Members:
Mayor Sasai
Mayor Pro Tem Tave
Treasurer Swearingen

PINOLE FINANCE SUBCOMMITTEE
MEETING AGENDA

April 24, 2025
3:00 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
- 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 12:00 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 Commissioners 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 Thursday at 6:00 p.m. The Community TV Channel 26 schedule is published on the city's website at www.pinole.gov.

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

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

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.

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

2. PUBLIC COMMENT

3. CONSENT ITEMS

A. Approve the Minutes of the Finance Subcommittee Meeting on April 18, 2024.

4. BUSINESS ITEMS

A. FY 2025/26 Financial and Investment Policies

B. FY 2025/26 Draft Operating Baseline Budget

C. Fiscal Year 2025-26 Draft Five-Year Capital Improvement Plan

No action is requested. The Subcommittee is an advisory committee which makes recommendations to the City Council.

5. ADJOURNMENT

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

Posted: Monday, April 21, 2025 at 1:30pm
Heather Bell, CMC
City Clerk

PINOLE FINANCE SUBCOMMITTEE
MEETING MINUTES
April 18, 2024

A. CALL TO ORDER

Mayor Toms called the meeting to order at 3:00 p.m. The meeting took place in the Pinole City Hall Chambers, 2131 Pear Street, Pinole, California.

<u>Board Members Present</u>:
Mayor Maureen Toms
Mayor Pro Tem Cameron Sasai
Treasurer Roy Swearingen

<u>Staff Members Present</u>:
Finance Director, Markisha Guillory
Public Works Director, Sanjay Mishra
City Attorney, Eric Casher
City Clerk, Heather Bell

B. PUBLIC COMMENT

There were no comments from the public.

C. CONSENT ITEMS:

A. Approve the meeting minutes of April 14, 2022

ACTION: Motion by Treasurer Swearingen/Mayor Pro Tem Sasai to approve the Minutes of the April 14, 2022 meeting, as shown.

Vote:	**Passed**	**3-0**
	Ayes:	**Toms, Sasai, Swearingen**
	Abstain:	**None**
	Absent:	**None**

City Clerk Bell reported there may be a change in the order of agenda items and Items B and C may be reordered depending on the length of the meeting.

D. BUSINESS ITEMS

A. Strategic Financial Planning Report

Finance Director Markisha Guillory introduced Andy Belknap, Director and Steve Montano, Special Advisor of Baker Tilly, who highlighted their background and professional experience and provided an extensive PowerPoint presentation on the City of Pinole, General Fund Fiscal Sustainability Options and Long-Range Forecast. Also included was an overview of the Baker Tilly Project Team, project overview, baseline forecast, strategy and feasibility assessment, budget strategy scenario analysis and budget strategy details.

Mr. Montano stated the City Council would likely need to choose from all of the scenario packages presented to develop a budget balancing plan appropriate for the City of Pinole. A revenue measure in November 2024 was probably a given and work needed to begin right away. Considerations of any service level expansions should be carefully considered because of the City's fiscal conditions and work would also need to begin on reducing expenditures so that when vacancies occurred, consideration should be given to not refilling the position until at least fiscal recovery was well underway.

Mr. Belknap highlighted other recommendations which included the adoption of an Other Post-Employment Benefits (OPEB) Funding Policy; adoption of a Surplus Utilization Policy; reduction in the General Fund Reserve Balance from 50 to 25 percent of the Operating Expenditures; development of an Internal Service Fund (ISF) Cost Allocation and Reserve System and public engagement in the budget process. The next steps for a November 2024 revenue measure were also highlighted.

Based on its analysis, Baker Tilly suggested the City Council should consider a revenue measure which would likely take effect the first of the year of 2025. It was recommended the strategies Baker Tilly suggested be considered, the City Council to choose what best fit and take the City to the next step and the City Council to consider the development of an Implementation Action Plan and begin implementing that work.

Mayor Pro Tem Sasai thanked Baker Tilly for the presentation. He asked what restrictions had been placed on localities to raise taxes on the local level and what impacts there would be due to revisions to Proposition 13.

Mr. Belknap explained that the biggest requirement was that new revenues of any significance needed to be approved by the voters, which would be the largest hurdle the City would face. If revenues were to be used for a designated special purpose, a two thirds vote would be required. Baker Tilly recommended the City consider a general-purpose revenue measure.

Mayor Pro Tem Sasai asked whether there had been any polling on the statewide ballot measure, to which Mr. Belknap understood the City had started polling. He reported the California Financial Almanac was available online and included election results for the past 20 years, which had shown most local ballot measures for new revenues in municipalities had passed. Everyone was encouraged to visit the site, which included a wealth of information on local revenue measures.

Mr. Montano added that Governor Newsom and the California Special District Association had filed an emergency petition to the California Supreme Court for a pre-election challenge to the statewide initiative (Ballot #1925, which would limit the ability of local governments to raise revenues). While he understood the challenge had been unsuccessful, there were a number of interest groups representing cities that did not support Ballot #1925 and were challenging the initiative.

Mayor Pro Tem Sasai spoke to the criteria used to evaluate the budget strategies such as community support. He asked how that had been measured and how the strategies had panned out in other jurisdictions.

Mr. Montano explained that the evaluation of the budget strategies had been based on Baker Tilly's experience. As an example, a Utility User's Tax (UUT) that directly or more directly impacted citizens' pocket books rather than a Transient Occupancy Tax (TOT), where citizens felt less impacted than the passage of a TOT or franchise fee, which were directly passed onto utilities or franchises. Some measures were easier to pass based on community impact.

Mayor Pro Tem Sasai referenced the strategies in Budget Scenario 1, such as the Business License Tax, and asked for a summary of the flat fixed fee amounts and the current business types in Pinole.

Finance Director Guillory explained that the business license structure currently used by the City of Pinole had been based on the number of employees for the most part and was increased incrementally after a certain number of employees. There were other business licenses for rental properties and the like and the City had a flat fee of $160, which increased incrementally based on the number of employees. One employee was the flat rate with the next tier reached when there were four employees. She confirmed that restructuring the business license tax for gross receipts would require voter approval. Fees were increased annually through a separate review process at the end of the calendar year based on the Pinole Municipal Code (PMC).

Mayor Pro Tem Sasai asked whether the budget scenarios assumed the revenue strategies for each of the scenarios would be implemented in fiscal year 2024/25, which Mr. Montano confirmed was the case.

Mayor Pro Tem Sasai commented that the strategies in Tier 1 would take a number of election cycles to implement. He asked how many tax measures could be placed on a ballot before voters started to avoid any selection.

Messiers Montano and Belknap were uncertain but noted it was unrealistic to introduce multiple measures on one ballot. Information had been provided to measure the dramatic revenue impacts that would need to be seen to realize something close to fiscal sustainability, and while there was no limit on the number of ballot measures, they would likely not see more than one or two on one ballot.

Baker Tilly recommended the City Council work with its polling experts to decide what tax measure was best and consider phasing over the next four to six years given the City had several valid solid revenue enhancement options that could be considered over multiple years.

Mayor Pro Tem Sasai referenced Budget Scenarios 2 and 3 and the mention to implement General Fund Expenditure Reductions, with $500,000 in reductions in Scenario 2. He asked how that figure had been determined.

Mr. Montano advised it was a “hair-cut” type of making cuts with discussions with Department Heads but would be a City Council discussion.

Finance Director Guillory explained they were looking at the Fiscal Year 2024/25 example that had shown a $1 million deficit, and staff had suggested a $500,000 reduction and other options. In Scenario 3, that reduction had been increased to $1 million.

Treasurer Swearingen commented he had gone through this experience before, cuts had been made by the City in the past, but done faster. He found most of the budget scenarios had been based on fixed rather than variable revenues. If there was a recession, it may enhance the process faster to be able to make cuts. While the economy was currently steady, he had seen a reduction in income, such as sales taxes with more purchases online where the City received little revenue.

Treasurer Swearingen stated he had few to no questions on the report presented, and he found Baker Tilly had identified all the income sources the City could look at. He recognized the entire City Council would have to weigh-in and spend a great amount of time reviewing the information to define how to fix the deficit in the next few years including this fiscal year.

Treasurer Swearingen referenced the General Fund Reserve and suggested the City Council should consider reviewing those reserves. Cuts had been made to the reserves in the past and that could be an immediate solution for the next two years and then reconsidered, which would get the City through the toughest part of balancing the budget. After that, more long-term solutions could be considered such as a UUT, parcel tax or other measure. He suggested they were not in an emergency situation now but it could become one in the future.

Mayor Toms commented if the City had a UUT measure this year and every year consider another measure to increase the chances for a successful outcome of an election that could be considered, but she did not want to see the City waste an election cycle on something that was not going to be supported by the voters and which would push back the deficit.

Mayor Toms noted some people had expressed the opinion if the City were to consider a revenue measure the City should be prepared to consider some cuts. In 2008/09, a local resident had been very involved and had micro-managed water deliveries, the costs for various services and whether they were necessary, and this fiscal year they should look at those things including programs that could easily be cut or trimmed to show the public they were seriously looking at expenses when also considering a revenue measure.

Mayor Toms asked if the reserves were reduced by 50 percent in the next fiscal year, rather than incrementally, if that could be dropped into the Trust account to buy more time with the OPEB funds, or pay down to get the baseline OPEB amount reduced. She asked about the best investment that could be made.

Mr. Belknap suggested anything that would spare the General Fund such as ongoing expenditures with a number of options to chose from.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced the PowerPoint presentation and the fact Scenario 3 was the only scenario that would result in a balanced budget. Scenario 1, whether feasible or not, would also result in a balanced budget. As to the impacts of fiscal cuts, he asked what a 12 percent cut across the board would look like. As an example, he was curious what impacts may occur to the Police Department, such as cuts in the number of police officers while also recognizing even higher cuts would have to be made. In terms of expenditure reductions, such as cutting out outflows from the General Fund to other funds, he pointed out that would have a larger impact on recreation given the City charged less than full recovery for its recreation programs because people were unable to pay the full cost recovery rate, which had caused a lack of utilization of the programs and which had occurred before and during the pandemic.

Mr. Menis suggested the question for the City Council was whether it wanted the City of Pinole to be a full-service city since drastic cuts may be needed if things continued on status quo, which would have dire consequences in the future. If the City did not want to pay for the obligations it had already incurred and not hire new staff and repave City roads, as examples, it needed to consider what it was willing to cut and how much. If across the board cuts were not feasible, what department was the City willing to eliminate in order for the City to continue to exist since strategically speaking the City's core priority was its continued existence as an entity without going bankrupt. If that meant shutting down facilities, cutting back on staff or furloughing staff that should be considered. He added the City had considered long-term capital deferments in the past several decades and there may not be that much fat in that category.

PUBLIC COMMENTS CLOSED

Mayor Toms reported there was no action for this item. She noted the City had Memorandums of Understanding (MOUs) in place with its employee groups and she asked whether the City had to wait for the MOUs to expire. She added that franchise fees had also been discussed such as the Solid Waste Franchise Fees, and she was uncertain what other franchise fees were involved other than cable television. It would be good to note that when the item came to the City Council for discussion.

Mayor Pro Tem Sasai suggested this was the year to closely scrutinize the budget and show taxpayers their money was being fostered as best as possible. He asked how often the City of Pinole utilized a Primary Election for a ballot measure.

Treasurer Swearingen recalled in 2009 and 2010, the City had considered a sales tax measure and UUT measure. At that time, volunteers walked the streets and physically went door to door to make the UUT come to life. In 2011, the City lost redevelopment which had been critical.

Mayor Pro Tem Sasai suggested they consider using the Primary Elections in the 2026 and 2028 election cycles.

Treasurer Swearingen recommended the City Council start setting up the polling on the various opportunities presented and this same presentation be made to the City Council as soon as possible. He asked whether other cities were in the same position as Pinole.

Mr. Belknap confirmed other cities were in the same position as Pinole. He noted the Great Recession had been wrenching for every municipality and there had been a great desire to catch up. Spending had been choked off for half a dozen years after the recession, and while efforts were being made to catch up, municipalities had now found themselves in a precarious position when projecting out the next 20 years due to the staffing increases that were very expensive. Cities had lost so many staff due to the recession in many cases they had no choice but personnel costs had only grown, pensions had not been reformed, although the state had made an effort, but it remained very expensive. He emphasized many cities were in the same position and were worried about the next recession.

Mayor Toms wanted to avoid the drastic cuts that had occurred in the past.

Mr. Belknap reiterated the cuts that had to be made as part of the Great Recession, which was not the way to do things.

Mayor Toms commented it was a benefit the City was at the early part of this issue and she liked the idea of using the 2026 and 2028 Primary Elections since that could help inform the budget.

Mr. Belknap suggested the City of Pinole was ahead of the curve on this topic.

Mayor Toms thanked Baker Tilly and staff for the report.

At this time the Finance Subcommittee took the remaining agenda items out of order and moved onto Item C.

Finance Director Guillory reported the information provided by Baker Tilly would be presented to the full City Council on April 30, 2024 for the Special Budget Workshop meeting.

Treasurer Swearingen left the meeting at 4:22 p.m.

B. Fiscal Year (FY) 2024/25 Capital Improvement Plan Baseline Budget

Public Works Director Sanjay Mishra provided a PowerPoint presentation on the Draft Fiscal Year (FY) 2024/25 – FY 2028/29 Capital Improvement Plan (CIP) Budget, which included an overview of the Five-Year CIP Plan used to identify and implement the City's capital needs. It contained 35 capital projects and five infrastructure assessments, with 32 capital projects slated for work and five infrastructure projects for FY 2024/25 in the project categories of facilities, parks, sewer, stormwater, streets and roads and infrastructure assessments. Projects removed from the CIP were also identified. The tentative schedule for the adoption of the CIP and budget summary were all highlighted.

Mayor Pro Tem Sasai noted some of the projects in the CIP had not included priority scores, to which Public Works Director Mishra stated staff was still working on the priority scores and would have more details when the presentation was made to the City Council.

Mayor Pro Tem Sasai asked whether the City had collected fees from the county for Project #IN2105, Appian Way Complete Streets.

Public Works Director Mishra confirmed the City had received $100,000 for the project for preliminary design but the project cost was more than the funds in the budget. The estimated cost for the project was in the range of $3 million.

Mayor Pro Tem Sasai recalled the City Council had placed the San Pablo Avenue Complete Streets project in the CIP in the last cycle and commented there was no unfunded section in the CIP.

Public Works Director Mishra explained the San Pablo Avenue Bridge Project would show up in the next fiscal year and would mostly involve funding from the federal Highway Bridge Program (HBP). Once a preliminary design was complete, the City could apply for funds for fiscal year 2025/26.

Mayor Pro Tem Sasai also clarified with Public Works Director Mishra where the grant information had been included in the CIP report.

As to the status of applications for grants for various CIP projects, some of the funds shown have already been awarded and denoted by a year, and Public Works Director Mishra acknowledged a request from the Mayor Pro Tem for a report on grants that staff may apply for.

Mayor Toms suggested Townsend Public Affairs, the consultant the City was working with, could help match the CIP projects with the grant opportunities. As to the projects that had been removed from the CIP, she asked for detail why Project #FA1902, Energy Upgrades, had been removed from the CIP.

Public Works Director Mishra stated the project had been removed from the CIP since the City was completing its Energy Conservation and Storage Assessment, which would include recommendations for City facilities and there would be grant funding opportunities as part of the assessments.

Mayor Toms also referenced Project #PA2301, Tree Mitigation, which had also been removed from the CIP and clarified with the Public Works Director that the project involved the eucalyptus grove near the senior housing. A total of $75,000 to $100,000 had been earmarked for two years for tree mitigation but many trees had been removed in winter 2023, which had involved the use of most of those funds. There had been no direction to remove more trees but if the City Council directed this project could be added back into the CIP.

Mayor Toms reported the County Office of Emergency Services, Local Hazard Mitigation Plan would go out for public review on April 22, 2024. There was an effort to add language about eucalyptus trees being a risk and they may be eligible for Federal Emergency Management Agency (FEMA) grants when that plan was approved.

Mayor Toms referred to the remaining CIP project that had been removed, Project #PA2101, Installation of High-Capacity Trash Bins, and commented on her understanding it was almost impossible to empty the trash bins since they required special equipment. She supported the removal of that project from the CIP.

Public Works Director Mishra reported two high-capacity trash bins had been installed in the downtown area but they had not been used often and had been part of a pilot program.

PUBLIC COMMENTS OPENED

There were no comments from the public.

PUBLIC COMMENTS CLOSED

Mayor Pro Tem Sasai asked whether or not staff had reached out to Congressman John Garamendi’s Office in the past for letters of support when applying for grants.

Public Works Director Mishra acknowledged he had not requested letters of support from Congressman Garamendi's Office, with the exception of the San Pablo Avenue Bridge Project. Staff had reached out for earmarks in the past with no success.

Mayor Pro Tem Sasai reported he had spoken to a representative from Congressman Garamendi's Office in the past week who indicated that letters of support went a long way for grants and offered a good opportunity for some of the CIP projects.

Mayor Toms reported she had received questions from residents about fixing the City's roads. She asked when the list of overlay streets to be done during the construction season would be provided.

Public Works Director Mishra advised a report would be presented to the City Council for adoption, which included a list of streets. He clarified no slurry seal work had been done in 2023 given the lack of funds but currently the City had a project on Pinole Valley Road that was expected to be done this fiscal year. The design for the project was complete, but the project was on hold given staffing constraints. He had discussed this project with representatives from the county, who had informed him the Pinole Valley Road project would be included in a County Safety for All Grant application. As such, he was holding off on the project until he learned the status of the grant. The project would be split into two phases. Once the list of streets had been approved by the City Council it could be published and made available to the public.

Mayor Toms added she received regular communication from a resident on Greenfield Circle about the condition of the road. She asked where Greenfield Circle fit in the priority of roads to be repaired.

Public Works Director Mishra stated Greenfield Circle was likely in the middle of the priority list, and while certain locations of the street were very bad and would be repaired, the entire street would not be repaired at this time. A contract was currently being prepared to repair some portion of Appian Way and some of the patches on Greenfield Circle may be done at the same time. Slurry seal work may be done on Greenfield Circle in the next fiscal year, if possible. He would inform the resident of the status of work.

Mayor Toms also noted Brandt Court was on the CIP for a future project but was not a major travel throughway and she asked whether it should remain on the CIP list. She suggested it be compared to the priority list.

Public Works Director Mishra clarified Brandt Court had been added by the City Council since a home was to be moved. The permit application to move the home had come through recently and the home would be moved soon. Once the home had been moved the project would be complete.

C. Fiscal Year (FY) 2024/25 General Fund Baseline Budget

Finance Director Guillory provided a PowerPoint presentation on the Fiscal Year (FY) 2024/25 General Fund Baseline Budget which included an overview of the budget development process; Structurally Balanced Budget Policy; baseline budget components; non-recurring budget items; General Fund Baseline Budget highlights; General Fund Budget pressures; FY 2024/25 General Fund Baseline Budget; where General Fund dollars come from; property tax; sales tax; Utility User's Tax (UUT); Franchise Tax; Intergovernmental Taxes; Transient Occupancy Tax (TOT); Business License Tax; charges for services; other revenues; transfers in; where General Fund dollars go; salaries and wages; budgeted positions over last five years; benefits; Professional Services; other operating expenses; materials and supplies; interdepartmental charges; capital outlay; debt service and transfers out.

Finance Director Guillory explained that the General Fund Baseline Budget was not balanced and reflected a shortfall of $1.3 million. Staff was working to balance the Baseline Budget which would require total reductions of 6 percent. If unable to meet the 6 percent reduction, staff would explore other options to reduce the Baseline Budget.

In terms of the next steps, the City Council would hold a Special Budget Workshop on April 30, 2024, at which time staff would present the Baseline Budget and CIP and receive Council member's requests for any additions/deletions. The Preliminary Proposed Budget would be presented to the City Council at its May 21, 2024 Regular City Council meeting.

Mayor Pro Tem Sasai referenced Table 1, Comparison of FY 2022/23 and FY 2023/24 General Fund Baseline Budgets, as shown on Page 65 of 108 of the agenda packet and the expenses for the City Council, which had shown an 8 percent increase and 14 percent increase in the City Treasurer's Office between Fiscal Years 2023 and 2024. He asked the reason for the increase.

Finance Director Guillory explained there were no changes to the operations, the increases were due to the California Public Employees' Retirement System (CalPERS) contributions the City was required to contribute, which was seen throughout all City Departments.

Mayor Toms asked the status of the quarterly updates and Finance Director Guillory advised the reports would be provided in the month of May.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, asked what a 6 percent reduction across the board would look like in practical terms, whether a flat salary reduction or cancelation of salary increases; whether the City expected the issue with the CalPERS budget to reoccur in the next fiscal year and he assumed the budget had not included the Economic Development Director position, which had been discussed at a prior City Council meeting. If that level position was added, he asked about the impact to the budget.

PUBLIC COMMENTS CLOSED

Finance Director Guillory responded to the public comment and explained that labor agreements were locked in and would expire on June 30, 2025. Reductions were being considered for non-personnel at the Department level, the Professional Services category for all departments, essential versus non-essential items, and items that could be deferred until the City's financial situation improved. There were no recommended changes to personnel at this time.

Finance Director Guillory added that other operating costs such as travel and training were also being evaluated. As to whether the CalPERS issue would continue beyond next year was difficult to say, but based on the projections the City had now, and since CalPERS provided a five-year projection in all valuation reports, it had been projected to smooth out in Fiscal Year 2025/26. If a better investment year, things may go down or remain the same, but if investments performed poorly it may be more.

For Fiscal Year 2025/26 and based on the current projects, the increase was not as significant for this upcoming fiscal year. In addition, the budget did not include the Economic Development Manager position at this time, but the figure for that position and fiscal impact could be provided at a later date.

Mayor Toms thanked staff for all its hard work and the work of all Department Heads. She looked forward to the Special Budget Workshop on April 30, 2024.

5. ADJOURNMENT

At 5:09 p.m., Mayor Toms adjourned the meeting.

Posted: April 15, 2024 at 2:00 p.m.

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Heather Bell, CMC
City Clerk

FINANCE SUBCOMMITTEE REPORT

4.A.

DATE: APRIL 24, 2025

TO: MAYOR AND COUNCIL MEMBERS

FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov

SUBJECT: FY 2025/26 FINANCIAL AND INVESTMENT POLICIES

RECOMMENDATION

City staff recommends that the Finance Subcommittee review the proposed Fiscal Year (FY) 2025/26 Financial Policies and recommend them for City Council approval or provide other direction to staff.

BACKGROUND

It is a best practice in public finance and recommendation of the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) that public agencies regularly review and update as appropriate their financial policies. Consistent with best practices, City staff review, and, if appropriate, propose updates to the City's financial policies as part of the annual budget process.

The financial policies are intended to set guidelines on how the City will manage its financial resources as well as to provide direction for financial decision-making.

City staff is presenting the proposed FY 2025/26 Financial and Investment Policies which do not include any substantial changes from the prior fiscal year.

REVIEW AND ANALYSIS

Financial policies are central to a strategic, long-term approach to financial management. Adopting formal written financial policies includes their ability to help government agencies:

- Institutionalize good financial management policies;
- Clarify strategic intent for financial management;
- Define boundaries;
- Support credit ratings;
- Promote long-term and strategic planning;
- Manage risks to financial condition; and
- Comply with established public management best practices.

Staff is presenting the proposed revised Financial and Investment Policies for the Finance Subcommittee's consideration. The policies are consistent with municipal finance best practices and align with standard financial policies recommended by the Government Finance

Officers Association (GFOA) and those implemented by other local government agencies. Therefore, staff is not recommending any substantial changes to any of the policies. Also, the City remains in compliance with its policies. The policies have been provided for review (Attachment A). The following section provides a summary of each policy.

1. Structurally Balanced Budget

The City will aspire to create a proposed General Fund operating budget that is structurally balanced whereby current expenditures will be funded by current year revenue. If the proposed operating budget is structurally imbalanced, the City will develop a plan to create a proposed General Fund operating budget for the subsequent fiscal year that is structurally balanced.

Recommended change: None.

2. Reserve Policy

The City will establish and maintain reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Recommended change: None.

Note that the City's General Reserve is currently 42%, which is below the policy level of 50% of total General Fund expenditures. This is due to the City using a portion of the reserve to balance the FY 2024/25 General Fund budget. The City is in compliance with the policy as it allows reserve funds to be used for budget stabilization.

3. Revenue Policy – One-Time (Non-Recurring) Resources

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any individual revenue type, land use, or major taxpayer. One-time resources (also referred to as "non-recurring") should be used for one-time (non-recurring) expenditures, including but not limited to establishing and rebuilding reserves, early retirement of debt, capital expenditures, and reducing unfunded pension liabilities (California Employee Retirement System (CalPERS) and Other Post-Employment Benefits (OPEB)).

Recommended change: None.

4. Revenue Policy – User Fees and Charges

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover costs of new facilities and infrastructure necessitated through development impact fees consistent with state law.

Recommended change: None.

5. Expenditure and Budget Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where operationally and economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

Recommended change: None.

6. Debt Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

Recommended change: None.

7. Receivables Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City.

Recommended change: None.

8. Grants Management Policy and Procedures

City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

Recommended change: None.

9. Capital Assets Policy and Procedures

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of $5,000 to be recorded as a capital asset.

Recommended change: None.

10. Unclaimed Funds/Outstanding Checks Policy and Procedures

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

Recommended change: None.

11. Investment Policy

The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

Recommended change: None.

12. Pension Investment Policy

The City of Pinole (the "City") has established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the specified age and service requirements.

Recommended change: None.

FISCAL IMPACT

There is no fiscal impact in reviewing the proposed City of Pinole Financial and Investment Policies.

ATTACHMENTS

A. Proposed Financial and Investment Policies
B. Presentation

City of Pinole

Financial and Investment Policies

Proposed April 2025

Financial Policies

Investment Policies

Structurally Balanced Budget

Policy

The City will aspire to create a proposed General Fund operating budget that is structurally balanced whereby current expenditures will be funded by current year revenue. If the proposed operating budget is structurally imbalanced, the City will develop a plan to create a proposed General Fund operating budget for the subsequent fiscal year that is structurally balanced.

Purpose

To ensure the sustainability of service and expenditure levels by requiring that ongoing General Fund operating expenditures be funded by ongoing revenues.

Definitions and Details

1. This policy applies to General Fund operating budgets.
2. Structural balance is defined as recurring (ongoing) revenues equaling or exceeding ongoing expenditures.
3. Under this policy, City staff will analyze whether the proposed General Fund operating budget is structurally balanced.
4. If City staff determines that the proposed budget is imbalanced, City staff will develop a plan to create a proposed General Fund operating budget for the following fiscal year that is structurally balanced, including possible revenue enhancements or expenditure decreases.
5. Internal service funds are intended to operate on a break-even basis.
6. To implement this policy, staff will identify General Fund operating revenue that is recurring and non-recurring. Recurring revenues are those that the City can reasonably expect to continue to receive on an annual basis over the next 5 to 10 years. Recurring revenues include, but may not be limited to, property taxes, sales and use taxes, utility user taxes, franchise taxes, business license taxes, transient occupancy taxes, other taxes, fines and forfeitures, interest on investments, use of money and property, motor vehicle in-lieu, city interfund transfers, licenses and permits, resources from other governmental agencies, charges to other City funds, and other reimbursements and charges for services. Non-recurring revenues are monies that the City cannot reasonably expect to continue to receive over the next 10 to 15 years. Non-recurring revenues include, but may not be limited to, fund balance, grant funds, financing proceeds, and sale of property and equipment. Revenue from recurring sources that is significantly above normal levels will be considered non-recurring revenues.
7. Staff will also identify General Fund operating expenditures that are recurring and non-recurring. A recurring expenditure is an ongoing cost that relates to an ongoing City service or activity. Examples of recurring expenditures are salaries, benefits, utilities, debt service, maintenance, normal capital outlays, and other mandated costs. Non- recurring expenditures are costs that are incurred for one-time activities,

or services that are scheduled to "sunset". Typical non-recurring expenditures include those for grant-funded activities, special initiatives, and one-time capital expenditures.

8. A structurally balanced General Fund operating budget is a best practice. It is, however, appropriate and consistent with best practice to adopt a structurally imbalanced budget for a given fiscal year under certain circumstances. For example, it is appropriate and consistent with best practice to use designated reserves as a non-recurring revenue to cover recurring expenditures during times of fiscal duress. If a budget is proposed with this characteristic, the Structurally Balanced Budget Policy provides appropriate direction, which is that staff should develop a plan to create a structurally balanced budget for the subsequent fiscal year.

Reserve Policy

Policy

The City will establish and maintain reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Purpose

To ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.

Definitions and Details

1. The City shall establish a separate account in the financial system to reserve funds intended to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase. This account and the funds contained therein shall be referred to as the General Reserve. It shall be budgeted to contain an amount equivalent to 50% of the City's annual General Fund ongoing operating expenditures. Resources in the General Reserve account will be considered committed[1] for the purpose of financial reporting per the standards of Generally Accepted Accounting Principles (GAAP) set forth by the Governmental Accounting Standards Board (GASB) Statement No. 54.
2. The City shall establish other separate accounts in the financial system to reserve funds for other appropriate purposes, such as for replacement of vehicles and major equipment; maintenance and replacement of capital assets; and long-term liabilities.
3. Funds held in the General Reserve can only be appropriated by a majority vote of the Council to address exceptional circumstances specifically related to a significant revenue shortfall, unanticipated expenditure, or other budget stabilization issue.
4. If the General Reserve funds are appropriated and expended, the City Council will endeavor to replenish them to the full amount noted above as part of the adoption of the subsequent budget, if not sooner.
5. This Policy shall be reviewed by the City Council periodically to ensure its consistency with current law and the City's current needs.

[1] Per the Governmental Accounting Standards Board (GASB) Statement No. 54, "committed" includes amounts that can be used only for specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that originally imposed the constraint..

Revenue Policy – One-Time (Non-Recurring) Resources

Policy

The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any individual revenue type, land use, or major taxpayer. One-time resources (also referred to as “non-recurring”) should be used for one-time (non-recurring) expenditures, including but not limited to establishing and rebuilding reserves, early retirement of debt, capital expenditures, and reducing unfunded pension liabilities (California Employee Retirement System (CalPERS) and Other Post Employment Benefits (OPEB)).

Purpose

To ensure that the City appropriately uses one-time resources, including not using one-time resources on ongoing expenditures, which can contribute to a structurally imbalanced budget.

Definitions and Details

1. Non-recurring revenues are monies that the City cannot reasonably expect to continue to receive over the next 10 to 15 years. Non-recurring revenues include, but may not be limited to, fund balance, grant funds, financing proceeds, and sale of property and equipment. Revenue from recurring sources that is significantly above normal levels will be considered non-recurring revenues.

Revenue Policy – User Fees and Charges

Policy

The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover costs of new facilities and infrastructure necessitated through development impact fees consistent with state law.

Purpose

To determine the full costs of providing specific services so that the City Council can make informed decisions as to the appropriate levels of fees for services that may be imposed to avoid providing unwanted subsidies. The City Council may decide against full cost recovery in cases where greater community benefit is demonstrated.

Definitions and Details

1. Every service supported by user fees or charges will be analyzed bi-annually, or as required by statute or directed by City Council to determine the net cost of providing the service.
2. Net cost will be determined by identifying all revenues generated or attributed to the service and subtracting all cost elements (direct and indirect expenses, capital outlays and other one-time expenses). The resulting figure will be the level of subsidy, which the City Council will use as a basis for determining user fee increases or decreases.
3. If it is determined that there is a net cost to providing the service, the City Council will raise user fees to achieve full cost recovery, unless it is decided that the subsidy should be maintained.
4. Additional information may be necessary to aid in the decision as to whether or not a service should be subsidized (community benefit, cost-effectiveness, etc.)

Expenditure and Budget Policy

Policy

The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where operationally and economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

Purpose

To provide guidance to staff in developing spending plans that address the City's priorities and policy objectives while ensuring benefit to the City.

Definitions and Details

1. Department expenditures are limited to:
    a. Budgeted expenditures approved by the City Council as appropriated by major category:
        i. Salary and Benefits;
        ii. Services and Supplies: Travel and Training, Office Expenses, Repairs and Maintenance, Materials, Professional Services, etc.; and Capital Outlay.
2. The operating budget will be prepared to fund current year expenditures with current year revenue. However, surplus fund balances may be used to increase reserves, fund Capital Improvement Projects, reduce unfunded pension liability (California Employee Retirement System (CalPERS) and Other Post Employment Benefits (OPEB)), or carried forward to fund future years' operating budgets when necessary to stabilize services and fund capital outlay.
3. Budget transfers require the approval of the City Manager or designee except those affecting personnel and capital projects which must be approved by the City Council.
4. Budget transfers required to hire additional permanent personnel require the City Council's approval.
5. The City will periodically update replacement and maintenance financing plans, and incorporate them into the Budget.
6. The City will monitor and review methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible. This review process encompasses a wide range of productivity issues, including:
    a. Analyzing systems and procedures to ensure efficient delivery of services.
    b. Evaluating the ability of new technologies and related capital investments to improve productivity.
    c. Developing the skills and abilities of all City employees.
    d. Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.
    e. Evaluating the ability of the private sector to perform the same level of service at a lower cost.

Debt Policy

Policy

The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

Purpose

To maintain fiscal viability by not encumbering the General Fund with excessive debt payments or using debt to support operating expenses.

Definitions and Details

1. For purposes of computing the percentage of debt payments the proposed budget expenditures will be used.
2. The ratio of debt payments to operating expenditures will be presented in the annual budget.
3. The City will investigate the use of special assessment, revenue or other self-supporting bonds to limit the General Fund obligation for debt service payments.
4. The City will not use long-term debt for current operations.
5. The City will not use short-term borrowing to support routine operations, provided however, that it may be used to meet temporary cash flow needs.
6. The City will maintain strong communications with bond rating agencies about the City's financial condition and will follow a policy of full disclosure on financial reports and bond prospectus.
7. The City will strive to maintain or improve the City's bond rating.
8. The City will utilize inter-fund loans when possible to reduce the cost of financing capital improvements.
9. The City is required to enter into an agreement for inter-fund loans beyond the current fiscal year.

Receivables Policy

Policy

The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City.

Purpose

To maintain appropriate oversight of all receivables and maintain sound fiscal management and accounting practices related to all receivables.

Definitions and Details

1. For the purpose of this policy, receivables are defined to include outstanding obligations owed to the City for services or goods supplied.
2. All receivables shall be recorded in accordance with Generally Accepted Accounting Principles (GAAP).
3. Accounts receivable will be administered by the Finance Department.
4. Accounts receivable shall be established for services or goods provided in advance of a payment and should include terms for collection. Invoices should be prepared in a timely manner but not less than on a monthly basis. Invoices should include a description of the goods or services provided, payment terms and remittance address.
5. All accounts receivable should be recorded in a manner that allows for aging analysis. Reconciliation of accounts receivable may be performed on a monthly, quarterly or annual basis depending on the type of receivable.
6. Collection options should be evaluated and pursued to maximize collections. The use of collection agencies and programs such as the State Interagency Intercept Collection Program or the County Tax lien process may be used based on the type of receivable.
7. An allowance for doubtful accounts should be recorded after a bad debt expense is estimated. Write-off of bad debt should be performed on an annual basis to ensure that accounts receivable and allowance balances are not overstated.
8. The City will establish written procedures to document the accounts receivable process and bad debt write-off process for adequate internal controls and proper management oversight. These procedures should be reviewed annually as part of the year end audit process.

Grants Management Policy and Procedures

Policy

City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

Purpose

The purpose of this policy is to specify circumstances when grant funding is appropriate and to establish a standardized set of procedures for the fiscal administration, management, and monitoring of public and private grants. This policy is intended to ensure compliance with all applicable administrative, financial, reporting, and monitoring requirements established by the funding agency as well as all applicable administrative and fiscal directives and guidelines established by the City of Pinole. The policy and procedures established herein shall apply to all Federal, State, County and private grants administered by the City.

Definitions and Details

1. Staff Responsibilities
    a. City Department seeking and managing grant funding is responsible for:
        i. Preparation of grant application materials;
        ii. Providing sufficient data to allow City Management to evaluate the costs and benefits of the proposed grant;
        iii. Obtaining appropriate approvals for submission of grant, if necessary;
        iv. Obtaining City Council approval for acceptance of grant;
        v. Understanding the operational and budgetary impact the grant has on the City;
        vi. Accumulating the appropriate accounting detail and supporting documentation;
        vii. Preparation of reports required by the grantor;
        viii. Providing the Finance Department with the following:
            1. Grant Award Letter;
            2. Grant Contract;
            3. City Council minutes of action or Council Resolution approving the grant;
            4. An administrative manual (this includes program guidelines and accounting procedures). This will allow Finance to maintain grant files which are accurate and complete.

ix. Providing Finance copies of all grant amendments, program reporting, reimbursement requests and other communications to all agents involved in the grant administration process for review prior to submission.

a. The Finance Department (Finance Director) is responsible for:
   i. Reviewing all financial reports to the grantor prior to submission to ensure its accuracy;
   ii. Assisting departments with any problems or questions regarding the grant submission process;
   iii. Scheduling audit of grant programs when requested by Grantee Agency. City staff will aid in the auditing process providing available source documents as requested by the auditing agency;
   iv. Coordinating the accounting for all receipts and disbursements related to the grant. Finance Department will determine setup and maintain the most appropriate method (s) of accounting for the grant in the financial system.

2. Pre-Application

Prior to submitting an application for any grant award, the applicant department shall thoroughly review the grant requirements outlined in the solicitation to ensure that the department is aware of and has the capacity to meet all administrative, fiscal, programmatic, reporting and monitoring requirements.

3. Post-Award
   a. Set-Up

   All new grants should be reviewed by the Finance Director to ensure that all grant details are accurate and grant budget is established in the financial system in accordance with any special conditions required by the funder.

   i. Acceptance of all grants must be approved by action of the City Council. Said approval shall include authorization to appropriate funding to revenue and expenditure accounts.
   ii. For grants that were not included in the annual adopted budget, the applicant department will submit a request to appropriate revenue and expenditures to the City Council for review and approval. Once the grant budget has been approved by the City Council, department staff should submit a request to the Finance Department to establish the approved budget in the financial system.
   iii. The term of grant-funded positions must be clearly identified and disclosed to the City Council prior to approval. If the expiration of a grant requires the application of General Fund revenue for continued funding, this stipulation must also be disclosed.

iv. One-time or fluctuating grant sources should not be used for ongoing programs.
v. The awarded department assumes the lead role in grant management in collaboration with the Finance Department.

b. Cash Handling

Grant funds are received from various funding agencies via checks and electronic wire/ACH transfers only and should be sent to the Finance Department. Hard copy checks are deposited weekly and promptly recorded in the City's financial system.

4. Grant Monitoring and Quarterly Reporting

a. Grant Award Monitoring

Award monitoring shall be the responsibility of the applicant department to ensure that grant funds are expended for eligible activities in accordance with the guidelines established by the funder, including, but not limited to:

The applicant department shall obtain all documentation necessary to fully and accurately support all grant expenditures, including expenditures incurred by sub- recipients. Examples of supporting documentation may include, but not be limited to:

i. Employee timesheets
ii. Personnel Activity Reports
iii. Personnel Action Forms
iv. Payroll reports
v. Invoices and proof of payment
vi. Purchase receipts
vii. Workshop/Training itineraries
viii. Travel documents

b. Quarterly Reporting

Finance Department staff should review grant expenditures and cash position as needed to ensure proper oversight and fiscal administration of the grant. Claims for reimbursement based grants should be sent to the funder timely to ensure prompt reimbursement. If grant reimbursements are not received within the timeframe prescribed by the funder - generally 60 to 90 days - the appropriate applicant department staff should follow up to check on the status of the reimbursement request.

Grants are required to be reconciled at least quarterly as part of the Finance

Department's grant reconciliation process. Grant reconciliation should include review of all of the following:

i. Grant expenditure to revenue balance
ii. Grant budget to actual balance
iii. Status of reimbursement requests submitted to the funder for purpose of reversing revenue accruals
iv. Grant advances and whether or not funds should be recognized
v. Grant end dates, closeouts
vi. Review grant information against the general ledger to ensure accuracy of information listed

5. Record Retention

The City is committed to ensuring that all necessary grant records and documents are adequately retained as required by federal, state, and private funding agencies. The below Record Retention Schedule is approved as the retention schedule for grant records and documents maintained by the applicant department. The schedule is applicable to all physical and electronic grant records maintained by the department as part of the administration and management of federal, state, and private grant funds.

Record Retention Schedule: Grant Records	
Record Type*	Retention Period
Original grant proposal Grant-specific policies and procedures Grant award letter Grant agreement and subsequent modifications, if applicable Grant budget and subsequent modifications, if applicable All pertinent funder correspondence, including emails, phone log notes, letters, site visit/monitoring/corrective action/audit reports, etc… All pertinent sub-recipient/sub-grantee correspondence including emails, phone	At least 5 years following official notification by the awarding agency that the grant has been fiscally and programmatically closed OR at least 5 years following the closure of its audit report covering the entire award period, whichever is later.

log notes, letters, site visit/monitoring/corrective action/audit reports, etc… Fiscal and program/performance reports submitted to the funder including explanation of data collection/reporting methodology, if not evident Wire transfers and/or copies of reimbursement checks received Documentation of required matching funds All documentation relating to grantee compliance with the grant agreement All evidence of returned grant funds All supporting documentation necessary to fully and adequately justify grant expenditures including timesheets, payroll reports, Personnel Activity Reports, receipts, invoices, etc. Other documents deemed necessary and important by grant program/fiscal staff and/or documents required to be maintained by the funder	

* All grant documents and records should be organized and maintained in designated grant files or other systematic organizational structure.

Capital Assets Policy and Procedures

Policy

Purchased and donated assets meeting the City's capitalization definition and threshold will be classified and recorded in the City's financial records as capital assets. The value of the asset must meet the City's capitalization threshold of $5,000 to be recorded as a capital asset.

Purpose

To define costs eligible and establish thresholds for capitalization in conformity with Governmental Accounting Standards Board Statement No. 34 Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments and Statement No. 51 Accounting and Financial Reporting for Intangible Capital Assets.

Definitions and Details

1. Definition of a Capital Asset

   A capital asset is any tangible or intangible asset purchased for use in the day-to- day operations of the City with a useful life greater than one year and has an acquisition cost of $5,000 or more. Donations with an estimated appraised value of $5,000 or more and have a useful life greater than one year is also considered a capital asset. Capital assets include items such as land, sewer lines, buildings, vehicles, equipment, and furniture.

2. Major Asset Classes

   a. (100) Land – includes land under infrastructure and preparation costs. Costs can include acquisition prices and cost of initially preparing land for its intended use (basic site improvements, removal, excavation, relocation, reconstruction). Usually has an indefinite useful life and is not depreciated.
   b. (200) Improvements other than buildings - permanent improvements (non-moveable), other than buildings that add value to land, but do not have an indefinite useful life. Examples include fences, retaining walls, parking lots, and landscaping.
   c. (300) Buildings - permanent structures. Costs can include purchase of new building or cost of an improvement to an existing building. An entire building can be classified as one asset or be reported as separate capital assets if discrete portions of the building have significantly different useful lives (e.g. roof separate from building).
   d. (400) Infrastructure - capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage

systems, water and sewer systems, and lighting systems.

e. (600) Furnishings and Equipment - moveable assets that includes all costs to place equipment into service (freight, installation, warranties, and sales tax). Each piece of equipment must meet the minimum capitalization threshold and is not recorded in bulk. Examples include vehicles, furnishings, machinery, servers, and appliances.
f. (700) Other Capital Assets – capital assets that do not fit into any of the major asset classes. This can include:
   i. Intangibles – assets that are not physical in nature. Generally, this includes software and easements (can also include water rights, trademarks).
   ii. Easements - intangibles with an indefinite useful life and are not depreciated.
   iii. Software - both internally generated and off-the-shelf.
g. (900) Construction in Progress - construction projects in progress at the conclusion of the fiscal year. These costs are not depreciable until the project is completed and booked into the correct category of improvements, buildings, or infrastructure.

3. Capital Asset Useful Life

The capital asset useful life is the determining factor for the number of accounting periods over which the asset is to be depreciated. The City can determine the useful life of an asset by using historical information or by seeking guidance from other external resources to determine the proper useful life of the asset. Depreciation is recorded on a straight-line basis over the estimated useful life of the asset as follows:

Class	**Useful Life**
Bridges	75 years
Buildings	50 years
Equipment	5-10 years
Parks	70 years
Street drainage	100 years
Streets and roads	50 years
Vehicles	5-10 years
Wastewater infrastructure	50 years

4. Capital Asset Review

The City relies on a decentralized method to verify the accuracy of capital assets. Departments are responsible for evaluating the condition and functionality of existing capital assets assigned to their department to determine if the asset is still providing the most appropriate method to deliver services. Capital assets should be assessed on an annual basis.

5. Disposal of Capital Assets/Surplus Property

When an asset will no longer be used in operations, voluntarily or involuntarily, the asset shall be removed from the City's financial records and removed from service. Disposal of equipment, material, or inventory will be in accordance with the City's surplus property guidelines.

"Surplus Property" is used generically to describe any City property that is no longer needed or useable by the holding department. The City Council shall declare item(s) surplus prior to disposal.

6. Methods of Disposition

    a. The department head or designee in consultation with the Finance Director shall determine or approve one of the following methods of disposition that is most appropriate and in the best interests of the City.
    b. All surplus property is for sale "as is" and "where is", with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability or the property offered for sale. Appropriate methods of sale are as follows:
        i. Public Auction - Surplus property may be sold at public auction. City staff may conduct public Auctions, or the City may contract with a professional auctioneer including professional auction services.
        ii. Bids - Bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
        iii. Selling for Scrap - Surplus property may be sold as scrap if the department head or designee in consultation with the Finance Director deems that the value of the raw material exceeds the value of the property as a whole.
        iv. Negotiated Sale - Surplus property may be sold outright if the department head or designee in consultation with the Finance Director determines that only one known buyer is available or interested in acquiring the property.
        v. No Value Item – Where the department head or designee in consultation with the Finance Director determines that specific supplies or equipment are surplus and of minimal value to the City due to spoilage, obsolescence or other cause, or where the Finance Director, serving as the Purchasing Officer, determines that the cost of disposal of such supplies or equipment would exceed the recovery value, the department head or designee in consultation with the Finance Director shall dispose of the same in such a manner as he or she deems appropriate and in the best interest of the City.
    c. Surplus property that remains unsold will be donated to a non-profit organization or transferred to an appropriate recycle center.
    d. Proceeds from the sale or trade-in of surplus property shall be submitted to Finance for returning to the appropriate fund.

Unclaimed Funds/Outstanding Checks Policy and Procedures

Policy

The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

Purpose

The purpose of this policy is to establish guidelines for the proper disposition of unclaimed funds and outstanding checks in accordance with government statutes.

Definitions and Details

1. Definitions

    a. Unclaimed Funds - Consists of funds which are not the property of the City but remain in the City Treasury for three (3) or more years without a claim being filed by the legal owner(s). Unclaimed funds do not include individual items of less than $15.00, any amounts in which the depositor's name is unknown, or restitution to victims.
    b. Warrant – Instrument issued to pay for goods and/or services rendered, issue refunds, etc. (i.e. a check).
    c. Stale Dated – A check that is older than six (6) months.
    d. Escheat – refers to state escheat laws that require agencies to transfer unclaimed property or funds to the state after three years and reasonable efforts locate the property owner.

2. Guidelines

    The City of Pinole has established the policy to hold unclaimed payroll and accounts payable checks rather than escheating the unclaimed funds to the State of California.

    This unclaimed funds policy applies to all outstanding payroll and accounts payable checks abandoned three years after the issue date.

3. Procedures: Items over $15.00

    a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
    b. Every June 30th and December 31st, (final evaluation dates) all remaining

outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, the warrant will be identified as stale dated. Stale dated warrants shall be cancelled and voided in the system. A journal entry shall be prepared to record the total amount of stale dated checks in a hold account called "Aged Unclaimed Warrants".

c. A list of stale date warrants containing the warrant number, issue date, amount, and payee shall be maintained by the Finance Department. If a cancelled warrant is presented, or the payee files a claim after cancellation, the warrant shall be reissued by debiting the "Aged Unclaimed Warrants" account, and the original warrant shall be removed from the stale dated list.
d. Also, on June 30th and December 31st, the stale dated list shall be evaluated to determine which warrants are more than 3 years old from the date of issue. Warrants that are more than 3 years old will be handled as follows:
    i. A notice must be published once a week for two consecutive weeks in a newspaper of general circulation in the City of Pinole stating the payee, the amount, the fund in which the money is held, and that it is proposed that the money will become the property of the City of Pinole on a specific date (not less than 45 nor more than 60 days after the first publication). See Exhibit 3 for example.
    ii. Upon or prior to publication, a party of interest may file a claim (Exhibit 2) for the funds with the Finance Director. The claim must contain the claimant's name, address, amount, tax identification number, and grounds for claim prior to the date the funds become property of the City of Pinole. The Finance Director can require additional information to help substantiate the claim.
    iii. On the day identified in the notice, the total dollar amount (on which no claims were filed) becomes the property of the City. A journal entry will be prepared to recognize the revenue. The money will be moved from "Aged Unclaimed Warrants" to the fund the warrant was originally issued from.

4. Procedures: Items under $15.00 or items where the depositor is unknown

    a. Quarterly during the bank reconciliation process, the outstanding warrant register will be reviewed for items six (6) months and older. For the warrants six months and older, a letter and unclaimed property claim form will be mailed to the address on record for the issued warrant. See Exhibit 1 and 2 for examples.
    b. Every June 30th and December 31st, (final evaluation dates) all remaining outstanding warrants will be evaluated. Any warrants issued more than 12 months prior to evaluation date will receive a second letter and affidavit form. If no response is received within 30 days for the warrants 12 months or greater, it becomes the property of the City of Pinole. Stale dated warrants shall be cancelled and voided in the system. A journal entry will

be used to record the total amount of these warrants as revenue.

c. Any individual check of less than fifteen ($15) dollars, or any amount if the depositor’s name is unknown, which remain unclaimed for a period of one (1) year may be transferred from the funds which the money was originally drawn from by the City Council to the General Fund without the necessity of publication of notice in a newspaper. (Gov. Code Section 50055)

City of Pinole
INVESTMENT POLICY

I. Introduction

The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole's investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City's funds.

II. Governing Authority

The investment program of the City of Pinole ("the City") shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City's Investment Policy, and California Government Code Sections 5360l, 5360l.l, 5360l.5, 5360l.6, 53635, 53646, 53635.5, and l648l.2.

III. Scope

It is intended that this policy cover all funds (except retirement funds) and investment activities under the direction of the City. The investment of bond proceeds will be in accordance with the provisions of relevant bond documents.

IV. Objectives

The primary objectives, in priority order, of the investment activities of the City shall be:

1. *Safety*
   Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure preservation of capital in the portfolio.

2. *Liquidity*
   The investment portfolio of the City will remain sufficiently liquid to enable the City to meet its cash flow requirements.

3. *Return*

The investment portfolio of the City shall be designed with the objective of attaining a market rate of return on its investments consistent with the constraints imposed by its safety objective and cash flow considerations.

V. Standards of Care

1. *Prudence*

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The "prudent person" standard states that,

> "Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. *Ethics and Conflict of Interest*

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

3. *Delegation of Authority*

The management responsibility for the investment program is hereby delegated to the City Treasurer or designee who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

VI. Permitted Investment Instruments

1. U.S. Treasury and other government notes, bonds, bills, or obligations that carry the full faith and credit guarantee of the United States for the payment of principal and interest. Maturities shall not exceed five years in length. No more than fifty (50) percent of the City's investment portfolio may be invested in instruments defined under this section.

2. Federal Agency or U.S. government sponsored enterprises (GSE) bonds and note obligations, participations or other instruments. This includes but is not limited to obligations issued by Banks for Cooperatives, Federal Land Banks, Federal Intermediate Credit Banks, Federal Farm Credit Banks, Federal Home Loan Banks, the Federal Home Loan Bank Board, the Federal Home Loan Mortgage Corporation or in obligations, participations, or other instruments of, or issued by, or fully guaranteed as to principal and interest by, the Federal National Mortgage Association; or in guaranteed portions of Small Business Administration notes. Maturities shall not exceed five years in length***,*** unless the funds to be invested are moneys generated from the proceeds of the sale of real estate assets restricted to a reserve account, and the investment security is "AA" rated by at least two of three nationally recognized rating agencies (Standard & Poor's, Moody's or Fitch) in which case maturities shall not exceed ten years in length. No more than 40 (forty) percent of the City's investment portfolio may be invested in instruments defined under this section.

3. Certificates of Deposit (CDs) which are Federal Deposit Insurance Company (FDIC) insured or fully collateralized time CD's in financial institutions in California. No more than 10 percent of the City's portfolio shall be invested in FDIC insured or fully collateralized time certificates of deposit. Maturities shall not exceed five years in length.

4. Negotiable FDIC insured Certificates of Deposit or deposit notes issued by a nationally or state-chartered bank or a state or federal savings and loan association or by a state-licensed branch of a foreign bank. Purchase of negotiable CD's may not exceed 30 percent of the City's investment portfolio. Maturities shall not exceed five years in length, and must have an IDC number greater than 165 (excellent rated).

5. Bankers' Acceptances issued by domestic or foreign banks, which are eligible for purchase by the Federal Reserve System, the short-term paper of which is rated in the highest category by Moody's Investors Services or by Standard & Poor's Corporation. Purchases of Bankers' Acceptances may not exceed 180 days maturity or 40 percent of the City's investment portfolio. No more than l0 percent of the City's investment portfolio may be invested in the Banker's Acceptances of any one commercial bank.

6. Medium-term corporate notes issued by corporations organized and operating within the United States or by depository institutions licensed by the U.S. or any state and operating within the U.S. Medium-term corporate notes shall be rated in a Double-AA rating category "AA" or its equivalent or better by a nationally recognized rating service. Additionally, corporate notes shall be widely diversified across all market sectors. Purchase of medium-term corporate notes may not exceed fifteen (15) percent of the City's investment portfolio. No more than five (5) percent of the City's investment portfolio may be invested in a medium-term note of any one corporation. Maturities shall not exceed five years in length.

7. Commercial paper rated in the highest tier of "prime quality" as provided by Moody's Investors Service, Inc., or Standard & Poor's Corporation, provided that the issuing corporation is organized and operating within the United States, has total assets in excess of $500 million and has an "A" or higher rating for its long-term debt, if any, as provided by Moody's or Standard & Poor's. Purchases of eligible commercial paper may not exceed l80 day's maturity nor represent more than l0 percent of the outstanding paper of an issuing corporation. Purchases of commercial paper may not exceed l5 percent of the City's investment portfolio. An additional l5 percent or a total of 30 percent of the City's investment portfolio may be invested only if the dollar weighted average of the entire amount does not exceed 3l days.

8. Repurchase Agreements used solely as short-term investments not to exceed 30 days. The following collateral restrictions will be observed: Only U.S. Treasury securities or Federal Agency securities, as described in VI.l and 2, will be acceptable collateral. All securities underlying Repurchase Agreements must be delivered to the City's custodian bank versus payment or be handled under a tri-party repurchase agreement. The total of all collateral for each Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, l03 percent of the total dollar value of the money invested by the City for the term of the investment unless the term of the investment is overnight, in which case the total of all collateral for the Repurchase Agreement must equal or exceed, on the basis of market value plus accrued interest, l00 percent of the total dollar value of the

investment. For any Repurchase Agreement with a term of more than one day, the value of the underlying securities must be reviewed on a regular basis. Market value must be calculated each time there is a substitution of collateral. The City or its trustee shall have a perfected first security interest under the Uniform Commercial Code in all securities subject to Repurchase Agreement.

The City may enter into Repurchase Agreements with (l) primary dealers in U.S. Government securities who are eligible to transact business with, and who report to, the Federal Reserve Bank of New York, and (2) California and non-California banking institutions having assets in excess of $l billion and in the highest short-term rating category as provided by Moody's Investors Service, Inc. or Standard & Poor's Corporation. The City will have specific written agreements with each firm with which it enters into Repurchase Agreements. No more than 10 percent of the City's investment portfolio may be invested in Repurchase Agreements.

9. State of California's Local Agency Investment Fund (LAIF). Up to l00 percent of the City's portfolio may be invested in LAIF or up to the maximum permitted by California State Law. The LAIF portfolio should be reviewed periodically.

10. Securities and Exchange Commission (SEC) registered Money Market Mutual Funds as authorized by Government Code Sections 5360l and/or 53635. To be eligible for investment pursuant to this subdivision these companies shall either:

   a. Attain the highest ranking letter or numerical rating provided by not less than two of the three largest nationally recognized rating services;
   b. Have an investment advisor registered with the Securities and Exchange Commission with not less than five years experience investing in securities and obligations authorized by Government Code Section 5360l;
   c. Assets under management in excess of $500,000,000;
   d. The purchase price of the share of beneficial interest shall not include any commission charged by these companies; and,
   e. Purchases shall not exceed l5 percent of the investment portfolio of the City.

Under no circumstances shall any funds of the City be invested in inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Nor shall any of the City's funds be invested in any security that could result in zero interest accrual if held to maturity.

VII. Reporting Requirements

Quarterly investment reports shall be submitted by the City's Treasurer or designee to the City Council. The reports shall include, at a minimum, the following information for each individual investment:

- Type investment instrument;
- Institution/Issuer;
- Maturity date;
- Cost of security (par value) and dollar amount in all securities;
- Description of the funds and investments;
- Maturity distribution and of the portfolio;
- Current market value of all securities;
- Rate of return for the portfolio;
- A statement of compliance of the portfolio with the City's Investment Policy, and its ability to meet expenditure requirements for the next six months.

Pursuant to Government Code Section 53646 (e), the Treasurer may supply to the governing body, chief executive office and the external auditor a copy of the most recent statement received by the City on those investments in the State Local Agency Investment Fund in lieu of the above required statement.

VIII. Safekeeping and Custody

The assets of the City shall be secured through the third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions. Collateralized securities such as repurchase agreements shall be purchased using the delivery vs. payment (DVP) procedure.

City of Pinole
PENSION INVESTMENT POLICY

I. Introduction

The City of Pinole (the "City") has established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") for those eligible employees who meet the specified age and service requirements.

II. Statement of Purpose

The purpose of this Pension Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension funds are to be managed.

The primary objectives of this policy are to:

- Facilitate the process of ongoing communication between the Plan Sponsor and its plan fiduciaries;
- Confirm the Plan's investment goals and objectives and management policies applicable to the investment portfolio;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account's short and long-term needs that is consistent with the account's investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of its designated investment managers;
- Help maintain a long-term perspective when market volatility is caused by short-term market movements.

III. Roles and Responsibilities

Governing Authority

The pension investment program of the City of Pinole ("the City") shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City's Pension Investment Policy, and applicable California Government Code Sections.

Delegation of Authority

The management responsibility for the pension investment program is hereby delegated to the City Manager and/or Assistant City Manager or designee as Plan Administrator who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

Duties and Responsibilities (Refer to Appendix for who serves in these roles)

Plan Administrator

The Plan Administrator for the City of Pinole is responsible for:

- Confirming the accuracy of this Investment Guidelines Document, in writing.
- Advising Trustee and Investment Manager of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

Trustee

The plan Trustee is responsible for:

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

Investment Manager

The Investment Manager is responsible for:

- Assisting the Plan Administrator with the development and maintenance of this Investment Policy document.
- Meeting with the Plan Administrator to review portfolio structure, holdings, and performance.
- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this Policy.
- Researching and monitoring investment advisers and investment vehicles.

- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.
- Recommending changes to any of the above.
- Periodically reviewing the suitability of the investments, and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.
- Informing the Plan Administrator if changes occur in personnel that are responsible for portfolio management or research.

Standards of Care

Prudence

The standard of prudence to be used by investment officers shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The "prudent person" standard states that,

> "Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

IV. Asset Allocation

The goal of the Plan's investment program is to provide a reasonable level of growth, which will result in sufficient assets to pay a portion of the present and future obligations of the Plan. The following objectives are intended to assist in achieving this goal:

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.

- The Plan's assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Plan Sponsor allocates its assets (asset allocation) with a strategic perspective of the capital markets.

Investment Time Horizon:	Intermediate-term
Anticipated Cash Flows:	Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS. Typically, increases in rates come with a one-year advance warning; however the Plan Administrator may request disbursement of assets at any time.
Investment Objective:	The primary objective is to generate a reasonable level of growth over time. The assets in this Plan will eventually be used to fund Pension Plan obligations for assets managed in the CalPERS Trust.
Risk Tolerance:	*Custom* – The account's risk tolerance has been rated moderate, which demonstrates that the account can accept price fluctuations to pursue its investment objectives.

Strategic Asset Allocation

As of the date of this Pension Investment Policy adoption, the asset allocation ranges for the City of Pinole Employee Benefit Pension Plan is as follows:

Strategic Asset Allocation Ranges		
Cash	Fixed Income	Equity
0-20%	45%-75%	25%-45%
Policy: 4%	Policy: 60%	Policy: 36%

Market conditions may cause the account's asset allocation to vary from the stated range from time to time. The Investment Manager will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with the Plan's objectives.

V. Investment Guidelines

Security Guidelines

Equities

With the exception of limitations and constraints described above, the Investment Manager may allocate assets of the equity portion of the account among various market capitalizations (large, mid, small) and investment styles (value, growth). Further, the Investment Manager may allocate assets among domestic, international developed and emerging market equity securities.

Total Equities	25%-45%
Equity Style	*Range*
Domestic Large Cap Equity	12%-35%
Domestic Mid Cap Equity	0%-10%
Domestic Small Cap Equity	0%-15%
International Equity (incl. Emerging Markets)	0%-15%
Real Estate Investment Trust (REIT)	0%-8%

Fixed Income

In the fixed income portion of the account, the Investment Manager may allocate assets among various sectors and industries, as well as varying maturities and credit quality that are consistent with the overall goals and objectives of the portfolio.

Total Fixed Income	45%-75%

*High Yield securities may be purchased, but they will be held using a diversified exchange traded fund, or mutual fund vehicle.

If individual fixed income securities are purchased for the Plan, the following guidelines will be adhered to in the management of the fixed income segment:

Eligible Investments

- Debt obligations of the U.S. Government, its agencies, and Government Sponsored Enterprises
- Mortgage-Backed Securities (MBS)
- Asset Backed Securities (ABS)
- Collateralized Mortgage Obligations (CMO)
- Commercial Mortgage-Backed Securities (CMBS)
- Corporate debt securities issued by U.S. or foreign entities including, but not limited to, limited partnerships, equipment trust certificates and enhanced equipment trust certificates
- Eligible instruments issued pursuant to SEC Rule 144(a)
- Municipal Bonds

With the exception of Debt obligations of the U.S. Government, its agencies, Government Sponsored Enterprises and US TIPS, the total investment in any fixed income security issuer shall not exceed 3% of total plan assets. These restrictions do not apply to fixed income funds or exchange-traded funds (ETFs).

Quality

The portfolio will maintain a minimum weighted average quality of A- at all times. Individual securities shall have a minimum quality rating of Baa3 by Moody's or BBB- by Standard & Poor's (S&P).

Duration

The Investment Manager will maintain the portfolio duration within +/- 25% of the benchmark duration at all times.

Diversification

- No more than 5% of the portfolio assets may be invested in any individual issuer, with the exception of securities issued or guaranteed by the U.S. Government, its agencies, and Government Sponsored Enterprises.

- No more than 10% of the portfolio may be invested in securities issued under Rule 144A.

Performance Benchmarks

The performance of the total Plan shall be measured over a three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments. The performance shall be compared to the return of the total portfolio blended benchmark shown below.

<u>Total Portfolio Blended Benchmark</u>

19.00%	S&P 500 Index
3.50%	Russell Mid Cap Index
5.50%	Russell 2000 Index
2.50%	MSCI Emerging Market Index
4.50%	MSCI EAFE Index
1.00%	Wilshire REIT Index
45.50%	Bloomberg Barclays Capital Aggregate Bond Index
13.00%	ML 1-3 Year US Corp/Gov't Index
1.50%	US High Yield Master II
4.00%	Citi 1Mth T-Bill

<u>Asset Class/Style Benchmarks</u>

Over a market cycle, the long-term objective for each investment strategy is to add value to a market benchmark. The following are the benchmarks used to monitor each investment strategy:

Large Cap Equity	S&P 500 Index
Growth	S&P 500 Growth Index
Value	S&P 500 Value Index
Mid Cap Equity	Russell Mid Cap Index
Growth	Russell Mid Cap Growth Index
Value	Russell Mid Cap Value Index
Small Cap Equity	Russell 2000 Index
Growth	Russell 2000 Growth Index
Value	Russell 2000 Value Index
REITs	Wilshire REIT Index
International Equity	MSCI EAFE Index
Investment Grade Bonds	Bloomberg Barclays Capital Aggregate Bond Index
High Yield	US High Yield Master II

Security Selection

The Investment Manager may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, and exchange-traded funds. In addition, to the extent permissible, the Investment Manager is authorized to invest in shares of mutual funds in which the Investment Manager serves as advisor or sub-adviser.

Investment Limitations

The following investment transactions are prohibited:

- Direct investments in precious metals (precious metals mutual funds and exchange-traded funds are permissible).
- Venture Capital
- Short sales*
- Purchases of Letter Stock, Private Placements, or direct payments
- Leveraged Transactions*
- Commodities Transactions Puts, calls, straddles, or other option strategies*
- Purchases of real estate, with the exception of REITs
- Derivatives, with exception of ETFs*

**Permissible in diversified mutual funds and exchange-traded funds*

VI. Reporting Requirements

Quarterly reports shall be submitted by the Investment Manager to the Plan Administrator of the City of Pinole. These reports will be submitted by the City's Treasurer or designee to the City Council.

APPENDIX

Plan Sponsor Account Information as of the date this pension investment policy is adopted:

Plan Sponsor:	City of Pinole
Plan Administrator:	City Manager and/or Assistant City Manager or designee
Governance:	Pinole City Council
Plan Name ("Plan")	City of Pinole Employee Benefits Pension Plan
Trustee:	US Bank
Type of Account	Pension Plan
ERISA Status:	Not subject to ERISA
Investment Manager:	US Bank, as discretionary trustee, has delegated investment management responsibilities to HighMark Capital Management, Inc. ("Investment Manager"), an SEC-registered investment adviser
Investment Authority:	Except as otherwise noted, the Trustee, US Bank, has delegated investment authority to HighMark Capital Management, an SEC-registered investment adviser. Investment Manager has full investment discretion over the managed assets in the account. Investment Manager is authorized to purchase, sell, exchange, invest, reinvest and manage the designated assets held in the account, all in accordance with account's investment objectives, without prior approval or subsequent approval of any other party(ies).

FY 2025/26 FINANCIAL AND INVESTMENT POLICY REVIEW

Finance Subcommittee Meeting

April 24, 2025

PINOLE
CALIFORNIA

STAFF RECOMMENDATION

City staff recommends that the Finance Subcommittee review the proposed Fiscal Year (FY) 2024/25 Financial and Investment Policies and recommend them for City Council approval or provide other direction to staff.

PINOLE
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BACKGROUND

- Financial policies are intended to set guidelines on how the City will manage its financial resources and provide direction for financial decision-making
- City policies align with standard financial policies recommended by professional associations and those implemented by other local government agencies
- Best practice to establish financial policies, and regularly review and update when necessary
- The City is in compliance with its established financial and investment policies

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PURPOSE OF FINANCIAL POLICIES

Adopting formal written financial policies includes their ability to help government agencies:

- Institutionalize good financial management policies
- Clarify strategic intent for financial management
- Define boundaries
- Support credit ratings
- Promote long-term and strategic planning
- Manage risks to financial condition
- Comply with established public management best practices

PINOLE
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STRUCTURALLY BALANCE BUDGET POLICY

- The City will aspire to create a proposed General Fund operating budget that is structurally balanced whereby current expenditures will be funded by current year revenue. If the proposed operating budget is structurally imbalanced, the City will develop a plan to create a proposed General Fund operating budget for the subsequent fiscal year that is structurally balanced.

Recommended change: none

RESERVE POLICY

- The City will establish and maintain reserves to meet certain anticipated future obligations as well as to ensure that the City maintains adequate financial resources to continue to provide basic municipal services in the event of a significant unanticipated revenue decrease or expenditure increase.
- The City aims to maintain a reserve equal to 50% of General Fund total expenditures

Recommended change: none

*Note: the City’s General Reserve is currently 42%, which is below the policy level of 50% of total General Fund expenditures. This is due to the City using a portion of the reserve to balance the FY 2024/25 General Fund budget. The City is in compliance with the policy as it allows reserve funds to be used for budget stabilization.

REVENUE POLICY – ONE-TIME (NON-RECURRING) RESOURCES

- The City will strive to maintain a diversified and stable revenue base that is not overly dependent on any individual revenue type, land use, or major taxpayer. One-time resources (also referred to as "non-recurring") should be used for one-time (non-recurring) expenditures, including but not limited to establishing and rebuilding reserves, early retirement of debt, capital expenditures, and reducing unfunded pension liabilities (California Employee Retirement System (CalPERS) and Other Post-Employment Benefits (OPEB)).

Recommended change: none

REVENUE POLICY – USER FEES AND CHARGES

- The City of Pinole is empowered to recapture, through fees, up to the full cost of providing specific services. Regular and consistent review of all fees is necessary to ensure that the costs associated with delivery of individual services have been appropriately identified, and that the City is fully recovering those costs. It is the City's policy to set user fees at full cost recovery levels, except where a greater community benefit is demonstrated to the satisfaction of the City Council, or when it is not cost effective to do so. The City will recover costs of new facilities and infrastructure necessitated through development impact fees consistent with state law.

Recommended change: none

PINOLE
CALIFORNIA

EXPENDITURE AND BUDGET POLICY

- The City will deliver service in the most efficient and cost-effective manner. This includes utilizing the services of volunteers in areas where operationally and economically viable. The budget will state the objectives of the operating programs, and identify the resources being provided to accomplish the specified objectives.

Recommended change: none

PINOLE
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DEBT POLICY

- The City will limit the use of debt so as not to place a burden on the fiscal resources of the City and its taxpayers. Long-term borrowing will be limited to capital improvements or projects that cannot be financed from current revenues. When capital projects are financed, the City will amortize the debt within a period not to exceed the expected useful life of the project. The City will limit the total debt ratio (debt guaranteed by the General Fund) to 10% or as required by bond coverage ratios. The debt ratio is calculated by the relationship between the debt and the General Fund revenue.

Recommended change: none

RECEIVABLES POLICY

- The City will ensure the timely invoicing, monitoring, and collection of outstanding obligations owed to the City.

Recommended change: none

PINOLE
CALIFORNIA

GRANTS MANAGEMENT POLICY AND PROCEDURES

- City departments actively pursue federal, state and other grant opportunities when deemed appropriate. Grant funding allows the City to leverage local public funds by extending and enhancing the services it offers to the community, and to introduce new initiatives.

  Recommended change: none

CAPITAL ASSETS POLICY AND PROCEDURES

- Purchased and donated assets meeting the City’s capitalization definition and threshold will be classified and recorded in the City’s financial records as capital assets. The value of the asset must meet the City’s capitalization threshold of $5,000 to be recorded as a capital asset.

  Recommended change: none

PINOLE CALIFORNIA

UNCLAIMED FUNDS/OUTSTANDING CHECKS POLICY AND PROCEDURES

- The City of Pinole will account for unclaimed funds in a manner which follows Government Code Sections 50050 through 50056. Funds that remain unclaimed for at least three (3) years will become the property of the City of Pinole after the procedures identified herein have been followed.

  Recommended change: none

INVESTMENT POLICY

- The purpose of this Policy is to define the parameters within which funds are to be managed. In methods, procedures, and practices, the policy formalizes the framework for the City of Pinole’s investment activities that must be exercised to ensure effective and judicious fiscal and investment management of the City’s funds.

  Recommended change: none

PENSION INVESTMENT POLICY

- The City of Pinole has established the City of Pinole Employee Benefit Pension Plan (the “Plan”), a Section 115 Trust. The goal of the Plan’s investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System (“CalPERS”) for those eligible employees who meet the specified age and service requirements.

Recommended change: none

NEXT STEPS

- Incorporate Finance Subcommittee recommendations, if any
- Present the policies to the City Council for approval

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THANK YOU

City of Pinole

PINOLE
CALIFORNIA

FINANCE SUBCOMMITTEE REPORT

4.B.

DATE: APRIL 24, 2025

TO: MAYOR AND COUNCIL MEMBERS

FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov

SUBJECT: FY 2025/26 DRAFT OPERATING BASELINE BUDGET

RECOMMENDATION

City staff recommends that the Finance Subcommittee receive a report on the Fiscal Year (FY) 2025/26 Draft Operating Baseline Budget and provide recommendations, if any.

BACKGROUND

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's financial resources. City staff is responsible for preparing a proposed budget for City Council's consideration, modification, and adoption.

The first step in the annual budget development process is for City staff to create a "baseline" budget for the upcoming fiscal year. The baseline budget for the upcoming fiscal year (FY 2025/26, in this case) contains all of the ongoing revenue and expenditure items from the current budget (FY 2024/25) adjusted for known or anticipated changes in economic conditions, costs of goods and services, contractual agreements, etc. Staff uses the baseline budget to then develop the proposed budget for the upcoming fiscal year.

The City's revenues and expenditures are partitioned into different "funds" to ensure that revenues that are intended for specific purposes are expended accordingly. The City's main fund, the General Fund, accounts for all of the City's general revenues and supports most of the City's core services, such as police, fire, community services and recreation, and street and facility maintenance. The General Fund includes revenue from Measure S 2006, Measure S 2014, and the new Measure I 2024. General Fund resources can be spent on many different City activities. Because the General Fund is the largest fund and most flexible pool of City resources, it is the focus of the City's budget. The City has other operating funds that account for revenues that are restricted for specific services and associated expenditures. These include the Recreation Fund, Building and Planning Fund, Pinole Cable Access Television (PCTV) Fund, and Sewer Enterprise Fund.

City staff has prepared the FY 2025/26 draft Operating baseline budget to present to the Finance Subcommittee, both to seek the Subcommittee's feedback on the assumptions it contains as well as to inform the Subcommittee of the City's underlying General Fund and other funds' budget conditions at this point in the development process.

It is important to note that the baseline budget is not the same as the proposed budget. Once the baseline budget is set, it is built upon to produce the proposed budget, which will include non-recurring items, such as special initiatives and projects, and capital improvement projects.

REVIEW AND ANALYSIS

Budget Development Process

As noted above, the City goes through an annual process of developing a budget for the upcoming fiscal year. The City's budget development process is considered an "incremental" budget process, meaning that the budget for the upcoming year is developed based on the current year's budget and includes incremental changes. City staff takes the following steps to create the Preliminary Proposed budget:

- Finance Department will use the current FY 2024/25 budget, which incorporates any mid-year changes approved by the City Council, as the starting point;
- Finance Department creates a "baseline budget" for FY 2025/26 by taking the ongoing revenues and expenditures included in the current FY 2024/25 budget and factoring in known or assumed changes, which department confirm, to ongoing revenues and expenditures for FY 2025/26 (i.e., forecasted changes to different revenue streams, general inflation, known changes to debt service, etc.);
- Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels; and
- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the City Council's consideration.

General Fund Operating Baseline Budget

The FY 2025/26 draft General Fund baseline budget includes recurring General Fund revenues, such as the tax revenues, public safety charges, other revenues, and transfers in. Revenues have been adjusted to reflect growth rate assumptions. Recurring General Fund expenditures have also been adjusted. This includes increases in the salaries/wages to account for salary increases, increases in benefits consistent with updated rates, and inflationary increases in operations and maintenance. The baseline budget assumes no change in the staff levels or programs. The baseline budget illustrates whether, if the City maintains its current revenue mechanisms and staffing and service levels, the budget would be balanced or not. It is a public finance best practice, and a goal of the City's Financial Policy on a Structurally Balanced Budget, to create a proposed General Fund operating budget that is structurally balanced, meaning that ongoing revenues equal or exceed ongoing expenditures.

At this point, the FY 2025/26 baseline budget projection indicates it is structurally balanced with estimated ongoing revenues exceeding estimated ongoing expenditures by $1,452,218. However, the General Fund provides operating subsidies to special revenue funds that are not able to collect sufficient revenues to cover all their expenditures. Currently, the following funds indicate structural imbalances: Recreation Fund ($1,068,171); Building and Planning Fund ($711,091); PCTV Fund ($73,551). If the funds cannot be balanced, they will require General

Fund subsidies equal to the amount of the shortfall. Important to note that staff is exploring other options to offset some of the costs in these funds, including actively pursuing grants and sponsorship opportunities, and generating additional revenue.

One-time revenues and one-time expenditures for operating and capital improvements are not included in the baseline budget projection.

Following are descriptions of the components that are included in the FY 2025/26 baseline budget. Table 1 below compares the FY 2024/25 baseline budget to the FY 2025/26 baseline budget.

Table 1 – Comparison of FY 2024/25 and FY 2025/26 General Fund Baseline Budget

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Property Taxes	$ 6,168,067	$ 6,698,790	$ 530,723	9%
Sales and Use Taxes	4,536,436	4,609,973	73,537	2%
Sales and Use Taxes - Measure S 2006	2,581,000	2,623,000	42,000	2%
Sales and Use Taxes - Measure S 2014	2,581,000	2,623,000	42,000	2%
Sales and Use Taxes - Measure I 2024	-	2,623,000	2,623,000	0%
Utility Users Taxes (UUT)	2,285,000	2,345,000	60,000	3%
Franchise Taxes	850,000	850,000	-	0%
Transient Occupancy Tax (TOT)	460,000	400,000	(60,000)	-13%
Business License Tax	460,000	469,200	9,200	2%
Intergovernmental Taxes	2,402,673	2,513,149	110,476	5%
Permits	251,700	301,700	50,000	20%
Fees	138,354	132,309	(6,045)	-4%
Charges for Services	1,774,307	1,861,497	87,190	5%
Other Revenues	462,106	366,619	(95,488)	-21%
Transfers In - Pension Trust	2,425,000	2,552,745	127,745	5%
Transfers In - General Reserve (one-time)	843,790	-	(843,790)	-100%
Total Revenues	**28,219,433**	**30,969,982**	**2,750,549**	**10%**
Expenditures				
Salaries and Wages	10,343,285	10,539,653	196,368	2%
Benefits - PERS	3,985,906	4,437,115	451,209	11%
Benefits - Other Benefits	3,414,082	3,744,111	330,029	10%
Professional Services	8,342,117	8,924,469	582,352	7%
Other Operating	322,711	378,156	55,445	17%
Materials and Supplies	185,033	184,998	(35)	0%
Interdepartmental Charges	(719,548)	(595,023)	124,525	-17%
Capital Outlay	148,440	189,440	41,000	28%
Debt Service	636,107	653,545	17,438	3%
Transfers Out	1,561,300	1,061,300	(500,000)	-32%
Total Expenditures	**28,219,433**	**29,517,763**	**1,298,330**	**5%**
Net Surplus/(Deficit)	**$ -**	**$ 1,452,218**		

General Fund Revenues

<u>Property Tax</u>

Property tax is an ad valorem tax imposed on real property (land and permanently attached improvements such as buildings) and tangible personal property (movable property). The fixed statutory rate is 1% of assessed valuation of which the City of Pinole receives approximately 19%. Assessed value is based on the 1975 property values with subsequent increases limited to 2% or CPI growth, whichever is less. Property tax is made up of four components—secured (basic, unsecured, supplemental, and property transfer tax. The FY 2025/26 baseline budget assumes a 9% growth rate from FY 2024/25 due to an increase in the residual RPTTF revenue as a result of retirement of former Redevelopment debt and dissolution of the Successor Agency.

Sales Tax

Sales tax is imposed on taxable goods and services purchased from the following industry groups: autos and transportation, building and construction, business and industry, food and drugs, fuel and service stations, general consumer goods, restaurants and hotels, and online. The overall sales tax rate on purchases made in Pinole is now 10.25% as voters passed an additional half-cent sales tax (Measure I) during the November 2024 election. 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, 0.5% due to Measure S 2014, and 0.5% due to Measure I 2024. The FY 2025/26 baseline budget assumes a 2% growth rate in the City's sales tax revenue (Bradley Burns and Measure Ss only), consistent with projections provided by HdL, the City's sales tax consultant. Factoring in Measure I, the growth rate is 22% compared to FY 2024/25 due to the new revenue.

Utility Users Tax

Utility Users' Tax (UUT) is levied in accordance with Chapter 3.26 of the Municipal Code, amended in 2018 which levies an 8% tax on the value public utilities services consumed within the City limits for electricity, natural gas, and telecommunications. Low-income households are eligible for exemption from payment. The Electorate ratified renewal of the taxing authority in November 2018 with no sunset date. The FY 2025/26 baseline budget assumes a 3% growth rate based on past trends. The electricity segment in particular continues to increase substantially year over year in line with rate increases set by service providers.

Franchise Tax

Franchise tax is levied on public utilities and other corporations that use the public right of way to furnish gas (PG&E) (1%), electric (PG&E) (2%), refuse (Republic Services) (10%), and cable television (Comcast and AT&T) (5%) to citizens living within city boundaries. The various fees are delineated in franchise agreements and are paid directly to the city by these franchisees. The FY 2025/26 baseline budget assumes no growth based on past trends. While the gas, electricity, and refuse segments are projected to grow slightly, the increase is offset by the decrease in the cable segment. This is due to consumers continuing to move away from traditional cable.

Intergovernmental Tax

Motor vehicle in-lieu fee (VLF) is the City's share of motor vehicle license fees levied, collected and apportioned by the State. VLF is a tax on the ownership of registered motor vehicles which takes the place of taxation of this personal property. The VLF is paid annually at the time vehicle licenses are renewed based on current value adjusted for depreciation. The

FY 2024/25 baseline budget assumes a 5% growth rate, consistent with projections provided by HdL, the City's property tax consultant.

Transient Occupancy Tax

Transient occupancy tax (TOT) is a 10% tax levied by the City for the privilege of occupying quarters on a transient basis in accordance with Chapter 3.24 of Municipal Code. This tax is imposed upon persons staying 30 days or less in a motel or lodging facility. The FY 2024/25 baseline budget assumes a -13% growth rate based on past trends, which have shown a continuous downward trend.

Business License Tax

Business license tax is assessed on all businesses doing business within City limits in accordance with Municipal Code Title 5. The City charges business license tax in accordance with the provisions of Government Code 37101. Pinole's tax is computed based on a flat tax (currently $168) per year combined with a variable tax component based on the number of employees. The FY 2025/26 baseline budget assumes a 2% growth rate based on past trends.

Charges for Services

Charges for services is comprised of public safety charges which are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. A portion of the costs of this activity are reimbursed by the City of Hercules and City of San Pablo. Under the current agreement, the City recovers approximately 67% of the activity's budget. The FY 2025/26 baseline budget assumes a 5% growth rate based on projections provided in the five-year agreement that went into effect on July 1, 2023.

Permits

Permits consist of various permits, including sidewalk, grading, and encroachment permits. The FY 2025/26 baseline budget assumes a 20% growth rate. This is primarily due to the projected growth in encroachment permits, consistent with past trends, and the increase in citywide fees consistent with the Consumer Price Index (CPI) increase of 2.7%.

Fees

Fees consist of various fees mostly related to permits, including rental inspection, technology, administrative fees, abatement, and code enforcement fees. The FY 2025/26 baseline budget assumes a small reduction of 4%. This is primarily due to a projected decrease in code enforcement fees, consistent with past trends.

Other Revenues

Other revenue is made up of all other revenue sources, including fines and forfeitures, interest income, grants, and other miscellaneous revenue. These revenues are projected primarily using historical trend analysis. The FY 2025/26 baseline budget assumes a -21% growth rate.

The reduction is mostly due to a projected decrease grant revenue and interest income, consistent with market trends and less idle cash available to invest.

Transfers In

The transfer in comes from the Pension Section 115 Trust to offset the increase in pension costs in the General Fund. The amount transferred is based on the difference between the City's base year (FY 2018/19) contribution towards employee pensions and the forecasted required City contribution in the budget year.

General Fund Expenditures

Salaries & Wages

Salaries and wages expenditures in the baseline budget are computed based on the City's current staffing level of 117 full-time equivalents (FTEs). It does not assume any new positions. The FY 2025/26 baseline budget assumes a 2% growth rate and does not include any increases other than the normal salary increases for staff who have not reached the top of their job classification's salary range. Also, the baseline budget includes a vacancy savings factor to account for estimated cost savings resulting from unfilled positions. The vacancy savings factor is $500,000, or 3% of total personnel expenditures.

Benefits

Retirement benefits are the City's annual required contribution as determined by the most recent actuarial valuation reports as of July 2024 provided by the California Public Employees' Retirement System (CalPERS). The FY 2025/26 baseline budget reflects the estimated cost net of the required employer contribution minus employee contributions. Based on labor contracts between the City and its employees, employees contribute the 8% required employee contribution plus an additional 7% toward the required employer contribution, for a total of 15% for classic members. It should be noted that the pension unfunded liability increased significantly from FY 2024/25 to FY 2025/26 due to CalPERS' investment losses in previous years. As a result, the required employer contribution increased by 11% in the General Fund alone.

Other benefits include employee medical, dental, and vision care; workers' compensation; and others. The benefits cost in the FY 2025/26 baseline budget is based primarily on historical trends and rates established by benefit providers. The FY 2024/25 baseline budget assumes a net 14% increase, mostly due to significant increases in pension and healthcare costs.

Professional Services

Professional services include consulting and administrative services, building and equipment maintenance, office expenses, travel & training, and various other professional services. Contracted services provided by other government agencies, including the Contra Costa County Fire Protection District (CCCFPD) for fire services and County animal and library services, are included in this category. The FY 2025/26 baseline budget accounts for contract escalators.

Other Operating

Other operating expenditures include water, electricity & power, and cable utility costs. The FY 2025/26 baseline budget assumes a 17% growth rate based on projected rate increases, primarily in electricity.

Materials and Supplies

Materials and supplies include fuel, maintenance supplies, and safety equipment. The FY 2025/26 baseline budget assumes no growth based on historical trends.

Interdepartmental Charges

Interdepartmental charges include administrative charges and reimbursements for services provided by one City department to another, such as finance, human resources, information technology, and legal services. This category also includes general liability insurance premiums. The FY 2025/26 baseline budget assumes a net 17% decrease based on lower reimbursements to the General Fund from other funds and higher general liability premiums.

Asset/Capital Outlay

Capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture. The FY 2025/26 baseline budget includes cost estimates of specific items to be purchased.

Major capital improvements funded by the General Fund and Measure S are not reflected in the FY 2025/26 baseline budget. Though they may span multiple fiscal years, capital projects are non-recurring in nature and are not accounted for in the baseline budget. All planned capital projects are detailed in the City's Five-Year Capital Improvement Plan for FY 2025/26 – FY 2030/31.

Debt Service

Debt service includes the payment of principal and interest on the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS. The required annual payment is based on the long-term debt obligation schedule.

Transfers Out

Transfers out include the transfer of funds from the General Fund and Measure S to other funds to support Recreation and Pinole Community Television (PCTV) operations. The transfer helps to stabilize the budgets in those areas as the operating costs are not fully recoverable. The FY 2025/26 baseline budget assumes a flat dollar amount consistent with past practice; however, increases will be necessary to keep up with the increase in Recreation and PCTV operating expenditures. Additionally, the Planning division within the Community Development Department will require an operating subsidy.

Non-General Funds Operating Budgets

The following funds are the City's other main operating funds outside the General Fund.

Recreation Fund

The Recreation Department Fund accounts for funds received from fees for participation in recreational programs. Transfers from the General Fund also help support the operating costs. At this point in the budget development process, there is a structural imbalance of $1,068,171, which may require an increase in the General Fund subsidy. Staff continue to explore options to balance the fund and reduce the need for additional General Fund support, including actively pursuing grant and sponsorship opportunities. Additionally, recreation program fees are under review to determine if they need adjustments.

The Recreation Department Fund accounts for funds received from fees for participation in recreational programs. Transfers from the General Fund also help support the operating costs. At this point in the budget development process, there is a structural imbalance of $1,068,171, which may require an increase in the General Fund subsidy. Staff continue to explore options to balance the fund and reduce the need for additional General Fund support, including actively pursuing grant and sponsorship opportunities. Additionally, recreation program fees are under review to determine if they need to be adjusted.

Table 2 – Comparison of FY 2024/25 and FY 2025/26 Recreation Fund Budget

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Grants	$ 81,983	$ -	$ (81,983)	-100%
Licenses & Permits	250	250	-	0%
Fees	15,000	30,000	15,000	100%
Charges for Services	352,610	387,900	35,290	10%
Miscellaneous Revenue	54,512	155,413	100,901	185%
Transfers In	751,300	750,300	(1,000)	0%
Total Revenues	**1,255,655**	**1,323,863**	**68,208**	**5%**
Expenditures				
Salaries and Wages	949,473	986,653	37,180	4%
Benefits	402,219	433,076	30,857	8%
Professional Services	465,304	532,227	66,924	14%
Other Operating	241,632	191,736	(49,896)	-21%
Materials and Supplies	7,261	10,050	2,789	38%
Interdepartmental Charges	194,867	203,291	8,425	4%
Capital Outlay	119,500	35,000	(84,500)	-71%
Total Expenditures	**2,380,256**	**2,392,034**	**11,778**	**0%**
Net Surplus/(Deficit)	**$ (1,124,601)**	**$ (1,068,171)**		

Building and Planning Fund

The Building & Planning Fund accounts for funds received from fees and permits for building and planning services. Fees are collected to recover the cost primarily related to inspections and plan checks performed. At this point in the budget development process, there is a structural imbalance of $711,091, which may require a General Fund subsidy. The shortfall is attributed to the fund not being able to recover the full cost of providing planning services. Building services are fully cost recoverable. Staff continue to explore options to balance the fund and reduce the need for additional General Fund support, including actively pursuing grant opportunities.

Table 3 – Comparison of FY 2024/25 and FY 2025/26 Building and Planning Fund Budget

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Grants	$ 40,000	$ 442,800	$ 402,800	1007%
Licenses & Permits	476,916	506,011	29,095	6%
Fees	865,610	852,866	(12,744)	-1%
Fines and Forfeitures	20,000	30,000	10,000	50%
Miscellaneous Revenue	6,000	4,460	(1,540)	-26%
Transfers In	67,000	67,000	-	0%
Total Revenues	**1,475,526**	**1,903,137**	**427,611**	**29%**
Expenditures				
Salaries and Wages	901,446	1,125,970	224,524	25%
Benefits	350,581	535,616	185,035	53%
Professional Services	827,795	761,899	(65,896)	-8%
Other Operating	6,050	6,050	-	0%
Materials and Supplies	3,000	1,900	(1,100)	-37%
Interdepartmental Charges	125,186	180,793	55,607	44%
Capital Outlay	5,500	2,000	(3,500)	-64%
Total Expenditures	**2,219,558**	**2,614,228**	**394,670**	**18%**
Net Surplus/(Deficit)	**$ (744,032)**	**$ (711,091)**		

Pinole Community Television (PCTV) Fund

The PCTV Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental (PEG) access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. At this point in the budget development process, there is a structural imbalance of $73,551, which may require an increase in the General Fund subsidy. Staff continue to explore options to balance the fund and reduce the need for additional General Fund support, including actively pursuing grant and sponsorship opportunities.

Table 4 – Comparison of FY 2024/25 and FY 2025/26 PCTV Fund Budget

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Franchise Taxes	$ 26,486	$ 26,486	$ -	0%
Charges for Services	179,047	192,890	13,843	8%
Miscellaneous Revenue	3,000	55,500	52,500	1750%
Transfers In	160,000	160,000	-	0%
Total Revenues	**368,533**	**434,876**	**66,343**	**18%**
Expenditures				
Salaries and Wages	252,487	252,008	(479)	0%
Benefits	228,044	239,500	11,456	5%
Professional Services	52,170	40,450	(11,720)	-22%
Other Operating	6,818	6,818	-	0%
Materials and Supplies	350	350	-	0%
Interdepartmental Charges	82,589	(140,053)	(222,642)	-270%
Capital Outlay	211,425	109,355	(102,070)	-48%
Total Expenditures	**833,883**	**508,427**	**(325,456)**	**-39%**
Net Surplus/(Deficit)	**$ (465,350)**	**$ (73,551)**		

Sewer Enterprise Fund

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Revenue from charges for services are received with the property tax assessments in December, April, and June; and monthly from the City of Hercules for its share of wastewater treatment costs.

The FY 2025/26 draft budget projects revenues at $13,035,506 and expenditures at $37,979,262. This fund includes both operating and capital improvement expenditures. Ongoing revenues are sufficient to cover ongoing expenditures. Capital improvement expenditures are mostly covered by unreserved, available fund balance in the Sewer Enterprise Fund, which has accumulated over several fiscal years.

Table 5 – Comparison of FY 2024/25 and FY 2025/26 Sewer Enterprise Fund Budget

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Charges for Services	$ 10,164,403	$ 12,735,506	$ 2,571,103	25%
Investment Income	200,000	300,000	100,000	50%
Total Revenues	**10,364,403**	**13,035,506**	**2,671,103**	**26%**
Expenditures				
Salaries and Wages	1,783,010	1,775,831	(7,179)	0%
Benefits	1,065,047	1,089,669	24,622	2%
Professional Services	1,033,464	893,464	(140,000)	-14%
Other Operating	798,500	873,500	75,000	9%
Materials and Supplies	1,478,000	1,493,000	15,000	1%
Interdepartmental Charges	1,005,179	1,061,009	55,831	6%
Capital Outlay	28,996,597	29,181,597	185,000	1%
Debt Service	1,611,568	1,611,192	(376)	0%
Total Expenditures	**37,771,365**	**37,979,262**	**207,898**	**1%**
Net Surplus/(Deficit)	**$ (27,406,962)**	**$ (24,943,756)**		

Next Steps

The next step is for staff to present the FY 2025/26 Preliminary Proposed Operating and Capital Budget to the City Council at its meeting on May 6, 2025. Also, the City Council will hold a special meeting (budget workshop) on May 13, 2025. At that time, staff will present an overview of the FY 2025/65 operating baseline budget and get direction on Council Members' requests for potential additions/deletions to the baseline budget for incorporation into the Revised Proposed budget.

FISCAL IMPACT

There is no fiscal impact as a result of providing this report.

ATTACHMENTS

A. Presentation

FISCAL YEAR (FY) 2025/26 DRAFT OPERATING BASELINE BUDGET

Finance Subcommittee Meeting

April 24, 2025

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STAFF RECOMMENDATION

Finance Subcommittee to receive a report on the FY 2025/26 Draft Operating Baseline Budget and provide recommendations, if any.

TOPICS

- Budget Development Process
- Draft Operating Baseline Budget
- Next Steps

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BUDGET DEVELOPMENT PROCESS

Finance Department will use the current FY 2024/25 budget, which incorporates any mid-year changes approved by the City Council, as the starting point

Finance Department creates a “baseline budget” for FY 2025/26 by taking the ongoing revenues and expenditures included in the current FY 2024/25 budget and factoring in known or assumed changes, which department confirm, to ongoing revenues and expenditures for FY 2025/26

Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels

Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the City Council’s consideration

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STRUCTURALLY BALANCED BUDGET POLICY

- Policy applies to General Fund operating budgets
- Create a proposed General Fund operating budget that is structurally balanced
- To ensure the sustainability of service and expenditure levels by requiring that ongoing General Fund operating expenditures be funded by ongoing operating revenues

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BASELINE BUDGET COMPONENTS

- Recurring revenues are those that the City can reasonably expect to continue to receive on an annual basis over the next 5 to 10 years, such as:
  - Tax revenues (property, sales, utility users', franchise, etc.)
  - Fines
  - Interest income
  - Licenses and permits
  - Charges for services
- Recurring expenditures are ongoing costs that relates to an ongoing City services or activities, such as:
  - Salaries
  - Benefits
  - Utilities
  - Maintenance
  - Mandated agreements

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NON-RECURRING BUDGET ITEMS

- Excluded from baseline budget
- Non-recurring revenues are typically one-time receipts, such as:
  - One-time sale of property
  - Grant awards
- Non-recurring expenditures are costs that related to activities that are not ongoing, such as:
  - Council-directed initiatives
  - Staff recommended budget additions for special projects
  - Capital improvement projects

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GENERAL FUND BASELINE BUDGET HIGHLIGHTS

- Baseline budget revenues and expenditures are consistent with the prior forecast as there are no major changes to assumptions
  - Status quo staffing and service levels
- New sales tax revenue expected to generate approximately $2.6 million
- City’s baseline budget position indicates a positive balance this point as ongoing revenues exceed ongoing expenditures, however, other operating funds that require General Fund support show negative balances
- CalPERS contribution increasing approximately $600,000

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FY 2025/26 GENERAL FUND BASELINE BUDGET

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Property Tax	$ 6,168,067	$ 6,698,790	$ 530,723	9%
Sales and Use Tax	9,698,436	12,478,973	2,780,537	29%
Utility Users Tax (UUT)	2,285,000	2,345,000	60,000	3%
Franchise Tax	850,000	850,000	-	0%
Transient Occupancy Tax (TOT)	460,000	400,000	(60,000)	-13%
Business License Tax	460,000	469,200	9,200	2%
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Charges for Services	1,774,307	1,861,497	87,190	5%
Other Revenues	462,106	366,619	(95,488)	-21%
Transfers In - Pension Trust	2,425,000	2,552,745	127,745	5%
Transfers In - General Reserve	843,790	-	(843,790)	-100%
Total Revenues	**28,219,433**	**30,969,982**	**2,750,549**	**10%**

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FY 2025/26 GENERAL FUND BASELINE BUDGET

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Salaries and Wages	10,343,285	10,539,653	196,368	2%
Benefits - PERS	3,985,906	4,437,115	451,209	11%
Benefits - Other Benefits	3,414,082	3,744,111	330,029	10%
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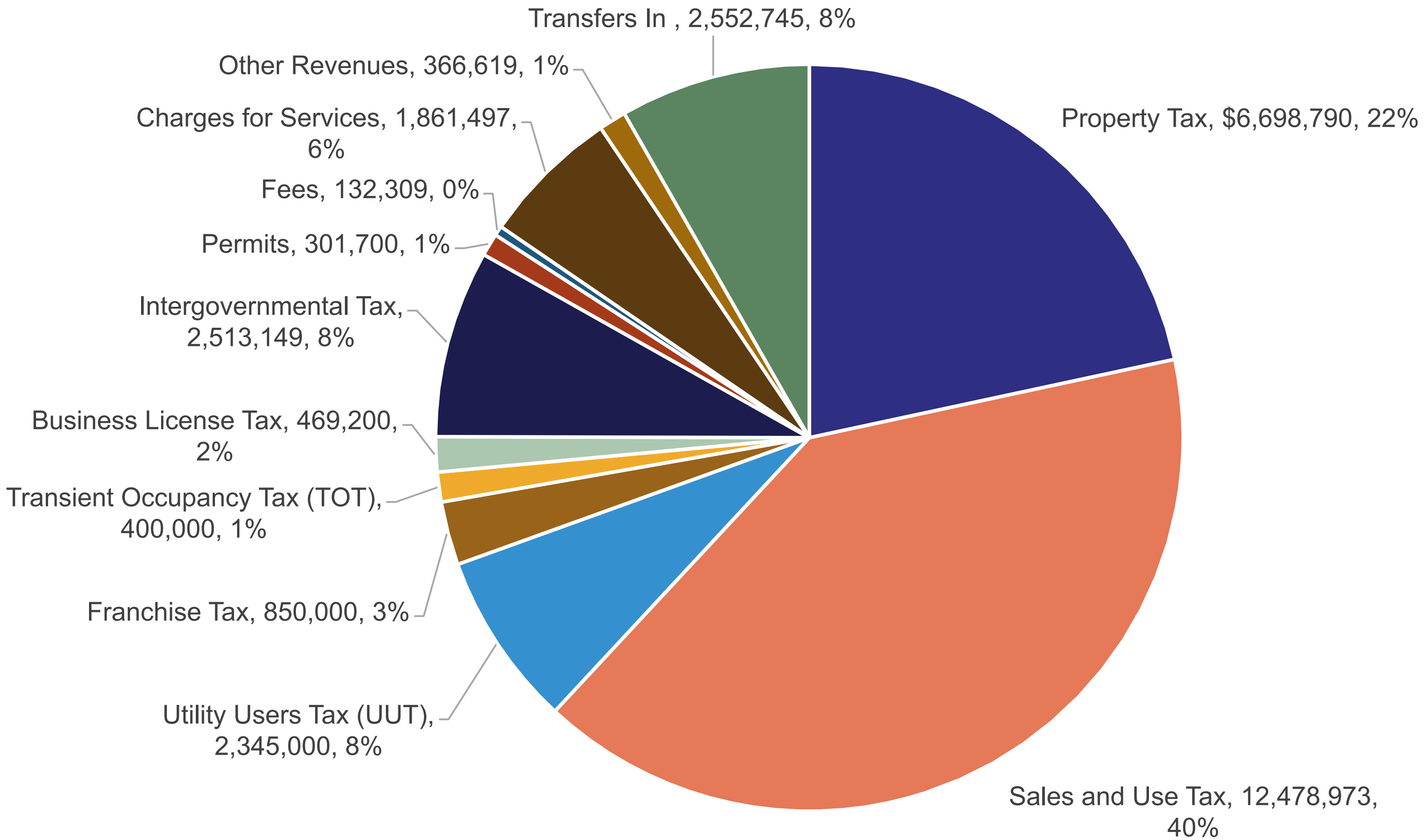
Other Operating	322,711	378,156	55,445	17%
Materials and Supplies	185,033	184,998	(35)	0%
Interdepartmental Charges	(719,548)	(595,023)	124,525	-17%
Capital Outlay	148,440	189,440	41,000	28%
Debt Service	636,107	653,545	17,438	3%
Transfers Out	1,561,300	1,061,300	(500,000)	-32%
Total Expenditures	**28,219,433**	**29,517,763**	**1,298,330**	**5%**
Net Surplus/(Deficit)	**$ -**	**$ 1,452,218**		

PINOLE CALIFORNIA

WHERE DOES GENERAL FUND MONEY COME FROM



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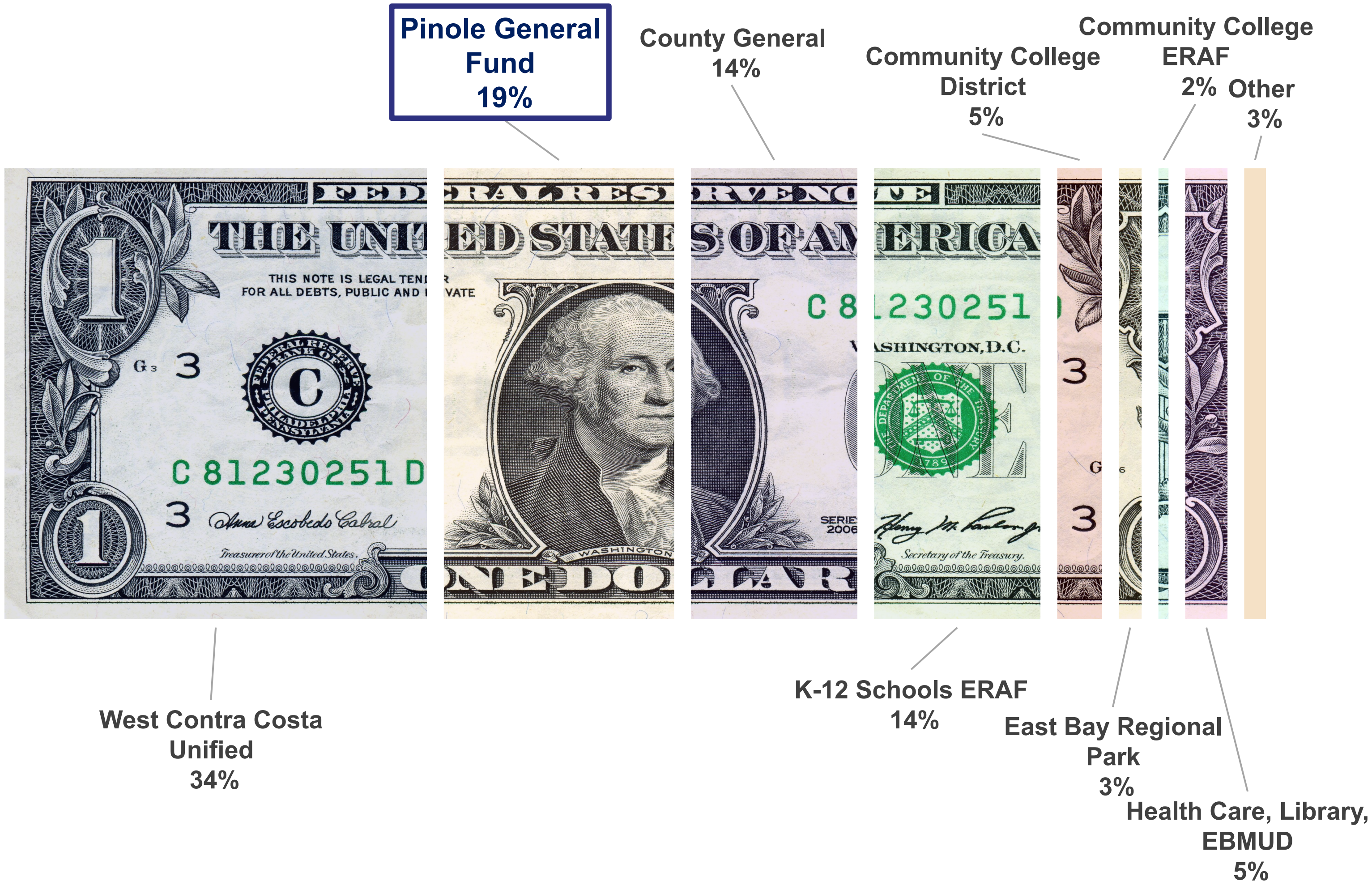
PROPERTY TAX

- Ad valorem (value-based) tax imposed on real property and tangible personal property; the fixed statutory rate is 1% of assessed valuation of which Pinole receives approximately 19%
- The FY 2024/25 baseline budget assumes a net 9% increase mainly due to an increase in the residual RPTTF revenue resulting from the retirement of former Redevelopment debt

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Property Tax – Basic 1%	$5,768,067	$6,298,790	$530,723	9%
Property Tax- Unsecured	150,000	150,000	-	0%
Property Tax- Supplemental	150,000	150,000	-	0%
Property Tax- Transfer Tax	100,000	100,000	-	0%
TOTAL	**6,168,067**	**6,698,790**	**530,723**	**9%**

PINOLE
CALIFORNIA

PROPERTY TAX BREAKDOWN



PINOLE
CALIFORNIA

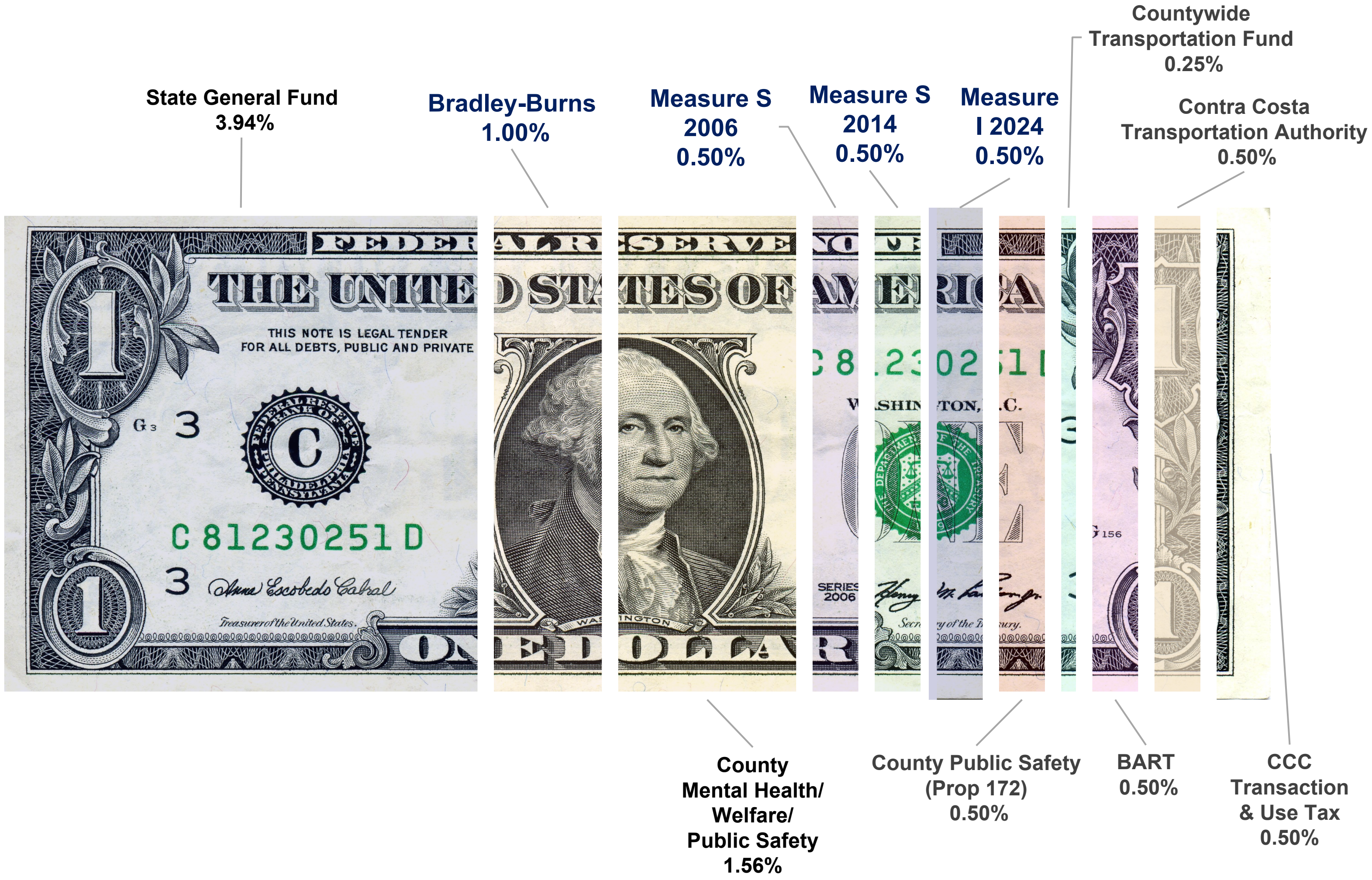
SALES TAX

- The overall sales tax rate on purchases made in Pinole is now 10.25%.
- City receives the statewide standard 1% (referred to as the Bradley Burns sales tax) plus 0.5% due to Measure S 2006, 0.5% due to Measure S 2014, and 0.5% due to Measure I 2024
- The FY 2025/26 baseline budget assumes a 2% increase in the existing City's sales tax revenue, consistent with projections provided by HdL, the City's sales tax consultant.

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Sales and Use Taxes	$4,536,436	$4,609,973	$73,537	2%
Sales and Use Taxes – Measure S 2006	2,581,000	2,623,000	42,000	2%
Sales and Use Taxes – Measure S 2014	2,581,000	2,623,000	42,000	2%
Sales and Use Taxes – Measure I 2024	-	2,623,000	2,623,000	100%
TOTAL	**9,698,436**	**12,789,973**	**2,780,537**	**29%**

PINOLE
CALIFORNIA

SALES TAX BREAKDOWN



PINOLE CALIFORNIA

UTILITY USERS' TAX (UUT)

- The UUT is an 8% tax levied on the consumption of telecommunications, gas, and electricity
- Higher growth rate in the electricity segment
- The FY 2025/26 baseline budget assumes an 3% increase based on historical trends

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Utility Users Tax (UUT)	2,285,000	2,345,000	60,000	3%

PINOLE
CALIFORNIA

FRANCHISE TAX

- The franchise tax is levied on public utilities and corporations that supply gas, electricity, cable television, and refuse
- The fees paid the various entities are delineated in franchise agreements
- The FY 2025/26 baseline budget assumes no growth due to a substantial downward trend in the cable segment

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Franchise Tax	$850,000	$850,000	$ -	0%

PINOLE CALIFORNIA

INTERGOVERNMENTAL TAX

- Intergovernmental taxes include the Motor Vehicle In-Lieu Fee (VLF) is levied, collected, and apportioned by the State; it is a tax on the ownership of registered motor vehicles
- The FY 2025/26 baseline budget assumes an 5% increase consistent with projections provided by HdL, the City's property tax consultant

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Intergovernmental Tax	$2,402,673	$2,513,149	$110,476	5%

PINOLE CALIFORNIA

TRANSIENT OCCUPANCY TAX (TOT)

- A 10% TOT is levied on short-term (30 days or less) lodging
- The FY 2025/26 baseline budget assumes a 13% decrease based on past trends, which has shown a continuous downward trend

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Transient Occupancy Tax (TOT)	$460,000	$400,000	-$60,000	-13%

PINOLE CALIFORNIA

BUSINESS LICENSE TAX

- The business license tax is assessed on all businesses doing business within City limits
- The FY 2025/26 baseline budget assumes a 2% increase based on past trends

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Business License Tax	$460,000	$469,200	$9,200	2%

PINOLE CALIFORNIA

CHARGES FOR SERVICES

- Charges for services include public safety charges which are received for dispatch services provided to Hercules and San Pablo through a cost-sharing agreement
- The FY 2025/26 baseline budget assumes a 5% increase based on the current agreement

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Charges for Services	$1,774,307	$1,861,497	$87,190	5%

PERMITS

- Permits consist of various permits, including sidewalk, grading, and encroachment permits
- The FY 2025/26 baseline budget assumes a 20% growth rate based on past trends and the increase in fees by 2.7% (CPI)

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Permits	$251,700	$301,700	$50,000	20%

FEES

- Fees consist of various fees mostly related to permits, including rental inspection, technology, administrative fees, abatement, and code enforcement fees
- The FY 2025/26 baseline budget assumes a reduction of 4% due to a projected decrease in code enforcement fees, consistent with past trends

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Fees	$138,354	$132,309	-$6,045	-4%

OTHER REVENUES

- Other revenue is made up of all other revenue sources, including fines and forfeitures, interest income, grants, and other miscellaneous revenue.
- The FY 2025/26 baseline budget assumes a -21% growth rate mostly due to a projected decrease in interest income, consistent with market trends and less idle cash available to invest

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Other Revenues	$462,106	$366,619	-$95,488	-21%

PINOLE CALIFORNIA

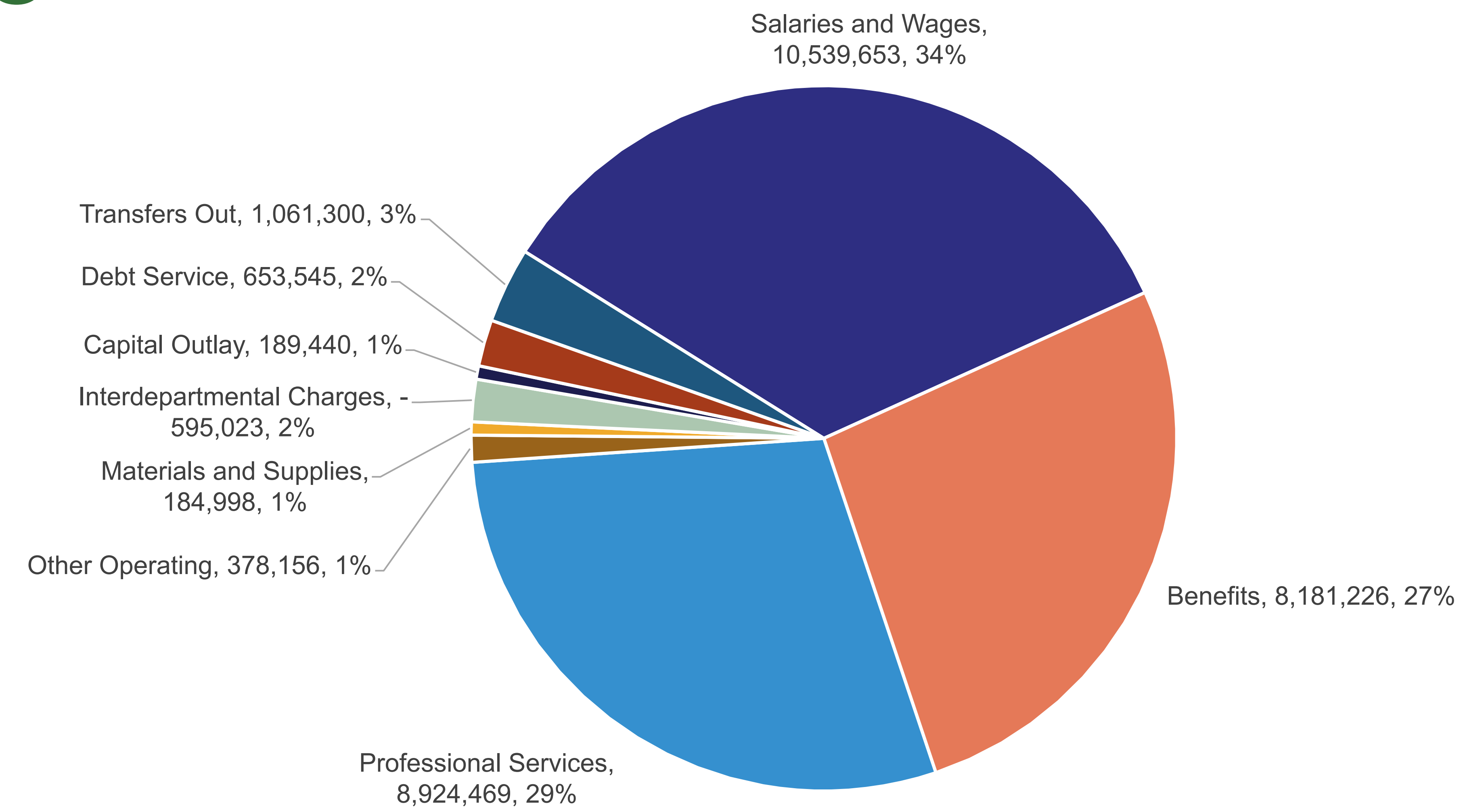
TRANSFERS IN

- The transfer in comes from the Section 115 Pension Trust to offset the increase in pension costs in the General Fund
- In FY 2024/25, the City made a one-time transfer from the General Reserve to balance the budget

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Transfers In - Pension Trust	$2,425,000	$2,552,745	$127,745	5%
Transfers In - General Reserve	843,790	-	-843,790	-100%
TOTAL	**3,268,790**	**2,552,745**	**716,045**	**-22%**

PINOLE
CALIFORNIA

WHERE DOES GENERAL FUND MONEY GO



PINOLE
CALIFORNIA

SALARIES AND WAGES

- Salaries and Wages based on the current staffing level of 117 full-time equivalents (FTEs); no additional positions
- The FY 2025/26 baseline budget assumes a 2% growth rate
  - Does not include cost of living adjustments

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Salaries and Wages	$10,343,285	$10,539,653	$196,368	2%

PINOLE CALIFORNIA

BENEFITS

- Benefits includes retirement and fringe benefits (medical, dental, workers compensation, etc.)
- The FY 2025/26 baseline budget assumes a net 11% growth rate in the General Fund with the highest growth in the PERS contribution and medical rates

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Benefits - PERS	$3,985,906	$4,437,115	$451,209	11%
Benefits - Other Benefits	3,414,082	3,744,111	330,029	10%
TOTAL	**7,399,988**	**8,181,226**	**781,238**	**11%**

PINOLE CALIFORNIA

PROFESSIONAL SERVICES

- Professional services include consulting and administrative services, building and equipment maintenance, office expenses, and others
- Includes contracts with other governmental agencies: Contra Costa County Fire Protection District, and County animal and library services
- The FY 2025/26 baseline budget assumes a 7% growth rate primarily based on cost escalation

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Professional Services	$8,342,117	$8,924,469	$582,352	7%

PINOLE CALIFORNIA

OTHER OPERATING

- Other operating includes water, electricity & power, and cable utility services
- The FY 2025/26 baseline budget assumes a 17% growth rate based on past trends and rate increases

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Other Operating	$322,711	$378,156	$55,445	17%

PINOLE CALIFORNIA

MATERIALS AND SUPPLIES

- Materials and supplies include fuel, maintenance supplies, and safety equipment
- The FY 2025/26 baseline budget assumes no growth based on past trends

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Materials and Supplies	185,033	184,998	-35	0%

PINOLE CALIFORNIA

INTERDEPARTMENTAL CHARGES

- Interdepartmental charges include administrative charges and reimbursements for services provided by one City department to another, and general liability insurance
- The FY 2025/26 baseline budget assumes a net 17% decrease due to lower reimbursements to the General Fund from other funds and higher general liability premiums

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Interdepartmental Charges	($719,548)	($595,023)	$124,525	-17%

PINOLE CALIFORNIA

CAPITAL OUTLAY

- Capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture
- The FY 2025/26 baseline budget assumes a 28% increase based on cost estimates

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Capital Outlay	$148,440	$189,440	$41,000	28%

DEBT SERVICE

- Debt service includes the payment of principal and interest on the 2006 pension obligation bonds, goes through FY 2035/36
- The budget amount is based on the debt obligation schedule

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Debt Service	$636,107	$653,545	$17,438	3%

PINOLE CALIFORNIA

TRANSFERS OUT

- Transfers out include the transfer of funds from the General Fund to other funds, including Recreation and PCTV, to support operations
- The FY 2025/26 baseline budget assumes a 32% decrease due to reduced transfers to capital improvement funds

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Expenditures				
Transfers Out	$1,561,300	$1,061,300	($500,000)	-32%

PINOLE CALIFORNIA

RECREATION FUND

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Grants	$ 81,983	$ -	$ (81,983)	-100%
Licenses & Permits	250	250	-	0%
Fees	15,000	30,000	15,000	100%
Charges for Services	352,610	387,900	35,290	10%
Miscellaneous Revenue	54,512	155,413	100,901	185%
Transfers In	751,300	750,300	(1,000)	0%
Total Revenues	**1,255,655**	**1,323,863**	**68,208**	**5%**
Expenditures				
Salaries and Wages	949,473	986,653	37,180	4%
Benefits	402,219	433,076	30,857	8%
Professional Services	465,304	532,227	66,924	14%
Other Operating	241,632	191,736	(49,896)	-21%
Materials and Supplies	7,261	10,050	2,789	38%
Interdepartmental Charges	194,867	203,291	8,425	4%
Capital Outlay	119,500	35,000	(84,500)	-71%
Total Expenditures	**2,380,256**	**2,392,034**	**11,778**	**0%**
Net Surplus/(Deficit)	**$ (1,124,601)**	**$ (1,068,171)**		

BUILDING AND PLANNING FUND

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Grants	$ 40,000	$ 442,800	$ 402,800	1007%
Licenses & Permits	476,916	506,011	29,095	6%
Fees	865,610	852,866	(12,744)	-1%
Fines and Forfeitures	20,000	30,000	10,000	50%
Miscellaneous Revenue	6,000	4,460	(1,540)	-26%
Transfers In	67,000	67,000	-	0%
Total Revenues	**1,475,526**	**1,903,137**	**427,611**	**29%**
Expenditures				
Salaries and Wages	901,446	1,125,970	224,524	25%
Benefits	350,581	535,616	185,035	53%
Professional Services	827,795	761,899	(65,896)	-8%
Other Operating	6,050	6,050	-	0%
Materials and Supplies	3,000	1,900	(1,100)	-37%
Interdepartmental Charges	125,186	180,793	55,607	44%
Capital Outlay	5,500	2,000	(3,500)	-64%
Total Expenditures	**2,219,558**	**2,614,228**	**394,670**	**18%**
Net Surplus/(Deficit)	**$ (744,032)**	**$ (711,091)**		

PINOLE CALIFORNIA

PINOLE COMMUNITY TELEVISION (PCTV)

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Franchise Tax	$ 26,486	$ 26,486	$ -	0%
Charges for Services	179,047	192,890	13,843	8%
Miscellaneous Revenue	3,000	55,500	52,500	1750%
Transfers In	160,000	160,000	-	0%
Total Revenues	**368,533**	**434,876**	**66,343**	**18%**
Expenditures				
Salaries and Wages	252,487	252,008	(479)	0%
Benefits	228,044	239,500	11,456	5%
Professional Services	52,170	40,450	(11,720)	-22%
Other Operating	6,818	6,818	-	0%
Materials and Supplies	350	350	-	0%
Interdepartmental Charges	82,589	(140,053)	(222,642)	-270%
Capital Outlay	211,425	109,355	(102,070)	-48%
Total Expenditures	**833,883**	**508,427**	**(325,456)**	**-39%**
Net Surplus/(Deficit)	**$ (465,350)**	**$ (73,551)**		

PINOLE
CALIFORNIA

SEWER ENTERPRISE FUND

	FY 2024/25 Adopted Budget	FY 2025/26 Draft Budget	$ Change	% Change
Revenues				
Charges for Services	$ 10,164,403	$ 12,735,506	$ 2,571,103	25%
Investment Income	200,000	300,000	100,000	50%
Total Revenues	**10,364,403**	**13,035,506**	**2,671,103**	**26%**
Expenditures				
Salaries and Wages	1,783,010	1,775,831	(7,179)	0%
Benefits	1,065,047	1,089,669	24,622	2%
Professional Services	1,033,464	893,464	(140,000)	-14%
Other Operating	798,500	873,500	75,000	9%
Materials and Supplies	1,478,000	1,493,000	15,000	1%
Interdepartmental Charges	1,005,179	1,061,009	55,831	6%
Capital Outlay	28,996,597	29,181,597	185,000	1%
Debt Service	1,611,568	1,611,192	(376)	0%
Total Expenditures	**37,771,365**	**37,979,262**	**207,898**	**1%**
Net Surplus/(Deficit)	**$ (27,406,962)**	**$ (24,943,756)**		

PINOLE CALIFORNIA

CONCLUSION

- The FY 2025/26 Draft General Fund Baseline Budget currently indicates a positive balance of approximately $1.5 million, however other operating funds (Recreation Fund, PCTV Fund, and Building and Planning Fund indicates a total shortfall of approximately $1.9 million.
- Staff is exploring options to offset some of the expenditures and reduce the need for additional General Fund support in these funds, including actively pursuing grant and sponsorships, as well as generating additional revenue.

PINOLE
CALIFORNIA

NEXT STEPS

- Incorporate any recommendations from the Finance Subcommittee and present the FY 2025/26 Preliminary Proposed Operating and Capital Budget to the City Council on May 6, 2025
- City Council to hold a special meeting (budget workshop) on May 13, 2025

PINOLE
CALIFORNIA

THANK YOU

City of Pinole

PINOLE
CALIFORNIA

FINANCE SUBCOMMITTEE REPORT

4.C.

DATE: APRIL 24, 2025

TO: MAYOR AND COUNCIL MEMBERS

FROM: Heba El-Guindy, Public Works Director, helguindy@pinole.gov

SUBJECT: FISCAL YEAR 2025-26 DRAFT FIVE-YEAR CAPITAL IMPROVEMENT PLAN

RECOMMENDATION

Receive an overview of the draft Fiscal Year (FY) 2025-26 through FY 2029-30 Capital Improvement Plan (CIP) and provide recommendations.

BACKGROUND

The Capital Improvement Plan (CIP) is a five-year plan/forecast of the City's capital improvement projects and annual programs. The City creates an updated CIP each year based on the condition of the City's current capital assets, capital infrastructure needs, and available funding. The CIP serves as a tool for staff to plan, implement, and manage improvements and ongoing upgrades to the City's infrastructure.

A variety of funding sources support projects in the CIP. The first year's program is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for longer-term planning and subject to future review and modification.

The draft FY 2025-26 through FY 2029-30 CIP is comprised of projects that fall into the following categories:

- Facilities
- Parks
- Sanitary Sewer
- Stormwater
- Streets and Roads
- Infrastructure Assessments

REVIEW AND ANALYSIS

Over the past few years, in light of the limited staff and financial resources, certain projects were prioritized because they were either already underway, had a regulatory component, or were grant funded and had sensitive funding timelines. Several projects were recommended for deferral due to dependency on completion of precursor capital projects/master plans, dependency on other capital projects for coordinated and efficient implementation, pending grant award results and funding obligations, coordination with private developers and utility providers on projects, and staff capacity.

With the proposed investment in internal resources and contractual services, the five-year CIP FY 2025-26 through FY 2029-30 is optimistic and aggressive to tackle the various infrastructure needs within Pinole. The draft five-year CIP contains 50 capital projects including 3 new projects and 9 new annual projects/programs. The referenced annual projects are planned to gradually improve the road system including pavement rehabilitation, sidewalk replacement/repairs, curb ramps, upgrades to streetlighting and traffic control signals, traffic calming, and upgrade to signage and pavement markings. This is in addition to the planned annual upgrades of City parks, as well as the establishment of safe routes to schools and safety education

FISCAL IMPACT

The draft FY 2025-26 through FY 2029-30 Capital Improvement Plan (CIP) includes $59,088,831 in identified projects over the five-year period to be funded by various funding sources including grants, enterprise fees, development impact fees, and measure funds. The draft FY 2025-26 budget proposes the amount of $13,693,831 as detailed in Attachment A. Years two through five of the CIP will be used in forecasting funding needs.

ATTACHMENTS

A. CIP Summary and Sheets
B. Presentation

CITY OF PINOLE
CAPITAL IMPROVEMENT PLAN: FY 2025-26 THROUGH FY 2029-30
FUNDING SUMMARY

SOURCES BY FUND	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	5-Year Total
100 - General Fund	$ 80,000	$ 200,000	$ -	$ -	$ -	$ 280,000
105 - Measure S 2006	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 1,750,000
106 - Measure S 2014	$ 1,392,669	$ 2,293,000	$ 625,000	$ 250,000	$ 250,000	$ 4,810,669
200 - Gas Tax	$ 1,880,000	$ 500,000	$ 500,000	$ 500,000	$ -	$ 3,380,000
215 - Grant: TLC	$ 133,579	$ -	$ -	$ -	$ -	$ 133,579
215 - Grant: Climate Implentation Grant - MTC	$ 595,000	$ 357,000	$ -	$ -	$ -	$ 952,000
215 - Grant: HSIP	$ 239,040	$ -	$ -	$ -	$ -	$ 239,040
215 - Measure J	$ 750,000	$ 500,000	$ 500,000	$ 250,000	$ -	$ 2,000,000
Vehicle Impact Fees & Dept Finance	$ -	$ 4,000,000	$ 4,000,000	$ 2,250,000	$ -	$ 10,250,000
215 - Grant: OBAG	$ -	$ 650,000	$ 370,000	$ -	$ -	$ 1,020,000
276 - Growth Impact Fees	$ 2,193,000	$ 900,000	$ 220,000	$ 220,000	$ 250,000	$ 3,783,000
325 - City Street Improvements	$ 1,267,000	$ 805,000	$ 700,000	$ 650,000	$ 650,000	$ 4,072,000
325 - Grant: TDA Article 3	$ -	$ -	$ -	$ -	$ -	$ -
325 - Grant: STMP Fees	$ 1,599,189	$ 70,000	$ 80,000	$ -	$ -	$ 1,749,189
325 - Grant: HBP	$ 41,394	$ -	$ -	$ -	$ -	$ 41,394
377 - Arterial Streets Rehabilitation	$ 560,960	$ 450,000	$ 400,000	$ 350,000	$ 350,000	$ 2,110,960
500 - Sewer Enterprise Fund	$ 2,612,000	$ 5,550,000	$ 4,480,000	$ 4,995,000	$ 2,835,000	$ 20,472,000
Sources Total	$ 13,693,831	$ 16,625,000	$ 12,225,000	$ 9,815,000	$ 4,685,000	**$ 57,043,831**
Unfunded Total	**$ -**	$ 1,575,000	$ 470,000	$ -	$ -	**$ 2,045,000**
Total Sources Required	**$ 13,693,831**	**$ 18,200,000**	**$ 12,695,000**	**$ 9,815,000**	**$ 4,685,000**	**$ 59,088,831**

FACILITIES

PRJ #	PROJECT	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	5-Year Total
FA2502	Upgrade of City Pools	$ 350,000	$ -	$ -	$ -	$ -	$ 350,000
FA2501	Zero-Emission Vehicle and EV Charging Infrastructure	$ 670,000	$ 400,000	$ -	$ -	$ -	$ 1,070,000
FA2401	Tiny Tots Flooring and Painting	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
FA2302	Plum St. Parking Lot Improvements	$ 140,000	$ -	$ -	$ -	$ -	$ 140,000
FA2301	Public Safety Building Modernization	$ -	$ 500,000	$ -	$ -	$ -	$ 500,000
FA2202	Senior Center Modernization	$ 75,000	$ -	$ -	$ -	$ -	$ 75,000
FA1901	Senior Center Auxiliary Parking Lot	$ -	$ 1,060,000	$ 470,000	$ -	$ -	$ 1,530,000
FA1703	City Hall Modernization	$ 400,000	$ 300,000	$ -	$ -	$ -	$ 700,000
FA1702	Citywide Roof Repairs and Replacement	$ 600,000	$ 400,000	$ -	$ -	$ -	$ 1,000,000

PARKS

PRJ #	PROJECT	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	5-Year Total
PA2501	Improvements to City Parks	$ 200,000	$ 200,000	$ 220,000	$ 220,000	$ 250,000	$ 1,090,000
PA2402	Mural Preservation	$ -	$ 100,000	$ -	$ -	$ -	$ 100,000
PA2401	Fernandez Park Improvements	$ 480,000	$ 400,000	$ -	$ -	$ -	$ 880,000
PA2202	Skatepark Rehabilitation	$ -	$ 200,000	$ -	$ -	$ -	$ 200,000
PA1901	Pinole Valley Park Soccer Field Rehabilitation	$ 250,000	$ -	$ -	$ -	$ -	$ 250,000

SANITARY SEWER

PRJ #	PROJECT	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	5-Year Total
SS2501	Replacement of Blowers at the Treatment Plant	$ 280,000	$ -	$ -	$ -	$ -	$ 280,000
SS2407	Private Sewer Lateral Program	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
SS2406 *	WPCP Solar and Battery	$ -	$ 250,000	$ -	$ -	$ -	$ 250,000
SS2405	Lower Tennent Trunk Sewer Capacity	$ -	$ -	$ 170,000	$ 3,880,000	$ -	$ 4,050,000
SS2404 *	WPCP Boiler Replacement	$ -	$ -	$ 660,000	$ -	$ -	$ 660,000
SS2403 *	WPCP Centrifuge Replacement	$ -	$ -	$ -	$ 990,000	$ -	$ 990,000
SS2402	Pinon-2 Sewer Capacity	$ -	$ -	$ -	$ 125,000	$ 2,835,000	$ 2,960,000
SS2203 *	Effluent Outfall	$ 650,000	$ 1,350,000	$ 1,150,000	$ -	$ -	$ 3,150,000
SS2101 *	Secondary Clarifier Rehabilitation	$ 425,000	$ -	$ -	$ -	$ -	$ 425,000
SS2002 *	Water Pollution Control Plan Lab Remodel	$ 150,000	$ -	$ -	$ -	$ -	$ 150,000
SS1702	Sewer Pump Station Rehabilitation	$ 850,000	$ 3,950,000	$ 2,500,000	$ -	$ -	$ 7,300,000

STORMWATER

PRJ #	PROJECT	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	5-Year Total
SW2501	Stormwater Upgrade & Trash Capture	$ 150,000	$ 150,000	$ 120,000	$ 100,000	$ 100,000	$ 620,000
SW2401	Storm Drain Creek Discharge Improvements	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
SW2001	Roble Road Storm Drainage Improvements	$ -	$ 700,000	$ -	$ -	$ -	$ 700,000

STREETS & ROADS

PRJ #	PROJECT	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	5-Year Total
RO2507	ADA Transition Plan Update	$ 250,000	$ -	$ -	$ -	$ -	$ 250,000
RO2506	Traffic Calming Program	$ 200,000	$ 200,000	$ 150,000	$ 150,000	$ 150,000	$ 850,000
RO2505	Safe Routes to Schools	$ 100,000	$ 100,000	$ 100,000	$ 50,000	$ 50,000	$ 400,000
RO2504	Pavement Marking and Signage Upgrades	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
RO2503	City Streetlights Upgrade	$ 250,000	$ 250,000	$ 200,000	$ 200,000	$ 200,000	$ 1,100,000
RO2502	Pinole Signals Upgrade	$ 200,000	$ 200,000	$ 200,000	$ 150,000	$ 150,000	$ 900,000
RO2501	Accessibility Improvements Project	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
RO2404	Crosswalk Tennent Ave at Prune St	$ -	$ 50,000	$ -	$ -	$ -	$ 50,000
RO2403	Old Town Traffic Calming	$ -	$ 570,000	$ -	$ -	$ -	$ 570,000
RO2402	Sidewalk Rehabilitation Program	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,000,000
RO2401	Road Maintenance Repairs	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 1,750,000
RO2303	Pinole Smart Signals	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
RO2302	Safety Improvements on Arterial Roadways	$ 350,000	$ -	$ -	$ -	$ -	$ 350,000
RO2301	Road Rehabilitation	$ 2,250,000	$ 5,000,000	$ 5,000,000	$ 3,000,000	$ -	$ 15,250,000
RO2102	Tennent Ave Rehabilitation	$ 754,000	$ -	$ -	$ -	$ -	$ 754,000
RO1902	Pedestrian Improvements at Tennent Ave. Near RXR	$ -	$ 720,000	$ 730,000	$ -	$ -	$ 1,450,000
RO1710 **	San Pablo Avenue Bride Over BNSF Railroad	$ 1,915,894	$ 28,800,000	$ -	$ -	$ -	$ 30,715,894

INFRASTRUCTURE ASSESSMENTS

PRJ #	ASSESSMENT	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	5-Year Total
IN2301	Facilities & Real Estate Master Plan	$ -	$ -	$ 75,000	$ -	$ -	$ 75,000
IN2105	Appian Way Complete Streets	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000
IN2103	Recycled Water Feasibility	$ 80,000	$ -	$ -	$ -	$ -	$ 80,000
IN2101	Emergency Power for Critical Facilities	$ -	$ 200,000	$ -	$ -	$ -	$ 200,000
IN1703	Storm Drain Master Plan	$ 273,937	$ -	$ -	$ -	$ -	$ 273,937
	Uses by Project Total	**$13,693,831**	**$47,000,000**	**$12,695,000**	**$9,815,000**	**$4,685,000**	**$87,888,831**

LEGEND:
- Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Streets & Roads; **IN** = Infrastructure Assessments

* Project cost to be split 50% with the City of Hercules

FA2502 - UPGRADE OF CITY POOLS

Functional Area :	Project Origin :	Priority Score :

Type of CIP		Budget	Unappropriated Subsequent Years				Project Estimate
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
Estimated Expenditures To-Date	$ -	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**

Project Start 7/1/2025 **Estimated Completion** 6/30/2026

Description

The City's pool has five (5) lanes with depth ranges from 3.5 feet to 9 feet. The City also offers a small pool for beginners, small children or parent getting their children use to the water. The children's pool measures 25' x 25' and is two and a half (2.5) feet deep. The facility and pool offer amenities such as a handicap chair lift and full lockers to put your personal items and showers. Maintenance costs have been high due to the age and condition of the pools and associated equipment, and the main pool had to be closed for a number of months. This project will fully renovate and upgrade the pools along with associated amenities.

History, Status, or Impact if Delayed

Increased maintenance costs and potential for additional closures to avoid safety or liability issues.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.1, Goal CS.9, Policy CS.9.1

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 40,000					$ 40,000
Construction	$ 270,000					$ 270,000
Contingency	$ 40,000					$ 40,000
TOTAL USES	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**
SOURCE(S)						
276 - Growth Impact Fees	$ 350,000					$ 350,000
TOTAL FUNDS	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**

FA2501 - ZERO-EMISSION VEHICLE AND EV CHARGING INFRASTRUCTURE

Functional Area :		Project Origin :				Priority Score :
Type of CIP		**Budget**	**Unappropriated Subsequent Years**			
[X] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [ ] Renovation	**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures To-Date	$ -	$ 670,000	$ 400,000	$ -	$ -	$ -	$ 1,070,000

Project Start 7/1/2025 | **Estimated Completion** 6/30/2027

Description

In August 2024, City Council adopted the City's Climate Action and Adaptation Plan (CAAP) to achieve carbon neutrality by 2045, in alignment with the State's Senate Bill 32 and Assembly Bill 1279. Pinole's community-wide and municipal greenhouse gas (GHG) inventories identified the transportation sector as the largest source of emissions, accounting for 50% of the total GHG emissions. In December 2024, the City's Community Development Department submitted to the Metropolitan Transportation Commission (MTC) an application requesting $952,000 in grant funds in addition to a required 11% local match ($118,000) for a total Project cost of 1,070,000 for accelerating zero-emission vehicle adoption and expanding the EV charging infrastructure in alignment with the Pinole's CAAP goals.

History, Status, or Impact if Delayed

The CAAP recommends installation of 267 level 2 chargers by 2030 and 323 level 2 chargers by 2045, increasing passenger zero-emission vehicles (ZEV) use to 33% by 2030, increasing commercial zero-emission vehicle (ZEV) use to 25% by 2030, and electrifying or otherwise decarbonizing 30% of the municipal vehicle fleet by 2026.

General Plan Goals/Policies

2024 Climate Action and Adaptation Plan

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 120,000					$ 120,000
Construction	$ 500,000	$ 370,000				$ 870,000
Contingency	$ 50,000	$ 30,000				$ 80,000
TOTAL USES	**$ 670,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 1,070,000**
SOURCE(S)						
106 - Measure S 2014	$ 75,000	$ 43,000				$ 118,000
215 - Grant: Climate Implentation Grant - M	$ 595,000	$ 357,000				$ 952,000
TOTAL FUNDS	**$ 670,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 1,070,000**

FA2401 - TINY TOTS FLOORING AND PAINTING

Functional Area : Facilities | **Project Origin :** Staff Recommendation | **Priority Score :** 42

Type of CIP		Budget	Unappropriated Subsequent Years				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [X] Rehabilitation	[ ] Expansion [ ] Renovation	**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 100,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**

Project Start 7/1/2025 | **Estimated Completion** 6/30/2026

Description

Pinole Tiny Tots interior and exterior facility maintenance including flooring and painting. Replacement of existing carpeted areas in the main room with new carpet or carpet tiles and replacement of existing vinyl linoleum with a waterproof plank vinyl in the snack area and craft/play areas. Exterior siding, eaves, and trim repairs and painting. Interior office, main room, kitchen, and restrooms painting.

History, Status, or Impact if Delayed

The current carpeting and vinyl linoleum flooring are in need of replacement. The carpeted areas are worn and also contain many raised areas that create a tripping hazard. The current exterior and interior paint is from approximately 20 years ago and shows discoloration, fading, chipping, and weathering.

General Plan Goals/Policies

Goal CS.1, Policy CS.1.1; Goal CS.3, Policy CS.3.1

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction	$ 100,000					$ 100,000
Contingency						
TOTAL USES	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**
SOURCE(S)						
276 - Growth Impact Fees	$ 100,000					$ 100,000
TOTAL FUNDS	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**

FA2302 - PLUM ST. PARKING LOT IMPROVEMENTS

Functional Area : Facilities	**Project Origin :** Staff Recommendation	**Priority Score :** 12

Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
New / Replacement / Land/Row Acq. Required / Rehabilitation	Expansion / X Renovation	**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ -	$ **140,000.00**	$ -	$ -	$ -	$ -	$ **140,000**
Project Start	7/1/2025				**Estimated Completion**	6/30/2026	

Description

To provide a secure parking area for Police vehicles in the Plum St. parking lot. The parking lot will remain open for the public. A portion of the parking lot, approximately 25 spaces will be secured with a chain-link fence with security gates for Police vehicles. The layout of the parking lot likely to be redesigned. In addition, bicycle parking will be provided to the public.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.2, Policy CS.2.6; Goal CE.5

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 20,000					$ 20,000
Construction	$ 100,000					$ 100,000
Contingency	$ 20,000					$ 20,000
TOTAL USES	**$ 140,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 140,000**
SOURCE(S)						
106 - Measure S 2014	$ 140,000					$ 140,000
TOTAL FUNDS	**$ 140,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 140,000**

FA2301 - PUBLIC SAFETY BUILDING MODERNIZATION

Functional Area : Facilities			**Project Origin :** Staff Recommendation			**Priority Score :**	34
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ 150,000.00	**$ -**	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ 650,000**
Project Start	7/1/2024				**Estimated Completion**	6/30/2027	

Description

To extend the useful life of the Public Safety building, there are several items that require attention including but not limited to replacement of the HVAC system, carpet, flooring, water heaters, light fixtures, fans, etc. In addition, the building requires painting (interior and exterior), and the locker rooms also require renovation.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.2, Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design		$ 50,000				$ 50,000
Construction		$ 400,000				$ 400,000
Contingency		$ 50,000				$ 50,000
TOTAL USES	**$ -**	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ 500,000**
SOURCE(S)						
106 - Measure S 2014		$ 200,000				$ 200,000
276 - Growth Impact Fees		$ 300,000				$ 300,000
TOTAL FUNDS	**$ -**	**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ 500,000**

FA2202 - SENIOR CENTER MODERNIZATION

Functional Area : Facilities			**Project Origin :** Staff Recommendation			**Priority Score :**	37
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$185,000	**$ 75,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 260,000**
Project Start	7/1/2024					**Estimated Completion**	6/30/2026

Description

This ongoing project includes a facilities condition assessment and design and construction of improvements to modernize the existing Senior Center building located at 2525 Charles Avenue. Work include upgrades to energy system, roof repairs, and interior renovations.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction	$ 70,000					$ 70,000
Contingency	$ 5,000					$ 5,000
TOTAL USES	**$ 75,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75,000**
SOURCE(S)						
276 - Growth Impact Fees	$ 75,000					$ 75,000
TOTAL FUNDS	**$ 75,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 75,000**

FA1901 - SENIOR CENTER AUXILIARY PARKING LOT

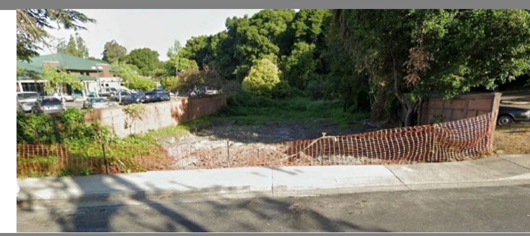
Functional Area : Facilities | **Project Origin :** Fowler Lot Re-Use Committee | **Priority Score :**

Type of CIP		Budget	Unappropriated Subsequent Years				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[X] Expansion [ ] Renovation	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
Estimated Expenditures to-date	$ 126,655.00	**$ -**	**$ 1,060,000**	**$ 470,000**	**$ -**	**$ -**	**$ 1,656,655**

Project Start 7/1/2024 | **Estimated Completion** 6/30/2028

Description

On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components. On June 7, 2022, City Council directed staff to incorporate the installation of a solar canopy and backup battery system at the site.



History, Status, or Impact if Delayed

On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. The Fowler House tenants remained in the properly till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020–68 to accept the final recommendation of the Committee.

General Plan Goals/Policies

Goal CE.5, Goal CS.1, Policy GM.4.1

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design		$ 100,000				$ 100,000
Construction		$ 870,000	$ 430,000			$ 1,300,000
Contingency		$ 90,000	$ 40,000			$ 130,000
TOTAL USES	**$ -**	**$ 1,060,000**	**$ 470,000**	**$ -**	**$ -**	**$ 1,530,000**
SOURCE(S)						
Unfunded		$ 1,060,000	$ 470,000			$ 1,530,000
TOTAL FUNDS	**$ -**	**$ 1,060,000**	**$ 470,000**	**$ -**	**$ -**	**$ 1,530,000**

FA1703 - CITY HALL MODERNIZATION

Functional Area : Facilities | **Project Origin :** Staff Recommendation | **Priority Score :** 35

Type of CIP		Budget	Unappropriated Subsequent Years				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 400,000.00**	**$ 300,000**	**$ -**	**$ -**	**$ -**	**$ 700,000**

Project Start 7/1/2025 | **Estimated Completion** 6/30/2027

Description

Interior improvements and exterior painting to extend the life of the City Hall building and improve its functionality for staff and the public. Several items that require attention include but are not limited to the configuration of rooms, carpet, flooring, window coverings, light fixtures, improved service counters, improved exterior doors insulation and landing to prevent the rain from leaking inside the building, and addition of a lactation room. Interior and exterior surfaces require repainting as the paint system has reached the end of its useful life with fading, chipping paint, along with water and mildew damage. Exterior improvements will include replacement of the City seal and addition of a wall-mounted flagpole and multi-color lighting.

History, Status, or Impact if Delayed

Exterior painting is necessary to maintain external protection from the environment.

General Plan Goals/Policies

Policy CS.2.6, Goal CS.1, Policy CS.1.1, Policy SE.1.3

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 30,000	$ -				$ 30,000
Construction	$ 340,000	$ 270,000				$ 610,000
Contingency	$ 30,000	$ 30,000				$ 60,000
TOTAL USES	**$ 400,000**	**$ 300,000**	**$ -**	**$ -**	**$ -**	**$ 700,000**
SOURCE(S)						
276 - Growth Impact Fees	$ 400,000					$ 400,000
106 - Measure S 2014		$ 300,000				$ 300,000
TOTAL FUNDS	**$ 400,000**	**$ 300,000**	**$ -**	**$ -**	**$ -**	**$ 700,000**

FA1702 - CITYWIDE ROOF REPAIRS AND REPLACEMENT

Functional Area : Facilities		**Project Origin :** End of Life Cycle			**Priority Score :** 43
Type of CIP	**Budget**	**Unappropriated Subsequent Years**				

Type of CIP		Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
[ ] New [X] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [ ] Renovation						
Estimated Expenditures to-date	$ -	**$ 600,000.00**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**

Project Start 7/1/2025 **Estimated Completion** 6/30/2027

Description

Roof repairs and replacement at City facilities including the Public Safety Building, City Hall, and Water Pollution Control Plant. In October 2022, City staff received quotes for the rehabilitation of the roofs; it was determined that the Public Safety building roof needs immediate replacement.

History, Status, or Impact if Delayed

In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.1, Goal CS.9, Policy CS.9.1

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 60,000	$ -				$ 60,000
Construction	$ 490,000	$ 350,000				$ 840,000
Contingency	$ 50,000	$ 50,000				$ 100,000
TOTAL USES	**$ 600,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**
SOURCE(S)						
106 - Measure S 2014	$ 362,000	$ 400,000				$ 762,000
276 - Growth Impact Fees	$ 238,000					$ 238,000
TOTAL FUNDS	**$ 600,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**

PA2501 - IMPROVEMENTS TO CITY PARKS

Functional Area :	Project Origin :	Priority Score :

Type of CIP	Budget	Unappropriated Subsequent Years				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation [ ] Expansion [X] Renovation	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
Estimated Expenditures To-Date $ -	**$ 200,000**	**$ 200,000**	**$ 220,000**	**$ 220,000**	**$ 250,000**	**$ 1,090,000**

Project Start 7/1/2025 **Estimated Completion** 6/30/2030

Description

This annual project is intended to implement upgrades to the City’s parks and fields such as the replacement of restrooms with ones that are equipped with fire retardant roofs and durable, fire-resistant building materials. Other potential upgrades would cover lighting, playground equipment, shaded structures, furnishings, installation of welcome kiosk and wayfinding signs, enhancing landscaping, public art, and paving trails. Identified improvements will be based on community input and aim to beautify the City’s parks and enhance safety, health and quality of life.

History, Status, or Impact if Delayed

Reduce maintenance costs, and improve quality of parks and amenities.

General Plan Goals/Policies

Goal CS.2, Goal CS.3, Policy CS 2.6 & 3.1, Policy GM.4.1

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000
Construction	$ 160,000	$ 160,000	$ 180,000	$ 180,000	$ 200,000	$ 880,000
Contingency	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 30,000	$ 110,000
TOTAL USES	**$ 200,000**	**$ 200,000**	**$ 220,000**	**$ 220,000**	**$ 250,000**	**$ 1,090,000**
SOURCE(S)						
276 - Growth Impact Fees	$ 200,000	$ 200,000	$ 220,000	$ 220,000	$ 250,000	$ 1,090,000
TOTAL FUNDS	**$ 200,000**	**$ 200,000**	**$ 220,000**	**$ 220,000**	**$ 250,000**	**$ 1,090,000**

PA2402 - MURAL PRESERVATION

Functional Area : Parks			Project Origin : Council Request			Priority Score :	27
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Expansion [ ] Replacement [ ] Renovation [ ] Land/Row Acq. Required [X] Rehabilitation		**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures To-Date	$ -	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**
Project Start	7/1/2026					**Estimated Completion**	6/30/2027

Description

Preservation and enhancment of murals in the City, community participation will be sought as applicable.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CC.1, Policy CC.1.3; Goal CC.5, Policy CC.5.1

Summary of Capital Cost

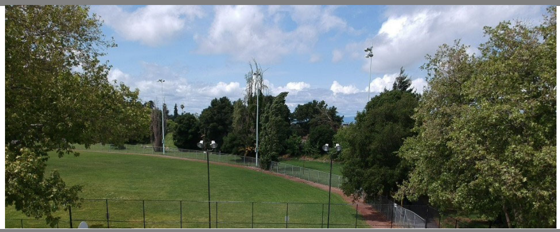
	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction		$ 100,000				$ 100,000
Contingency						
TOTAL USES	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**
SOURCE(S)						
106 - Measure S 2014		$ 100,000				$ 100,000
TOTAL FUNDS	**$ -**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ 100,000**

PA2401 - FERNANDEZ PARK IMPROVEMENTS

Functional Area : Parks		Project Origin : Staff Recommendation				Priority Score : 24
Type of CIP		**Budget**	**Unappropriated Subsequent Years**			
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures To-Date	$ 20,000.00	**$ 480,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 900,000**
Project Start	7/1/2024				**Estimated Completion**	6/30/2027	

Description

Renovations to the baseball field to decrease water and energy usage in addition to infrastructure improvements to increase accessibility and safety.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.1, Policy CS.1.1, Policy CS.1.3; Goal CS.3, Policy CS.3.1; Goal CS.9, Policy CS.9.1, Goal SE.4, Policy SE.4.2

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 70,000					$ 70,000
Construction	$ 360,000	$ 360,000				$ 720,000
Contingency	$ 50,000	$ 40,000				$ 90,000
TOTAL USES	**$ 480,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 880,000**
SOURCE(S)						
276 - Growth Impact Fees	$ 480,000	$ 400,000				$ 880,000
TOTAL FUNDS	**$ 480,000**	**$ 400,000**	**$ -**	**$ -**	**$ -**	**$ 880,000**

PA2202 - SKATEPARK REHABILITATION

Functional Area : Parks			**Project Origin :** Council Request			**Priority Score :**	34
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Expansion [X] Replacement [ ] Renovation [ ] Land/Row Acq. Required [ ] Rehabilitation		**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ 200,000**
Project Start	7/1/2026				**Estimated Completion**	6/30/2027	

Description

The ramps at the skatepark have settled and need to be replaced, the construction of a retaining wall may be needed.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.2, Goal CS.3, Policy CS 2.6 & 3.1, Policy GM.4.1

Summary of Capital Cost

USE(S)	Budget FY 2025-26	Projected Budget FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Project Estimate FY 2025 - 2030
Planning						
Design		$ 10,000				$ 10,000
Construction		$ 160,000				$ 160,000
Contingency		$ 30,000				$ 30,000
TOTAL USES	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ 200,000**
SOURCE(S)						
106 - Measure S 2014		$ 200,000				$ 200,000
TOTAL FUNDS	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ 200,000**

PA1901 - PINOLE VALLEY PARK SOCCER FIELD REHABILITATION

Functional Area : Parks			**Project Origin :** Council Request			**Priority Score :**	33
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 250,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**
Project Start	7/1/2025					**Estimated Completion**	6/30/2026

Description

There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.

History, Status, or Impact if Delayed

This project has been delayed pending the development of a Park Master Plan (CIP Project# SS2401).

General Plan Goals/Policies

Goal CS.1, Goal CS.3, Policy CS 3.1, Policy GM.4.1

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction	$ 230,000					$ 230,000
Contingency	$ 20,000					$ 20,000
TOTAL USES	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**
SOURCE(S)						
276 - Growth Impact Fees	$ 250,000					$ 250,000
TOTAL FUNDS	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**

SS2501 - REPLACEMENT OF BLOWERS AT THE TREATMENT PLANT

Functional Area :			Project Origin :			Priority Score :	
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Expansion [X] Replacement [ ] Renovation [ ] Land/Row Acq. Required [ ] Rehabilitation		**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures To-Date	$ -	**$ 280,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 280,000**
Project Start	7/1/2025					**Estimated Completion**	6/30/2026

Description

This project will replce two blowers at the treatment plant. The existing treatment plant blowers are obsolete. The blower manufacturer (Aerzen) has notified the City that certain components are no longer available for purchase as replacement parts. In order to avoid equipment downtime, the blowers will be replaced in advance of needing the replacement parts that are no longer available.

History, Status, or Impact if Delayed

The existing blower is outdated and replacement parts are no longer available, which could adversely impact operations if dusabled.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction	$ 250,000					$ 250,000
Contingency	$ 30,000					$ 30,000
TOTAL USES	**$ 280,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 280,000**
SOURCE(S)						
500 - Sewer Enterprise Fund	$ 280,000					$ 280,000
TOTAL FUNDS	**$ 280,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 280,000**

SS2407 - PRIVATE SEWER LATERAL PROGRAM

Functional Area : Sanitary Sewer			**Project Origin :** Staff Recommendation			**Priority Score :**	
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Expansion [X] Replacement [ ] Renovation [ ] Land/Row Acq. Required [ ] Rehabilitation		**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures To-Date	$ -	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150,000**
Project Start	7/1/2025			**Estimated Completion**	6/30/2030		

Description

Revolving fund to complete private sewer lateral improvements under a reimbursement agreement with residents.

PINOLE CALIFORNIA

History, Status, or Impact if Delayed

This program will support the City's sewer collection system and treatment plant regulatory compliance through a reduction in flows from infiltration and inflow (I&I). I&I reduction will reduce treatment costs and may reduce the scope of or need for future capacity improvements.

General Plan Goals/Policies

Goals HS.2, Policy HS.2.5; Goal HS.7, Policy HS.7.6; Goal CC.2, Policy CC.2.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction	$ 150,000					$ 150,000
Contingency						
TOTAL USES	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150,000**
SOURCE(S)						
500 - Sewer Enterprise Fund	$ 150,000					$ 150,000
TOTAL FUNDS	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150,000**

SS2406 - WPCP SOLAR AND BATTERY

Functional Area : Sanitary Sewer | **Project Origin :** Master Plan | **Priority Score :** 56

Type of CIP		Budget	Unappropriated Subsequent Years				
X New Replacement Land/Row Acq. Required Rehabilitation	Expansion Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date		$ -	$ 250,000	$ -	$ -	$ -	$ 250,000

Project Start 7/1/2026 | **Estimated Completion** 6/30/2027

Description

Planning and design for renewable solar energy generation and battery storage project at the Water Pollution Control Plant (WPCP). Install three (3) photovoltaic (PV) arrays with a total PV capacity of 496 kW: a carport array (50-kW), a ground-mount PV array in the public park area to the southwest of the WPCP (175-kW), and a ground-mount PV array along the northeast perimeter of the WPCP, adjacent to the public pathway that runs along the canal (271-kW). Install a 575 kWh capacity battery energy storage system (BESS), controls, and a 450-kW diesel generator.

History, Status, or Impact if Delayed

In 2024, Tetra Tech prepared an Energy Conservation, Generation, and Storage Assessment study for City facilities which included: 1) evaluation of energy conservation, energy generation, energy storage, and electric vehicle measures and 2) a renewable microgrid analysis to determine the technical and economic feasibility of installing new renewable energy generation systems and battery storage at the Water Pollution Control Plant (WPCP). Recommendations included addition of photovoltaic (PV) panel arrays at three different locations, a battery energy storage system (BESS) and generator. Construction costs will be estimated during the final design, and will be budgeted in the following fiscal years.

General Plan Goals/Policies

Goal CS.6, Policy CS.6.1; Goal SE.3, Policy SE.1.3; Goal CS.7, Policy CS.7.1; Goal GM.4, Policy GM.4.1

Summary of Capital Cost

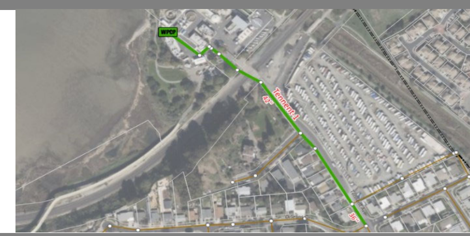
	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning		$ 40,000				$ 40,000
Design		$ 210,000				$ 210,000
Construction						
Contingency						
TOTAL USES	**$ -**	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ 250,000**
SOURCE(S)						
500 - Sewer Enterprise Fund		$ 250,000	$ -	$ -		$ 250,000
TOTAL FUNDS	**$ -**	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ 250,000**

SS2405 - LOWER TENNENT TRUNK SEWER CAPACITY

Functional Area : Sanitary Sewer			Project Origin : Master Plan			Priority Score :	59
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [X] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[X] Expansion [ ] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date		$ -	$ -	$ 170,000	$ 3,880,000.00	$ -	$ 4,050,000
Project Start	7/1/2026					**Estimated Completion**	6/30/2028

Description

Tennent-1 improvements as identified in the Sanitary Sewer Collection System Master Plan. This project includes the replacement of approximately 130 feet of 24-inch diameter pipeline, 1,250 feet of 30-inch diameter pipeline, and 10 feet of 36-inch diameter pipeline along Tennent Avenue and inside of the Water Pollution Control Plant (WPCP) with 1,390 feet of 36-inch to 42-inch diameter pipeline.



History, Status, or Impact if Delayed

The Sanitary Sewer Collection System Master plan identified capacity deficiencies which result in surcharging of the gravity sewer and cause sanitary sewer overflows (SSO's) during modeled peak wet weather flow (PWWF) conditions.

General Plan Goals/Policies

Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design			$ 170,000	$ 170,000		$ 340,000
Construction				$ 3,370,000		$ 3,370,000
Contingency				$ 340,000		$ 340,000
TOTAL USES	**$ -**	**$ -**	**$ 170,000**	**$ 3,880,000**	**$ -**	**$ 4,050,000**
SOURCE(S)						
500 - Sewer Enterprise Fund			$ 170,000	$ 3,880,000		$ 4,050,000
TOTAL FUNDS	**$ -**	**$ -**	**$ 170,000**	**$ 3,880,000**	**$ -**	**$ 4,050,000**

SS2404 - WPCP BOILER REPLACEMENT

Functional Area : Sanitary Sewer			**Project Origin :** End of Life Cycle			**Priority Score :**	57
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [X] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [ ] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date		$ -	$ -	$ 660,000	$ -	$ -	$ 660,000
Project Start	7/1/2027				**Estimated Completion**	6/30/2028	

Description

This project includes replacement of the anaerobic digester process boilers at the WPCP.

History, Status, or Impact if Delayed

The anaerobic digestion process at the WPCP includes hot water boilers to heat water for use in the digester sludge heat exchanger. Two 40 HP Natural Gas Scotch Boilers, manufactured by Hurst Boiler & Welding Co., Inc. were installed in 2006 during the Anaerobic Digester Improvements project.

General Plan Goals/Policies

Goal CS.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction			$ 600,000			$ 600,000
Contingency			$ 60,000			$ 60,000
TOTAL USES	**$ -**	**$ -**	**$ 660,000**	**$ -**	**$ -**	**$ 660,000**
SOURCE(S)						
500 - Sewer Enterprise Fund			$ 660,000			$ 660,000
TOTAL FUNDS	**$ -**	**$ -**	**$ 660,000**	**$ -**	**$ -**	**$ 660,000**

SS2403 - WPCP CENTRIFUGE REPLACEMENT

Functional Area : Sanitary Sewer		**Project Origin :** End of Life Cycle			**Priority Score :**	57
Type of CIP	**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Expansion [X] Replacement [ ] Renovation [ ] Land/Row Acq. Required [ ] Rehabilitation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	**$ -**	**$ -**	**$ -**	**$ 990,000.00**	**$ -**	**$ 990,000**
Project Start 7/1/2028				**Estimated Completion** 6/30/2029		

Description

This project includes replacement of a dewatering centrifuge at the WPCP.

History, Status, or Impact if Delayed

The solids handling process at the WPCP includes solids dewatering using centrifuges. One of two centrifuges at the WPCP was originally installed in 2006 and reused and relocated to the Solids Handling Building during the plant upgrades completed in 2019. The centrifuge is an Alfa Laval, Aldec G2-95 unit.

General Plan Goals/Policies

Goal CS.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction				$ 900,000		$ 900,000
Contingency				$ 90,000		$ 90,000
TOTAL USES	**$ -**	**$ -**	**$ -**	**$ 990,000**	**$ -**	**$ 990,000**
SOURCE(S)						
500 - Sewer Enterprise Fund				$ 990,000		$ 990,000
TOTAL FUNDS	**$ -**	**$ -**	**$ -**	**$ 990,000**	**$ -**	**$ 990,000**

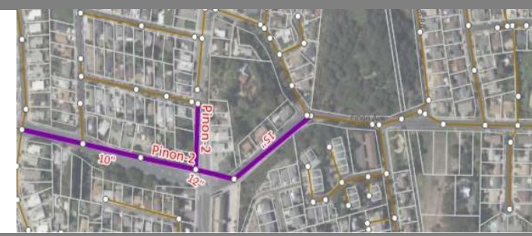
SS2402 - PINON-2 SEWER CAPACITY

Functional Area : Sanitary Sewer			**Project Origin :** Master Plan		**Priority Score :**	59

Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [X] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[X] Expansion [ ] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ -**	**$ -**	**$ -**	**$ 125,000.00**	**$ 2,835,000.00**	**$ 2,960,000**
Project Start	7/1/2028					**Estimated Completion**	6/30/2030

Description

Pinon-2 improvements as identified in the Sanitary Sewer Collection System Master Plan. This project includes the replacement of approximately 820 feet of 6-inch to 10-inch diameter pipeline along San Pablo Avenue, 680 feet of 8-inch to 10-inch diameter pipeline along Pinon Avenue, 890 feet of 6-inch to 8-inch diameter pipeline along Appian Way, 290 feet of 6-inch diameter pipeline along Meadow Avenue, and 290 feet of 6-inch diameter pipeline between Meadow Avenue and San Pablo Avenue with 2,970 feet of 10-inch to 15-inch diameter pipelines.



History, Status, or Impact if Delayed

The Sanitary Sewer Collection System Master plan identified capacity deficiencies which result in surcharging of the gravity sewer and cause sanitary sewer overflows (SSO's) during modeled peak wet weather flow (PWWF) conditions.

General Plan Goals/Policies

Goal CS.6, Policy CS.6.1; Goal GM.4, Policy GM.4.1

Summary of Capital Cost

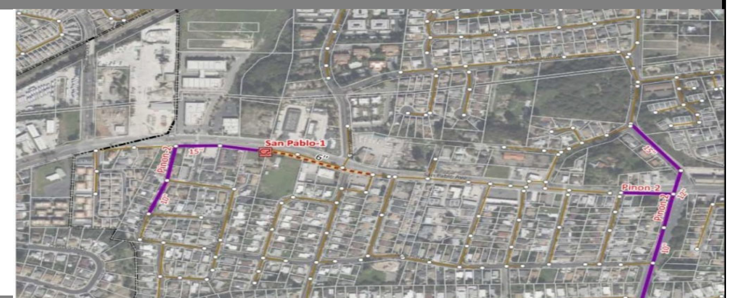
	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design				$ 125,000	$ 125,000	$ 250,000
Construction					$ 2,460,000	$ 2,460,000
Contingency					$ 250,000	$ 250,000
TOTAL USES	**$ -**	**$ -**	**$ -**	**$ 125,000**	**$ 2,835,000**	**$ 2,960,000**
SOURCE(S)						
500 - Sewer Enterprise Fund				$ 125,000	$ 2,835,000	$ 2,960,000
TOTAL FUNDS	**$ -**	**$ -**	**$ -**	**$ 125,000**	**$ 2,835,000**	**$ 2,960,000**

SS2203 - EFFLUENT OUTFALL

Functional Area : Sanitary Sewer		**Project Origin :** Regulatory Requirement			**Priority Score :** 52		
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [X] Expansion [ ] Replacement [ ] Renovation [ ] Land/Row Acq. Required [X] Rehabilitation		**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 650,000.00**	**$ 1,350,000**	**$ 1,150,000**	**$ -**	**$ -**	**$ 3,150,000**
Project Start	7/1/2025				**Estimated Completion**	6/30/2028	

Description

The Effluent Outfall project is intended to reduce pressure in the effluent pipe during extreme storm events. Effluent pumping capacity of the treatment plant is limited by the capacity of the pipe size at the effluent outfall in Rodeo. Increasing the pipe size at the Effluent Outfall Eductor Station will increase the wet weather effluent pumping capacity and increase the lifespan of the effluent pipe by reducing the pressure in the line during storm events. This project requires coordination with Rodeo.



History, Status, or Impact if Delayed

The RWQCB recently adopted a 40% reduction in nitrogen discharge limits for the San Francisco Bay Region. Options to meet the future permit limits will be evaluated.

General Plan Goals/Policies

Goal CS.6, Policy CS.6.1; Goal HS.2, Policy HS.2.5; Goal OS.1, Policy OS.1.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 350,000					$ 350,000
Construction	$ 250,000	$ 1,200,000	$ 1,000,000			$ 2,450,000
Contingency	$ 50,000	$ 150,000	$ 150,000			$ 350,000
TOTAL USES	**$ 650,000**	**$ 1,350,000**	**$ 1,150,000**	**$ -**	**$ -**	**$ 3,150,000**
SOURCE(S)						
500 - Sewer Enterprise Fund	$ 650,000	$ 1,350,000	$ 1,150,000			$ 3,150,000
TOTAL FUNDS	**$ 650,000**	**$ 1,350,000**	**$ 1,150,000**	**$ -**	**$ -**	**$ 3,150,000**

SS2101 - SECONDARY CLARIFIER REHABILITATION

Functional Area : Sanitary Sewer	**Project Origin :** End of Life Cycle	**Priority Score :** 46

Type of CIP		Budget	Unappropriated Subsequent Years				
[ ] New [ ] Expansion [X] Replacement [ ] Renovation [ ] Land/Row Acq. Required [ ] Rehabilitation		**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 425,000.00**	$ -	$ -	$ -	$ -	**$ 425,000**

Project Start	7/1/2025	**Estimated Completion**	6/30/2026

Description

The Water Pollution Control Plant (WPCP) has five secondary clarifiers which slow the flow to allow the microorganisms and other solids to settle to the bottom of the clarifier where they can be returned to aeration tanks to continue treating waste.

History, Status, or Impact if Delayed

Secondary Clarifiers 1 and 2 (SC1 and SC 2) were constructed in the early 1970s and are peripheral feed clarifiers. Secondary Clarifiers 3 and 4 (SC 3 and SC 4) were constructed in the early 1980s and are center feed clarifiers. Secondary Clarifier 5 (SC 5) was constructed in early 2000 and is a center feed, flocculator clarifier. In the first quarter of FY 2022-23, a preliminary inspection of the center column of the SC 5 was completed to examine the current condition and determine the scope of work for rehabilitation. In the second quarter of FY 2022-23, it was determined that SC 3 & SC 4 also require rehabilitation. Previously, this project was titled, "Secondary Clarifier - Center Column Rehabilitation" which only focused on the rehabilitation work required for SC 5.

General Plan Goals/Policies

Goal CS.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Design						
Construction SC 5	$ 315,000					$ 315,000
Construction SC 3, SC 4	$ 67,500					$ 67,500
Contingency	$ 42,500					$ 42,500
TOTAL USES	**$ 425,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 425,000**
SOURCE(S)						
500 - Sewer Enterprise Fund	$ 425,000					$ 425,000
TOTAL FUNDS	**$ 425,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 425,000**

SS2002 - WATER POLLUTION CONTROL PLAN LAB REMODEL

Functional Area : Sanitary Sewer			**Project Origin :** Regulatory Requirement			**Priority Score :**	49
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 150,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150,000**
Project Start	7/1/2025					**Estimated Completion**	6/30/2026

Description

The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Goal CS.1, Policy CS.2.6

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 20,000					$ 20,000
Construction	$ 100,000					$ 100,000
Contingency	$ 30,000					$ 30,000
TOTAL USES	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150,000**
SOURCE(S)						
500 - Sewer Enterprise Fund	$ 150,000					$ 150,000
TOTAL FUNDS	**$ 150,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 150,000**

SS1702 - SEWER PUMP STATION REHABILITATION

Functional Area : Sanitary Sewer	Project Origin : End of Life Cycle	Priority Score : 50

Type of CIP		Budget	Unappropriated Subsequent Years				
[ ] New [X] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [ ] Renovation	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
Estimated Expenditures to-date	$ -	**$ 850,000.00**	**$ 3,950,000**	**$ 2,500,000**	**$ -**	**$ -**	**$ 7,300,000**

Project Start 7/1/2025 | **Estimated Completion** 6/30/2028

Description

The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated. The two pump stations are located on San Pablo Ave. and Hazel St. In FY 2019/20, this project was renamed to include both pump stations. Previously, this project was titled, "Hazel Street Sewer Pump Rehabilitation." This project also includes the San Pablo Lift Station Force Main, approximately 640 feet of existing 6-inch will be replaced with 8-inch diameter force main.

History, Status, or Impact if Delayed

The City recently completed a Sanitary Sewer Master Plan. In the first fiscal year of construction, the Hazel Street Lift Station will be replaced, followed by the replacement of the San Pablo Ave. Lift Station. The Hazel Street Lift Station will be replaced in coordination with RO2301.

General Plan Goals/Policies

Policy GM.4.1, Goal CS.6, Policy CS.6.1

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning	$ 100,000					$ 100,000
Design	$ 250,000	$ 100,000				$ 350,000
Construction	$ 500,000	$ 3,500,000	$ 2,300,000			$ 6,300,000
Contingency		$ 350,000	$ 200,000			$ 550,000
TOTAL USES	**$ 850,000**	**$ 3,950,000**	**$ 2,500,000**	**$ -**	**$ -**	**$ 7,300,000**
SOURCE(S)						
500 - Sewer Enterprise Fund	$ 850,000	$ 3,950,000	$ 2,500,000			$ 7,300,000
TOTAL FUNDS	**$ 850,000**	**$ 3,950,000**	**$ 2,500,000**	**$ -**	**$ -**	**$ 7,300,000**

SW2501 - STORMWATER UPGRADE & TRASH CAPTURE

Functional Area :			Project Origin :			Priority Score :	
Type of CIP		Budget	Unappropriated Subsequent Years				
New / Expansion / Replacement / Renovation / Land/Row Acq. Required / Rehabilitation		Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
Estimated Expenditures To-Date	$ -	**$ 150,000**	**$ 150,000**	**$ 120,000**	**$ 100,000**	**$ 100,000**	**$ 620,000**
Project Start	7/1/2025					**Estimated Completion**	6/30/2030

Description

On April 7, 2015, the State Water Resources Control Board (SWRCB) adopted the Statewide Trash Provisions which address the impacts trash has on the beneficial uses of surface waters. The Trash Provisions establish a statewide water quality objective for trash and a prohibition of trash discharge. The City is required to demonstrate full compliance with the Trash Provisions by 2030, with preliminary milestones of 35% by 2026 and 70% by 2028. The City will complete this project as required under the State- Issued Trash Amendments and NPDES Permit. The tasks necessary to achieve compliance will include design, installation, and long-term maintenance of full trash capture devices.

History, Status, or Impact if Delayed

This project is needed to meet requirements or be potentially subjected to penalties.

General Plan Goals/Policies

Goal CS.7, Policy CS.7.1; Goals OS.1, Policy OS.1.2; Goal CC.2, Policy CC.2.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 50,000
Construction	$ 120,000	$ 120,000	$ 100,000	$ 80,000	$ 80,000	$ 500,000
Contingency	$ 20,000	$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 70,000
TOTAL USES	**$ 150,000**	**$ 150,000**	**$ 120,000**	**$ 100,000**	**$ 100,000**	**$ 620,000**
SOURCE(S)						
106 - Measure S 2014	$ 150,000	$ 150,000	$ 120,000	$ 100,000	$ 100,000	$ 620,000
TOTAL FUNDS	**$ 150,000**	**$ 150,000**	**$ 120,000**	**$ 100,000**	**$ 100,000**	**$ 620,000**

SW2401 - STORM DRAIN CREEK DISCHARGE IMPROVEMENTS

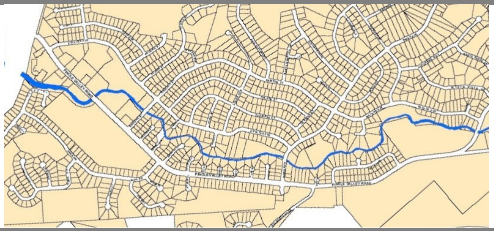
Functional Area : Stormwater	**Project Origin :** End of Life Cycle	**Priority Score :**

Type of CIP	Budget	Unappropriated Subsequent Years				
[ ] New [ ] Expansion [ ] Replacement [ ] Renovation [ ] Land/Row Acq. Required [X] Rehabilitation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date $ -	**$ 150,000.00**	**$ 150,000**	**$ 150,000**	**$ 150,000.00**	**$ 150,000.00**	**$ 750,000**

Project Start 7/1/2025	**Estimated Completion** 6/30/2030

Description

Condition assessments have identified a number of storm drain pipelines that are structurally deteriorated and failing where they discharge into Pinole Creek. A systematic rehabilitation or replacement of failing storm drain infrastructure will be prioritized as part of the Storm Drain Master Plan.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.7, Policy CS.7.1; Goals OS.1, Policy OS.1.2; Goal CC.2, Policy CC.2.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000
Construction	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 120,000	$ 600,000
Contingency	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 50,000
TOTAL USES	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 750,000**
SOURCE(S)						
106 - Measure S 2014	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
TOTAL FUNDS	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 750,000**

SW2001 - ROBLE ROAD STORM DRAINAGE IMPROVEMENTS

Functional Area : Stormwater			**Project Origin :** Staff Recommendation			**Priority Score :**	33
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[X] Expansion [ ] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ -**	**$ 700,000**	**$ -**	**$ -**	**$ -**	**$ 700,000**
Project Start	7/1/2026					**Estimated Completion**	6/30/2027

Description

The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Goal CS.7, Policy CS.7.1

Summary of Capital Cost

USE(S)	Budget FY 2025-26	Projected Budget FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Project Estimate FY 2025 - 2030
Planning						
Design		$ 135,000				$ 135,000
Construction		$ 500,000				$ 500,000
Contingency		$ 65,000				$ 65,000
TOTAL USES	**$ -**	**$ 700,000**	**$ -**	**$ -**	**$ -**	**$ 700,000**
SOURCE(S)						
106 - Measure S 2014		$ 700,000				$ 700,000
TOTAL FUNDS	**$ -**	**$ 700,000**	**$ -**	**$ -**	**$ -**	**$ 700,000**

RO2508 - ADA TRANSITION PLAN UPDATE

Functional Area :	Project Origin :	Priority Score :

Type of CIP	Budget	Unappropriated Subsequent Years				
[X] New [ ] Expansion [ ] Replacement [ ] Renovation [ ] Land/Row Acq. Required [ ] Rehabilitation	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
Estimated Expenditures To-Date $ -	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**

Project Start 7/1/2025 **Estimated Completion** 6/30/2026

Description

This is to update the City of Pinole 2004 ADA Transition Plan for Public Improvements. A number of updates to the guidelines and standards for the construction of new and the upgrading of existing public improvements have been issued by a number of federal and state agencies since 2004, thereby resulting in the need for updating the City's Plan. It should also be noted that locations of deficiencies and associated cost of improvements as described in the Transition Plan are outdated.

History, Status, or Impact if Delayed

Staff has been implementing public improvements based on the most up-to-date federal and state standards plans and specifications, which is somtimes inconsistent with the City's Transition Plan.

General Plan Goals/Policies

Goal CE.4, Policy CE.4.5; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CS.2, Policy CS.2.6; Goal CS.10, Policy CS 10.2; Goal H.3, Policy H.3.1; Goal GM.3, Policy GM.3.7; Goal HS.6, Policy HS.6.1

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning	$ 250,000					$ 250,000
Design						
Construction						
Contingency						
TOTAL USES	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**
SOURCE(S)						
325 - City Street Improvements	$ 250,000					$ 250,000
TOTAL FUNDS	**$ 250,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000**

RO2506 - TRAFFIC CALMING PROGRAM

Functional Area :			Project Origin :			Priority Score :	
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[X] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [ ] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures To-Date	$ -	**$ 200,000**	**$ 200,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 850,000**
Project Start	7/1/2025					**Estimated Completion**	6/30/2030

Description

Following to the City's Traffic Calming Policy and its future update, this project will fund the installation of physical traffic calming devices to reduce or eliminate the negative effects of auto traffic on residential streets. This can be achieved by causing drivers to reduce their driving speeds or to use alternative major corridors through the use of engineering solutions and the installation of physical devices. These devices could include driver feedback signs, curb extensions, speed cushions, and roundabouts. Traffic calming plans are developed based on data collection and analysis, as well as community outreach and consultation to alleviate neighborhood traffic concerns and community safety issues.

History, Status, or Impact if Delayed

Reflect communities needs in street design and enhance safety conditions, which in turn reduce the need for traffic enforcement,

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 30,000	$ 30,000	$ 20,000	$ 20,000	$ 20,000	$ 120,000
Construction	$ 150,000	$ 150,000	$ 120,000	$ 120,000	$ 120,000	$ 660,000
Contingency	$ 20,000	$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 70,000
TOTAL USES	**$ 200,000**	**$ 200,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 850,000**
SOURCE(S)						
325 - City Street Improvements	$ 200,000	$ 200,000	$ 150,000	$ 150,000	$ 150,000	$ 850,000
TOTAL FUNDS	**$ 200,000**	**$ 200,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 850,000**

RO2505 - SAFE ROUTES TO SCHOOLS

Functional Area :			Project Origin :			Priority Score :	
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
X New; Replacement; Land/Row Acq. Required; Rehabilitation	Expansion; Renovation	**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures To-Date	$ -	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 50,000**	**$ 50,000**	**$ 400,000**
Project Start	7/1/2025					**Estimated Completion**	6/30/2030

Description

The purpose of this annual Safe Routes to School (SR2S) project is to provide minor capital improvements to enhance the safety of pedestrians and bicyclists on public roads in school areas. In coordination with the City's TAPS and the School District, staff will address safety concerns and develop strategies to encourage the use of alternative modes of transportation in the vicinity of schools. SR2S improvements may include enhancements to pavement markings, regulatory and advisory signs, installation of traffic control devices such as Rectangular Rapid Flashing Beacon (RRFB), and minor concrete improvements.

Safe Routes to School CALIFORNIA

History, Status, or Impact if Delayed

Addressing community concerns in a timely manner, thereby enhancing the sense of safety and increasing walking and cycling.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 10,000	$ 10,000	$ 10,000			$ 30,000
Construction	$ 80,000	$ 80,000	$ 80,000	$ 50,000	$ 50,000	$ 340,000
Contingency	$ 10,000	$ 10,000	$ 10,000			$ 30,000
TOTAL USES	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 50,000**	**$ 50,000**	**$ 400,000**
SOURCE(S)						
325 - City Street Improvements	$ 100,000	$ 100,000	$ 100,000	$ 50,000	$ 50,000	$ 400,000
TOTAL FUNDS	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 50,000**	**$ 50,000**	**$ 400,000**

RO2504 - PAVEMENT MARKING AND SIGNAGE UPGRADES

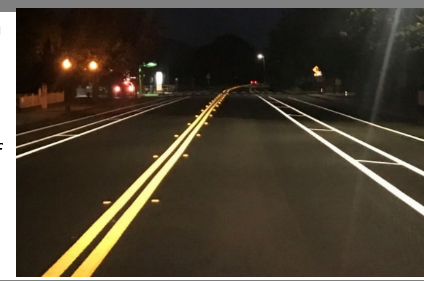
Functional Area :	Project Origin :	Priority Score :

Type of CIP		Budget	Unappropriated Subsequent Years				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures To-Date	$ -	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

Project Start	7/1/2025	**Estimated Completion**	6/30/2030

Description

Per the California Manual on Uniform Traffic Control Devices (MUTCD), local governments are required to maintain a minimum level of retro-reflectivity for longitudinal pavement markings and for signs. These standards promote safety while providing sufficient flexibility for agencies to choose a maintenance method that best matches their specific conditions. The purpose of this annual project is to upgrade and refresh existing pavement markings and replace damaged signs as needed throughout the City per the requirements set forth by the California Department of Transportation (Caltrans). It is recommended that this type of project be continued on an annual basis because the retro-reflectivity of pavement markings and signage degrade over time and can pose a safety hazard for road users.



History, Status, or Impact if Delayed

Not meeting requirements and potential increase in maintenance and replacement costs.

General Plan Goals/Policies

Goal CE.3, Policy CE.3.2; Policy GM.3.3, Goal CS.10, Policy CS 10.2; Goal CE.7; Goal SE.8, Policy SE.8.7

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
Contingency						
TOTAL USES	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**
SOURCE(S)						
325 - City Street Improvements	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000
TOTAL FUNDS	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 100,000**	**$ 500,000**

RO2503 - CITY STREETLIGHTS UPGRADE

Functional Area :	Project Origin :	Priority Score :

Type of CIP		Budget	Unappropriated Subsequent Years				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
Estimated Expenditures To-Date	$ -	**$ 250,000**	**$ 250,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,100,000**

Project Start	7/1/2025	**Estimated Completion**	6/30/2030

Description

This annual project will implement upgrades to City owned streetlights (currently within Pinole 523 streetlights owned by the City, and 902 streetlights owned by PG&E) and install new streetlights in areas where the streetlights do not meet standards for spacing and illumination. Adequate neighborhood street lighting improves safety by improving nighttime visibility and provides sidewalk and road users with an increased sense of security. Street lighting can also provide a sense of place and a more pleasing environment in residential and commercial areas, such as the addition of string lighting on San Pablo Avenue City’s downtown area.

History, Status, or Impact if Delayed

Adverse impacts on sense of safety and security, and increased City costs for maintenance and replacement.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 50,000
Construction	$ 220,000	$ 220,000	$ 180,000	$ 180,000	$ 180,000	$ 980,000
Contingency	$ 20,000	$ 20,000	$ 10,000	$ 10,000	$ 10,000	$ 70,000
TOTAL USES	**$ 250,000**	**$ 250,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,100,000**
SOURCE(S)						
377 - Arterial Streets Rehabilitation	$ 250,000	$ 250,000	$ 200,000	$ 200,000	$ 200,000	$ 1,100,000
TOTAL FUNDS	**$ 250,000**	**$ 250,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,100,000**

RO2502 - PINOLE SIGNALS UPGRADE

Functional Area :		Project Origin :				Priority Score :	
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [X] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures To-Date	$ -	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 150,000**	**$ 150,000**	**$ 900,000**
Project Start	7/1/2025					**Estimated Completion**	6/30/2030

Description

The purpose of this project is to assess the consistency of the City's traffic signal equipment and make improvements to City-owned signals such as through the installation of video detection, accessible pedestrian signal devices, upgrade of controller and cabinet, upgrade of software, battery back-up system and/or establishment of designated left-turn phasing.

Having consistent signal equipment at all City signalized intersections will save on maintenance costs and provide the best operational efficiency and safety for our residents. Key improvements will be made in coordination with the City's Traffic and Pedestrian Safety Commission (TAPS). This annual program is not intended to design and construct new signals due to the high costs associated with a new installation. New signal installation will typically be accompanied by a new development as a project mitigation, or as an individual City CIP subject to meeting signal warrants.

History, Status, or Impact if Delayed

Delayed upgrades increase the cost of maintenance and cost of capital improvements.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 20,000	$ 20,000	$ 20,000	$ 10,000	$ 10,000	$ 80,000
Construction	$ 150,000	$ 150,000	$ 150,000	$ 120,000	$ 120,000	$ 690,000
Contingency	$ 30,000	$ 30,000	$ 30,000	$ 20,000	$ 20,000	$ 130,000
TOTAL USES	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 150,000**	**$ 150,000**	**$ 900,000**
SOURCE(S)						
377 - Arterial Streets Rehabilitation	$ 200,000	$ 200,000	$ 200,000	$ 150,000	$ 150,000	$ 900,000
TOTAL FUNDS	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 150,000**	**$ 150,000**	**$ 900,000**

RO2501 - ACCESSIBILITY IMPROVEMENTS PROJECT

Functional Area : Streets & Roads			**Project Origin :** Staff Recommendation			**Priority Score :** 49
Type of CIP	**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Expansion [ ] Replacement [ ] Renovation [ ] Land/Row Acq. Required [X] Rehabilitation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ 150,000.00	$ 150,000	$ 150,000	$ 150,000.00	$ 150,000.00	$ 750,000
Project Start 7/1/2025					**Estimated Completion** 6/30/2030	

Description

Title II of the Americans with Disability Act (ADA) requires local governments to make pedestrian crossings accessible to people with disabilities by providing curb ramps. To allow people with disabilities to cross streets safely, local governments must provide curb ramps at pedestrian crossings and at public transportation stops where walkways intersect with a vertical curb. To comply with ADA requirements, the curb ramps provided must meet specific standards for width, slope, cross slope, placement, and other features. Per ADA standards, all streets constructed after January 26, 1992 must provide curb ramps in compliance with ADA standards. In addition, any street that was constructed prior to 1992, but was altered after 1992, must also provide ADA-compliant curb ramps. The purpose of this project is to upgrade existing pedestrian curb ramps and to install new pedestrian curb ramps at high priority areas and locations with high levels of pedestrian activity. All upgraded and new pedestrian curb ramps will be compliant with the ADA requirements.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CE.4, Policy CE.4.5; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CS.2, Policy CS.2.6; Goal CS.10, Policy CS 10.2; Goal H.3, Policy H.3.1; Goal GM.3, Policy GM.3.7; Goal HS.6, Policy HS.6.1

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction	$ 135,000	$ 135,000	$ 135,000	$ 135,000	$ 135,000	$ 675,000
Contingency	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 75,000
TOTAL USES	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 750,000**
SOURCE(S)						
325 - City Street Improvements	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 750,000
TOTAL FUNDS	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 150,000**	**$ 750,000**

RO2404 - CROSSWALK TENNENT AVE AT PRUNE ST

Functional Area : Streets & Roads	**Project Origin :** Council Request	**Priority Score :** 65

Type of CIP		Budget	Unappropriated Subsequent Years				
X New; Replacement; Land/Row Acq. Required; Rehabilitation	Expansion; Renovation	**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures To-Date	$ -	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 50,000**

Project Start 7/1/2026 **Estimated Completion** 6/30/2027

Description

Assessment of the intersections control and establishment of crosswalks (high visibility) at the intersections of Tennent Ave at Prune St. It should be noted that safety conditions citywide will be evaluated as part of a proposed development of a Local Roads Safety Plan.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CS.10, Policy CS.10.2; Goal SE.8, Policy SE.8.8; Goal HS.6, Policy HS.6.1; Goal CE.4; Goal CS.2, Policy CS.2.6

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design		$ 5,000				$ 5,000
Construction		$ 45,000				$ 45,000
Contingency						
TOTAL USES	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 50,000**
SOURCE(S)						
106 - Measure S 2014		$ 50,000				$ 50,000
TOTAL FUNDS	**$ -**	**$ 50,000**	**$ -**	**$ -**	**$ -**	**$ 50,000**

RO2403 - OLD TOWN TRAFFIC CALMING

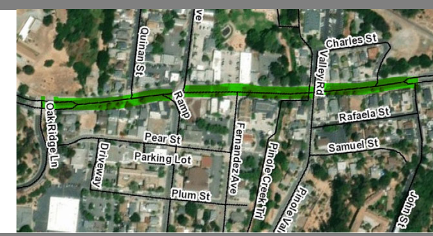
Functional Area : Streets & Roads | **Project Origin :** Council Request | **Priority Score :** 58

Type of CIP		Budget	Unappropriated Subsequent Years				
X New Replacement Land/Row Acq. Required Rehabilitation	Expansion Renovation	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
Estimated Expenditures To-Date	$ -	**$ -**	**$ 570,000**	**$ -**	**$ -**	**$ -**	**$ 570,000**

Project Start 7/1/2026 | **Estimated Completion** 6/30/2027

Description

Assess feasibility of and alternatives for, and design and construct traffic calming measures on San Pablo Avenue between John St and Oak Ridge Rd.



History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal GM.2, Policy GM.3.3, Policy GM.3.7; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CE.4, Policy CE.4.5; Goal CE.5; Goal CS.10, Policy CS.10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning		$ 20,000				$ 20,000
Design		$ 35,000				$ 35,000
Construction		$ 465,000				$ 465,000
Contingency		$ 50,000				$ 50,000
TOTAL USES	**$ -**	**$ 570,000**	**$ -**	**$ -**	**$ -**	**$ 570,000**
SOURCE(S)						
325 - City Street Improvements		$ 55,000				$ 55,000
Unfunded		$ 515,000				$ 515,000
TOTAL FUNDS	**$ -**	**$ 570,000**	**$ -**	**$ -**	**$ -**	**$ 570,000**

RO2402 - SIDEWALK REHABILITATION PROGRAM

Functional Area : Streets & Roads			**Project Origin :** Staff Recommendation			**Priority Score :**	49
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
[ ] New [ ] Expansion [ ] Replacement [ ] Renovation [ ] Land/Row Acq. Required [X] Rehabilitation		**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date		**$ 200,000.00**	**$ 200,000**	**$ 200,000**	**$ 200,000.00**	**$ 200,000.00**	**$ 1,000,000**
Project Start	7/1/2025				**Estimated Completion**	6/30/2030	

Description

According to the California Streets and Highway Code, the owner of a property fronting a public street must maintain the sidewalk, curb and gutter, and park strip area in a condition that will not endanger persons or property or interfere with the convenient use of the area. Purpose of this annual program is to assist property owners in maintaining the sidewalks in a safe manner. In doing so, the program assists residents in maintaining the condition of walkways for which they have maintenance responsibility.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CE.4, Policy CE.4.5; Goal SE.8, Policy SE.8.7; Goal CE.1, Policy CE.1.4; Goal CE.3, Policy CE.3.2; Goal CS.2, Policy CS.2.6; Goal CS.10, Policy CS 10.2; Goal H.3, Policy H.3.1; Goal GM.3, Policy GM.3.7; Goal HS.6, Policy HS.6.1

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 25,000
Construction	$ 180,000	$ 180,000	$ 180,000	$ 180,000	$ 180,000	$ 900,000
Contingency	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 75,000
TOTAL USES	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,000,000**
SOURCE(S)						
325 - City Street Improvements	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 1,000,000
TOTAL FUNDS	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 200,000**	**$ 1,000,000**

RO2401 - ROAD MAINTENANCE REPAIRS

Functional Area : Streets & Roads | **Project Origin :** Staff Recommendation | **Priority Score :** 69

Type of CIP		Budget	Unappropriated Subsequent Years				
[ ] New [ ] Replacement [ ] Land/Row Acq. Required [X] Rehabilitation	[ ] Expansion [ ] Renovation	Year 1 FY 2025-26	Year 2 FY 2026-27	Year 3 FY 2027-28	Year 4 FY 2028-29	Year 5 FY 2029-30	Project Estimate FY 2025 - 2030
Estimated Expenditures to-date	$ -	**$ 350,000.00**	**$ 350,000**	**$ 350,000**	**$ 350,000.00**	**$ 350,000.00**	**$ 1,750,000**

Project Start 7/1/2025 | **Estimated Completion** 6/30/2030

Description

Road repair and rehabilitation at various locations. The primary focus of this project is dig out repairs on major arterials and collectors.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Goal CE.3, Policy CE.3.2; Policy GM.3.3, Goal CS.10, Policy CS 10.2; Goal CE.7; Goal SE.8, Policy SE.8.7

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ -					
Construction	$ 320,000	$ 320,000	$ 320,000	$ 320,000	$ 320,000	$ 1,600,000
Contingency	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 150,000
TOTAL USES	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 1,750,000**
SOURCE(S)						
105 - Measure S 2006	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 1,750,000
TOTAL FUNDS	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 350,000**	**$ 1,750,000**

RO2303 - PINOLE SMART SIGNALS

Functional Area : Streets & Roads	**Project Origin :** Staff Recommendation	**Priority Score :** 33

Type of CIP		Budget	Unappropriated Subsequent Years				
X New; Expansion; Replacement; Renovation; Land/Row Acq. Required; Rehabilitation		**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 100,000.00**	$ -	$ -	$ -	$ -	**$ 100,000**
Project Start	7/1/2025					**Estimated Completion**	6/30/2026

Description

The Smart Signals project will develop, manage, and implement ITS initiatives that improve the safety and efficiency of multimodal mobility, maximize highway and arterial system throughput, and improve operational efficiency, safety, and reduce environmental impact throughout Contra Costa County. Contra Costa Tranportation Authority is the project lead and will coordinate the project throughout the county. Twelve traffic signals have been identified as candidates for the Smart Signals project. These signals are located on Pinole arterial roadways (Appian Way & San Pablo Avenue).

History, Status, or Impact if Delayed

Deployment of the Smart Signals Project is expected to result in operational and safety improvements for all modes of transportation, such as decrease in travel time and total delay, reduction in number of stops and secondary accidents, reduction of fuel consumption and greenhouse gas emissions, and reduction of response time for emergency vehicles. The initial cost estimate of construction is $1,499,829 of which CCTA will receive $1,345,527 in OBAG funds. The City's match requirement of $154,302 was paid in FY 2023/24. A contingency is budgeted for potential obligations for changes in construction that may be requested by the City.

General Plan Goals/Policies

Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design						
Construction						
Contingency	$ 100,000					$ 100,000
TOTAL USES	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**
SOURCE(S)						
276 - Growth Impact Fees	$ 100,000					$ 100,000
TOTAL FUNDS	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**

RO2302 - SAFETY IMPROVEMENTS ON ARTERIAL ROADWAYS

Functional Area : Streets & Roads			**Project Origin :** Staff Recommendation		**Priority Score :**	38
Type of CIP		**Budget**	**Unappropriated Subsequent Years**			
X New; Replacement; Land/Row Acq. Required; Rehabilitation	Expansion; Renovation	**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 350,000.00**	$ -	$ -	$ -	$ -	**$ 350,000**
Project Start	7/1/2025				**Estimated Completion**	6/30/2026	

Description

This project will install pedestrian crossing enhancements at three mid-block crossings on arterial roadways. The enhancements include continental markings, median refuge islands, advanced stop bars and Rectangular Rapid Flash Beacons. The three mid-block crossings are: San Pablo Ave. & Third Ave.; San Pablo Ave. & Quinan St.; and Pinole Valley Road & Savage Ave.

History, Status, or Impact if Delayed

Funding for improvements was secured through Cycle 11 HSIP grant funds.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 30,000					$ 30,000
Construction	$ 280,000					$ 280,000
Contingency	$ 40,000					$ 40,000
TOTAL USES	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**
SOURCE(S)						
215 - Grant: HSIP	$ 239,040					$ 239,040
377 - Arterial Streets Rehabilitation	$ 110,960					$ 110,960
TOTAL FUNDS	**$ 350,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 350,000**

RO2301 - ROAD REHABILITATION

Functional Area : Streets & Roads	**Project Origin :** Pavement Management Program	**Priority Score :** 34

Type of CIP

- [ ] New
- [ ] Expansion
- [ ] Replacement
- [ ] Renovation
- [ ] Land/Row Acq. Required
- [X] Rehabilitation

		Budget	Unappropriated Subsequent Years				
		Year 1 FY 2025-26	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 2,250,000.00**	**$ 5,000,000**	**$ 5,000,000**	**$ 3,000,000.00**	**$ -**	**$ 15,250,000**

Project Start 7/1/2025 **Estimated Completion** 6/30/2030

Description

Based on the most current P-TAP report and field inspections, various segments will be recommended annually for rehabilitation. The purpose of this annual program is to rehabilitate and maintain the City's pavement condition. This project will prolong the lifespan of the current pavement and prevent further deterioration and reduction in the Pavement Condition Index (PCI – a numerical rating system from 0/complete failure to 100/excellent condition). Depending on the assessed PCI and type of deficiencies, this project will include preventive measures such as crack sealing, slurry seal, micro-surfacing, and cape seal for pavement in fair to good condition. Restoration measures such as grind and overlay, dig-outs, and cold-in-place recycling for pavement in fair to poor condition. Rehabilitation/Reconstruction measures to remove and replace pavement in poor to failed condition.

History, Status, or Impact if Delayed

Continued deterioration of pavement conditions on the various road types, thereby resulting in higher maintenance and reconstruction costs.

General Plan Goals/Policies

Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 50,000	$ 200,000	$ 200,000	$ 150,000		$ 600,000
Construction	$ 2,100,000	$ 4,600,000	$ 4,600,000	$ 2,700,000		$ 14,000,000
Contingency	$ 100,000	$ 200,000	$ 200,000	$ 150,000		$ 650,000
TOTAL USES	**$ 2,250,000**	**$ 5,000,000**	**$ 5,000,000**	**$ 3,000,000**	**$ -**	**$ 15,250,000**
SOURCE(S)						
215 - Measure J	$ 750,000	$ 500,000	$ 500,000	$ 250,000		$ 2,000,000
200 - Gas Tax	$ 1,500,000	$ 500,000	$ 500,000	$ 500,000		$ 3,000,000
Vehicle Impact Fees & Debt Finance		$ 4,000,000	$ 4,000,000	$ 2,250,000		$ 10,250,000
TOTAL FUNDS	**$ 2,250,000**	**$ 5,000,000**	**$ 5,000,000**	**$ 3,000,000**	**$ -**	**$ 15,250,000**

RO2102 - TENNENT AVE REHABILITATION

Functional Area : Streets & Roads		**Project Origin :** Pavement Management Program				**Priority Score :** 43
Type of CIP		**Budget**	**Unappropriated Subsequent Years**			
[ ] New [ ] Expansion [ ] Replacement [ ] Renovation [ ] Land/Row Acq. Required [X] Rehabilitation		**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ 37,805.00	**$ 754,000.00**	$ -	$ -	$ -	$ -	**$ 791,805**
Project Start	7/1/2025			**Estimated Completion**	6/30/2026		

Description

The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

History, Status, or Impact if Delayed

In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse $86,430 for this project. In addition, this project is being coordinated with RO1902 for efficient implementation.

General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 54,000					$ 54,000
Construction	$ 650,000					$ 650,000
Contingency	$ 50,000					$ 50,000
TOTAL USES	**$ 754,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 754,000**
SOURCE(S)						
200 - Gas Tax	$ 380,000					$ 380,000
500 - Sewer Enterprise Fund	$107,000					$ 107,000
325 - City Street Improvements	$ 267,000					$ 267,000
TOTAL FUNDS	**$ 754,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 754,000**

RO1902 - PEDESTRIAN IMPROVEMENTS AT TENNENT AVE. NEAR RXR

Functional Area : Streets & Roads			**Project Origin :** Staff Recommendation		**Priority Score :**	50

Type of CIP		Budget	Unappropriated Subsequent Years				
X New; Expansion; Replacement; Renovation; Land/Row Acq. Required; Rehabilitation		**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ 55,300.00	$ -	**$ 720,000**	**$ 730,000**	$ -	$ -	**$ 1,505,300**

Project Start 7/1/2026 **Estimated Completion** 6/30/2028

Description

In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains a small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. Since project inception, the scope of work has evolved to include improvements that would maximize parking on Railroad Avenue for park users. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

History, Status, or Impact if Delayed

WCCTAC held its STMP Call for Projects in 2018 which committed $100k in funding for preliminary engineering from the 2006 STMP program for this project. City staff also submitted an OBAG 3 application in July 2022 to compete for funding for this project. If awarded, the City will need a match of $345k.

General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design		$ 60,000				$ 60,000
Construction		$ 600,000	$ 650,000			$ 1,250,000
Contingency		$ 60,000	$ 80,000			$ 140,000
TOTAL USES	$ -	**$ 720,000**	**$ 730,000**	$ -	$ -	**$ 1,450,000**
SOURCE(S)						
325 - Grant: STMP Fees		$ 70,000	$ 80,000			$ 150,000
215 - Grant: OBAG		$ 650,000	$ 370,000			$ 1,020,000
106 - Measure S 2014			$ 280,000			$ 280,000
TOTAL FUNDS	$ -	**$ 720,000**	**$ 730,000**	$ -	$ -	**$ 1,450,000**

RO1710 - SAN PABLO AVENUE BRIDE OVER BNSF RAILROAD

Functional Area : Streets & Roads | **Project Origin :** End of Life Cycle | **Priority Score :** 55

Type of CIP		Budget	Unappropriated Subsequent Years				
[ ] New [X] Replacement [ ] Land/Row Acq. Required [ ] Rehabilitation	[ ] Expansion [ ] Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ 1,169,005.00	**$ 1,915,894.00**	**$ 28,800,000**	**$ -**	**$ -**	**$ -**	**$ 31,884,899**

Project Start 7/1/2025 | **Estimated Completion** 6/30/2027

Description

The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area's transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded list.

History, Status, or Impact if Delayed

The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State's share in the current HBP. In October 2022, a draft type selection report was submitted to Caltrans for review. This report is the first step to request additional funding allocations from the Caltrans HBP to complete the PS&E phase and construction phase of the project.

General Plan Goals/Policies

Policy CS.3.3, Goal H.3, Policy H.3.1, Goal CE.3, Goal CE. 7, Policy CE.7.3, Goal CS.10.

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Project Management	$ 133,579	$ 2,150,000				$ 2,283,579
Planning & Design	$ 1,782,315					$ 1,782,315
Construction	-	$ 26,650,000				$ 26,650,000
Contingency	-					
TOTAL USES	**$ 1,915,894**	**$ 28,800,000**	**$ -**	**$ -**	**$ -**	**$ 30,715,894**
SOURCE(S)						
325 - Grant: HBP	$ 41,394					$ 41,394
325 - Grant: STMP Fees	$ 1,499,189					$ 1,499,189
215 - Grant: TLC	$ 133,579					$ 133,579
106 - Measure S 2014	$ 241,732					$ 241,732
Expected to be grant funded		$ 28,800,000				$ 28,800,000
TOTAL FUNDS	**$ 1,915,894**	**$ 28,800,000**	**$ -**	**$ -**	**$ -**	**$ 30,715,894**

IN2301 - FACILITIES & REAL ESTATE MASTER PLAN

Functional Area : Infrastructure Assessment			**Project Origin :** Staff Recommendation			**Priority Score :**	
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
New / Replacement / Land/Row Acq. Required / Rehabilitation / Expansion / Renovation		**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ -**	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 75,000**
Project Start	7/1/2027					**Estimated Completion**	6/30/2028

Description

The facilities master plan will serve as a roadmap for achieving identified strategic objectives to improve service delivery and utilization of real estate and facility assets. The masterplan will serve to aid decision-making on capital improvements for a defined list of City owned facilities and provide information on potential major maintenance needs (e.g., repairs vs. replace) as applicable.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning			$ 75,000			$ 75,000
Design						
Construction						
Contingency						
TOTAL USES	**$ -**	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 75,000**
SOURCE(S)						
106 - Measure S 2014			$ 75,000			$ 75,000
TOTAL FUNDS	**$ -**	**$ -**	**$ 75,000**	**$ -**	**$ -**	**$ 75,000**

IN2105 - APPIAN WAY COMPLETE STREETS

Functional Area : Infrastructure Assessment	**Project Origin :** Staff Recommendation	**Priority Score :**

Type of CIP		Budget	Unappropriated Subsequent Years				
☐ New ☐ Replacement ☐ Land/Row Acq. Required ☐ Rehabilitation	☐ Expansion ☐ Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ -	**$ 100,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**

Project Start	7/1/2025	**Estimated Completion**	6/30/2026

Description

Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. In December 2021, City Council approved a Cooperative Funding Agreement with WCCTAC to receive STMP funds to complete preliminary design for this project.

History, Status, or Impact if Delayed

This project will connect with the Contra Costa County's project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list.

General Plan Goals/Policies

Policy CE.1.4, Policy CS.2.6, Policy CS.3.3, Policy H.3.1, Policy GM.3.3, Goal CE.3, Goal CS.10, Policy CS 10.2

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design	$ 100,000					$ 100,000
Construction						
Contingency						
TOTAL USES	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**
SOURCE(S)						
325 - Grant: STMP Fees	$ 100,000					$ 100,000
TOTAL FUNDS	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**

IN2103 - RECYCLED WATER FEASIBILITY

Functional Area : Infrastructure Assessment			**Project Origin :** Council Request		**Priority Score :**	
Type of CIP		**Budget**	**Unappropriated Subsequent Years**			
New / Expansion / Replacement / Renovation / Land/Row Acq. Required / Rehabilitation		**Year 1 FY 2025-26**	**Year 2 FY 2026-27**	**Year 3 FY 2027-28**	**Year 4 FY 2028-29**	**Year 5 FY 2029-30**	**Project Estimate FY 2025 - 2030**
Estimated Expenditures to-date	$ 15,152.25	**$ 80,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 95,152**

Project Start 7/1/2025 **Estimated Completion** 6/30/2026

Description

A feasibility study will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The study will identify potential recycled water customers, evaluate the quantity, quality, and recycled water distribution system options to address the needs of potential users in surrounding areas, seek opportunities to phase the construction of a recycled water delivery system, and develop planning-level cost options for the phased system.

History, Status, or Impact if Delayed

Recycled water delays or eliminates the need to construct more potable water facilities, sustains the economy with increased water supply reliability, protects the environment, safeguards investments in parks and landscaping with drought proof or drought resistant water supply, and contributes to a green and healthy environment. In 2019, East Bay Municipal Utility District (EBMUD) prepared an Updated Recycled Waster Plan which considered the potential for potable reuse in EBMUD's water service area. The development of a new recycled water supply for the Phillips 66 refinery in Rodeo using effluent from the Pinole-Hercules and Rodeo wastewater treatment plants was among the recommended non-potable reuse projects. This project is estimated to deliver up to 3.67 MGD of recycled water to the refinery for use in their boilers and cooling towers. The combined final disinfected effluent from both plants would be pumped at the Rodeo Pump Station to the refinery for treatment a new advanced recycled water treatment plan. This project was recommended by EBMUD because it would deliver a large amount of water to a single customer, with comparatively few pipelines required due to the short distance between the sources of wastewater and the Phillips 66 Refinery

General Plan Goals/Policies

Policy OS.8.1, Policy OS.8.7, Goal SE.9, Policy SE.9.1, Policy SE.9.4

Summary of Capital Cost

	Budget	Projected Budget				Project Estimate
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning	$ 80,000					$ 80,000
Design						
Construction						
Contingency						
TOTAL USES	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,000**
SOURCE(S)						
100 - General Fund	$ 80,000					$ 80,000
TOTAL FUNDS	**$ 80,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 80,000**

IN2101 - EMERGENCY POWER FOR CRITICAL FACILITIES

Functional Area : Infrastructure Assessment			**Project Origin :** Council Request			**Priority Score :**		
Type of CIP		**Budget**	**Unappropriated Subsequent Years**					
X New Replacement Land/Row Acq. Required Rehabilitation	Expansion Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**	
Estimated Expenditures to-date	$ -	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ 200,000**	
Project Start	7/1/2026				**Estimated Completion**	6/30/2027		

Description

During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. Critical facilities will need reliable sources of sustained electrical power to continue operations. This project will: 1) identify critical facilities in need of back-up power in coordination with an Emergency Operations Plan (EOP) , 2) assess power loads in each critical facility that requires back-up power, 3) determine the costs and technology options including solar battery storage, and 4) make any additional recommendations to Council before advancing to construction.

History, Status, or Impact if Delayed

The Public Safety Building, Fire Station 74, and the Water Pollution Control Plant have stand by generators.

General Plan Goals/Policies

Policy GM.4.1, Policy CS.2.6, Goal CS.9, Goal HS.4

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning						
Design		$ 30,000				$ 30,000
Construction						
Contingency		$ 170,000				$ 170,000
TOTAL USES	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ 200,000**
SOURCE(S)						
100 - General Fund		$ 200,000				$ 200,000
TOTAL FUNDS	**$ -**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ 200,000**

IN1703 - STORM DRAIN MASTER PLAN

Functional Area : Infrastructure Assessment			**Project Origin :** Staff Recommendation			**Priority Score :**	
Type of CIP		**Budget**	**Unappropriated Subsequent Years**				
X New Replacement Land/Row Acq. Required Rehabilitation	Expansion Renovation	**Year 1** **FY 2025-26**	**Year 2** **FY 2026-27**	**Year 3** **FY 2027-28**	**Year 4** **FY 2028-29**	**Year 5** **FY 2029-30**	**Project Estimate** **FY 2025 - 2030**
Estimated Expenditures to-date	$ 117.46	**$ 273,936.54**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 274,054**
Project Start	7/1/2024				**Estimated Completion**	6/30/2026	

Description

Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.

History, Status, or Impact if Delayed

General Plan Goals/Policies

Policy GM.4.1, Policy CS.7.1

Summary of Capital Cost

	Budget	**Projected Budget**				**Project Estimate**
USE(S)	**FY 2025-26**	**FY 2026-27**	**FY 2027-28**	**FY 2028-29**	**FY 2029-30**	**FY 2025 - 2030**
Planning	$ 273,937					$ 273,937
Design						
Construction						
Contingency						
TOTAL USES	**$ 273,937**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 273,937**
SOURCE(S)						
106 - Measure S 2014	$ 273,937					$ 273,937
TOTAL FUNDS	**$ 273,937**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 273,937**

Goals and Policies

Community Character Element

GOAL CC.1 Maintain Pinole's unique qualities and sense of place to preserve the established historic and small-town character of the city.

POLICY CC.1.2 Require all new development to incorporate high-quality site design, architecture and planning to enhance the overall quality of the built environment in Pinole and create a visually interesting and aesthetically pleasing town environment.

POLICY CC.1.3 To enhance a sense of arrival and create a strong appealing image that promotes community identity, the City shall develop community entry features at key gateways or city entries along Interstate 80. Entryways shall incorporate landscaping, trees, structural architectural elements, signage and public art.

POLICY CC.1.5 Encourage project compatibility, interdependence and support with neighboring uses, especially between commercial and mixed-use centers and the surrounding residential neighborhoods. Uses should relate to one another with pedestrian connections, transit options, shared parking, landscaping, public spaces, and the orientation and design of buildings.

GOAL CC.2 Emphasize and enhance the visual and physical connection between the city's natural environment and the community's quality of life.

POLICY CC.2.1 Provide visual and physical connections between the natural environment and the built environment through careful site design, building placement, architectural features that allow views of Pinole's unique environment such as ridgelines or the San Pablo Bay shoreline, public access to open space such as via the Bay Trail, and the use of native vegetation in the urban environment such as for landscape buffers for sidewalk areas and street trees.

POLICY CC.2.2 Preserve natural resources within the built environment, including trees, marshes, creeks and hillsides.

GOAL CC.5 Enhance the quality of life in Pinole by acknowledging the cultural diversity and by promoting, preserving and sustaining the cultural and performing arts.

POLICY CC.5.1 Celebrate the city's cultural diversity through public art, cultural centers and community events for the benefit and enjoyment of all residents.

POLICY CC.5.2 Develop programs and facilities that promote the cultural and performing arts in Pinole.

Growth Management Element

GOAL GM.1 Regional Planning. Support cooperative transportation, land use and public service planning in Contra Costa County.

POLICY GM.1.1 West Contra Costa County Planning Activities. Achieve efficient public service delivery by coordinating with affected jurisdictions and agencies concerning public and private developments.

GOAL GM.3 Efficient Transportation. Support land use patterns that make efficient use of the transportation system and enhance public safety.

POLICY GM.3.1 Transportation Management. Make more efficient use of the regional and subregional transportation system.

POLICY GM.3.3 Provide Adequate Transportation Facilities and Services. Provide adequate transportation facilities while maintaining neighborhood integrity.

POLICY GM.3.7 Mobility-Impaired. Support efforts to provide safe and convenient transportation systems for all citizens of Pinole, particularly mobility-impaired individuals.

GOAL GM.4 Compact Development and Service Areas. Encourage infill and redevelopment in areas that are already served by utilities, infrastructure and public services.

POLICY GM.4.1 Planning for Present and Future Community Needs. Plan for, provide and maintain a level of public infrastructure facilities and services that adequately serves the present and future needs of the community.

Land Use & Economic Development Element

GOAL LU.1 Preserve and enhance the natural resources, high-quality residential neighborhoods and commercial areas, and small-town (semi-rural) character of Pinole.

POLICY LU.1.3 Establish and implement a continuing program of civic beautification, gateway or entryway enhancement, tree planting, maintenance of homes and streets, and other measures which will promote an aesthetically desirable environment and attractive neighborhood areas.

GOAL LU.4 Preserve and strengthen the identity and quality of life of Pinole's residential neighborhoods.

POLICY LU.4.1 Ensure all new development, renovation or remodeling preserves and strengthens Pinole's residential neighborhoods by requiring projects to be harmoniously designed and integrated with the existing neighborhood.

GOAL LU.6 Protect and enhance the natural resources of the San Pablo Bay waterfront for the enjoyment of Pinole residents.

POLICY LU.6.3 Provide waterfront parks, pedestrian pathways and recreation areas that are safe, accessible, and attractive for public use.

Housing Element

GOAL H.2 Protect Existing Character and Heritage. Protect and enhance the integrity and distinctive character and heritage of Pinole encouraging the development of high quality, well-designed housing and conserving existing housing.

POLICY H.2.4 Maintain Existing Housing and Neighborhood Amenities. Maintain Pinole's lifestyle characteristics by encouraging the maintenance of existing housing stock, and in particular housing with historic value, and preserving the amenities of existing neighborhoods

GOAL H.3 Provide Adequate Services and Facilities. Provide adequate services and facilities to meet the needs of the city's current and future population.

POLICY H.3.1 Plan For Public Facility and Services Needs. Future development shall be planned based on public facility and service capacity, community-wide needs, sound citywide and neighborhood planning and public improvement programming.

POLICY H.3.4 Encourage new pedestrian-oriented development. Encourage new development and redevelopment that places residences in close proximity to a variety of services and facilities.

Circulation Element

GOAL CE.1 Reduce vehicle miles traveled and encourage the use of public transit.

POLICY CE.1.1 Encourage strategic growth that concentrates future development along Pinole's three primary transit corridors (San Pablo Avenue, Appian Way and Pinole Valley Road).

POLICY CE.1.3 Encourage development that is sensitive to both local and regional transit measures and that promotes the use of alternative modes of transportation.

POLICY CE.1.4 Encourage maximum utilization of the existing public transit system and alternate modes of transportation in Pinole.

GOAL CE.3 Provide timely input and effective means (as appropriate) of programming street and highway improvements to maintain the objective peak hour level of service without detrimentally impacting community character or commercial activity.

POLICY CE.3.2. Maintain roadway network at or above established LOS thresholds.

GOAL CE.4 Establish programs to support sidewalk, trail and street enhancements, where feasible.

POLICY CE.4.5 Inventory sidewalk conditions to identify opportunities for enhancements to the circulation system and to help prioritize repair and maintenance activities as funding becomes available.

GOAL CE.5 Provide adequate parking and loading facilities while encouraging alternative means of transportation.

GOAL CE.7 Support bicycle use as a mode of transportation by enhancing infrastructure to accommodate bicycle and rides.

POLICY CE.7.1 Enhance the City's Bikeway network through the use of Class I, II, and III bikeways.

POLICY CE.7.3 Establish a network of multi-use paths to facilitate safe and direct off-street bicycle and pedestrian travel.

Community Services and Facilities Element

GOAL CS.1 Provide safe, attractive and efficiently designed infrastructure and sustainable facilities to serve the public.

POLICY CS.1.1 The City will strive to provide safe, attractive and efficiently designed facilities for public and quasi-public organizations.

POLICY CS.1.3 The City will endeavor to provide convenient access to community facilities and services to all areas of the community.

GOAL CS.2 Ensure and maintain a high level of public safety in the community.

POLICY CS.2.6 The City will continue to fund the repair, maintenance and expansion of facilities to respond to evolving service needs.

GOAL CS.3 Provide adequate and high-quality recreational opportunities and programs for the community.

POLICY CS.3.1 Continue to provide a variety of recreational opportunities that serve and represent all aspects of the community.

POLICY CS.3.3 Expand and organize a multi-use trail system.

GOAL CS.6 Provide adequate, economical and dependable wastewater collection service and treatment.

POLICY CS.6.1 The City shall continue to make capital improvements to the wastewater collection and treatment system to maintain system capability and reliability.

GOAL CS.7 Minimize flooding.

POLICY CS.7.1 The City will ensure that the storm drain system has adequate capacity to minimize street flooding and, where feasible, shall expand the capacity of the system to control storm flows.

GOAL CS.9 Provide economical and dependable community services while conserving energy resources.

POLICY CS.9.1 The City will seek opportunities to improve the energy efficiency of facilities and operations.

GOAL CS.10 Provide safe, efficient roadway infrastructure to support multiple modes of transportation and to meet existing and future circulation needs.

POLICY CS.10.2 The City will update, where possible, the existing roadway network to enhance pedestrian, bicycle and transit circulation while maintaining safe vehicular circulation.

Health and Safety Element

GOAL HS.1 Minimize the potential for loss of life, injury, damage to property, economic and social dislocation, and unusual public expense due to natural and man-made hazar

GOAL HS.2 Protect the community from the risk of flood damage and improve surface water quality.

POLICY HS.2.4 Continue to monitor studies that identify anticipated changes in sea level and create appropriate standards and improvements to minimize flood risks.

POLICY HS.2.5 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

GOAL HS.3 Minimize hazards of soil erosion, weak and expansive soils, potentially hazardous soils materials, other hazardous materials, geologic instability and seismic activity

POLICY HS.3.5 Require proper handling, storage, disposal and cleanup of hazardous materials to prevent leakage, potential explosions, fires or the escape of harmful gases and to prevent individually innocuous materials from combining to form hazardous substances, especially at the time of disposal.

GOAL HS.4 Ensure that government agencies, citizens and businesses are prepared for an effective response and recovery in the event of emergencies or disasters.

POLICY HS.4.1 Continue to provide essential emergency public services during natural catastrophes

POLICY HS.4.3 Incorporate technological enhancements in new and substantially remodeled structures and facilities to support and improve emergency services.

GOAL HS.6 Support multiple forms of transportation and a circulation system design that reduces vehicle trips and emissions.

POLICY HS.6.1 Promote and encourage walking and bicycling as viable forms of transportation to services, shopping and employment.

GOAL HS.7 Ensure that all new development meets or exceeds state and federal water quality standards.

POLICY HS.7.1 Support Regional, state and federal clean water programs.

POLICY HS.7.3 Reduce the transport of runoff and surface pollutants.

POLICY HS.7.6 Establish appropriate capital improvements and management programs to reduce wet weather sewer treatment demand and avoid discharge to the shallow water outfall.

Natural Resources and Open Space Element

GOAL OS.1 Ensure the preservation of natural resources by determining appropriate land use and compatibility with natural resources and open space.

POLICY OS.1.2 Agency Cooperation. Work with Federal, State and local regulatory and trustee agencies to promote the long-term sustainability of local natural resources.

Sustainability Element

GOAL SE.3 The City will reduce its contribution to climate change and mitigate and adapt to the effects of climate change as appropriate.

POLICY SE.3.1 Reduce greenhouse gas emissions from City operations and community sources by a minimum of 15 percent below current or baseline levels by the year 2020.

POLICY SE.3.4 Reduce GHG emissions by reducing vehicle miles traveled and by increasing or encouraging the use of alternative fuels and transportation technologies.

POLICY SE.1.3 Enhance the energy efficiency of all City facilities.

GOAL SE.4 Optimize energy efficiency and renewable energy.

POLICY SE.4.2 Explore opportunities for City-wide expansion of Programs and Facilities related to energy efficiency and conservation.

GOAL SE.5 Achieve a solid waste diversion of 75% of the waste stream by 2020.

GOAL SE.7 Air quality will be maintained and improved for the City of Pinole and the Bay Area as a region and not decline below levels measured in early 1990’s.

POLICY SE 7.3 Support efforts to comprehensively address air quality issues through education, regulation, and innovation.

GOAL SE.8 Utilize transit options and reduce vehicle miles traveled and single-occupancy vehicle use.

POLICY SE.8.7 Work to improve Pinole’s pedestrian and bicycle infrastructure and to meet the needs of all pedestrians and bicyclists.

POLICY SE.8.10 Support and promote the use of low- and zero-emissions vehicles, alternative fuels, and other measures to directly reduce emissions from motor vehicles.

DRAFT CAPITAL IMPROVEMENT PLAN

FY 2025/26 – FY 2029/30

FINANCE SUBCOMMITTEE MEETING

April 24, 2025

Draft CAPITAL IMPROVEMENT PLAN (CIP) FY 2024/25 – FY 2028/29

- The Capital Improvement Plan (CIP) is a five-year plan used to identify and implement the City’s capital needs

- The draft five-year CIP contains 50 capital projects including 3 new projects and 9 new annual projects/programs

- Project categories: Facilities, Parks, Sewer, Stormwater, Streets & Roads, and Infrastructure Assessments

NEW PROJECTS & PLAN

- Upgrade of the City's pools

- Zero-emission vehicles and EV charging infrastructure

- ADA Transition Plan Update

NEW ANNUAL PROJECTS/PROGRAMS

- Improvements to City parks including lighting, playground equipment, shaded structures, furnishings, installation of welcome kiosk and wayfinding signs, landscaping, public art, and paving trails.

- Stormwater system upgrades and trash capture to comply with state and regional standards and requirements.

NEW ANNUAL PROJECTS/PROGRAMS

PINOLE
CALIFORNIA

- Traffic Calming Program to change drivers' behavior and reduce travel speeds through the use of engineering solutions and the installation of physical devices such as driver feedback signs, curb extensions, speed cushions, and roundabouts.

- Safe Routes to Schools Program to enhance multi-modal traffic safety through the use of high visibility pavement markings, regulatory and advisory signs, installation of RRFB, and safety education.

NEW ANNUAL PROJECTS/PROGRAMS

- Pavement markings and signage upgrades to meet state requirements and maintain minimum level of retro-reflectivity.

- City streetlight upgrades to meet standards for spacing and illumination thereby improving nighttime visibility and enhancing sense of safety and security.

NEW ANNUAL PROJECTS/PROGRAMS

PINOLE CALIFORNIA

- City signal upgrades through the installation of video detection, accessible devices, upgrade of controllers, upgrade of software, battery back-up system and/or designated left-turn phasing.

- Accessibility improvements to meet ADA requirements by providing curb ramps.

- Sidewalk Rehabilitation Program to assist property owners in maintaining the sidewalks in a safe and accessible manner.

REVIEW AND APPROVAL PROCESS

Finance Subcommittee - April → Special Budget Workshop → Planning Commission – May → Preliminary Proposed CIP – City Council, May → Final Proposed CIP – City Council, June

BUDGET SUMMARY

SOURCES BY FUND	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	5-Year Total
100 - General Fund	$ 80,000	$ 200,000	$ -	$ -	$ -	$ 280,000
105 - Measure S 2006	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 350,000	$ 1,750,000
106 - Measure S 2014	$ 1,392,669	$ 2,293,000	$ 625,000	$ 250,000	$ 250,000	$ 4,810,669
200 - Gas Tax	$ 1,880,000	$ 500,000	$ 500,000	$ 500,000	$ -	$ 3,380,000
215 - Grant: TLC	$ 133,579	$ -	$ -	$ -	$ -	$ 133,579
215 - Grant: Climate Implentation Grant - MTC	$ 595,000	$ 357,000	$ -	$ -	$ -	$ 952,000
215 - Grant: HSIP	$ 239,040	$ -	$ -	$ -	$ -	$ 239,040
215 - Measure J	$ 750,000	$ 500,000	$ 500,000	$ 250,000	$ -	$ 2,000,000
Vehicle Impact Fees & Dept Finance	$ -	$ 4,000,000	$ 4,000,000	$ 2,250,000	$ -	$ 10,250,000
215 - Grant: OBAG	$ -	$ 650,000	$ 370,000	$ -	$ -	$ 1,020,000
276 - Growth Impact Fees	$ 2,193,000	$ 900,000	$ 220,000	$ 220,000	$ 250,000	$ 3,783,000
325 - City Street Improvements	$ 1,267,000	$ 805,000	$ 700,000	$ 650,000	$ 650,000	$ 4,072,000
325 - Grant: TDA Article 3	$ -	$ -	$ -	$ -	$ -	$ -
325 - Grant: STMP Fees	$ 1,599,189	$ 70,000	$ 80,000	$ -	$ -	$ 1,749,189
325 - Grant: HBP	$ 41,394	$ -	$ -	$ -	$ -	$ 41,394
377 - Arterial Streets Rehabilitation	$ 560,960	$ 450,000	$ 400,000	$ 350,000	$ 350,000	$ 2,110,960
500 - Sewer Enterprise Fund	$ 2,612,000	$ 5,550,000	$ 4,480,000	$ 4,995,000	$ 2,835,000	$ 20,472,000
Sources Total	$ 13,693,831	$ 16,625,000	$ 12,225,000	$ 9,815,000	$ 4,685,000	$ 57,043,831
Unfunded Total	$ -	$ 1,575,000	$ 470,000	$ -	$ -	$ 2,045,000
Total Sources Required	$ 13,693,831	$ 18,200,000	$ 12,695,000	$ 9,815,000	$ 4,685,000	$ 59,088,831

Q & A