

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 SPEDC2025-023



SAN PABLO EDC
putting people to work

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING AGENDA

Board of Directors

Genoveva Garcia Calloway, Chair
Saman Farid, Vice Chair (excused absence)
Kanwar Singh, Treasurer
Patricia Ponce, Director
Stephen Baiter, Director

**THURSDAY, November 13, 2025
6:00 PM**

Presenter and public may join via Zoom

<https://us02web.zoom.us/j/83887456262?pwd=xMllszhzLvFxqo6gCuWc67wnt18Dlr.1>

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 OF ANNUAL MEETING/ PLEDGE OF ALLEGIANCE/ ROLL CALL

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.

CONSENT AGENDA (3 items)

1. Minutes of the October 15, 2025 regular meeting (pages 3-4)

Recommendation: Approve

2. San Pablo EDC FY24-25 Financial Statements ending September 30, 2025 (pages 5-11)
Receive and file

3. Resolution authorizing execution of the OBRA contract amendment for maintenance work at Mission Plaza and fund balance allocation increase from \$21,400 up to \$28,400 (pages 12-14)

Recommendation: Approve

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

REGULAR AGENDA – ITEMS FOR DISCUSSION

1. Presentation of the San Pablo EDC Fiscal Year 2024-2025 Financial Audit Related Documents and Tax Filing by Maze & Associates (pages 15-94)

Recommendation: Receive and File

2. Resolution authorizing employee handbook amendment adding an annual in-service work day in October (pages 95-125)

Recommendation: Approve

ADJOURNMENT

Adjourn to next regular meeting scheduled for **Wednesday, December 17, 2025**, at 6:00 pm.

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

WEDNESDAY, OCTOBER 15, 2025

ROLL CALL

The Board of Directors (Board) meeting was called to order at 6:08 PM in the San Pablo Economic Development Corporation (San Pablo EDC) Offices at 1000 Gateway Avenue, First Floor, San Pablo, California. Present were Vice Chair Saman Farid, Treasurer Kanwar Singh, Director Patricia Ponce and Director Stephen Baiter. Also present were Executive Director Leslay Choy and Board Secretary Saeid Babay Hosseini. Chair Genoveva Calloway had an excused absence.

PUBLIC COMMENTS

There were no public comments.

EXECUTIVE DIRECTOR REMARKS

Executive Director Choy updated the board on the successful Careers in the Trades Demonstration Day with 142 attendees, the East Bay EDA reception with Belgium's Wallonia business delegation, and the organization's recognition at Travis Credit Union Foundation's event where EDC was a keynote speaker and staff member Iracema Camargo received the first ever Financial Coach of the Year Award. She also announced Restaurant Week and invited board members to participate and spread the word.

CONSENT AGENDA

1. Minutes of the September 17, 2025 regular meeting
Recommendation: Approve
2. San Pablo EDC FY25-26 Financial Statements ending August 31, 2025
Recommendation: Receive and file
3. Resolution authorizing a grant proposal response to MCE's RFP 2025-03 for a Community Partnership Program for \$20,000 and execution of a grant agreement with MCE
Recommendation: Approve

It was moved by Director Ponce, 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, Farid, Ponce, Singh
NOES: None
ABSTAIN: None
ABSENT: Calloway

REGULAR AGENDA

Presentation by Scientific Adventures for Girls and discussion of collaboration

Minutes for October 15, 2025

Amy Miller, Executive Director of Scientific Adventures for Girls, presented an overview of the organization's programs and partnerships supporting girls in STEM education. The Board engaged in discussion and expressed appreciation for the collaboration.

Resolution authorizing execution of the contract award to OBRA for maintenance work at Mission Plaza and fund balance allocation up to \$21,400

Executive Director Choy introduced the item regarding the contract award to OBRA for painting and roof façade repair at Mission Plaza. She explained that OBRA submitted the most complete and cost-effective proposal, meeting all licensing and insurance requirements. Following board discussion, it was moved by Director Ponce, seconded by Treasurer Singh, and passed by a vote of those present to adopt **RESOLUTION SPEDC2025-022** a resolution to authorize execution of the contract award to OBRA for maintenance work at Mission Plaza and fund balance allocation up to \$21,400.

AYES: Baiter, Farid, Ponce, Singh

NOES: None

ABSTAIN: None

ABSENT: Calloway

ADJOURNMENT

It was moved by Director Ponce and seconded by Vice Chair Farid to adjourn the meeting at 6:48 PM to the next regular meeting scheduled for **Wednesday, November 13, 2025** at 6:00 PM.

Respectfully submitted,

Saeid Babay Hosseini, Board Secretary

Saman Farid, Vice Chair

SAN PABLO EDC BOARD REPORT



DATE: November 13, 2025

TO: San Pablo EDC Board

[Back to Agenda](#)

FROM: Leslay Choy, Executive Director
Bradley Ward, Controller

SUBJECT: SAN PABLO ECONOMIC DEVELOPMENT CORPORATION FISCAL YEAR 2025-26 FINANCIAL STATEMENTS THROUGH SEPTEMBER 2025

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 member, Kanwar Singh. Financials compare year-to-date expenses to annual budget in a format recommended by Treasurer Singh. The Board is asked to review, in particular, paragraph 3 in the **Analysis** section.

ANALYSIS OF FINANCIAL REPORTS

Attached is a set of financial reports through September 2025, the organization's fiscal year end (FYE). The lead item is the balance sheet, which shows the organization's financial position as of September 30, 2025. The September balance sheet reflects assets of \$5,415,521, liabilities of \$2,021,985, and equity of \$3,393,536. 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; COSP120 YSCP is a good example.

The second section of the report is the year-to-date profit and loss (P&L) statement through September 30, 2025 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 September is \$665,929, representing 38.5% of budgeted income with 25% of the fiscal year complete. Of note, Suite B at Mission Plaza has been leased by a retail cannabis tenant who successfully finished as the top recommended applicant for an operator's permit and conditional use permit (CUP). Once these are issued, six months of free rent begins. There has been a set-back. Their item was continued ahead of the October Planning Commission; however, public comment was allowed with commission response. The next Planning Commission meeting will be held in December. This will undoubtedly create a deficit by delaying tenant occupancy and potentially preventing the tenant from occupying the property. Staff no longer anticipate any income under 47200 from this tenant through June 2026. While they are an excellent tenant and use for the plaza, lifting the tax base, bringing in living wage jobs, offering security at the site and lifting up businesses around them, and they are the top cannabis retailer recommended by the review panel their path has been slowed.

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 \$430,144 or 24.2% of the annual budget.

Monthly non-cash depreciation of \$3,739 (year-to-date \$11,218) 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.

Attachments

- San Pablo EDC FY25-26 Financial Statements through September 2025

San Pablo Economic Development Corporation
Profit & Loss Budget vs. Actual
July through September 2025

	Total Operations			
	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support	6,150.00	16,000.00	(9,850.00)	38.4%
44400 · Government Contracts	140,625.00	562,500.00	(421,875.00)	25.0%
44500 · Government Grants				
45000 · Investments	20,465.20	84,150.00	(63,684.80)	24.3%
46400 · Other Types of Income	12,742.00	27,000.00	(14,258.00)	47.2%
47200 · Program Income	24,478.70	194,000.00	(169,521.30)	12.6%
Total Income	<u>204,460.90</u>	<u>883,650.00</u>	<u>(679,189.10)</u>	<u>23.1%</u>
Gross Profit	204,460.90	883,650.00	(679,189.10)	23.1%
Expense				
60300 · Awards and Grants				
60900 · Business Expenses	2,723.35	6,250.00	(3,526.65)	43.6%
62100 · Contract Services	8,861.00	53,675.00	(44,814.00)	16.5%
62800 · Facilities and Equipment		4,000.00	(4,000.00)	
65000 · Operations	23,661.47	140,900.00	(117,238.53)	16.8%
65100 · Other Types of Insurance	12,217.80	42,995.00	(30,777.20)	28.4%
66000 · Payroll Expenses	129,288.11	528,841.00	(399,552.89)	24.4%
66500 · Benefits	25,059.58	93,100.00	(68,040.42)	26.9%
68300 · Travel and Meetings	1,719.89	8,901.00	(7,181.11)	19.3%
69000 · Operational Contingency		5,000.00	(5,000.00)	
69010 · Bank Service Charges	233.97			
Total Expense	<u>203,765.17</u>	<u>883,662.00</u>	<u>(679,896.83)</u>	<u>23.1%</u>
Net Ordinary Income	695.73	(12.00)	707.73	(5,797.8%)
Other Income/Expense				
Other Expense				
70100 · Depreciation & Amortization	11,217.99			
Total Other Expense	<u>11,217.99</u>			
Net Other Income	<u>(11,217.99)</u>			
Net Income	<u><u>(10,522.26)</u></u>	<u><u>(12.00)</u></u>	<u><u>(10,510.26)</u></u>	<u><u>87,685.5%</u></u>

San Pablo Economic Development Corporation
Profit & Loss Budget vs. Actual
July through September 2025

	Measure S			
	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support				
44400 · Government Contracts				
44500 · Government Grants	87,500.01	350,000.00	(262,499.99)	25.0%
45000 · Investments				
46400 · Other Types of Income				
47200 · Program Income				
Total Income	<u>87,500.01</u>	<u>350,000.00</u>	<u>(262,499.99)</u>	<u>25.0%</u>
Gross Profit	<u>87,500.01</u>	<u>350,000.00</u>	<u>(262,499.99)</u>	<u>25.0%</u>
Expense				
60300 · Awards and Grants	5,000.00	7,500.00	(2,500.00)	66.67%
60900 · Business Expenses	305.50	2,950.00	(2,644.50)	10.36%
62100 · Contract Services	12,534.24	142,075.00	(129,540.76)	8.82%
62800 · Facilities and Equipment				
65000 · Operations	6,469.32	28,100.00	(21,630.68)	23.02%
65100 · Other Types of Insurance				
66000 · Payroll Expenses	39,166.22	152,275.00	(113,108.78)	25.72%
66500 · Benefits	17,763.20	68,550.00	(50,786.80)	25.91%
68300 · Travel and Meetings				
69000 · Operational Contingency				
69010 · Bank Service Charges				
Total Expense	<u>81,238.48</u>	<u>401,450.00</u>	<u>(320,211.52)</u>	<u>20.24%</u>
Net Ordinary Income	<u>6,261.53</u>	<u>(51,450.00)</u>	<u>57,711.53</u>	<u>(12.17%)</u>
Other Income/Expense				
Other Expense				
70100 · Depreciation & Amortization				
Total Other Expense	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net Other Income	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Net Income	<u><u>6,261.53</u></u>	<u><u>(51,450.00)</u></u>	<u><u>57,711.53</u></u>	<u><u>(12.17%)</u></u>

San Pablo Economic Development Corporation
Profit & Loss Budget vs. Actual
July through September 2025

	Total Grants			
	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support	83,608.52	124,981.00	(41,372.48)	66.9%
44400 · Government Contracts	290,359.94	371,063.00	(80,703.06)	78.3%
44500 · Government Grants				
45000 · Investments				
46400 · Other Types of Income				
47200 · Program Income				
Total Income	<u>373,968.46</u>	<u>496,044.00</u>	<u>(122,075.54)</u>	<u>75.4%</u>
Gross Profit	<u>373,968.46</u>	<u>496,044.00</u>	<u>(122,075.54)</u>	<u>75.4%</u>
Expense				
60300 · Awards and Grants				
60900 · Business Expenses	6,994.28	9,180.00	(2,185.72)	76.2%
62100 · Contract Services	67,800.00	235,499.00	(167,699.00)	28.8%
62800 · Facilities and Equipment				
65000 · Operations	7,860.33	16,339.00	(8,478.67)	48.1%
65100 · Other Types of Insurance				
66000 · Payroll Expenses	49,572.71	187,468.00	(137,895.29)	26.4%
66500 · Benefits	12,913.50	47,558.00	(34,644.50)	27.2%
68300 · Travel and Meetings				
69000 · Operational Contingency				
69010 · Bank Service Charges				
Total Expense	<u>145,140.82</u>	<u>496,044.00</u>	<u>(350,903.18)</u>	<u>29.3%</u>
Net Ordinary Income	<u>228,827.64</u>		<u>228,827.64</u>	<u>100.0%</u>
Other Income/Expense				
Other Expense				
70100 · Depreciation & Amortization				
Total Other Expense				
Net Other Income				
Net Income	<u><u>228,827.64</u></u>	<u><u>496,044.00</u></u>	<u><u>228,827.64</u></u>	<u><u>100.0%</u></u>

San Pablo Economic Development Corporation
Profit & Loss Budget vs. Actual
July through September 2025

	TOTAL			
	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 · Direct Public Support	89,758.52	140,981.00	(51,222.48)	63.67%
44400 · Government Contracts	430,984.94	933,563.00	(502,578.06)	46.17%
44500 · Government Grants	87,500.01	350,000.00	(262,499.99)	25.0%
45000 · Investments	20,465.20	84,150.00	(63,684.80)	24.32%
46400 · Other Types of Income	12,742.00	27,000.00	(14,258.00)	47.19%
47200 · Program Income	24,478.70	194,000.00	(169,521.30)	12.62%
Total Income	<u>665,929.37</u>	<u>1,729,694.00</u>	<u>(1,063,764.63)</u>	<u>38.5%</u>
Gross Profit	665,929.37	1,729,694.00	(1,063,764.63)	38.5%
Expense				
60300 · Awards and Grants	5,000.00	7,500.00	(2,500.00)	66.67%
60900 · Business Expenses	10,023.13	18,380.00	(8,356.87)	54.53%
62100 · Contract Services	89,195.24	431,249.00	(342,053.76)	20.68%
62800 · Facilities and Equipment		4,000.00	(4,000.00)	
65000 · Operations	37,991.12	185,339.00	(147,347.88)	20.5%
65100 · Other Types of Insurance	12,217.80	42,995.00	(30,777.20)	28.42%
66000 · Payroll Expenses	218,027.04	868,584.00	(650,556.96)	25.1%
66500 · Benefits	55,736.28	209,208.00	(153,471.72)	26.64%
68300 · Travel and Meetings	1,719.89	8,901.00	(7,181.11)	19.32%
69000 · Operational Contingency		5,000.00	(5,000.00)	
69010 · Bank Service Charges	233.97		233.97	100.0%
Total Expense	<u>430,144.47</u>	<u>1,781,156.00</u>	<u>(1,351,011.53)</u>	<u>24.15%</u>
Net Ordinary Income	235,784.90	(51,462.00)	287,246.90	(458.17%)
Other Income/Expense				
Other Expense				
70100 · Depreciation & Amortization	11,217.99		11,217.99	100.0%
Total Other Expense	<u>11,217.99</u>		<u>11,217.99</u>	<u>100.0%</u>
Net Other Income	(11,217.99)		(11,217.99)	100.0%
Net Income	<u><u>224,566.91</u></u>	<u><u>(51,462.00)</u></u>	<u><u>276,028.91</u></u>	<u><u>(436.37%)</u></u>

San Pablo Economic Development Corporation

Balance Sheet

As of September 30, 2025

Sep 30, 25

ASSETS

Current Assets

Checking/Savings

10000 · SPEDC Checking Account 1,040,497.12

10005 · Money Market ...1115 2,200,409.28

10015 · TCU Checking /Savings Account 248.45

10100 · Petty Cash 100.00

Total Checking/Savings 3,241,254.85

Accounts Receivable

11000 · Accounts Receivable 966,826.27

Total Accounts Receivable 966,826.27

Total Current Assets 4,208,081.12

Fixed Assets

14100 · Buildings - Operating 1,540,000.00

14200 · Accumulated Depreciation -332,800.45

Total Fixed Assets 1,207,199.55

Other Assets

18600 · Other Assets 240.00

Total Other Assets 240.00

TOTAL ASSETS 5,415,520.67

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

20000 · Accounts Payable 13,561.24

Total Accounts Payable 13,561.24

Credit Cards

20500 · SPEDC Credit Card 618.67

Total Credit Cards 618.67

Other Current Liabilities

24000 · Payroll Liabilities 3,829.74

25800 · Unearned or Deferred Revenue 684,374.99

25820 · Security Deposit 19,600.00

Total Other Current Liabilities 707,804.73

Total Current Liabilities 721,984.64

Long Term Liabilities

27100 · Notes, Mortgages, and Leases 1,300,000.00

Total Long Term Liabilities 1,300,000.00

Total Liabilities 2,021,984.64

Equity

32000 · Unallocated Net Assets 401,186.13

32100 · Operations Net Assets 2,728,984.91

32500 · Meas S Net assets 38,798.08

Net Income 224,566.91

Total Equity 3,393,536.03

TOTAL LIABILITIES & EQUITY 5,415,520.67

SAN PABLO EDC BOARD REPORT



DATE: November 13, 2025

TO: San Pablo EDC Board

[Back to Agenda](#)

FROM: Leslay Choy, Executive Director

SUBJECT: RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING EXECUTION OF THE OBRA CONTRACT AMENDMENT FOR MAINTENANCE WORK AT MISSION PLAZA AND FUND BALANCE ALLOCATION INCREASE FROM \$21,400 UP TO \$28,400

RECOMMENDED ACTION

The Executive Director recommends the Board of Directors:

1. Approve resolution

BACKGROUND

On October 15, 2025, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) took action by way of Resolution SPEDC 2025 - 022 to award OBRA a maintenance and repair contract for Mission Plaza and allocate fund balance up to \$21,400.

As the Board is aware, San Pablo EDC purchased 14501 San Pablo Avenue, also known as Mission Plaza, from the Local Successor Agency in 2018. The property had no improvements made to it for several decades and San Pablo EDC has been working diligently to make onsite improvements. As it turns out, there is more damage to the structures than anticipated and staff feel it prudent to repair external wall barriers and roof façade elements to protect the structures from further degradation.

OBRA has revised the scope of work (refer to the amended Exhibit A of the attachment) and estimated total costs to be \$28,400, which would require an additional \$7,000 be approved.

The biggest areas of concern are water damage to the exterior panel on Suite A (single-tenant building) where separation is visible and greater-than-anticipated wood deterioration on both roof facades, and some areas where the stucco is failing. There is also a large support pole near Suite B that is rotten and must be replaced.

The attached contract amendment provides an updated detailed scope of work as Exhibit B. The proposed contract amendment increases the total allocation from \$21,400 to \$28,400.

The Board is asked to authorize execution of the OBRA contract amendment for maintenance work at Mission Plaza and fund balance allocation up to \$28,400.

FISCAL IMPACT

Fiscal impact would be up to \$28,400 to the organization's operational fund balance. This is an increase of \$7,000 from the original approved amount.

Attachments

1. OBRA Contract Amendment EDCMP25-001.1 Mission Plaza Roof & Painting Improvement

RESOLUTION SPEDC2025-0

RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING EXECUTION OF THE OBRA CONTRACT AMENDMENT FOR MAINTENANCE WORK AT MISSION PLAZA AND FUND BALANCE ALLOCATION INCREASE FROM \$21,400 UP TO \$28,400

WHEREAS, on October 15, 2025, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) took action by way of Resolution SPEDC 2025 - 022 to award OBRA a maintenance and repair contract for Mission Plaza and allocate fund balance up to \$21,400; and

WHEREAS, there is more damage to the structures than anticipated and staff feel it prudent to repair external wall barriers and roof façade elements to protect the structures from further degradation; and

WHEREAS, the contract amendment provides an updated detailed scope of work as Exhibit B and increases the total allocation from \$21,400 to \$28,400; and

WHEREAS, fiscal impact would be up to \$28,400 to the organization's operational fund balance, which is an increase of \$7,000 from the original estimate.

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

- 1) Authorize execution of the OBRA contract amendment for maintenance work at Mission Plaza and fund balance allocation up to \$28,400.

ADOPTED this 13th day of November, 2025, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Saeid Babay Hosseini, Board Secretary

Genoveva Calloway, Board Chair

Exhibit B – Scope of Work

Amendment No. 1 To Contract No. EDCMP25-001 Mission Plaza Roof & Painting Improvement Project

This Amendment No. 1 (“Amendment”) is made and entered into as of November 13, 2025, by and between the San Pablo Economic Development Corporation (“San Pablo EDC”) and OBRA Construction & Building Services LLC (“Contractor”).

San Pablo EDC and Contractor entered into Contract No. EDCMP25-001 on October 28, 2025, for the Mission Plaza Roof & Painting Improvement Project with a contract value of \$18,900 for the single tenant building, multitenant building and monument sign. During the course of work, Contractor identified additional repairs needed to ensure the integrity and longevity of the improvements to be made to the property. This Amendment adds those additional items to the project scope, subject to board approval.

ADDITIONAL SCOPE OF WORK

1. Repair damaged exterior MDF panel on single-tenant building (tenant: Pizza Hut).
2. Replace deteriorated wood in the roof corner near trash enclosure.
3. Replace rotten wood roof overhang support beam next to Suite B (tenant: Embarc).
4. Repair failing stucco on the southwest corner of the multitenant building.
5. Remove overgrowth around entirety of multitenant building to enable painting access.

AMENDMENT TERMS

The scope of work under the original contract is expanded to include the Additional Scope of Work detailed above. This Amendment shall serve as Exhibit B to the original contract.

The proposed additional work shall not exceed \$9,500, inclusive of labor and materials.

Except as expressly modified herein, all other terms and conditions of Contract No. EDCMP25-001 remain unchanged and in full force and effect.

Both parties, having understood and agreed to the terms and conditions above, do execute this Contract.

By _____
CONTRACTOR’s Authorized Representative
Print Name: _____
Title: _____
Date: _____

By _____
San Pablo EDC
Leslay C Choy
Executive Director
Date: _____

SAN PABLO EDC BOARD REPORT



DATE: November 13, 2025

TO: San Pablo EDC Board

[Back to Agenda](#)

FROM: Leslay Choy, Executive Director
Bradley Ward, Controller

SUBJECT: RECEIVE PRESENTATION BY MAZE & ASSOCIATES SAN PABLO ECONOMIC DEVELOPMENT CORPORATION FOR FISCAL YEAR 2024-2025 FINANCIAL AUDIT AND RELATED DOCUMENTS

RECOMMENDED ACTION

The Executive Director and Controller recommend the Board of Directors:

1. Receive presentation
2. Receive and file reports

BACKGROUND

As part its fiduciary oversight, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) receives and reviews the organization's audited consolidated financial statements and related tax filing (Form 990).

Additionally, the Board also reviews the Required Communication (RC) Memo and the Memorandum on Internal Controls (MOIC), which are prepared by the organization's accounting firm, Maze & Associates. San Pablo EDC uses URS-recommended best practice of changing partners who lead the audit every three years to ensure fresh, unbiased review of financials and related practices. This year, Vikki Rodriguez, CPA and partner at Maze & Associates, led the team and will present the audit and its related documents to the Board. These documents are prepared under the requirements of the Financial Accounting Standards Board's (FASB) Accounting Standards Codification (ASC), No. 958, which established a new schedule, which breaks down organization expenses by functional area.

The final pages of the audited financial statements contain detailed Notes (six in total) that provide informative explanations by category. Staff would call the Board's attention to Note 4, as this outlines the outstanding note of \$1,300,000 that the Local Successor Agency (LSA) carries on the EDC's behalf, which will need to be refinanced in 2030, as the obligations of the LSA described in the annual Recognized Obligations Payment Schedules (ROPS) would be fully retired, at which time, the LSA would then be formally dissolved.

ANALYSIS

Maze and Associates completed the fieldwork for the FY24-25 audit in September 2025 and provided the attached audited financial statements, and its accompanying documents, the MOIC and the RC. These documents give the Board a sense of the controls in place, protocols and policies that should be followed, and any concerns or difficulties that the audit team may have encountered in its work. In the comparison to FY23-24 financial statements, the Board will notice some differences.

The increase in unrestricted cash and cash equivalents on the balance sheet is primarily due to the receipt of funding from the City of San Pablo to assist with administration of the San Pablo Scholarship Program. Since only a portion of the grant was expensed during the current fiscal year, the remaining balance is reflected as deferred revenue under liabilities. On the income statement, total revenue declined by approximately \$476,000. The organization is spending down one-time, multi-year funding, it completed other one-time funding in FY23-24, such as National Dislocated Worker and the CREATE grant, the City of San Pablo reduced Measure S allocation as part of their budget balancing measures, and the toward the end of the year, the organization saw rental income reduce due to a tenant vacancy.

Please note that San Pablo EDC Form 990 Tax Filings are due November 15th. Following presentation of these items, the FY 2024-25 Form 990 Tax Filing, Form 199 (CA Tax Return) and Form RRF-1 (CA Registration/Renewal Report to the Attorney General) will be filed by Maze.

Staff asks the Board to review the attachments in detail, receive the presentation by Maze & Associates, request any clarifications desired, and motion to receive and file the report.

Attachments

1. FY2024-25 Required Communications
2. FY2024-25 Memorandum on Internal Control
3. FY2024-25 Consolidated Financial Statements
4. 2024 Tax Return

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
REQUIRED COMMUNICATIONS
FOR THE YEAR ENDED JUNE 30, 2025

This Page Left Intentionally Blank

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION

REQUIRED COMMUNICATIONS

For the Year Ended June 30, 2025

Table of Contents

	<u>Page</u>
<i>Required Communications</i>	1
Significant Accounting Matters	1
Qualitative Aspects of Accounting Practices	1
Difficulties Encountered in Performing the Audit	2
Corrected and Uncorrected Misstatements	2
Disagreements with Management	2
Management Representations	2
Management Consultations with Other Independent Accountants	2
Other Audit Findings or Issues	2

This Page Left Intentionally Blank

REQUIRED COMMUNICATIONS

To the Board of Directors of
San Pablo Economic Development Corporation
San Pablo, California

We have audited the consolidated financial statements of the San Pablo Economic Development Corporation (EDC) for the year ended June 30, 2025, and issued our report dated **DATE**. Professional standards require that we communicate to you the following information related to our audit under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our engagement letter dated May 19, 2025, signed by the Executive Director, and in a letter to the Board Chair and Board Treasurer on October 8, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Accounting Matters

Qualitative Aspects of Accounting Practices

Accounting Policies – Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the EDC are described in Note 2 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during the year.

Unusual Transactions, Controversial or Emerging Areas – We noted no transactions entered by the EDC during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates – Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the EDC's financial statements was:

Estimate of Depreciation: Management's estimate of the depreciation is based on useful lives determined by management. These lives have been determined by management based on the expected useful life of assets as disclosed in Note 2E to the financial statements. We evaluated the key factors and assumptions used to develop the depreciation estimate and determined that it is reasonable in relation to the financial statements taken as a whole.

Allocation of Functional Expenses: Management's estimate of the expense allocation amongst program services, management & general, and fundraising expenses, included on the Statement of Activities and Statement of Functional Expenses, are based on a time study performed. We evaluated the key factors and assumptions used to develop the functional expense allocations in determining that it is reasonable in relation to the financial statements taken as a whole.

Disclosures – The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. We did not propose any audit adjustments that, in our judgment, could have a significant effect, either individually or in the aggregate, on the EDC's financial reporting process.

Professional standards require us to accumulate all known and likely uncorrected misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. We have no such misstatements to report to the Board of Directors.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in a management representation letter dated **DATE**.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the EDC's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the EDC's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties.

Pleasant Hill, California

DATE

MEMORANDUM ON INTERNAL CONTROL

To the Board of Directors of
San Pablo Economic Development Corporation
San Pablo, California

In planning and performing our audit of the consolidated financial statements of the San Pablo Economic Development Corporation (EDC) as of and for the year ended June 30, 2025, in accordance with auditing standards generally accepted in the United States of America, we considered the EDC's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the EDC's internal control. Accordingly, we do not express an opinion on the effectiveness of the EDC's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the EDC's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls. Given these limitations during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, Board of Directors, others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

Pleasant Hill, California

DATE

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION

BASIC FINANCIAL STATEMENTS

FOR THE YEAR ENDED JUNE 30, 2025

This Page Left Intentionally Blank

INTRODUCTORY SECTION

Final Draft

This Page Left Intentionally Blank

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION

**Basic Financial Statements
For the Year Ended June 30, 2025**

Table of Contents

	<u>Page</u>
INTRODUCTORY SECTION	
Table of Contents	i
Board of Directors	ii
FINANCIAL SECTION	
Independent Auditor's Report	1
Financial Statements	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Changes in Cash Flows	6
Notes to the Basic Financial Statements	7

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION

BOARD OF DIRECTORS

June 30, 2025

Genoveva Garcia Calloway, Board Chair
Saman Farid, Vice Chair
Kanwar Singh, Treasurer
Patricia Ponce, Director
Stephen Baiter, Director

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of the
San Pablo Economic Development Corporation
San Pablo, California

Opinion

We have audited the accompanying financial statements of the San Pablo Economic Development Corporation (Corporation), a nonprofit organization, which comprise the statement of financial position as of June 30, 2025, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the San Pablo Economic Development Corporation as of June 30, 2025, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the San Pablo Economic Development Corporation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for a reasonable period of time, generally within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users made on the basis of these financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Corporation's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited the San Pablo Economic Development Corporation's 2024 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 19, 2024. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2025, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Pleasant Hill, California

DATE

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2025
WITH SUMMARIZED AMOUNTS AS OF JUNE 30, 2024

	<u>2025</u>	<u>2024</u>
ASSETS		
Current Assets:		
Cash and cash equivalents (Note 2C)	\$3,544,974	\$3,128,368
Accounts receivable	59,476	98,670
Other assets	<u>240</u>	<u>13,285</u>
Total Current Assets	<u>3,604,690</u>	<u>3,240,323</u>
Non Current Assets:		
Capital assets (Note 3):		
Depreciable, net	<u>1,218,417</u>	<u>1,263,289</u>
Total Non Current Assets	<u>1,218,417</u>	<u>1,263,289</u>
Total Assets	<u><u>\$4,823,107</u></u>	<u><u>\$4,503,612</u></u>
LIABILITIES AND NET ASSETS		
Current Liabilities:		
Accounts payable	\$15,052	\$26,115
Accrued liabilities	3,600	19,976
Deferred revenue	335,487	74,388
Construction deposit (Note 3)	<u>24,293</u>	<u>24,293</u>
Total Current Liabilities	<u>354,139</u>	<u>144,772</u>
Non Current Liabilities:		
Notes payable (Note 4)	<u>1,300,000</u>	<u>1,300,000</u>
Total Non Current Liabilities	<u>1,300,000</u>	<u>1,300,000</u>
Total Liabilities	<u>1,654,139</u>	<u>1,444,772</u>
NET ASSETS (NOTE 2A)		
Without donor restrictions	3,074,646	3,020,042
With donor restrictions (Note 6)	<u>94,322</u>	<u>38,798</u>
Total Net Assets	<u>3,168,968</u>	<u>3,058,840</u>
Total Liabilities and Net Assets	<u><u>\$4,823,107</u></u>	<u><u>\$4,503,612</u></u>

See accompanying notes to consolidated financial statements

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
WITH SUMMARIZED AMOUNTS FOR THE FISCAL YEAR ENDED JUNE 30, 2024

	Without Donor Restrictions	With Donor Restrictions	Totals	
			2025	2024
REVENUES AND SUPPORT				
Government contracts (Note 2C)	\$923,325		\$923,325	\$1,161,672
Government and foundation grants (Note 2C)	69,867	\$350,000	419,867	572,000
Rental income	156,467		156,467	243,682
Program income	65,624		65,624	57,707
Corporate contributions	15,010		15,010	12,000
Interest income, net	84,718		84,718	93,920
Net assets release from restriction (Note 6)	294,476	(294,476)		
Total Revenue and Support	1,609,487	55,524	1,665,011	2,140,981
EXPENSES				
Program Services	1,060,301		1,060,301	1,524,343
Support Services:				
Management and general	279,204		279,204	234,501
Fundraising	215,378		215,378	91,080
Total Expenses	1,554,883		1,554,883	1,849,924
Changes in Net Assets	54,604	55,524	110,128	291,057
Net Assets -Beginning of Year	3,020,042	38,798	3,058,840	2,767,783
Net Assets -End of Year	\$3,074,646	\$94,322	\$3,168,968	\$3,058,840

See accompanying notes to consolidated financial statements

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE FISCAL YEAR ENDED JUNE 30, 2025
WITH SUMMARIZED AMOUNTS FOR THE FISCAL YEAR ENDED JUNE 30, 2024

	Program Services	Supporting Services		Totals	
		Management and General	Fundraising	2025	2024
	General				
FUNCTIONAL EXPENSES					
Personnel Costs:					
Salaries	\$472,493	\$134,974	\$131,683	\$739,150	\$759,402
Payroll taxes	34,362	12,538	9,705	56,605	58,778
Health and other fringe benefits	68,412	50,519	25,436	144,367	104,835
Worker's compensation	860	538	108	1,506	1,140
Subtotal Personnel Costs	576,127	198,569	166,932	941,628	924,155
Community awards and grants	5,000			5,000	12,500
Business expenses		20,839		20,839	35,982
Professional services	199,147	16,380	48,446	263,973	284,006
Asset management	43,279			43,279	45,600
Interest (Note 4)	52,000			52,000	52,000
Insurance		30,681		30,681	42,505
Depreciation (Note 3)	44,872			44,872	44,872
Office supplies		3,580		3,580	4,050
Office equipment, maintenance and rental		3,200		3,200	2,126
Program costs and marketing	13,823			13,823	18,383
Printing and reproduction	47,098			47,098	41,912
Telephone and telecommunications	4,567			4,567	4,750
Travel and meetings		1,391		1,391	6,471
Other expense	74,388	4,564		78,952	330,612
Total Functional Expenses	\$1,060,301	\$279,204	\$215,378	\$1,554,883	\$1,849,924

See accompanying notes to consolidated financial statements

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
STATEMENT OF CHANGES IN CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2025
WITH SUMMARIZED AMOUNTS FOR THE YEAR ENDED JUNE 30, 2024

	Totals	
	2025	2024
CASH FLOWS FROM OPERATING ACTIVITIES		
Changes in net assets	\$110,128	\$291,057
Adjustments to reconcile to net cash (used for) provided by operating activities:		
Depreciation expense	44,872	44,872
Decrease in accounts receivable	39,194	184,385
Decrease in prepaid expenses		706
Decrease (increase) in other assets	13,045	(3,791)
(Decrease) in accounts payable	(11,063)	(27,625)
Increase in deferred revenue	261,099	
(Decrease) in accrued liabilities	(16,376)	(398,997)
Total Adjustments	330,771	(200,450)
Cash Flows Provided by Operating Activities	440,899	90,607
CASH FLOWS FROM INVESTING ACTIVITIES		
Use of construction deposit	(24,293)	
Cash Flows (Used) by Investing Activities	(24,293)	
Net increase in cash and cash equivalents	416,606	90,607
Cash and cash equivalents, beginning of year	3,128,368	3,037,761
Cash and cash equivalents, end of year	<u>\$3,544,974</u>	<u>\$3,128,368</u>
Supplemental information:		
Interest paid (Note 4)	<u>\$52,000</u>	<u>\$52,000</u>

See accompanying notes to consolidated financial statements

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 1 – ORGANIZATION AND PROGRAM

The San Pablo Economic Development Corporation (EDC) is a nonprofit public benefit corporation incorporated on April 4, 2011. The mission of the EDC is to act as the catalyst for equitable economic opportunity. The specific purposes of the EDC are to:

- Expand public-private partnerships and partner with various public and private entities to perform activities so as to expand employment, economic prosperity and business opportunities for businesses and residents within the City of San Pablo (City).
- Provide public and charitable services and activities that are associated with such specific purposes as allowed by law.
- Develop the capacity of local businesses, and expand access to resources to promote economic growth.
- Provide and expand economic opportunities for all residents with an emphasis on access to job training and employment for low and moderate income households in the City.
- Encourage and stimulate economic development within the City to attract industry that diversifies and stabilizes the local economy.
- Partner with various entities to develop programs that encourage employment and community safety.
- Engage in community development as it relates to economic development in partnership with others.
- Solicit and receive contributions, donations, grants, gifts, bequests, including all kinds of income, securities and property, both real, personal and mixed, whether principal or income, tangible or intangible, present or future, vested or contingent.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). The financial statement presentation follows the recommendations of the Financial Accounting Standards Board (FASB) in the Accounting Standards Codification (ASC), No. 958, *Financial Statements of Not-for-Profit Organizations*.

The EDC reports information regarding its financial position and activities according to two classes of net assets:

Net Assets Without Donor Restrictions – Net assets available for use in general operations that are not subject to or are no longer subject to donor-imposed restrictions.

Net Assets With Donor Restrictions – Net assets whose use is limited by donor-imposed time and/or purpose restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)
--

A. *Basis of Presentation (Continued)*

Revenues are reported as increases in net assets without donor restriction unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in net assets without donor restrictions.

B. *Support and Revenues*

Grants from the City and public contributions from individuals and corporations are recorded upon receipt. All contributions are considered to be available for unrestricted use unless specifically restricted by the donor. Amounts received that are designated for future periods or restricted by the donor for specific purposes are reported as Net Assets With Donor Restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the consolidated statement of activities as net assets released from restrictions.

C. *Cash and Cash Equivalents*

The EDC considers all highly liquid investments with original maturities of three months or less to be cash equivalents. Cash and cash equivalents are comprised of cash in banks, which is insured by the Federal Depository Insurance Corporation. At June 30, 2025 and 2024, the EDC's cash and cash equivalents balance was \$3,544,974, and \$3,128,368, respectively, consisting of deposits in two financial institutions.

D. *Concentration Risk*

The EDC maintains cash in bank deposit accounts which, at times, may exceed federally insured limits. The EDC has not experienced any losses on such accounts, and management believes it is not exposed to any significant risk on cash deposits.

Financial instruments that potentially subject the organization to concentrations of credit risk consist principally of cash deposits with a bank and brokerage firm. The organization limits its exposure to concentrations of credit risk by maintaining its cash accounts at high quality financial institutions whose deposits are insured by the Federal Deposit Insurance Corporation (FDIC). At June 30, 2025, the EDC had \$3,044,626 on deposit in excess of the FDIC insured limit.

Accounts receivable are stated at the amount the EDC's management expects to collect from outstanding balances. Management provides for probable uncollectible amounts through a charge to bad debt expense and a credit to a valuation based on its assessment of the current status of individual accounts. Management believes the entire balance of receivables is collectible, and therefore, no allowance was recorded as of June 30, 2025 and 2024, respectively.

E. *Capital Assets*

Capital assets are recorded at cost or estimated fair value if the costs exceed minimum thresholds with useful lives exceeding two years. Depreciation is calculated by using the straight-line method over the assets' estimated useful lives. When assets are retired or disposed of, the cost and accumulated depreciation are removed from the accounts, and any resulting gains or losses are included in changes in net assets. The EDC's policy is to depreciate buildings over 39 years, furniture and equipment over 3-7 years and vehicles over a useful life of 5 years.

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)
--

F. Functional Allocation of Expenses

The costs for providing the various programs and activities have been summarized on a functional basis in the statements of activities. Those expenses which cannot be specifically identified by function type have been allocated to functions based upon management's best estimate of usage. For certain expenses, such as personnel costs, these estimates are based on management's estimate of each staff's job duties performed in in each area.

G. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

H. Income Taxes

The EDC is exempt from income tax under Section 501(c)(3) of the U.S. Internal Revenue Code. Accordingly, no provision for income taxes has been provided in these statements. In addition, the EDC qualifies for the charitable contribution deduction under Section 170(b)(1)(a) and has been classified as an organization that is not a private foundation under Section 509(a)(1). Unrelated business income, if any, may be subject to income tax. The EDC paid no taxes on unrelated business income for the years ended June 30, 2025 and 2024, respectively.

Generally accepted accounting principles require the recognition, measurement, classification, and disclosure in the financial statements of uncertain tax positions taken or expected to be taken in the organization's tax returns. Management has determined that the EDC does not have any uncertain tax positions and associated unrecognized benefits that materially impact the consolidated financial statements or related disclosures. Since tax matters are subject to some degree of uncertainty, there can be no assurance that the EDC's tax returns will not be challenged by the taxing authorities and that the EDC will not be subject to additional tax, penalties, and interest as a result of such a challenge. Generally, the EDC's tax returns remain open for federal income tax examination for three years from the date of filing.

I. Advertising

Advertising costs, if any, are expensed as incurred.

J. Fair Value Measurements

The EDC reports certain assets and liabilities at fair value in the financial statements. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Accounting standards set a framework for measuring fair value using a three tier hierarchy based on observable and non-observable inputs. Observable inputs consist of data obtained from independent sources. Non-observable inputs reflect industry assumptions. These two types of inputs are used to create the fair value hierarchy, giving preference to observable inputs.

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)
--

J. Fair Value Measurements (Continued)

The three-tier hierarchy categorizes the inputs as follows:

Level 1: Quoted prices (unadjusted) in active markets for identical assets or liabilities that can be accessed at the measurement date.

Level 2: Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly. These include quoted prices for similar assets or liabilities in active markets, quoted prices for identical or similar assets or liabilities in markets that are not active, inputs other than quoted prices that are observable for the asset or liability, and market-corroborated inputs.

Level 3: Unobservable inputs for the asset or liability. In these situations, the EDC develops inputs using the best information available in the circumstances.

In some cases, the inputs used to measure the fair value of an asset or a liability might be categorized within different levels of the fair value hierarchy. In those cases, the fair value measurement is categorized in its entirety in the same level of the fair value hierarchy as the lowest level input that is significant to the entire measurement. Assessing the significance of a particular input to entire measurement requires judgment, taking into account factors specific to the asset or liability. The categorization of an asset within the hierarchy is based upon the pricing transparency of the asset and does not necessarily correspond to our assessment of the quality, risk, or liquidity profile of the asset or liability.

K. Prior Year Summarized Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the EDC's financial statements for the year ended June 30, 2024, from which the summarized information was derived.

L. Lease Accounting

The San Pablo Economic Development Corporation recognizes and measures its lease in accordance with FASB ASC 842, *Leases*. The San Pablo Economic Development Corporation determines if an arrangement is a lease, or contains a lease, at inception of a contract and when the terms of the existing contract are changed. As of June 30, 2025, the San Pablo Economic Development Corporation did not have any significant leases that should be recorded on the Statement of Financial Position.

M. Subsequent Events

The San Pablo Economic Development Corporation evaluated subsequent events for recognition and disclosure through **DATE**, the date which these financial statements were available to be issued. Management concluded that no material subsequent events have occurred since June 30, 2025, that requires recognition or disclosure in such financial statements.

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 3 – CAPITAL ASSETS

Capital assets balances and activity for the year are summarized below:

	Balance at June 30, 2024	Additions	Balance at June 30, 2025
Capital assets being depreciated:			
Building - EDC	\$1,540,000		\$1,540,000
Total capital assets being depreciated:	1,540,000		1,540,000
Less accumulated depreciation	(276,711)	(\$44,872)	(321,583)
Net capital assets being depreciated	\$1,263,289	(\$44,872)	\$1,218,417
Total capital assets, net	\$1,263,289	(\$44,872)	\$1,218,417

In July 2018, the EDC purchased a building at Mission Plaza from the Successor Agency to the Redevelopment Agency of the City San Pablo (Successor Agency) in the amount of \$1,750,000, of which \$1,300,000 was seller-financed (see Note 4). In January 2020, the EDC sold a vacant parcel worth \$210,000. As part of the transaction, the EDC received a construction repair credit in the amount of \$172,500, which was fully spent down during the fiscal year ended June 30, 2025.

NOTE 4 – NOTES PAYABLE

The EDC purchased a building at Mission Plaza in July 2018 from the Successor Agency, who provided financing to the EDC in the amount of \$1,300,000. The Note is secured by the property, bears interest at an annual rate of 4%, and is due and payable in full no later than twelve (12) years from the date of the note. The EDC will make annual interest-only payments of \$52,000 over the 12 years, at which time, the balance of the principal will be due.

Future repayment requirements for the note are shown below:

For the Year Ending June 30	Principal	Interest	Total
2026		\$52,000	\$52,000
2027		52,000	52,000
2028		52,000	52,000
2029		52,000	52,000
2030		52,000	52,000
2031	\$1,300,000	52,000	1,352,000
	<u>\$1,300,000</u>	<u>\$312,000</u>	<u>\$1,612,000</u>

SAN PABLO ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE BASIC FINANCIAL STATEMENTS
For the Year Ended June 30, 2025

NOTE 5 – LIQUIDITY AND AVAILABILITY AND RESOURCES

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, consisted of the following as of June 30:

	2025	2024
Total current financial assets:		
Cash and cash equivalents, unrestricted	\$3,544,974	\$3,128,368
Accounts receivable	59,476	98,670
Total current financial assets	<u>3,604,450</u>	<u>3,227,038</u>
Less contractual or donor-imposed restrictions:		
Donor-imposed restrictions	(94,322)	(38,798)
Repair credit for construction on Mission Plaza		<u>(24,293)</u>
Financial assets available to meet cash needs for general expenditures within one year	<u><u>\$3,510,128</u></u>	<u><u>\$3,163,947</u></u>

NOTE 6 – NET ASSETS WITH DONOR RESTRICTIONS

In 2012, EDC was awarded funding from the City of San Pablo through Measure Q Funding that was passed in November 2012. The funding for Measure Q ended in 2022. In 2020, EDC was awarded funding from the City of San Pablo through Measure S Funding that was passed in November 2020, and the funding for Measure S goes through September 30, 2032. Funding for both Measures Q and S was used towards the following: public safety programs, job creation, job training and job placement for local residents, to fund local school-based programs and services that focus on supporting academics, mental health, childhood obesity prevention programs, and to support other City services designed to enhance the quality of life for all San Pablo residents.

For the year ended June 30, 2025, activity for net assets with donor restrictions consisted of the following:

Designation	Balance June 30, 2024	Additions to Restrictions	Funds Released	Balance June 30, 2025
Measure S/Q	<u>\$38,798</u>	<u>\$350,000</u>	<u>(\$294,476)</u>	<u>\$94,322</u>
Totals	<u><u>\$38,798</u></u>	<u><u>\$350,000</u></u>	<u><u>(\$294,476)</u></u>	<u><u>\$94,322</u></u>

2024 Exempt Org. Return
prepared for:

**SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.**
1000 GATEWAY AVENUE 1ST FLOOR
SAN PABLO, CA 94806

Maze & Associates
3478 Buskirk Ave Ste 217
Pleasant Hill, CA 94523

	2024	2023	DIFF
REVENUE			
CONTRIBUTIONS AND GRANTS.....	434,877	584,000	-149,123
PROGRAM SERVICE REVENUE.....	988,949	1,219,379	-230,430
INVESTMENT INCOME.....	84,718	93,920	-9,202
OTHER REVENUE.....	156,467	243,682	-87,215
TOTAL REVENUE.....	1,665,011	2,140,981	-475,970
EXPENSES			
SALARIES, OTHER COMPEN., EMP. BENEFITS...	941,628	924,155	17,473
OTHER EXPENSES.....	613,255	925,769	-312,514
TOTAL EXPENSES.....	1,554,883	1,849,924	-295,041
NET ASSETS OR FUND BALANCES			
REVENUE LESS EXPENSES.....	110,128	291,057	-180,929
TOTAL ASSETS AT END OF YEAR.....	4,823,107	4,503,612	319,495
TOTAL LIABILITIES AT END OF YEAR.....	1,654,139	1,444,772	209,367
NET ASSETS/FUND BALANCES AT END OF YEAR.	3,168,968	3,058,840	110,128

DRAFT
10/28/2025

2024

CALIFORNIA 199 TAX SUMMARY
SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.**PAGE 1**

27-5395012

	2024	2023	DIFF
RECEIPTS AND REVENUES			
GROSS SALES OR RECEIPTS.....	1,230,134	1,556,981	-326,847
GROSS CONTRIBUTIONS, GIFTS, & GRANTS.....	434,877	584,000	-149,123
TOTAL GROSS RECEIPTS.....	1,665,011	2,140,981	-475,970
TOTAL COSTS.....	0	0	0
TOTAL GROSS INCOME.....	1,665,011	2,140,981	-475,970
EXPENSES			
TOTAL EXPENSES.....	1,554,883	1,849,924	-295,041
EXCESS RECEIPTS OVER EXPENSES.....	110,128	291,057	-180,929
FILING FEE			
FILING FEE.....	0	0	0
BALANCE DUE.....	0	0	0

DRAFT
10/28/2025

2024

GENERAL INFORMATION
SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.

PAGE 1

27-5395012

FORMS NEEDED FOR THIS RETURN

FEDERAL: 990, SCH A, SCH B, SCH D, SCH J, SCH R
CALIFORNIA: 199, SCH B, 8453-EO (199), E-FILE INSTRUCTIONS, RRF-1

CARRYOVERS TO 2025

NONE

DRAFT
10/28/2025

2024

FEDERAL WORKSHEETS
SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.

PAGE 1

27-5395012

RENTAL INCOME WORKSHEET
FORM 990

GROSS RENTAL INCOME..... \$ 156,467.
 EXPENSES
 TOTAL EXPENSES..... \$ 0.
 NET RENTAL INCOME OR LOSS \$ 156,467.

FORM 990, PART III, LINE 4E
PROGRAM SERVICES TOTALS

	PROGRAM SERVICES TOTAL	FORM 990	SOURCE
TOTAL EXPENSES	1,060,301.	1,060,301.	PART IX, LINE 25, COL. B
GRANTS	0.	0.	PART IX, LINES 1-3, COL. B
REVENUE	0.	988,949.	PART VIII, LINE 2, COL. A

EXCESS CONTRIBUTIONS
SCHEDULE A, PART II, LINE 5

	2020	2021	2022	2023	2024	TOTAL	2% AMT	EXCESS
CITY OF SAN PABLO	0	187,500	215,000	400,000	350,000	1,152,500	95,707	1056793
	<u>0</u>	<u>187,500</u>	<u>215,000</u>	<u>400,000</u>	<u>350,000</u>	<u>1,152,500</u>	<u>95,707</u>	<u>1056793</u>

**BALANCE SHEET
SAVINGS AND TEMPORARY CASH INVESTMENTS**

UNRESTRICTED.....	\$	3,544,974.
TOTAL	\$	<u>3,544,974.</u>

**BALANCE SHEET
ACCOUNTS PAYABLE AND ACCRUED EXPENSES**

ACCOUNTS PAYABLE.....	\$	15,052.
ACCRUED LIABILITIES.....		3,600.
TOTAL	\$	<u>18,652.</u>

DRAFT
10/28/2025

Return of Organization Exempt From Income Tax
Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)**2024**Department of the Treasury
Internal Revenue ServiceDo not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.**Open to Public
Inspection****A** For the **2024** calendar year, or tax year beginning **7/01**, **2024**, and ending **6/30**, **2025****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C
SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.
1000 GATEWAY AVENUE 1ST FLOOR
SAN PABLO, CA 94806**D** Employer identification number

27-5395012

E Telephone number

(510) 215-3203

G Gross receipts \$ 1,665,011.**F** Name and address of principal officer:

SAME AS C ABOVE

H(a) Is this a group return for subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included?
If "No," attach a list. See instructions. ☐ Yes ☐ No**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: HTTP://WWW.SANPABLOEDC.ORG/**H(c)** Group exemption number**K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other**L** Year of formation: 2011 **M** State of legal domicile: CA**Part I Summary**

Activities & Governance	1	Briefly describe the organization's mission or most significant activities: THE PURPOSE OF THE CORPORATION IS TO ACT AS THE CATALYST TO EQUITABLE ECONOMIC OPPORTUNITY.		
	2	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3	Number of voting members of the governing body (Part VI, line 1a)	3	5
	4	Number of independent voting members of the governing body (Part VI, line 1b)	4	5
	5	Total number of individuals employed in calendar year 2024 (Part V, line 2a)	5	14
	6	Total number of volunteers (estimate if necessary)	6	0
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.	
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 584,000.	Current Year 434,877.
	9	Program service revenue (Part VIII, line 2g)	1,219,379.	988,949.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	93,920.	84,718.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	243,682.	156,467.
	12	Total revenue — add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,140,981.	1,665,011.
	Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	
14		Benefits paid to or for members (Part IX, column (A), line 4)		
15		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	924,155.	941,628.
16a		Professional fundraising fees (Part IX, column (A), line 11e)		
b		Total fundraising expenses (Part IX, column (D), line 25)	215,378.	
17		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	925,769.	613,255.
18		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	1,849,924.	1,554,883.
Net Assets or Fund Balances	19	Revenue less expenses. Subtract line 18 from line 12	291,057.	110,128.
	20	Total assets (Part X, line 16)	Beginning of Current Year 4,503,612.	End of Year 4,823,107.
	21	Total liabilities (Part X, line 26)	1,444,772.	1,654,139.
	22	Net assets or fund balances. Subtract line 21 from line 20	3,058,840.	3,168,968.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date		
	LESLAY CHOY	EXECUTIVE DIRECTOR		
Paid Preparer Use Only	Preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> if self-employed PTIN
	VIKKI C RODRIGUEZ	VIKKI C RODRIGUEZ		P00685455
	Firm's name	MAZE & ASSOCIATES		
	Firm's address	3478 BUSKIRK AVE STE 217 PLEASANT HILL, CA 94523		
		Firm's EIN	94-2590179	
		Phone no.	(925) 228-2800	

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

Part III Statement of Program Service AccomplishmentsCheck if Schedule O contains a response or note to any line in this Part III ☐**1** Briefly describe the organization's mission:THE PURPOSE OF THE CORPORATION IS TO ACT AS THE CATALYST TO EQUITABLE ECONOMIC
OPPORTUNITY.**2** Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.**4a** (Code:) (Expenses \$ 1,060,301. including grants of \$) (Revenue \$)FUNDS ARE FOCUSED ON EDUCATION, TRAINING AND CRITICAL SUPPORT SERVICES TO WORKFORCE,
ASPIRING FIRST-TIME HOMEBUYERS AND BUSINESSES.**4b** (Code:) (Expenses \$ including grants of \$) (Revenue \$)**4c** (Code:) (Expenses \$ including grants of \$) (Revenue \$)**4d** Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$) (Revenue \$)

4e Total program service expenses 1,060,301.

Part IV Checklist of Required Schedules

	Yes	No
1 Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? If "Yes," complete Schedule A	X	
2 Is the organization required to complete Schedule B, Schedule of Contributors? See instructions	X	
3 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I		X
4 Section 501(c)(3) organizations. Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? If "Yes," complete Schedule C, Part II		X
5 Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? If "Yes," complete Schedule C, Part III		X
6 Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? If "Yes," complete Schedule D, Part I		X
7 Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? If "Yes," complete Schedule D, Part II		X
8 Did the organization maintain collections of works of art, historical treasures, or other similar assets? If "Yes," complete Schedule D, Part III		X
9 Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X, or provide credit counseling, debt management, credit repair, or debt negotiation services? If "Yes," complete Schedule D, Part IV		X
10 Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? If "Yes," complete Schedule D, Part V		X
11 If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.		
a Did the organization report an amount for land, buildings, and equipment in Part X, line 10? If "Yes," complete Schedule D, Part VI	X	
b Did the organization report an amount for investments – other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VII		X
c Did the organization report an amount for investments – program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part VIII		X
d Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? If "Yes," complete Schedule D, Part IX		X
e Did the organization report an amount for other liabilities in Part X, line 25? If "Yes," complete Schedule D, Part X		X
f Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? If "Yes," complete Schedule D, Part X		X
12a Did the organization obtain separate, independent audited financial statements for the tax year? If "Yes," complete Schedule D, Parts XI and XII	X	
b Was the organization included in consolidated, independent audited financial statements for the tax year? If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional		X
13 Is the organization a school described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E		X
14a Did the organization maintain an office, employees, or agents outside of the United States?		X
b Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? If "Yes," complete Schedule F, Parts I and IV		X
15 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? If "Yes," complete Schedule F, Parts II and IV		X
16 Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? If "Yes," complete Schedule F, Parts III and IV		X
17 Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? If "Yes," complete Schedule G, Part I. See instructions		X
18 Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? If "Yes," complete Schedule G, Part II		X
19 Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? If "Yes," complete Schedule G, Part III		X
20a Did the organization operate one or more hospital facilities? If "Yes," complete Schedule H		X
b If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
21 Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? If "Yes," complete Schedule I, Parts I and II		X

Part IV Checklist of Required Schedules (continued)

	Yes	No
22 Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III.</i>	22	X
23 Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J.</i>	23	X
24a Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a.</i>	24a	X
b Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b	
c Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c	
d Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d	
25a Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I.</i>	25a	X
b Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I.</i>	25b	X
26 Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II.</i>	26	X
27 Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III.</i>	27	X
28 Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions).		
a A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV.</i>	28a	X
b A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV.</i>	28b	X
c A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? <i>If "Yes," complete Schedule L, Part IV.</i>	28c	X
29 Did the organization receive more than \$25,000 in noncash contributions? <i>If "Yes," complete Schedule M.</i>	29	X
30 Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M.</i>	30	X
31 Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I.</i>	31	X
32 Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II.</i>	32	X
33 Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I.</i>	33	X
34 Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1.</i>	34	X
35a Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a	X
b If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2.</i>	35b	
36 Section 501(c)(3) organizations. Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2.</i>	36	X
37 Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI.</i>	37	X
38 Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? Note: All Form 990 filers are required to complete Schedule O.	38	X

Part V Statements Regarding Other IRS Filings and Tax ComplianceCheck if Schedule O contains a response or note to any line in this Part V. ☐

	Yes	No
1a Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable.	1a	3
b Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable.	1b	0
c Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c	X

Part V Statements Regarding Other IRS Filings and Tax Compliance (continued)

	Yes	No
2a Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return. 2a 14		
b If at least one is reported on line 2a, did the organization file all required federal employment tax returns? 2b	X	
3a Did the organization have unrelated business gross income of \$1,000 or more during the year? 3a		X
b If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O. 3b		
4a At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)? 4a		X
b If "Yes," enter the name of the foreign country See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
5a Was the organization a party to a prohibited tax shelter transaction at any time during the tax year? 5a		X
b Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction? 5b		X
c If "Yes," to line 5a or 5b, did the organization file Form 8886-T? 5c		
6a Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions? 6a		X
b If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible? 6b		
7 Organizations that may receive deductible contributions under section 170(c).		
a Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor? 7a		X
b If "Yes," did the organization notify the donor of the value of the goods or services provided? 7b		
c Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282? 7c		X
d If "Yes," indicate the number of Forms 8282 filed during the year. 7d		
e Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract? 7e		X
f Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract? 7f		X
g If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required? 7g		
h If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C? 7h		
8 Sponsoring organizations maintaining donor advised funds. Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year? 8		
9 Sponsoring organizations maintaining donor advised funds.		
a Did the sponsoring organization make any taxable distributions under section 4966? 9a		
b Did the sponsoring organization make a distribution to a donor, donor advisor, or related person? 9b		
10 Section 501(c)(7) organizations. Enter:		
a Initiation fees and capital contributions included on Part VIII, line 12. 10a		
b Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities. 10b		
11 Section 501(c)(12) organizations. Enter:		
a Gross income from members or shareholders. 11a		
b Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b		
12a Section 4947(a)(1) non-exempt charitable trusts. Is the organization filing Form 990 in lieu of Form 1041? 12a		
b If "Yes," enter the amount of tax-exempt interest received or accrued during the year. 12b		
13 Section 501(c)(29) qualified nonprofit health insurance issuers.		
a Is the organization licensed to issue qualified health plans in more than one state? 13a		
Note: See the instructions for additional information the organization must report on Schedule O.		
b Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans. 13b		
c Enter the amount of reserves on hand. 13c		
14a Did the organization receive any payments for indoor tanning services during the tax year? 14a		X
b If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O. 14b		
15 Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year? 15		X
If "Yes," see the instructions and file Form 4720, Schedule N.		
16 Is the organization an educational institution subject to the section 4968 excise tax on net investment income? 16		X
If "Yes," complete Form 4720, Schedule O.		
17 Section 501(c)(21) organizations. Did the trust, or any disqualified or other person, engage in any activities that would result in the imposition of an excise tax under section 4951, 4952, or 4953? 17		
If "Yes," complete Form 6069.		

Part VI Governance, Management, and Disclosure. For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.Check if Schedule O contains a response or note to any line in this Part VI. ☒**Section A. Governing Body and Management**

		Yes	No
1a Enter the number of voting members of the governing body at the end of the tax year.	1a 5		
If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.			
b Enter the number of voting members included on line 1a, above, who are independent.	1b 5		
2 Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		X
3 Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3		X
4 Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		X
5 Did the organization become aware during the year of a significant diversion of the organization's assets?	5		X
6 Did the organization have members or stockholders?	6		X
7a Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a		X
b Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b		X
8 Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a The governing body?	8a	X	
b Each committee with authority to act on behalf of the governing body?	8b	X	
9 Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O.	9		X

Section B. Policies (This Section B requests information about policies not required by the Internal Revenue Code.)

	Yes	No
10a Did the organization have local chapters, branches, or affiliates?	10a	X
b If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b	
11a Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a X	
b Describe on Schedule O the process, if any, used by the organization to review this Form 990. SEE SCHEDULE O		
12a Did the organization have a written conflict of interest policy? If "No," go to line 13	12a X	
b Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b X	
c Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe on Schedule O how this was done SEE SCHEDULE O	12c X	
13 Did the organization have a written whistleblower policy?	13 X	
14 Did the organization have a written document retention and destruction policy?	14 X	
15 Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?		
a The organization's CEO, Executive Director, or top management official.	15a X	
b Other officers or key employees of the organization.	15b	X
If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.		
16a Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a	X
b If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b	

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed CA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☐ Own website ☐ Another's website ☒ Upon request ☐ Other (explain on Schedule O)

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year. SEE SCHEDULE O

20 State the name, address, and telephone number of the person who possesses the organization's books and records.

BRADLEY WARD 1000 GATEWAY AVENUE 1ST FLOOR SAN PABLO CA 94806 (510) 215-3203

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent ContractorsCheck if Schedule O contains a response or note to any line in this Part VII. ☐**Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees****1a** Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than \$100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than \$100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than \$10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☒ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Officer	Key employee	Highest compensated employee	Former			
(1) LESLAY CHOY EXECUTIVE DIRECTOR	40 0			X			187,019.	0.	0.
(2) GENOVEVA GARCIA CALLOWAY BOARD CHAIR	0.25 0	X	X				0.	0.	0.
(3) SAMAN FARID VICE CHAIR	0.25 0	X	X				0.	0.	0.
(4) STEPHEN BAITER CHAIR	0.25 0	X	X				0.	0.	0.
(5) KANWAR SINGH TREASURER	0.5 0	X					0.	0.	0.
(6) PATRICIA PONCE DIRECTOR	0.25 0	X					0.	0.	0.
(7)									
(8)									
(9)									
(10)									
(11)									
(12)									
(13)									
(14)									

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below dotted line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)					(D) Reportable compensation from the organization (W-2/1099-MISC/1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee			
(15) _____	_____								
(16) _____	_____								
(17) _____	_____								
(18) _____	_____								
(19) _____	_____								
(20) _____	_____								
(21) _____	_____								
(22) _____	_____								
(23) _____	_____								
(24) _____	_____								
(25) _____	_____								
1b Subtotal							187,019.	0.	0.
c Total from continuation sheets to Part VII, Section A							0.	0.	0.
d Total (add lines 1b and 1c)							187,019.	0.	0.

2 Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 1

3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual.*

	Yes	No
3		X

4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? *If "Yes," complete Schedule J for such individual.*

4	X	
----------	---	--

5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person.*

5		X
----------	--	---

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

Part VIII Statement of RevenueCheck if Schedule O contains a response or note to any line in this Part VIII ☐

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512-514
Contributions, Gifts, Grants, and Other Similar Amounts	1a	Federated campaigns	1a			
	b	Membership dues	1b			
	c	Fundraising events	1c			
	d	Related organizations	1d			
	e	Government grants (contributions)	1e	350,000.		
	f	All other contributions, gifts, grants, and similar amounts not included above	1f	84,877.		
	g	Noncash contributions included in lines 1a-1f	1g			
	h	Total. Add lines 1a-1f		434,877.		
	Program Service Revenue	Business Code				
2a		FEES & CONTRACTS GOV AGENCIES		923,325.	923,325.	
b		PROGRAM INCOME		65,624.	65,624.	
c						
d						
e						
f		All other program service revenue				
g		Total. Add lines 2a-2f		988,949.		
Other Revenue	3	Investment income (including dividends, interest, and other similar amounts)		84,718.	84,718.	
	4	Income from investment of tax-exempt bond proceeds				
	5	Royalties				
	6a	Gross rents	6a	(i) Real 156,467.	(ii) Personal	
	b	Less: rental expenses	6b			
	c	Rental income or (loss)	6c	156,467.		
	d	Net rental income or (loss)		156,467.	156,467.	
	7a	Gross amount from sales of assets other than inventory	7a	(i) Securities	(ii) Other	
	b	Less: cost or other basis and sales expenses	7b			
	c	Gain or (loss)	7c			
	d	Net gain or (loss)				
	8a	Gross income from fundraising events (not including \$ of contributions reported on line 1c). See Part IV, line 18	8a			
	b	Less: direct expenses	8b			
	c	Net income or (loss) from fundraising events				
	9a	Gross income from gaming activities. See Part IV, line 19	9a			
	b	Less: direct expenses	9b			
	c	Net income or (loss) from gaming activities				
10a	Gross sales of inventory, less returns and allowances	10a				
b	Less: cost of goods sold	10b				
c	Net income or (loss) from sales of inventory					
Miscellaneous Revenue	Business Code					
	11a					
	b					
	c					
	d	All other revenue				
	e	Total. Add lines 11a-11d				
12 Total revenue. See instructions			1,665,011.	1,230,134.	0.	0.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX.

☒ X

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21.				
2 Grants and other assistance to domestic individuals. See Part IV, line 22.				
3 Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16.				
4 Benefits paid to or for members.				
5 Compensation of current officers, directors, trustees, and key employees.	187,019.	130,913.	37,404.	18,702.
6 Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B).	0.	0.	0.	0.
7 Other salaries and wages.	552,131.	341,580.	97,570.	112,981.
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions).				
9 Other employee benefits.	145,873.	69,272.	51,057.	25,544.
10 Payroll taxes.	56,605.	34,362.	12,538.	9,705.
11 Fees for services (nonemployees):				
a Management.				
b Legal.				
c Accounting.				
d Lobbying.				
e Professional fundraising services. See Part IV, line 17.				
f Investment management fees.				
g Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Schedule O.)	307,252.	242,426.	16,380.	48,446.
12 Advertising and promotion.	13,823.	13,823.		
13 Office expenses.	6,780.		6,780.	
14 Information technology.	4,567.	4,567.		
15 Royalties.				
16 Occupancy.				
17 Travel.	1,391.		1,391.	
18 Payments of travel or entertainment expenses for any federal, state, or local public officials.				
19 Conferences, conventions, and meetings.				
20 Interest.	52,000.	52,000.		
21 Payments to affiliates.				
22 Depreciation, depletion, and amortization.	44,872.	44,872.		
23 Insurance.	30,681.		30,681.	
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a OTHER	78,952.	74,388.	4,564.	
b PRINTING AND PUBLICATIONS	47,098.	47,098.		
c BUSINESS EXPENSES	20,839.		20,839.	
d COMMUNITY AWARDS AND GRANTS	5,000.	5,000.		
e All other expenses.				
25 Total functional expenses. Add lines 1 through 24e.	1,554,883.	1,060,301.	279,204.	215,378.
26 Joint costs. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here <input type="checkbox"/> if following SOP 98-2 (ASC 958-720).				

Part X Balance SheetCheck if Schedule O contains a response or note to any line in this Part X. ☐

		(A) Beginning of year		(B) End of year
Assets	1 Cash — non-interest-bearing		1	
	2 Savings and temporary cash investments	3,128,368.	2	3,544,974.
	3 Pledges and grants receivable, net		3	
	4 Accounts receivable, net	98,670.	4	59,476.
	5 Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6 Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7 Notes and loans receivable, net		7	
	8 Inventories for sale or use		8	
	9 Prepaid expenses and deferred charges		9	
	10a Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D	10a 1,553,274.		
	b Less: accumulated depreciation	10b 334,857.	1,263,289.	10c 1,218,417.
	11 Investments — publicly traded securities		11	
	12 Investments — other securities. See Part IV, line 11		12	
	13 Investments — program-related. See Part IV, line 11		13	
	14 Intangible assets		14	
	15 Other assets. See Part IV, line 11	13,285.	15	240.
16 Total assets. Add lines 1 through 15 (must equal line 33)	4,503,612.	16	4,823,107.	
Liabilities	17 Accounts payable and accrued expenses	120,479.	17	18,652.
	18 Grants payable		18	
	19 Deferred revenue		19	335,487.
	20 Tax-exempt bond liabilities		20	
	21 Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22 Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23 Secured mortgages and notes payable to unrelated third parties	1,300,000.	23	1,300,000.
	24 Unsecured notes and loans payable to unrelated third parties		24	
	25 Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	24,293.	25	
	26 Total liabilities. Add lines 17 through 25	1,444,772.	26	1,654,139.
Net Assets or Fund Balances	Organizations that follow FASB ASC 958, check here and complete lines 27, 28, 32, and 33. <input checked="" type="checkbox"/>			
	27 Net assets without donor restrictions	3,020,042.	27	3,074,646.
	28 Net assets with donor restrictions	38,798.	28	94,322.
	Organizations that do not follow FASB ASC 958, check here and complete lines 29 through 33. <input type="checkbox"/>			
	29 Capital stock or trust principal, or current funds		29	
	30 Paid-in or capital surplus, or land, building, or equipment fund		30	
	31 Retained earnings, endowment, accumulated income, or other funds		31	
	32 Total net assets or fund balances	3,058,840.	32	3,168,968.
	33 Total liabilities and net assets/fund balances	4,503,612.	33	4,823,107.

Part XI Reconciliation of Net AssetsCheck if Schedule O contains a response or note to any line in this Part XI. ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	1,665,011.
2	Total expenses (must equal Part IX, column (A), line 25)	2	1,554,883.
3	Revenue less expenses. Subtract line 2 from line 1	3	110,128.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	3,058,840.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	3,168,968.

Part XII Financial Statements and ReportingCheck if Schedule O contains a response or note to any line in this Part XII. ☐

	Yes	No
1 Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____		
If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.		
2a Were the organization's financial statements compiled or reviewed by an independent accountant?		X
If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both.		
<input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
b Were the organization's financial statements audited by an independent accountant?	X	
If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both.		
<input checked="" type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis		
c If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	X	
If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.		
3a As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?		X
b If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits		

BAA

TEEA0112L 09/05/24

Form 990 (2024)

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2024

Open to Public
Inspection

Name of the organization SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.

Employer identification number
27-5395012

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____
- 10 ☐ An organization that normally receives (1) more than 33-1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33-1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations _____
- g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
(A)						
(B)						
(C)						
(D)						
(E)						
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	954,133.	318,411.	317,510.	584,000.	434,877.	2,608,931.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf.						0.
3 The value of services or facilities furnished by a governmental unit to the organization without charge.						0.
4 Total. Add lines 1 through 3.	954,133.	318,411.	317,510.	584,000.	434,877.	2,608,931.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f).						1,056,793.
6 Public support. Subtract line 5 from line 4.						1,552,138.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
7 Amounts from line 4.	954,133.	318,411.	317,510.	584,000.	434,877.	2,608,931.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources.	170.	204,699.	210,845.	337,602.	241,185.	994,501.
9 Net income from unrelated business activities, whether or not the business is regularly carried on.						0.
10 Other income. Do not include gain or loss from the sale of capital assets. (Explain in Part VI.) SEE PART VI	1,136,428.	45,489.				1,181,917.
11 Total support. Add lines 7 through 10.						4,785,349.
12 Gross receipts from related activities, etc. (see instructions).						4,313,647.
13 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here.						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2024 (line 6, column (f), divided by line 11, column (f)).	14	32.44 %
15 Public support percentage from 2023 Schedule A, Part II, line 14.	15	11.79 %
16a 33-1/3% support test—2024. If the organization did not check the box on line 13, and line 14 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
b 33-1/3% support test—2023. If the organization did not check a box on line 13 or 16a, and line 15 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
17a 10%-facts-and-circumstances test—2024. If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.	<input checked="" type="checkbox"/>	
b 10%-facts-and-circumstances test—2023. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and stop here. Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions.	<input type="checkbox"/>	

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support. (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2020	(b) 2021	(c) 2022	(d) 2023	(e) 2024	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 Total support. (Add lines 9, 10c, 11, and 12.)						

14 First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐**Section C. Computation of Public Support Percentage**

15 Public support percentage for 2024 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2023 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2024 (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from 2023 Schedule A, Part III, line 17	18	%

19a 33-1/3% support tests—2024. If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐**b 33-1/3% support tests—2023.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ☐**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

	Yes	No
1 Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
2 Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
3a Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
b Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
c Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
4a Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes" and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
b Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
c Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
5a Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
b Type I or Type II only. Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
c Substitutions only. Was the substitution the result of an event beyond the organization's control?		
6 Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
7 Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
8 Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? <i>If "Yes," complete Part I of Schedule L (Form 990).</i>		
9a Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
b Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
c Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
10a Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
b Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

Part IV Supporting Organizations (continued)

	Yes	No
11 Has the organization accepted a gift or contribution from any of the following persons?		
a A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?		
b A family member of a person described on line 11a above?		
c A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI .		

Section B. Type I Supporting Organizations

	Yes	No
1 Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
2 Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		

Section C. Type II Supporting Organizations

	Yes	No
1 Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		

Section D. All Type III Supporting Organizations

	Yes	No
1 Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
2 Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s), or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).		
3 By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.		

Section E. Type III Functionally Integrated Supporting Organizations

- 1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- a** ☐ The organization satisfied the Activities Test. Complete **line 2** below.
- b** ☐ The organization is the parent of each of its supported organizations. Complete **line 3** below.
- c** ☐ The organization supported a governmental entity. Describe in **Part VI** how you supported a governmental entity (see instructions).

2 Activities Test. Answer lines 2a and 2b below.

- a** Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in **Part VI** identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.

- b** Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in **Part VI** the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.

3 Parent of Supported Organizations. Answer lines 3a and 3b below.

- a** Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No," provide details in **Part VI**.
- b** Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in **Part VI** the role played by the organization in this regard.

	Yes	No
2a		
2b		
3a		
3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A – Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	Adjusted Net Income (subtract lines 5, 6, and 7 from line 4)	8	

Section B – Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	Total (add lines 1a, 1b, and 1c)	1d	
e	Discount claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	Minimum Asset Amount (add line 7 to line 6)	8	

Section C – Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	Distributable Amount. Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

BAA

Schedule A (Form 990) 2024

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)**Section D – Distributions**

		Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3
4	Amounts paid to acquire exempt-use assets	4
5	Qualified set-aside amounts (prior IRS approval required – <i>provide details in Part VI</i>)	5
6	Other distributions (describe in Part VI). See instructions.	6
7	Total annual distributions. Add lines 1 through 6.	7
8	Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	8
9	Distributable amount for 2024 from Section C, line 6	9
10	Line 8 amount divided by line 9 amount	10

Section E – Distribution Allocations (see instructions)

	(i) Excess Distributions	(ii) Underdistributions Pre-2024	(iii) Distributable Amount for 2024
1	Distributable amount for 2024 from Section C, line 6		
2	Underdistributions, if any, for years prior to 2024 (reasonable cause required – <i>explain in Part VI</i>). See instructions.		
3	Excess distributions carryover, if any, to 2024		
a	From 2019		
b	From 2020		
c	From 2021		
d	From 2022		
e	From 2023		
f	Total of lines 3a through 3e		
g	Applied to underdistributions of prior years		
h	Applied to 2024 distributable amount		
i	Carryover from 2019 not applied (see instructions)		
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.		
4	Distributions for 2024 from Section D, line 7: \$		
a	Applied to underdistributions of prior years		
b	Applied to 2024 distributable amount		
c	Remainder. Subtract lines 4a and 4b from line 4.		
5	Remaining underdistributions for years prior to 2024, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
6	Remaining underdistributions for 2024. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.		
7	Excess distributions carryover to 2025. Add lines 3j and 4c.		
8	Breakdown of line 7:		
a	Excess from 2020		
b	Excess from 2021		
c	Excess from 2022		
d	Excess from 2023		
e	Excess from 2024		

BAA

Schedule A (Form 990) 2024

Part VI

Supplemental Information. Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

PART II, LINE 10 - OTHER INCOME

NATURE AND SOURCE	2024	2023	2022	2021	2020
RENTAL INCOME					\$ 203,378.
GOVERNMENT CONTRACTS					842,779.
OTHER INCOME				\$ 45,489.	90,271.
TOTAL	\$ 0.	\$ 0.	\$ 0.	\$ 45,489.	\$ 1,136,428.

DRAFT
10/28/2025

**Schedule B
(Form 990)**

(Rev. December 2024)
Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

Name of the organization **SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.**

Employer identification number
27-5395012

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year. \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization	Employer identification number
SAN PABLO ECONOMIC DEVELOPMENT	27-5395012

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	TRAVIS CREDIT UNION 1 TRAVIS WAY VACAVILLE, CA 95687	\$ 18,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	MECHANICS BANK PO BOX 5610 HERCULES, CA 94547	\$ 6,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	CITY OF SAN PABLO 1000 GATEWAY AVE. SAN PABLO, CA 94806	\$ 350,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	KAISER PERMANENTE FOUNDATION HEALTH 75 N. FAIR OAKS AVE, 4TH FL PASADENA, CA 91103	\$ 43,176.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	MARIN CLEAN ENERGY 1125 TAMALPAIS AVE. SAN RAFAEL, CA 94901	\$ 7,092.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	LA STRADA 2215 CHURCH LN. SAN PABLO, CA 94806	\$ 5,010.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

SAN PABLO ECONOMIC DEVELOPMENT

Employer identification number

27-5395012

Part III Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor. Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of \$1,000 or less for the year. (Enter this information once. See instructions.)..... \$ _____ N/A

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
-----	N/A		
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

**SCHEDULE D
(Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service**Supplemental Financial Statements****Complete if the organization answered "Yes" on Form 990,
Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.****Go to www.irs.gov/Form990 for instructions and the latest information.**

OMB No. 1545-0047

**Open to Public
Inspection**

Name of the organization

SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.

Employer identification number

27-5395012

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts

Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year		
2 Aggregate value of contributions to (during year)		
3 Aggregate value of grants from (during year)		
4 Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements

Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

<input type="checkbox"/> Preservation of land for public use (for example, recreation or education)	<input type="checkbox"/> Preservation of a historically important land area
<input type="checkbox"/> Protection of natural habitat	<input type="checkbox"/> Preservation of a certified historic structure
<input type="checkbox"/> Preservation of open space	

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements	2a
b Total acreage restricted by conservation easements	2b
c Number of conservation easements on a certified historic structure included on line 2a.	2c
d Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year _____

4 Number of states where property subject to conservation easement is located _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year \$ _____

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1. \$ _____

(ii) Assets included in Form 990, Part X. \$ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items.

a Revenue included on Form 990, Part VIII, line 1. \$ _____

b Assets included in Form 990, Part X. \$ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☐ Public exhibition

b ☐ Scholarly research

c ☐ Preservation for future generations

d ☐ Loan or exchange program

e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements

Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table.

c Beginning balance.

d Additions during the year.

e Distributions during the year.

f Ending balance.

	Amount
1c	
1d	
1e	
1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII. ☐

Part V Endowment Funds

Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance.					
b Contributions.					
c Net investment earnings, gains, and losses.					
d Grants or scholarships.					
e Other expenditures for facilities and programs.					
f Administrative expenses.					
g End of year balance.					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____ %

b Permanent endowment _____ %

c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

(i) Unrelated organizations? ☐

(ii) Related organizations? ☐

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

	Yes	No
3a(i)	<input type="checkbox"/>	<input type="checkbox"/>
3a(ii)	<input type="checkbox"/>	<input type="checkbox"/>
3b	<input type="checkbox"/>	<input type="checkbox"/>

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land.				
b Buildings.		1,540,000.	321,583.	1,218,417.
c Leasehold improvements.				
d Equipment.		13,274.	13,274.	0.
e Other.				

Total. Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, line 10c, column (B)). 1,218,417.

Part VII Investments – Other Securities

N/A

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives.....		
(2) Closely held equity interests.....		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Column (b) must equal Form 990, Part X, line 12, column (B)).....		

Part VIII Investments – Program Related

N/A

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Column (b) must equal Form 990, Part X, line 13, column (B)).....		

Part IX Other Assets

N/A

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 15, column (B)).....	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. (Column (b) must equal Form 990, Part X, line 25, column (B)).....	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII. ☐

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements	1	1,665,011.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
a	Net unrealized gains (losses) on investments	2a	
b	Donated services and use of facilities	2b	
c	Recoveries of prior year grants	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	1,665,011.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total revenue. Add lines 3 and 4c. (This must equal Form 990, Part I, line 12.)	5	1,665,011.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements	1	1,554,883.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
a	Donated services and use of facilities	2a	
b	Prior year adjustments	2b	
c	Other losses	2c	
d	Other (Describe in Part XIII.)	2d	
e	Add lines 2a through 2d	2e	
3	Subtract line 2e from line 1	3	1,554,883.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a	
b	Other (Describe in Part XIII.)	4b	
c	Add lines 4a and 4b	4c	
5	Total expenses. Add lines 3 and 4c. (This must equal Form 990, Part I, line 18.)	5	1,554,883.

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**SCHEDULE J
(Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

Complete if the organization answered "Yes" on Form 990, Part IV, line 23.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

**Open to Public
Inspection**

Name of the organization

**SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.**

Employer identification number

27-5395012

Part I Questions Regarding Compensation

1a Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.

- | | |
|--|--|
| <input type="checkbox"/> First-class or charter travel | <input type="checkbox"/> Housing allowance or residence for personal use |
| <input type="checkbox"/> Travel for companions | <input type="checkbox"/> Payments for business use of personal residence |
| <input type="checkbox"/> Tax indemnification and gross-up payments | <input type="checkbox"/> Health or social club dues or initiation fees |
| <input type="checkbox"/> Discretionary spending account | <input type="checkbox"/> Personal services (such as maid, chauffeur, chef) |

b If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain

2 Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?

3 Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.

- | | |
|--|--|
| <input type="checkbox"/> Compensation committee | <input type="checkbox"/> Written employment contract |
| <input type="checkbox"/> Independent compensation consultant | <input type="checkbox"/> Compensation survey or study |
| <input type="checkbox"/> Form 990 of other organizations | <input type="checkbox"/> Approval by the board or compensation committee |

4 During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:

- a** Receive a severance payment or change-of-control payment?
- b** Participate in or receive payment from a supplemental nonqualified retirement plan?
- c** Participate in or receive payment from an equity-based compensation arrangement?
- If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.

Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.

5 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 5a or 5b, describe in Part III.

6 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:

- a** The organization?
- b** Any related organization?
- If "Yes" on line 6a or 6b, describe in Part III.

7 For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III

8 Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III

9 If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?

Yes No

1b

2

4a

4b

4c

5a

5b

6a

6b

7

8

9

X

X

X

X

X

X

X

X

X

BAA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule J (Form 990) (Rev. 12-2024)

Part II Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees. Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation				(D) Nontaxable benefits	(E) Total of columns(B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation	(C) Retirement and other deferred compensation			
1	LESLAY CHOY EXECUTIVE DIRECTOR	(i) 187,019.	(ii) 0.	(iii) 0.	0.	0.	187,019.	0.
		(ii) 0.	0.	0.	0.	0.	0.	0.
2		(i)						
		(ii)						
3		(i)						
		(ii)						
4		(i)						
		(ii)						
5		(i)						
		(ii)						
6		(i)						
		(ii)						
7		(i)						
		(ii)						
8		(i)						
		(ii)						
9		(i)						
		(ii)						
10		(i)						
		(ii)						
11		(i)						
		(ii)						
12		(i)						
		(ii)						
13		(i)						
		(ii)						
14		(i)						
		(ii)						
15		(i)						
		(ii)						
16		(i)						
		(ii)						

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

DRAFT
10/28/2025

**SCHEDULE O
(Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on
Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

**Open to Public
Inspection**

Name of the organization

SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.

Employer identification number

27-5395012

FORM 990, PART VI, LINE 11B - FORM 990 REVIEW PROCESS

THE TREASURER REVIEWS THE FORM 990 FOR ACCURACY AND COMPLETENESS, SIGNS AND FILES THE RETURN ON BEHALF OF THE GOVERNING BOARD. COPIES OF THE FORM 990 ARE PROVIDED TO EACH BOARD MEMBER FOR REVIEW AND DISCUSSION AT THE NEXT SCHEDULED BOARD MEETING.

FORM 990, PART VI, LINE 12C - EXPLANATION OF MONITORING AND ENFORCEMENT OF CONFLICTS

ALL BOARD MEMBERS FILE FPPC FORM 700 STATEMENT OF ECONOMIC INTEREST.

FORM 990, PART VI, LINE 19 - OTHER ORGANIZATION DOCUMENTS PUBLICLY AVAILABLE

THE ORGANIZATION'S GOVERNING DOCUMENTS, POLICIES, FINANCIAL STATEMENTS AND INFORMATION RETURNS ARE AVAILABLE BY SUBMITTING A REQUEST IN WRITING TO THE CORPORATION.

**FORM 990, PART IX, LINE 11G
OTHER FEES FOR SERVICES**

	(A) TOTAL	(B) PROGRAM SERVICES	(C) MANAGEMENT & GENERAL	(D) FUND- RAISING
ASSET MANAGEMENT	43,279.	43,279.		
PROFESSIONAL SERVICES	263,973.	199,147.	16,380.	48,446.
TOTAL	\$ 307,252.	\$ 242,426.	\$ 16,380.	\$ 48,446.

SCHEDULE R
(Form 990)

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

Name of the organization

SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.

Related Organizations and Unrelated Partnerships

Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.
Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

Open to Public
Inspection

Employer identification number

27-5395012

Part I Identification of Disregarded Entities. Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity
(1) -----					

(2) -----					

(3) -----					

Part II Identification of Related Tax-Exempt Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Sec 512(b)(13) controlled entity?	
						Yes	No
(1) CITY OF SAN PABLO 1000 GATEWAY AVE. SAN PABLO, CA 94806	MUNICIPAL SERVICES	CA	N/A	N/A	N/A		X
(2) -----							

(3) -----							

(4) -----							

Part III Identification of Related Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Dispropor- tionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	
(1) ----- ----- -----												
(2) ----- ----- -----												
(3) ----- ----- -----												

Part IV Identification of Related Organizations Taxable as a Corporation or Trust. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of- year assets	(h) Percentage ownership	(i) Sec 512(b)(13) controlled entity?	
								Yes	No
(1) ----- ----- -----									
(2) ----- ----- -----									
(3) ----- ----- -----									

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.**1** During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?

	Yes	No
a Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity	1 a	X
b Gift, grant, or capital contribution to related organization(s)	1 b	X
c Gift, grant, or capital contribution from related organization(s)	1 c	X
d Loans or loan guarantees to or for related organization(s)	1 d	X
e Loans or loan guarantees by related organization(s)	1 e	X
f Dividends from related organization(s)	1 f	X
g Sale of assets to related organization(s)	1 g	X
h Purchase of assets from related organization(s)	1 h	X
i Exchange of assets with related organization(s)	1 i	X
j Lease of facilities, equipment, or other assets to related organization(s)	1 j	X
k Lease of facilities, equipment, or other assets from related organization(s)	1 k	X
l Performance of services or membership or fundraising solicitations for related organization(s)	1 l	X
m Performance of services or membership or fundraising solicitations by related organization(s)	1 m	X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1 n	X
o Sharing of paid employees with related organization(s)	1 o	X
p Reimbursement paid to related organization(s) for expenses	1 p	X
q Reimbursement paid by related organization(s) for expenses	1 q	X
r Other transfer of cash or property to related organization(s)	1 r	X
s Other transfer of cash or property from related organization(s)	1 s	X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			

Part VI **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unre- lated, excluded from tax under sections 512-514)	(e) Are all partners section 501(c)(3) organizations?		(f) Share of total income	(g) Share of end-of-year assets	(h) Dispropor- tionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
				Yes	No			Yes	No		Yes	No	
(1) ----- ----- -----													
(2) ----- ----- -----													
(3) ----- ----- -----													
(4) ----- ----- -----													
(5) ----- ----- -----													
(6) ----- ----- -----													
(7) ----- ----- -----													
(8) ----- ----- -----													

Part VII **Supplemental Information**

Provide additional information for responses to questions on Schedule R. See instructions.

DRAFT
10/28/2025

2024

California Exempt Organization
Annual Information Return

199

Calendar Year 2024 or fiscal year beginning (mm/dd/yyyy) 7/01/2024, and ending (mm/dd/yyyy) 6/30/2025.

Corporation/Organization name SAN PABLO ECONOMIC DEVELOPMENT CORPORATION, INC.		California corporation number 3351019
Additional information. See instructions.		FEIN 27-5395012
Street address (suite or room) 1000 GATEWAY AVENUE 1ST FLOOR		PMB no.
City SAN PABLO	State CA	ZIP code 94806
Foreign country name	Foreign province/state/county	Foreign postal code

A First return. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	I Did the organization have any changes to its guidelines not reported to the FTB? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B Amended return. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C IRC Section 4947(a)(1) trust. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	K Is the organization exempt under R&TC Section 23701g? If "Yes," enter the gross receipts from nonmember sources. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No \$
D Final information return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized	L Is the organization a limited liability company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Enter date: (mm/dd/yyyy) <input type="checkbox"/>	M Did the organization file Form 100 or Form 109 to report taxable income? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
E Check accounting method: 1 <input type="checkbox"/> Cash 2 <input checked="" type="checkbox"/> Accrual 3 <input type="checkbox"/> Other	N Is the organization under audit by the IRS or has the IRS audited in a prior year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
F Federal return filed? 1 <input type="checkbox"/> 990T 2 <input type="checkbox"/> 990-PF 3 <input type="checkbox"/> Sch H (990) 4 <input type="checkbox"/> Other 990 series	O Is federal Form 1023/1024 pending? <input type="checkbox"/> Yes <input type="checkbox"/> No
G Is this a group filing? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date filed with IRS
H Is this organization in a group exemption? If "Yes," what is the parent's name? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1 Gross sales or receipts from other sources. From Side 2, Part II, line 8. <input type="checkbox"/>	1	1,230,134.
	2 Gross dues and assessments from members and affiliates. <input type="checkbox"/>	2	
	3 Gross contributions, gifts, grants, and similar amounts received. SEE SCH. B. <input type="checkbox"/>	3	434,877.
	4 Total gross receipts for filing requirement test. Add line 1 through line 3. This line must be completed. If the result is less than \$50,000, see General Information B. <input type="checkbox"/>	4	1,665,011.
	5 Cost of goods sold. <input type="checkbox"/>	5	
	6 Cost or other basis, and sales expenses of assets sold. <input type="checkbox"/>	6	
	7 Total costs. Add line 5 and line 6. <input type="checkbox"/>	7	
	8 Total gross income. Subtract line 7 from line 4. <input type="checkbox"/>	8	1,665,011.
Expenses	9 Total expenses and disbursements. From Side 2, Part II, line 18. <input type="checkbox"/>	9	1,554,883.
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8. <input type="checkbox"/>	10	110,128.
Payments	11 Total payments. <input type="checkbox"/>	11	
	12 Use tax. See General Information K. <input type="checkbox"/>	12	
	13 Payments balance. If line 11 is more than line 12, subtract line 12 from line 11. <input type="checkbox"/>	13	
	14 Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12. <input type="checkbox"/>	14	
	15 Penalties and interest. See General Information J. <input type="checkbox"/>	15	
	16 Balance due. Add line 12 and line 15. Then subtract line 11 from the result. <input checked="" type="radio"/>	16	0.
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.		
	Signature of officer <input type="checkbox"/>	Title EXECUTIVE DIRECTOR	Date
Paid Preparer's Use Only	Preparer's signature <input type="checkbox"/>	VIKKI C RODRIGUEZ	Date
	Firm's name (or yours, if self-employed) and address <input type="checkbox"/>	MAZE & ASSOCIATES 3478 BUSKIRK AVE STE 217 PLEASANT HILL, CA 94523	Check if self-employed <input type="checkbox"/>
			Telephone (510) 215-3203
			Firm's FEIN P00685455
			Telephone (925) 228-2800
	May the FTB discuss this return with the preparer shown above? See instructions. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

CA1112L 01/14/25

Part II Organizations with gross receipts of more than \$50,000 and private foundations
regardless of amount of gross receipts – complete Part II or furnish substitute information.

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions.	•	1	
	2	Interest	•	2	
	3	Dividends	•	3	84,718.
	4	Gross rents	•	4	156,467.
	5	Gross royalties	•	5	
	6	Gross amount received from sale of assets (See instructions)	•	6	
	7	Other income. Attach schedule. SEE STATEMENT 1	•	7	988,949.
	8	Total gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1.	•	8	1,230,134.
	9	Contributions, gifts, grants, and similar amounts paid. Attach schedule.	•	9	
	10	Disbursements to or for members.	•	10	
Expenses and Disbursements	11	Compensation of officers, directors, and trustees. Attach schedule. SEE STMT 2	•	11	187,019.
	12	Other salaries and wages	•	12	552,131.
	13	Interest	•	13	52,000.
	14	Taxes	•	14	56,605.
	15	Rents	•	15	
	16	Depreciation and depletion (See instructions)	•	16	44,872.
	17	Other expenses and disbursements. Attach schedule. SEE STATEMENT 3	•	17	662,256.
	18	Total expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9.	•	18	1,554,883.

Schedule L Balance Sheet		Beginning of taxable year		End of taxable year	
		(a)	(b)	(c)	(d)
Assets					
1	Cash		3,128,368.	•	3,544,974.
2	Net accounts receivable		98,670.	•	59,476.
3	Net notes receivable			•	
4	Inventories			•	
5	Federal and state government obligations			•	
6	Investments in other bonds			•	
7	Investments in stock			•	
8	Mortgage loans			•	
9	Other investments. Attach schedule.			•	
10 a	Depreciable assets.	1,553,274.		1,553,274.	
b	Less accumulated depreciation.	289,985.	1,263,289.	334,857.	1,218,417.
11	Land			•	
12	Other assets. Attach schedule. STM 4		13,285.	•	240.
13	Total assets		4,503,612.		4,823,107.
Liabilities and net worth					
14	Accounts payable		120,479.	•	18,652.
15	Contributions, gifts, or grants payable			•	
16	Bonds and notes payable. ST 5		1,300,000.	•	1,300,000.
17	Mortgages payable.			•	
18	Other liabilities. Attach schedule. STM 6		24,293.		335,487.
19	Capital stock or principal fund		3,058,840.	•	3,168,968.
20	Paid-in or capital surplus. Attach reconciliation.			•	
21	Retained earnings or income fund.			•	
22	Total liabilities and net worth		4,503,612.		4,823,107.

Schedule M-1 Reconciliation of income per books with income per return

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1	Net income per books	•	110,128.	7	Income recorded on books this year not included in this return. Attach schedule	•	
2	Federal income tax	•		8	Deductions in this return not charged against book income this year. Attach schedule.	•	
3	Excess of capital losses over capital gains	•		9	Total. Add line 7 and line 8		
4	Income not recorded on books this year. Attach schedule.	•		10	Net income per return. Subtract line 9 from line 6.		110,128.
5	Expenses recorded on books this year not deducted in this return. Attach schedule	•					
6	Total. Add line 1 through line 5.		110,128.				

**Schedule B
(Form 990)**

(Rev. December 2024)

Department of the Treasury
Internal Revenue Service

CALIFORNIA COPY
Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

Name of the organization **SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.**

Employer identification number
27-5395012

Organization type (check one):

Filers of:

Section:

Form 990 or 990-EZ

☒ 501(c)(3) (enter number) organization

☐ 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation

☐ 527 political organization

Form 990-PF

☐ 501(c)(3) exempt private foundation

☐ 4947(a)(1) nonexempt charitable trust treated as a private foundation

☐ 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

- ☒ For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling \$5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

- ☐ For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33-1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of (1) \$5,000; or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than \$1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.
- ☐ For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling \$5,000 or more during the year. \$ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization	Employer identification number
SAN PABLO ECONOMIC DEVELOPMENT	27-5395012

Part I Contributors (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	TRAVIS CREDIT UNION 1 TRAVIS WAY VACAVILLE, CA 95687	\$ 18,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
2	MECHANICS BANK PO BOX 5610 HERCULES, CA 94547	\$ 6,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
3	CITY OF SAN PABLO 1000 GATEWAY AVE. SAN PABLO, CA 94806	\$ 350,000.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
4	KAISER PERMANENTE FOUNDATION HEALTH 75 N. FAIR OAKS AVE, 4TH FL PASADENA, CA 91103	\$ 43,176.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
5	MARIN CLEAN ENERGY 1125 TAMALPAIS AVE. SAN RAFAEL, CA 94901	\$ 7,092.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)
6	LA STRADA 2215 CHURCH LN. SAN PABLO, CA 94806	\$ 5,010.	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II for noncash contributions.)

Name of organization

SAN PABLO ECONOMIC DEVELOPMENT

Employer identification number

27-5395012

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than \$1,000 for the year from any one contributor.** Complete columns (a) through (e) and the following line entry. For organizations completing Part III, enter the total of *exclusively* religious, charitable, etc., contributions of **\$1,000 or less** for the year. (Enter this information once. See instructions.)..... \$ N/A
Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held
-----	N/A		
(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

(e) Transfer of gift			
Transferee's name, address, and ZIP + 4		Relationship of transferor to transferee	

STATEMENT 1
FORM 199, PART II, LINE 7
OTHER INCOME

PROGRAM SERVICE REVENUE.....	\$ 988,949.
TOTAL	\$ <u>988,949.</u>

STATEMENT 2
FORM 199, PART II, LINE 11
COMPENSATION OF OFFICERS, DIRECTORS, TRUSTEES AND KEY EMPLOYEES

CURRENT OFFICERS:

<u>NAME AND ADDRESS</u>	<u>TITLE AND AVERAGE HOURS PER WEEK DEVOTED</u>	<u>TOTAL COMPEN- SATION</u>	<u>CONTRI- BUTION TO EBP & DC</u>	<u>EXPENSE ACCOUNT/ OTHER</u>
GENOVEVA GARCIA CALLOWAY 1000 GATEWAY AVENUE 1ST FLOOR SAN PABLO, CA 94806	BOARD CHAIR 0.25	\$ 0.	\$ 0.	\$ 0.
SAMAN FARID 1000 GATEWAY AVENUE 1ST FLOOR SAN PABLO, CA 94806	VICE CHAIR 0.25	0.	0.	0.
STEPHEN BAITER 1000 GATEWAY AVENUE 1ST FLOOR SAN PABLO, CA 94806	CHAIR 0.25	0.	0.	0.
KANWAR SINGH 1000 GATEWAY AVENUE 1ST FLOOR SAN PABLO, CA 94806	TREASURER 0.50	0.	0.	0.
PATRICIA PONCE 1000 GATEWAY AVENUE 1ST FLOOR SAN PABLO, CA 94806	DIRECTOR 0.25	0.	0.	0.
TOTAL		\$ <u>0.</u>	\$ <u>0.</u>	\$ <u>0.</u>

KEY EMPLOYEES:

<u>NAME</u>	<u>TITLE AND AVERAGE HOURS PER WEEK DEVOTED</u>	<u>COMPEN- SATION</u>	<u>CONTRI- BUTION TO EBP & DC</u>	<u>EXPENSE ACCOUNT/ OTHER</u>
LESLAY CHOY 1000 GATEWAY AVENUE 1ST FLOOR SAN PABLO, CA 94806	EXECUTIVE DIRECTO 40	187,019.	0.	0.
TOTAL		\$ <u>187,019.</u>	\$ <u>0.</u>	\$ <u>0.</u>

2024

CALIFORNIA STATEMENTS
SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.

PAGE 2

27-5395012

STATEMENT 3
FORM 199, PART II, LINE 17
OTHER EXPENSES

ADVERTISING AND PROMOTION.....	\$ 13,823.
BUSINESS EXPENSES.....	20,839.
COMMUNITY AWARDS AND GRANTS.....	5,000.
INFORMATION TECHNOLOGY.....	4,567.
INSURANCE.....	30,681.
OFFICE EXPENSES.....	6,780.
OTHER.....	78,952.
OTHER EMPLOYEE BENEFIT.....	145,873.
OTHER FEES.....	307,252.
PRINTING AND PUBLICATIONS.....	47,098.
TRAVEL.....	1,391.
TOTAL	\$ <u>662,256.</u>

STATEMENT 4
FORM 199, SCHEDULE L, LINE 12
OTHER ASSETS

OTHER ASSETS.....	240.
TOTAL	\$ <u>240.</u>

STATEMENT 5
FORM 199, SCHEDULE L, LINE 16
BONDS AND NOTES PAYABLE

<u>OTHER NOTES PAYABLE</u>	<u>BALANCE DUE</u>
LENDER'S NAME: SAN PABLO SUCCESSOR AGENCY	
DATE OF NOTE:	7/01/2018
MATURITY DATE:	7/01/2030
REPAYMENT TERMS:	12 YEARS
INTEREST RATE:	4
SECURITY PROVIDED:	PHYSICAL PROPERTY
PURPOSE OF LOAN:	LOCAL ECONOMIC DEVELOPMENT
ORIGINAL AMOUNT:	1,300,000.
BALANCE DUE:	1,300,000.
TOTAL OTHER NOTES PAYABLE	\$ <u>1,300,000.</u>
TOTAL NOTES AND BONDS PAYABLE	\$ <u>1,300,000.</u>

STATEMENT 6
FORM 199, SCHEDULE L, LINE 18
OTHER LIABILITIES

DEFERRED REVENUE.....	335,487.
TOTAL	\$ <u>335,487.</u>

MAIL TO:
Registry of Charities and Fundraisers
P.O. Box 903447
Sacramento, CA 94203-4470STREET ADDRESS:
1300 I Street
Sacramento, CA 95814WEBSITE ADDRESS:
www.oag.ca.gov/charities

(For Registry Use Only)

**ANNUAL REGISTRATION RENEWAL FEE REPORT
TO ATTORNEY GENERAL OF CALIFORNIA**Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-307, and 310

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of \$800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.

Name of Organization

List all DBAs and names the organization uses or has used

1000 GATEWAY AVENUE 1ST FLOOR

Address (Number and Street)

SAN PABLO, CA 94806

City or Town, State, and ZIP Code

(510) 215-3203

Telephone Number

Email Address

Check if:

☐ Change of address☐ Amended report☐ Organization requests email notifications

State Charity Registration Number 0173493

Corporation or Organization No. 3351019

Federal Employer ID No. 27-5395012

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, and 310)
Make Check Payable to Department of Justice

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than \$50,000	\$25	Between \$250,001 and \$1 million	\$100	Between \$20,000,001 and \$100 million	\$800
Between \$50,000 and \$100,000	\$50	Between \$1,000,001 and \$5 million	\$200	Between \$100,000,001 and \$500 million	\$1,000
Between \$100,001 and \$250,000	\$75	Between \$5,000,001 and \$20 million	\$400	Greater than \$500 million	\$1,200

PART A – ACTIVITIES

For your most recent full accounting period (beginning 7/01/24 ending 6/30/25) list:

Total Revenue \$

(including noncash contributions)

1,665,011.

Noncash Contributions \$

0.

Total Assets \$

4,823,107.

Program Expenses \$ 1,060,301.

Total Expenses \$ 1,554,883.

PART B – STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

	Yes	No
1 During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2 During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3 During this reporting period, were any organization funds used to pay any penalty, fine or judgment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5 During this reporting period, did the organization receive any governmental funding?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 During this reporting period, did the organization hold a raffle for charitable purposes?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7 Does the organization conduct a vehicle donation program?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9 At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

LESLAY CHOY

EXECUTIVE DIRECTOR

Signature of Authorized Agent

Printed Name

Title

Date

2024

CALIFORNIA STATEMENTS
SAN PABLO ECONOMIC DEVELOPMENT
CORPORATION, INC.

PAGE 1

27-5395012

STATEMENT 1
FORM RRF-1, PART B, LINE 5
GOVERNMENT AGENCY THAT PROVIDED FUNDING

CITY OF SAN PABLO
1000 GATEWAY AVENUE
SAN PABLO, CA 94806
(510) 215-3000

CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT
CONTRACTS UNIT, ATTENTION: RFI #717
40 DOUGLAS DRIVE
MARTINEZ, CA 94553

DRAFT
10/28/2025

SAN PABLO EDC BOARD REPORT



DATE: November 19, 2025

TO: San Pablo EDC Board

FROM: Leslay Choy, Executive Director

[Back to Agenda](#)

SUBJECT: RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING EMPLOYEE HANDBOOK AMENDMENT ADDING AN ANNUAL IN-SERVICE WORK DAY IN OCTOBER

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 and approves or provides guidance on changes to the organization's employee handbook. The handbook is updated on an as-needed basis and undergoes thorough legal review biannually.

San Pablo EDC staff have expressed interest in having an in-service day. The intention is to combine teambuilding with community service, building connectivity on multiple levels. The second Monday in October was selected given its alignment with school and government closures.

The ability to honor staff voice and build connections adds to job satisfaction and employee retention. Further, it helps a small-yet-productive team deepen their understand of their teammates, which builds stronger, more cross-pollinated teams.

The change is highlighted on page 4 of the attachment.

The Board is asked to authorize the employee handbook amendment adding an annual in-service work day in October.

FISCAL IMPACT

There is no fiscal impact.

Attachments

1. San Pablo EDC Employee Handbook (proposed update dated November 13, 2025)

RESOLUTION SPEDC2025-0

RESOLUTION OF THE SAN PABLO ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AUTHORIZING EMPLOYEE HANDBOOK AMENDMENT ADDING AN ANNUAL IN-SERVICE WORK DAY IN OCTOBER

WHEREAS, the San Pablo Economic Development Corporation (San Pablo EDC) Board of Directors (Board) reviews and approves or provides guidance on changes to the organization's employee handbook; and

WHEREAS, San Pablo EDC staff have expressed interest in having an in-service day that would combine teambuilding with community service and take place the second Monday in October; and

WHEREAS, the ability to honor staff voice and build connections adds to job satisfaction and employee retention; and

WHEREAS, there is no fiscal impact.

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

- 1) Authorize employee handbook amendment adding an annual in-service work day in October.

ADOPTED this 19th day of November, 2025, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

APPROVED:

Saeid Babay Hosseini, Board Secretary

Genoveva Calloway, Board Chair

San Pablo EDC

Employee Handbook



San Pablo Economic Development Corporation
1000 Gateway Avenue, First Floor
San Pablo, CA 94806

Originally Adopted 11/20/2013

Board-adopted Update 01/17/2024

Proposed update 11/13/2025

Table of Contents

Introduction.....	1
Authority and Responsibilities	1
Employee Classifications	1
Benefits.....	2
403(b) Thrift Plan	2
Language Pay Differential	3
Smart Phone.....	3
In-Service Work Day	4
Holidays	4
Vacation Policy	4
Sick Leave	5
COVID-19 Leave.....	6
Policy on Health and Employee Accountability	7
Additional Leave Policies.....	7
Disability Leave and Reasonable Accommodation Policy.....	7
State Disability Insurance.....	8
Pregnancy Leave and Accommodation.....	8
Parental Leave.....	9
Bereavement Leave	11
Catastrophic Leave and Exceptional Need Leave Policies	12
Jury Duty.....	15
Personnel Files	15
Internal Complaint Review Procedure	15
Purpose and Scope.....	15
Procedure for Filing a Complaint	15
Investigation.....	16
Appeal	16
Non-Retaliation	16
Employment at Will.....	17
Discipline Procedures and Rules of Conduct.....	17
Policy	17
Discipline Procedure	17
Job Performance	17
Misconduct	18
Code of Ethics.....	18
Conflict of Interest.....	19
Policy on Discrimination, Harassment & Non-Retaliation	20
Purpose of Policy.....	20

Discrimination Prohibited	20
Harassment Defined	21
Reporting and Investigating Harassing Conduct.....	21
Retaliation Prohibited	22
Corrective Action	22
Smoking	22
Safety Program	22
Termination of Employment	23
Voluntary Termination.....	23
Involuntary Termination	23
Termination Due to Reorganizations, Elimination of Job Positions, Restructuring of Program Areas, Or Budget Concerns	23
Exit Interview	23
Return of San Pablo EDC Property and Account Access.....	23
Appendix A: SAN PABLO EDC APPLICATION FOR CATASTROPHIC OR EXCEPTIONAL NEED LEAVE	24
Appendix B: SAN PABLO EDC CATASTROPHIC OR EXCEPTIONAL LEAVE DONATION FORM	25
Acknowledgment	26

Introduction

This employee handbook has been developed to help create a professional environment where all employees are treated with dignity and respect, where employees' talents can flourish, and where the San Pablo Economic Development Corporation (San Pablo EDC) can effectively promote its mission. The following policies provide a framework to guide the organization in personnel matters, but are not intended to state terms of a contract. They aim, instead, to provide guidance to San Pablo EDC's Executive Director and other staff with regard to desired policies and practices in the workplace.

San Pablo EDC employees should exercise common sense and common courtesy at all times, and respect others in the workplace. This handbook cannot substitute for good judgment on the part of San Pablo EDC staff.

The policies outlined in this handbook reflect decisions made as of January 17, 2024. San Pablo EDC reserves the right to change the policies and practices described within consistent with its bylaws. Employees are advised to check with the Executive Director because policies may have changed and the handbook may not have been updated to reflect all changes. San Pablo EDC reviews and updates the handbook periodically.

To ensure that each employee is familiar with San Pablo EDC's policies and practices, we ask that each employee sign the acknowledgment form at the back of this handbook and return it to the Executive Director. San Pablo EDC hopes that the policies and practices described in this handbook will help foster a work environment that is professional, engaging and humane.

Authority and Responsibilities

San Pablo EDC is a non-profit corporation legally constituted in the State of California and governed by a Board of Directors. San Pablo EDC Board of Directors is responsible for overseeing the general policy direction of the organization, including basic program goals and financial arrangements, and for the hiring, evaluation, succession planning and firing of the chief executive (i.e., Executive Director). Except in unusual circumstances, the Board of Directors is not involved in the day-to-day operation of the organization.

The Executive Director has the responsibility of running all aspects of San Pablo EDC on a day-to-day basis, and the authority to make any decisions necessary toward that end, including hiring, training, firing, or discipline of staff. Any authority possessed by the Executive Director may be delegated at the Executive Director's discretion.

Employee Classifications

Every employee of San Pablo EDC is either an exempt employee or a nonexempt employee. Exempt employees generally perform jobs that involve professional, executive, or administrative roles. Exempt employees are paid on a salaried basis. Under California law, exempt employees do not earn overtime compensation. Nonexempt employees are paid by the hour and are eligible to be paid for overtime work in accordance with California's wage and hour laws.

California law determines whether an employee is exempt or nonexempt, using a detailed set of criteria. The Executive Director will determine whether each San Pablo EDC employee is exempt or nonexempt, and may change the employment classification of an employee at any time based on the nature of the employment assignment. Nonexempt employees must contact the Executive Director regarding overtime work, including to seek the Executive Director's advanced permission to work overtime, to the extent possible.

Each employee's supervisor will establish that employee's regular work schedule, after consultation with the employee. Exempt employees' salary does not vary based on hours worked per day, but such employees are generally expected to work an agreed-upon schedule, to satisfy organizational needs. For nonexempt employees, San Pablo EDC will comply with all applicable laws regarding overtime compensation for each employee's actual hours worked.

Benefits

Each employee should contact the Executive Director for details regarding employment benefits to be provided, beyond or different from those described in this policy.

Full-time regular employees working 32 hours or more per week are eligible for medical, dental and vision benefits. Employees working 32 hours per week are covered by San Pablo EDC at 80% of premium; their eligible dependents are covered at 80% of the premium cost. Employees working 40 hours per week are covered by San Pablo EDC at 100% of premium; their eligible dependents are covered at 90% of the premium cost. Eligible dependents live in the same household as the employee and include registered domestic partners, spouses and children. Benefits provided and portion of employee cost-share may change over time; employees will be notified of all such changes.

If an employee enrolls their spouse in their health insurance plan and their spouse is already enrolled for health insurance benefits through the spouse's employer, San Pablo EDC will apply a surcharge to the employee. San Pablo EDC will also apply the surcharge if an employee elects medical benefits for their spouse and the spouse is also eligible for and declines to elect medical benefits through the spouse's employer. San Pablo EDC will similarly apply a surcharge if an employee elects dental or vision benefits for their spouse and the spouse is also eligible for and declines to elect such benefits through the spouse's employer.

Enrollment takes place annually for currently covered employees. For new employees, applications are submitted 30 days after hire and coverage takes place at the earliest effective date thereafter, which is typically the first of the following month, but varies depending on broker, carrier and timing issues.

403(b) Thrift Plan

San Pablo EDC offers a 403(b) Thrift Plan for regular employees. This plan allows staff to allocate pre-tax earnings to a retirement-type plan and receive a dollar-to-dollar match up to 3% of the earnings that employees contribute. An employee becomes vested after three years of service. All maximum contributions conform to IRS limits. Employees are eligible on day one to contribute their own money and are eligible after six months to receive an employer match. There is no

retroactive contribution. The plan will not permit loans to be made from funds, as may be done with a traditional IRA. Employees may enroll with the benefits plan administrator.

Language Pay Differential

San Pablo EDC serves a workforce and business public, the majority of whom speak and read Spanish as their primary language. As such, language fluency in Spanish increases the SPEDC's ability to engage businesses, workforce and the community at large. Employees who are multilingual Spanish/English and who regularly use their skills to serve members of the public, and are recognized as such by their respective supervisors, shall receive a language pay differential upon application and approval of the Executive Director as outlined below. This benefit must be initially certified and recertified periodically to continue eligibility or when an employee advances to the next level.

To receive the language-pay differential, staff for whom Spanish is a regular, daily demand of their job will undergo language proficiency testing at a third-party linguistic evaluation provider selected by the SPEDC, provided the staff member is a .8 full time equivalent (FTE) or greater. The Executive Director shall have the final determination. Testing is arranged upon request and approval by the supervisor, after the first complete month of employment. Fluency testing consists of written and oral exams, each of which takes approximately 60 minutes, and the results of which typically follow within two business days. Testing levels currently assessed are native and near-native fluency for both speaking and reading/writing at a professional, business level.

Language compensation for native and near-native fluency in Spanish speaking and reading/writing are:

- Near-native fluency (secondary level): \$200 per month for the ability to speak fluently and frequently during the course of work and to read and express in writing the secondary language required (Spanish) if full-time at 40 hours per week, or \$160 if working 32 hours per week; and
- Native fluency (expert level): \$300 per month for the ability to speak, read, write, edit, proofread frequently, investigate and/or testify in court in the secondary language required (Spanish) if full-time at 40 hours per week, or \$240 if working 32 hours per week.

An employee may receive pay for only one appropriate competency level.

Frequency shall be defined as using the required secondary language daily in the performance of the employees' assigned duties. Proof of frequency can be certified by the employee's supervisor.

Smart Phone

San Pablo EDC provides a monthly smart phone stipend for .8 full time equivalent (FTE) or greater. The rate is \$50 per month and pro-rated according to FTE status (i.e., .8 FTE receives \$40/mo). Employees must demonstrate they have their work email, contacts and calendar synced. The stipend commences after the first complete month of employment. Should an employee leave employment prior to completing the month, the benefit is not paid for that month.

In-Service Work Day

On the second Monday in October, San Pablo EDC designates an in-service work day that allows employees to select a local project in the community that aligns with the organization's mission. The project will be selected by the team at a meeting of its choice and arrangements made in coordination with the employee who submitted the idea, the executive director and the community project lead.

Holidays

San Pablo EDC observes the following standard holidays each year:

New Year's Day	Independence Day
Martin Luther King, Jr., Day	Labor Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving float & Thanksgiving Day
Juneteenth	Christmas Eve & Christmas Day

Full-time employees (including .8 FTEs) will receive a paid day off for each holiday. Part-time employees working 24 hours or more per week will receive a paid day off on any holiday listed above that falls on a day that the employee is regularly scheduled to work. Holidays falling on Saturdays will normally be observed on the preceding Thursday or Friday, depending on an employee's schedule. Holidays falling on Sundays will normally be observed on the following Monday. Holidays that occur during an eligible employee's vacation will not be counted as vacation days taken.

San Pablo EDC may require work on a scheduled holiday as it considers necessary. As such, employees may be required to work holidays according to the operating needs of the organization. For nonexempt employees, work on an observed holiday will be paid as if the day were a regularly scheduled workday, except where overtime payments are required pursuant to state or federal law. When organizational needs permit, San Pablo EDC may adjust nonexempt employees' work schedules to provide additional time off during a week in which work on a scheduled holiday is required.

Vacation Policy

San Pablo EDC provides vacation benefits to most employees to enable them to take paid leave for rest, recreation, or any other desired purpose. San Pablo EDC believes that this time is valuable for employees in order to make their work experience with San Pablo EDC personally satisfying, and to enhance both personal and professional development. San Pablo EDC provides employees with additional vacation benefits as years of service are accumulated.

Regular part-time employees working at least 24 hours per week accrue vacation benefits on a pro rata basis, as compared to a 40-hour-a-week schedule, as indicated above. Temporary employees do not accrue vacation benefits unless they are converted to regular employees. Temporary employees are individuals hired to work on time-limited projects or assignments, with the understanding that employment will terminate no later than the conclusion of a specified

period of time, which will not exceed 1,500 hours of substantially similar service in the same capacity in a fiscal year. Temporary employees can be either full-time or part-time employees during that period. All employees that are not temporary employees are regular employees.

Accrued vacation must be taken in increments of at least a half day. Vacation accrues based on continuous length of service, measured from the date of hire. Regular employees accrue vacation according to the following schedule.

Seniority year	Annual paid vacation based on 40-hr/wk	Hourly rate of accrual (40-hr/wk)	Hourly rate of accrual (32-hr/wk)	Hourly rate of accrual (24-hr/wk)
0	8 days/80 hours	6.67 hours/mo	5.33 hours/mo	4.33 hours/mo
1	10 days/100 hours	8.33 hours/mo	6.67 hours/mo	5 hours/mo
2	12 days/120 hours	10 hours/mo	8 hours/mo	6 hours/mo
3	13 days/130 hours	10.83 hours/mo	8.67 hours/mo	6.5 hours/mo
4	15 days/150 hours	12.5 hours/mo	10 hours/mo	7.5 hours/mo
5+	16 days/160 hours	13.33 hours/mo	10.67 hours/mo	8 hours/mo

Unused vacation time may be carried over from year to year, but vacation accruals may not exceed 160 hours. Once this maximum is reached, all further accruals will cease. Vacation accruals will recommence after the employee has taken vacation and accrued hours have dropped below the maximum accrual.

No employee will receive pay in lieu of vacation except on the termination of his or her employment. No vacation accrues during an unpaid leave of absence. On termination of employment, the employee is paid all accrued but unused vacation at the employee's base rate of pay at the time of his/her/their termination.

All vacations must be approved in advance by the Executive Director. Requests for vacations of five days or longer must be submitted at least two weeks prior to the commencement of the vacation period. Scheduling of vacations is to be done in a manner consistent with San Pablo EDC's operational requirements.

If an observed San Pablo EDC holiday (see guideline entitled "Holidays") occurs during an employee's scheduled vacation, no deduction from accrued vacation will be made for the holiday period.

Sick Leave

In order to help prevent loss of earnings that may be caused by accident or illness, San Pablo EDC has established a paid sick leave policy. All employees who work for San Pablo EDC for at least 30 or more days within a year are entitled to paid sick leave, as measured from the employee's date of hire, as follows:

- Full-time employees that are 1.0 FTE accrue 6.67 sick hours per month (80 hours per year).
- Full-time employees that are at least .8 FTE but less than 1.0 FTE accrue 6.25 sick hours per month (75 hours per year).
- Part-time employees (defined as less than .8 FTE) accrue 1 hour of sick leave for every 30 hours worked.

An employee is entitled to use accrued sick leave beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.

Sick leave may be taken for a personal illness or emergency. Eligible employees may also use sick leave to attend to an illness of a family member or other dependent. Hours absent for medical and dental appointments will be treated as sick leave. At the earliest time practicable, employees should notify their immediate supervisor of any need to take sick leave. Sick leave must be taken by eligible employees in increments of at least one hour.

San Pablo EDC retains the right to request verification from a licensed health care provider for absences due to illness or disability. Sick pay may be withheld if a satisfactory verification is not provided by the employee. Medical information provided by an employee will be treated confidentially by San Pablo EDC.

Eligible employees may accrue up to a maximum of 160 hours of sick leave. Eligible employees may carry over all accrued but unused sick leave, up to the 160 hours maximum, from one calendar year to the next. Employees will not accrue sick leave during any unpaid leave of absence.

No employee will receive pay in lieu of sick leave under any circumstances, and employees will not be paid for any accrued but unused sick leave upon termination of employment.

If an employee separates and is rehired by San Pablo EDC within one year from the date of separation, previously accrued and unused paid sick days shall be reinstated. The employee shall be entitled to use those previously accrued and unused paid sick days and to accrue additional paid sick days upon rehiring, subject to the terms of this Sick Leave Policy.

COVID-19 Leave

Due to the COVID-19 pandemic and its support of employees taking measures protect their health through vaccination, San Pablo EDC has established a paid COVID-19 Leave policy. Employees are given an annual leave bank of eight (8) hours for the purposes of receiving a COVID-19 vaccine or booster, or to deal with any COVID-19 vaccine-related side effects.

This leave is independent of any other type of leave bank offered by San Pablo EDC and of any state or federal requirement that would require San Pablo EDC to provide leave specifically for COVID-19 related illness. The COVID-19 Leave is available to an employee upon hire. It is only for use for a COVID-19 vaccination or booster appointment and/or the effects of receiving the vaccine or booster.

San Pablo EDC retains the right to request verification of vaccination or booster appointment. Pay may be withheld if a satisfactory verification is not provided by the employee. Medical information provided by an employee will be treated confidentially by San Pablo EDC.

No employee will receive pay in lieu of COVID-19 Leave under any circumstances, and employees will not be paid for any unused COVID-19 Leave upon termination of employment.

Policy on Health and Employee Accountability

San Pablo EDC employees are asked to put their health and the health of others first. An employee is not to come to work sick with any suspected viral or bacterial infection which may be contagious and he/she/they are not under the care of a medical professional.

Additionally, due to the COVID-19 pandemic and workforce productivity impacts that other serious viral infections have had, the following employee responsibilities pertain to COVID-19 or **any** suspected viral infection.

- Don't come to work if you are sick. Specifically, if you are experiencing sore throat, fever, active coughing and sinus discharge, and/or body aches, do not come to work until after you have (1) tested negative for COVID-19; (2) been fever-free for at least 48 hours without aid of a fever-reducing medication; and (3) are on Day 6 and feeling much better, counting the first day of symptoms as Day 0.
- In the event you have tested COVID-positive, do not return to the workplace until you meet the above conditions. Following CDC guidance, staff who have tested positive and/or are continuing to cough must wear an appropriate mask. While San Pablo EDC provides these masks, employees must enter the office wearing one.

If you begin to feel ill or exhibit signs of illness in the workplace, immediately remove yourself from the workplace and inform your supervisor. Employees are encouraged to request COVID-19 test kits, if available. It is recommended that anyone feeling ill seek medical attention and follow the directions of their medical provider.

This is an evolving policy area and employees are expected to follow additional guidance, which may be contained in separate policies/memoranda.

Additional Leave Policies

San Pablo EDC values its employees and recognizes there are a range of circumstances for which employees may wish to request leave. These leave policies cover disability leave, maternity and parental leave, and bereavement leave. These policies provide a framework by which employees may request and take leave, and complement the existing policies on paid time off (PTO). For purposes of this employee handbook, PTO is defined as accrued vacation and sick leave.

Disability Leave and Reasonable Accommodation Policy

An employee who experiences a disability or medical condition that limits their ability to engage in a major life activity (such as sitting, standing, walking, breathing, working, or any other physical, mental, or social activity) may be entitled to accommodation of that disability or condition, including but not limited to a leave of absence.

Disabled employees who are able to perform the essential functions of their job but need accommodation of their disability or medical condition are encouraged to direct requests for accommodation to the Executive Director. Once alerted to a potential need for accommodation, the Executive Director will request the employee make the request in writing and, if needed, request the employee provide a medical certification from their health care provider regarding their need for accommodation. San Pablo EDC will seek the employee's participation in the

interactive process to determine what, if any, reasonable accommodation San Pablo EDC may be able to provide the employee to facilitate performance of their job duties. To the extent an employee's anticipated or actual disability permits, San Pablo EDC requests the employee provide San Pablo EDC at least 30 days' notice regarding their need for accommodation. To the extent that a need for accommodation cannot be anticipated, San Pablo EDC will begin the interactive process as soon as practical, including by providing a short-term, interim accommodation while the interactive process is pending, provided that doing so does not cause an undue burden on San Pablo EDC's operations.

Disability leave is unpaid leave and an employee on disability leave must continue to pay their portion of premiums for employee benefits provided by San Pablo EDC. An employee granted leave for a disability or medical condition may apply accrued, unused PTO to the period of disability leave. While on unpaid disability leave, an employee does not continue to accrue PTO.

State Disability Insurance

Sometimes an employee suffers an injury or illness outside of work that prevents the employee from working and earning income. When this happens, California State Disability Insurance (SDI) may provide the employee with a percentage of their salary while they are unable to work. This insurance is also available for the period of time an eligible employee is physically unable to work due to pregnancy and/or childbirth or related medical conditions. See San Pablo EDC's Maternity, Parental and Bereavement Leave Policies for more information. This policy pertains to all employees who have paid into the state fund through deductions from their paychecks. (See "Eligibility" section, below.)

California State Disability leave and benefits may be available to eligible San Pablo EDC employees who are physically unable to work. Claims for SDI leave and benefits must be filed with the California Employment Development Department (EDD). The EDD is solely responsible for all decisions granting and denying benefits, as well as for the administration of such benefits. San Pablo EDC plays no role in the process. To the extent an employee has questions about SDI benefits, they must contact EDD.

Pregnancy Leave and Accommodation

Eligibility and Leave Time

Employees who become physically unable to work due to pregnancy, childbirth, or related medical conditions may take up to four (4) months of disability leave. In addition to the use of accrued PTO, California state disability insurance may be available for San Pablo EDC employees who are physically unable to work due to pregnancy and childbirth or a related medical condition to use during pregnancy leave.

San Pablo EDC does not offer paid pregnancy leave. Employees may, however, use SDI, to the extent they are eligible, and may supplement their SDI benefits with accrued PTO. An employee's combined use of SDI benefits and PTO may not exceed 100% of an employee's regular compensation. If an employee exhausts SDI benefits, they may use any remaining accrued PTO for the remainder of their pregnancy leave. Once an employee has exhausted accrued PTO, the remainder of an employee's pregnancy leave will be unpaid. An employee is responsible for their

portion of employee benefits during the period they are on unpaid pregnancy leave and are not otherwise using accrued PTO.

If an employee has exhausted all accrued PTO upon their return to work and, after returning, needs to take sick leave for their own illness or to care for a qualifying family member, San Pablo EDC will permit employees to use up to 40 hours of sick leave as an advance against their sick leave accrual. Sick leave earned thereafter will be applied to the deficit, at the regular rate at which an employee accrues sick leave, until the deficit is resolved.

Related Disability Accommodation

If an employee remains disabled by pregnancy, childbirth, or a related medical condition after the four-month leave described above, she may be able to take state or federal disability leave. An employee who remains disabled due to pregnancy, childbirth, or a related medical condition, may be entitled to disability leave under state and federal disability laws beyond the four-month leave period described above. The same requirements will apply to an employee requesting disability leave under these circumstances will be treated as are required of any other employee seeking disability leave. Please refer to San Pablo EDC's disability leave policy for information as to how to request disability leave. Any employee seeking who needs reasonable accommodation of a disability, whether pregnancy-related, childbirth-related, or other disability, must follow the procedure described below.

- An employee in need of a reasonable accommodation due to pregnancy, childbirth or related conditions, are encouraged to make a request for reasonable accommodation to the Executive Director.
- An employee seeking reasonable accommodation and San Pablo EDC will engage in the interactive process to determine what, if any, reasonable accommodations can be made. As part of the interactive process to ascertain a reasonable accommodation, any employee making a requesting for reasonable accommodation must submit a medical certification from the employee's medical care provider regarding the employee's disability. This document, and all information related to an employee's medical condition, will be treated as confidential medical information.
- Where disability is anticipated, employees are required to give San Pablo EDC at least thirty (30) days' notice of the need for pregnancy disability leave. Where a 30-day notice is not feasible, employees must give San Pablo EDC notice of the need for leave as soon as is practicable. In such cases, San Pablo EDC will consider whether it can provide a short-term, interim accommodation, to the extent doing so would not cause an undue burden on its operations, while the interactive process remains pending.

Parental Leave

San Pablo EDC supports its employees' need to bond with a new child. Eligible employees are entitled to take parental leave to bond with a new child for that purpose.

Eligible Employees

Under San Pablo EDC's Parental Leave policy, any employee who:

- has worked for San Pablo EDC for more than twelve (12) months and
- has worked at least 1,250 hours during the previous 12-month period may, upon request, take up to twelve (12) weeks' leave to bond with:
 - a newborn child;
 - a newly adopted child; or
 - a recently-placed foster child

within one (1) year of the child's birth, adoption, or placement.

San Pablo EDC does not offer paid parental leave. Employees may, however, use SDI, to the extent they are eligible, and may supplement their SDI benefits with accrued PTO. An employee's combined use of SDI benefits and PTO may not exceed 100% of an employee's regular compensation. If an employee exhausts SDI benefits, they may use any remaining accrued PTO for the remainder of their parental leave. Once an employee has exhausted accrued PTO, the remainder of an employee's parental leave will be unpaid. An employee is responsible for their portion of employee benefits during the period they are on unpaid parental leave and are not otherwise using accrued PTO.

If an employee has exhausted all accrued PTO upon their return to work and, after returning, needs to take sick leave for their own illness or to care for a qualifying family member, San Pablo EDC will permit employees to use up to 40 hours of sick leave as an advance against their sick leave accrual. Sick leave earned thereafter will be applied to the deficit, at the regular rate at which an employee accrues sick leave, until the deficit is resolved.

Reinstatement Following Parental Leave

San Pablo EDC will endeavor to return employees who take parental leave to the same or comparable position when they return to work following their leave of absence.

Benefits

Employees who take parental leave must continue to pay their portion of premiums for benefits provided to San Pablo EDC employees. An employee on parental leave is required to maintain their portion of medical, dental and vision insurance premiums while on leave. The employee's portion of the benefit premiums will be deducted from payments to employees for the portion of their leave that is paid for with accrued PTO. After an employee has exhausted their accrued PTO, the employee's portion of benefits premium payments are to be submitted to the controller by the date of the employee's regular payroll deduction. An employee on leave may make these payments as they are due or make multiple advanced payments at a time. Failure to maintain premiums can result in the cancellation of benefits.

Jointly-employed Parents

Where both parents of a new child work for San Pablo EDC, the total parental leave taken by both parents may not exceed twelve (12) weeks.

Parental Leave—Paid Family Leave

Under the California Paid Family Leave (PFL), an eligible employee may take up to six (6) weeks of paid parental leave for the birth, adoption, or foster placement of a new child. This leave is filed with, and paid through, the Employment Development Department (EDD).

Eligible Employees

To be eligible for PFL parental leave benefits, an employee must:

- have welcomed a new child into the family in the past twelve (12) months through a birth, adoption, or foster care placement;
- have paid into State Disability Insurance in the past five (5) to eighteen (18) months; and,
- not have taken the maximum six (6) weeks of PFL in the past twelve (12) months.

An employee eligible for paid parental leave under the PFL does not have to take the 6 weeks of leave all at once.

Paid parental leave runs concurrently with the unpaid parental leave described in the previous section.

Bereavement Leave

San Pablo EDC recognizes that employees may need time off when a loved one dies or when there has been a reproductive loss event. Eligible employees may take up to five (5) days' leave for travel, making arrangements, and attending services after the death of immediate family members. Three (3) days of bereavement leave is paid by San Pablo EDC, separate and apart from accrued PTO. Bereavement pay is calculated based on the base pay rate at the time of absence, and it will not include any additional forms of compensation, such as overtime pay.

Eligibility

An employee is eligible for bereavement leave if the employee has worked for San Pablo EDC for at least 30 days.

Key Definition

An "immediate family member," for purposes of San Pablo EDC's bereavement leave policy, is a:

- spouse or registered domestic partner;
- child;
- parent;
- sibling;
- grandparent;
- grandchild;
- parent-in-law; and/or
- familial members of the employee's household (such as stepchildren).

A reproductive loss event includes miscarriage, failed adoption, failed surrogacy, stillbirth or an unsuccessful assisted reproduction. Eligible employees may take this unpaid leave intermittently; however, it must be completed within three months of the reproductive loss event. If an eligible employee experiences more than one reproductive loss event within a 12-month period, San Pablo EDC allows a total amount of reproductive loss leave time of 20 days within a 12-month period. Eligible employees may use accrued sick leave or vacation to supplement paid days off.

Notification of Leave

Notification of leave must be made to the Executive Director as soon as possible.

Proof of Leave

For bereavement leave in event of a death, employees may be asked to supply details on the name of the deceased, date of death, city of death, and relationship to the deceased in order to receive approval for bereavement leave.

Additional Leave Requests

If an employee requires more than the time allowed for bereavement leave, he/she may request, in writing, an unpaid personal leave of absence, or may use accrued vacation or sick leave.

Policy Violations

In the event an employee violates the bereavement leave policy, they may be suspended and/or terminated.

Working While on Leave of Absence

San Pablo EDC supports an employee's right to take a leave of absence from work when needed; therefore, while employees are on any of the leaves of absence described above, they are not to engage in work related activities. This includes, but is not limited to, checking emails, voicemail or taking calls for work related issues.

Holiday Pay While on Leave

An employee on leave will not be paid for holidays occurring during a leave of absence. If released to return to work on a holiday, the employee will not be paid for the holiday. Employees must actively return to work before the holiday in order to receive holiday pay.

Catastrophic Leave and Exceptional Need Leave Policies

San Pablo EDC maintains a catastrophic leave policy and an exceptional need policy.

Catastrophic Leave Policy

A catastrophic leave is a need for leave when the employee has suffered a catastrophic injury or illness that prevents the employee or the employee's immediate family member by San Pablo EDC policy (i.e., spouse, children, parents) to work, attend school, or perform other regular daily activities due to a life-threatening condition or severely incapacitation, which will require the employee's absence for more than a one-month period. The purpose of the catastrophic leave policy is to provide access to paid time off once an employee has exhausted their own accrued PTO and is awaiting receipt of short-term or long-term disability benefits, to the extent the

employee is eligible for such benefits. If an employee uses this policy to care for a family member suffering from a catastrophic injury, the employee may only utilize such benefits after they have exhausted their accrued PTO.

For catastrophic leave, an eligible employee may use up to a total of 30 working days of donated PTO, in increments of eight (8) or ten (10) hours, depending on their work schedule. The number of hours in a workday, for the purpose, is based on an employee's regular schedule just before the catastrophic injury or exceptional need occurred. A qualified full-time employee would be entitled to up to 240 hours.

Only full-time employees (defined as .8 FTE or more) who have at least one year of service are eligible to use the catastrophic leave policy.

Exceptional Need Leave Policy

An exceptional need leave is when an employee has an exceptional event taking place for which there is demonstrated need and benefit to the employee (e.g., medical emergency), but would otherwise constitute an unpaid absence. The purpose of the exceptional need leave policy is to provide employees with paid time off for an exceptional need in the event they have no or insufficient PTO.

For exceptional need leave, an eligible employee may use up to 100 hours of donated PTO, in increments of eight (8) or ten (10) hours, depending on their work schedule.

Only full-time employees (defined as .8 FTE or more) who have at least one year of service are eligible to use the exceptional need leave policy.

Donations to Leave Bank

Both forms of leave are funded through a donation-based neutral bank, wherein San Pablo EDC employees may donate vacation or sick time for the use of their colleagues. An employee is not eligible to receive time from the neutral bank unless the employee has first exhausted their own accrued PTO at or in an advance of the date on which San Pablo EDC grants donated time to the employee.

The following guidelines apply to employees who wish to donate time to the neutral bank:

- Employees may make donations in increments of eight or ten hours, up to a maximum of 40 hours during a single calendar year.
- Employees must maintain at least 40 hours of accrued sick leave in their personal bank. Employees with less than 40 hours of accrued sick leave are not eligible to donate to the neutral bank.
- Donors shall submit a signed Catastrophic or Exceptional Leave Donation Form.
- Donated time shall be considered a gift.
- San Pablo EDC will not treat or consider time donated to the neutral bank as vacation time or sick leave used by the donor employee, for purposes of the donor employee's performance evaluation, discipline, or otherwise.

Procedure

To apply for either catastrophic leave or exceptional need leave, an employee must comply with the following procedures.

- If your need is based on your or a qualified family member's medical condition, provide medical certification from a health care provider to verify the need for catastrophic or exceptional need leave. If leave is for a family member, the medical certification must indicate that employee's attendance with the family member is required.
 1. Submit your request in writing using San Pablo EDC's Application for Catastrophic Leave or Exceptional Need Leave Form. The completed form must be submitted to the Executive Director for approval.
 2. Upon approval of a request for donations, the Executive Director will, at the employee's request, post a notice of the eligible employee's need for donations via email.
 3. The recipient must exhaust all available PTO balances prior to using catastrophic leave. When the physician's statement and leave balances indicate the probable exhaustion of balances within two (2) pay periods, San Pablo EDC Executive Director may approve the solicitation and acceptance of leave donations prior to all balances being exhausted, so that time donated may be utilized immediately upon exhaustion of the employee's leave balance, but not before.
 4. Donated days when used by the recipient, will be paid at the recipient's current rate of pay and therefore will be considered taxable income.
 5. San Pablo EDC may require periodic medical certification updates regarding the catastrophic illness and may require a fitness for duty certification prior to the employee returning to work.

These procedures in no way limit San Pablo EDC's management rights to require modified duty.

Conclusion of Leave

San Pablo EDC will terminate an approved catastrophic or exceptional need leave at 30 working days or 40 hours, respectively. In the event that an employee's medical condition or other circumstances which qualified them for leave in the first instance change and they do not qualify to use either form of leave of the maximum period provided and return to work thereafter, any remaining balance of donated time will be returned to the donating employee(s) on a prorated basis.

Voluntary Participation

Employee participation in this program as a donor or recipient is voluntary. It is a violation of San Pablo EDC policy for one employee to pressure another employee to serve as a donor.

No Modification to Employment Relationship

Nothing in this policy shall be construed to modify the employment relationship between San Pablo EDC and the receiving employee, or to restrict San Pablo EDC's management rights. This section shall not modify existing San Pablo EDC rules, policies or agreements regarding unpaid leave of absence or family leave.

Forms

The following forms are located on the S drive under in the *Forms and Templates* folder.

- Appendix A: Application for Catastrophic or Exceptional Need Leave
- Appendix B: Catastrophic or Exceptional Need Leave Donation Form

Jury Duty

Employees required to report for jury duty shall be granted leave for such purpose, upon presentation of jury notice to the Executive Director. Regular employee shall receive full pay for the time served on a jury for their normal scheduled work hours for up to 10 days per calendar year, provided the employee remits to the San Pablo EDC all fees as soon as received by the employee for such duties. Compensation for mileage or subsistence allowances shall not be considered a fee and shall be retained by the employee. Jury duty service beyond 10 working days per calendar shall be unpaid leave unless the employee chooses to use available administrative or vacation leave.

Personnel Files

The information in each employee's personnel file is confidential and shall be kept up to date. Each employee should inform the Executive Director immediately whenever there are changes in personal data, such as address, telephone number, persons to notify in case of emergency, number of dependents, and claimed exemptions for tax purposes.

Every employee has the right to inspect his or her personnel file at reasonable times and with reasonable notice. In addition, employees have the right to request copies of all employment-related documents that they have signed. Personnel files are confidential property of San Pablo EDC and may not be removed from San Pablo EDC's premises without written authorization from the Executive Director.

Internal Complaint Review Procedure

Purpose and Scope

The purpose of the Internal Complaint Review Procedure is to afford all employees of San Pablo EDC the opportunity to seek internal resolution of concerns related to working conditions. This procedure should not be used to raise substantive questions about San Pablo EDC's programs, approach, or goals. Such questions should simply be raised with a supervisor or in a staff meeting.

This procedure supplements the "Open Door Policy" set forth in this handbook, which states the San Pablo EDC philosophy that all employees have access to their immediate supervisors or to other San Pablo EDC supervisors of their choice to informally express any work-related concerns.

Procedure for Filing a Complaint

Filing of Complaint

Employees should file written complaints with the Executive Director as soon as possible after the events that give rise to the employee's concerns related to working conditions. The written complaint should set forth in detail the bases for the employee's complaint.

If a complaint relates to a decision by or the conduct of the Executive Director, the complaint may be submitted directly to the Board of Directors, and will be investigated by the Board or its designee.

Complaints may be submitted anonymously, and will be investigated to the degree feasible without identifying information.

Investigation

The Executive Director or a designee of the Executive Director, including a qualified outside investigator, if necessary, will promptly investigate the complaint. of the facts set forth in the complaint. The investigator will conduct the investigation in a fair and impartial manner, including by providing notice to the accused regarding the allegations and by meeting separately with the employee and with others who either are named in the complaint or who may have information that could impact the findings.

San Pablo EDC will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be necessary or appropriate.

The investigator will, based the investigative findings, make credibility determinations and make determinations based on the preponderance of the evidence standard. The investigator will not make legal conclusions about whether the conduct at issue violated the law.

On completion of the investigation, the employee should receive a written indication of the Executive Director's decision, and an oral explanation of the reasons for the decision. The Executive Director will maintain a record of the resolution of the complaint.

Appeal

If a complaint is not resolved to the employee's satisfaction through the investigation by the Executive Director, the employee may submit to the Board of Directors a written request for review of the complaint. On completion of the Board's review, the employee should receive a written indication of the Board's decision.

Decisions of the Board on appeal are final. If the complaint was initially submitted to the Board of Directors because it concerned the Executive Director, then the Board's decision is final, and cannot be appealed.

Non-Retaliation

If an employee has filed a complaint in good faith, the employee will not be disciplined or otherwise penalized for lodging the complaint. Retaliation in any form will not be tolerated. An employee who retaliates against someone who, acting in good faith, complained regarding a violation of law or who cooperated in an investigation is subject to discipline up to and including termination of employment. If an employee believes that he or she is being retaliated against for lodging a complaint, the employee should promptly notify the Executive Director or the Board of Directors. This policy is intended to encourage and enable employees and others to raise serious concerns within San Pablo EDC prior to seeking resolution outside the organization.

Employment at Will

In order to preserve flexibility for all parties, all employment at San Pablo EDC is “at will.” This means that both employees and San Pablo EDC have the right to terminate employment at any time, with or without advance notice, with or without cause. Employees also may be demoted or disciplined and the terms of their employment may be altered at any time, with or without cause, at the discretion of San Pablo EDC. No one other than the Board of Directors of San Pablo EDC has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Any such agreement must be in writing, must be signed by the Chair of the Board of Directors and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

Discipline Procedures and Rules of Conduct

Policy

Employees are expected to observe certain standards of job performance and good conduct. When performance or conduct does not meet San Pablo EDC standards, San Pablo EDC will, in appropriate situations, endeavor to provide the employee a reasonable opportunity to correct the deficiency. If the employee then fails to make the correction, he or she may be subject to discipline up to, and including, termination.

The rules set forth in sections C and D, below, are intended to provide employees with fair notice of what is expected of them. Necessarily, however, such rules cannot identify every type of unacceptable conduct and performance. Therefore, employees should be aware that conduct not specifically listed below but which adversely affects or is otherwise detrimental to the interests of San Pablo EDC, other employees, or customers, may also result in disciplinary action.

These rules do not alter the at-will status of the employment relationship between San Pablo EDC and its employees. San Pablo EDC reserves the right to discipline or terminate employees at its discretion, with or without cause, and with or without notice or any particular procedures. The rules described in this section simply provide guidance to employees regarding expected standards of behavior and performance.

Discipline Procedure

Discharge or demotion for poor performance or misconduct generally will be preceded by an oral warning or a written warning, including a chance for correction of performance. However, San Pablo EDC reserves the right to proceed directly to a demotion, termination, or other disciplinary action without warning, when San Pablo EDC deems such action appropriate. In some cases, San Pablo EDC will suspend an employee while investigating potential misconduct.

Job Performance

Employees may be disciplined for poor job performance, including but not limited to the following:

- Unsatisfactory work quality or quantity;
- Poor attitude (for example, rudeness or lack of cooperation);
- Excessive absenteeism or tardiness;

- Failure to follow instructions or San Pablo EDC procedures; or
- Failure to follow established safety regulations.

Misconduct

Employees may be disciplined for misconduct, including but not limited to the following:

- Insubordination;
- Dishonesty or other violation of San Pablo EDC Code of Ethics;
- Theft;
- Misusing or destroying San Pablo EDC property or the property of another on San Pablo EDC's premises;
- Violating conflict of interest rules;
- Disclosing or using confidential information without authorization;
- Falsifying or altering San Pablo EDC's records, including the application for employment;
- Interfering with the work performance of others;
- Altercations;
- Harassing, including sexually harassing, employees, contractors, or clients;
- Being under the influence of, manufacturing, dispensing, or distributing alcohol or illegal substances on San Pablo EDC's property or while conducting San Pablo EDC business;
- Sleeping on the job or leaving the job without authorization;
- Abuse of the Internal Complaint system, including filing of allegations made with reckless disregard for truth or falsity;
- Possessing a firearm or other dangerous weapon on San Pablo EDC's property or while conducting San Pablo EDC business;
- Being convicted of a crime that raises a threat to the safety or mission of San Pablo EDC, its employees, customers, or property; or
- Intentional failure to follow San Pablo EDC's policies or procedures.

Code of Ethics

The Code of Ethics adopted by the San Pablo EDC requires all staff, board members, interns and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. San Pablo EDC and representatives shall practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations.

The Code of Ethics prohibits fraudulent conduct, which includes any deliberate act or failure to act with the intention of obtaining an unauthorized benefit. Examples of fraudulent conduct include:

- Forgery or alteration of documents
- Unauthorized alteration or manipulation of computer files
- Fraudulent financial reporting

- Pursuit of a benefit or advantage in violation of SPEDC's conflict-of-interest bylaws
- Deliberately failing to comply with SPEDC's Conflict of Interest Code
- Misappropriation or misuse of SPEDC resources, such as funds, supplies, or other assets
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked

Employees are requested to communicate any observed or suspected violations of the Code of Ethics, using the Internal Complaint system described above.

Conflict of Interest

All persons employed by San Pablo EDC owe a duty of fidelity to the organization. Employees must never place themselves in a position where their self-interest may conflict with this duty.

Consistent with the Political Reform Act, the San Pablo EDC has adopted a Conflict of Interest Code that requires individuals with designated positions to file statements of economic interests with the San Pablo EDC. These statements will be retained and be available for public inspection (California Government Code Sec. 81008). All employees and consultants must maintain compliance with the San Pablo EDC's Conflict of Interest Code.

In addition to compliance with the Conflict of Interest Code, San Pablo EDC expects that all staff members will avoid engaging in activities, while at work or in their lives outside of the organization, that compromise the organization's position or integrity through actions such as self-promotion, appropriation of the assets of San Pablo EDC, influence peddling, or abuses of confidence.

Staff members may not engage in activities that interfere with fully performing their San Pablo EDC duties and responsibilities. Staff are expected to avoid situations in which their judgment in making decisions or taking actions on behalf of the organization may be adversely affected by personal consideration or situations where a staff member's position, performance, loyalty, or stewardship to the organization is compromised.

For example, using San Pablo EDC facilities or supplies for non-EDC purposes and sanctioned events, or holding a financial interest in a business that supplies goods or services to San Pablo EDC may constitute conflicts of interest.

The following guidelines are intended to help ensure that San Pablo EDC receives from its staff the amount and quality of effort, judgment, and loyalty that are necessary for the organization to further its mission in ways that are consistent with its standards of excellence, loyalty, and duty of care.

EDC staff members must inform the Executive Director and receive written approval from the Executive Director before engaging in any outside activities that pose the potential for such conflicts of interest, including but not limited to the following:

- Employment outside of San Pablo EDC
- Employment at San Pablo EDC as an outside vendor
- Outside business, philanthropic, community, political, or other interests or activities that

may impact your work commitment or the use of San Pablo EDC facilities or supplies

- Outside interests, your own or those of members of your staff, related to suppliers of goods and services to San Pablo EDC
- Accepting gifts, gratuities, or favors from individuals or organizations with which San Pablo EDC conducts business or that are seeking association with San Pablo EDC or the extension of such gratuities or favors, which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties
- Using information that San Pablo EDC considers privileged or confidential for non-EDC purposes
- Using the name of San Pablo EDC for benefit in any way, including monetary profit, or acting as a private person in a way that could create the impression you are representing the interests of San Pablo EDC

Any activities and interests that are potential conflicts of interest require advance approval from the Executive Director. Failing to receive such prior approval, or continuing an activity if the Executive Director has disapproved it, is grounds for disciplinary action, including termination of employment. Prior approval does not exempt any staff from making disclosures required by the Conflict of Interest Code.

Staff observing perceived or real conflicts of interest not disclosed to the Executive Director are encouraged through standard of care and duty of loyalty to report these to the Executive Director, and may do so anonymously.

Policy on Discrimination, Harassment & Non-Retaliation

Purpose of Policy

San Pablo EDC is committed to providing a workplace free of sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, creed, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation or identity, family care or medical leave status, veteran status, or any other basis protected by federal or state laws. San Pablo EDC strongly disapproves of and will not tolerate harassment of employees by supervisors or co-workers. Similarly, San Pablo EDC will not tolerate harassment by its employees of non-employees with whom San Pablo EDC employees have a professional relationship. San Pablo EDC will attempt to protect employees from harassment by non-employees in the workplace.

Discrimination Prohibited

San Pablo EDC does not discriminate on the basis sex (including pregnancy, childbirth, breastfeeding and related medical conditions), race, religion, color, national origin (including language use restrictions), ancestry, religious creed (including religious dress and grooming practices), political affiliation, disability (mental and physical, including HIV or AIDS), medical condition (cancer and genetic characteristics), genetic information, marital status, parental status, age (40 and over), military and veteran status, sexual orientation, gender identity and gender expression, the exercise of family and medical care leave, the exercise of pregnancy

disability leave, or the request, exercise, or need for reasonable accommodation and any other status protected by local, state, or federal law.

San Pablo EDC prohibits discrimination against or harassment of any individual on any of the bases listed above. For information about the types of conduct that constitute harassment, please refer to San Pablo EDC's *Policy against Harassment* set forth elsewhere in this handbook, and its *Rules of Conduct* policy.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs. It is the responsibility of every manager and employee to conscientiously follow this policy. Any employee having any questions regarding this policy should contact the Executive Director.

Any employee who is subject to or witnesses discrimination or harassment that violates this section should promptly contact the Executive Director. Any such employee may file an Internal Complaint, as described in the *Internal Complaint Review Procedures* set forth elsewhere in this handbook.

Harassment Defined

Harassment may take the form of verbal, physical, or visual conduct related to any of the legally protected bases described above. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit or implicit condition of employment; (2) submission or rejection of the conduct is used as the basis for an employment decision; (3) the conduct interferes with an employee's work performance; or (4) the conduct creates an intimidating, hostile, or offensive work environment.

Harassment may include, but is not limited to, the following: slurs, jokes, statements, or gestures; assaults; impeding or blocking another's movement or otherwise physically interfering with normal work; and pictures, drawings, or cartoons based upon an employee's protected status.

Sexually harassing conduct in particular includes all of these prohibited actions as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or the opposite sex.

Reporting and Investigating Harassing Conduct

San Pablo EDC understands that victims of harassment are often embarrassed and reluctant to report acts of harassment for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss sexual matters openly with others. However, no employee should have to endure harassing conduct, and San Pablo EDC therefore strongly encourages employees to promptly report any incidents of harassment so that corrective action may be taken. Any incidents of harassment, including work-related harassment by any San Pablo EDC personnel or any other person, should be reported to the Executive Director or the Board of Directors.

Harassment complaints may be filed using the Internal Complaint Review Procedure or using any other formal or informal method. Any San Pablo EDC employee who receives a complaint or who observes harassing conduct should promptly inform the Executive Director or the Board of Directors so that an investigation may be initiated.

Every reported complaint of harassment will be investigated thoroughly and promptly. Typically, the investigation will include the following steps: an interview of the employee who lodged the harassment complaint to obtain complete details regarding the alleged harassment; interviews of anyone who is alleged to have committed the acts of harassment to respond to the claims; and interview of any employees who may have witnessed, or who may have knowledge of, the alleged harassment. The Executive Director or the Board of Directors will notify the complainant of the results of the investigation. The investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

In addition to notifying San Pablo EDC about harassment or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing (DFEH), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission (FEHC) or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and non-monetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC at the locations listed in San Pablo EDC's DFEH poster or by checking the state government listings in the local telephone directory.

Retaliation Prohibited

San Pablo EDC will not tolerate retaliation against any employee for making a complaint of harassment or for cooperating in an investigation. No adverse action will be taken against any individual for good faith reporting of harassment. Retaliation by any San Pablo EDC employee against an individual reporting harassment is an unauthorized violation of San Pablo EDC policy, and will lead to disciplinary action.

Corrective Action

If harassment or retaliation is established, San Pablo EDC will take corrective action. Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from oral or written warnings to termination of employment, depending on the circumstances. With regard to acts of harassment by clients, vendors, or contractors, appropriate corrective action will also be taken.

Smoking

San Pablo EDC prohibits smoking in the workplace.

Safety Program

San Pablo EDC is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, San Pablo EDC has instituted an Injury and Illness Prevention Program designed to protect the health and safety of all personnel. A complete copy of the Injury and Illness Prevention Program is kept by the Executive Director and is available to all employees.

All employees are required to follow safe and healthy work practices at all times. Employees may be subject to discipline for engaging in any unsafe or unhealthy work practice or for violating established safety rules and norms. Employees should immediately report to the Executive

Director any potential health or safety hazards, and all injuries or accidents. First aid supplies are located in the kitchen area.

Termination of Employment

Voluntary Termination

San Pablo EDC will consider an employee to have voluntarily terminated his or her employment if the employee explicitly resigns from San Pablo EDC or fails to report for work without notice to San Pablo EDC for three consecutive days.

Involuntary Termination

Poor performance, misconduct, or other violations of San Pablo EDC's rules of conduct may lead to involuntary termination of employees. This list of reasons for involuntary termination does not preclude San Pablo EDC from discharging or demoting employees for other reasons. San Pablo EDC reserves the right to discharge or demote any employee with or without cause and with or without prior notice.

Termination Due to Reorganizations, Elimination of Job Positions, Restructuring of Program Areas, Or Budget Concerns

From time to time, San Pablo EDC may need to terminate an employee as a consequence of reorganizations, elimination of job positions, restructuring of program areas, or budget concerns. Should San Pablo EDC consider such terminations necessary, San Pablo EDC will attempt to provide all affected employees with advance notice. Layoff benefits associated with such terminations, if any, will be specified at that time.

Exit Interview

Employees who leave San Pablo EDC for any reason may be asked to participate in an exit interview. This interview is intended to permit terminating employees the opportunity to communicate their views regarding their work with San Pablo EDC, including job duties, job training, job supervision, and job benefits.

Return of San Pablo EDC Property and Account Access

On termination of employment, whether voluntary or involuntary, all San Pablo EDC documents, computer records, and other tangible San Pablo EDC property in the employee's possession or control must be returned to San Pablo EDC. This includes San Pablo EDC logo clothing issued as part of uniforms. All passwords and log-ins must be provided to the Executive Director.

Appendix A: SAN PABLO EDC APPLICATION FOR CATASTROPHIC OR EXCEPTIONAL NEED LEAVE (complete either the Exceptional or the Catastrophic Leave section)

Employee name: _____ Title: _____ Date: _____

- ☐ I have regular full-time status (.8 FTE or more) as an employee and have completed at least one year of EDC service.

Exceptional Need Leave

- ☐ I have an exceptional need have exhausted all allowed paid time off or will do so by _____.
- ☐ My exceptional need is _____
- ☐ The number of hours I require for my exceptional need is _____ and the dates I would apply the leave, if donated, are _____.
- ☐ I estimate that I will return to work on _____.

Catastrophic Leave

- ☐ I have sustained a life-threatening illness or debilitating injury or;
- ☐ A member of my immediate family has sustained a life-threatening illness or debilitating injury as described below.
- ☐ I have exhausted all allowed paid time off or will do so by _____
- ☐ I will be unable to work for at least a one-month period and have applied for medical leave of absence.
- ☐ I have attached medical certification that confirms the need for my absence for myself or to care for an immediate family member.
- ☐ I estimate that I will return to work on _____.

Qualifying conditions for the care of an immediate family member: _____

I certify that the above statements are true and correct. I authorize the San Pablo Economic Development Corporation (San Pablo EDC) to solicit catastrophic leave donations on my behalf. I understand that my name will be used in such request, and I hereby WAIVE any privacy claims I may have had to this information, and agree to HOLD SAN PABLO EDC AND ITS EMPLOYEES HARMLESS from any liability arising directly or indirectly out of the disclosure of this information, and COVENANT NOT TO SUE SAN PABLO EDC or its employees due to the disclosure of such information.

Signed

Date

Verified by Executive Director: _____ Date: _____

[] Approved [] Disapproved

Appendix B: SAN PABLO EDC CATASTROPHIC OR EXCEPTIONAL LEAVE DONATION FORM

Donor's name: _____ Title: _____ Date: _____

- Maximum donation is forty hours

Donors are generally limited to one request to donate per recipient event.

I wish to donate _____ hours of sick leave.

I understand that all donations of my sick leave time is considered as a gift to the receiving employee and may only be cancelled as stipulated in the Sick Leave Sharing Plan for Catastrophic Illness or Injury. My signature below authorizes the deduction of the above sick time from my records, to be added to the neutral bank.

Donor's Signature

Date

Acknowledgment

PLEASE READ THE EMPLOYEE HANDBOOK AND FILL OUT AND RETURN THIS PORTION TO YOUR SUPERVISOR WITHIN TWO WEEKS.

Employee Name: _____

I acknowledge that I have received a copy of San Pablo EDC's Employee Handbook. I understand that I am responsible for reading and understanding the guidelines set forth in the handbook. No one has made any promises or commitments to me contrary to the terms of this acknowledgement or the handbook.

I understand and agree that my relationship with San Pablo EDC is “at-will,” which means that my employment is for no definite period and may be terminated either by me or by San Pablo EDC at any time and for any reason, with or without cause or advance notice.

I further understand that the policies contained in the handbook are guidelines only and do not create any contractual rights or obligations. I understand that, because San Pablo EDC cannot anticipate every issue that may arise during my employment, San Pablo EDC’s guidelines and policies may change. I therefore understand that San Pablo EDC has the right to add to, change, or eliminate any of the provisions of the handbook in its sole discretion, with or without revising and redistributing the handbook. If I have any questions regarding the status of any of San Pablo EDC's policies or procedures, I will consult the Executive Director.

Signature: _____

Date: _____