wind down the activities of the Redevelopment Successor Agency by administering the remaining enforceable obligations.

FY 2022/23 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Upgraded and migrated the City's current outdated permitting system, including a new online citizen portal for paperless Building, Planning, Public Works and Finance permitting and licensing, in addition to other integrations such as GIS and code enforcement tools
- Continued to develop and refine forms, policies and procedures related to building and planning permits and code enforcement processes
- Lead the recommencement the Development Impact Fee study
- Secured a \$40,000 grant to implement an automated solar permitting application for residential rooftop solar installations, creating efficiencies and enhancing the City's compliance with solar permitting regulations
- In the first three quarters of FY 2022/23, guided the issuance of 454 construction permits with a value of almost \$9 million
- In the first three quarters of FY 2022/23, performed 1,599 inspections for building, electrical, mechanical, plumbing, Title-23 and accessibility inspections for new construction, additions and alternations of commercial, residential and public projects
- Launched GreenHalo waste management/recycling tracking system in order to automate the management, verification and filing of recovery reports
- Continued to offer "Solar Tuesdays" over the counter solar permitting and introduced "Minor Permit Thursdays" to expedite permit processing for minor projects including reroofs, water heater replacements, window and door retrofit and repair and kitchen and bathroom remodels
- Conducted outreach and prepared updates to the City's General Plan Elements (Housing, Safety and Health/Environmental Justice)
- Partnered with Strategic Energy Institute to engage a Climate Corps Fellow to provide assistance for sustainability initiatives
- Submitted reimbursement for LEAP and REAP grant funding (totaling \$85,000 for Housing Element update activities)
- Initiated project to create objective design and development standards
- Developed and presented a framework for outdoor dining/parklet regulations to the City Council
- In the first three quarters of FY22/23, opened 485 and closed 444 code enforcement cases and performed 1,782 code enforcement inspections

- Established a Tobacco Retailer License fee and ensured that tobacco retailers comply with application requirements
- Assisted the Department of Public Works and the City Attorney's Office on the sale of 612 Tennent Avenue (the "Collin's House") and development of four housing units at the site, including one affordable unit
- Worked with the developer of the 811 San Pablo Avenue project (SAHA) to request additional Housing Funds in the form of an enhanced construction loan, and held a "TEFRA" hearing to support the issuance of tax exempt revenue bonds for the project

Strategic Plan Strategies

- Prepared and adopted a five-year Economic Development Strategy (a *Strategic Plan* item) and commenced year one activities

Other Council-Directed Special Projects

- With the Finance Department, assisted with research on environmental purchasing policies/practices
- With the City Manager Department, assisted with Earth Month events in Pinole
- Designed, launched and administered the Pinole Perks Community Gift Card program, which has resulted in over \$140,000 at local independent businesses
- Began to prepare the City's first Climate Action and Adaptation Plan
- Conducted outreach related to single use plastics, including hosting a Single Use Plastics expo and seeking resident and business input through a survey and commence drafting recommendations for single use plastic regulations
- Presented background information on Just Cause Eviction regulations to the City Council

FY 2023/24 Key Priorities and Projects

Baseline Work (Including Staff-Initiated Special Projects)

- Commence implementation of a variety of Year I 6th Cycle Housing Element programs
- Continue to partner with SEI to engage a Climate Corps fellow to provide assistance for sustainability initiatives
- Work with the new owner of Pinole Square (Tara Hills Safeway) on redevelopment of the site
- With the Finance department, prepare and present recommended updates to development impact fees
- With the Planning Commission, prepare regulations for outdoor dining/parklets for City Council consideration
- Prepare and adopt objective design and development standards; evaluate required/desired updates to the General Plan, Specific Plan and Zoning Ordinance and Old Town Design Guidelines

- Implement improved/enhanced residential rental housing inspection program
- Complete the sale and transfer of the affordable housing fund and Redevelopment Successor Agency surplus properties
- Nurture an inviting climate for doing business in Pinole

Strategic Plan Strategies

- Continue to implement year one activities of the Economic Development Strategy
- Evaluate the need to update the General Plan and Three Corridors Specific Plan Environmental Impact Report so that high-density residential projects could utilize the EIR for project-specific environmental clearances, which would encourage streamlining the rehabilitation and reuse of undeveloped or under-developed properties (*Strategic Plan Goal 1, Strategy 1*)

Other Council-Directed Special Projects

- Complete development of the Climate Action and Adaptation Plan (CAAP)
- Complete development of regulations regarding single-use plastics
- Complete research on options for just cause eviction regulations
- Complete research on steps the City would need to take to establish a public bank
- Implement a City of Pinole job fair
- Implement a weatherization program
- Recommend options for Old Town wayfinding signage
- Conduct an electric vehicle (EV) charging station feasibility study
- Create, with Community Services, a public art program and City mural program update
- Establish a business development/community help reserve
- Establishing a revitalization reserve

Significant Special Projects for FY 2024/25 through FY 2027/28

- Continue to make progress on Year 2 and Year 3 Housing Element programs
- Continue to make progress on Year 2 and Year 3 Economic Development Strategy action items
- Monitor the need, if applicable, to update the entire General Plan and Three Corridors Specific Plan
- Seek grant opportunities to help Pinole create a stronger “sense of place”
- Conclude repayment of outstanding Redevelopment Successor Agency bond obligations
- Close-out the operations of the Redevelopment Successor Agency following payment of all obligations

Major Changes in FY 2023/24 Budget

The Community Development Department budget for FY 2023/24 does not include major changes relative to the FY 2022/23 budget. FY 2022/23 was a year of finding stability in the Department following the restructuring in FY 2021/22. The restructuring served to develop efficient and thoughtful succession planning retention strategies, bring formerly contracted out inspection services in-house and fill vacancies. The focus in FY 2023/24 will be to fill two vacant positions and continue to nurture stability, collegiality, and teamwork with coworkers, internal and external customers.

Position Summary

Position	2019/20	2020/21	2021/22	2022/23	2023/24
Development Services Director	0.50	0.50	0.00	0.00	0.00
Community Development Director	0.00	0.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00	0.00	0.00
Building Official	0.00	0.00	0.00	1.00	1.00
Building Inspector	0.00	1.00	1.00	0.00	0.00
Building Inspector I/II	0.00	0.00	0.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	0.00	0.00
Code Enforcement Officer I/II	0.00	0.00	0.00	1.00	1.00
Permit Technician	2.00	2.00	2.00	0.00	0.00
Permit Technician I/II/III	0.00	0.00	0.00	2.00	2.00
Administrative Coordinator (shared with Public Works)	0.00	0.00	0.00	0.50	0.50
Total	5.5	6.50	7.00	7.50	7.50

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

COMMUNITY DEVELOPMENT BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	173,504	263,181	281,673	526,464	534,183	7,719	1%
Measure S 2014 - 106	-	-	-	20,000	20,000	-	0%
Building and Planning - 212	987,604	1,785,329	1,432,718	2,326,894	2,148,971	(177,923)	-8%
Housing Assets for Resale - 285	44,092	97,581	106,954	388,685	339,254	(49,431)	-15%
Recognized Obligation Retirement Fund - 750	352,370	261,330	189,660	227,378	251,177	23,799	9%
Total	1,557,569	2,407,421	2,011,006	3,489,421	3,293,584	(195,836)	-6%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	355,144	500,268	407,375	697,688	983,768	286,080	29%
Overtime - 402	2,042	174	544	12,722	13,417	695	5%
Employee Benefits - 410	148,375	188,736	207,803	327,998	443,223	115,225	26%
Total Personnel	505,562	689,178	615,722	1,038,408	1,440,408	402,000	28%
Services and Supplies							
Professional & Administrative Services - 42	519,166	1,207,207	903,602	1,746,556	1,323,412	(423,144)	-32%
Other Operating Expenses - 43	16,236	6,483	5,821	8,150	8,150	-	0%
Materials & Supplies - 44	996	1,090	586	5,500	5,500	-	0%
Total Services and Supplies	536,398	1,214,780	910,009	1,760,206	1,337,062	(423,144)	-32%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	2,943	-	5,500	5,500	-	0%
Total Capital Outlay	-	2,943	-	5,500	5,500	-	0%
Indirect Cost Allocations							
Administrative Credits - 46	(18,046)	(368,139)	(246,469)	(416,269)	(548,456)	(132,187)	24%
Administrative Debits - 46	337,276	652,746	459,378	683,151	730,556	47,405	6%
IS Charges - 46	31,872	47,340	156,105	288,986	157,551	(131,435)	-83%
Legal Charges - 46	137,269	125,914	57,577	75,000	100,000	25,000	25%
General Liability Insurance - 46	27,239	42,660	58,684	54,439	70,963	16,524	23%
Total Indirect Cost Allocations	515,609	500,521	485,275	685,307	510,614	(174,693)	-34%
Operating Transfers Out - 49	-	-	-	-	-	-	0%
Total	1,557,569	2,407,421	2,011,006	3,489,421	3,293,584	(195,836)	-6%
EXPENDITURES BY PROGRAM							
Development Services Planning - 461	432,647	861,887	878,756	1,334,477	1,003,828	(330,649)	-33%
Development Services Building - 462	565,540	1,035,537	690,680	1,143,045	1,222,228	79,184	6%
Successor Agency to the Pinole Redevelopment - 463	352,370	261,330	189,660	227,378	251,177	23,799	9%
Housing Administration - 464	44,092	50,199	68,786	335,249	278,881	(56,368)	-20%
Code Enforcement - 465	162,921	198,324	151,941	272,452	281,894	9,442	3%
Economic Development - 466	-	145	31,182	176,820	255,576	78,756	31%
Total	1,557,569	2,407,421	2,011,006	3,489,421	3,293,584	(195,836)	-6%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

BUILDING & PLANNING FUND - 212
DEVELOPMENT SERVICES - PLANNING - 461

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	141,945	275,915	260,412	358,220	388,286	30,066	8%
Employee Benefits - 410	46,690	124,520	148,086	199,910	220,824	20,914	9%
Total Salary & Benefits	188,635	400,436	408,498	558,130	609,110	50,980	8%
Services and Supplies							
Professional & Administrative Services - 42	188,051	460,915	434,801	825,844	483,094	(342,750)	-71%
Other Operating Expenses - 43	2,348	1,487	1,336	1,550	1,550	-	0%
Materials & Supplies - 44	996	651	481	1,500	1,500	-	0%
Total Services and Supplies	191,394	463,053	436,618	828,894	486,144	(342,750)	-71%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	1,034	-	2,000	2,000	-	0%
Total Capital Outlay	-	1,034	-	2,000	2,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(18,046)	(326,336)	(207,159)	(269,766)	(305,167)	(35,401)	12%
Administrative Debits - 46122	6,474	174,800	62,571	16,906	77,009	60,103	78%
IS Charges - 46124	-	462	6,450	2,188	5,015	2,827	56%
Legal Charges - 46126	45,975	16,272	12,964	25,000	25,000	-	0%
General Liability Insurance - 46201	7,632	20,072	22,095	20,497	27,632	7,135	26%
Total Indirect Cost Allocations	42,035	(114,730)	(103,078)	(205,175)	(170,511)	34,664	-20%
Total	422,064	749,792	742,038	1,183,849	926,742	(257,107)	-28%
GENERAL FUND - 100							
Professional & Administrative Services - 42	1,560	7,635	4,599	5,000	5,000	-	0%
Administrative Debits - 46122	9,023	57,077	93,951	72,192	11,713	(60,479)	-516%
Total	10,583	64,712	98,550	77,192	16,713	(60,479)	-362%
MEASURE S - 2014 FUND - 106							
Professional & Administrative Services - 42	-	-	-	20,000	-	(20,000)	0%
Total	-	-	-	20,000	-	(20,000)	0%
Housing Fund - 285							
Administrative Debits - 46122	-	47,382	38,169	53,436	60,373	6,937	11%
Total	-	47,382	38,169	53,436	60,373	(13,063)	-22%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 742,350	\$ 404,350
Climate Action Plan (Remainder of Work)	\$ 50,000		
Contract Planning Augmentation (2-3 days/week)	160,000		
General Plan Update (Remainder of Work)	30,000		
Housing Element Implementation	20,000		
Project Traffic Studies and CEQA Assistance	30,000		
Scanning/Archiving	50,000		
SEI Climate Corps Fellow (July-June, 12 months)	61,000		
Translation Services	3,350		
4220X Office Expense		\$ 31,000	\$ 26,000
42201 Miscellaneous office supplies	\$ 1,000		
42202 Printing Notifications to the Community	10,000		
42202 Single Use Plastic Outreach	10,000		
42203 Mailing Notifications to the Community	5,000		
4230X Travel and Training		\$ 12,600	\$ 12,575
42301 California APA Annual Conference (2)	\$ 1,250		
42301 League- PC Conference (5 Commissioners)	3,375		
42301 League- PC Conference (Staff) (2)	1,350		
42301 National APA Conference (virtual, staff) (2)	800		
42302 CA APA Conference Mileage, Toll, Air & Hotel (2)	800		
42302 CA League PC Conference Mileage, Toll, Air & Hotel (7)	3,500		
42303 Meal Allowance	1,500		
42401 Memberships		\$ 1,482	\$ 1,757
American Planning Assoc (APA) (2)	\$ 862		
Assoc of Environmental Planners (AEP) (2)	550		
CA Chapter APA Dues (2)	345		
42504 Recruitment Costs		\$ -	\$ -
42514 Special Department Expense		\$ 38,412	\$ 38,412
Publishing Legal Notices	\$ 10,000		
PCTV Planning Commission Meetings	20,412		
Meeting Minute Preparation	8,000		
Total Professional/Administrative Services			\$ 483,094
4310X Utilities		\$ 1,550	\$ 1,550
PG&E	\$ 1,400		
EBMUD	150		
44301 Fuel		\$ 1,000	\$ 1,000
44410 Safety Clothing		\$ 500	\$ 500
Uniform	500		
General Fund - 100			
42101 Professional Services		\$ -	\$ -
Economic Development - Staff Support (moved to Economic Dev. Division)	\$ -		
42514 Special Departmental		\$ 5,000	\$ 5,000
	\$ 5,000		
MEASURE S - 2014 FUND - 106			
42101 Professional Services		\$ 20,000	\$ -
Business Development/Community Help Reserve	\$ -		
Revitalization Reserve	-		
<i>(Moved to Economic Development division FY23/24)</i>			

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

BUILDING & PLANNING FUND - 212
DEVELOPMENT SERVICES - BUILDING DIVISION - 462

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	96,147	127,857	135,374	225,278	508,132	282,854	56%
Overtime - 402	2,042	67	55	6,376	7,315	939	13%
Employee Benefits - 410	78,275	41,226	51,269	98,798	177,046	78,248	44%
Total Salary & Benefits	176,464	169,150	186,698	330,452	692,493	362,041	52%
Services and Supplies							
Professional & Administrative Services - 42	262,609	701,670	289,071	435,598	371,248	(64,350)	-17%
Other Operating Expenses - 43	5,927	3,761	3,375	4,500	4,500	-	0%
Materials & Supplies - 44	-	-	105	1,500	1,500	-	0%
Total Services and Supplies	268,536	705,432	292,551	441,598	377,248	(64,350)	-17%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	1,909	-	3,500	3,500	-	0%
Total Capital Outlay	-	1,909	-	3,500	3,500	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	-	(41,803)	(39,310)	(146,503)	(243,289)	(96,786)	40%
Administrative Debits - 46122	72,697	124,977	75,520	192,343	198,073	5,730	3%
IS Charges - 46124	31,872	46,415	143,205	284,610	147,522	(137,088)	-93%
Legal Charges - 46126	536	12,142	2,862	10,000	10,000	-	0%
General Liability Insurance - 46201	15,435	17,315	29,154	27,045	36,681	9,636	26%
Total Indirect Cost Allocations	120,540	159,046	211,431	367,495	148,987	(218,508)	-147%
Total	565,540	1,035,537	690,680	1,143,045	1,222,228	79,184	6%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 393,500	\$ 338,675
Backfill Permit Tech (sick, backlog)	15,000		
Contract Plan Check - Appian Village	40,000		
Contract Plan Check - BCRE	61,055		
Contract Plan Check - Other Routine	50,000		
Inspection Services (Backfill Vacant) (2)	23,040		
Inspector Services for Multi-Family Projects (4)	46,080		
Rental Inspection Services	50,000		
Scanning/Archiving	50,000		
Translation Services	3,500		
42106 Software Maintenance		\$ 10,888	\$ 8,888
BlueBeam Annual Maintenance	\$ 3,800		
Green Halo (Waste Tracking)	3,288		
R.S. Means (Valuation)	1,800		
42107 Equipment Maintenance		\$ 1,000	\$ 1,000
Equipment and vehicle maintenance	\$ 1,000		
42108 Building-Structure Maintenance		\$ 1,000	\$ 1,000
42201 Office Expense		\$ 4,000	\$ 3,000
Miscellaneous Office Expenses	3000		
4230X Travel and Training		\$ 8,400	\$ 10,875
42301 CALBO Business Meeting (March)	\$ 695		
42301 CALBO Education Week (August)	2,580		
42301 Other Educational/Training	2,500		
42301 Permit Tech Certification	300		
42302 CALBO Business Meeting Air & Hotel	1,000		
42302 CALBO Education Week Hotel	3,000		
42302 CALBO Education Week Parking and Mileage	400		
42303 Travel and Training/Meal Allowance	400		
42401 Memberships		\$ 730	\$ 730
California Building Officials (CALBO)	\$ 215		
Electrical Inspectors IAEI	120		
Mechanical and Plumbing Officials (IAMPO)	70		
ICC (General & Local)	325		
42402 Subscriptions		\$ 6,080	\$ 2,080
CALDAG (AD) Publication	\$ 80		
Construction Costing Publications	500		
Misc. Publications for new codes	1,000		
Permit Tech Publications	500		
42501 Bank Fees		\$ 10,000	\$ 5,000
Credit card charges	\$ 5,000		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

42514 Special Department Expense		\$	-	\$	-
Updates of the assessor parcel information	\$	-			
Blueprints and permits to be scanned.		-			
Total Professional/Administrative Services				\$	371,248
4310X Utilities		\$	4,500	\$	4,500
PG&E	\$	4,000			
EBMUD		500			
44410 Safety Clothing		\$	1,500	\$	1,500
Clothing/Uniforms	\$	1,000			
Small tools	\$	500			
47103 Furniture		\$	2,000	\$	2,000
Ergonomic Chairs	\$	1,000			
Standing Desk		1,000			
47106 Computer Equipment (not-capitalized)		\$	1,500	\$	1,500
Tablet for Inspector	\$	1,500			

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

RECOGNIZED OBLIGATION RETIREMENT FUND - 750
SUCCESSOR AGENCY TO THE PINOLE REDEVELOPMENT AGENCY - 463

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	88,720	25,507	33,335	17,000	25,100	8,100	32%
Other Operating Expenses - 43	6,011	-	-	-	-	-	0%
Total Services and Supplies	94,731	25,507	33,335	17,000	25,100	8,100	0%
Indirect Cost Allocations							
Administrative Debits - 46122	188,704	162,116	135,861	190,378	206,077	15,699	8%
Legal Charges - 46126	68,935	73,708	20,465	20,000	20,000	-	0%
Total Indirect Cost Allocations	257,638	235,823	156,325	210,378	226,077	15,699	7%
Total	352,370	261,330	189,660	227,378	251,177	23,799	9%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42101 Professional Services	\$ 17,000	\$ 25,100
Amerinational Loan Servicing	\$ 9,000	
Auditing Services	1,680	
Bond Indenture Fees	4,640	
HDL Financial Reporting	9,780	

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

HOUSING ASSETS FUND - 285
HOUSING ADMINISTRATION - 464

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	(21,774)	(27)	26,076	261,210	200,871	(60,339)	-30%
Other Operating Expenses - 43	1,951	1,234	1,110	2,100	2,100	-	0%
Total Services and Supplies	(19,823)	1,207	27,185	263,310	202,971	(60,339)	-30%
Indirect Cost Allocations							
Administrative Debits - 46122	60,378	44,591	36,774	51,939	55,910	3,971	7%
Legal Charges - 41427	3,536	4,401	4,827	20,000	20,000	-	0%
Total Indirect Cost Allocations	63,914	48,992	41,601	71,939	75,910	3,971	5%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	44,092	50,199	68,786	335,249	278,881	(56,368)	-20%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$261,210	\$200,871
Affordable Housing Loan Coordination (resale/refi)	\$	8,000	
Affordable Housing NOFA		88,645	
Compliance Monitoring (23-24)		37,001	
Housing Asset Fund Policy Development		5,000	
Housing Fund Consultation Services		5,500	
Housing Successor Annual Report		6,725	
Nexus Study- In-Lieu Fee - Inclusionary Hsg		50,000	
4310X Utilities		\$ 2,100	\$ 2,100
PG&E	\$	2,000	
EBMUD		100	

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

GENERAL FUND - 100
CODE ENFORCEMENT - 465

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	117,052	96,496	11,590	114,190	87,350	(26,840)	-31%
Overtime - 402	-	106	488	6,346	6,102	(244)	-4%
Employee Benefits - 410	23,410	22,989	8,448	29,290	45,353	16,063	35%
Total Salary & Benefits	140,463	119,592	20,525	149,826	138,805	(11,021)	-8%
Services and Supplies							
Professional & Administrative Services - 42	-	11,507	101,070	94,145	83,145	(11,000)	-13%
Materials & Supplies - 44	-	439	-	2,500	2,500	-	0%
Total Services and Supplies	-	11,947	101,070	96,645	85,645	(11,000)	-13%
Indirect Cost Allocations							
Administrative Debits - 46122	-	41,803	-	16,896	20,779	3,883	19%
IS Charges - 46124	-	462	6,450	2,188	5,015	2,827	56%
Legal Charges - 46126	18,288	19,247	16,460	-	25,000	-	0%
General Liability Insurance - 46201	4,171	5,273	7,435	6,897	6,650	(247)	-4%
Total Indirect Cost Allocations	22,459	66,786	30,345	25,981	57,444	31,463	55%
Total	162,921	198,324	151,941	272,452	281,894	9,442	3%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total	-	-	-	-	-	-	0%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 57,350	\$ 41,350
Seasonal Weed Abatement	\$ 35,000		
Show Cause Hearings	3,000		
Translation Services	3,350		
4220X Office Expense		\$ 3,000	\$ 6,500
42201 Misc. Office Expense	\$ 1,000		
42202 Printing & Binding: Fire Season Letter	500		
42202 Printing & Binding: General Educational Materials	5,000		
4230X Travel & Training		\$ 3,700	\$ 4,700
42301 Conference registration	\$ 2,500		
42302 Mileage Air & Hotel	2,000		
42303 Meal Allowance	200		
42401 Memberships		\$ 95	\$ 595
CACEO Membership	\$ 95		
ICC and CEOSF	500		
42512 Abatement		\$ 30,000	\$ 30,000
Abatement Services	\$ 30,000		
44301 Fuel		\$ 2,000	\$ 2,000
	\$ 2,000		
44410 Safety Clothing		\$ 500	\$ 500
	\$ 500		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Development

GENERAL FUND - 100
ECONOMIC DEVELOPMENT - 466

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	14,650	87,759	134,954	47,195	35%
Materials & Supplies - 44	-	-	-	-	-	-	0%
Total Services and Supplies	-	-	14,650	87,759	134,954	47,195	35%
Indirect Cost Allocations							
Administrative Debits - 46122	-	-	16,533	89,061	100,622	11,561	11%
IS Charges - 46124	-	-	-	-	-	-	0%
Legal Charges - 46126	-	145	-	-	-	-	0%
General Liability Insurance - 46201	-	-	-	-	-	-	0%
Total Indirect Cost Allocations	-	145	16,533	89,061	100,622	11,561	11%
Total	-	145	31,182	176,820	235,576	58,756	25%

MEASURE S - 2014 FUND - 106

Professional & Administrative Services - 42	-	-	-	-	20,000	20,000	0%
Total	-	-	-	-	20,000	20,000	0%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42101 Professional Services	\$ 80,000	\$ 125,000
Economic Development - Staff Support	\$ 80,000	
Economic Development Branding (TNDG/Golden Shovel)	15,000	
Holiday Light Sway Over SPA	30,000	
4230X Travel and Training	\$ -	\$ 1,595
42301 CALED Annual Training Conference Registration	\$ 595	
42302 CALED Air/Hotel	1,000	
42401 Memberships	\$ 6,259	\$ 6,259
CALED Annual Membership	\$ 350	
Chamber of Commerce Community Champion Sponsorship	\$ 2,500	
East Bay EDA	\$ 3,409	
42403 Advertising	\$ 1,500	\$ 2,100
Printing and Postage	\$ 2,100	

MEASURE S - 2014 FUND - 106

42101 Professional Services	\$ -	\$ 20,000
Business Development/Community Help Reserve	\$ 10,000	
Revitalization Reserve	10,000	
<i>(Moved from Planning Division FY23/24)</i>		

COMMUNITY SERVICES

The Community Services Department is comprised of the following divisions and subdivisions:

- Administration
 - Special Events
- Parks and Recreation
 - Parks and Recreation Administration
 - Tiny Tots
 - Youth Center
 - Senior Center
 - Swim Center
 - Tennis Court and Memorial Hall
- Pinole Community Television (PCTV)
- Library and Animal Services
- Community Health and Food

Mission

The mission of the Community Services Department is to enrich the lives of the diverse Pinole community by providing high-quality recreation and quality of life programs for residents of all ages.

Major Services and Functions

The Administration Division provides management and coordination of the department's activities. The Special Events subdivision serves as the single point of contact for private organizations that would like to hold events in the City and/or receive some form of City support or sponsorship for their event. This subdivision will coordinate closely with the City departments that host their own community events.

The Recreation Division contains six subdivisions: Parks and Recreation Administration; Senior Center; Youth Center; Tiny Tots; Swim Center; and Tennis Court and Memorial Hall. The Parks and Recreation Administration subdivision provides management and coordination of all Parks and Recreation Division activities, including park rules and policies, park permits and reservations, and park planning. Through the Tiny Tots, Youth Center, and Senior Center, the division offers recreational and enrichment programs and events for all age groups. Tiny Tots is a preschool program with a dedicated facility that provides a high-quality recreational, social, and educational experience for children ages 3 1/2 to 5 years. The Youth Center provides a variety of enrichment classes, sports, and specialty camps for children ages 5 to 12. The program is designed to offer youth an opportunity to explore special interests, promote creativity, challenge the mind and body, and create experiences. The Senior Center provides adults age 50 and over with social activities, fitness and enrichment classes, daily hot lunches, homebound services, salon services, and support services. The Senior Center receives advice from an advisory

board of directors. The City's Memorial Hall building is used as a theater space for educational programs run by the Pinole Community Players community theater group as well as the Players' theatric productions. The City leases the building to the Players for these uses. The Tennis Court and Swim Center are two recreational facilities in the City. The Tennis Court is adjacent to the Pinole branch of the County library system. The tennis court and adjacent restroom are owned by the County and leased to the City for the public's use. The Swim Center is owned by the City. In recent years, the City has hired a private organization to run the Swim Center. The City currently contracts with the Pinole Seals for this service. The Pinole Seals opens the pool for community use during summer months, and also conducts practices of their swim team at the pool. The City's Community Services Commission provides advice to the Parks and Recreation Division.

Pinole Community Television (PCTV) operates the City's public, educational, and governmental (PEG) cable television program, which involves broadcasting the City's public meetings and recording, producing, and broadcasting a limited number of significant community events on the local cable television channels dedicated by City's franchise cable television provider(s), Comcast (channels 26 and 28), and AT&T Uverse (channel 99 submenu Pinole Community TV). PCTV also broadcasts public meetings and events via live stream on the City website. PCTV has contracts with other public agencies (Vallejo, El Cerrito, Benicia, West Contra Costa Unified School District (WCCUSD *currently on Covid hold*), and WestCAT) to record, produce, and broadcast those agencies' public meetings. In addition, PCTV also provides recording and production services to private parties on a fee for service basis. The Division generates revenue primarily through internal billing of services provided to City departments, franchise fees, contract service fees, donations, and community service fees.

The Library and Animal Services Division oversees the agreements that the City has with the County Library and County Animal Services through which the County provides library and animal services in Pinole. Public library services in the City are provided by the Contra Costa County Library system. (Just one city in the County, Richmond, has its own municipal library system.) The County provides library services to residents of Pinole at the Pinole branch library located on Pinole Valley Road. The branch library building was constructed by and is owned by the County. The County provides a baseline level of weekly open hours and charges the City for the maintenance of the building. (Most other cities in the County have constructed their own building to house their branch library.) The County Animal Services Department provides animal control services to the City's residents, for which the County charges the City a fee.

The Community Health and Food Division manages the contract with the Pacific Coast Farmers Market Association, partnership with the Food Bank of Contra Costa and Solano and implementation of the tobacco grant. The collaboration with the Food Bank of Contra Costa and Solano has become a permanent monthly event. Staff and volunteers distribute fresh and non-perishable food to the community. The City has also contracted with Pacific Coast Farmers Market Association for many years to provide a year-round weekly farmers' market on Saturday mornings. The City received a grant in FY 2021/22 to implement a youth peer to peer education program to prevent the use of tobacco

products to minors. This division will provide the single focal point for the City's health and food security activities, that will sometimes be provided by other City divisions, such as the Senior Center, for example.

FY 2022/23 Key Accomplishments

Baseline Work (Including Staff-Initiated Special Projects)

- Increased programs and activities at the Senior Center
- Increased lunch service at the Senior Center from two days to three days per week
- The Senior Center hosted its first craft fair since 2019
- Established an agreed-upon calendar for City-organized community events
- Coordinated additional City events, such as the return of movies and music in the park, the annual egg hunt (Egg-stravaganza), Community Service Day, United Against Hate Week, Holiday Tree Lighting event, and a joint Fourth of July 2022 fireworks show with the City of Hercules
- Provided youth summer camps for the first time since 2019
- Finalized contracts with user groups
- Filled part time staff position for PCTV
- Covered and broadcasted National Night Out, UAHW, Tree lighting ceremony, The Pinole Classic Car Show, Station 74 Re-Activation, single camera coverage of PVHS Football, (three games), PVHS State Football Championship parade and ceremony
- Continued to broadcast updated information from the County Health Department and other government agencies on matters related to the pandemic through our regional broadcast systems.
- Furthered use of the Zoom format and adapted for hybrid meetings supporting all public Pinole meetings with live and an on-air replay for City Council, Planning Commission and other City meetings
- Integrated live YouTube simulcasting of all meetings including Closed Captioning in the YouTube replay services.
- Uploaded past meetings and broadcasts to YouTube for availability and the Closed Captioning features.
- Converted the Council Chambers back to in person meetings with Zoom interface for consultants, staff, public, and Council as needed.
- Initiated the series recordings, editing, and broadcasting of The Beat of Pinole and Pinole Code Tips. Two monthly recordings aimed at providing greater communication to the Pinole public.

Capital Improvement Plan (CIP) Projects

- Began work on the creation of a Parks Master Plan

Other Council-Directed Special Projects

- Coordinated additional City-coordinated community events
- Began work on the creation of a sister city agreement;
- Began work on the creation of a public art program/City mural program update
- Conducted research on additional food security and recovery activities

FY 2023/24 Key Priorities and ProjectsBaseline Work (Including Staff-Initiated Special Projects)

- Continue to implement additional City-coordinated community events (United Against Hate Week, Earth Month, etc.)
- Create a sister city agreement
- Create, with Community Development, a public art program and City mural program update
- Complete research on additional food security and recovery activities
- Complete development of Park Master Plan
- Review contracts with user groups
- Continue partnership with the Contra Costa and Solano Food Bank to provide food resources to the community
- Resume special luncheons at the Senior Center
- Implement an underage tobacco use reduction program through the Youth Center.
- Reopen recreation facilities for rentals
- Increase youth programming in partnership with the local schools
- Implement summer events such as the Senior Center Summer Craft Fair, concerts, and movies in the park
- Update existing outdated equipment allowing for High Definition (HD) Wide Screen resolution pending Comcast's upgrade of their system.
- Create a master plan for PCTV to define mission, activities, staffing, equipment, and fee structure
- Hire a consulting firm to evaluate the entire broadcasting network system to include use of new technology for efficiency and effective broadcasting.
- Develop plans to update the Council Chambers to a High Definition (HD) Wide Screen operation and display.

Strategic Plan StrategiesCapital Improvement Plan (CIP) Projects

- Complete a Parks Master Plan

Other Council-Directed Special Projects

- Coordinate additional City-coordinated community events

- Complete work on a sister city agreement
- Complete work on a public art program/City mural program update
- Complete research on additional food security and recovery activities

Significant Special Projects for FY 2024/25 through FY 2027/28

- Implement the Parks Master Plan
- The Recreation Division will review and evaluate the current and future activities and services of the Recreation Division to identify new mechanisms for all age groups
- Implement the anti-tobacco youth program
- The Senior Center will have two major renovation projects. The projects will include the replacement of the floor in the main hall and the replacement of some outdated appliances in the kitchen.

Major Changes in FY 2023/24 Budget

The Community Services Department budget for FY 2023/24 does not include any significant changes relative to the FY 2022/23 budget.

Position Summary

Position	2019/20	2020/21	2021/22	2022/23	2023/24
Community Services Director	0.00	0.00	1.00	1.00	1.00
Deputy Community Services Director	0.00	0.00	0.00	0.00	0.00
Recreation Manager	1.00	1.00	1.00	1.00	1.00
Kitchen Manager	0.00	0.00	0.00	0.00	0.00
Cook, <i>part-time/regular</i>	0.75	0.75	0.75	0.75	0.75
Recreation Coordinator	2.60	2.60	2.60	3.50	3.50
Recreation Supervisor	0.00	0.00	0.00	0.00	0.00
Recreation Leader	2.88	2.88	2.88	2.88	2.88
Recreation Leader (Tiny Tots)	1.13	1.13	1.13	1.13	1.13
Rental Facility Custodian, <i>part-time/temporary</i>	1.65	1.65	1.65	1.65	1.65
Senior Recreation Leader	1.50	1.50	1.50	1.50	1.50
Cable Access Coordinator	1.00	1.00	1.00	1.00	1.00
Cable Access Technician	1.00	1.00	1.00	1.00	1.00
Cable Access Maintenance Technician	0.00	0.00	0.00	0.00	0.00
Cable Equipment Operators, PT/Temp	0.75	0.75	0.75	0.75	0.75
Total	14.25	14.25	15.25	16.15	16.15

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

COMMUNITY SERVICES BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	-	253,414	217,704	454,022	395,886	(58,136)	-15%
Measure S 2014 - 106	8,727	19,215	1,960	21,850	25,850	4,000	15%
Recreation Fund - 209	815,450	1,357,715	1,124,811	2,093,816	2,134,208	40,392	2%
Cable Access TV Fund - 505	391,792	439,347	367,676	646,780	682,056	35,275	5%
Total	1,215,968	2,069,691	1,712,152	3,216,468	3,238,000	21,532	1%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	476,113	837,208	608,066	1,038,100	1,088,349	50,249	5%
Overtime - 402	573	936	1,269	4,000	4,000	-	0%
Employee Benefits - 410	283,472	380,470	313,011	538,879	493,898	(44,981)	-9%
Total Personnel	760,158	1,218,614	922,346	1,580,979	1,586,247	5,268	0%
Services and Supplies							
Professional & Administrative							
Services - 42	146,775	460,311	463,142	974,914	921,754	(53,160)	-6%
Other Operating Expenses - 43	72,938	189,458	172,382	257,101	242,140	(14,961)	-6%
Materials & Supplies - 44	108	5,256	4,403	8,993	7,611	(1,382)	-18%
Total Services and Supplies	219,822	655,025	639,927	1,241,008	1,171,505	(69,503)	-6%
Capital Outlay							
Asset Acquisition/Improvement - 47	11,245	89,539	9,609	191,337	192,437	1,100	1%
Total Capital Outlay	11,245	89,539	9,609	191,337	192,437	1,100	1%
Indirect Cost Allocations							
Administrative Credits - 46	(20,222)	(219,421)	(130,687)	(242,713)	(183,931)	58,782	-32%
Administrative Debits - 46	121,976	186,977	130,687	242,713	183,931	(3,312)	-2%
IS Charges - 46	80,950	79,796	75,053	142,934	208,725	65,791	32%
Legal Charges - 46	5,839	2,166	1,659	1,250	1,750	500	29%
General Liability Insurance - 46	36,201	56,995	63,559	58,960	77,336	18,376	24%
Total Indirect Cost Allocations	224,744	106,513	140,270	203,144	287,811	140,137	49%
Total	1,215,968	2,069,691	1,712,152	3,216,468	3,238,000	21,532	1%
EXPENDITURES BY PROGRAM							
Recreation Administration - 551	273,358	785,893	610,433	1,167,872	868,161	(299,711)	-35%
Senior Center - 552	201,229	418,749	373,526	722,143	626,187	(95,957)	-15%
Tiny Tots - 553	102,241	141,106	117,353	179,985	209,608	29,623	14%
Youth Center - 554	139,737	137,229	131,121	326,537	345,802	19,265	6%
Swim Center - 557	88,099	137,822	103,605	153,900	153,900	-	0%
Memorial Hall - 558	13,214	5,162	5,820	14,200	-	(14,200)	-100%
Tennis - 559	6,300	4,385	2,618	5,050	-	(5,050)	-100%
Library Services - 560	-	-	-	-	182,585	182,585	100%
Animal Control Services - 561	-	-	-	-	169,701	169,701	100%
Cable Access TV City Services - 119	391,792	306,964	248,526	444,432	473,459	29,027	6%
Cable Access TV Community Budget - 120	-	-	47	4,642	1,713	(2,928)	-171%
Cable Access TV Contract Services - 121	-	132,383	119,103	197,707	206,884	9,177	4%
Total	1,215,968	2,069,691	1,712,152	3,216,468	3,238,000	21,532	1%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
RECREATION ADMINISTRATION - 551

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	85,227	377,076	220,847	345,938	372,113	26,175	7%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	36,630	113,111	72,869	203,866	144,042	(59,824)	-42%
Total Personnel	121,857	490,187	293,716	549,804	516,155	(33,649)	-7%
Services and Supplies							
Professional & Administrative Services - 42	15,842	29,849	41,587	76,909	191,419	114,510	60%
Other Operating Expenses - 43	-	-	-	-	-	-	0%
Total Services and Supplies	15,842	29,849	41,587	76,909	191,419	114,510	60%
Indirect Cost Allocations							
Admin Debits - 46122	67,836		(16,422)	-	-	-	0%
Admin Credits - 46121	-	(64,886)		(28,900)	(25,967)	2,933	-11%
IS Charges - 46124	62,029	55,886	52,314	96,243	116,473	20,230	17%
Legal Charges - 46126	1,764	990	196	-	-	-	0%
General Liability Insurance - 46201	4,031	20,453	21,338	19,794	26,481	6,687	25%
Total Indirect Cost Allocations	135,659	12,442	57,426	87,137	116,987	29,850	26%
Total	273,358	532,479	392,729	713,850	824,561	110,711	13%

General Fund 100

Professional & Administrative Services - 42	-	253,414	217,704	454,022	43,600	(410,422)	-941%
Total	-	253,414	217,704	454,022	43,600	(410,422)	-941%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42101 Professional Services	\$ 1,181	\$ 1,636
Broadcast Music/ASCAP Services	\$ 1,181	
CPRP	455	

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

42201 Office Expense	\$	800	\$	800
Office Supplies	\$	800		

4230X Travel, Training & Meeting Costs	\$	9,200	\$	12,000
Travel & Training/Conf-Registration	\$	6,500		
Travel & Training/Mileage, Air		5,000		
Travel & Training/Meal Allowance		500		

42401 Memberships	\$	2,165	\$	1,030
CPRS Memberships (2)		330		
NRPA Membership		700		

42501 Bank Fees	\$	500	\$	750
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42514 Special Department Expense	\$	38,403	\$	30,403
Community Services Commission Broadcast Fee	\$	16,200		
Postage Machine		100		
Recreation Activity Guide, Summer Postcard		11,000		
Staff T-Shirts		2,000		
Tobacco Grant Administrative Costs		1,103		

42515 Special Events	\$	24,660	\$	144,800
City's Support to the Annual Car Show <i>(moved from fund 209 FY23/24)</i>	\$	30,000		
Coastal Cleanup		1,500		
Community Service Day		1,500		
Dumpster Day		500		
Expenses for Movies and Sounds in the Park		11,000		
Other related expenses for events or Commissions		500		
Tobacco Grant Community Events		1,500		
Tree Lighting		5,500		
Other City events <i>(moved from fund 209 FY23/24)</i>		12,800		
Centenarian Program <i>(moved from fund 209 FY23/24)</i>		5,000		
Community Events Organized by Private Groups <i>(moved from fund 209 FY23/24)</i>		5,000		
Earth Day <i>(moved from fund 209 FY23/24)</i>		3,000		
Fourth of July <i>(moved from fund 209 FY23/24)</i>		50,000		
Marketing and Additional Event Expenses <i>(moved from fund 209 FY23/24)</i>		4,000		
Pride Event <i>(moved from fund 209 FY23/24)</i>		10,000		
United Against Hate Week <i>(moved from fund 209 FY23/24)</i>		3,000		

General Fund 100

42101 Professional Services	\$	320,522	\$	40,100
Animal Control Services <i>(moved to division 560 FY23/24)</i>	\$	-		
Event Planning Vendor		30,000		
Library Services reimbursement agreement <i>(moved to division 561 FY23/24)</i>		-		
Mural maintenance		10,100		

42511 Equipment Rent	\$	3,500	\$	3,500
Restroom Services Farmers Market & PVP	\$	3,500		

42515 Special Events	\$	130,000	\$	-
City's Support to the Annual Car Show	\$	-		
Other City events		0		
<i>(moved to fund 209 FY23/24)</i>				

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
SENIOR CENTER - 552

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	91,704	124,687	100,267	185,696	197,545	11,849	6%
Overtime - 402	-	-	51	-	-	-	0%
Employee Benefits - 410	44,006	51,260	45,237	64,933	71,041	6,108	9%
Total Personnel	135,710	175,947	145,555	250,629	268,586	17,957	7%
Services and Supplies							
Professional & Administrative Services - 42	16,685	23,444	80,465	155,678	53,056	(102,622)	-193%
Other Operating Expenses - 43	39,321	144,819	132,925	200,500	192,776	(7,724)	-4%
Materials & Supplies - 44	-	649	214	2,711	2,711	-	0%
Total Services and Supplies	56,006	168,912	213,604	358,889	248,543	(110,347)	-44%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	44,443	483	94,500	94,500	-	0%
Total Capital Outlay	-	44,443	483	94,500	94,500	-	0%
Indirect Cost Allocations							
Legal Charges - 46126	1,056	126	469	500	500	-	0%
General Liability Insurance - 46201	8,458	10,170	11,454	10,625	14,058	3,433	24%
Total Indirect Cost Allocations	9,514	10,296	11,923	11,125	14,558	3,433	24%
Transfers Out - 49901	-	-	-	-	-	-	0%
Total	201,229	399,599	371,565	715,143	626,187	(88,957)	-14%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	19,150	1,960	7,000	-	(7,000)	-100%
Total	-	19,150	1,960	7,000	-	(7,000)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42101 Professional Services	\$ 1,520	\$ 4,155
CPRP	\$ 455	
Staff Training	700	
Volunteer Appreciation (2)	2,000	
WCCUSD Transition Program	1,000	
42107 Equipment Maintenance	\$ 3,650	\$ 5,150
Fire Extinguisher Maintenance	\$ 650	
Other Maintenance (fire sprinklers, sandwich bar)	1,000	
Pool Table Maintenance	1,500	
Refrigerator/freezer maintenance	2,000	

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

42108 Maintenance Structure/Imp		\$ 140,000	\$ 22,609
Electrical Supplies	\$ 500		
HVAC Service	5,000		
Janitorial	6,609		
Key Pad/Alarm Service	1,000		
Landscape Maintenance	4,684		
Pest Control Services	816		
Plumbing Supplies	1,000		
Sanitary/Cleaning Supplies	3,000		
42201 Office Expense		\$ 1,200	\$ 1,200
Office supplies, paper flyers, and tickets	\$ 1,200		
4230X Travel & Training		\$ 3,130	\$ 3,945
Annual Conferences and Trainings	\$ 1,000		
Travel & Training/Mileage, Air	2600		
Travel & Training/M meal Allowance	345		
42401 Memberships		\$ 259	\$ 286
CPRS Membership	\$ 165		
Sams Club	121		
42501 Bank Fee		\$ 2,400	\$ 2,400
42510 Software Purchase		\$ 194	\$ -
Zoom	\$ -		
42514 Special Department Expense		\$ 3,325	\$ 311
Inspection fees	\$ 311		
42515 Special Events		\$ -	\$ 13,000
Food Fundraiser	\$ 11,200		
Outdoor Craft Fair	600		
PSC Cookbook	1,200		
Total Professional/Administrative Services			\$ 53,056
4310X Utilities		\$ 67,500	\$ 62,000
Gas and Electric	\$ 47,000		
Water	15,000		
4320X Taxes		\$ 10,756	\$ 10,756
Taxes/Property Tax	\$ 10,756		
43802 Class Fees		\$ 20,980	\$ 20,600
Instructor Fees	\$ 20,600		
43803 Personal Service		\$ 500	\$ 500
WestCat tickets (reimbursed when sold)	\$ 500		
43804 Food Program		\$ 65,000	\$ 65,000
Food Expense	\$ 50,160		
Kitchen Maintenance	13,400		
Snack Bar	1,440		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

43805 Travel	\$	2,000	\$	7,200
American Stage Tour Payment	\$	3,600		
Premier Tour Payment		3,600		
43806 Dance Program	\$	-	\$	4,260
Entertainment - ballroom (5)	\$	540		
Entertainment - CW Line Dance (5)		1,590		
Food and Beverage (10)		2,130		
43807 Fundraising	\$	11,600	\$	-
Food Fundraiser	\$	-		
Outdoor Craft Fair		-		
PCS Cookbook		-		
43808 Gift Shop Sales	\$	700	\$	2,220
43809 Newsletter	\$	8,540	\$	8,540
Monthly Newsletter	\$	5,000		
Newsletter monthly postage		3,240		
Newsletter annual bulk mail		300		
43810 Center Maintenance	\$	10,424	\$	9,200
Center deep clean	\$	600		
Kitchen janitorial service (12)		4,860		
Misc. center maintenance		2,540		
Trap Service		1,200		
43811 Supplies	\$	2,500	\$	2,500
Misc. Program Supplies & PPE	\$	2,500		
Total Other Operating Expenses				\$ 192,776
44304 Permit Fee	\$	1,711	\$	1,711
Health Permit	\$	1,711		
44306 Maintenance Supplies	\$	1,000	\$	1,000
	\$	1,000		
4710X Furniture Fixtures & Equipment	\$	225,000	\$	22,500
47101 SC Renovation Project: Kitchen Equipment Replacement <i>(carryforward)</i>	\$	20,000		
47105 Other Misc. Equipment		1,000		
47105 2 Laptops and Scanner for Front Desk		1,500		
47103 FF&E/Furniture	\$	-	\$	-
	\$	-		
47201 Improvements/Building	\$	72,000	\$	72,000
SC Renovation Project: Main Hall Flooring <i>(carryforward)</i>	\$	72,000		
MEASURE S - 2014 FUND - 106				
47101 FF&E/Equipment	\$	7,000	\$	-
Senior Center Dishwasher <i>(carryforward)</i>	\$	-		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
TINY TOTS - 553

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages - 401	58,700	77,821	63,427	97,496	108,102	10,606	10%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	28,313	31,413	29,634	39,694	42,485	2,791	7%
Total Personnel	87,013	109,235	93,061	137,190	150,587	13,397	9%
Services and Supplies							
Professional & Administrative Services - 42	10,566	21,540	14,164	24,422	30,242	5,820	19%
Other Operating Expenses - 43	360	4,947	2,231	4,886	5,086	200	4%
Materials and Supplies - 44	-	97	143	30	100	70	70%
Total Services and Supplies	10,925	26,584	16,538	29,338	35,428	6,090	17%
Capital Outlay							
Asset Acquisition/Improvement - 47	121	-	2,087	3,100	200	(2,900)	-1450%
Total Capital Outlay	121	-	2,087	3,100	200	(2,900)	-1450%
Indirect Cost Allocations							
Legal Charges - 46126	-	240	-	250	250	-	0%
General Liability Insurance - 46201	4,182	5,047	5,667	5,257	7,293	2,036	28%
Total Indirect Cost Allocations	4,182	5,287	5,667	5,507	7,543	2,036	27%
Total	102,241	141,106	117,353	175,135	193,758	18,623	10%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	-	-	-	4,850	15,850	11,000	69%
Total	-	-	-	4,850	15,850	11,000	69%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42107 Equipment Maintenance		\$ 300	\$ 300
Copier and other equipment maintenance	\$ 300		
42108 Maintenance Structure/Imp		\$ 13,210	\$ 16,396
Alarm Monitoring	\$ 1,026		
Building Maintenance	500		
Countertops	1,000		
HVAC Maintenance	300		
Janitorial (3 times weekly and annual deep clean)	6,360		
Landscape Maintenance	2,472		
Pest Control	388		
Playground Wood Chip Refreshment (Spring)	3,900		
Sanitary Supplies & PPE	450		
42201 Office Expense		\$ 1,500	\$ 1,500
Toner, ink, other office supplies	\$ 1,500		
4230X Travel & Training		\$ 500	\$ 2,900
Annual Conferences and Trainings	\$ 600		
CPRS Airfare	600		
CPRS Hotel	1,400		
Travel & Training/M meal Allowance	300		
42401 Memberships		\$ -	\$ 234
CPRS Membership	\$ 165		
NAEYC Membership	69		
42501 Bank Fees		\$ 4,200	\$ 4,200
42514 Special Department Expense		\$ 4,712	\$ 4,712
Holiday paper and craft supplies	\$ 650		
Paper and craft supplies	1,562		
Toy replacement	2,000		
T-Shirt fundraiser	500		
Total Professional/Administrative Services		\$ 30,242	
4310X Utilities		\$ 1,200	\$ 1,400
Gas and Electric	\$ 1,200		
Water	200		
43201 Property Tax		\$ 3,686	\$ 3,686
44306 Maintenance Supplies		\$ 30	\$ 100
Misc. Maintenance Supplies	\$ 100		
4710X Furniture Fixtures & Equipment		\$ 3,100	\$ 200
47105 Tiny Tots dishwasher replacement (carryforward)	\$ 200		
47107 Portable Sink	0		
MEASURE S - 2014 FUND - 106			
47103 FF&E/Furniture		\$ 4,850	\$ 2,950
Tiny Tots dishwasher replacement (carryforward)	\$ 550		
Tiny Tots outdoor shade (carryforward)	2,400		
47201 Improvements/Building		\$ -	\$ 12,900
Restroom Walls/Floor Repair/Replace	\$ 11,000		
Tiny Tots Countertop (carryforward)	1,900		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
YOUTH CENTER - 554

EXPENDITURE SUMMARY

	FY 2020/21	FY 2021/22	FY 2022/23	FY 2022/23	FY 2023/24	Prop to Rev	Prop to Rev
	Actual	Actual	Actual	Revised	Proposed	\$ Change	% Change
			Thru Mar-23	Budget	Budget		
Personnel							
Salaries & Wages - 401	56,606	61,650	57,241	171,990	184,110	12,120	7%
Overtime - 402	-	-	-	-	-	-	0%
Employee Benefits - 410	37,198	38,431	33,953	52,193	57,948	5,755	10%
Total Personnel	93,803	100,082	91,194	224,183	242,058	17,875	7%
Services and Supplies							
Professional & Administrative Services - 42	22,977	18,934	16,015	51,964	50,982	(982)	-2%
Other Operating Expenses - 43	3,453	6,841	12,013	12,397	12,460	63	1%
Materials & Supplies - 44	-	271	1,292	3,152	1,700	(1,452)	-85%
Total Services and Supplies	26,431	26,046	29,319	67,513	65,142	(2,371)	-4%
Capital Outlay							
Asset Acquisition/Improvement - 47	2,398	1,152	-	15,000	15,000	-	0%
Total Capital Outlay	2,398	1,152	-	15,000	15,000	-	0%
Indirect Cost Allocations							
Administrative Credits - 46121	(20,222)	(22,151)	(18,822)	(55,470)		55,470	100%
Administrative Debits - 46122	20,222	22,151	18,822	55,470		(55,470)	-100%
Legal Charges - 46126	-	-	-	-	500	500	0%
General Liability Insurance - 46201	8,378	9,884	10,609	9,841	13,102	3,261	25%
Total Indirect Cost Allocations	8,378	9,883	10,608	9,841	13,602	3,761	28%
Total	131,010	137,164	131,121	316,537	335,802	19,265	6%
MEASURE S - 2014 FUND - 106							
Asset Acquisition/Improvement - 47	8,727	65	-	10,000	10,000	-	0%
Total	8,727	65	-	10,000	10,000	-	0%

Consolidated Day Camp Division effective FY23/24

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services			\$ 5,880
Youth Camp Instructors	\$ 5,880		
42107 Equipment Maintenance		\$ 2,500	\$ 1,300
Other Vehicle Maintenance	\$ 1,000		
Oil Changes (4)	300		
42108 Maintenance Structure/Imp		\$ 22,083	\$ 29,442
Building Maintenance	\$ 10,000		
Elevator Maintenance (12)	2,400		
Elevator Service call	600		
Fire Extinguisher Maintenance	100		
Fire Sprinkler Inspection	950		
HVAC City Mechanical	6,000		
Janitorial Service (12)	5,805		
Janitorial supplies	500		
JanPro floor cleaning	1,207		
Misc. other supplies	1,000		
State annual fire inspection	400		
Western Exterminator Pest Control (4)	480		
42201 Office Expense		\$ 500	\$ 500
Miscellaneous Office Supplies	\$ 500		
4230X Travel and Training		\$ 1,870	\$ 5,365
Annual Conferences and Trainings	\$ 810		
CPRP	455		
Milage, Air & Hotel	2,900		
Meal Allowance	500		
Staff Training, workshop, and conference	700		
42401 Memberships		\$ 165	\$ 175
CPRS Membership	\$ 175		
42501 Bank Fees		\$ 1,800	\$ 1,300
Credit Card Transaction Fees	\$ 1,300		
43801 Youth Camp		\$ 18,046	\$ -
<i>(Costs broken down into specific accounts FY23/24)</i>			
42514 Special Department Expense			\$ 2,020
42515 Special Events		\$ 5,000	\$ 5,000
Community Event	\$ 1,000		
Egg hung	2,000		
National Night Out	2,000		
Total Professional/Administrative Services			\$ 50,982
4310X Utilities		\$ 3,950	\$ 5,900
Gas and Electric	\$ 5,400		
Water	500		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

42301 Property Taxes	\$	1,200	\$	1,200
43812 Youth Center	\$	7,247	\$	5,360
Instructor invoices	\$	3,360		
Program supplies		2,000		
Total Other Operating Expenses			\$	12,460
44301 Fuel	\$	2,100	\$	500
44304 Permit Fee	\$	1,052	\$	1,200
Health Permit	\$	1,200		
47201 Improvements/Building	\$	15,000	\$	15,000
Replacement of vinyl floor at Youth Center <i>(carryforward)</i>	\$	15,000		
MEASURE S - 2014 FUND - 106				
47201 Improvements/Building	\$	10,000	\$	10,000
Replace vinyl flooring at Youth Center	\$	10,000		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
SWIM CENTER - 557

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	69,903	111,173	86,463	119,150	119,150	-	0%
Other Operating Expenses - 43	16,492	22,454	14,377	25,000	25,000	-	0%
Materials & Supplies - 44	-	3,905	2,555	2,750	2,750	-	0%
Total Services and Supplies	86,396	137,532	103,395	146,900	146,900	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	20	-	6,500	6,500	-	100%
Total Capital Outlay	-	20	-	6,500	6,500	-	100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Legal Charges - 46126	1,703	270	210	500	500	-	0%
Total Indirect Cost Allocations	1,703	270	210	500	500	-	0%
Total	88,099	137,822	103,605	153,900	153,900	-	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 85,000	\$ 85,000
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		\$ 3,000	\$ 3,000
Credit Card Processing Fees	\$ 3,000		
Total Professional/Administrative Services		\$ 119,150	
4310X Utilities		\$ 21,000	\$ 21,000
43103 Gas and Electric	\$ 14,000		
43102 Water	7,000		
43201 Property Taxes		\$ 4,000	\$ 4,000
44304 Permit Fee		\$ 2,750	\$ 2,750
Health Permits	\$ 2,750		
47101 FF&E/Equipment		\$ 6,500	\$ 6,500
Refrigerator/Freezer	\$ 6,500		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
MEMORIAL HALL - 558

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	10,293	2,122	3,096	11,200	-	(11,200)	-100%
Other Operating Expenses - 43	2,530	2,638	2,550	3,000	-	(3,000)	-100%
Materials & Supplies - 44	-	192	173	-	-	-	0%
Total Services and Supplies	12,824	4,952	5,820	14,200	-	(14,200)	-100%
Indirect Cost Allocations							
Administrative Credits - 46121	-	-	-	-	-	-	0%
Administrative Debits - 46122	-	-	-	-	-	-	0%
Legal Charges - 46126	390	210	-	-	-	-	0%
Total Indirect Cost Allocations	390	210	-	-	-	-	0%
Total	13,214	5,162	5,820	14,200	-	(14,200)	-100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42108 Maintenance Structure/Imp	\$ 11,000	\$ -
Building Maintenance	\$ -	
Misc. Maintenance	-	
Pest Control	-	
Plumbing Supplies	-	
Sanitary Supplies	-	
(Moved to Facilities division effective FY23/24)		
42501 Bank Fees	\$ 200	\$ -
(Moved to division 551 effective FY23/24)		
Total Professional/Administrative Services	\$ -	
4310X Utilities	\$ 3,000	\$ -
Gas and Electric	\$ -	
Water	-	
(Moved to Facilities division effective FY23/24)		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

RECREATION FUND - 209
TENNIS - 559

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	4	9	255	550	-	(550)	#DIV/0!
Other Operating Expenses - 43	6,296	4,376	2,363	4,500	-	(4,500)	#DIV/0!
Total Services and Supplies	6,300	4,385	2,618	5,050	-	(5,050)	#DIV/0!
Total	6,300	4,385	2,618	5,050	-	(5,050)	#DIV/0!

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42108 Maintenance Structure/Imp	\$ 500	\$ -
Building Maintenance	\$ -	
<i>(Moved to Facilities division effective FY23/24)</i>		
42501 Bank Fees	\$ 50	\$ -
Credit Card Processing Fees	\$ -	
<i>(Moved to division 551 effective FY23/24)</i>		
4310X Utilities	\$ 4,500	\$ -
Gas and Electric	\$ -	
Water	-	
<i>(Moved to Facilities division effective FY23/24)</i>		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

GENERAL FUND - 100
LIBRARY SERVICES - 560

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	182,585	182,585	100%
Total Services and Supplies	-	-	-	-	182,585	182,585	100%
Total	-	-	-	-	182,585	182,585	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42101 Professional Services	\$ -	\$ 182,585
Library Services reimbursement agreement - 40 base	\$ 182,585	
(Moved from division 551 effective FY23/24)		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

GENERAL FUND - 100

ANIMAL CONTROL SERVICES - 561

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Services and Supplies							
Professional & Administrative Services - 42	-	-	-	-	169,701	169,701	100%
Total Services and Supplies	-	-	-	-	169,701	169,701	100%
Total	-	-	-	-	169,701	169,701	100%

MAJOR NON-PERSONNEL EXPENSE DETAILS

	FY 2022/23	FY 2023/24
42101 Professional Services	\$ -	\$ 169,701
Animal Control Services \$9.11 per capita	\$ 169,701	
(Moved from division 551 effective FY23/24)		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV CITY SERVICES- 119

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages -401	183,877	195,973	166,285	230,944	226,479	(4,465)	-2%
Overtime - 402	573	936	1,218	4,000	4,000	-	0%
Employee Benefits - 410	137,325	146,254	131,318	178,193	178,382	189	0%
Total Personnel	321,775	343,163	298,820	413,137	408,861	(4,276)	-1%
Services and Supplies							
Professional & Administrative Services - 42	505	-174	3,211	59,544	59,544	-	0%
Other Operating Expenses - 43	4,486	3,382	5,924	4,048	4,048	0	0%
Materials & Supplies - 44	108	142	26	208	208	-	0%
Total Services and Supplies	5,099	3,350	9,161	63,800	63,800	0	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	24,709	5,078	\$49,782	49,782	-	0%
Total Capital Outlay	-	24,709	5,078	49,782	49,782	-	0%
Indirect Cost Allocations							
Admin Credits - 46121	-	(132,383)	(111,865)	(158,343)	(157,964)	379	0%
Admin Debits - 46122	33,918	32,443	16,422	28,900	25,967	(2,933)	-11%
IS Charges - 46124	18,921	23,910	16,418	33,713	66,611	32,898	49%
Legal Charges - 46126	926	330	-	-	-	-	0%
General Liability Insurance -46201	11,153	11,442	14,492	13,443	16,402	2,959	18%
Total Indirect Cost Allocations	64,918	(64,259)	(64,534)	(82,287)	(48,984)	33,303	-68%
Total	391,792	306,964	248,526	444,432	473,459	29,027	6%

[1] PEG funded

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
42101 Professional Services		\$ 50,000	\$ 50,000
Remote programming and support for Leightronix, Scala and General A/V Contractors (90% funded through production fees)	\$ 25,000		
PCTV Master Plan	25,000		
42106 Software Maintenance		\$ 1,800	\$ 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		\$ 2,500	\$ 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		\$48,000	\$ 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		\$1,782	\$ 1,782
2 office desk chairs	\$1,782		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

CABLE ACCESS TV FUND - 505
CABLE ACCESS TV COMMUNITY BUDGET- 120

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages -401	-	-	-	3,018	-	(3,018)	-100%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Personnel	-	-	-	3,018	-	(3,018)	-100%
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%
Indirect Cost Allocations							
Admin Debits - 46122	-	-	-	1,326	1,323	(3)	0%
IS Charges - 46124	-	-	47	96	188	93	49%
Total Indirect Cost Allocations	-	-	47	1,422	1,511	90	6%
Total	-	-	47	4,642	1,713	90	5%

[1] PEG funded

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
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		
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

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

CABLE ACCESS TV FUND - 505

CABLE ACCESS TV CONTRACT SERVICES- 121

EXPENDITURE SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
Personnel							
Salaries & Wages -401	-	-	-	3,018	-	(3,018)	-100%
Employee Benefits - 410	-	-	-	-	-	-	0%
Total Personnel	-	-	-	3,018	-	(3,018)	-100%
Services and Supplies							
Professional & Administrative Services - 42	-	-	181	21,297	21,297	-	0%
Other Operating Expenses - 43	-	-	-	2,746	2,746	-	0%
Materials & Supplies - 44	-	-	-	141	141	-	0%
Total Services and Supplies	-	-	181	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	-	132,383	111,865	157,017	156,641	(376)	0%
IS Charges - 46124	-	-	6,274	12,882	25,453	12,571	49%
Legal Charges - 46126	-	-	784	-	-	-	0%
Total Indirect Cost Allocations	-	132,383	118,923	169,899	182,094	12,195	7%
Total	-	132,383	119,103	197,707	206,884	12,195	6%

[1] PEG funded

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – Community Services

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
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		

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GENERAL GOVERNMENT**Mission**

The mission of General Government is to appropriate funds for general City administrative overhead costs.

Major Services and Functions

The General Government Department is a department established in the City's accounting system to provide a clearing house for payment of certain debt that is not tied to another specific department and accounting of cost recovery for internal services. As currently organized, the department does not perform any services.

FY 2022/23 Key Accomplishments

- Account for debt service payments, retiree medical reimbursement, and internal transfers

FY 2023/24 Key Priorities and Projects

- Continue to account for internal service functions

Major Changes in FY 2023/24 Budget

There are not any major changes to the General Government department budget for FY2023/24.

Position Summary

Position	2019/2 0	2020/2 1	2021/2 2	2022/2 3	2023/2 4
Management Analyst	1.00	0.00	0.00	0.00	0.00
Total	1.00	0.00	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.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – General Government

GENERAL GOVERNMENT BUDGET SUMMARY

	FY 2020/21 Actual	FY 2021/22 Actual	FY 2022/23 Actual Thru Mar-23	FY 2022/23 Revised Budget	FY 2023/24 Proposed Budget	Prop to Rev \$ Change	Prop to Rev % Change
REVENUE / FUNDING SOURCE							
General Fund - 100	2,867,900	4,582,077	2,314,546	2,911,942	3,165,572	253,630	8%
Measure S 2014 - 106	666,890	692,901	585,000	718,000	783,000	65,000	8%
NPDES Storm Water Fund - 207	2,222	-	-	-	-	-	0%
Recreation Fund - 209	7,987	7,549	5,358	-	-	-	0%
Measure J - 215	48,930	49,664	-	-	-	-	0%
American Rescue Plan Act Fund - 217	-	533,606	4,071,404	4,090,010	-	#####	-100%
Sewer Enterprise Fund - 500	16,643	12,191	16,369	-	-	-	0%
Pension Fund - 700	86,587	87,037	-	-	-	-	0%
Total	3,697,159	5,965,026	6,992,677	7,719,952	3,948,572	#####	-96%
EXPENDITURES BY CATEGORY							
Personnel							
Salaries & Wages - 401	-	-	-	-	-	-	0%
Salary Savings - 405	-	-	-	(510,000)	(510,000)	-	0%
Employee Benefits - 410	26,864	19,740	-	-	-	-	0%
Med Insurance/Retirement - 411	1,023,038	1,058,878	847,941	1,154,084	1,101,233	(52,851)	-5%
Total Personnel	1,049,902	1,078,618	847,941	644,084	591,233	(52,851)	-9%
Services and Supplies							
Professional & Administrative Services - 42	319,736	714,109	42,889	-	-	-	0%
Other Operating Expenses - 43	17,868	11,545	10,289	16,700	16,700	-	0%
Total Services and Supplies	337,603	725,655	53,179	16,700	16,700	-	0%
Capital Outlay							
Asset Acquisition/Improvement - 47	-	-	-	-	-	-	0%
Total Capital Outlay	-	-	-	-	-	-	0%
Debt Service							
Debt Principal - 48101	227,389	221,565	215,586	215,586	207,790	(7,796)	-4%
Debt Interest - 48102	327,611	383,580	379,414	379,414	402,210	22,796	6%
Cost of Issuance - 48103	3,607	3,591	1,045	1,107	1,107	-	0%
Total Debt Service	558,607	608,736	596,045	596,107	611,107	15,000	2%
Indirect Cost Allocations							
Information Systems (IS) Charges - 46	158,814	171,690	188,184	301,171	356,257	55,086	15%
General Liability Insurance - 46201	3,580	20,211	-	-	-	-	0%
Total Indirect Cost Allocations	162,394	191,901	188,184	301,171	356,257	55,086	15%
Operating Transfers Out - 49901	1,588,652	3,360,117	5,307,329	6,161,890	2,373,275	#####	-160%
Total	3,697,159	5,965,027	6,992,677	7,719,952	3,948,572	#####	-96%
EXPENDITURES BY PROGRAM							
General Government - 117	3,697,159	5,965,027	6,992,677	7,719,952	3,948,572	#####	-96%
Total	3,697,159	5,965,027	6,992,677	7,719,952	3,948,572	#####	-96%

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – General Government

MAJOR NON-PERSONNEL EXPENSE DETAILS

		FY 2022/23	FY 2023/24
4310X Utilities		\$ 16,700	\$ 16,700
43105 Comcast	\$ 500		
43102 Water	900		
43103 Gas/Electric	15,300		
48101 Debt Principal		\$ 221,565	\$ 207,790
Pension Obligation Bond principal	\$ 207,790		
48102 Debt Interest		\$ 353,435	\$ 402,210
Pension Obligation Bond interest	\$ 402,210		
49901 Transfers Out		\$ 1,353,880	\$ 1,590,275
General Reserve	\$ 764,520		
PCTV Operating contribution	105,124		
Recreation operation contribution	597,831		
Recreation: Annual contribution to car show and other City events	122,800		

MEASURE S - 2014 FUND - 106

49901 Transfers Out		\$ 718,000	\$ 783,000
Arterial Street Rehabilitation Projects	\$ 250,000		
Cable TV Contribution	55,000		
Recreation-Cinema in the Park	2,500		
Recreation-Community Service Commission	4,000		
Recreation-Summer Sounds in the Park	4,000		
Recreation-Swim Center Contribution	65,000		
Recreation-Tree Lighting	2,500		
Reserve to replace 2 PW vehicles per year	30,000		
Reserves to replace heavy equipment	115,000		
Reserves to replace 2 Dev Svcs vehicles per year	5,000		
Street Projects Funding	250,000		

American Rescue Plan Act - Fund 2017

49901 Transfers Out		\$ 4,090,010	\$ -
Transfer out to the General Fund	\$ -		

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – General Government

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SCHEDULE OF TRANSFERS

The General Fund provides annual contributions to the Recreation and Pinole Community Television (PCTV) programs to fund any operational deficiencies. Only the amounts necessary to fund operations are transferred towards the end of the fiscal year. Measure S 2014 funds annual contributions to the Equipment Reserve Fund for future equipment replacement needs, as well as sets aside funds for the arterial street rehabilitation and street improvement projects. Special community events, such as the annual tree lighting, are also funded by Measure S 2014.

FUND #	DESCRIPTION	TRANSFER-OUT		FUND #	DESCRIPTION	TRANSFER-IN	
		ACCOUNT #	AMOUNT			ACCOUNT #	PURPOSE
100 General Fund		100-117-49901	105,124	505 Cable Television Fund		505-119-39901	Cable Television contribution [1]
100 General Fund		100-117-49901	597,831	209 Recreation Fund		209-551-39901	Recreation operating contribution [1]
100 General Fund		100-117-49901	122,800	209 Recreation Fund		209-551-39901	Recreation contribution for special events
100 General Fund		100-117-49901	764,520	150 General Reserve Fund		150-000-39901	Reserve to meet reverse policy level
Subtotal Transfers from the General Fund			1,590,275				
106 Measure S 2014 Fund		106-117-49901	65,000	209 Recreation Fund		209-557-39901	Swim Center contribution [1]
106 Measure S 2014 Fund		106-117-49901	250,000	325 City Street Fund		325-342-39901	Funding for Future Street Projects
106 Measure S 2014 Fund		106-117-49901	250,000	377 Arterial Streets Rehabilitation Fund		377-342-39901	Fund Portion of Arterial Streets Rehabilitation
106 Measure S 2014 Fund		106-117-49901	55,000	505 Cable Television Fund		505-119-39901	Cable Television contribution [1]
106 Measure S 2014 Fund		106-117-49901	13,500	209 Recreation Fund		209-551-39901	Recreation: Cinema, Community Service, Summer Sounds, Tree Lighting.
106 Measure S 2014 Fund		106-117-49901	30,000	160 Equipment Reserve Fund		160-345-39901	Reserves to replace 2 vehicles per year
106 Measure S 2014 Fund		106-117-49901	115,000	160 Equipment Reserve Fund		160-345-39901	Reserves to replace heavy equipment
106 Measure S 2014 Fund		106-117-49901	5,000	160 Equipment Reserve Fund		160-461-39901	Reserves to replace 2 vehicles per year
Subtotal Transfers from Measure S 2014			783,500				
700 Pension Fund		700-000-49901	2,245,480	100 General Fund		100-117-39901	Transfer from Pension Trust
Subtotal Transfers from other funds			2,245,480				
Grand total Transfers			4,619,255				

NOTES:

[1] Only enough to balance Fund will be transferred.

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Department Budgets – General Government

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DEBT OBLIGATIONS

A best practice in public finance is to show the City's debt obligations in its budget. The City has just three long-term debt obligations, other than those of the Redevelopment Successor Agency.

Pension Obligation Bonds

On June 1, 2006, the City Council authorized the issuance of \$16,800,000 of Taxable Pension Obligation Bonds, 2006 Series A-2 (Capital Appreciation Bonds). The bonds in the aggregate principal of \$6,214,630 were issued to raise funds, presumably at a lower cost, to pay down the City's unfunded accrued actuarial liability with CalPERS. The bonds bear compounded interest which is due semi-annually on June 1 and December 1 through 2036. Principal payments are due annually on June 1 through 2036. The debt structure does not allow the bonds to be retired any earlier than 2036. In accordance with Section 4.01 (a) of the Trust Agreement, the City is required to deposit with the Trustee on or before August 1 of each year the annual amount for the upcoming fiscal year ending June 30. The bonds are secured with an insurance policy.

Bonds payable debt service requirements for governmental activities are shown below:

For the Year Ending, June 30	Principal	Interest
2023	215,586	379,414
2024	207,790	402,210
2025	203,321	431,679
2026	195,585	454,415
2027	191,228	483,773
*2028-2032	879,366	2,840,634
*2033-2036	620,010	2,819,990
	<u>\$ 2,512,886</u>	<u>\$ 7,812,114</u>

**The total principal and total interest will be spread over the five-year period.*

2016 Wastewater Revenue Refunding Bonds

On June 30, 2016, the City of Pinole issued an \$8,251,000 Wastewater Revenue Refunding Bond (Bank Qualified) to redeem its 2006 Wastewater Revenue Bonds which were issued to finance certain capital improvements to the City's wastewater system. The bonds bear annual interest at 2.95% which is payable semi-annually on March 1 and September 1 of each year through 2036. Principal payments are due annually beginning on September 1, 2016 through 2036. The bond is secured with pledged net wastewater revenues.

Bonds payable debt service requirements for business-type activities are shown below:

For the Year Ending, June 30	Principal	Interest
2023	341,000	181,440
2024	347,000	171,292
2025	362,000	160,384
2026	372,000	150,008
2027	381,000	138,901
2028-2032	2,089,000	516,029
2033-2037	2,429,000	183,564
	<u>\$ 6,321,000</u>	<u>\$ 1,502,066</u>

2016 Clean Water State Revolving Fund

In May 2016, the City entered into a loan agreement with the State of California Water Resources Control Board to provide funding for its 50% share of upgrades to the Pinole-Hercules Wastewater Pollution Control Plant to achieve compliance with Regional Water Quality Board NPDES. Funds are drawn on the agreement as work is completed up to a maximum amount of \$26.7 million plus any construction period interest. The loan accrues interest at a rate of 1.7 percent annually. Annual principal payments are due each July 1, commencing July 1, 2020. Final payment is due July 2049. Net revenues, defined as all sewer enterprise fund revenues less operations and maintenance costs (excluding depreciation and amortization expenses), are pledged for future debt service. As of June 30, 2022, the total debt outstanding on the loan is \$24,105,949.

Year Ending June 30,	Principal	Interest
2023	679,383	409,801
2024	690,932	398,252
2025	702,678	386,506
2026	714,624	374,560
2027	726,772	362,412
2028-2032	3,823,443	1,622,477
2033-2037	4,159,675	1,286,245
2038-2042	4,525,475	920,445
2043-2047	4,923,443	522,477
2048-2050	3,159,524	108,027
	<u>\$ 24,105,949</u>	<u>\$ 6,391,201</u>

Appendix

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ACCOUNTING AND BUDGET BASIS

It is a public finance best practice for the City's budget to describe the City's accounting basis and fund structure.

The City maintains its accounting records in accordance with Generally Accepted Accounting Principles (GAAP) and standards established by the Governmental Accounting Standards Board (GASB). Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized when both measurable and available. Expenditures are recognized when the liability is incurred. Debt service obligations are appropriated when due.

Proprietary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recognized when earned and expenses when the liability is incurred regardless of timing of related cash flows.

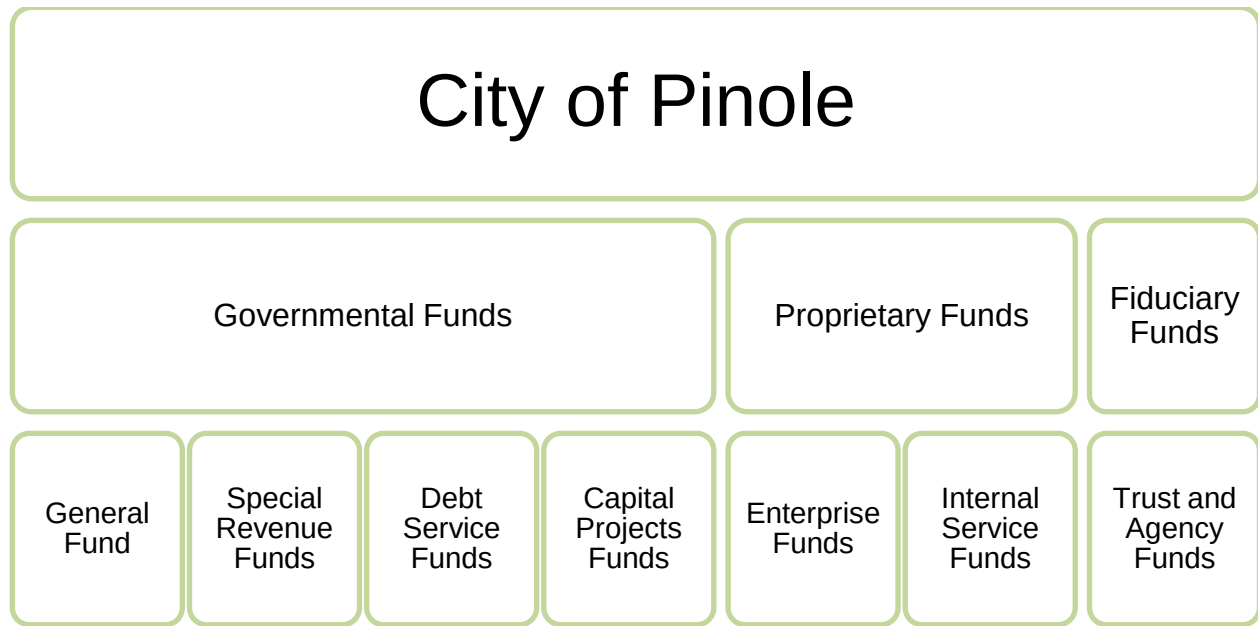
The basis of budgeting is consistent with the basis of accounting discussed above. Appropriations that are budgeted and not expensed at the end of the year lapse and revert to fund balance.

MONITORING THE BUDGET

Once adopted, the budget becomes the main internal control document used to monitor and manage the City's financial position. The City's budget level of control is executed at the fund level set by the City's governing body. Requests for budget amendments are presented to the City Council and are enacted by resolution. Managers can transfer funds within their respective departments with the approval of the City Manager. Financial reports that highlight revenue and expenditure variances, some of which may require adjustments to the budget, are presented to City Council for consideration and adoption on a quarterly basis.

FUND STRUCTURE

The City uses funds to report its current financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid in financial management by segregating transactions related to certain governmental functions or activities. A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds of the City can be divided into three categories: governmental funds, proprietary funds and fiduciary funds.



GOVERNMENTAL FUNDS

General Funds are used to account for all the general revenues of the City not specifically levied or collected for other City funds and the related expenditures.

<i>Fund Number</i>	<i>Name</i>
100	General Fund
105	Measure S 2006 Fund
106	Measure S 2014 Fund
150	General Reserve Fund
160	Equipment Reserve Fund

Special revenue funds used to account for proceeds that are legally restricted for specific purposes.

<i>Fund Number</i>	<i>Name</i>
200	Gas Tax Fund
201	Restricted Real Estate Maintenance Fund
203	Public Safety Augmentation Fund
204	Police Grants Fund
205	Traffic Safety Fund
206	Supplemental Law Enforcement Services Fund
207	Storm Water Fund
209	Recreation Fund
212	Building & Planning Fund
213	Refuse Management Fund
214	Solid Waste Fund

Fiscal Year (FY) 2023/24 Operating and Capital Budget
Appendix – Accounting and Budget Basis, Monitoring the Budget, Fund Structure

215	Measure J Fund
217	American Rescue Plan Act (ARPA) Fund
225	Asset Seizure-Adjudicated Fund
275	Parkland Dedication Fund
276	Growth Impact Fund
285	Housing Assets for Resale

Capital projects funds are used to account for financial resources for the acquisition or construction of facilities and other capital assets.

<i>Fund Number</i>	<i>Name</i>
310	Lighting and Landscape District Fund
324	Public Facilities Fund
325	City Street Improvements
327	Parks Grants Fund
377	Arterial Rehabilitation

PROPRIETARY FUNDS

Enterprise funds are used to account for goods or services from business-type activities, such as fees charged to external users.

<i>Fund Number</i>	<i>Name</i>
500	Sewer Enterprise Fund
505	Cable Access TV Fund

Internal service funds are used to account for activities that provide goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments on a cost-reimbursement basis.

<i>Fund Number</i>	<i>Name</i>
525	Information Systems Fund

FIDUCIARY FUNDS

Agency funds are used to maintain records of assets and financial activities on behalf of a third party or set aside in an external trust fund for restricted purposes.

<i>Fund Number</i>	<i>Name</i>
700	Section 115 Pension Trust Fund
750	Redevelopment Obligation Retirement Fund

The City receives revenue from numerous sources that are used for various expenditures for City purposes. The following are descriptions of each of the City's revenue sources as well as the assumptions used to develop the budget projections.

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GLOSSARY

Appropriation - An authorization by the City Council to make expenditures/expenses and to incur obligations for a specific purpose within a specific time frame.

Assessed Valuation - A dollar value placed on real estate or other property by the County as a basis for levying property taxes.

Assessments- Levies that pay for improvements directly benefiting their property.

Audit - A view of the City's accounts by an independent auditing firm to substantiate fiscal year-end fund, salaries, reserves, and cash on hand.

Beginning/Ending (Unappropriated) Fund Balance - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

Bond - A City may raise capital by issuing a written promise to pay a specific sum of money, called the face value or principal amount, at a specific date or dates in the future, together with periodic interest at a special rate. There are two types of bonds: General Obligation and Revenue.

Budget - A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is proposed until it has been approved by the City Council.

Capital Improvement - A permanent addition to the City's assets, including the design, construction, or purchase of land, buildings, or facilities, or major renovations of same.

Capital Improvement Program - A financial plan of proposed capital improvement projects with single-and multiple-year capital expenditures/expenses.

Capital Outlay - A budget appropriation category which budgets all equipment having an estimated useful life of over one year.

City Manager's Transmittal Letter - A general discussion of the budget. The letter contains an explanation of principal budget items and summaries.

CPI - Consumer Price Index; measure of inflation in an area of consumer products.

Debt Service - Payment of the principal and interest on an obligation resulting from the issuance bonds, notes, or Certificates of Participation (COPs).

Debt Service Requirements - The amount of money required to pay interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

Deficit - An excess of expenditures or expenses over revenues (resources).

Department - An organizational unit comprised of divisions. It is the basic unit of service responsibility encompassing a broad mandate of related activities.

Depreciation- The cost allocation of tangible assets over the useful/economic life of the asset.

Division - A sub-section (or activity) within a department, which furthers the objectives of the City by providing specific services or a product.

Encumbrances - A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. They cease to be encumbrances when the obligations are paid or otherwise terminated.

Enterprise Fund - A type of fund established for the total costs of those governmental facilities and services which are operated in a manner similar to private enterprise. These programs are entirely or predominately self-supporting.

Expenditure - The actual spending of Governmental Funds set aside by appropriation.

Expense - The actual spending of Proprietary Funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

Fiscal Year - A twelve-month period of time to which a budget, forecast or reporting period applies. The City of Pinole fiscal year is July 1 through June 30.

Fund - An independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created.

Fund Balance - The amount of financial resources available for use. Generally, this represents the detail of all the annual operating surpluses and deficits since the fund's inception.

General Fund - The primary fund of the City used to account for all revenues and expenditures of the City not legally restricted as to use. This fund is used to offset the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police and others.

General Obligation Bond - Bonds used for various purposes and repaid by the regular (usually via the General Fund) revenue raising powers of the City.

Grant - Contributions, gifts of cash, or other assets from another governmental entity to be used or expended for a specific purpose, activity, or facility.

Interfund Transfers - Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Internal Service Fund - An Internal Service Fund provides services to other City departments and bills the various other funds for services rendered, just as would private business. ISF's are self-supporting and only the expense by an ISF is counted in budget totals.

Major Fund – Governmental fund or enterprise fund reported as a separate column in the basic financial statements and subject to a separate opinion in the independent auditor's report.

Materials, Supplies, and Services - Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

Municipal Code - A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

Objectives - The expected results or achievements of a budget activity.

Operating Budget - Annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay and capital improvements.

Ordinance - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless preempted by a higher form of law. An Ordinance has a higher legal standing than a Resolution.

Projects – Long-term investments in public facilities and infrastructure; also known as capital improvements. The amount spent may overlap from year to year until the project is completed.

Proprietary Funds- These include the enterprise (wastewater treatment and collection) and internal services (information technology and equipment reserve) funds. They are accounted for in a manner similar to businesses, measuring cost for services and including total assets and liabilities.

Redevelopment Agency- A separate legal entity created to alleviate conditions of blight, build infrastructure and promote economic development. The Agency receives property tax revenue on assessed value growth within these areas called “tax increments” to repay Agency indebtedness.

Reimbursement - Payment of amount remitted on behalf of another party, department, or fund.

Reserve - An account used to record a portion of the fund balance as legally segregated for a specific use.

Resolution - A special order of the City Council which has a lower legal standing than an Ordinance.

Return to Source Funds - Residual moneys from former Redevelopment Agency's tax levy's that are redistributed to the Cities after the Agency's debt obligations have been paid off. These funds are non-restricted and are distributed by the State in January and July of every year.

Revenues - Amount received for taxes, fees, permits, licenses, interest, intergovernmental sources, and other sources during the fiscal year.

Revenue Bonds - A type of bonds usually issued to construct facilities. The bonds are repaid from the revenue produced by the operation of these facilities.

Salaries and Benefits - A budget category which generally accounts for full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

Special Revenue Funds - This fund type collects revenues that are restricted by the City, State, or Federal Government as to how the City might spend them.

Successor Agency to the Pinole Redevelopment Agency - Trust agency formed for the purpose of reporting close-out financial activities of the former Redevelopment Agency.

Unfunded Liability - Amount of future obligations not covered by assets currently set aside for that purpose, such as accrued vacation leave payable at termination or actuarial-determined future insurance claims.

User Fees - Charges of a voluntary nature paid by persons receiving a service in exchange for the fee (such as recreation activities or wastewater service fees).

ACRONYMS

ABAG	Association of Bay Area Government
ACFR	Annual Comprehensive Financial Report
CalPERS	California Public Employees' Retirement System
CIP	Capital Improvement Program
COLA	Cost of Living Adjustment
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
EAP	Employee Assistance Program
FTE	Full Time Equivalent
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officers Association
HOPTR	Homeowner's Property Tax Rebates
LAIF	Local Agency Investment Fund
LTD	Long-Term Disability
NPDES	National Pollution Discharge Elimination System
OPEB	Other Post Employment Benefits
PALC	Pinole Assisted Living Community
PERS	Public Employees' Retirement System
PEPRA	Public Employees' Pension Reform Act [of 2013]
POB	Pension Obligation Bond
PPEA	Pinole Police Employees Association
PRA	Pinole Redevelopment Agency

RDA	Redevelopment Agency
SAFER	Staffing for Adequate Fire and Emergency Response
SDI	State Disability Insurance
SRO	School Resource Officer
UBC	Uniform Building Code
VLF	Vehicle License Fee
WBCC	West Bay Communications Center
WCCTAC	West Contra Costa Transportation Advisory Committee
WCCUSD	West Contra Costa Unified School District
WPCP	Wastewater Pollution Control Plant

FINANCIAL AND INVESTMENT POLICIES

The following Financial and Investment Policies are established to ensure that the City's finances are managed in a sound and prudent manner which will (1) continue to provide for the delivery of quality services, (2) maintain and enhance service delivery as the community grows in accordance with the General Plan, (3) strive for a balanced budget annually, assuring that the City is living within our means, and (4) establish reserves necessary to meet known and unknown future obligations.

To achieve these goals, the following Financial and Investment Policies have been established. Below is a summary of the actual policies, which were last updated and approved by the City Council on May 2, 2023. The full policies can be found on the website at [Financial and Investment Policies - Updated March 2023.pdf \(civiclive.com\)](#).

1. Structurally Balanced Budget Policy

The annual budget will be structurally balanced whereby the operating budget will be prepared with current year expenditures funded with current year revenue. If a structural imbalance occurs, a plan will be developed and implemented to bring the budget back into structural balance.

2. Reserves Policy

The City will establish, dedicate and maintain reserves annually to meet known and estimated future obligations. The City will establish specific reserve accounts which include but are not limited to:

- General Fund Reserves for Economic Uncertainties equivalent to a minimum 10 percent or 180 days cash on hand of General Fund recurring expenditures;
- Reserves for depreciation and replacement of vehicles and major equipment;
- Reserves for maintenance, replacement, and renovations of facilities, parks, landscape maintenance and infrastructure.

If these reserves are used, a plan will be developed and implemented to replenish the funds used.

3. Revenue Policy – One Time (Non-Recurring) Resources

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any land use, major taxpayer, revenue type, restricted revenue, inelastic revenue, or external revenue. The General Fund Budget will be structurally in balance without relying on one-time resources such as proceeds from asset sales, debt refinancing, one-time grants, revenue spikes, budget savings and similar non-recurring revenue. Appropriate uses of one-time resources include establishing and rebuilding the General Fund Reserve, other City established reserves, or early retirement of debt,

capital expenditures, reducing unfunded pension liabilities (PERS and OPEB), and other non-recurring expenditures.

4. Revenue Policy – User Fees and Charges

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover the costs of new facilities and infrastructure necessitated by the development consistent with state law.

5. Expenditure and Budget Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

6. Debt Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

7. Receivables Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City. The purpose of the is policy is to maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

8. Grants Policy

The City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

9. Capital Assets Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of \$5,000 to be recorded as a capital asset.

10. Unclaimed Funds Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

11. Investment Policy

The purpose of this Investment Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

12. Pension Investment Policy

The City of Pinole (the "City") has established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the specified age and service requirements.

The purpose of this Pension Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension funds are to be managed.

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EMPLOYEE COMPENSATION AND BENEFITS

Compensation

Employees are compensated based on job classification, which is a group of positions sufficiently similar with respect to their duties and responsibilities that: (a) the same descriptive title may be used to designate the positions allocated to the class; (b) the scope and level of duties and responsibilities are similar; (c) the same qualifications and tests of fitness may be required of all incumbents; and (d) the same salary rate or range can apply with equity under substantially the same working conditions. Salaries and wages are paid over twenty-six periods each fiscal year. Current salary and benefit schedules are available online at:

https://www.ci.pinole.ca.us/city_government/human_resources/salary_benefits.

Compensation packages include benefits, such as medical plan, dental plan, vision plan, cafeteria plan, life insurance, disability insurance, flexible benefits plan.

There are currently four union-represented groups in the City: Pinole Police Employees Association, International Association of Firefighters Local 1230, Public Employees Union – Local 1, and AFSCME Local 512.

Pension Plans

The City contributes to the California Public Employees' Retirement System ("PERS"), a cost-sharing, multiple-employer, public employee, defined benefit, pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and City ordinance. Copies of PERS' annual financial report may be obtained from their executive office: 400 P Street, Sacramento, CA 95814.

Funding Policy: Miscellaneous Plan participants are required to contribute 8% of their annual covered salary, while Safety Plan participants are required to contribute 9% of their annual covered salary.

The City entered into cost-sharing agreements with its union-represented and unrepresented employees whereby miscellaneous and safety employees' total CalPERS contribution (combined Employee Contribution and Employees' Share of the City's contribution) are capped at 15% (8% employee portion and 7% employer portion) and 15% (9% employee portion and 6% employer portion) respectively.

The City established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust in July of 2018. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the

specified age and service requirements. Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS.

Other Post-Employment Benefits

In addition to the retirement pension benefits described above, the City sponsors and administers a single-employer healthcare plan for its employees. The plan includes healthcare coverage to long-service retirees. At retirement, employees can elect Blue Shield, Kaiser, PERS Care, or PERS Choice medical coverage through the City at the City's expense.

Employees hired before July 1, 2010 receive a City contribution toward their health premium equal that provided to current active employees. Employees hired after July 1, 2010 receive a City contribution toward their retiree health premium in an amount described by Government Code Section 22893 (the PERS vesting schedule) as shown below:

Credited Years of Service	Percentage of Employer Contribution
10	50%
11	55%
12	60%
13	65%
14	70%
15	75%
16	80%
17	85%
18	90%
19	95%
20 or more	100%

Funding Policy: The City's contribution for each retiree is capped at the Kaiser Bay Area/Sacramento family premium. The premium as of July 1, 2019 is \$2,027.64 per month. The City is currently funding the benefits on a pay-as-you-go basis.

Risk Management

The City manages risk of loss related to torts, theft of, damage to, and destruction of assets, errors and omissions, injuries to employees, and natural disasters by participating in a public entity risk pool established under the Joint Exercise of Powers Act of the State of California. The City is a member of the Municipal Pooling Authority (MPA) of Northern California.

MPA provides coverage against the following types of risk of loss under the terms of the joint-powers agreement:

Type of Coverage (Deductible)	Coverage Limits
Liability (\$25,000) including errors and omissions for public officials	\$29,000,000
All Risk Fire and Property (\$5,000)	\$1,000,000,000
Workers' Compensation (no deductible)	\$50,000,000
Vehicle Physical Damage (\$3,000 for Police, \$2,000 all others)	\$250,000





CITY COUNCIL REPORT

12C

DATE: MAY 16, 2023

TO: MAYOR AND COUNCIL MEMBERS

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

**SUBJECT: PRELIMINARY PROPOSED FISCAL YEAR (FY) 2023/24 THROUGH
2027/28 FIVE-YEAR CAPITAL IMPROVEMENT PLAN (CIP)**

RECOMMENDATION

Staff recommends that the City Council review the Preliminary Proposed Fiscal Year (FY) 2023/24 through 2027/28 Five-Year Capital Improvement Plan (CIP, attached) and provide direction to staff for changes to incorporate into the next draft of the document, the Revised Proposed version.

BACKGROUND

The City of Pinole's Capital Improvement Plan (CIP) is a five-year plan for maintenance and expansion of the City's public facilities and infrastructure. The CIP lists the capital projects that the City intends to undertake over the upcoming five-year period and the schedule, cost, and funding source for each.

The CIP addresses the City's major types of capital assets: facilities, parks, sanitary sewer collection and treatment infrastructure, stormwater infrastructure, and streets and roads. The City owns considerable capital assets in other classes as well, including streetlights, traffic control devices, sidewalks, street trees, trash capture devices, waste bins and enclosures, traffic/wayfinding signage, benches, bike racks, monument signs, fleet, and fiber optic conduit. The CIP also includes infrastructure assessments and master plans to identify the need for new capital assets and projects.

Staff presented a preliminary proposed list of projects to be included in the FY 2023/24 through 2027/28 Five-Year CIP to the Finance Subcommittee on April 12, 2023 and to the City Council on April 25, 2023. The Finance Subcommittee and City Council did not direct any changes to the preliminary proposed list of projects. On May 22, 2023, the Planning Commission will review the preliminary proposed list of projects for conformity and consistency with the City's General Plan.

City staff invites the feedback of the City Council and members of the public on the Preliminary Proposed FY 2023/24 through 2027/28 Five-Year CIP at the City Council's May 16, 2023 meeting. Following the May 16, 2023 Council meeting, staff plans to incorporate the City Council's feedback as well as additional staff-generated content into a Revised Proposed version of the CIP that will be presented to the City Council for review and feedback on June 6, 2023. Staff plans to present the resulting version of the CIP, the Final Proposed CIP, to the City Council on June 20, 2023 for final Council adoption.

REVIEW & ANALYSIS

The Preliminary Proposed FY 2023/24 through 2027/28 Five-Year CIP was created by taking the current CIP, then deleting projects that have been completed or no longer seem necessary and adding new projects that staff believe are important, as illustrated below.

Projects in the adopted FY 2022/23 through 2026/27 Five-Year CIP

+ Projects added to the CIP by the City Council during FY 2022/23

- RO2304 – Safety Improvements at Tennent Ave./Pear & Plum St.

- Project removed from the CIP by the City Council during FY 2022/23

- FA2201 – Faria House Renovations

- Project removed from the CIP by the Staff during FY 2022/23

- SW2002 – Adobe Road Repair and Drainage Improvements

- Projects expected to be complete by FY 2022/23

- FA2002 – Electric Vehicle Charging Stations
- PA2203 – Playground Rubberized Surface Improvements
- IN2104 – Local Road Safety Plan
- IN2001 – Sanitary Sewer Master Plan

- Projects from the adopted FY 2022/23 through 2026/27 Five-Year CIP that have not yet been started and staff recommends for deferral because they are low priority

- FA2302 – Plum St. Parking Lot Improvements
- PA2201 – Pocket Parks – Galbreth Rd.
- PA1901 – Pinole Valley Park Soccer Field Rehabilitation
- SW2001 – Roble Road Drainage Improvements
- RO2301 – Road Rehabilitation (formerly known as Residential Slurry Seal and combination of RO2501 & RO2401)
- RO2107 – Brandt St. Improvements

- RO1708 – Pinole Valley Road Improvements

+ New projects that staff recommends for addition because they are high priority

- PA2301 – Tree Mitigation
- RO2303 – Pinole Smart Signals
- RO2302 – Safety Improvements on Arterial Roadways
- IN2301 – Facilities and Real Estate Master Plan

FY 2023/24 through 2027/28 Five-Year CIP

The FY 2023/24 through 2027/28 Five-Year CIP contains the projects listed below. Each project is described in detail in the CIP document.

FACILITIES	
Project #	Project Name
FA2302	Plum St. Parking Lot Improvements
FA2301	Public Safety Building Modernization
FA2202	Senior Center Modernization
FA1902	Energy Upgrades
FA1901	Senior Center Auxiliary Parking Lot (formerly known as Fowler House lot reuse)
FA1703	City Hall Modernization (formerly known as Paint City Hall)
FA1702	Citywide Roof repairs and replacement
PARKS	
Project #	Project Name
PA2301	Tree Mitigation
PA2202	Skatepark Rehabilitation
PA2201	Pocket Parks - Galbreth Rd.
PA2101	Installation of high-capacity trash bins
PA1901	Pinole Valley Park Soccer Field Rehabilitation
SANITARY SEWER	
Project #	Project Name
SS2203	Effluent Outfall
SS2201	Sanitary Sewer Rehabilitation
SS2101	Secondary Clarifier - Center Column Rehabilitation
SS2102	Air Release Valve Replacements
SS2002	Water Pollution Control Plant Lab Remodel
SS1702	Sewer Pump Station Rehabilitation
STORMWATER	
Project #	Project Name
SW2001	Roble Road Drainage Improvements
SW1901	Hazel Street Storm Drain Improvements

STREETS & ROADS	
Project #	Project Name
RO2301	Road Rehabilitation (formerly known as Residential Slurry Seal)
RO2101	Arterial Rehabilitation
RO2102	Tennent Ave. Rehabilitation
RO2107	Brandt St. Improvements
RO1902	Pedestrian Improvements at Tennent Ave. near R X R
RO1802	Hazel Street Gap Closure (Sunnyview)
RO1710	San Pablo Ave. Bridge over BNSF Railroad
RO1708	Pinole Valley Road Improvements
RO1714	Safety Improvements at Appian Way & Marlesta Rd. (formerly known as HAWK at Appian Way and Marlesta)
RO2304	Safety Improvements at Tennent Ave./Pear & Plum
RO2303	Pinole Smart Signals
RO2302	Safety Improvements on Arterial Roadways
INFRASTRUCTURE ASSESSMENTS	
Project #	Project Name
IN2201	Energy Conservation, Generation, & Storage Assessment (formerly known as Energy Audit)
IN2101	Emergency Power for Critical Facilities
IN2102	Municipal Broadband Feasibility
IN2103	Recycled Water Feasibility
IN2301	Facilities and Real Estate Master Plan
IN2106	Active Transportation Plan
IN2105	Appian Way Complete Streets (formerly Project #RO2105)
IN1703	Storm Drainage Master Plan
IN1704	Park Master Plan

Prioritization of Projects

The City's capital projects have historically been prioritized based on a number of factors, including regulatory compliance, health/safety, grant funding availability, sustainability and conservation, and others. In FY 2022/23, City staff proposed a new, more structured and quantitative, methodology for prioritizing capital projects. Staff has used this new methodology for the first time in creating the FY 2023/24 through 2027/28 Five-Year CIP. Staff rated all of the projects in the current CIP that are underway and confirmed that they are the highest-ranking projects. Staff also rated the projects in the current CIP that have not yet been initiated. The ranking of these not-yet-initiated projects was used by staff to propose, in the Preliminary Proposed FY 2023/24 through 2027/28 Five-Year CIP, which projects to schedule for FY 2023/24 and which to schedule for later years. The prioritization matrix and category scoring guidelines are described in the attached CIP document.

City staff believes that the Preliminary Proposed FY 2023/24 through 2027/28 Five-Year CIP contains an achievable list and schedule of projects. The Public Works Department

has recently completed recruitments for an Associate Civil Engineer and a Public Works Specialist to assist with the delivery of capital projects. Staff believes that it has the capacity to initiate projects as described above. Staff might recommend to the City Council mid-fiscal year that projects be reordered if conditions change (i.e., bundling opportunities to complete projects in coordination with other project(s) for increased efficiency, new grant funding availability, etc.).

City Council Items of Interest

At the April 25, 2023 Council meeting, City Council requested information on the following CIP-related matters:

1. RO2303 – Smart Signals
2. San Pablo Avenue Complete Streets
3. Library modernization
4. Programming of projects from master planning efforts
5. Climate Action Plan project recommendations
6. Balance of growth impact fees
7. PCTV operations master plan
8. Maintenance – curb and centerline painting, road striping, sidewalks
9. Assessment of walkways near Pinole creek
10. Trees
11. Access near Sarah Court
12. Pedestrian bridges & maintenance
13. Traffic Signal on Appian Way & Canyon Drive
14. Fencing for dog park
15. Community garden
16. Fernandez Park improvements
17. Status of funding requests from State Legislature
18. Funding opportunities – Infrastructure Investment and Jobs Act (IIJA) & The Inflation Reduction Act (IRA)
19. Community feedback on CIP
20. On call services consultant for capital project

Below find information regarding each of matters listed above:

1. RO2303 – Smart Signals
Based on the schedule provided by Contra Costa Transportation Authority, planning for this project will take place between 04/2024 – 07/2025 and construction will begin 09/2025. CCTA is requesting that cities provide the grant match in FY 2023/24. Currently, CCTA staff is working on language for a funding

agreement which will soon be routed to all cities. A cooperative agreement will follow. Later, a third agreement for Operations & Maintenance will be prepared once project details are more defined. At the earliest, the funding agreement will be presented to City Council in June 2023, at which time CCTA staff and the project consultant will also provide an overview presentation of the project.

As part of this project, twelve signals on Appian Way and San Pablo Ave. will be synchronized to perform best when drivers are driving at the speed limit. Drivers will stop less when they are not speeding, so this project is intended to reduce speed and improve bicyclist and pedestrian safety. The timing of the traffic signals will be based on traffic volume and existing speed limits. The system cannot be programmed to require drivers to stop more frequently when traffic volumes on a specific corridor are low. Although an adaptive signal system is not part of this project, the project will update all equipment to the latest technology so an adaptive system could be implemented later. In addition, video and radar detection will be implemented as part of the project to detect pedestrians, bicyclists, and micromobility vehicles.

2. San Pablo Avenue Complete Streets

This project has been added to the unfunded list of projects in the Preliminary Proposed CIP. A complete streets plan would create a new vision for San Pablo Avenue, to transform it into a place where people of all ages and abilities can travel safely and comfortably whether walking, bicycling, riding transit, or driving. There are several design elements which can make San Pablo Avenue safer, more convenient, and inviting. Possible improvements include:

- Safer intersections which allow the roadway to accommodate all modes more safely and efficiently;
- Protected bikeways that provide on-street space for bicycling that is physically separated from motor vehicles;
- Enhanced crossings with additional treatments to improve safety for all modes;
- Bus stops and shelters;
- Street lighting that enhances safety and contributes to the community's identity;
- Shared-use paths that provide a dedicated off-street space for pedestrians and bicyclists to travel safely;
- Public art;
- Traffic calming like curb extensions to help lower vehicle speeds and increase pedestrian visibility;

- Green infrastructure such as bioswales to help manage stormwater and contribute to the visual appeal of streets;
- Street trees to improve shade, air quality, and comfort along the corridor; and
- Street furniture such as bicycle parking, benches, and space for micromobility vehicles to create a more inviting environment for all users.

The estimated cost of this project is \$200,000 (just design). Possible funding sources for the project include Subregional Transportation Mitigation Program (STMP) funds which are administered by West Contra Costa Transportation Advisory Committee (WCCTAC). Currently, the following three projects in Pinole are programmed in STMP and receive funding: RO1902 - Pedestrian Improvements at Tennent Ave. near RxR, RO1710 – San Pablo Ave. bridge over BNSF railroad, and IN2105 – Appian Way Complete Streets. WCCTAC intends to release a call for projects soon which will make additional funding available to projects already programmed to receive STMP. The three projects noted above will qualify to compete for additional funds to advance the projects through the construction phase. WCCTAC may also update the STMP project list as early as 2024 which will include a new project list.

The City recently awarded a contract to a consultant for the development of an Active Transportation Plan (ATP) which will include recommendations for San Pablo Avenue. Completion of the ATP will position the City to seek grants to implement improvements throughout the city. Staff recommends monitoring the WCCTAC STMP call for projects and other funding opportunities and recommendations of the ATP to implement improvements on the San Pablo Avenue corridor.

3. Library modernization

Currently, the County is working on improvements to the library building which include a new roof, new HVAC, electrical upgrades, interior lighting upgrades, and exterior painting. These improvements are expected to be complete by early 2024 and the transfer of ownership from the County to the City is expected to take place sometime in 2024. CIP Project IN2301 – Facilities & Real Estate Master Plan & IN1704 Park Master Plan will address additional improvements to the area around the library.

4. Programming of projects from master planning efforts

Several master plans are underway and Sanitary Sewer Master Plan (SSMP) and Local Road Safety Plan (LRSP) were recently adopted by the City Council. In addition, pedestrian bridges were inspected throughout the city. Staff has

incorporated the recommendations from the inspections and adopted master plans into the CIP. Staff utilized the LRSP to secure funding for a new project known as CIP Project RO2302 – Safety Improvements on Arterial Roadways. Project SS2201 – Sanitary Sewer Rehabilitation is phase 1 of the first recommended project in the SSMP. Other recommended projects appear in the unfunded list. Staff continues to monitor funding opportunities to implement these projects.

5. Climate Action and Adaptation Plan (CAAP) project recommendations

The City is in the process of completing the CAAP. Preliminary recommendations include:

- An electrification pilot project at City Hall which includes conducting a feasibility study to analyze the potential to replace natural-gas powered equipment with electric-powered alternatives;
- Installing electric vehicle charging structure at and around City Hall and other City-owned facilities;
- Removal of all City-owned non-functional lawns and replacement with native and drought tolerant landscaping or multi-use landscaping;
- Installing submetering at City owned and operated buildings and facilities to track water use;
- Installing rain barrels at City Hall;
- Establishing a reliable and dependable resilience center in the City to provide relief from extreme weather events, including extreme heat, flooding, and smoke from wildfires;
- Providing alternate routes and ensure redundancy of critical transportation routes, as possible, to allow for continued access and movement to and along the coast in instances in which sections of roadways may become temporarily impassible because of coastal hazards;
- Implementation of nature-based solutions projects, which have co-benefits for the protection of transportation facilities, such as groundwater recharge, stormwater management, and flood prevention, mitigation of the urban heat island effect, neighborhood beautification, and a more pleasant environment for pedestrians and bicyclists; and
- Adopting and fully implementing a Vegetation Management Plan for high-fire risk areas.

6. Balance of growth impact fees

Category	Growth Impact (276) Revenue as of June 30, 2023	Estimated balance after programming of projects in the Preliminary Proposed CIP	Programmed projects in Preliminary Proposed CIP for FY 2023/24

Police	\$156,954.13	\$1,954.13	FA2302 & FA2301
Fire	\$200,571.74		
Transportation	\$53,135.70		
Storm Drainage	\$12,970.73		
Public Facilities	\$270,656.24	\$656.24	FA1703 & FA2202
Wastewater	\$663,553.00	\$63,553	SS2201
Parks & Recreation	\$1,094,731.73	\$829,731.73	PA2201 & PA1901

7. PCTV Operations Master Plan

The PCTV operations master plan is budgeted for \$25,000 in the operating budget.

8. Maintenance – curb and centerline painting, road striping, sidewalks

Public Works routinely addresses streets and roads maintenance items through work orders. Staff is preparing a memorandum for Council's review which will describe the current level of effort and what level of funding would be required to address pending maintenance requests.

9. Assessment of walkways near Pinole Creek

The Parks Master Plan and Active Transportation Master Plan are both underway and will recommend improvements to paths near Pinole Creek, which will be programmed in future years under a new category which will address pedestrian trails, or an existing category will be renamed to capture similar assets. There are currently no dedicated maintenance funds assigned to this effort. Currently, Project UF009 – Repave Trails also appears in the unfunded list. City staff has previously been unsuccessful in obtaining grant funds to repave multi-use trails along Pinole Creek. Various portions of the multi-use trail adjacent to Pinole Creek are the responsibility of private property owners. The trail section commencing near Pinole Valley High School to Sarah Court is approximately 0.16 miles and has an estimated cost of \$40,000 for repaving; similarly, the trail section commencing adjacent to the bowling alley and connecting to the trail section adjacent to Sprouts is also 0.16 miles and has similar costs. However, portions of these trails are privately owned. The City Council recently appropriated funding for the repaving of the trail section from Sarah Court to the pedestrian bridge, as described below.

10. Trees

Based on the recommendations from an arborist, trees that were damaged by the recent storms in two unmaintained open spaces will be removed and staff will submit a reimbursement request to FEMA once the work is complete. This project appears in the CIP as PA2301 – Tree Mitigation. The operating budget includes

annual funding to address as-needed tree maintenance. The tree master plan appears on the unfunded list. Council can direct staff to program this project in the CIP.

11. Access near Sarah Court

On April 18, 2023, City Council approved \$30,000 to repair and repave the creek side asphalt trail from Sarah Court to the pedestrian bridge over Pinole Creek. This maintenance effort is captured in the FY 2023/24 operating budget.

12. Pedestrian bridges & maintenance

The City retained a consultant to perform bridge inspections on the City's seven pedestrian bridges. Overall, the City's pedestrian bridges are in good to satisfactory condition. Bridges were inspected with an arms-length visual assessment consistent with the principles established in American Association of State Highway and Transportation Officials (AASHTO) Bridge Inspection Manual and Caltrans' Element Level Inspection Manual. There were no Critical Findings discovered during the inspection process. Per the Code of Federal Regulations 650.305, a "critical finding" is defined as a structural or safety related deficiency that requires immediate follow-up inspection or action. Staff has programmed \$50,000 in the FY 2023/24 operating budget to address bridge maintenance needs.

13. Traffic Signal on Appian Way and Canyon Drive

This signal is the responsibility of the City. Upon initial examination, it appears the signal that moves is located at the southwest corner of Appian Way & Tara Hills Drive. Staff has scheduled a work order to inspect the cause and to address the issue.

14. Fencing for dog park

An inspection was conducted by Morgan Fence Company which found that the fence at the dog park located at the end of Adobe Road on the west side of Pinole Valley Park is in acceptable and serviceable condition. The cost to remove existing fencing and installation of 911 feet of new fencing for the large dog area is estimated to be \$77,545. The cost to remove the existing fencing and install 360 feet of new fencing for the small dog area will be \$31,515. If Council directs staff to upgrade the fences, this improvement can be programmed into the CIP.

15. Community garden

An entry level garden is roughly 12,000 sq. ft. and supports 38 garden plots. It is usually an area with chain link fencing, garden plots, and metal storage sheds. Garden plot sizes can vary from 10' x 20' or 4' x 8' depending on the configuration

of the community garden. The scope of work to construct an entry level garden involves providing electrical service from nearby power poles to power an irrigation system, installing quick couplers for garden plots, adding concrete pads for a pedestrian access, installing the garden plots, installing chain link fencing, and adding metal storage sheds. The estimated construction cost for an entry level community garden is \$15-\$20 per sq. ft. This cost does not include cost of land, design, programming – staffing to manage plots or reservations, utilities, and ongoing maintenance.

A built-out community garden has greater permanent amenities such as solid walls, tubular steel gates, seating areas, potting areas, and built-in tool sheds. The construction costs of a built-out community garden can be up to \$1,500,000. The total cost estimate for the development and management of a community garden will require a feasibility study. The Parks Master Plan is also underway and will include a community needs assessment to understand the recreational desires of the community.

16. Fernandez Park Improvements

This project has been added to the unfunded list of projects in the Preliminary Proposed CIP. The project involves renovations to the baseball field to decrease water and energy usage and increase accessibility and safety.

17. Status of funding requests from State Legislature

There are currently no updates related to the funding requests submitted to State Legislature.

18. Funding opportunities – Infrastructure Investment and Jobs Act (IIJA) & The Inflation Reduction Act (IRA)

At the May 16, 2023 Council meeting, Council will receive a report on how the City is preparing to apply for funds from the Infrastructure Investment and Jobs Act (IIJA) and government broadband funding. Staff will bring a future item to City Council which will identify funding opportunities from the IRA.

19. Community feedback on CIP

In addition to collecting feedback using the Balancing Act, staff has created a survey to learn about community priorities:

<https://www.surveymonkey.com/r/HQG28JQ>

The survey will be open through June 6, 2023, and is publicized through social media, the administrative report, and PCTV. Paper copies of the survey are also available at City Hall.

20. On call services consultant for capital projects

In FY 2022/23, staff relied on on-call consultants to assist with delivery of capital projects on several occasions. A summary is provided below.

Project Description	Amount Approved	Paid to-date
Design for EV Charging at Public Safety Building	\$6,235	\$6,230.50
Tennent Ave. Safety Recommendations	\$9,900	\$5,326
Pinole Valley Road & Pinole Middle School Recommendations	\$9,900	\$4,420
OBAG 3 Grant Applications	\$6,000	\$2,755
Traffic Control – Emergency on Appian Way	\$13,000	\$12,982.40
Staff Augmentation	\$25,000	-
TOTALS	\$70,035	\$31,713.90

In FY 2023/24, the budget includes \$75,000 for on-call consultants.

FISCAL IMPACT

The City Council's review and direction on the Preliminary Proposed FY 2023/24 through 2027/28 Five-Year CIP does not itself have any fiscal impact on the City. The City Council officially approves funding for FY 2023/24 capital projects through the FY 2023/24 Operating and Capital Budget, which City staff and the City Council are currently developing.

ATTACHMENT

- A. Preliminary Proposed FY 2023/24 through 2027/28 Five-Year Capital Improvement Plan



CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN
FY 2023/24 – 2027/28

PRELIMINARY PROPOSED

MAY 16, 2023



CAPITAL IMPROVEMENT PLAN FY 2023/24 – 2027/28

CITY COUNCIL

Devin T. Murphy, Mayor

Maureen Toms, Mayor Pro Tem

Anthony L. Tave, Council Member

Cameron N. Sasai, Council Member

Norma Martínez-Rubin, Council Member

CITY MANAGER

Andrew Murray

PUBLIC WORKS DIRECTOR

Sanjay Mishra

CAPITAL IMPROVEMENT & ENVIRONMENTAL PROGRAM MANAGER

Misha Kaur



Introduction

The Capital Improvement Plan (CIP) is a multi-year tool used to identify the City's capital needs and schedule capital improvement projects over the upcoming five-year period. Capital improvements include the design, purchase, construction, maintenance, or improvement of public capital assets (i.e., streets, parks, buildings, etc.).

The projects in the CIP fall into the following broad categories:

- Facility maintenance;
- Parks;
- Sewer collection and treatment;
- Stormwater;
- Streets and roads; and
- Infrastructure assessments.

The FY 2023/24 – 2027/28 CIP contains 32 capital improvement projects and 9 infrastructure assessments that are scheduled to be undertaken over the five-year timeframe and are fully or partially funded. The CIP also includes information for 35 unfunded projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

Each project is assigned a project number and described in detail in the project sheets. The nomenclature for the project number is derived as follows:

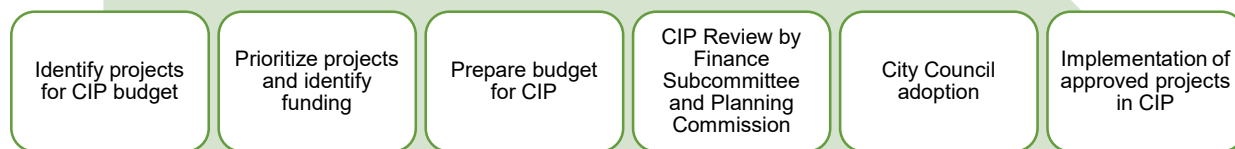
- Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects begin with UF and are followed by a unique sequence number.

Category	Abbreviation
Facilities	FA
Parks	PA
Sewer	SS
Stormwater	SW
Streets & Roads	RO
Infrastructure Assessments	IA
Unfunded	UF

The CIP is reviewed and updated annually. In recent years, the City has increased its focus on assessing the state of the City's infrastructure by inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan.

The preparation and adoption of the CIP is an important part of Pinole's financial planning and budgeting process. Proposed projects are reviewed by the Planning Commission for consistency with the General Plan. The project description sheet provides information on the General Plan goal or policy that the project aligns with. Appendix I describes the applicable General Plan goals and policies. The Finance Subcommittee also reviews the CIP and makes recommendations.

The process for developing the CIP involves the following steps:



Development of the FY 2023/24 thru FY 2027/28 CIP

Most of the projects in the FY 2023/24 thru FY 2027/28 CIP are the continuation of multi-year projects that have already been initiated or are projects that were included in the prior year's CIP but have not yet been initiated. The FY 2023/24 thru FY 2027/28 CIP was developed by taking the adopted FY 2022/23 thru FY 2026/27 CIP, then deleting projects that have been completed or no longer seem necessary and adding new projects. Below is a summary of the changes during FY 2022/23.

Project added to the CIP by the City Council during FY 2022/23

- RO2304 – Safety Improvements at Tennent Ave./Pear & Plum St.

Project removed from the CIP by the City Council during FY 2022/23

- FA2201 – Faria House Renovations

Project removed from the CIP by the Staff during FY 2022/23

- SW2002 – Adobe Road Repair and Drainage Improvements

Projects expected to be complete by FY 2022/23

- FA2002 – Electric Vehicle Charging Stations
- PA2203 – Playground Rubberized Surface Improvements
- IN2104 – Local Road Safety Plan
- IN2001 – Sanitary Sewer Master Plan

The City's capital projects have historically been prioritized based on a number of factors, including regulatory compliance, health/safety, grant funding availability, sustainability and conservation, and others. In FY 2022/23, City staff created a more structured, quantitative methodology for prioritizing capital projects. The prioritization matrix is a planning and evaluation tool to optimize available resources. Staff ranks capital projects which have not been initiated based on the following methodology.

CATEGORY	SCORE (1-5)		CATEGORY WEIGHT	WEIGHTED SCORE
Regulatory Compliance			4	
Health/Safety			3	
Project Dependency/Bundling			3	
Long-Term Planning			2	
State of Infrastructure			2	

Operating Budget Impact			2	
Quality of Life			2	
Grant Funding			1	
Sustainability and Conservation			1	
TOTAL SCORE (100 Points Maximum)				

The methodology scores each potential capital project on nine weighted criteria. This results in a score between 0 and 100 for each project. Staff has used this new methodology for the first time in creating the FY 2023/24 through 2027/28 Five-Year CIP.

Staff rated all of the projects in the current CIP that are underway and confirmed that they are the highest-ranking projects. The ranked projects serve as the basis for selecting which capital projects staff initiates based on available resources. Note, this matrix does not consider infrastructure assessments. Project sheets contain the weighted score of the project. Additional information on category scoring guidelines are described in Appendix II. Staff also rated the projects in the current CIP that have not yet been initiated. The ranking of these not-yet-initiated projects was used by staff to propose, in the FY 2023/24 through 2027/28 Five-Year CIP, which projects to schedule for FY 2023/24 and which to schedule for later years.

Projects from the adopted FY 2022/23 through 2026/27 Five-Year CIP that have not yet been started and staff recommends for deferral because they are low priority

- FA2302 – Plum St. Parking Lot Improvements
- PA2201 – Pocket Parks – Galbreth Rd.
- PA1901 – Pinole Valley Park Soccer Field Rehabilitation
- SW2001 – Roble Road Drainage Improvements
- RO2301 – Road Rehabilitation (formerly known as Residential Slurry Seal and combination of RO2501 & RO2401)
- RO2107 – Brandt St. Improvements
- RO1708 – Pinole Valley Road Improvements

New projects that staff recommended for addition because they are high priority

- PA2301 – Tree Mitigation
- RO2303 – Pinole Smart Signals
- RO2302 – Safety Improvements on Arterial Roadways
- IN2301 – Facilities and Real Estate Master Plan

Below are the list of capital improvement projects and infrastructure assessments included in the FY 2023/24 – 2027/28 CIP:

FACILITIES	
Project #	Project Name
FA2302	Plum St. Parking Lot Improvements
FA2301	Public Safety Building Modernization
FA2202	Senior Center Modernization

FA1902	Energy Upgrades
FA1901	Senior Center Auxiliary Parking Lot (formerly known as Fowler House lot reuse)
FA1703	City Hall Modernization (formerly known as Paint City Hall)
FA1702	Citywide Roof repairs and replacement
PARKS	
Project #	Project Name
PA2301	Tree Mitigation
PA2202	Skatepark Rehabilitation
PA2201	Pocket Parks - Galbreth Rd.
PA2101	Installation of high-capacity trash bins
PA1901	Pinole Valley Park Soccer Field Rehabilitation
SANITARY SEWER	
Project #	Project Name
SS2203	Effluent Outfall
SS2201	Sanitary Sewer Rehabilitation
SS2101	Secondary Clarifier - Center Column Rehabilitation
SS2102	Air Release Valve Replacements
SS2002	Water Pollution Control Plant Lab Remodel
SS1702	Sewer Pump Station Rehabilitation
STORMWATER	
Project #	Project Name
SW2001	Roble Road Drainage Improvements
SW1901	Hazel Street Storm Drain Improvements
STREETS & ROADS	
Project #	Project Name
RO2301	Road Rehabilitation (formerly known as Residential Slurry Seal)
RO2101	Arterial Rehabilitation
RO2102	Tennent Ave. Rehabilitation
RO2107	Brandt St. Improvements
RO1902	Pedestrian Improvements at Tennent Ave. near R X R

RO1802	Hazel Street Gap Closure (Sunnyview)
RO1710	San Pablo Ave. Bridge over BNSF Railroad
RO1708	Pinole Valley Road Improvements
RO1714	Safety Improvements at Appian Way & Marlesta Rd. (formerly known as HAWK at Appian Way and Marlesta)
RO2304	Safety Improvements at Tennent Ave./Pear & Plum
RO2303	Pinole Smart Signals
RO2302	Safety Improvements on Arterial Roadways
INFRASTRUCTURE ASSESSMENTS	
Project #	Project Name
IN2201	Energy Conservation, Generation, & Storage Assessment (formerly known as Energy Audit)
IN2101	Emergency Power for Critical Facilities
IN2102	Municipal Broadband Feasibility
IN2103	Recycled Water Feasibility
IN2301	Facilities and Real Estate Master Plan
IN2106	Active Transportation Plan
IN2105	Appian Way Complete Streets (formerly Project #RO2105)
IN1703	Storm Drainage Master Plan
IN1704	Park Master Plan

The FY 2023/24 – 2027/28 CIP contains a list of 35 unfunded projects. The following projects were added as a result of recommendations from recently completed master planning efforts and bridge inspections:

- Pinon – 1
- Pinon – 2
- Tennent – 1
- Tennent – 2
- Signalized Intersections
- Pedestrian Safety at Signalized Intersections
- Safety at Unsignalized Intersections
- Roadway Segments # 1
- Roadway Segments # 2
- Roadway Segments # 3
- Vehicular Bridge Maintenance

The following projects were added as a result of Council requests:

- Fernandez Park Improvements

- San Pablo Avenue Complete Streets
- Faria House Renovations

The following projects were removed:

- Installation of High Intensity Activated crossWALK (HAWK)
- San Pablo Lift Station Upgrade
- Sewer Collection System Rehabilitation

Next Steps in City Capital Planning

The City is in the process of completing a condition assessment of all of the City's capital assets to identify the funding levels required to maintain these assets. The City will continue to integrate capital planning information into the Long-Term Financial Plan, so City decision makers are aware of the City's capital needs when they consider allocation of the City's limited financial resources and consider possibly pursuing additional sources of City revenue.

Project Funding

A variety of funding sources support projects listed in the CIP. The first year's program in the CIP is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for long term planning and subject to further review and modification.

The CIP is funded primarily with funds restricted for specific purposes. The next section describes various funding sources and their restrictions. Some projects are entirely or partially funded by grants and reimbursements from state and federal government and other agencies.

Funding Sources

Fund #	Fund Name (restriction)	Description
100	General Fund (unrestricted)	The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community.
106	Measure S 2014 (unrestricted)	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax - RMRA (roads and right-of-way)	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. The taxes are allocated to Pinole through the Road Maintenance and Rehabilitation Account (RMRA) established by the Road Repair and Accountability Act of 2017.

214	Solid Waste	Accounts for special revenue received from Republic Services from a surcharge assessed on customer rates for solid waste services. These funds are set aside for future solid waste capital and for a rate stabilization fund.
276	Growth Impact Fees (nexus identified needs)	Accounts for development fees collected to mitigate the impact of new development. Provides funds for nexus identified needs only.
325	City Street Improvements (roads only)	Accounts for funds set aside by the City of Pinole to fund street improvement projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
500	Sewer Enterprise (sewer only)	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

Grants

Certain projects are eligible to receive grant funds from state, federal, or other agencies. City staff actively pursues outside funding sources to support projects that are programmed in the CIP. Grants differ based on scope of work, funding source, requirements, and timelines. A grant's scope is determined by the policy goals of the grantor, and the grantee is obligated to provide deliverables based on the terms and conditions set forth in the grant funding agreement.

Before responding to a grant opportunity, staff reviews the grant solicitation to evaluate the:

- eligibility requirements to ensure the City can apply for funds;
- alignment of scope with the City's adopted CIP;
- feasibility of undertaking the responsibility of grant deliverables;
- short term revenue vs. long term costs of the opportunity to ensure that the grant revenue does not result into a fiscal burden of unprecedented permanent or long term expenditures such as the need to hire additional staff, ongoing operations and maintenance;
- required resources vs. available resources such as staff support and grant match;
- indirect costs related to administration of the grant such as legal fees; and
- cost benefit analysis to confirm that the grant is in the City's best interests.

Once a viable grant opportunity is identified, staff follows the grantors' determined application process to develop application materials and submit the grant. After notification of grant award, staff is responsible for grant implementation which includes project execution, oversight, reporting/reimbursement requests, record keeping, and project closeout. Effective management of the grant funds limits the City's exposure to grant-related legal liability and improves the efficiency and impacts of projects which are funded through grants.

Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
 - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
 - Project: RO1710

- Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
 - Project: RO2302
- West Contra Costa Transportation Advisory Committee (WCCTAC)
 - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
 - Projects: IN2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - One Bay Area Grant (OBAG) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
 - ProjectS: RO1714, RO2303
 - Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
 - Project: RO1714

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

CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2023/24 THROUGH FY 2027/28
FUNDING SUMMARY

SOURCES BY FUND	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
100 - General Fund	\$ 260,000	\$ 480,000	\$ -	\$ -	\$ -	\$ 740,000
106 - Measure S 2014	\$ 2,948,376	\$ 3,197,746	\$ 500,000	\$ -	\$ -	\$ 6,646,122
200 - Gas Tax	\$ 428,910	\$ 481,082	\$ -	\$ -	\$ -	\$ 909,992
214 - Solid Waste	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 425,000
215 - Grant: TLC	\$ 133,579	\$ -	\$ -	\$ -	\$ -	\$ 133,579
215 - Grant: HSIP	\$ 239,040	\$ -	\$ -	\$ -	\$ -	\$ 239,040
215 - Grant: OBAG	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
276 - Growth Impact Fees	\$ 1,003,000	\$ 395,000	\$ -	\$ -	\$ -	\$ 1,398,000
325 - City Street Improvements	\$ -	\$ 417,321	\$ -	\$ -	\$ -	\$ 417,321
325 - TDA Article 3	\$ 129,400	\$ -	\$ -	\$ -	\$ -	\$ 129,400
325 - Grant: STMP Fees	\$ 1,643,889	\$ -	\$ -	\$ -	\$ -	\$ 1,643,889
325 - Grant: HBP	\$ 41,394	\$ -	\$ -	\$ -	\$ -	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 758,624	\$ -	\$ -	\$ -	\$ -	\$ 758,624
500 - Sewer Enterprise Fund	\$ 2,825,814	\$ 3,160,597	\$ 800,000	\$ 3,800,000	\$ 4,129,000	\$ 14,715,411
Sources Total	\$ 10,887,026	\$ 8,231,746	\$ 1,400,000	\$ 3,900,000	\$ 4,129,000	\$ 28,547,772
Unfunded Total	\$ 1,320,300	\$ 28,950,000	\$ -	\$ -	\$ -	\$ 30,270,300
Total Sources Required	\$ 12,207,326	\$ 37,181,746	\$ 1,400,000	\$ 3,900,000	\$ 4,129,000	\$ 58,818,072

PROJECT DESCRIPTION SHEETS



CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2023/24 THROUGH FY 2027/28
FUNDING SUMMARY

SOURCES BY FUND	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
100 - General Fund	\$ 260,000	\$ 480,000	\$ -	\$ -	\$ -	\$ 740,000
106 - Measure S 2014	\$ 2,948,376	\$ 3,197,746	\$ 500,000	\$ -	\$ -	\$ 6,646,122
200 - Gas Tax	\$ 428,910	\$ 481,082	\$ -	\$ -	\$ -	\$ 909,992
214 - Solid Waste	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 425,000
215 - Grant: TLC	\$ 133,579	\$ -	\$ -	\$ -	\$ -	\$ 133,579
215 - Grant: HSIP	\$ 239,040	\$ -	\$ -	\$ -	\$ -	\$ 239,040
215 - Grant: OBAG	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ 350,000
276 - Growth Impact Fees	\$ 1,003,000	\$ 395,000	\$ -	\$ -	\$ -	\$ 1,398,000
325 - City Street Improvements	\$ -	\$ 417,321	\$ -	\$ -	\$ -	\$ 417,321
325 - Grant: TDA Article 3	\$ 129,400	\$ -	\$ -	\$ -	\$ -	\$ 129,400
325 - Grant: STMP Fees	\$ 1,643,889	\$ -	\$ -	\$ -	\$ -	\$ 1,643,889
325 - Grant: HBP	\$ 41,394	\$ -	\$ -	\$ -	\$ -	\$ 41,394
377 - Arterial Streets Rehabilitation	\$ 758,624	\$ -	\$ -	\$ -	\$ -	\$ 758,624
500 - Sewer Enterprise Fund	\$ 2,825,814	\$ 3,160,597	\$ 800,000	\$ 3,800,000	\$ 4,129,000	\$ 14,715,411
Sources Total	\$ 10,887,026	\$ 8,231,746	\$ 1,400,000	\$ 3,900,000	\$ 4,129,000	\$ 28,547,772
Unfunded Total	\$ 1,320,300	\$ 28,950,000	\$ -	\$ -	\$ -	\$ 30,270,300
Total Sources Required	\$ 12,207,326	\$ 37,181,746	\$ 1,400,000	\$ 3,900,000	\$ 4,129,000	\$ 58,818,072

FACILITIES							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
FA2302	Plum St. Parking Lot Improvements	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
FA2301	Public Safety Building Modernization	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000
FA2202	Senior Center Modernization	\$ 160,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 260,000
FA1902	Energy Upgrades	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
FA1901	Senior Center Auxiliary Parking Lot	\$ 405,085	\$ 922,746	\$ -	\$ -	\$ -	\$ 1,327,831
FA1703	City Hall Modernization	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 250,000
FA1702	Citywide Roof repairs and replacement	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000
PARKS							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
PA2301	Tree Mitigation	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000
PA2202	Skatepark Rehabilitation	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
PA2201	Pocket Parks - Galbreth Rd.	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
PA2101	Installation of high-capacity trash bins	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 425,000
PA1901	Pinole Valley Park Soccer Field Rehabilitation	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
SANITARY SEWER							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
SS2203	Effluent Outfall*	\$ 150,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,150,000
SS2201	Sanitary Sewer Rehabilitation	\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,700,000
SS2101	Secondary Clarifier - Center Column Rehabilitation*	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
SS2102	Air Release Valve Replacements*	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
SS2002	Water Pollution Control Plant Lab Remodel*	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
SS1702	Sewer Pump Station Rehabilitation	\$ 1,200,000	\$ 2,254,000	\$ -	\$ -	\$ 3,329,000	\$ 6,783,000
STORMWATER							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
SW2001	Roble Road Drainage Improvements	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 275,000
SW1901	Hazel Street Storm Drain Improvements	\$ 558,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
STREETS & ROADS							
PRJ #	PROJECT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
RO2304	Safety Improvements at Tennent Ave./Pear & Plum	\$ 110,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 910,000
RO2303	Pinole Smart Signals	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302
RO2302	Safety Improvements on Arterial Roadways	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
RO2301	Road Rehabilitation	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
RO2107	Brandt St. Improvements	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
RO2102	Tennent Ave. Rehabilitation	\$ 814	\$ 655,000	\$ -	\$ -	\$ -	\$ 655,814
RO2101	Arterial Rehabilitation	\$ 1,187,534	\$ -	\$ -	\$ -	\$ -	\$ 1,187,534
RO1902	Pedestrian Improvements at Tennent Ave. near R X R	\$ 1,365,000	\$ -	\$ -	\$ -	\$ -	\$ 1,365,000
RO1802	Hazel Street Gap Closure (Sunnyview)	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
RO1714	Safety Improvements at Appian Way & Marlesta Rd.	\$ 672,429	\$ -	\$ -	\$ -	\$ -	\$ 672,429
RO1710	San Pablo Ave. Bridge over BNSF Railroad	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,774,162
RO1708	Pinole Valley Road Improvements	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
INFRASTRUCTURE ASSESSMENTS							
PRJ #	ASSESSMENT	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	5-Year Total
IN2301	Facilities & Real Estate Master Plan	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
IN2201	Energy Conservation, Generation, & Storage Assessment	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
IN2101	Emergency Power for Critical Facilities	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000
IN2102	Municipal Broadband Feasibility	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
IN2103	Recycled Water Feasibility	\$ 60,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 200,000
IN2105	Appian Way Complete Streets	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
IN2106	Active Transportation Plan	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
IN1703	Storm Drainage Master Plan	\$ 75,000	\$ 175,000	\$ -	\$ -	\$ -	\$ 250,000
IN1704	Park Master Plan	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	Uses by Project Total	\$12,207,326	\$37,181,746	\$1,400,000	\$3,900,000	\$4,129,000	

LEGEND:
• Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Streets & Roads; **IN** = Infrastructure Assessments
* Project cost to be split 50% with the City of Hercules

FA2302 - PLUM ST. PARKING LOT IMPROVEMENTS									
Functional Area : Facilities		Project Origin : Staff Recommendation		Priority Score 12					
Type of CIP ☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation ☐ Expansion ☒ Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost		
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
		Estimated Expenditures to-date							
		\$ -	\$ -	\$ 80,000.00	\$ -	\$ -		\$ -	\$ 80,000
		Project Start : 7/1/2023						Estimated Completion : 6/30/2024	
Description									

To provide a secure parking area for Police vehicles in the Plum St. parking lot. The parking lot will remain open for the public. A portion of the parking lot, approximately 25 spaces will be secured with a chain-link fence with security gates for Police vehicles. The layout of the parking lot is in the preliminary design phase.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy CS.2.6

Summary of Capital Cost						
USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		7,950				\$ 7,950
Construction		65,500				\$ 65,500
Contingency		6,550				\$ 6,550
TOTAL USES	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000
SOURCE(S)						
276 - Growth Impact Fees		\$ 80,000				\$ 80,000
TOTAL FUNDS	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ 80,000

FA2301 - PUBLIC SAFETY BUILDING MODERNIZATION

Functional Area : Facilities		Project Origin : Staff Recommendation		Priority Score			
Type of CIP		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
☐ New	☐ Expansion						
☐ Replacement	☒ Renovation						
☐ Land/Row Acq. Required							
☐ Rehabilitation							
Estimated Expenditures to-date	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000
Project Start : 7/1/2024					Estimated Completion : 6/30/2026		
Description							

To extend the useful life of the Public Safety building, there are several items that require attention including but not limited to replacement of the HVAC system, carpet, flooring, water heaters, light fixtures, fans, etc. In addition, the building requires painting (interior and exterior), and the locker rooms also require renovation.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 90,000	\$ 90,000	\$ 90,000			\$ 270,000
Contingency	\$ 10,000	\$ 10,000	\$ 10,000			\$ 30,000
TOTAL USES	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000
SOURCE(S)						
106 - Measure S 2014	\$ 25,000	\$ 100,000	\$ 100,000			\$ 225,000
276 - Growth Impact Fees	\$ 75,000					\$ 75,000
TOTAL FUNDS	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 300,000

FA2202 - SENIOR CENTER MODERNIZATION

Functional Area : Facilities		Project Origin : Staff Recommendation				Priority Score 37		
New Replacement Land/Row Acq. Required Rehabilitation X Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 160,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 260,000	
Project Start : 7/1/2024					Estimated Completion : 6/30/2026			
Description								

The project includes a facilities condition assessment and design and construction of improvements to modernize the existing Senior Center building located at 2525 Charles Avenue. Work will include upgrades to energy system, roof replacement, and interior renovations.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 150,000	\$ 90,000				\$ 240,000
Contingency	\$ 10,000	\$ 10,000				\$ 20,000
TOTAL USES	\$ 160,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 260,000
SOURCE(S)						
106 - Measure S 2014	\$ 15,000	\$ 100,000				\$ 115,000
276 - Growth Impact Fees	\$ 145,000					\$ 145,000
TOTAL FUNDS	\$ 160,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 260,000

FA1902 - ENERGY UPGRADES

Functional Area : Facilities		Project Origin : End of life cycle				Priority Score		44	
New X Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2	Year 3	Year 4	Year 5			
			FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28			
Estimated Expenditures to-date	\$ 99,189	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 249,189		
Project Start : 7/1/2023					Estimated Completion : 6/30/2024				
Description									

The heating, ventilation, and cooling (HVAC) systems at City Hall and Senior Center have reached the end of their useful life and need to be replaced. A portion of the roof at the Senior Center will also need to be replaced. In April 2021, the AC unit at City Hall broke down and was replaced. This project is contingent upon completion of IN2201 - Energy Conservation, Generation, & Storage Assessment.



History, Status, or Impact if Delayed

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

General Plan Goals/Policies

Policy GM.4.1, Goal CS.9, Policy CS.9.1, Policy HS.4.3

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 135,000					\$ 135,000
Contingency	\$ 15,000					\$ 15,000
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
SOURCE(S)						
106 - Measure S 2014	\$ 150,000					\$ 150,000
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

FA1901 - SENIOR CENTER AUXILIARY PARKING LOT

Functional Area : Facilities		Project Origin : Fowler Lot Re-Use Committee				Priority Score	
Type of CIP		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
☐ New	☒ Expansion						
☐ Replacement	☐ Renovation						
☐ Land/Row Acq. Required							
☐ Rehabilitation							
Estimated Expenditures to-date	\$ 96,570	\$ 405,085	\$ 922,746	\$ -	\$ -	\$ -	\$ 1,424,401
Project Start : 7/1/2020					Estimated Completion : 6/30/2025		
Description							

On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components. On June 7, 2022, City Council directed staff to incorporate the installation of a solar canopy and backup battery system at the site.



History, Status, or Impact if Delayed

On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. The Fowler House tenants remained in the property till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020-68 to accept the final recommendation of the Committee.

General Plan Goals/Policies

Goal CE.5, Goal CS.1, Policy GM.4.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 130,085					\$ 130,085
Construction	\$ 250,000	\$ 838,860				\$ 1,088,860
Contingency	\$ 25,000	\$ 83,886				\$ 108,886
TOTAL USES	\$ 405,085	\$ 922,746	\$ -	\$ -	\$ -	\$ 1,327,831
SOURCE(S)						
106 - Measure S 2014	\$ 405,085	\$ 922,746				\$ 1,327,831
TOTAL FUNDS	\$ 405,085	\$ 922,746	\$ -	\$ -	\$ -	\$ 1,327,831

FA1703 - CITY HALL MODERNIZATION

Functional Area : Facilities		Project Origin : Staff Recommendation				Priority Score 37		
New Replacement Land/Row Acq. Required Rehabilitation X Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 250,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2025			
Description								

To extend the useful life of the City hall building, there are several items that require attention including but not limited to carpet, flooring, window coverings, light fixtures, etc. The interior and exterior surfaces of the building require repainting as the paint system has reached the end of its useful life. Exterior painting is necessary to maintain external protection from the environment. Fading, chipping paint, along with water and mildew damage necessitates the painting project.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 112,500	\$ 112,500				\$ 225,000
Contingency	\$ 12,500	\$ 12,500				\$ 25,000
TOTAL USES	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 250,000
SOURCE(S)						
276 - Growth Impact Fees	\$ 125,000					\$ 125,000
106 - Measure S 2014		\$ 125,000				
TOTAL FUNDS	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 250,000

FA1702 - CITYWIDE ROOF REPAIRS AND REPLACEMENT

Functional Area : Facilities		Project Origin : End of life cycle				Priority Score		45	
New X Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
Estimated Expenditures to-date	\$ -	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000		
Project Start : 7/1/2023					Estimated Completion : 6/30/2024				
Description									

In October 2022, City staff received quotes for the rehabilitation of the roofs at City Hall, Public Safety Building, Senior Center, and the Water Pollution Control Plant. It was determined that the Public Safety building roof needs immediate replacement.



History, Status, or Impact if Delayed

In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.1, Goal CS.9, Policy CS.9.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 30,000	\$ 30,000				\$ 60,000
Construction	\$ 400,000	\$ 400,000				\$ 800,000
Contingency	\$ 20,000	\$ 20,000				\$ 40,000
TOTAL USES	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000
SOURCE(S)						
106 - Measure S 2014	\$ 450,000	\$ 450,000				\$ 900,000
	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000
TOTAL FUNDS	\$ 450,000	\$ 450,000	\$ -	\$ -	\$ -	\$ 900,000

PA2301 - TREE MITIGATION

Functional Area : Parks		Project Origin : Staff Recommendation				Priority Score		
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2025			
Description								

Per arborist recommendation, removal of trees in two unmaintained open spaces that were damaged as a result of recent severe storms. Staff will seek reimbursement through FEMA for this project.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal HS.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ 75,000	\$ 75,000				\$ 150,000
Contingency						\$ -
TOTAL USES	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000
SOURCE(S)						
106 - Measure S 2014	\$ 75,000	\$ 75,000				\$ 150,000
TOTAL FUNDS	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 150,000

PA2202 - SKATEPARK REHABILITATION

Functional Area		: Parks	Project Origin		: Council Request		Priority Score	
Type of CIP X NewReplacementLand/Row Acq. RequiredRehabilitation ExpansionRenovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Project Start : 7/1/2024					Estimated Completion : 6/30/2025			
Description								

The ramps at the skatepark have settled and need to be replaced.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.2, Goal CS.3, Policy CS 2.6 & 3.1, Policy GM.4.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Construction	\$ -	\$ 135,000				\$ 135,000
Contingency	\$ -	\$ 15,000				\$ 15,000
TOTAL USES	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000
SOURCE(S)						
106 - Measure S 2014	\$ -	\$ 150,000				\$ 150,000
TOTAL FUNDS	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000

PA2201 - POCKET PARKS - GALBRETH RD.

Functional Area : Parks			Project Origin : Council Request			Priority Score		16	
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
Estimated Expenditures to-date	\$ -	\$ -	\$ 65,000.00	\$ -	\$ -	\$ -	\$ -	\$ 65,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024				
Description									

Installation of two ADA compliant benches and waste receptacles within two pocket parks at a suitable location on Galbreth Ave. A lot line adjustment may be required to develop the pocket parks.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.3, Policy GM.4.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction		\$ 58,500				\$ 58,500
Contingency		\$ 6,500				\$ 6,500
TOTAL USES	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
SOURCE(S)						
276 - Growth Impact Fees		\$ 65,000				\$ 65,000
TOTAL FUNDS	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000

PA2101 - INSTALLATION OF HIGH CAPACITY TRASH BINS

Functional Area : Parks		Project Origin : Beautification Adhoc Committee				Priority Score		
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 10,000	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 435,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			
Description								

Installation of high capacity, solar powered compacting trash bins at City parks. There are several concerns related to high-capacity trash bins ranging from the cost, proprietary accessories, software, and manual labor required to lift and remove heavy trash bags. To get the best value and uniformity at City parks, quotes were obtained from qualified vendors to complete a 6 month - 1 year pilot project. Two bins have been ordered for installation and staff will monitor their performance and operations prior to order additional bins for other locations.



History, Status, or Impact if Delayed

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to the Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the installation of high capacity, solar powered compacting trash bins at City parks. City Council approved a budget of \$425k in FY 2021-22 however staff recommended a pilot project to test the bins and subsequently a mid year budget adjustment was made by Council to reduce the appropriation to \$125k for the remainder of FY 2022-23.

General Plan Goals/Policies

Goal CS.9, Policy CS.5.1, Policy CS.8.3

Summary of Capital Cost

USE(S)	Budget	Projected Budget					Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028	
Construction	\$ 110,000	\$ 90,000	\$ 90,000	\$ 90,000		\$ 380,000	
Contingency	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000		\$ 45,000	
TOTAL USES	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 425,000	
SOURCE(S)							
214 - Solid Waste	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000		\$ 425,000	
TOTAL FUNDS	\$ 125,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 425,000	

PA1901 - PINOLE VALLEY PARK SOCCER FIELD REHABILITATION

Functional Area : Parks		Project Origin : Council Request				Priority Score		33
New Replacement Land/Row Acq. Required Rehabilitation X Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			
Description								

There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.



History, Status, or Impact if Delayed

This project has been delayed pending the development of a Park Master Plan (CIP Project# IN1704).

General Plan Goals/Policies

Goal CS.1, Goal CS.3, Policy CS 3.1, Policy GM.4.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction		\$ 180,000				\$ 180,000
Contingency		\$ 20,000				\$ 20,000
TOTAL USES	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)						
276 - Growth Impact Fees		\$ 200,000				\$ 200,000
TOTAL FUNDS	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000

SS2203 - EFFLUENT OUTFALL

Functional Area : Sanitary Sewer			Project Origin : Regulatory Requirement				Priority Score 51	
New Replacement Land/Row Acq. Required Rehabilitation X Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 150,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,150,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2027			
Description								

The Effluent Outfall project is intended to reduce pressure in the pipe during extreme storm events. Effluent pumping capacity of the treatment plant is limited by the capacity of the pipe size at the effluent outfall in Rodeo. Increasing the pipe size at the Effluent Outfall Eductor Station will increase the wet weather effluent pumping capacity and increase the lifespan of the effluent pipe by reducing the pressure in the line during storm events. This project requires coordination with Rodeo.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 135,000					
Construction				\$ 2,700,000		\$ 2,700,000
Contingency	\$ 15,000			\$ 300,000		\$ 315,000
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,150,000
SOURCE(S)						
500 - Sewer Enterprise Fund	\$ 150,000			\$ 3,000,000		\$ 3,150,000
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,150,000

SS2203 - SANITARY SEWER REHABILITATION

Functional Area : Sanitary Sewer		Project Origin : Master Plan				Priority Score		
X NewReplacementLand/Row Acq. RequiredRehabilitation ExpansionRenovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 35,375	\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 4,735,375	
Project Start : 7/1/2022					Estimated Completion : 6/30/2027			
Description								

Various improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan.



History, Status, or Impact if Delayed

On October 4, 2022, City staff released an RFP for preliminary engineering design services for phase 1 of the Pinon project described in the City's recently adopted Sanitary Sewer Master Plan. On January 18, 2023, a one-year contract was executed with West Valley Construction Company, Inc. for the work.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget					Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28		FY 2023-2028
Design	\$ 375,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$	695,000
Construction	\$ 1,023,900	\$ 640,000	\$ 640,000	\$ 640,000	\$ 640,000	\$	3,583,900
Contingency	\$ 101,100	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$	421,100
TOTAL USES	\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$	4,700,000
SOURCE(S)							
500 - Sewer Enterprise Func	\$ 900,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$	4,100,000
276 - Growth Impact Fees	\$ 600,000						
TOTAL FUNDS	\$ 1,500,000	\$ 800,000	\$ 800,000	\$ 800,000	\$ 800,000	\$	4,700,000

SS2203 - SECONDARY CLARIFIER REHABILITATION

Functional Area : Sanitary Sewer		Project Origin : End of life cycle				Priority Score		45	
Type of CIP New X Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
Estimated Expenditures to-date	\$ -	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 425,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024				
Description									

The Water Pollution Control Plant (WPCP) has five secondary clarifiers which slow the flow to allow the microorganisms and other solids to settle to the bottom of the clarifier where they can be returned to aeration tanks to continue treating waste.



History, Status, or Impact if Delayed

Secondary Clarifiers 1 and 2 (SC1 and SC 2) were constructed in the early 1970s and are peripheral feed clarifiers. Secondary Clarifiers 3 and 4 (SC 3 and SC 4) were constructed in the early 1980s and are center feed clarifiers. Secondary Clarifier 5 (SC 5) was constructed in early 2000 and is a center feed, flocculator clarifier. In the first quarter of FY 2022-23, a preliminary inspection of the center column of the SC 5 was completed to examine the current condition and determine the scope of work for rehabilitation. In the second quarter of FY 2022-23, it was determined that SC 3 & SC 4 also require rehabilitation. Previously, this project was titled, "Secondary Clarifier - Center Column Rehabilitation" which only focused on the rehabilitation work required for SC 5.

General Plan Goals/Policies

Goal CS.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction SC 5	\$ 315,000					\$ 315,000
Construction SC 3, SC 4	\$ 67,500					\$ 67,500
Contingency	\$ 42,500					\$ 42,500
TOTAL USES	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
SOURCE(S)						
500 - Sewer Enterprise Func	\$ 425,000					\$ 425,000
TOTAL FUNDS	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000

SS2102 - AIR RELEASE VALVE REPLACEMENTS

Functional Area : Sanitary Sewer		Project Origin : Staff Recommendation				Priority Score		
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 35,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000	
Project Start : 7/1/2022					Estimated Completion : 6/30/2024			
Description								

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



History, Status, or Impact if Delayed

Staff has received quotes to replace three air relief valves by the end of FY 2022-23.

General Plan Goals/Policies

Goal CS.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction	\$ 45,000					\$ 45,000
Contingency	\$ 5,000					\$ 5,000
TOTAL USES	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
SOURCE(S)						
500 - Sewer Enterprise Func	\$ 50,000					\$ 50,000
TOTAL FUNDS	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

SS2002 - WATER POLLUTION CONTROL PLANT LAB REMODEL

Functional Area : Sanitary Sewer		Project Origin : Regulatory Requirement				Priority Score		48	
New Replacement Land/Row Acq. Required Rehabilitation X Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
Estimated Expenditures to-date	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000		
Project Start : 7/1/2023					Estimated Completion : 6/30/2024				
Description									

The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Goal CS.1, Policy CS.2.6

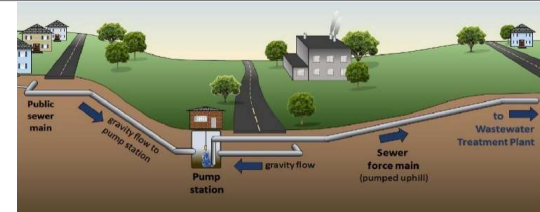
Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 6,000					\$ 6,000
Construction	\$ 85,000					\$ 85,000
Contingency	\$ 9,000					\$ 9,000
TOTAL USES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
SOURCE(S)						
500 - Sewer Enterprise Func	\$ 100,000					\$ 100,000
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

SS1702 - SEWER PUMP STATION REHABILITATION

Functional Area : Sanitary Sewer		Project Origin : End of life cycle				Priority Score		48	
Type of CIP New X Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
Estimated Expenditures to-date	\$ -	\$ 1,200,000	\$ 2,254,000	\$ -	\$ -	\$ 3,329,000	\$ 6,783,000		
Project Start : 7/1/2023					Estimated Completion : 6/30/2024				
Description									

The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated. The two pump stations are located on San Pablo Ave. and Hazel St. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, "Hazel Street Sewer Pump Rehabilitation."



History, Status, or Impact if Delayed

The City recently completed a Sanitary Sewer Master Plan. In FY 2023-24, the Hazel Street Lift Station will be replaced, followed by the replacement of the San Pablo Ave. Lift Station. The Hazel Street Lift Station will be replaced in coordination with RO1802.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 175,000				\$ 250,000	\$ 425,000
Construction	\$ 800,000	\$ 1,100,000			\$ 2,161,000	\$ 4,061,000
Contingency	\$ 100,000	\$ 154,000			\$ 400,000	\$ 654,000
TOTAL USES	\$ 1,075,000	\$ 1,254,000	\$ -	\$ -	\$ 2,811,000	\$ 5,140,000
SOURCE(S)						
500 - Sewer Enterprise Fund	\$ 1,200,000	\$ 2,254,000			\$ 3,329,000	\$ 6,783,000
TOTAL FUNDS	\$ 1,200,000	\$ 2,254,000	\$ -	\$ -	\$ 3,329,000	\$ 6,783,000

SW2001 - ROBLE ROAD STORM DRAINAGE IMPROVEMENTS

Functional Area : Stormwater		Project Origin : Staff Recommendation		Priority Score		34	
New X Expansion Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000
Project Start : 7/1/2023					Estimated Completion : 6/30/2025		
Description							

The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Goal CS.7, Policy CS.7.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		\$ 135,000				\$ 135,000
Construction		\$ 500,000				\$ 500,000
Contingency		\$ 65,000				\$ 65,000
TOTAL USES	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000
SOURCE(S)						
106 - Measure S 2014		\$ 700,000				\$ 700,000
TOTAL FUNDS	\$ -	\$ 700,000	\$ -	\$ -	\$ -	\$ 700,000

SW1901 - HAZEL STREET STORM DRAIN IMPROVEMENTS

Functional Area : Stormwater		Project Origin : Development Driven				Priority Score		
Type of CIP X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 46,634	\$ 558,000	\$ -	\$ -	\$ -	\$ -	\$ 604,634	
Project Start : 7/1/2020					Estimated Completion : 6/30/2025			
Description								

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



History, Status, or Impact if Delayed

General Plan Goals/Policies

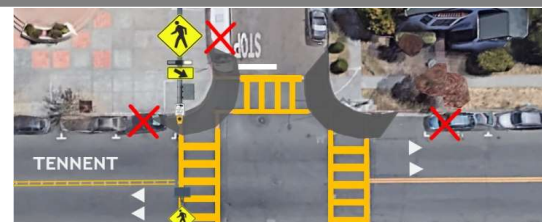
Policy GM.4.1, Goal CS.7, Policy CS.7.1

Summary of Capital Cost						
USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 8,276					\$ 8,276
Construction	\$ 500,000					\$ 500,000
Contingency	\$ 49,724					\$ 49,724
TOTAL USES	\$ 558,000	\$ -	\$ -	\$ -	\$ -	\$ 558,000
SOURCE(S)						
106 - Measure S 2014	\$ 500,000					\$ 500,000
276 - Growth Impact Fees	\$ 58,000					\$ 58,000
TOTAL FUNDS	\$ 558,000	\$ -	\$ -	\$ -	\$ -	\$ 558,000

RO2304 - SAFETY IMPROVEMENTS AT TENNENT AVE./PEAR & PLUM

Functional Area : Streets & Roads			Project Origin : Staff Recommendation				Priority Score	
Type of CIP		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
☒ New	☐ Expansion							
☐ Replacement	☐ Renovation							
☐ Land/Row Acq. Required								
☐ Rehabilitation								
Estimated Expenditures to-date	\$ 9,900	\$ 110,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 919,900	
Project Start : 07/01/2022					Estimated Completion : 6/30/2024			
Description								

This project will install striped bulbouts with flexible bollards, high visibility crosswalks and pavement markings, and yield road signage at two intersections (Pear and Plum) on Tennent Ave. In addition, a Rectangular Rapid-Flashing Beacon (RRFB) will be installed at Tennent Ave. & Plum St. On October 18, 2022, City Council received information and a presentation on traffic safety issues at these intersections. On February 21, 2023, City Council approved \$110,000 in immediate improvements on Tennent Ave. at the Pear and Plum intersections.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction	\$ 110,000	\$ 400,000	\$ 400,000			\$ 910,000
TOTAL USES	\$ 110,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 910,000
SOURCE(S)						
106 - Measure S 2014	\$ 110,000	\$ 400,000	\$ 400,000			
						\$ -
TOTAL FUNDS	\$ 110,000	\$ 400,000	\$ 400,000	\$ -	\$ -	\$ 910,000

RO2303 - PINOLE SMART SIGNALS

Functional Area		: Streets & Roads		Project Origin		: Staff Recommendation		Priority Score	
Type of CIP X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation			Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
			Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date		\$ -	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302	
Project Start : 7/1/2023						Estimated Completion : 6/30/2024			
Description									

The Smart Signals project will develop, manage, and implement ITS initiatives that improve the safety and efficiency of multimodal mobility, maximize highway and arterial system throughput, and improve operational efficiency, safety, and reduce environmental impact throughout Contra Costa County. Contra Costa Transportation Authority is the project lead and will coordinate the project throughout the county. Twelve traffic signals have been identified as candidates for the Smart Signals project. These signals are located on Pinole arterial roadways (Appian Way & San Pablo Avenue).



History, Status, or Impact if Delayed

Deployment of the Smart Signals Project is expected to result in operational and safety improvements for all modes of transportation, such as decrease in travel time and total delay, reduction in number of stops and secondary accidents, reduction of fuel consumption and greenhouse gas emissions, and reduction of response time for emergency vehicles. The initial cost estimate of construction is \$1,499,829 of which CCTA will receive \$1,345,527 in OBAG funds. The City's match requirement is \$154,302.

General Plan Goals/Policies

Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction	\$ 154,302					\$ 154,302
TOTAL USES	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302
SOURCE(S)						
106 - Measure S 2014	\$ 154,302					\$ 154,302
						\$ -
TOTAL FUNDS	\$ 154,302	\$ -	\$ -	\$ -	\$ -	\$ 154,302

RO2302 - SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS

Functional Area : Streets & Roads		Project Origin : Staff Recommendation		Priority Score		38		
Type of CIP X New Expansion Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			
Description								

This project will install pedestrian crossing enhancements at three mid-block crossings on arterial roadways. The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons. The three mid-block crossings are: San Pablo Ave. & Third Ave.; San Pablo Ave. & Quinan St.; and Pinole Valley Road & Savage Ave.



History, Status, or Impact if Delayed

Funding for improvements was secured through Cycle 11 HSIP grant funds.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction	\$ 265,000					\$ 265,000
Contingency	\$ 10,000					\$ 10,000
TOTAL USES	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
SOURCE(S)						
215 - Grant: HSIP	\$ 239,040					\$ 239,040
106 - Measure S 2014	\$ 35,960					\$ 35,960
TOTAL FUNDS	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000

RO2301 - ROAD REHABILITATION

Functional Area : Streets & Roads		Project Origin : Pavement Management Program		Priority Score		36		
Type of CIP New Replacement Land/Row Acq. Required X Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2028			
Description								

Based on the most current P-TAP report and field inspections, various segments will be recommended annually for rehabilitation. Recommended treatment include patch paving, slurry seal, cape seal, mill and fill. This project includes two projects which appeared in previous CIP's known as RO2501 and RO2401.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		\$ 25,000				\$ 25,000
Construction		\$ 200,000				\$ 200,000
Contingency		\$ 25,000				\$ 25,000
TOTAL USES	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
SOURCE(S)						
325 - City Street Improvements		\$ 250,000				\$ 250,000
TOTAL FUNDS	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000

RO2107 - BRANDT ST. IMPROVEMENTS

Functional Area : Streets & Roads		Project Origin : Council Request		Priority Score		28	
Type of CIP ☐ New ☐ Replacement ☐ Land/Row Acq. Required ☒ Rehabilitation ☐ Expansion ☐ Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
Project Start : 7/1/2024					Estimated Completion : 6/30/2028		
Description							

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



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CE.4, Goal CS.10, Policy CS.10.2, Policy GM.3.3, Goal CS.10

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		\$ 30,000				\$ 30,000
Construction		\$ 120,000				\$ 120,000
Contingency		\$ 20,000				\$ 20,000
TOTAL USES	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000
SOURCE(S)						
100 - General Fund		\$ 170,000				\$ 170,000
TOTAL FUNDS	\$ -	\$ 170,000	\$ -	\$ -	\$ -	\$ 170,000

RO2102 - TENNENT AVE. REHABILITATION

Functional Area : Streets & Roads		Project Origin : Pavement Management Program		Priority Score			
Type of CIP		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
☐ New	☐ Expansion						
☐ Replacement	☐ Renovation						
☐ Land/Row Acq. Required							
☒ Rehabilitation							
Estimated Expenditures to-date	\$ 36,991	\$ 814	\$ 655,000	\$ -	\$ -	\$ -	\$ 692,805
Project Start : 7/1/2020					Estimated Completion : 6/30/2025		
Description							

The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.



History, Status, or Impact if Delayed

In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse \$86,430 for this project. In addition, this project is being coordinated with RO1902 for efficient implementation.

General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 814					\$ 814
Construction		\$ 623,000				\$ 623,000
Contingency		\$ 32,000				\$ 32,000
TOTAL USES	\$ 814	\$ 655,000	\$ -	\$ -	\$ -	\$ 655,814
SOURCE(S)						
200 - Gas Tax		\$ 381,082				\$ 381,082
500 - Sewer Enterprise Fund	\$ 814	\$ 106,597				\$ 107,411
325 - City Street Improvements		\$ 167,321				\$ 167,321
TOTAL FUNDS	\$ 814	\$ 655,000	\$ -	\$ -	\$ -	\$ 655,814

RO2101 - ARTERIAL REHABILITATION

Functional Area : Streets & Roads		Project Origin : Pavement Management Program		Priority Score			
Type of CIP New Replacement Land/Row Acq. Required X Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ 31,258	\$ 1,187,534	\$ -	\$ -	\$ -	\$ -	\$ 1,218,792
Project Start : 7/1/2021					Estimated Completion : 6/30/2024		
Description							

The project is currently in the design phase and aims to maximize the funding available to complete rehabilitation work beginning at the southern city limit on Pinole Valley Road to the bridge west of Savage Ave. The project will include replacement, modification, or installation of a ADA compliant curb ramps, road rehabilitation, and striping.



History, Status, or Impact if Delayed

Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations were further validated through a comparative pavement analysis and coring samples to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. The section of roadway selected based on the analysis was Pinole Valley Road from the southern city limits.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 27,222					\$ 27,222
Construction	\$ 1,066,562					\$ 1,066,562
Contingency	\$ 93,750					\$ 93,750
TOTAL USES	\$ 1,187,534	\$ -	\$ -	\$ -	\$ -	\$ 1,187,534
SOURCE(S)						
200 - Gas Tax	\$ 428,910					\$ 428,910
377 - Arterial Streets Rehabilitation	\$ 758,624					\$ 758,624
TOTAL FUNDS	\$ 1,187,534	\$ -	\$ -	\$ -	\$ -	\$ 1,187,534

RO1902 - PEDESTRIAN IMPROVEMENTS AT TENNENT AVE. near RXR

Functional Area : Streets & Roads			Project Origin : Staff Recommendation				Priority Score	
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 40,672	\$ 1,365,000	\$ -	\$ -	\$ -	\$ -	\$ 1,405,672	
Project Start : 7/1/2020					Estimated Completion : 6/30/2024			
Description								

In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains one very small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. Since project inception, the scope of work has evolved to include improvements that would maximize parking on Railroad Avenue for park users. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.



History, Status, or Impact if Delayed

WCCTAC held its STMP Call for Projects in 2018 which committed \$100k in funding for preliminary engineering from the 2006 STMP program for this project. City staff also submitted an OBAG 3 application in July 2022 to compete for funding for this project. If awarded, the City will need a match of \$345k.

General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ 14,628					\$ 14,628
Construction	\$ 1,020,000					\$ 1,020,000
Contingency	\$ 330,372					\$ 330,372
TOTAL USES	\$ 1,365,000	\$ -	\$ -	\$ -	\$ -	\$ 1,365,000
SOURCE(S)						
325 - Grant: STMP Fees	\$ 44,700					\$ 44,700
Unfunded	\$ 1,320,300					\$ 1,320,300
TOTAL FUNDS	\$ 1,365,000	\$ -	\$ -	\$ -	\$ -	\$ 1,365,000

RO1802 - HAZEL STREET GAP CLOSURE (SUNNYVIEW)

Functional Area : Streets & Roads			Project Origin : Development Driven				Priority Score		30
X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation			Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
			Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000	
Project Start : 7/1/2021					Estimated Completion : 6/30/2025				
Description									

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



History, Status, or Impact if Delayed

CIP Project SW1901 must be completed prior to this project.

General Plan Goals/Policies

Goal CE.1, Policy CE.1.1, Policy CE.1.4, Policy CE.1.5, Goal CE.3, Policy CS.2.6, Goal HS.1, Goal HS.3, Policy HS 3.4, Goal HS.6

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Construction		\$ 200,000				\$ 200,000
TOTAL USES	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)						
276 - Growth Impact Fees		\$ 50,000				\$ 50,000
Unfunded		\$ 150,000				\$ 150,000
TOTAL FUNDS	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000

RO1714 - SAFETY IMPROVEMENTS AT APPIAN WAY AND MARLESTA RD.

Functional Area : Streets & Roads			Project Origin : Council Request				Priority Score	
Type of CIP X New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 77,800	\$ 672,429	\$ -	\$ -	\$ -	\$ -	\$ 750,229	
Project Start : 7/1/2020					Estimated Completion : 12/31/2023			
Description								

The key elements affecting the safety of pedestrians and cyclists at the Appian Way and Marlesta Way intersection is speed and reduced visibility of approaching traffic due to the topography of the project area. Safety improvements are required to improve crossing conditions for pedestrians and bicyclists. In February 2021, the City selected a Consultant to complete the preliminary engineering for this project. Grant funds were secured through WCCTAC, Transportation Development Act, and OBAG to complete this project. In October 2023, City Council awarded a construction contract to Gruendl Inc.



History, Status, or Impact if Delayed

The City secured grant funds to install a traffic signal at this intersection instead of a HAWK.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost						
USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design	\$ -					\$ -
Construction	\$ 607,348					\$ 607,348
Contingency	\$ 65,081					\$ 65,081
TOTAL USES	\$ 672,429	\$ -	\$ -	\$ -	\$ -	\$ 672,429
SOURCE(S)						
106 - Measure S 2014	\$ 193,029					\$ 193,029
325 - Grant: TDA Article 3	\$ 129,400					\$ 129,400
215 - Grant: OBAG	\$ 350,000					\$ 350,000
TOTAL FUNDS	\$ 672,429	\$ -	\$ -	\$ -	\$ -	\$ 672,429

RO1710 - SAN PABLO AVENUE BRIDGE OVER BNSF RAILROAD

Functional Area : Streets & Roads			Project Origin : End of life cycle				Priority Score	
Type of CIP New ☒ Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 1,110,737	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 31,884,899	
Project Start : 7/1/2017					Estimated Completion : 6/30/2026			
Description								

The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area's transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded and Unprogrammed project list.



History, Status, or Impact if Delayed

The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State's share in the current HBP. In October 2022, a draft type selection report was submitted to Caltrans for review. This report is the first step to request additional funding allocations from the Caltrans HBP to complete the PS&E phase and construction phase of the project.

General Plan Goals/Policies

Policy CS.3.3, Goal H.3, Policy H.3.1, Goal CE.3, Goal CE. 7, Policy CE.7.3, Goal CS.10.

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Project Management	\$ 133,579	\$ 4,150,000				\$ 4,283,579
Planning & Design	\$ 1,840,583					\$ 1,840,583
Construction	-	\$ 24,650,000				\$ 24,650,000
TOTAL USES	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,774,162
SOURCE(S)						
325 - Grant: HBP	\$ 41,394					\$ 41,394
325 - Grant: STMP Fees	\$ 1,499,189					\$ 1,499,189
215 - Grant: TLC	\$ 133,579					
106 - Measure S 2014	\$ 300,000					
Unfunded		\$ 28,800,000				\$ 28,800,000
TOTAL FUNDS	\$ 1,974,162	\$ 28,800,000	\$ -	\$ -	\$ -	\$ 30,774,162

RO1708 - PINOLE VALLEY ROAD IMPROVEMENTS

Functional Area : Streets & Roads		Project Origin : Council Request		Priority Score		34		
Type of CIP ☐ New ☐ Expansion ☐ Replacement ☐ Renovation ☐ Land/Row Acq. Required ☒ Rehabilitation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	
Project Start : 7/1/2023					Estimated Completion : 6/30/2024			
Description								

As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea Dr. to Helena Ct. will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal may be the recommended treatment.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Design		\$ 10,000				\$ 10,000
Construction		\$ 80,000				\$ 80,000
Contingency		\$ 10,000				\$ 10,000
TOTAL USES	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
SOURCE(S)						
200 - Gas Tax		\$ 100,000				\$ 100,000
TOTAL FUNDS	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000

IN2301 - FACILITIES & REAL ESTATE MASTER PLAN

Functional Area		: Infrastructure Assessment		Project Origin		: Staff Recommendation		Priority Score		
Type of CIP New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost		
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28				
		Estimated Expenditures to-date	\$ -	\$ 200,000	\$ -	\$ -	\$ -		\$ -	\$ 200,000
		Project Start : 7/1/2023							Estimated Completion : 6/30/2024	
		Description								

The facilities master plan will serve as a roadmap for achieving identified strategic objectives to improve service delivery and utilization of real estate and facility assets. The masterplan will serve to aid decision-making on capital improvements for a defined list of City owned facilities and provide information on potential major maintenance needs (e.g., repairs vs. replace) as applicable.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Summary of Capital Cost						
USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Planning	\$ 200,000					\$ 200,000
Contingency						\$ -
TOTAL USES	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)						
106 - Measure S 2014	\$ 200,000					\$ 200,000
TOTAL FUNDS	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

IN2201 - ENERGY CONSERVATION, GENERATION AND STORAGE ASSESSMENT

Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation			Priority Score	
Type of CIP		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
New	Expansion						
Replacement	Renovation						
Land/Row Acq. Required							
Rehabilitation							
Estimated Expenditures to-date	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Project Start : 7/1/2022					Estimated Completion : 6/30/2024		
Description							

An energy optimization assessment to identify energy conservation measures, renewable energy generation, and storage opportunities. This audit will help the City identify and develop energy investment initiatives for facilities.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.1 & CS.9, Policy CS.9.1, Goal SE.3, Policy SE.1.3

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Planning	\$ 50,000					\$ 50,000
Contingency						\$ -
TOTAL USES	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
SOURCE(S)						
106 - Measure S 2014	\$ 50,000					\$ 50,000
TOTAL FUNDS	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

IN2101 - EMERGENCY POWER FOR CRITICAL FACILITIES

Functional Area : Infrastructure Assessment			Project Origin : Council Request				Priority Score		
New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
		Estimated Expenditures to-date							
		\$ -	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -		\$ 200,000
		Project Start : 7/1/2023					Estimated Completion : 6/30/2025		
Description									

During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. Critical facilities will need reliable sources of sustained electrical power to continue operations. This project will: 1) identify critical facilities in need of back-up power in coordination with an Emergency Operations Plan (EOP) , 2) assess power loads in each critical facility that requires back-up power, 3) determine the costs and technology options including solar battery storage, and 4) make any additional recommendations to Council before advancing to construction.



History, Status, or Impact if Delayed

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

General Plan Goals/Policies

Policy GM.4.1, Policy CS.2.6, Goal CS.9, Goal HS.4

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Design	\$ 30,000					\$ 30,000
Construction		\$ 170,000				\$ 170,000
TOTAL USES	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)						
100 - General Fund	\$ 30,000	\$ 170,000				\$ 200,000
TOTAL FUNDS	\$ 30,000	\$ 170,000	\$ -	\$ -	\$ -	\$ 200,000

IN2102 - MUNICIPAL BROADBAND FEASIBILITY

Functional Area : Infrastructure Assessment			Project Origin : Council Request			Priority Score	
New Expansion Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Project Start : 7/1/2022					Estimated Completion : 6/30/2024		
Description							

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



History, Status, or Impact if Delayed

Staff released an Request for Proposals for this effort on April 11, 2023.

General Plan Goals/Policies

Goal CS.11, Policy CS.11.2, Policy CS.11.5

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Planning	\$ 60,000					\$ 60,000
Contingency						\$ -
TOTAL USES	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
SOURCE(S)						
106 - Measure S 2014	\$ 60,000					\$ 60,000
TOTAL FUNDS	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

IN2103 - RECYCLED WATER FEASIBILITY

Functional Area : Infrastructure Assessment			Project Origin : Council Request				Priority Score	
Type of CIP		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
☐ New	☐ Expansion							
☐ Replacement	☐ Renovation							
☐ Land/Row Acq. Required								
☐ Rehabilitation								
Estimated Expenditures to-date	\$ -	\$ 60,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 200,000	
Project Start : 7/1/2022					Estimated Completion : 6/30/2024			
Description								

A feasibility study will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The study will identify potential recycled water customers, evaluate the quantity, quality, and recycled water distribution system options to address the needs of potential users in surrounding areas, seek opportunities to phase the construction of a recycled water delivery system, and develop planning-level cost options for the phased system.



History, Status, or Impact if Delayed

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

General Plan Goals/Policies

Policy OS.8.1, Policy OS.8.7, Goal SE.9, Policy SE.9.1, Policy SE.9.4

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Planning	\$ 60,000	\$ 140,000				\$ 200,000
Contingency						\$ -
TOTAL USES	\$ 60,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 200,000
SOURCE(S)						
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
100 - General Fund	\$ 60,000	\$ 140,000				\$ 200,000
TOTAL FUNDS	\$ 60,000	\$ 140,000	\$ -	\$ -	\$ -	\$ 200,000

IN2105 - APPIAN WAY COMPLETE STREETS

Functional Area		: Streets & Roads		Project Origin		: Staff Recommendation		Priority Score	
Type of CIP New Expansion Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years					Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28			
Estimated Expenditures to-date		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	
Project Start : 7/1/2023						Estimated Completion : 6/30/2024			
Description									

Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. In December 2021, City Council approved a Cooperative Funding Agreement with WCCTAC to receive STMP funds to complete preliminary design for this project.



History, Status, or Impact if Delayed

This project will connect with the Contra Costa County's project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list.

General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate FY 2023-2028
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	
Engineering Design	\$ 100,000					\$ 100,000
TOTAL USES	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
SOURCE(S)						
325 - Grant: STMP Fees	\$ 100,000					\$ 100,000
TOTAL FUNDS	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

IN2106 - ACTIVE TRANSPORTATION PLAN

Functional Area : Infrastructure Assessment			Project Origin : TAPS				Priority Score	
Type of CIP New Expansion Replacement Renovation Land/Row Acq. Required Rehabilitation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost	
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28		
Estimated Expenditures to-date	\$ 18,000.00	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 188,000	
Project Start : 7/1/2022					Estimated Completion : 6/30/2024			
Description								

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



History, Status, or Impact if Delayed

In March 7, 2023, City Council awarded a contract to GHD for the preparation of a Park Master Plan.

General Plan Goals/Policies

Goal GM.1, Goal GM.3, Policy GM.3.2, Policy CE.1.4, Policy CE.8.2, Goal CS.10

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Planning	\$ 170,000					\$ 170,000
Contingency						\$ -
TOTAL USES	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
SOURCE(S)						
100 - General Fund	\$ 170,000					\$ 170,000
TOTAL FUNDS	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000

IN1703 - STORM DRAINAGE MASTER PLAN

Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation			Priority Score	
Type of CIP New Replacement Land/Row Acq. Required Rehabilitation Expansion Renovation		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
Estimated Expenditures to-date		\$ 75,000	\$ 175,000	\$ -	\$ -	\$ -	\$ 250,000
Project Start : 7/1/2020					Estimated Completion : 6/30/2024		
Description							

Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Policy CS.7.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Planning	\$ 75,000	\$ 175,000				\$ 250,000
Contingency						\$ -
TOTAL USES	\$ 75,000	\$ 175,000	\$ -	\$ -	\$ -	\$ 250,000
SOURCE(S)						
106 - Measure S 2014	\$ 75,000	\$ 175,000				\$ 250,000
TOTAL FUNDS	\$ 75,000	\$ 175,000	\$ -	\$ -	\$ -	\$ 250,000

IN1704 - PARK MASTER PLAN

Functional Area : Infrastructure Assessment			Project Origin : Staff Recommendation			Priority Score	
Type of CIP		Budget	Unappropriated Subsequent Years				Estimated Project Life cycle cost
		Year 1 FY 2023-24	Year 2 FY 2024-25	Year 3 FY 2025-26	Year 4 FY 2026-27	Year 5 FY 2027-28	
☐ New	☐ Expansion						
☐ Replacement	☐ Renovation						
☐ Land/Row Acq. Required							
☐ Rehabilitation							
Estimated Expenditures to-date	\$ 15,000.00	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000
Project Start : 7/1/2020					Estimated Completion : 6/30/2024		
Description							

This project will prepare a citywide master plan to address the city's long-term needs and goals for parks, recreation, and open space. The master plan will identify the City's current parks and recreation assets, determine the City's future parks and recreation needs and priorities, and recommend capital, operational, and financial strategies to meet the City's needs.



History, Status, or Impact if Delayed

In early 2022, City staff issued a Request for Proposals (RFP) to solicit bids to prepare the master plan. On December 20, 2022, the City Council awarded a contract to RJM Design Group for the preparation of the City's Master Plan. The consultant participated in a kick off meeting with staff in April 2023.

General Plan Goals/Policies

Goal CS.3, Policy CS.3.1

Summary of Capital Cost

USE(S)	Budget	Projected Budget				Project Estimate
	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2023-2028
Planning	\$ 150,000					\$ 150,000
Contingency						\$ -
TOTAL USES	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
SOURCE(S)						
106 - Measure S 2014	\$ 150,000					\$ 150,000
TOTAL FUNDS	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

**CAPITAL IMPROVEMENT PLAN: FY 2022/23 THROUGH FY 2026/27
UNFUNDED PROJECTS**

#	Unfunded Projects
UF001	Railroad Avenue Bridge Removal and Replacement
UF002	Electric Vehicle Charging Stations in City lots
UF003	Parking lot resurfacing
UF004	LLAD Landscape Restoration and Improvement
UF005	Dog Park Restroom Replacement
UF006	Dog Park resurfacing and fencing improvements
UF007	Eucalyptus Grove Restoration
UF008	Fernandez Park Baseball grandstand improvement
UF009	Repave Trails
UF010	ADA Ramps
UF011	Appian Complete Streets
UF012	Pedestrian Bridge Maintenance (formerly known as Bridge Maintenance)
UF013	Fernandez Park Improvements
UF014	Pavement Maintenance
UF015	I-80/Pinole Valley Rd. Interchange Improvements
UF016	Shale Hill Retaining wall and sidewalk gap
UF017	Sidewalks gaps
UF018	Signal System Upgrades
UF019	Pinon-1
UF020	Pinon-2
UF021	Tennent-1
UF022	Tennent-2
UF023	Tree Master Plan
UF024	San Pablo Avenue Bridge over BNSF Railroad
UF025	Installation of Solar at City Facilities
UF026	All access weather roads
UF027	Faria House Renovations
UF028	San Pablo Avenue Complete Streets
UF029	Signalized Intersections
UF030	Pedestrian Safety at Signalized Intersections
UF031	Safety at Unsignalized Intersections
UF032	Roadway Segments #1
UF033	Roadway Segments #2
UF034	Roadway Segments #3
UF035	Vehicular Bridge Maintenance

Legend:

New unfunded projects added

UF001 - Railroad Avenue Bridge Removal and Replacement

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads/Sanitary Sewer/Stormwater

Cost Estimate:

Potential Funding Sources:

UF002 - Electric Vehicle Charging Stations in City lots

Project Information

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

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

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

UF003 - Parking lot resurfacing

Project Information

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

Origin: Staff Recommendation

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

UF004 - LLAD Landscape Restoration and Improvement

Project Information

The Pinole Valley Road Landscape and Lighting Assessment District was formed in 2008. The City installed various improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The district provides maintenance to traffic signals, streetlights, median landscaping, irrigation for landscaping, electricity to traffic signals and streetlights, and graffiti removal. This project will maintain and restore turf, shrubs, plants and trees within the District. In FY 2022/23, this work was completed for Zone A (between I-80 and Henry Ave.)

Origin: LLAD Report

Budget Unit: LLAD

Cost Estimate:

Potential Funding Sources: Fund 345 & 348

UF005 - Dog Park Restroom Replacement

Project Information

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

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources: -

UF006 - Dog Park resurfacing and fencing improvements

Project Information

Resurfacing and fencing improvements

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF007 - Eucalyptus Grove Restoration

Project Information

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

Origin: Council Request

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF008 - Fernandez Park Baseball grandstand improvement

Project Information

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

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF009 - Repave Trails

Project Information

The City's goal is to develop safe, connected, and comfortable bicycle and pedestrian facilities for people of all ages and abilities. Repaving trails will enhance trail access from the City's roadway network to encourage alternative modes of transportation. The Active Transportation Plan is underway and will identify a trail network and recommend improvements.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF010 - ADA Ramps

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF011 - Appian Complete Streets

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$970,000

Potential Funding Sources: -

UF012 - Pedestrian Bridge Maintenance

Project Information

Maintenance of pedestrian bridges as identified in the Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc. In FY 2023/24 there is \$50,000 budgeted in the operating budget for maintenance activities.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$224,700

Potential Funding Sources:

UF013 - Fernandez Park Improvements

Project Information

Renovations to the baseball field to decrease water and energy usage and increase accessibility and safety.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$850,000

Potential Funding Sources:

UF014 - Pavement Maintenance

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$42,000,000

Potential Funding Sources: Fund 200 and Fund 106

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

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$10,959,000

Potential Funding Sources:

UF016 - Shale Hill Retaining wall and sidewalk gap

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF017 - Sidewalk gaps

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF018 - Signal System Upgrades

Project Information

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

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF019 - Pinon-1

Project Information

This project involves replacement of the approximately pipeline along San Pablo Ave., Roble Ave., Pinon Ave, and Orleans Avenue. In FY 2022/23, the City contracted with a consultant to complete phase 1 of preliminary engineering and design for this project.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate: \$4,482,000

Potential Funding Sources:

UF020 - Pinon-2

Project Information

This project involves replacement of the approximately pipeline along San Pablo Ave., Pinon Ave, Appian Way, and Meadow Avenue.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate: \$1,866,000

Potential Funding Sources:

UF021 - Tennent-1

Project Information

This project includes the replacement of pipeline along Tennent Avenue and inside the Water Pollution Control Plan.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate: \$2,664,000

Potential Funding Sources:

UF022 - Tennent-2

Project Information

This project involves replacement of the approximately pipeline along Tennent Avenue.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate: \$4,239,000

Potential Funding Sources:

UF023 - Tree Master Plan

Project Information

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

Origin: Beautification AdHoc Committee

Budget Unit:

Cost Estimate: \$375,000

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

UF024 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

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

Origin: End of life cycle

Budget Unit: Roads

Cost Estimate: \$28,800,000

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

UF025 - Installation of Solar at City Facilities

Project Information

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

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

UF026 - All access weather roads

Project Information

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

Origin: General Plan

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF027 - Faria House Renovations

Project Information

The building commonly referred to as the “Faria House” is a two-story residence constructed in about 1890 and originally located at what is now 1301 Pinole Valley Road. In 2005, the Faria House was relocated to 2100 San Pablo Avenue. On June 7, 2022, City Council directed staff pursue hazard remediation and renovations to create a lower-level office, and upper-level warm shell. This project was later unfunded by City Council.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate: \$420,000

Potential Funding Sources:

UF028 - San Pablo Avenue Complete Streets

Project Information

A complete streets plan would create a new vision for San Pablo Avenue, to transform it into a place where people of all ages and abilities can travel safely and comfortably whether walking, bicycling, riding transit, or driving

Origin: Council Request

Budget Unit: Infrastructure Assessment

Cost Estimate: \$200,000

Potential Funding Sources:

Subregional Transportation Mitigation Program (STMP) funds

UF029 - Signalized Intersections

Project Information

Improvement to signal hardware, signal timing, or protected left turn phases at:

- Appian Way & Fitzgerald Drive
- San Pablo & Tennent Ave.
- Appian Way & Canyon Dr./Tara Hills
- Pinole Valley Rd./Tennent Ave./Ellerhorst St.
- San Pablo Ave. & Pinole Valley Rd.
- San Pablo Ave. & Pinon Ave./Appian Way
- Pinole Valley Rd. & Estates Ave.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan

Budget Unit: Streets & Roads

Cost Estimate: \$183,792

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

UF030 - Pedestrian Safety at Signalized Intersections

Project Information

Installation of advance stop bars before crosswalk, raised median on approaches, raised pavement markers and striping through intersection at:

- Appian Way & Fitzgerald Drive
- San Pablo & Tennent Ave.
- Appian Way & Canyon Dr./Tara Hills
- Pinole Valley Rd./Tennent Ave./Ellerhorst St.
- San Pablo Ave. & Pinole Valley Rd.
- Fitzgerald Drive and Best Buy Parking Lot
- Pinole Valley Rd. & Estates Ave.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan

Budget Unit: Roads

Cost Estimate: \$514,548

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

UF031 - Safety at Unsignalized Intersections

Project Information

Install intersection lighting, install/upgrade larger or additional stop signs or other intersection warning/regulatory signs, or install RRFB:

- Walter Ave. & San Pablo Ave.
- Pinole Valley Rd. & Simas Ave.
- Pinole Valley Rd. & Wright Ave.
- Pinole Valley Rd. & Rafaela St.
- Wright Ave. & Carol St.
- Simas Ave. & Moraga Dr.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan (LRSP)

Budget Unit: Streets & Roads

Cost Estimate: \$879,830

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

UF032 - Roadway Segments # 1

Project Information

Install segment lighting, or install/upgrade signs with new fluorescent sheeting, or install delineators, reflectors/object markers.

- Pinole Valley Rd: San Pablo Ave. to Collins Ave.
- San Pablo Ave.: Oak Ridge Rd. to Pinole Valley Rd.
- San Pablo Ave.: Golden Gate to Del Monte Dr.
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave.
- Fitzgerald Dr.: Jovita Ln. to Appian Way
- Appian Way: San Pablo Ave. to Michael Dr.
- Tennent Ave.: San Pablo Ave. to Pinole Valley Rd.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan

Budget Unit: Roads

Cost Estimate: \$1,469,474

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

UF033 - Roadway Segments # 2

Project Information

Install centerline rumble strips/stripes, or install edge-lines and centerlines, or install RRFB

- Pinole Valley Rd: San Pablo Ave. to Collins Ave.
- San Pablo Ave.: Oak Ridge Rd. to Pinole Valley Rd.
- San Pablo Ave.: Golden Gate to Del Monte Dr.
- Tara Hills: Kilkenny Way to Appian Way
- Walter Ave: North Terminus to San Pablo Ave.
- Tennent Ave.: San Pablo Ave. to Pinole Valley Rd.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan (LRSP)

Budget Unit: Streets & Roads

Cost Estimate: \$914,375

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

UF034 - Roadway Segments # 3

Project Information

Implement road diet, or install dynamic/variable speed warning signs, or install/upgrade pedestrian crossing

- Pinole Valley Rd: San Pablo Ave. to Collins Ave.
- San Pablo Ave.: Oak Ridge Rd. to Pinole Valley Rd.
- Tara Hills: Kilkenny Way to Appian Way
- Fitzgerald Dr.: Jovita Ln. to Appian Way
- Appian Way: San Pablo Ave. to Michael Dr.

Refer to the LRSP document for detailed recommendations.

Origin: Local Road Safety Plan

Budget Unit: Roads

Cost Estimate: \$1,483,510

Potential Funding Sources: Highway Safety Improvement Program (HSIP)

UF035 - Vehicular Bridge Maintenance

Project Information

Maintenance of vehicular bridges as identified in the Caltrans Bridge Inspection Reports. The latest bridge inspection issued in May 2023, contains recommendations for three bridges near:

- PVHS High School on Pinole Valley Rd.
- Wright Ave. on Pinole Valley Rd.
- On Simas Ave. near Pinole Valley Rd.

Origin: Caltrans Bridge Inspection

Budget Unit: Streets & Roads

Cost Estimate:

Potential Funding Sources:

APPENDIX I: Capital Improvement Plan consistency with General Plan

Funding is estimated for specific projects or asset plans in the FY 2023/24 – 2027/28 Capital Improvement Plan (CIP) which support the goals and policies of following elements of the General Plan:

- Community Character (CC)
- Growth Management (GM)
- Land Use & Economic Development (LU)
- Housing (H)
- Circulation Element (CE)
- Community Services and Facilities (CS)
- Health and Safety (HS)
- Natural Resources and Open Space (OS)
- Sustainability Element (SE)

The acroynms and associated General P lan goals/policies are listed on individual project sheets.

The FY 2023/24 – 2027/28 CIP includes funding for projects over the next five (5) fiscal years that support General Plan policies and enhance public infrastructure, amenities, and services in Pinole. The CIP is consistent with and helps implement the following General Plan goals and policies:

Community Character Element

GOAL CC.1 Maintain Pinole’s unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage and public art.

POLICY CC.1.5 Encourage project compatibility, interdependence and support with neighboring uses, especially between commercial and mixed-use centers and the surrounding residential neighborhoods. Uses should relate to one another with pedestrian connections, transit options, shared parking, landscaping, public spaces, and the orientation and design of buildings.

GOAL CC.2 Emphasize and enhance the visual and physical connection between the city’s natural environment and the community’s quality of life.

POLICY CC.2.1 Provide visual and physical connections between the natural environment and the built environment through careful site design, building placement, architectural features that allow views of Pinole’s unique environment such as ridgelines or the San

Pablo Bay shoreline, public access to open space such as via the Bay Trail, and the use of native vegetation in the urban environment such as for landscape buffers for sidewalk areas and street trees.

POLICY CC.2.2 Preserve natural resources within the built environment, including trees, marshes, creeks and hillsides.

GOAL CC.5 Enhance the quality of life in Pinole by acknowledging the cultural diversity and by promoting, preserving and sustaining the cultural and performing arts.

POLICY CC.5.1 Celebrate the city's cultural diversity through public art, cultural centers and community events for the benefit and enjoyment of all residents.

POLICY CC.5.2 Develop programs and facilities that promote the cultural and performing arts in Pinole.

Growth Management Element

GOAL GM.1 Regional Planning. Support cooperative transportation, land use and public service planning in Contra Costa County.

POLICY GM.1.1 West Contra Costa County Planning Activities. Achieve efficient public service delivery by coordinating with affected jurisdictions and agencies concerning public and private developments.

GOAL GM.3 Efficient Transportation. Support land use patterns that make efficient use of the transportation system and enhance public safety.

POLICY GM.3.1 Transportation Management. Make more efficient use of the regional and subregional transportation system.

POLICY GM.3.3 Provide Adequate Transportation Facilities and Services. Provide adequate transportation facilities while maintaining neighborhood integrity.

POLICY GM.3.7 Mobility-Impaired. Support efforts to provide safe and convenient transportation systems for all citizens of Pinole, particularly mobility-impaired individuals.

GOAL GM.4 Compact Development and Service Areas. Encourage infill and redevelopment in areas that are already served by utilities, infrastructure and public services.

POLICY GM.4.1 Planning for Present and Future Community Needs. Plan for, provide and maintain a level of public infrastructure facilities and services that adequately serves the present and future needs of the community.

Land Use & Economic Development Element

GOAL LU.1 Preserve and enhance the natural resources, high-quality residential neighborhoods and commercial areas, and small-town (semi-rural) character of Pinole.

POLICY LU.1.3 Establish and implement a continuing program of civic beautification, gateway or entryway enhancement, tree planting, maintenance of homes and streets, and other measures which will promote an aesthetically desirable environment and attractive neighborhood areas.

GOAL LU.4 Preserve and strengthen the identity and quality of life of Pinole's residential neighborhoods.

POLICY LU.4.1 Ensure all new development, renovation or remodeling preserves and strengthens Pinole's residential neighborhoods by requiring projects to be harmoniously designed and integrated with the existing neighborhood.

GOAL LU.6 Protect and enhance the natural resources of the San Pablo Bay waterfront for the enjoyment of Pinole residents.

POLICY LU.6.3 Provide waterfront parks, pedestrian pathways and recreation areas that are safe, accessible, and attractive for public use.

Housing Element

GOAL H.2 Protect Existing Character and Heritage. Protect and enhance the integrity and distinctive character and heritage of Pinole encouraging the development of high quality, well-designed housing and conserving existing housing.

POLICY H.2.4 Maintain Existing Housing and Neighborhood Amenities. Maintain Pinole's lifestyle characteristics by encouraging the maintenance of existing housing stock, and in particular housing with historic value, and preserving the amenities of existing neighborhoods.

GOAL H.3 Provide Adequate Services and Facilities. Provide adequate services and facilities to meet the needs of the city's current and future population.

POLICY H.3.1 Plan For Public Facility and Services Needs. Future development shall be planned based on public facility and service capacity, community-wide needs, sound citywide and neighborhood planning and public improvement programming.

POLICY H.3.4 Encourage new pedestrian-oriented development. Encourage new development and redevelopment that places residences in close proximity to a variety of services and facilities.

Circulation Element

GOAL CE.1 Reduce vehicle miles traveled and encourage the use of public transit.

POLICY CE.1.1 Encourage strategic growth that concentrates future development along Pinole's three primary transit corridors (San Pablo Avenue, Appian Way and Pinole Valley Road).

POLICY CE.1.3 Encourage development that is sensitive to both local and regional transit measures and that promotes the use of alternative modes of transportation.

POLICY CE.1.4 Encourage maximum utilization of the existing public transit system and alternate modes of transportation in Pinole.

GOAL CE.3 Provide timely input and effective means (as appropriate) of programming street and highway improvements to maintain the objective peak hour level of service without detrimentally impacting community character or commercial activity.

POLICY 3.2. Maintain roadway network at or above established LOS thresholds.

GOAL CE.4 Establish programs to support sidewalk, trail and street enhancements, where feasible.

POLICY CE.4.5 Inventory sidewalk conditions to identify opportunities for enhancements to the circulation system and to help prioritize repair and maintenance activities as funding becomes available.

GOAL CE.5 Provide adequate parking and loading facilities while encouraging alternative means of transportation.

GOAL CE.7 Support bicycle use as a mode of transportation by enhancing infrastructure to accommodate bicycle and rides.

POLICY CE.7.1 Enhance the City's Bikeway network through the use of Class I, II, and III bikeways.

POLICY CE.7.3 Establish a network of multi-use paths to facilitate safe and direct off-street bicycle and pedestrian travel.

Community Services and Facilities Element

GOAL CS.1 Provide safe, attractive and efficiently designed infrastructure and sustainable facilities to serve the public.

POLICY CS.1.1 The City will strive to provide safe, attractive and efficiently designed facilities for public and quasi-public organizations.

POLICY CS.1.3 The City will endeavor to provide convenient access to community facilities and services to all areas of the community.

GOAL CS.2 Ensure and maintain a high level of public safety in the community.

POLICY CS.2.6 The City will continue to fund the repair, maintenance and expansion of facilities to respond to evolving service needs.

GOAL CS.3 Provide adequate and high-quality recreational opportunities and programs for the community.

POLICY CS.3.1 Continue to provide a variety of recreational opportunities that serve and represent all aspects of the community.

POLICY CS.3.3 Expand and organize a multi-use trail system.

GOAL CS.6 Provide adequate, economical and dependable wastewater collection service and treatment.

POLICY CS.6.1 The City shall continue to make capital improvements to the wastewater collection and treatment system to maintain system capability and reliability.

GOAL CS.7 Minimize flooding.

POLICY CS.7.1 The City will ensure that the storm drain system has adequate capacity to minimize street flooding and, where feasible, shall expand the capacity of the system to control storm flows.

GOAL CS.9 Provide economical and dependable community services while conserving energy resources.

POLICY CS.9.1 The City will seek opportunities to improve the energy efficiency of facilities and operations.

GOAL CS.10 Provide safe, efficient roadway infrastructure to support multiple modes of transportation and to meet existing and future circulation needs.

POLICY CS.10.2 The City will update, where possible, the existing roadway network to enhance pedestrian, bicycle and transit circulation while maintaining safe vehicular circulation.

Health and Safety Element

GOAL HS.1 Minimize the potential for loss of life, injury, damage to property, economic and social dislocation, and unusual public expense due to natural and man-made hazards.

GOAL HS.2 Protect the community from the risk of flood damage and improve surface water quality.

POLICY HS.2.4 Continue to monitor studies that identify anticipated changes in sea level and create appropriate standards and improvements to minimize flood risks.

POLICY HS.2.5 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

GOAL HS.3 Minimize hazards of soil erosion, weak and expansive soils, potentially hazardous soils materials, other hazardous materials, geologic instability and seismic activity.

POLICY HS.3.5 Require proper handling, storage, disposal and cleanup of hazardous materials to prevent leakage, potential explosions, fires or the escape of harmful gases and to prevent individually innocuous materials from combining to form hazardous substances, especially at the time of disposal.

GOAL HS.4 Ensure that government agencies, citizens and businesses are prepared for an effective response and recovery in the event of emergencies or disasters.

POLICY HS.4.1 Continue to provide essential emergency public services during natural catastrophes

POLICY HS.4.3 Incorporate technological enhancements in new and substantially remodeled structures and facilities to support and improve emergency services.

GOAL HS.6 Support multiple forms of transportation and a circulation system design that reduces vehicle trips and emissions.

POLICY HS.6.1 Promote and encourage walking and bicycling as viable forms of transportation to services, shopping and employment.

GOAL HS.7 Ensure that all new development meets or exceeds state and federal water quality standards.

POLICY HS.7.1 Support Regional, state and federal clean water programs.

POLICY HS.7.3 Reduce the transport of runoff and surface pollutants.

POLICY HS.7.6 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

Natural Resources and Open Space Element

GOAL OS.1 Ensure the preservation of natural resources by determining appropriate land use and compatibility with natural resources and open space.

POLICY OS.1.2 Agency Cooperation. Work with Federal, State and local regulatory and trustee agencies to promote the long-term sustainability of local natural resources.

Sustainability Element

GOAL SE.3 The City will reduce its contribution to climate change and mitigate and adapt to the effects of climate change as appropriate.

POLICY SE.3.1 Reduce greenhouse gas emissions from City operations and community sources by a minimum of 15 percent below current or baseline levels by the year 2020.

POLICY SE.3.4 Reduce GHG emissions by reducing vehicle miles traveled and by increasing or encouraging the use of alternative fuels and transportation technologies.

POLICY SE.1.3 Enhance the energy efficiency of all City facilities.

GOAL SE.7 Air quality will be maintained and improved for the City of Pinole and the Bay Area as a region and not decline below levels measured in early 1990's.

POLICY SE 7.3 Support efforts to comprehensively address air quality issues through education, regulation, and innovation.

GOAL SE.8 Utilize transit options and reduce vehicle miles traveled and single-occupancy vehicle use.

POLICY SE.8.7 Work to improve Pinole's pedestrian and bicycle infrastructure and to meet the needs of all pedestrians and bicyclists.

POLICY SE.8.10 Support and promote the use of low- and zero-emissions vehicles, alternative fuels, and other measures to directly reduce emissions from motor vehicles.

Community Character Element

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

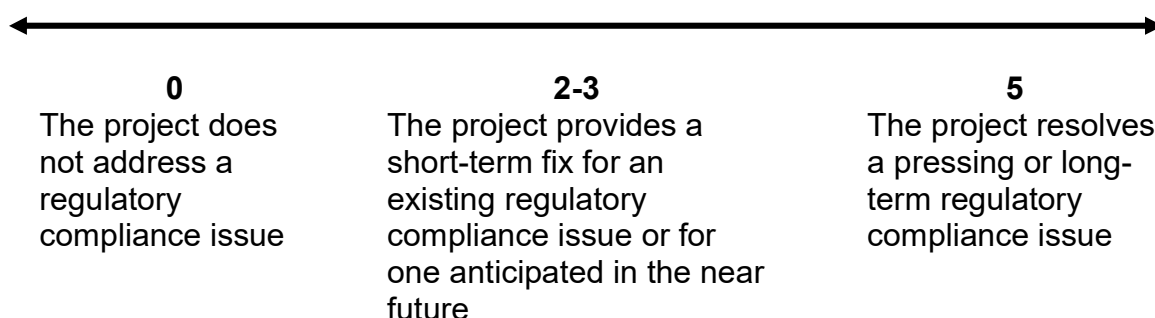
POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage, and public art.

APPENDIX II: Prioritization Matrix Category Scoring Guidelines

1. **Regulatory Compliance** – Compliance with regulatory mandates issued by agencies likes California State Water Resources Control Board, California Department of Resources, Recycling and Recovery, Department of Fish and Wildlife, the San Francisco Bay Conservation and Development Commission, or other County, State and federal laws. This also includes the Americans with Disabilities Act, the Manual of Uniform Traffic Control Devices, and self-imposed City ordinances. The score should be based on the answers to the following example questions:

- a. Does the proposed project address a current regulatory mandate?
- b. Will the proposed project proactively address a foreseeable (within the next 5 years) regulatory mandate?

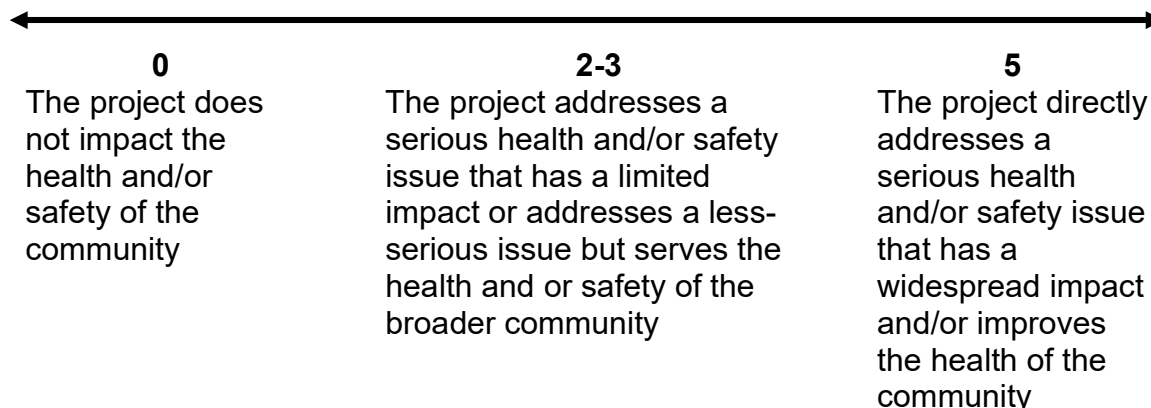
Scoring scale:



2. **Health/Safety** – Projects that improve the overall health and safety of the community such as multi-purpose trails, transportation safety improvements, new recreation facilities, address safety issues at City facilities, enhancements to police, fire, and emergency medical services. The score should be based on answers to the following example questions:

- a. Does the proposed project impact the health and wellbeing or safety of Pinole residents and/or employees?
- b. Does the project mitigate a serious risk or liability health/safety issue and to what degree?
- c. Does the project help assist the City to respond more effectively and efficiently to emergencies throughout the community?

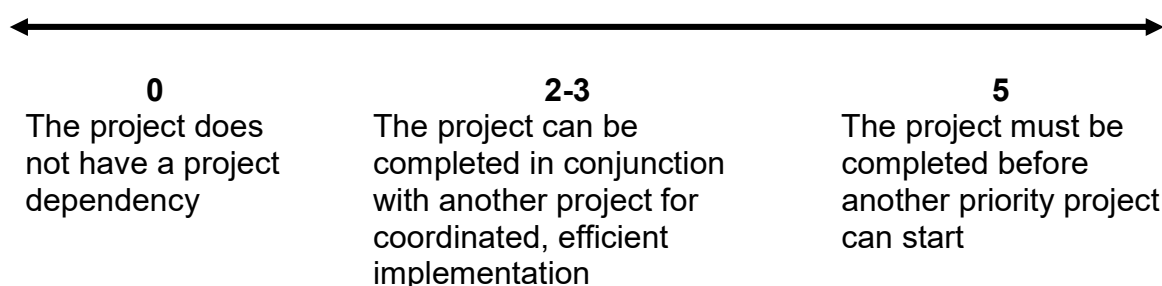
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3. **Project Dependency/Bundling**– The completion of the proposed project is complementary to the completion of a precursor capital project/master plan or the proposed project would be implemented efficiently if it was coordinated with another capital project. A project that is not needed for many years would score lower than a project that needs to be completed before another project can start. The score should be based on answers to the following example questions:

- When is the proposed project needed?
- Do any other projects require the proposed project to be completed first?
- Does the proposed project require other projects to be completed first?
- Can the proposed project be completed in conjunction with another project for coordinated, efficient implementation?

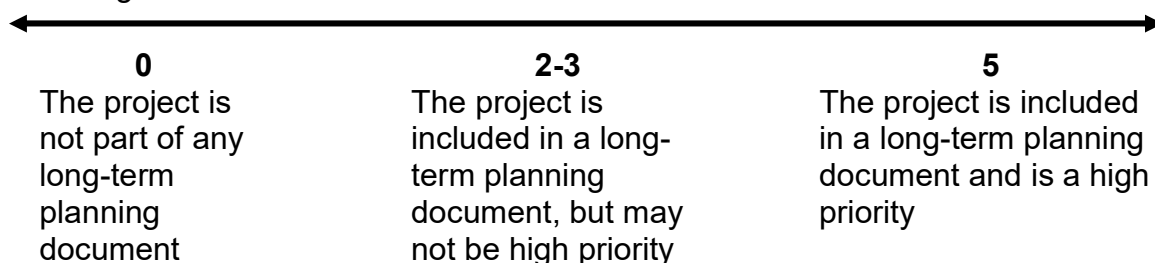
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4. **Long-Term Planning** – General Plan, Three-Corridor Specific Plan, 2020-2025 Strategic Plan, Long-Term Financial Plan, Pinole Economic Development Strategy, Master Plans, Emergency Operations Plan, Communication and Engagement Plan, Climate Action Plan, Local Road Safety Plan, Active Transportation Plan, Parks Master Plan, and departmental strategic plans which serve as a resource for the City to meet goals set forth by City departments, advisory boards and commissions, and the community at-large. Plans include documents that have been prepared internally to assure consistent adherence to industry best practices, as well as those documents that are created with the assistance of outside consultants. A component of long-term planning includes public discussion and/or public engagement. The score should be based on the answers to the following example questions:

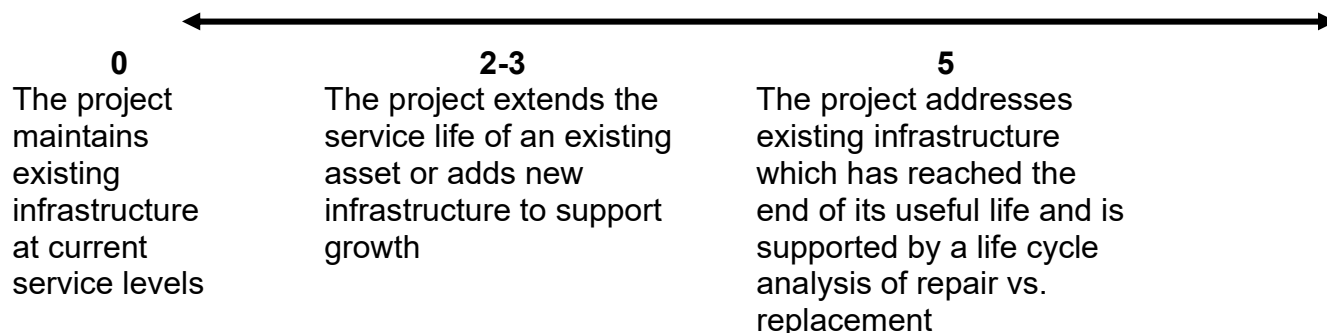
- Is the proposed project contained in one or more of the City's long-term planning documents?
- Is the proposed project listed as a high priority?

Scoring scale:



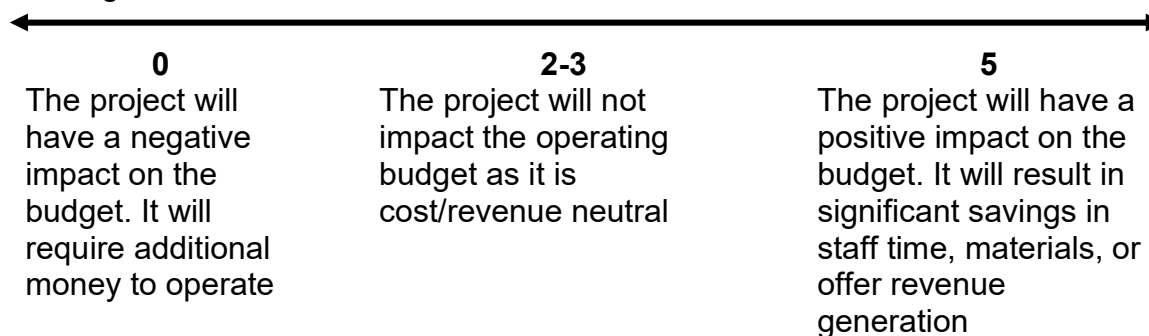
5. **State of Infrastructure** – Projects that address failing infrastructure (i.e., sidewalks, streets, lighting, municipal buildings, recreation facilities) or facilities that have exceeded their useful life. The score should be based on answers to the following example questions:
- Does the proposed project maintain the condition or value of existing infrastructure?
 - Does the proposed project avoid potential failure due to substandard conditions?
 - Will the proposed project address a facility that is outdated or exceeded its useful life?
 - Is the proposed project supported by a life cycle analysis of repair versus replacement and a master plan for that type of asset?

Scoring scale:



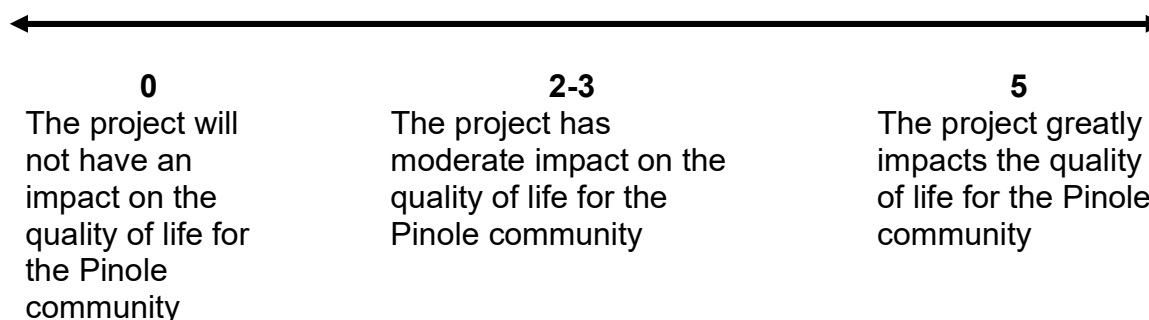
6. **Operating Budget Impact** – Some proposed projects may impact the operating budget for the next few years or for the life of the facility. Some proposed projects can offer cost savings or revenue generation opportunities. The score should be based on answers to the following questions:
- Will the proposed project require additional personnel to operate?
 - Will the proposed project require additional annual maintenance?
 - Will the proposed project require additional equipment not included in the project budget?
 - Will the proposed project reduce staff time and City resources thereby resulting in a positive impact on the operational budget?
 - Are there cost savings or revenue generation opportunities as a result of the efficiency of the proposed project?

Scoring scale:



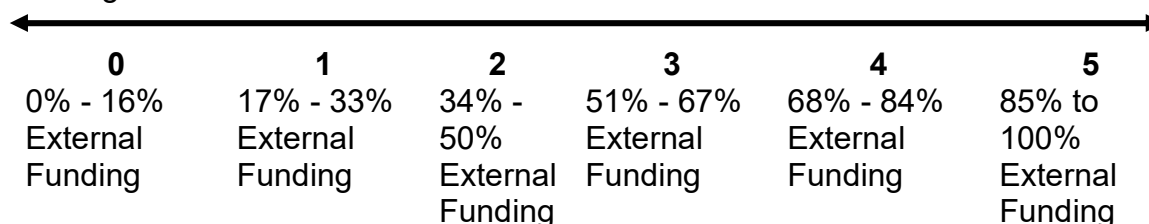
7. **Quality of Life** – Projects that provide widespread economic prosperity, recreational and cultural activities, environmental benefits, beautify Pinole, and attract new residents and visitors. The score should be based on answers to the following example questions:
- Does the proposed project help to create a beautiful and clean community?
 - Does the proposed project encourage participation in recreational and cultural activities?
 - Does the proposed project attract new residents, businesses, or visitors?
 - Does the proposed project increase environmental stewardship?
 - Does the proposed project contribute towards economic development and revitalization efforts?

Scoring scale:



8. **Grant Funding** – The proposed project is partially or fully supported by grants from State or Federal funds. The percentage of total cost funded by an external source will determine the score in this category.

Scoring scale:



9. **Sustainability and Conservation** – The proposed project furthers the City's sustainability and conservation goals. The score should be based on answers to the following example questions:
- Does the proposed project improve the health of the community and natural environment through sustainable designs with improved air quality and reduce greenhouse gas emissions that contribute to climate change?
 - Does the proposed project increase use of active modes of transportation and reduces the need for auto-dependency?
 - Does the proposed project incorporate design that meets or exceeds federal and State standards in the field of energy efficiency, such as State of California Title 24 Energy Efficiency Standards, LEED building standards, etc.?

Scoring scale:

