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CITY COUNCIL

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

**PINOLE CITY COUNCIL
MEETING AGENDA**

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

6:00 P.M.

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

SUBMIT PUBLIC COMMENTS TO CITY CLERK BEFORE OR DURING THE MEETING VIA EMAIL

comment@ci.pinole.ca.us

Comments received before the close of the public comment period for that item will be read into the record and limited to 3 minutes. Please include your full name, city of residence and agenda item you are commenting on. Any comments received after the close of the public comment period will be distributed to Council and relevant staff after the meeting and filed with the agenda packet.

WAYS TO WATCH THE MEETING

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

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

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

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

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

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

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

2. 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.

3. 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.

NO CLOSED SESSION SCHEDULED

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

5. 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.

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. In Honor of the City of Pinole Police Officer of the Year Kyle Breckenridge
2. In Honor of the City of Pinole Firefighter of the Year Cory Higgins
3. Recognizing February as Black History Month

B. Presentations / Recognitions

1. Certificate of Recognition for Emmanuel Soto, Pinole Valley High School Student, for Being Named to the California All State Honor Band

7. CONSENT CALENDAR

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

A. Approve the Minutes of the Meeting of October 20, 2020

B. Receive the January 9, 2021 – January 29, 2021 List of Warrants in the Amount of \$706,272.56 and the January 22, 2021 Payroll in the Amount of \$490,950.75

C. Resolution Confirming Continued Existence of Local Emergency [Action: Adopt Resolution per Staff Recommendation (Casher)]

D. 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 for Fiscal Year 2021/22
[Action: Adopt Resolution per Staff Recommendation (Miller)]

- E. Adopt a Resolution Authorizing the City Manager to Execute a Contract with CSW/Stuber-Stroeh Engineering Group, Inc. for Preliminary Engineering and Design Services in an Amount Not to Exceed \$450,458 [Action: Award Contract and Adopt Resolution per Staff Recommendation (Miller)]

8. PUBLIC HEARINGS

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

NONE

9. OLD BUSINESS

- A. Receive a Presentation of the Findings and Recommendations of the Citywide Organizational Assessment [Action: Receive Report (Murray)]

10. NEW BUSINESS

- A. Consider a Resolution Appropriating Funding for City Membership in the Local Chamber of Commerce and Sponsorship of a Local Visitor's Guide [Action: Consider Approval of Resolution per Staff Recommendation (Murray)]

11. 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

12. ADJOURNMENT to the Special City Council Meeting of February 9, 2021 In Remembrance of Amber Swartz.

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

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

Heather Iopu, CMC
City Clerk



Proclamation

Honoring

KYLE BRECKENRIDGE

As

PINOLE POLICE DEPARTMENT OFFICER OF THE YEAR - 2020

WHEREAS, Officer Breckenridge was born in San Francisco and grew up in Marin County; and

WHEREAS, Officer Breckenridge graduated from Redwood High School in Larkspur; and

WHEREAS, Officer Breckenridge completed the Police Academy at Napa Valley College; and

WHEREAS, he began work for the Pinole Police Department on October 28, 2013; and

WHEREAS, in 2020 Officer Breckenridge has served in multiple roles for the department as a Detective, Officer in Charge, and Field Training Officer; and

WHEREAS, Officer Breckenridge has received several commendations from Sergeants with whom he has worked; and

WHEREAS, Kyle Breckenridge was selected as Officer of the Year for 2016 and is the first officer to be awarded two Officer of the Year awards; and

WHEREAS, Officer Breckenridge exemplifies the core values of the Pinole Police Department: Honor, Integrity, Professionalism, and Respect.

NOW, THEREFORE, I, NORMA MARTÍNEZ-RUBIN, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole, do hereby wholeheartedly join the Pinole Police Department in proffering this city's most deserved commendation to **OFFICER KYLE BRECKENRIDGE** for being selected **PINOLE POLICE DEPARTMENT OFFICER OF THE YEAR** and encourage all residents to acknowledge and applaud his road to success and his outstanding contributions to our community.

Norma Martínez-Rubin
MAYOR of the City of Pinole

Dated: February 2, 2021





Proclamation

**Honoring
Cory Higgins**

As

PINOLE FIRE DEPARTMENT FIREFIGHTER OF THE YEAR 2020

WHEREAS, Cory Higgins brought his skills and accomplishments to the Pinole Fire Department in October of 2019 for the benefit of the citizens of Pinole; and

WHEREAS, Cory served with distinction as a Paramedic with King American Ambulance, providing Advanced Life Support (ALS) patient transport for the San Francisco Fire Department from 2014-2019; and

WHEREAS, he was a Volunteer Firefighter in Penryn, CA from 2013-2015; and

WHEREAS, in 2013 Cory completed his Paramedic program at Sacramento State University; and

WHEREAS, he served as an Emergency Medical Technician (EMT) at Pro-Transport-1 in Oakland and Sacramento from 2011-2012; and

WHEREAS, Cory earned a Bachelor's Degree in Psychology from San Francisco State University in 2012; and

WHEREAS, he received an Associate of Science Degree in Fire Technology from Sierra College in 2009; and

WHEREAS, Cory's dedication to performance, compassion, and commitment to excellence has brought great credit upon himself, the Pinole Fire Department, and the Fire Service; and

WHEREAS, the Firefighters of the City of Pinole have selected Cory Higgins as the 2020 Firefighter of the Year, an accomplishment for which he is to be congratulated.

NOW, THEREFORE, I, NORMA MARTÍNEZ-RUBIN, Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the City of Pinole, do hereby wholeheartedly join the Pinole Fire Department in proffering this city's most deserved and warmhearted commendation to **CORY HIGGINS** for being selected as **FIREFIGHTER OF THE YEAR** and encourage all residents to acknowledge and applaud his long road to success and his many outstanding contributions to our community.

Norma Martínez-Rubin
Mayor of the City of Pinole



Dated: February 2, 2021

Certificate of Recognition



Emmanuel Soto

In Recognition of Having Been Named to the California All
State Honor Band, Having Earned a Place in the County
Honor Band for the Past Three Years, and for His Commitment
To the Music Program at Pinole Valley High School

Presented this 2nd day of February 2021

A handwritten signature in blue ink, reading "Norma Martínez-Rubín".

Norma Martínez-Rubín
Mayor of the City of Pinole

**CITY COUNCIL MEETING
MINUTES
October 20, 2020**

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

The City Council Meeting was held via Zoom videoconference and broadcast from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Swearingen called the Regular Meeting of the City Council to order **6:05** p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

Roy Swearingen, Mayor
Norma Martínez-Rubin, Mayor Pro Tem
Peter Murray, Councilmember
Vincent Salimi, Councilmember
Anthony Tave, Councilmember

B. STAFF PRESENT

Andrew Murray, City Manager
Heather Iopu, City Clerk
Eric Casher, City Attorney
Tamara Miller, Development Services Director/City Engineer
Neil Gang, Police Chief
Chris Wynkoop, Fire Chief

City Clerk Iopu announced the agenda was posted on October 15, 2020 at 5:00 p.m. All legally required notice was provided.

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

3. 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

At 6:04 p.m. Mayor Swearingen convened the meeting to a closed session.

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

At 6:45 p.m. Mayor Swearingen reconvened the meeting to open session and announced that there was no reportable action from the closed session.

Mayor Swearingen gave a report highlighting the current health guidance from Contra Costa

County as it relates to the COVID-19 pandemic. Provided updates regarding City services and upcoming activities. Announced location of the permanently installed ballot box and encouraged residents to use it to vote the general municipal election.

5. 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. 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.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Alma Yee, Bob Kopp, Carlos Kohan, David Rupert, Debbie Long, George Pursley, Irma Rupert, Ivette Ricco, John Woolley, Kristen Pursley, Lisa Belvey, Mike Ricco, Patti Athenour, Sarah Flashman, Rafael Menis, Francis Adebola-Wilson**

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Recognizing Thomas Brooks for His Service to the City of Pinole As Planning Commissioner

Mayor Swearingen read the proclamation honoring Thomas Brooks. City Council members made comments thanking Mr. Brooks for his service and recognizing his efforts.

B. Presentations / Recognitions

1. Presentation by Supervisor Federal Glover, Supervisor John Gioia and LifeLong Medical Regarding Primary Care and Urgent Care Medical Services in Pinole

Supervisors Gioia and Glover along with representatives from LifeLong Medical presented information regarding the Lifelong Medical immediate walk-in care clinic that will be operating in Pinole. Council members asked questions. LifeLong Medical responded to questions.

Council held discussion with Lifelong Medical representatives regarding the level of service that will be provided and the adjustments to current service based on COVID-19 impacts and precautions.

7. 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.

Council member Tave asked for an update from the City Manager regarding Item 7E. City Manager Murray provided information regarding the recruitment efforts for the Finance Director position and the amendment to the contract for the interim finance consultant that is being amended with item 7E.

- A. Approve the Minutes of the Meeting of August 18, 2020

- B. Receive the October 3, 2020 – October 16, 2020 List of Warrants in the Amount of \$616,634.17 and the October 16, 2020 Payroll in the Amount of \$467,265.51
- C. Resolution Confirming Continued Existence of Local Emergency [**Action: Adopt Resolution per Staff Recommendation (Casher)**]
- D. Placement of Liens For Delinquent Unpaid Waste Collection Charges Falling Delinquent Between May and July 2020, Considered at an Administrative Hearing on October 1, 2020 [**Action: Adopt Resolution per Staff Recommendation (Iopu)**]
- E. Approve an Amendment to the Contract With MV Cheng & Associates, Inc for Finance Services to Extend the Term and Add \$70,200 For A Total Contract Amount of \$115,200 [**Action: Adopt Resolution per Staff Recommendation (De La Rosa)**]

ACTION: Motion by Council members Martinez-Rubin/Tave to Approve Consent Calendar Items 7A-7E.

Vote:	Passed	5-0
	Ayes:	Swearingen, Murray, Martínez-Rubin, Salimi, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

8. PUBLIC HEARINGS

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

NONE

9. OLD BUSINESS

NONE

10. NEW BUSINESS

- A. Revised City of Pinole Procurement Policy [**Action: Adopt Resolution per Staff Recommendation (Casher)**]

City Attorney Casher presented a report with an overview of the updates to the Procurement policy.

City Council members made comments and asked questions regarding different areas of the policy. Staff responded to questions.

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Rafael Menis**

ACTION: Motion by Council members Tave/Martínez-Rubin to Adopt the Resolution Approving the Procurement Policy and providing direction to staff to review the following procurement areas and report back to Council at a future meeting: Request for Proposals listed on the City website, Scoring Sheets in Contract Selection Process, Cumulative Thresholds for Contract Approval by the City Council, Social Policy, and Local Preference.

Vote: Passed 5-0
 Ayes: Swearingen, Murray, Martínez-Rubin, Salimi, Tave
 Noes: None
 Abstain: None
 Absent: None

11. REPORTS & COMMUNICATIONS

- A. Mayor Report
 1. Announcements

Mayor reported the ribbon cutting ceremony for the Pinole/Hercules Wastewater Treatment Plan that recently took place to commemorate the completion of the project.

- C. Mayoral & Council Appointments
 1. Planning Commission [**Action: Consider Subcommittee Recommendations and Approval of Appointments (Iopu)**]

City Clerk Iopu provided a brief report providing background regarding the recruitment process.

The Planning Commission Interview Subcommittee Mayor Pro Tem Martínez-Rubin and Council member Tave made comments recognizing the applicant, Adam Benzuly.

ACTION: Motion by Council members Martínez-Rubin/Tave to Appoint Adam Benzuly to the Planning Commission for a Four-Year Term Commencing

Vote: Passed 5-0
 Ayes: Swearingen, Murray, Martínez-Rubin, Salimi, Tave
 Noes: None
 Abstain: None
 Absent: None

Mayor Pro Tem Martínez-Rubin thanked Sarah Flashman for her continued interest in serving on the Planning Commission. Council members made comments recognizing Ms. Flashman's continued service.

ACTION: Motion by Council members Tave- Salimi to Appoint Sarah Flashman to the Planning Commission for a (4) Four-Year Term

Vote: Passed 5-0
 Ayes: Swearingen, Murray, Martínez-Rubin, Salimi, Tave
 Noes: None
 Abstain: None
 Absent: None

2. Library Commission [Action: Consider Approval of Appointment (Iopu)]

City Clerk Iopu introduced the item and provided background information.

George Pursley provided a brief update to the Council and public regarding the library services modifications due to the COVID-19 pandemic. Council members made comments and thanked Mr. Pursley for his service and report.

ACTION: Motion by Council members Tave- Salimi to Appoint George Pursley to the Contra Costa County Library Commission for a term expiring on June 30, 2023.

Vote:	Passed	5-0
	Ayes:	Swearingen, Murray, Martínez-Rubin, Salimi, Tave
	Noes:	None
	Abstain:	None
	Absent:	None

D. City Council Committee Reports & Communications

Mayor Pro-Tem thanked Pinole residents who completed the Census 2020 survey. Gave report regarding CA League of Cities Annual Conference; due to lack of voting delegates present, no vote taken on resolution presented that aimed to address social media platform liability for their role in promotion of demonstrations/gathering of people in cities that leads to incurred costs by cities.

Reported that the WestCAT Board met on October 8th and the agency is in good standing based on its audit report. Board adopted resolution to adopt discounted Clipper card program. Made comments regarding local election and asked that candidates and their representatives act ethically and responsibly. Reminded candidates not to place materials in home mailboxes.

Council member Tave announced that Bus washing station is underway. Announced upcoming meeting of the Faria House Ad Hoc Committee.

Council member Murray reported that at the recent WCCIMA meeting the 2021 Household Hazardous Waste Budget was adopted. Provided details of the program and its importance and recent successes.

D. Council Requests For Future Agenda Items

Council member Tave requested a future agenda item discussing what options are available for local small business support through the CARES act funding. Consensus given.

Mayor Pro Tem Martínez-Rubin requested a future agenda item to discuss potential community engagement sessions in the upcoming year. Consensus given.

Mayor Pro Tem Martínez-Rubin requested a future agenda item for a status report on the Fire Services Study. Consensus given.

Council member Salimi requested a future agenda item to discuss City observance of Indigenous Peoples Day. Consensus given.

E. City Manager Report / Department Staff

City Manager Murray announced updates on City sponsored events food distribution and holiday events.

F. City Attorney Report

No report.

12. ADJOURNMENT to the Regular City Council Meeting of November 3, 2020 In Remembrance of Amber Swartz.

At p.m. Mayor Swearingen adjourned the meeting in honor of those serving in the military and Amber Swartz.

Heather Iopu, CMC
City Clerk



City of Pinole, CA

7B

WARRANT LISTING

By Vendor Name

Payment Dates 1/9/2021 - 1/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J3681Z	95509	01/22/2021	100-231-42101	FIRE INSPECTIONS-REBECCA LAURICELL DECEMBER 2020	16,800.00
J1909A29	95509	01/22/2021	212-462-42101	BUILDING INSPECTOR II-CHRIS PALLARES OCTOBER 2020	16,815.00
J1909A30	95478	01/15/2021	212-462-42101	BUILDING INSPECTOR II	13,585.00
J1909A31	95567	01/29/2021	212-461-42101	BUILDING INSPECTOR II-CHRIS PALLARES DECEMBER 2020	14,250.00
Vendor 4LE00 - 4LEAF, INC. Total:					61,450.00
Vendor: AIR10 - AIRGAS USA, LLC					
9976662098	95568	01/29/2021	100-231-42107	FD RENT CYL MED LARGE AIR	76.57
Vendor AIR10 - AIRGAS USA, LLC Total:					76.57
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
19593757 012121	95569	01/29/2021	100-222-42201	PD DRINKING WATER SERVICE	155.18
19593757 122420	95510	01/22/2021	100-222-42201	PD DRINKING WATER SERVICE	213.04
5025519 010621	95510	01/22/2021	500-641-42201	DRINKING WATER WASTE WATER DEPT DEC 2020	88.72
5025531 010621	95510	01/22/2021	100-343-42108	DRINKING WATER CORP YARD DECEMBER 2020	167.05
Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:					623.99
Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.					
1524810	95511	01/22/2021	100-231-46201	NEW FIRE TRUCK POLICY	2,445.00
Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:					2,445.00
Vendor: AME52 - AMERICAN MESSAGING SERVICE, LLC					
W4102378VA	95512	01/22/2021	525-118-43101	FD SERVICE JANUARY 2021	43.76
Vendor AME52 - AMERICAN MESSAGING SERVICE, LLC Total:					43.76
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
3739C	95513	01/22/2021	100-345-42108	PEST CONTROL FERNANDEZ AND PINOLE VALLEY PARKS	250.00
Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:					250.00
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
705170550	95514	01/22/2021	100-343-44410	CORP YARD LAUNDRY SERVICE	290.15
705178168	95514	01/22/2021	100-343-44410	CORP YARD LAUNDRY SERVICE	290.15
705185756	95514	01/22/2021	100-343-44410	CORP YARD LAUNDRY SERVICE	290.15
705185759	95514	01/22/2021	100-221-44410	PD LAUNDRY SERVICE	9.58
705193270	95514	01/22/2021	100-343-44410	CORP YARD LAUNDRY SERVICE	290.15
705193274	95514	01/22/2021	100-222-44410	PD LAUNDRY SERVICE	9.58
Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:					1,179.76
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
73987	95515	01/22/2021	100-343-42108	CH KEYS DUPLICATED	29.46
Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:					29.46
Vendor: ATT01 - AT&T					
000015724664	95479	01/15/2021	525-118-43101	FIRE DEPT 11/11-12/10/20	684.28
000015724670	95479	01/15/2021	525-118-43101	PUBLIC WORKS 11/11-12/10/20	848.80
000015724671	95479	01/15/2021	525-118-43101	ADMINISTRATION 11/11-12/10/20	1,696.74
000015724672	95479	01/15/2021	525-118-43101	RECREATION DEPT 11/11-12/10/21	747.26
000015724673	95479	01/15/2021	525-118-43101	CDD 11/11-12/10/20	232.92
000015724675	95479	01/15/2021	525-118-43101	EOC 11/11-12/10/20	171.48
000015725198	95479	01/15/2021	525-118-43101	ACCOUNTS PAYABLE 11/11-12/10/20	209.10

WARRANT LISTING

Payment Dates: 1/9/2021 - 1/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
000015782648	95479	01/15/2021	525-118-43101	POLICE DEPT 11/20-12/19/20	2,135.89
287274105793X12282020	95516	01/22/2021	215-341-43101	PW I 80 MOBILITY PROJECT 11/21-12/20/21	77.22
287277095767x12282020	95516	01/22/2021	215-341-43101	PW I 80 MOBILITY PROJECT 11/21-12/20/20	77.22
Vendor ATT01 - AT&T Total:					6,880.91
Vendor: 1257 - AV8 TECHNOLOGIES					
SINV-00369	95517	01/22/2021	505-119-42106	SCALA MAINTENANCE CABLE TV	1,504.00
Vendor 1257 - AV8 TECHNOLOGIES Total:					1,504.00
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0018383	95518	01/22/2021	100-343-42108	SAND BAGS-MARKING PAINT	933.94
0018764	95570	01/29/2021	200-342-42514	RIVETS 3/8 IN STEEL DRIVE RIVETS	217.50
Vendor BAY04 - BAY AREA BARRICADE SVC. Total:					1,151.44
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001279091	95480	01/15/2021	212-461-42514	LEGAL CLASSIFIED ADS DECEMBER 2020	155.70
Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:					155.70
Vendor: BLU03 - BLUE LAGOON POOL SERVICE					
15571	95519	01/22/2021	209-557-42108	WINTER POOL SERVICE	285.25
Vendor BLU03 - BLUE LAGOON POOL SERVICE Total:					285.25
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
83899615	95520	01/22/2021	100-231-42104	FD GLOVES/SURGICAL/MASKS/SAFE TY GLASSES	3,225.15
83899616	95520	01/22/2021	100-231-42104	N95 PARTICULATE RESPIRATOR	317.88
Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:					3,543.03
Vendor: 1654 - BRINK'S INCORPORATED					
11168333	95571	01/29/2021	100-115-42101	TRANSPORTATION JUNE 2020	54.85
11205411	95571	01/29/2021	100-115-42101	TRANSPORTATION JULY 2020	54.85
11247036	95571	01/29/2021	100-115-42101	TRANSPORTATION AUGUST 2020	58.29
11278904	95571	01/29/2021	100-115-42101	TRANSPORTATION SEPTEMBER 2020	58.29
11315648	95571	01/29/2021	100-115-42101	TRANSPORTATION OCTOBER 2020	182.54
11353412	95571	01/29/2021	100-115-42101	TRANSPORTATION NOVEMBER 2020	182.03
11385354	95571	01/29/2021	100-115-42101	TRANSPORTATION DECEMBER 2020	182.54
11421063	95571	01/29/2021	100-115-42101	TRANSPORTATION JANUARY 2021	183.04
CM11029140	95571	01/29/2021	100-115-42101	BRINKS CREDITS	-39.68
CM11064072	95571	01/29/2021	100-115-42101	BRINKS CREDITS	-39.57
CM11104562	95571	01/29/2021	100-115-42101	BRINKS CREDITS	-38.15
CM11136284	95571	01/29/2021	100-115-42101	BRINKS CREDITS	-101.87
CM3173471	95571	01/29/2021	100-115-42101	BRINKS CREDITS	-43.80
CM3229716	95571	01/29/2021	100-115-42101	BRINKS CREDITS	-35.04
Vendor 1654 - BRINK'S INCORPORATED Total:					658.32
Vendor: CAL04 - CALCON SYSTEMS,INC.					
48140	95572	01/29/2021	500-641-42107	PLANT CALIBRATION AND PMS	2,718.50
48144	95572	01/29/2021	500-641-42107	WPCP SERVICE CALLS	3,646.61
Vendor CAL04 - CALCON SYSTEMS,INC. Total:					6,365.11
Vendor: CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS					
JAN 2021	95481	01/15/2021	100-231-41008	FIREFIGHTERS LONG TERM DISABILITY JAN 2021 BILLING	324.50
Vendor CAL20 - CALIFORNIA ASSOCIATION OF PROFESSIONAL FIREFIGHTERS Total:					324.50

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Payment Dates: 1/9/2021 - 1/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000016278923	95482	01/15/2021	100-111-41004	2021 REPLACEMENT BENEFIT CONTRIBUTION	5,531.28
100000016285089	95521	01/22/2021	100-117-41004	UNFUNDED ACCRUED LIABILITY 6/30/18 PLAN ID 674	96,163.89
100000016285097	95521	01/22/2021	100-117-41004	UNACCURED LIABILITY 6/30/18 PLAN ID 675	108,287.08
100000016285107	95521	01/22/2021	100-117-41004	UNFUNDED ACCRUED LIABILITY 6/30/18 PLAN ID 25716	184.47
100000016285114	95521	01/22/2021	100-117-41004	UNFUNDED ACCRUED LIABILITY 6/30/18 PLAN ID 25717	445.96
100000016285122	95521	01/22/2021	100-117-41004	ANFUNDED ACCRUED LIABILITY 6/30/18 PLAN ID 27205	294.19
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					210,906.87
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
617082	95573	01/29/2021	500-641-44305	WPCP ROUTINE MONITORING	1,390.65
Vendor CAL01 - CALTEST ANALYTICAL LAB Total:					1,390.65
Vendor: CCP03 - CCP INDUSTRIES					
IN02675229	95574	01/29/2021	500-641-44305	KIMWIPES DELICATE TASK WPR	130.92
IN02678294	95522	01/22/2021	209-552-42201	LIME GREEN MESH REFLECTIVE STRIPE VEST	128.58
IN02680123	95522	01/22/2021	100-343-42108	LYSOL DISINFECTING WIPES	144.34
IN02686855	95522	01/22/2021	100-343-44410	PW EXAM GLOVES	225.81
Vendor CCP03 - CCP INDUSTRIES Total:					629.65
Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.					
17828633	95523	01/22/2021	100-343-42108	TOP SAND	355.52
BUS LICENSE REFUND	95575	01/29/2021	100-000-31510	REFUND OVERPAYMENT OF BUSINESS LICENSE	356.25
Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:					711.77
Vendor: CIT08 - CITY MECHANICAL, INC					
69553	95524	01/22/2021	100-222-42108	PUBLIC SAFETY PM AGREEMENT SERVICE	1,187.40
69776	95524	01/22/2021	100-222-42108	PD INVESTIGATION SARGEANT OFFICE COOLING REPAIR	853.69
69777	95524	01/22/2021	100-343-42108	CITY HALL TROUBLESHOOT BOILER	336.26
70035	95576	01/29/2021	209-558-42108	MEMORIAL HALL SERVICE CALL	1,222.72
70036	95576	01/29/2021	100-231-42108	FIRE STATION #74 SERVICE CALL	429.42
70161	95576	01/29/2021	100-343-42108	POST OFFICE PM AGREEMENT	432.44
Vendor CIT08 - CITY MECHANICAL, INC Total:					4,461.93
Vendor: COM20 - COMCAST					
010121I80MP	95525	01/22/2021	215-341-43101	I 80 MOBILITY PROJECT COMCAST BUS SVC 1/5-2/4/21	236.24
010921FD	95577	01/29/2021	100-231-43105	CABLE SERVICE FOR FD 1/14-2/13/21	10.67
121620PD	95525	01/22/2021	100-221-42514	PD CABLE SERVICE 12/21/20-01/20/21	176.20
Vendor COM20 - COMCAST Total:					423.11
Vendor: CON25 - CONTRA COSTA COUNTY HEALTH SERVICES DEPARTMENT					
PH 20004	95526	01/22/2021	100-231-42104	FD ANNUAL PHYSICAL	702.00
Vendor CON25 - CONTRA COSTA COUNTY HEALTH SERVICES DEPARTMENT Total:					702.00
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
703608	95527	01/22/2021	200-342-42101	TRAFFIC SIGNAL MAINTENANCE NOVEMBER 2020	6,323.20
Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:					6,323.20

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1178 - CONTRA COSTA POWERSPORTS					
31053	95578	01/29/2021	100-221-42107	PD MOTORCYCLE 10K MILE SERVICE REAR BRAKES	780.86
Vendor 1178 - CONTRA COSTA POWERSPORTS Total:					780.86
Vendor: 1539 - CORDICO PSYCHOLOGICAL CORPORATION					
4721	95579	01/29/2021	100-221-42101	PD PRE-EMP PSYCH EVAL -KR	400.00
Vendor 1539 - CORDICO PSYCHOLOGICAL CORPORATION Total:					400.00
Vendor: CSI01 - CSI FORENSIC SUPPLY					
2789	95580	01/29/2021	100-222-42514	PD HANDGUN BOXES-REUSABLE TIES	105.74
Vendor CSI01 - CSI FORENSIC SUPPLY Total:					105.74
Vendor: CUN01 - CUNHA ENGINEERING, INC					
10-4140	95528	01/22/2021	212-461-42101	LLA 20-01 BRANDT ST	292.50
10-4141	95528	01/22/2021	212-461-42101	TENTATIVE MAP HAZEL ST P20- 0021	292.50
10-4142	95528	01/22/2021	212-20340	PARCEL MAP TARA HILLS DR	585.00
Vendor CUN01 - CUNHA ENGINEERING, INC Total:					1,170.00
Vendor: DAS02 - DASH MEDICAL GLOVES, INC.					
INV1223880	95581	01/29/2021	100-222-42514	VITALGARD NITRILE EXAM GLOVES	476.10
Vendor DAS02 - DASH MEDICAL GLOVES, INC. Total:					476.10
Vendor: 2070 - DELIA ROJAS					
011221 REFUND	95582	01/29/2021	209-20308	EVENT CANCELLED DUE TO COVID-19	550.00
011221 REFUND	95582	01/29/2021	209-552-38112	EVENT CANCELLED DUE TO COVID-19	1,200.00
Vendor 2070 - DELIA ROJAS Total:					1,750.00
Vendor: DEP22 - DEPARTMENT OF INDUSTRIAL RELATIONS					
E 1761023 OA	95483	01/15/2021	209-554-42108	CONVEYANCE NUMBER 141505 INSPECTION	225.00
E 1761032 OA	95583	01/29/2021	100-222-42108	CONVEYANCE NUMBER 076935 INSPECTION	225.00
Vendor DEP22 - DEPARTMENT OF INDUSTRIAL RELATIONS Total:					450.00
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
83720454	95529	01/22/2021	500-10601	CORP YARD DIESEL FUEL	1,497.11
83750490	95529	01/22/2021	100-10602	FD DIESEL FUEL	2,857.12
83777249	95529	01/22/2021	100-10602	FD DIESEL FUEL	667.00
83854905	95529	01/22/2021	100-10601	CORP YARD UNLEADED GAS	1,531.06
83862065	95529	01/22/2021	100-10601	CORP YARD UNLEADED GAS	1,833.19
83869230	95529	01/22/2021	100-10601	CORP YARD UNLEADED GAS	1,177.90
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					9,563.38
Vendor: DIV06 - DIVISION OF THE STATE ARCHITECT					
123120	95484	01/15/2021	226-000-34223	DSA DISABILITY ACCESS AND EDUCATION FEE OCT-DEC 20	242.40
Vendor DIV06 - DIVISION OF THE STATE ARCHITECT Total:					242.40
Vendor: EBM01 - EBMUD					
13648-123020	95530	01/22/2021	100-343-43102	2161 Plum St--Parking Lot Irrigation	84.20
24589-123120	95530	01/22/2021	100-345-43102	592 Marlesta Rd--Irrigation Use Only	298.88
26819-122120	95530	01/22/2021	100-345-43102	2501 Pfeiffer Way--Irrigation Use Only	155.36
29821-123120	95530	01/22/2021	209-552-43102	2500 Charles St--Senior Center	897.10
29852-123120	95530	01/22/2021	209-552-43102	2500 Charles St--Senior Center	792.42
31771-010621	95530	01/22/2021	100-343-43102	2691 APPALOOSA TRAIL- IRRIGATION USE ONLY	155.36
31772-010621	95530	01/22/2021	100-343-43102	2785 SIMAS AVE--IRRIGATION USE ONLY	155.36

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
31774-123020	95530	01/22/2021	100-343-43102	3001 Simas Ave--Irrigation Use Only	84.20
31775-123020	95530	01/22/2021	100-343-43102	3061 Simas Ave--Irrigation Use Only	84.20
32000-123120	95530	01/22/2021	201-343-43102	2361 San Pablo Ave--Offices--Old Bank Building	565.60
32187-123020	95530	01/22/2021	100-343-43102	2601 Charles St--Irrigation Use Only	55.74
32364-121620	95530	01/22/2021	100-345-43102	1267 ADOBE RD-HAZEL DOWNER-THORNTON PICNIC GROVE	102.14
32606-121620	95530	01/22/2021	100-345-43102	1270 ADOBE RD-CARETAKER'S SHED FOR PINOLE PARK	144.49
34462-121620	95530	01/22/2021	100-345-43102	3450 SAVAGE AVE-IRRIGATION USE ONLY	55.74
35474-122320	95530	01/22/2021	209-559-43102	2937 Pinole Valley Rd--Tennis Court Restrooms	187.30
35748-121620	95530	01/22/2021	209-553-43102	2454 SIMAS AVE-TINY TOTS	33.41
35748-121620	95530	01/22/2021	209-557-43102	2454 SIMAS AVE-TINY TOTS	1,080.37
39199-010721	95530	01/22/2021	500-642-43102	05005 HYDRANT PERMIT-CONSTRUCTION	713.56
40499-123020	95530	01/22/2021	100-343-43102	1230 Pinole Valley Rd--Irrigation Use Only	55.74
40787-123020	95530	01/22/2021	201-343-43102	2361 San Pablo Ave--Irrigation Use Only	55.74
41397-123120	95530	01/22/2021	100-343-43102	1601 Marlesta Rd--Irrigation Use Only	55.74
43083	95485	01/15/2021	500-642-42101	QUERYING AND COMPILATION HOURS-CY	278.40
44461-123120	95530	01/22/2021	100-110-43102	2131 Pear St--Offices--City Hall	2.47
44461-123120	95530	01/22/2021	100-111-43102	2131 Pear St--Offices--City Hall	5.92
44461-123120	95530	01/22/2021	100-112-43102	2131 Pear St--Offices--City Hall	5.42
44461-123120	95530	01/22/2021	100-115-43102	2131 Pear St--Offices--City Hall	16.07
44461-123120	95530	01/22/2021	100-116-43102	2131 Pear St--Offices--City Hall	5.42
44461-123120	95530	01/22/2021	100-117-43102	2131 Pear St--Offices--City Hall	43.39
44461-123120	95530	01/22/2021	100-343-43102	2131 Pear St--Offices--City Hall	77.31
44461-123120	95530	01/22/2021	200-342-43102	2131 Pear St--Offices--City Hall	13.81
44461-123120	95530	01/22/2021	212-461-43102	2131 Pear St--Offices--City Hall	5.23
44461-123120	95530	01/22/2021	212-462-43102	2131 Pear St--Offices--City Hall	13.90
44461-123120	95530	01/22/2021	285-464-43102	2131 Pear St--Offices--City Hall	4.14
44461-123120	95530	01/22/2021	505-119-43102	2131 Pear St--Offices--City Hall	4.14
45474-123120	95530	01/22/2021	100-110-43102	2131 Pear St--Offices--City Hall	7.07
45474-123120	95530	01/22/2021	100-111-43102	2131 Pear St--Offices--City Hall	16.97
45474-123120	95530	01/22/2021	100-112-43102	2131 Pear St--Offices--City Hall	15.55
45474-123120	95530	01/22/2021	100-115-43102	2131 Pear St--Offices--City Hall	46.10
45474-123120	95530	01/22/2021	100-116-43102	2131 Pear St--Offices--City Hall	15.55
45474-123120	95530	01/22/2021	100-117-43102	2131 Pear St--Offices--City Hall	124.43
45474-123120	95530	01/22/2021	100-343-43102	2131 Pear St--Offices--City Hall	221.72
45474-123120	95530	01/22/2021	200-342-43102	2131 Pear St--Offices--City Hall	39.59
45474-123120	95530	01/22/2021	212-461-43102	2131 Pear St--Offices--City Hall	14.99
45474-123120	95530	01/22/2021	212-462-43102	2131 Pear St--Offices--City Hall	39.87
45474-123120	95530	01/22/2021	285-464-43102	2131 Pear St--Offices--City Hall	11.88
45474-123120	95530	01/22/2021	505-119-43102	2131 Pear St--Offices--City Hall	11.88
53826-122220	95530	01/22/2021	310-348-43102	2677 Pinole Valley Rd--Irrigation Use Only	605.90
54167-122820	95530	01/22/2021	100-345-43102	1600 Primrose Lane--Irrigation Use Only	138.02
54181-121620	95530	01/22/2021	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	1,209.88
54182-121620	95530	01/22/2021	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	289.34
54625-123120	95530	01/22/2021	209-558-43102	601 Tennent Ave--Memorial Hall	289.34

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
64589-123120	95530	01/22/2021	100-345-43102	659 Tennent Ave--Parks & Gardens--Blackies Storage	55.74
64595-123120	95530	01/22/2021	209-554-43102	635 Tennent Ave--Pinole Youth Center/CTV	54.78
64595-123120	95530	01/22/2021	505-119-43102	635 Tennent Ave--Pinole Youth Center/CTV	54.78
64596-010621	95530	01/22/2021	100-345-43102	659 Tennent Ave--Parks & Gardens--Blackies Storage	2,208.12
65167-123120	95530	01/22/2021	201-343-43102	2100 San Pablo Ave--Offices--Faria House	330.82
65168-123120	95530	01/22/2021	201-343-43102	2100 San Pablo Ave--Irrigation Use Only	55.74
65169-123120	95530	01/22/2021	201-343-43102	2100 San Pablo Ave--Offices--Faria House	101.46
65183-123120	95530	01/22/2021	201-343-43102	2361 San Pablo Ave--Old Bank Building	55.74
65190-123020	95530	01/22/2021	201-343-43102	813 Fernandez Ave--Irrigation Use Only	55.74
65395-123120	95530	01/22/2021	100-345-43102	1095 Nob Hill Ave--Parks & Gardens--Meadow Park	378.24
65422-123120	95530	01/22/2021	500-641-43102	80 TENNENT AVE--WASTE WATER TREATMENT PLANT	874.58
65553-123020	95530	01/22/2021	100-343-43102	2301 1/2 San Pablo Ave--Irrigation Use Only	84.20
65569-123120	95530	01/22/2021	209-558-43102	601 Tennent Ave--Memorial Hall	108.12
65922-123120	95530	01/22/2021	100-343-43102	636 Tennent Ave--Irrigation Use Only	55.74
65923-123120	95530	01/22/2021	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	565.60
65924-123120	95530	01/22/2021	100-222-43102	880 Tennent Ave--Public Safety Facility/Building	947.65
65924-123120	95530	01/22/2021	100-223-43102	880 Tennent Ave--Public Safety Facility/Building	210.59
65924-123120	95530	01/22/2021	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	947.64
66363-123120	95530	01/22/2021	100-345-43102	1818 Canyon Dr--Irrigation Use Only	493.50
66529-123020	95530	01/22/2021	100-345-43102	656 Pinole Shores Dr--Irrigation Use Only	84.20
66531-010621	95530	01/22/2021	100-343-43102	800 PINOLE SHORES DR-IRRIGATION USE ONLY	155.36
66532-123120	95530	01/22/2021	100-343-43102	901 Pinole Shores Dr--Irrigation Use Only	84.20
66535-123120	95530	01/22/2021	100-343-43102	1001 Pinole Shores Dr--Irrigation Use Only	84.20
66536-123120	95530	01/22/2021	100-343-43102	2401 Del Monte Way--Irrigation Use Only	55.74
66640-123020	95530	01/22/2021	100-343-43102	726 San Pablo Ave--Irrigation Use Only	84.20
66641-122820	95530	01/22/2021	100-343-43102	880 San Pablo Ave--Irrigation Use Only	161.94
66642-123020	95530	01/22/2021	100-343-43102	1400 San Pablo Ave--Irrigation Use Only	84.20
66643-123120	95530	01/22/2021	100-343-43102	2000 San Pablo Ave--Irrigation Use Only	84.20
70108-010421	95530	01/22/2021	310-347-43102	1303 Pinole Valley Rd--Irrigation Use Only	175.34
71919-123120	95530	01/22/2021	100-343-43102	2329 Orleans Dr--Irrigation Use Only	55.74
87765-121620	95530	01/22/2021	100-345-43102	2520 APPIAN WAY-IRRIGATION USE ONLY	240.70
88057-122420	95530	01/22/2021	100-343-43102	1960 Sarah Dr--Irrigation Use Only	240.70

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
88506-121420	95530	01/22/2021	100-345-43102	1470 FITZGERALD DR- IRRIGATION USE ONLY	155.36
Vendor EBM01 - EBMUD Total:					18,771.21
Vendor: EDD01 - EDD- EMPLOYMENT DEVELOPMENT DEPT.					
925-0342-4 I1745712096	95486	01/15/2021	100-221-40101	EMPLOYMENT TAX ASSESSMENT 7/1-9/30/2020	2,980.13
925-0342-4 I1745712096	95486	01/15/2021	100-222-40101	EMPLOYMENT TAX ASSESSMENT 7/1-9/30/2020	2,483.44
925-0342-4 I1745712096	95486	01/15/2021	105-231-40101	EMPLOYMENT TAX ASSESSMENT 7/1-9/30/2020	2,573.94
925-0342-4 I1745712096	95486	01/15/2021	209-552-40102	EMPLOYMENT TAX ASSESSMENT 7/1-9/30/2020	4,021.51
925-0342-4 I1745712096	95486	01/15/2021	209-553-40102	EMPLOYMENT TAX ASSESSMENT 7/1-9/30/2020	1,618.65
925-0342-4 I1745712096	95486	01/15/2021	209-554-40102	EMPLOYMENT TAX ASSESSMENT 7/1-9/30/2020	243.93
925-0342-4 I1745712096	95486	01/15/2021	505-119-40102	EMPLOYMENT TAX ASSESSMENT 7/1-9/30/2020	434.33
Vendor EDD01 - EDD- EMPLOYMENT DEVELOPMENT DEPT. Total:					14,355.93
Vendor: ENP01 - eNPDES.com & ASSOCIATES					
010421	95534	01/22/2021	500-641-44305	SOFTWARE LICENSING/TECH SUPPORT JAN-DEC 2020	1,850.00
Vendor ENP01 - eNPDES.com & ASSOCIATES Total:					1,850.00
Vendor: 2071 - EVOQUA WATER TECHNOLOGIES, LLC					
904717499	95584	01/29/2021	500-641-42107	ELECTRIC PROBES	2,180.63
Vendor 2071 - EVOQUA WATER TECHNOLOGIES, LLC Total:					2,180.63
Vendor: FIR31 - FIRE PROTECTION MANAGEMENT, INC.					
115316	95535	01/22/2021	100-343-42108	2361 SAN PABLO AV ANNUAL FIRE SPRINKLER INSPECTION	325.00
115317	95535	01/22/2021	209-557-42108	SWIM CENTER ANNUAL FIRE SPRINKLER INSPECTION	250.00
115362	95535	01/22/2021	100-343-42108	CH FIVE YEAR FIRE SPRINKLER CERTIFICATION	850.00
115369	95535	01/22/2021	100-222-42108	PD FIVE YEAR FIRE SPRINKLER CERTIFICATION	650.00
115382	95535	01/22/2021	209-554-42108	635 TENNENT AVE FIVE YR SPRINKLER CERTIFICATION	947.00
115408	95535	01/22/2021	209-552-42108	SENIOR CENTER FIVE YEAR FIRE SPRINKLER CERT	747.00
Vendor FIR31 - FIRE PROTECTION MANAGEMENT, INC. Total:					3,769.00
Vendor: FIS01 - FISHER SCIENTIFIC					
4763717	95585	01/29/2021	500-641-44303	ACETATE BUFF	249.22
Vendor FIS01 - FISHER SCIENTIFIC Total:					249.22
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2011	95586	01/29/2021	100-222-42101	PD TESTING SERVICES NOVEMBER 2020	1,190.00
PINPD-2012	95586	01/29/2021	100-222-42101	PD TESTING SERVICES DECEMBER 2020	560.00
Vendor FOR02 - FORENSIC SERVICES DIVISION Total:					1,750.00
Vendor: 1979 - GALAXY PRESS					
33998	95536	01/22/2021	100-115-42201	FINANCE DEPT #10 WINDOW ENVELOPES	283.49
Vendor 1979 - GALAXY PRESS Total:					283.49
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
012821 FEB 2021	95587	01/29/2021	201-343-42513	FEB 2021 LEASE PAYMENT PINOLE VISTA CROSSING	100.00
Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:					100.00

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Vendor: GLO08 - GLOBALSTAR					
000000009369209	95487	01/15/2021	525-118-43101	ORBIT 150 12/16/20-1/15/21	110.97
Vendor GLO08 - GLOBALSTAR Total:					110.97
Vendor: 1153 - GOVERNMENTJOBS.COM, INC					
INV-17272	95488	01/15/2021	100-116-42510	GOVERNMENT JOB SUBSCRIPTION FEE 12/05/20- 12/14/21	4,579.16
Vendor 1153 - GOVERNMENTJOBS.COM, INC Total:					4,579.16
Vendor: GRA13 - GRAFIX SHOPPE					
137061	95588	01/29/2021	106-221-47101	PD 2021 FORD EXPLORER REFLECTIVE VEHICLE GRAPHICS	677.78
Vendor GRA13 - GRAFIX SHOPPE Total:					677.78
Vendor: KEN14 - GREG KENNEDY RN					
90	95589	01/29/2021	100-231-42101	EMS CQI DUTIES DECEMBER 2020	2,000.00
Vendor KEN14 - GREG KENNEDY RN Total:					2,000.00
Vendor: HAC01 - HACH COMPANY					
12244523	95590	01/29/2021	500-641-44303	IODINE STD-PAO STD	270.55
12248325	95590	01/29/2021	500-641-44305	BUFFER PWD PLWS	27.19
12248333	95590	01/29/2021	500-641-44305	BUFFER PWD PLWS	54.39
Vendor HAC01 - HACH COMPANY Total:					352.13
Vendor: HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC					
006M1946	95591	01/29/2021	500-641-42107	Y- STRAINERS	431.12
Vendor HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC Total:					431.12
Vendor: HEA01 - HEALTH CARE DENTAL TRUST					
010421 STATEMENT	95489	01/15/2021	100-110-41002	DENTAL TRUST JAN 2021 PREMIUMS	498.18
010421 STATEMENT	95489	01/15/2021	100-111-41002	DENTAL TRUST JAN 2021 PREMIUMS	518.03
010421 STATEMENT	95489	01/15/2021	100-112-41002	DENTAL TRUST JAN 2021 PREMIUMS	134.47
010421 STATEMENT	95489	01/15/2021	100-113-41002	DENTAL TRUST JAN 2021 PREMIUMS	114.62
010421 STATEMENT	95489	01/15/2021	100-115-41002	DENTAL TRUST JAN 2021 PREMIUMS	268.94
010421 STATEMENT	95489	01/15/2021	100-116-41002	DENTAL TRUST JAN 2021 PREMIUMS	53.45
010421 STATEMENT	95489	01/15/2021	100-221-41002	DENTAL TRUST JAN 2021 PREMIUMS	187.92
010421 STATEMENT	95489	01/15/2021	100-221-41002	DENTAL TRUST JAN 2021 PREMIUMS	1,410.21
010421 STATEMENT	95489	01/15/2021	100-222-41002	DENTAL TRUST JAN 2021 PREMIUMS	53.45
010421 STATEMENT	95489	01/15/2021	100-222-41002	DENTAL TRUST JAN 2021 PREMIUMS	302.54
010421 STATEMENT	95489	01/15/2021	100-223-41002	DENTAL TRUST JAN 2021 PREMIUMS	1,433.37
010421 STATEMENT	95489	01/15/2021	100-231-41002	DENTAL TRUST JAN 2021 PREMIUMS	1,137.20
010421 STATEMENT	95489	01/15/2021	100-341-41002	DENTAL TRUST JAN 2021 PREMIUMS	302.54
010421 STATEMENT	95489	01/15/2021	100-343-41002	DENTAL TRUST JAN 2021 PREMIUMS	921.44
010421 STATEMENT	95489	01/15/2021	100-465-41002	DENTAL TRUST JAN 2021 PREMIUMS	114.62
010421 STATEMENT	95489	01/15/2021	105-221-41002	DENTAL TRUST JAN 2021 PREMIUMS	686.10
010421 STATEMENT	95489	01/15/2021	105-231-41002	DENTAL TRUST JAN 2021 PREMIUMS	53.45
010421 STATEMENT	95489	01/15/2021	106-222-41002	DENTAL TRUST JAN 2021 PREMIUMS	134.47

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
010421 STATEMENT	95489	01/15/2021	106-231-41002	DENTAL TRUST JAN 2021 PREMIUMS	114.62
010421 STATEMENT	95489	01/15/2021	204-227-41002	DENTAL TRUST JAN 2021 PREMIUMS	134.47
010421 STATEMENT	95489	01/15/2021	209-551-41002	DENTAL TRUST JAN 2021 PREMIUMS	134.47
010421 STATEMENT	95489	01/15/2021	209-552-41002	DENTAL TRUST JAN 2021 PREMIUMS	88.19
010421 STATEMENT	95489	01/15/2021	209-554-41002	DENTAL TRUST JAN 2021 PREMIUMS	121.02
010421 STATEMENT	95489	01/15/2021	212-461-41002	DENTAL TRUST JAN 2021 PREMIUMS	134.47
010421 STATEMENT	95489	01/15/2021	212-462-41002	DENTAL TRUST JAN 2021 PREMIUMS	187.92
010421 STATEMENT	95489	01/15/2021	500-641-41002	DENTAL TRUST JAN 2021 PREMIUMS	915.34
010421 STATEMENT	95489	01/15/2021	500-642-41002	DENTAL TRUST JAN 2021 PREMIUMS	241.37
010421 STATEMENT	95489	01/15/2021	505-119-41002	DENTAL TRUST JAN 2021 PREMIUMS	268.94
010421 STATEMENT	95489	01/15/2021	998-20105	DENTAL TRUST JAN 2021 PREMIUMS	1,094.25
Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:					11,760.06
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
122120 STATEMENT	95592	01/29/2021	100-231-42108	AGENCY WIDE HOME DEPOT PURCHASES	40.62
122120 STATEMENT	95592	01/29/2021	100-343-42107	AGENCY WIDE HOME DEPOT PURCHASES	19.55
122120 STATEMENT	95592	01/29/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	69.17
122120 STATEMENT	95592	01/29/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	64.47
122120 STATEMENT	95592	01/29/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	56.83
122120 STATEMENT	95592	01/29/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	34.37
122120 STATEMENT	95592	01/29/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	30.98
122120 STATEMENT	95592	01/29/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	18.64
122120 STATEMENT	95592	01/29/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	76.55
122120 STATEMENT	95592	01/29/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	4.86
122120 STATEMENT	95592	01/29/2021	100-343-42108	AGENCY WIDE HOME DEPOT PURCHASES	213.37
122120 STATEMENT	95592	01/29/2021	100-345-42108	AGENCY WIDE HOME DEPOT PURCHASES	50.97
122120 STATEMENT	95592	01/29/2021	207-344-42514	AGENCY WIDE HOME DEPOT PURCHASES	35.76
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					716.14
Vendor: IED02 - IEDA, INC.					
23257	95537	01/22/2021	100-116-42101	LABOR RELATIONS CONSULTING FEES JANUARY 2021	2,274.00
Vendor IED02 - IEDA, INC. Total:					2,274.00
Vendor: IMA01 - IMAGE SALES, INC.					
0069425-IN	95593	01/29/2021	100-222-42201	MODIFICATION OF CARD DESIGNS NEW SHIELD	33.47
Vendor IMA01 - IMAGE SALES, INC. Total:					33.47
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379C05173708	95538	01/22/2021	500-641-44305	WPCC DEIONIZATION AND EXCHANGE SERVICE JAN 2021	449.21

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379X04736802 CREDIT	95538	01/22/2021	500-641-44305	UNAPPLIED CASH CREDIT FROM OVERPAYMENT	-442.55
Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:					6.66
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
228233	95539	01/22/2021	100-117-42511	PORTABLE TOILET RENTAL 12/17-01/13/21	137.70
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					137.70
Vendor: MEL05 - JAMES MELVIN					
011421	95490	01/15/2021	100-117-41101	JANUARY 2021 RETIREE MEDICAL REIMBURSEMENT	141.50
FEB 2021	95594	01/29/2021	100-117-41101	FEB 2021 RETIREE MEDICAL REIMBURSEMENT	141.50
Vendor MEL05 - JAMES MELVIN Total:					283.00
Vendor: 2068 - JAMIE LAKE					
BUS LIC REFUND	95595	01/29/2021	100-000-31510	REFUND OVERPAYMENT OF BUSINESS LICENSE	121.00
Vendor 2068 - JAMIE LAKE Total:					121.00
Vendor: 1490 - JEREMY FROLICK					
011321 REIMBURSEMENT	95540	01/22/2021	500-641-42301	REIMBURSE FOR INSTRUMENTATION AND CONTROLS COURSE	221.50
Vendor 1490 - JEREMY FROLICK Total:					221.50
Vendor: 1630 - JOHN AND CLAIRE INVESTIGATIONS					
1185	95596	01/29/2021	100-221-42101	PD OFFICE BACKGROUND INVESTIGATION	1,541.04
Vendor 1630 - JOHN AND CLAIRE INVESTIGATIONS Total:					1,541.04
Vendor: GAR37 - JOSE J. GARCIA					
011121 REIMBURSEMENT	95491	01/15/2021	500-641-42401	GRADE 1 WASTEWATER TREATMENT PLANT OPERATOR CERT	150.00
Vendor GAR37 - JOSE J. GARCIA Total:					150.00
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000029770	95541	01/22/2021	500-641-44302	WPCP SLUDGE REMOVAL 12/16-12/31/20	5,740.56
Vendor KEL09 - KELLER CANYON LANDFILL Total:					5,740.56
Vendor: COP02 - KENETH COPPO					
011421	95492	01/15/2021	100-117-41101	JANUARY 2021 RETIREE MEDICAL REIMBURSEMENT	1,203.65
FEB 2021	95597	01/29/2021	100-117-41101	FEB 2021 RETIREE MEDICAL REIMBURSEMENT	1,203.65
Vendor COP02 - KENETH COPPO Total:					2,407.30
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
21-011	95598	01/29/2021	100-341-42101	PROF SVCS 980 2ND ST/TARA HILLS/2747 PVR	174.75
21-011	95598	01/29/2021	212-462-42101	PROF SVCS 980 2ND ST/TARA HILLS/2747 PVR	58.25
Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:					233.00
Vendor: KNO03 - KNORR SYSTEMS, INC.					
SI226869	95493	01/15/2021	209-557-42108	MINI BULK-SODIUM HYPOCHLORITE	1,328.40
Vendor KNO03 - KNORR SYSTEMS, INC. Total:					1,328.40
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
10011	95542	01/22/2021	500-641-44303	WASTE WATER ZETAG TOTE	4,208.20
10028	95542	01/22/2021	500-641-44303	WASTE WATER ZETAG TOTE	11,464.71
Vendor KUB00 - KUBWATER RESOURCES, INC. Total:					15,672.91

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2069 - KUHLMANN AND CHEYNE BUILDERS, INC.					
BUS LIC REFUND	95599	01/29/2021	100-000-31510	REFUND OVERPAYMENT OF BUSINESS LICENSE	78.00
Vendor 2069 - KUHLMANN AND CHEYNE BUILDERS, INC. Total:					78.00
Vendor: LAN01 - LANER ELECTRIC SUPPLY, INC					
908358.1	95600	01/29/2021	100-343-42108	SATCO S9768 30W MED LED 2700K REPL HID	708.92
912286	95600	01/29/2021	100-343-42108	SATCO S5862 M175/U/MED 175W MED MH LMP	501.59
913741	95600	01/29/2021	100-343-42108	SATCO 90-409 MED PORC SKT 1/8 CAP	17.39
Vendor LAN01 - LANER ELECTRIC SUPPLY, INC Total:					1,227.90
Vendor: LEX03 - LEXIPOL, LLC					
INV9513	95601	01/29/2021	100-222-42101	ANNUAL LAW ENFORCEMENT POLICY UPDATES	4,304.00
Vendor LEX03 - LEXIPOL, LLC Total:					4,304.00
Vendor: CUR03 - LN CURTIS & SONS					
INV452952	95602	01/29/2021	100-221-44410	PD BODY ARMOR	1,195.51
Vendor CUR03 - LN CURTIS & SONS Total:					1,195.51
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
50468981	95543	01/22/2021	500-641-42107	WATER REMOVAL PUMP-SELF REGULATING HEATERS	457.30
Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:					457.30
Vendor: MEY01 - MEYERS, NAVE, RIBACK, SILVER					
2020100316	95494	01/15/2021	100-114-42102	OCTOBER 2020 GENERAL SERVICES-LABOR AND EMPLOYMENT	8,598.50
2020110422	95494	01/15/2021	100-114-42102	GENEREAL SERVICES-LABOR AND EMPLOYMENT NOV 2020	3,807.00
Vendor MEY01 - MEYERS, NAVE, RIBACK, SILVER Total:					12,405.50
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV001563	95603	01/29/2021	100-221-46201	UNMET LIABILITY DEDUCTIBLE DECEMBER 2020	858.85
INV001563	95603	01/29/2021	100-343-46201	UNMET LIABILITY DEDUCTIBLE DECEMBER 2020	1,863.00
Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:					2,721.85
Vendor: 2024 - MV CHENG & ASSOCIATES, INC.					
12/31/2020	95544	01/22/2021	100-115-42101	FINANCE DIRECTOR CONSULTING SERVICES DEC 2020	11,643.75
Vendor 2024 - MV CHENG & ASSOCIATES, INC. Total:					11,643.75
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
122820STATEMENT	95545	01/22/2021	100-343-42107	CITY WIDE AUTO PARTS/SUPPLIES	240.99
122820STATEMENT	95545	01/22/2021	207-344-42107	CITY WIDE AUTO PARTS/SUPPLIES	28.38
122820STATEMENT	95545	01/22/2021	500-641-42107	CITY WIDE AUTO PARTS/SUPPLIES	143.56
122820STATEMENT	95545	01/22/2021	500-642-42107	CITY WIDE AUTO PARTS/SUPPLIES	44.73
Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:					457.66
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100400209540	95495	01/15/2021	209-554-42108	YOUTH CENTER 635 TENNENT JANUARY 2021	198.05
100400210207	95495	01/15/2021	100-343-42108	CITY HALL 2131 PEAR STREET JAN 2021	116.86
100400210247	95495	01/15/2021	100-222-42108	SAFETY BUILDING 880 TENNENT JANUARY 2021	116.81
100400245431	95546	01/22/2021	209-554-42108	PYC MAINTENANCE SERVICE FEBRUARY 2021	198.05

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100400246012	95546	01/22/2021	100-222-42108	SAFETY BLDG MAINTENANCE SERVICE FEBRUARY 2021	116.81
SK22690001	95546	01/22/2021	100-222-42108	PD ELEVATOR REPAIR AND SERVICE	654.64
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					1,401.22
Vendor: PAC41 - PACIFIC ECORISK					
16279 REISSUE	95547	01/22/2021	500-641-44305	NPDES TOXICITY TESTING FEB 3- 6 2020	1,046.00
17039	95496	01/15/2021	500-641-44305	NPDES TESTING NOV 2-5 2020	1,046.00
17077	95547	01/22/2021	500-641-44305	NPDES TOXICITY TESTING DEC 7- 10	1,046.00
Vendor PAC41 - PACIFIC ECORISK Total:					3,138.00
Vendor: ATH02 - PATRICIA ATHENOUR					
FEB 2021	95604	01/29/2021	100-117-41101	FEB 2021 RETIREE MEDICAL REIMBURSEMENT	220.20
Vendor ATH02 - PATRICIA ATHENOUR Total:					220.20
Vendor: CLA17 - PAUL CLANCY					
011420	95497	01/15/2021	100-117-41101	JANUARY 2021 RETIREE MEDICAL REIMBURSEMENT	463.25
FEB 2021	95605	01/29/2021	100-117-41101	FEB 2021 RETIREE MEDICAL REIMBURSEMENT	463.25
Vendor CLA17 - PAUL CLANCY Total:					926.50
Vendor: PET08 - PET FOOD EXPRESS CORP					
12-2012PN	95606	01/29/2021	100-221-42514	PD DOG SUPPLIES	91.74
29-2012PN	95606	01/29/2021	100-221-42514	PD DOG FOOD	47.51
60-2012PN	95606	01/29/2021	100-221-42514	PD DOG FOOD	45.05
Vendor PET08 - PET FOOD EXPRESS CORP Total:					184.30
Vendor: PGE01 - PG&E					
010721-3834	95548	01/22/2021	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	373.96
010921-1801	95548	01/22/2021	209-553-43103	2454 SIMAS AVE REC CTR & POOL	15.52
011121-4157	95607	01/29/2021	100-222-43103	809 CITY HALL	27.80
011221-0498	95548	01/22/2021	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	471.63
011221-0883	95548	01/22/2021	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	2,568.33
011221-0883	95548	01/22/2021	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	513.67
011221-0883	95548	01/22/2021	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	2,054.66
011221-1156	95548	01/22/2021	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	18.89
011221-1156	95548	01/22/2021	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	28.33
011221-1462	95548	01/22/2021	209-552-43103	2500 CHARLES ST SENIOR CENTER	113.37
011221-6043	95548	01/22/2021	100-231-43103	3790 PINOLE VALLEY RD	28.78
011221-7186	95548	01/22/2021	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	32.94
011221-8716	95548	01/22/2021	500-641-43103	SEWAGE PLNT-FT OF TENNENT	4,906.77
011321-3029	95548	01/22/2021	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	90.34
011421-0813	95548	01/22/2021	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	48.04
011421-4368	95548	01/22/2021	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	134.32
011421-7509	95607	01/29/2021	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	51.72
122120-2222	95498	01/15/2021	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39

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122120-2222	95498	01/15/2021	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
122120-2222	95498	01/15/2021	310-348-43103	STREET AND HIGHWAY LIGHTING	15,596.46
122420-8511	95498	01/15/2021	100-345-43103	W/S PINOLE SHORES DR-SPRINKLER CONTROLLER	11.39
122420-9929	95498	01/15/2021	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	58.19
122820-4256	95498	01/15/2021	500-641-43103	11 TENNANT AVE	49,781.32
122820-4430	95498	01/15/2021	100-345-43103	S/O MARLESTA 1ST POLE-SPRINKLER CONTROLLER	11.16
122820-7547	95548	01/22/2021	100-222-43103	880 Tennent Ave-Public Safety Facility	2,567.17
122820-7547	95548	01/22/2021	100-223-43103	880 Tennent Ave-Public Safety Facility	513.43
122820-7547	95548	01/22/2021	100-231-43103	880 Tennent Ave-Public Safety Facility	2,053.74
122820-9961	95498	01/15/2021	209-552-43103	2500 CHARLES ST-SENIOR CENTER	1,172.68
122920-6521	95498	01/15/2021	200-342-43103	IFO 971 SAN PABLO AVE-TRAFFIC SIGNAL CONTROL	104.21
122920-6897	95498	01/15/2021	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	61.21
123120-0887	95498	01/15/2021	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	67.42
123120-1093	95498	01/15/2021	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	525.20
123120-2182	95498	01/15/2021	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	62.02
				Vendor PGE01 - PG&E Total:	84,394.06
Vendor: PIN03 - PINOLE COMMUNITY PLAYHOUSE					
110220 REIMBURSEMENT	95549	01/22/2021	209-20308	CANCELLATION OF RENTAL DUE TO COVID-19	250.00
110220 REIMBURSEMENT	95549	01/22/2021	209-552-38112	CANCELLATION OF RENTAL DUE TO COVID-19	1,210.00
				Vendor PIN03 - PINOLE COMMUNITY PLAYHOUSE Total:	1,460.00
Vendor: PIT06 - PITNEY BOWES					
121820 STATEMENT	95499	01/15/2021	100-117-42203	12/8 POSTAGE METER REFILL	1,671.15
				Vendor PIT06 - PITNEY BOWES Total:	1,671.15
Vendor: 1009 - PRECISION IT CONSULTING					
11291	95550	01/22/2021	525-118-42101	PRECISION 360 GOLD FEBRUARY 2021 BILLING	12,500.00
11291	95550	01/22/2021	525-118-42105	PRECISION 360 GOLD FEBRUARY 2021 BILLING	820.00
11291	95550	01/22/2021	525-118-42105	PRECISION 360 GOLD FEBRUARY 2021 BILLING	995.00
11291	95550	01/22/2021	525-118-42106	PRECISION 360 GOLD FEBRUARY 2021 BILLING	385.60
11302	95550	01/22/2021	525-118-42510	PRECISION 360 OFFICE 365 DECEMBER 2020	2,660.00
				Vendor 1009 - PRECISION IT CONSULTING Total:	17,360.60
Vendor: PRO18 - PROTECTION 1 / ADT					
123020 STATEMENT	95500	01/15/2021	209-552-42108	TONY TOTS ALARM SERVICE 1/24-2/23/21	78.45
				Vendor PRO18 - PROTECTION 1 / ADT Total:	78.45
Vendor: QUI11 - QUINCY ENGINEERING, INC.					
20-2830.00-7	95608	01/29/2021	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES FOR SPA BRIDGE	18,593.51
20-2830.00-8	95608	01/29/2021	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES FOR SPA BRIDGE	8,190.25

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20-2956.00-1	95608	01/29/2021	106-342-47205	PEDESTRIAN BRIDGE INSPECTIONS	16,851.06
Vendor QUI11 - QUINCY ENGINEERING, INC. Total:					43,634.82
Vendor: R&S01 - R & S ERECTION OF RICHMOND, INC.					
100195C	95551	01/22/2021	100-231-42108	3700 PINOLE VALLEY ROAD BAY DOOR NOT OPENING	225.00
Vendor R&S01 - R & S ERECTION OF RICHMOND, INC. Total:					225.00
Vendor: 2025 - RAY MORGAN COMPANY, LLC.					
3166398	95501	01/15/2021	525-118-42107	COPIER CONTRACT BASE/USAGE CHARGES 11/15-12/14/20	819.94
Vendor 2025 - RAY MORGAN COMPANY, LLC. Total:					819.94
Vendor: RED05 - RED CLOUD, INC.					
44114	95609	01/29/2021	100-221-42107	PD MOTOROLA DEPOT-VENDOR REPAIRS	1,944.00
Vendor RED05 - RED CLOUD, INC. Total:					1,944.00
Vendor: REG06 - REGIONAL MONITORING PROG.					
439580 R2-2020-1036	95610	01/29/2021	500-641-44304	SUPPLEMENT ENVIRONMENTAL PROJECT FUND	3,000.00
Vendor REG06 - REGIONAL MONITORING PROG. Total:					3,000.00
Vendor: 1792 - RODEO AUTOTECH, INC					
0064445	95611	01/29/2021	100-221-42107	2016 PD FORD UTILITY INTERCEPTOR FRONT TIRES	336.85
0064459	95611	01/29/2021	100-221-42107	2015 PD FORD INTERCEPTOR REPLACE FRONT TIRES	336.85
Vendor 1792 - RODEO AUTOTECH, INC Total:					673.70
Vendor: ROT02 - ROTARY CLUB OF PINOLE					
111720 REIMBURSEMENT	95502	01/15/2021	209-20308	CANCELLATION OF EVENT DUE TO COVID-19	250.00
111720 REIMBURSEMENT	95502	01/15/2021	209-552-38112	CANCELLATION OF EVENT DUE TO COVID-19	50.00
Vendor ROT02 - ROTARY CLUB OF PINOLE Total:					300.00
Vendor: ROS08 - RSG, INC.					
I006643	95612	01/29/2021	285-464-42101	AFFORDABLE HOUSING RFP AND DEVELOPER SEL OCT 2020	1,305.00
I006655	95612	01/29/2021	750-463-42101	REAL ESTATE OPEN LISTING BROKER SERVICES OCT 2020	7,906.25
I006656	95612	01/29/2021	285-464-42101	COMPLIANCE MOITORING YEAR 4 OCT 2020	1,601.25
I006833	95552	01/22/2021	285-464-42101	AFFORDABLE HOUSING RFP/DEVELOPER SELECTION DEC2020	720.00
I006850	95552	01/22/2021	750-463-42101	REAL ESTATE OPEN LISTING BROKER SERVICE DEC 2020	7,028.75
I006851	95552	01/22/2021	285-464-42101	COMPLIANCE MONITORING YEAR 4 DECEMBER 2020	7,371.25
Vendor ROS08 - RSG, INC. Total:					25,932.50
Vendor: J&O01 - RUBBER DUST INC.					
136409	95613	01/29/2021	207-344-42107	AUTOCAR XPERT SWEEPER TIRE REPAIR	303.92
137157	95553	01/22/2021	500-641-42107	WPCP TIRE REPLACEMENT	635.53
Vendor J&O01 - RUBBER DUST INC. Total:					939.45
Vendor: 1204 - S & L BODY AND FRAME					
422	95554	01/22/2021	100-221-42107	PD PATROL CAR WASH SERVICE SEPT-DEC 2020	1,800.00
Vendor 1204 - S & L BODY AND FRAME Total:					1,800.00
Vendor: 1679 - SAFE BUILT, LLC					
PIN-201130	95503	01/15/2021	100-231-42101	PLAN CHECK SERVICES NOVEMBER 2020	660.00

WARRANT LISTING

Payment Dates: 1/9/2021 - 1/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
PIN-201130	95503	01/15/2021	212-461-42101	PLAN CHECK SERVICES NOVEMBER 2020	2,381.46
Vendor 1679 - SAFE BUILT, LLC Total:					3,041.46
Vendor: 2048 - SONIC.NET, LLC					
1002018280	95555	01/22/2021	525-118-43101	FEB 2021 SERVICE	455.74
Vendor 2048 - SONIC.NET, LLC Total:					455.74
Vendor: SQU00 - SQUARE DEAL GARAGE					
33706	95614	01/29/2021	100-221-42107	PD VEHICLE REPAIRS-1997 FORD EXPEDITION 339231	1,631.35
33794	95614	01/29/2021	100-221-42107	OIL CHANGE 2018 FORD FUSION PD 8ABK089	91.35
Vendor SQU00 - SQUARE DEAL GARAGE Total:					1,722.70
Vendor: STA56 - STAILING S&S RV REPAIRS					
6587	95615	01/29/2021	100-221-42107	OIL CHANGE HEADLIGHT BULB VIN#810	47.51
6588	95615	01/29/2021	100-221-42107	PD OIL CHANGE VIN#834	34.95
6590-801	95615	01/29/2021	100-221-42107	PD OIL CHANGE VIN#801	34.95
6591-802	95615	01/29/2021	100-221-42107	PD OIL CHANGE STROBE/TURN SIGNAL LIGHTS VIN#802	197.19
6593-807	95615	01/29/2021	100-221-42107	PD TIRE SENSOR BRAKE MASTER CYL 2014 FORD VIN#807	464.75
6594-808	95615	01/29/2021	100-221-42107	PD OI CHANGE O2 SENSOR 2016 FORD VIN#808	134.79
6599-811	95615	01/29/2021	100-221-42107	PD 2017 FORD ALL BRAKE ROTORS REPLACED VIN#811	671.74
6611-802	95615	01/29/2021	100-221-42107	PDBATTERY REPAIR BLOWER MOTOR 2014 FORD VIN#802	275.08
Vendor STA56 - STAILING S&S RV REPAIRS Total:					1,860.96
Vendor: STA42 - STAPLES BUSINESS CREDIT					
1632343794	95556	01/22/2021	100-115-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	197.30
1632343794	95556	01/22/2021	100-117-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	183.51
1632343794	95556	01/22/2021	100-117-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	114.68
1632343794	95556	01/22/2021	100-222-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	656.54
1632343794	95556	01/22/2021	100-231-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	224.63
1632343794	95556	01/22/2021	100-341-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	8.45
1632343794	95556	01/22/2021	100-341-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	32.76
1632343794	95556	01/22/2021	209-553-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	114.72
1632343794	95556	01/22/2021	212-461-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	-39.34
1632343794	95556	01/22/2021	212-461-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	11.26
1632343794	95556	01/22/2021	212-461-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	28.09
1632343794	95556	01/22/2021	212-462-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	-39.35
1632343794	95556	01/22/2021	212-462-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	28.09
1632343794	95556	01/22/2021	212-462-42201	12/25/20 STATEMENT CITY WIDE OFFICE SUPPLIES	11.25
Vendor STA42 - STAPLES BUSINESS CREDIT Total:					1,532.59

WARRANT LISTING

Payment Dates: 1/9/2021 - 1/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: STE20 - STERICYCLE, INC.					
3005383221	95557	01/22/2021	100-222-42101	PD MONTHLY SERVICE	55.44
Vendor STE20 - STERICYCLE, INC. Total:					55.44
Vendor: MIL29 - TAMARA MILLER					
012021 REIMBURSEMENT	95616	01/29/2021	100-341-42201	REMOPLY WORKING RELATED EXPENSES	23.12
Vendor MIL29 - TAMARA MILLER Total:					23.12
Vendor: 1253 - TARAH ORNELAS					
541	95558	01/22/2021	209-552-43809	NEWSLETTER PRINTING PINOLE SENIOR CENTER	237.48
Vendor 1253 - TARAH ORNELAS Total:					237.48
Vendor: 1702 - TELEFLEX LLC					
9503454917	95559	01/22/2021	100-231-42104	EZ-IO NEEDLE SET AND STABILIZER	2,195.04
Vendor 1702 - TELEFLEX LLC Total:					2,195.04
Vendor: OFF11 - THE OFFICE CITY					
IN-1670689	95560	01/22/2021	100-117-42201	NON SURGICAL MASKS	24.88
IN-1672548	95560	01/22/2021	500-641-44410	NON SURGICAL MASKS	49.13
Vendor OFF11 - THE OFFICE CITY Total:					74.01
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA					
263397-202012-1	95617	01/29/2021	525-118-42510	PD PERSON SEARCHES DECEMEBR 2020	61.70
Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA Total:					61.70
Vendor: UNI38 - UNIVAR USA INC					
48877965	95618	01/29/2021	500-641-44303	SOD HYPO 12.5% LIQUICHLOR K2 BULK	3,627.78
48887032	95561	01/22/2021	500-641-44303	SOD BISULFITE 25% BULK NSF LIQ	6,004.05
Vendor UNI38 - UNIVAR USA INC Total:					9,631.83
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
257653-1	95619	01/29/2021	100-231-42107	FD LYSOL LAUNDRY SANITIZER	111.94
259247-1	95562	01/22/2021	100-222-42108	PD LINERS	79.93
259654	95562	01/22/2021	100-343-42108	CORP YARD JANITORIAL SUPPLIES	265.50
259675	95562	01/22/2021	100-343-42108	CORP YARD HAND SANITIZER	54.21
484037	95562	01/22/2021	100-343-42108	CITY HALL JANITORIAL SERVICES DECEMBER 2020	1,070.00
484038	95562	01/22/2021	100-222-42108	PD JANITORIAL SERVICES DECEMBER 2020	2,352.00
484039	95562	01/22/2021	209-557-42108	SWIM CENTER JANITORIAL SERVICES DECEMBER 2020	764.20
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					4,697.78
Vendor: USB06 - US BANK					
122220 STATEMENT	95504	01/15/2021	100-20018	CITY CREDIT CARD BILLING	12,617.58
432112597	95505	01/15/2021	525-118-42107	CANON COPIERS PAYMENT	2,491.49
Vendor USB06 - US BANK Total:					15,109.07
Vendor: 2064 - VELODYNE					
23526	95563	01/22/2021	500-641-42107	WPCP PARTS/SUPPLIES	384.69
23554	95563	01/22/2021	500-641-42107	WPCP PARTS	1,661.19
Vendor 2064 - VELODYNE Total:					2,045.88
Vendor: VER02 - VERIZON WIRELESS					
9869208447	95506	01/15/2021	525-118-43101	WIRELESS PHONES/MONITORS 11/16-12/15/20	4,792.29
Vendor VER02 - VERIZON WIRELESS Total:					4,792.29
Vendor: VWR01 - VWR INTERNATIONAL, LLC.					
8803079991	95620	01/29/2021	500-641-44305	300ML BOD BTLS W/GLS CS24	710.82
Vendor VWR01 - VWR INTERNATIONAL, LLC. Total:					710.82

WARRANT LISTING

Payment Dates: 1/9/2021 - 1/29/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: WCC01 - WCCTAC					
123120 STMP	95621	01/29/2021	212-462-34210	Q2 STMP FEE COLLECTED 10/1-12/31/20	5,744.00
Vendor WCC01 - WCCTAC Total:					5,744.00
Vendor: WES01 - WESTERN EXTERMINATOR CO.					
12/16/20 STATEMENT	95564	01/22/2021	100-222-42108	CITY WIDE EXTERMINATOR SERVICES	46.46
12/16/20 STATEMENT	95564	01/22/2021	100-223-42108	CITY WIDE EXTERMINATOR SERVICES	15.49
12/16/20 STATEMENT	95564	01/22/2021	100-231-42108	CITY WIDE EXTERMINATOR SERVICES	41.30
12/16/20 STATEMENT	95564	01/22/2021	100-231-42108	CITY WIDE EXTERMINATOR SERVICES	71.00
12/16/20 STATEMENT	95564	01/22/2021	100-343-42108	CITY WIDE EXTERMINATOR SERVICES	69.00
12/16/20 STATEMENT	95564	01/22/2021	100-343-42108	CITY WIDE EXTERMINATOR SERVICES	138.00
12/16/20 STATEMENT	95564	01/22/2021	100-343-42108	CITY WIDE EXTERMINATOR SERVICES	69.00
12/16/20 STATEMENT	95564	01/22/2021	100-343-42108	CITY WIDE EXTERMINATOR SERVICES	100.00
12/16/20 STATEMENT	95564	01/22/2021	209-552-42108	CITY WIDE EXTERMINATOR SERVICES	71.00
12/16/20 STATEMENT	95564	01/22/2021	209-552-42108	CITY WIDE EXTERMINATOR SERVICES	71.00
12/16/20 STATEMENT	95564	01/22/2021	209-553-42108	CITY WIDE EXTERMINATOR SERVICES	97.00
12/16/20 STATEMENT	95564	01/22/2021	209-553-42108	CITY WIDE EXTERMINATOR SERVICES	71.00
12/16/20 STATEMENT	95564	01/22/2021	209-553-42108	CITY WIDE EXTERMINATOR SERVICES	71.00
12/16/20 STATEMENT	95564	01/22/2021	209-554-42108	CITY WIDE EXTERMINATOR SERVICES	54.50
12/16/20 STATEMENT	95564	01/22/2021	209-558-42108	CITY WIDE EXTERMINATOR SERVICES	108.50
12/16/20 STATEMENT	95564	01/22/2021	505-119-42108	CITY WIDE EXTERMINATOR SERVICES	54.50
Vendor WES01 - WESTERN EXTERMINATOR CO. Total:					1,148.75
Vendor: 1520 - WEX BANK					
69497565	95565	01/22/2021	100-221-44301	PD CHEVRON FUEL PURCHASES	70.30
Vendor 1520 - WEX BANK Total:					70.30
Vendor: WIL52 - WILLDAN FINANCIAL SERVICES					
010-45285	95566	01/22/2021	500-642-42101	SPECIAL DISTRICT ADMIN FISCAL YEAR 2020/21	3,620.35
Vendor WIL52 - WILLDAN FINANCIAL SERVICES Total:					3,620.35
Vendor: 1754 - WILLIAM PRATHER					
BUS LICENSE REFUND	95622	01/29/2021	100-000-31510	REFUND OVERPAYMENT OF BUSINESS LICENSE	452.00
Vendor 1754 - WILLIAM PRATHER Total:					452.00
Vendor: XER01 - XEROX CORPORATION					
012164557	95507	01/15/2021	525-118-42107	CITY HALL 1ST FLOOR NOVEMBER 2020	288.02
012164558	95507	01/15/2021	525-118-42107	SENIOR CENTER NOVEMBER 2020	213.68
012164559	95507	01/15/2021	525-118-42107	YOUTH CENTER NOVEMBER 2021	192.85
Vendor XER01 - XEROX CORPORATION Total:					694.55

WARRANT LISTING**Payment Dates: 1/9/2021 - 1/29/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: ZOL02 - ZOLL					
INV00074102	95508	01/15/2021	525-118-42106	FIRE RMS ENTERPRISE EDITION 01/01-03/31/21	157.50
				Vendor ZOL02 - ZOLL Total:	157.50
				Grand Total:	706,272.56

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	374,583.71
105 - Measure S -2006	3,313.49
106 - MEASURE S-2014	17,777.93
200 - Gas Tax Fund	7,123.04
201 - Restricted Real Estate Maintenance Fund	1,379.03
204 - Police Grants	134.47
207 - NPDES Storm Water Fund	368.06
209 - Recreation Fund	21,802.91
212 - Building & Planning	54,555.79
215 - Measure C and J Fund	390.68
226 - CASp Certification and Training Fund	242.40
285 - Housing Land Held for Resale	11,013.52
310 - Lighting & Landscape Districts	16,657.70
325 - City Street Improvements	26,783.76
500 - Sewer Enterprise Fund	118,040.91
505 - Cable Access TV	2,360.90
525 - Information Systems	33,715.01
750 - Recognized Obligation Retirement Fund	14,935.00
998 - Payroll Clearing	1,094.25
Grand Total:	706,272.56

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business License	1,007.25
100-10601	Gas Tanks/Corp Yard	4,542.15
100-10602	Gas Tanks/Fire Station	3,524.12
100-110-41002	Emp Benefits/Dental	498.18
100-110-43102	Utilities/Water	9.54
100-111-41002	Emp Benefits/Dental	518.03
100-111-41004	Emp Benefits/PERS Retir...	5,531.28
100-111-43102	Utilities/Water	22.89
100-112-41002	Emp Benefits/Dental	134.47
100-112-43102	Utilities/Water	20.97
100-113-41002	Emp Benefits/Dental	114.62
100-114-42102	Prof Svcs/Attorney Servic...	12,405.50
100-115-41002	Emp Benefits/Dental	268.94
100-115-42101	Prof Svcs/Professional Ser...	12,302.07
100-115-42201	Office Expense	480.79
100-115-43102	Utilities/Water	62.17
100-116-41002	Emp Benefits/Dental	53.45
100-116-42101	Prof Svcs/Professional Ser...	2,274.00
100-116-42510	Admin Exp/Software Purch	4,579.16
100-116-43102	Utilities/Water	20.97
100-117-41004	Emp Benefits/PERS Retir...	205,375.59
100-117-41101	Retiree Benefits/Medical-...	3,837.00
100-117-42201	Office Expense	323.07
100-117-42203	Office Exp/Shipping & Mai...	1,671.15
100-117-42511	Admin Exp/Equipment Re...	137.70
100-117-43102	Utilities/Water	167.82
100-20018	Accounts Payable/CalCard	12,617.58
100-221-40101	Salary & Wages/Full Time	2,980.13
100-221-41002	Emp Benefits/Dental	1,598.13
100-221-42101	Prof Svcs/Professional Ser...	1,941.04
100-221-42107	Prof Svcs/Equipment Mai...	8,782.22
100-221-42514	Admin Exp/Special Depart	360.50
100-221-44301	Other Materials Supp/Fuel	70.30
100-221-44410	Safety Clothing	1,205.09

Account Summary

Account Number	Account Name	Payment Amount
100-221-46201	Insurance/General Liability	858.85
100-222-40101	Salary & Wages/Full Time	2,483.44
100-222-41002	Emp Benefits/Dental	355.99
100-222-42101	Prof Svcs/Professional Ser...	6,109.44
100-222-42108	Prof Svcs/Building-Structu...	6,282.74
100-222-42201	Office Expense	1,058.23
100-222-42514	Admin Exp/Special Depart	581.84
100-222-43102	Utilities/Water	947.65
100-222-43103	Utilities/Electricity & Pow...	5,163.30
100-222-44410	Safety Clothing	9.58
100-223-41002	Emp Benefits/Dental	1,433.37
100-223-42108	Prof Svcs/Building-Structu...	15.49
100-223-43102	Utilities/Water	210.59
100-223-43103	Utilities/Electricity & Pow...	1,027.10
100-231-41002	Emp Benefits/Dental	1,137.20
100-231-41008	Emp Benefits/Long Term ...	324.50
100-231-42101	Prof Svcs/Professional Ser...	19,460.00
100-231-42104	Prof Svcs/Paramedic Servi...	6,440.07
100-231-42107	Prof Svcs/Equipment Mai...	188.51
100-231-42108	Prof Svcs/Building-Structu...	807.34
100-231-42201	Office Expense	224.63
100-231-43102	Utilities/Water	3,012.46
100-231-43103	Utilities/Electricity & Pow...	4,982.77
100-231-43105	Utilities/Cable	10.67
100-231-46201	Insurance/General Liability	2,445.00
100-341-41002	Emp Benefits/Dental	302.54
100-341-42101	Prof Svcs/Professional Ser...	174.75
100-341-42201	Office Expense	64.33
100-343-41002	Emp Benefits/Dental	921.44
100-343-42107	Prof Svcs/Equipment Mai...	260.54
100-343-42108	Prof Svcs/Building-Structu...	7,253.72
100-343-43102	Utilities/Water	2,259.99
100-343-44410	Safety Clothing	1,386.41
100-343-46201	Insurance/General Liability	1,863.00
100-345-42108	Prof Svcs/Building-Structu...	300.97
100-345-43102	Utilities/Water	4,510.49
100-345-43103	Utilities/Electricity & Pow...	162.28
100-465-41002	Emp Benefits/Dental	114.62
105-221-41002	Emp Benefits/Dental	686.10
105-231-40101	Salary & Wages/Full Time	2,573.94
105-231-41002	Emp Benefits/Dental	53.45
106-221-47101	FF&E/Equipment	677.78
106-222-41002	Emp Benefits/Dental	134.47
106-231-41002	Emp Benefits/Dental	114.62
106-342-47205	Improvements/Streets	16,851.06
200-342-42101	Prof Svcs/Professional Ser...	6,323.20
200-342-42514	Admin Exp/Special Depart	217.50
200-342-43102	Utilities/Water	53.40
200-342-43103	Utilities/Electricity & Pow...	528.94
201-343-42513	Admin Exp/Rent	100.00
201-343-43102	Utilities/Water	1,220.84
201-343-43103	Utilities/Electricity & Pow...	58.19
204-227-41002	Emp Benefits/Dental	134.47
207-344-42107	Prof Svcs/Equipment Mai...	332.30
207-344-42514	Admin Exp/Special Depart	35.76
209-20308	Deposits Payable/Recreat...	1,050.00
209-551-41002	Emp Benefits/Dental	134.47
209-552-38112	Rental Income/Facility Re...	2,460.00

Account Summary

Account Number	Account Name	Payment Amount
209-552-40102	Salary & Wages/Part Time	4,021.51
209-552-41002	Emp Benefits/Dental	88.19
209-552-42108	Prof Svcs/Building-Structu...	967.45
209-552-42201	Office Expense	128.58
209-552-43102	Utilities/Water	1,689.52
209-552-43103	Utilities/Electricity & Pow...	1,286.05
209-552-43809	Program Cost/Newsletter	237.48
209-553-40102	Salary & Wages/Part Time	1,618.65
209-553-42108	Prof Svcs/Building-Structu...	239.00
209-553-42201	Office Expense	114.72
209-553-43102	Utilities/Water	33.41
209-553-43103	Utilities/Electricity & Pow...	15.52
209-554-40102	Salary & Wages/Part Time	243.93
209-554-41002	Emp Benefits/Dental	121.02
209-554-42108	Prof Svcs/Building-Structu...	1,622.60
209-554-43102	Utilities/Water	54.78
209-554-43103	Utilities/Electricity & Pow...	18.89
209-557-42108	Prof Svcs/Building-Structu...	2,627.85
209-557-43102	Utilities/Water	1,080.37
209-558-42108	Prof Svcs/Building-Structu...	1,331.22
209-558-43102	Utilities/Water	397.46
209-558-43103	Utilities/Electricity & Pow...	32.94
209-559-43102	Utilities/Water	187.30
212-20340	Developer Deposit/Appian..	585.00
212-461-41002	Emp Benefits/Dental	134.47
212-461-42101	Prof Svcs/Professional Ser...	17,216.46
212-461-42201	Office Expense	0.01
212-461-42514	Admin Exp/Special Depart	155.70
212-461-43102	Utilities/Water	20.22
212-462-34210	Fees/STMP Fee	5,744.00
212-462-41002	Emp Benefits/Dental	187.92
212-462-42101	Prof Svcs/Professional Ser...	30,458.25
212-462-42201	Office Expense	-0.01
212-462-43102	Utilities/Water	53.77
215-341-43101	Utilities/Telephone	390.68
226-000-34223	Fees/CASp Fee	242.40
285-464-42101	Prof Svcs/Professional Ser...	10,997.50
285-464-43102	Utilities/Water	16.02
310-347-43102	Utilities/Water	175.34
310-347-43103	Utilities/Electricity & Pow...	280.00
310-348-43102	Utilities/Water	605.90
310-348-43103	Utilities/Electricity & Pow...	15,596.46
325-342-47205	Improvements/Streets	26,783.76
500-10601	Gas Tanks/Corp Yard	1,497.11
500-641-41002	Emp Benefits/Dental	915.34
500-641-42107	Prof Svcs/Equipment Mai...	12,259.13
500-641-42201	Office Expense	88.72
500-641-42301	Travel & Training/Conf-Re...	221.50
500-641-42401	Dues & Pub/Memberships	150.00
500-641-43102	Utilities/Water	874.58
500-641-43103	Utilities/Electricity & Pow...	54,688.09
500-641-44302	Other Materials Supp/Slu...	5,740.56
500-641-44303	Other Materials Supp/Ch...	25,824.51
500-641-44304	Other Materials Supp/Pe...	3,000.00
500-641-44305	Other Materials Supp/Lab...	7,308.63
500-641-44410	Safety Clothing	49.13
500-642-41002	Emp Benefits/Dental	241.37
500-642-42101	Prof Svcs/Professional Ser...	3,898.75

Account Summary

Account Number	Account Name	Payment Amount
500-642-42107	Prof Svcs/Equipment Mai...	44.73
500-642-43102	Utilities/Water	713.56
500-642-43103	Utilities/Electricity & Pow...	525.20
505-119-40102	Salary & Wages/Part Time	434.33
505-119-41002	Emp Benefits/Dental	268.94
505-119-42106	Prof Svcs/Software Maint...	1,504.00
505-119-42108	Prof Svcs/Building-Structu...	54.50
505-119-43102	Utilities/Water	70.80
505-119-43103	Utilities/Electricity & Pow...	28.33
525-118-42101	Prof Svcs/Professional Ser...	12,500.00
525-118-42105	Prof Svcs/Network Maint...	1,815.00
525-118-42106	Prof Svcs/Software Maint...	543.10
525-118-42107	Prof Svcs/Equipment Mai...	4,005.98
525-118-42510	Admin Exp/Software Purch	2,721.70
525-118-43101	Utilities/Telephone	12,129.23
750-463-42101	Prof Svcs/Professional Ser...	14,935.00
998-20105	Sal & Ben Payable/Dental ...	1,094.25
	Grand Total:	706,272.56

Project Account Summary

Project Account Key	Payment Amount
None	706,272.56
Grand Total:	706,272.56

Approved By:  Date: 1-28-2021



CITY COUNCIL REPORT

7C

DATE: FEBRUARY 2, 2021

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

BY: ALEX MOG, ASSISTANT CITY ATTORNEY

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

RECOMMENDATION

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

BACKGROUND & DISCUSSION

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

The California Emergency Services Act requires the City Council to review the need for continuing the local emergency at least once every 60 days. Although the local emergency does not end until terminated by the City Council, the Pinole Municipal Code requires the City Council to review the need for continuing the local emergency every 14 days. The City Council has confirmed the continued existence of the local emergency multiple times since the emergency was first declared, most recently on January 19, 2021.

Although the surge of COVID-19 due to holiday gatherings appears to be cresting, the number of new cases of COVID-19 remains very high. There have now been over 56,000 cases of COVID-19 within the County and approximately 500 deaths. That is an increase of over 20% in the last two weeks. The daily number of individuals testing positive for COVID-19 in Contra Costa County remains very high, and well above the rates experienced in the County prior to mid-November. In Pinole, the rate of new cases over the last 14 days is approximately 718 new cases

per 100,000 people. That rate is approximately 15% higher than the rate that existed two weeks ago, and four times the rate that existed at the beginning of December. This is consistent with the trend for Contra Costa County and the overall region. Additional statistical information regarding COVID-19 within the County is available on the County's website at <https://www.coronavirus.cchealth.org/overview>. Additional health information regarding COVID-19, including vaccines, is available from the County's COVID-19 website at <https://www.coronavirus.cchealth.org/>. Information specific to the City of Pinole is available on the City's website at https://www.ci.pinole.ca.us/city_government/coronavirus_covid_19.

In response to improving ICU capacity, the Governor recently lifted his Regional Shelter In Place Order. However, Contra Costa County remains within the "widespread" tier in the State's four tier blueprint for a safer economy due to the significant prevalence of COVID-19. The "widespread" tier, also known as the purple tier, is the strictest tier. This means that the State considers COVID-19 to be a serious risk to public safety. Many activities remain prohibited or subject to strict restrictions. Although administration of the COVID-19 vaccine has begun, supplies are limited and administration of the vaccine is proceeding slowly. It will likely be months before most of the population has received a vaccine.

Public health and safety concerns for persons and property within the City as a consequence of the global spread of novel coronavirus 2019 continue to exist.

If the proposed resolution is adopted, the City Council will confirm the continued existence of the local emergency. In accordance with state law and the Municipal Code, the City Council will review the emergency declaration periodically until the conditions warrant a termination of the emergency declaration.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution ratifying a local emergency. However, the City will consider all options available to seek reimbursement for indirect expenses and fiscal impacts through the appropriate authorities.

ATTACHMENTS

- A. Resolution Confirming Continued Existence of Local Emergency

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, CONFIRMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY DUE TO COVID-19

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

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

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

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

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

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

WHEREAS, the number of new cases of COVID-19 is rising at an alarming rate throughout California, including within Contra Costa County; and

WHEREAS, there have now been over 55,000 cases of COVID-19 and approximately 500 deaths within the County, an increase of approximately 20% in the 2 months; and

WHEREAS, the rate of new cases in Pinole over the last 14 days is approximately 718 per 100,000 people, which is approximately 15% higher than the rate that existed two weeks ago, and four times the rate that existed in early December; and

WHEREAS, although the Governor recently lifted his Regional Shelter In Place Order, Contra Costa County remains within the “widespread” tier in the State’s four tier blueprint for a safer economy due to the significant prevalence of COVID-19; and

WHEREAS, although administration of the COVID-19 vaccine has begun, supplies are limited and it will be months before most of the population has receives a vaccine; and

WHEREAS, the public health and safety concerns for persons and property within the City as a consequence of the global spread of COVID-19 continue to exist; and

WHEREAS, in order to prevent the spread of COVID-19, the City and its residents must continue to take serious precautions; and

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 2nd day of February, 2021, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

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

Heather Iopu, CMC
City Clerk

3679775.1



CITY COUNCIL REPORT

7D

DATE: FEBRUARY 2, 2021

TO: MAYOR AND COUNCIL MEMBERS

**FROM: TAMARA MILLER, DEVELOPMENT SERVICES 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 FOR FISCAL YEAR 2021/22**

RECOMMENDATION

City staff recommends that the City Council 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 for Fiscal Year 2021/22

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, ordering the preparation of an engineer's report, at this

meeting. This action will be accomplished by adopting the attached resolution. The City Council will act on the other items on the list at subsequent meetings.

1. Determine if there are any changes in the existing improvements or addition of new improvements.
2. Approve the engineer's annual Assessment Report.
3. Declare intention to levy and collect assessments.
4. Declare intention to conduct a Public Hearing concerning the levy of assessments.
5. Announce any increase in the maximum assessment.
6. Conduct a Public Hearing.
7. Approve assessment amounts for the current fiscal year.
8. 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 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 assessment district.

ATTACHMENTS

Attachment A: Resolution

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, 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 2021/2022

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 file with the City Clerk, the Report concerning 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, 2021 and ending June 30, 2022 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 are detailed in the Report.

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

Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

7E

DATE: FEBRUARY 2, 2021

TO: MAYOR AND COUNCIL MEMBERS

**FROM: TAMARA MILLER, DEVELOPMENT SERVICES DIRECTOR/CITY
ENGINEER
MISHA KAUR, SR. PROJECT MANAGER**

**SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE CITY MANAGER TO
EXECUTE A CONTRACT WITH CSW/STUBER-STROEH ENGINEERING
GROUP, INC. FOR PRELIMINARY ENGINEERING AND DESIGN
SERVICES IN AN AMOUNT NOT TO EXCEED \$450,458**

RECOMMENDATION

Staff recommends that the City Council:

1. Accept proposal and award a contract for preliminary engineering and design services to advance several road projects and a parking lot design project to the construction phase.
2. Adopt a resolution authorizing the City Manager to negotiate and execute a consulting services agreement with CSW/Stuber-Stroeh Engineering Group, Inc. in an amount not to exceed \$450,458.

BACKGROUND

On December 10, 2020, the City issued a Request for Proposals (RFP) for preliminary engineering and design services to advance five (5) road projects and a parking lot design project to the construction phase. The responses were due on January 11, 2021. The RFP was posted to www.publicpurchase.com, an electronic bidding platform.

The road rehabilitation projects include the following projects from the adopted CIP:

Project # RO1714 – HAWK at Appian Way and Marlesta Road

Project # RO1801 – San Pablo Avenue Rehabilitation

Project # RO1902 – Pedestrian Improvements at Tennent Avenue

Two additional road rehabilitation projects include:

Project # RO2101 – Arterial Rehabilitation

The City's annual Pavement Maintenance and Rehabilitation Program (CIP Project #RO1707) repairs and resurfaces the City's roads through roadway pavement slurry seal and/or pavement rehabilitation projects of both arterial and residential roadways.

The City is responsible for the maintenance and repair of approximately 52.22 centerline miles of streets, which are defined in 351 pavement sections. The City participates in the Metropolitan Transportation Commission (MTC) Pavement Technical Assistance Program (P-TAP) which provides grant funding to utilize a pavement management program (PMP) software called StreetSaver to evaluate the pavement network and provides funding for a consultant to prepare a P-TAP Budget Options Report.

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

Based on the recent 2019 P-TAP report, various segments were recommended for treatment by the StreetSaver software.

Project RO2101 will require a comparative pavement analysis on various segments of Estates Avenue, Marlesta Road, Pinole Valley Road, Sarah Drive, and Shea Drive to validate StreetSaver recommendations and to suggest the optimum utilization of available funds.

Project # SS1501 – Tennent Avenue Rehabilitation

In 2019, the Pinole-Hercules Water Pollution Control Plant (WPCP) was upgraded. The construction impacts resulted in pavement deterioration to Tennent Avenue. This project will rehabilitate Tennent Avenue from San Pablo Avenue to 11 Tennent Avenue (WPCP).

Pavement analysis will be completed to develop rehabilitation recommendations for each road rehabilitation project. This includes an evaluation of alternative treatments such as rubberized hot mix asphalt and cold-in-place recycling to provide estimated costs and lifetime of alternatives. The projects will rehabilitate the existing roadways without a change in capacity and will replace isolated segments of curb, gutter, and sidewalk replacement and construct ADA compliant ramps for existing non-compliant and missing ramps.

The City is embarking on an aggressive series of infrastructure projects to improve the pavement network, enhance pedestrian safety, and expand parking opportunities. In addition to the road rehabilitation projects, preliminary engineering and design services are necessary to advance the Senior Center Auxiliary Parking Lot (CIP Project #FA1901) to the construction phase.

Project # FA1901 – Parking Lot Design

The parking lot will be designed to be a multi-benefit project that includes pavement structural selection, striping, lighting, bicycle parking, electric vehicle charging stations,

stormwater capture and retention, and drought tolerant landscaping. The design will maximize the number of parking spaces while allowing access for both vehicle and pedestrians and include aesthetic design components.

The City received a total of five (5) responses which were evaluated and scored by City staff using the criteria listed below:

Written Evaluation Criteria	Score
Completeness of Response	Pass/Fail
Qualifications & Experience	20
Organization & Approach	15
Scope of Services to be Provided	15
Schedule of Work	15
Conflict of Interest Statement	Pass/Fail
Local Presence/References	10
Subtotal	75
Interview Evaluation Criteria	
Presentation by team	10
Q&A Response to panel questions	15
Subtotal	25
TOTAL	100

All respondents were invited to an interview to further demonstrate their qualifications. Interviews were conducted virtually via Zoom on January 21, 2021. The scores were totaled, and the following rankings were generated.

Rank	Respondent	Average Score
1	CSW/Stuber-Stroeh Engineering Group, Inc.	93
2	BKF Engineers	92
3	Harrison Engineering, Inc.	83
4	Bellecci & Associates	82
5	CSG Consultants, Inc.	80.5

Based on the ranking, City staff initiated contract negotiations with CSW/Stuber-Stroeh Engineering Group, Inc.

REVIEW AND ANALYSIS

City staff recommends CSW/Stuber-Stroeh Engineering Group, Inc. given their comprehensive proficiency in a wide range of engineering design services, and understanding of local, state, and federal funding requirements. Through the written proposal and oral interview, CSW/Stuber-Stroeh Engineering Group, Inc. demonstrated experience in developing innovative solutions to meet performance and funding goals for similar projects in other municipalities. The team has a strong understanding of pavement rehabilitation treatments and designing parking lots, as well as experience working with Union Pacific Railroad to develop safe railroad crossings.

CSW/Stuber-Stroeh Engineering Group, Inc. has identified a total budget of \$450,458 to complete the preliminary engineering and design services for the five road rehabilitation

projects and parking lot design. Completion of preliminary engineering and design is necessary to advance all projects to the construction phase

FISCAL IMPACT

The contract to be awarded to CSW/Stuber-Stroeh Engineering Group, Inc. for preliminary engineering and design services will be in an amount not exceed \$450,458. The projects will be funded by various funding sources identified below.

Project	Estimated Cost	Funding Source
RO1714 – HAWK at Appian Way and Marlesta Road	\$34,337	325-342-47205
RO1801 – San Pablo Avenue Rehabilitation	\$72,881	325-342-47205
RO1902 – Pedestrian Improvements at Tennent Avenue	\$55,300	325-342-47205
RO2101 – Arterial Rehabilitation	\$58,480	325-342-47205
SS1501 – Tennent Avenue Rehabilitation	\$37,805	325-342-47205 500-641-47205 City of Hercules
FA1901 – Parking Lot Design	\$191,655	106-343-47201
TOTAL	\$450,458	

ATTACHMENTS:

Attachment A: Resolution
Attachment B: Consulting Services Agreement between the City of Pinole and CSW/Stuber-Stroeh Engineering Group, Inc.

RESOLUTION NO. 2021-____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE,
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AUTHORIZING
THE CITY MANAGER TO EXECUTE A CONTRACT WITH
CSW/STUBER-STROEH ENGINEERING GROUP, INC. FOR PRELIMINARY
ENGINEERING AND DESIGN SERVICES IN AN AMOUNT NOT TO EXCEED
\$450,458**

WHEREAS, the City of Pinole ("City") desires to advance five (5) road rehabilitation projects and a parking lot design project to the construction phase; and

WHEREAS, the City adopted a Capital Improvement Plan that includes the following projects: RO1714, RO1801, RO1902, and RO1901; and

WHERE, the City wishes to perform pavement analysis to develop rehabilitation recommendations for two additional road rehabilitation projects: RO2101 and SS1501; and

WHEREAS, the City issued a Request for Proposals (RFP) for preliminary engineering and design services on December 10, 2020 using the Public Purchase bidding platform; and

WHEREAS, the City received a total of five (5) responses; and

WHEREAS, CSW/Stuber-Stroeh Engineering Group, Inc., through the selection process was identified as best qualified to provide preliminary engineering and design services; and

WHEREAS, CSW/Stuber-Stroeh Engineering Group, Inc., recommends a total estimate of \$450,458 for the road rehabilitation projects and parking lot design project; and

WHEREAS, sufficient funds are available to award this contract; and

WHEREAS, staff recommends that the City Council award the contract for preliminary engineering and design services to CSW/Stuber-Stroeh Engineering Group, Inc., in an amount not to exceed \$450,458.

NOW, THEREFORE BE IT RESOLVED THAT, the City Council of the City of Pinole hereby approves and authorizes the City Manager to negotiate and execute a consulting services agreement with CSW/Stuber-Stroeh Engineering Group, Inc. for preliminary engineering and design services in an amount not to exceed \$450,458.

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

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

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

Heather Iopu, CMC
City Clerk

**CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF PINOLE AND
CSW/STUBER-STROEH ENGINEERING GROUP, INC.**

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and CSW/Stuber-Stroeh Engineering Group, Inc. ("Consultant") (together sometimes referred to as the "Parties") as of February 15, 2021 (the "Effective Date") in Pinole, California.

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

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on December 31, 2021, 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 \$450,458.00, 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 work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

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

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or GL 0002 (ed. 1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1. 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 insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

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

4.3 Professional Liability Insurance.

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

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

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- 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 years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

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

4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

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

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

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

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

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

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

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

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

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

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

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

payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

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

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

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

Section 8. TERMINATION AND MODIFICATION.

8.1 Termination. City may cancel this Agreement at any time and without cause upon written notification to Consultant.

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

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

8.3 Amendments. The parties may amend this Agreement only by a writing signed by all the parties.

8.4 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a

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

- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.6 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall included, but not be limited to, the following:
- 8.6.1** Immediately terminate the Agreement;
 - 8.6.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
 - 8.6.4** Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties.
- 9.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents

evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

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

Section 10 MISCELLANEOUS PROVISIONS.

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.
- 10.6 Use of Recycled Products.** Consultant shall endeavor to prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place

Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

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

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

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

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

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 Tamara Miller who shall act as the City's representative. All correspondence shall be directed to or through Tamara Miller or his or her designee.
- 10.10 **Notices.** Any written notice to Consultant shall be sent to:
Robert Stevens, PE, Principal
CSW/Stuber-Sroeh Engineering Group, Inc.
210 Washington Avenue, Suite G
Richmond, CA 94802
- Any written notice to City shall be sent to:
Tamara Miller, Development Services Director
City of Pinole
2131 Pear Street
Pinole, CA 94564
- 10.11 **Professional Seal.** Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.
- 10.12 **Integration; Incorporation.** This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.
- 10.13 **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

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

CITY OF PINOLE

CONSULTANT
CSW/Stuber-Sroeh Engineering Group, Inc.

Andrew Murray, City Manager

Robert Stevens, PE, Principal

Consultant's City of Pinole Business
License #: _____

Attest:

City Clerk

Approved as to Form:

Eric S. Casher, City Attorney

EXHIBIT A
SCOPE OF SERVICES

Proposal to provide Preliminary Engineering and Design Services related to:



ROAD REHABILITATION AND PARKING LOT DESIGN

Bid ID: 011121

January 11, 2021

Prepared By:

CSW/Stuber-Stroeh Engineering Group

Robert Stevens, PE, LEED AP

210 Washington Avenue, Suite G

Richmond, CA 94802

415.533.1864

rstevens@cswst2.com

CSW | ST 2

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Cost Proposal submitted under separate cover
to tmiller@ci.pinole.ca.us

January 11, 2021

Tamara Miller
Development Services Director/City Engineer
Engineering Division
City of Pinole
2131 Pear Street
Pinole, CA 94564

RE: PROPOSAL TO SUPPORT ROAD REHABILITATION AND PARKING LOT DESIGN

Dear Ms. Miller:

Maintaining our public infrastructure is a constant challenge faced by our communities due to limited funding and aging systems. However, State and Federal funding are a bridge to not only rehabilitate our roadways but integrate complete streets elements that improve access to bicyclist, pedestrians, and transit users. The CSW|ST2 team offers our qualifications to support improving Pinole's roadways.

For more than a decade, members of our team have supported Pinole's neighbors including Richmond, San Pablo, Hercules, and El Cerrito in rehabilitating their streets, parks, and utilities systems. As you will see in the attached, we have a strong understanding of innovative pavement rehabilitation techniques including both full depth reclamation and cold in place recycling. Furthermore, we have significant experience working with both the CPUC and Union Pacific on developing safe railroad crossings. We are proud of our accomplishments and recognize the key to success is partnering with communities and stakeholders to achieve a shared vision.

CSW|ST2 will provide engineering services for all phases of the projects' development based from our offices in Richmond and Berkeley. We will be supported by Vallier Design Associates from Richmond who will provide landscape architecture, outreach, and graphic design services.

As required by the Request for Proposal:

- We have no known conflicts of interest in performing the services associated with this proposal.
- We have not been involved in litigation in the last 5 years.
- We accept the professional services agreement without modification.
- Our proposal is valid for a period of 90 days from the date of this submittal.

- We have reviewed the Addendum Number 1 dated December 22, 2020 and incorporated the conditions herein.

We appreciate your review of our proposal and the opportunity to support the City. If we can provide any additional information, please do not hesitate to contact Robert Stevens at 415.533.1864 or by email at rstevens@cswst2.com.

Sincerely,

CSW/Stuber-Stroeh Engineering Group, Inc



Robert Stevens, PE, TE, LEED AP
Principal and Project Manager

CONSULTANT INFORMATION

PATH TO TRANSIT, HERCULES

Status

Completed in 2016

Key Reference

Michael Roberts, PE

City of Hercules

111 Civic Drive

510.799.8241

mikeroberts@ci.hercules.ca.us

Key Features

NEPA/CEQA coordination

Robert Stevens served as the Engineer of Record for the City of Hercules' Path to Transit project completed in 2016. The project area extended John Muir Parkway and Bayfront Boulevard so as to facilitate the construction of a multi-modal terminal providing rail, ferry, and bus access for the Hercules community. A key component of the project included the construction of a new bridge crossing Refugio Creek that allowed for the extension of Bayfront Boulevard. This endeavor required NEPA and CEQA approval as well as the securing of permits for federal and state environmental regulatory agencies.



REFUGIO VALLEY ROAD REHABILITATION, HERCULES



Our team supported the rehabilitation of Refugio Valley and Willow Roads in the City of Hercules. For Refugio Valley Road, we implemented a standard mill, fabric, and overlay using a standard asphalt mix. We re-designed the striping to allow for a buffered Class II

bicycle lanes. In addition to paving and striping, we upgraded several traffic signals along the roadway.

The condition of Willow Road's pavement was in extremely poor condition requiring rehabilitation using full depth reclamation. This option was complicated by the presence of concrete paving located under portions of the roadway. In addition to pavement design, our team developed a pedestrian safety improvement for access to the BART Park and Ride lot located along Willow Road

Status

Completed in 2017

Key Reference

Michael Roberts, PE

City of Hercules

111 Civic Drive

510.799.8241

mikeroberts@ci.hercules.ca.us

Key Features

Deflection testing;

Traffic signal upgrades;

Class II bicycle lanes;

Full-depth reclamation

NEVIN AVENUE COMPLETE STREET, RICHMOND

Status

Completed in 2016

Key Reference

Dane Rodgers, PE

Senior Transportation Engineer

City of Richmond

510.307.8112

dane_rodgers@ci.richmond.ca.us

Key Features

Federal funding;

Rain gardens;

pervious pavers;

pervious pavement

West Nevin Avenue links Richmond's Civic Center with BART, serving as a key pedestrian and bicycle corridor. However, damaged pavement and sidewalks, as well as conflicts with vehicles, made biking and walking difficult.



Members of our team completed preliminary engineering studies, NEPA/CEQA evaluation, final design, and E76 authorization through Local Assistance to completely reconstruct the corridor with wide sidewalks, new street lighting, and the introduction of traffic calming elements to create a bicycle boulevard.

CUTTING BOULEVARD SAFETY IMPROVEMENTS, RICHMOND



Our team provided planning, design and construction management support for safety improvements of the Cutting Boulevard crossing of the Union Pacific Railroad in the City of Richmond. This was a

two-phase project that first completed sidewalk, signal, and signage improvement on the north side and then finalized the south side. Our team coordinated with both the BP UC and Union Pacific Railroad in accordance with General Order 88B.

Key elements of the project included increasing signal preemption, modifications to traffic signals, new sidewalks, replacement of track grade panels, signage, and re-paving of the roadway. We completed applications to the State to fund the project through the Section 130 program. The City completed the project in October 2020.

Status

Completed in 2020

Key Reference

Dane Rodgers, PE

Senior Transportation Engineer

City of Richmond

510.307.8112

dane_rodgers@ci.richmond.ca.us

Key Features

Section 130 funding;

General Order 88B;

Traffic signal upgrade;

Railroad preemption;

Compliance with Federal Railway Administration standards

CASTRO VALLEY SHARE PARKING, ALAMEDA COUNTY

Status

Completed in 2016

Key Reference

Jaimie Orfanos
Alameda County Community
Development Agency
510.670.6107
jaimie.orfanos@acgov.org

Key Features

Shared parking;
Stormwater quality management;
Electric vehicle charging;
Sidewalk widening;
Art elements, placemaking;
Rain gardens;
Pervious pavers,

Our team supported Alameda County in developing a shared parking area serving the commercial hub of Castro Valley. The project spans both public and privately owned lots. Our team supported the County in creating a



shared parking easement with four different private property owners. The shared parking facility includes a uninstalls concept, which is a single parking stall size that blends both compact and standard configurations to provide the maximum number of spaces. Additionally, the design concentrated entrances to two locations and converted two other openings to pedestrian plazas that also serve as outdoor dining areas. The project reconstructed all hardscape integrating both permeable treatments and bioretention areas to meet water quality standards. The parking area meets the current building code standards by providing electric vehicle charging stations. Additionally, it includes area lighting, surveillance system, and trash/ recycling enclosures to support the retailers. The County completed the project for \$5 million in 2017.

THIRD STREET REHABILITATION, SAN RAFAEL



Third Street is the gateway to downtown San Rafael and west Marin serving over 25,000 vehicles daily. As the pavement requires rehabilitation, the City sought options to improve traffic flow as

well as improve safety for bicyclists and pedestrians. Our team is completing the final design to improve Third Street for the next generation. Key components of the project include pavement rehabilitation as well as cross slope correction, traffic signal upgrades, curb ramp enhancements, traffic calming features, and a fiber optic interconnect. A major enhancement includes the integration of a two-way Class IV bikeway along Second Street. We are currently finalizing the design for bidding and construction of the \$12 million project in early 2021.

Status

65% PS&E complete Dec 2020

Key Reference

April Miller, PE
Senior Civil Engineer
City of San Rafael
415.485.3409
april.miller@cityofsanrafael.org

Key Features

Pavement rehabilitation;
Fiber optic interconnect;
Class IV bikeway;
Pedestrian safety

ORGANIZATION & APPROACH

CSW | ST2 CSW/Stuber-Stroeh Engineering Group is a full-service design firm established in 1954 consisting of over 35 engineers, surveyors and planners. Our team focuses on the planning and design of economically and environmentally sustainable projects serving the transportation, urban infill, recreation, education and public infrastructure sectors. Based from offices in Novato, Berkeley, Pleasanton, Richmond, and Redwood City, we partner with communities to improve mobility options that are delivered on schedule and within budget.

Our team assembled to support the City of Pinole are based locally in our Richmond and Berkeley offices.



Robert Stevens, PE, TE is the president of CSW|ST2 and will be the principal in charge supporting our design team including Mike, Julia, Rich, and Josh. Robert has over 25 years of experience in the delivery of complete streets, traffic signal, and pavement rehabilitation projects funded by local, state, and federal sources. He is especially well versed in projects using full depth reclamation and cold in place recycling as demonstrated in the rehabilitation of Miller Avenue in Mill Valley and Willow Avenue in Hercules. Additionally, Robert has strong experience developing public parking facilities as illustrated in the Castro Valley Shared Parking lot. Finally, Robert has completed the GO88B process with the CPUC along the same segment of Union Pacific tracks in Richmond that cross Tenant Avenue. Robert will lead the design of the HAWK signal (RO1714) at Appian Way and Marlesta Road.



Rich Souza, PE, QSD/QSP will be our Project engineer for the San Pablo Avenue and the Arterial Rehabilitation (RO1801 and RO2101) projects. He has supported the development of public infrastructure for more than 20 years and is currently finalizing the design of the pavement rehabilitation and complete street improvements to Third Street in San Rafael and Sir Francis Drake Boulevard in San Anselmo. Rich will lead the pavement evaluation, establish budget, and prepare final plans for rehabilitation.



Mike Vidra, PE, QSD/QSP will be our project engineer for the Tenant Avenue projects (SS1501 and RO1902). Since 2010, Mike has worked with the City of Hercules in developing the Path to Transit as well as other infrastructure projects. He has extensive experience collaborating with the Union Pacific Railroad and CPUC securing GO88B approval for the Cutting Boulevard improvements in Richmond. Mike will complete the planning, permitting and final plans for both the pavement rehabilitation and the pedestrian safety improvements.

ORGANIZATION AND APPROACH



Julia Harberson, PE, QSD/QSP will be our project engineer for the Parking Lot Design (FA1901). Julia specializes in site design that integrates storm water quality improvements. She recently completed a retrofit to a parking facility in Daly City that integrated a pervious pavement solution to meet C.3 standards. In addition, Julia recently completed the support of the El Portal Drive Class IV facility in San Pablo. She will lead the planning, building department approval, and final design for the parking facility.



Josh Woelbing, PLS, sUAS RP will be our project surveyor. Josh uses both traditional, scanning, and drone techniques to acquire topographic data for street improvement projects. He is especially well versed in protection of survey monuments consistent with State law. Josh is currently supporting several initiatives in Richmond including the Wellness Trail and Ferry to Bridge complete streets projects.

CSW|ST2 can perform the majority of the services with our own team. However, we are partnering with Vallier Design Group who is a Disadvantage Business Enterprise (DBE) in order to provide landscape design, visualization, and outreach support services.



Marcia Vallier, ASLA is the president of Vallier Design Associates (VDA) based in Richmond. Marcia will provide support for landscape design and irrigation as well outreach support services. CSW|ST2 has collaborated with Marcia's firm for more than 15 years and has successfully delivered the Nevin Avenue Streetscape, El Portal Drive Cycletrack, and several parks in the City of Richmond.

- A material's testing firm to complete pavement deflection testing and soil sampling to support recommendation for pavement rehabilitation.
- A biologist and cultural resources specialists to prepare studies to support CEQA/NEPA findings.



REFERENCES

City of Richmond

Dane Rodgers, PE
450 Civic Center Plaza
510.6376.2492
dane_rodgers@ci.richmond.ca.us

Relationship:

CSW|ST2 has supported Dane Rodgers on the Richmond Wellness Trail, fiber optic interconnect, and Cutting Boulevard safety improvements.

City of Hercules

Mike Roberts, PE
Public Works Director/City Engineer
111 Civic Center
Hercules, CA 94547
510.799.8241
mikeroberts@ci.hercules.ca.us

Relationship:

CSW|ST2 has supported the City of Hercules on the Path to Transit, pavement rehabilitation, and various infrastructure design tasks.

City of San Pablo

Ronalyn Nonato
Associate Engineer
13831 San Pablo Avenue
San Pablo, CA 94806
510.992.3040
ronalynn@sanpabloca.gov

Relationship:

CSW|ST2 has supported the City for the El Portal Class IV facility.

City of San Rafael

April Miller, PE
Senior Civil Engineer
111 Morpew Street
San Rafael, CA 94901
415.485.3409
april.miller@cityofsanrafael.org

Relationship:

CSW|ST2 has supported April Miller on the Third Street rehabilitation project.

PROJECT MANAGEMENT

APPROACH TO PROJECT MANAGEMENT AND RESOURCE ALLOCATION

Our team is structured to provide efficiency and consistency while being flexible enough to deliver projects of various sizes according to the necessary schedule. Our staff is organized into teams who specialize in specific project types. The team is led by a Project Manager who is your primary point of contact and is responsible for managing the design team, schedule, and budget. As the Project Manager and team members are not re-assigned for each engagement synergies develop allowing for a highly efficient process.

TEAM AVAILABILITY

Our core project team assigned to the City of Pinole currently has the following project assignments:

Project	Client	Phase	Weekly Resources	Completion
Wellness Trail (Richmond On-Call Support)	Richmond	Final Design	20%	December 2020
Tunitas Creek Beach Park	San Mateo County	Planning	10%	November 2021
Brookside Sidewalk Gap Closure	San Anselmo	90% PSE	20%	December 2020
Milvia Street Bikeway	Berkeley	100% PSE	30%	October 2020
Mountain View Pedestrian Bridge	Mountain View	Final Design	10%	August 2020
Niles Canyon Trail	Alameda County	Planning	20%	November 2021
City of Dublin On-Call	Dublin	Design	20%	July 2021
City of Richmond Surveying On-Call Support	Richmond	Mapping	10%	ongoing
Marin County Surveyor On-Call Support	Marin County	Peer review and Map checking	10	September 2021

COST CONTROL

Recent projects managed by CSW|ST2 illustrate our team's ability to manage design budgets. A summary includes:

Project	Budget	Expended	Savings	Status
Lone Tree Point	\$56,00	\$39,000	\$17,000	Complete
Niles Canyon Trail	\$130,000	\$115,000	\$15,000	Complete
Niles Canyon Trail PSR	\$35,000	\$32,000	\$3,000	Complete
Richmond On-Call	\$70,000	\$65,000	\$5,000	Complete

All these projects had unexpected occurrences such as attendance at additional meetings and community outreach events. By proactively managing the design team, we eliminated wasted effort and provided a savings to our clients.

Our team recognizes the importance of designing projects to an established budget. We base our estimates of construction cost on recent bid data. Since our firm bids many projects each month, we have a good understanding of trends in the Bay Area's construction economy. A summary of our recent bid results includes:

Project	Low Bid	Engineer's Estimate	Date
Berkeley Rain Gardens	\$605,000	\$607,000	May 2020
El Portal Drive	\$890,000	\$850,00	April 2020
Bayfront Boulevard	\$89,000	\$96,000	March 2020
Port Pavement Rehabilitation	\$255,00	\$265,000	January 2020
Cove Pump Station	\$1.7 million	\$1.65 million	July 2018
Sir Francis Drake Improvements	\$2.25 million	\$2.21 million	September 2017
West Bay Trail	\$1.6 million	\$1.65 million	August 2017
Hesperian Boulevard	\$9 million	\$8.5 million	July 2017
Freitas Pkwy Complete Streets	\$2.6 million	\$2.5 million	March 2017

CSW | ST 2 ROBERT STEVENS, PE, TE, LEED AP

PRINCIPAL AND PROJECT MANAGER



Robert specializes in developing private and public infrastructure projects delivering more than \$200 million in construction valuation over the last 10 years. Engaged throughout the life of the project, his experience ranges

from conceptual design to detailed engineering culminating in final construction. Robert coordinates the design effort of the team, public agencies, community organizations, and private parties resulting in consensus based solutions delivered on schedule and budget.

STREET ENHANCEMENTS

Richmond Wellness Trail

Ferry to Bridge Bicycle Improvements

West Macdonald Avenue Streetscape

East Macdonald Avenue Streetscape

West Nevin Avenue Streetscape

East Nevin Avenue Streetscape

Richmond Municipal Fiber Optic Network

South Richmond Transportation Connectivity Plan

COMPLETE STREETS EXPERIENCE

Castro Valley Boulevard, Alameda County

Hampton Road, Alameda County

Central and Liberty Streets, El Cerrito

Poplar Street, Half Moon Bay

Miller Avenue, Mill Valley

Contra Costa Boulevard, Pleasant Hill

Path to Transit, Hercules

CLASS I FACILITIES

Tri-Valley Connector, Pleasanton

Niles Canyon Trail, Alameda County

Stanley Boulevard Trail, Pleasanton

Bay Trail, Hercules

PROFESSIONAL HIGHLIGHTS

25+ years of design experience

10+ years of construction management

Specialized experience with:

- Traffic signal and street lighting
- Fiber optic networks
- CA MUTCD
- Complete and Green Street
- State and Federal Funding compliance

EDUCATION

B.S. Civil Engineering, San Jose State University

REGISTRATION

Professional Civil Engineer

-California - No 58660

-Arizona – No 64581

-Oregon – No 92558PE

-Nevada – No 24882

Professional Traffic Engineer

-California - No 2953

PRESENTATIONS

"Designing Complete and Green Streets" Stanford University 2016

CSW | ST 2 RICH SOUZA, PE, QSD/QSP PROJECT ENGINEER



Rich brings over 19 years professional engineering experience including ten years of managing projects for public agencies and for private developers. Rich has managed many projects that involved coordination with multi-

ple stakeholders, gaining approvals from multiple agencies and forming consensus from multiple groups of interest. His experience includes roadway design, multi-use trails design, grading and drainage design, erosion control design, sanitary sewer and septic design, joint trench design, construction management and design team coordination.

STREET AND PATHWAY DESIGN

Manuel T. Freitas Parkway and Las Gallinas Intersection, San Rafael

TAM Junction Pedestrian and Bicyclist Pathway Improvements, Marin County

TAM East Sir Francis Drake Boulevard Widening, Larkspur

Sacramento Street Rain Gardens, Berkeley

Milvia Street Bikeway Improvements, Berkeley

Tennessee Valley/Manzanita Pathway & Pedestrian Bridge, Marin County

Doherty Drive Reconstruction & Multi-use Pathway, Larkspur

Glorietta Boulevard Safety Improvements, Orinda

Wade Thomas Safe Routes to School Project, San Anselmo

Saunders Avenue Improvements, San Anselmo

Ignacio Boulevard/Highway 101 Interchange

Improvements, Novato

Ignacio Blvd. Rehabilitation and Pavement Overlay, Novato

Nave Drive Improvements, Novato

DeLong Avenue Improvements, New Whole Foods Store, Novato

PROFESSIONAL HIGHLIGHTS

19+ years of design experience

Qualified SWPPP Developer/Practitioner

Specialized experience with Sustainable Design

EDUCATION

B. S. Civil & Environmental Engineering, University of California, Davis

REGISTRATION

Professional Civil Engineer

- California - No 67892

QSD/QSP Certificate #01207





Mike has over 13 years of civil engineering and design experience delivering public infrastructure projects throughout the Bay Area. He has designed and worked in all of the nine counties of the Bay Area. He develops a working relationship with

the jurisdictions staff, discusses design considerations with the team and reviews the overall Master Plan with other consultants. Mike sticks with a team from the initial design stage, through approval and into construction. He understands the value in bid estimation/support and value engineering throughout the process. Mike's daily drive and motivation is seeing a project that satisfies the client and the users and he brings a feeling of ownership to his field with every project.

MULTI-MODAL DESIGN

Macdonald Avenue, Richmond: Four phases with a total construction valuation of \$25 million, \$11 million completed to date.

Nevin Avenue, Richmond: Two phases complete with a total construction valuation of \$10 million.

Castro Valley Streetscape, Alameda County:
Total construction value of \$9 million.

Miller Avenue Streetscape, Mill Valley:
Total construction value of \$15 million.

Central Avenue, El Cerrito:
Total construction value of \$1.2 million

Contra Costa Boulevard, Pleasant Hill:
Total construction value of \$7 million.

Hesperian Boulevard Streetscape, Alameda County:
Total construction value of \$30 million

East 14th Streetscape, Alameda County: Project Study Report and preparation of PSE at several key intersections

MULTI-MODAL PLANNING

Hampton Road, Grove Way, San Miguel, Santa Maria, and Boston Road, Alameda County: Responsible for the planning and detailed design to transform d residential corridors into complete streets supporting pedestrian, bicycle, and transit use.

Path to Transit, Hercules: Responsible for the planning, design, and implementation of new streets, bridge, utility systems, and restoration of Refugio Creek facilitating the development of a regional intermodal facility.

Plaza and Del Norte BART Stations: Pedestrian and bicycle improvements as well as placemaking at two BART station in El Cerrito.

Marin Avenue Bicycle Lanes, Albany: Planning and final engineering to construction Class II bicycle lanes with buffers and widened sidewalks

EDUCATION

B.S. Civil Engineering, California State University, Chico

REGISTRATION

Professional Civil Engineer
California - No 76690

LEED Accredited Professional

Qualified SWPPP Developer/Practitioner #23319

Transportation Identification Worker Identification Credential

CSW | ST 2 JULIA HARBERSON, PE, LEED AP, QSD/QSP

PROJECT ENGINEER



Julia is a registered civil engineer and project manager with over 13 years of experience in civil design and construction. She works on a wide variety of projects and her duties include hydrology and

hydraulic analysis, stormwater quality and quantity control, erosion and sediment control, water systems design, sewer systems design, grading and drainage design and sustainable design. She is proficient in AutoCAD, Hydraflow Storm Sewer, XPSWMM, HEC-RAS, HEC-HMS and several other design software programs. Julia is a registered Civil Engineer, a Qualified Storm Water Pollution Prevention Plan (SWPPP) Developer (QSD/QSP), and a LEED® Accredited Professional currently working on several LEED® projects.

TRAILS, BIKE, PEDESTRIAN INFRASTRUCTURE

Crockett Hills Regional Park Staging Area
Feasibility Study, Contra Costa County

Wellness Trail Planning and Final Design, Richmond

Ferry to Bridge Planning, Richmond

680 Trail Project, Marin County

El Portal Class IV Bikeway, San Pablo

Big Rock Ranch Trails and Erosion Protection, San Rafael

PEDESTRIAN BRIDGES

Tennessee Valley Road Multi-Use Trail, Mill Valley

Permanente Creek Pedestrian Bridge, Mountain View

Half Moon Bay Coastal Trail Pedestrian Bridge, San Mateo County

INFRASTRUCTURE DESIGN

Blithedale Avenue Complete Street Study, Mill Valley

Francisco Boulevard Improvements, San Rafael

Northgate Walk, San Rafael

Doherty Drive Complete Streets, Larkspur

Main Street Enhancement, Tiburon

Water Street Complete Street, Petaluma

Fairgrounds Water Quality Improvements, Vallejo

HYDROLOGY/HYDRAULIC STUDIES

UCSF Mission Bay Hospital – 4th Street Closure
Hydrology & Hydraulic Study, San Francisco

Pastori Storm Drain Outfall Hydrology and Hydraulic
Analysis, Town of Fairfax

Solano Community College District Master Plan
Stormwater Review Report, Fairfield Campus, Fairfield

Solano Community College District Master Plan
Stormwater Review Report, Vacaville Campus,
Vacaville

Solano Community College District Master Plan
Stormwater Review Report, Vallejo Campus, Vallejo

Ukiah Courthouse Hydrology Study, Ukiah

Roblar Road Quarry Reclamation Plan, Petaluma

PROFESSIONAL HIGHLIGHTS

13+ years of design experience

Specialized experience with:
Hydrology/hydraulics Green Design

EDUCATION

B.S. Civil Engineering, University of Portland

REGISTRATION

Professional Civil Engineer
California - No 76626

QSD/QSP Certificate #00352

LEED® Accredited Professional



CSW | ST 2 JOSH WOELBING, PLS, sUAS RP LAND SURVEYING



Josh has more than 18 years of experience providing surveying services for residential and commercial developers, local and national corporations, and municipal, state, and federal agencies. He currently

manages and coordinates surveying engagements for all CSW|ST2 projects and works with collected field data to produce topography, boundary resolution, and various mapping products, such as Records of Survey, Parcel Maps, corner records, and legal descriptions. As a licensed sUAS Remote pilot, Josh also specializes in photogrammetry and aerial mapping.

SELECTED PROJECT EXPERIENCE

City of Richmond On-Call, Richmond
 City of Richmond Landscape On-Call, Richmond
 County of Marin On-Call Surveying Support, Marin
 Marin County Flood Control On-Call Support, Marin
 City of Dublin On-Call Support, Dublin
 Marina Way ALTA Survey, Richmond
 Southpoint Development ALTA Survey, Petaluma
 Hotel Trio and Citrine Apartments ALTA Survey, Healdsburg
 Deer Creek Village ALTA Survey, Petaluma
 Parr Boulevard ALTA Survey, Richmond
 Santa Rosa Junior College Geothermal Topographic Survey, Santa Rosa
 Tamalpais High School and Redwood High School Athletic Field Topographic Surveys, Mill Valley and Larkspur
 Foothill College Soccer Field Topographic Survey, Los Altos
 Martin Luther King Jr. Park Phase 2 Topographic

Survey, Sausalito

Marin County Flood Control On-Call & Water Conservation District On-Call Surveying Services, Marin County

San Quentin Pump Station Record of Survey, San Rafael

SMART Real Estate Support Services, Landing Way Easements, Petaluma

PROFESSIONAL HIGHLIGHTS

18+ years of surveying experience

EDUCATION

Certificate - Land Surveying & Civil Engineering Program, Santa Rosa Junior College

California Land Surveyors Association Professional Development Program - Certified 2017-2018

REGISTRATION

Professional Land Surveyor
 California P.L.S. #9387
 sUAS Remote Pilot License
 Certificate #4117625

AFFILIATIONS

California Land Surveyors Association (CSLA), Marin Chapter - Secretary
 Board of Professional Engineers & Land Surveyors (BPELS) 2017-2018 PLS Exam Development Committee Member



MARCIA VALLIER, ASLA, LEED AP

LANDSCAPE ARCHITECT

Marcia has over 30 years of professional experience in the fields of landscape architecture, urban design and planning. Her areas of concentration include master planning and design guidelines, site design, community facilitation, construction documentation, project planning and management, all on a multitude of scales. Marcia's strength lies in her ability to understand the design of whole systems and to coordinate design decisions in all areas, from planting design to site details such as fixtures and colors.

Marcia has experience with streetscape design and improvements, parking lot renovations, developing visual design guidelines and providing effective community outreach and facilitation. She has worked with transportation authorities such as Caltrans, the Solano Transportation Authority, the Contra Costa Transportation Authority and the Metropolitan Transportation Authority. Marcia will provide leadership in public outreach and facilitation, as well as serving as an advisor to the city about existing facility conditions related to walking, biking, transit access and landscape.

STREETSCAPES URBAN PLANNING AND DESIGN

City of Richmond "Yellow Brick Road" Safe Routes to School Project, Richmond

Cutting Boulevard Landscape Renovation, Richmond

Marina Streets Landscape and Master Plan, Richmond

Nevin Avenue Pedestrian Improvement Project, Richmond

Carlson Boulevard Bay Friendly Streetscape, Richmond

I-80 Revegetation Project East Richmond Heights Neighborhood, Richmond

Chevron/General Chemical Castro Street Frontage Landscaping, Richmond

Richmond City Center Facade Improvement Project, Richmond

Richmond City Identity and Wayfinding Guidelines, Richmond

City of Richmond Public Art Master Plan, Richmond

PUBLIC OUTREACH AND FACILITATION

WCCTAC High Capacity Transit Study, West Contra Costa County

Richmond Parkway Design Guidelines, Richmond

Nevin Avenue Pedestrian Improvement Project, Richmond

Richmond-Ohlone Greenway Gap Closure Public Outreach, Richmond

Cutting Boulevard Streetscape Improvement Project, Richmond

Central Macdonald Avenue Streetscape Improvement Project, Richmond

EDUCATION

M.L.A. Urban Design, UC Berkeley

B.S. Landscape Architecture, Colorado State University

REGISTRATION

Registered Landscape Architect

-California #3293

-Oregon #746

UNDERSTANDING

The City of Pinole is embarking on an aggressive series of infrastructure projects that improve arterial pavement, provide parking, and enhance pedestrian safety. The \$3+ million in projects are funded by local, State, and Federal sources. Completing these projects in a coordinated effort will result in cost savings in the planning effort due to combining the project management effort. Furthermore, even though these projects will be bid as separate contracts, if they can be sequenced together, economies of scale should result offering reduced construction costs. We saw this in our work in Hercules when Path to Transit, Willow Road, and Refugio Valley Road were all constructed by OC Jones through three separate contracts.

For the pavement rehabilitation projects, our team plans to focus on the following elements.

PAVEMENT In our work rehabilitating the pavement along major corridors including Miller Avenue in Mill

Valley and Willow Road in Hercules, we have implemented various strategies including mill and fill with fabrics, cold in place recycling, and full depth reclamation. Our approach for the City of Pinole will involve identifying the most cost efficient as well as acceptable approach to residents and businesses to rehabilitate the corridor.

CURB RAMPS Many of the existing curb ramps within the area to receive the pavement rehabilitation are not compliant with current standards. As the Federal Highway Administration and the Department of Justice require upgrades during rehabilitation, we will include these into the project's scope.

CROSS SLOPE AT CROSSWALKS State of California Department of Transportation in Design Information Bulletin (DIB) 82-06 dated November 16, 2017 recommends that agency's attempt to maintain a 5%



Along Third Street, we are elevating the intersections to reduce the roadway's cross slope to meet ADA criteria.



In Richmond, the CPUC allowed a crossing with only signage. However, there is additional funding being processed to install gates through the Section 130 program. We offer to support the City in securing additional funding for the Tennent Avenue crossing.

UNDERSTANDING

running slope along the pedestrians' path of travel when rehabilitating pavement. On Third Street in San Rafael, we have developed a design to create flush transitions at the curb ramps to meet the criteria. This approach simplifies curb ramps and reduces overall construction cost. The cross slopes along San Pablo and other roadways do not appear to be as severe, but if the City seeks to comply with DIB 82-06, our team will survey the crossings to develop a strategy.

The project along Tenant Avenue not only improves damaged pavement, but provides a pedestrian crossing of the Union Pacific Railroad linking the Bay Trail and Bayfront Park. Revisions to existing at-grade crossings must be completed in accordance with the California Public Utilities Commission (CPUC) General Order (GO) 88B process, which requires concurrence with the Union Pacific Railroad. This crossing is heavily used by both freight and commuter Capital Corridor traffic, trains travel at high rates of speed. We have processed approval for this segment of railway in both Hercules and Richmond. In the current configuration, the grade crossing panel are 40 feet so there should be adequate room to provide traffic and pedestrian facilities. Placing the pedestrian facility on the north side of crossing will be protected by gates. While a pedestrian gate may not technically be necessary for the crossing on the west side, it will likely be recommended by the CPUC. As funding for the gate does

not appear to be in the cost estimate, we advise seeking funding from the State's Section 130 program.

The new municipal parking lot at the former Fowler House will serve the Senior Center as well as commercial uses in Old Town Pinole. The design should maximize parking and provide landscaping as well as hard-scape design that make it inviting. IN addition, the design should incorporate storm water quality provisions as well as lighting and electric vehicle charging stations consistent with the California Building Code. Our team has extensive experience developing civic parking lots from our experience in Castro Valley, Richmond, and Danville.

The new pedestrian high intensity activated crosswalk at Marlesta Road will enhance safety for folks seeks to crossing the busy Appian Way. To provide adequate room for the pole foundations and create accessible pedestrian ramps as well as improve pedestrian safety, the project will need to bulb-out the curb returns. As this will consume area of the bicycle lanes, the project may need to reduce lane widths and re-stripe the Appian Way north and south of Marlesta Road.

Most importantly, our team recognizes the incredible asset these funds represent to preserving Pinole's transportation assets and we are prepared to immediately mobilize to develop the design.

SCOPE OF WORK

TASK 1: PRELIMINARY ENGINEERING

OBJECTIVE: *In this initial phase, our team will complete technical studies to define the scope of work for the pavement rehabilitation plan, multimodal enhancements, and traffic signal within the City's budget allowance.*

1.1 PROJECT KICKOFF Our team will meet with City staff to review the project goals related to traffic management and multimodal enhancement. During the meeting, we will review our cost estimate for the project to confirm that the scope of work is within the City's budget allowance. If not, we will discuss methods to prioritize the improvements.

1.2 DATA COLLECTION AND FIELD REVIEW Our team will collect as-built utility records as well as previous information related to overlays along the roadways. We will visit the streets to evaluate the areas of pavement distress, cross slope, traffic signal configuration, inventory signs, trees that require trimming to facilitate construction, and identify curb ramps that do not meet current standards.

1.3 EXISTING CONDITIONS MAPPING We will assemble existing conditions data in a two phased approach. In the first phase, we will use LIDAR and aerial photographic data for planning. In the second phase, we will complete detailed topography for those project that alter surface conditions. The following summarizes our tasks:

A. Property Boundary and Record Monuments: Our team develop the right of way based upon the Contra Costa County's standards. If the project does not expand upon the existing project area such as the back of walk, our team will not complete a boundary survey. For up to twenty locations, where the project may expand beyond this location to install curb ramps, we will research property data,

complete a boundary resolution and file a Record of Survey.

B. Monument Preservation: We will locate and preserve record monuments in accordance with the Business & Professions Code §8771; Streets & Highways §732 & §732.5, §1492.5, §1810.5; and Penal Code §605. We will locate these monuments and develop special provisions requiring the contractor to file a pre-construction corner record with Contra Costa County showing three reference control points that are tied to the monument.

C. Survey: Our team will collect topography, which generally will include back of curb, face of curb, street centerline, and surface utilities specifically within the limits of sidewalk gap closures and new curb ramps. We will depict drainage patterns with spot elevations and contour data at 1-foot intervals.

D. Utilities: We will collect as-built records of utilities and measure the location of surface appurtenances. For projects that involved full depth reclamation, we will retain a utility locator to complete a ground penetrating radar survey.

E. Prepare Base Map: CSW|ST will develop a detailed base map integrating topography, boundary, and utility information.

1.4 TRAFFIC INDEX Assuming the pavement rehabilitation method will not be determined by reflective cracking criteria, we will establish a Traffic Index for use in supporting the pavement design. We will use existing traffic data to develop the index.

1.5 PAVEMENT ASSESSMENT We will perform deflection testing and analysis consistent with California Test Method 356 and the California Highway Design

SCOPE OF WORK

Manual Chapter 630, topic 635 at 200-foot maximum intervals in each travel lane. At 500-foot maximum intervals, we will core the pavement to determine the existing thickness as well as determine if concrete is present. At specific locations, we will quantify and qualify the engineering properties of the subgrade soils include completing R-Value testing. This will include two samples within the future parking area. We will prepare a report that summarizes the findings and recommendations to repair the pavement.

1.6 DESIGN REFINEMENT (30%) Based upon the data collected we will prepare documents that include the following:

A. For the pavement rehabilitation projects (RO1801, SS1501, and RO2101) we will provide the following plans:

- An approach to re-pave the roadway that is within the budget allowance and is consistent with current oil prices.
- Approach to close sidewalk gaps.
- A conceptual approach to phasing construction to limit impact to the business community and residents.
- An approach to upgrade curb ramps to current accessibility standards. This approach may

include bulb-outs.

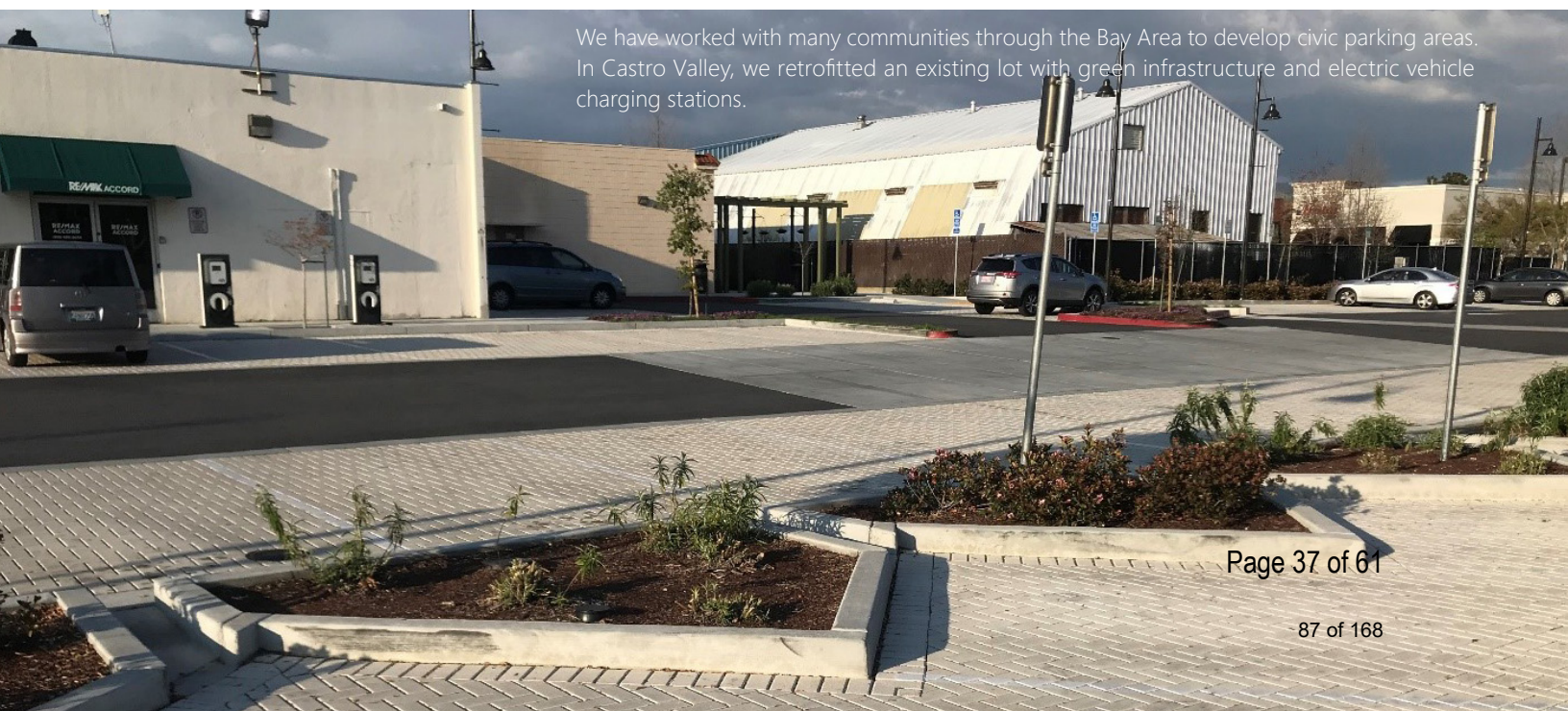
- We will provide a layout plan and estimated cost for these improvements.

B. For the parking lot project (FA 1901) will include the following plans:

- A layout plan that maximizes stall and provide adequate ADA spaces.
- A planting plan that meets tree coverage requirements.
- A conceptual approach to storm water quality.
- A photometric plan for parking lot lighting.
- Development of project renderings for use in the submittal to Planning.
- A layout, landscape, lighting, and storm water quality control plan as well as a construction cost estimate.

C. For the Tennant Avenue Pedestrian Improvements (RO 1902) we will include the following plans:

- Preparation of the General Order 88B submittal.
- Responses to comment and coordination with the railroad and CPUC.
- A layout, striping, and signage plan as well as a construction cost estimate.



We have worked with many communities through the Bay Area to develop civic parking areas. In Castro Valley, we retrofitted an existing lot with green infrastructure and electric vehicle charging stations.

D. For the HAWK signal plan (RO1714) we will include the following plans:

- Design verification of the suitability of the HAWK signal.
- Application for electrical service.
- Validation of the accessible ramp and public utility conflicts.
- Layout plan and construction cost estimate.

1.7 CONTRACT MANAGEMENT CSW|ST2 will be responsible for overall management of our design team including the following:

A. Project Management: We will manage the design team as well as track progress, schedule, and budget.

B. Quality Control/Assurance: An independent

member of our team will perform an independent quality control review of the team's documents prior to submittal.

C. Meetings: The team will attend four (4) coordination meetings with City staff.

Deliverables

- Existing conditions mapping
- Record survey monuments founds within corridor
- Traffic Index Memorandum and Pavement Rehabilitation report
- 30% design refinement and cost estimate for each of the project categories.

Documents in hardcopy, PDF, and native format in the size and number as required by the City.

TASK 2: STAKEHOLDER AND COMMUNITY COORDINATION

OBJECTIVE: *Our team will coordinate with the respective community group, stakeholders, and agencies involved in approval of the individual projects. This task will refine the concept established in the 30% design allowing for the provision of final bid documents.*

2.1 LOCAL ASSISTANCE For projects receiving federal funds including RO1801, RO1714, and RO1902, our team will provide support as required by the LAPM including completing the following tasks.

A. PES and Field Review Our team will prepare a PES for each project consistent with Local Assistance's requirements based upon the preferred project. We will attend the field reviews meeting to discuss the required technical studies.

B. Right-of-Way Certification CSW|ST2 will complete Local Assistance Form 13-B "Right of Way Certification" for the project documenting that the SMART has temporary and permanent rights-of-way as well as utility clearances to construct the project. We assume this will be a Certification Number 1.

Additionally, while the contractor may need to enter private property to complete the work, it is for the benefit of the private property owner, which can be completed through a standard right of entry process. We will prepare up to ten (10) right of entry documents.

C. NEPA Categorical Exclusion Our team will coordinate with Local Assistance to provide a Categorical Exclusion as an activity listed in 23 CFR 771.117(c), item 22; projects that would take place entirely within the existing operational right-of-way, including features associated with the physical footprint of the transportation facility. To support these findings, our team will complete the following studies:

- **Biological Resources:** As these projects are located within the built environment, we believe the completion of a Natural Environmental Study is not required and standard mitigations are acceptable. However, we have allocated fee for a biologist to complete a data search and field

SCOPE OF WORK

reconnaissance of up to three (3) locations.

- **Cultural Resources:** Similar to the biological resources item, standard mitigations are likely appropriate. However, we have allocated fee for an archeologist to complete a data search of resources within the project area.
- **Contamination** We will complete an assessment of contamination within the project area using the Geotracker website. This will include a narrative implementing standard mitigations.
- **Standard Memoranda:** We will provide the standard memoranda with reference to traffic control, water quality, and construction staging.

D. Request for Authorization We will support staff in assembling the Request for Authorization to Local Assistance for each project including:

- Request for Authorization Form
- PS&E Certification and Checklist
- Field Review Form
- Finance Letter 3-O
- DBE Form
- ROW Certification
- Plans and Specifications

2.2 CEQA CATEGORICAL EXEMPTION Section 21084 of the Public Resources Code (PRC) provides guidelines for projects that have been determined to not have a significant effect on the environment and are therefore determined to be exempt from the provisions of CEQA. The proposed project would likely fall into the first category (Class I) of categorically exempt projects as described in Section 15301, Existing Facilities. We will document the determination for the exempt status in a Notice of Exemption (NOE) accompanied by a supporting memorandum.

2.3 GENERAL ORDER 88B We will complete an appli-

cation, attend the diagnostic meeting, and coordinate with BNSF and the California Public Utilities Commission for modifications to the railroad crossings. This will include submittal and acquisition of encroachment permits for the revisions to the track crossing.

2.4 PUBLIC UTILITIES Once the pavement rehabilitation is complete, there will be a moratorium for future excavation. We will provide notice to the utilities regarding the proposed project followed by a meeting at the City's offices to discuss the project and schedule. We will hold a final coordination meeting at the 90% submittal levels to coordinate relocations.

2.5 PLANNING AND BUILDING The parking lot may require review the City's Planning Commission. We will prepare an illustrative site plan as well as a presentation for public review. With final conditions of approval, we will assemble documents for submittal to the City's Building Department.

2.6 OUTREACH Our team will support the City in presenting the proposed improvements and soliciting input. Due to COVID-19, outreach may need to be virtual. Thus, we would propose developing the following engagement plan.

A. Online Information Our team will prepare documents for use on the City's website that describe the various projects. This will include three general phases: 1) Project Introduction 2) Concept Design 3) Final Design.

B. Meetings Our team will support several in person or online engagement meetings including:

- **City Technical Team** We will support up to four (4) meetings with representatives from Public Works, Police, and Fire to coordinate the proposed elements and final construction phasing.
- **Transit** A meeting to discuss the project with WestCAT.

- **Community** We will organize and host up to four virtual public meetings to discuss various project elements.

2.7 CONTRACT MANAGEMENT CSW|ST2 will complete contract management services as defined in *Task 1.7*. In this task, we anticipate up to two (2) meetings with staff.

Deliverables
• PES, Field Reviews, and Request for Authorizations Packets • Technical memoranda to support environmental

- finding • CEQA exemptions • GO88B application and correspondence • Public utility notifications and coordination • Planning and Building Department Submittals • Meeting agendas, presentations, and minutes • Electronic uploads to the City’s website informing the community of the project’s progress • Outreach meeting presentation, comments, and summary of response to comments • Summary of tasks completed and updated project schedule Documents in hardcopy, PDF, and native format in the size and number as required by the City.

TASK 3: FINAL PLANS

OBJECTIVE: *Our team will prepare construction drawings for use in securing the E76 from Local Assistance, bidding, and construction of the project.*

3.1 PREPARE PS&E DOCUMENTS The team will prepare the following documents at the 60%, 90%, and bid levels:

- A.** For the pavement rehabilitation projects, we will create a set for each project (RO1801, SS1501, and RO2101) including the following plans:
 - Title and Key Map
 - Public Utility Relocation Plan
 - Typical Sections
 - Paving Plan
 - Sidewalk Gap Closure Layout and Grading Plan
 - Signing and Striping Plan
 - Curb Ramp Details
 - Erosion Protection Plans
 - Construction Phasing Plan
 - Construction Details
- B.** For the parking lot project (FA 1901) will include

- the following plans:
- Title and Key Map
 - Typical Sections
 - Layout and Paving Plan
 - Grading and Drainage Plan
 - Storm Water Quality Plan
 - Electrical Plan detailing lighting and electrical vehicle charging stations
 - Planting Plan
 - Irrigation Plan
- C.** For the Tennant Avenue Pedestrian Improvements RO 1902) we will include the following plans:
- Title and Key Map
 - Typical Sections
 - Layout and Paving Plan
 - Striping and Signage Plan
 - Railroad Responsibility Plan
 - Erosion Protection Plans
 - Construction Phasing Plan

SCOPE OF WORK

- Construction Details
- D.** For the HAWK signal plan (RO1714) we will include the following plans:
- Title and Key Map
 - Layout and Striping Plan
 - Pole Layout Plan
 - Conductor and Equipment Schedule
 - Erosion Protection Plans
 - Construction Phasing Plan
 - Construction Details

complete contract management services as defined in **Task 1.7.** In this task, we anticipate up to four (4) meetings with staff.

Deliverables
• 60% 90%, and final plans, specifications, estimate, and bid schedule • Final plans, specifications, estimate, and bid schedule • Meeting agendas, presentations, and minutes Documents in hardcopy, PDF, and native format in the size and number as required by the City.

3.2 CONTRACT MANAGEMENT CSW|ST2 will

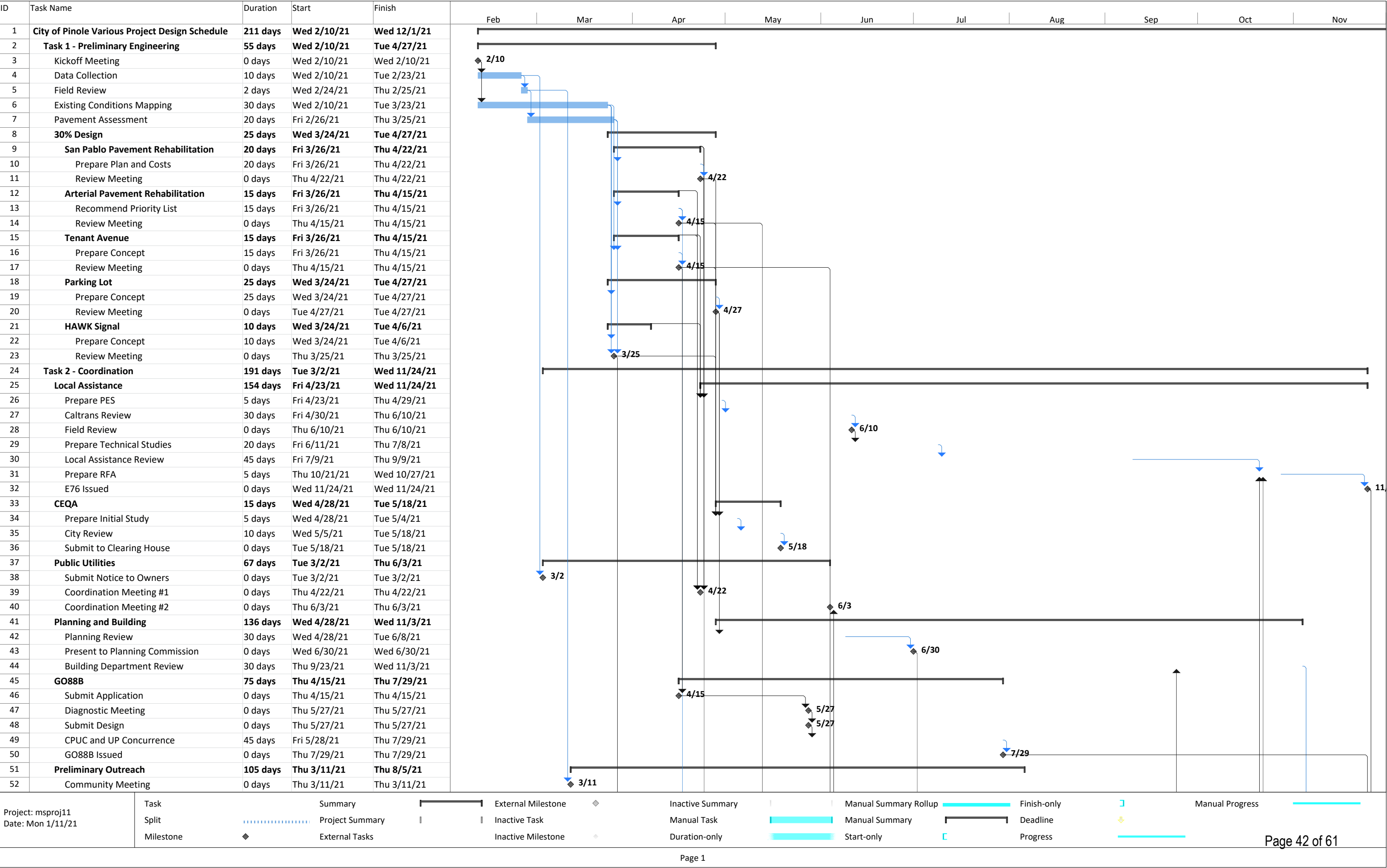
TASK 4: BIDDING AND CONSTRUCTION SUPPORT

4.1 BIDDING SUPPORT Our team will assist during the bidding phase by assisting in outreach, attending the pre-bid meeting, responding to contractor requests for information, and preparing two bid addenda if necessary.

4.2 CONSTRUCTION SUPPORT During construction, the team will review submittals, respond to contractor questions, provide technical guidance, visit the site on four (4) occasions during construction, and prepare a punch list near the completion of construction.

Deliverables
• Preparing bid addenda if necessary • Submittal review • Respond to requests for information during construction • Memorandums summarizing field reports during construction





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DECLARATIVE STATEMENTS

CONFLICT OF INTEREST

Our team is structured to provide efficiency and consistency while being flexible enough to deliver projects of various sizes according to the necessary schedule. Our staff is organized into teams who specialize in specific project types. The team is led by a Project Manager who is your primary point of contact and is responsible for managing the design team, schedule, and budget. As the Project Manager and team members are not re-assigned for each engagement synergies develop allowing for a highly efficient process.

LITIGATION

CSW/Stuber-Stroeh Engineering Group does not have any conflicts of interest that exist with regards to services to be provided under the pursuant contract with the City of Pinole.

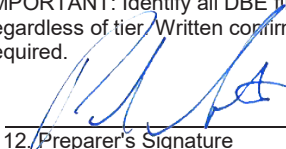
CONTRACT AGREEMENT

CSW/Stuber-Stroeh Engineering Group has reviewed the City's standard form Contract Agreement and accepts it as proposed with no exceptions taken. For accounting and financial management purposes our firm utilizes Deltek software, which is compliant with 48 CFR Part 31 and 2 CFR Part 200.

This proposal shall remain in effect for ninety (90) days following the submittal date (January 11, 2021).

EXHIBIT 10-O1 CONSULTANT PROPOSAL DBE COMMITMENT

1. Local Agency: City of Pinole 2. Contract DBE Goal: 10%
 3. Project Description: Road Rehabilitation and Parking Lot Design
 4. Project Location: Pinole
 5. Consultant's Name: CSW|ST2 6. Prime Certified DBE: ☐

7. Description of Work, Service, or Materials Supplied	8. DBE Certification Number	9. DBE Contact Information	10. DBE %	
Landscape, Irrigation Design, and Outreach	25304	Vallier Design - Marcia Vallier 510-237-7745	14	
Local Agency to Complete this Section		11. TOTAL CLAIMED DBE PARTICIPATION	14 %	
17. Local Agency Contract Number: _____ 18. Federal-Aid Project Number: _____ 19. Proposed Contract Execution Date: _____ Local Agency certifies that all DBE certifications are valid and information on this form is complete and accurate.				
20. Local Agency Representative's Signature _____ 21. Date _____ 22. Local Agency Representative's Name _____ 23. Phone _____ 24. Local Agency Representative's Title _____		IMPORTANT: Identify all DBE firms being claimed for credit, regardless of tier. Written confirmation of each listed DBE is required.  12. Preparer's Signature _____ Robert Stevens 14. Preparer's Name _____ President 16. Preparer's Title _____ 01.11.2021 13. Date _____ 415.533.1864 15. Phone _____		

DISTRIBUTION: Original – Included with consultant's proposal to local agency.

EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☐ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☐ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☐ Prime ☐ Subawardee Tier _____, if known Congressional District, if known _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known _____	
6. Federal Department/Agency: _____	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: _____	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI) _____ (attach Continuation Sheet(s) if necessary)	11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI) _____ (attach Continuation Sheet(s) if necessary)	
12. Amount of Payment (check all that apply) \$ _____ ☐ actual ☐ planned	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other, specify _____	
13. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: nature _____ Value _____		
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: (attach Continuation Sheet(s) if necessary)		
16. Continuation Sheet(s) attached: Yes ☐ No ☒		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature: _____ Print Name: <u>Robert Stevens</u> Title: <u>President</u> Telephone No.: <u>415.533.1864</u> Date: <u>1.11.21</u>		Authorized for Local Reproduction Standard Form - LLL

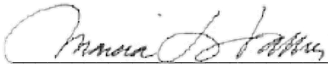
Standard Form LLL Rev. 04-28-06

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EXHIBIT 10-Q DISCLOSURE OF LOBBYING ACTIVITIES

COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT TO 31 U.S.C. 1352

1. Type of Federal Action: ☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☒ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☒ a. initial ☐ b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity ☐ Prime ☒ Subawardee Tier _____, if known Congressional District, if known: California 11th	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Parisi- CSW Design Group 1936 University Ave, Suite 250 Berkeley, CA 94704 Congressional District, if known	
6. Federal Department/Agency: City of San Pablo Public Works Dept.	7. Federal Program Name/Description: CFDA Number, if applicable _____	
8. Federal Action Number, if known: ATPL-5303(017)	9. Award Amount, if known: 11. Individuals Performing Services (including address if different from No. 10) (last name, first name, MI) Vallier, Marcia, D. Strickland, Jeanine Richmond CA, 94807 (attach Continuation Sheet(s) if necessary)	
10. Name and Address of Lobby Entity (If individual, last name, first name, MI) Vallier Design Associates Inc. P.O. Box 70310 Richmond CA, 94807 (attach Continuation Sheet(s) if necessary)	12. Amount of Payment (check all that apply) \$ TBD ☐ actual ☒ planned	
13. Form of Payment (check all that apply): ☒ a. cash ☐ b. in-kind; specify: nature _____ Value _____	14. Type of Payment (check all that apply) ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☒ f. other, specify Fees for services rendered	
15. Brief Description of Services Performed or to be performed and Date(s) of Service, including officer(s), employee(s), or member(s) contacted, for Payment Indicated in Item 12: Landscape Architecture Design (attach Continuation Sheet(s) if necessary)		
16. Continuation Sheet(s) attached: Yes ☐ No ☒		
17. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying reliance was placed by the tier above when his transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		
Signature:  Print Name: Marcia Vallier Title: President Telephone No.: (510) 237-7745 Date: 03/02/2018		Authorized for Local Reproduction Standard Form - LLL

Standard Form LLL Rev. 04-28-06

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EXHIBIT B
COMPENSATION SCHEDULE AND HOURLY FEES

RO1902 - Pedestrian Improvements at Tennent SUMMARY OF LABOR EFFORT COST PROPOSAL Hourly Rate (\$/ hour) (Includes 5% Escalation) CSW ST 2 Fringe Overhead Profit Multiplier Billable Rate (Overhead & Profit) (\$/ hour)	CSW ST2 Project Manager and Engineer							SubTotal Hours	Subtotal Fee
	Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebling Surveyor	Varies Survey Team		
	55.00	73.00	67.31	62.75	37.00	56.25	87.00		
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%		
Task 1 Preliminary Engineering									
1.1 Project Kickoff	1		2					3	\$576
1.2 Data Collection and Field Review			2		2			4	\$633
1.3 Existing Conditions Mapping									
Property Boundary and Record Monuments						10	4	14	\$2,764
Monument Preservation						6	6	12	\$2,609
Survey						2	10	12	\$2,983
Utilities						1	1	2	\$435
Prepare Base Map					8	1		9	\$1,069
1.4 Traffic Index								0	\$0
1.5 Pavement Assessment								0	\$0
1.6 Design Refinement									
Tennant Avenue Pedestrian Improvement			10		30			40	\$5,413
1.7 Project Management									
General Project Management	2							2	\$334
QA/QC	2							2	\$334
Meetings	4		2					6	\$1,077
Task 1 Preliminary Engineering Subtotal:	9	0	16	0	40	20	21	106	\$18,226
Task 2 Stakeholder and Community Coordination									
2.1 Local Assistance									
PES and Field Review								0	\$0
Right of Way Certification								0	\$0
NEPA Categorical Exclusion								0	\$0
Request for Authorization								0	\$0
2.2 CEQA Categorical Exemption								0	\$0
2.3 General Order 88B	4		20					24	\$4,754
2.4 Public Utilities								0	\$0
2.5 Planning and Building								0	\$0
2.6 Outreach									
Online Information	2							2	\$334
City Technical Team								0	\$0
Transit								0	\$0
Community Meetings								0	\$0
2.7 Project Management									
General Project Management	1							1	\$167
QA/QC								0	\$0
Meetings								0	\$0
Task 2 Stakeholder and Community Coordination	7	0	20	0	0	0	0	27	\$5,255
Task 3 Final Plans									
3.1 Prepare 60% Documents									
Tennant Avenue Pedestrian Improvement	4		40		50			94	\$14,457
3.2 Prepare 90% Documents									
Tennant Avenue Pedestrian Improvement	2		20		30			52	\$7,790
3.3 Prepare Final Documents									
Tennant Avenue Pedestrian Improvement			8		20			28	\$3,881
3.4 Project Management									
General Project Management	4							4	\$668
QA/QC	1							1	\$167
Meetings	4		2					6	\$1,077
Task 3 Final Plans Subtotal:	15	0	70	0	100	0	0	185	\$28,040

RO1902 - Pedestrian Improvements at Tennent SUMMARY OF LABOR EFFORT COST PROPOSAL Hourly Rate (\$/ hour) (Includes 5% Escalation) CSW ST2 Billable Rate (Overhead & Profit) (\$/ hour)	CSW ST2 Project Manager and Engineer							SubTotal Hours	Subtotal Fee
	Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebbling Surveyor	Varies Survey Team		
	55.00	73.00	67.31	62.75	37.00	56.25	87.00		
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%		
	10%	10%	10%	10%	10%	10%	10%		
	3.04	3.04	3.04	3.04	3.04	3.04	3.04		
	167	222	204	190	112	171	264		
Task 4 Bidding and Construction Support									
4.1 Bidding Support			2		1			3	\$521
4.2 Construction Support			8		10			18	\$2,758
Task 4 Bidding and Construction Support Subtotal:	0	0	10	0	11	0	0	21	\$3,279
Total Base Labor Expenses:	31	0	116	0	151	20	21	339	\$54,800
Reimbursable Expenses									
Travel and Printing									\$500
Total Reimbursable Expenses:									\$500
Total CSW ST2 Design Fee									\$55,300

CERTIFICATION OF DIRECT COSTS:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

- Generally Accepted Accounting Principles (GAAP)
- Terms and conditions of the contract
- Title 23 United States Code Section 112 - Letting of Contracts
- 48 Code of Federal Regulations Pare 31 - Contact Cost Principles and Procedures
- 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Designee Related Services
- 48 Code of Federal Regulations Par 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costa that are noncompliant with the federal and state requirements are not liable for reimbursement. Local governments are responsible for applying only cognizant agency approved or CALTRANS accepted Indirect Cost Rate(s).

Prime Consultant

Name: Robert Stevens
 Title President

Signature:
 
 Date 1.11.2021

Email: rstevens@cswst2.com
 Phone Number: 415.533.1864

Address: 45 Leveroni Drive Novato CA 94949
 Date of Certification 4.15.20

RO2101 Arterial Rehabilitation SUMMARY OF LABOR EFFORT COST PROPOSAL Hourly Rate (\$/ hour) (Includes 5% Escalation) CSW ST2 Billable Rate (Overhead & Profit) (\$/ hour)		CSW ST2						SubTotal Hours	Subtotal Fee	
		Project Manager and Engineer								
		Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebling Surveyor			Varies Survey Team
		55.00	73.00	67.31	62.75	37.00	56.25			87.00
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%
		175.97%	175.97%	175.97%	175.97%	175.97%	175.97%			175.97%
		10%	10%	10%	10%	10%	10%			10%
		3.04	3.04	3.04	3.04	3.04	3.04			3.04
		167	222	204	190	112	171			264
		Task 1 Preliminary Engineering								
1.1	Project Kickoff		2					2	\$443	
1.2	Data Collection and Field Review		2			2		4	\$668	
1.3	Existing Conditions Mapping									
	Property Boundary and Record Monuments							0	\$0	
	Monument Preservation						2	4	\$870	
	Survey						1	20	\$5,453	
	Utilities						2	2	\$870	
	Prepare Base Map					8	2	10	\$1,240	
1.4	Traffic Index		2					2	\$443	
1.5	Pavement Assessment		2					2	\$443	
1.6	Design Refinement									
	Pavement Rehabilitation		3			8		11	\$1,563	
1.7	Project Management									
	General Project Management	2						2	\$334	
	QA/QC	1						1	\$167	
	Meetings	4	2					6	\$1,111	
Task 1 Preliminary Engineering Subtotal:		7	13	0	0	18	7	24	69	\$13,605
Task 2 Stakeholder and Community Coordination										
2.1	Local Assistance									
	PES and Field Review							0	\$0	
	Right of Way Certification							0	\$0	
	NEPA Categorical Exclusion							0	\$0	
	Request for Authorization							0	\$0	
2.2	CEQA Categorical Exemption							0	\$0	
2.3	General Order 88B							0	\$0	
2.4	Public Utilities	2	4	4	4	8		22	\$3,698	
2.5	Planning and Building							0	\$0	
2.6	Outreach									
	Online Information	4						4	\$668	
	City Technical Team	2	2	2	2			8	\$1,567	
	Transit		2					2	\$443	
	Community Meetings	4						4	\$668	
2.7	Project Management									
	General Project Management	1						1	\$167	
	QA/QC	1						1	\$167	
	Meetings	1						1	\$167	
Task 2 Stakeholder and Community Coordination		15	8	6	6	8	0	0	43	\$7,545
Task 3 Final Plans										
3.1	Prepare 60% Documents									
	Pavement Rehabilitation	2	20			30		52	\$8,136	
3.2	Prepare 90% Documents									
	Pavement Rehabilitation	1	10			20		31	\$4,629	
3.3	Prepare Final Documents									
	Pavement Rehabilitation		10			10		20	\$3,339	
3.4	Project Management									
	General Project Management	8						8	\$1,336	
	QA/QC	2						2	\$334	
	Meetings	4	4					8	\$1,554	
Task 3 Final Plans Subtotal:		17	44	0	0	60	0	0	121	\$19,328

RO2101 Arterial Rehabilitation SUMMARY OF LABOR EFFORT COST PROPOSAL Hourly Rate (\$/ hour) (Includes 5% Escalation) CSW ST 2 Fringe Overhead Profit Multiplier Billable Rate (Overhead & Profit) (\$/ hour)	CSW ST2 Project Manager and Engineer							SubTotal Hours	Subtotal Fee
	Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebeling Surveyor	Varies Survey Team		
	55.00	73.00	67.31	62.75	37.00	56.25	87.00		
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%		
	10%	10%	10%	10%	10%	10%	10%		
	3.04	3.04	3.04	3.04	3.04	3.04	3.04		
Task 4 Bidding and Construction Support									
4.1 Bidding Support		2			2			4	\$668
4.2 Construction Support		8			5			13	\$2,334
Task 4 Bidding and Construction Support Subtotal:	0	10	0	0	7	0	0	17	\$3,002
Total Base Labor Expenses:	39	75	6	6	93	7	24	250	\$43,480
Reimbursable Expenses									
Travel and Printing									\$500
Ground Penetrating Radar Allowance									\$4,500
Pavement Deflection Analysis Allowance									\$10,000
Total Reimbursable Expenses:									\$15,000
Total CSW ST2 Design Fee									\$58,480

CERTIFICATION OF DIRECT COSTS:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Pare 31 - Contact Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Designee Related Services
6. 48 Code of Federal Regulations Par 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costa that are noncompliant with the federal and state requirements are not liable for reimbursement. Local governments are responsible for applying only cognizant agency approved or CALTRANS accepted Indirect Cost Rate(s).

Prime Consultant

Name: Robert Stevens

Signature: 

Email: rstevens@cswst2.com

Address: 45 Leveroni Drive Novato CA 94949

Title President

Date 1.11.2021

Phone Number: 415.533.1864

Date of Certification 4.15.20

FA 1901 Parking Lot Design SUMMARY OF LABOR EFFORT COST PROPOSAL Hourly Rate (\$/ hour) (Includes 5% Escalation) CSW ST2 Multiplier Billable Rate (Overhead & Profit) (\$/ hour)	CSW ST2 Project Manager and Engineer							SubTotal Hours	Subtotal Fee	Vallier Design Group Landscape/ Outreach			SubTotal Hours	Subtotal Fee	Total Hours	Total Fee
	Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebling Surveyor	Varies Survey Team			Marcia Vallier PIC/ PM	Vaires Designer	Varies Irrigation				
	55.00	73.00	67.31	62.75	37.00	56.25	87.00			55.00	30.00	32.00				
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%									
	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%			154.00%	154.00%	154.00%				
	10%	10%	10%	10%	10%	10%	10%			10%	10%	10%				
3.04	3.04	3.04	3.04	3.04	3.04	3.04	2.79	2.79	2.79							
167	222	204	190	112	171	264	154	84	89							
Task 1 Preliminary Engineering																
1.1 Project Kickoff	1			4				5	\$929	4			4	\$615	9	\$1,544
1.2 Data Collection and Field Review				4	2			6	\$987	4	4	4	12	\$1,308	18	\$2,294
1.3 Existing Conditions Mapping																
Property Boundary and Record Monuments						10	4	14	\$2,764				0	\$0	14	\$2,764
Monument Preservation						2	2	4	\$870				0	\$0	4	\$870
Survey						1	20	21	\$5,453				0	\$0	21	\$5,453
Utilities						2	2	4	\$870				0	\$0	4	\$870
Prepare Base Map					10	2		12	\$1,465				0	\$0	12	\$1,465
1.4 Traffic Index								0	\$0				0	\$0	0	\$0
1.5 Pavement Assessment								0	\$0				0	\$0	0	\$0
1.6 Design Refinement																
Parking Lot				20	40			60	\$8,303	20	40		60	\$6,426	120	\$14,729
1.7 Project Management																
General Project Management	4							4	\$668	8			8	\$1,229	12	\$1,897
QA/QC	1							1	\$167				0	\$0	1	\$167
Meetings	2			4				6	\$1,096	8			8	\$1,229	14	\$2,325
Task 1 Preliminary Engineering Subtotal:	8	0	0	32	52	17	28	137	\$23,570	44	44	4	92	\$10,807	229	\$34,377
Task 2 Stakeholder and Community Coordination																
2.1 Local Assistance																
PES and Field Review								0	\$0				0	\$0	0	\$0
Right of Way Certification								0	\$0				0	\$0	0	\$0
NEPA Categorical Exclusion								0	\$0				0	\$0	0	\$0
Request for Authorization								0	\$0				0	\$0	0	\$0
2.2 CEQA Categorical Exemption	2							2	\$334				0	\$0	2	\$334
2.3 General Order 88B								0	\$0				0	\$0	0	\$0
2.4 Public Utilities								0	\$0				0	\$0	0	\$0
2.5 Planning and Building				30				30	\$5,715	22	32	20	74	\$7,851	104	\$13,566
2.6 Outreach																
Online Information	2							2	\$334	32	32		64	\$7,600	66	\$7,934
City Technical Team	1	1	1	1				4	\$783				0	\$0	4	\$783
Transit		1						1	\$222				0	\$0	1	\$222
Community Meetings	2							2	\$334	12	12		24	\$2,850	26	\$3,184
2.7 Project Management																
General Project Management	1							1	\$167	8			8	\$1,229	9	\$1,396
QA/QC								0	\$0				0	\$0	0	\$0
Meetings								0	\$0				0	\$0	0	\$0
Task 2 Stakeholder and Community Coordination	8	2	1	31	0	0	0	42	\$7,888	74	76	20	170	\$19,530	212	\$27,418
Task 3 Final Plans																
3.1 Prepare 60% Documents																Page 52 of 61
Pavement Rehabilitation								0	\$0				0	\$0	0	\$0
Parking Lot	4			80	80			164	\$24,892	30	50	40	120	\$12,377	284	\$37,270

FA 1901 Parking Lot Design		CSW ST2								Vallier Design Group							
		Project Manager and Engineer								Landscape/ Outreach							
SUMMARY OF LABOR EFFORT		Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebling Surveyor	Varies Survey Team	SubTotal Hours	Subtotal Fee	Marcia Vallier PIC/ PM	Vaires Designer	Varies Irrigation	SubTotal Hours	Subtotal Fee	Total Hours	Total Fee
COST PROPOSAL																	
CSW ST2	Hourly Rate (\$/ hour) (Includes 5% Escalation)	55.00	73.00	67.31	62.75	37.00	56.25	87.00			55.00	30.00	32.00				
	Fringe	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%									
	Overhead	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%			154.00%	154.00%	154.00%				
	Profit	10%	10%	10%	10%	10%	10%	10%			10%	10%	10%				
	Multiplier	3.04	3.04	3.04	3.04	3.04	3.04	3.04			2.79	2.79	2.79				
	Billable Rate (Overhead & Profit) (\$/ hour)	167	222	204	190	112	171	264			154	84	89				
3.2 Prepare 90% Documents																	
Pavement Rehabilitation									0	\$0				0	\$0	0	\$0
Parking Lot		2			60	60			122	\$18,502	10	30	30	70	\$6,734	192	\$25,236
3.3 Prepare Final Documents																	
Parking Lot					20	40			60	\$8,303	8	20	20	48	\$4,694	108	\$12,996
3.4 Project Management																	
General Project Management		8							8	\$1,336				0	\$0	8	\$1,336
QA/QC		1							1	\$167				0	\$0	1	\$167
Meetings					4				4	\$762				0	\$0	4	\$762
Task 3 Final Plans Subtotal:		15	0	0	164	180	0	0	359	\$53,962	48	100	90	238	\$23,805	597	\$77,767

FA 1901 Parking Lot Design SUMMARY OF LABOR EFFORT COST PROPOSAL Hourly Rate (\$/ hour) (Includes 5% Escalation) Fringe Overhead Profit Multiplier Billable Rate (Overhead & Profit) (\$/ hour) CSW ST 2	CSW ST2 Project Manager and Engineer							SubTotal Hours	Subtotal Fee	Vallier Design Group Landscape/ Outreach			SubTotal Hours	Subtotal Fee	Total Hours	Total Fee
	Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebling Surveyor	Varies Survey Team			Marcia Vallier PIC/ PM	Vaires Designer	Varies Irrigation				
	55.00	73.00	67.31	62.75	37.00	56.25	87.00									
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%									
	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%			154.00%	154.00%	154.00%				
	10%	10%	10%	10%	10%	10%	10%			10%	10%	10%				
	3.04	3.04	3.04	3.04	3.04	3.04	3.04			2.79	2.79	2.79				
	167	222	204	190	112	171	264			154	84	89				
Task 4 Bidding and Construction Support																
4.1 Bidding Support				4	2			6	\$987	4	8		12	\$1,285	18	\$2,272
4.2 Construction Support				16	10			26	\$4,171	8	8		16	\$1,900	42	\$6,071
Task 4 Bidding and Construction Support Subtotal:	0	0	0	20	12	0	0	32	\$5,158	12	16	0	28	\$3,185	60	\$8,343
Total Base Labor Expenses:	31	2	1	247	244	17	28	570	\$90,578	178	236	114	528	\$57,327	1098	\$147,905
Reimbursable Expenses																
Travel and Printing									\$500				\$250		\$750	
Ground Penetrating Radar Allowance									\$1,000				\$1,000			
Pavement Deflection Analysis Allowance									\$5,000				\$5,000			
Cultural Resources Allowance									\$12,000				\$12,000			
Biological Resources Allowance									\$10,000				\$10,000			
Electrical Design Allowance									\$15,000				\$15,000			
Total Reimbursable Expenses:									\$43,500				\$250		\$43,750	
Total CSW ST2 Design Fee									\$134,078				\$57,577		\$191,655	

CERTIFICATION OF DIRECT COSTS:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Pare 31 - Contact Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Designee Related Services
6. 48 Code of Federal Regulations Par 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costa that are noncompliant with the federal and state requirements are not liable for reimbursement.

Local governments are responsible for applying only cognizant agency approved or CALTRANS accepted Indirect Cost Rate(s).

Prime Consultant

Name: Robert Stevens

Title President

Signature:



Date 1.11.2021

Email: rstevens@csbst2.com

Phone Number: 415.533.1864

Address: 45 Leveroni Drive Novato CA 94949

Date of Certification 4.15.20

SS1501 Tennent Avenue Rehabilitation		CSW ST2						SubTotal Hours	Subtotal Fee	
		Project Manager and Engineer								
		Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebling Surveyor			Varies Survey Team
		SUMMARY OF LABOR EFFORT								
		COST PROPOSAL								
Hourly Rate (\$/ hour) (Includes 5% Escalation)		55.00	73.00	67.31	62.75	37.00	56.25	87.00		
Fringe		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Overhead		175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%		
Profit		10%	10%	10%	10%	10%	10%	10%		
Multiplier		3.04	3.04	3.04	3.04	3.04	3.04	3.04		
Billable Rate (Overhead & Profit) (\$/ hour)		167	222	204	190	112	171	264		
Task 1 Preliminary Engineering										
1.1	Project Kickoff			2					2	\$409
1.2	Data Collection and Field Review			2		1			3	\$521
1.3	Existing Conditions Mapping									
	Property Boundary and Record Monuments								0	\$0
	Monument Preservation						4	4	8	\$1,739
	Survey						2	10	12	\$2,983
	Utilities						2	2	4	\$870
	Prepare Base Map					6	2		8	\$1,015
1.4	Traffic Index								0	\$0
1.5	Pavement Assessment		2						2	\$443
1.6	Design Refinement									
	Pavement Rehabilitation		2			4			6	\$892
1.7	Project Management									
	General Project Management	4							4	\$668
	QA/QC	1							1	\$167
	Meetings	2		2					4	\$743
Task 1 Preliminary Engineering Subtotal:		7	4	6	0	11	10	16	54	\$10,450
Task 2 Stakeholder and Community Coordination										
2.1	Local Assistance									
	PES and Field Review								0	\$0
	Right of Way Certification								0	\$0
	NEPA Categorical Exclusion								0	\$0
	Request for Authorization								0	\$0
2.2	CEQA Categorical Exemption	2							2	\$334
2.3	General Order 88B								0	\$0
2.4	Public Utilities								0	\$0
2.5	Planning and Building								0	\$0
2.6	Outreach									
	Online Information								0	\$0
	City Technical Team	1	1	1	1				4	\$783
	Transit		1						1	\$222
	Community Meetings	2							2	\$334
2.7	Project Management									
	General Project Management								0	\$0
	QA/QC								0	\$0
	Meetings								0	\$0
Task 2 Stakeholder and Community Coordination		5	2	1	1	0	0	0	9	\$1,673
Task 3 Final Plans										
3.1	Prepare 60% Documents									
	Pavement Rehabilitation		10			10			20	\$3,339
3.2	Prepare 90% Documents									
	Pavement Rehabilitation		10			10			20	\$3,339
3.3	Prepare Final Documents									
	Pavement Rehabilitation		5			10			15	\$2,231
3.4	Project Management									
	General Project Management	4							4	\$668
	QA/QC	1							1	\$167
	Meetings			2					2	\$409
Task 3 Final Plans Subtotal:		5	25	2	0	30	0	0	62	\$10,153

SS1501 Tennent Avenue Rehabilitation SUMMARY OF LABOR EFFORT COST PROPOSAL Hourly Rate (\$/ hour) (Includes 5% Escalation) CSW ST 2 Fringe Overhead Profit Multiplier Billable Rate (Overhead & Profit) (\$/ hour)	CSW ST2 Project Manager and Engineer							SubTotal Hours	Subtotal Fee
	Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebeling Surveyor	Varies Survey Team		
	55.00	73.00	67.31	62.75	37.00	56.25	87.00		
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%		
	10%	10%	10%	10%	10%	10%	10%		
	3.04	3.04	3.04	3.04	3.04	3.04	3.04		
Task 4 Bidding and Construction Support									
4.1 Bidding Support			2		1			3	\$521
4.2 Construction Support			8		10			18	\$2,758
Task 4 Bidding and Construction Support Subtotal:	0	0	10	0	11	0	0	21	\$3,279
Total Base Labor Expenses:	17	31	19	1	52	10	16	146	\$25,555
Reimbursable Expenses									
Travel and Printing									\$250
Ground Penetrating Radar Allowance									\$2,000
Pavement Deflection Analysis Allowance									\$10,000
Total Reimbursable Expenses:									\$12,250
Total CSW ST2 Design Fee									\$37,805

CERTIFICATION OF DIRECT COSTS:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
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4. 48 Code of Federal Regulations Pare 31 - Contact Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Designee Related Services
6. 48 Code of Federal Regulations Par 9904 - Cost Accounting Standards Board (when applicable)

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Prime Consultant

Name: Robert Stevens

Signature: 

Email: rstevens@cswst2.com

Address: 45 Leveroni Drive Novato CA 94949

Title President

Date 1.11.2021

Phone Number: 415.533.1864

Date of Certification 4.15.20

HAWK at Appian Way SUMMARY OF LABOR EFFORT COST PROPOSAL Hourly Rate (\$/ hour) (Includes 5% Escalation) CSW ST2		CSW ST2						SubTotal Hours	Subtotal Fee	
		Project Manager and Engineer								
		Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebling Surveyor			Varies Survey Team
Fringe		55.00	73.00	67.31	62.75	37.00	56.25	87.00		
Overhead		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Profit		175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%		
Multiplier		10%	10%	10%	10%	10%	10%	10%		
Billable Rate (Overhead & Profit) (\$/ hour)		3.04	3.04	3.04	3.04	3.04	3.04	3.04		
		167	222	204	190	112	171	264		
Task 1 Preliminary Engineering										
1.1	Project Kickoff	1							1	\$167
1.2	Data Collection and Field Review					1			1	\$112
1.3	Existing Conditions Mapping									
	Property Boundary and Record Monuments								0	\$0
	Monument Preservation								0	\$0
	Survey							5	5	\$1,321
	Utilities						1	1	2	\$435
	Prepare Base Map								0	\$0
1.4	Traffic Index								0	\$0
1.5	Pavement Assessment								0	\$0
1.6	Design Refinement									
	HAWK Signal	16				40			56	\$7,164
1.7	Project Management									
	General Project Management	4							4	\$668
	QA/QC	1							1	\$167
	Meetings	4							4	\$668
Task 1 Preliminary Engineering Subtotal:		26	0	0	0	41	1	6	74	\$10,701
Task 2 Stakeholder and Community Coordination										
2.1	Local Assistance									
	PES and Field Review	2	2						4	\$777
	Right of Way Certification								0	\$0
	NEPA Categorical Exclusion	2	4						6	\$1,220
	Request for Authorization								0	\$0
2.2	CEQA Categorical Exemption	1							1	\$167
2.3	General Order 88B								0	\$0
2.4	Public Utilities								0	\$0
2.5	Planning and Building								0	\$0
2.6	Outreach									
	Online Information								0	\$0
	City Technical Team								0	\$0
	Transit								0	\$0
	Community Meetings								0	\$0
2.7	Project Management									
	General Project Management								0	\$0
	QA/QC								0	\$0
	Meetings								0	\$0
Task 2 Stakeholder and Community Coordination		5	6	0	0	0	0	0	11	\$2,164
Task 3 Final Plans										
3.1	Prepare 60% Documents									
	HAWK Signal	20				40			60	\$7,832
3.2	Prepare 90% Documents									
	HAWK Signal	10				20			30	\$3,916
3.3	Prepare Final Documents									
	HAWK Signal	8				16			24	\$3,133
3.4	Project Management									
	General Project Management	8							8	\$1,336
	QA/QC	1							1	\$167
	Meetings	4							4	\$668
Task 3 Final Plans Subtotal:		51	0	0	0	76	0	0	127	\$17,051

HAWK at Appian Way		CSW ST2						SubTotal Hours	Subtotal Fee	
		Project Manager and Engineer								
SUMMARY OF LABOR EFFORT		Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebling Surveyor	Varies Survey Team		
COST PROPOSAL		55.00	73.00	67.31	62.75	37.00	56.25	87.00		
Hourly Rate (\$/ hour) (Includes 5% Escalation)		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%		
Fringe		175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%		
Overhead		10%	10%	10%	10%	10%	10%	10%		
Profit		3.04	3.04	3.04	3.04	3.04	3.04	3.04		
Multiplier		167	222	204	190	112	171	264		
Billable Rate (Overhead & Profit) (\$/ hour)										
Task 4 Bidding and Construction Support										
4.1	Bidding Support	2							2	\$334
4.2	Construction Support	8							8	\$1,336
Task 4 Bidding and Construction Support Subtotal:		10	0	0	0	0	0	0	10	\$1,670
Total Base Labor Expenses:		92	6	0	0	117	1	6	222	\$31,587
Reimbursable Expenses										
Travel and Printing									\$250	
Ground Penetrating Radar Allowance									\$2,500	
Total Reimbursable Expenses:									\$2,750	
Total CSW ST2 Design Fee									\$34,337	

CERTIFICATION OF DIRECT COSTS:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

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5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Designee Related Services
6. 48 Code of Federal Regulations Par 9904 - Cost Accounting Standards Board (when applicable)

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Prime Consultant

Name: Robert Stevens

Title President

Signature: 

Date 1.11.2021

Email: rstevens@cswst2.com

Phone Number: 415.533.1864

Address: 45 Leveroni Drive Novato CA 94949

Date of Certification 4.15.20

RO1801 San Pablo Avenue Rehabilitation		CSW ST2						SubTotal Hours	Subtotal Fee	Vallier Design Group			SubTotal Hours	Subtotal Fee	Total Hours	Total Fee	
		Project Manager and Engineer								Landscape/ Outreach							
		Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebling Surveyor			Varies Survey Team	Marcia Vallier PIC/ PM	Vaires Designer					Varies Irrigation
		55.00	73.00	67.31	62.75	37.00	56.25			87.00	55.00	30.00					32.00
		0.00%	0.00%	0.00%	0.00%	0.00%	0.00%			0.00%							
		175.97%	175.97%	175.97%	175.97%	175.97%	175.97%			175.97%	154.00%	154.00%					154.00%
		10%	10%	10%	10%	10%	10%			10%	10%	10%					10%
		3.04	3.04	3.04	3.04	3.04	3.04			3.04	2.79	2.79					2.79
		Billable Rate (Overhead & Profit) (\$/ hour)	167	222	204	190	112			171	264	154					84
Task 1 Preliminary Engineering																	
1.1	Project Kickoff	1	2					3	\$610	4			4	\$615	7	\$1,225	
1.2	Data Collection and Field Review		2			2		4	\$668	4	4	4	12	\$1,308	16	\$1,975	
1.3	Existing Conditions Mapping																
	Property Boundary and Record Monuments							0	\$0				0	\$0	0	\$0	
	Monument Preservation							12	\$2,609				0	\$0	12	\$2,609	
	Survey							17	\$4,303				0	\$0	17	\$4,303	
	Utilities							4	\$870				0	\$0	4	\$870	
	Prepare Base Map					8	1	9	\$1,069				0	\$0	9	\$1,069	
1.4	Traffic Index		2					2	\$443				0	\$0	2	\$443	
1.5	Pavement Assessment		4					4	\$886				0	\$0	4	\$886	
1.6	Design Refinement																
	Pavement Rehabilitation		5			4		9	\$1,557				0	\$0	9	\$1,557	
1.7	Project Management																
	General Project Management	4						4	\$668				0	\$0	4	\$668	
	QA/QC	2						2	\$334				0	\$0	2	\$334	
	Meetings	4	2					6	\$1,111				0	\$0	6	\$1,111	
Task 1 Preliminary Engineering Subtotal:		11	17	0	0	14	11	23	76	\$15,129	8	4	4	16	\$1,922	92	\$17,051
Task 2 Stakeholder and Community Coordination																	
2.1	Local Assistance																
	PES and Field Review	2	2					4	\$777				0	\$0	4	\$777	
	Right of Way Certification		4				8	12	\$2,252				0	\$0	12	\$2,252	
	NEPA Categorical Exclusion	2	4					6	\$1,220				0	\$0	6	\$1,220	
	Request for Authorization		4					4	\$886				0	\$0	4	\$886	
2.2	CEQA Categorical Exemption	1						1	\$167				0	\$0	1	\$167	
2.3	General Order 88B							0	\$0				0	\$0	0	\$0	
2.4	Public Utilities	2	4	4	4	8		22	\$3,698				0	\$0	22	\$3,698	
2.5	Planning and Building							0	\$0				0	\$0	0	\$0	
2.6	Outreach																
	Online Information							0	\$0	8	8		16	\$1,900	16	\$1,900	
	City Technical Team							0	\$0				0	\$0	0	\$0	
	Transit							0	\$0				0	\$0	0	\$0	
	Community Meetings							0	\$0	8	8		16	\$1,900	16	\$1,900	
2.7	Project Management																
	General Project Management	1						1	\$167				0	\$0	1	\$167	
	QA/QC	1						1	\$167				0	\$0	1	\$167	
	Meetings	1						1	\$167				0	\$0	1	\$167	
Task 2 Stakeholder and Community Coordination		10	18	4	4	8	8	0	52	\$9,502	16	16	0	32	\$3,800	84	\$13,302
Task 3 Final Plans																	
3.1	Prepare 60% Documents																
	Pavement Rehabilitation	2	30			40		72	\$11,475				0	\$0	72	\$11,475	
3.2	Prepare 90% Documents																
	Pavement Rehabilitation	1	20			20		41	\$6,845				0	\$0	41	\$6,845	
3.3	Prepare Final Documents																
	Pavement Rehabilitation		5			10		15	\$2,231				0	\$0	15	\$2,231	
3.4	Project Management																
	General Project Management	8						8	\$1,336				0	\$0	8	\$1,336	
	QA/QC	2						2	\$334				0	\$0	2	\$334	
	Meetings	4	4					8	\$1,554				0	\$0	8	\$1,554	
Task 3 Final Plans Subtotal:		17	59	0	0	70	0	0	146	\$23,775	0	0	0	0	\$0	146	\$23,775
Task 4 Bidding and Construction Support																	

RO1801 San Pablo Avenue Rehabilitation SUMMARY OF LABOR EFFORT COST PROPOSAL Hourly Rate (\$/ hour) (Includes 5% Escalation)  Billable Rate (Overhead & Profit) (\$/ hour)	CSW ST2 Project Manager and Engineer							SubTotal Hours	Subtotal Fee	Vallier Design Group Landscape/ Outreach			SubTotal Hours	Subtotal Fee	Total Hours	Total Fee
	Robert Stevens PIC/ PM	Rich Souza Project Engineer	Mike Vidra Project Engineer	Julia Harberson Project Engineer	Varies Engineer	Josh Woebbling Surveyor	Varies Survey Team			Marcia Vallier PIC/ PM	Vaires Designer	Varies Irrigation				
	55.00	73.00	67.31	62.75	37.00	56.25	87.00			55.00	30.00	32.00				
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%									
	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%	175.97%			154.00%	154.00%	154.00%				
	10%	10%	10%	10%	10%	10%	10%			10%	10%	10%				
	3.04	3.04	3.04	3.04	3.04	3.04	3.04			2.79	2.79	2.79				
	167	222	204	190	112	171	264			154	84	89				
4.1 Bidding Support		2			2			4	\$668				0	\$0	4	\$668
4.2 Construction Support		8			5			13	\$2,334				0	\$0	13	\$2,334
Task 4 Bidding and Construction Support Subtotal:	0	10	0	0	7	0	0	17	\$3,002	0	0	0	0	\$0	17	\$3,002
Total Base Labor Expenses:	38	104	4	4	99	19	23	291	\$51,409	24	20	4	48	\$5,722	339	\$57,131
Reimbursable Expenses																
Travel and Printing									\$500					\$250		\$750
Ground Penetrating Radar Allowance									\$5,000							\$5,000
Pavement Deflection Analysis Allowance									\$10,000							\$10,000
Total Reimbursable Expenses:									\$15,500					\$250		\$15,750
Total CSW ST2 Design Fee									\$66,909					\$5,972		\$72,881

CERTIFICATION OF DIRECT COSTS:

I, the undersigned, certify to the best of my knowledge and belief that all direct costs identified on the cost proposal(s) in this contract are actual, reasonable, allowable, and allocable to the contract in accordance with the contract terms and the following requirements:

1. Generally Accepted Accounting Principles (GAAP)
2. Terms and conditions of the contract
3. Title 23 United States Code Section 112 - Letting of Contracts
4. 48 Code of Federal Regulations Pare 31 - Contact Cost Principles and Procedures
5. 23 Code of Federal Regulations Part 172 - Procurement, Management, and Administration of Engineering and Designee Related Services
6. 48 Code of Federal Regulations Par 9904 - Cost Accounting Standards Board (when applicable)

All costs must be applied consistently and fairly to all contracts. All documentation of compliance must be retained in the project files and be in compliance with applicable federal and state requirements. Costa that are noncompliant with the federal and state requirements are not liable for reimbursement. Local governments are responsible for applying only cognizant agency approved or CALTRANS accepted Indirect Cost Rate(s).

Prime Consultant

Name: Robert Stevens

Title President

Signature:



Date 1.11.2021

Email: rstevens@cswst2.com

Phone Number: 415.533.1864

Address: 45 Leveroni Drive Novato CA 94949

Date of Certification 4.15.20

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 COUNCIL REPORT

9A

DATE **FEBRUARY 2, 2021**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **ANDREW MURRAY, CITY MANAGER**

**SUBJECT: RECEIVE A PRESENTATION OF THE FINDINGS AND
RECOMMENDATIONS OF THE CITYWIDE ORGANIZATIONAL
ASSESSMENT**

RECOMMENDATION

Staff recommends that the City Council receive a presentation of the findings and recommendations of the citywide organizational assessment performed by the consulting firm Management Partners.

BACKGROUND

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025 (attached). One of the strategies under the goal High Performance Pinole was to conduct a citywide organization review. An organization review, also referred to as an organization scan or organizational assessment, is an analysis of an organization's structure and resource allocation to determine whether it is optimally organized and resourced to effectively and efficiently achieve the City's core functions and top priorities. The Strategic Plan Implementation Action Plan (IAP, attached) envisioned hiring a consulting firm with expertise in organizational assessment to complete this strategy for the City. In August 2020, the City executed a contract with the consulting firm Management Partners (attached) to conduct the organizational assessment.

REVIEW & ANALYSIS

Management Partners facilitated the development of the City of Pinole Strategic Plan 2020 – 2025. The firm has a strong understanding of the City's organizational structure, resource allocation, and priorities. The firm also has deep expertise in organizational assessment.

The firm reviewed City documents related to organizational structure, resources, and priorities, interviewed department heads, and researched peer jurisdictions and best practices. The firm has developed findings and recommendations for an organizational structure that best meets City and community priorities. After presenting its findings and recommendations to the City Council, the firm will provide a final written report to the City, which will be posted on the City's website.

FISCAL IMPACT

There is no direct fiscal impact from receiving the findings and recommendations of the organizational assessment.

Management Partners will recommend some changes to organizational structure that would require the appropriation of additional resources by the City Council in order to implement. The City Council can consider appropriating funds for such purposes as part of the fiscal year (FY) 2021-22 budget development process or some other future City Council meeting.

ATTACHMENTS

- Attachment A: City of Pinole Strategic Plan 2020 – 2025
- Attachment B: City of Pinole Strategic Plan 2020 – 2025 Implementation Action Plan
- Attachment C: Consulting Services Agreement with Management Partners

City of Pinole Strategic Plan 2020 – 2025



Vision
Mission
Goals
Strategies



February
2020



Prepared for the City of Pinole by Management Partners



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Introduction

The City of Pinole Strategic Plan 2020 – 2025 expresses the City's vision, mission, goals, and strategies for the next five years. It was developed through an extensive research and engagement process led by Management Partners, described in detail below, that began in June 2019.

The vision, mission, goals, and strategies are based on the information and perspectives provided by Pinole's community members, appointed officials, staff, and the City Council.

The vision is our aspiration for the future. The mission is the City organization's statement of purpose. The goals are the main objectives that need to be achieved in order to obtain the vision. Each goal contains a list of specific strategies (deliverables). Following City Council approval of the Strategic Plan, staff will develop an implementation action plan to assign responsibility and timelines for completion of the strategies.

The City would like to thank all of the stakeholders that participated in the development of the Strategic Plan, and encourage everyone to remain engaged with the Strategic Plan by monitoring the City's progress and celebrating the results we achieve and deliver together.



City of Pinole Leadership

City Council



Roy Swearingen
Mayor



Norma Martinez-Rubin
Mayor Pro Tem



Pete Murray
Council Member



Vincent Salimi
Council Member



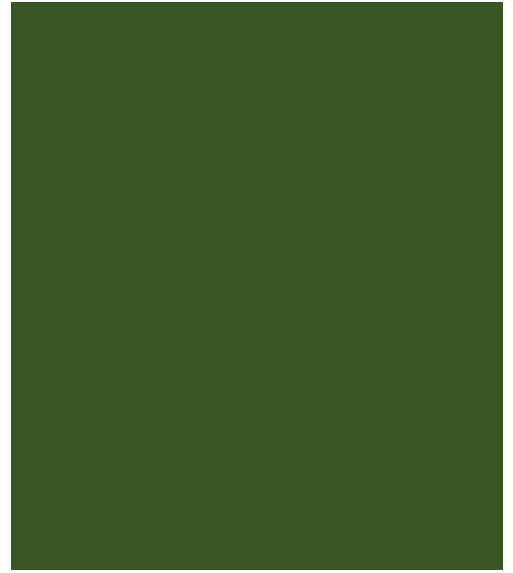
Anthony L. Tave
Council Member

Executive Team

- Andrew Murray, City Manager
- Hector De La Rosa, Assistant City Manager
- Eric Casher, City Attorney
- Neil Gang, Police Chief
- Heather Iopu, City Clerk
- Andrea Miller, Finance Director
- Tamara Miller, Development Services Director / City Engineer
- Chris Wynkoop, Fire Chief



Strategic Plan Process and Themes



BENEFITS OF STRATEGIC PLANNING

The City of Pinole's **Strategic Plan** contains a vision, mission, goals, and strategies. Strategic planning helps a community identify its highest priority interests, articulates a vision of the future, and clearly communicates the City's direction amidst competing demands. Moreover, the plan provides a framework for reporting progress on how the City is achieving its vision through defined goals.

PLAN DESIGN APPROACH

Community Engagement

A public engagement plan was developed to gather input from a cross-section of elected and appointed officials along with community members. In each engagement event, participants were invited to share their aspirations for the community and insights about Pinole's accomplishments, challenges, and opportunities. The public input opportunities that informed the Strategic Plan included the following:

- **City Council Workshop:** On June 27, 2019, the City Council and City Manager participated in a one-day workshop and identified key community priorities as well as their vision for the future.
- **Boards and Commissions Focus Group:** On August 26, 2019, 11 members, representing the City of Pinole Planning Commission, Community Services Commission, and Traffic and Pedestrian Safety Committee, shared their perspectives about strengths, challenges, and opportunities of the City.



- **Community Meetings:** Members of the community were invited to identify community strengths, challenges, and opportunities in four separate meetings. A total of 57 community members attended meetings held at four separate locations across the city and at four different times on September 25 and October 7, 2019.
- **Departmental Questionnaire and Meeting:** Each City department provided responses to a questionnaire that focused on identification of current City projects and future needs. The executive team met on October 30, 2019 to review the engagement results and discuss key community trends in preparation for the Council workshop in January 2020.
- **Strategic Plan Workshop:** The Council held a Strategic Plan workshop on January 25, 2019. The City Council reviewed a summary of all public engagement input and key community trends presented in an environmental scan. Following a review of the information, the Council developed the vision, mission, goals and strategies contained in this document.

Community Engagement Themes

Community members indicated that they value Pinole's strong sense of community, good school system, ethic of citizen involvement, location, open space, and small-town feel. Community members also expressed interest in seeing improvements to the following:

- Consistent communication with community members,
- Community engagement opportunities,
- Emergency preparedness,
- Fiscal stewardship and sustainability,
- Long range capital planning and maintenance of current assets,
- Neighborhood beautification efforts,
- Economic development and downtown redevelopment,
- Regional and legislative partnerships, and
- Employee attraction, retention, and development.

Environmental Scan

The Strategic Plan was also informed by an environmental scan. The scan included a summary of Pinole's demographic and community trends. The scan also provided an overview of recent patterns in housing, public safety, development, transportation, and traffic congestion. The scan included information about the City's current and future financial forecasts. The impacts of climate change were also discussed along with a review of overall community resilience.



Vision



The vision statement is an aspiration for the future.

It is a statement of where the community is going.

“Pinole is a safe, vibrant, and innovative community with small town charm and a high quality of life.”



Mission



A mission is a statement of the purpose of the organization.

It fundamentally defines what the organization stands for and what it will do.

“Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.”



Pinole's Goals

The Strategic Plan contains four goals. The goals, along with their definition statement, are listed below.

Safe and Resilient Pinole	Develop and communicate community resilience through quality public safety service delivery, property maintenance policies and practices, and disciplined investment in community assets.
Financially Stable Pinole	Ensure the financial health and long-term sustainability of the City.
Vibrant and Beautiful Pinole	Facilitate a thriving community through development policies and proactive relationship building.
High Performance Pinole	Build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.



GOAL 1. SAFE AND RESILIENT PINOLE



Develop and communicate community resilience through quality public safety service delivery, property maintenance policies and practices, and disciplined investment in community assets.

STRATEGIES

1. Conduct a citywide asset condition assessment.
2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).
3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.
4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.



GOAL 2. FINANCIALLY STABLE PINOLE



Ensure the financial health and long-term sustainability of the City.

STRATEGIES

1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).
2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)
3. Establish a program to evaluate grant opportunities and capacity.
4. Explore an array of revenue generation opportunities to recover costs.
5. Develop a disciplined approach to funding infrastructure maintenance and improvements.



GOAL 3. VIBRANT AND BEAUTIFUL PINOLE



Facilitate a thriving community through development policies and proactive relationship building.

STRATEGIES

1. Update the General Plan and Three Corridors Specific Plan.
2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.
3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.
4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).
5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.
6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.



GOAL 4. HIGH PERFORMANCE PINOLE



Build an organization culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

STRATEGIES

1. Develop an employee attraction, retention and development plan.
 - a. Analyze the City's classification and compensation system and update as needed.
2. Conduct a citywide organization review to optimize efficiencies.
3. Review citywide implementation of best practices and improve processes.
4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).
5. Develop a public engagement plan.
 - a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate.
 - b. Explore opportunities for meaningful youth participation in city and community life.
 - c. Develop a robust volunteer and internship program.
6. Develop a comprehensive information technology Strategic Plan.
7. Develop an interagency legislative advocacy program.





As described earlier, the Strategic Plan is accompanied by an implementation action plan that sets forth timelines and staff assignments. Progress reports will be provided periodically throughout the year to the City Council. Community members are encouraged to attend City Council meetings to learn more.





PINOLE, CA 94564
(510)724-9826





City of Pinole

Strategic Plan 2020 – 2025

Implementation Action Plan

August 2020

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

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

The Pinole Management Team met on June 24, 2020. The team populated the year one priorities included in this IAP.

The categories within this IAP are:

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

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 1: Safe and Resilient Pinole						
Strategy 1. Conduct a citywide asset condition assessment.	Year 1	- Acquire asset management software - underway - Complete/review inventory of all city assets (facilities, property, equipment, etc.) - Conduct condition assessments - Review results with Executive Team - Distribute condition assessment report to staff - Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Public Works Manager, Senior Project Manager	Yes (funding appropriated for some related expenses, but not all)	- Establish maintenance standards - Report annually on the condition of city assets - Create long-term plan for capital asset management
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	Year 1	- Review the city's emergency preparedness and response plan - Revise/update the plan based on best practices - Attach the condition assessment report to the plan	Fire Chief	Police Chief	Yes (funds in current budget for this project estimated at \$50,000)	- Publish an updated Pinole EOP - Establish tabletop schedule and track drills
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	Year 3	- Assess and document the city's needs for the CERT program - Establish and implement preferred approach (e.g., city operated, volunteer-based, partnership with other agency) - Identify resources that are needed to restore the program (funding, staff, training materials, volunteers, equipment, etc.)	Fire Chief	Police Chief	Yes	- Inventory CERT across the City - Schedule and conduct drills

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	Year 1	- Review the results and recommendations of the 2019 fire service study (planned for September 2020) - Provide City staff recommendations to Council - Identify resources needed to implement top priorities - Develop an implementation action plan for the recommendations - Provide updates to implementation	Fire Chief	City Manager	Yes (resources are available to review the results and recommendations, but no funding has been appropriated to implement any service expansions)	Implementation of Council-approved recommendations

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 2: Financially Stable Pinole						
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	Year 1	• Create project plan to develop LTFP • Prepare 10-year financial forecast • Identify budget and organizational strategies for long-term sustainability • Engage community (education and strategies, service levels) • Engage executive team on developing plan • Based on best practices, include policies for managing the city's reserves and liabilities • Present LTFP to Council for adoption	Finance Director	Potential consultant support Executive Team	Yes	• LTFP adopted by council • Making decisions consistent with plan • Report on annual compliance with financial reserves and liabilities' policies • Ability to live within the forecast • Update plan every two years
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	Year 1	• Collect sample fee schedules from peer agencies • Analyze cost of providing fee-based services (including completing updated overhead cost allocation plan and incorporating that data) • Calculate and document fully burdened in-house service costs for each fee • Review and update, if appropriate, the City's financial policy on fee-based services and cost recovery • Update fees, based on the city's cost-recovery goals • Distribute new fee schedule to staff and upload to the city's website	Finance Director	Executive Team	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	NOTES: Development Services – need nexus study first Recreation, PCTV Fire completed

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

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 3: Vibrant and Beautiful Pinole						
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	Year 1	- Updating the Housing Element in FY 2020 – 2021 - Update the residential housing design guidelines - Recommend changes as needed - Review updates with the executive team - Finalize updates	Development Services Director / City Engineer		Yes (received a grant to fund the Housing Element and residential design guidelines update)	Adopted plan documents
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	Year 4	- Review current process for rehabilitating and re-using undeveloped or underdeveloped properties - Identify and remove process delays and steps that lack value - Update city policies as needed	Development Services Director / City Engineer and Assistant City Manager		Yes	Track redevelopment and reuse timeframes
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	Year 1	- Identify and meet with potential partner housing organizations - Collaborate on developing housing units, both through financial assistance and zoning requirements, consistent with state and regional targets - Work closely with neighborhoods to vet housing proposals and plan to construction to ensure consistency with neighborhood character.	Development Services Director / City Engineer and Assistant City Manager		Yes (staff is available to work on this strategy, but the City has limited financial resources to contribute toward the construction of new housing)	- Track the number of new housing partners - Track the number of housing units created

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	Year 1	- Identify the city's economic development lead staff person - Create project plan to create economic development strategy - Identify the city's economic development goals with City Council and potential subcommittee with key partners (including funding resources that will be needed to achieve each economic development goal and strategy) - Document strategies related to each goal - Specify ways to enhance the city's signage and branding	Assistant City Manager	City Manager, Development Services Director / City Engineer, and Planning Manager	Yes (staff is available to work on this strategy, but no funds have been appropriated for consulting services that might be needed to complete the strategy)	- Track tax dollars - Track square footage of business industry by type
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	Year 2	- Cultivate and actively engage partnerships on bike and ped planning activities - Identify the City's transportation circulation goals and review and update City transportation and circulation plans as needed - Determine how regional partners can assist with improvement - MTC, WCCTAC and WESTCAT - Evaluate the effectiveness of these partnerships - Make adjustments as needed	Development Services Director / City Engineer		Yes	Actively involved with WCCTAC

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	Year 1	- Review the city's code enforcement and property maintenance programs - Develop recommendations including proactive enforcement based on Council priorities - Prioritize the rental property maintenance program and inspection process - Review recommended updates with the executive team - Finalize updates - Communicate updates to staff and the public	Planning Manager	City Attorney	Yes (new FTE approved by Council in FY 2019-2020)	- Track complaints - Track number of blighted properties improved - Develop and track business district condition inventories - Timeframe to open and close a case (determine metric and close cases in a timely fashion)

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 4. High Performance Pinole						
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City’s classification and compensation system and update as needed.	Year 1	• Create project plan to create employee attraction, retention, and development plan • Consider incorporation of succession planning component • Document the city’s goals for employee attraction, retention, and development • Identify strategies to attract and retain talent • Identify what works in departments • Develop key performance indicators to track success • Monitor and report on results • Conduct a citywide classification and compensation study • Identify compensation improvements and prioritize recommendations • Evaluate compensation recommendations against the LTFP	Human Resources Director	Executive Team	Yes	• Workforce satisfaction and productivity

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	Year 1	- Solicit proposals from qualified consultants - Conduct a citywide organizational review - Analyze organizational structure, breadth of City activities, staffing and resource levels, and span of control - Identify opportunities to streamline operations, and optimize efficiency and effectiveness - Distribute results to staff - Prioritize recommendations - Implement changes	City Manager	Consultant	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	Implement recommended changes
Strategy 3. Review citywide implementation of best practices and improve processes.	Year 2	- Establish framework through which all City activities and each department's policies, procedures, and services are reviewed on a recurring basis relative to best practices and improvement opportunities - Identify and prioritize policies and procedures to review and update (dept/citywide)	City Manager	Executive Team	Yes	- Document and track efficiencies - Ongoing – touches all areas (i.e. personnel rules). Share and report on updates as occurs.

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	Year 1	- Define the purpose and goals of a communication plan - Assign staff to create communication plan - Solicit input from key stakeholder groups (internal and external) - Create draft plan and review the plan with city leadership - Adopt the plan - Distribute the plan to city staff	City Manager	Development Services Director / City Engineer's team and an analyst (PD to implement plan to start)	Yes	- Track "good" news stories - Survey the community about their knowledge City information
Strategy 5. Develop a public engagement plan a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	Year 1	- Create project plan to create engagement plan - Review existing tools and engagement practices - Establish a policy adopting public engagement principles - Develop a volunteer and youth engagement approach - Implement engagement across the organization based on the principles	City Manager	City Clerk	Yes	Track number of participants and hours of public engagement annually.

Goal / Strategy	Year to Begin Strategy (Year 1, 2, 3, 4, 5)	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Develop a comprehensive information technology Strategic Plan.	Year 1	- Assess the city's current use of technology - Obtain feedback from city staff about technology needs (through surveys, focus groups, etc.) - List the most critical challenges facing the city, to determine technological priorities - Research possible solutions and associated costs for each priority - Document priorities, solutions (both products to purchase and services to outsource), and costs - Review the technology plan with staff	Assistant City Manager	IT service providers	Yes	Implementation of IT Plan recommendations (Note: Plan will have a 3-5-year timeframe)
Strategy 7. Develop an interagency legislative advocacy program.	Year 2	- Identify the City's legislative policy goals on an annual basis - Work with a lobbyist and implement legislative priorities consistent with the City's interests and Strategic Plan - Monitor results	City Manager		Yes	Track legislation opposed and supported annually.

CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF PINOLE AND MANAGEMENT PARTNERS

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and Management Partners ("Consultant") (together sometimes referred to as the "Parties") as of August 18, 2020 (the "Effective Date") in Pinole, California.

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

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on December 31, 2020, 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 \$27,900, 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 completion, or partial completion, of the tasks listed in Exhibit A.
- 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 A.
- 2.6 Reimbursable Expenses.** Reimbursable expenses include reasonable travel costs, copying, and mailing and 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.

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

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

4.2 Commercial General and Automobile Liability Insurance.

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

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

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or GL 0002 (ed.1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1. 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 insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

4.3 Professional Liability Insurance.

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

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

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.

- 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 years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

- 4.4.1 Acceptability of insurers.** All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.
- 4.4.2 Verification of coverage.** Prior to beginning any work under this Agreement, Consultant shall furnish City with complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.
- 4.4.3 Notice of reduction in or cancellation of coverage.** A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.
- 4.4.4 Additional insured; primary insurance.** A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that the City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

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

- 4.4.5 Deductibles and self-insured retentions.** Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

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

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

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

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

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

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall indemnify, defend with counsel reasonably acceptable to the City, and hold harmless the City and its

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

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

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.
- 6.2 Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder including but not limited to the California Labor Code.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 **Pinole Business License.** Consultant shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to City proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until the City receives proof that Consultant has obtained a City of Pinole business license.
- 7.6 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

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

Section 8. TERMINATION AND MODIFICATION.

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

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

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

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

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

- 8.5 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the

prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City.

- 8.6 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.
- 8.7 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:
- 8.7.1** Immediately terminate the Agreement;
 - 8.7.2** Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
 - 8.7.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
 - 8.7.4** 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 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

[NAME, TITLE]

Consultant's City of Pinole Business
License #: _____

Attest:

City Clerk

Approved as to Form:

Eric S. Casher, City Attorney

EXHIBIT A
SCOPE OF SERVICES



July 28, 2020

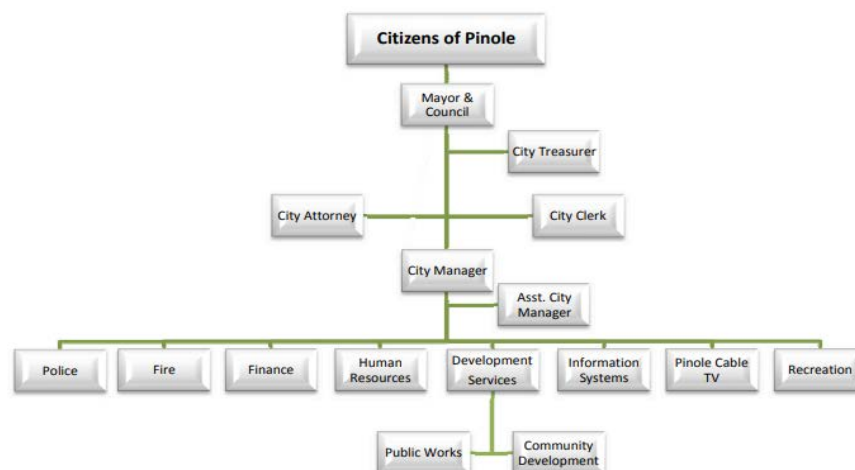
Mr. Andrew Murray
City Manager
City of Pinole
2131 Pear Street
Pinole, CA 94564

Dear Mr. Murray:

Thank you for the opportunity to provide a proposal to conduct a citywide organization scan that will assess Pinole's organization structure and identify ways it can be strengthened to optimally meet the needs of the community. Management Partners has the experience and skills necessary to conduct this study, and our prior work with the City gives us insight into your priorities and the context for carrying out this organization scan.

Understanding of the Engagement

Pinole has recently undertaken or is contemplating significant projects to help the City function more effectively. These include a strategic planning process completed earlier this year facilitated by Management Partners which resulted in a strategic plan for 2020 to 2025. There is also a desire to engage in a high-level, citywide organization review to examine structure, staffing and operations and identify opportunities for improvement. The City's current organization structure is shown below.



Proposed Plan of Work

Based on our experience conducting organization reviews and our understanding of the needs of the City of Pinole, we have prepared the plan of work detailed below. It is amendable to changes, based on your feedback.

Activity 1 – Start Project

We will begin the project by meeting with you, the assigned project manager and other appropriate staff via video conference. During this initial meeting, we will confirm project deliverables and due dates to ensure the project is completed on time and on budget and that our proposed scope of work is aligned with your goals. We understand that the work associated with this scan falls during unusual and uncertain times. Our goal is meet the objectives of this engagement with sensitivity and flexibility that minimizes the impacts on staff and complies with state guidelines associated with the COVID-19 pandemic.

We will have provided a data request prior to this meeting and will review the material collected by staff to identify any other data needs.

Activity 2 – Gather Data

As we begin this activity, we will gather information using the techniques described below.

- **Conduct Individual and Team Interviews.** Management Partners will conduct interviews via video conference with each department head and other key City staff. We will ask questions about expectations, challenges, opportunities, technology, resources, processes, procedures and other factors that will provide a solid picture of the current environment. At the conclusion of the interviews we will summarize common themes for use in our analysis.
- **Review Organization Charts.** We will review existing organization charts for each department as well as the citywide chart to understand current reporting relationships and functional alignment.

Activity 3 – Conduct Analysis

Once we have finished obtaining input and gathering data, we will analyze the results from the interviews and review of documents. We will identify themes and observations about organizational culture, structure, strengths and opportunities for improvement.

We will rely on industry best practices and our professional experience working with numerous similar organizations to evaluate the staffing, span of control and organizational alignment of City functions to develop recommendations for an organizational structure that meets City and community priorities. We will also review the City's existing financial forecast, including key assumptions, to understand the financial position of the City as we develop our observations and recommendations.

Activity 4 – Report Results

We will review the preliminary results with you and others you identify. After obtaining feedback and addressing questions, we will prepare a preliminary memorandum documenting the results of the data collection and analysis. The memorandum will identify themes and observations and provide recommendations for organizing and resourcing the City's functions in a way that will most effectively and efficiently meet the Council's priorities.



After we receive your input to ensure factual accuracy, we will issue a final memorandum. We will coordinate with you to present the results of our analysis to your team and, if desired, to the City Council via a video conference meeting.

Our Experience and Qualifications

The following list shows jurisdictions that we have assisted in the recent past with organization reviews of individual departments and entire organizations. In addition to the references below, our website, managementpartners.com, has information about our past clients, which includes hundreds of jurisdictions in 42 states, and you are welcome to contact any of them about our performance.

- Alameda County, California
- Alameda County StopWaste, California
- Alhambra, California
- Baton Rouge, Louisiana
- Benicia, California
- Beverly Hills, California
- Boulder, Colorado
- Burlingame, California
- Burlington, Vermont
- Chula Vista, California
- Clearwater, Florida
- Dallas, Texas
- Dallas County, Texas
- Dublin, California
- Durham, North Carolina
- Fullerton, California
- Green Township, Ohio
- Grover Beach, California
- Gulf Shores, Alabama
- Half Moon Bay, California
- Hamilton County, Ohio
- Harris County, Texas
- Hayward Area Recreation and Park District, California
- Hebron, Ohio
- Horseheads, New York
- Huntington Beach, California
- Independence, Missouri
- Jefferson County, Colorado
- Josephine County, Oregon
- Las Vegas, Nevada
- Los Altos Hills, California
- Los Angeles, California
- Los Banos, California
- Martinez, California
- Melbourne, Florida
- Metropolitan Transportation Commission, California
- Miami-Dade County, Florida
- Midpeninsula Regional Open Space District, California
- Mission Viejo, California
- Modesto, California
- Moraga, California
- New Bedford, Massachusetts
- New Orleans, Louisiana
- Newport, Rhode Island
- Oakland Park, Florida
- Orange County Employees Retirement System, California
- Oxnard, California
- Pacifica, California
- Palm Beach County, Florida
- Perris, California
- Raleigh, North Carolina
- Riverside, California
- Rolling Hills Estates, California
- Sacramento, California
- San Clemente, California
- San Jose, California
- San Leandro, California
- San Mateo County, California
- Santa Barbara County, California
- Santa Clara County, California
- Santa Clara County Housing Authority, California
- Santa Clara, California
- Santa Clarita, California
- Santa Maria, California
- Sarasota County, Florida
- Scarsdale, New York
- Scotts Valley, California
- Simi Valley, California
- South Gate, California
- South Miami, Florida
- Sacramento Regional County Sanitation District and Sacramento Area Sewer District, California



- Tamarac, Florida
- Truckee, California
- West Cities Police Communications, California
- West Palm Beach, Florida
- Woodland, California

References

Scotts Valley, California ⇒ Citywide Organization Analysis

Management Partners conducted a citywide organization scan. The scan revealed an organization committed to quality customer service and a dedicated workforce, but lacking in systems and technology, professional growth opportunities (particularly at the management level) and consistent management practices. Key recommendations included developing a fiscal sustainability plan to address a significant financial gap, conducting a citywide fee study, stabilizing staffing by filling key vacancies and implementing succession planning strategies, and prioritizing investment in technology.

Contact: Ms. Jenny Haruyama, (former Scotts Valley City Manager)
City Manager, City of Tracy
333 Civic Center Plaza, Tracy, CA 95376
(209) 831-6115
cm@cityoftracy.org

Los Banos, California ⇒ Organization Assessment

Management Partners completed a high-level organization scan of the functional structure, staffing levels, and core services provided by the City of Los Banos. The purpose of the scan was to support the new City Manager in learning about the City's strengths and identify improvement opportunities to benefit citywide operations. The project team interviewed department heads and other key staff, administered a citywide survey, conducted peer research, and reviewed background documents. The scan resulted in 55 recommendations covering a range of topics. Key themes included the need for managers to develop a financial sustainability plan, modernize practices, develop tools that enable effective management practices, plan for succession, and engage in long-term planning.

Contact: Mr. Alex Terrazas, City Manager
520 J Street, Los Banos, CA 93635
(209) 827-7000 x140
alex.terrazas@losbanos.org

Our Team

We have a strong project team that is well qualified to complete this work for Pinole. Nancy Hetrick will serve as project manager and will oversee the substantive work of the project. She will be supported by Christine Butterfield, Dan Keen, Rick Haydon and our analyst staff. Brief qualifications of team members are provided below.

Nancy Hetrick, Vice President, is an experienced project manager and facilitator with expertise in team building, strategic planning, succession planning and recruitment, performance management, organizational and process improvement, and organization design. Nancy worked for San Mateo County in the early 2000s where she helped develop and led the County of San Mateo's Outcome-Based Management program in addition to managing a portfolio of budget and administrative assignments. She has developed curriculum and conducted training on a wide variety of topics and routinely facilitates priority-setting and team building workshops for cities, counties and non-profit boards. Nancy

is certified in the Myers-Briggs Type Indicator, DiSC, and CPI 260 personality assessment instruments and has led team-building using the StrengthsFinder instrument developed by Gallup. Since her return to Management Partners in 2006, Nancy has led projects with local governments across the state. She is active in local government professional associations, including the Municipal Management Association of Northern California (MMANC) where she served as MMANC President and initiated the first Women's Leadership Summit, and Cal-ICMA where is co-chair of the Talent Initiative.

Christine Butterfield, Senior Manager, has worked in local government since 1993 in California, Illinois and Minnesota. Since joining Management Partners, Christine has provided assistance in strategic planning, facilitation, organization reviews and process improvements. She has considerable experience with process improvement and reengineering and has used the LEAN Six Sigma method to make improvements to land use/development entitlement functions. She has a proven ability to lead diverse teams, develop trust and build consensus in a collaborative way. She has held positions of responsibility in organizations with 1,500 employees and a budget of \$500 million (serving a population of 320,000) to communities with only 130 employees (serving fewer than 30,000 people). Christine has served as an assistant city manager and as community development director. The latter involved supervising the code enforcement and economic development processes. In this capacity with the City of Cedar Rapids, Iowa, she headed the City's response to the 2008 flooding disaster, the worst disaster in the history of Iowa and one of the most expensive disasters in the history of the United States. Christine has experience managing all municipal operations as well as intergovernmental relations, strategic planning and labor negotiations. Christine is a frequent speaker at professional conferences and has received numerous awards from professional associations and the federal government agencies. She holds two bachelor's degrees from the University of Minnesota in history and political science, and a master's degree in public policy and administration from the Robert M. La Follette School of Public Affairs at the University of Wisconsin.

Dan Keen, Special Advisor, has more than 35 years of experience in local government, including 25 years in management positions. He was the city manager for the California cities of Vallejo, Concord, Novato, Seaside and La Palma. He also worked in planning and management for the cities of Norwalk and Paramount, California. He provides assistance to government leaders in executive performance evaluation. Following retirement from city government in 2017, Dan has continued to serve the city manager profession as a senior advisor for the League of California Cities and ICMA, a volunteer position providing advice and counsel to city managers along the north coast of California, from Sonoma County to the Oregon border. Dan is a past president of the League of California City Manager's Department and a former board member of the California City Management Foundation (CCMF). He is an ICMA-Credentialed Manager, and was a member of the American Institute of Certified Planners for 30 years. A frequent presenter at conferences and seminars, Dan also continues to volunteer as a facilitator at CCMF's annual seminar for new and future city managers, and serves as a mentor to numerous city managers across California. Dan holds a BA in political science and sociology from UCLA, and Masters' in public administration and planning from USC.

Rick Haydon, Special Advisor, has more than 30 years of municipal government experience, with an emphasis on management and supervision, budgeting, financial analysis, and fund accounting. In late 2018 he was appointed interim city manager for the City of Solvang and served in that capacity until April 2019. Prior to that, in late 2017, he retired as city manager for the City of Santa Maria, having been in that capacity for six years. As manager of Santa Maria, he oversaw a full-service city of more than 100,000 residents, a workforce of over 700 employees and an annual operating budget of \$163 million. Prior to city manager, he was the assistant city manager where he was responsible for the day-to-day

operations of the City and coordinated the budget process. During his tenure with Santa Maria, Rick was responsible for the City winning 21 consecutive California Municipal Finance Officer's (CSMFO) Excellence in Budgeting Awards and 10 consecutive biennial Government Finance Officers Association (GFOA) Distinguished Budget Presentation Awards. Prior to Santa Maria, Rick was the budget and employee relations manager for the City of Dinuba where he was responsible for coordinating, preparing, and compiling the City's annual budget document.

Hours and Cost

Management Partners anticipates devoting 130 hours of our staff time to complete the plan of work described above. The total cost of this project is \$27,900, which includes all fees and expenses. We anticipate the project to be complete within approximately three months, depending on scheduling and receipt of documents. The ultimate test of a quality project is that the client is pleased with the results, and we are committed to achieving that goal.

Conclusion

We look forward to working with you on this important project. Please let me know if we can provide any additional information.

Sincerely,



Julie Mares
Chief Operating Officer

Accepted for the City of Pinole by:

Name: _____

Title: _____

Date: _____





CITY COUNCIL REPORT

10A

DATE **FEBRUARY 2, 2021**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **ANDREW MURRAY, CITY MANAGER**

**SUBJECT: CONSIDER A RESOLUTION APPROPRIATING FUNDING FOR CITY
MEMBERSHIP IN THE LOCAL CHAMBER OF COMMERCE AND
SPONSORSHIP OF A LOCAL VISITOR'S GUIDE**

RECOMMENDATION

Staff recommends that the City Council consider a resolution appropriating funding for City membership in the local chamber of commerce and sponsorship of a local visitor's guide.

BACKGROUND

At its meeting of January 19, 2021, the City Council requested a future Council agenda item on consideration of City membership in the local chamber of commerce and sponsorship of a local visitor's guide.

The chamber of commerce that covers Pinole is the Bayfront Chamber of Commerce ("Bayfront Chamber"). It was established in 2017 and also covers the communities of Hercules and Rodeo. Prior to 2017, each of these three communities had their own chamber of commerce. These were combined to create the Bayfront Chamber. The official mission of the Bayfront Chamber is the following:

The mission of the Bay Front Chamber of Commerce is to lead our communities towards sustainable economic growth, to advocate a pro-businesses climate for our members and to honor our history while embracing the future promise of our shared economic vision.

The City had historically been a member of the former Pinole Chamber of Commerce, and was a member of the Bayfront Chamber in 2017, as a basic member, but has not been a member since then.

A representative of the Bayfront Chamber has approached the City about potentially becoming a member for calendar year 2021. There are three annual membership/sponsorship options: \$500 to be a basic member, \$1,000 to be a "community sponsor," and \$2,500 to be a "community champion."

The Bayfront Chamber does not currently produce its own visitor's guide. It has, however, established a partnership with a private company, San Francisco on the Bay, which

produces visitor's guides, called "Trail Guides," to various bayfront communities, including Alameda, Emeryville, "North Shore," and Richmond. The North Shore On the Bay Trail Guide promotes businesses, events, and activities in Pinole, Hercules, Rodeo, Crockett, and Port Costa. A representative of the Bayfront Chamber has approached the City about potentially becoming a sponsor of the next North Shore Trail Guide, which will be published in 2021. Sponsorship would cost \$1,500.

REVIEW & ANALYSIS

The City has not been very active in the traditional economic development activities of business attraction, retention, and expansion in recent years. The City Council identified the need to expand the City's activities in this area when it created a strategy, as part of the City of Pinole Strategic Plan 2020 – 2025, to "develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding)." City staff are scheduled to begin work on the creation of the economic development plan in the current fiscal year (2020-21). The plan will likely recommend increasing collaboration between the City and the Bayfront Chamber to support local business development. In the meantime, prior to the completion of the plan, it seems sensible for the City to become more involved with the Bayfront Chamber, including through steps such as membership and sponsorship of the visitor's guide. As such, City staff recommends that the City Council consider a resolution, attached, appropriating funding for the City to become a basic member of the Bayfront Chamber and sponsor the Trail Guide.

FISCAL IMPACT

The cost for the City to become a basic member of the Bayfront Chamber for calendar year 2021 would be \$500, and the cost for the City to sponsor the next edition of the North Shore On the Bay Trail Guide would be \$1,500. Funding would be derived from the unassigned General Fund balance.

ATTACHMENTS

Attachment A: Resolution

ATTACHMENT A

RESOLUTION NO. 2021- XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROPRIATING FUNDING FOR CITY MEMBERSHIP IN THE LOCAL CHAMBER OF COMMERCE AND SPONSORSHIP OF A LOCAL VISITOR'S GUIDE

WHEREAS, the chamber of commerce that covers Pinole is the Bayfront Chamber of Commerce ("Bayfront Chamber"), which was established in 2017; and

WHEREAS, the City had historically been a member of the former Pinole Chamber of Commerce, and was a member of the Bayfront Chamber in 2017, but has not been a member since then; and

WEREAS, the City has not been very active in the traditional economic development activities of business attraction, retention, and expansion in recent years; and

WHEREAS, the City Council identified the need to expand the City's activities in this area when it created a strategy, as part of the City of Pinole Strategic Plan 2020 – 2025, to "develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding);" and

WHEREAS, City staff are scheduled to begin work on the creation of the economic development plan in the current fiscal year (2020-21), and the plan will likely recommend increasing collaboration between the City and the Bayfront Chamber to support local business development; and

WHEREAS, in the meantime, prior to the completion of the plan, it seems sensible for the City to become more involved with the Bayfront Chamber, including through steps such as membership and sponsorship of the visitor's guide, the North Shore On the Bay Trail Guide; and

WHEREAS, the cost for the City to become a basic member of the Bayfront Chamber for calendar year 2021 would be \$500, and the cost for the City to sponsor the next edition of the North Shore On the Bay Trail Guide would be \$1,500, which was not included in the FY 2020-21 Budget.

NOW THEREFORE, BE IT RESOLVED that the Pinole City Council appropriates \$500 and \$1,500 from unassigned General Fund balance for 2021 membership in the Bayfront Chamber of Commerce and sponsorship of the North Shore On the Bay Trail Guide, respectively.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 2nd day of February 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

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

Heather Iopu, CMC
City Clerk