



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

PINOLE CITY COUNCIL MEETING AGENDA

**January 16, 2024
5:00 PM**

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

Attend VIA ZOOM TELECONFERENCE – Details provided below

How to Submit Public Comments:

In Person:

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

Via Zoom:

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

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

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

Webinar ID: 893 3500 0272

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

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

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

Written Comments:

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

OTHER WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 26. They are retelecast the following week. The Community TV Channel 26 schedule is published on the city's website at www.ci.pinoles.ca.us.

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

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

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

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

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

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

2. LAND ACKNOWLEDGMENT

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

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

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

4. CONVENE TO A CLOSED SESSION

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

A. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: Greg Ramirez, IEDA Employee organization:
Management Compensation Plan (MCP)

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

6. CITIZENS TO BE HEARD (Public Comments)

Citizens may provide comments to the City Council on any matter not listed as an agenda item on this Council Meeting's Agenda. Citizens may speak for 3 minutes subject to modification by the Mayor.

Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future Council meeting. PLEASE SEE THE COVERSHEET OF THE AGENDA FOR INSTRUCTIONS ON HOW TO SUBMIT PUBLIC COMMENTS

7. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Recognizing Police Officer of the Year
2. Recognizing Jose Hernandez and Norman Montiel-Garay for their Heroism in Stopping a Carjacking in Pinole
3. Recognizing Firefighter of the Year
4. Martin Luther King Jr. Day
5. National Day Of Racial Healing
6. Holocaust Day of Remembrance

B. Presentations

None

8. 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

9. **CONSENT CALENDAR**

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

- A. Approve the Minutes of the Regular City Council Meeting on December 5, 2023.
- B. Receive the December 2, 2023 – January 12, 2024 List of Warrants in the Amount of \$2,622,428.60, the December 8, 2023 Payroll in the amount of \$523,176.33, the December 22, 2023 Payroll in the amount of \$514,089.35, and the January 5, 2024 Payroll in the amount of \$616,892.96.
- C. Adopt A Resolution Approving Side Letter Agreement To The Memorandum Of Understanding Between The City And AFSCME Local 1 To Amend Article II – Recognition And Attachment A – Salary Schedule **Action: Adopt Resolution per Staff Recommendation (Stacy Shell, Charlene Davis)**
- D. Receive The Quarterly Report On Implementation Of The Strategic Plan For Fiscal Year (FY) 2023-24 First Quarter **Action: Receive Report (Neil Gang, Fiona Epps)**
- E. Authorize The City Manager To Execute The Purchase Of Vehicles For Public Works Operations And Maintenance Division At A Total Cost Not To Exceed \$128,000 **Action: Adopt Resolution per Staff Recommendation (Joseph Bingaman, Sanjay Mishra)**
- F. Adopt a Resolution Authorizing the Interim City Manager to Execute a Contract with Client First Technology Consulting through FY23/24 for System Administration Support and Implementation of New Permitting/Licensing System
Action: Adopt a Resolution per Staff Recommendation (Lilly Whalen, Sanjay Mishra)
- G. Award A Contract For Engineering Services For The RO2302 Safety Improvements On Arterial Roadways Project (CIP Project # RO2302) To CSW/Stuber-Stroeh Engineering Group In An Amount Not To Exceed \$37,000 **Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)**
- H. Approve the 2024 Council Committee Assignment List **Action: Adopt Resolution per Staff Recommendation (Heather Bell)**
- I. Adopt a Resolution Amending the On-Call Agreement with M-Group for Fiscal Year 2023-2024 **Action: Adopt Resolution per Staff Recommendation (David Hanham)**

- J. Adopt a Resolution Authorizing Designated City Staff to Accept Disaster-Related Financial Assistance from Federal and State Programs. **Action: Adopt Resolution per Staff Recommendation. (Markisha Guillory)**
- K. Adopt a Resolution to Approve the Successor Agency Recognized Obligation Payment Schedule (ROPS) for Fiscal Year 2024-2025 **Action: Adopt a Resolution per staff recommendation. (Markisha Guillory)**
- L. Adopt a Resolution to accept the Safety Improvements at Tennent Ave/Pear & Plum St (CIP Project # RO2304) as complete and approve filing a Notice of Completion **Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)**

10. PUBLIC HEARINGS

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

- A. Introduce And Waive First Reading Of Ordinance Amending Chapter 17.54 Of The Pinole Municipal Code To Include A Prohibition On Political And Campaign Signs **Action: Introduce and waive first reading of Ordinance. (Eric Casher)**

11. OLD BUSINESS

None

12. NEW BUSINESS

- A. Revised Long-Term Financial Forecast and Results of City Council-Directed Forecast Scenarios **Action: Adopt Resolution per Staff Recommendation (Markisha Guillory)**

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

Open only to members of the public who did not speak under the first Citizens to Be Heard, Agenda Item 6 **Citizens may speak under any item not listed on the Agenda.** The time limit is 3 minutes for City Council items and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.

14. ADJOURNMENT to the Regular City Council Meeting of February 6, 2024 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.

Heather Bell, CMC
City Clerk
POSTED: 4:30 pm



Proclamation

HONORING JEFFREY TEEL AS THE 2023 PINOLE POLICE DEPARTMENT OFFICER OF THE YEAR

WHEREAS, Officer Teel was born in Vacaville. He graduated from Will C. Wood High School in Vacaville and attended Humboldt State University, where he majored and received a Bachelor of Science in Forestry Wildland Fire Management; and

WHEREAS, before coming to the Pinole Police Department, Officer Teel worked for the Elk Mountain Hotshots and deployed throughout the Western United States for wildland fire suppression; and

WHEREAS, Officer Teel was hired by the Pinole Police Department on March 28, 2022, as a Police Trainee; and

WHEREAS, Officer Teel attended and graduated from the Alameda County Sheriff's Office Basic Police Academy on October 7, 2022, with perfect attendance and

WHEREAS, Officer Teel was appointed as Police Officer with the City of Pinole on October 10, 2022; and

WHEREAS, Officer Teel was selected by his peers and supervisors as Officer of the Quarter twice in 2023; and

WHEREAS, Officer Teel is consistently a top performer amongst his peers and has been recognized my members of this community for his community engagement and compassion; and

WHEREAS, Officer Teel's co-workers have previously said, "he represents the police department well," and, "is well received during interactions with the public and respectful regardless of the nature of the contact; and

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

NOW, THEREFORE, I, MAUREEN TOMS, 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 Jeffrey Teel** 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.


MAUREEN TOMS
MAYOR of the City of Pinole



Dated: this 16th day of January 2024



Proclamation

HONORING CAPTAIN JOSH ANDREWS AS THE 2023 CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT FIREFIGHTER OF THE YEAR

WHEREAS, Fire Captain Josh Andrews' actions, attitudes, and behaviors uphold our core values and demonstrate a high level of commitment to the Fire District, its members, and the communities we serve; and

WHEREAS, Fire Captain Josh Andrews has a high level of engagement in our recruitment and hiring processes and enthusiastically represents our District at job fairs and recruitment events; and

WHEREAS, Fire Captain Josh Andrews is engaged in making improvements to our recruiting and testing processes and puts in extra effort to establish relationships with new recruits early on to help reinforce our commitment to them and establish their commitment to join Con Fire; and

WHEREAS, Fire Captain Josh Andrews demonstrates leadership in the station by his work to improve his fire station; and

WHEREAS, Fire Captain Josh Andrews' attention to detail, effective communication, and constructive feedback for subordinates' improvement and professional development all help to maintain high standards and work to ensure the future success of our organization; and

WHEREAS, Fire Captain Josh Andrews has been selected by his peers as the Contra Costa County Fire Protection District 2023 Firefighter of the Year.

NOW, THEREFORE, I, MAUREEN TOMS, 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 Contra Costa Fire Protection District in proffering the most deserved commendation to **Captain Josh Andrews for being selected **Firefighter Of The Year** and encourage all residents to acknowledge and applaud his road to success and his outstanding contributions to our community.**


MAUREEN TOMS
MAYOR of the City of Pinole

Dated: this 16th day of January 2024





Proclamation

HONORING REVERAND DR. MARTIN LUTHER KING JR.

JANUARY 15, 2024

WHEREAS, Dr. King came of age in the South during a time when racial discrimination was the law of the land; and

WHEREAS, Black Americans risked jail time for accessing public accommodations like drinking fountains, parks, restrooms, restaurants, and hotels. Their voting rights were denied by complicated, onerous, and discriminatory rules; and

WHEREAS, Dr. King imagined a different future for America — an America he called the "Beloved Community."; and

WHEREAS, Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union; and

WHEREAS, His bold leadership and prophetic eloquence united people of all backgrounds in a noble quest for freedom and basic civil rights; and

WHEREAS, Dr. King's teachings can continue to guide and inspire us in addressing challenges in our communities; and

WHEREAS, when basic voting rights are under attack in our country and people are being targeted in senseless hate crimes, it's crucial that we carry Dr. King's call to action forward and use our moral authority to stand up for what's right; and

WHEREAS, the King Day of Service is the only federal holiday commemorated as a National Day of Service, and offers an opportunity for Americans to give back to their communities on the holiday and make an ongoing commitment to service throughout the year.

NOW, THEREFORE, I, MAUREEN TOMS, 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 proclaim JANUARY 15, 2024 AS THE MARTIN LUTHER KING, JR., HOLIDAY, and I encourage all Pinole citizens to observe this day with appropriate civic, community, and service programs in honor of Dr. King's life and legacy.


MAUREEN TOMS
MAYOR of the City of Pinole

Dated: this 16th day of January 2024





Proclamation

NATIONAL DAY OF RACIAL HEALING

JANUARY 16, 2024

WHEREAS, the National Day of Racial Healing was Created and hosted by the W.K. Kellogg Foundation in 2017; and

WHEREAS, this special day is an opportunity to bring **ALL** people together in their common humanity and inspire collective action from the effects of racism to create a more just and unbiased world; and

WHEREAS, this annual event builds on the work and learnings of the Truth, Racial Healing and Transformation with which many universities lead the charge; and

WHEREAS, Fundamental to this day is a clear understanding that racial healing is at the core of racial equity. This day is observed every year on the Tuesday following Martin Luther King, Jr. Day; and

WHEREAS, Communities across the country will observe the National Day of Racial Healing in unique and meaningful ways by taking action that supports the National Day of Racial Healing; and

WHEREAS, everyone can bring racial healing into their homes, communities, and institutions; and

WHEREAS, the responsibility belongs to all of us to participate in these honest, powerful, and moving experiences, and pursue this journey together. Through racial healing, we can all forge deep, meaningful relationships, lay the groundwork to transform broken systems, and create a world in which, together, we are a new force for positive change.

NOW, THEREFORE, I, MAUREEN TOMS, 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 proclaim **JANUARY 16, 2024 AS THE NATIONAL DAY OF RACIAL HEALING**, and I encourage all Pinole citizens to observe this day by showing your support for racial healing.



MAUREEN TOMS
MAYOR of the City of Pinole



Dated: this 16th day of January 2024



Proclamation

HOLOCAUST REMEMBRANCE DAY

JANUARY 27, 2024

WHEREAS, Holocaust Remembrance Day - Each year on January 27th, the world remembers one of the most horrific events in modern history; and

WHEREAS, this tragic event is known as the Holocaust. The holocaust occurred during WWII when Nazi Germany killed millions of innocent victims; and

WHEREAS, On Holocaust Day of Remembrance, we remember the six million Jews murdered in the Holocaust; and

WHEREAS, the date marks the anniversary of the liberation of the Nazi Concentration and Extermination Camp of Auschwitz-Birkenau by Soviet troops on 27 January 1945; and

WHEREAS, it was designated by United Nations General Assembly resolution 60/7 on 1 November 2005. The resolution came after a special session was held earlier that year on January 24TH to mark the 60th anniversary of the liberation of the Nazi concentration camps and the end of the Holocaust; and

WHEREAS, in a time of increased antisemitism and Holocaust denial we should be more vigilant in ensuring that people of all ages are educated about these crimes against humanity; and

WHEREAS, we should remain forever vigilant against hatred, persecution, and tyranny.

NOW, THEREFORE, I, MAUREEN TOMS, 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 proclaim **JANUARY 27, 2024, AS HALOCAUST DAY OF REMEMBRANCE**, and I encourage all Pinole citizens to observe this day and pause to remember victims and survivors of the Holocaust.


MAUREEN TOMS
MAYOR of the City of Pinole

Dated: this 16th day of January 2024



**CITY COUNCIL MEETING
MINUTES
December 5, 2023**

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

The City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Murphy called the Regular Meeting of the City Council to order at 5:03 p.m. and led the Pledge of Allegiance.

2. LAND ACKNOWLEDGEMENT

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

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

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

A. COUNCILMEMBERS PRESENT

Devin Murphy, Mayor
Maureen Toms, Mayor Pro Tem
Norma Martinez-Rubin, Council Member
Cameron Sasai, Council Member
Anthony Tave*, Council Member
*Arrived After Roll Call

B. STAFF PRESENT

Neil Gang, Interim City Manager
Heather Bell, City Clerk
Eric Casher, City Attorney
Sanjay Mishra, Public Works Director
Markisha Guillory, Finance Director
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on Thursday, December 1, 2023 at 3:00 p.m. with all legally required written notices. Written comments received in advance of the meeting had been posted online, distributed to staff and the City Council and made available in the Council Chambers for the public.

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

4. CONVENE TO A CLOSED SESSION:

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

A. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: Interim City Manager, Neil Gang; City Attorney, Eric Casher; Human Resources Director, Stacy Shell and Greg Ramirez, IEDA

Employee organization: Pinole Police Employees Association (PPEA) and AFSCME, Local 1

B. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: Greg Ramirez, IEDA

Employee organization: Management Compensation Plan (MCP)

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

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

At 6:19 p.m., Mayor Murphy reconvened the meeting into open session. There was no reportable action from the Closed Session.

6. CITIZENS TO BE HEARD (Public Comments)

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

Ann Moriarty, Friends of Pinole Creek Watershed, Pinole, expressed her appreciation to Council members Martinez-Rubin, Mayor Pro Tem Toms, and Mayor Murphy for their work on various projects in support of Pinole Creek and for their commitment to green infrastructure and parks. In highlighting the three Council members, she also highlighted mutual priorities everyone could agree upon, including the value of Pinole Creek and its watershed to the community. She looked forward to working with the entire City Council to work towards shared values and priorities.

Rafael Menis, Pinole, reminded everyone that vaccinations were available for the flu, Coronavirus and RSV, and depending on the age group, two or all three vaccinations had been recommended. He also commented that during the November 7, 2023 City Council meeting and the discussion of the Mayoral rotation, there had been several statements made by Council members and members of the public that he suggested did not fit the level of decorum the City Council should strive to achieve.

Through the Mayor to Council member Martinez-Rubin, Mr. Menis requested that Council member Martinez-Rubin withdraw her statement that she was of the opinion that some people voted for Mayor Murphy because he was of Irish descent and there was no valid basis to assume he was not, which reflected poorly on Council member Martinez-Rubin and the City Council, and while she may have been acting in good intent and meant no maliciousness by the statement, he stated it would benefit the City Council and the community to have that statement be formally withdrawn. He urged all Council members to work together in the spirit of good will and in the spirit of the holidays. He otherwise wished everyone a Happy Holiday.

Chris Palomo, Pinole, Field Representative for Norcal Carpenter's Union, Local 152, spoke to labor standards and suggested it was crucial to elevate labor standards and ensure fairness for all workers involved in building in the City of Pinole, to include livable wages, access to health care and the implementation of joint apprenticeship programs. By elevating those standards, it would lead to a more equitable and prosperous City, workers would thrive, the entire community would reap the benefits and prioritizing fairness and accountability would provide a stronger foundation for future growth and success in Pinole.

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Murphy reported on the work of Marin Clean Energy (MCE) and its aggressive outreach and activities to bring in more funding for residents and customers of MCE, with \$7.5 million in grants and research activities coming in from the state and federal government. He reported that MCE had recently received a grant in the amount of \$168 million from the California Public Utilities Commission (PUC) to ensure residents had access to funding for all electric upgrades and home retrofitting; \$1 million would come from the U.S. Department of Energy to the community, and over 30 community-based organizations had been invited to provide input on the location of electric vehicle charging (EV) stations and micro-mobility options. Everyone was encouraged to review MCE's activities. In addition, the City of Hercules had been voted in to become a member of MCE and would be fully on-board in 2025.

Mayor Murphy also reported on his attendance at the National League of Cities Conference and highlighted the Mayors' Task Force for Education. He would be meeting with the Superintendent of the West Contra Costa Unified School District (WCCUSD) soon on how to support the program, and he invited the City Council and staff to the first Annual City Schools Tour scheduled for Friday, December 8, 2023, which would involve a tour of all schools in the WCCUSD. He also briefed the City Council on discussions of a local infrastructure hub.

Mayor Murphy further reported that he attended the Holiday Tree Lighting ceremony and he thanked all staff, the City Council and the community for the successful event. He also thanked the St. Joseph School community and the Parent Teacher Association (PTA) for hosting the great start to the holiday period with its first Sunday of the month of December event.

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Mayor Pro Tem Toms reported she had attended a meeting of the WestCAT Board of Directors and highlighted the discussions including changes in the way payment for parking would be done, the formal agreement between WestCAT drivers and maintenance staff, budget reserves, and with a change in the Board meeting start time to 6:00 p.m. in 2024. She had participated in the Ruby Bridges Walk to School Day with Ellerhorst Elementary School when the principal had encouraged the City Council and staff to participate in 2024. She had also attended the Association of Bay Area Governments (ABAG) Executive Board meeting and briefed the City Council on the approval of Priority Development Areas (PDAs) throughout the Bay Area. In addition, she had attended an MCE Board meeting and briefed the City Council on the approval of the City of Hercules to join MCE and a presentation on assistance available to MCE customers experiencing trouble with the payment of their bills. She expressed her appreciation to staff and all community participants in putting together the Holiday Tree Lighting activities.

Council member Tave reported he had attended the Holiday Tree Lighting ceremony and he too thanked City staff, particularly the Public Works Department.

Council member Martinez-Rubin reported she had been part of the National Association of Latino Elected Officials Conference in Newport Beach with a focus on health and briefed the City Council on the discussions. She otherwise wished everyone a happy and healthy holiday season.

Council member Sasai reported he had attended the WestCAT Board of Directors meeting and briefed the City Council on a presentation from the California v. Hate Initiative, which had also been presented to the City Council at its prior meeting. He thanked the City Council and the WestCAT Board of Directors for taking action and for allocating resources to expand resources to combat and report hate crimes. He had also attended the MAC Permanent Beauty Grand Opening, a local Filipino owned business, the Board of Supervisors Luncheon hosted by the Industrial Association of Contra Costa County, and the Holiday Tree Lighting ceremony.

PUBLIC COMMENTS OPENED (Items 7A through 7C)

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

PUBLIC COMMENTS CLOSED

D. Council Requests for Future Agenda Items

Mayor Pro Tem Toms requested a report, not necessarily as a future agenda item, to the City Council on the projection of the quarterly reports from different City Departments and an outlook calendar of those meetings.

ACTION: Motion by Council member Sasai/ Mayor Murphy for a staff level presentation on the City's ability to place restrictions on the size and weight of vehicles traveling on the San Pablo Avenue Corridor in the City of Pinole.

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

ACTION: Motion by Council members Sasai/Tave for a discussion to initiate a regional feasibility study in partnership with the Contra Costa Transportation Authority and neighboring cities for a dynamic personal micro-transit project in the City of Pinole and other areas in West Contra Costa County.

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

ACTION: Motion by Mayor Murphy/Council member Sasai for a proclamation to recognize the 50th Anniversary of Fiat Music Company.

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

ACTION: Motion by Mayor Murphy/Mayor Pro Tem Toms for a discussion to consider membership confirmation and budget appropriation for the National League of Cities.

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

Mayor Murphy offered a motion, seconded by Council member Sasai for a discussion to create an Ad-Hoc Committee for Interdepartmental Grant Research, Writing and Management.

On the motion, Council member Martinez-Rubin clarified with the Mayor the composition of the potential Ad-Hoc Committee would be discussed as part of the future agenda item.

ACTION: Motion by Mayor Murphy/Council member Sasai for a discussion to create an Ad-Hoc Committee for Interdepartmental Grant Research, Writing and Management.

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

ACTION: Motion by Council member Martinez-Rubin/Mayor Pro Tem Toms for a proclamation to recognize the 50th Anniversary of the Pinole Historical Society.

Vote: Passed 5-0

Ayes: **Murphy, Toms, Martinez-Rubin, Sasai, Tave**
Noes: **None**
Abstain: **None**
Absent: **None**

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

E. City Manager Report / Department Staff

Interim City Manager Neil Gang provided an update on the City's Emergency Operations Plan (EOP). The City had contracted with a consultant to begin the review and development process to update the City's EOP and would work with the City's Departments in coordination with the Police Department to revise and finalize the EOP with anticipated completion in March 2024. Once complete, the consultant would facilitate an orientation workshop, training and tabletop exercise.

Interim City Manager Gang also provided an update of Public Works Department activities including tree lighting in the downtown; the filling of ten potholes and work with the electrical vendor to resolve lighting issues in the areas of Pinole Valley Road, Sprouts, Kaiser, near the MOD Pizza area and I-880/San Pablo Avenue; and the seal and rehabilitation of the intersection at Marlesta Road and Appian Way prior to the contractor slurry sealing and the entire parking lot at Bayfront Park.

Interim City Manager Gang also reminded everyone that City Hall would be closed to the public for the holiday on December 26 through December 30 and reopen on Tuesday, January 2, 2024. He too commented on the success of the Holiday Tree Lighting ceremony and he thanked all staff involved.

F. City Attorney Report

City Attorney Eric Casher wished everyone a safe and happy holiday.

PUBLIC COMMENTS OPENED (Items 7E through 7F)

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

PUBLIC COMMENTS CLOSED

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Transgender Day of Remembrance

Mayor Murphy read into the record a proclamation recognizing November 20, 2023 as Transgender Day of Remembrance.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, reported it was traditional on the Transgender Day of Remembrance to list the names of those individuals who had been killed for their identity in the past year, and he read into the record 33 names of those who had died in 2023. He asked that those individuals be remembered as part of the Transgender Day of Remembrance and that everyone dedicate their lives to ensure others' lives were not cut short for fully being themselves.

PUBLIC COMMENTS CLOSED

B. Presentations

1. Reading from "Imaginative Short Stories, Volume 2" by Isabella Tucker, Writing Contest Winner

Isabella Tucker read "Imaginative Short Stories, Volume 2" into the record, and urged the City Council to remember to buy Girl Scout cookies in January.

Mayor Murphy thanked Ms. Tucker for reading her story into the record and looked forward to hearing more of her stories.

2. Recognizing Roxane Stone for achieving her Certified Municipal Clerk designation

The City Council recognized Deputy City Clerk Stone for achieving her Certified Municipal Clerk designation along with her other achievements during her six-year tenure with the City of Pinole.

PUBLIC COMMENTS OPENED

Roxane Stone thanked the City Council for the recognition, the City Clerk for her mentorship and friendship and other City staff and her family and friends present in the Council Chambers.

Dr. Marcie Hodge congratulated Mrs. Stone for achieving this milestone. She commended her dedication and recognized her family and friends and emphasized she had made everyone proud. She wished her continued success.

PUBLIC COMMENTS CLOSED

9. CONSENT CALENDAR

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

- A. Approve the Minutes of the Regular City Council Meeting on 11/07/23
- B. Receive the November 4, 2023 – December 1, 2023 List of Warrants in the Amount of \$970,320.07, the November 10, 2023 Payroll Amount of \$490,550.76, and the November 24, 2023 2023 Payroll Amount of \$498,231.14
- C. Receive Update on Status of Parklet/Outdoor Dining in Pinole and Approve Extension of Existing Temporary Use Permits until June 30, 2024 **[Action: Receive Report and Approve Staff Recommendation (David Hanham)]**
- D. Approve the Development Impact Fee Report for the Fiscal Year Ended June 30, 2023 and Related Findings **[Action: Adopt Resolution per Staff Recommendation (Markisha Guillory)]**
- E. Adopt a Resolution to Increase Minimum Wage Pay Rates and Approve Master Salary Schedule Updates **[Action: Adopt Resolution per Staff Recommendation (Charlene Davis, Stacy Shell)]**
- F. Authorize the City Manager to Execute the Purchase of Vehicles for Public Works **[Action: Adopt Resolution per Staff Recommendation (Joseph Bingaman, Sanjay Mishra)]**
- G. Award Construction Contract for Sanitary Sewer Rehabilitation Project – Phase 1 (CIP Project #SS2201) **[Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)]**
- H. Adopt City Council Procedures **[Action: Adopt Resolution per Staff Recommendation (Heather Bell)]**
- I. Approve and Authorize the Mayor to Execute the Employment Agreement for Neil Gang to Become the Interim City Manager **[Action: Adopt Resolution per Staff Recommendation (Stacy Shell)]**

Speaking to Item 9I, Mayor Murphy reported pursuant to Government Code Section 54953 (c)(3), the item was to approve and authorize the Mayor to execute the Employment Agreement for Neil Gang to become the Interim City Manager. On September 19, 2023, the City Council had appointed Police Chief Neil Gang as Interim City Manager effective October 1, 2023. During the Interim City Manager appointment, Pinole Police Chief Gang would also continue to serve as the Police Chief fulfilling the full scope of duties of both positions. The fiscal impact of this Employment Agreement would be \$43,783. to be offset with salary and benefits by the attrition of the current City Manager vacancy and Interim City Manager Gang's continuation of service as Pinole's Police Chief.

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

Council member Martinez-Rubin requested that Items 9A, 9D and 9I be removed from the Consent Calendar.

City Clerk Bell requested that Item 9A be removed from the Consent Calendar and be continued to the January 16, 2024 City Council meeting to allow for additional review.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, spoke to Item 9A and since he understood the item would be deferred to a future meeting, he would defer his comments to that meeting. For Item 9D, he commented the staff report stated there were no overdue funds being spent but he understood around \$18,000 would be allocated as of June 30, 2024. He noted there appeared to be a discrepancy between the report and the June 20, 2023 staff report. For Item 9F, he had submitted an email to the Public Works Director who had stated it was staff's opinion a hybrid vehicle would be beneficial due to potential power loss situations, although he disputed that and urged a City Council discussion if the item were to be pulled. He commented that given the speed limits permitted in the City of Pinole, electric vehicles did not use that much power traveling around, and familiar with the different power loads of electric vehicles, unless a catastrophic loss of power was expected with no power access throughout the broader region for a period of time, he did not see the substantial benefit of an electric versus gas vehicle, and a hybrid vehicle was far more expensive than an electric vehicle even including the costs to install an EV charger that would be required to be installed regardless. He asked that Item 9F be pulled and that the City Council require a full EV rather than a plug-in hybrid vehicle.

Maria Alegria, Pinole, spoke to Item 9C and commented that it had been horrific trying to get into the area around Tina's Place to park, particularly for those with disabilities given the parklet/outdoor dining area. She asked that when the item returned for a permanent decision, customers and the businesses in the area be asked to provide their input since in her opinion the parklet/outdoor dining took up a significant amount of parking. There was also a great deal of trash stacked in the back and the Public Health Department may be required to visit the site.

PUBLIC COMMENTS CLOSED

Mayor Murphy advised that Item 9A would be continued to the City Council meeting of January 16, 2024.

Council member Martinez-Rubin spoke to Item 9D, Page 175 of the agenda packet, and commented on the total cost of the Development Impact Fees allocated to projects in the Capital Improvement Plan (CIP). She asked for clarification of the available Development Impact Fees allocated and what funds would remain for future use.

Council member Sasai referenced Item 9F and asked whether the item could be continued to the City Council meeting in January, and Public Works Director Sanjay Mishra explained that there was no deadline for Item 9F and there would be no issue with a continuance.

Council member Sasai offered a motion, seconded by Mayor Pro Tem Toms to continue Item 9F to the City Council meeting of January 16, 2024.

On the motion, Mayor Pro Tem Toms referenced the RAV-4 Hybrid model and suggested moving to a 100 percent EV. She commented that she would be troubled by having a fleet vehicle be a Tesla and suggested being cost wary of the vehicles since there were other options that were more economical.

Council member Tave asked whether the intent was that the vehicles be used for on-call services, which would be a benefit to the City. Having compared costs, he suggested the RAV-4 Hybrid model would be more expensive while he recognized the expensive branding of the Tesla model may be problematic. He recommended that the Tesla model be included as an option but a better description of the use should be provided.

ACTION: Motion by Council member Sasai/Mayor Pro Tem Toms to defer Item 9F to the City Council meeting of January 16, 2024.

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

For Item 9I, Council member Martinez-Rubin requested clarification of the effective start date of the contract for the Interim City Manager and was informed by City Attorney Eric Casher that Police Chief Gang had commenced his position as Interim City Manager on October 1, 2023, and a friendly amendment could be made to the Employment Agreement prior to signature.

For Item 9D, Council member Martinez-Rubin spoke to Page 172 of the staff report and again requested clarification of the sum total of the Development Impact Fees.

Finance Director Markisha Guillory clarified that \$1.9 million was available; however, any project assigned to that funding would have to fall under the same rules of what the Development Impact Fees could be spent on.

Council member Martinez-Rubin added that Page 171 through 175 of the agenda packets included duplicate language and suggested a note be added to make it easier for the public to read the staff report.

Finance Director Guillory confirmed an amendment could be made.

ACTION: Motion by Mayor Pro Tem Toms/Council member Sasai to approve Items 9B, 9C, 9D, 9E, 9G, 9H and 9I (as amended).

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

10. COUNCIL REORGANIZATION

A. Presentations to Mayor Murphy

Interim City Manager Gang thanked Mayor Murphy for his dedication, passion and vibrance and read into the record a verse from Isaiah 6:8. He presented Mayor Murphy with a gift of the City's appreciation.

PUBLIC COMMENTS OPENED

Vincent Salimi, Pinole, highlighted the achievements of Mayor Murphy's tenure as Mayor as the first African-American, openly gay leader of the City of Pinole and he expressed his appreciation for his vibrant and inclusive approach, which had enriched the community. He also welcomed Mayor Pro Tem Toms as the new Mayor, and recognized Council member Sasai as the first Filipino-American Mayor Pro Tem. He found it to be a testament to the City of Pinole that various leaders with different backgrounds sought to serve. He looked forward to economic prosperity, embracing differences, and working collectively together towards a Pinole that thrived on diversity and opportunity.

Rafael Menis, Pinole, thanked Mayor Murphy for his improvement and strengthening of the office of Mayor, work to build up communication from the Mayor's Office to the broader public, creation of routine videos to the public from the Mayor, skill in communication and dedication to the City, and while there had been some occasional disagreement around community engagement and other topics, the Mayor had been willing to listen and hear from all members of the community and engage with the community as a whole. He encouraged all future Mayors to imitate Mayor Murphy's example. He also agreed that Pinole's strength was in its diversity and he cited the examples of Mayor Murphy as the first openly gay African-American Mayor, Mayor Pro Tem Toms' example of her generation of community service and Mayor Pro Tem Sasai as the first Filipino-American Mayor Pro Tem. He found Mayor Murphy had done a good job as Mayor, he had expanded the definition of the role and his actions as Mayor, running City Council meetings, willingness to listen to members of the public and his engagement with the entire community was worthy of praise and he hoped future Mayors would live up to his example.

David Ruport, Pinole, thanked Mayor Murphy for his service to the City of Pinole. He was pleased that he would continue his active participation as a Council member. He suggested Mayor Murphy set a new bar for the position of Mayor and that bar should continue to be raised in the future. He encouraged all other future Mayors to look towards making things better for the City.

Irma Ruport, Pinole, thanked Mayor Murphy who she stated had exceeded his campaign promises, was a role model for others, not a politician but a real person who kept his promises and exceeded what she expected he would do. She supported Mayor Murphy as a people Council member, the real deal and urged him to always be true to himself. She thanked him for all he had done for the City of Pinole.

Oscar Soriano, Pinole, stated Mayor Murphy had been an inspiration and role model for young people who wanted to become involved in politics, had been an important voice as Mayor and for the LGBTQ+ community and he hoped see him in higher office in the future. Mayor Murphy also understood equity and democracy and he wished the best to whomever was chosen as the new Mayor and was happy to see Pinole thrive with its new leaders. He thanked Mayor Murphy for his service and stated he represented democracy and his legacy would serve future generations.

Maria Alegria, Pinole, echoed the comments and she too thanked Mayor Murphy for his service. He had raised the bar, communicated with the community, was present, she was pleased with his leadership and stated he would always have the title as Mayor.

PUBLIC COMMENTS CLOSED

Mayor Pro Tem Toms thanked Mayor Murphy for setting the bar high and for his communication style from the City Council to the public.

Council member Tave thanked Mayor Murphy for all of his hard work and he highlighted his many achievements as a result of his leadership. He looked forward to continuing to serve with Council member Murphy on the City Council.

Council member Sasai was pleased to have been elected under Mayor Murphy's leadership. He commended the Mayor on how he had handled difficult situations, stated he had made an incredible impact as the first African-American and LGBTQ+ Mayor, and emphasized it had been an honor to work with him.

Council member Martinez-Rubin thanked Mayor Murphy for his service over the past year, enthusiastically promoting the use of clean energy, multiple ways to mitigate the ill effects of climate change, and she looked forward to continuing to serve as Council members on issues that were dear to each other's hearts so they could do more for the City.

B. Remarks by Mayor Murphy

Mayor Murphy thanked everyone for their kind words, his heart was full of love and gratitude and he was humbled and honored to have served as the Mayor of Pinole marked by triumphs and challenges working with the City Council to build a more vibrant community. Under his leadership many accomplishments had occurred including the reopening and reactivation of Fire Station 74, approval of over 600 units of housing including affordable housing units, host of the first ever Pinole Earth Day in coordination with the ground breaking efforts to develop the City's first Climate Action and Adaptation Plan, LGBTQ+ Pride Month, Juneteenth and the Anniversary of the City of Pinole's Incorporation in one large celebration.

Additionally, there had been critical traffic and safety improvements in the City, funds to allow residents to lower energy bills, a rally and community celebration to recognize Pinole Valley High School athletes' many achievements, improve communications to keep residents informed including the Beat of Pinole video series, Citywide newsletter The Pulse and residents' engagement through the use of the budgeting tool The Balancing Act. There had also been the opening of several new businesses, newly developed evacuation routes in the Pinole Valley, host of Citywide Town Hall with the Contra Costa County Fire Protection District (CCCFPD), maintenance to reduce wildfire risks, traffic and pedestrian safety improvements, filling of potholes and the removal of downed trees.

Mayor Murphy expressed his appreciation to the residents of Pinole for this passion, reliance and commitment to progress and with the City's accomplishments being a testament of the power of unity and collaboration in the community. He also expressed his appreciation to his fellow City Council members, municipal employees and community leaders who made and continued to make public comment and have dedication to community service. He was confident the City Council would continue to propel things forward with the community to continue to flourish. He was eager to work with the dynamic Pinole City constituency to build a better Pinole for everyone and he urged everyone to embrace change, nurture inclusivity and continue the legacy of progress. He was excited to witness the bright future for the City of Pinole.

C. Selection of Mayor and Mayor Pro Tem. **Action: Adopt Resolution per Staff Recommendation (Heather Bell)**

City Clerk Bell presented the staff report dated December 5, 2023, and recommended the City Council approve a resolution appointing Maureen Toms as Mayor and Cameron Sasai as Mayor Pro Tem per the current Mayoral rotation list.

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council members Martinez-Rubin/Tave to approve a resolution appointing Maureen Toms as Mayor and Cameron Sasai as Mayor Pro Tem per the current Mayoral rotation list.

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

D. Administer Oaths to Mayor and Mayor Pro Tem

David Sasai, father of Cameron Sasai, presented the Oath of Office to Mayor Pro Tem Cameron Sasai.

Jack Meehan, former Mayor of Pinole during 1964/1965, and the father of Maureen Toms, presented the Oath of Office to Mayor Maureen Toms.

PUBLIC COMMENTS OPENED

Oscar Soriano, Pinole, stated he was proud of Mayor Pro Tem Sasai and commented he was what democracy and being progressive and working in local government was all about. He had met Mayor Pro Tem Sasai at a Contra Costa Young Democrats meeting and had been impressed with what he wanted to do with the City of Pinole and he hoped voters would continue to support his candidacy. Mayor Pro Tem Sasai was also a great person and with more people like him stated that democracy would continue to thrive, move forward and not back down. He again congratulated both the Mayor Pro Tem and Mayor Toms.

PUBLIC COMMENTS CLOSED

E. Transfer of Gavel and Comments by the New Mayor

Mayor Pro Tem Sasai thanked everyone in the Council Chambers, close friends, mentors, and family whose help and the community allowed him to win this Council seat and be appointed to the office of Mayor Pro Tem.

Mayor Pro Tem Sasai was proud of the good work performed over the past year and highlighted some of the accomplishments including the allocation of funds for the first High School City Council Internship Program and regional and environmental justice, which he hoped to continue. He congratulated Mayor Toms and looked forward to continue to present new ideas, push the envelope, serve the people of Pinole and make their lives better. He was proud to be the first Filipino Mayor Pro Tem in the City's history and one of the very few Mayors Pro Tem/Vice Mayors who were Japanese-American in Contra Costa County. He was excited for the future.

Mayor Toms stated she was honored to represent the City of Pinole, and took the opportunity to thank her family present in the Council Chambers, former Mayors Mary Horton, Maria Alegria and Vincent Salimi and City staff.

In preparation for taking on the role of Mayor, Mayor Toms explained that she had reflected on the growth, changes and evolution of the City she had witnessed over the years. As a young child, she had been aware of how special Pinole was, driven by people getting involved to improve the community. Her parents and siblings had been involved in the community and she provided the background of Parks in Pinole (PIP), which had been a ballot initiative in 1966, to fund the acquisition of the grazing land where Pinole Valley Park was currently located. She commented the effort to approve the measure had ultimately not been successful. In later years, the initiative included the ability for the City to develop, program and maintain a large park. The population of the City had doubled between 1960 and 1970, the need for the park had increased and the project had later been completed using state funds. She emphasized that quality of life remained a priority for the existing and future community.

Mayor Toms commented that when moving forward to develop and implement plans such as the General Plan, Strategic Plan, Three Corridors Specific Plan, CIP, Climate Action Plan (CAP), Local Road Safety Plan (LRSP), Active Transportation Plan (ATP), Parks Master Plan, Local Hazard Mitigation Plan (LHMP), Emergency Action Plan (EAP), Community Engagement Plan, Long Term Financial Plan (LTFP) and the Economic Strategy amongst many others, all plans City staff had been working on with community input were not intended to sit on the shelf but improve the quality of life with implementation measures and actions identified on the City Council and staff "to do" lists. The City Council and staff would identify the revenue to implement the plans and move the City forward, and it was likely an equitable and affordable revenue measure would need to be considered for the November 2024 ballot, to be discussed in the coming months. She invited everyone to become involved to be able to get things done.

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, was honored Mayor Toms was the new Mayor of Pinole. He recognized that Mayor Pro Tem Sasai had a lot of potential and would represent the City of Pinole in its finest. He hoped to visit the City Council in person at a later date to offer ideas on how Pinole could be more vibrant.

PUBLIC COMMENTS CLOSED

11. BRIEF RECESS FOR RECEPTION

The City Council took a recess at 8:20 p.m. for a brief reception, and reconvened at 8:52 p.m. with all Council members present.

12. NEW BUSINESS

A. Nominate Council Members to Serve on Boards and Subcommittees Action: Discuss and Provide Direction (Heather Bell)

City Clerk Bell presented the staff report dated December 5, 2023, and recommended the City Council nominate Council members to serve as City representatives on specific boards and subcommittees in 2024. The City Council would have the opportunity to approve the nominations at the next City Council meeting on January 16, 2024.

The following Board and Subcommittee Appointments were offered for 2024:

Joint Powers Authorities and other Interagency Regulatory Bodies of which the City is a Member

	<u>Delegate/Primary</u>	<u>Alternate</u>
Association of Bay Area Governments (ABAG) (General Assembly Meeting Date of June 21, 2024)	Murphy	Martinez-Rubin
Marin Clean Energy (MCE) (Meeting time to be changed to 6:00 p.m.)	Murphy	Toms
Pinole/Hercules Wastewater Subcommittee	Tave/Murphy	Martinez-Rubin
West Contra Costa Integrated Waste Management Authority (WCCIWMA, "RecycleMore")	Tave	Murphy
West Contra Costa Transportation Advisory Committee (WCCTAC)	Tave	Sasai
Western Contra Costa Transit Authority ("WestCAT")	Toms/Sasai	Murphy

Interagency Collaboration Bodies of which the City is a Member

Bayfront Chamber of Commerce	Sasai	
Contra Costa Mayors Conference	Toms	Sasai
East Bay Division League of California Cities	Toms	Sasai
West County Mayors and Supervisors Association	Toms	Sasai

Subcommittees of the Pinole City Council

Finance Subcommittee Committee on Memorials	Mayor, Mayor Pro Tem & City Treasurer Sasai/Martinez-Rubin
Municipal Code Ad-Hoc Subcommittee	Toms/Sasai

Planning Commission Interview Ad-Hoc Subcommittee Toms/Martinez-Rubin

TAPS & Community Services Commission Interview Ad-Hoc Subcommittee Tave/Martinez-Rubin

Participants in Formation Process of East Bay Wildfire Prevention and Vegetation Management Joint Powers Authority Toms/Tave

Technology and Communication Subcommittee Murphy/Tave

City Seal Ad-Hoc Committee Sasai/Martinez-Rubin

ACTION: Motion by Council members Tave/Sasai to appoint Council members Tave and Murphy as the Delegates to the Pinole/Hercules Wastewater Subcommittee and Council member Martinez-Rubin as the Alternate.

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

ACTION: Motion by Council members Murphy/Tave to appoint Council member Tave as the Delegate to the West Contra Costa Integrated Waste Management Authority (WCCIWMA, “RecycleMore”) and Council member Murphy as the Alternate.

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

Mayor Toms explained that she had voted no on the motion since she wanted a more equitable distribution of the tasks.

City Clerk Bell reiterated that all of the agreed assignments would be formalized in the document and brought back to the City Council for approval on the Consent Calendar to be considered at the January 16, 2024 City Council meeting.

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, commented on the slate of subcommittees and hoped the assignments would be voted on to be placed on the next City Council agenda.

PUBLIC COMMENTS CLOSED

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

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

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

Maria Alegria, Pinole, welcomed new Mayor Toms, Mayor Pro Tem Sasai and Council members Martinez-Rubin, Murphy, and Tave to the newly-formed City Council. She also welcomed Interim City Manager Gang to the new leadership team and hoped the Interim City Manager would implement the City's vision. She was confident given his work as the Police Chief that he would do the job. She noted that under former Mayor Murphy's leadership, the City's level of service had been elevated and she looked forward to the new City Council and City leadership.

Cordell Hindler, Richmond, explained that he had been appalled at the behavior of elected officials at the November 7, 2023 City Council meeting and commented that any time Anthony Vossbrink called in his time elapsed. Like other cities in West County, he hoped the City Council would conduct itself with decorum and allow the public to complete their comments. He urged the City Council to listen to its constituents. He requested as future agenda items that the City Council follow-up on items raised by Mr. Vossbrink such as conditions in Fernandez Park and the safety issues along the Trader Joe's Shopping Center at the next City Council meeting. He wished everyone a Merry Christmas, Feliz Navidad and looked forward to seeing everyone in 2024.

Anthony Vossbrink, Pinole, identified public health and safety issues including areas up and down Old Town, Pinole Valley Road and Fitzgerald Drive. He referred to problems with respect to crime and safety evident per the Police Blotter, and he did not want the City of Pinole to experience the same problems occurring in the cities of San Francisco, Oakland and San Jose. For that reason, he requested consideration of a satellite police station in the Fitzgerald Drive retail corridor for a four-to-six-month trial period. He also asked the status of the caretaker's house and the garbage cans that were to be installed in the Adobe Dog Park and Barbeque Grove.

Mayor Toms wished everyone a happy holiday season and Happy New Year.

14. ADJOURNMENT to the Regular City Council Meeting of January 16, 2024 in Remembrance of Amber Swartz.

At 9:20 p.m., Mayor Murphy adjourned the meeting to the Regular City Council Meeting of January 16, 2024 in Remembrance of Amber Swartz.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:



City of Pinole, CA

9B WARRANT LISTING By Vendor Name

Payment Dates 12/2/2023 - 1/12/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 3SI00 - 3SI SECURITY SYSTEMS INC					
INV1072093-1	103858	01/12/2024	100-222-42514	BAIT TRACKER PD	360.00
Vendor 3SI00 - 3SI SECURITY SYSTEMS INC Total:					360.00
Vendor: 4LE00 - 4LEAF, INC.					
J0605-23D	103568	12/08/2023	212-462-42101	PLAN REVIEW JULY 2023	363.29
J0605-23F	103568	12/08/2023	212-462-42101	PLAN REVIEW SEPTEMBER 2023	240.00
J0605-23G	103795	01/05/2024	212-462-42101	PLAN REVIEW OCTOBER 1-31, 2023	3,597.75
J0605-23H	103795	01/05/2024	212-462-42101	PLAN REVIEW NOVEMBER 1-30, 2023	1,824.62
J1909-04D	103795	01/05/2024	212-462-42101	PERMIT TECHNICIAN NOVEMBER 1-30, 2023	4,320.00
J1909A64	103795	01/05/2024	100-465-42101	CODE ENFORCEMENT NOVEMBER 1-30, 2023	1,710.02
Vendor 4LE00 - 4LEAF, INC. Total:					12,055.68
Vendor: 2699 - AAA BUSINESS SUPPLIES & INTERIORS					
2310688-0	103859	01/12/2024	500-641-42201	OFFICE SUPPLIES WPCP	79.37
Vendor 2699 - AAA BUSINESS SUPPLIES & INTERIORS Total:					79.37
Vendor: 2779 - AAA ROOFING AND WATERPROOFING LLC					
12182023	103723	12/22/2023	100-000-31510	REFUND OVERPAYMENT FOR BL BUS23-0032	67.00
Vendor 2779 - AAA ROOFING AND WATERPROOFING LLC Total:					67.00
Vendor: PRO18 - ADT COMMERCIAL					
153063619	103860	01/12/2024	209-552-42108	ALARM SERVICE JANUARY 2023 PSC	152.00
DECEMBER 2023	103724	12/22/2023	209-553-42108	2454 SIMAS SERVICES 12/24/23-1/23/2024	101.59
Vendor PRO18 - ADT COMMERCIAL Total:					253.59
Vendor: 1748 - AERZEN USA CORP					
SEPI-23-006662	103861	01/12/2024	500-641-42107	REPAIRS AND LABOR TO COMPRESSED AIR GAS WPCP	5,100.00
Vendor 1748 - AERZEN USA CORP Total:					5,100.00
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
19593757 112323	103569	12/08/2023	100-222-42201	WATER FOR PD	358.70
5025519 120623	103796	01/05/2024	500-641-42201	WATER FOR WPCP	16.50
5025531 120623	103796	01/05/2024	100-343-44306	WATER FOR CORP YARD	25.00
Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:					400.20
Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.					
2353658	103655	12/15/2023	100-116-42101	INSURANCE BROKER BENEFITS DECEMBER 2023	2,083.33
Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:					2,083.33
Vendor: 1571 - ALTEC, INC					
8392674	103656	12/15/2023	106-343-47104	PURCHASE OF HYBRID BUCKET TRUCK	147,234.02
8392674	103656	12/15/2023	106-343-47104	PURCHASE OF HYBRID BUCKET TRUCK	68,236.99
Vendor 1571 - ALTEC, INC Total:					215,471.01
Vendor: 2575 - AMBROSE CONSTRUCTION, INC.					
12182023	103725	12/22/2023	100-000-31510	REFUND FOR OVERPAYMENT BL 23-10170	4.00
Vendor 2575 - AMBROSE CONSTRUCTION, INC. Total:					4.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: SRP01 - AMERICAN RIVER COLLEGE					
24-327	103570	12/08/2023	100-221-42301	PC 832 ARREST SEARCH AND SEIZURE	132.00
Vendor SRP01 - AMERICAN RIVER COLLEGE Total:					132.00
Vendor: AME22 - AMERICAN STAGE TOURS					
30674	103797	01/05/2024	209-552-43805	DECEMBER DAY TRIP 12/13/2023	4,232.00
Vendor AME22 - AMERICAN STAGE TOURS Total:					4,232.00
Vendor: AME47 - AMERINATIONAL COMMUNITY SERVICES, INC.					
LPM-23-002548	103571	12/08/2023	285-464-42101	DEFERRED MONITORING OCTOBER 2023	517.50
LPM-23-002548	103571	12/08/2023	750-463-42101	DEFERRED MONITORING OCTOBER 2023	232.50
Vendor AME47 - AMERINATIONAL COMMUNITY SERVICES, INC. Total:					750.00
Vendor: 2759 - ANABELLE YUMI FRIAS					
DECEMBER 2023	103726	12/22/2023	209-551-42514	ANTI TOBACCO PROGRAM DECEMBER 2023	124.00
NOVEMBER 2023	103657	12/15/2023	209-551-42515	YOUTH ANTI TOBACCO 11/6- 11/29/23	170.50
Vendor 2759 - ANABELLE YUMI FRIAS Total:					294.50
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
7353C	103658	12/15/2023	100-345-42108	PEST CONTROL BASEBALL FIELDS NOVEMBER 2023	250.00
7471C	103798	01/05/2024	100-345-42108	PEST CONTROL FERNANDEZ AND PVR PARKS	250.00
Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:					500.00
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
860105970-12312023	103862	01/12/2024	100-342-44410	MONTHLY STATEMENT- GENERAL MAINTENANCE	458.05
860105970-12312023	103862	01/12/2024	100-343-44410	MONTHLY STATEMENT- GENERAL MAINTENANCE	2,331.91
860105970-12312023	103862	01/12/2024	500-642-44410	MONTHLY STATEMENT- GENERAL MAINTENANCE	1,374.16
939388000-11302023	103659	12/15/2023	209-552-43804	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	176.08
939388000-11302023	103659	12/15/2023	209-552-43804	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	176.08
939388000-11302023	103659	12/15/2023	209-552-43804	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	176.08
939388000-11302023	103659	12/15/2023	209-552-43804	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	176.08
939388000-11302023	103659	12/15/2023	209-552-43804	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	196.06
939388000-11302023	103659	12/15/2023	500-641-44410	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	451.02
939388000-11302023	103659	12/15/2023	500-641-44410	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	440.77
939388000-11302023	103659	12/15/2023	500-641-44410	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	438.52
939388000-11302023	103659	12/15/2023	500-641-44410	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	437.68
939388000-11302023	103659	12/15/2023	500-641-44410	LAUNDRY SERVICE WPCP AND PSC NOVEMBER 2023	437.68
Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:					7,270.17
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
84739	103863	01/12/2024	100-345-44306	LOCK FOR LIGHTS AT FERNANDEZ PARK	43.79
Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:					43.79
Vendor: ATT01 - AT&T					
000020853947	103572	12/08/2023	525-118-43101	PHONE PD	3,245.15
000020944273	103727	12/22/2023	525-118-43101	MIS PHONE	922.32

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000020961250	103727	12/22/2023	525-118-43101	PUBLIC WORKS PHONE	919.54
000020961251	103727	12/22/2023	525-118-43101	ADMINISTRATION PHONE	4,340.52
000020961252	103727	12/22/2023	525-118-43101	RECREATION DEPT PHONE	979.13
000020961253	103727	12/22/2023	525-118-43101	CDD PHONE	189.12
000020961255	103727	12/22/2023	525-118-43101	EOC PHONE	223.17
000021000984	103864	01/12/2024	525-118-43101	PHONE PD	3,173.85
Vendor ATT01 - AT&T Total:					13,992.80
Vendor: 1257 - AV8 TECHNOLOGIES					
SINV-00473	103865	01/12/2024	525-118-42106	SCALA MAINTENANCE AND LABOR TV	1,924.00
Vendor 1257 - AV8 TECHNOLOGIES Total:					1,924.00
Vendor: 1144 - AXON ENTERPRISE, INC.					
INUS106253	103573	12/08/2023	100-221-42106	AXON CAMERA BATTERY PD	223.89
INUS175164	103573	12/08/2023	203-221-47101	AXON BODY CAMERAS PD	40,955.64
INUS178112	103573	12/08/2023	100-221-42106	TASER HOLSTER PD	400.59
INUS200524	103573	12/08/2023	203-221-47101	AB3 CAMERA BUNDLE PD	1,644.06
INUS202408	103573	12/08/2023	203-221-47101	PRO LICENSE BUNDLE HARDWARE PD	4,669.74
Vendor 1144 - AXON ENTERPRISE, INC. Total:					47,893.92
Vendor: 2715 - BAKER TILLY US, LLP					
BT2628918	103799	01/05/2024	100-115-42101	STRATEGIC FINANCIAL PLANNING SUPPORT 2023	6,937.00
Vendor 2715 - BAKER TILLY US, LLP Total:					6,937.00
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6652082	103660	12/15/2023	209-553-42108	FOOD PROGRAM PSC	213.52
6652083	103660	12/15/2023	209-552-43804	FOOD PROGRAM PSC	728.88
6652084	103660	12/15/2023	209-552-43804	FOOD PROGRAM PSC	187.57
6657054	103660	12/15/2023	209-552-43804	FOOD PROGRAM PSC	911.62
6657055	103660	12/15/2023	209-552-42101	VOLUNTEER APPRECIATION PSC	331.84
6661310	103728	12/22/2023	209-552-42108	ECOLAB PRODUCTS AT PSC	1,207.57
6661311	103728	12/22/2023	209-552-43804	FOOD PROGRAM PSC	705.91
6662391	103800	01/05/2024	209-552-43804	FOOD PROGRAM PSC	30.51
6673745	103866	01/12/2024	209-552-43804	FOOD PROGRAM PSC	940.72
6673746	103866	01/12/2024	209-552-42515	CRAB FEED FOOD SUPPLIES PSC	824.02
Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:					6,082.16
Vendor: 2765 - BKF ENGINEERS					
23110021	103574	12/08/2023	106-341-42101	STORM DAMAGE REPAIR SERVICES	1,272.00
23120014	103661	12/15/2023	106-341-42101	STORM DAMAGE REPAIR SERVICES	2,192.00
Vendor 2765 - BKF ENGINEERS Total:					3,464.00
Vendor: 2783 - BLUETRITON BRANDS, INC.					
03L6708050237	103729	12/22/2023	100-111-42201	WATER FOR CH	169.75
13L6708050237	103729	12/22/2023	100-111-42201	WATER FOR CH	105.87
Vendor 2783 - BLUETRITON BRANDS, INC. Total:					275.62
Vendor: BOR02 - BORGES & MAHONEY CO.					
144891	103801	01/05/2024	500-641-44306	BUFFER SOLUTION, IODATE WPCP	2,411.95
Vendor BOR02 - BORGES & MAHONEY CO. Total:					2,411.95
Vendor: 1654 - BRINK'S INCORPORATED					
12469820	103730	12/22/2023	100-115-42101	TRANSPORTATION SERVICE FINANCE	284.03
6169373	103730	12/22/2023	100-115-42101	TRANSPORTATION SERVICE FINANCE	27.66
Vendor 1654 - BRINK'S INCORPORATED Total:					311.69

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Vendor: CAL04 - CALCON SYSTEMS, INC.					
55342	103731	12/22/2023	500-641-44306	DIGISTER TRANSFER PUMP FLOW METER WPCP	7,217.69
55343	103802	01/05/2024	500-641-44306	ABB PROCESS MASTER FLOW METER WPCP	7,218.69
Vendor CAL04 - CALCON SYSTEMS, INC. Total:					14,436.38
Vendor: CALA8 - CALIBRE PRESS					
90908	103732	12/22/2023	100-221-42304	WOMEN IN COMMAND EVENT PD	1,077.00
Vendor CALA8 - CALIBRE PRESS Total:					1,077.00
Vendor: 2004 - CALIFORNIA BOILER WORKS, INC.					
6849	103867	01/12/2024	500-641-42107	LEAK INVEWSTIGATIN AND REPAIRS WPCP	2,784.61
Vendor 2004 - CALIFORNIA BOILER WORKS, INC. Total:					2,784.61
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000017370279	103733	12/22/2023	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY IDENTIFIER 674	114,440.25
100000017370287	103733	12/22/2023	100-117-41004	ANNUAL UNFUNDED ACCRUED IDENTIFIER 675	144,002.17
100000017370297	103733	12/22/2023	100-231-41004	ANNUAL UNFUNDED ACCRUED LIABILITY IDENTIFIER 25716	90.25
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					258,532.67
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
714186	103575	12/08/2023	500-641-44305	CHEMICAL LAB SUPPLIES WPCP	2,605.50
714492	103734	12/22/2023	500-641-44305	HETEROTROPHIC PLATE COUNT WPCP	99.75
714574	103734	12/22/2023	500-641-44305	CHEMICALS LAB SUPPLIES WPCP	1,502.75
714689	103734	12/22/2023	500-641-44305	CHEMICALS LAB SUPPLIES WPCP	2,372.15
715287	103868	01/12/2024	500-641-44305	ORGANIC CARBON LAB SUPPLIES WPCP	95.95
Vendor CAL01 - CALTEST ANALYTICAL LAB Total:					6,676.10
Vendor: 2757 - CAMILA AGUILAR					
DECEMBER 2023	103735	12/22/2023	209-551-42514	ANTI TOBACCO DECEMBER 2023	124.00
NOVEMBER 2023	103662	12/15/2023	209-551-42515	ANTI TOBACCO 11/6-11/29/23	170.50
Vendor 2757 - CAMILA AGUILAR Total:					294.50
Vendor: CCP03 - CCP INDUSTRIES					
IN03433073	103736	12/22/2023	500-641-44410	NITRILE EXAM GLOVES WPCP	443.72
IN03434659	103736	12/22/2023	500-641-44306	WIPES WPCP	159.50
IN03442929	103803	01/05/2024	100-343-44410	YELLOW JACKETS	475.69
IN03443843	103803	01/05/2024	100-343-44410	VESTS	71.22
IN03447979	103869	01/12/2024	100-343-44410	CLASS E BREATHABLE FLOUR YELLO PANTS PW	321.65
Vendor CCP03 - CCP INDUSTRIES Total:					1,471.78
Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.					
2312-008277	103870	01/12/2024	207-344-42514	FILL SAND CY	518.02
Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:					518.02
Vendor: 2769 - CHANTEL MICHEL					
01022024	103804	01/05/2024	100-221-42302	MILEAGE TO POLICE ACADEMY	471.60
12132023	103737	12/22/2023	100-221-42302	MILEAGE TO POLICE ACADEMY	419.20
12182023	103804	01/05/2024	100-221-42302	MILEAGE TO POLICE ACADEMY	524.00
Vendor 2769 - CHANTEL MICHEL Total:					1,414.80
Vendor: CHR01 - CHRIST THE LORD EPISCOPAL CHURCH					
100500	103738	12/22/2023	100-343-42513	REPAIRS AND MAINTENANCE PARKING LOT	600.00
Vendor CHR01 - CHRIST THE LORD EPISCOPAL CHURCH Total:					600.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CIT08 - CITY MECHANICAL, INC					
98661	103576	12/08/2023	100-222-42108	HVAC PUBLIC SAFETY BLDG	1,803.43
98761	103576	12/08/2023	100-222-42108	HVAC SERVICE CALL PUBLIC SAFETY BLDG	1,981.63
99114	103663	12/15/2023	100-343-42108	HVAC CH SERVICE	500.00
99154	103663	12/15/2023	100-343-42108	HVAC CH SERVICE CALLS	1,145.55
99218	103739	12/22/2023	100-343-42108	HVAC POST OFFICE	445.60
99433	103805	01/05/2024	100-222-42108	HVAC PUBLIC SAFETY BLDG.	1,155.69
99501	103805	01/05/2024	100-222-42108	HVAC T&M SERVICE CALL PUBLIC SAFETY BLDG.	1,865.82
Vendor CIT08 - CITY MECHANICAL, INC Total:					8,897.72
Vendor: ANT05 - CITY OF ANTIOCH					
01022024	103806	01/05/2024	100-110-42301	CCC MAYOR'S CONFERENCE 1/11/24	70.00
Vendor ANT05 - CITY OF ANTIOCH Total:					70.00
Vendor: 2774 - CITY OF SACRAMENTO					
POLPMC01053	103664	12/15/2023	100-221-42301	POST TRAINING	344.00
Vendor 2774 - CITY OF SACRAMENTO Total:					344.00
Vendor: SAN10 - CITY OF SAN RAMON					
12072023	103577	12/08/2023	100-110-42301	MAYORS CONFERENCE 120723	70.00
Vendor SAN10 - CITY OF SAN RAMON Total:					70.00
Vendor: 2782 - CITYZEN SOLUTIONS, INC.					
21634	103807	01/05/2024	525-118-42101	ANNUAL LICENSE PUBLICINPUT SOFTWARE	15,000.00
Vendor 2782 - CITYZEN SOLUTIONS, INC. Total:					15,000.00
Vendor: 2693 - CLAREMONT EAP					
279113	103740	12/22/2023	100-116-42101	DE-ESCALATION TRAINING EVENT 10/1/22	5,062.50
Vendor 2693 - CLAREMONT EAP Total:					5,062.50
Vendor: 2405 - CLIENTFIRST CONSULTING GROUP, LLC.					
15718	103578	12/08/2023	525-118-42101	PERMITTING LICENSING SOFTWARE	15,198.75
15862	103808	01/05/2024	525-118-42101	UPGRADE OF PERMITTING LICENSING SOFTWARE	16,175.00
Vendor 2405 - CLIENTFIRST CONSULTING GROUP, LLC. Total:					31,373.75
Vendor: 2242 - COLE PRO MEDIA, LLC					
3875	103809	01/05/2024	225-221-42514	TRANSPARENCY ENGAGEMENT ADVISING DEC. 2023	2,000.00
Vendor 2242 - COLE PRO MEDIA, LLC Total:					2,000.00
Vendor: COL02 - COLE-PARMER INSTRUMENT CO					
3592948	103579	12/08/2023	500-641-44305	FLASK BE RED AND ACETIC ACID WPCP	169.28
3601505	103741	12/22/2023	500-641-44305	FLASK AND ACETIC ACID WPCP	50.44
3608158	103741	12/22/2023	500-641-44305	YYLINDER PYREXPLU LAB SUPPLIES WPCP	323.59
3611553	103810	01/05/2024	500-641-44305	VOL FLASK BLUE WPCP	183.42
Vendor COL02 - COLE-PARMER INSTRUMENT CO Total:					726.73
Vendor: COM20 - COMCAST					
0050875-11182023	103580	12/08/2023	525-118-43101	INTERNET CH	29.89
0050875-12182023	103871	01/12/2024	525-118-43101	CABLE FOR CH SERVICE 1223-012224	29.89
0210511-11162023	103580	12/08/2023	100-222-43105	INTERNET PD	249.35
0363450-10012023	103871	01/12/2024	215-341-43101	I-80 CORRIDOR OCTOBER 2023	250.06
0363450-11172023	103871	01/12/2024	215-341-43101	I-80 CORRIDOR NOVEMBER 2023	223.20
0413784-11182023	103580	12/08/2023	525-118-43101	INTERNET TINY TOTS	141.89
0413784-12182023	103871	01/12/2024	525-118-43101	INTERNET TINY TOTS SERVICE 1223-012224	141.89
0419492-12022023	103742	12/22/2023	525-118-43101	INTERNET SWIM CENTER	136.89

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0426539-10102023	103665	12/15/2023	505-119-42514	CABLE FOR PC TV	21.08
189094276	103743	12/22/2023	525-118-43101	INTERNET PD	888.41
Vendor COM20 - COMCAST Total:					2,112.55
Vendor: CON93 - CONCORD UNIFORMS LLC					
20788	103744	12/22/2023	100-222-42514	NAME TAG CLUTCH PD	52.52
20797	103811	01/05/2024	100-222-44410	EXPLORER UNIFORM	308.01
Vendor CON93 - CONCORD UNIFORMS LLC Total:					360.53
Vendor: 2773 - CONFERENCES AND SEMINARS					
114135	103666	12/15/2023	100-343-42301	GRANT WRITING ON LINE WEBINAR	119.00
Vendor 2773 - CONFERENCES AND SEMINARS Total:					119.00
Vendor: 2626 - CONSOR NORTH AMERICA, INC.					
N202830CA.00-40	103581	12/08/2023	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES	1,380.93
Vendor 2626 - CONSOR NORTH AMERICA, INC. Total:					1,380.93
Vendor: CON44 - CONTINENTAL ELECTRIC					
CEI 12591	103872	01/12/2024	100-345-42108	FERNANDEZ PARK LIGHTING REPAIRS	1,372.80
CEI 12592	103872	01/12/2024	310-347-42108	REPAIRS AT PVR/HENRY TO HWY 80	814.00
Vendor CON44 - CONTINENTAL ELECTRIC Total:					2,186.80
Vendor: CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT					
FY2324-12	103582	12/08/2023	100-231-42101	FIRE PROTECTION SERVICES DECEMBER 2023	295,030.73
FY2324-12	103582	12/08/2023	105-231-42101	FIRE PROTECTION SERVICES DECEMBER 2023	62,914.11
FY2324-12	103582	12/08/2023	106-231-42101	FIRE PROTECTION SERVICES DECEMBER 2023	76,395.74
Vendor CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT Total:					434,340.58
Vendor: CON18 - CONTRA COSTA COUNTY MAYORS CONFERENCE					
10102023	103583	12/08/2023	100-110-42101	ANNUAL ASSESMENT MAYOR CONFERNECE 0124-1224	2,356.00
Vendor CON18 - CONTRA COSTA COUNTY MAYORS CONFERENCE Total:					2,356.00
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
706473	103812	01/05/2024	200-342-42101	SIGNAL MAINTENANCE SEPTEMBER 2023	7,476.34
706473	103812	01/05/2024	310-347-42101	SIGNAL MAINTENANCE SEPTEMBER 2023	367.24
706473	103812	01/05/2024	310-348-42101	SIGNAL MAINTENANCE SEPTEMBER 2023	1,943.94
Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:					9,787.52
Vendor: 1310 - CONTRA COSTA TRANSPORTATION AUTHORITY					
2024-00000009	103794	12/22/2023	106-342-47205	COUNTYWIDE SMART SIGNALS PROJECT	154,302.00
Vendor 1310 - CONTRA COSTA TRANSPORTATION AUTHORITY Total:					154,302.00
Vendor: 1639 - COOKING ROUND THE WORLD					
1437	103813	01/05/2024	209-554-42101	INTERNATIONAL COOKING CLASSES PYC	1,764.00
Vendor 1639 - COOKING ROUND THE WORLD Total:					1,764.00
Vendor: 1539 - CORE PSYCHOLOGICAL CORPORATION					
7101	103667	12/15/2023	100-221-42101	PSYCHOLOGICAL EVAL PD	500.00
7110	103745	12/22/2023	100-221-42101	PEPS EVALUATION FOR OFFICER PD	500.00
Vendor 1539 - CORE PSYCHOLOGICAL CORPORATION Total:					1,000.00
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82195465	103746	12/22/2023	525-118-42510	REALQUEST CITYWIDE SOFTWARE	818.41
Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:					818.41

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Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
21689	103668	12/15/2023	100-221-42107	BATTERY	197.54
22143	103668	12/15/2023	525-118-47102	REMOVE AND REPLACE COMPUTER DOCK	260.00
22333	103584	12/08/2023	100-221-42107	TRANSMISSION CABLE ASSEMBLY PATROL CAR 834	283.16
22353	103584	12/08/2023	100-221-42107	BRAKE PACKAGE PATROL CAR 811	1,478.67
22403	103584	12/08/2023	100-221-42107	NEW TIRE PACKAGE	271.69
22404	103584	12/08/2023	100-221-42107	OIL PACKAGE PATROL CAR 833	774.57
22405	103584	12/08/2023	100-221-42107	BRAKE PACKAGE PATROL CAR 810	367.74
22406	103584	12/08/2023	100-221-42107	OIL AND BRAKE PACKAGE NEW TIRES	1,655.66
22407	103668	12/15/2023	100-221-42107	VEHICLE 809 MAINTENANCE	2,525.94
22408	103584	12/08/2023	100-221-42107	OIL PACKAGE PATROL CAR 805	71.85
22418	103584	12/08/2023	100-221-42107	CHECK ENGINE LIGHT AND OIL CHANGE	50.00
22434	103668	12/15/2023	100-221-42107	OIL CHANGE	50.00
22443	103668	12/15/2023	100-221-42107	MAINTENANCE PATROL CAR 831	1,314.55
22449	103668	12/15/2023	100-221-42107	OIL CHANGE AND BRAKES	947.61
22522	103668	12/15/2023	100-221-42107	BRAKES	1,039.62
22560	103814	01/05/2024	100-221-42107	REMOVE AND REPLACE FRONT DIFFERENTIAL PD	3,448.97
22582	103814	01/05/2024	100-221-42107	OIL CHANGE	71.94
22604	103814	01/05/2024	100-221-42107	NEW TIRE PACKAGE	739.95
Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:					15,549.46
Vendor: 2471 - COSTA NORTE, INC.					
12012401	103815	01/05/2024	209-552-42515	CRAB FEED AND DELIVERY PSC	6,641.75
Vendor 2471 - COSTA NORTE, INC. Total:					6,641.75
Vendor: 2767 - CRAIG WHITOM CONSULTING					
00035	103747	12/22/2023	100-341-42101	ENGINEERING CONSULTING SERVICES PW	1,000.00
00039	103873	01/12/2024	100-341-42101	PROFESSIONAL ENGINEERING SERVICES PW	500.00
Vendor 2767 - CRAIG WHITOM CONSULTING Total:					1,500.00
Vendor: 2620 - CRATUS, INC.					
12182023	103748	12/22/2023	100-000-31510	REFUND OVERPAYMENT BL 23- 10898	4.00
Vendor 2620 - CRATUS, INC. Total:					4.00
Vendor: CRE04 - CREATIVE SUPPORTS, INC					
32026	103585	12/08/2023	100-465-42201	CE CHAIR AND STANDING DESK	2,012.07
32027	103585	12/08/2023	212-462-47103	BLDG. OFFICIAL CHAIR	998.15
32028	103816	01/05/2024	212-461-42201	NEW FURNITURE DESK, CHAIR FOR CDD	2,942.32
Vendor CRE04 - CREATIVE SUPPORTS, INC Total:					5,952.54
Vendor: 2220 - CRESCO EQUIPMENT RENTALS					
5981038-0003	103586	12/08/2023	100-345-42511	12' CAPACITY BRUSH CHIPPER	3,658.50
5981038-0004	103749	12/22/2023	100-345-42511	12" CAPACITY BRUSH CHIPPER CY	3,658.50
Vendor 2220 - CRESCO EQUIPMENT RENTALS Total:					7,317.00
Vendor: CRI07 - CRIME SCENE CLEANERS INC.					
88409	103669	12/15/2023	100-221-42107	CLEANING CAR 892	130.00
Vendor CRI07 - CRIME SCENE CLEANERS INC. Total:					130.00
Vendor: 2424 - CROCKETT AWARD & TROPHY SERVICES					
691517	103587	12/08/2023	100-110-42201	NAME PLATES	55.26
Vendor 2424 - CROCKETT AWARD & TROPHY SERVICES Total:					55.26

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Vendor: CSI01 - CSI FORENSIC SUPPLY					
PINOLEPD-0006	103817	01/05/2024	100-222-42201	EVIDENCE SUPPLIES PD	303.04
Vendor CSI01 - CSI FORENSIC SUPPLY Total:					303.04
Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC					
2311039	103588	12/08/2023	106-343-47201	PRELIMINARY ENGINEERING AND DESIGN SERVICES	3,349.00
2311130	103670	12/15/2023	106-341-42101	STAFF ENHANCEMENT FOR PUBLIC WORKS	1,036.00
2311139	103670	12/15/2023	200-342-42101	ROAD SAFETY RECOMMENDATIONS - PVR & PINOLE MIDDLE	968.00
2311144	103818	01/05/2024	106-343-42101	BROADBAND OPPORTUNITIES ASSESSMENT	1,653.00
Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total:					7,006.00
Vendor: DAY02 - DAY WIRELESS SYSTEMS, INC.					
INV802565	103671	12/15/2023	100-221-42107	REPAIR TO EQUIPMENT	2,761.00
Vendor DAY02 - DAY WIRELESS SYSTEMS, INC. Total:					2,761.00
Vendor: 2785 - DEKRA-LITE INDUSTRIES, INC.					
ARINV021233	103819	01/05/2024	100-466-42101	24" DOUBLE BOW ACCENT KIT	9,103.78
ARINV021779	103819	01/05/2024	100-466-42101	SILHOUETTE HEAVENLY STAR AND FLOWING RIBBON	21,133.31
Vendor 2785 - DEKRA-LITE INDUSTRIES, INC. Total:					30,237.09
Vendor: BRO19 - DENISE BROWN					
NOVEMBER 2023	103874	01/12/2024	209-20015	GIFT SHOP SALES NOVEMBER 2023	21.00
Vendor BRO19 - DENISE BROWN Total:					21.00
Vendor: DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE					
692341	103750	12/22/2023	100-116-42101	FINGERPRINTING AND BACKGROUND HR	256.00
692341	103750	12/22/2023	100-221-42110	FINGERPRINTING AND BACKGROUND HR	106.00
Vendor DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE Total:					362.00
Vendor: DEP03 - DEPARTMENT OF TRANSPORTATION					
SL240075	103820	01/05/2024	200-342-42101	TRAFFIC SIGNALS SERVICE JULY-SEPT. 2023	1,866.30
SL240075	103820	01/05/2024	310-347-42101	TRAFFIC SIGNALS SERVICE JULY-SEPT. 2023	475.11
SL240075	103820	01/05/2024	310-348-42101	TRAFFIC SIGNALS SERVICE JULY-SEPT. 2023	808.77
Vendor DEP03 - DEPARTMENT OF TRANSPORTATION Total:					3,150.18
Vendor: 2777 - DETAIL ORIENTED					
DO101-R	103751	12/22/2023	100-221-42107	CAR WASH PD PATROLS	660.00
Vendor 2777 - DETAIL ORIENTED Total:					660.00
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
85506368	103589	12/08/2023	100-10601	GASOLINE UNL CY	2,665.56
85520513	103589	12/08/2023	100-10601	GASOLINE UNL CY	1,875.19
85534491	103673	12/15/2023	100-10601	GASOLINE UNL	1,074.81
85548970	103752	12/22/2023	100-10601	GASOLINE UNL CY	1,795.06
85555868	103821	01/05/2024	100-10601	GASOLINE UNL CY	1,646.66
85561706	103821	01/05/2024	100-10601	GASOLINE UNL CY	1,710.32
85566105	103821	01/05/2024	500-10601	CLEAR RENEWABLE DIESEL WPCP	4,720.44
85574951	103821	01/05/2024	100-10601	GASOLINE UNL CY	1,735.65
85580023	103875	01/12/2024	100-10601	GASOLINE UNL CY	4,383.36
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					21,607.05
Vendor: DIV06 - DIVISION OF THE STATE ARCHITECT					
Q4-2023	103876	01/12/2024	226-000-34223	STATE MADATED FEE Q4 OCTOBER - DECEMBER 2023	236.00
Vendor DIV06 - DIVISION OF THE STATE ARCHITECT Total:					236.00

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Vendor: DOL01 - DOLAN'S LUMBER					
DECEMBER 2023	103822	01/05/2024	500-642-42514	CITYWIDE PURCHASES	21.09
DECEMBER 2023	103822	01/05/2024	500-642-42514	CITYWIDE PURCHASES	21.09
Vendor DOL01 - DOLAN'S LUMBER Total:					42.18
Vendor: EBM01 - EBMUD					
231773-11282023	103675	12/15/2023	100-343-43102	2887 SIMAS AVE IRRIGATION USE ONLY	182.32
232841-11222023	103590	12/08/2023	100-345-43102	3790 PINOLE VALLEY RD-IRRIGATION USE ONLY	4,719.10
388057-12222023	103877	01/12/2024	100-343-43102	1960 Sarah Dr--Irrigation Use Only	282.46
43136	103674	12/15/2023	100-115-42101	QUERYING AND COMPILATION HOURS	156.00
435474-12212023	103877	01/12/2024	209-559-43102	2937 Pinole Valley Rd--Tennis Court Restrooms	100.50
435748-12142023	103823	01/05/2024	209-553-43102	2454 SIMAS AVE-TINY TOTS	37.54
435748-12142023	103823	01/05/2024	209-557-43102	2454 SIMAS AVE-TINY TOTS	1,213.68
464595-12292023	103877	01/12/2024	209-554-43102	635 Tennent Ave--Pinole Youth Center/CTV	43.23
464595-12292023	103877	01/12/2024	505-119-43102	635 Tennent Ave--Pinole Youth Center/CTV	43.23
464596-12292023	103877	01/12/2024	100-345-43102	2310 Park St--Fernandez Park Baseball Field	1,230.16
465190-12282023	103877	01/12/2024	201-343-43102	813 Fernandez Ave--Irrigation Use Only	65.40
465395-12292023	103877	01/12/2024	100-345-43102	1095 Nob Hill Ave--Parks & Gardens--Meadow Park	401.80
465553-12282023	103877	01/12/2024	100-343-43102	2301 1/2 San Pablo Ave--Irrigation Use Only	98.80
465569-12292023	103877	01/12/2024	209-558-43102	601 Tennent Ave--Memorial Hall	112.84
465922-12222023	103877	01/12/2024	100-343-43102	636 Tennent Ave--Irrigation Use Only	65.40
465923-12292023	103877	01/12/2024	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	663.74
465924-12292023	103877	01/12/2024	100-222-43102	880 Tennent Ave--Public Safety Facility/Building	1,156.55
465924-12292023	103877	01/12/2024	100-223-43102	880 Tennent Ave--Public Safety Facility/Building	257.01
465924-12292023	103877	01/12/2024	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	1,156.56
466363-12292023	103877	01/12/2024	100-345-43102	1818 Canyon Dr--Irrigation Use Only	290.24
513648-12282023	103877	01/12/2024	100-343-43102	2161 Plum St--Parking Lot Irrigation	98.80
520575-11202023	103590	12/08/2023	100-345-43102	2690 BOX CANYON RD-IRRIGATION USE ONLY	182.32
524589-12292023	103877	01/12/2024	100-345-43102	592 Marlesta Rd--Irrigation Use Only	224.44
529821-12292023	103877	01/12/2024	209-552-43102	2500 Charles St--Senior Center	1,059.83
529852-12292023	103877	01/12/2024	209-552-43102	2500 Charles St--Senior Center	619.42
532187-12282023	103877	01/12/2024	100-343-43102	2601 Charles St--Irrigation Use Only	65.40
532364-12142023	103823	01/05/2024	100-345-43102	1267 ADOBE RD-HAZEL DOWNER-THORNTON PICNIC GROVE	133.90
532606-12142023	103823	01/05/2024	100-345-43102	1270 ADOBE RD-CARETAKER'S SHED FOR PINOLE PARK	70.39
534462-12122023	103823	01/05/2024	100 345 43102	3450 SAVAGE AVF-IRRIGATION USE ONLY	65.40
539199-12272023	103877	01/12/2024	500-642-43102	05005 HYDRAND PERMIT-CONSTRUCTION	549.66
540499-12282023	103877	01/12/2024	100-343-43102	1230 Pinole Valley Rd--Irrigation Use Only	65.40

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544461-12292023	103877	01/12/2024	100-110-43102	2131 Pear St--Offices--City Hall	3.69
544461-12292023	103877	01/12/2024	100-111-43102	2131 Pear St--Offices--City Hall	8.84
544461-12292023	103877	01/12/2024	100-112-43102	2131 Pear St--Offices--City Hall	8.10
544461-12292023	103877	01/12/2024	100-115-43102	2131 Pear St--Offices--City Hall	24.01
544461-12292023	103877	01/12/2024	100-116-43102	2131 Pear St--Offices--City Hall	8.10
544461-12292023	103877	01/12/2024	100-117-43102	2131 Pear St--Offices--City Hall	64.82
544461-12292023	103877	01/12/2024	100-343-43102	2131 Pear St--Offices--City Hall	115.50
544461-12292023	103877	01/12/2024	200-342-43102	2131 Pear St--Offices--City Hall	20.62
544461-12292023	103877	01/12/2024	212-461-43102	2131 Pear St--Offices--City Hall	7.81
544461-12292023	103877	01/12/2024	212-462-43102	2131 Pear St--Offices--City Hall	20.77
544461-12292023	103877	01/12/2024	285-464-43102	2131 Pear St--Offices--City Hall	6.19
544461-12292023	103877	01/12/2024	505-119-43102	2131 Pear St--Offices--City Hall	6.19
545474-12292023	103877	01/12/2024	100-110-43102	2131 Pear St--Offices--City Hall	8.31
545474-12292023	103877	01/12/2024	100-111-43102	2131 Pear St--Offices--City Hall	19.91
545474-12292023	103877	01/12/2024	100-112-43102	2131 Pear St--Offices--City Hall	18.25
545474-12292023	103877	01/12/2024	100-115-43102	2131 Pear St--Offices--City Hall	54.09
545474-12292023	103877	01/12/2024	100-116-43102	2131 Pear St--Offices--City Hall	18.25
545474-12292023	103877	01/12/2024	100-117-43102	2131 Pear St--Offices--City Hall	146.02
545474-12292023	103877	01/12/2024	100-343-43102	2131 Pear St--Offices--City Hall	260.19
545474-12292023	103877	01/12/2024	200-342-43102	2131 Pear St--Offices--City Hall	46.46
545474-12292023	103877	01/12/2024	212-461-43102	2131 Pear St--Offices--City Hall	17.59
545474-12292023	103877	01/12/2024	212-462-43102	2131 Pear St--Offices--City Hall	46.79
545474-12292023	103877	01/12/2024	285-464-43102	2131 Pear St--Offices--City Hall	13.94
545474-12292023	103877	01/12/2024	505-119-43102	2131 Pear St--Offices--City Hall	13.94
554167-12282023	103877	01/12/2024	100-345-43102	1600 Primrose Lane--Irrigation Use Only	98.80
554181-12142023	103823	01/05/2024	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	514.68
554182-12142023	103823	01/05/2024	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	339.56
554625-12292023	103877	01/12/2024	209-558-43102	601 Tennent Ave--Memorial Hall	339.56
556324-11222023	103590	12/08/2023	100-345-43102	3790 PINOLE VALLEY ROAD IRRIGATION USE ONLY	2,739.46
565167-12292023	103877	01/12/2024	201-343-43102	2100 San Pablo Ave--Offices--Faria House	72.42
565169-12292023	103877	01/12/2024	201-343-43102	2100 San Pablo Ave--Offices--Faria House	119.06
610134-12222023	103877	01/12/2024	201-343-43102	2100 SAN PABLO AVE-IRRIGATION USE ONLY	65.40
				Vendor EBM01 - EBMUD Total:	20,658.84
Vendor: 2768 - EDWARD WARREN					
01022024	103824	01/05/2024	100-221-42302	MILEAGE FOR POLICE ACADEMY	482.80
12132023	103753	12/22/2023	100-221-42302	MILEAGE AND PARKING TO POLICE ACADEMY	440.80
12182023	103824	01/05/2024	100-221-42302	MILEAGE TO POLICE ACADEMY	524.80
				Vendor 2768 - EDWARD WARREN Total:	1,448.40
Vendor: 2527 - EL CERRITO HEATING, INC.					
01022024	103825	01/05/2024	100-000-31510	OVERPAYMENT ON BL23...	100.00
				Vendor 2527 - EL CERRITO HEATING, INC. Total:	100.00
Vendor: 2380 - ELIZABETH A. LYNN					
DECEMBER 2023	103879	01/12/2024	209-552-43802	POSTURE CLASSESS PSC DECEMBER 2023	24.50
NOVEMBER 2023	103754	12/22/2023	209-552-43802	POSTURE CLASSES PSC	28.70
				Vendor 2380 - ELIZABETH A. LYNN Total:	53.20
Vendor: FAS02 - FASTENAL					
CASA176186	103676	12/15/2023	500-641-44306	SUPPLIES WPCP	565.78
				Vendor FAS02 - FASTENAL Total:	565.78

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Vendor: FED01 - FEDEX					
8-341-76637	103755	12/22/2023	100-112-42201	MAILING	10.45
Vendor FED01 - FEDEX Total:					10.45
Vendor: 2659 - FIONA EPPS					
12052023	103677	12/15/2023	209-551-42515	25 LBS OF APPLES FOR UNITED WE HEAL EVENT	100.00
Vendor 2659 - FIONA EPPS Total:					100.00
Vendor: FIR31 - FIRE PROTECTION MANAGEMENT, INC.					
123210	103591	12/08/2023	209-552-42108	PSC FIRE SPRINKLER SERVICE	4,986.00
123253	103591	12/08/2023	209-557-42108	ANNUAL INSPECTION SPRINKLER SWIM CENTER	250.00
123255	103591	12/08/2023	209-554-42108	ANNUAL INSPECTION FIRE SPRINKLER PYC	375.00
123256	103591	12/08/2023	209-552-42108	ANNUAL INSPECTION FIRE SPRINKLER PSC	325.00
123261	103591	12/08/2023	100-343-42108	ANNUAL INSPECTION FIRE SPRINKLER CITY HALL	375.00
Vendor FIR31 - FIRE PROTECTION MANAGEMENT, INC. Total:					6,311.00
Vendor: 1612 - FIRST VANGUARD RENTALS & SALES					
1-508861	103826	01/05/2024	200-342-42514	PORTABLE CHANGEABLE MESSAGE SIGN	1,603.00
1-508861-2	103880	01/12/2024	200-342-42514	PORTABLE CHANGEABLE MESSAGE BOARD PW	1,353.00
1-509056	103592	12/08/2023	200-342-42514	ALUM CUSTOMS SIGNS	1,000.92
1-509118	103756	12/22/2023	215-342-47205	MESSAGE BOARDS NEW SIGNAL LIGHT AT APPIAN AND MARL	3,809.55
Vendor 1612 - FIRST VANGUARD RENTALS & SALES Total:					7,766.47
Vendor: FIS01 - FISHER SCIENTIFIC					
7769555	103593	12/08/2023	500-641-44305	BIOLOGICAL INDICATOR LAB SUPPLIES WPCP	362.16
Vendor FIS01 - FISHER SCIENTIFIC Total:					362.16
Vendor: FOL02 - FOLSOM LAKE FORD					
FL2607	103678	12/15/2023	206-227-47104	2023 FORD POLICE INTERCEPTOR UTILITY AWD	52,482.19
FL2638	103678	12/15/2023	206-227-47104	2023 FORD INTERCEPTOR UTILITY AWD	52,482.19
Vendor FOL02 - FOLSOM LAKE FORD Total:					104,964.38
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2310-SUPP	103757	12/22/2023	100-222-42101	BLOOD WITHDRAWAL SERVICES PD OCTOBER 2023	119.70
Vendor FOR02 - FORENSIC SERVICES DIVISION Total:					119.70
Vendor: 1451 - FRANCISCA IRENE MACGUIRE					
NOVEMBER 2023	103881	01/12/2024	209-20015	GIFT SHOP SALES PSC NOVEMBER 2023	20.00
Vendor 1451 - FRANCISCA IRENE MACGUIRE Total:					20.00
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
JANUARY 2024	103882	01/12/2024	201-343-42513	BASE RENT PINOLE VISTA CROSSING JANUARY 2024	100.00
Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:					100.00
Vendor: 2457 - GEOLINKS					
BD0173629	103679	12/15/2023	525-118-43101	CLEAR FIBER	499.00
BD0178742	103883	01/12/2024	525-118-43101	CLEAR FIBER DIA MAINTENANCE	499.00
Vendor 2457 - GEOLINKS Total:					998.00
Vendor: 1191 - GERALDINE A. PORTER					
DECEMBER 2023	103884	01/12/2024	209-20015	GIFT SHOP SALES PSC DECEMBER 2023	20.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
NOVEMBER 2023	103884	01/12/2024	209-20015	GIFT SHOP SALES NOVEMBER 2023	15.00
OCTOBER 2023	103884	01/12/2024	209-20015	GIFT SHOP SALES OCTOBER 2023	5.00
Vendor 1191 - GERALDINE A. PORTER Total:					40.00
Vendor: GLO08 - GLOBALSTAR					
000000060556434	103680	12/15/2023	525-118-43101	TELECOMMUNICATIONS	133.37
000000062200964	103885	01/12/2024	525-118-43101	TELECOMMUNICATIONS SOFTWARE	133.37
Vendor GLO08 - GLOBALSTAR Total:					266.74
Vendor: 1653 - GOT POWER, INC.					
01-78865	103594	12/08/2023	100-222-42108	90KW KOHLER GENERATOR	2,194.40
01-79214	103594	12/08/2023	100-231-42108	30 KW OLYMPIAN GENERATOR	1,925.93
Vendor 1653 - GOT POWER, INC. Total:					4,120.33
Vendor: 2543 - GRAHAM CONTRACTORS, INC.					
12192023	103758	12/22/2023	226-000-34223	OVERPAYMENT FOR BL 23-04019	4.00
Vendor 2543 - GRAHAM CONTRACTORS, INC. Total:					4.00
Vendor: GRA03 - GRAINGER					
9906161212	103681	12/15/2023	100-345-42108	SOAP DISPENSER	228.53
9945167006	103886	01/12/2024	500-641-44306	SUPPLIES FOR WPCP	44.26
Vendor GRA03 - GRAINGER Total:					272.79
Vendor: 1112 - GRAY-BOWEN-SCOTT					
22127	103759	12/22/2023	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	3,947.94
22143	103827	01/05/2024	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	3,208.25
Vendor 1112 - GRAY-BOWEN-SCOTT Total:					7,156.19
Vendor: HAC01 - HACH COMPANY					
13807077	103625	12/08/2023	500-641-44305	NITRITE LAB SUPPLIES WPCP	160.56
13817259	103625	12/08/2023	500-641-44305	CHEMICALS LAB SUPPLIES WPCP	2,644.45
13851284	103828	01/05/2024	500-641-44305	FILTER GLASS WPCP	1,174.61
13856627	103887	01/12/2024	500-641-44303	PAO STD SOLN WPCP	323.94
Vendor HAC01 - HACH COMPANY Total:					4,303.56
Vendor: HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC					
00601866	103829	01/05/2024	500-641-44306	PVC SUPPLIES WPCP	253.46
00601905	103829	01/05/2024	500-641-44306	PLASTIC SUPPLIES WPCP	435.46
00601922	103829	01/05/2024	500-641-44306	TUBES AND PIPES WPCP	73.26
Vendor HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC Total:					762.18
Vendor: HAR25 - HARRIS & ASSOCIATES, INC.					
60456	103760	12/22/2023	200-342-47205	PAVEMENT MARKING EVALUATION	3,758.00
Vendor HAR25 - HARRIS & ASSOCIATES, INC. Total:					3,758.00
Vendor: HAS01 - HASA, INC.					
932446	103682	12/15/2023	500-641-44303	MULTI CHLOR	13,589.66
Vendor HAS01 - HASA, INC. Total:					13,589.66
Vendor: HEA01 - HEALTH CARE DENTAL TRUST					
341252-341253-341254-3412...	103683	12/15/2023	100-110-41002	DENTAL DECEMBER 2023	287.72
341252-341253-341254-3412...	103683	12/15/2023	100-111-41002	DENTAL DECEMBER 2023	236.84
341252-341253-341254-3412...	103683	12/15/2023	100-112-41002	DENTAL DECEMBER 2023	383.55
341252-341253-341254-3412...	103683	12/15/2023	100-113-41002	DENTAL DECEMBER 2023	108.99
341252-341253-341254-3412...	103683	12/15/2023	100-115-41002	DENTAL DECEMBER 2023	364.69
341252-341253-341254-3412...	103683	12/15/2023	100-116-41002	DENTAL DECEMBER 2023	306.58
341252-341253-341254-3412...	103683	12/15/2023	100-221-41002	DENTAL DECEMBER 2023	2,114.27
341252-341253-341254-3412...	103683	12/15/2023	100-221-41002	DENTAL DECEMBER 2023	108.99
341252-341253-341254-3412...	103683	12/15/2023	100-222-41002	DENTAL DECEMBER 2023	50.88
341252-341253-341254-3412...	103683	12/15/2023	100-222-41002	DENTAL DECEMBER 2023	536.19

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341252-341253-341254-3412...	103683	12/15/2023	100-223-41002	DENTAL DECEMBER 2023	1,323.68
341252-341253-341254-3412...	103683	12/15/2023	100-341-41002	DENTAL DECEMBER 2023	338.60
341252-341253-341254-3412...	103683	12/15/2023	100-343-41002	DENTAL DECEMBER 2023	838.37
341252-341253-341254-3412...	103683	12/15/2023	100-465-41002	DENTAL DECEMBER 2023	127.85
341252-341253-341254-3412...	103683	12/15/2023	105-221-41002	DENTAL DECEMBER 2023	434.43
341252-341253-341254-3412...	103683	12/15/2023	106-222-41002	DENTAL DECEMBER 2023	127.85
341252-341253-341254-3412...	103683	12/15/2023	209-551-41002	DENTAL DECEMBER 2023	306.58
341252-341253-341254-3412...	103683	12/15/2023	209-552-41002	DENTAL DECEMBER 2023	91.58
341252-341253-341254-3412...	103683	12/15/2023	209-554-41002	DENTAL DECEMBER 2023	115.07
341252-341253-341254-3412...	103683	12/15/2023	212-461-41002	DENTAL DECEMBER 2023	255.70
341252-341253-341254-3412...	103683	12/15/2023	212-462-41002	DENTAL DECEMBER 2023	287.72
341252-341253-341254-3412...	103683	12/15/2023	500-641-41002	DENTAL DECEMBER 2023	914.04
341252-341253-341254-3412...	103683	12/15/2023	500-642-41002	DENTAL DECEMBER 2023	229.61
341252-341253-341254-3412...	103683	12/15/2023	505-119-41002	DENTAL DECEMBER 2023	255.70
341252-341253-341254-3412...	103683	12/15/2023	998-20105	DENTAL DECEMBER 2023	306.58
341252-341253-341254-3412...	103683	12/15/2023	998-20105	DENTAL DECEMBER 2023	108.98
341252-341253-341254-3412...	103683	12/15/2023	998-20105	DENTAL DECEMBER 2023	12.79
341252-341253-341254-3412...	103683	12/15/2023	998-20105	DENTAL DECEMBER 2023	10.18
342856/342857/342852/342...	103888	01/12/2024	100-110-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	338.60
342856/342857/342852/342...	103888	01/12/2024	100-111-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	236.84
342856/342857/342852/342...	103888	01/12/2024	100-112-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	383.55
342856/342857/342852/342...	103888	01/12/2024	100-113-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	108.99
342856/342857/342852/342...	103888	01/12/2024	100-115-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	364.69
342856/342857/342852/342...	103888	01/12/2024	100-116-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	306.58
342856/342857/342852/342...	103888	01/12/2024	100-221-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	159.87
342856/342857/342852/342...	103888	01/12/2024	100-221-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	2,242.12
342856/342857/342852/342...	103888	01/12/2024	100-222-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	485.31
342856/342857/342852/342...	103888	01/12/2024	100-222-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	50.88
342856/342857/342852/342...	103888	01/12/2024	100-223-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	1,323.68
342856/342857/342852/342...	103888	01/12/2024	100-341-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	338.60
342856/342857/342852/342...	103888	01/12/2024	100-342-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	889.25
342856/342857/342852/342...	103888	01/12/2024	100-465-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	127.85
342856/342857/342852/342...	103888	01/12/2024	105-221-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	434.43
342856/342857/342852/342...	103888	01/12/2024	106-222-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	127.85
342856/342857/342852/342...	103888	01/12/2024	209-551-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	306.58
342856/342857/342852/342...	103888	01/12/2024	209-552-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	206.65
342856/342857/342852/342...	103888	01/12/2024	209-554-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	115.07
342856/342857/342852/342...	103888	01/12/2024	212-461-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	255.70
342856/342857/342852/342...	103888	01/12/2024	212-462-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	543.42
342856/342857/342852/342...	103888	01/12/2024	500-641-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	914.04

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342856/342857/342852/342...	103888	01/12/2024	500-642-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	229.61
342856/342857/342852/342...	103888	01/12/2024	505-119-41002	DENTAL TRUST CARE BENEFITS JANUARY 2024	255.70
342856/342857/342852/342...	103888	01/12/2024	998-20105	DENTAL TRUST CARE BENEFITS JANUARY 2024	306.58
342856/342857/342852/342...	103888	01/12/2024	998-20105	DENTAL TRUST CARE BENEFITS JANUARY 2024	12.79
342856/342857/342852/342...	103888	01/12/2024	998-20105	DENTAL TRUST CARE BENEFITS JANUARY 2024	108.98
342856/342857/342852/342...	103888	01/12/2024	998-20105	DENTAL TRUST CARE BENEFITS JANUARY 2024	22.96
Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:					21,781.18
Vendor: 2758 - HELLUDAH KIBROM HADGU					
DECEMBER 2023	103761	12/22/2023	209-551-42514	ANTI TOBACCO PROGRAM DECEMBER 2023	62.00
NOVEMBER 2023	103684	12/15/2023	209-551-42515	ANTI TOBACCO 11/6-11/29/23	124.00
Vendor 2758 - HELLUDAH KIBROM HADGU Total:					186.00
Vendor: 2549 - HENRY ROOFING, INC.					
12202023	103830	01/05/2024	100-000-31510	OVERPAID BLS RENEWAL BL23- 03963	52.00
Vendor 2549 - HENRY ROOFING, INC. Total:					52.00
Vendor: 1161 - HINDERLITER, DE LLAMAS & ASSOCIATES					
SIN034162	103889	01/12/2024	100-115-42101	AUDIT SERVICES SALES TAX OCT. - DEC.	1,525.92
SIN034652	103889	01/12/2024	105-115-42101	TRANSACTION TAX SERVICES OCT.-DEC.2023	300.00
Vendor 1161 - HINDERLITER, DE LLAMAS & ASSOCIATES Total:					1,825.92
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	175.81
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	204.93
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	78.00
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	308.43
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	358.24
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	435.91
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	52.40
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	47.62
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	32.75
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	16.52
DECEMBER 2023	103890	01/12/2024	100-343-44306	CITY WIDE PURCHASES	65.53
DECEMBER 2023	103890	01/12/2024	500-641-42108	CITY WIDE PURCHASES	372.82
DECEMBER 2023	103890	01/12/2024	500-641-44306	CITY WIDE PURCHASES	43.67
DECEMBER 2023	103890	01/12/2024	500-641-44306	CITY WIDE PURCHASES	39.99
DECEMBER 2023	103890	01/12/2024	500-641-44306	CITY WIDE PURCHASES	111.73
DECEMBER 2023	103890	01/12/2024	500-642-42514	CITY WIDE PURCHASES	44.48
DECEMBER 2023	103890	01/12/2024	500-642-42514	CITY WIDE PURCHASES	144.70
DECEMBER 2023	103890	01/12/2024	500-642-42514	CITY WIDE PURCHASES	307.23
NOVEMBER 2023	103685	12/15/2023	100-222-42108	CITYWIDE PURCHASES	182.31
NOVEMBER 2023	103685	12/15/2023	100-222-42108	CITYWIDE PURCHASES	17.75
NOVEMBER 2023	103685	12/15/2023	100-231-42108	CITYWIDE PURCHASES	182.32
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	175.10
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	59.82
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	162.44
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	68.58
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	85.03
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	119.17
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	340.44
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	64.99
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	319.68
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	313.67

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NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	249.09
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	196.51
NOVEMBER 2023	103685	12/15/2023	100-343-44306	CITYWIDE PURCHASES	137.06
NOVEMBER 2023	103685	12/15/2023	100-345-44306	CITYWIDE PURCHASES	187.92
NOVEMBER 2023	103685	12/15/2023	100-345-44306	CITYWIDE PURCHASES	53.37
NOVEMBER 2023	103685	12/15/2023	209-552-42108	CITYWIDE PURCHASES	102.16
NOVEMBER 2023	103685	12/15/2023	500-641-44306	CITYWIDE PURCHASES	108.52
NOVEMBER 2023	103685	12/15/2023	500-641-44306	CITYWIDE PURCHASES	65.97
NOVEMBER 2023	103685	12/15/2023	500-642-42514	CITYWIDE PURCHASES	83.83
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					6,116.49
Vendor: 2780 - HUE & CRY SECURITY SYSTEMS INC.					
12182023	103762	12/22/2023	100-000-31510	REFUND FOR OVERPAYMENT BL 11-06906	156.00
Vendor 2780 - HUE & CRY SECURITY SYSTEMS INC. Total:					156.00
Vendor: IED02 - IEDA, INC.					
24397	103686	12/15/2023	100-116-42101	LABOR RELATIONS FEES FOR DECEMBER 2023	2,521.66
24434	103891	01/12/2024	100-116-42101	LABOR RELATIONS FEES JANUARY 2024	2,521.66
Vendor IED02 - IEDA, INC. Total:					5,043.32
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379X09912903	103626	12/08/2023	500-641-44305	DEIONIZAITON SERVICES WPCP	584.00
379X10040504	103892	01/12/2024	500-641-44305	DEIONIZATION SERVICE WPCP	548.00
Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:					1,132.00
Vendor: MOO14 - ISSAC MOORE					
DECEMBER 2023	103893	01/12/2024	209-552-43802	EXERCISE CLASSES PSC DECEMBER 2023	225.00
NOVEMBER 2023	103763	12/22/2023	209-552-43802	EXERCISE CLASSES PSC	270.00
Vendor MOO14 - ISSAC MOORE Total:					495.00
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
254499	103627	12/08/2023	100-551-42511	PORTABLE TOILET RENTAL	144.77
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					144.77
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
DECEMBER 2023	103894	01/12/2024	209-552-43802	BALANCE FLOOR YOGA CLASSES PSC DECEMBER 2023	194.25
NOVEMBER 2023	103764	12/22/2023	209-552-43802	BALANCE FLOOR YOGA CLASESS PSC	370.30
Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:					564.55
Vendor: 1611 - JANICE M. BYER					
DECEMBER 2023	103895	01/12/2024	209-552-43802	EXERCISE CLASSES PSC DECEMBER 2023	360.00
NOVEMBER 2023	103765	12/22/2023	209-552-43802	EXERCISE CLASSES PSC	765.00
Vendor 1611 - JANICE M. BYER Total:					1,125.00
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
20738	103687	12/15/2023	209-554-42108	JANITORIAL SERVICES PYC DECEMBER 2023	469.47
20739	103687	12/15/2023	209-552-42108	JANITORIAL SERVICES PSC DECEMBER 2023	434.45
20740	103687	12/15/2023	209-552-43810	JANITORIAL SERVICES KITCHEN PSC DECEMBER 2023	417.15
20741	103687	12/15/2023	209-553-42108	JANITORIAL SERVICES TINY TOTS DECEMBER 2023	501.40
21092	103896	01/12/2024	209-552-42108	DAY PORTER SERVICE DECEMBER 2023 PSC	2,257.00
21119	103896	01/12/2024	209 552 43810	DEEP CLEAN PSC	600.00
21216	103896	01/12/2024	209-554-42108	JANITORIAL SERVICE JANUARY 2024 PYC	469.47
21217	103896	01/12/2024	209-552-42108	JANITORIAL SERVICES PSC JANUARY 2023	434.45

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21218	103896	01/12/2024	209-552-43810	JANITORIAL SERVICES PSC KITCHEN JANUARY 2024	417.15
21219	103896	01/12/2024	209-553-42108	JANITORIAL SERVICES TINY TOTS JANUARY 2023	501.40
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					6,501.94
Vendor: 2784 - JOHN EVANS					
12142023	103766	12/22/2023	100-116-42101	REIMBURSEMENT FOR COMMERCIAL LICENSING TEST	90.87
Vendor 2784 - JOHN EVANS Total:					90.87
Vendor: 2761 - JORDAN SALAK					
DECEMBER 2023	103767	12/22/2023	209-551-42514	ANTI TOBACCO DECEMBER 2023	124.00
NOVEMBER 2023	103688	12/15/2023	209-551-42515	ANTI TOBACCO 11/6-11/29/23	147.25
Vendor 2761 - JORDAN SALAK Total:					271.25
Vendor: KAI02 - KAISER PERMANETE					
320903364865-12092023	103831	01/05/2024	100-116-42101	PHYSICAL FOR NEW HIRES	65.00
320903364865-12092023	103831	01/05/2024	100-221-42101	PHYSICAL FOR NEW HIRES	719.00
Vendor KAI02 - KAISER PERMANETE Total:					784.00
Vendor: 2750 - KARL JASON MADAYAG					
12222023	103897	01/12/2024	100-341-42302	MEALS AND RIDE	47.40
12222023	103897	01/12/2024	100-341-42303	MEALS AND RIDE	207.00
Vendor 2750 - KARL JASON MADAYAG Total:					254.40
Vendor: 1546 - KATHERINE DUFF					
NOVEMBER 2023	103898	01/12/2024	209-20015	GIFT SHOP SALES PSC NOVEMBER 2023	10.50
Vendor 1546 - KATHERINE DUFF Total:					10.50
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000032655	103628	12/08/2023	500-641-44302	SLUDGE REMOVAL WPCP	6,443.40
4212-000032699	103832	01/05/2024	500-641-44302	SLUDGE REMOVAL WPCP	6,558.13
4212-000032739	103899	01/12/2024	500-641-44302	SLUDGE REMOVAL WPCP	7,153.17
Vendor KEL09 - KELLER CANYON LANDFILL Total:					20,154.70
Vendor: KEM03 - KEMIRA WATER SOLUTIONS, INC.					
1003960366	103900	01/12/2024	500-641-44303	FERRIC CHLORIDE SOLUTION BULK WPCP	16,966.64
Vendor KEM03 - KEMIRA WATER SOLUTIONS, INC. Total:					16,966.64
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
23-214	103833	01/05/2024	207-344-42101	STORMWATER SUPPORT	66.28
23-216	103833	01/05/2024	100-341-34227	2153 HAZEL PLAN REVIEW PW23-0388	1,430.10
23-217	103833	01/05/2024	100-341-34227	PLAN REVIEW BP23-0225	116.50
23-245	103833	01/05/2024	100-341-34227	PLAN CHECK REVIEW PL23- 0090	174.75
Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:					1,787.63
Vendor: 1424 - KRISTINA SANTOYO					
11292023	103689	12/15/2023	209-552-42515	PETTY CASH FOR PSC	102.05
11292023	103689	12/15/2023	209-552-43809	PETTY CASH FOR PSC	150.00
11292023	103689	12/15/2023	209-552-43809	PETTY CASH FOR PSC	201.00
Vendor 1424 - KRISTINA SANTOYO Total:					453.05
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
12146	103690	12/15/2023	500-641-44303	ZETAG BAGS WPCP	25,668.99
Vendor KUB00 - KUBWATER RESOURCES, INC. Total:					25,668.99
Vendor: BRE09 - KYLE BRECKENRIDGE					
2833-165768	103629	12/08/2023	100-221-42107	WIPER BLADES FOR SERGEANT VEHICLE	32.91
Vendor BRE09 - KYLE BRECKENRIDGE Total:					32.91

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Vendor: LAN15 - LANGUAGE LINE SERVICES					
11168988	103691	12/15/2023	100-223-42101	OVER THE PHONE TRANSLATION PD	371.30
Vendor LAN15 - LANGUAGE LINE SERVICES Total:					371.30
Vendor: LEA01 - LEAGUE OF CALIFORNIA CITIES					
5224	103901	01/12/2024	100-110-42301	EBAY DIV MEETING FOR MAYOR AND COUNCIL MEMBER	100.00
Vendor LEA01 - LEAGUE OF CALIFORNIA CITIES Total:					100.00
Vendor: 2756 - LELE NAOMI TOO					
12052023	103692	12/15/2023	209-551-42515	ANTI TOBACCO 11/6- 11/29/2023	170.50
DECEMBER 2024	103768	12/22/2023	209-551-42514	ANIT TOBACCO DECEMBER 2023	124.00
Vendor 2756 - LELE NAOMI TOO Total:					294.50
Vendor: LIE01 - LIEBERT CASSIDY WHITMORE					
PI020-10000	103902	01/12/2024	100-116-42301	N CA EMPLOYMENT RELATIONS CONSORTIUM	900.00
Vendor LIE01 - LIEBERT CASSIDY WHITMORE Total:					900.00
Vendor: CUR03 - LN CURTIS & SONS					
inv756819	103769	12/22/2023	100-221-44410	UNIFORM PD	408.79
INV768327	103693	12/15/2023	100-221-42514	WASHABLE PAINT LESS LETHAL PROJECTILES PD	620.09
Vendor CUR03 - LN CURTIS & SONS Total:					1,028.88
Vendor: 2787 - MAGHSOUDI SHAMIM					
01022024	103834	01/05/2024	100-341-33219	RELEASE OF CASH BOND PW23-0218	15,315.00
Vendor 2787 - MAGHSOUDI SHAMIM Total:					15,315.00
Vendor: MAN01 - MANNA FOODS, INC.					
1020416	103694	12/15/2023	209-552-43804	FOOD PROGRAM PSC	206.09
1020793	103770	12/22/2023	209-552-43804	FOOD PROGRAM PSC	172.00
Vendor MAN01 - MANNA FOODS, INC. Total:					378.09
Vendor: 1152 - MARIA PICAZO					
12052023	103695	12/15/2023	209-551-42515	SUPPLIES AND LUNCH FOR VOLUNTEERS FOR TREE EVENT	520.63
Vendor 1152 - MARIA PICAZO Total:					520.63
Vendor: 2430 - MB CONTRACT FURNITURE, INC.					
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	117.05
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	1,303.34
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	405.04
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	375.84
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	16.88
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	375.84
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	370.41
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	350.84
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	309.66
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	58.34
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	239.53
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	230.64
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	222.47
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	200.02
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	167.42
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	86.92
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	156.06
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	113.59
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	134.83
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	135.32
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	418.81
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	406.95

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CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	432.14
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	2,320.12
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	1,508.29
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	1,212.96
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	432.14
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	829.71
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	802.05
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	145.69
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	654.88
CPIN35441	103903	01/12/2024	100-110-47103	OFFICE FURNITURE	466.22
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	713.16
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	4,938.77
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	439.31
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	1,893.02
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	156.06
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	1,239.63
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	184.83
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	401.03
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	1,113.19
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	222.47
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	606.48
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	866.26
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	606.48
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	667.72
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	924.53
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	228.87
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	88.90
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	111.12
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	66.67
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	43.46
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	43.46
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	35.38
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	31.23
CPIN35441	103903	01/12/2024	100-112-47103	OFFICE FURNITURE	5.34
Vendor 2430 - MB CONTRACT FURNITURE, INC. Total:					30,627.37

Vendor: 2778 - MB2 ASSOCIATES

11092023	103771	12/22/2023	100-231-34215	REFUND FOR FIRE INSPECTION 23-10960	158.00
Vendor 2778 - MB2 ASSOCIATES Total:					158.00

Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.

17407062	103630	12/08/2023	500-641-44306	BIRD PREVENTION ARM WPCP	50.49
17561999	103630	12/08/2023	500-641-44306	BIRD PREVENTION ARM AND PC TIGHT WPCP	292.31
18258305	103696	12/15/2023	500-641-44306	MINERAL OIL, PLASTIC PIPE SUPPLIES WPCP	640.43
18636179	103835	01/05/2024	500-641-44306	SUPPLIES FOR REPAIRS WPCP	128.94
19386098	103904	01/12/2024	500-641-44306	SUPPLIES FOR REPAIRS AT WPCP	86.99
19525924	103904	01/12/2024	500-641-44306	SUPPLIES FOR REPAIRS WPCP	84.69
Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:					1,283.85

Vendor: MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION

209174	103772	12/22/2023	100-20011	CITY ATTORNEY SERVICES	24,892.30
209176	103772	12/22/2023	100-20011	CITY COUNCIL MEETINGS	377.00
209177	103772	12/22/2023	100-20011	PUBLIC RECORDS ACT REQUESTS	528.00
209178	103772	12/22/2023	100-20011	RISK MANAGEMENT	132.00
209179	103772	12/22/2023	100-20011	PINOLE SHORES II CR	4,082.00
209180	103772	12/22/2023	100-20011	2151 APPIAN WAY CR	103.00
209181	103772	12/22/2023	100-20011	2801 PINOLE VALLEY ROAD CR	824.00
209182	103772	12/22/2023	100-20011	GENERAL SERVICES FINANCE	875.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
209183	103772	12/22/2023	100-20011	GENERAL SERVICES PUBLIC WORKS	1,500.00
209184	103772	12/22/2023	100-20011	MVP CONSTRUCTION LLC DISPUTE	22,164.50
209185	103772	12/22/2023	100-20011	1580 PINOLE VALLEY ROAD LLC V PINOLE, C	4,873.90
209186	103772	12/22/2023	100-20011	GENERAL SERVICES CITY CLERK	1,298.00
209187	103772	12/22/2023	100-20011	GENERAL SERVICES CITY ATTORNEY	355.50
209188	103772	12/22/2023	100-20011	GENERAL SERVICE POLICE	423.50
209189	103772	12/22/2023	100-20011	LABOR EMPLOYMENT	4,132.35
209190	103772	12/22/2023	100-20011	GENERAL SERVICES CODE ENFORCEMENT	891.00
209191	103772	12/22/2023	100-20011	GENERAL SERVICES COMMUNITY DEVELOPMENT	6,554.00
209192	103772	12/22/2023	100-20011	GENERAL SERVICES FIRE	672.00
209193	103772	12/22/2023	100-20011	GENERAL SERVICES RECREATIONAL	3,367.00
209194	103772	12/22/2023	100-20011	SUCCESSOR AGENCY ADMINISTRATIVE	639.00
209195	103772	12/22/2023	100-20011	HOUSING SUCCESSOR - RDA AFFORDABLE	70.00
210296	103772	12/22/2023	100-20011	CITY ATTORNEY SERVICES	16,568.62
210298	103772	12/22/2023	100-20011	CITY COUNCIL MEETINGS	2,610.00
210299	103772	12/22/2023	100-20011	PUBLIC RECORDS ACT REQUESTS	990.00
210300	103772	12/22/2023	100-20011	RISK MANAGEMENT	363.00
210301	103772	12/22/2023	100-20011	PINOLE SHORES II CR	301.00
210302	103772	12/22/2023	100-20011	GENERAL SERVICES FINANCE	885.50
210303	103772	12/22/2023	100-20011	FINANCE AUDIT LETTERS	231.00
210304	103772	12/22/2023	100-20011	GENERAL SERVICES PUBLIC WORKS	2,472.14
210305	103772	12/22/2023	100-20011	PUBLIC WORKS NON-ROUTINE PROJECTS	667.50
210306	103772	12/22/2023	100-20011	MVP CONSTRUCTION LLC DISPUTE	5,290.78
210307	103772	12/22/2023	100-20011	1580 PINOLE VALLEY ROAD LLC V PINOLE, C	6,298.50
210308	103772	12/22/2023	100-20011	GENERAL SERVICES CITY CLERK	257.00
210309	103772	12/22/2023	100-20011	GENERAL SERVICES POLICE	1,482.50
210310	103772	12/22/2023	100-116-42102	LABOR AND EMPLOYMENT	4,272.50
210311	103772	12/22/2023	100-20011	GENERAL SERVICE CODE ENFORCEMENT	1,056.00
210312	103772	12/22/2023	100-20011	GENERAL SERVICES COMMUNITY DEVELOPMENT	7,625.50
210313	103772	12/22/2023	100-20011	GENERAL SERVICES RECREATIONAL	385.50
210314	103772	12/22/2023	100-20011	SUCCESSOR AGENCY ADMINISTRATIVE	219.00
210315	103772	12/22/2023	100-20011	HOUSING SUCCESSOR RDA AFFORDABLE	1,190.00
Vendor MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION Total:					131,920.09
Vendor: 1311 - M-GROUP					
2004157	103631	12/08/2023	212-461-42101	ON CALL PLANNING SERVICES OCTOBER 2023	19,305.00
Vendor 1311 - M-GROUP Total:					19,305.00
Vendor: 2378 - MTS TRAINING ACADEMY, INC.					
4826	103836	01/05/2024	100-343-42301	CLASS B BEHIND THE WHEEL CLASSES	6,900.00
Vendor 2378 - MTS TRAINING ACADEMY, INC. Total:					6,900.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV003528	103697	12/15/2023	100-116-42101	DOT DRUGH AND ALCOHOL PROGRAM JULY - SEPT. 2023	228.44
INV003540	103697	12/15/2023	100-110-41005	MPA EAP PREMIUM DECEMBER 2023	54.43
INV003540	103697	12/15/2023	100-111-41005	MPA EAP PREMIUM DECEMBER 2023	27.22
INV003540	103697	12/15/2023	100-112-41005	MPA EAP PREMIUM DECEMBER 2023	40.82
INV003540	103697	12/15/2023	100-113-41005	MPA EAP PREMIUM DECEMBER 2023	13.61
INV003540	103697	12/15/2023	100-115-41005	MPA EAP PREMIUM DECEMBER 2023	40.82
INV003540	103697	12/15/2023	100-116-41005	MPA EAP PREMIUM DECEMBER 2023	40.82
INV003540	103697	12/15/2023	100-221-41005	MPA EAP PREMIUM DECEMBER 2023	312.98
INV003540	103697	12/15/2023	100-222-41005	MPA EAP PREMIUM DECEMBER 2023	81.65
INV003540	103697	12/15/2023	100-223-41005	MPA EAP PREMIUM DECEMBER 2023	163.30
INV003540	103697	12/15/2023	100-341-41005	MPA EAP PREMIUM DECEMBER 2023	40.82
INV003540	103697	12/15/2023	100-343-41005	MPA EAP PREMIUM DECEMBER 2023	95.26
INV003540	103697	12/15/2023	100-465-41005	MPA EAP PREMIUM DECEMBER 2023	13.61
INV003540	103697	12/15/2023	105-221-41005	MPA EAP PREMIUM DECEMBER 2023	40.82
INV003540	103697	12/15/2023	105-231-41005	MPA EAP PREMIUM DECEMBER 2023	13.61
INV003540	103697	12/15/2023	106-222-41005	MPA EAP PREMIUM DECEMBER 2023	13.61
INV003540	103697	12/15/2023	209-551-41005	MPA EAP PREMIUM DECEMBER 2023	27.22
INV003540	103697	12/15/2023	209-552-41005	MPA EAP PREMIUM DECEMBER 2023	27.22
INV003540	103697	12/15/2023	209-553-41005	MPA EAP PREMIUM DECEMBER 2023	13.61
INV003540	103697	12/15/2023	209-554-41005	MPA EAP PREMIUM DECEMBER 2023	27.22
INV003540	103697	12/15/2023	212-461-41005	MPA EAP PREMIUM DECEMBER 2023	27.22
INV003540	103697	12/15/2023	212-462-41005	MPA EAP PREMIUM DECEMBER 2023	40.82
INV003540	103697	12/15/2023	500-641-41005	MPA EAP PREMIUM DECEMBER 2023	136.08
INV003540	103697	12/15/2023	500-642-41005	MPA EAP PREMIUM DECEMBER 2023	40.82
INV003540	103697	12/15/2023	505-119-41005	MPA EAP PREMIUM DECEMBER 2023	27.21
Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:					1,589.24
Vendor: 2466 - MUNICIPAL RESOURCES GROUP, LLC.					
03-23-1125	103698	12/15/2023	100-111-42101	PROJECT MANAGEMENT SERVICES 23077-PIN	450.00
03-23-839	103698	12/15/2023	100-111-42101	GOVERNANCE HANDBOOK 23216-PIN	2,475.00
03-23-938	103698	12/15/2023	100-111-42101	GOVERNANCE HANDBOOK 23216-PIN	450.00
Vendor 2466 - MUNICIPAL RESOURCES GROUP, LLC. Total:					3,375.00
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1413943	103699	12/15/2023	100-221-41008	LTD PREMIUM PD	475.20
1413943	103699	12/15/2023	100-223-41008	LTD PREMIUM PD	287.70

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
1413943	103699	12/15/2023	105-221-41008	LTD PREMIUM PD	59.40
1415196	103905	01/12/2024	100-221-41008	POLICE LTD	564.30
1415196	103905	01/12/2024	100-223-41008	POLICE LTD	287.70
1415196	103905	01/12/2024	105-221-41008	POLICE LTD	59.40
Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:					1,733.70
Vendor: 2755 - NATALIE ANNE SZUMLAS					
DECEMBER 2023	103775	12/22/2023	209-551-42514	ANTI TOBACCO DECMBER 2023	124.00
NOVEMBER 2023	103700	12/15/2023	209-551-42515	ANTI TOBACCO 11/6-11/29/23	170.50
Vendor 2755 - NATALIE ANNE SZUMLAS Total:					294.50
Vendor: 1262 - NATASHA VALDEPENAS					
11292023	103632	12/08/2023	100-221-42302	UBER FOR TRAVEL DURING TOC TRAINING	111.92
Vendor 1262 - NATASHA VALDEPENAS Total:					111.92
Vendor: 2426 - NEW FRONTIER TENNIS					
12182023	103776	12/22/2023	209-554-42101	JR TENNIS FOR BEGINNERS FALL 2023 CLASSES	472.50
Vendor 2426 - NEW FRONTIER TENNIS Total:					472.50
Vendor: 2740 - OCV, LLC.					
F10-4794	103837	01/05/2024	525-118-42101	DEVELOPMENT CUSTOM MOBILE APPLICATION PD	7,497.50
Vendor 2740 - OCV, LLC. Total:					7,497.50
Vendor: OFF09 - OFFICE OF THE SHERIFF CCC					
23-3248	103838	01/05/2024	100-222-42101	ACRYLIC PLAQUES PD	330.64
Vendor OFF09 - OFFICE OF THE SHERIFF CCC Total:					330.64
Vendor: OFF10 - OFFICE OF THE SHERIFF-CORONER- CCC					
CL 22/23	103839	01/05/2024	100-223-42106	CLETS FY22/23 ANNUAL FEE MESSAGE SOFTWARE	1,898.62
Vendor OFF10 - OFFICE OF THE SHERIFF-CORONER- CCC Total:					1,898.62
Vendor: 2760 - OLIVIA KATE LIM BERNAL					
DECEMBER 2023	103777	12/22/2023	209-551-42514	ANTI TOBACCO DECEMBER 2023	124.00
NOVEMBER 2023	103701	12/15/2023	209-551-42515	ANIT TOBACCO 11/6-11/29/23	170.50
Vendor 2760 - OLIVIA KATE LIM BERNAL Total:					294.50
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
DECEMBER 2023	103840	01/05/2024	100-343-44306	CITYWIDE PURCHASES	54.33
DECEMBER 2023	103840	01/05/2024	100-343-44306	CITYWIDE PURCHASES	10.95
NOVEMBER 2023	103633	12/08/2023	100-343-44306	CITY WIDE PURCHASES	25.22
NOVEMBER 2023	103633	12/08/2023	100-343-44306	CITY WIDE PURCHASES	52.63
NOVEMBER 2023	103633	12/08/2023	100-343-44306	CITY WIDE PURCHASES	28.49
NOVEMBER 2023	103633	12/08/2023	100-343-44306	CITY WIDE PURCHASES	64.72
Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:					236.34
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100401369750	103634	12/08/2023	209-554-42108	MAINTENANCE SERVICE DEC. 2023 PYC	184.16
100401370234	103634	12/08/2023	100-222-42108	MAINTENANCE SERVICE DECEMBER 2023 SAFETY BLDG	128.96
100401403728	103906	01/12/2024	209-554-42108	MAINTENACE SERVICES JANUARY 2024 PYC	190.51
100401404318	103778	12/22/2023	100-343-42108	MAINTENANCE SERVICE JANUARY 2024 CH	129.22
100401404353	103906	01/12/2024	100-222-42108	MAINTENACE SERVICE JANUARY 2024 PUBLIC SAFETY BLDG	128.96
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					761.81
Vendor: 1555 - OWEN EQUIPMENT					
00061814	103635	12/08/2023	207-344-42108	WHIRLWIND RENTAL	6,321.33
00062077	103907	01/12/2024	207-344-42107	CONN PI STRGHT CY	78.08
Vendor 1555 - OWEN EQUIPMENT Total:					6,399.41

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
63349	103702	12/15/2023	100-222-42108	MONTHLY LANDSCAPE SERVICES	125.93
63349	103702	12/15/2023	100-231-42108	MONTHLY LANDSCAPE SERVICES	337.43
63349	103702	12/15/2023	100-343-42108	MONTHLY LANDSCAPE SERVICES	180.02
63349	103702	12/15/2023	100-345-42108	MONTHLY LANDSCAPE SERVICES	5,787.95
63349	103702	12/15/2023	200-342-42108	MONTHLY LANDSCAPE SERVICES	335.81
63349	103702	12/15/2023	201-343-42108	MONTHLY LANDSCAPE SERVICES	548.93
63349	103702	12/15/2023	209-552-42108	MONTHLY LANDSCAPE SERVICES	204.23
63349	103702	12/15/2023	209-553-42108	MONTHLY LANDSCAPE SERVICES	212.31
63349	103702	12/15/2023	209-557-42108	MONTHLY LANDSCAPE SERVICES	212.31
63349	103702	12/15/2023	310-347-42108	MONTHLY LANDSCAPE SERVICES	62.16
63349	103702	12/15/2023	310-348-42108	MONTHLY LANDSCAPE SERVICES	65.37
Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:					8,072.45
Vendor: LON02 - PATRICIA LONG					
DECEMBER 2023	103908	01/12/2024	209-552-43802	CWLD PSC DECEMBER 2023	92.40
NOVEMBER 2023	103779	12/22/2023	209-552-43802	CWLD NOVEMBER 2023 PSC	44.80
Vendor LON02 - PATRICIA LONG Total:					137.20
Vendor: PET08 - PET FOOD EXPRESS CORP					
41-2312PN	103841	01/05/2024	100-221-42514	MILO FOOD	71.60
Vendor PET08 - PET FOOD EXPRESS CORP Total:					71.60
Vendor: PGE01 - PG&E					
0081-11162023	103636	12/08/2023	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	88.94
0081-12182023	103909	01/12/2024	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	98.31
0209-11162023	103636	12/08/2023	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	104.18
0209-12182023	103909	01/12/2024	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	122.63
0217-12152023	103842	01/05/2024	100-345-43103	TENNENT & PARK ST CLUB HOUSE	19.91
0466-11202023	103636	12/08/2023	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	132.88
0466-11202023	103636	12/08/2023	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	199.31
0466-12182023	103909	01/12/2024	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	2,174.88
0466-12182023	103909	01/12/2024	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	3,262.31
0498-12122023	103842	01/05/2024	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	1,002.55
0813-11152023	103636	12/08/2023	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	64.32
0813-12142023	103842	01/05/2024	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	67.07
0883-12122023	103842	01/05/2024	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	3,145.85
0883-12122023	103842	01/05/2024	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	629.17
0883-12122023	103842	01/05/2024	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	2,516.68

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0887-12042023	103780	12/22/2023	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	99.58
0923-11152023	103636	12/08/2023	100-110-43103	2131 PEAR ST	115.07
0923-11152023	103636	12/08/2023	100-111-43103	2131 PEAR ST	151.40
0923-11152023	103636	12/08/2023	100-112-43103	2131 PEAR ST	166.55
0923-11152023	103636	12/08/2023	100-115-43103	2131 PEAR ST	414.85
0923-11152023	103636	12/08/2023	100-116-43103	2131 PEAR ST	121.12
0923-11152023	103636	12/08/2023	100-117-43103	2131 PEAR ST	1,347.50
0923-11152023	103636	12/08/2023	100-343-43103	2131 PEAR ST	2,510.28
0923-11152023	103636	12/08/2023	200-342-43103	2131 PEAR ST	439.07
0923-11152023	103636	12/08/2023	212-461-43103	2131 PEAR ST	181.69
0923-11152023	103636	12/08/2023	212-462-43103	2131 PEAR ST	457.24
0923-11152023	103636	12/08/2023	285-464-43103	2131 PEAR ST	151.40
0923-12152023	103842	01/05/2024	100-110-43103	2131 PEAR ST	105.86
0923-12152023	103842	01/05/2024	100-111-43103	2131 PEAR ST	139.29
0923-12152023	103842	01/05/2024	100-112-43103	2131 PEAR ST	153.20
0923-12152023	103842	01/05/2024	100-115-43103	2131 PEAR ST	381.65
0923-12152023	103842	01/05/2024	100-116-43103	2131 PEAR ST	111.43
0923-12152023	103842	01/05/2024	100-117-43103	2131 PEAR ST	1,239.67
0923-12152023	103842	01/05/2024	100-343-43103	2131 PEAR ST	2,309.40
0923-12152023	103842	01/05/2024	200-342-43103	2131 PEAR ST	403.94
0923-12152023	103842	01/05/2024	212-461-43103	2131 PEAR ST	167.15
0923-12152023	103842	01/05/2024	212-462-43103	2131 PEAR ST	420.65
0923-12152023	103842	01/05/2024	285-464-43103	2131 PEAR ST	139.29
1093-12012023	103780	12/22/2023	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	733.16
1121-11162023	103636	12/08/2023	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	88.08
1121-12192023	103909	01/12/2024	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	93.64
1156-12122023	103842	01/05/2024	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	59.66
1156-12122023	103842	01/05/2024	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	89.48
1233-11162023	103636	12/08/2023	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	97.71
1233-12192023	103909	01/12/2024	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	108.26
1462-12122023	103842	01/05/2024	209-552-43103	2500 CHARLES ST SENIOR CENTER	748.14
1798-11292023	103703	12/15/2023	200-342-43103	2935 PINOLE VALLEY RD. TRAFFIC SIGNAL	197.96
1798-12282023	103909	01/12/2024	200-342-43103	2935 PINOLE VALLEY RD. TRAFFIC SIGNAL	198.03
1801-12092023	103780	12/22/2023	209-553-43103	2454 SIMAS AVE REC CTR & POOL	176.10
2182-12042023	103780	12/22/2023	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	94.74
2222-11272023	103780	12/22/2023	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39
2222-11272023	103780	12/22/2023	200-342-43103	STREET AND HIGHWAY LIGHTING	16,422.75
2222-11272023	103780	12/22/2023	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
2222-11272023	103780	12/22/2023	310-348-43103	STREET AND HIGHWAY LIGHTING	400.00
2506-12152023	103842	01/05/2024	215-341-43103	701 Pinon/2489 San Pablo- Electric CHGS	7.78
2620-11162023	103636	12/08/2023	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	125.24
2620-12192023	103909	01/12/2024	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	138.14

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
2793-11162023	103636	12/08/2023	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	93.49
2793-12182023	103909	01/12/2024	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	103.03
3029-12132023	103842	01/05/2024	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	118.03
3311-11162023	103636	12/08/2023	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	126.72
3311-12182023	103909	01/12/2024	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	141.34
3537-11152023	103636	12/08/2023	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	97.38
3537-12152023	103842	01/05/2024	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	113.89
3834-12072023	103780	12/22/2023	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	220.75
3850-11152023	103636	12/08/2023	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	136.94
3850-12152023	103842	01/05/2024	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	142.72
3879-11282023	103703	12/15/2023	200-342-43103	N COR RAMONA ST AND PINOLE VALLEY RD	319.01
3879-12272023	103909	01/12/2024	200-342-43103	N COR RAMONA ST AND PINOLE VALLEY RD	159.20
3914-111152023	103636	12/08/2023	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	194.60
3914-12152023	103842	01/05/2024	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	323.82
4065-11152023	103636	12/08/2023	209-559-43103	2937 PINOLE VALLEY RD TENNIS CT LIGHTS	384.00
4065-12152023	103842	01/05/2024	500-641-44410	MONTHLY STATEMENT- WPCP	440.40
4157-12112023	103780	12/22/2023	100-222-43103	809 CITY HALL	8.96
4193-11162023	103636	12/08/2023	200-342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	70.53
4193-12182023	103909	01/12/2024	200-342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	76.94
4256-11282023	103703	12/15/2023	500-641-43103	11 TENNANT AVE	72,003.24
4256-12272023	103909	01/12/2024	500-641-43103	11 TENNANT AVE	71,919.10
4368-11152023	103636	12/08/2023	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	157.14
4368-12142023	103842	01/05/2024	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	172.78
4612-11152023	103636	12/08/2023	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	21.00
4612-12152023	103842	01/05/2024	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	31.26
5127-11162023	103636	12/08/2023	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	141.88
5127-12182023	103909	01/12/2024	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	151.84
5137-11152023	103636	12/08/2023	209-557-43103	2450 SIMAS AVE SWIM CTR	1,538.44
5137-12152023	103842	01/05/2024	209-557-43103	2450 SIMAS AVE SWIM CTR	853.96
5374-11162023	103636	12/08/2023	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	112.92
5374-12182023	103909	01/12/2024	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	124.37
5387-11162023	103636	12/08/2023	100-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	50.65
6043-12122023	103842	01/05/2024	100-231-43103	3790 PINOLE VALLEY RD	28.49
6521-11292023	103703	12/15/2023	200-342-43103	IFO 971 SAN PABLO AVE- TRAFFIC SIGNAL CONTROL	131.78
6521-12282023	103909	01/12/2024	200-342-43103	IFO 971 SAN PABLO AVE- TRAFFIC SIGNAL CONTROL	126.89

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
6897-11292023	103703	12/15/2023	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	80.26
6897-12282023	103909	01/12/2024	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	77.42
6969-11152023	103636	12/08/2023	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	139.75
6969-12152023	103842	01/05/2024	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	163.70
7114-11162023	103636	12/08/2023	200-342-43103	2429 SAN PABLO AVE	111.19
7114-12182023	103909	01/12/2024	200-342-43103	2429 SAN PABLO AVE	122.91
7186-12122023	103842	01/05/2024	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	44.74
7509-11152023	103636	12/08/2023	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	66.69
7509-12142023	103842	01/05/2024	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	71.19
7547-11282023	103703	12/15/2023	100-222-43103	880 Tennent Ave-Public Safety Facility	5,209.88
7547-11282023	103703	12/15/2023	100-223-43103	880 Tennent Ave-Public Safety Facility	1,041.98
7547-11282023	103703	12/15/2023	100-231-43103	880 Tennent Ave-Public Safety Facility	4,167.90
7547-12272023	103909	01/12/2024	100-222-43103	880 Tennent Ave-Public Safety Facility	5,078.44
7547-12272023	103909	01/12/2024	100-223-43103	880 Tennent Ave-Public Safety Facility	1,015.69
7547-12272023	103909	01/12/2024	100-231-43103	880 Tennent Ave-Public Safety Facility	4,062.76
8086-11162023	103636	12/08/2023	200-342-43103	N/S BORDER CITY OF PINOLE	81.34
8086-12182023	103909	01/12/2024	200-342-43103	N/S BORDER CITY OF PINOLE	90.70
8687-11162023	103636	12/08/2023	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	115.29
8687-12192023	103909	01/12/2024	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	127.59
8716-12122023	103842	01/05/2024	500-641-43103	SEWAGE PLNT-FT OF TENNENT	7,713.27
9824-11162023	103636	12/08/2023	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	115.67
9824-12182023	103909	01/12/2024	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	126.38
9900-11142023	103636	12/08/2023	200-342-43103	2303 GRANADA CT TRAFFIC CONTROL SERVICE	144.43
9900-12142023	103842	01/05/2024	200-342-43103	2303 GRANADA CT TRAFFIC CONTROL SERVICE	160.04
9929-11272023	103636	12/08/2023	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	92.50
9929-12262023	103909	01/12/2024	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	143.95
9961-11282023	103703	12/15/2023	209-552-43103	2500 CHARLES ST-SENIOR CENTER	3,258.29
9961-12272023	103909	01/12/2024	209-552-43103	2500 CHARLES ST-SENIOR CENTER	3,070.55
9985-11152023	103636	12/08/2023	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	128.85
9985-12152023	103842	01/05/2024	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	143.39
				Vendor PGE01 - PG&E Total:	233,268.76
Vendor: PIN16 - PINOLE SEALS SWIM CLUB					
12072023	103781	12/22/2023	209-557-42101	2023 SWIM SEASON REIMB JULY 5-OCTOBER 27, 2023	3,789.11
				Vendor PIN16 - PINOLE SEALS SWIM CLUB Total:	3,789.11

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Vendor: PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC					
3106407737	103782	12/22/2023	100-111-42203	RENTAL LEASE INVOICE 093023-122923	502.09
Vendor PIT01 - PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC Total:					502.09
Vendor: PIT06 - PITNEY BOWES					
11192023	103638	12/08/2023	100-111-42203	POSTAGE REFILL	4,035.00
12182023	103911	01/12/2024	100-111-42203	LATE FEE AND POSTAGE SUPPLIES	199.43
Vendor PIT06 - PITNEY BOWES Total:					4,234.43
Vendor: 2788 - PLANETERIA MEDIA LLC					
21033	103912	01/12/2024	525-118-42101	WEBSITE DESIGN AND DEVELOPMENT	13,200.00
Vendor 2788 - PLANETERIA MEDIA LLC Total:					13,200.00
Vendor: 1013 - PRECISION CONCRETE CUTTING					
54251	103844	01/05/2024	106-342-47204	SIDEWALK OFFSET REPAIRS	19,509.75
Vendor 1013 - PRECISION CONCRETE CUTTING Total:					19,509.75
Vendor: 2772 - PREFERRED ALLIANCE, INC.					
0190391-IN	103913	01/12/2024	100-116-42101	NON RANDOM DRUG TESTS	58.00
Vendor 2772 - PREFERRED ALLIANCE, INC. Total:					58.00
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
87857	103783	12/22/2023	212-461-42201	BUSINESS CARDS FOR CHRISTY LAM-JULIAN	97.31
89764	103639	12/08/2023	100-341-42201	BUSINESS CARDS FOR BLDG INSPECTOR AND PW	126.91
89764	103639	12/08/2023	212-462-42201	BUSINESS CARDS FOR BLDG INSPECTOR AND PW	126.91
Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:					351.13
Vendor: 1536 - RAIN FOR RENT					
1953167	103704	12/15/2023	500-642-42101	STORMWATER STORAGE	16,134.35
1962120	103914	01/12/2024	500-642-42101	STORMWATER STORAGE	7,400.33
Vendor 1536 - RAIN FOR RENT Total:					23,534.68
Vendor: 2440 - RINCON CONSULTANTS, INC.					
52319	103640	12/08/2023	212-461-42101	PINOLE CLIMATE ACTION PLAN	7,281.00
Vendor 2440 - RINCON CONSULTANTS, INC. Total:					7,281.00
Vendor: 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC.					
193090	103784	12/22/2023	207-344-42107	DECALS	82.31
22009287	103705	12/15/2023	209-551-42515	WATER BARRIER RENTAL	1,051.92
Vendor 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC. Total:					1,134.23
Vendor: ROS08 - RSG, INC.					
IO11173	103845	01/05/2024	285-464-42101	HOUSING CONSULTING SERVICES FY23-24	5,293.75
IO11185	103845	01/05/2024	100-466-42101	ECONOMIC DEVELOPMENT STRATEGY YEAR 1 IMPL	6,050.00
Vendor ROS08 - RSG, INC. Total:					11,343.75
Vendor: J&O01 - RUBBER DUST INC.					
162211	103641	12/08/2023	100-345-42108	REPLACED TIRE DAMAGED	601.99
162558	103785	12/22/2023	100-343-42107	NEW TIRES FOR CAR /TRUCK 52	1,169.31
Vendor J&O01 - RUBBER DUST INC. Total:					1,771.30
Vendor: 1204 - S & L BODY AND FRAME					
1020	103706	12/15/2023	100-221-42107	REPAIR POLICE SUV 801	12,710.00
1021	103706	12/15/2023	100-221-42107	REPAIR CAR SUV 801	2,516.00
1353	103706	12/15/2023	100-221-42107	VEHICLE WASHING	1,300.00
Vendor 1204 - S & L BODY AND FRAME Total:					16,526.00

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Vendor: 2786 - S.J. GENERAL BUILDING MAINTENANCE INC.					
12272023	103915	01/12/2024	100-000-31510	REFUND OVERPAYMENT BL 23-07745	55.00
Vendor 2786 - S.J. GENERAL BUILDING MAINTENANCE INC. Total:					55.00
Vendor: SAN21 - SANTA ROSA JUNIOR COLLEGE					
AR24-00750	103786	12/22/2023	100-221-42301	TRAINING FOR JON PORTER	65.50
Vendor SAN21 - SANTA ROSA JUNIOR COLLEGE Total:					65.50
Vendor: 1802 - SCHAAF & WHEELER, CONSULTING CIVIL ENGINEERS					
38076	103707	12/15/2023	106-344-47206	PRELIM ENGINEERING AND DESIGN SVCS	567.50
Vendor 1802 - SCHAAF & WHEELER, CONSULTING CIVIL ENGINEERS Total:					567.50
Vendor: 1714 - SHERRI D. LEWIS					
CC09PINOLE-FY2023/24	103787	12/22/2023	100-112-42101	PREPARE MINUTES CITY COUNCIL 120523	750.00
PC03PINOLE-FY2023/24	103787	12/22/2023	212-461-42514	PREPARE MINUTES FOR PLANNING COMMISSION 112723	300.00
PC04PINOLE-FY2023/24	103787	12/22/2023	212-461-42514	PREPARE MINUTE PLANNING COMMISSION 121123	450.00
Vendor 1714 - SHERRI D. LEWIS Total:					1,500.00
Vendor: 2632 - SHIPLEY POOL SERVICE					
956354789	103642	12/08/2023	209-557-42108	MONTHLY MAINTENANCE DEC. 2023 SWIM CENTER	3,316.66
Vendor 2632 - SHIPLEY POOL SERVICE Total:					3,316.66
Vendor: 2688 - SHUMS CODA ASSOCIATES, INC.					
8989	103643	12/08/2023	212-462-42101	PLAN REVIEW KAISER BP23-0197	4,028.39
9105	103643	12/08/2023	212-462-42101	PLAN REVIEW OCTOBER 2023	2,357.51
9176	103846	01/05/2024	212-462-42101	PLAN REVIEW SERVICES FOR NOVEMBER 2023	7,345.79
Vendor 2688 - SHUMS CODA ASSOCIATES, INC. Total:					13,731.69
Vendor: 1886 - SILVA CONTRACTORS INC					
5100	103847	01/05/2024	200-342-47205	ASPHALT RESTORATION AT SARAH COURT TRAIL	34,500.00
Vendor 1886 - SILVA CONTRACTORS INC Total:					34,500.00
Vendor: 2260 - SKL SOLUTIONS, INC.					
230064	103788	12/22/2023	500-642-42101	TO 1: Regulatory, Program Development, Support Svc	37,022.50
230077	103788	12/22/2023	500-642-42101	TO 1: Regulatory, Program Development, Support Svc	2,118.12
Vendor 2260 - SKL SOLUTIONS, INC. Total:					39,140.62
Vendor: 2048 - SONIC.NET, LLC					
1007261870	103708	12/15/2023	525-118-43101	SOFTWARE MAINTENANCE	549.00
1007435036	103916	01/12/2024	525-118-42510	WALL SOFTWARE SERVICES FEBRUARY 2024	549.00
Vendor 2048 - SONIC.NET, LLC Total:					1,098.00
Vendor: SON08 - SONSRAY MACHINERY, LLC.					
PSO110138-1	103709	12/15/2023	100-345-44306	RUBBER AND REAR ME PARTS	315.21
SWO031961-1	103644	12/08/2023	100-345-42108	REPLACED GLASS	1,618.77
Vendor SON08 - SONSRAY MACHINERY, LLC. Total:					1,933.98
Vendor: 2303 - SPECIAL SERVICES GROUP, LLC					
17937	103645	12/08/2023	100-222-42514	RENEWAL OF ANNUAL COVERT TRACK SERVICE PD	600.00
Vendor 2303 - SPECIAL SERVICES GROUP, LLC Total:					600.00
Vendor: SQU00 - SQUARE DEAL GARAGE					
45773	103710	12/15/2023	100-343-42107	SERVICE TRUCK	2,134.70
45923	103789	12/22/2023	100-343-42107	WIPER BLADES	105.63
45931	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75

WARRANT LISTING

Payment Dates: 12/2/2023 - 1/12/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
45983	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75
45997	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75
45999	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75
46003	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75
46004	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75
46006	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75
46007	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75
46008	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75
46010	103789	12/22/2023	100-343-42107	SMOG CHECK	61.75
46106	103848	01/05/2024	100-343-42107	OIL FILTER	85.47
Vendor SQU00 - SQUARE DEAL GARAGE Total:					2,943.30

Vendor: STA42 - STAPLES BUSINESS CREDIT

1651884817	103646	12/08/2023	100-111-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	384.44
1651884817	103646	12/08/2023	100-111-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	307.79
1651884817	103646	12/08/2023	100-111-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	108.29
1651884817	103646	12/08/2023	100-115-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	170.63
1651884817	103646	12/08/2023	100-115-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	273.55
1651884817	103646	12/08/2023	100-115-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	19.77
1651884817	103646	12/08/2023	100-222-42514	CITY WIDE OFFICE SUPPLIES PURCHASES	45.44
1651884817	103646	12/08/2023	100-222-42514	CITY WIDE OFFICE SUPPLIES PURCHASES	59.54
1651884817	103646	12/08/2023	100-222-42514	CITY WIDE OFFICE SUPPLIES PURCHASES	289.03
1651884817	103646	12/08/2023	100-341-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	224.23
1651884817	103646	12/08/2023	100-341-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	22.39
1651884817	103646	12/08/2023	212-461-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	224.93
1651884817	103646	12/08/2023	212-462-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	224.23
1651884817	103646	12/08/2023	212-462-42201	CITY WIDE OFFICE SUPPLIES PURCHASES	21.68
1652464798	103711	12/15/2023	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	76.81
1652464798	103711	12/15/2023	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	109.35
1652464798	103711	12/15/2023	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	110.40
1652464798	103711	12/15/2023	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	374.37
1652464798	103711	12/15/2023	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	190.65
1652464798	103711	12/15/2023	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	334.47
1652464798	103711	12/15/2023	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	267.24
1652464798	103711	12/15/2023	100-112-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	43.43
1652464798	103711	12/15/2023	100-115-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	170.63
1652464798	103711	12/15/2023	100-115-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	464.88
1652464798	103711	12/15/2023	100-222-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	388.28

WARRANT LISTING

Payment Dates: 12/2/2023 - 1/12/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
1652464798	103711	12/15/2023	100-222-42514	CITYWIDE OFFICE SUPPLIES PURCHASES	123.60
1652464798	103711	12/15/2023	100-222-42514	CITYWIDE OFFICE SUPPLIES PURCHASES	220.55
1652464798	103711	12/15/2023	209-553-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	28.56
1652464798	103711	12/15/2023	212-462-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	46.76
Vendor STA42 - STAPLES BUSINESS CREDIT Total:					5,325.92
Vendor: STA25 - STATE WATER RESOURCES CONTROL BOARD					
SW-0268364	103647	12/08/2023	207-344-42514	ANNUAL PERMIT FEE 070123-063024	10,602.00
WD-0229783	103712	12/15/2023	207-344-42514	ANNUAL PERMIT FEE 070123-06302024	3,746.00
WD-0230160	103712	12/15/2023	500-641-44304	ANNUAL PERMIT 070123-063024	29,247.00
Vendor STA25 - STATE WATER RESOURCES CONTROL BOARD Total:					43,595.00
Vendor: STE20 - STERICYCLE, INC.					
8005380301	103790	12/22/2023	100-222-42101	MEDICAL WASTE PD	63.14
Vendor STE20 - STERICYCLE, INC. Total:					63.14
Vendor: 2296 - SWENSONS MOBILE FLEET REPAIR					
I007701	103849	01/05/2024	500-641-42107	MOBILE REPAIRS WPCP	125.00
I007702	103849	01/05/2024	500-641-42107	MOBILE REPAIRS WPCP	125.00
Vendor 2296 - SWENSONS MOBILE FLEET REPAIR Total:					250.00
Vendor: 1253 - TARAH ORNELAS					
1016	103791	12/22/2023	209-552-43809	NEWSLETTER PRINTING DECEMBER 2023	356.16
1017	103791	12/22/2023	209-552-43809	NEWSLETTER PRINTING JANUARY 2024	256.74
Vendor 1253 - TARAH ORNELAS Total:					612.90
Vendor: 2747 - TETRA TECH, INC.					
52176316	103850	01/05/2024	106-343-42101	ENERGY CONSERVATION, GENERATION, AND STORAGE ASSES	5,948.00
Vendor 2747 - TETRA TECH, INC. Total:					5,948.00
Vendor: 2737 - THE PUN GROUP, LLP					
114111	103713	12/15/2023	100-115-42101	AUDIT SERVICES FINANCE	15,000.00
Vendor 2737 - THE PUN GROUP, LLP Total:					15,000.00
Vendor: THO05 - THOMSON REUTERS - WEST					
849466341	103851	01/05/2024	100-222-42201	SUBSCRIPTION PD	188.76
Vendor THO05 - THOMSON REUTERS - WEST Total:					188.76
Vendor: 2775 - TOWNSEND PUBLIC AFFAIRS, INC.					
20905	103714	12/15/2023	100-115-42101	CONSULTING SERVICES FINANCE	4,000.00
21045	103852	01/05/2024	100-115-42101	CONSULTING SERVICES DECEMBER 2023	4,000.00
Vendor 2775 - TOWNSEND PUBLIC AFFAIRS, INC. Total:					8,000.00
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC.					
263397-202311-1	103715	12/15/2023	525-118-42510	DATA SOLUTIONS	126.00
Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC. Total:					126.00
Vendor: 2633 - TRB AND ASSOCIATES, INC.					
5113	103648	12/08/2023	212-462-42101	PLAN REVIEW AND INSPECTION SERVICES VISTA WOODS	4,820.30
5136	103648	12/08/2023	212-462-42101	PLAN REVIEW AND INSPECTION SERVICES OCT. 2023	11,719.22

WARRANT LISTING

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
5195	103853	01/05/2024	212-462-42101	PLAN REVIEW AND INSPECTION SERVICES NOVEMBER 2023	5,232.53
Vendor 2633 - TRB AND ASSOCIATES, INC. Total:					21,772.05
Vendor: 1028 - TRI-CITY POWER, INC.					
3797	103716	12/15/2023	100-223-42107	MAINTENANCE AGREEMENT PD	1,650.00
Vendor 1028 - TRI-CITY POWER, INC. Total:					1,650.00
Vendor: 2365 - TRIPEPI, SMITH AND ASSOCIATES, INC.					
11538	103917	01/12/2024	100-111-42101	COMMUNICATION POLICIES AND PROCEDURES	190.00
Vendor 2365 - TRIPEPI, SMITH AND ASSOCIATES, INC. Total:					190.00
Vendor: 2668 - UBEO BUSINESS SERVICES					
4358892	103854	01/05/2024	525-118-42107	COPIER SERVICES CONTRACT CITYWIDE	1,019.99
Vendor 2668 - UBEO BUSINESS SERVICES Total:					1,019.99
Vendor: USP02 - UNITED STATES POSTAL SVC					
DECEMBER 2023	103717	12/15/2023	209-552-43809	MONTHLY POSTAGE FOR DEC. NEWSLETTER PSC	300.00
Vendor USP02 - UNITED STATES POSTAL SVC Total:					300.00
Vendor: UNI38 - UNIVAR USA INC					
51708622	103855	01/05/2024	500-641-44303	SOD BISULFITE WPCP	9,887.73
Vendor UNI38 - UNIVAR USA INC Total:					9,887.73
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
11573	103649	12/08/2023	100-343-42108	JANITORIAL SUPPLIES CY	486.22
11586	103649	12/08/2023	100-222-42108	JANITORIAL SUPPLIES PD	237.12
11587	103649	12/08/2023	100-343-42108	JANITORIAL SUPPLIES CH	282.02
11750	103718	12/15/2023	100-343-42108	JANITORIAL SUPPLIES CY	175.99
11896-1	103856	01/05/2024	209-554-42108	JANITORIAL SUPPLIES PYC	38.91
11959	103856	01/05/2024	100-343-42108	JANITORIAL SUPPLIES CY	577.89
11983	103856	01/05/2024	100-222-42108	JANITORIAL SUPPLIES PD	233.53
11984	103856	01/05/2024	100-343-42108	JANITORIAL SUPPLIES CH	243.22
520458	103718	12/15/2023	100-343-42108	JANITORIAL SERVICES CH NOV. 2023	1,296.00
520459	103718	12/15/2023	100-222-42108	JANITORIAL SERVICES SAFETY BLDG. NOV. 2023	2,649.00
520460	103718	12/15/2023	209-557-42108	JANITORIAL SERVICES SWIM CENTER NOV. 2023	725.00
520461	103649	12/08/2023	500-641-42108	JANITORIAL SERVICE WPCP NOV 2023	534.00
521362	103918	01/12/2024	100-343-42108	JANITORIAL SERVICES DECEMBER 2023 CH	1,296.00
521363	103918	01/12/2024	100-222-42108	JANITORIAL SERVICE SAFETY BLDG. DECEMBER 2023	2,649.00
521364	103918	01/12/2024	209-557-42108	JANITORIAL SERVICES SWIM CENTER	725.00
521365	103918	01/12/2024	500-641-42108	JANITORIAL SERVICES DECEMBER 2023 WPCP	534.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					12,682.90
Vendor: USB06 - US BANK					
516506805	103719	12/15/2023	525-118-42107	COPIER CONTRACT AGREEMENT	2,501.86
518818869	103919	01/12/2024	525-118-42107	COPIER CONTRACT MAINTENANCE	2,501.86
DECEMBER 2022-1	103925	01/12/2024	100-20018	CITYWIDE CREDIT CARDS	23,858.94
NOVEMBER 2023	103650	12/08/2023	100-20018	CREDIT CARDS CITYWIDE	26,182.25
Vendor USB06 - US BANK Total:					55,044.91
Vendor: VER02 - VERIZON WIRELESS					
9949365782	103651	12/08/2023	525-118-43101	CITYWIDE CELL PHONES	4,811.40

WARRANT LISTING

Payment Dates: 12/2/2023 - 1/12/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
9951825505	103921	01/12/2024	525-118-43101	CITYWIDE CELL PHONES	4,928.87
Vendor VER02 - VERIZON WIRELESS Total:					9,740.27
Vendor: VIS01 - VISION SERVICE PLAN					
819276723	103720	12/15/2023	100-110-41003	VISION BENEFITS DECEMBER 2023	55.83
819276723	103720	12/15/2023	100-111-41003	VISION BENEFITS DECEMBER 2023	37.22
819276723	103720	12/15/2023	100-112-41003	VISION BENEFITS DECEMBER 2023	55.83
819276723	103720	12/15/2023	100-113-41003	VISION BENEFITS DECEMBER 2023	18.61
819276723	103720	12/15/2023	100-115-41003	VISION BENEFITS DECEMBER 2023	55.83
819276723	103720	12/15/2023	100-116-41003	VISION BENEFITS DECEMBER 2023	55.83
819276723	103720	12/15/2023	100-221-41003	VISION BENEFITS DECEMBER 2023	465.25
819276723	103720	12/15/2023	100-222-41003	VISION BENEFITS DECEMBER 2023	130.27
819276723	103720	12/15/2023	100-223-41003	VISION BENEFITS DECEMBER 2023	223.32
819276723	103720	12/15/2023	100-341-41003	VISION BENEFITS DECEMBER 2023	55.83
819276723	103720	12/15/2023	100-343-41003	VISION BENEFITS DECEMBER 2023	130.27
819276723	103720	12/15/2023	100-465-41003	VISION BENEFITS DECEMBER 2023	18.61
819276723	103720	12/15/2023	105-221-41003	VISION BENEFITS DECEMBER 2023	74.44
819276723	103720	12/15/2023	106-222-41003	VISION BENEFITS DECEMBER 2023	18.61
819276723	103720	12/15/2023	209-551-41003	VISION BENEFITS DECEMBER 2023	55.83
819276723	103720	12/15/2023	209-552-41003	VISION BENEFITS DECEMBER 2023	37.22
819276723	103720	12/15/2023	209-554-41003	VISION BENEFITS DECEMBER 2023	18.61
819276723	103720	12/15/2023	212-461-41003	VISION BENEFITS DECEMBER 2023	37.22
819276723	103720	12/15/2023	212-462-40101	VISION BENEFITS DECEMBER 2023	18.61
819276723	103720	12/15/2023	212-462-41003	VISION BENEFITS DECEMBER 2023	55.83
819276723	103720	12/15/2023	500-641-41003	VISION BENEFITS DECEMBER 2023	186.10
819276723	103720	12/15/2023	500-642-41003	VISION BENEFITS DECEMBER 2023	55.83
819276723	103720	12/15/2023	505-119-41003	VISION BENEFITS DECEMBER 2023	37.22
819276723	103720	12/15/2023	998-20106	VISION BENEFITS DECEMBER 2023	74.44
819276736	103720	12/15/2023	998-20106	VISION BENEFITS DEC. 2023	93.05
819481294	103922	01/12/2024	100-110-41003	VISION BENEFITS JANUARY 2024	74.44
819481294	103922	01/12/2024	100-111-41003	VISION BENEFITS JANUARY 2024	37.22
819481294	103922	01/12/2024	100-112-41003	VISION BENEFITS JANUARY 2024	55.83
819481294	103922	01/12/2024	100-113-41003	VISION BENEFITS JANUARY 2024	18.61
819481294	103922	01/12/2024	100-115-41003	VISION BENEFITS JANUARY 2024	55.83
819481294	103922	01/12/2024	100-116-41003	VISION BENEFITS JANUARY 2024	55.83

WARRANT LISTING

Payment Dates: 12/2/2023 - 1/12/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
819481294	103922	01/12/2024	100-221-41003	VISION BENEFITS JANUARY 2024	483.86
819481294	103922	01/12/2024	100-222-41003	VISION BENEFITS JANUARY 2024	111.66
819481294	103922	01/12/2024	100-223-41003	VISION BENEFITS JANUARY 2024	223.32
819481294	103922	01/12/2024	100-341-41003	VISION BENEFITS JANUARY 2024	74.44
819481294	103922	01/12/2024	100-343-41003	VISION BENEFITS JANUARY 2024	130.27
819481294	103922	01/12/2024	100-465-41003	VISION BENEFITS JANUARY 2024	18.61
819481294	103922	01/12/2024	105-221-41003	VISION BENEFITS JANUARY 2024	74.44
819481294	103922	01/12/2024	106-222-41003	VISION BENEFITS JANUARY 2024	18.61
819481294	103922	01/12/2024	209-551-41003	VISION BENEFITS JANUARY 2024	55.83
819481294	103922	01/12/2024	209-552-41003	VISION BENEFITS JANUARY 2024	55.83
819481294	103922	01/12/2024	209-554-41003	VISION BENEFITS JANUARY 2024	18.61
819481294	103922	01/12/2024	212-461-41003	VISION BENEFITS JANUARY 2024	37.22
819481294	103922	01/12/2024	212-462-40101	VISION BENEFITS JANUARY 2024	-18.61
819481294	103922	01/12/2024	212-462-41003	VISION BENEFITS JANUARY 2024	93.05
819481294	103922	01/12/2024	500-641-41003	VISION BENEFITS JANUARY 2024	186.10
819481294	103922	01/12/2024	500-642-41003	VISION BENEFITS JANUARY 2024	55.83
819481294	103922	01/12/2024	505-119-41003	VISION BENEFITS JANUARY 2024	37.22
819481294	103922	01/12/2024	998-20106	VISION BENEFITS JANUARY 2024	74.44
819481306	103922	01/12/2024	998-20106	VISION BENEFITS JANUARY 2024	55.83
Vendor VIS01 - VISION SERVICE PLAN Total:					4,150.03
Vendor: LUK00 - VIVIENNE F. KEARSLEY-LUKE					
NOVEMBER 2023	103792	12/22/2023	209-552-43802	GENTLE YOGA CLASSES PSC	37.80
Vendor LUK00 - VIVIENNE F. KEARSLEY-LUKE Total:					37.80
Vendor: VWR01 - VWR INTERNATIONAL, LLC.					
8814579028	103652	12/08/2023	500-641-44305	THERMOMETE LAB SUPPLIES WPCP	384.84
8814589871	103652	12/08/2023	500-641-44305	LAB SUPPLIES WPCP	313.01
Vendor VWR01 - VWR INTERNATIONAL, LLC. Total:					697.85
Vendor: WKH00 - W K HYDRAULICS INC					
9608	103923	01/12/2024	500-641-44306	FITTINGS FOR MBMJ90 WPCP	58.11
Vendor WKH00 - W K HYDRAULICS INC Total:					58.11
Vendor: 2603 - WEST VALLEY CONSTRUCTION CO, INC.					
141530	103721	12/15/2023	500-642-47201	ENGINEERING DESIGN SVCS SANITARY SEWER	28,742.50
142009	103924	01/12/2024	500-642-47201	ENGINEERING DESIGNS FOR SVCS SANITARY SEWER	13,665.00
Vendor 2603 - WEST VALLEY CONSTRUCTION CO, INC. Total:					42,407.50
Vendor: 2697 - WEST YOST & ASSOCIATES, INC.					
2056146	103653	12/08/2023	100-343-42101	WATER REUSE OPPORTUNITIES ASSESSMENT	2,594.25
Vendor 2697 - WEST YOST & ASSOCIATES, INC. Total:					2,594.25

WARRANT LISTING

Payment Dates: 12/2/2023 - 1/12/2024

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1520 - WEX BANK					
93004419	103654	12/08/2023	100-221-42301	FUEL PURCHASES PD	135.11
				Vendor 1520 - WEX BANK Total:	135.11
Vendor: WIL52 - WILLDAN FINANCIAL SERVICES					
010-57044	103857	01/05/2024	500-641-42101	SEWER RATE STUDY	1,625.00
				Vendor WIL52 - WILLDAN FINANCIAL SERVICES Total:	1,625.00
Vendor: 2692 - XCEL ENGINEERING CORPORATION					
1008	103722	12/15/2023	106-342-47205	Safety Improvements at Tennent Ave/Pear&Plum St	13,553.93
				Vendor 2692 - XCEL ENGINEERING CORPORATION Total:	13,553.93
Vendor: ZOL02 - ZOLL					
INV00159353	103793	12/22/2023	525-118-42106	FIRE RMS ENTERPRISE QTR MAINTENANCE	180.18
				Vendor ZOL02 - ZOLL Total:	180.18
				Grand Total:	2,622,428.60

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	1,095,168.84
105 - Measure S -2006	64,405.08
106 - MEASURE S-2014	495,556.46
200 - Gas Tax Fund	75,146.23
201 - Restricted Real Estate Maintenance Fund	1,835.61
203 - Public Safety Augmentation Fund	47,269.44
206 - Supplemental Law Enforcement Svc Fund	104,964.38
207 - NPDES Storm Water Fund	21,414.02
209 - Recreation Fund	67,810.80
212 - Building & Planning	80,821.28
215 - Measure C and J Fund	4,290.59
225 - Asset Seizure-Adjudicated Fund	2,000.00
226 - CASp Certification and Training Fund	240.00
285 - Housing Land Held for Resale	6,122.07
310 - Lighting & Landscape Districts	5,458.64
325 - City Street Improvements	8,537.12
500 - Sewer Enterprise Fund	431,851.13
505 - Cable Access TV	4,248.59
525 - Information Systems	103,868.22
750 - Recognized Obligation Retirement Fund	232.50
998 - Payroll Clearing	1,187.60
Grand Total:	2,622,428.60

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business Lice...	438.00
100-10601	Gas Tanks/Corp Yard	16,886.61
100-110-41002	Emp Benefits/Dental	626.32
100-110-41003	Emp Benefits/Vision Care	130.27
100-110-41005	Emp Benefits/Employee...	54.43
100-110-42101	Prof Svcs/Professional Se..	2,356.00
100-110-42201	Office Expense	55.26
100-110-42301	Travel & Training/Conf-R...	240.00
100-110-43102	Utilities/Water	12.00
100-110-43103	Utilities/Electricity & Po...	220.93
100-110-47103	FF&E/Furniture	15,000.00
100-111-41002	Emp Benefits/Dental	473.68
100-111-41003	Emp Benefits/Vision Care	74.44
100-111-41005	Emp Benefits/Employee...	27.22
100-111-42101	Prof Svcs/Professional Se..	3,565.00
100-111-42201	Office Expense	2,539.43
100-111-42203	Office Exp/Shipping & M...	4,736.52
100-111-43102	Utilities/Water	28.75
100-111-43103	Utilities/Electricity & Po...	290.69
100-112-41002	Emp Benefits/Dental	767.10
100-112-41003	Emp Benefits/Vision Care	111.66
100-112-41005	Emp Benefits/Employee...	40.82
100-112-42101	Prof Svcs/Professional Se..	750.00
100-112-42201	Office Expense	53.88
100-112-43102	Utilities/Water	26.35
100-112-43103	Utilities/Electricity & Po...	319.75
100-112-47103	FF&E/Furniture	15,627.37
100-113-41002	Emp Benefits/Dental	217.98
100-113-41003	Emp Benefits/Vision Care	37.22
100-113-41005	Emp Benefits/Employee...	13.61
100-115-41002	Emp Benefits/Dental	729.38
100-115-41003	Emp Benefits/Vision Care	111.66

Account Summary

Account Number	Account Name	Payment Amount
100-115-41005	Emp Benefits/Employee...	40.82
100-115-42101	Prof Svcs/Professional Se..	31,930.61
100-115-42201	Office Expense	1,099.46
100-115-43102	Utilities/Water	78.10
100-115-43103	Utilities/Electricity & Po...	796.50
100-116-41002	Emp Benefits/Dental	613.16
100-116-41003	Emp Benefits/Vision Care	111.66
100-116-41005	Emp Benefits/Employee...	40.82
100-116-42101	Prof Svcs/Professional Se..	12,887.46
100-116-42102	Prof Svcs/Attorney Servi...	4,272.50
100-116-42301	Travel & Training/Conf-R...	900.00
100-116-43102	Utilities/Water	26.35
100-116-43103	Utilities/Electricity & Po...	232.55
100-117-41004	Emp Benefits/PERS Retir...	258,442.42
100-117-43102	Utilities/Water	210.84
100-117-43103	Utilities/Electricity & Po...	2,587.17
100-20011	Accounts Payable/Miscel...	127,647.59
100-20018	Accounts Payable/CalCa...	50,041.19
100-221-41002	Emp Benefits/Dental	4,625.25
100-221-41003	Emp Benefits/Vision Care	949.11
100-221-41005	Emp Benefits/Employee...	312.98
100-221-41008	Emp Benefits/Long Term...	1,039.50
100-221-42101	Prof Svcs/Professional Se..	1,719.00
100-221-42106	Prof Svcs/Software Main...	624.48
100-221-42107	Prof Svcs/Equipment Ma...	35,399.37
100-221-42110	Prof Svcs/Fingerprinting	106.00
100-221-42301	Travel & Training/Conf-R...	676.61
100-221-42302	Travel & Training/Milea...	2,975.12
100-221-42304	Travel & Training/Officer...	1,077.00
100-221-42514	Admin Exp/Special Depa...	691.69
100-221-44410	Safety Clothing	408.79
100-222-41002	Emp Benefits/Dental	1,123.26
100-222-41003	Emp Benefits/Vision Care	241.93
100-222-41005	Emp Benefits/Employee...	81.65
100-222-42101	Prof Svcs/Professional Se..	513.48
100-222-42108	Prof Svcs/Building-Struc...	15,353.53
100-222-42201	Office Expense	1,238.78
100-222-42514	Admin Exp/Special Depa...	1,750.68
100-222-43102	Utilities/Water	1,156.55
100-222-43103	Utilities/Electricity & Po...	13,443.13
100-222-43105	Utilities/Cable	249.35
100-222-44410	Safety Clothing	308.01
100-223-41002	Emp Benefits/Dental	2,647.36
100-223-41003	Emp Benefits/Vision Care	446.64
100-223-41005	Emp Benefits/Employee...	163.30
100-223-41008	Emp Benefits/Long Term...	575.40
100-223-42101	Prof Svcs/Professional Se..	371.30
100-223-42106	Prof Svcs/Software Main...	1,898.62
100-223-42107	Prof Svcs/Equipment Ma...	1,650.00
100-223-43102	Utilities/Water	257.01
100-223-43103	Utilities/Electricity & Po...	2,686.84
100-231-34215	Fees/Inspection Fee	158.00
100-231-41004	Emp Benefits/PERS Retir...	90.25
100-231-42101	Prof Svcs/Professional Se..	295,030.73
100-231-42108	Prof Svcs/Building-Struc...	2,445.68
100-231-43102	Utilities/Water	2,674.54
100-231-43103	Utilities/Electricity & Po ..	11,999.13
100-341-33219	Permits/Grading Permit	15,315.00

Account Summary

Account Number	Account Name	Payment Amount
100-341-34227	Fees/Professional Svc. F...	1,721.35
100-341-41002	Emp Benefits/Dental	677.20
100-341-41003	Emp Benefits/Vision Care	130.27
100-341-41005	Emp Benefits/Employee...	40.82
100-341-42101	Prof Svcs/Professional Se..	1,500.00
100-341-42201	Office Expense	373.53
100-341-42302	Travel & Training/Milea...	47.40
100-341-42303	Travel & Training/Meal A..	207.00
100-342-41002	Emp Benefits/Dental	889.25
100-342-44410	Safety Clothing	458.05
100-343-41002	Emp Benefits/Dental	838.37
100-343-41003	Emp Benefits/Vision Care	260.54
100-343-41005	Emp Benefits/Employee...	95.26
100-343-42101	Prof Svcs/Professional Se..	2,594.25
100-343-42107	Prof Svcs/Equipment Ma...	4,112.61
100-343-42108	Prof Svcs/Building-Struc...	7,132.73
100-343-42301	Travel & Training/Conf-R...	7,019.00
100-343-42513	Admin Exp/Rent	600.00
100-343-43102	Utilities/Water	1,234.27
100-343-43103	Utilities/Electricity & Po...	5,030.95
100-343-44306	Other Materials Supp/M...	4,329.06
100-343-44410	Safety Clothing	3,200.47
100-345-42108	Prof Svcs/Building-Struc...	10,110.04
100-345-42511	Admin Exp/Equipment R...	7,317.00
100-345-43102	Utilities/Water	10,156.01
100-345-43103	Utilities/Electricity & Po...	1,036.06
100-345-44306	Other Materials Supp/M...	600.29
100-465-41002	Emp Benefits/Dental	255.70
100-465-41003	Emp Benefits/Vision Care	37.22
100-465-41005	Emp Benefits/Employee...	13.61
100-465-42101	Prof Svcs/Professional Se..	1,710.02
100-465-42201	Office Expense	2,012.07
100-466-42101	Prof Svcs/Professional Se..	36,287.09
100-551-42511	Admin Exp/Equipment R...	144.77
105-115-42101	Prof Svcs/Professional Se..	300.00
105-221-41002	Emp Benefits/Dental	868.86
105-221-41003	Emp Benefits/Vision Care	148.88
105-221-41005	Emp Benefits/Employee...	40.82
105-221-41008	Emp Benefits/Long Term...	118.80
105-231-41005	Emp Benefits/Employee...	13.61
105-231-42101	Prof Svcs/Professional Se..	62,914.11
106-222-41002	Emp Benefits/Dental	255.70
106-222-41003	Emp Benefits/Vision Care	37.22
106-222-41005	Emp Benefits/Employee...	13.61
106-231-42101	Prof Svcs/Professional Se..	76,395.74
106-341-42101	Prof Svcs/Professional Se..	4,500.00
106-342-47204	Improvements/Sidewalks	19,509.75
106-342-47205	Improvements/Streets	167,855.93
106-343-42101	Prof Svcs/Professional Se..	7,601.00
106-343-47104	FF&E/Vehicles	215,471.01
106-343-47201	Improvements/Building	3,349.00
106-344-47206	Improvements/Storm Dr...	567.50
200-342-42101	Prof Svcs/Professional Se..	10,310.64
200-342-42108	Prof Svcs/Building-Struc...	335.81
200-342-42514	Admin Exp/Special Depa...	3,956.92
200-342-43102	Utilities/Water	67.08
200-342-43103	Utilities/Electricity & Po...	22,217.78
200-342-47205	Improvements/Streets	38,258.00

Account Summary

Account Number	Account Name	Payment Amount
201-343-42108	Prof Svcs/Building-Struc...	548.93
201-343-42513	Admin Exp/Rent	100.00
201-343-43102	Utilities/Water	322.28
201-343-43103	Utilities/Electricity & Po...	864.40
203-221-47101	FF&E/Equipment	47,269.44
206-227-47104	FF&E/Vehicles	104,964.38
207-344-42101	Prof Svcs/Professional Se..	66.28
207-344-42107	Prof Svcs/Equipment Ma...	160.39
207-344-42108	Prof Svcs/Building-Struc...	6,321.33
207-344-42514	Admin Exp/Special Depa...	14,866.02
209-20015	Accounts Payable/Vendo...	91.50
209-551-41002	Emp Benefits/Dental	613.16
209-551-41003	Emp Benefits/Vision Care	111.66
209-551-41005	Emp Benefits/Employee...	27.22
209-551-42514	Admin Exp/Special Depa...	806.00
209-551-42515	Admin Exp/Special Events	2,796.30
209-552-41002	Emp Benefits/Dental	298.23
209-552-41003	Emp Benefits/Vision Care	93.05
209-552-41005	Emp Benefits/Employee...	27.22
209-552-42101	Prof Svcs/Professional Se..	331.84
209-552-42108	Prof Svcs/Building-Struc...	10,102.86
209-552-42515	Admin Exp/Special Events	7,567.82
209-552-43102	Utilities/Water	1,679.25
209-552-43103	Utilities/Electricity & Po...	7,076.98
209-552-43802	Program Cost/Class Fees	2,412.75
209-552-43804	Program Cost/Food Prog...	4,783.68
209-552-43805	Program Cost/Travel	4,232.00
209-552-43809	Program Cost/Newsletter	1,263.90
209-552-43810	Program Cost/Center Ma..	1,434.30
209-553-41005	Emp Benefits/Employee...	13.61
209-553-42108	Prof Svcs/Building-Struc...	1,530.22
209-553-42201	Office Expense	28.56
209-553-43102	Utilities/Water	37.54
209-553-43103	Utilities/Electricity & Po...	176.10
209-554-41002	Emp Benefits/Dental	230.14
209-554-41003	Emp Benefits/Vision Care	37.22
209-554-41005	Emp Benefits/Employee...	27.22
209-554-42101	Prof Svcs/Professional Se..	2,236.50
209-554-42108	Prof Svcs/Building-Struc...	1,727.52
209-554-43102	Utilities/Water	43.23
209-554-43103	Utilities/Electricity & Po...	2,367.42
209-557-42101	Prof Svcs/Professional Se..	3,789.11
209-557-42108	Prof Svcs/Building-Struc...	5,228.97
209-557-43102	Utilities/Water	1,213.68
209-557-43103	Utilities/Electricity & Po...	2,392.40
209-558-43102	Utilities/Water	452.40
209-558-43103	Utilities/Electricity & Po...	44.74
209-559-43102	Utilities/Water	100.50
209-559-43103	Utilities/Electricity & Po...	384.00
212-461-41002	Emp Benefits/Dental	511.40
212-461-41003	Emp Benefits/Vision Care	74.44
212-461-41005	Emp Benefits/Employee...	27.22
212-461-42101	Prof Svcs/Professional Se..	26,586.00
212-461-42201	Office Expense	3,264.56
212-461-42514	Admin Exp/Special Depa...	750.00
212-461-43102	Utilities/Water	25.40
212-461-43103	Utilities/Electricity & Po...	348.84
212-462-40101	Salary & Wages/Full Time	0.00

Account Summary

Account Number	Account Name	Payment Amount
212-462-41002	Emp Benefits/Dental	831.14
212-462-41003	Emp Benefits/Vision Care	148.88
212-462-41005	Emp Benefits/Employee...	40.82
212-462-42101	Prof Svcs/Professional Se..	45,849.40
212-462-42201	Office Expense	419.58
212-462-43102	Utilities/Water	67.56
212-462-43103	Utilities/Electricity & Po...	877.89
212-462-47103	FF&E/Furniture	998.15
215-341-43101	Utilities/Telephone	473.26
215-341-43103	Utilities/Electricity & Po...	7.78
215-342-47205	Improvements/Streets	3,809.55
225-221-42514	Admin Exp/Special Depa...	2,000.00
226-000-34223	Fees/CASp Fee \$4	240.00
285-464-42101	Prof Svcs/Professional Se..	5,811.25
285-464-43102	Utilities/Water	20.13
285-464-43103	Utilities/Electricity & Po...	290.69
310-347-42101	Prof Svcs/Professional Se..	842.35
310-347-42108	Prof Svcs/Building-Struc...	876.16
310-347-43103	Utilities/Electricity & Po...	522.05
310-348-42101	Prof Svcs/Professional Se..	2,752.71
310-348-42108	Prof Svcs/Building-Struc...	65.37
310-348-43103	Utilities/Electricity & Po...	400.00
325-342-47205	Improvements/Streets	8,537.12
500-10601	Gas Tanks/Corp Yard	4,720.44
500-641-41002	Emp Benefits/Dental	1,828.08
500-641-41003	Emp Benefits/Vision Care	372.20
500-641-41005	Emp Benefits/Employee...	136.08
500-641-42101	Prof Svcs/Professional Se..	1,625.00
500-641-42107	Prof Svcs/Equipment Ma...	8,134.61
500-641-42108	Prof Svcs/Building-Struc...	1,440.82
500-641-42201	Office Expense	95.87
500-641-43103	Utilities/Electricity & Po...	151,635.61
500-641-44302	Other Materials Supp/SI...	20,154.70
500-641-44303	Other Materials Supp/C...	66,436.96
500-641-44304	Other Materials Supp/Pe...	29,247.00
500-641-44305	Other Materials Supp/La...	13,574.46
500-641-44306	Other Materials Supp/M...	20,091.89
500-641-44410	Safety Clothing	3,089.79
500-642-41002	Emp Benefits/Dental	459.22
500-642-41003	Emp Benefits/Vision Care	111.66
500-642-41005	Emp Benefits/Employee...	40.82
500-642-42101	Prof Svcs/Professional Se..	62,675.30
500-642-42514	Admin Exp/Special Depa...	622.42
500-642-43102	Utilities/Water	549.66
500-642-43103	Utilities/Electricity & Po...	1,026.88
500-642-44410	Safety Clothing	1,374.16
500-642-47201	Improvements/Building	42,407.50
505-119-41002	Emp Benefits/Dental	511.40
505-119-41003	Emp Benefits/Vision Care	74.44
505-119-41005	Emp Benefits/Employee...	27.21
505-119-42514	Admin Exp/Special Depa...	21.08
505-119-43102	Utilities/Water	63.36
505-119-43103	Utilities/Electricity & Po..	3,551.10
525-118-42101	Prof Svcs/Professional Se..	67,071.75
525-118-42106	Prof Svcs/Software Main...	2,104.18
525-118-42107	Prof Svcs/Equipment Ma...	6,023.71
525-118-42510	Admin Exp/Software Pur...	1,493.41
525-118-43101	Utilities/Telephone	26,915.67

Account Summary

Account Number	Account Name	Payment Amount
525-118-47102	FF&E/Computer Equipm...	260.00
750-463-42101	Prof Svcs/Professional Se..	232.50
998-20105	Sal & Ben Payable/Denta...	889.84
998-20106	Sal & Ben Payable/Vision...	297.76
Grand Total:		2,622,428.60

Project Account Summary

Project Account Key	Payment Amount
None	2,390,091.23
10034342101IN2103	2,594.25
10634247205RO2303	154,302.00
10634247205RO2304	13,553.93
10634342101IN2102	1,653.00
10634342101IN2201	5,948.00
10634347201FA1901	3,349.00
10634447206SW1901	567.50
20955142514GR2303	806.00
32534247205RO1710	7,156.19
50064247201SS2201	42,407.50
Grand Total:	2,622,428.60

APPROVED BY: 
DATE: 1/11/2024



CITY COUNCIL REPORT

9.C.

DATE: JANUARY 16, 2024

TO: MAYOR AND COUNCIL MEMBERS

FROM: STACY SHELL, HUMAN RESOURCES DIRECTOR
CHARLENE DAVIS, HUMAN RESOURCES ANALYST

SUBJECT: ADOPT A RESOLUTION APPROVING SIDE LETTER AGREEMENT TO THE
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND AFSCME
LOCAL 1 TO AMEND ARTICLE II – RECOGNITION AND ATTACHMENT A –
SALARY SCHEDULE

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving the Side Letter Agreement to the Memorandum of Understanding (MOU) between the City of Pinole and AFSCME Local 1 to amend Article II – Recognition and Attachment A – Salary Schedule.

BACKGROUND

In 2019, the City developed the City of Pinole Strategic Plan 2020-2025 through an extensive research and engagement process that identified the City's vision, mission, goals, and strategies for the five-year period.

Relative to the City's goal to build an organizational culture that is efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship, one of the strategies identified was the development of an employee attraction, retention, and development plan. One activity identified in support of this plan is the analysis of the City's classification and compensation system and updating it as needed to provide engaging job descriptions, career growth opportunities, and competitive pay.

In accordance with the City's Personnel Rule 3, Classification Plan, at the recommendation of the Human Resources Director, the City Manager shall approve, and amended from time to time, the City's classification plan after consultation with the affected collective bargaining organization.

Consistent with Personnel Rule 12.1, Salary Plan, salary ranges are set for each classification by the City Council. No change in the salary range of a classification may be made without City Council approval.

REVIEW AND ANALYSIS

Staff conducted a desk audit of the Cook incumbent and a salary survey of comparable public agencies. Staff found the incumbent to be performing more complex, journey-level tasks that were outside the Cook classification and, in consultation with AFSCME Local 1, developed the

Food Services Specialist classification to reflect a broader scope of increasingly responsible tasks assigned within the classification series.

Staff is recommending that the Cook salary maintain the current assigned range and align the salary range for the Food Services Specialist to provide a minimum 10% differential for advancement from top step of the Cook to entry step of the Food Services Specialist. Staff believes the new classification and salary placement will help recruit qualified candidates and retain current employees. Staff met and conferred with the AFSCME Local 1 representatives and agreed to the new classification and the salary placement of the new classification.

In accordance with Personnel Rule 12.1 Salary Plan, salary ranges are set for each class by the City Council. No person may be paid less than the minimum, nor more than the maximum of the salary range established for the class in which they are employed. No change in the salary range of a class may be made without City Council approval. Therefore, it is recommended that the City Council approve the Food Services Specialist salary range and side letter agreement with AFSCME Local 1 to be effective upon the adoption of this Resolution.

FISCAL IMPACT

The fiscal impact for the remainder of FY 2023-24 is estimated to be \$3,020, and includes employee benefit costs.

The cost for the salary adjustments will be absorbed within the Community Services Department's current budget.

ATTACHMENTS

- A. Side Letter of Agreement -AFSCME Union, Local 1 Unit
- B. Resolution

Side Letter of Agreement
Between the City of Pinole and AFSCME Public Employees Union, Local One

This will confirm that the representatives of the City of Pinole ("City") and the AFSCME Public Employees Union, Local One ("PEU") have met and conferred and have agreed to the following modifications of their memorandum of understanding ("MOU") covering the term July 1, 2023, through June 30, 2025, as follows:

The parties agree to modify the following paragraph under Article II, Section 2.1, Unit Composition and Attachment A:

ARTICLE II. RECOGNITION

2.1 Unit Composition.

The City hereby recognizes the Union as the majority representative of the following job classifications:

Accounting Technician
Administrative Assistant
Cable Access Technician
Community Services Officer
Cook
Kitchen Services Specialist
Laboratory Technician I
Laboratory Technician II
Permit Technician I
Permit Technician II
Permit Technician III
Police Property Specialist
Police Records Specialist
Public Works Maintenance Worker
Public Works Senior Maintenance Worker
Wastewater Treatment Plant Senior Operator
Wastewater Treatment Plant Operator
Wastewater Treatment Plant Senior Maintenance Mechanic
Wastewater Treatment Plant Maintenance Mechanic
Wastewater Treatment Plant Operator in Training

ATTACHMENT A – FY 23/24 MASTER SALARY SCHEDULE

City of Pinole Salary Ranking

Class Series	Proposed Salary Range				
	A	B	C	D	E
Food Services Specialist	\$ 27.7508	\$ 29.1383	\$ 30.5953	\$ 32.1251	\$ 33.7313

There shall be no change to any other portion of Article II or Attachment A or to any section(s) of the existing agreement other than those identified in this and any preceding Side Letter of Agreements.

Dated: _____

AFSCME PUBLIC EMPLOYEES UNION

CITY OF PINOLE

By:

Lisa Davis
PEU Representative

By:

Neil Gang
Interim City Manager

By:

Ana Aviles Avila
PEU Representative

By:

Stacy Shell
Human Resources Director

RESOLUTION NO 2024-00

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING SIDE LETTER AGREEMENT TO THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY OF PINOLE AND THE REPRESENTED GROUP AFSCME LOCAL 1 TO AMEND ARTICLE II – RECOGNITION AND ATTACHMENT A, OF THEIR RESPECTIVE MOU AGREEMENT

WHEREAS, the American Federation of State, County, and Municipal Employees (AFSCME) Public Employees Union Local 1 represent the maintenance/clerical employees of the City and

WHEREAS, the City conducted a classification and compensation system analysis and recommended changes to the system which affects represented classifications within the AFSCME Local 1 Union and

WHEREAS, AFSCME Local 1 supports the City's recommended changes; and

WHEREAS, AFSCME Local 1 and the City will execute a side letter amending Section II – Recognition and Attachment A of the MOU to reflect the classification and compensation system changes and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby approve the side letter agreement to make changes to the classification and compensation system and authorizes the City Manager to execute the side letter agreement with the represented employee group, attached hereto as Exhibit A, and incorporated herein by this reference.

PASSED AND ADOPTED this 16th day of January 2024, by the following vote

AYES	COUNCILMEMBERS
NOES	COUNCILMEMBERS
ABSENT	COUNCILMEMBERS
ABSTAIN	COUNCILMEMBERS

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 16th day of January 2024.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

9.D.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: NEIL GANG, POLICE CHIEF
FIONA EPPS, ASSISTANT TO THE CITY MANAGER
SUBJECT: RECEIVE THE QUARTERLY REPORT ON IMPLEMENTATION OF THE
STRATEGIC PLAN FOR FISCAL YEAR (FY) 2023-24 FIRST QUARTER

RECOMMENDATION

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

BACKGROUND

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

In August 2020, the City created the Strategic Plan Implementation Action Plan (IAP), which identified the timeframe on which each Strategic Plan strategy would be implemented. The City Council revisited the IAP in January 2021 and approved an updated version, which specified completion dates for each of the strategies. During the January 2021 discussion of the IAP, staff recommended a quarterly report on the status of the implementation of the Strategic Plan strategies, akin to the quarterly reports that staff provides to the Council on the City budget and City investments. Council agreed to this recommendation. The City Council updated two Strategic Plan strategies and added a new strategy in April 2023, as part of a special strategic planning Council meeting.

REVIEW AND ANALYSIS

Below find a table listing the four goals and 23 strategies contained within the Strategic Plan, along with the start and completion dates for each agreed upon in the January 2021 IAP. Each strategy has been coded with a green, yellow, or red dot to indicate whether the City is on track to achieve the beginning and completion dates specified in the January 2021 IAP. Green indicates that the City is on track to achieve both the beginning and completion dates; yellow indicates that the City is on track to achieve either the beginning or completion date; and red indicates that the City is not on track to achieve either the beginning or completion date. Note that “Year 1” is FY 2020-21. Those strategies that have been completed are shaded gray in the table below. The City has completed nineteen of the strategies and is currently on track to achieve the beginning and completion dates of many of the remaining strategies.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	Current Status	Notes on Status
Goal 1: Safe and Resilient Pinole				
Strategy 1. Conduct a citywide asset condition assessment.	Year 1	Year 5		The City is in the midst of multiple asset condition assessments and master plans, which are reflected in the Capital Improvement Plan (CIP). At the end of Year 5, the City will have current assessments for all major capital assets.
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	Year 1	Year 5		Staff presented a draft updated Emergency Operations Plan (EOP) to the City Council in August 2022. Staff expects to present a final updated EOP incorporating City Council's feedback and other changes for Council adoption in FY 2024-25. Given the new arrangement with Con Fire, the Pinole Police Department is now responsible for emergency planning, including the EOP and is currently working with a consultant for completion.
Strategy 3. Explore restoring the	Year 3	Year 3		CCCFPD began providing emergency

community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.			 Complete	medical and fire response service in Pinole in March 2023. CCCFPD does not operate CERT programs. The Pinole Police Department intends to re-start the CERT program in FY 2023-24.
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	Year 1	Year 2	 Complete	City staff presented its assessment of the fire study and its recommendations regarding next steps to bolster fire service in April 2021. City Council approved staff's recommendations, which staff is now implementing.
Goal 2: Financially Stable Pinole				
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	Year 1	Year 1	 Complete	The City adopted a LTFP in June 2021. The City adopted a second LTFP, for the following fiscal year, in June 2022, and will adopt a third LTFP in fall 2023.
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	Year 1	Year 2	 Complete	Staff presented a proposed updated Master Fee Schedule, based on a comprehensive fee study and cost allocation plan, to Council in June 2022, which Council approved. Staff will complete a fee study and recommend updates if appropriate

				to development impact fees in FY 2023-24. City staff has implemented options for online payments for certain services.
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	Year 2	Year 3		City staff has hired Townsend, a grant research, writing, and management consulting firm which has provided a framework to evaluate and pursue appropriate grant opportunities.
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	Year 2	Year 3	 Complete	Staff has supported the City Council in exploring various revenue generation opportunities, most significantly when the City Council considered placing an increased real property transfer tax (RPTT) measure on the November 2022 ballot. The LTFP that will be adopted in fall 2023 will provide information on a number of revenue generation opportunities the City could pursue in the future.
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	Year 1	Year 5		This is an ongoing effort in which staff is currently engaged, and which involves the asset condition assessments, master plans, and annual capital planning process.

Goal 3: Vibrant and Beautiful Pinole				
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	Year 1	Year 4		Updates to the General Plan Housing and Health & Safety Elements in addition to a new Environmental Justice Element are underway, Staff will consider the need to update other aspects of the General Plan and the Three Corridors Specific Plan Environmental Impact Report so that high-density residential projects could utilize the EIR for project-specific environmental clearances, which would encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	Year 4	Year 4		Staff expects to initiate and complete this effort on schedule.
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	Year 1	Year 1	 Complete	The City has partnered with nonprofit housing organizations to explore and develop affordable housing projects, particularly the Satellite Affordable Housing

				Associates (SAHA) project at 811 San Pablo Avenue. Staff also processed an application for a 179-unit, 100% affordable senior housing project at 600 Roble Avenue called Vista Woods. Although this is an ongoing effort, it was scheduled as a one-year project in the IAP, and is therefore marked as complete.
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	Year 1	Year 2	 Complete	The City Council adopted the Pinole Economic Development Strategy (EDS) in October 2022.
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians, guided by the downtown Pedestrian Safety Plan, Active Transportation Plan, and other adopted plans.	Year 2	Year 4		The City is engaged in several collaborations with other jurisdictions and agencies to enhance transportation. The City Council appropriated funding to create an Active Transportation Plan; the City received funding to collaborate with the County on an Appian Way complete streets project; and the City is requesting that new development projects have facilities

				to promote transit.
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 ecological and cultural amenities, business districts, and nuisance abatement.	Year 1	Year 1		This is an ongoing effort. City staff is continually updating code enforcement policies and procedures.
Goal 4. High Performance Pinole				
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	Year 1	Year 2	 Complete	Staff completed an employee attraction, retention, and development plan (Talent Management Plan) in June 2022. City staff continuously updates the classification system and seeks Council approval of appropriate compensation changes.
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	Year 1	Year 1	 Complete	The City completed a citywide organizational review (assessment) in March 2021.
Strategy 3. Review citywide implementation of best practices and improve processes.	Year 2	Year 5		This is an ongoing effort in which staff is currently engaged. City staff have made many process improvements since the adoption of the Strategic Plan.

Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	Year 1	Year 2	 Complete	The City Council adopted the City of Pinole Communication and Engagement Plan in October 2022.
Strategy 5. Develop a public engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	Year 1	Year 2		The City Council adopted the City of Pinole Communication and Engagement Plan, which addresses public engagement, in October 2022. The City is in the process of finalizing related communication and engagement policies and procedures. The City has implemented a new volunteer program, and started two youth internship programs.
Strategy 6. Develop a comprehensive information technology Strategic Plan.	Year 1	Year 1	 Complete	City staff completed a comprehensive IT Plan in June 2022.
Strategy 7. Develop an interagency legislative advocacy program.	Year 2	Year 4		City staff expects complete this project in FY 2024-25. City staff will seek Council direction on a legislative advocacy framework in June 2023. City staff might recommend that the City hire a firm to assist the City in legislative advocacy.
Strategy 8. Explore the use of the Government Access	Year 4	Year 4		City staff expects complete this project in FY 2023-24. PCTV

Channel/PCTV to implement the strategic communication plan.				has contributed to many new City communication and engagement efforts, including producing The Beat of Pinole monthly mayor's video; producing other informational videos for the public; and producing videos of numerous community events.
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FISCAL IMPACT

There is no fiscal impact related to receiving this report.

ATTACHMENTS

None



CITY COUNCIL REPORT

9.E.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: JOSEPH BINGAMAN, PUBLIC WORKS MANAGER
SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE THE PURCHASE OF
VEHICLES FOR PUBLIC WORKS OPERATIONS AND MAINTENANCE
DIVISION AT A TOTAL COST NOT TO EXCEED \$128,000

RECOMMENDATION

Adopt Resolution per Staff Recommendation

BACKGROUND

Public Works oversees the purchase and disposal of fleet vehicles for City departments except for the Police Department. Currently, the City owns five vehicles that either no longer operate or are obsolete. Furthermore, with the hiring of new City staff, the City needs to purchase additional vehicles and replace older vehicles. The City currently has a fleet of five sedans that Public Works, Community Development, and Community Services use. The Public Works Department has two service trucks that are older than 20 years and need to be replaced.

REVIEW AND ANALYSIS

The City's fleet vehicles are necessary for the day-to-day operation of City business to provide services to the residents of the City of Pinole. The use of vehicles varies from Building and Public Works inspectors to Code Enforcement and Recreational services. The City must purchase two Public Works service trucks to replace aging trucks in the fleet. The diverse range of tasks involved in public works, from construction to maintenance and transportation, makes trucks the preferred choice due to their adaptability and capacity to handle these responsibilities effectively. Trucks can access areas that might be challenging for other vehicles, especially off-road or construction sites. Trucks can be customized with different accessories or modifications, making them adaptable to specific tasks. Whether it's adding specialized toolboxes, winches, or trailers, trucks can be tailored to meet the needs of various public works projects.

Public Works recommends the replacement of two Ford F-350 service trucks and retiring two older service trucks, namely a 2001 Chevrolet Silverado 4X4 and a 2000 Dodge 3500.

FISCAL IMPACT

Public Works requested and has received a Sourcewell sole source purchase proposal for the two Ford F-350. Sourcewell is a cooperative purchasing entity for public agencies and city

have used them in the past.

F-350 2-wheel drive Super Duty \$53,962,67

F-350 4-wheel drive Super Duty \$56,920,34

The above quotes do not include taxes and fees, and a final price will be obtained from the supplier when a firm order is placed. To account for these unknown costs, the Resolution authorizes the vehicles to be purchased for a combined amount not to exceed \$128,000.

These vehicle purchases were anticipated and are part of the current fiscal year budget, adopted at the June 20, 2023 council meeting.

ATTACHMENTS

- A. Vehicle Quotes
- B. Resolution



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

9/20/2023

Quote ID: **25822**

Order Cut Off Date: **TBA**

Mr Joseph Bingaman
City of Pinole
2131 Pear St.
Pinole, California, 94564-1774

Dear Joseph Bingaman,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford Super Duty F-350 SRW (X3B) XL 4WD SuperCab 8' Box 164" WB, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$53,785.00	\$51,855.66	3.587 %	\$1,929.34
Factory Order		\$0.00		
Tax (9.7500 %)		\$5,055.93		
Tire fee		\$8.75		
Total		\$56,920.34		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)
TRANSMISSION	
Code	Description
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)
WHEELS	
Code	Description
64A	Wheels: 17" Argent Painted Steel, (STD)
TIRES	
Code	Description
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)
PRIMARY PAINT	
Code	Description
Z1	Oxford White
SEAT TYPE	
Code	Description
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar
AXLE RATIO	
Code	Description
X37	3.73 Axle Ratio, (STD)
ADDITIONAL EQUIPMENT	
Code	Description
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others
18B	Platform Running Boards
OPTION PACKAGE	
Code	Description
610A	Order Code 610A

2024 Fleet/Non-Retail Ford Super Duty F-350 SRW XL 4WD SuperCab 8' Box 164" WB

WINDOW STICKER

2024 Ford Super Duty F-350 SRW XL 4WD SuperCab 8' Box 164" WB		
CODE	MODEL	MSRP
X3B	2024 Ford Super Duty F-350 SRW XL 4WD SuperCab 8' Box 164" WB	\$51,345.00
OPTIONS		
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)	\$0.00
64A	Wheels: 17" Argent Painted Steel, (STD)	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)	\$0.00
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X37	3.73 Axle Ratio, (STD)	\$0.00
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others	\$0.00
18B	Platform Running Boards	\$445.00
610A	Order Code 610A	\$0.00
Please note selected options override standard equipment		
SUBTOTAL		\$51,790.00
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,995.00
TOTAL PRICE		\$53,785.00
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 6.8L 2V DEVCT NA PFI V8 Gas -inc: Flex fuel (STD)
Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)
3.73 Axle Ratio (STD)

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)

ADDITIONAL EQUIPMENT

50-State Emissions System
Transmission w/Oil Cooler
Electronic Transfer Case
Part-Time Four-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
160 Amp Alternator
Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control
Trailer Wiring Harness
4130# Maximum Payload
GVWR: 10,800 lb Payload Package
HD Shock Absorbers
Front Anti-Roll Bar
Firm Suspension
Hydraulic Power-Assist Steering
34 Gal. Fuel Tank
Single Stainless Steel Exhaust
Auto Locking Hubs
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Regular Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Reverse Opening Rear Doors

Tailgate/Rear Door Lock Included w/Power Door Locks
Boxside Steps
Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Perimeter/Approach Lights
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
2 LCD Monitors In The Front
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Rear Cupholder
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Pickup Cargo Box Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Driver Information Center
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Securilock Anti-Theft Ignition (pats) Immobilizer
2 12V DC Power Outlets
Air Filtration
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)

ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Back-Up Camera



National Auto Fleet Group

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490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

9/19/2023

Quote ID: **25783**

Order Cut Off Date: **TBA**

Mr Joseph Bingaman
City of Pinole
2131 Pear St.
Pinole, California, 94564-1774

Dear Joseph Bingaman,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford Super Duty F-350 SRW (X3A) XL 2WD SuperCab 8' Box 164" WB, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$50,995.00	\$49,151.64	3.615 %	\$1,843.36
Factory Order		\$0.00		
Tax (9.7500 %)		\$4,792.28		
Tire fee		\$8.75		
Total		\$53,952.67		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



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Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)
TRANSMISSION	
Code	Description
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)
WHEELS	
Code	Description
64A	Wheels: 17" Argent Painted Steel, (STD)
TIRES	
Code	Description
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)
PRIMARY PAINT	
Code	Description
Z1	Oxford White
SEAT TYPE	
Code	Description
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar
AXLE RATIO	
Code	Description
X37	3.73 Axle Ratio, (STD)
ADDITIONAL EQUIPMENT	
Code	Description
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others
18B	Platform Running Boards
OPTION PACKAGE	
Code	Description
610A	Order Code 610A

2024 Fleet/Non-Retail Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB

WINDOW STICKER

2024 Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB		
CODE	MODEL	MSRP
X3A	2024 Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB	\$48,555.00
OPTIONS		
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)	\$0.00
64A	Wheels: 17" Argent Painted Steel, (STD)	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)	\$0.00
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X37	3.73 Axle Ratio, (STD)	\$0.00
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others	\$0.00
18B	Platform Running Boards	\$445.00
610A	Order Code 610A	\$0.00
Please note selected options override standard equipment		
SUBTOTAL		\$49,000.00
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,995.00
TOTAL PRICE		\$50,995.00
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 6.8L 2V DEVCT NA PFI V8 Gas -inc: Flex fuel (STD)
Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and trail (STD)
3.73 Axle Ratio (STD)

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)

ADDITIONAL EQUIPMENT

50-State Emissions System
Transmission w/Oil Cooler
Rear-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
160 Amp Alternator
Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control
Trailer Wiring Harness
4160# Maximum Payload
GVWR: 10,400 lb Payload Package
HD Shock Absorbers
Front Anti-Roll Bar
Firm Suspension
Hydraulic Power-Assist Steering
34 Gal. Fuel Tank
Single Stainless Steel Exhaust
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Regular Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
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Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Reverse Opening Rear Doors
Tailgate/Rear Door Lock Included w/Power Door Locks
Boxside Steps

Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Perimeter/Approach Lights
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
2 LCD Monitors In The Front
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Rear Cupholder
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Pickup Cargo Box Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Driver Information Center
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Securilock Anti-Theft Ignition (pats) Immobilizer
2 12V DC Power Outlets
Air Filtration
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams

Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Back-Up Camera



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9/19/2023

Quote ID: **25784**

Order Cut Off Date: **TBA**

Mr Joseph Bingaman
City of Pinole
2131 Pear St.
Pinole, California, 94564-1774

Dear Joseph Bingaman,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford Super Duty F-350 SRW (X3A) XL 2WD SuperCab 8' Box 164" WB, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$50,995.00	\$49,151.64	3.615 %	\$1,843.36
Factory Order		\$0.00		
Tax (9.7500 %)		\$4,792.28		
Tire fee		\$8.75		
Total		\$53,952.67		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



GMC

Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)
TRANSMISSION	
Code	Description
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)
WHEELS	
Code	Description
64A	Wheels: 17" Argent Painted Steel, (STD)
TIRES	
Code	Description
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)
PRIMARY PAINT	
Code	Description
Z1	Oxford White
SEAT TYPE	
Code	Description
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar
AXLE RATIO	
Code	Description
X37	3.73 Axle Ratio, (STD)
ADDITIONAL EQUIPMENT	
Code	Description
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others
18B	Platform Running Boards
OPTION PACKAGE	
Code	Description
610A	Order Code 610A

2024 Fleet/Non-Retail Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB

WINDOW STICKER

2024 Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB		
CODE	MODEL	MSRP
X3A	2024 Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB	\$48,555.00
OPTIONS		
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)	\$0.00
64A	Wheels: 17" Argent Painted Steel, (STD)	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)	\$0.00
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X37	3.73 Axle Ratio, (STD)	\$0.00
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others	\$0.00
18B	Platform Running Boards	\$445.00
610A	Order Code 610A	\$0.00
Please note selected options override standard equipment		
SUBTOTAL		\$49,000.00
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,995.00
TOTAL PRICE		\$50,995.00
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 6.8L 2V DEVCT NA PFI V8 Gas -inc: Flex fuel (STD)
Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and trail (STD)
3.73 Axle Ratio (STD)

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)

ADDITIONAL EQUIPMENT

50-State Emissions System
Transmission w/Oil Cooler
Rear-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
160 Amp Alternator
Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control
Trailer Wiring Harness
4160# Maximum Payload
GVWR: 10,400 lb Payload Package
HD Shock Absorbers
Front Anti-Roll Bar
Firm Suspension
Hydraulic Power-Assist Steering
34 Gal. Fuel Tank
Single Stainless Steel Exhaust
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Regular Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Reverse Opening Rear Doors
Tailgate/Rear Door Lock Included w/Power Door Locks
Boxside Steps

Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Perimeter/Approach Lights
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
2 LCD Monitors In The Front
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Rear Cupholder
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Pickup Cargo Box Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Driver Information Center
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Securilock Anti-Theft Ignition (pats) Immobilizer
2 12V DC Power Outlets
Air Filtration
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams

Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Back-Up Camera

RESOLUTION NO. 2024-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE,
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, TO
APPROVE THE PURCHASE OF TWO VEHICLES FOR PUBLIC WORKS OPERATIONS
AND MAINTENANCE DIVISION THROUGH SOURCEWELL FOR A TOTAL AMOUNT NOT
TO EXCEED \$128,000**

WHEREAS the City of Pinole Public Works is responsible for maintaining the City's infrastructure; and

WHEREAS Pinole Public Works relies on its staff vehicles to provide essential service to the residents of Pinole and to address maintenance needs of city's infrastructure; and

WHEREAS the City wants to replace aging fleet and purchase one F-350 2-wheel drive Super Duty, one F-350 4-wheel drive Super Duty; and

WHEREAS funding for above request was approved on June 20, 2023; and

WHEREAS City staff solicited bids through Sourcewell, a cooperative purchasing organization for government agencies; and

WHEREAS, the quoted cost for the F-350 2-wheel drive Super Duty is **\$53,962.67**, for the F-350 4-wheel drive Super Duty is **\$56,920.34**; and

WHEREAS, the City will be required to pay various taxes and fees for the purchases, which may increase the cost by up to 15%; and

WHEREAS, the total cost to purchase the two vehicles will not exceed \$128,000; and

WHEREAS funds for the staff vehicles and will come from Measure S2014 Fund 106; and

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby approve the purchase of the two vehicles identified herein for a total combined amount not to exceed \$128,000 and authorize the City Manager to approve the purchase agreements in conformance with the Procurement Policy.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 16th day of January, 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 16th day of January 2024.

Heather Bell
City Clerk



CITY COUNCIL REPORT

9.F.

DATE: JANUARY 16, 2024

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR
SANJAY MISHRA, PUBLIC WORKS DIRECTOR

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE A CONTRACT WITH CLIENT FIRST TECHNOLOGY CONSULTING THROUGH FY23/24 FOR SYSTEM ADMINISTRATION SUPPORT AND IMPLEMENTATION OF NEW PERMITTING/LICENSING SYSTEM

RECOMMENDATION

Staff recommends that the City Council adopt the attached Resolution (**Attachment A**) that Authorizes the Interim City Manager to execute a Consulting Services Agreement with Client First Technology Consulting through June 2024 to provide Land Management System Administration and GIS Maintenance for new Community Development Suite software which allows for 24/7 public access to permitting and licensing.

BACKGROUND

The City of Pinole was an early adopter of an electronic building and planning permit tracking system, acquiring permitting software 24 years ago, in 1999. Until recently, the City continued to use the software system to track the submittal, processing, and retention of building and planning permits, code enforcement cases, and business licenses. Central Square Technologies acquired the software in 2018 and now offers a secure cloud-based "Community Development Suite" of technology solutions that replaces the current system.

On June 7, 2022 the City Council authorized the approval of several contracts to upgrade the City's current permitting system to Central Square Technologies' secure cloud-based Community Development Suite which automates work processes, allows field staff remote access, and engages citizens and customers by providing 24/7 online access to apply for and track projects, permits and licenses for the Building, Planning and Code Enforcement Divisions and the Public Works and Finance Departments.

The City has contracted with Client First Technology Consulting (Client First) since February 2022 for assistance with the City's contract negotiations with CentralSquare Technologies and help configuring the new version of the system and migrating data to it. The project launched in September 2022, and Staff transitioned to the use of the new back-end software for managing and processing permits and licenses in late November, 2023. With Client First's help, Staff anticipates that the new eTRAKiT portal (which is the public-facing end of the same tool staff is now using) will be launched in February 2024. In addition to the benefits mentioned, the new software will provide increased turnaround times, more efficient use of staff time, eliminate redundancies, and reduce reliance on paper-based records.

Client First has been a helpful partner in making sure the new system is successful. Working closely with staff, they have helped build the public portal for online applications, credit card payments, inspection scheduling, license renewals, and data searches. They are currently working with each department (Building, Planning, Public Works, Code Enforcement, and Finance) to improve the public portal experience and make internal processes smoother. This has required a complete reconfiguration of the system which was more extensive than anticipated, and all the funds contracted for the implementation of the permitting system have been expended to date.

REVIEW AND ANALYSIS

The City has very limited in-house subject-matter expertise and resources to support this enterprise application system fully. The position of Administrative Coordinator, responsible for supporting the system, was briefly filled but is currently vacant. At this critical moment in the project, the City is therefore seeking a third-party land management support specialist with extensive Community Development Suite experience to assist the City with both Land Management System Administration and Geographic Information System (GIS) Maintenance support through the remainder of the 23/24 fiscal year.

Land Management System Administration

City Land Management System-related assistance needs will include post go-live support, eTRAKiT (public portal) roll out and system administration assistance, as described below.

Post “Go-Live” Support (One-Time Project)

Staff “went live” with the product by transitioning to the use of the new back-end software for managing and processing permits in late November, 2023. Additional support is needed prior to being able to roll out the product to the public. This work includes, but is not limited to:

- Back-end development configuration improvements
- Public portal configuration improvements
- Workflow analysis and reengineering
- Training
- Report development
- Setup and Configuration
- Integrations Issue Resolution

Client First will work with City departments to find out what they need and where the system can be improved. They'll talk to each department's staff leads to see if there are any gaps in the way things are done. After they have looked at everything, Client First will suggest ways to improve the system and make it easier for the public and staff to use. They'll also work with staff to see what documents the City uses and what needs to be updated or created.

A portion of the work Client First will assist with include the development and launch of automated online solar permit processing under SB 379 (Solar Access Act). This involves integrating with a third-party application, Symbium.

Rollout of Public Portal (One-Time Project)

This goal for this phase is to introduce online public services such as online applications, payments, inspection scheduling, and data searches. To accomplish this, Client First will work closely with staff to test eTRAKiT and address any issues with the vendor, Central Square. The main objectives are to simplify and streamline the processes. Client First will work with staff to recruit beta testers (Pinole routine customers) for the public portal and plan to launch it in mid-January. After a successful soft launch, Client First will support the full Go Live of the public portal in early February.

Routine System Administration Assistance

As mentioned above, as a part of the FY22/23 budgeting process, the City Council approved a new staff position, the Administrative Coordinator, to serve both Community Development and Public Works. One responsibility of the Administrative Coordinator will be to maintain the new system in the future. The position has not been filled, and filling the position as envisioned may be challenging. Staff will be working with Client First to identify needs for ongoing system administration and support on a fiscal year basis for FY24/25 and beyond.

Services Client First will provide for system administration through the end of FY23/24 include, but are not limited to:

- Configuration updates (adding a status, adding a subtype, adjusting automatic fees, adjusting allowable fees, etc.)
- Fee schedule adjustments
- Quality assurance of configuration changes across all departments
- User issues troubleshooting and resolution
- Staff training (on-site or remote)
- New reports, letters, scripting, and testing
- Existing reports/letters modifications/adjustments
- Existing reports/letters issue research and fixes
- User rights adjustments
- Adding new users
- Configuration updates to utilize new functionality
- Process redefinition and/or process translation into system configuration

During this process, Staff will evaluate in-house capacities and needs for routine System Administration for FY24/25 and beyond.

GIS Maintenance

Geographic Information System (GIS) maintenance is a periodic process of parcel, address, and street segment updates. GIS maintenance also includes periodic data clean-up and updates of all land-based data. This scope of work contains two objectives, as described below:

GIS Data Clean-Up (One-Time Project)

The City GIS data has been assessed by Client First, and a set of data issues identified that need to be resolved. GIS data issues include:

- Address records with inconsistent address parsing
- Parcels with the same address but different parcel numbers
- Parcels without a street number

Periodic GIS Data Maintenance

Periodic maintenance will include:

- County parcel data and ownership import
- Data updates for records that need manual updates
- Address data updates based on construction and tenant improvement activities
- Zoning changes
- Other layer updates as needed

During this process, Staff will evaluate in-house capacities for routine update of GIS data for FY24/25 and beyond.

Staff “went live” with the product by transitioning to the use of the new back-end software for managing and processing permits in late November, 2023. Additional support is needed prior to being able to roll out the product to the public. This work includes, but is not limited to:

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- County parcel data and ownership import
- Data updates for records that need manual updates
- Address data updates based on construction and tenant improvement activities
- Zoning changes
- Other layer updates as needed

During this process, Staff will evaluate in-house capacities for routine update of GIS data for FY24/25 and beyond.

FISCAL IMPACT

Pursuant to the Proposal (**Attachment B**), the cost of Land Management System Administration is estimated at \$80,000 and GIS maintenance cost is estimated at \$20,000, all on a time and materials basis, for a total cost not to exceed \$100,000 (One Hundred Thousand Dollars). This cost will be entirely covered by salary savings from the Administrative Coordinator position, and there is no need for a budget allocation. The balance of salary savings (salary and benefits) for the vacant Administrative Coordinator position is \$109,915 for the remainder of fiscal year 23/24.

Additionally, a portion of Client First's work will be implementing automatic online solar permit processing in pursuit of compliance with automated SB 379 (Solar Access Act) by September 2024. The City received a \$40,000 grant (CalAPP) from the State of California State of California Energy Commission (see [item 9E in the Council's February 7, 2023 agenda](#)). Staff anticipates that approximately \$5,000 in Client First invoices will be reimbursed through the CalAPP grant, for a total fiscal impact of \$95,000 instead of \$100,000. The City will invoice for the remainder of the grant monies (\$35,000) for subscription fees, staff time in setting up and training on the system, creating educational materials and hosting trainings with the public.

ATTACHMENTS

- A. Council Resolution, with Exhibit A
- B. Client First Proposal

RESOLUTION NO. 2024-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE INTERIM CITY MANAGER TO EXECUTE A CONSULTANT SERVICES AGREEMENT WITH CLIENT FIRST TECHNOLOGY CONSULTING FOR PROFESSIONAL SERVICES THROUGH THE REMAINDER OF THE 23/24 FISCAL YEAR TO SUPPORT LAND MANAGEMENT SYSTEM ADMINISTRATION AND GEOGRAPHIC INFORMATION SYSTEM MAINTENANCE FOR THE NEW COMMUNITY DEVELOPMENT PERMIT TRACKING AND ONLINE APPLICATION SYSTEM

WHEREAS, the City of Pinole was an early adopter of an electronic building and planning permit tracking system, acquiring current permitting software TRAKiT in 1999; and

WHEREAS, the City's TRAKiT system, which is offered by Central Square Technologies, was outdated, unsupported by the vendor and was required to be updated to retain functionality;

WHEREAS, the City originally engaged Client First in 2022 to assist with the City's upgrade and migration to the new software with a focus on improving efficiency, project management, and customer service; and

WHEREAS, with Client First's support, the City "went live" with the new product and transitioned to the use of the new back-end software for managing and processing permits and licenses in November 2023; and

WHEREAS, the City desires to launch the new eTRAKiT portal (the public-facing end of the system) in February 2024; and

WHEREAS, the City has very limited in-house subject-matter expertise and resources to build and support the enterprise application system fully; and

WHEREAS, at this critical moment in the project, the City desires to contract with land management support specialist with extensive Community Development Suite experience to assist the City with both Land Management System Administration and Geographic Information System (GIS) Maintenance support through the remainder of the 23/24 fiscal year; and

WHEREAS, as a subject matter expert, Client First has been a professional, supportive, and helpful partner in ensuring the success of the new system; and

WHEREAS, salary-savings from the vacant Administrative Coordinator position in Community Development and Public Works will be utilized to support the contract and no additional allocation is required.

NOW THEREFORE, BE IT RESOLVED, that the above recitals are true and

correct and made part of this resolution.

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

1. Authorizes the Interim City Manager to execute a Consultant Services Agreement (**Exhibit A**, incorporated herein) with First Client in an amount not to exceed an \$100,000 for the Land Management System Administration, which includes Post Go Live Support, rollout of the public portal, routine system administration assistance and GIS maintenance; and
2. Allows for \$100,000 in salary savings from the vacant Administrative Coordinator position in the Community Development and Public Works Department for FY23/24 to be utilized to support this Consultant Services Agreement.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **16th** day of **January, 2024** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **16th** day of **January, 2024**

Heather Bell, CMC
City Clerk

Exhibit A:
CONSULTING SERVICES AGREEMENT
BETWEEN THE CITY OF PINOLE AND
[NAME OF CONSULTANT]

THIS AGREEMENT for consulting services is made by and between the City of Pinole (“City”) and

(“Consultant”) (together sometimes referred to as the “Parties”) as of
, 20 (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 , 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 , 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

Consulting Services Agreement
between City of Pinole and

[DATE]
Page 3 of 17

EXHIBIT A

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 (\$ [REDACTED]). Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

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

2.8 Payment upon Termination. In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

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

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

Section 4. INSURANCE REQUIREMENTS. Before beginning any services under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance specified herein and maintain that insurance throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall be fully responsible for the acts and omissions of its subcontractors or other agents.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant in the amount required by applicable law. The requirement to maintain Statutory Workers' Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Consultant is a sole proprietor and does not have any employees and will not have any employees during the term of this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence and FOUR MILLION DOLLARS (\$4,000,000) aggregate, combined single limit coverage for risks associated with the work contemplated by this Agreement.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) covering any auto (Code 1), or if Consultant has no owned autos, hired (code 8) and non-owned autos (Code 9). No endorsement shall be attached limiting the coverage.

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

- a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.
- b. City, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds for liability arising out of work or operations on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired, or borrowed by the Consultant. Coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01.

- c. For any claims related to this Agreement or the work hereunder, the Consultant's insurance covered shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers shall be excess of the Consultant's insurance and non-contributing.
- d. The policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately.
- e. Consultant agrees to give at least 30 days prior written notice to City before coverage is canceled or modified as to scope or amount.

4.3 Professional Liability Insurance.

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

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

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

4.4.1 Submittal Requirements. Consultant shall submit the following to City prior to beginning services:

- a. Certificate of Liability Insurance in the amounts specified in this Agreement; and

b. Additional Insured Endorsement as required for the General Commercial and Automobile Liability Policies.

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

4.4.3 Deductibles and Self-Insured Retentions. Insurance obtained by the Consultant shall have a self-insured retention or deductible of no more than ONE HUNDRED THOUSAND DOLLARS (\$100,000).

4.4.4 Wasting Policies. No policy required herein shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 Waiver of Subrogation. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

4.4.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein, and Consultant shall ensure that City, its officers, officials, employees, agents, and volunteers are covered as additional insured on all coverages.

4.4.7 Excess Insurance. If Consultant maintains higher insurance limits than the minimums specified herein, City shall be entitled to coverage for the higher limits maintained by the Consultant.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option: 1) obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; 2) order Consultant to stop work under this Agreement and withhold any payment that becomes due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof; and/or 3) terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

5.1 General Indemnification. To the fullest extent permitted by law, Contractor shall defend, indemnify and hold City, its officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or

equity, to property or persons, including wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Contractor, its officials, officers, employees, agents, subcontractors and subcontractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all consequential damages, attorneys' fees and other related costs and expenses. Contractor shall defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. This Section 5.1 shall survive any expiration or termination of this Agreement.

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

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive

any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

- 6.2 Consultant No Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder.
- 7.3 Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 Licenses and Permits.** Consultant represents and warrants to City that Consultant and 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:

CITY OF PINOLE

CONSULTANT

Andrew Murray, City Manager

[NAME, TITLE]

Consultant's City of Pinole Business
License #:_

Attest:

Heather Bell, City Clerk
Approved as to Form:

Eric S. Casher, City Attorney

EXHIBIT A
SCOPE OF
SERVICES

EXHIBIT B
COMPENSATION SCHEDULE AND HOURLY FEES

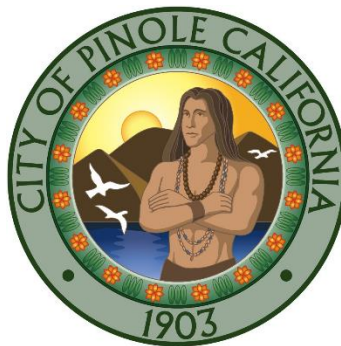
EXHIBIT C
CITY-FURNISHED FACILITIES

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.

Proposal for

Land Management System Administrative and GIS Maintenance Services

December 14, 2023



Client Locations
Coast-to-Coast

Practice Locations
**California
Illinois
North Carolina
Texas**

800 806 3080
www.clientfirstcg.com

CLIENTFIRST
TECHNOLOGY CONSULTING

December 14, 2023

Ms. Lilly Whalen
Director of Community Development
City of Pinole
2131 Pear Street
Pinole, CA 94564

RE: Proposal for Land Management System Administrative and GIS Maintenance Services

Dear Ms. Whalen

ClientFirst appreciates the opportunity to present the City of Pinole with our proposal. Our consultants have decades of experience providing these services to agencies throughout the United States. Key qualifications include

TRAKiT Experience – Although ClientFirst works with numerous agencies with different types of Land Management systems, the project team assigned to this engagement also has combined experience with over 140 Land Management application projects, over 80 of which are, or were, specifically TRAKiT.

Local Government ONLY Focus – ClientFirst Technology Consulting specializes in helping local government agencies with the evaluation and implementation of enterprise software solutions, including business process requirements, fostering buy-in and consensus across the organization, and providing the best value proposition.

Expertise and Experience – ClientFirst has worked with hundreds of local governments throughout the United States.

Why ClientFirst is the Best Choice

- We pride ourselves on our ability to listen and communicate, affecting positive change at all personnel levels.
- We truly put our client's needs first. You are not just another project to us.
- Our partners are hands-on and do not just provide high-level oversight or project management assistance.
- We not only follow best practices but also educate staff at all levels on best practices in a manner that helps them understand the relevance to their organization and their role within the project.
- We seek to partner with our clients as integrated subject-matter experts and advisors.
- We work to help transform your organization, transfer knowledge, manage change, and ingrain best practices into your processes.

For any questions, feel free to contact me at 951.739.7989 or via email at dkrout@clientfirstcg.com for additional information. We look forward to the opportunity of serving the City of Pinole as one of our many satisfied clients.

Sincerely,



David W. Krout, CPA (inactive)
Partner
Management Consulting Practice Leader



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Land Management System Administration

Background and Objectives

The City of Pinole is going live with the CentralSquare software called Community Development (or ComDev, formerly also known as TRA□IT) at the end of November 2023. ClientFirst assisted the City with migration to the new system. ClientFirst will be providing Post Go Live support, public portal rollout assistance, and system administration services to City staff for several months to aid in a smooth transition. ClientFirst will be working with and assisting the Community Development, Public Works, and Finance departments.

The City has limited in-house subject-matter expertise and resources to support this enterprise application system fully. It is, therefore, seeking a third-party land management support specialist with extensive ComDev experience to assist the City.

City ComDev-related assistance needed includes, but is not limited to □

- TRA□IT/Community development configuration improvements
- eTRA□IT configuration improvements
- Workflow analysis and reengineering
- Training
- Report development
- Setup and Configuration
- Integrations Issue Resolution

Scope of Work

Post Go-Live Support

The ComDev system assistance for the City of Pinole will be managed by Tatjana Meser, Cyndi Hoxie, and Michael Truncale. Their extensive TRA□IT/ComDev configuration, training, data conversion, integrations, and project management experience are the best suited to assist the City with its post-go live, public portal, and system administration needs. They will be assisted, if necessary, by other subject-matter experts, including database and technical support consultants. ClientFirst partners will provide quality assurance and oversight as needed.

System Change Needs Assessment

ClientFirst will work with the City departments to identify their specific needs and gaps in the system configuration, integrations, and other issues. Establishing a list of open issues will allow the City and ClientFirst to prioritize issues and map out a path to resolution, establish timelines, and set expectations with each department.

Business Analysis and ComDev Improvements

ClientFirst will work closely with the Functional Leads to review and identify any business process or ComDev configuration gaps. Based on assessment findings, ClientFirst will recommend and assist with ComDev and eTRA□IT improvements by utilizing new functionality to streamline the business process for the public and City staff.



Integrations

Reviewing the current state of all integrations with City teams will allow ClientFirst to identify testing steps the City needs to take to validate each integration during the migration. These testing steps will be recorded and used as a testing script by the Functional Leads. ClientFirst can also assist with testing each integration and documenting errors or incorrect system behavior.

Reports and Forms

ClientFirst, with the assistance of the Functional Leads, will complete a review of the existing and missing forms, correspondences, letters, and reports the City utilizes. This will lead to a clear list of documents that need to be updated or created. ClientFirst will also assess each form, correspondence, letter, and report to determine if a merge document or SSRS form/report needs to be created and work with the Functional Leads to determine how to deliver best the form, correspondence, letter, or report in the Merge Document or SSRS format.

eTRAKiT (Public Portal) Roll Out

The main goal for this phase will be the rollout of online public services like online applications, online payments, inspection scheduling, and data searches. ClientFirst will work closely with the Functional Leads to complete the testing of eTRAKiT and work with the vendor on any issues that may arise before rollout. Process redefinition and streamlining will be the main objectives. ClientFirst will work with the City to recruit beta testers for the public portal for a soft launch and support the full Go Live of the public portal after a successful soft launch has been completed.

System Administration Assistance

The ClientFirst ComDev assistance and system changes include, but are not limited to □

- Configuration updates (adding a status, adding a subtype, adjusting automatic fees, adjusting allowable fees, etc.)
- Fee schedule adjustments
- Quality assurance of configuration changes across all departments
- User issues troubleshooting and resolution
- Staff training (on-site or remote)
- New reports, letters, scripting, and testing
- Existing reports/letters modifications/adjustments
- Existing reports/letters issue research and fixes
- User rights adjustments (per City ComDev Administrator instruction)
- Adding new users (per City ComDev Administrator instruction)
- Configuration updates to utilize new functionality
- Process redefinition and/or process translation into ComDev configuration

Most training will be provided remotely (on-site training can be provided if necessary, considering COVID protocols). Remote training will be conducted via the use of Teams. Agency training attendees will need to have access to PCs and PC or phone headsets. Agency training attendees will also need to be set up with a login to the ComDev Production and Test instances by the Agency ComDev Administrator (or ClientFirst). During the training, ClientFirst will share their screen and conduct a walk-through of the application and process. Agency training participants will be able to follow along on their machines and share their screens with the other training participants, as well as ClientFirst, if questions arise.

We will provide application consulting assistance but will not replace software vendor's technical support or the Agency's ComDev administration role (optional). Our consultants work with



multiple agencies on various similar types of projects, and most activities for this project will be planned and scheduled. Should the City need assistance more urgently, you will have our assigned consultants' cell phones, and our office can also transfer you directly to their cell phones if they are not in the office. They will contact you back as soon as possible, usually the same day. However, even for non-urgent matters, our policy is to respond to the client within 24 hours. Our normal business hours are Monday through Friday, 8:00 am to 5:00 pm PST.



GIS Maintenance

Geographic Information System (GIS) maintenance is a periodic process of parcel, address, and street segment updates. GIS maintenance also includes periodic data clean-up and updates of all land-based data.

Background and Objectives

Periodic GIS maintenance will include but is not limited to tracking parcels, updating existing layers, drawing boundaries, capturing and summarizing data, and other activities. Reasons for geo data updates include but are not limited to □

- ADU construction
- Commercial suite changes
- Street name changes
- Property ownership changes
- □oning changes

Geography and GIS services play a role in nearly every decision the City makes and also provide a graphic representation to aid residents and decision-makers with their needs.

Scope of Work

GIS Data Clean-Up

The City GIS data has been assessed, and a set of data issues identified that need to be resolved.

- GIS data issues include □
 - ◆ Address records with inconsistent address parcing
 - ◆ Parcels with the same address but different parcel numbers
 - ◆ Parcels without a street number

Periodic GIS Data Maintenance

Periodic maintenance will include □

- County parcel data and ownership import
- Data updates for records that need manual updates
- Address data updates based on construction and tenant improvement activities
- □oning changes
- Other layer updates as needed





Cost Data

Fee Summary

Our professional fees are based on the scope and approach outlined in this proposal, plus travel-related expenses, if necessary. Our standard billing rates for these types of services are dependent on the levels and skill sets of the consultant(s) assigned to specific aspects of the project. This project will logistically span many months. The consulting fees payable based on this agreement shall not exceed \$100,000 without City approval and written authorization.

Summary Rates <i>Time-and-Materials or Optional Tasks</i>	
Consultant Level	Hourly Rate
Project & Quality Assurance Director	\$ 210
Applications Consultant/ Project Manager	\$ 195
GIS Consultant	\$ 195

The cost of Land Management System Administration is estimated at \$80,000.

GIS maintenance cost is estimated at \$20,000.

Scope Changes and Management

Alternative scope changes and fee adjustments are possible and are dependent on specific project needs and staff resources and capabilities. Minor changes to the scope and methodology stated above will not result in a change in our fees.

If the nature or scope of our work should change significantly during the project, we will discuss such matters and their effect on our fees and obtain written approval before proceeding.

Additional Services/Purchases by Other Seeking Public Agencies

ClientFirst acknowledges that other public agencies may seek to “piggyback” under the same terms and conditions of a resulting similar services contract and/or purchases being offered in this contract or proposal. ClientFirst has the option to agree or disagree to allow contract piggybacks on a case-by-case basis. ClientFirst agrees to extend the same pricing, terms, and conditions as stated in this contract or proposal to each and every political entity, special district, and related non-profit. It is understood that other entities shall make purchases in their own name, make payments, and be liable directly to ClientFirst. The agency shall in no way be involved or responsible to ClientFirst for other entities’ purchases.



TRAKIT/ComDev Experience

Relevant Experience

The project team assigned to this engagement has combined experience with over 100 Land Management application projects, over 80 of which are or were, specifically, TRAKIT/ComDev. Our ComDev experience includes □

- Process Reviews and Workflow Improvements
- Functionality Requirements Definition
- Contract Negotiations
- Hands-on Implementation
- User Training
- Data Conversion Assistance
- Project Management
- Systems Maintenance
- System Updates and Modifications
- Integrations Assistance
- Database Updates

Our specific ComDev module and functionality experience includes, but is not limited to □

- Land Management
- Permitting
- Projects and Planning
- Code Compliance
- CRM
- Entity
- Licensing
- TimeTRAKIT
- Reports
- Workspace
- eTRAKIT
- iTRAKIT/Mobiles
- GIS Integration
- Electronic Plan Review Process and Integrations
- Online payment integrations
- At the Counter Credit Card Integrations

Experience with Local Governments – Our team’s experience working with local governments in California and across the country has provided our staff with the subject-matter expertise to quickly understand operational demands and opportunities and then equate them to beneficial recommendations and improvements.

Locally Based – Our California-based operations can react quickly to on-site project demands.

Stable, Strong, and Growing – We are a financially stable and profitable firm that has been serving local governments for over 18 years. We continue growing in both the addition of personnel, as well as the expansion of new office locations.

Quality of Experience of Our Consultants – Our **Project Support Team** for this project is made up of consultants with over 100 years of collective experience in IT consulting and software administration. The leaders and founders of our company come from IT consulting and management experience at a Top-Five national accounting and consulting firm.

Commitment to the Project – We believe ClientFirst has the expertise and commitment to provide excellent ComDev application and database-related services to the City of Pinole. Our team of consultants all have extensive backgrounds with ComDev and similar Land Management products, including scripting, data extracts, reporting, customization, and workflow improvements, as well as implementation of new modules and software version migrations.



Primary Tasks Experience

Business Process Analysis

The ClientFirst team has a collective 18 years of experience with business process reviews, assessment, and analysis, as well as the documentation of configuration requirements.

Improvements

The assessment of existing configurations, processes, integrations, contracts, and other components of implementations and software, as well as improvement recommendations, is a service that ClientFirst SMEs have offered for over 20 years.

Integrations

ClientFirst has assisted many agencies with custom and standard integration with ComDev and other software solutions. Requirements gathering, review, and specification processes are key in implementing integrations, specifically for custom integrations.

Data Conversion

The ClientFirst team data conversion experience includes writing data conversion script(s), data mapping and analysis, data testing and validation, and data conversion testing training sessions with the project team. ClientFirst can also assist the project team in identifying and documenting any data conversion issues to ensure the resolution of the data conversion problems. The ClientFirst team has completed data conversion and data imports from different types of sources (Access, SQL, CSV, Excel, AS400) into various formats for conversions or interfaces.

Reports and Forms

ClientFirst has assisted many agencies with the review of and classification of forms, correspondences, notices, letters, and permits/business certificates to determine if a merge document or custom SSRS form or report is the best solution. ClientFirst also has extensive experience creating specifications for custom forms and reports, as well as scripting SSRS forms and reports for clients.

The ClientFirst team has experience with the creation and modification of many different report styles, ranging from simple data lists to managerial data summary reports to visual data representation via graphs and charts. We have provided the following types of report services □

- Meetings with stakeholders
- Discussions regarding the stakeholders' reporting need
- Advise and guide stakeholders through data and reporting capabilities
- Document report specifications and layouts
- Report scripting and follow-up communications
- Report delivery and review/training with stakeholders
- Any additional report modifications based on stakeholders' feedback

Testing

The ClientFirst team has assisted with and conducted testing of the ComDev software and integrations to the ComDev software. The team also has extensive experience in test planning and oversight. Hands-on assistance with testing can also be provided by the City if needed.



Training

The ClientFirst team members have participated in and led power-user and end-user training for over 40 agencies across all ComDev modules. Training for data conversion and integration testing is also an area of expertise.

Ability to Work with Multiple Groups

The ClientFirst approach to the review of ongoing implementations and project assessments is all-encompassing for the departments that are stakeholders of the software that is being implemented. Working with all stakeholders across all departments is the key to a successful project and Go-Live.



Related Experience



City of Piedmont

120 Vista Avenue, Piedmont, CA 94611

John O'ulloch, Assistant City Administrator/City Clerk/IS Manager

510 420 3040

jtulloch@piedmont.ca.gov



Town of Windsor

9291 Old Redwood Highway, Windsor, CA 95492

Jeneen Peterson, Administrative Services Director

707 838 5003

jpeterson@townofwindsor.com



Butte County

25 County Center Drive, Oroville, CA 95965

Kenneth Colwell, Development Services Fiscal Manager

530 552 3660

kcolwell@buttecounty.net

Patric Miner, Senior Information Systems Analyst

530 552 3660

PMiner@buttecounty.net



City of San Clemente

100 Avenida Presidio, San Clemente, CA 92672

Brian Brower, Information Technology Manager

4 283 3721

BrowerB@san-clemente.org



Firm Information

Enterprise Applications Consulting Practice Profile

ClientFirst's enterprise applications consulting team has been conducting these specific types of assessments, process reviews, procurements, and implementation assistance for over 20 years, originating within RSM McGladrey, the nation's fifth-largest CPA/Consulting firm.

ClientFirst leverages this experience to the client's advantage through a unique approach to software selection, which considers the vendor's perspective while working with clients to navigate the complexities of software needs assessment, selection, contract negotiation, and implementation.

We identify an organization's strategic, organizational, application, and functional requirements—specific to the client's business processes—to determine which solutions are the best fit for both customer and vendor. Our clients appreciate the honesty and diligence with which we conduct our projects, and many clients continue relying on our services after their first project with us.

The level of risk and the probability of achieving a successful implementation are directly related to the amount of proper due diligence employed. At ClientFirst, we take every possible step to decrease this risk level through best practices.

Applications Consulting Services

PROCESS REVIEWS

Business Case Analysis
Assessment and Recommendations
Process Analysis and Improvement

SOFTWARE SELECTION

Feature/Function Requirements
Implementation Risk Assessment
Change Management
Vendor Analysis and Evaluation
Contract Review and Negotiation

PROJECT OVERSIGHT

Implementation Project Management
Conversion Assistance
Integration / Interface Assistance

APPLICATIONS IMPROVEMENT

Assessment of Current Needs & Gaps
Assessment of Features, Training, Support, & Reporting Issues
Vendor Proposal Review & Demonstration Management
Change Management
Risk Assessments

Departmental / Functional Area Experience

Council/Board
Administration
Building & Safety
City Clerk
Finance
Fire
Library
Utility Billing
Customer Service/Call Centers
Payroll
Human Resources
Planning
Police
Purchasing
Public Works

Parks & Recreation
Engineering
GIS
Water & Waste Water
Sanitation
Field Operations
Laboratories
Environmental Sciences
Facilities
Treatment Plants
Fleet Management
Engineering
Warehousing
SCADA
Information Systems

Because of the level of due diligence that we require, software vendors welcome the opportunity to respond to our RFP documents, giving your organization a chance to find the best functionality fit by evaluating an adequate number of qualified vendor responses.

I have never seen such professionalism and thoroughness in managing an RFP as I have with ClientFirst. Whether or not we win this contract, I would be happy to provide a reference if you ever need it.

—Vendor
Vendor Selection Assistance



Firm Consultants' Collective Experience

We understand that the experience of the individual consultants is a significant factor in hiring a firm to conduct the project on your behalf. Our consultants have extensive public-sector experience in their respective careers, including projects with the following agencies □

California

City of Albany
City of Azusa
City of Big Bear Lake
City of Brentwood
City of Brisbane
City of Burbank
City of Calabasas
City of Camarillo
City of Carlsbad
City of Larkspur
City of Chino
City of Clovis
City of Colton
City of Corona
City of Coronado
City of Downey
City of Dublin
City of Escondido
City of Foster City
City of Glendora
City of Healdsburg
City of Hemet
City of La Habra
City of La Puente
City of Laguna Niguel
City of Larkspur
City of Lathrop
City of Lomita
City of Menlo Park
City of Mission Viejo
City of Montclair
City of Murrieta
City of Pacifica
City of Pacific Grove
City of Palm Desert
City of Palmdale
City of Piedmont
City of Pismo Beach
City of Port Hueneme
City of Rancho Cucamonga
City of Rancho Mirage
City of Redlands
City of Rialto
City of Rohnert Park
City of Rosemead
City of Sacramento
City of San Clemente
City of San Gabriel
City of San Jacinto
City of San Pablo
City of San Rafael
City of Seal Beach
City of Sierra Madre
City of Simi Valley
City of South Gate
City of South Pasadena
City of South San Francisco
City of Tustin
City of Upland
City of Vacaville
City of West Covina
County of Butte
County of Mariposa
County of Mendocino
County of Riverside
County of San Bernardino
County of Tuolumne
County of Yolo
Town of Danville
Town of Hillsborough
Town of Truckee
Town of Yucca Valley

CA-NV American Water Works Association
Castaic Lake Water Agency
Castro Valley Sanitary District
Cucamonga Valley Water District
Glendale Water and Power
Hayward Area Recreation and Park District
Irvine Unified School District
Jurupa Community Services District
Livermore Area Recreation and Park District
Midpeninsula Regional Open Space District
Newhall County Water District
Piedmont Police and Fire
Ramona Municipal Water District
Rincon del Diablo Municipal Water District
Rosamond Community Services District
San Bernardino Municipal Water
San Mateo Fire District
San Marino Unified School District
Southern California Coastal Water Research
Sweetwater Authority
Walnut Valley Water District
West County Wastewater District
Western Municipal Water District
Colton Joint Unified School District
Irvine Unified School District
Lake Elsinore Unified School District
Menifee Unified School District
Mesa Water District
Mountain View School District
Romoland School District
West Covina Unified School District
Ohlone Community College
San Jose Community College
University of California Berkeley
University of California San Francisco
UCSF Medical Center
Stanislaus Council of Governments
Mechoopda Indian Tribe
Alabama
City of Pelham
Arizona
County of Maricopa
Connecticut
City of Bristol
City of New Haven
Groton Police and Communications Dispatch
Town of Groton
Florida
City of Cape Coral
City of Deerfield Beach
City of Dunedin
City of Fort Lauderdale

City of Pompano Beach
City of Port St. Lucie
City of Riviera Beach
Idaho
City of Sandpoint
Illinois
City of Bloomington
City of Champaign
City of Countryside
City of Crystal Lake
City of Highland Park
City of Joliet
City of Lake Forest
City of Moline
City of Morton Grove
City of Naperville
City of Oakbrook Terrace
City of Orland Park
City of Prospect Heights
City of Rockford
City of Rock Island
City of St. Charles
City of Waukegan
City of Wood Dale
County of DuPage County
County of Peoria County
County of Sangamon County
County of Winnebago County
Village of Arlington Heights
Village of Cary
Village of Glencoe
Village of Kenilworth
Village of Lake Barrington
Village of Libertyville
Village of Lincolnwood
Village of Matteson
Village of Norridge
Village of Northbrook
Village of Northfield
Village of Oak Brook
Village of Oak Park
Village of Oswego
Village of Palos Park
Village of River Forest
Village of Riverside
Village of Westmont
Village of Wheeling
DuPage County Health Dept.
Batavia Public School District
Central Community Unit School District 301
Champaign County Forest Preserve District
Civitas Schools
Community High School District 99
Community Unit High School District 205
Community Unit School District 300
Community Unit School District 308
Consolidated High School District 230
Consolidated School District
Gower School District
Hampton School District 29
Harlem School District 122
Harrison School District 36
Harvard Community Unit School District
Harvey School District 152
Hinsdale Township High School District 86

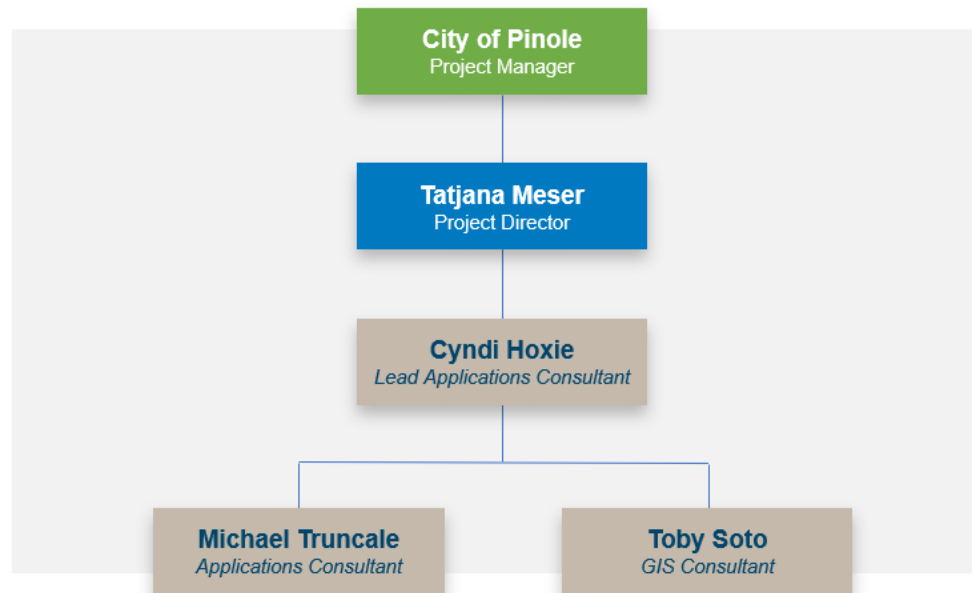
Indian Prairie Community Unit School District 204
J. Sterling Morton High School District 201
Lake Zurich Community Unit School District 95
Mount Prospect School District 57
Naperville Community Unit School District 203
Naperville Park District
Norridge Park District
Oswego School District 308
Pace Suburban Bus Division
Park Ridge Schools
Port Byron Central School District
Posen-Robbins SD 143.5
Prospect Heights School District
Riverside Public School District 96
Rockford Public Library
Rock River Water Reclamation District
Sherrard Community Schools
St. Charles School District
Sunset Ridge School District
Township High School District 214
Wheaton-Warrenville School District 200
Winnetka Public Schools District 36
Lake Forest College
Lincolnwood Public Library
Oak Park Library
Oswego Library District
Park District of Highland Park
Indiana
The University of Notre Dame
Indianapolis Public Library
Indianapolis Public Schools
Iowa
City of Ankeny
City of Bettendorf
City of Burlington
City of Cedar Rapids
City of New Hampton
City of West Des Moines
County of Johnson
County of Linn
State of Iowa
Burlington Community School District
Cedar Rapids Community School District
Davenport School District
Diocese of Davenport
Catholic Schools
Dubuque Community School District
Knoxville Community School District
Mason City School District
North Scott School District
Des Moines Area Community College
Cedar Falls Utilities
Kansas
City of Shawnee
Michigan
University of Michigan

Lake Superior State University
Minnesota
County of Anoka
Nevada
County of Nye
Town of Pahump
New York
City of Batavia
Village of Ossining
North Carolina
City of Burlington
City of Gastonia
City of High Point
City of Kinston
City of Mount Airy
City of Salisbury
Arc of Stanley County
County of Buncombe
County of Cabarrus
County of Davie
County of Orange
St. Augustine College
Wake Forest University
Eastern Band of Cherokee Indians
Salisbury Rowan Utilities
Ohio
County of Cuyahoga
County of Montgomery
South Dakota
Rapid City Area Schools
Texas
City of Dallas
City of Pflugerville
City of University Park
County of Collier
County of Denton
Corpus Christi Fire
Highland Park Police and Fire
International Bank of Commerce
River Oaks Country Club
State Bank of Texas
University of Texas Health Science Center
Westwood Country Club
Utah
Washington County School District
Virginia
Commonwealth of Virginia
City of Manassas Park
Wisconsin
City of Appleton
City of Brookfield
City of Eau Claire
City of Wauwatosa
City of West Allis
County of Brown
County of Kenosha
County of Milwaukee
County of Waukesha
HIDTA Milwaukee
Diocese of Madison Catholic Schools
Madison School District
Shorewood School District
Whitnall School District
West Allis School District



Project Organization and Staffing

ClientFirst's primary consultants are employees, not subcontractors, and will be available throughout the project to maintain project continuity. Full resumes for each key personnel can be found in the *Key Personnel* section.



Project □ Quality Assurance Director – Tatjana Meser

The Project & Quality Assurance Director assures the support services delivered by ClientFirst's assigned support team meet our standards. This role is *performed by a ClientFirst Director and/or Partner* due to the need for executive-level experience involved in the delivery of our services. This person also directs the ClientFirst project team consultants assigned to the project.

Lead Applications Consultant – Cyndi Hoxie

The Lead Applications Consultant oversees the day-to-day City requests and activities and management of the deliverables. This person also directs the ClientFirst project team consultants assigned to the project and is the primary day-to-day contact for the client.

Application Consultants – Michael Truncale, Toby Soto

ClientFirst assigns two or more Application Consultants to every project for continuity and backup. These consultants perform the business analysis and necessary tasks required to provide the deliverables defined in the project scope of work. The ClientFirst Project Manager directs these consultants described above.



Key Personnel

Tatjana Meser – Director, Enterprise Applications Consulting

Project Role: Project Director/Quality Assurance

Tatjana has over 13 years of experience with local government agency software systems and implementations. Her in-depth experience with TRA□iT/ComDev software configuration, business analysis, and user needs assessment allows Tatjana to successfully configure new modules, oversee software migrations and script reports, and implement customized scripts/integrations, as well as provide TRA□iT support and maintenance. In addition, her portfolio includes assessment, planning, implementations, configuration, integration, upgrades, customizations, testing, and documentation. Tatjana has experience with over 30 different agencies utilizing TRA□iT.

Cyndi Hoxie – Management Consultant, Enterprise Applications Consulting

Project Role: Lead Applications Consultant

Cyndi Hoxie has over 30 years of Public Sector experience, including 15 years with the municipal government in Building and Code Enforcement. Cyndi has spent over 16 years assisting agencies with land management enterprise application systems, including project management, conversion, interfaces, workflow analysis, and systems configuration. Cyndi also has experience with dozens of other agencies utilizing the TRA□iT and ComDev systems. In addition, Cyndi currently provides ongoing TRA□iT/ComDev systems administration assistance to two agencies.

Michael Truncale – Management Consultant, Enterprise Applications Consulting

Project Role: Applications Consultant

Michael has over 17 years of experience with local government agency software systems and implementations. His in-depth experience with software configuration, business analysis, and user needs assessment for over 50 TRA□iT/ComDev implementations allows Michael to successfully configure new modules, oversee software migrations, develop testing and go-live plans, script reports, and implement customized scripts/integrations, as well as provide TRA□iT/ComDev support and maintenance. In addition, Michael currently provides ongoing TRA□iT/ComDev systems administration assistance to two agencies.

Toby Soto – GIS Consultant

Project Role: GIS and Land/Parcel Data Specialist

Toby has in-depth experience with GIS, land/parcel data, data conversion, and interface development for many local government agencies. Toby is also a former municipal IT Manager.



Tatjana Meser

Director, Enterprise Applications Consulting

Tatjana Meser has over 13 years of experience with local government agency software implementations. Her in-depth experience with software configuration, business analysis, and user needs assessment allows Tatjana to oversee project implementations of standard and customized software successfully.

Skilled in all facets of the project life cycle for application software, she has experience with functional and technical requirements development, gap analysis, system analysis, design, specifications, unit and system testing, implementation planning, execution, lessons learned, and system documentation.

These business improvement and process consistency efforts have created significant cost savings through move-efficient business processes and have reduced overall implementation costs.

Having worked with numerous government agencies as a vendor, Tatjana also brings an understanding, perspective, and ability to manage all the parties necessary for delivering lasting operational success.

Highlights

- Project oversight and management services for multiple community development implementations with custom integration to financial, tax, and business licensing systems
- Industry experience includes work with City and County agencies

Agency Experience

City of Batavia
City of Beaumont
City of Carlsbad
City of Corona
City of Coronado
City of Escondido
City of Fairfield
City of Fontana
City of Glendora
City of Greenville
City of Hesperia
City of Idaho Falls
City of Keller
City of Key West
City of Lakeland
City of Larkspur
City of Mill Valley
City of Mission Viejo
City of Monrovia
City of Newark
City of Oceanside
City of Palm Desert
City of Palmdale
City of Piedmont
City of Pinole

City of Pismo Beach
City of Rancho Palos Verdes
City of Rocklin
City of Salinas
City of San Bernardino
City of San Clemente
City of St. Cloud
City of St. Paul
City of Vacaville
City of Vallejo
City of West Covina
City of West Sacramento
City of Wood Dale
Town of Windsor
Village of Lincolnwood
Village of Oswego
Village of River Forest
Village of Westmont
County of Butte
County of Calaveras County
County of Mendocino
County of Shasta
County of Yuba
County of Hanover



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in International Studies – UC San Diego
- Project Management Institute Member – Inland Empire Chapter

SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go Live Plan Creation



I just wanted to say that I thought the training sessions were very informative and clear, and I learned a lot from it. I appreciate your time spent to train us. Thanx you so much.

—Account Clerk
CA Municipality



Cyndi Hoxie

Management Consultant

Cyndi Hoxie has over 30 years of Public Sector experience, including 15 years in municipal government in Building and Code Enforcement. She has spent over 19 years assisting agencies with land management enterprise application systems, with her last position as a product owner of a mid-tier land management software representing the software needs of government agencies nationwide.

Cyndi's applications experience ranges from being a frontline, daily land management software user to extensive applications support as well as software implementor and project manager of software implementations. Her diverse experiences allowed her to represent clients' needs and drive the development of land management software with the end user in mind. Cyndi now utilizes her vast knowledge of land management systems to provide agencies with hands-on application support, maintenance, data management, reporting writing, training, and consulting advisory.

Highlights

- Experience with planning, permitting, inspections, code enforcement, and tax and licensing processes
- Project oversight and management services for multiple community development implementations
- Experience with custom integrations specifically for financial, tax, and business licensing systems
- Business process gap analysis and workflow documentation
- Extensive knowledge of business and technical processes pertaining to enterprise applications

Agency Experience

City of Aurora
City of Aventura
City of Bakersfield
City of Boynton Beach
City of Brentwood
City of Broken Arrow
City of Carlsbad
City of Cary
City of Champaign
City of College Station
City of Coral Springs
City of Crestview
City of Delray Beach
City of Folsom
City of Fresno
City of Grand Prairie
City of Greenville
City of Gresham
City of Las Vegas
City of Los Altos
City of Manchester
City of Marietta
City of Miami Springs
City of Mission Viejo
City of Newberg
City of Norfolk
City of North Port

City of Novato
City of Oswego
City of Pearland
City of Piedmont
City of Pinole
City of Plano
City of Pompano Beach
City of Rio Rancho
City of St. Cloud
City of St. Helena
City of St. Petersburg
City of Salinas
City of San Bernardino
City of San Clemente
City of Solana Beach
City of Tamarac
City of West Palm Beach
City of Winter Haven
Town of Davie
Town of Lady Lake
Town of Los Altos Hills
Town of Normal
Town of Windsor
Village of Lincolnwood
County of Butte
County of Hanover
County of Mendocino



CREDENTIALS

- Certified Scrum Product Owner

SPECIALTIES

- Project Management
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- System Configuration and Training
- Test and Go Live Plan Creation



Cyndi, Thank you so much for accomplishing this huge task in a short period of time. We would not have been able to do this without you.

—City Manager
CA Municipality



Michael Truncale

Enterprise Applications Senior Management Consultant

Michael Truncale has over 17 years of experience working directly with municipalities and government agencies with software implementations. His experience includes business process assessments, project planning, software implementation, application configuration, custom integrations, scoping customization needs, managing multiple teams across disciplines, process documentation, and project management related to enterprise applications.

Having worked for a leading local government enterprise software provider, Michael brings a strong understanding of software implementation, consulting, process knowledge, and functional knowledge, along with the customers' needs and concerns throughout and post-implementation.

Michael's in-depth agency process knowledge, technical and functional background, and passion for helping people enable him to identify gaps in processes and quickly provide quantifiable solutions.

Highlights

- Business process gap analysis
- Multi-phased agency-wide software implementations
- Extensive knowledge of business and technical processes pertaining to enterprise applications
- Facilitator between C-level and functional roles

Agency Experience

City of Ann Arbor
City of Bellingham
City of Brentwood
City of Bryan
City of Canton
City of Carlsbad
City of College Station
City of Colleyville
City of East Palo Alto
City of Edmond
City of Emeryville
City of Elk Grove
City of Escondido
City of Gladstone
City of Glendora
City of Golden
City of Greeley
City of Greer
City of Helena
City of Larkspur
City of Medford
City of Norwalk
City of Novato
City of Pearland
City of Pflugerville
City of Piedmont
City of Poway
City of Prescott

City of Round Rock
City of Sammamish
City of San Clemente
City of San Marcos
City of Tracy
City of Tukwila
City of Vacaville
City of Walla Walla
City of West Covina
City of Westminster
City of Wildwood
Butte County
Glenn County
Hanover County
Lewis and Clark County
Lincoln County
Manatee County
Mendocino County
Nassau County
Spotsylvania County
Summit County
Yuma County
Town of Castle Rock
Town of Flower Mound
Town of Parker
Town of Windsor
Town of Woodside



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Bachelor of Arts in Business Administration — California State University of San Marcos
- Project Management Institute Member — San Diego Chapter

SPECIALTIES

- Project Management
- Implementation Project Management
- Business Process Reviews
- Current System Needs Analysis and Improvement
- Project Management Oversight
- Conversion, Interface Planning, and Implementation Support
- Understanding of public sector departmental operations and application systems
- Workflow analysis and mapping
- Business Process Redesign
- System Configuration and Training
- Test and Go-Live Plan Creation



First of all, great work! You are an elite communicator. It's honestly your best skill and to be clear you are top notch in everything else.

—Senior Information Systems Analyst
CA Municipality

Michael...the speed of this delivery is amazing and the deliverable is just so clean. Well done. I'm looking forward to working more with you.

—Senior Information Systems Analyst
CA Municipality



Toby Soto

Senior GIS Consultant

Toby Soto has 26 years of GIS experience in the local government sector. Toby's previous GIS positions in local government provides clients with tremendous GIS implementation and integration experience. He understands the link between Business Unit GIS needs, technical requirements, and a practical, cost-effective GIS strategy. Toby is considered an industry expert in GIS Leadership and Management and regularly publishes GIS-related articles and resources. He also hosts monthly webinars addressing GIS managers' pain points and best practices.



EDUCATION

- CSU Fullerton

SPECIALTIES

- GIS Strategic Planning
- GIS Implementation
- GIS Integration
- GIS Web Development
- GIS Mobile Applications
- Open Data/ Philanthropy

Highlights

- Esri SAG Award with the City of Anaheim GIS
- 2011 Implemented Project ViewFinder Application, saving the City of Anaheim \$100,000 per year in repaving cost
- Extensive GIS presentations at Esri's User Conferences, Meetups, User Groups, Podcasts, and Webinars
- Former Orange County GIS Users Group Coordinator
- Multiple Local Government GIS Implementations and Implementations
- Former IT Manager, City of Lake Elsinore
- Former Chief of Technical Information, Western Riverside County Regional Conservation Authority

Project Experience

- Process Streamlining and Redefinition
- Process Workflow Creation
- Software Configuration and Troubleshooting
- Project Management
- GIS Strategy and Organization Development
- GIS Policy Development
- Open Data Strategy Development
- Business Process Analysis
- Web/Cloud-Based Technology and Workflow Optimization
- GIS ROI Analysis
- GIS Web App Development
- Citizen Access GIS Web Maps Development
- GIS Migration and Workflow Development
- ETL Conversions
- Cognos and Crystal Reports
- GIS Enterprise Application Integrations
- Implementation and Maintenance of Online GIS Services
- Database Administration
- GIS Budget Development
- GIS Leadership Coaching and Mentoring
- Server Management
- Network Analysis and Maintenance
- CIP Project Tracking

Agency Experience

City of Anaheim
City of Azusa
City of Brisbane
City of Carlsbad
City of Diamond Bar
City of Larkspur
City of Lake Elsinore
City of Pflugerville
City of Piedmont
City of Pinole
City of Rancho Cucamonga

City of Rancho Mirage
City of Riverside
City of Salinas
City of San Clemente
City of Sandpoint
City of Simi Valley
City of Vacaville
City of West Sacramento
City of Wood Dale
Town of Windsor
Village of Oswego
Riverside County

Mendocino County
Four Rivers Sanitation Authority
Western Riverside County Regional Conservation Authority
Disneyland (GIS Programmer/Analyst – Water/Electric utilities)



David W. Krout, CPA *(Inactive)*

Partner – Enterprise Applications Consulting Practice Leader

David Krout has 25 years of experience assisting local governments with a broad scope of information technology needs. He specializes in working with organizations to identify their strategic, organizational, application, and functional requirements to determine which system and/or specific applications are a proper fit for both the agency and the vendor.

David's unique and diversified background in business management, accounting, and management consulting has given him the ability to collaborate with C-level executives and department staff from a practical, business-management perspective to maximize their technology utilization.

Having also worked for a leading local government enterprise software provider, David brings a unique understanding of consulting, client representation, and vendor relationships to the collaboration between the agency and software vendors.

Highlights

- Served on the National Committee for Information Technology for the Institute of Management Accountants
- Former President, Institute of Management Accountants, Inland Empire Chapter
- Former Government IT Consulting Manager for RSM McGladrey, the nation's fifth-largest CPA and consulting firm
- Featured speaker for the California Society of Municipal Finance Officers (CSMFO), Municipal Information Systems Association of California (MISAC), and Texas Association of Government Information Technology Managers
- Project lead with over 100 public-sector agencies throughout the United States

Agency Experience

City of Batavia
City of Bloomington
City of Brentwood
City of Brisbane
City of Burbank
City of Burlington
City of Carlsbad
City of Camarillo
City of Chino
City of Clovis
City of Colton
City of Corona
City of Coronado
City of Dublin
City of Foster City
City of Gastonia
City of Healdsburg
City of Hemet
City of Highland Park
City of Indio
City of La Habra
City of La Puente
City of Laguna Niguel
City of Lake Forest
City of Larkspur
City of Lomita
City of Manassas Park
City of Menlo Park
City of Mission Viejo
City of Murrieta
City of Pacifica
City of Palm Desert
City of Palmdale

City of Pelham
City of Piedmont
City of Rancho Mirage
City of Redlands
City of Rialto
City of Riviera Beach
City of Rosemead
City of Salisbury
City of Sandpoint
City of San Gabriel
City of San Jacinto
City of Shawnee
City of Sierra Madre
City of Simi Valley
City of South Gate
City of Tustin
City of West Covina
City of West Des Moines
County of Butte
County of Buncombe
County of Denton
County of Mendocino
County of Orange
County of Riverside
County of San Bernardino
Town of Danville
Town of Groton
Town of Hillsborough
Town of Truckee
Village of Glencoe
Village of Lincolnwood

Village of Northfield
Village of Oswego
Village of River Forest
CA-NV American Water Works Association
Castaic Lake Water Agency
Castro Valley Sanitary District
Colton Joint Unified School District
Cucamonga Valley Water District
Gastonia Water & Power
Glendale Water and Power
HIP Housing
Lake Elsinore Unified School District
Menifee Unified School District
Mesa Water District
Midpeninsula Regional Open Space District
Ramona Municipal Water District
Rincon del Diablo Municipal Water District
Rock River Reclamation District

Rosamond Community Services District
Salisbury-Rowan Utilities
San Bernardino Municipal Water
Southern California Coastal Water Research (SCCWRP)
Walnut Valley Water District
West County Wastewater District
Western Municipal Water District
Mechoopda Indian Tribe
Eastern Band of Cherokee Indian



CREDENTIALS, DEGREES, AND AFFILIATIONS

- Certified Public Accountant (CPA) (Inactive)
- Bachelor of Science in Business Administration and Accounting – CSU San Bernardino

SPECIALTIES

- Business Process Reviews
- Applications Requirements Definition
- Enterprise Applications Architecture
- Current System Needs Analysis and Improvement
- New Software Selection Assistance
- Technology Master Planning
- Project Management and Oversight
- Conversion Assistance and Planning
- Contract Reviews and Negotiations



Certified Public Accountant

(Inactive)

It has been absolutely key to this project that ClientFirst, especially Dave, knows the governmental environment, its limitations and its opportunities □

—Director of Administrative Services
CA Municipality



CITY COUNCIL REPORT

9.G.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: AWARD A CONTRACT FOR ENGINEERING SERVICES FOR THE RO2302 SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS PROJECT (CIP PROJECT # RO2302) TO CSW/STUBER-STROEH ENGINEERING GROUP IN AN AMOUNT NOT TO EXCEED \$37,000

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) to award a Consulting Services Agreement (Attachment B, the "Agreement") to CSW/Stueber-Stroeh Engineering Group (CSWST2), for Engineering Services for the RO2302 Safety Improvements on Arterial Roadways (the "Project") in an amount not to exceed \$37,000 and authorize the Interim City Manager to execute the Agreement.

BACKGROUND

The Safety Improvements on Arterial Roadways project (CIP Project #RO2302) is an approved project in the City of Pinole's current adopted Capital Improvement Plan (CIP). The project will install pedestrian crossing enhancements at three non-signalized intersections on two arterial roadways:

1. On San Pablo Avenue at the Third Avenue intersection
2. On San Pablo Avenue at the Quinan Street intersection
3. On Pinole Valley Road at the Savage Avenue intersection

The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons (RRFB).

REVIEW AND ANALYSIS

On November 17, 2023, staff released a Request for Proposals (RFP) for the Project on www.publicpurchase.com and www.ci.pinoles.ca.us/bids. Responses were due on December 13, 2023.

A total of four proposals were received. The proposals were reviewed and evaluated by a three-member consultant selection committee in accordance with the evaluation criteria included in the RFP. Based on the proposal reviews, staff selected CSWST2 as the highest ranked, most qualified proposer. City staff requested access to the cost proposal from CSWST2, which was electronically submitted in a separate password-protected PDF file, and reviewed and accepted the cost proposal.

City staff recommends award to CSWST2, given their expertise, experience and training, the

expertise of its key personnel along with prior contracting history, approach to the project, proposed schedule, and compliance with the RFP requirements. Through the written proposal, the firm demonstrated experience delivering projects similar in scope and size. Staff believes the firm's team has the experience and professional competency that will result in a satisfactory product for the City. The timeline to finish the Project is 18 months, following the issuance of a Notice to Proceed.

The cost proposal provided by CSWST2 for the scope of work as defined in the RFP is \$33,535. The request of \$37,000 includes a contingency of \$3,465.

FISCAL IMPACT

The FY 2023/24 adopted CIP budget includes \$275,000 in funding for the Project. There are sufficient funds to award the contract to CSWST2 for the Project, in an amount not to exceed \$37,0000.

ATTACHMENTS

- A. Resolution
- B. Consulting Services Agreement

RESOLUTION NO. 2024 – xx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, AWARDING A CONSULTING SERVICES AGREEMENT FOR THE SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS (CIP PROJECT # RO2302) TO CSW/STUBER-STROEH ENGINEERING GROUP IN AN AMOUNT NOT TO EXCEED \$37,000

WHEREAS, the City of Pinole (“City”) has adopted the FY 2023/24 through FY 2027/28 Capital Improvement Plan (CIP) which includes the development of a Safety Improvements on Arterial Roadways (CIP Project # RO2302, the “Project”) as a funded project; and

WHEREAS, the Project will install pedestrian crossing enhancements at three non-signalized intersections on two arterial roadways: 1. On San Pablo Avenue at the Third Avenue intersection, 2. On San Pablo Avenue at the Quinan Street intersection, 3. On Pinole Valley Road at the Savage Avenue intersection. The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons (RRFB).; and

WHEREAS, on November 17, 2023, City staff released a Request for Proposals (RFP) on www.publicpurchase.com and www.ci.pinoles.ca.us/bids; and

WHEREAS, on December 13, 2023, at 4:00 p.m., the Public Works staff received four proposals; and

WHEREAS, staff has determined that CSW/Stueber-Stroeh Engineering Group is the most qualified proposer; and

WHEREAS, the timeline to finish the Project is 18 months, following Notice to Proceed; and

WHEREAS, the current adopted capital budget for the Project has adequate funds to award the Professional Services Agreement.

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

1. CSW/Stueber-Stroeh Engineering Group’s proposal of \$33,535 is accepted by the City for the Safety Improvements on Arterial Roadways project (CIP Project # RO2302, the “Project”).
2. There is \$275,000 allocated in the City’s adopted Capital Improvement Program budget for this Project.
3. The City Manager is authorized to execute a consulting contract with Consultant in an amount not to exceed \$37,000 including a contingency amount of \$3,465 for the Project in a form to be approved by the City Attorney.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 16th

day of January 2024 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 16th day of January 2024.

Heather Bell
City Clerk

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

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and CSW/Stueber-Stroeh Engineering Group ("Consultant") (together sometimes referred to as the "Parties") as of January 16, 2024 (the "Effective Date") in Pinole, California.

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

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on June 30, 2026, 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 thirty-seven thousand (\$37,000), 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 be consistent with the following fee schedule attached hereto as Exhibit B.
- 2.6 Reimbursable Expenses.** Expenses not listed in Exhibit A are not chargeable to the City.

- 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 services under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance specified herein and maintain that insurance throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant's insurance coverage shall extend to its vicarious liability for the acts and omissions of its subcontractors or other agents.

- 4.1 **Workers' Compensation.** Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant in the amount required by applicable law. The requirement to maintain Statutory Workers' Compensation and Employer's Liability Insurance may be waived by the City upon written verification that Consultant is a sole proprietor and does not have any employees and will not have any employees during the term of this Agreement.
- 4.2 **Commercial General and Automobile Liability Insurance.**
- 4.2.1 **General requirements.** Consultant, at its own cost and expense, shall maintain commercial general insurance for the term of this Agreement in an amount not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence and FOUR MILLION DOLLARS (\$4,000,000) aggregate, for risks associated with the Consultant's operations contemplated by this Agreement.
- 4.2.2 **Automobile Insurance.** Consultant, at its own cost and expense, shall maintain Commercial Auto insurance coverage for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) combined single limit per accident for risks associated with Consultant's use of vehicles under this Agreement.
- 4.2.3 **Minimum scope of coverage.** Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering commercial General Liability on an "occurrence" basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (most recent edition) covering

any auto (Code 1), or if Consultant has no owned autos, hired (code 8) and non-owned autos (Code 9).

4.2.4 Additional requirements. Each of the following shall be included in the commercial general liability and auto liability insurance coverage or added as an endorsement to the policy:

- a. The Commercial General and Automobile Liability Insurance shall cover on an occurrence basis.
- b. City, its officers, officials, employees, agents, and volunteers shall be covered as additional insureds for liability arising out of work or operations on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work or operations; or automobiles owned, leased, hired, or borrowed by the Consultant. Coverage can be provided in the form of an endorsement to the Consultant's insurance at least as broad as CG 20 10 11 85, or both CG 20 10 10 01 and CG 20 37 10 01.
- c. For any commercial general liability and auto liability claims arising from consultant's operations hereunder, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents, or volunteers shall be excess of the Consultant's insurance and non-contributing.
- d. The policy shall cover inter-insured suits and include a "separation of Insureds" or "severability" clause which treats each insured separately, except as regards the policy's limits of liability.
- e. Consultant agrees to give at least 30 days prior written notice to City before coverage is canceled.

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 services pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) per claim covering the Consultant's negligent errors and omissions.

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

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of Consultant's services under the Agreement or the work.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of services under this Agreement.

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

4.4 All Policies Requirements.

4.4.1 Submittal Requirements. Consultant shall submit the following to City prior to beginning services:

- a. Certificate of Liability Insurance in the amounts specified in this Agreement; and
- b. Additional Insured Endorsement as required for the General Commercial and Automobile Liability Policies.

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

4.4.3 Deductibles and Self-Insured Retentions. Insurance obtained by the Consultant shall have a self-insured retention or deductible of no more than ONE HUNDRED THOUSAND DOLLARS (\$100,000).

4.4.4 Wasting Policies. Excepting professional liability insurance, no policy required herein shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

4.4.5 Waiver of Subrogation. Consultant hereby agrees to waive subrogation which its insurer may require from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

4.4.6 Subcontractors. Consultant shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein, and Consultant shall ensure that City, its officers, officials, employees, agents and volunteers are covered as additional insured.

4.4.7 Excess Insurance. Consultant may achieve the limits required herein via a combination of primary and excess limits. If Consultant maintains higher insurance limits than the minimums specified herein, City shall be entitled to coverage for the higher limits maintained by the Consultant.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option: 1) obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; 2) order Consultant to stop services under this Agreement and withhold any payment that becomes due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof; and/or 3) terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

5.1 General Indemnification. To the fullest extent permitted by law, Contractor shall indemnify and hold City, its officials, officers, employees, agents and volunteers free and harmless from any and all claims, demands, causes of action, costs, expenses, liabilities,

losses, damages, and/or injury, in law or equity, to property or persons, including bodily injury, wrongful death, in any manner arising out of to any negligent acts, omissions or willful misconduct of Contractor, its owners, officials, officers, employees, agents, subcontractors and subcontractors arising out of or in connection with the performance of the Services, the Project or this Agreement, including without limitation the payment of all reasonable attorneys' fees and other related costs and expenses Contractor shall defend, at Contractor's own cost, expense, and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against City, its directors, officials, officers, employees, agents or volunteers. Contractor shall pay and satisfy any judgment, award or decree that may be rendered against City or its directors, officials, officers, employees, agents, or volunteers, in any such suit, action or other legal proceeding. Contractor shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all reasonable legal expenses and costs, including reasonable attorneys' fees, incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by City or its directors, officials, officers, employees, agents or volunteers. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor. This Section 5.1 shall survive any expiration or termination of this Agreement.

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

Section 6. STATUS OF CONSULTANT.

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

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

Section 7. LEGAL REQUIREMENTS.

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

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all applicable and non-conflicting laws 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 confirms 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 confirms 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. Consultant makes no other representations and no warranties, whether express or implied, with respect to its services performed under this Agreement. 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. With the exception the standard details and design elements that Consultant created or owned prior to the commencement

of a Project and used in connection with such Project (collectively, "Standard Details"), 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 and payment of all invoices due to Consultant. 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 by the City. 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 Not Used.**
- 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 represents and confirms 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, 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 the Public Works Director / City Engineer who shall act as the City's representative. All correspondence shall be directed to or through the designee.

10.10 Notices. Any written notice to Consultant shall be sent to:
Robert Stevens, Principal-in-Charge
CSW/Stueber-Stroeh Engineering Group
121 Park Place
Richmond, CA 94801

Any written notice to City shall be sent to:
Sanjay Mishra, Public Works 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

CSW/STUBER-STROEH ENGINEERING GROUP

Neil Gang, City Manager

Robert Stevens, Principal-in-Charge

Consultant's City of Pinole Business

License #: _____

Approved as to Form:

Eric S. Casher, City Attorney

Attest:

Heather Bell, City Clerk

EXHIBIT A



Proposal to Provide Engineering Services for:

RO2302 SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS

RFP NO. PW-2023-05

December 13, 2023

Prepared By:

CSW/Stuber-Stroeh Engineering Group

Robert Stevens, PE, TE

121 Park Place

Richmond, CA 94801

(415) 533-1864

rstevens@cswst2.com

CSW|ST2



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December 13, 2023

Sanjay Mishra, P.E., T.E.
Public Works Director
City of Pinole
2131 Pear St, Pinole, CA 94564

RE: SUPPORTING ROAD SAFETY IMPROVEMENTS IN PINOLE

Dear Mr. Mishra:

This year, Pinole finalized its Local Road Safety Plan (LRSP), outlining a systematic approach to pinpointing traffic safety issues. The plan suggests projects and countermeasures to enhance safety across all modes of transportation. In line with the commitment to bolster equitable transportation access, the City is now actively crafting its Active Transportation Plan. Building on LRSP findings, the City has secured funding to enhance pedestrian safety at three key arterial intersections. **CSW/Stuber-Stroeh Engineering Group (CSWST2)** is delighted to present our proposal in support of these efforts.

With the privilege of supporting infrastructure improvements in Pinole for the past four years, we recognize the challenges of implementing transportation improvements within the community, considering both staffing and budget limitations. Leveraging our past involvement in at least two of the intersections in this engagement, our team's prior experience in bidding projects in Pinole, and the successful execution of other HSIP projects, we possess the expertise to efficiently initiate and complete the design of these enhancements. Moreover, we acknowledge the importance of self-reliance during the design phase and are committed to delivering robust public engagement services.

Our team comprises Robert Stevens, Rich Souza, Josh Woelbing, and Irish Pellas, all of whom have contributed to the successful delivery of prior projects in Pinole. Leveraging the insights gained from past engagements, we are well-equipped to support this HSIP effort. Rich, a resident of Richmond, brings intimate familiarity to the project.

As required by the Request for Proposal:

- CSWST2 has no known conflict of interest in performing this work.
- Our proposal is valid for 120 days after the date of submittal.
- We have no exceptions in the City's standard agreement.
- We have reviewed Addendum #1 dated December 7, 2023.

We appreciate the opportunity to support the City of Pinole. If we can provide any additional information, please contact me at 415.533.1864 or rstevens@cswst2.com.

Sincerely,

CSW/Stuber-Stroeh Engineering Group, Inc.



Robert Stevens, PE, TE
Principal-in-Charge

QUALIFICATIONS

CSW | ST 2 CSWST2 is a design firm specializing in economical and environmentally sustainable projects across the recreation, urban infill, transportation, education, and public infrastructure sectors. Our team comprises 45 professionals, including civil and traffic engineers, planners, landscape architects, and surveyors. With almost 70 years of expertise in aiding the Bay Area's development, we deliver innovative, cost-effective, and practical solutions to address the infrastructure challenges in our communities.

Our firm is a California Corporation that maintains offices in Novato, Richmond, Pleasanton, and

Redwood City. The staff supporting the City of Pinole is based in Richmond. The ownership of CSWST2 transitioned in 2018 and has maintained a cash flow positive status including an increase in revenue each year over the last 5 years. The firm does not have debt, any litigation, and/or office closures.

Key members of our team have a long history supporting infrastructure projects in west Contra Costa County including the Cities of Pinole, Hercules, El Cerrito, San Pablo, and Richmond. Since 2021, we have been fortunate to support the City of Pinole in a series of projects improving safety for the community.



EXPERIENCE

MARIN COUNTY SAFETY IMPROVEMENTS



Status:

Completed 2022

Key Team:

Rich Souza
Irish Pellas
Josh Woelbing

Key Features:

Federal funding
RRFB timing
pedestrian safety
and ADA compliance

Funded by Cycle 10 of the State's Highway Safety Improvement Project (HSIP), this project improves three intersections in unincorporated Marin County including Woodland Avenue at Auburn Street, North San Pedro Road at Schmidt Avenue, and McAllister Avenue at Stadium Way. Key features of the project include new sidewalks, curb ramps, crosswalks, and rapid-flash warning beacons.

Our team provided supplemental survey services as well as development of the plans and specifications to bid and construct the project. In addition, our team completed timing of the RRFBs consistent with the MUTCD's guidelines. In late 2022, the County successfully completed construction of the \$300,000 project.

CITY OF PINOLE ENGINEERING SUPPORT

Since 2021, CSWST2 has supported the City of Pinole in the planning, design, and implementation of public works projects. A sample of this work includes:

SAN PABLO AVENUE RE-SURFACING This federal-ly funded project rehabilitated pavement between the west City limits and Pinole Shores Drive. The project included a small retaining wall to improve pedestrian access and new curb ramps.

PINOLE VALLEY ROAD RE-SURFACING This project evaluated options to rehabilitate pavement on the eastern side of Pinole Valley Road including develop- ing a complete streets assessment.

APPIAN WAY AND MARLESTA DRIVE TRAFFIC SIGNAL Our team completed the planning and final design to develop a new traffic signal at the Marlesta Drive and Appian Way Intersection.

TENNENT AVENUE SAFETY IMPROVEMENTS Our team supported the City in evaluating roadway safety improvements at Tennent Avenue’s intersections with Pear and Plum Streets in downtown Pinole. This effort resulted in new striping, RRFB, signage, and delineat- ors to improve safety at the crossings.

BAY TRAIL GAP CLOSURE TENNENT AVENUE We are finalizing the design of a new at-grade crossing of the Union Pacific Tracks to close a gap in the Bay Trail. This effort includes obtaining a GO-88B from the CPUC. Our team supported the City in securing both state and federal grants to construct the project.

PINOLE SENIOR CENTER PARKING IMPROVE- MENTS We are working to finalize the design of new parking improvements at the Pinole Senior Center that includes a solar array, battery backup, and elec- tric vehicle charging stations.

MANN DRIVE AT PINOLE MIDDLE SCHOOL SAFETY IMPROVEMENTS Resulting from communi- ty concerns regarding student loading and unloading at Pinole Middle School, our team is supporting staff in evaluating traffic calming options. This included a presentation to TAPS.



Status
2021 - present

Key Personnel
Robert Stevens
Rich Souza
Irish Pellas
Josh Woelbing

Key Features:
Federal funding
Pedestrian safety
ADA compliance
Community outreach

SAN PABLO AVENUE DEL NORTE BART, CITY OF EL CERRITO



Status:	Key Features:
Construction commencing 2024	Green infrastructure
Key Team:	Federal funding
Rich Souza	Downtown revitalization
Irish Pellas	Gap closure and transit connectivity improvements
Josh Woelbing	
Robert Stevens	

Del Norte BART Station is one of the busiest commuter hubs in the Bay Area as buses from Solano and Marin Counties bring commuters to and from the BART station. The City of El Cerrito is currently working to develop its San Pablo Specific Plan, which envisions transforming San Pablo Avenue into a multimodal thoroughfare while developing thousands of residential units and retail along the corridor. The City is beginning to realize its vision with four new major podium developments soon to complete construction. To support the private development, the City is seeking to make pedestrian and bicycle improvements along

the frontage of Del Norte BART Station. The project includes the development of a Class IV bicycle facility, modifications to intersections to improve both pedestrian safety and vehicle circulation, as well as enhancements to transit facilities. Consistent with the City’s environmental goals, the project includes raingardens. The City retained our team to implement the streetscape, which is funded through federal sources.

Our team is currently coordinated with several of the private developers along the corridor to refine their streetscape designs to be consistent with the City’s goals.

CLIENT REFERENCES

CITY OF EL CERRITO

Yvetteh Ortiz, PE
Public Works Director/City Engineer
City of El Cerrito
510.215.4382
YOrtiz@ci.el-cerrito.ca.us

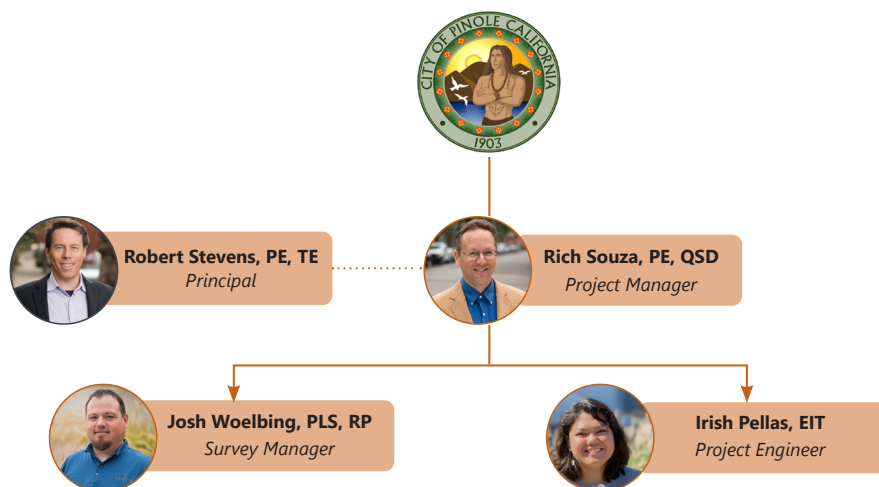
CITY OF RICHMOND

Daniel Chavarria, P.E.
Public Works Director
City of Richmond
510.620.5478
Daniel_Chavarria@ci.richmond.ca.us

CITY OF SAN RAFAEL

April Miller, PE
Public Works Director
City of San Rafael
415.485.3409
April.Miller@cityofsanrafael.org

To develop the Safety Improvements on Arterial Roadways project, we have assembled a team that has strong experience delivering similar projects in Pinole. We will assign all team members to the project for the duration unless there is prior written concurrence from the City. The following summarizes our key staff.



Robert Stevens, PE, TE will be taking on the role of principal-in-charge. With over 20 years of experience, Robert has been deeply involved in collaborating with communities to revitalize their streets, creating vibrant and people-centric destinations. His expertise lies in designing complete streets that are not only within budget but also easily maintainable and adaptable for future generations. Robert supported Pinole in evaluating safety improvements for Tennent Avenue as well as the Appian Way and Marlesta Drive signal project. For this project, Robert will spearhead our team's development of alternatives, support presentation to TAPS, perform cost analyses, and guide the design process.

Rich Souza, PE, QSD will serve as the project manager and lead engineer responsible for the detailed design of the intersection improvements. Rich has collaborated with communities throughout the Bay Area for 20 years in the planning of street improvement projects that include complete street features. His work includes pavement rehabilitation, re-striping, and sidewalk improvements for San Pablo Avenue and Pinole Valley Road in the City of Pinole. Rich led the

design process for the Del Norte Complete Streets project in El Cerrito, a project featuring two RRFBs. His team of five staff engineers will support development of plans and specifications consistent with the community's goals and federal grantor's requirements.

Josh Woelbing, PLS will serve as the project surveyor. Josh was the surveyor for both San Pablo Avenue re-surfacing and the Appian Way and Marlesta Drive improvement projects. He completed the right of way certification process for these federally funded projects, which will be required for this engagement. Josh will use a combination of aerial and traditional data collection methods to understand the existing conditions.

Irish Pellas, EIT will serve as our lead designer. Irish's talents lie in her ability to quickly evaluate existing conditions related to the development of transportation solutions consistent with both local, state and federal design standards. She has specific experience in evaluating roadway lighting consistent with the IESNA standards as well as the development of RRFBs.

ROBERT STEVENS, PE, TE, LEED AP

Robert specializes in developing private and public infrastructure projects delivering more than \$350 million in construction valuation over the last 15 years. Engaged throughout the life of the project, his experience ranges from conceptual design to detailed engineering culminating in final construction. Robert approach is rooted in finding consensus based solutions delivered on schedule and budget. Robert will serve as the PIC and Project Manager.

RELEVANT PROJECT EXPERIENCE

San Pablo Avenue Rehabilitation, Pinole

Tennent Avenue Rehabilitation, Pinole

Del Norte Complete Street, El Cerrito

Centra Avenue, El Cerrito

Moeser Avenue Bike Lanes, El Cerrito

Ohlone Greenway Safety Improvements, El Cerrito

Nevin Avenue Complete Street, Richmond

MacDonald Avenue, Richmond

Wellness Trail, Richmond

Ferry-to Bridge-to Greenway, Richmond

Cutting Boulevard Rehabilitation, Richmond

RICH SOUZA, PE, QSD

Rich has 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 multiple stakeholders, gaining approvals from multiple agencies and forming consensus from multiple groups of interest. Rich will serve as the project's lead designer.

RELEVANT PROJECT EXPERIENCE

Tennent Avenue Pavement Rehabilitation, Pinole

Tennent Avenue Road Safety Improvements, Pinole

Del Norte Complete Street Corridor Survey, El Cerrito

San Pablo Avenue Roadway Improvements, Pinole

Glorietta Boulevard Safe Routes to Schools, Orinda

Colony Street Pedestrian Bridge Replacement, Mountain View

Sacramento Street Rain Gardens, Berkeley

Milvia Street Bikeway Improvements, Berkeley

**REGISTRATION**

Professional Civil Engineer
California #58660

Professional Traffic Engineer
California #2953

EDUCATION

B.S. Civil Engineering, San
Jose State University

**REGISTRATION**

Professional Civil Engineer
California - No 67892

QSD/QSP Certificate #01207

EDUCATION

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

IRISH PELLAS, EIT

Irish coordinates civil design and plan production on a variety of infrastructure improvement projects for private clients, as well as local and state agencies. She is integral to our outreach efforts and enjoys working directly with local communities and Community Action Groups in the early phases of a project. As a project engineer, she is in charge of the routine communications with consultants and contractors and assists in keeping projects on schedule and completed on time.

RELEVANT PROJECT EXPERIENCE

Tennent Avenue Pavement Rehabilitation, Pinole

Tennent Avenue Road Safety Improvements, Pinole

Tennent Avenue Pedestrian Improvements, Pinole

San Pablo Avenue Rehabilitation, Pinole

ATP "Quick Build" Garrad and Hoffman Intersection, Richmond

2022 Curb Ramp Improvements Program, County of Marin

Village Parkway Reconstruction, Dublin

Third Street Traffic Calming and Cross Marin Bikeway, San Rafael

2nd & 4th Street Intersection and Grant Coordination, San Rafael

Casa Buena Complete Street Improvements, Corte Madera



REGISTRATION

Engineer in Training
Certification #166709

EDUCATION

B.A. Civil Engineering,
California State Polytechnic
University, San Luis Obispo

JOSH WOELBING, PLS, Remote sUAS Pilot

Josh has nearly 20 years of experience providing surveying services for residential and commercial developers, local and national corporations, and municipal, state, and federal agencies. In addition to leading CSW/ST2'S survey department, he also serves on the BPELS PLS Exam Development Committee, and is currently the president of the Marin Chapter of CLSA.

RELEVANT PROJECT EXPERIENCE

Del Norte Complete Street Corridor Survey, El Cerrito

Boorman Park Topographic Map and Boundary, Richmond

Harbour 8 Park Topographic Map and Boundary Survey, Richmond

Dirt World BMX Bike Park Aerial Survey, Richmond

Nichol Park Topographic Survey, Richmond

Wellness Trail Construction Staking, Richmond

Pocket Park Topographic Mapping, San Pablo

Bay Trail Gap Closure Survey, Hercules



REGISTRATION

Professional Land Surveyor
California #9387

sUAS Remote Pilot License
Certificate #4117625

EDUCATION

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

The City's Local Road Safety Plan pinpointed San Pablo Avenue as a high-injury corridor, particularly highlighting issues at the intersections of Quinan Street and Third Avenue. Additionally, the Pinole Valley Road and Savage Avenue intersection at Pinole Valley Park poses challenges for pedestrians. To address these concerns, the City secured \$239,040 of federal funding from the Highway Safety Improvement Program for the implementation of necessary improvements.



At the westerly gateway to Pinole at San Pablo Intersection with Quinan Street, about 21,000 vehicles travel the corridor daily.

Quinan Street and San Pablo Avenue serve as the western gateway to downtown Pinole. San Pablo Avenue leading to Quinan Street features four lanes and on-street parking. Despite a posted speed limit of 25 mph in this segment, our speed survey conducted during the Tennent Avenue safety evaluation revealed that vehicles often exceed 30 mph, especially given the intersection's location at the base of a long downslope. The intersection underwent streetscape enhancements in the early 2000s, including concrete paving and colored crosswalks. However, only one crosswalk exists on the east leg of San Pablo Avenue. The average daily traffic volume in this area is approximately 21,000 vehicles.

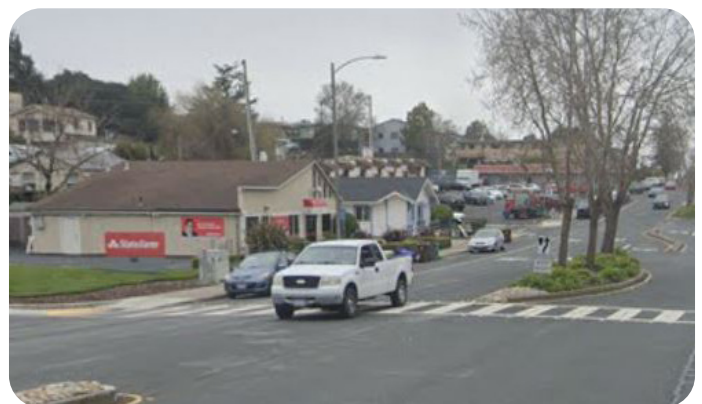
The intersection of Third and San Pablo Avenues is located just east of the City's pavement resurfacing project completed in 2022. It forms a "T" intersection,

featuring a crosswalk across San Pablo Avenue on its west leg. San Pablo Avenue handles an average daily traffic volume of 21,000 vehicles, equipped with four through lanes, left turn lanes, and parking. The posted speed limit along San Pablo is 35 mph, and the road slopes uphill in the easterly direction.

San Pablo Avenue is within the City's Three Corridor Specific Plan, which establishes a vision for development and transportation. At the intersection of Quinan Street, the Specific Plan envisions removing travel lanes, adding bicycle lanes, and widening the sidewalk. While this project cannot fund these improvements, it is important to recognize the planning effort that supports this adopted plan.

The Savage Avenue and Pinole Valley Road intersection is a four-legged junction. The northbound leg provides access to a residential neighborhood, while the southbound leg leads to Pinole Valley Park. A marked crosswalk is situated on the eastbound leg, designated within the Ellerhost Elementary School zone. San Pablo Avenue, with two lanes and parallel parking, intersects this location. In 2022, we completed an analysis for the intersection, we determined all-way stop signs are not recommended.

The 85th percentile speed along Pinole Valley Road in the west and eastbound directions is 37 and 38 MPH, respectively, surpassing the posted speed limit of 35 mph. The average daily traffic on Pinole Valley Road amounts to approximately 3,300 vehicles.



Third Avenue could easily accommodate a pedestrian refuge island. We recommend increasing lighting at this crossing.

We understand the project proposes to use Rectangular Rapid Flashing Beacons (RRFB), enhanced pavement markings, and refuge islands to improve crossing safety. We note that the National Cooperative Highway Research Program (NCHRP Report 562) determined that the use of RRFB's becomes less effective at vehicles speeds above 30 mph and traffic volumes that approach 9,000 vehicles per day. However, used in combination with other countermeasures, they may be appropriate. We will acquire new traffic data along San Pablo Avenue to verify the recommendation.

In accordance with the FHWA, a pedestrian refuge island should be at least 4 feet but preferably it is 8 feet. This can be accommodated at the Third Street

intersection. At Quinan Street, an island could be installed by removing street parking and adjusting the right turn lane to Tennent Avenue. At Pinole Valley Road, bulb-outs may help to improve the intersection's sight distance challenges.

Using the existing data, we have collected for Pinole and our experience from San Pablo Avenue Resurfacing, Appian and Marlesta Traffic Signal, and Tennent Avenue safety improvements, our team will complete the following work plan to deliver the final design consistent with the available budget, grant's requirements, and the expectations of the Pinole Community.

TASK 1 PRELIMINARY ENGINEERING

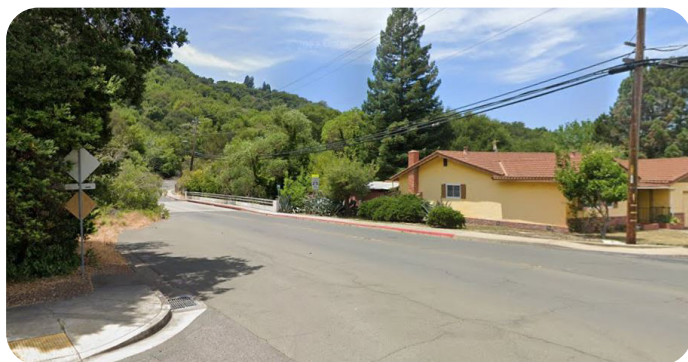
In this initial phase, our team will complete technical studies necessary to refine the design of the Safety Improvements on Arterial roadways as well as align project elements with the budget to deliver improvements consistent with the community's expectations.

1.1 PROJECT KICK-OFF Key members of our team will host a meeting with City staff and stakeholders to review the goals and objectives of the project. During this meeting, we will review the grant budget. HSIP project number H11-04-03 provides \$239,040 of funding for the anticipated \$265,600 project. The City's

CIP budget is \$275,000 to complete the improvements. Our team will coordinate with the City to confirm the construction budget and refine the scope of work to meet the available allowance.

1.2 DATA COLLECTION AND FIELD REVIEW To support the design effort and refine the extent of technical studies require, our team will complete the following:

A. Data Collection The team will collect and review the following documents:



Savage Avenue is a key link to parks and schools. Based upon our stop warrant analysis in 2022, sight visibility is limited at this intersection and requires vegetation management.

Roadway Configuration	Speed Limit								
	≤30 mph			35 mph			≥40 mph		
	Vehicle AADT <9,000			Vehicle AADT 9,000-15,000			Vehicle AADT >15,000		
2 lanes*	1 2 3 4	1 5	1 5	1 3 4	1 5	1 5	1 3 4	1 5	1 5
3 lanes with raised median*	1 2 3 4	1 5	1 5	1 3 4	1 5	1 5	1 3 4	1 5	1 5
3 lanes w/o raised median*	1 2 3 4	1 5	1 5	1 3 4	1 5	1 5	1 3 4	1 5	1 5
4+ lanes with raised median*	1 5	1 5	1 5	1 5	1 5	1 5	1 5	1 5	1 5
4+ lanes w/o raised median*	1 5	1 5	1 5	1 5	1 5	1 5	1 5	1 5	1 5
4+ lanes with raised median*	1 5	1 5	1 5	1 5	1 5	1 5	1 5	1 5	1 5
4+ lanes w/o raised median*	1 5	1 5	1 5	1 5	1 5	1 5	1 5	1 5	1 5

*One lane in each direction. *One lane in each direction with two-way left-turn lane. *Two or more lanes in each direction.

Given the set of conditions in a cell,

1 Signifies that the countermeasure should always be considered, but not mandated or required, based upon engineering judgment at a marked uncontrolled crossing location.

Signifies that the countermeasure is a candidate treatment at a marked uncontrolled crossing location.

The absence of a number signifies that the countermeasure is generally not an appropriate treatment, but exceptions may be considered following engineering judgment.

- 1 High-visibility crosswalk markings, parking restriction on crosswalk approach, adequate nighttime lighting levels
- 2 Raised crosswalk
- 3 Advance Yield Here To (Stop Here For) Pedestrians sign and yield (stop) line
- 4 In-Street Pedestrian Crossing sign
- 5 Curb extension
- 6 Pedestrian refuge island
- 7 Pedestrian Hybrid Beacon
- 8 Road Diet

FHWA provides recommendations for crossing safety improvements we will use in finalizing recommendations.

- i. Third Corridor Specific Plan
 - ii. Local Road Safety Plan
 - iii. Public Utility Records
- B. Physical Conditions** The team will visit the site to assess the condition of asphalt pavement and concrete sidewalks as well as compliance with accessibility. The team will assess the cross slope at pedestrian crossings to confirm it is reasonable.
- C. Traffic** Our team will collect 24-hour vehicle speed and traffic volume data at Quinan Street and Third Avenues.

1.3 EXISTING CONDITIONS MAPPING Our team will develop base mapping at the three intersections to support the design process including the following:

- A. Property Boundary and Record Monuments** Our team will develop the right of way based upon the Caltrans and Contra Costa County 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.
- 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 establish vertical and horizontal control based upon NAVD88 and NAD83 respectively. At the crossing locations, our field crew will collect topography, which generally will include back of curb, face of curb, street centerline, and surface utilities.
- D. Utilities** We will collect as-built records of utilities and measure the location of surface appurtenances.

- E. Prepare Base Map** CSW/ST2 will develop a detailed base map integrating topography, boundary, and utility information.

1.4 PRELIMINARY DESIGN 35% SUBMITTAL

Using the existing conditions, our team will refine the design that includes the following elements:

- A. Safety Enhancements** Based upon our field investigation, our team will refine the safety countermeasures at each location including medians, striping, lighting, and RRFBs.
- B. Photometric Analysis** Our team will complete a photometric analysis to ensure proposed pedestrian scale lighting is consistent with City and State standards. This will include ensuring lighting levels are both dark sky and temperature friendly.
- C. Plans** To document the design, we will prepare the following plans:
 - i. Title, Key Map, and General Sheets
 - ii. Roadway. Ramps, Striping and Signage Plans at each intersection
 - iii. RRFB and Lighting Plan at each intersection
- D. Right of Way** We will prepare a verification memorandum illustrating that no right of way acquisition or temporary construction easements are required for the project's construction.
- E. Cost Estimate** We will refine the cost model developed in Task 1.1 consistent with the 35% documents and aligned with the budgets from the various funding sources.

1.5 OUTREACH Our team will support the outreach effort to property owners and community members within the project area. This effort will include the following activities.

- A. Online Platform** Our team will establish a webpage within the City's website that provides information related to the project including the development schedule. This site will offer an

opportunity for visitors to offer project feedback. We will use this as a tool to provide responses to community concerns. This effort will include narratives in “the Pulse”, City Manager’s online report.

- B. Traffic and Pedestrian Safety Commission (TAPS)**
We will support staff in presenting the preliminary design to the commission for review and comment.

1.6 CONTRACT MANAGEMENT CSWST2 will be responsible for overall management of schedule and budget as well as integrating a quality management

process. We anticipate at least two additional meetings to coordinate this phase of work.

Key Deliverables

- Existing Conditions mapping
- Traffic Data
- 35% design documents including exhibits and reports.
- Project website content and articles for The Pulse
- TAPS Meeting agendas, presentation, and minutes.

TASK 2 ENVIRONMENTAL ASSESSMENT AND LOCAL ASSISTANCE COORDINATION

With consensus on the preliminary design, our team will support securing the authorization to construct from Local Assistance.

2.1 NEPA/CEQA PROJECT DESCRIPTION Based upon the approved plan, we will prepare a project description to support the NEPA and CEQA processes. For NEPA, we will support the City in completing the Preliminary Environmental Study (Exhibit 6-A), Field Review (Exhibit 7-B), and Roadway Data Forms (Exhibit 7-C). We will support the City during the field review as well as incorporate Local Assistance’s conditions into the construction documents to satisfy the NEPA categorical exclusion. The City will use the project description to file a categorical exemption under CEQA based upon California Code of Regulations Sections 15301(c), 15302(c), 15303(d), and 15304(f).

2.2 PUBLIC UTILITIES Our team will coordinate with the public utilities including PGE, Comcast, ATT, Conterra, EBMUD, and City services to ensure their infrastructure is integrated into the design and consistent with the Utility Certification requirements of Local Assistance. This will include the following

items.

A. Preliminary Notice Our team will prepare a formal notification, also known as A Letters, to the utilities within 10 days of notice to proceed. This will include a coordination meeting at the City’s office (or online) to discuss the project and schedule.

B. Detailed Coordination As we advance the design, our team will submit plans at the 35%, 65%, and 95% levels of completion also known as the B and C Letters/Plans. This will include a coordination meeting and summary of next steps with the process.

2.3 LOCAL ASSISTANCE We will support staff in assembling documents to Local Assistance including:

- A. Right-of-Way Certification** CSW/ST2 will complete the following to support the certification:
- i. **Notices to Owners** Consistent with Task 2.2, we will complete and submit a Notice to Utility Owners informing them of the project and their need to relocate facilities

in conflict at their cost.

- ii. **Form 13-B** We will complete Local Assistance Form 13-B “Right of Way Certification” for the project documenting that the City has permanent rights-of-way as well as utility clearances to construct the project. We assume this will be a Certification Number 1.

B. Request for Authorization With completion of the 100% documents as well as satisfaction of the right of way and environmental process, we will submit the following:

- i. Request for Authorization Form and Cost Estimate (LAPM 3-A)
- ii. PS&E Certification and Checklist (Exhibit 12-D)
- iii. Contract Goal Methodology (Exhibit 9-D)
- iv. Plans and Specifications

2.4 CONTRACT MANAGEMENT We will complete the tasks as identified in Task 1.6 including attending up to two (2) coordination meetings.

Key Deliverables

- Preliminary Environmental Study and Field Review Forms
- CEQA Categorical Exemption
- Technical memoranda to support NEPA
- Utility notifications and summary of coordination
- Right of way certification
- Local Assistance forms to support E76
- Meeting agenda and minutes
- Updates to project website

TASK 3 CONSTRUCTION DOCUMENTS

With approval of the preliminary design, our team will develop final construction documents in response to potential issues allowing for bidding a project within the available budget. During this task, we will continue coordination with the public utilities as well as with stakeholders along the corridor.

3.1 PREPARE PROJECT PLANS, SPECIFICATIONS, AND ESTIMATES After approval of the 35% design, our team will prepare documents to the 60% and 90% levels of completion. This will include the following:

A. Plans We will add additional details to the 35% plan set as described in Task 1.5. This will include additional plan sheets illustrating demolition,

erosion control, and monument preservation.

B. Specifications Our team will develop specifications and special provisions for the project consistent with the federal requirements using the Appian and Marlesta project as a template. This will include integration of Caltrans conditions as well as mitigation defined in the project’s CEQA and NEPA assessment.

C. Cost Estimate/Bid Schedule We will update our cost model consistent with the design and funding program.

3.2 OUTREACH In addition to updating the project website, we anticipate a final meeting with TAPS.

3.3 FINAL PLANS With receipt of the E76, the team will prepare the documents developed in Task 2 for bidding.

3.4 CONTRACT MANAGEMENT We will complete the tasks as identified in Task 1.6 including attending up to four (4) coordination meetings.

Key Deliverables

- Documents for the 60 and 90% submittal.
- Project website content
- Meeting agendas, presentation, and minutes.

TASK 4 BIDDING AND CONSTRUCTION SUPPORT

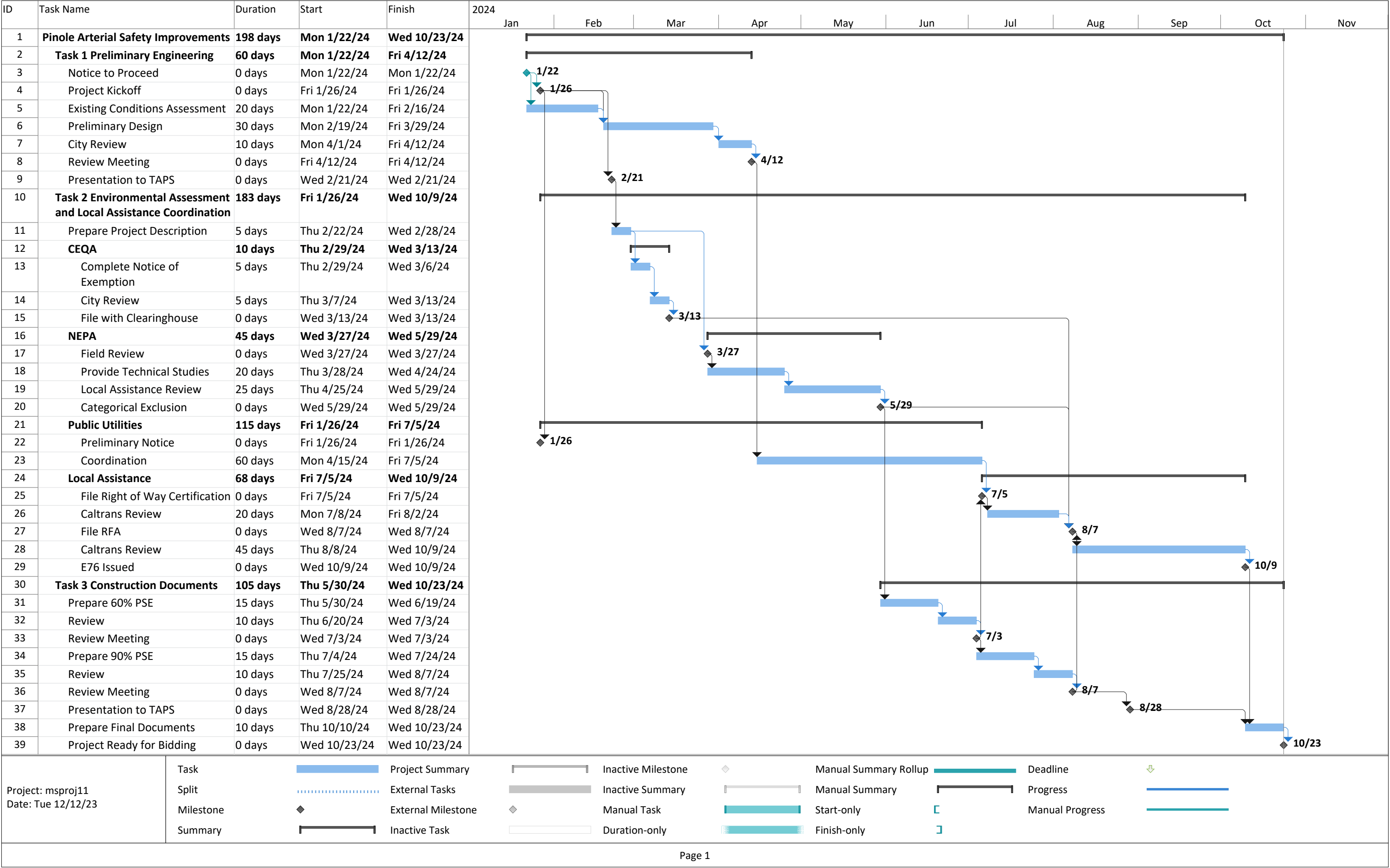
4.1 BIDDING SUPPORT Our team will assist during the bidding phase by assisting in outreach, attending the pre-bid meeting, responding to contractor requests for information, preparing bid addenda as necessary, and reviewing bids submitted.

4.2 CONSTRUCTION SUPPORT During construction, the team will review shop drawing submittals, respond to contractor questions, provide technical guidance, visit the site on two (2) occasions during construction, review two (2) change order requests, and prepare a punch list near the completion of construction. After construction, we will prepare record drawings based upon the contractor's markups.

Key Deliverables

- Addenda to plans and special provisions during the bid phase
- Review of submittals
- Prepare written responses to contractor questions including plan modifications
- Prepare written response to requests for change order
- Summarize findings from field reviews
- As-built records

Safety Improvements for Arterial Roadways		CSW ST2								Total Hours
		Project Manager, Engineer, and Surveyor								
SUMMARY OF PRIME CONSULTANT LABOR EFFORT		Robert Stevens PIC	Rich Souza Senior Project Manager	Josh Woelbing Survey Manager	Varies Party Chief	Varies Survey Apprentice	Varies Engineer 3	Varies Engineer 2	Varies Engineer 1	
Task 1. Preliminary Engineering										
1.1	Project Kickoff		1							1
1.2	Data Collection and Field Review						4			4
1.3	Existing Conditions Mapping			4	6	6			4	20
1.4	Preliminary Design		4				8	6		18
1.5	Outreach									
	Online Platform	1								1
	TAPS Presentation	1								1
1.6	Contract Management									
	General Project Management		2							2
	QA/QC	2								2
	Meetings		2							2
SUBTOTAL		4	9	4	6	6	12	6	4	51
Task 2 Environmental, Local Assistance, and Railroad Support										
2.1	Environmental Support									
	Project Description		2							2
	CEQA CE		2							2
	NEPA CE		2							2
2.2	Public Utilities						4			4
2.3	Local Assistance									
	ROW Certification			1						1
	Request for Authorization		2							2
2.4	Contract Management									
	General Project Management		2							2
	QA/QC	1								1
	Meetings		2							2
SUBTOTAL		1	12	1	0	0	4	0	0	18
Task 3 Construction Documents										
3.1	Final Design									
	60% PSE		8				10	12	12	42
	90% PSE		8				8	8	8	32
3.2	TAPS Presentation	1								1
3.3	Bid Submittal		2				2	2	2	8
3.4	Contract Management									
	General Project Management		2							2
	QA/QC	1								1
	Meetings		2							2
SUBTOTAL		2	22	0	0	0	20	22	22	88
Task 4 Bidding and Construction Support										
4.1	Bidding Support		1				4			5
4.2	Construction Support		4				4	6	4	18
SUBTOTAL		0	5	0	0	0	8	6	4	23
TOTAL LABOR COST:		7	48	5	6	6	44	34	30	180



CONFLICT OF INTEREST

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 of this RFQ with the City of Vallejo.

CONTRACT AGREEMENT

This proposal shall remain in effect for one hundred and twenty (120) days following the date proposal submittals are due (December 13, 2023).

STATE-ONLY FUNDED PROVISIONS

CSW/Stuber-Stroeh Engineering Group is familiar with the Caltrans Local Assistance Procedures Manual and brings extensive experience supporting public agencies in meeting Caltrans funding requirements. We are familiar with State Prevailing Wage requirements, as well as the auditing process, and are prepared to support the City of Pinole in delivering this project through Caltrans LAPM.

EXCEPTIONS/DEVIATIONS

CSW/Stuber-Stroeh Engineering Group accepts the agreement stated without modification. Our firm meets the insurance requirements and can provide a Certificate of Insurance as required by City of Pinole.



CSW|ST2

121 Park Place
Richmond, CA 94801

www.cswst2.com

APPENDIX C – COST PROPOSAL

SUBMIT UNDER SEPARATE SEALED COVER OR VIA EMAIL IN A PASSWORD-PROTECTED PDF

Enter below the proposed not-to-exceed amount for providing services as described in the Scope of Work.

Not to Exceed Amount: \$33,535

Attach separate details of the proposal to show the breakdown of the not-to exceed amount and provide hourly rate sheets as necessary.

1. I agree to submit monthly invoices and NET 30 payment terms.
2. This proposal shall remain firm for 120 days from the date of proposal.

NAME OF PROPOSER	<u>CSW/Stuber-Stroeh Engineering Group</u>
ADDRESS	<u>121 Park Place, Richmond, CA 94801</u>
TELEPHONE	<u>415.883.9850</u>
SIGNATURE OF PERSON AUTHORIZED TO BIND PROPOSER	<u></u>
NAME AND TITLE	<u>Robert Stevens, Principal</u>
DATE SIGNED	<u>12.13.2023</u>

Safety Improvements for Arterial Roadways		CSW ST2								Total Hours	Total Base Fee
		Project Manager, Engineer, and Surveyor									
SUMMARY OF PRIME CONSULTANT LABOR EFFORT		Robert Stevens PIC	Rich Souza Senior Project Manager	Josh Woelbing Survey Manager	Varies Party Chief	Varies Survey Apprentice	Varies Engineer 3	Varies Engineer 2	Varies Engineer 1		
2023 Hourly Rate (\$/ hour)		65.00	75.00	75.00	59.50	34.50	59.00	48.75	38.00		
Fringe		0.00%	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%	175.97%		
Profit		10%	10%	10%	10%	10%	10%	10%	10%		
Multiplier		3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0		
Billable Rate (Overhead & Profit) (\$/ hour)		197.32	227.68	227.68	180.62	104.73	179.10	147.99	115.36		
Task 1. Preliminary Engineering											
1.1	Project Kickoff		1				4			1	\$228
1.2	Data Collection and Field Review									4	\$716
1.3	Existing Conditions Mapping			4	6	6			4	20	\$3,084
1.4	Preliminary Design		4				8	6		18	\$3,231
1.5	Outreach										
	Online Platform	1								1	\$197
	TAPS Presentation	1								1	\$197
1.6	Contract Management										
	General Project Management		2							2	\$455
	QA/QC	2								2	\$395
	Meetings		2							2	\$455
SUBTOTAL		4	9	4	6	6	12	6	4	51	\$8,960
Task 2 Environmental, Local Assistance, and Railroad Support											
2.1	Environmental Support										
	Project Description		2							2	\$455
	CEQA CE		2							2	\$455
	NEPA CE		2							2	\$455
2.2	Public Utilities						4			4	\$716
2.3	Local Assistance										
	ROW Certification			1						1	\$228
	Request for Authorization		2							2	\$455
2.4	Contract Management										
	General Project Management		2							2	\$455
	QA/QC	1								1	\$197
	Meetings		2							2	\$455
SUBTOTAL		1	12	1	0	0	4	0	0	18	\$3,874
Task 3 Construction Documents											
3.1	Final Design										
	60% PSE		8				10	12	12	42	\$6,773
	90% PSE		8				8	8	8	32	\$5,361
3.2	TAPS Presentation	1								1	\$197
3.3	Bid Submittal		2				2	2	2	8	\$1,340
3.4	Contract Management										
	General Project Management		2							2	\$455
	QA/QC	1								1	\$197
	Meetings		2							2	\$455
SUBTOTAL		2	22	0	0	0	20	22	22	88	\$14,779
Task 4 Bidding and Construction Support											
4.1	Bidding Support		1				4			5	\$944
4.2	Construction Support		4				4	6	4	18	\$2,976
SUBTOTAL		0	5	0	0	0	8	6	4	23	\$3,921
TOTAL LABOR COST:		7	48	5	6	6	44	34	30	180	\$31,533
Reimbursable Expenses											
1	General Expenses										\$500
2	Traffic Count										\$1,500
SUBTOTAL											\$2,000
TOTAL PROJECT COST:											\$33,533

CERTIFICATION OF DIRECT COSTS:

- 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 libel 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

Title: President

Date: 12.12.2023

Phone Number: 415.533.1864

Date of Certification: 01.20.22



CITY COUNCIL REPORT

9.H.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: HEATHER BELL, CITY CLERK
SUBJECT: APPROVE THE 2024 COUNCIL COMMITTEE ASSIGNMENT LIST

RECOMMENDATION

It is recommended that the City Council approve a resolution adopting the 2024 Council Committee Assignment List.

BACKGROUND

At the December 5, 2023 City Council meeting, Council reviewed and amended a draft 2024 Council Committee Assignment List created by staff based on the standard mayoral succession and 2023 assignments.

REVIEW AND ANALYSIS

Attached is the 2024 Council Committee Assignment List that reflects Council's direction from the December 5, 2023 meeting.

All appointments on this list are subject to Council discretion, including appointments to ad-hoc committees that are approved during the year. Staff will disseminate the 2024 list to the Council and to the respective boards and outside agencies. Council assignments are also uploaded on the City Council webpage.

FISCAL IMPACT

There are no fiscal impacts associated with this action.

ATTACHMENTS

- A. Resolution
- B. 2024 Councilmanic Assignments for Council

RESOLUTION 2024 - XX

RESOLUTION OF THE CITY COUNCIL OF PINOLE, CALIFORNIA, APPROVING THE PINOLE CITY COUNCIL COMMITTEE APPOINTMENT LIST

WHEREAS, the City Council of the City of Pinole has established various Ad-Hoc Committees designed to aid the City Council in the conduct of the public's business; and

WHEREAS, in addition, the City of Pinole has representation on various county, local, regional Boards and Committees as a means of furthering the City's interests; and

WHEREAS, representation on various regional board and committees require attendance by the Mayor and Mayor Pro Tem; and

WHEREAS, designated City Council representatives appointed to the various boards, commissions and committees serve for one-year terms expiring in December of each year (except as otherwise noted in Exhibit A) following the reorganization of the new City Council; and

WHEREAS, on December 5, 2023, the City Council reviewed and recommended changes to the Committee Appointment list and directed staff to bring the item back on January 16, 2024 for approval.

NOW THEREFORE BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve the 2024 Council Committee Appointment List, hereunto attached as Exhibit A.

PASSED AND ADOPTED this 16th day of **January 2024**, by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 16th day of **January 2024**.

Heather Bell, CMC
City Clerk

6. **WESTERN CONTRA COSTA TRANSIT AUTHORITY (“WCCTA / WESTCAT”)**
Meetings: 2nd Thursday monthly at 6:30 p.m.
Location: Pinole Council Chambers, 2131 Pear Street
Contact: Mica McFadden, Ph: (510) 724-3331 x 113, Email: mica@westcat.org
Yvonne Morrow, Ph: (510) 724-3331 x117, Email: Yvonne@westcast.org
Delegate: Sasai/Toms Alternate: Murphy

VOLUNTARY INTERAGENCY COLLABORATION BODIES OF WHICH THE CITY IS A MEMBER

7. **BAYFRONT CHAMBER OF COMMERCE**
Meetings: Bi-Monthly, 2nd Tuesday of every month at 8:00 a.m.
Location: Varies
Contact: Sylvia Villa-Serrano, Ph: (510)741-7945, Email: sylvia@bayfrontchamber.com
Delegate: Sasai
8. **CONTRA COSTA MAYORS CONFERENCE**
Meetings: First Thursday of each month at 6:30 p.m.
Location: Rotational locations
Contact: Gary Pokorny, Ph. (510) 508-0052, Email: gjpokorn@lmi.net
Delegate: (Mayor) Toms (Mayor Pro Tem) Sasai
9. **EAST BAY DIVISION, LEAGUE OF CALIFORNIA CITIES**
Meetings: February 29, 2024, April 25, 2024, September 26, 2024, December 12, 2024.
Location: Rotational locations
Contact: Dawn Abrahamson, Division Secretary, Ph: (925) 989-5674, Email: dawnabrahamson4@gmail.com
Sam Caygill, East Bay Regional Public Mgr., Ph: (510) 473-5418, Email: scaygill@calcities.org
Delegate: (Mayor) Toms (Mayor Pro Tem) Sasai
10. **WEST COUNTY MAYORS AND SUPERVISORS ASSOCIATION**
Meetings: 4th Thursday, monthly at 8:30 a.m.
Location: 6th Month Rotation: San Pablo, El Cerrito, Pinole, Hercules, Richmond
Contact: Jan-June 2024 El Cerrito, Holly M. Charlety, Ph: 510-215-4305 Email: cityclerk@ci.el-cerrito.ca.us
July-Dec. 2024: Pinole, Heather Bell, Ph: 510-724-9826, Email: hbelle@ci.pinole.ca.us
Delegate: (Mayor) Toms (Mayor Pro Tem) Sasai

SUBCOMMITTEES OF THE PINOLE CITY COUNCIL

11. **FINANCE SUBCOMMITTEE**
Meetings: Meet Quarterly/As Needed
Delegates: Mayor, Mayor Pro Tem & City Treasurer
Contact: City Manager, Finance Director, & City Clerk
Created: (Res. 2005-15)
12. **HONORING/PLAQUES NAMING AD-HOC SUBCOMMITTEE**
(limited duration / specific focus)
Meetings: TBD
Attendees: Sasai/Martinez-Rubin
Created: November 1, 2016

13. **MUNICIPAL CODE AD-HOC SUBCOMMITTEE**
(limited duration / specific focus)
Meetings: TBD
Attendees: Toms/Sasai
14. **PLANNING COMMISSION INTERVIEW AD-HOC SUBCOMMITTEE**
(limited duration / specific focus)
Attendees: Toms/Martinez-Rubin
15. **TAPS AND COMMUNITY SERVICES COMMISSION INTERVIEW AD-HOC SUBCOMMITTEE**
(limited duration / specific focus)
Attendees: Tave/Martinez-Rubin
16. **PARTICIPANTS IN FORMATION PROCESS OF EAST BAY WILDFIRE PREVENTION AND VEGETATION MANAGEMENT JOINT POWERS AUTHORITY**
(limited duration / specific focus)
Meetings: TBD
Contacts: Toms/Tave
17. **TECHNOLOGY AND COMMUNICATION SUBCOMMITTEE**
Meetings: TBD
Attendees: Murphy/Tave
Created: October 19th, 2021
18. **PROJECT LABOR AGREEMENT AD HOC SUBCOMMITTEE**
Meetings: TBD
Attendees: Sasai/Martinez-Rubin
Created: November 1, 2022



CITY COUNCIL REPORT

9.I.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: DAVID HANHAM, PLANNING MANAGER
SUBJECT: ADOPT A RESOLUTION AMENDING THE ON-CALL AGREEMENT WITH M-GROUP FOR FISCAL YEAR 2023-2024

RECOMMENDATION

Staff Recommends the City Council Authorize the Interim City Manager to execute an amendment to the On-Call contract with M-Group in the form of a Task Order for staff augmentation for FY23/24 at an amount not to exceed \$160,000.

BACKGROUND

The Building and Planning Divisions of the Community Development Department in the City have been and are expected to continue experiencing a significant amount of activity. To be able to deliver services to the development community and homeowners, in addition to major long-range planning policy work currently underway, the City must continue to augment planning staff. The City of Pinole has used staff augmentation in the recent past to manage the increased amount of activity. In November of 2018, the Council approved Resolution No. 2018-101 approving on-call contract services for several consulting firms, including the Metropolitan Planning Group (M-Group), with the understanding that contract amendments would be issued in the form of Task Orders; Task Orders in excess of \$45,000 would be presented to the City Council for approval. The Contract with M-Group was for a five year team, and was extended through June 30, 2024.

REVIEW AND ANALYSIS

The Planning Division has a significant workload for the 2023-2024 fiscal year. In addition to the projected steady increase in planning requests and entitlements, major updates to the City's General Plan are also in the pipeline. These updates include the introduction of a new Health and Environmental Justice Element, as well as an updated Safety Element. Moreover, the City is slated to adopt its first Climate Action and Adaptation Plan. Alongside these updates, the Planning Division will be responsible for implementing the Housing Element, which includes substantial modifications to the Three Corridor Specific Plan and Zoning Ordinance. The City will be looking forward to completing the California Environmental Quality Act (CEQA) clearances for these major projects. Augmenting planning staff will allow for efficient and accelerated processing of entitlements by the City. The City has been using the M-Group over the past five years for planning staff augmentation and staff is confident that they can provide the City with the needed professional services. During the FY24/25 budget cycle, staff will evaluate the need for an in-house planning position for FY24/25.

FISCAL IMPACT

There is no fiscal impact. Funding necessary for this task order was budgeted in the 2023-2024 Budget and is allocated within the Planning/Building Fund 212.

ATTACHMENTS

- A. Resolution
- B. M-Group GP Task Order 23-24

RESOLUTION NO. 2024-XX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE,
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA,
APPROVING AN AMENDMENT TO THE ON CALL CONTRACT WITH
METROPOLITAN PLANNING GROUP (M-GROUP) AND ISSUING A
TASK ORDER FOR STAFF AUGMENTATION IN AN
AMOUNT NOT TO EXCEED \$160,000**

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

WHEREAS, on November 13, 2018, the City Council approved an on-call contract with M-Group for a period of four (4) years and have had extensions completed with the understanding that any contract amendments more than \$45,000 be presented to the City Council for approval; and

WHEREAS, the City is in the process of completing major amendments to the Three Corridor Specific Plan, Zoning ordinance, Downtown Design Guidelines; and

WHEREAS, the City in the process of completing the Objective Development Design Guidelines, Safety and Environmental Justice Element of the General Plan, and the implementation of the Housing Element: and

WHEREAS, M-Group has previously assisted the City with planning grant applications, current and long-range planning services, and is familiar with the requirements of all of grants as well as the City's plans and codes and

WHEREAS, the City needs temporary additional support to address the high volume of work; and

WHEREAS, the anticipated cost for this amendment for M-Group to provide staff augmentation is expected to be \$160,000; and

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

1. Authorize the Interim-City Manager to execute an amendment to the on-call contract with M-Group and issue a Task Order for staff augmentation in an amount not to exceed \$160,000, in a form approved by the City Attorney.
2. The Interim City Manager is authorized and directed to take such other actions as are necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 16th day of January 2024, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 16th day of January 2024

Heather Bell, CMC
City Clerk

**AMENDMENT TO THE
CONSULTING SERVICES AGREEMENT
BETWEEN THE CITY OF PINOLE AND
METROPOLITAN PLANNING GROUP**

This Amendment to the Consulting Services Agreement dated November 20th, 2018 (the "Agreement"), between the City of Pinole, a general law city and municipal corporation, ("City") and Metropolitan Planning Group (M-Group). ("Consultant") (together sometimes referred to as "Parties") is approved as of the date executed below.

Effect of Amendment. The terms and conditions of this Amendment are intended by the Parties to modify the Agreement. To the extent there is any inconsistency between the terms of this Amendment and the terms of the Agreement and/or its Appendix, the terms of this Amendment shall control.

Exhibit A and B of the Agreement are amended to include:

1. General Planning Services for Fiscal Year 23/24 for an amount not to exceed \$160,000.00

With the exception of the foregoing, all other terms and conditions in the Services Agreement, dated November 20th, 2018, remain in force and effect.

The Parties have executed this Amendment to the Agreement as of the date signed by the Authority.

City of Pinole

Contractor

Neil Gang
Interim-City Manager

Heather Bradley
President & Principal

Dated: _____

Dated: _____

Approved as to Form

Eric S. Casher
City Attorney

Dated: _____



CITY COUNCIL REPORT

9.J.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: ADOPT A RESOLUTION AUTHORIZING DESIGNATED CITY STAFF TO ACCEPT DISASTER-RELATED FINANCIAL ASSISTANCE FROM FEDERAL AND STATE PROGRAMS.

RECOMMENDATION

1. Adopt a resolution (Attachment A) authorizing designated staff (City Manager, Finance Director, and Public Works Director), on behalf of the City of Pinole, to accept disaster-related financial assistance from federal and state grant programs; and
2. As the Governing Board, certify the State of California Governor's Office of Emergency Services (CalOES) Form OES-FPD 130 (Form 130) (Attachment B).

BACKGROUND

The State of California Governor's Office of Emergency Services (CalOES) requires that non-state agencies file Form OES-FPD 130 (Form 130) for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM), under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- Flood Mitigation Assistance Program (FMA), under Section 1366 of the National Flood Insurance Act of 1968.

- National Earthquake Hazards Reduction Program (NEHRP) 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- California Early Earthquake Warning (CEEW) under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

CalOES requires Form 130 to be filed every three years or when there is a change in the authorized agents or governing body representatives.

REVIEW AND ANALYSIS

Recently, the City was informed that we need to file Form 130 which is required to receive grant funding for the state-declared storm damage event that occurred in December 2022 through January 2023.

The City of Pinole does not have a current Form 130 on file with CalOES. In order to be eligible to receive funding from existing or future federal and state grant programs, as specified above, the City must file Form 130.

FISCAL IMPACT

There is no fiscal impact resulting from this item. By approving the resolution and certifying CalOES Form 130, the City Council authorizes designated staff to accept financial assistance from federal and state grant programs.

ATTACHMENTS

- A. A - Resolution
- B. B - CalOES Form 130

RESOLUTION NO. 2024-xx

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AUTHORIZING DESIGNATED CITY STAFF (CITY MANAGER, FINANCE DIRECTOR, AND PUBLIC WORKS DIRECTOR), ON BEHALF OF THE CITY OF PINOLE, TO ACCEPT DISASTER-RELATED FINANCIAL ASSISTANCE FROM FEDERAL AND STATE GRANT PROGRAMS

WHEREAS, the City of Pinole may be eligible to receive funding from federal and state grant programs to recover financial losses sustained by federally- or state-declared disasters; and

WHEREAS, The State of California Governor's Office of Emergency Services (CalOES) requires that non-state agencies file Form OES-FPD 130 (Form 130) for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM), under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- Flood Mitigation Assistance Program (FMA), under Section 1366 of the National Flood Insurance Act of 1968.
- National Earthquake Hazards Reduction Program (NEHRP) 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- California Early Earthquake Warning (CEEW) under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

WHEREAS, the Governing Board must authorize certain City staff (City Manager, Finance Director, and Public Works Director) to accept funding from the federal and state programs as specified above.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of Pinole approves CalOES Form 130 authorizing the City Manager, Finance Director, and Public Works Director to accept disaster-related financial assistance from the existing and future federal and state grant programs.

PASSED AND ADOPTED this 16th day **January 2024**, by the following vote:

AYES:	BOARDMEMBERS:
NOES:	BOARDMEMBERS:
ABSENT:	BOARDMEMBERS:

ABSTAIN: BOARDMEMBERS:

Heather Bell, CMC
City Clerk



Cal OES ID No: _____

DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES

BE IT RESOLVED BY THE _____ OF THE _____
(Governing Body) (Name of Applicant)

THAT _____, OR
(Title of Authorized Agent)

_____, OR
(Title of Authorized Agent)

(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the _____,
(Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDAA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM),** under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA),** under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the _____, a public entity established under the
(Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



Please check the appropriate box below

- ☐ This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- ☐ This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): _____

Passed and approved this ____ day of _____, 20 ____

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

(Name and Title of Governing Body Representative)

CERTIFICATION

I, _____, duly appointed and _____ of
(Name) (Title)

_____, do hereby certify that the above is a true and
(Name of Applicant)

correct copy of a resolution passed and approved by the _____
(Governing Body)

of the _____ on the _____ day of _____, 20 ____.
(Name of Applicant)

(Signature)

(Title)



Cal OES Form 130 Instructions

A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

Resolution Section:

Governing Body: This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

Name of Applicant: The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

Authorized Agent: These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



Checking Universal or Disaster-Specific Box: A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

Governing Body Representative: These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

Certification Section:

Name and Title: This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."



CITY COUNCIL REPORT

9.K.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: ADOPT A RESOLUTION TO APPROVE THE SUCCESSOR AGENCY
RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) FOR FISCAL
YEAR 2024-2025

RECOMMENDATION

Staff recommends that the City Council, acting as the governing board of the Successor Agency to the former Pinole Redevelopment Agency, adopt a resolution approving the Recognized Obligation Payment Schedule for the period July 1, 2024 through June 30, 2025 (ROPS 24-25) for the Successor Agency in the amount of \$0.00 as all obligations will be fully paid and retired as of June 30, 2024.

BACKGROUND

The City of Pinole became the Successor Agency to the former Pinole Redevelopment Agency (Agency) following the dissolution of redevelopment in California on February 1, 2012 through ABX1 26. The Successor Agency is responsible for winding down and paying off the debts of the former Agency. The Pinole City Council serves as the Successor Agency's governing board.

The Successor Agency is required to prepare a Recognized Obligation Payment Schedule (ROPS) for each twelve-month fiscal period in order to request property tax increment funds to pay down approved enforceable obligations and administrative costs of the Successor Agency. The ROPS must be approved by the Countywide Oversight Board of Contra Costa County and submitted to the California Department of Finance in order for the Successor Agency to receive funds.

The Successor Agency requests the City Council's adoption of the attached resolution approving the ROPS for the period of July 1, 2024 through June 30, 2025. The Countywide Oversight Board will consider the ROPS at its meeting on January 29, 2024.

REVIEW AND ANALYSIS

As of June 30, 2024, the Successor Agency will not have any remaining obligations as the outstanding debt will be fully paid and retired. As a result, staff is not requesting any funds for the ROPS 24-25 funding period.

The enclosed ROPS document is a listing of the minimum amounts that are required (scheduled) to be paid by the Successor Agency during the twelve-month period of July 1,

2024 through June 30, 2025. All enforceable obligations will be paid off and retired. As such, all amounts are listed as \$0.00. This schedule must be reviewed and approved by the County Oversight Board prior to submission to the State Department of Finance (DOF) for final confirmation.

The City will begin the process to dissolve the Successor Agency in January 2024.

FISCAL IMPACT

There is no fiscal impact as all enforceable obligations will be fully paid and retired as June 30, 2024.

ATTACHMENTS

- A. Resolution
- B. Successor Agency ROPS 24-25

RESOLUTION NO. 2024-xx

**RESOLUTION OF THE GOVERNING BOARD OF THE SUCCESSOR AGENCY TO THE
REDEVELOPMENT AGENCY OF THE CITY OF PINOLE, APPROVING
THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS)
FOR JULY 1, 2024 THROUGH JUNE 30, 2025**

WHEREAS, Assembly Bill x1 26 ("ABx1 26") was passed by the California State Legislature, signed by the Governor, and has been codified as part 1.8 of Division 24 of the California Health and Safety Code, commencing with Section 34161; and

WHEREAS, AB 26 requires successor agencies to continue to make all scheduled payments for enforceable obligations of their predecessor redevelopment agencies; and

WHEREAS, pursuant to HSC section 34179.7(o)(1), commencing with the ROPS covering the period from July 1, 2016 to June 30, 2017 and thereafter, agencies shall submit an Oversight Board approved annual ROPS to the State Department of Finance and the County Auditor-Controller by February 1 each year; and

WHEREAS, the annual ROPS listing of obligations must include information for each obligation including:

- A. The payee,
- B. Project description and scope of work, product, or service for which payment is to be made,
- C. Total outstanding debt or obligation,
- D. Payment amount obligated to be made for the next 12-month accounting period,
- E. The funding source for payment of listed enforceable obligation; and

WHEREAS, all obligations will be fully paid and retired as of June 30, 2024, therefore the Pinole Successor Agency is requesting \$0.00 for fiscal year 2024-2025; and

WHEREAS, the City Finance Director has prepared the required ROPS, for review by the Pinole Successor Agency prior to submitting to the County Oversight Board.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Successor Agency of the Redevelopment Agency of the City of Pinole does hereby resolve that the Recognized Obligation Payment Schedule for the period July 1, 2024 through June 30, 2025, herein provided as Attachment B, is hereby approved.

PASSED AND ADOPTED at a regular meeting of the Governing Board of the Successor Agency to the Redevelopment Agency of the City of Pinole held on the 16th day of January 2024 by the following vote:

AYES:	BOARDMEMBERS:
NOES:	BOARDMEMBERS:
ABSENT:	BOARDMEMBERS:
ABSTAIN:	BOARDMEMBERS:

Heather Bell, CMC
City Clerk

5569271.1

Recognized Obligation Payment Schedule (ROPS 24-25) - Summary
Filed for the July 1, 2024 through June 30, 2025 Period

Successor Agency: Pinole
County: Contra Costa

Current Period Requested Funding for Enforceable Obligations (ROPS Detail)	24-25A Total (July - December)	24-25B Total (January - June)	ROPS 24-25 Total
A Enforceable Obligations Funded as Follows (B+C+D)	\$ -	\$ -	\$ -
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	-	-	-
E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)	\$ -	\$ -	\$ -
F RPTTF	-	-	-
G Administrative RPTTF	-	-	-
H Current Period Enforceable Obligations (A+E)	\$ -	\$ -	\$ -

Certification of Oversight Board Chairman:

Name Title

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

/s/ _____
Signature Date

Pinole
Recognized Obligation Payment Schedule (ROPS 24-25) - ROPS Detail
July 1, 2024 through June 30, 2025

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 24-25 Total	ROPS 24-25A (Jul - Dec)					24-25A Total	ROPS 24-25B (Jan - Jun)					24-25B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
								\$-		\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
7	Bond Indenture Agreements	Fees	09/01/2004	08/01/2024	US Bank, National Trust	Trustee, Paying Agent & Dissemination Agent Fees for Bond Indentures	Pinole Vista	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
20	Housing & Non-housing Professional Services Agreement	Fees	04/03/2007	06/30/2024	AmeriNation Community Services	Monthly loan processing service for outstanding redvelopment loans to both individuals and business entities	Pinole Vista	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
26	Financial Reporting Services Bond Indentures	Fees	09/27/1999	08/01/2024	HdL Coren & Cone	Property Tax consulting/advisory services related to pledged revenue property assessments	Pinole Vista	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
31	Successor Agency Administrative Cost Allowance	Admin Costs	07/01/2018	06/30/2024	City of Pinole	Payroll Cost Allocations for Administrative Staff Support of the Pinole Successor Agency	Pinole Vista	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
33	Legal/Attorney Support Services Agreement	Admin Costs	07/01/2018	06/30/2024	Meyers, Nave, Riback, Silver & Wilson	Legal/Attorney Support Services	Pinole Vista	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
37	Short-term Borrowing Agreement	SERAF/ ERAF	02/16/2010	06/30/2024	City of Pinole	Repayment of SERAF payments (2009-10 & 2010-11) to State of California funding by Housing Set-Aside Fund	Pinole Vista	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-
45	Pinole Vista Redevelopment Project 2015A	Refunding Bonds Issued	08/06/2015	08/01/2024	US Bank, National Trust	Indenture Debt Service Payments for Principle &	Pinole Vista	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 24-25 Total	ROPS 24-25A (Jul - Dec)					24-25A Total	ROPS 24-25B (Jan - Jun)					24-25B Total
											Fund Sources						Fund Sources					
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF	
	Tax Allocation Refunding Bond (Tax Exempt)	After 6/27/12				Interest																
47	Financial Reporting Services Bond Indentures	Admin Costs	03/01/2023	06/30/2024	Audit Firm (TBD)	Auditing services for Continuing Financial Disclosure required by Bond Indentures	Pinole Vista	-	Y	\$-	-	-	-	-	-	\$-	-	-	-	-	-	\$-

Pinole
Recognized Obligation Payment Schedule (ROPS 24-25) - Report of Cash Balances
July 1, 2021 through June 30, 2022
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (I), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.							
A	B	C	D	E	F	G	H
	ROPS 21-22 Cash Balances (07/01/21 - 06/30/22)	Fund Sources					Comments
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
1	Beginning Available Cash Balance (Actual 07/01/21) RPTTF amount should exclude "A" period distribution amount.					145,375	
2	Revenue/Income (Actual 06/30/22) RPTTF amount should tie to the ROPS 21-22 total distribution from the County Auditor-Controller				(22,417)	6,064,849	Other Funds = Loan repayments and interest earned
3	Expenditures for ROPS 21-22 Enforceable Obligations (Actual 06/30/22)				2,407	6,247,027	Other Funds = Loan repayment administrative fees
4	Retention of Available Cash Balance (Actual 06/30/22) RPTTF amount retained should only include the amounts distributed as reserve for future period(s)						
5	ROPS 21-22 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 21-22 PPA form submitted to the CAC		No entry required			(36,803)	
6	Ending Actual Available Cash Balance (06/30/22) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$-	\$-	\$-	\$(24,824)	\$-	

Pinole
Recognized Obligation Payment Schedule (ROPS 24-25) - Notes
July 1, 2024 through June 30, 2025

Item #	Notes/Comments
7	Retired
20	Retired
26	Retired
31	Retired
33	Retired
37	Retired
45	Retired
47	Retired



CITY COUNCIL REPORT

9.L.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: ADOPT A RESOLUTION TO ACCEPT THE SAFETY IMPROVEMENTS AT TENNENT AVE/PEAR & PLUM ST (CIP PROJECT # RO2304) AS COMPLETE AND APPROVE FILING A NOTICE OF COMPLETION

RECOMMENDATION

Staff recommends that the City Council adopt a resolution to accept the Safety Improvements at Tennent Ave/Pear & Plum St (CIP project # RO2304) as complete and approve filing of Notice of Completion (NOC).

BACKGROUND

The Project is an approved project in the City of Pinole's current adopted Capital Improvement Plan (CIP) and involved installation of high visibility crosswalks, striped bulb outs with flexible posts at both intersections, and installation of Rectangular Rapid Flash Beacons at Tennent Ave and Plum St.

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

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

On June 20, 2023, City Council adopted Resolution 2023-52 to award a construction contract to the lowest responsive and responsible bidder, Xcel Engineering (Contractor) for the Project.

REVIEW AND ANALYSIS

A notice to proceed was issued to Xcel Engineering on August 28, 2023. Xcel Engineering mobilized to start the work on August 29, 2023. During the construction phase it was identified that a traffic sign was needed and was not included as part of the original scope. A change order was approved for an amount of \$528.90 to procure and install the traffic sign.

All the work was completed by Xcel Engineering per the city specifications by December 3, 2023.

The installation of high-visibility crosswalks, striped bulb outs, and the integration of Rectangular Rapid Flash Beacons represent tangible steps towards bolstering pedestrian safety and optimizing traffic management. These enhancements not only augment the visual prominence of pedestrian crossings but also facilitate smoother vehicular movement, thereby fostering a safer environment for all users.

The completion of the Tennent Avenue Corridor Safety Improvement Project stands as a testament to the City of Pinole's unwavering dedication to fostering a safe and pedestrian-friendly environment.

Staff recommends that the City Council accept the Project as complete and authorize staff to file a Notice of Completion with the Contra Costa County Clerk Recorder. The filing of the Notice of Completion is required to start the clock for stop notice claims as detailed in the Public Contract Code.

Further, upon acceptance, staff will furnish the Contractor with the agreed upon 5% retention amount.

The Contractor is required to correct any defects that arise within one year and the Contractor has submitted the required bond to secure this obligation.

FISCAL IMPACT

The total cost of construction for the project, including change order, was \$144,457.90, which is within the approved amount by the Council.

ATTACHMENTS

- A. Resolution
- B. Notice of Completion

RESOLUTION NO. 2024-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE,
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, ACCEPTING THE
SAFETY IMPROVEMENTS AT TENNENT AVE/PEAR & PLUM ST (CIP PROJECT #
RO2304) AS COMPLETE AND APPROVE FILING OF NOTICE OF COMPLETION**

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

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

WHEREAS, on April 27, 2023, staff released the Project bid and bids were due on June 7, 2023; and

WHEREAS, on June 20, 2023, City Council adopted Resolution 2023-52 to award a construction contract to the lowest responsive and responsible bidder, Xcel Engineering (Contractor) for the Project; and

WHEREAS, in December 2023, the Contractor completed the Project; and

WHEREAS, staff has performed the final inspection and determined that all work was satisfactory; and

WHEREAS, the Notice of Completion has been prepared for recordation in accordance with the California Public Contract Code.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Pinole does hereby accept the Safety Improvements At Tennent Ave/Pear & Plum St (CIP Project # RO2304) as complete and approves the filing of the Notice of Completion.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 16th day of January 2024 by the following vote, to-wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 16th day of January 2024.

Heather Bell
City Clerk

Recording Requested By and Return To ☐

City of Pinole
Public Works
2131 Pear Street
Pinole, CA 94564

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN of completion of the following public work, generally described as SAFETY IMPROVEMENTS AT TENNENT AVE/PEAR & PLUM ST ☐

1. Description of public work improvement ☐

Name of project ☐ SAFETY IMPROVEMENTS AT TENNENT AVE/PEAR & PLUM ST

Contract No. RO2304

Location of Work ☐ Intersections of Tennent Ave and Pear St & Tennent Ave and Plum St.

Scope of Work ☐ Installation of high visibility crosswalks, striped bulb outs with flexible posts at both intersections, and installation of Rectangular Rapid Flash Beacons at Tennent Ave and Plum St.

2. Contract for the performance of such work was awarded to ☐

☐ cel Engineering Corporation.
6238 N Brix Ave.
Fresno, CA 93722

3. Value of the work is ☐ \$144,457.90

4. Project Owner ☐

City of Pinole
2131 Pear Street
Pinole, CA 94564

5. The real property described herein is owned by the City of Pinole in fee.

6. Construction Lender ☐ None

7. Date of Completion ☐ December 3, 2023

I declare under penalty of perjury that the foregoing is true and correct.

Recording of this document is requested for and on behalf of the City of Pinole pursuant to Section 6103 and 27383 of the Government Code.

CITY OF PINOLE
A Municipal Corporation



Sanjay Mishra, P.E.
Public Works Director



CITY COUNCIL REPORT

10.A.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: ERIC CASHER, CITY ATTORNEY
SUBJECT: INTRODUCE AND WAIVE FIRST READING OF ORDINANCE AMENDING CHAPTER 17.54 OF THE PINOLE MUNICIPAL CODE TO INCLUDE A PROHIBITION ON POLITICAL AND CAMPAIGN SIGNS

RECOMMENDATION

Staff recommends that the City Council waive the first reading and introduce an Ordinance amending Chapter 17.54 of the Pinole Municipal Code to include campaign signs and other political material among generally prohibited signage, consistent with the current general prohibition of affixing signs to city property by private parties.

BACKGROUND

Chapter 17.54 of the Pinole Municipal Code ("PMC") regulates the display of signs on city property. Section 17.54.030 generally prohibits private parties from affixing signs to city property unless specifically permitted by Chapter 17.54. Campaign signs and other political materials are absent from the list of signs expressly permitted on city property as enumerated in Section 17.54.040 "Signs Allowed on City Property." No other section of the PMC expressly regulates the time, location, and placement of campaign signs and political material. Private parties are currently not permitted to post campaign signs and other political material on city owned property under the current code.

PMC Section 17.54.050 permits private persons to temporarily display non-commercial message signs in areas qualifying as traditional public forums subject to specific regulations. Non-commercial signs must be personally held by a person or personally attended by one or more person and meet specific size requirements. In order to serve the city's interests in traffic flow and safety, persons displaying signs may not stand in any vehicular traffic lane when a roadway is open for use by vehicles, and persons displaying signs on public sidewalks must give at least five (5) feet width clearance for pedestrians to pass and may not obstruct the clear vision triangle.

Events during the City of Pinole's most recent election wherein campaign signs and other political material were posted by private parties within public rights-of-way, highlights the need to amend the municipal code to clarify campaign signs and political material fall within the city's general prohibition of affixing signs to city property by private parties.

REVIEW AND ANALYSIS

Signs promoting a political viewpoint, belief, position or candidate are a form of expression and

are afforded the highest form of protection by both the First Amendment of the U.S. Constitution and article 1, Section 2(a) of the California Constitution. Generally, cities are constitutionally prohibited from restricting freedom of expression because of its message, ideas, subject matter or content. Consequently, any regulation of political signs must be content-neutral, serve a substantial government interest, be narrowly tailored to further this interest, and leave open ample alternative means for communicating the desired message. Thus, the City of Pinole may regulate signs in a manner to prevent or minimize litter, clutter, or to regulate size, construction, aesthetics, location, duration or illumination so long as these concerns amount to a significant governmental interest and the regulations are narrowly tailored and leave open alternative means for communicating messages which are themselves unregulated.

With the assistance of the City Attorney's office, staff have prepared a text amendment to PMC Section 17.54.030 to include the posting of campaign signs and other political material on City property within the generally prohibited posting of signs by private parties to city property. The text amendment is attached hereto as Attachment A.

The proposed text amendment specifically identifies political and campaign signs, or any other sign designed to influence voters to support or oppose any candidate or ballot measure, within the generally prohibited posting of signs by private parties to city property, without further substantive change to the current code. The amendment does not impact posting of political and campaign signs on private property. Additionally, the amendment does not amend PMC Section 17.54.050, which allows persons to temporarily display non-commercial message sign, such as campaign signs and other political material, in areas qualifying as traditional public forums leaving open alternative means for communicating campaign signs and other political messages which are themselves unregulated.

On January 30, 2023, the Pinole Municipal Code Update Subcommittee (the "Subcommittee") met to review the proposed amendment and provide initial feedback. The Subcommittee met again on February 27, 2023, and offered input to the Ordinance. The proposed amendment included in Exhibit A reflects the direction of the Subcommittee.

Zoning Code Amendment and Approval

Amendment to Chapter 17.54 of PMC Title 17, "Zoning Code" is subject to review by the Planning Commission (the "Commission"). On September 25, 2023, the Commission held a duly noticed public hearing related to the proposed Zoning Code amendment. Following public comments received both before and during the public hearing, the presentation by city staff, the staff report, and all other pertinent documents regarding the proposed code amendment, the Commission unanimously agreed and adopted Resolution 23-08 recommending that the City Council adopt an Ordinance amending Chapter 17.54 "Signs On City Property," Section 17.54.030 "General Prohibition" of the Pinole Municipal Code to include political and campaign signs as set forth in the proposed amendment included in Attachment A.

ENVIRONMENTAL STATUS

The proposed text amendment is not subject to CEQA under the general rule in CEQA Guidelines Section 15061(b)(3) that CEQA applies only to projects which have the potential for causing a significant effect on the environment. As a minor text amendments and addition, it

can be said with certainty that there is no possibility that the Ordinance will have a significant effect on the environment and is an activity not subject to CEQA.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the Ordinance. The City of Pinole may incur additional staff costs to enforce the revised provision, but those costs are uncertain at this time. However, staff does not anticipate a drastic rise in claims of violation of the code given the proposed amendment does not substantively revise the current general prohibition against the posting of signs by private parties on city owned property.

ATTACHMENTS

- A. Pinole - Campaign Sign Ordinance

ORDINANCE NO. 2024-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE AMENDING CHAPTER 17.54 “SIGNS ON CITY PROPERTY” SECTION 17.54.030 “GENERAL PROHIBITION” OF THE PINOLE MUNICIPAL CODE TO INCLUDE POLITICAL AND CAMPAIGN SIGNS

WHEREAS, Pinole Municipal Code (“PMC”) Title 17 Zoning Code, Chapter 17.54 “Signs on City Property” provides the process and requirements for establishing signage on City property; and

WHEREAS, PMC Section 17.54.030 “General Prohibition” prohibits private parties from affixing signs on City property unless specifically authorized under the Municipal Code; and

WHEREAS, the City desires to amend the Municipal Code to identify political and campaign signs, or any other sign designed to influence voters to support or oppose any candidate or ballot measure, among the generally prohibited signage on City property unless specifically authorized under Chapter 17.54, consistent with the current code; and

WHEREAS, on September 25, 2023, following public hearing and review, the Planning Commission of the City of Pinole adopted Resolution 23-08 recommending that the City Council adopt an Ordinance amending Section 17.54.030 “General Prohibition” of the Municipal Code to include political and campaign signs as set forth in Exhibit A.

THE CITY COUNCIL OF THE CITY OF PINOLE DOES ORDAIN AS FOLLOWS:

SECTION 1. Recitals.

The above recitals are true and correct and made a part of this Ordinance.

SECTION 2. Municipal Code Amendment.

The City Council hereby approves the amendments to the City of Pinole Municipal Code Chapter 17.54 “Signs on City Property,” Section 17.54.030 “General Prohibition” as set forth in the text amendment shown in attached Exhibit A, which is incorporated herein by reference and available for review in the City Clerk’s office during normal business hours. Text that appears in double underline reflects additions to Section 17.54.030.

SECTION 3. CEQA.

Approval of the amendments is exempt from environmental review in accordance with California Environmental Quality Act Guidelines Section 15061(b)(3), the general exemption for projects with no potential for significant effect on the environment. As a series of text amendments and additions, it can be seen with certainty that there is no possibility that the Municipal Code Amendment will have a significant effect on the environment.

SECTION 4. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of this Ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Ordinance are severable. The City Council of the City of Pinole hereby declares that it would have passed each Section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

SECTION 5. Effective Date.

In accordance with California Government Code Section 36937, this Ordinance shall take effect and be in force on the thirty-first day after adoption.

SECTION 6. Publication.

The City Clerk is directed to cause this Ordinance to be published in a manner required by law.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on January 16, 2024, the City Council passed this Ordinance by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of Pinole on January 16, 2024.

Heather Bell, CMC
City Clerk

EXHIBIT A

CHAPTER 17.54 SIGNS ON CITY PROPERTY

Sections:

- 17.54.010 Purpose and proprietary capacity.
- 17.54.020 Intent as to public forum.
- 17.54.030 General prohibition.
- 17.54.040 Signs allowed on city property.
- 17.54.050 Temporary signs displaying noncommercial messages.
- 17.54.060 Street banner program.

17.54.010 PURPOSE AND PROPRIETARY CAPACITY.

The purpose of this chapter is to provide the process and requirements for establishing signage on city property. In adopting this chapter, the City Council acts in its proprietary capacity as to city property, as defined herein, within the city. This chapter is adopted pursuant to the city's general powers, property rights, Government Code Sections 65850(b), 38774, and 38775, Business and Professions Code Sections 5200 *et seq.*, and Penal Code Section 556 *et seq.*

17.54.020 INTENT AS TO PUBLIC FORUM.

The city declares its intent that not all city property shall function as a designated public forum, unless some specific portion of city property is designated herein as a public forum of one (1) particular type. In such case, the declaration as to public forum type shall apply strictly and only to the specified area and for the specified time period.

17.54.030 GENERAL PROHIBITION.

Unless specifically authorized by this chapter, no signs may be affixed to city property by private parties, including, but not limited to, political and campaign signs, or any other sign designed to influence voters to support or oppose any candidate or ballot measure. Any sign posted on city property in violation of this chapter may be summarily removed by the city as a trespass and a public nuisance.

17.54.040 SIGNS ALLOWED ON CITY PROPERTY.

The following signs may be erected and displayed on city property:

Traffic control and traffic directional signs erected by the city or another governmental unit;

- A. Signs required by law;
- B. Signs erected and maintained by a public agency on public property;
- C. Safety and emergency signs, including identification and warning signs concerning potential hazards or hazardous conditions, utility installations, flood hazards or flood control facilities, emergency conditions or services and crime and accident scene control;

- D. Signs allowable under Section 17.54.050 (Temporary Signs Displaying Noncommercial Message) of this chapter;
- E. Signs authorized under Section 17.54.060 (Street Banner Program); and
- F. Signs authorized pursuant to a temporary use permit issued pursuant to Section 17.12.070 of the Pinole Municipal Code.

17.54.050 TEMPORARY SIGNS DISPLAYING NONCOMMERCIAL MESSAGES.

In areas qualifying as traditional public forums, private persons may display noncommercial message signs thereon, provided that such signs conform to all of the requirements listed below. These requirements are intended to preserve safety and aesthetic quality within the city.

- A. The signs must be personally held by a person or personally attended by one (1) or more persons. "Personally attended" means that a person is physically present within five (5) feet of the sign at all times.
- B. The maximum aggregate size of all signs held or personally attended by a single person is six (6) square feet. For purposes of this rule, apparel and other aspects of personal appearance do not count toward the maximum aggregate sign area.
- C. The maximum size of any one (1) sign which is held or personally attended by two (2) or more persons is fifty (50) square feet, measured on one (1) side only. The sign must have no more than two (2) display faces and may not be inflatable or air-activated.
- D. In order to serve the city's interests in traffic flow and safety, persons displaying signs under this chapter may not stand in any vehicular traffic lane when a roadway is open for use by vehicles, and persons displaying signs on public sidewalks must give at least five (5) feet width clearance for pedestrians to pass by. Persons holding signs may not obstruct the clear vision triangle, as defined in this title.
- E. The message substitution policy of the sign Ordinance applies only to traditional public forum areas.

17.54.060 STREET BANNER PROGRAM.

- A. The street banner program is limited to signs, banners, pennants or other displays placed by the city and/or redevelopment agency relating to any civic events or activities organized or sponsored by the city or redevelopment agency on public property.
- B. For purposes of this Section, "civic event or activity" shall mean the following: any event or activity organized or sponsored by the city or redevelopment agency, including but not limited to:
 - 1. Any public program or educational activity; and
 - 2. The commemoration or celebration of any historical date, event or person, holiday or persons or events of local, state or national significance.
- C. For purposes of this Section, "sponsored by" shall mean the following: The city and/or redevelopment agency is:
 - 1. Participating in an official capacity in the planning, preparation or promotion of the event

or activity; and

2. Contributing twenty-five percent (25%) of the total estimated costs of the civic event or activity, or at least one thousand dollars (\$1,000), whichever is less. This contribution may take the form of funds, labor, staff time, materials, fee subsidies, or any combination of the foregoing.



CITY COUNCIL REPORT

12.A.

DATE: JANUARY 16, 2024
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: REVISED LONG-TERM FINANCIAL FORECAST AND RESULTS OF CITY COUNCIL-DIRECTED FORECAST SCENARIOS

RECOMMENDATION

Staff recommends that the City Council receive the revised twenty-year General Fund status quo financial forecast (Fiscal Year (FY) 2024/25 – FY 2044/45) and the results of the City Council-directed forecast scenarios, and direct staff on which revenue enhancement and/or expenditure reduction options to pursue.

BACKGROUND

A long-term financial forecast estimates an entity's future revenues and expenditures based on assumptions about the entity's future activities and operating environment. The purpose of a long-term financial forecast is to identify future financial opportunities and challenges.

For a number of years, the City has created long-term (five-year) financial forecasts as part of the Long-Term Financial Plan and annual operating and capital budget. The City has particularly focused on long-term "status quo" forecasts for the General Fund. A status quo financial forecast estimates the City's future revenues and expenditures if the City maintains status quo (current) service and staffing levels. Such a forecast answers the question of whether the City is expected to have a balanced budget (revenues equal or exceed expenditures) in the future if the City does not change anything about its services, staffing levels, and revenue mechanisms. The forecast focuses on the General Fund because it is the largest and most flexible pool of City resources and supports general government services.

Staff presented an extended ten-year financial forecast with the FY 2023/24 budget. The forecast was extended further to cover a period of twenty years (Attachment A). Staff used the FY 2023/24 baseline budget as the starting point for the twenty-year General Fund status quo financial forecast. Staff then applied quantitative and qualitative methods to forecast future revenues and expenditures, as described below.

To address the forecasted budget deficits shown in the twenty-year financial forecast, the City engaged consulting firm, Baker Tilly, to assist staff with identifying potential options to increase revenue and reduce expenditures to achieve fiscal sustainability. At its meeting of November 7, 2023, the City Council received a presentation on the various options for consideration. Selecting from the menu of options, the City Council directed staff to model several scenarios using the financial forecast to determine the estimated fiscal impact of each scenario. The results are discussed below.

The twenty-year General Fund status quo financial forecast reflects budget deficits that continue to grow over the twenty-year period. In order to begin addressing the projected deficits, staff recommends that the City Council direct staff on which revenue enhancement and/or expenditure reduction options to pursue.

An important point to note is that an informal, qualitative survey of other local agencies within the region suggests that other jurisdictions are facing similar projected budget deficits and are considering placing revenue measures on the 2024 ballot. The most common response was to pursue general purpose tax measures to stabilize operating budgets.

REVIEW AND ANALYSIS

Based on the assumptions described below, the twenty-year General Fund status quo financial forecast shows that the City's ongoing General Fund revenues are forecasted to grow at a slower rate than its ongoing expenditures, which results in a growing imbalance over time. Over the twenty-year period, General Fund revenues are forecasted to grow at approximately 3% annually whereas expenditures are forecasted to grow at approximately 4% annually. In addition, the forecast anticipates that the City will exhaust the Section 115 Trust Fund in FY 2029/30, after which normal General Fund revenues will need to cover the cost of the City's significantly increased employee pension expenses.

Twenty-Year General Fund Status Quo Financial Forecast

As noted above, General Fund revenues are forecasted to grow at approximately 3% annually whereas expenditures are forecasted to grow at approximately 4% annually. Overall, staff used a conservative approach to forecasting revenues and expenditures.

Attachment A illustrates the revised twenty-year General Fund status quo financial forecast for FY 2024/25 – FY 2044/45. The forecast has been updated since the last time it was presented in November 2023. The revised forecast assumptions are based on the most current information available.

It is important to note that forecasts are less reliable for distant future years and are sensitive to changes in assumptions. The twenty-year General Fund status quo financial forecast expands on the ten-year forecast included in the FY 2023/24 Operating and Capital Budget document. Once finalized, the twenty-year forecast will also be included in the forthcoming Long-Term Financial Plan (LTFP). An objective of the LTFP will be to identify strategies to address this forecasted imbalance in the General Fund as well as address the City's two large unfunded liabilities, which are deferred capital maintenance and pension expenses.

Revenue Assumptions

Property Tax

Property Tax is an ad valorem tax levied on real property. The fixed statutory rate, set by Proposition 13 is 1% of assessed valuation. The City receives approximately 19% of the total property tax levied on property located within its boundaries. Property tax is made up of four components – secured (basic and Redevelopment Property Tax Trust Fund (RPTTF)); unsecured; supplemental; and documentary transfer tax. The forecast assumes an average

3% growth rate consistent with projections provided by HdL, the City's property tax consultant. The forecast does not account for any new construction. The 12% growth rate expected in FY 2023/24 is primarily due to an increase in the RPTTF resulting from the retirement of a significant former Redevelopment Agency debt that was paid off in FY 2023/24.

Sales Tax

The overall sales tax rate on purchases made in Pinole is 9.75%. Of that amount, the City receives the statewide standard 1% (referred to as the Bradley Burns sales tax) plus 0.5% due to Measure S 2006 and 0.5% due to Measure S 2014. The forecast assumes an average 3% growth rate in the City's sales tax revenue, consistent with projections provided by HdL, the City's sales tax consultant. Currently, there is discussion at the State level about revisiting the methodology used to determine sales tax revenue allocated to cities for online sales. While this could have implications on the City's sales tax revenue in future years, the forecast does not account for any significant changes since decisions have not been made.

Utility Users' Tax

The City levies an 8% utility users' tax (UUT) on the value of public utility services consumed within the City limits for electricity, gas, and telecommunications. The UUT was originally established in 1998 and extended in 2004 and 2018 with no sunset date. The forecast assumes an average 2% growth rate based on trends.

Franchise Tax

The City levies a franchise fee on organizations that use public right of way to furnish gas (PG&E) (1%) and electricity (PG&E) (2%), refuse (Republic Services) (10%), and cable television (Comcast and AT&T) (5%) services to citizens living within the City's boundaries. The fees are defined in the franchise agreements between the City and the organizations and are paid directly to the City by these franchisees. The forecast assumes an average 1% growth rate based on trends. While franchise fee revenue has grown collectively, one of the major services (cable) has had flat to low growth. One driving factor is the change in consumer preference from traditional cable to streaming services.

Intergovernmental Tax

The intergovernmental tax is the motor vehicle license fee (VLF), also known as the automobile in-lieu tax, which is imposed on the ownership of a motor vehicle in lieu of taxing it as personal property. The VLF is paid annually by vehicle owners to the State at the time vehicle registrations are renewed based on a vehicle's current value. The forecast assumes an average 3% growth rate, consistent with projections provided by HdL, the City's property tax consultant.

Transient Occupancy Tax

The City levies a 10% transient occupancy tax (TOT) for the privilege of occupying quarters on a transient basis. The TOT is imposed upon persons staying 30 days or less in a motel or lodging facility. The forecast assumes an average 3% growth rate based on trends.

Business License Tax

The business license tax is assessed on all businesses operating within City limits and businesses outside of Pinole doing business with the City. The City charges business license tax in accordance with provisions of Government Code 37101. Pinole's tax is computed on a flat basis (currently \$160) per year combined with a variable tax component. The forecast

assumes an average 3% growth rate based on trends.

Public Safety Charges for Services

Public safety charges for services are the revenues received from the cities of Hercules and San Pablo for police dispatch services that Pinole provides to those jurisdictions under an intergovernmental service sharing agreement. Under the current agreement, the City recovers approximately 72% of the total cost of performing dispatch services for the three jurisdictions. The forecast assumes an average 5% growth rate based on the cost projections contained in the new agreement that went into effect July 1, 2023.

Other Revenue

Other revenue is made up of all other revenue sources, such as fees, permits, interest income, grants, reimbursements, and other miscellaneous revenue. For these revenue sources collectively, the forecast assumes an average 1% growth rate based on trends.

Transfers In

The transfer in comes from the Section 115 Trust, which was established to offset the increase in pension costs in the General Fund. The amount transferred from the trust is based on the difference between the City's base year (FY 2018/19) contribution toward employee pensions and the forecasted required City contribution in future years. It is important to note that the remaining balance of funds in the trust is expected to be fully exhausted in FY 2029/30.

Expenditure Assumptions

Salary and Wages

The salary and wages forecast is based on the City's current staffing level (116) full-time equivalents (FTEs), future salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs), and an assumption about salary increases (3% annually) after current labor MOUs expire at the end of FY 2024/25. The forecast includes a savings factor of 3% of total salaries and benefit expenditures to account for savings resulting from vacant positions. The forecast does not assume any additional positions beyond the current level.

Benefits – PERS

The cost of retirement benefits is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation, the most recent of which is as of July 2023. The forecast reflects the net cost to the City (the required total contribution from the valuation report minus the employee contributions). All classic employees currently contribute the required employee contribution plus a portion of the employer's contribution for a total of 15% of the normal cost portion of the required contribution. The City contributes to the full cost of the unfunded liability portion. Employees under the Public Employees' Pension Reform Act (PEPRA) contribute the employee contribution only, which is 50% of the total required contribution. Currently, 33% of employees are classified as classic members and 67% are classified as PEPRA members.

Benefits – Other

Other benefits include employee medical/dental/vision care, workers' compensation, employee assistance, and retiree medical. The benefits costs in the forecast are based primarily on

trends and rate information provided by service providers. The forecast assumes an average 5% growth rate.

Operations and Maintenance

Operations and maintenance is primarily discretionary, non-personnel related expenditures, including professional services, utilities, materials and supplies, and indirect costs. The forecast assumes an average 3% growth rate to account for anticipated price inflation, consistent with trends.

Fire Services Contract

The City contracts with the Contra Costa County Fire Protection District (CCCFPD) for fire protection and emergency medical services provided to Pinole residents. The forecast assumes an average 6% growth rate consistent with the cost escalator built into the agreement. The forecast assumes that the agreement will extend beyond the initial five-year term, and that the contribution from County Measure X to offset costs will also continue. Important to note that the City retained some costs outside the agreement, including utilities and building maintenance.

Debt Service

Debt service is solely comprised of the payment of principal and interest on the 2006 pension obligation bonds (POBs) that were issued to pay down the City's unfunded accrued actuarial liability with CalPERS. The future years are forecasted based on the long-term debt obligation schedule. This debt will be fully paid and retired in FY2035/36.

Capital Outlay

Capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture. The forecast assumes an average 3% growth rate to account for anticipated price inflation, consistent with trends.

Major capital improvement projects are not reflected in the status quo forecast. Though they may span multiple fiscal years, capital improvement projects are non-recurring in nature and are not accounted for in the baseline budget or forecast. The City develops a separate Five-Year Capital Improvement Plan (CIP) to plan for and appropriate funds to capital improvement projects. Each fiscal year, capital needs are assessed and prioritized through the CIP planning process. Several capital improvement projects are funded by the General Fund unassigned fund balance.

Transfers Out

Transfers out include the transfer of funds from the General Fund to other funds (Recreation and Pinole Community Television) to support operations that cannot fully recover their operating costs. The transfer helps to stabilize the budgets in those areas. The forecast assumes a standard dollar amount consistent with past practice, although subsidy amounts may fluctuate year to year. The forecast assumes an average 3% growth rate to account for anticipated inflation.

Fund Balance

General Unassigned Fund Balance

Unassigned fund balance is the accumulation of surplus/residual funds for fiscal years in which

revenues exceeded expenditures. The funds are not assigned to a particular purpose and are generally used to fund one-time initiatives and several capital improvement projects. The forecast assumes that the unassigned fund balance will gradually decrease and become negative if measures are not implemented to close forecasted budget shortfalls.

General Reserve Fund Balance

The City established its General Reserve to set aside funds in the event of financial disruption, such as a natural disaster or economic downturn. The Reserve Policy requires that the General Reserve maintains a balance equal to 50% of total General Fund ongoing expenditures. The General Reserve is funded by transfers from the General Fund. The forecast assumes that the General Reserve will continue to grow in compliance with the policy. It does not assume any use of the reserve under the status quo scenario.

Pension Trust Fund Balance

In June 2018, the City established a Section 115 Trust to set aside financial resources to offset the City's significant unfunded pension liability and anticipated significant increases in the City's future annual required contributions to CalPERS. The City withdraws funds from the trust to remit to CalPERS such that the General Fund's contribution to CalPERS for any year would be held level at the City's contribution in FY2018/19, the baseline year. The trust fund balance will continue to decrease as funds are withdrawn each year because the trust was funded with one-time proceeds as its only source of funding. Under the current methodology, the funds in the trust are projected to be exhausted in FY 2029/30.

Long-Term Financial Forecast Scenarios

As noted above, on November 7, 2023, the City Council received the preliminary twenty-year General Fund status quo financial forecast, which reflects budget deficits beginning next fiscal year (FY 2024/25). It also received a presentation containing information on various revenue enhancements and expenditure reduction options for consideration to help close the forecasted deficits. After reviewing the options, the City Council directed staff to model several scenarios in the financial forecast to determine the estimated revenue and expenditure impacts. The results of the scenario analysis are summarized below. Also, Attachment B includes a forecast table for each scenario.

1. Increase the Utility Users' Tax (UUT) from 8% to 10% with a 10-year sunset.

The City currently levies an 8% UUT on the consumption of gas, electricity, and telecommunications. The forecast assumes a 10% UUT rate on the utilities currently subject to the City's 8% UUT. It also assumes a ten-year horizon with a sunset date of June 30, 2035, after which the UUT rate would return to 8%. Any proposed changes to the UUT would require majority voter approval and the revenue would be used for general purposes. The rate increase is projected to generate revenue of about \$177,000 in the year of implementation (FY 2024/25), then \$542,435 up to \$635,549 annually in FY 2025/26 - FY 2033/34.

2. Expand the UUT to be levied on water service.

Currently, the City levies an 8% UUT on telecommunications, gas, and electricity. This scenario expands the UUT to water service. It would be a general tax and requires majority voter approval. The rate expansion is projected to generate revenue of about \$179,000 in the year of implementation (FY 2024/25), then \$547,617 up to \$797,775 annually in FY 2025/26 – FY 2044/45.

3. Add a real property transfer tax.

As a general law city, Pinole currently collects a documentary transfer tax on the transfer of real property. The City receives \$0.55 per \$1,000 of value. To institute a real property transfer tax (RPTT), the City would be required to become a charter city. A real property transfer tax would be a general tax and requires majority voter approval. This tax would help diversify the City's revenue base but is subject to fluctuations based on real estate market conditions. If the City were to add a RPTT of \$12 per \$1,000 of value (the median rate of comparator charter cities), it would generate revenue of approximately \$500,000 in the year of implementation (FY 2024/25), then \$2.1 million up to \$2.5 million annually in FY 2025/26 – FY 2044/45.

4. Add a half-cent sales tax measure.

The City currently has two local tax measures in place (0.5% from Measure S 2006 and 0.5% from Measure S 2014). An additional sales tax would be a general tax and requires majority voter approval. Based on the revenues generated from the current 0.5% sales tax, an additional half-cent sales tax is projected to generate about \$635,502 in the year of implementation (FY 2024/25), then \$2.6 million up to \$4.6 million annually in FY 2025/26 - FY 2044/45.

5. Increase solid waste franchise fee from 10% to 15%.

The City currently has a franchise agreement with Republic Services and levies a 10% franchise fee on refuse service. Under this scenario, the City would increase the refuse franchise fee to 15%. Any proposed changes to the current franchise agreement would require negotiation between the City and the service provider. The increase is projected to generate revenue of about \$185,454 up to \$226,289 annually in FY 2024/25 - FY 2044/45.

6. Reduce total expenditures by 4% and 5%.

Under this scenario, total General Fund expenditures would be reduced by 4% and by 5% across the board. With a 4% expenditure reduction, the estimated savings would be about \$1.1 million up to \$2.2 million annually in FY2024/25 - FY2044/45. With a 5% expenditure reduction, the estimated savings would be about \$1.4 million up to \$2.7 million annually in FY 2024/25 - FY 2044/45.

7. Add a parcel tax (\$100 annually per residential parcel).

A parcel tax is a particular type of excise tax that is based on either a flat per-parcel rate or a rate that varies depending on use, size, and/or number of units on each parcel. It is not an ad valorem tax and is not based on property value like the standard property tax. A parcel tax requires two-thirds voter approval and must be adopted as a special tax with the proceeds to be used for general or special purposes. To provide some context, a \$100 parcel tax assessed annually on all residential parcels (6,059) would generate revenue of about \$605,900 up to \$1.1 million in FY 2025/26 - FY 2044/45. A more thorough analysis would need to be performed to determine the basis and rate structure of a parcel tax.

8. Lower General Fund reserve requirement from 50% to 25% and 40%.

The City's Reserve Policy requires the City to maintain a balance in the General Reserve equal to 50% of total General Fund ongoing expenditures. Each year, funds are transferred from the General Fund to the General Reserves to comply with the policy. Under this scenario, the amount required to be transferred from the General Fund to the General Reserves would be lower, thereby relieving the General Fund unassigned fund balance. Reducing the reserve level to 25% would result in one-time residual funds of approximately \$4.9 million. Additionally,

no General Fund contributions would be necessary in future years as the fund would be sustained by the balance of the unused funds and interest income. Reducing the reserve level to 40% would result in one-time residual funds of approximately \$1.5 million. Annual General Fund contributions would be required, but would be significantly lower than the current contribution.

Other Options for Consideration

The City Council directed staff to provide information on other options for consideration. Those items, primarily related to special purpose and capital project financing options are described below.

Assessment District

An assessment district is formed to finance improvements in a certain area within a jurisdiction. A benefit assessment is a charge levied on real property for a local public improvement or service that specifically benefits the properties within the district. The City currently has a landscape and lighting district that includes businesses along the Pinole Valley Road corridor. It generates approximately \$50,000 annually, which goes into a special revenue fund. The funds are used for improvements within the district. The City has the options to expand the current assessment district, form a new district to include residential properties, or form a citywide district that could finance maintenance and improvements.

Direct Lending

Direct lending (capital leasing, notes, installment purchase agreements) is a financing mechanism typically used by municipalities to fund infrastructure, facilities, equipment, and other capital needs. Financing transactions typically range from \$100,000 to \$100 million. The interest rates are competitive and correlate with the municipality's creditworthiness. Voter approval is not required, and the debt is the obligation of the General Fund, special revenue fund, or enterprise fund, depending on the type of project financed. It should be noted that if the City were to pursue direct lending as a financing option, the annual debt payment would likely be paid from the General Fund.

Enhanced Infrastructure Financing District

An Enhanced Infrastructure Financing District (EIFD) may be used by a public agency for a broad range of capital improvement projects with a useful life of at least fifteen years. Capital improvements funded by an EIFD include roads, highways, and bridges, parking and transit, sewer and water, and affordable housing. A project financed with an EIFD must be directly linked to the EIFD. Unlike former redevelopment, blight is not required. Only the tax increment of an agency agreeing to participate in the EIFD may be used. No public vote is required to form an EIFD. If the City decides to pursue an EIFD, it would need to first conduct a feasibility study.

Shared Service Model

Under this model, agencies could pool resources, such as equipment, in an effort to save costs and/or form a joint powers authority to pool funds for post-employment healthcare costs. After researching these options, they do not seem to be likely options to pursue.

FISCAL IMPACT

There is no fiscal impact related to this item.

ATTACHMENTS

- A. Revised Twenty-Year General Fund Status Quo Financial Forecast
- B. Results of Forecast Scenarios

CITY OF PINOLE
LONG-TERM FINANCIAL FORECAST

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Actual	2023-24 Revised Budget	2024-25 Forecast	2025-26 Forecast	2026-27 Forecast	2027-28 Forecast	2028-29 Forecast	2029-30 Forecast	2030-31 Forecast	2031-32 Forecast
REVENUE														
PROPERTY TAX	3,837,167	4,514,755	4,091,345	4,307,208	5,055,790	5,678,211	6,082,500	6,283,222	6,528,268	6,724,116	6,925,839	7,133,614	7,347,623	7,568,052
SALES TAX	3,994,720	3,788,080	4,303,800	4,612,708	4,396,002	4,621,023	4,724,303	4,853,040	5,004,455	5,160,844	5,315,670	5,475,140	5,639,394	5,808,576
MEAS S 2006 & 2014 LOCAL SALES TAX	4,286,328	3,901,837	4,623,561	4,623,561	5,000,917	4,932,349	4,972,000	5,084,019	5,221,999	5,384,038	5,554,174	5,720,799	5,892,423	6,069,196
UTILITY USERS TAX	1,812,844	1,809,832	1,939,726	2,063,773	2,312,830	2,085,485	2,127,195	2,169,739	2,213,133	2,257,396	2,302,544	2,348,595	2,395,567	2,443,478
FRANCHISE TAX	735,311	750,001	751,598	788,146	813,494	794,658	802,605	810,631	818,737	826,924	835,194	843,545	851,981	860,501
INTERGOVERNMENTAL TAX	1,836,501	1,952,717	2,034,203	2,108,808	2,247,072	2,319,918	2,388,616	2,459,374	2,532,255	2,607,323	2,684,643	2,764,282	2,846,310	2,930,800
TRANSIENT OCCUPANCY TAX	485,499	444,453	446,105	487,687	456,288	453,200	466,796	480,800	495,224	510,081	525,383	541,145	557,379	574,100
BUSINESS LICENSE TAX	399,258	382,051	349,733	441,779	438,329	450,014	463,514	477,420	491,742	506,495	521,690	537,340	553,460	570,064
CHARGES FOR SERVICES	967,318	1,260,013	1,345,588	1,477,492	1,598,997	1,690,769	1,773,483	1,862,157	1,955,265	2,053,029	2,155,680	2,263,464	2,376,637	2,495,469
OTHER REVENUE	867,167	735,100	778,115	517,341	720,542	558,094	583,318	589,702	596,272	603,035	609,995	617,160	624,534	632,124
LOAN/BOND PROCEEDS	1,500,000	500,000	55,197											
Total Revenue	20,722,114	20,038,840	20,718,971	21,805,860	22,971,692	23,623,372	24,496,348	25,208,084	26,019,390	26,803,416	27,597,436	28,416,707	29,262,080	30,134,434
TRANSFERS IN	6,290,688				4,071,404									
PENSION TRANSFER IN (FY 19/20 alloc)			851,061											
PENSION TRANSFER IN			476,366	1,061,736	2,160,519	2,245,480	2,402,664	2,498,770	2,598,721	2,702,670	2,810,777	2,923,208		
Total Sources	27,012,802	20,038,840	22,046,398	22,867,596	29,203,616	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434
EXPENDITURES														
SALARIES	8,595,485	9,182,685	9,687,549	10,550,396	11,006,433	9,722,569	10,075,536	10,398,550	10,731,472	11,074,608	11,428,274	11,792,795	12,168,506	12,555,754
BENEFITS - PERS RETIRE	1,792,259	2,451,411	2,772,015	3,093,184	3,671,621	3,093,085	3,693,080	3,936,823	4,184,843	4,394,085	4,776,371	4,862,345	4,852,621	4,925,410
BENEFITS - OTHER	3,079,458	2,864,033	2,720,522	2,937,424	3,213,165	3,235,361	3,544,576	3,711,379	3,886,134	4,069,225	4,261,053	4,462,040	4,672,626	4,893,276
OPERATIONS AND MAINTENANCE	1,917,711	2,462,533	2,685,146	3,810,724	4,106,001	2,144,196	2,577,587	2,667,912	2,761,602	2,858,791	2,959,619	3,064,232	3,172,781	3,285,423
FIRE SERVICES CONTRACT					1,709,496	5,484,781	5,647,764	5,997,925	6,364,998	6,755,682	7,161,023	7,590,684	8,046,125	8,528,893
DEBT SERVICE	643,846	606,554	558,607	608,736	619,393	611,107	636,100	651,100	721,100	721,100	721,100	721,100	721,100	848,100
CAPITAL OUTLAY	672,010	1,031,960	1,397,824	697,550	596,527	332,990	215,325	118,785	122,348	126,019	129,799	133,693	137,704	141,835
TRANSFERS OUT	21,732,833	1,255,058	1,588,652	2,410,402	2,003,825	1,458,756	1,484,028	1,509,543	1,535,825	1,562,895	1,590,776	1,619,495	1,649,074	1,679,542
Total Expenditures	38,433,603	19,854,232	21,410,315	24,108,416	26,926,462	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232
Surplus/Deficit	(11,420,801)	184,608	636,084	(1,240,820)	2,277,154	(213,993)	(974,985)	(1,285,163)	(1,690,210)	(2,056,319)	(2,619,803)	(2,906,469)	(6,158,457)	(6,723,798)
Fund Balance, July 1	23,478,448	12,057,647	12,242,255	12,726,083	10,535,548	12,161,777	2,354,974	928,989	(825,214)	(3,003,226)	(5,566,858)	(8,714,268)	(12,169,447)	(18,898,563)
Preliminary Fund Balance, June 30	12,057,647	12,242,255	12,878,338	11,485,263	12,812,702	11,947,784	1,379,989	(356,174)	(2,515,425)	(5,059,545)	(8,186,661)	(11,620,736)	(18,327,904)	(25,622,361)
General Reserves Adjustment			-	(949,715)	(650,925)	(764,520)	(451,000)	(469,040)	(487,802)	(507,314)	(527,606)	(548,710)	(570,659)	(593,485)
One-Time Items (Capital and Other)						(8,828,290)								
Fund Balance, June 30	12,057,647	12,242,255	12,726,083	10,535,548	12,161,777	2,354,974	928,989	(825,214)	(3,003,226)	(5,566,858)	(8,714,268)	(12,169,447)	(18,898,563)	(26,215,846)
Pension Fund Balance, July 1	16,287,510	17,159,258	18,088,812	19,442,496	16,045,223	14,315,690	12,850,520	11,148,187	9,256,011	7,164,139	4,856,989	2,317,918		
Revenues - Interest	924,669	1,010,988	2,792,382	(2,248,500)	490,986	830,310	745,330	646,595	536,849	415,520	281,705	134,439		
Expenditure - Transfers Out			1,352,111	1,061,736	2,160,519	2,245,480	2,402,664	2,498,770	2,598,721	2,702,670	2,810,777	2,923,208		
Expenditures	52,921	81,434	86,587	87,037	60,000	50,000	45,000	40,000	30,000	20,000	10,000			
Pension Fund Balance, June 30	17,159,258	18,088,812	19,442,496	16,045,223	14,315,690	12,850,520	11,148,187	9,256,011	7,164,139	4,856,989	2,317,918	(470,850)	-	-
Fund Balance, July 1			7,457,116	7,492,770	8,192,602	9,025,297	10,124,792	10,950,203	11,839,211	12,781,819	13,780,894	14,839,443	15,960,627	17,147,763
Revenues - Interest			35,654	(249,883)	181,770	334,975	374,411	419,968	454,807	491,761	530,943	572,473	616,477	663,084
Revenues - Transfer In			949,715	650,925	764,520	850,000	950,000	1,050,000	1,150,000	1,250,000	1,350,000	1,450,000	1,550,000	1,650,000
General Reserve Balance, June 30	7,137,963	7,457,116	7,492,770	8,192,602	9,025,297	10,124,792	10,950,203	11,839,211	12,781,819	13,780,894	14,839,443	15,960,627	17,147,763	18,404,332

CITY OF PINOLE
LONG-TERM FINANCIAL FORECAST

GENERAL FUND SUMMARY INCLUDES MEASURE S 2006 & 2014	2032-33 Forecast	2033-34 Forecast	2034-35 Forecast	2035-36 Forecast	2036-37 Forecast	2037-38 Forecast	2038-39 Forecast	2039-40 Forecast	2040-41 Forecast	2041-42 Forecast	2042-43 Forecast	2043-44 Forecast	2044-45 Forecast
REVENUE													
PROPERTY TAX	7,795,093	8,028,946	8,269,814	8,517,909	8,773,446	9,036,649	9,307,749	9,586,981	9,874,591	10,170,828	10,475,953	10,790,232	11,113,939
SALES TAX	5,982,833	6,162,318	6,347,187	6,537,603	6,733,731	6,935,743	7,143,815	7,358,130	7,578,874	7,806,240	8,040,427	8,281,640	8,530,089
MEAS S 2006 & 2014 LOCAL SALES TAX	6,438,810	6,631,974	6,830,933	7,035,861	7,246,937	7,464,345	7,688,275	7,918,924	8,156,491	8,401,186	8,653,222	8,912,818	9,180,203
UTILITY USERS TAX	2,492,348	2,542,195	2,593,038	2,644,899	2,697,797	2,751,753	2,806,788	2,862,924	2,920,182	2,978,586	3,038,158	3,098,921	3,160,899
FRANCHISE TAX	869,106	877,797	886,575	895,441	904,395	913,439	922,573	931,799	941,117	950,528	960,033	969,634	979,330
INTERGOVERNMENTAL TAX	3,017,824	3,107,458	3,199,782	3,294,876	3,392,822	3,493,706	3,597,618	3,704,646	3,814,886	3,928,432	4,045,385	4,165,847	4,289,922
TRANSIENT OCCUPANCY TAX	591,323	609,063	627,335	646,155	665,539	685,506	706,071	727,253	749,071	771,543	794,689	818,530	843,085
BUSINESS LICENSE TAX	587,166	604,781	622,925	641,612	660,861	680,687	701,107	722,140	743,805	766,119	789,102	812,775	837,159
CHARGES FOR SERVICES	2,620,243	2,751,255	2,888,817	3,033,258	3,184,921	3,344,167	3,511,376	3,686,944	3,871,292	4,064,856	4,268,099	4,481,504	4,705,579
OTHER REVENUE	639,936	647,977	656,255	664,775	673,546	682,574	691,867	701,433	711,281	721,419	731,854	742,597	753,657
LOAN/BOND PROCEEDS													
Total Revenue	31,034,680	31,963,763	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
TRANSFERS IN													
PENSION TRANSFER IN (FY 19/20 alloc)													
PENSION TRANSFER IN													
Total Sources	31,034,680	31,963,763	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
EXPENDITURES													
SALARIES	12,954,895	13,366,297	13,790,340	14,227,413	14,677,922	15,142,281	15,620,920	16,114,281	16,622,820	17,147,007	17,687,328	18,244,284	18,818,389
BENEFITS - PERS RETIRE	4,924,425	4,850,558	4,797,202	4,684,948	3,888,507	3,208,018	3,066,865	2,931,923	2,802,918	2,679,590	2,411,631	3,291,876	1,415,507
BENEFITS - OTHER	5,124,473	5,366,729	5,620,576	5,886,574	6,165,310	6,457,401	6,763,491	7,084,258	7,420,412	7,772,697	8,141,894	8,528,822	8,934,341
OPERATIONS AND MAINTENANCE	3,402,324	3,523,655	3,649,595	3,780,332	3,916,059	4,056,979	4,203,306	4,355,260	4,513,071	4,676,980	4,847,239	5,024,109	5,207,864
FIRE SERVICES CONTRACT	9,040,626	9,583,064	10,158,048	10,767,531	11,413,582	12,098,397	12,824,301	13,593,759	14,409,385	15,273,948	16,190,385	17,161,808	18,191,516
DEBT SERVICE	848,100	848,100	848,100	848,100	848,100								
CAPITAL OUTLAY	146,090	150,473	154,987	159,637	164,426	169,358	174,439	179,672	185,063	190,614	196,333	202,223	208,290
TRANSFERS OUT	1,710,923	1,743,246	1,776,538	1,810,829	1,846,149	1,882,529	1,919,999	1,958,594	1,998,347	2,039,293	2,081,466	2,124,905	2,169,648
Total Expenditures	38,151,857	39,432,122	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Surplus/Deficit	(7,117,176)	(7,468,358)	(7,872,724)	(8,252,974)	(7,137,960)	(7,026,395)	(7,496,083)	(8,016,573)	(8,590,427)	(9,220,392)	(9,759,353)	(11,503,530)	(10,551,692)
Fund Balance, July 1	(26,215,846)	(33,950,247)	(42,060,519)	(50,600,833)	(59,548,101)	(67,408,126)	(75,185,469)	(83,462,538)	(92,291,336)	(101,726,477)	(111,825,372)	(122,498,369)	(134,952,088)
Preliminary Fund Balance, June 30	(33,333,023)	(41,418,606)	(49,933,243)	(58,853,807)	(66,686,061)	(74,434,521)	(82,681,552)	(91,479,111)	(100,881,763)	(110,946,869)	(121,584,726)	(134,001,899)	(145,503,780)
General Reserves Adjustment	(617,225)	(641,914)	(667,590)	(694,294)	(722,066)	(750,948)	(780,986)	(812,226)	(844,715)	(878,503)	(913,643)	(950,189)	(988,197)
One-Time Items (Capital and Other)													
Fund Balance, June 30	(33,950,247)	(42,060,519)	(50,600,833)	(59,548,101)	(67,408,126)	(75,185,469)	(83,462,538)	(92,291,336)	(101,726,477)	(111,825,372)	(122,498,369)	(134,952,088)	(146,491,977)
Pension Fund Balance, July 1													
Revenues - Interest													
Expenditure - Transfers Out													
Expenditures													
Pension Fund Balance, June 30	-	-	-	-	-	-	-	-	-	-	-	-	-
Fund Balance, July 1	18,404,332	19,733,990	21,140,575	22,628,111	24,200,826	25,863,153	27,619,744	29,475,482	31,435,488	33,505,133	35,690,053	37,996,158	40,429,647
Revenues - Interest	712,434	764,671	819,946	878,421	940,261	1,005,643	1,074,752	1,147,780	1,224,930	1,306,417	1,392,462	1,483,301	1,579,178
Revenues - Transfer In	617,225	641,914	667,590	694,294	722,066	750,948	780,986	812,226	844,715	878,503	913,643	950,189	988,197
General Reserve Balance, June 30	19,733,990	21,140,575	22,628,111	24,200,826	25,863,153	27,619,744	29,475,482	31,435,488	33,505,133	35,690,053	37,996,158	40,429,647	42,997,022

Results of Forecast Scenarios

1. Increase the Utility Users' Tax (UUT) from 8% to 10% with a 10-year sunset.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
New Revenue	-	177,000	542,435	553,283	564,349	575,636	587,149	598,892	610,870	623,087	635,549
Revised Total Revenues	25,868,852	27,076,012	28,249,289	29,171,394	30,070,435	30,983,848	31,927,064	29,860,972	30,745,304	31,657,767	32,599,312
Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Surplus/(Deficit)	(213,993)	(797,985)	(742,728)	(1,136,927)	(1,491,970)	(2,044,167)	(2,319,320)	(5,559,565)	(6,112,929)	(6,494,089)	(6,832,810)

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
New Revenue	-	-	-	-	-	-	-	-	-	-	-
Revised Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Surplus/(Deficit)	(7,872,724)	(8,252,974)	(7,137,960)	(7,026,395)	(7,496,083)	(8,016,573)	(8,590,427)	(9,220,392)	(9,759,353)	(11,503,530)	(10,551,692)

Results of Forecast Scenarios

2. Expand the 8 UUT to be levied on water service.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
New Revenue	-	179,000	547,617	558,570	569,741	581,136	592,759	604,614	616,706	629,040	641,621
Revised Total Revenues	25,868,852	27,078,012	28,254,471	29,176,681	30,075,827	30,989,348	31,902,674	29,866,694	30,751,140	31,663,721	32,605,385
Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Surplus/(Deficit)	(213,993)	(795,985)	(737,546)	(1,131,641)	(1,486,577)	(2,038,667)	(2,313,710)	(5,553,843)	(6,107,092)	(6,488,136)	(6,826,737)

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
New Revenue	654,453	667,543	680,893	694,511	708,401	722,569	737,021	751,761	766,797	782,132	797,775
Revised Total Revenues	33,577,115	34,579,931	35,614,888	36,683,080	37,785,641	38,923,744	40,108,610	41,311,498	42,563,720	43,856,630	45,191,638
Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Surplus/(Deficit)	(7,218,270)	(7,585,432)	(6,457,066)	(6,331,883)	(6,787,681)	(7,294,003)	(7,853,406)	(8,468,631)	(8,992,557)	(10,721,397)	(9,753,917)

Results of Forecast Scenarios

3. Add a real property transfer tax.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
New Revenue	-	500,000	2,100,000	2,121,000	2,142,210	2,163,632	2,185,268	2,207,121	2,229,192	2,251,484	2,273,999
Revised Total Revenues	25,868,852	27,399,012	29,806,854	30,739,111	31,648,296	32,571,844	33,525,183	31,469,201	32,363,626	33,286,165	34,237,763
Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Surplus/(Deficit)	(213,993)	(474,985)	814,837	430,790	85,891	(456,171)	(721,200)	(3,951,336)	(4,494,606)	(4,865,692)	(5,194,359)

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
New Revenue	2,296,739	2,319,706	2,342,904	2,366,333	2,389,996	2,413,896	2,438,035	2,462,415	2,487,039	2,511,910	2,537,029
Revised Total Revenues	35,219,401	36,232,095	37,276,899	38,354,902	39,467,235	40,615,071	41,799,623	43,022,152	44,283,962	45,586,408	46,930,891
Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Surplus/(Deficit)	(5,575,985)	(5,933,268)	(4,795,056)	(4,660,062)	(5,106,087)	(5,602,677)	(6,152,392)	(6,757,977)	(7,272,314)	(8,991,620)	(8,014,663)

Results of Forecast Scenarios

4. Add a half-cent sales tax.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
New Revenue	-	635,502	2,611,000	2,692,019	2,777,087	2,860,399	2,946,211	3,034,598	3,125,636	3,219,405	3,315,987
Revised Total Revenues	25,868,852	27,534,514	30,317,854	31,310,130	32,283,172	33,268,612	34,286,126	32,266,678	33,260,070	34,254,085	35,270,750
Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Surplus/(Deficit)	(213,993)	(339,483)	1,325,837	1,001,809	720,768	240,596	39,743	(3,123,859)	(3,598,162)	(3,897,772)	(4,152,371)

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
New Revenue	3,415,467	3,517,931	3,623,468	3,732,172	3,844,138	3,959,462	4,078,246	4,200,593	4,326,611	4,456,409	4,590,101
Revised Total Revenues	36,338,128	37,430,311	38,557,463	39,720,741	40,921,377	42,160,637	43,439,834	44,760,330	46,123,534	47,530,907	48,983,963
Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Surplus/(Deficit)	(4,457,257)	(4,735,044)	(3,514,491)	(3,294,222)	(3,651,945)	(4,057,111)	(4,512,181)	(5,019,799)	(5,432,742)	(7,047,121)	(5,961,591)

Results of Forecast Scenarios

5. Increase solid waste franchise fee from 10¢ to 15¢.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
New Revenue	-	185,454	187,309	189,182	191,074	192,984	194,914	196,863	198,832	200,820	202,829
Revised Total Revenues	25,868,852	27,084,466	27,894,163	28,807,293	29,697,160	30,601,196	31,534,829	29,458,943	30,333,266	31,235,501	32,166,592
Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Surplus/(Deficit)	(213,993)	(789,531)	(1,097,854)	(1,501,029)	(1,865,245)	(2,426,819)	(2,711,555)	(5,961,594)	(6,524,966)	(6,916,356)	(7,265,530)

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
New Revenue	204,857	206,905	208,974	211,064	213,175	215,307	217,460	219,634	221,831	224,049	226,289
Revised Total Revenues	33,127,518	34,119,294	35,142,969	36,199,633	37,290,414	38,416,481	39,579,049	40,779,371	42,018,754	43,298,547	44,620,152
Total Expenditures	40,795,386	42,165,363	43,071,954	43,014,964	44,573,322	46,217,747	47,962,015	49,780,129	51,556,276	54,578,028	54,945,555
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	40,795,386	42,165,363	43,071,954	43,014,964	44,573,322	46,217,747	47,962,015	49,780,129	51,556,276	54,578,028	54,945,555
Surplus/(Deficit)	(7,667,867)	(8,046,069)	(6,928,985)	(6,815,331)	(7,282,908)	(7,801,266)	(8,372,967)	(9,000,758)	(9,537,523)	(11,279,481)	(10,325,403)

Results of Forecast Scenarios

6a. Reduce total expenditures by 4%.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
New Revenue	-	-	-	-	-	-	-	-	-	-	-
Revised Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Expenditure Reduction	-	(1,114,960)	(1,159,681)	(1,212,333)	(1,262,496)	(1,321,121)	(1,369,855)	(1,416,821)	(1,474,329)	(1,526,074)	(1,577,285)
Revised Total Expenditures	26,082,845	26,759,037	27,832,336	29,096,089	30,300,908	31,706,894	32,876,539	34,003,716	35,383,903	36,625,783	37,854,837
Surplus/(Deficit)	(213,993)	139,975	(125,482)	(477,878)	(793,822)	(1,298,682)	(1,536,613)	(4,741,636)	(5,249,469)	(5,591,102)	(5,891,074)

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
New Revenue	-	-	-	-	-	-	-	-	-	-	-
Revised Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Expenditure Reduction	(1,631,815)	(1,686,615)	(1,682,878)	(1,720,599)	(1,782,933)	(1,848,710)	(1,918,081)	(1,991,205)	(2,062,251)	(2,183,121)	(2,197,822)
Revised Total Expenditures	39,163,570	40,478,748	40,389,076	41,294,365	42,790,399	44,368,037	46,033,934	47,788,924	49,618,025	52,394,907	52,747,732
Surplus/(Deficit)	(6,240,908)	(6,566,360)	(5,455,081)	(5,305,796)	(5,713,160)	(6,167,863)	(6,672,346)	(7,229,187)	(7,821,102)	(9,320,409)	(8,353,870)

Results of Forecast Scenarios

6b. Reduce total expenditures by 5%.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
New Revenue	-	-	-	-	-	-	-	-	-	-	-
Revised Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Expenditure Reduction	-	(1,393,700)	(1,449,601)	(1,515,416)	(1,578,120)	(1,651,401)	(1,712,319)	(1,771,027)	(1,842,912)	(1,907,593)	(1,971,606)
Revised Total Expenditures	26,082,845	26,480,297	27,542,416	28,792,906	29,940,524	31,376,615	32,534,065	33,649,510	35,001,321	36,244,264	37,460,516
Surplus/(Deficit)	(213,993)	418,715	164,438	(174,794)	(478,198)	(968,402)	(1,194,150)	(4,387,430)	(4,880,887)	(5,209,584)	(5,496,752)

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
New Revenue	-	-	-	-	-	-	-	-	-	-	-
Revised Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Expenditure Reduction	(2,039,769)	(2,108,268)	(2,103,598)	(2,150,748)	(2,228,666)	(2,310,887)	(2,397,601)	(2,489,006)	(2,577,814)	(2,728,901)	(2,747,278)
Revised Total Expenditures	38,755,616	40,057,095	40,068,352	40,864,215	42,344,656	43,908,634	45,554,414	47,291,133	48,978,462	51,849,126	52,198,277
Surplus/(Deficit)	(5,832,955)	(6,144,706)	(5,034,357)	(4,875,647)	(5,267,417)	(5,707,459)	(6,192,826)	(6,731,386)	(7,181,539)	(8,774,628)	(7,804,414)

Results of Forecast Scenarios

7. Add a parcel tax (\$100 annually per residential parcel).

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	25,868,852	26,899,012	27,706,854	28,618,111	29,506,086	30,408,212	31,339,915	29,262,080	30,134,434	31,034,680	31,963,763
New Revenue	-	-	605,900	624,077	642,799	662,083	681,946	702,404	723,476	745,181	767,536
Revised Total Revenues	25,868,852	26,899,012	28,312,754	29,242,188	30,148,885	31,070,295	32,021,861	29,964,484	30,857,910	31,779,861	32,731,299
Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	26,082,845	27,873,997	28,992,017	30,308,322	31,562,404	33,028,015	34,246,384	35,420,537	36,858,232	38,151,857	39,432,122
Surplus/(Deficit)	(213,993)	(974,985)	(679,263)	(1,066,133)	(1,413,519)	(1,957,720)	(2,224,523)	(5,456,053)	(6,000,322)	(6,371,996)	(6,700,822)

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Total Revenues	32,922,662	33,912,389	34,933,995	35,988,569	37,077,239	38,201,175	39,361,589	40,559,737	41,796,923	43,074,498	44,393,862
New Revenue	790,562	814,279	838,707	863,869	889,785	916,478	943,972	972,292	1,001,460	1,031,504	1,062,449
Revised Total Revenues	33,713,224	34,726,668	35,772,702	36,852,437	37,967,024	39,117,653	40,305,561	41,532,029	42,798,383	44,106,002	45,456,312
Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Expenditure Reduction	-	-	-	-	-	-	-	-	-	-	-
Revised Total Expenditures	40,795,386	42,165,363	42,071,954	43,014,964	44,573,322	46,217,747	47,952,015	49,780,129	51,556,276	54,578,028	54,945,555
Surplus/(Deficit)	(7,082,162)	(7,438,695)	(6,299,252)	(6,162,526)	(6,606,298)	(7,100,094)	(7,646,454)	(8,248,100)	(8,757,893)	(10,472,026)	(9,489,243)

Results of Forecast Scenarios

8a. Lower General Reserve requirement from 50% to 25%.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Fund Balance, July 1	9,025,297	10,124,792	5,623,668	5,848,614	6,082,559	6,325,861	6,578,896	6,842,051	7,115,733	7,400,363	7,696,377
Revenues - Interest	334,975	404,992	224,947	233,945	243,302	253,034	263,156	273,682	284,629	296,015	307,855
Revenues - GF Transfer In	784,520	-	-	-	-	-	-	-	-	-	-
Residual Funds at 25% Reserve Level	(4,906,116)										
General Reserve Balance, June 30	10,124,712	5,623,668	5,848,614	6,082,559	6,325,861	6,578,896	6,842,051	7,115,733	7,400,363	7,696,377	8,004,232

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
Fund Balance, July 1	8,004,232	8,324,402	8,657,378	9,003,673	9,363,820	9,738,373	10,127,908	10,533,024	10,954,345	11,392,519	11,848,219
Revenues - Interest	320,169	332,976	346,295	360,147	374,553	389,535	405,116	421,321	438,174	455,701	473,929
Revenues - GF Transfer In	-	-	-	-	-	-	-	-	-	-	-
Residual Funds at 25% Reserve Level											
General Reserve Balance, June 30	8,324,402	8,657,378	9,003,673	9,363,820	9,738,373	10,127,908	10,533,024	10,954,345	11,392,519	11,848,219	12,322,148

Results of Forecast Scenarios

8b. Lower General Reserve requirement from 50% to 40%.

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Fund Balance, July 1	9,025,297	10,124,792	8,998,000	9,402,400	9,824,755	10,265,854	10,726,523	11,207,619	11,710,040	12,234,723	12,782,645
Revenues - Interest	334,975	404,992	359,920	376,096	392,990	410,634	429,061	448,305	468,402	489,389	511,306
Revenues - GF Transfer In	764,520		44,480	46,259	48,110	50,034	52,035	54,117	56,281	58,533	60,874
Residual Funds at 40% Reserve Level		(1,531,784)	-	-	-	-	-	-	-	-	-
General Reserve Balance, June 30	10,124,792	8,998,000	9,402,400	9,824,755	10,265,854	10,726,523	11,207,619	11,710,040	12,234,723	12,782,645	13,354,825

	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Fund Balance, July 1	13,354,825	13,952,326	14,576,261	15,227,786	15,908,112	16,618,498	17,360,263	18,134,780	18,943,481	19,787,863	20,669,486
Revenues - Interest	534,193	558,093	583,050	609,111	636,324	664,740	694,411	725,391	757,739	791,515	826,779
Revenues - GF Transfer In	63,309	65,841	68,475	71,214	74,062	77,025	80,106	83,310	86,643	90,108	93,713
Residual Funds at 40% Reserve Level	-	-	-	-	-	-	-	-	-	-	-
General Reserve Balance, June 30	13,952,326	14,576,261	15,227,786	15,908,112	16,618,498	17,360,263	18,134,780	18,943,481	19,787,863	20,669,486	21,581,778