*In accordance with the Americans with Disabilities Act, persons requiring assistance or auxiliary aids in order to participate should contact the San Pablo EDC Offices, 1000 Gateway Avenue, First Floor, San Pablo, (510) 215-3200, as soon as possible prior to the meeting. SPEDC will give such requests primary consideration, taking into account undue financial and administrative burdens or fundamental alterations in services, programs or activities.*

***Next EDC Resolution Number SPEDC2026-023***

# SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING AGENDA

***Board of Directors***

*Genoveva Garcia Calloway, Chair*
*Saman Farid, Vice Chair (remote; Brown Act)*
*Kanwar Singh, Treasurer*
*Stephen Baiter, Director (excused absence)*
*Arturo Cruz, Director*

## WEDNESDAY, September 16, 2026 at 6:00 PM

**Brown Act location**: 1521 Brookside Dr. San Pablo, CA 94806

Copies of this agenda and non-exempt public records relating to an open session item on this agenda will be available upon request to saeidb@sanpabloedc.org. The agenda may also be viewed at www.SanPabloEDC.org.

**CALL TO ORDER/ PLEDGE OF ALLEGIANCE/ ROLL CALL**

*** * * OPEN CLOSED SESSION * * ***

**CLOSED SESSION – ITEMS FOR DISCUSSION**

1. Governance Committee Discussion regarding Executive Director Performance Review Process (pages 3)
   **Recommendation: Receive and file**

*** * * CONCLUDE CLOSED SESSION * * ***

*** * * OPEN REGULAR SESSION * * ***

**PUBLIC COMMENTS**: The public is encouraged to address the San Pablo EDC Board on any matter listed on the agenda or any other matter within its jurisdiction subject to the rules of decorum to be described and acted on by the Board. If you wish to address the Board, please email saeidb@sanpabloedc.org with "Speaker Form" in the subject line. The Board will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote.

**EXECUTIVE DIRECTOR REMARKS**

**CONSENT AGENDA**

All matters listed in the Consent Agenda section will be considered routine by the Board and will be enacted by one motion. The disposition of the item is indicated. There will be no separate discussion of these items. If discussion is requested, that item will be removed from the section entitled Consent Agenda and will be considered separately.

**<u>CONSENT AGENDA</u>** (3 items)

1. Minutes of the July 15, 2026 regular meeting (pages 4-5)
   **Recommendation: Approve**

2. San Pablo EDC FY26-27 Financial Statements ending July 31, 2026 (pages 6-14)
   **Recommendation: Receive and file**

3. Resolution authorizing continued support of the San Pablo Forward Scholarship at Contra Costa College Foundation and ratifying fiscal year 2026-27 budget expense of $5,000 (pages 15-19)
   **Recommendation: Approve**

*** * * END OF CONSENT AGENDA * * ***

**<u>REGULAR AGENDA – ITEMS FOR DISCUSSION</u>**

2. Resolution authorizing joining the Oakland Roots Community Champions Program (pages 20-22)
   **Recommendation: Approve**

3. Resolution authorizing issuance for Request for Proposal 2026-EDC02 for path of travel parking lot compliance updates and Request for Proposal 2026-EDC03 for installation of a rooftop HVAC enclosure at 14501 San Pablo Avenue (Mission Plaza) (pages 23-32)
   **Recommendation: Approve**

4. Resolution retroactively authorizing execution of legal representation agreement for employment law services with Fairgrieve Law Office and $3,500 retainer (pages 33-37)
   **Recommendation: Approve**

**<u>ADJOURNMENT</u>**

Adjourn to next regular meeting scheduled for **Wednesday, October 21, 2026**, at 6:00 PM. Reception to follow adjournment.

# SAN PABLO EDC BOARD REPORT

## *Closed Session*

Back to Agenda

**DATE:** **September 16, 2026**

**TO:** **San Pablo EDC Board**

**FROM:** **Genoveva Calloway, Board Chair**
**Prepared by Leslay Choy, Executive Director**

**SUBJECT:** **GOVERNANCE COMMITTEE REPORT TO THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS REGARDING PERFORMANCE REVIEW PROCESS**

### RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Receive and file

### BACKGROUND

From time to time, the Governance Committee of the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) reports out to the Board on timely matters. The Governance Committee consists of Board Chair, Genoveva Calloway, and Vice Chair, Saman Farid.

The Governance Committee has been working diligently with the Law Offices of Julian Gross. Part of the guidance received is to formalize the executive director performance review process, which the Governance Committee would like to discuss.

### FISCAL IMPACT

There is no fiscal impact.

### Attachments

None.

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**MINUTES OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS REGULAR MEETING**

**WEDNESDAY, JULY 15, 2026**

## ROLL CALL

The Board of Directors (Board) meeting was called to order at 9:31 AM in the San Pablo Economic Development Corporation (San Pablo EDC) Offices at 1000 Gateway Avenue, First Floor, San Pablo, California. Present were Chair Genoveva Calloway, Treasurer Kanwar Singh, Director Arturo Cruz and Director Stephen Baiter. Also present were Executive Director Leslay Choy and Board Secretary Saeid Babay Hosseini. Vice Chair Saman Farid had an excused absence.

## PUBLIC COMMENTS

There were no public comments.

## EXECUTIVE DIRECTOR REMARKS

Executive Director Choy updated the board on fiscal year-end activities and the Workforce Intake Coordinator recruitment. She reminded the board of the August recess and shared that staff members Bradley Ward and Iracema Camargo would serve as points of contact during her vacation. She also sought board input on ways to engage youth and support voter registration.

## CONSENT AGENDA

1. Minutes of the June 18, 2026 regular meeting
   **Recommendation: Approve**
2. San Pablo EDC FY25-26 Financial Statements ending May 31, 2026
   **Recommendation: Receive and file**

It was moved by Director Cruz, seconded by Treasurer Singh, and passed by a vote of those present to adopt the items on the Consent Agenda. The motion passed as follows:

AYES: Baiter, Calloway, Cruz, Singh
NOES: None
ABSTAIN: None
ABSENT: Farid

## REGULAR AGENDA

**Resolution authorizing execution of the City of San Pablo Consulting Services Agreement for fiscal years 2026-27 and 2027-28 for operations funding in the amount of $562,500 annually or $1,125,000 for the contract term**

Executive Director Choy introduced the item and explained the two-year consulting agreement with the City of San Pablo for continued operations funding and services related to workforce, housing, entrepreneurship, and economic development. Following board discussion, it was moved by Treasurer Singh, seconded by Chair Calloway and passed by a vote of those present to adopt **RESOLUTION SPEDC2026-021**, a resolution to authorize execution of the City of San Pablo Consulting Services Agreement for fiscal years 2026-27 and 2027-28 for operations funding in the amount of $562,500 annually or $1,125,000 for the contract term.

AYES: Baiter, Calloway, Singh
NOES: None
ABSTAIN: Cruz
ABSENT: Farid

**Resolution authorizing execution of the Maze & Associates letter of engagement for fiscal year 2025-26 Audit and Tax Preparation Services and ratifying fiscal year 2026-27 budget expense not to exceed $13,930**

Executive Director Choy introduced the item and explained the engagement with Maze & Associates for the FY2025-26 audit and tax preparation services, noting the firm's strong history with San Pablo EDC and consistent audit work. Following board discussion, it was moved Director Baiter, seconded by Director Cruz, and passed by a vote of those present to adopt **RESOLUTION SPEDC2026-022**, a resolution to authorize execution of the Maze & Associates letter of engagement for fiscal year 2025-26 Audit and Tax Preparation Services and ratify fiscal year 2026-27 budget expense not to exceed $13,930.

AYES: Baiter, Calloway, Cruz, Singh
NOES: None
ABSTAIN: None
ABSENT: Farid

**<u>ADJOURNMENT</u>**

It was moved by Chair Calloway and seconded by Treasurer Singh to adjourn the meeting at 9:58 AM to the next regular meeting scheduled for **Wednesday, September 16, 2026** at 6:00 PM.

Respectfully submitted,

_______________________________________
Saeid Babay Hosseini, Board Secretary

_______________________________________
Genoveva Calloway, Chair

# SAN PABLO EDC BOARD REPORT

SAN PABLO EDC
*putting people to work*

Back to Agenda

**DATE:** **September 16, 2026**

**TO:** **San Pablo EDC Board**

**FROM:** **Leslay Choy, Executive Director**
**Bradley Ward, Controller**

**SUBJECT:** **SAN PABLO ECONOMIC DEVELOPMENT CORPORATION FISCAL YEAR 2026-27 FINANCIAL STATEMENTS THROUGH JULY 2026**

## RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Receive and file report.

## BACKGROUND

As part of its ongoing fiduciary oversight, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) reviews the organization's financial reports. These reports are received and reviewed in advance by Board Treasurer and Finance Committee Chair, Kanwar Singh. Financials compare year-to-date expenses to annual budget in a format recommended by Treasurer Singh, which the Board is asked to review. As this is the first report of the year, the financial picture is limited; however, there is important forecast information included in the third section of this report.

## ANALYSIS OF FINANCIAL REPORTS

Attached is a set of financial reports through July 2026. The lead item is the balance sheet, which shows the organization's financial position as of July 31, 2026. The July balance sheet reflects assets of $5,212,712, liabilities of $2,166,624 and equity of $3,046,088. For any professional agreement where San Pablo EDC receives the lump sum up front, Account 25800 is used for the unearned portion of the agreement, and changes the month-over-month liabilities, reducing as the year advances.

The second section of the report is the year-to-date profit and loss (P&L) statement through July 31, 2026 with comparison to budget. The P&L statements are presented as a summary of the Total Budget for Operations, Measure S and Total Grants. The first column represents year-to-date (YTD) revenue and expenses by budget item; second column represents total budget; third column represents year-to-date variance to budget. EDC recognizes income on an accrual basis.

The first part of the Total P&L statement is revenue (income). Total income through July is $141,712.95, representing 9.5% of budgeted income with 8.3% of the fiscal year complete.

The second part of the P&L, which includes other expenses less depreciation, represents expenses, the bulk of which are 62100 Contract Services, 65000 Operations and 66000 Payroll. YTD expenses were $134,021 or 8.3% of the annual budget.

Monthly non-cash depreciation of $3,739 (year-to-date $3,739) for the EDC's commercial building asset, Mission Plaza, is accounted for as "other expense" in account 70100, as it does not affect operations. By classifying it this way, the EDC separates operations and cash usage from non-cash activity. This is referred to as EBITDA or earnings before interest, taxes, depreciation and amortization.

## FORECAST INFORMATION

There are four events impacting San Pablo EDC for which the Board should be aware will require budget adjustments. These adjustments will be drafted and presented to the Finance Committee, and then brought to the Board.

First, while the Board is aware San Pablo EDC changed brokers and healthcare coverage (now HealthNet of California) last fiscal year to realize savings over the proposed increase. On September 1, NPR shared on its program, *Marketplace,* that the health insurance industry has announced its intention for at least an eight percent (8%) increase, noting it is anticipated to the most significant increase on record. On September 2, HealthNet of California has announced its intention to exit California for small and large group health coverage, which will necessitate San Pablo EDC going back out to market in December and changing coverage effective March 1, 2027.

Second, Mission Plaza has a new tenant which means two important things financially: (1) the tenant improvement (TI) cost approved by the Board in the lease and subsequent action in fiscal year 2025-26 will pay out in 2026-27; and (2) city inspection of these improvements applied updated codes to our property and therefore requires us to put out an RFP and assume costs for path of travel improvement and roof HVAC enclosure. The budget will need to be adjusted accordingly.

Third, specialized legal counsel has been necessary at San Pablo EDC, which will also require a line-item budget adjustment. Finally, San Pablo EDC has expanded its work under the Contra Costa Workforce Collaborative (CCWC) to include workforce services under the Dislocated Oil and Gas Worker Fund (DOGWF) which will expand grant funding for staff and benefits by $125,000, which will require a budget adjustment and free up some Measure S and Operations resources.

**Attachments**

- San Pablo EDC FY26-27 Financial Statements through July 2026

# San Pablo Economic Development Corporation
## Balance Sheet
### As of Jul 31, 2026

| | Total |
|---|---|
| Assets | |
| Current Assets | |
| Bank Accounts | |
| 10000 SPEDC Checking Acct. | 822,447 |
| 10005 Money Market ...1115 | 2,256,921 |
| 10015 TCU Checking /Savings Account | 246 |
| 10100 Petty Cash | 100 |
| **Total for Bank Accounts** | **$3,079,714** |
| Accounts Receivable | |
| 11000 Accounts Receivable | 962,219 |
| **Total for Accounts Receivable** | **$962,219** |
| Other Current Assets | |
| 13000 Prepaid Expenses | 973 |
| **Total for Other Current Assets** | **$973** |
| **Total for Current Assets** | **$4,042,906** |
| Fixed Assets | |
| 14100 Buildings - Operating | 1,540,000 |
| 14200 Accumulated Depreciation | (370,194) |
| **Total for Fixed Assets** | **$1,169,806** |
| **Total for Assets** | **$5,212,712** |
| Liabilities and Equity | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 Accounts Payable | (16,003) |
| **Total for Accounts Payable** | **$(16,003)** |
| Credit Cards | |
| 20500 SPEDC Credit Card | 967 |
| **Total for Credit Cards** | **$967** |
| Other Current Liabilities | |
| 24000 Payroll Liabilities {72} | |
| 24250 California SUI / ETT | (0) |
| 24300 Health Insurance | 705 |
| 24350 Mutual of America 403(b) W/H | 2,297 |
| **Total for 24000 Payroll Liabilities {72}** | **$3,002** |
| 25800 Unearned or Deferred Revenue | 859,458 |
| 25820 Security Deposit | 19,200 |
| **Total for Other Current Liabilities** | **$881,660** |
| **Total for Current Liabilities** | **$866,624** |
| Long-term Liabilities | |
| 27100 Notes, Mortgages, and Leases | 1,300,000 |
| **Total for Long-term Liabilities** | **$1,300,000** |
| **Total for Liabilities** | **$2,166,624** |
| Equity | |
| 30000 Opening Balance Equity | 291,057 |
| 32100 Operations Net Assets | 2,728,985 |
| 32500 Meas S Net assets | 38,798 |
| Retained Earnings | (16,704) |
| Net Income | 3,953 |
| **Total for Equity** | **$3,046,088** |
| **Total for Liabilities and Equity** | **$5,212,712** |

# San Pablo Economic Development Corporation Inc
## Budget vs. Actuals: Budget_FY27_P&L_2 - FY27 P&L Classes
### TTD Actual Through July 2026 vs. Full-Year Budget

| | Operations | | | |
|---|---|---|---|---|
| | Jul 2026 | Total | | |
| | Actual | Budget | over Budget | % of Budget |
| **Income** | | | | |
| **43400 Direct Public Support** | | | | |
| **43410 Corporate Contributions** | | 20,000.00 | (20,000.00) | 0.00% |
| **Total 43400 Direct Public Support** | **$ -** | **$ 20,000.00** | **$ (20,000.00)** | **0.00%** |
| **44400 Government Contracts** | | 0.00 | 0.00 | |
| **44430 Local Government Contracts** | 76,041.67 | 912,500.00 | (836,458.33) | 8.33% |
| **Total 44400 Government Contracts** | **$ 76,041.67** | **$ 912,500.00** | **$ (836,458.33)** | **8.33%** |
| **45000 Investments** | | | | |
| **45025 Investments Income MMA** | 5,735.90 | 80,000.00 | (74,264.10) | 7.17% |
| **45030 Interest-Savings, Short-term CD** | 7.82 | 150.00 | (142.18) | 5.21% |
| **Total 45000 Investments** | **$ 5,743.72** | **$ 80,150.00** | **$ (74,406.28)** | **7.17%** |
| **46400 Other Types of Income** | | | | |
| **46410 Advertising Sales** | 600.00 | 25,000.00 | (24,400.00) | 2.40% |
| **46430 Miscellaneous Revenue** | | 44.00 | (44.00) | 0.00% |
| **Total 46400 Other Types of Income** | **$ 600.00** | **$ 25,044.00** | **$ (24,444.00)** | **2.40%** |
| **47200 Program Income** | | | | |
| **47230 Membership Dues** | 1,700.00 | 5,000.00 | (3,300.00) | 34.00% |
| **47240 Asset Management** | | | | |
| **47245 Loan Programs** | | 7,000.00 | (7,000.00) | 0.00% |
| **47520 Rental Income** | 7,627.56 | 141,931.00 | (134,303.44) | 5.37% |
| **47521 CAM Charges** | | 27,000.00 | (27,000.00) | 0.00% |
| **Total 47520 Rental Income** | **$ 7,627.56** | **$ 168,931.00** | **$ (161,303.44)** | **4.52%** |
| **Total 47240 Asset Management** | **$ 7,627.56** | **$ 175,931.00** | **$ (168,303.44)** | **4.34%** |
| **47250 Program Income - Other** | | 23,500.00 | (23,500.00) | 0.00% |
| **Total 47200 Program Income** | **$ 9,327.56** | **$ 204,431.00** | **$ (195,103.44)** | **4.56%** |
| **Total Income** | **$ 91,712.95** | **$ 1,242,125.00** | **$ (1,150,412.05)** | **7.38%** |
| **Gross Profit** | **$ 91,712.95** | **$ 1,242,125.00** | **$ (1,150,412.05)** | **7.38%** |
| **Expenses** | | | | |
| **60300 Awards and Grants** | | | | |
| **60310 Charitable sponsorships** | | 5,000.00 | (5,000.00) | 0.00% |
| **Total 60300 Awards and Grants** | **$ -** | **$ 5,000.00** | **$ (5,000.00)** | **0.00%** |
| **60900 Business Expenses** | | | | |
| **60920 Business Membership Fees** | 750.00 | 2,800.00 | (2,050.00) | 26.79% |
| **60930 Subscriptions (Other)** | 373.98 | 6,000.00 | (5,626.02) | 6.23% |
| **Total 60900 Business Expenses** | **$ 1,123.98** | **$ 8,800.00** | **$ (7,676.02)** | **12.77%** |
| **62100 Contract Services** | | | | |
| **62110 Accounting & Auditing** | | 11,000.00 | (11,000.00) | 0.00% |
| **62120 IT Processing** | 1,800.00 | 1,800.00 | 0.00 | 100.00% |
| **62130 Fundraising/Grant Writing** | | 15,000.00 | (15,000.00) | 0.00% |
| **62140 Legal Fees** | | 8,000.00 | (8,000.00) | 0.00% |

| | | | | |
|---|---|---|---|---|
| 62150 Public Relations/ Website/photo | 4,000.00 | 55,400.00 | (51,400.00) | 7.22% |
| 62160 Job Training | | 85,000.00 | (85,000.00) | 0.00% |
| 62190 Other | 4.00 | 2,750.00 | (2,746.00) | 0.15% |
| **Total 62100 Contract Services** | **$ 5,804.00** | **$ 178,950.00** | **$ (173,146.00)** | **3.24%** |
| 62800 Facilities and Equipment | | | | |
| 62801 Office Equipment | | 4,000.00 | (4,000.00) | 0.00% |
| **Total 62800 Facilities and Equipment** | **$ -** | **$ 4,000.00** | **$ (4,000.00)** | **0.00%** |
| 65000 Operations | | | | |
| 65030 Printing, Copying & Postage | 2,277.75 | 51,200.00 | (48,922.25) | 4.45% |
| 65040 Program Costs and Marketing | | 15,000.00 | (15,000.00) | 0.00% |
| 65041 Meeting + General Off. Supplies | 44.85 | 3,500.00 | (3,455.15) | 1.28% |
| 65060 Asset Management Costs | | 122,000.00 | (122,000.00) | 0.00% |
| 65062 Utilities-EBMUD,PG&E & Landscap | 461.09 | 0.00 | 461.09 | |
| **Total 65060 Asset Management Costs** | **$ 461.09** | **$ 122,000.00** | **$ (121,538.91)** | **0.38%** |
| **Total 65000 Operations** | **$ 2,783.69** | **$ 191,700.00** | **$ (188,916.31)** | **1.45%** |
| 65100 Other Types of Insurance | | | | |
| 65120 Insurance - Liability, D and O | 2,239.00 | 46,000.00 | (43,761.00) | 4.87% |
| **Total 65100 Other Types of Insurance** | **$ 2,239.00** | **$ 46,000.00** | **$ (43,761.00)** | **4.87%** |
| 66000 Payroll Expenses {71} | | | | |
| 66100 Executive Director | 24,335.76 | 210,910.00 | (186,574.24) | 11.54% |
| 66200 Staff Payroll | 44,155.93 | 521,285.00 | (477,129.07) | 8.47% |
| 66500 Benefits | | | | |
| 65050 Telephone | 575.04 | 4,740.00 | (4,164.96) | 12.13% |
| 66300 Payroll Taxes | 5,088.10 | 50,000.00 | (44,911.90) | 10.18% |
| 66350 Retirement | 1,295.99 | 0.00 | 1,295.99 | |
| 66400 Workers Compensation | | 1,100.00 | (1,100.00) | 0.00% |
| 66450 Medical Insurance | 10,081.45 | 0.00 | 10,081.45 | |
| 66460 Benefits - Other | 1,153.99 | 125,500.00 | (124,346.01) | 0.92% |
| **Total 66500 Benefits** | **$ 18,194.57** | **$ 181,340.00** | **$ (163,145.43)** | **10.03%** |
| **Total 66000 Payroll Expenses {71}** | **$ 86,686.26** | **$ 913,535.00** | **$ (826,848.74)** | **9.49%** |
| 68300 Travel and Meetings | | | | |
| 68301 Mileage | | 600.00 | (600.00) | 0.00% |
| 68310 Conference Reg. & Meetings | 949.00 | 1,500.00 | (551.00) | 63.27% |
| 68320 Travel | 33.52 | 5,000.00 | (4,966.48) | 0.67% |
| 68340 Training & Development. | | 3,000.00 | (3,000.00) | 0.00% |
| **Total 68300 Travel and Meetings** | **$ 982.52** | **$ 10,100.00** | **$ (9,117.48)** | **9.73%** |
| 69000 Operational Contingency | | 5,000.00 | (5,000.00) | 0.00% |
| 69010 Bank Service Charges | 173.07 | 0.00 | 173.07 | |
| **Total Expenses** | **$ 99,792.52** | **$ 1,363,085.00** | **$ (1,263,292.48)** | **7.32%** |
| **Net Operating Income** | **$ (8,079.57)** | **$ (120,960.00)** | **$ 112,880.43** | **6.68%** |
| Other Expenses | | | | |
| 70100 Depreciation & Amortization | 3,739.33 | 0.00 | 3,739.33 | |
| **Total Other Expenses** | **$ 3,739.33** | **$ -** | **$ 3,739.33** | |
| **Net Other Income** | **$ (3,739.33)** | **$ -** | **$ (3,739.33)** | |
| **Net Income** | **$ (11,818.90)** | **$ (120,960.00)** | **$ 109,141.10** | **9.77%** |

Thursday, Sep 10, 2026 06:42:41 PM GMT-7 - Accrual Basis

# San Pablo Economic Development Corporation Inc
## Budget vs. Actuals: Budget_FY27_P&L_2 - FY27 P&L Classes
### YTD Actual Through July 2026 vs. Full-Year Budget

| | Measure S | | | |
|---|---|---|---|---|
| | Jul 2026 | Total | | |
| | Actual | Budget | over Budget | % of Budget |
| Income | | | | |
| 44400 Government Contracts | | | | |
| 44430 Local Government Contracts | 29,166.67 | 350,000.00 | (320,833.33) | 8.33% |
| Total 44400 Government Contracts | $ 29,166.67 | $ 350,000.00 | $ (320,833.33) | 8.33% |
| Total Income | $ 29,166.67 | $ 350,000.00 | $ (320,833.33) | 8.33% |
| Gross Profit | $ 29,166.67 | $ 350,000.00 | $ (320,833.33) | 8.33% |
| Expenses | | | | |
| 60300 Awards and Grants | | | | |
| 60310 Charitable sponsorships | | 5,000.00 | (5,000.00) | 0.00% |
| Total 60300 Awards and Grants | $ - | $ 5,000.00 | $ (5,000.00) | 0.00% |
| 60900 Business Expenses | | | | |
| 60920 Business Membership Fees | | 450.00 | (450.00) | 0.00% |
| 60930 Subscriptions (Other) | 174.49 | 2,500.00 | (2,325.51) | 6.98% |
| Total 60900 Business Expenses | $ 174.49 | $ 2,950.00 | $ (2,775.51) | 5.91% |
| 62100 Contract Services | | | | |
| 62110 Accounting & Auditing | | 6,500.00 | (6,500.00) | 0.00% |
| 62130 Fundraising/Grant Writing | | 7,500.00 | (7,500.00) | 0.00% |
| 62150 Public Relations/ Website/photo | 2,000.00 | 27,700.00 | (25,700.00) | 7.22% |
| 62160 Job Training | | 85,000.00 | (85,000.00) | 0.00% |
| 62190 Other | | 1,750.00 | (1,750.00) | 0.00% |
| Total 62100 Contract Services | $ 2,000.00 | $ 128,450.00 | $ (126,450.00) | 1.56% |
| 65000 Operations | | | | |
| 65030 Printing, Copying & Postage | 1,100.00 | 24,950.00 | (23,850.00) | 4.41% |
| 65040 Program Costs and Marketing | | 7,000.00 | (7,000.00) | 0.00% |
| Total 65000 Operations | $ 1,100.00 | $ 31,950.00 | $ (30,850.00) | 3.44% |
| 66000 Payroll Expenses {71} | | | | |
| 66100 Executive Director | 2,433.57 | 20,500.00 | (18,066.43) | 11.87% |
| 66200 Staff Payroll | 11,877.77 | 150,000.00 | (138,122.23) | 7.92% |
| 66500 Benefits | | | | |
| 66300 Payroll Taxes | 963.75 | 13,000.00 | (12,036.25) | 7.41% |
| 66350 Retirement | 271.76 | 0.00 | 271.76 | |
| 66400 Workers Compensation | | 500.00 | (500.00) | 0.00% |
| 66450 Medical Insurance | 593.35 | 0.00 | 593.35 | |
| 66460 Benefits - Other | | 62,500.00 | (62,500.00) | 0.00% |
| Total 66500 Benefits | $ 1,828.86 | $ 76,000.00 | $ (74,171.14) | 2.41% |
| Total 66000 Payroll Expenses {71} | $ 16,140.20 | $ 246,500.00 | $ (230,359.80) | 6.55% |
| Total Expenses | $ 19,414.69 | $ 414,850.00 | $ (395,435.31) | 4.68% |
| Net Operating Income | $ 9,751.98 | $ (64,850.00) | $ 74,601.98 | -15.04% |
| Net Income | $ 9,751.98 | $ (64,850.00) | $ 74,601.98 | -15.04% |

Thursday, Sep 10, 2026 06:23:29 PM GMT-7 - Accrual Basis

# San Pablo Economic Development Corporation Inc
# Budget vs. Actuals: Budget_FY27_P&L_2 - FY27 P&L Classes
### YTD Actual Through July 2026 vs Full-Year Budget

| | Total Grants | | | |
|---|---|---|---|---|
| | Jul 2026 | | Total | |
| | Actual | Budget | over Budget | % of Budget |
| **Income** | | | | |
| **43400 Direct Public Support** | | 0.00 | 0.00 | |
| **43405 Direct Public Grants** | 50,000.00 | 123,000.00 | (73,000.00) | 40.65% |
| **Total 43400 Direct Public Support** | **$ 50,000.00** | **$ 123,000.00** | **$ (73,000.00)** | **40.65%** |
| **44400 Government Contracts** | | 0.00 | 0.00 | |
| **44410 Agency (Government) Contracts** | | 129,700.00 | (129,700.00) | 0.00% |
| **Total 44400 Government Contracts** | **$ -** | **$ 129,700.00** | **$ (129,700.00)** | **0.00%** |
| **Total Income** | **$ 50,000.00** | **$ 252,700.00** | **$ (202,700.00)** | **19.79%** |
| **Gross Profit** | **$ 50,000.00** | **$ 252,700.00** | **$ (202,700.00)** | **19.79%** |
| **Expenses** | | | | |
| **60900 Business Expenses** | | 0.00 | 0.00 | |
| **60950 Indirect Cost / Admin Fees** | 132.50 | 11,500.00 | (11,367.50) | 1.15% |
| **Total 60900 Business Expenses** | **$ 132.50** | **$ 11,500.00** | **$ (11,367.50)** | **1.15%** |
| **62100 Contract Services** | | 0.00 | 0.00 | |
| **62160 Job Training** | | 35,000.00 | (35,000.00) | 0.00% |
| **Total 62100 Contract Services** | **$ -** | **$ 35,000.00** | **$ (35,000.00)** | **0.00%** |
| **65000 Operations** | | 0.00 | 0.00 | |
| **65030 Printing, Copying & Postage** | | 3,900.00 | (3,900.00) | 0.00% |
| **65040 Program Costs and Marketing** | 414.46 | 3,200.00 | (2,785.54) | 12.95% |
| **Total 65000 Operations** | **$ 414.46** | **$ 7,100.00** | **$ (6,685.54)** | **5.84%** |
| **66000 Payroll Expenses {71}** | | 0.00 | 0.00 | |
| **66200 Staff Payroll** | 29,081.40 | 162,000.00 | (132,918.60) | 17.95% |
| **66500 Benefits** | | 0.00 | 0.00 | |
| **66300 Payroll Taxes** | 2,401.55 | 10,000.00 | (7,598.45) | 24.02% |
| **66350 Retirement** | 304.12 | 0.00 | 304.12 | |
| **66450 Medical Insurance** | 2,798.23 | 0.00 | 2,798.23 | |
| **66460 Benefits - Other** | (904.25) | 27,100.00 | (28,004.25) | -3.34% |
| **Total 66500 Benefits** | **$ 4,599.65** | **$ 37,100.00** | **$ (32,500.35)** | **12.40%** |
| **Total 66000 Payroll Expenses {71}** | **$ 33,681.05** | **$ 199,100.00** | **$ (165,418.95)** | **16.92%** |
| **Total Expenses** | **$ 34,228.01** | **$ 252,700.00** | **$ (218,471.99)** | **13.54%** |
| **Net Operating Income** | **$ 15,771.99** | **$ -** | **$ 15,771.99** | |
| **Net Income** | **$ 15,771.99** | **$ -** | **$ 15,771.99** | |

Thursday, Sep 10, 2026 06:47:17 PM GMT-7 - Accrual Basis

# San Pablo Economic Development Corporation Inc
## Budget vs. Actuals: Budget_FY27_P&L_2 - FY27 P&L Classes
### YTD Actual Through July 2026 vs. Full-Year Budget

| | Total | | | |
|---|---|---|---|---|
| | Jul 2026 | Total | | |
| | Actual | Budget | over Budget | % of Budget |
| Income | | | | |
| 43400 Direct Public Support | | | | |
| 43405 Direct Public Grants | 50,000.00 | 123,000.00 | (73,000.00) | 40.65% |
| 43410 Corporate Contributions | | 20,000.00 | (20,000.00) | 0.00% |
| **Total 43400 Direct Public Support** | **$ 50,000.00** | **$ 143,000.00** | **$ (93,000.00)** | **34.97%** |
| 44400 Government Contracts | | | | |
| 44410 Agency (Government) Contracts | | 129,700.00 | (129,700.00) | 0.00% |
| 44430 Local Government Contracts | 76,041.67 | 912,500.00 | (836,458.33) | 8.33% |
| **Total 44400 Government Contracts** | **$ 76,041.67** | **$ 1,042,200.00** | **$ (966,158.33)** | **7.30%** |
| 45000 Investments | | | | |
| 45025 Investments Income MMA | 5,735.90 | 80,000.00 | (74,264.10) | 7.17% |
| 45030 Interest-Savings, Short-term CD | 7.82 | 150.00 | (142.18) | 5.21% |
| **Total 45000 Investments** | **$ 5,743.72** | **$ 80,150.00** | **$ (74,406.28)** | **7.17%** |
| 46400 Other Types of Income | | | | |
| 46410 Advertising Sales | 600.00 | 25,000.00 | (24,400.00) | 2.40% |
| 46430 Miscellaneous Revenue | | 44.00 | (44.00) | 0.00% |
| **Total 46400 Other Types of Income** | **$ 600.00** | **$ 25,044.00** | **$ (24,444.00)** | **2.40%** |
| 47200 Program Income | | | | |
| 47230 Membership Dues | 1,700.00 | 5,000.00 | (3,300.00) | 34.00% |
| 47240 Asset Management | | | | |
| 47245 Loan Programs | | 7,000.00 | (7,000.00) | 0.00% |
| 47520 Rental Income | 7,627.56 | 141,931.00 | (134,303.44) | 5.37% |
| 47521 CAM Charges | | 27,000.00 | (27,000.00) | 0.00% |
| **Total 47520 Rental Income** | **$ 7,627.56** | **$ 168,931.00** | **$ (161,303.44)** | **4.52%** |
| **Total 47240 Asset Management** | **$ 7,627.56** | **$ 175,931.00** | **$ (168,303.44)** | **4.34%** |
| 47250 Program Income - Other | | 23,500.00 | (23,500.00) | 0.00% |
| **Total 47200 Program Income** | **$ 9,327.56** | **$ 204,431.00** | **$ (195,103.44)** | **4.56%** |
| **Total Income** | **$ 141,712.95** | **$ 1,494,825.00** | **$ (1,353,112.05)** | **9.48%** |
| **Gross Profit** | **$ 141,712.95** | **$ 1,494,825.00** | **$ (1,353,112.05)** | **9.48%** |
| Expenses | | | | |
| 60300 Awards and Grants | | | | |
| 60310 Charitable sponsorships | | 5,000.00 | (5,000.00) | 0.00% |
| **Total 60300 Awards and Grants** | **$ -** | **$ 5,000.00** | **$ (5,000.00)** | **0.00%** |
| 60900 Business Expenses | | | | |
| 60920 Business Membership Fees | 750.00 | 2,800.00 | (2,050.00) | 26.79% |
| 60930 Subscriptions (Other) | 373.98 | 6,000.00 | (5,626.02) | 6.23% |
| 60950 Indirect Cost / Admin Fees | 132.50 | 11,500.00 | (11,367.50) | 1.15% |
| **Total 60900 Business Expenses** | **$ 1,256.48** | **$ 20,300.00** | **$ (19,043.52)** | **6.19%** |
| 62100 Contract Services | | | | |
| 62110 Accounting & Auditing | | 11,000.00 | (11,000.00) | 0.00% |
| 62120 IT Processing | 1,800.00 | 1,800.00 | 0.00 | 100.00% |
| 62130 Fundraising/Grant Writing | | 15,000.00 | (15,000.00) | 0.00% |
| 62140 Legal Fees | | 8,000.00 | (8,000.00) | 0.00% |

| | | | | |
|---|---|---|---|---|
| **62150 Public Relations/ Website/photo** | 4,000.00 | 55,400.00 | (51,400.00) | 7.22% |
| **62160 Job Training** | | 120,000.00 | (120,000.00) | 0.00% |
| **62190 Other** | 4.00 | 2,750.00 | (2,746.00) | 0.15% |
| **Total 62100 Contract Services** | **$ 5,804.00** | **$ 213,950.00** | **$ (208,146.00)** | **2.71%** |
| **62800 Facilities and Equipment** | | | | |
| **62801 Office Equipment** | | 4,000.00 | (4,000.00) | 0.00% |
| **Total 62800 Facilities and Equipment** | **$ -** | **$ 4,000.00** | **$ (4,000.00)** | **0.00%** |
| **65000 Operations** | | | | |
| **65030 Printing, Copying & Postage** | 2,277.75 | 55,100.00 | (52,822.25) | 4.13% |
| **65040 Program Costs and Marketing** | 414.46 | 18,200.00 | (17,785.54) | 2.28% |
| **65041 Meeting + General Off. Supplies** | 44.85 | 3,500.00 | (3,455.15) | 1.28% |
| **65060 Asset Management Costs** | | 122,000.00 | (122,000.00) | 0.00% |
| **65062 Utilities-EBMUD,PG&E & Landscap** | 461.09 | 0.00 | 461.09 | |
| **Total 65060 Asset Management Costs** | **$ 461.09** | **$ 122,000.00** | **$ (121,538.91)** | **0.38%** |
| **Total 65000 Operations** | **$ 3,198.15** | **$ 198,800.00** | **$ (195,601.85)** | **1.61%** |
| **65100 Other Types of Insurance** | | | | |
| **65120 Insurance - Liability, D and O** | 2,239.00 | 46,000.00 | (43,761.00) | 4.87% |
| **Total 65100 Other Types of Insurance** | **$ 2,239.00** | **$ 46,000.00** | **$ (43,761.00)** | **4.87%** |
| **66000 Payroll Expenses {71}** | | | | |
| **66100 Executive Director** | 24,335.76 | 210,910.00 | (186,574.24) | 11.54% |
| **66200 Staff Payroll** | 73,237.33 | 683,285.00 | (610,047.67) | 10.72% |
| **66500 Benefits** | | | | |
| **65050 Telephone** | 575.04 | 4,740.00 | (4,164.96) | 12.13% |
| **66300 Payroll Taxes** | 7,489.65 | 60,000.00 | (52,510.35) | 12.48% |
| **66350 Retirement** | 1,600.11 | 0.00 | 1,600.11 | |
| **66400 Workers Compensation** | | 1,100.00 | (1,100.00) | 0.00% |
| **66450 Medical Insurance** | 12,879.68 | 0.00 | 12,879.68 | |
| **66460 Benefits - Other** | 249.74 | 152,600.00 | (152,350.26) | 0.16% |
| **Total 66500 Benefits** | **$ 22,794.22** | **$ 218,440.00** | **$ (195,645.78)** | **10.44%** |
| **Total 66000 Payroll Expenses {71}** | **$ 120,367.31** | **$ 1,112,635.00** | **$ (992,267.69)** | **10.82%** |
| **68300 Travel and Meetings** | | | | |
| **68301 Mileage** | | 600.00 | (600.00) | 0.00% |
| **68310 Conference Reg. & Meetings** | 949.00 | 1,500.00 | (551.00) | 63.27% |
| **68320 Travel** | 33.52 | 5,000.00 | (4,966.48) | 0.67% |
| **68340 Training & Development.** | | 3,000.00 | (3,000.00) | 0.00% |
| **Total 68300 Travel and Meetings** | **$ 982.52** | **$ 10,100.00** | **$ (9,117.48)** | **9.73%** |
| **69000 Operational Contingency** | | 5,000.00 | (5,000.00) | 0.00% |
| **69010 Bank Service Charges** | 173.07 | 0.00 | 173.07 | |
| **Total Expenses** | **$ 134,020.53** | **$ 1,615,785.00** | **$ (1,481,764.47)** | **8.29%** |
| **Net Operating Income** | **$ 7,692.42** | **$ (120,960.00)** | **$ 128,652.42** | **-6.36%** |
| **Other Expenses** | | | | |
| **70100 Depreciation & Amortization** | 3,739.33 | 0.00 | 3,739.33 | |
| **Total Other Expenses** | **$ 3,739.33** | **$ -** | **$ 3,739.33** | |
| **Net Other Income** | **$ (3,739.33)** | **$ -** | **$ (3,739.33)** | |
| **Net Income** | **$ 3,953.09** | **$ (120,960.00)** | **$ 124,913.09** | **-3.27%** |

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# SAN PABLO EDC BOARD REPORT

SAN PABLO EDC
*putting people to work*

**Back to Agenda**

**DATE:** **September 16, 2026**

**TO:** **San Pablo EDC Board**

**FROM:** **Leslay Choy, Executive Director**

**SUBJECT:** **RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING CONTINUED SUPPORT OF THE SAN PABLO FORWARD SCHOLARSHIP AT THE CONTRA COSTA COLLEGE FOUNDATION AND RATIFYING FISCAL YEAR 2026-27 BUDGET EXPENSE OF $5,000**

## RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Approve resolution

## BACKGROUND

***Goal 3. Serve as the economic development partner with an equity perspective to the City of San Pablo and regional partner agencies to develop initiatives that expand economic opportunity.***

The San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) understands the longstanding, multi-faceted relationship between San Pablo EDC and the Contra Costa Community College District (4CD) and Contra Costa College ("CCC" or "College"). Together, our organizations address equitable responses to youth investment, adult education relevant to career advancement, and the diverse pathway that serves those seeking to meaningfully engage in the economy through progressive-wage careers. Further, San Pablo EDC partners with the College to provide childcare and other wrap-around services to improve student stability, and therefore success rates.

Over a decade ago, San Pablo EDC and the City of San Pablo (City) established a ***San Pablo Forward Scholarship*** with the Contra Costa College Foundation (CCCF). This scholarship varies in amount according to the funding available and number of successful applicants. It tends to range from $500 to $1,250. This year, the proposal is for 10 $1,000 scholarships for graduates who live within the jurisdictional boundaries of the City of San Pablo, have at least a 2.5 GPA, and either have completed their two-year degree and are transferring to a four-year school, or are close to completing their associate's degree and need funding for additional semesters.

Every year, following awards, the College Foundation shares thank-you cards with San Pablo EDC, so that the Board may hear first-hand how the scholarships help our residents.

San Pablo residents are supported in their studies at CCC. They are co-enrolled wherever possible to multiply supports (e.g., EDC grants, WIOA, California College Promise Grant, etc.). They may also be awardees of the San Pablo Scholarship Program administered by San Pablo EDC in partnership with the City's Youth Schools and Community Partnership (YSVP) Division, as the majority of scholars elect to go to CCC. As scholars meet engagement milestones, they receive a range of supports based on equity considerations. The ***San Pablo Forward Scholarship*** helps continue those supports, lifting the level of educational attainment in San Pablo, which has historically been one of the lowest in the county.

On June 18, 2026, the Board passed the Fiscal Year 2026-27 budget in which $5,000 was provided for the purpose of funding program year 2026-27 San Pablo Forward Scholarships. The City Council passed

Resolution 2026-151 on September 8, 2026 approving $5,000 in funding. Pending board action, there would be $10,000 available for San Pablo Forward scholars.

The Board is asked to authorize continued support of the San Pablo Forward Scholarship at the Contra Costa College Foundation and ratify fiscal year 2026-27 budget expense of $5,000.

**FISCAL IMPACT**

Fiscal impact would be $5,000 to 60310 Charitable Sponsorships class Measure S.

**Attachments**

1. Sample Scholarship Agreement Form from 2023

**RESOLUTION SPEDC2026-0**

**RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING CONTINUED SUPPORT OF THE SAN PABLO FORWARD SCHOLARSHIP AT THE CONTRA COSTA COLLEGE FOUNDATION AND RATIFYING FISCAL YEAR 2026-27 BUDGET EXPENSE OF $5,000**

WHEREAS, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) affirms the longstanding relationship between San Pablo EDC and the Contra Costa Community College District (4CD) and Contra Costa College ("CCC" or "College") to collaboratively address equitable responses to youth investment, adult education relevant to career advancement, and the diverse pathway that serves those seeking to meaningfully engage in the economy through progressive-wage careers; and

WHEREAS, over a decade ago, San Pablo EDC and the City of San Pablo (City) began working with the Contra Costa College Foundation (CCCF) to establish the San Pablo Forward Scholarship for CCC graduates who live within the jurisdictional boundaries of the City of San Pablo and meet scholarship criteria; and

WHEREAS, the San Pablo Forward Scholarship helps continue a range of support services and lifts the level of educational attainment in San Pablo; and

WHEREAS, on June 18, 2026, the Board passed the Fiscal Year 2026-27 budget in which $5,000 was provided for the purpose of funding program year 2026-27 San Pablo Forward Scholarships, and on September 8, 2026, San Pablo City Council passed Resolution 2026-151 approving $5,000 in funding, which pending board action, would make $10,000 available for ten $1,000 scholarships; and

WHEREAS, fiscal impact would be $5,000 to 60310 Charitable Sponsorships class Measure S.

NOW, THEREFORE, BE IT RESOLVED by the San Pablo Economic Development Corporation Board of Directors, as follows:

1) Authorize continued support of the San Pablo Forward Scholarship at the Contra Costa College Foundation and ratify fiscal year 2026-27 budget expense of $5,000.

ADOPTED this 16th day of September, 2026, by the following vote, to wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

| | |
|---|---|
| ATTEST: | APPROVED: |
| Saeid Babay Hosseini, Board Secretary | Genoveva Calloway, Board Chair |

**CONTRA COSTA COLLEGE FOUNDATION**

## SCHOLARSHIP AGREEMENT FORM

All contributions to Foundation scholarship funds are held as temporarily restricted, meaning that they will be released ongoing, for the purposes outlined on this form, until the funds are depleted.

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**Donor Contact:** Matt Rodriguez & Leslay Choy

**Address:** 1000 Gateway Avenue, San Pablo, CA 94806

**Email Address:** leslayc@sanpabloedc.or **Phone:** 510-215-3200

**Name of Scholarship:** San Pablo Forward

**Number to be awarded:** 10

**Award Amount:** $1,000

### Scholarship Recipient Requirements

Common criteria and/or eligibility considerations could include: academic success; leadership roles; school involvement; participation in extra-curricular activities; community service; intended major/field of study/career path; civic engagement; volunteerism; financial need; a returning student or a transferring student, etc.

Criteria for the scholarships are as follows (e.g., intent to transfer to a four-year institution to secure a degree, GPA, community service or volunteerism, active in student clubs, etc.):

City of San Pablo resident (jurisdictional city boundaries)
Transferring to a four-year
2.5 GPA
Any major
States

For additional information or clarification, please contact:
**Sara Marcellino, Foundation Director (510) 215-3805 | smarcellino@contracosta.edu**
CCC Foundation s Tax ID #94-6135368

Other desired qualifications (e.g. — Prefer single parent, etc.)
Involved in community service, volunteerism, participation on youth commission, civic engagement
Outspoken about social justice
First-generation college
Mentions an equity need

Is your scholarship for a ☐**returning** student or a ☒**transferring** student or both?

**Scholarship Cycle, Selection Process and Conditions**

Foundation scholarship cycle opens in the fall and applications are due early in the spring semester. Scholarship applications are reviewed by a scholarship committee, comprising faculty, staff and community members. They are responsible for evaluating all student applications and matching the most appropriate recipient(s) to every scholarship. The Scholarship Program Coordinator informs the recipient and invites them to attend the Scholarship Awards Ceremony. After enrollment is confirmed by the Scholarship Program Coordinator, Foundation will issue a check to the student in the full scholarship award amount.

**A minimum contribution and fund balance of $1,000 is required to establish and maintain a named scholarship account. ($25,000 minimum needed for endowment account).** Scholarship accounts with a balance below $1,000 for twelve consecutive months will be considered dormant and closed. Foundation staff will make every effort to contact donor(s) twice before closing an account. Remaining funds, if any, will be moved and awarded from Foundation's general scholarship account.

**Donor Requirements**

A signed scholarship agreement listing selection criteria is required to establish and disburse payments from a scholarship account.

Donation checks should be made payable to the Contra Costa College Foundation noting the name of the scholarship in the memo section of the check. Gifts can be made online here: tinyurl.com/give-to-cccf-now. Funds must be received in the Foundation by November 1 each year to offer the scholarship in the forthcoming cycle.

For additional information or clarification, please contact:
**Sara Marcellino, Foundation Director (510) 215-3805 | smarcellino@contracosta.edu**
CCC Foundation s Tax ID #94-6135368

# SAN PABLO EDC BOARD REPORT

SAN PABLO EDC
*putting people to work*

Back to Agenda

**DATE:** **September 16, 2026**

**TO:** **San Pablo EDC Board**

**FROM:** **Leslay Choy, Executive Director**

**SUBJECT:** **RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING JOINING THE OAKLAND ROOTS COMMUNITY CHAMPIONS PROGRAM**

## RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Approve resolution

## BACKGROUND

***Strategic Plan Goal 4. Focus on the organization's fiscal sustainability and revenue diversification.***

The San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) considers all new revenue streams and holds authority to approve pursuit.

San Pablo EDC has been working on a partnership with Oakland Roots. While the intention is to have a multi-faceted partnership, an easy jumping-off point would be for San Pablo EDC to join the Community Champions program. Community Champions is free to join and serves as a modest fundraiser program through ticket sales. If we were to sign up, San Pablo EDC would receive a flyer with a promo code and a link to the website where tickets may be purchased. Twenty percent (20%) of net sales would come back to San Pablo EDC once the season ends in October.

This is a program that would resonate well with the community we serve. It would integrate into our regular promotions via email, social media and online. There are no commitments – no financial or ticket sales minimums. San Pablo EDC would be free to share the code broadly.

The Board is asked to authorize joining the Oakland Roots Community Champions Program.

## FISCAL IMPACT

There is no fiscal impact at this time. Looking forward, income would be recognized in fiscal year 2027-28 under revenue line item 46430 Miscellaneous Revenue.

## Attachments

1. Sample Oakland Roots Community Champions flyer

**RESOLUTION SPEDC2026-024**

**RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING JOINING THE OAKLAND ROOTS COMMUNITY CHAMPIONS PROGRAM**

WHEREAS, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) considers all new revenue streams and holds authority to approve pursuit; and

WHEREAS, San Pablo EDC has been working on a partnership with Oakland Roots that would begin with joining the Community Champions program, which is free to join and serves as a modest fundraiser program through ticket sales; and

WHEREAS, San Pablo EDC would receive a flyer with a promo code and a link to the website where tickets may be purchased; twenty percent (20%) of net sales would come back to San Pablo EDC once the season ends in October; and

WHEREAS, this is a program that would resonate well with the community we serve, integrate seamlessly into our existing promotional channels and require no commitments; and

WHEREAS, there is no fiscal impact at this time; looking forward, income would be recognized in fiscal year 2027-28 under revenue line item 46430 Miscellaneous Revenue.

NOW, THEREFORE, BE IT RESOLVED by the San Pablo Economic Development Corporation Board of Directors, as follows:

1) Authorize joining the Oakland Roots Community Champions Program.

ADOPTED this 16th day of September, 2026, by the following vote, to wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: APPROVED:

___________________________ ________________________________

Saeid Babay Hosseini, Board Secretary Genoveva Calloway, Board Chair


OAKLAND ROOTS
SEASON LONG FUNDRAISER
WEST CONTRA COSTA YOUTH SOCCER LEAGUE
PROMO CODE: WCCYSL
SCAN HERE TO PURCHASE
WEST CONTRA COSTA YOUTH SOCCER LEAGUE EARNS 20% ON TICKET SALES FOR EVERY PURCHASE THROUGH OUR CODE!
PURCHASE LINK: OAKLANDROOTSSC.COM/FUNDRAISER
TICKETS@ROOTSSC.COM
510-488-1144

# SAN PABLO EDC BOARD REPORT

SAN PABLO EDC
putting people to work

**DATE:** **August 19, 2026**

**Back to Agenda**

**TO:** **San Pablo EDC Board**

**FROM:** **Leslay Choy, Executive Director**

**SUBJECT:** **RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING ISSUANCE OF REQUEST FOR PROPOSAL 2026-EDC02 FOR PATH OF TRAVEL PARKING LOT COMPLIANCE UPDATES AND REQUEST FOR PROPOSAL 2026- EDC03 FOR INSTALLATION OF A ROOFTOP HVAC ENCLOSURE AT 14501 SAN PABLO AVENUE (MISSION PLAZA)**

## RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Approve resolution

## BACKGROUND

The San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) reviews all requests for proposal (RFP) before they are issued. As the Board is aware, San Pablo EDC has a new tenant, Embarc, who completed tenant improvements at 14501 San Pablo Avenue (Mission Plaza) Suite B and worked with all agencies to complete all agency requirements to open.

On August 19, 2026, the City of San Pablo (City) issued a Conditional Temporary Certificate of Occupancy (CTCO). This permits a public retail opening once the final walk-through is complete and all agencies have officially signed off. The certificate is temporary because, in its inspection of the site, the City's Chief Building Official determined that two exterior site work items needed to be addressed by the owner:

**1.** Update to code path of travel parking lot compliance; and

**2.** Install a rooftop HVAC equipment screening installation (e.g., an enclosure); and

The Chief Building Official has asked these items be complete **as swiftly as possible, but preferably no later than the end of October**. Thus, San Pablo EDC requests authorization to issue the attached RFPs, which has been reviewed by the Chief Building Official, so that the recommended contractor may be considered by the Board and any fund balance expenditure approved at an October meeting.

Completion with city inspection of the permitted work would allow Embarc to receive their Final Certificate of Occupancy.

Per San Pablo EDC's standard protocol, the RFPs would be posted and shared with all licensed contractors in the City of San Pablo, on the EDC's website, via eblast and shared with any local contractors outside of San Pablo, and have a proposal submission date of October 1, 2026.

The Board is asked to authorize issuance for Request for Proposal 2026-EDC02 for path of travel parking lot compliance updates and Request for Proposal 2026-EDC03 for installation of a rooftop HVAC enclosure at 14501 San Pablo Avenue (Mission Plaza).

## FISCAL IMPACT

There is no fiscal impact at this time. Staff have made multiple inquiries to anticipate estimates without response.

**Attachments**

1. RFP 2026-EDC02 Path of Travel Parking Lot Compliance Improvements
2. RFP 2026-EDC03 Rooftop HVAC Equipment Screening Installation

**RESOLUTION SPEDC2026-025**

**RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING ISSUANCE OF REQUEST FOR PROPOSAL 2026-EDC02 FOR PATH OF TRAVEL PARKING LOT COMPLIANCE UPDATES AND REQUEST FOR PROPOSAL 2026-EDC03 FOR INSTALLATION OF A ROOFTOP HVAC ENCLOSURE AT 14501 SAN PABLO AVENUE (MISSION PLAZA)**

WHEREAS, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) reviews all requests for proposal (RFP) before they are issued; and

WHEREAS, San Pablo EDC's tenant, Embarc, completed tenant improvements at 14501 San Pablo Avenue (Mission Plaza), Suite B, and worked with the applicable agencies to complete requirements for opening; and

WHEREAS, on August 19, 2026, the City of San Pablo (City) issued a Conditional Temporary Certificate of Occupancy, with two exterior site work items identified by the City's Chief Building Official to be addressed by the owner: path of travel parking lot compliance updates and installation of rooftop HVAC equipment screening; and

WHEREAS, the Chief Building Official has requested completion of these improvements no later than the end of October 2026 to allow City inspection and issuance of the Final Certificate of Occupancy; and

WHEREAS, staff has prepared RFP 2026-EDC02 for Path of Travel Parking Lot Compliance Improvements and RFP 2026-EDC03 for Rooftop HVAC Equipment Screening Installation with proposals due October 1, 2026.

NOW, THEREFORE, BE IT RESOLVED by the San Pablo Economic Development Corporation Board of Directors, as follows:

1) Authorize issuance of Request for Proposal 2026-EDC02 for path of travel parking lot compliance updates and Request for Proposal 2026-EDC03 for installation of a rooftop HVAC enclosure at 14501 San Pablo Avenue (Mission Plaza).

ADOPTED this 16th day of September, 2026, by the following vote, to wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: APPROVED:

____________________________ _________________________________

Saeid Babay Hosseini, Board Secretary Genoveva Calloway, Board Chair

# Request for Proposal 2026-EDC02

## Path of Travel Parking Lot Compliance Improvements

San Pablo EDC invites experienced, qualified contractors to submit proposals for the construction of previously approved accessible parking and path-of-travel improvements at the commercial property located at 14501 San Pablo Avenue. The selected contractor must be properly licensed and insured and will be required to obtain a City of San Pablo business license prior to commencement of work.

**Submission Deadline**: Thursday, October 1, 2026 at 5:00 PM

**Property Manager:** Saeid Babay Hosseini

**Email**: Saeidb@sanpabloedc.org

**Phone**: 510-215-3205

**Mailing Address**: 1000 Gateway Avenue, San Pablo, CA 94806

## PURPOSE

The purpose of this project is to complete the required accessibility improvements to the parking area and associated path of travel at 14501 San Pablo Avenue, San Pablo, CA 94806.

The accessibility improvements were previously designed and approved; however, portions of the work were not constructed in accordance with the approved plans. The City of San Pablo has directed San Pablo EDC to complete the improvements in accordance with the previously approved plans.

The selected contractor will be responsible for completing the required work as shown on the approved project drawings and coordinating all necessary permits, inspections, and approvals with the City of San Pablo.

## PROJECT OVERVIEW

The project consists of completing the accessibility improvements shown on the approved plans for **14501 San Pablo Avenue Accessibility Improvements – Phase 1**.

The scope includes all labor, materials, equipment, demolition, construction, and related work necessary to complete the improvements shown on the plans.

Work may include, but is not limited to:

- Removal of existing pavement, concrete, curb, striping, and other improvements as shown on the demolition plans.
- Grading and paving required to achieve the elevations and slopes shown on the approved plans.
- Construction or modification of curbs, concrete walkways, ramps, and accessible path of travel improvements.
- Accessible parking stalls, access aisles, striping, pavement markings, and signage.
- Restoration of areas disturbed by construction.
- Coordination with the City of San Pablo for required permits and inspections.

**Project Location:** 14501 San Pablo Avenue, San Pablo, CA 94806

## Site Visit

A site visit arranged with the Property Manager is required prior to proposal submission.
Contractors shall review the approved plans and verify existing field conditions, including:

- Existing pavement, concrete, curb, and striping conditions
- Existing elevations, slopes, and drainage conditions
- Accessible parking stalls and path of travel
- Demolition and construction limits
- Construction access and staging requirements
- Any field conditions that may affect completion of the approved plans

Any conflicts between existing field conditions and the approved plans shall be identified in the proposal.

## Vendor Qualification

Vendors shall provide a comprehensive proposal in accordance with this request.

- **Licensing and Insurance:** Contractor must hold the appropriate California contractor license(s) and carry applicable insurance.
- **Relevant Experience:** Contractor should demonstrate experience with commercial paving, concrete work, accessible parking, grading, and path-of-travel improvements.
- **Plan Compliance:** Contractor must demonstrate the ability to complete the project in accordance with the approved plans.
- **Permits and Inspections:** The selected contractor shall coordinate and obtain all required permits and inspections with the City of San Pablo.
- **Code Compliance:** All work shall comply with the approved plans and applicable City and building requirements.

## Proposal Requirements

Proposals must include:

- Detailed scope of work based on the approved plans
- Total project cost with breakdown of major work items
- Any assumptions, exclusions, or allowances
- Identification of any conflicts or concerns discovered during the site visit
- Anticipated project schedule and duration
- Permit and inspection costs
- Contractor license and insurance information

The proposal shall include all work necessary to complete the improvements shown on the approved plans. Any additional work or deviation from the approved plans must receive written authorization from San Pablo EDC prior to proceeding.

## Proposal Submission

All proposals must be submitted to the Property Manager by the specified deadline.

Proposals may be submitted by email or physical mail using the contact information provided above.
San Pablo EDC reserves the right to request clarification regarding proposed scope, pricing, qualifications, or project schedule prior to selection.

# Request for Proposal 2026-EDC03

## Rooftop HVAC Equipment Screening Installation

San Pablo Economic Development Corporation (SPEDC) invites experienced and qualified contractors to submit proposals for the installation of permanent rooftop screening around existing HVAC equipment at the commercial property located at 14501 San Pablo Avenue, San Pablo, California.

**Submission Deadline**: Thursday, October 1, 2026 at 5:00 PM

**Property Manager:** Saeid Babay Hosseini

**Email**: Saeidb@sanpabloedc.org

**Phone**: 510-215-3205

**Mailing Address**: 1000 Gateway Avenue, San Pablo, CA 94806

## PURPOSE

The purpose of this project is to install permanent rooftop screening around the existing HVAC equipment at 14501 San Pablo Avenue, San Pablo, CA 94806.

San Pablo EDC is seeking a qualified contractor to provide and install a complete screening system that visually conceals the rooftop mechanical equipment while maintaining required ventilation, clearances, access, and serviceability.

The selected contractor will be responsible for field verification, installation of the required rooftop screening, and coordination of all necessary permits, inspections, and approvals with the City of San Pablo.

## PROJECT OVERVIEW

The project consists of furnishing and installing a permanent rooftop screening system around the existing HVAC equipment at **14501 San Pablo Avenue**.

The screening system should provide a durable and professional architectural appearance and may consist of metal louvers, panels, or a comparable screening system appropriate for rooftop installation.

A reference image is provided with this RFP to illustrate the general type and appearance of the desired rooftop screening. The reference image is for conceptual purposes only and does not specify a particular manufacturer or exact design.

The scope includes all labor, materials, equipment, fabrication, installation, and related work necessary to complete the rooftop HVAC screening.

Work may include, but is not limited to:

- Field verification and measurement of existing rooftop conditions and HVAC equipment.
- Furnishing and installation of rooftop HVAC screening, including panels, louvers, posts, framing, supports, fasteners, and related components.
- Providing adequate screening height to visually conceal the rooftop HVAC equipment.
- Maintaining required HVAC airflow, ventilation, equipment clearances, and access for future maintenance and repairs.
- Providing gates, removable panels, or other access points as necessary for HVAC servicing.
- Providing structural supports and anchorage appropriate for the existing rooftop conditions.
- Coordination with the existing roofing system to prevent damage or water intrusion.
- Waterproofing and sealing of any penetrations resulting from installation.
- Preparation of drawings, structural calculations, engineering, or other documentation if required by the City of San Pablo.
- Coordination with the City of San Pablo for required permits and inspections.
- Restoration of any roof or building areas disturbed by construction.

The contractor shall verify existing conditions and determine the appropriate screening dimensions, materials, configuration, supports, and installation method necessary to satisfy applicable City requirements.

## Site Visit

A site visit arranged with the Property Manager is required prior to proposal submission.

Contractors shall inspect the rooftop area and verify existing field conditions, including:

- Location and dimensions of existing HVAC equipment
- Existing rooftop conditions
- Height and configuration of equipment requiring screening
- Required HVAC clearances and ventilation
- Existing roofing and structural conditions
- Proposed screening limits and access requirements
- Installation access, equipment, and staging requirements
- Any field conditions that may affect installation of the proposed screening

Any conditions or concerns identified during the site visit that may affect the proposed scope, cost, or installation shall be identified in the proposal.

## Vendor Qualification

Vendors shall provide a comprehensive proposal in accordance with this request.

- **Licensing and Insurance:** Contractor must hold the appropriate California contractor license(s) and carry applicable insurance.
- **Relevant Experience:** Contractor should demonstrate experience with commercial rooftop screening, architectural metal screening, mechanical equipment screening, structural supports, or similar work.
- **Field Verification:** Contractor must demonstrate the ability to evaluate existing rooftop conditions and provide an appropriate screening system.
- **Permits and Inspections:** The selected contractor shall coordinate and obtain all required permits and inspections with the City of San Pablo.
- **Code Compliance:** All work shall comply with applicable City, building, structural, mechanical, and other applicable requirements.

## Proposal Requirements

Proposals must include:

- Detailed scope of work
- Description of the proposed screening system, materials, and finish
- Proposed screening dimensions and approximate height
- Total project cost with breakdown of major work items
- Engineering or structural calculation costs, if required
- Permit and inspection costs
- Any assumptions, exclusions, or allowances
- Identification of any conditions or concerns discovered during the site visit
- Anticipated project schedule and duration
- Warranty information
- Contractor license and insurance information
- Examples or references for similar projects

The proposal shall include all work necessary to provide a complete and functional rooftop HVAC screening system. Any additional work or changes to the proposed scope must receive written authorization from San Pablo EDC prior to proceeding.

## Proposal Submission

All proposals must be submitted to the Property Manager by the specified deadline.

Proposals may be submitted by email or physical mail using the contact information provided above.
San Pablo EDC reserves the right to request clarification regarding proposed scope, pricing, qualifications, or project schedule prior to selection.

# SAN PABLO EDC BOARD REPORT

SAN PABLO EDC
putting people to work

Back to Agenda

**DATE:** **September 16, 2026**

**TO:** **San Pablo EDC Board**

**FROM:** **Leslay Choy, Executive Director**

**SUBJECT:** **RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS RETROACTIVELY AUTHORIZING EXECUTION OF LEGAL REPRESENTATION AGREEMENT FOR EMPLOYMENT LAW SERVICES WITH FAIRGRIEVE LAW OFFICE AND $3,500 RETAINER**

## RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Approve resolution

## BACKGROUND

The San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) considers and approves all contracts into which San Pablo EDC enters. The Board's oversight includes approval of legal counsel. San Pablo EDC currently uses the Law Offices of Julian Gross for general nonprofit matters. When areas are specialized, Julian Gross recommends sound practitioners for our consideration.

A staff matter came before Executive Director Choy who sought advice and counsel on the best way to appropriately address the concerns raised. Ensuring compliance with all laws and appropriate action is critical. After discussion with Mr. Gross, he made a referral to Rose-Ellen Fairgrieve.

Rose-Ellen Fairgrieve is the founder of Fairgrieve Law Office (FLO) which has multiple attorneys and a legal team specialized in employment law matters. FLO provides legal services in the form of advice and counsel regarding federal, California and local labor and employment laws.

FLO agreed to a discounted non-profit rate of $550/hour for all attorneys. The time charged will include the time spent on preparing and reviewing documents, legal research, and telephone calls related to the matter. There is no minimum charge for FLO's work in this matter and no guaranteed maximum.

Executive Director Choy was advised timeliness was critical and initiated the engagement on August 27, 2026.

The Board is asked to retroactively authorize execution of legal representation agreement for employment law services with Fairgrieve Law Office and $3,500 retainer.

## FISCAL IMPACT

Fiscal impact is $3,500 to Fiscal Year 2026-27 budget 62140 Legal Counsel allocated $1,750 Operations class and $1,750 Measure S class. Subsequent expenses will be shared between those classes within the 62140 line item.

## Attachments

1. A Fairgrieve Law Engagement letter (Employment Law Advice - Non Profit) (San Pablo Economic Development Corporation, Inc.)

## RESOLUTION SPEDC2026-026

**RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS RETROACTIVELY AUTHORIZING EXECUTION OF LEGAL REPRESENTATION AGREEMENT FOR EMPLOYMENT LAW SERVICES WITH FAIRGRIEVE LAW OFFICE AND $3,500 RETAINER**

WHEREAS, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) considers and approves all contracts into which San Pablo EDC enters, which includes approval of legal counsel; and

WHEREAS, a staff matter came before Executive Director Choy who sought advice and counsel on the best way to appropriately address the concerns raised with the Law Offices of Julian Gross who made a referral to Rose-Ellen Fairgrieve, founder of Fairgrieve Law Office (FLO) specialized in employment law matters; and

WHEREAS, FLO agreed to a discounted non-profit rate of $550/hour for all attorneys and established a $3,500 retainer; and

WHEREAS, Executive Director Choy was advised timeliness was critical and initiated the engagement on August 27, 2026; and

WHEREAS, fiscal impact is $3,500 to Fiscal Year 2026-27 budget 62140 Legal Counsel allocated $1,750 Operations class and $1,750 Measure S class; subsequent expenses will be shared between those classes within the 62140 line item.

NOW, THEREFORE, BE IT RESOLVED by the San Pablo Economic Development Corporation Board of Directors, as follows:

1) Retroactively authorize execution of legal representation agreement for employment law services with Fairgrieve Law Office and $3,500 retainer.

ADOPTED this 16th day of September, 2026, by the following vote, to wit:

AYES:
NOES:
ABSTAIN:
ABSENT:

ATTEST: APPROVED:

____________________________ _________________________________

Saeid Babay Hosseini, Board Secretary

Genoveva Calloway, Board Chair

FAIRGRIEVE
LAW OFFICE

Fairgrieve Law Office, P.C.
58 West Portal Ave #333
San Francisco, CA, 94127
415-890-6057

August 26, 2026

Via Email: leslayc@sanpabloedc.org

Leslay Choy
San Pablo Economic Development Corporation, Inc.
1000 Gateway Avenue
San Pablo, CA 94806

RE: Legal Representation Agreement

Dear Leslay,

Thank you for considering Fairgrieve Law Office for your employment law matter. This letter describes the terms and conditions of the engagement between Fairgrieve Law Office, P.C. (referred to herein as "FLO" or Attorney) and San Pablo Economic Development Corporation, Inc. (referred to herein as "Client" or "SPEDC.") To indicate your acceptance of these terms, please sign at the bottom of this letter. This engagement will take effect once we receive this signed letter and the initial deposit.

<u>Scope of Services:</u> SPEDC hires FLO to provide legal services in the form of advice and counsel regarding federal, California and local labor and employment laws. We will provide those legal services reasonably required to represent you. We will take reasonable steps to keep you informed of progress in your matter and to respond to your inquiries. A separate written agreement is required to alter the scope of services.

<u>Client's duties</u>: In performing our services, we will use and rely on information supplied by you. Therefore, it is important that the information you provide be complete and accurate. It is also important that you keep us informed of any significant change that occurs during our engagement, such as any change of address, telephone number, financial circumstances, number of employees and contractors. You agree to be truthful with FLO, to cooperate, and to pay for FLO's services on time. You will assist us by providing and preserving all relevant information and documents necessary for our representation of you.

<u>Fees:</u> FLO charges an hourly rate for its services, billed in minimum increments of one-tenth of an hour (6 minutes). Rose-Ellen is the attorney in charge of the client relationship, and the hourly rate for her time is $700. Work may be allocated and assigned to other attorneys, paralegals, and law clerks when their use will reduce legal costs and improve efficiency. Those individuals are billed at the following hourly rates: Senior Counsel, $700/hour; Associate Attorney, $550/hour; Paralegals, $200/hour; Law Clerks $100-$175/hour and Case Assistants, $75-$100/hour. However, for this engagement, FLO will charge a discounted non-profit rate of $550/hour for all attorneys. The time charged will include the time spent on preparing and reviewing documents, legal research, and telephone calls related to the matter. There is no minimum charge for FLO's work in this matter, and no guaranteed maximum. Firm hourly rates may be reviewed and adjusted annually to align with current market standards.

FLO's business hours are Monday through Friday, 9 am to 5 pm PST. Client understands and agrees that in the event that the attorney is required to work outside of normal business hours or to provide expedited services, an additional charge of $75 per hour will be assessed. This charge will only apply if agreed upon by the Client in advance of the work being performed, and will be included in the regular billing statement.

On occasion, clients may require the use of a FLO pre-drafted form. These are not flat-rate fee forms but ad hoc forms FLO has already drafted and kept current with the applicable law. In this instance, client will be charged a form fee of $500, plus attorney or staff time required to edit and personalize the form. This represents the value the client receives from hiring an experienced, skilled Firm.

It is not advised that these forms be duplicated or reused for alternative reasons outside of their original scope or intent. These forms include but are not limited to Offer Letters, Severance and Release Agreements, Termination Letters, etc. If you require to carry over any of our forms for other matters, please seek FLO approval before doing so as there may be legal implications.

Costs: If FLO incurs any costs or expenses on your behalf in the course of our representation, we will bill you for the cost incurred. The situation doesn't arise often and is generally discussed with the Client before being incurred. These costs could include: translation of written policies, language interpretation services, hiring outside consultants/investigative services, etc.

If you request that a project be completed on an expedited basis, which requires prioritizing your matter over other client work or necessitates after-hours work by our staff, a rush fee of $500 will apply.

Deposit: FLO requires an initial deposit of $3,500. The deposit will be held in a trust account until it is used to satisfy invoices as described below. Once the deposit is depleted to below $1,000 you agree to replenish your deposit within 10 days of FLO's request. The deposit is not an estimate of the total fees and costs to handle your matter, but rather is an advance for security. The deposit may be made online at https://app.clio.com/link/cNFchZXNkWKz or by check payable to Fairgrieve Law Office, and mailed to FLO at 58 West Portal Ave. #333, San Francisco, CA 94127.

At the conclusion of the matter, Client may request the unused balance to be returned via the original payment method or check, or to be held in trust for future work that may be needed.

Payment: FLO issues invoices periodically for fees and costs incurred. Invoices are sent electronically via Clio Connect and are due to be paid within 10 days of issuance. If you would like an invoice or statement of your account at any other time, please do not hesitate to ask. The invoice will be paid using funds from your deposit, after you have had at least 10 days to review the invoice. If the balance of your deposit is insufficient to pay the invoice in full, any balance will be due 10 days from the date of the invoice.

Please note that while all invoices are expected to be paid with 10 days of issuance, for any payments more than 60 days past due, each overdue invoice will incur a 2% increase to the bottom line. We will take all measures possible to communicate with Client about these charges. However, should any invoice go past 6 months without payment or attempted response from Client, FLO will reserve the right to pass along all unpaid invoices to a Collections Agency for remittance.

For any invoices that are over 10 days past due, FLO reserves the right to refuse any further work until payment is issued.

Client Approval Necessary For Settlement: Attorney will not make any settlement or compromise of any nature of any of Client's claims without Client's prior approval. Client retains the absolute right to accept or reject any settlement.

Confidentiality: You are probably aware that communications between a Client and an Attorney are confidential, and the Attorney is not authorized to disclose those communications to third parties without the Client's consent. If at any time, you ask us to speak to a member of your staff or another professional you contract with (tax advisor, bank, another attorney etc.), you will be required to provide a written authorization.

Professional Liability Insurance Disclosure: Pursuant to California Rule of Professional Conduct 1.4.2.(a), Attorney is informing Client in writing that Attorney has professional liability insurance. Company and policy information available upon request.

No Tax Advice: Attorney has not been retained to provide Client with any tax advice concerning any of the services described above. Any documents prepared by Attorney may have specific tax ramifications. To be sure Client understands and is certain of all the potential tax consequences, Client should consult with tax advisors regarding these matters.

Discharge: SPEDC may discharge FLO at any time. FLO may withdraw from your matter with your consent or for good cause. Good cause includes your breach of these terms, your refusal to cooperate or to follow our advice on a material matter, or any other fact or circumstance that would render our continuing representation of you unlawful or unethical. If FLO's representation ends, all unpaid charges will become immediately due and payable.

Payment of Fees and Costs for Subsequent Legal Actions: If any current, past or future member or employee of FLO is asked to be a witness, deposed or served with discovery or otherwise required to appear or to testify in any legal proceeding relating in any way to the matters addressed in this engagement or any other engagement we have undertaken on your behalf, whether before or after the date hereof, then you agree to compensate such person for his/her/their time based upon current hourly rates and for all expenses that may be reasonably incurred for such situation. This undertaking is specifically intended to survive any signatory to this letter and to be a continuing obligation of your heirs, successors and assigns.

Dispute Resolution: If any dispute arises regarding billed fees or costs, you have the right under sections 6200-6206 of the California Business and Professions Code to request arbitration of a fee dispute by an independent, impartial arbitrator or panel of arbitrators. If we have to take action to collect unpaid fees or costs, we will first send you a written notice of your right to fee arbitration and the circumstances upon which you will lose that right.

Except for a dispute over payment of fees or costs, any other dispute arising out of this engagement, including but not limited to claims of professional negligence or malpractice, will be first submitted to mediation before a retired judge with JAMS (see https://www.jamsadr.com/). If that mediation is unsuccessful, the dispute will be submitted to binding arbitration conducted by JAMS. The mediation, and if necessary, the arbitration, will be held in San Francisco City and County, California.

Disclaimer of guarantee: Nothing in this agreement and nothing in FLO's statements to SPEDC will be construed as a promise or guarantee about the outcome of the matter. FLO makes no such promises or guarantees.

Although we strive to keep our clients reasonably informed of any changes in the law, we cannot know with certainty if any changes would be relevant to your specific situation as your number or location of employees may change, and California employment laws frequently change throughout the year. For this reason, our services do not include updates to you regarding changes to the law relevant to any employment policies or handbooks after they have been executed.

Entire agreement: This agreement contains the entire agreement of the parties. No other agreement, statement, or promise made on or before the date of this agreement will be binding on the parties.

Modification by subsequent agreement: This agreement may be modified by subsequent agreement of the parties only by an instrument in writing signed by both of them or an oral agreement only to the extent that the parties carry it out.

Effective Date: This Agreement will govern all legal services performed by Attorney on behalf of Client commencing with the date Attorney first performed services. The date at the beginning of the Agreement is for reference only. Even if this Agreement does not take effect, Client will be obligated to pay Attorney the reasonable value of any services Attorney may have performed for Client.

Newsletter: As a service to our clients and interested business associates, we produce a newsletter that contains information pertinent to employers periodically. We add our clients to the distribution list by default. However, if you do not wish to receive the newsletter, please let us know, or simply click the option to unsubscribe when you receive the first one.

Please let me know if you have any questions regarding this agreement. I look forward to working with you.

Sincerely,

Rose-Ellen Fairgrieve
Owner, Fairgrieve Law Office, P.C.

I have read and understand the terms of San Pablo Economic Development Corporation, Inc.'s engagement with Fairgrieve Law Office, P.C., set forth above. On behalf of San Pablo Economic Development Corporation, Inc., I accept and agree to such terms.

08 / 27 / 2026

Date

Leslay Choy
San Pablo Economic Development Corporation, Inc.