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

PINOLE CITY COUNCIL MEETING AGENDA

February 17, 2026
5:00 PM
Attend in Person: PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET
OR
Attend VIA ZOOM TELECONFERENCE – Details provided below

How to Submit Public Comments:

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

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

From a PC, Mac, iPad, iPhone or Android:
https://us02web.zoom.us/j/89335000272

Webinar ID: 893 3500 0272

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

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

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

Written Comments:

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

OTHER WAYS TO WATCH THE MEETING

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

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

If none of these options are available to you, or you need assistance with public comment, please contact the Deputy City Clerk, Roxane Stone at (510) 724-8937 or rstone@pinole.gov.

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

Note: Staff reports are available for inspection on the City Website at www.pinole.gov. You may also contact the Deputy City Clerk via e-mail at rstone@pinole.gov.

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

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

2. LAND ACKNOWLEDGMENT

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

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

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

4. CONVENE TO A CLOSED SESSION

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

A. **CONFERENCE WITH LABOR NEGOTIATORS**
Gov. Code § 54957.6
Agency designated representatives: Human Resources Director, Stacy Shell, Finance Director, Markisha Guillory, and Gregory Ramirez, IEDA
Employee organizations: The Pinole Police Employees Association (PPEA)

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

6. CITIZENS TO BE HEARD (Public Comments)

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

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

B. Mayoral & Council Appointments

C. City Council Committee Reports & Communications

D. Council Requests for Future Agenda Items

E. City Manager Report / Department Staff

F. City Attorney Report

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. **Proclamations**

1. Japanese Day of Remembrance

2. Lunar New Year

3. Pinole Historical Society

B. **Presentations**

1. City Manager Executive Search Kick-Off — Bob Hall & Associates, Joe Gorton

2. Pinole Community TV Performance Dashboard

9. CONSENT CALENDAR

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

A. Approve the Minutes of the Regular City Council Meeting on February 3, 2026.

B. Receive the January 31, 2026 – February 13, 2026, List of Warrants in the Amount of $1,412,701.55 and the February 13, 2026 Payroll in the Amount of $557,031.97.

C. Adopt a Resolution Approving the Submission of an Application to the California Coastal Commission for Whale Tail Grant funds and Designating the Authorized Representative **Action: Adopt a resolution per staff recommendation (Lilly Whalen, Kapil Amin)**

D. FY 2025/26 Second Quarter Investment Report **Action: Receive a Report (Markisha Guillory)**

E. Placement of Liens for Delinquent Unpaid Waste Collection Charges Falling Delinquent Between September and December 2025, Considered at an Administrative Hearing on February 4, 2026. **Action: Adopt Resolution per Staff Recommendation (Roxane Stone)**

10. PUBLIC HEARINGS

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

A. Introduction of an ordinance amending Section 2.12.010 to modify the start time of regularly scheduled city council meetings **Action: Introduction of an ordinance amending Section 2.12.010 to modify the start time of regularly scheduled city council meetings (Eric Casher)**

B. Community Services Master Fee Schedule **Action: Conduct Public Hearing and Adopt Resolution per Staff Recommendation (Andrea Dwyer, Markisha Guillory)**

11. OLD BUSINESS

A. None

12. NEW BUSINESS

A. FY 2025/26 Mid-Year Budget Review (Second Quarter Financial Report) **Action: Receive Report and Adopt Resolution Authorizing Budget Amendments (Markisha Guillory)**

B. Approve and Authorize the Mayor to Execute the Employment Agreement for Garrett Evans To Become the Interim City Manager. **Action: Adopt a Resolution per Staff Recommendation (Stacy Shell)**

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

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

14. ADJOURNMENT to the Regular City Council Meeting of March 3, 2026 in Remembrance of Amber Swartz.

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

____

Roxane Stone, CMC
Deputy City Clerk
POSTED: Thursday, February 12, 2026 at 5:30 pm

Proclamation

JAPANESE DAY OF REMEMBRANCE

FEBRUARY 19, 2026

***WHEREAS**, President Franklin Roosevelt signed Executive Order 9066 on February 19, 1942, authorizing the forced removal of all persons deemed a threat to national security from the west coast to "relocation centers" further inland resulting in the incarceration of Japanese Americans; and*

***WHEREAS**, this led to the forced removal and incarceration of some 120,000 Americans of Japanese ancestry living on the West Coast, who had to abandon their jobs, their homes, and their lives to be sent to one of ten concentration camps scattered in desolate, remote regions of the country; and*

***WHEREAS,** No Japanese Americans were ever charged, much less convicted, of espionage or sabotage against the United States; and*

***WHEREAS**, they were targeted, rounded up, and imprisoned for years, simply for having the "face of the enemy"; and*

***WHEREAS,** February 19, 2026, marks the 84th anniversary of forced relocation of thousands of Japanese Americans to internment camps; and*

***WHEREAS**, On August 10, 1988, President Ronald Wilson Reagan signed into law the federal Civil Liberties Act of 1988, finding that Executive Order 9066 was not justified by military necessity and, hence, was caused by racial prejudice, war hysteria, and a failure of political leadership; and*

***WHEREAS**, the federal Civil Liberties Act of 1988 apologized on behalf of the people of the United States for the evacuation, incarceration, and relocation of Americans and permanent residents of Japanese ancestry during World War II. The act also provided for restitution to those individuals of Japanese ancestry who were incarcerated; and*

***WHEREAS**, given recent national events, it is all the more important to learn from the mistakes of the past and to ensure that such an assault on freedom will never again happen to any community in the United States.*

***NOW, THEREFORE, I, ANTHONY TAVE,** Mayor of the City of Pinole, County of Contra Costa, State of California on behalf of the City Council and the entire City of Pinole, proclaim **FEBRUARY 19, 2026** as **JAPANESE DAY OF REMEMBRANCE** and encourage all citizens to join in the solemn remembrance of the issuance of Executive Order 9066 on this day in 1942 and recognize this as an opportunity to educate others on the fragility of civil liberties in times of crisis, and the importance of remaining vigilant in protecting the rights and freedoms of all.*

ANTHONY TAVE
MAYOR of the City of Pinole

Dated: February 17, 2026

Proclamation

LUNAR NEW YEAR

FEBRUARY 17, 2026

WHEREAS, *the Lunar New Year is the beginning of a calendar year based on the lunar calendar and begins in 2026 on February 17th; and*

WHEREAS, *the first day of Lunar New Year is called the Spring Festival, and the final day is the Lantern Festival; and*

WHEREAS, *the date of the Lunar New Year changes every year because it is based on the lunar calendar. The traditional lunar calendar used in Asia is based on the moon's orbit around the earth; and*

WHEREAS, *Lunar New Year is always celebrated on the second new moon after the winter solstice, and the years are represented by 12 zodiac animals that rotate through 12-year periods: rat, buffalo, tiger, cat, dragon, snake, horse, goat, monkey, rooster, dog, and pig. Each animal is considered to have different strengths and weaknesses that are believed to be passed on to any person born in that year.*

WHEREAS, *2026 is the Year of the Fire Horse, a symbol that signifies a period of dynamic energy, passion, independence, and transformative change, combining the Horse's traits with the Fire element's intensity; and*

WHEREAS, *people born in this year are seen are said to be optimistic and confident, often taking charge and inspiring others; and*

WHEREAS, *Lunar New Year is considered a very important holiday in China, Vietnam, Mongolia, North and South Korea, and other parts of Asia. It is an opportunity to reunite with family and celebrate traditions dating back over 4,000 years; and*

WHEREAS, *the City of Pinole welcomes the Lunar New Year, wishing you and your family Happiness, Prosperity, Fortune, and Good Health in the Year of the Snake.*

NOW, THEREFORE, I, ANTHONY TAVE, *Mayor of the City of Pinole, County of Contra Costa, State of California on behalf of the City Council and the entire City of Pinole, proclaim* ***FEBRUARY 17, 2026*** *as* ***LUNAR NEW YEAR*** *in the City of Pinole, and commend its observance to all citizens.*

ANTHONY TAVE
MAYOR of the City of Pinole

Dated: February 17, 2026

Proclamation

HONORING THE PINOLE HISTORICAL SOCIETY

WHEREAS, *Local historical societies are essential for preserving, interpreting, and promoting a community's unique heritage, acting as stewards of local, often undocumented, history, they foster community identity, drive local engagement, and support economic development through the preservation of historic sites, buildings, and archives; and*

WHEREAS*, in 1974, the Pinole Historical Society was incorporated as a volunteer-run, non-profit organization founded by historians Joseph Mariotti, M.D. and George R. Vincent; and*

WHEREAS, *Dr. Mariotti, an orthopedic surgeon, served Pinole on the planning commission and as a councilmember. He was team doctor for the Pinole Valley High School football team, promoted environmental stewardship, and restored the 1894-built Bernardo Fernandez House, a.k.a. the Fernandez Mansion, listed on the National Register of Historic Places; and*

WHEREAS, *George R. Vincent, born and reared in Pinole, was a much-loved and respected schoolteacher whose career spanned decades and bolstered generations of students at Ellerhorst Elementary School in the West Contra Costa Unified School District; and*

WHEREAS, *the Pinole Historical Society has collected and protected crucial, fragile, or overlooked artifacts, photographs, and records, largely donated by Pinole residents, thus preventing the loss of local history to development or time; and*

WHEREAS*, Dr. Mariotti, George Vincent, and Jeff Rubin co-authored, and in 2009 Arcadia Publishing published the book, Images of America: Pinole, which chronicles the city's history from its pre-settlement days to the urbanization era. Including books sold at retail outlets and bookstores, several thousand copies have been sold. In 2015, George and Jeff collaborated on a second book, Pinole Through Time, published by Fonthill Media, an Arcadia Publishing subsidiary; and*

WHEREAS*, the Pinole Historical Society sponsored an annual student essay contest between 2009 and 2023, the year of the 200th anniversary of the El Pinole Grant, a gift of land to Mexican solider Ygnacio Martínez that encompasses what is present-day Pinole; and*

WHEREAS, *from 2008 through 2023, the Pinole Historical Society, with the City of Pinole, organized and coordinated an annual Veterans Day and Flag Retirement Ceremony; and*

WHEREAS, *to foster community identity and education, the Pinole Historical Society through in-person walking tours, educational programs, and newsletters has built community connections and helped residents understand Pinole within the broader regional narrative by providing context to immediate surroundings; and*

WHEREAS, *in lieu of a single museum site, the Pinole Historical Society in collaboration with the Pinole Library maintains two popular exhibits that chronicle different periods in our city's history. There is also an exhibit about the Ellerhorst family at Mechanics Bank in Pinole; and*

WHEREAS, *in July 2013, Wells Fargo Bank unveiled The Pinole Mural, a spectacular piece of art that chronicles important events and people in Pinole's history. With images provided by the Pinole Historical Society, Wells Fargo's graphics staff created a magnificent addition to historical archives; and*

WHEREAS*, the Pinole Historical Society's volunteer Board of Directors has been presided by Pinole residents including Marc S. Grisham, Marcia Kalapus, Jeff Rubin, and Norma Martínez-Rubin; and*

WHEREAS, *the Pinole Historical Society celebrated its 50th Anniversary in 2024; and*

WHEREAS, *The Pinole Historical Society promotes awareness and appreciation of history through preservation and education and chronicles the city's heritage for current and future generations; and*

WHEREAS*, documents and images largely contributed by legacy Pinole families allow the society to provide access to specialized local data, including genealogies and archival images, which are often not available online; and*

WHEREAS*, in support of inclusive narratives, the Pinole Historical Society mission complements audience interest increasingly focused on uncovering the forgotten, diverse, or marginalized stories within a community, providing a more comprehensive, "truthful" history; and*

WHEREAS, *the City of Pinole is proud to honor the contributions of The Pinole Historical Society as a valuable community resource that enriches its residents, neighbors, and guests through community engagement, historical preservation, and cultural contributions.*

NOW, THEREFORE, I, ANTHONY TAVE, *Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the City Council and the entire City of Pinole, do hereby wholeheartedly acknowledge and honor the Pinole Historical Society and encourage all residents to support its ongoing work and join in the preservation and education of local history.*

ANTHONY TAVE
MAYOR of the City of Pinole

Dated: February 17, 2026

Recruitment for City Manager
City of Pinole

Bob Hall & Associates

Bob Hall & Associates
Executive Recruiters
www.bobhallandassociates.com

Lead Recruiter: Joe Gorton

Pinole City Manager Recruitment

Agenda

- Recruiter Introduction
- Overview of the Recruitment Process
- Timeline
- Council Feedback on Ideal City Manager Candidate

Pinole City Manager Recruitment

Introduction of Lead Recruiter

Joe Gorton- Lead Recruiter (35 years Experience)

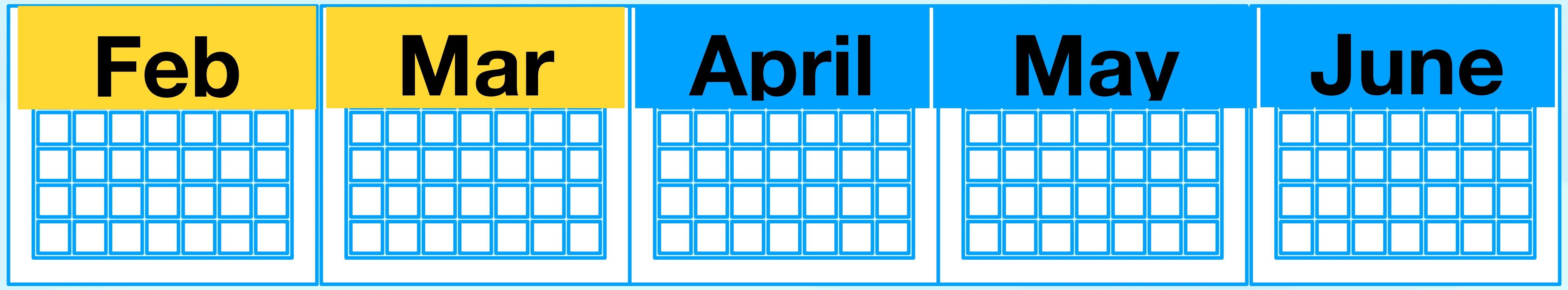
- Former City Manager
- Former Police Chief
- Advisory Committee on Mental Health Response in CCC.
- Master’s Degree in Organizational Development (USF)

https://www.bobhallandassociates.com/joe

Bob Hall & Associates

Pinole City Manager Recruitment

Recruitment Process & Timeline



Community Engagement

- Solicit City Council Feedback on Ideal Candidate
- Hold Community-wide Feedback Forum (In-person, Online)
- Solicit Stakeholder Feedback
  - Business Community
  - Youth & Schools
  - Faith-based Community
  - Other Stakeholders

Pinole City Manager Recruitment

Bob Hall & Associates

Recruitment Process & Timeline

Community Engagement & Recruitment

- Launch Nationwide Recruitment
- Targeted Outreach
- Conduct Online Community Survey
- Meet with additional stakeholders as necessary.

Pinole City Manager Recruitment

Recruitment Process & Timeline

Candidate Screening

- Preliminary Screening Candidates

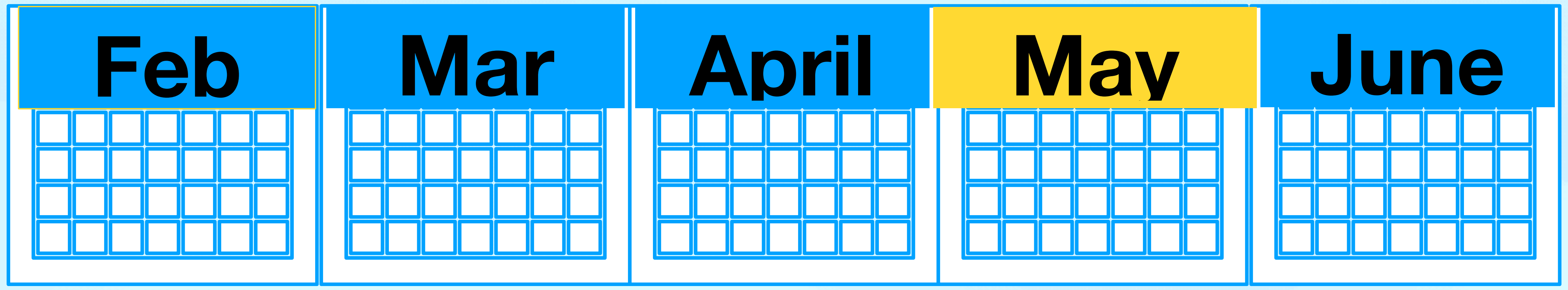
  ➡ Candidate Resumes and Cover Letters will be Evaluated to Determine Experience and Education Most Closely Aligned to City’s Desired Qualifications

  ➡ Bob Hall & Associates Will Conduct Screening Interviews with Candidates to Assess which Applicants Should be Moved Forward to the City’s Selection Process

- Most Qualified Candidates Presented to the City Council for Consideration to be Invited to Participate in the Interview Panels

Pinole City Manager Recruitment

Recruitment Process & Timeline



City Selection Process

- Candidates Participate in Oral Assessment with the City Council

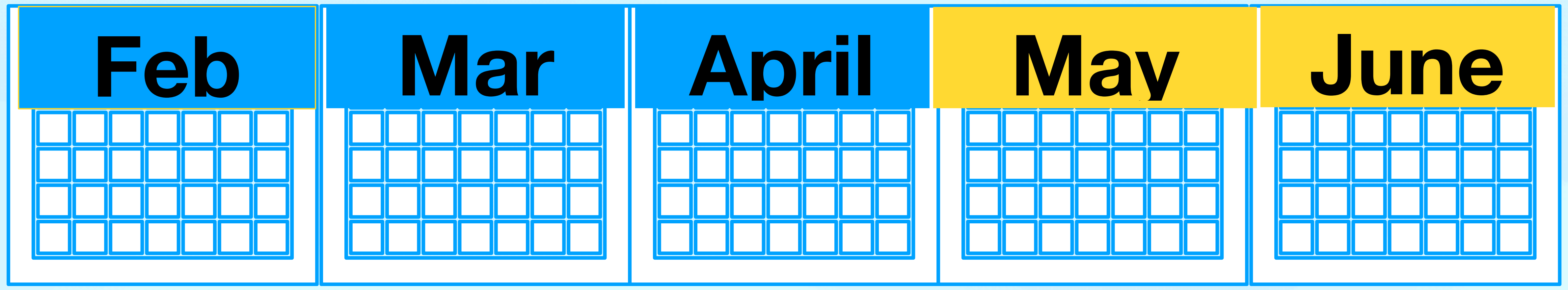
Finalists

- Candidates Determined by the Council to be Most Aligned with the City's Desired Qualifications will be Invited to a second interview with the City's Executive Team panel and a Community Leadership panel who will provide feedback to the City Council prior to the final interview.
- Finalists will Participate In a Final Interview with the City Council

Bob Hall & Associates

Pinole City Manager Recruitment

Recruitment Process & Timeline



<u>City Manager is Selected</u>

- City will Conduct Background Investigation, reference check and other HR Functions

- New City Manager Start Date will be Determined.

Pinole City Manager Recruitment

City Council Feedback

Bob Hall & Associates

PLEASE PROVIDE FEEDBACK FOR

- Ideal City Manager Candidate
- Desired Experience & Qualifications
- Desired Leadership and Management Style
- Desired Community Engagement and Communication Style
- Collaboration and Partnerships

PINOLE COMMUNITY TV PERFORMANCE DASHBOARD

Fiona Epps, Communications Director

February 17, 2026

BACKGROUND

- **June 17, 2025** – Staff presented the **Pinole Community Television (PCTV) Community Media Center Strategy FY 25/26.**
- City Council requested that staff bring back:

  1) a **proposed framework to measure community engagement** in alignment with strategic communication goals; and

  2) include a proposal for an **annual public forum** focused for PCTV services and programs that will help us explore membership tiers and fees.

PINOLE
CALIFORNIA

PCTV STRATEGY GOALS & OBJECTIVES

1. Establish, maintain, and operate public access center.
2. Support residents, organizations and local businesses in sharing their stories and staying informed.
3. Foster learning opportunities and workforce development that inspires the next generation and strengthens their investment in the Pinole community.
4. **Air distinctively local content that reflects local news and the unique stories, cultures, and perspectives of the Pinole community.**
5. **Increase community awareness and engagement with PCTV's public access center and services through a targeted outreach and marketing plan.**

PINOLE
CALIFORNIA

PCTV DASHBOARD METRICS

Goal #4: Local content and storytelling

- Hours of locally produced content aired per month
- **Number of live broadcasts/livestreams**
- **Original local content aired (from community creators)**
- **Viewer engagement with local content (i.e. views)**

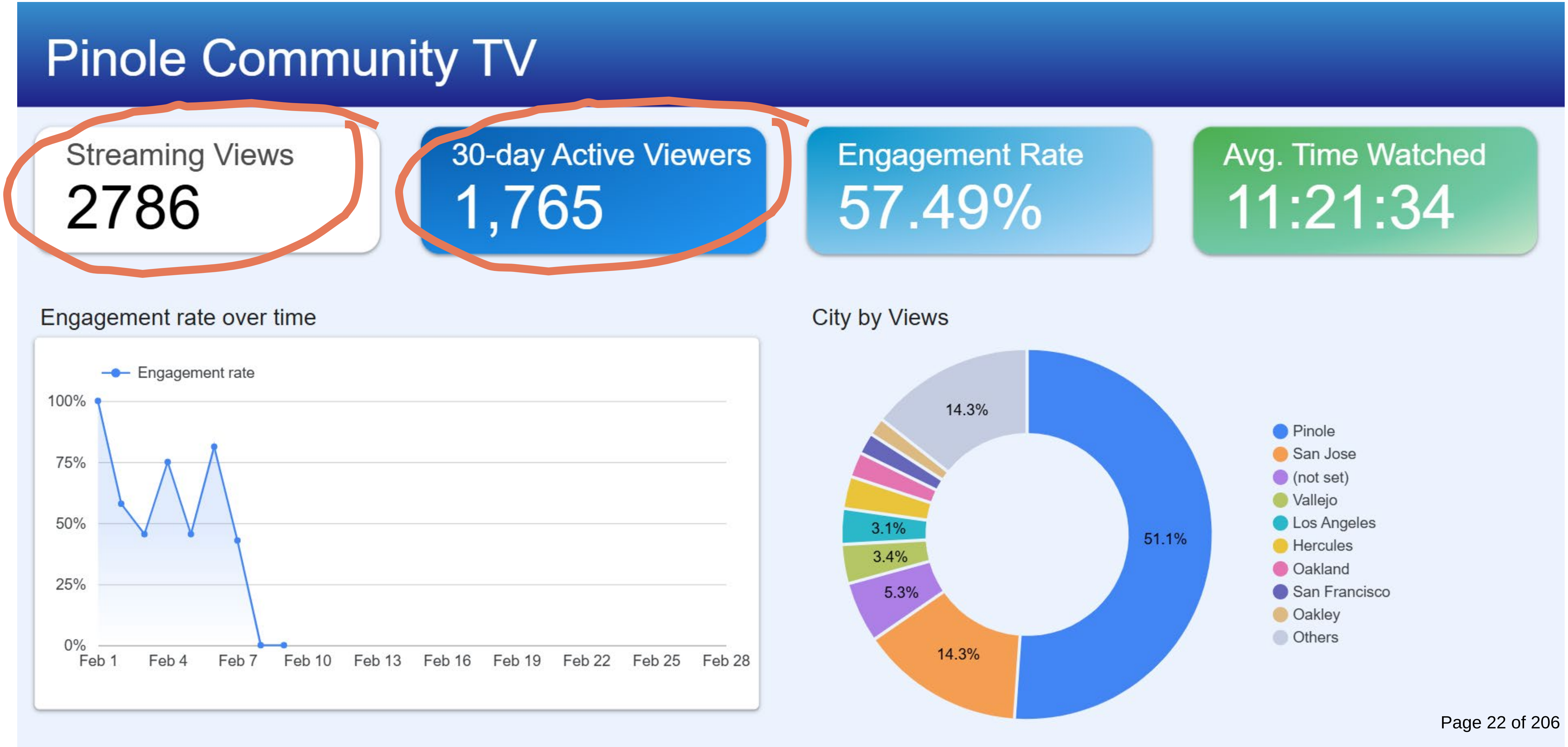
Goal #5: Community awareness & engagement

- **Outreach activities conducted**
- **Marketing campaign reach**
- PCTV brand recognition
- New public access users
- Community satisfaction/feedback
- **Change in participation rate (i.e. growth in volunteers)**

PINOLE
CALIFORNIA

PCTV PERFORMANCE DASHBOARD

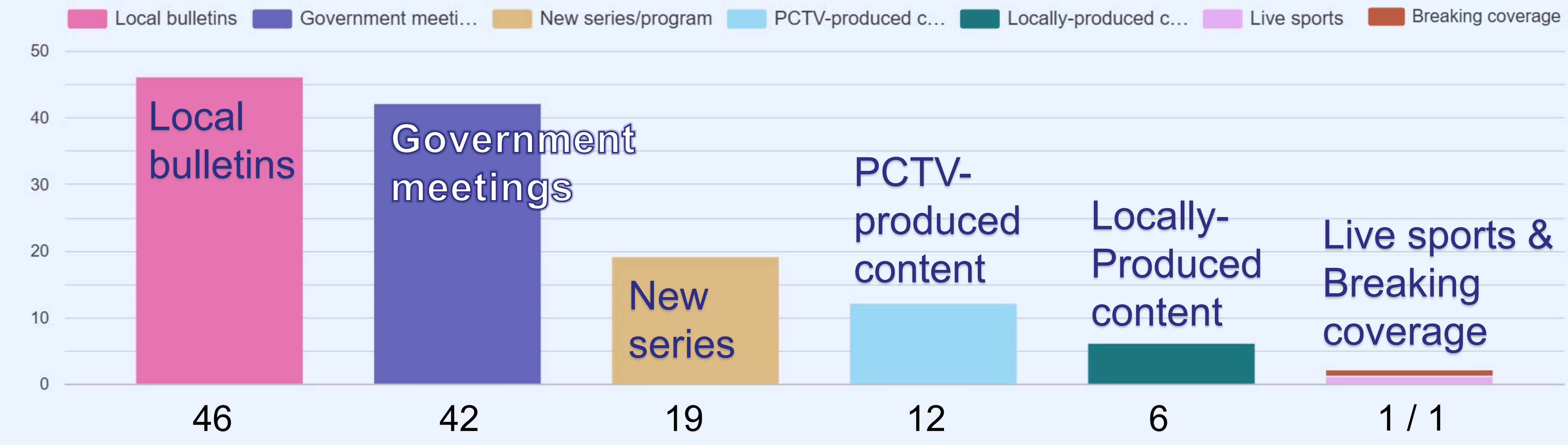
HTTPS://PINOLE.GOV/PCTV/PCTV-PERFORMANCE-DASHBOARD



Community Media Stats

Dimension: July 2025 - January 2026

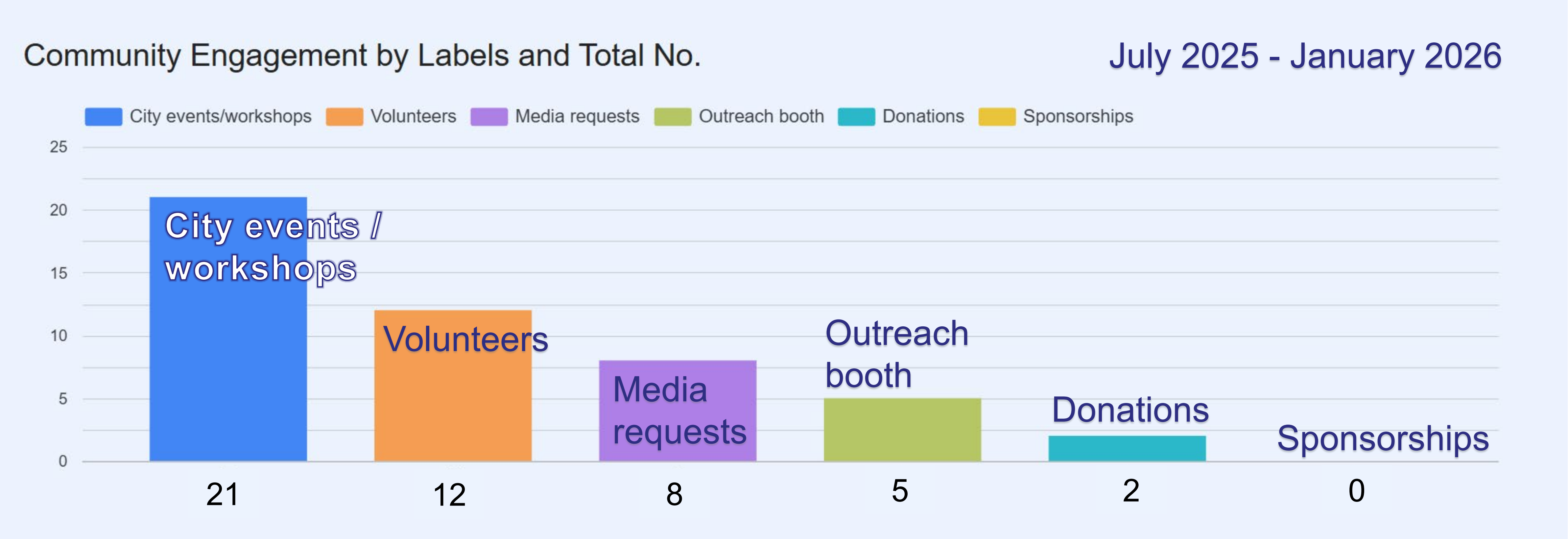
Content Type by Labels and Total Number



TOP TYPES OF PROGRAMS AIRED

PINOLE
CALIFORNIA

COMMUNITY ENGAGEMENT STATISTICS



PINOLE
CALIFORNIA

PROPOSED ANNUAL PUBLIC FORUM

PCTV Survey

- First circulated November-December 2024
- Part of the PCTV Community Media Strategy
- Next proposed cycle: **Summer 2026**

PINOLE
CALIFORNIA

THANK YOU!
QUESTIONS?

PCTV
Pinole Community Television

CITY COUNCIL MEETING
MINUTES
February 3, 2026

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

The City Council Meeting was held in a hybrid format (in-person and via Zoom videoconference and broadcast) from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Tave called the Regular Meeting of the City Council to order at 5:00 p.m. and led the Pledge of Allegiance.

2. LAND ACKNOWLEDGEMENT

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

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

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

A. COUNCILMEMBERS PRESENT

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

B. STAFF PRESENT

Melissa Klawuhn, Acting City Manager/Police Chief
Eric Casher, City Attorney
Fiona Epps, Communications Director
Markisha Guillory, Finance Director
Roxane Stone, Deputy City Clerk

Deputy City Clerk Roxane Stone announced the agenda had been posted on January 29, 2026 at 3:40 p.m. with all legally required written notices. Written comments had been received in advance of the meeting, distributed to the City Council and staff, posted to the City website and made available to the public to view in the Council Chambers.

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

4. CONVENE TO A CLOSED SESSION:

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS
Gov. Code §54956.8
Property: Assessor's Parcel Number: 401-230-016
Agency Negotiators: Community Development Director Lilly Whalen, City Attorney Eric Casher
Negotiating Parties: Patrick Donovan, Project Manager, On Air Communications Inc.
Authorized Agent: Crown Castle

B. CONFERENCE WITH LABOR NEGOTIATORS
Gov. Code §54957.6
Agency designated representatives: City Attorney Eric Casher, Human Resources Director Stacy Shell
Unrepresented employee: Interim City Manager

C. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Gov. Code §54956.9(d)(4): Initiation of Litigation
Number of Potential Cases: One

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

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

At 6:03 p.m., Mayor Tave reconvened the meeting into open session. There was no reportable action for Closed Session Items 4A and 4B. For Item 4C, direction was given to initiate legal action and the name of the defendants and other particulars could be disclosed to anyone who inquired once the action was formally commenced.

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

Ann Moriarty, Friends of Pinole Creek Watershed and Jodie Ingals, Pinole Garden Club, described the City of Pinole's Community Services Department's collaboration with the Pinole Garden Club and Friends of Pinole Creek Watershed on the Pinole Pollinator Pathway Project.

The project would be planted with a majority of California natives with a commitment to being pesticide free, the gardens would be both public and private and would welcome pollinators such as birds, butterflies, bumble bees and other native bees and insects. The existing public gardens included the garden at Bay Front Park at the base of the Bay Trail Pedestrian Bridge, a model garden in Fernandez Park, the Pinole Library Native Garden, the Blue Star Garden at I-80 and the Pollinator Garden in the Upper Watershed. The installation of the native pollinator garden would be celebrated on February 7, 2026 at 10:00 a.m. at Fernandez Park. This would be a public garden sponsored by the City of Pinole, planted with keystone species and native plants and located by the children's play structure. Different activities were planned during the event, with garden medallions in two different sizes, to be offered for sale to those who participated. Everyone was encouraged to attend.

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements: None

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Council member Toms reported she attended the East Bay Leadership Council Wastewater Testing Webinar, with East Bay Leadership having kicked off 2026 with a Special Joint Task Force meeting co-hosted by the Health, Water, Energy and Environment Task Forces, and with a representative from the California Department of Public Health having shared how the state used wastewater surveillance to track disease outbreaks and guide public health decisions. She reported she had asked why the City of Pinole had not been included as a participant and was informed there was a good sampling throughout Contra Costa County of participants in the program. She was also told there was uncertainty about funding to continue let alone expand the program; however, she indicated the City's willingness to participate if the opportunity came up.

Council member Toms also attended the Road Maintenance Town Hall and thanked the Mayor and City staff for a great job presenting the issues. She reported the East Bay Wildfire Government Coalition had not met since the meeting location at El Cerrito City Hall was under renovation, although a SPUR Report on Bay Area Fire Mitigation Strategies had been posted on the agency website which identified how communities could come together to prepare and recover from wildfire. She also attended the Policy Committee for Housing, with a presentation from the cities of Humbolt and Arcadia, on their 7th Cycle Housing Element, and reported their Regional Housing Needs Allocation (RHNA) numbers were much higher than the 6th Cycle.

Council member Sasai reported he attended a meeting of the West Contra Costa Transportation Commission (WCCTC) and he had been selected as Chair, Rebecca Saltzman representing the City of El Cerrito as Vice-Chair and appointments had been made to the Contra Costa Transportation Authority (CCTA). He added the WCCTC by-laws would be changed at its next meeting to allow for two alternate seats to the CCTA, and WCCTC received a presentation and overview of the Hercules Hub Project, a regional transportation development on the Hercules waterfront. He highlighted the specifics of that project.

Council member Sasai also reported he had recently been appointed to the League of California Cities Policy Committee on Environmental Quality; attended the Contra Costa Immigrant Rights Alliance, and reported on the discussion of the closure of the immigration courts in San Francisco. As a result, an influx of people was expected to go to the nearest immigration court located in the City of Concord. Additional topics had also been discussed during the meeting.

Council member Sasai thanked the City Attorney and the Acting City Manager/Police Chief for their support for the Immigration and Customs Enforcement (ICE) Free Zone Policy, and reported since the City's adoption of an ordinance in December 2025, several cities in the state had used the City's language and proposed their own similar ordinances. He emphasized the importance of the City of Pinole being the first to adopt such an ordinance and others who had followed with the implementation of similar ordinances. The City's ordinance was strong and restricted immigration enforcement on all public property unless there was a court order or judicial warrant.

Council member Sasai also thanked the Acting City Manager/Police Chief for responding to complaints about the traffic signals on Pinole Valley Road and I-80 near Kaiser and Starbucks. The traffic signals had little delay between turning red or green resulting in near misses. He was informed that Caltrans operated the signals and the County also played a part, and once the County had been informed, the County would communicate with Caltrans to address the timing of the lights.

Mayor Pro Tem Murphy wished everyone Happy Black History Month, urged everyone to take a moment to reflect and consider how they may develop a brighter current state, and remember on February 3, 1870 that black men for the first time were granted the right to vote through the ratification of the 15th Amendment. He emphasized that Black History Month was both a celebration of resilience and achievement and a call to remain vigilant to protect civil rights and democratic participation for all.

Mayor Pro Tem Murphy also reported the Pinole Library would close on March 1, 2026, to accommodate important construction improvements. Other libraries would be available outside of Pinole and he would share updates so that residents could be informed accordingly and plan for alternative library services during the closure. He thanked City staff, the Mayor, community partners and the participants who provided feedback during the Roads Maintenance Town Hall. He also reported receiving emails from residents about sidewalk vendors, with greater interest whether or not sidewalk vendors were legal. He encouraged residents to reach out to the Community Development Department, which developed and distributed resources for sidewalk vendors, with the materials clarifying permitting requirements, operational guidelines and available resources.

Mayor Pro Tem Murphy further reported on January 29, 2026, community partners, educators and local leaders in West County had come together for a joint meeting with the West Contra Costa Unified School District (WCCUSD) Community School Support Collaborative and the WCCUSD Systems Change Collaborative. The meeting focused on strengthening partnerships and elevating youth leadership including learning from the City of Richmond's collaboration with West County schools through the Y-Plan Initiative, a collaborative effort between the City of Richmond and the U.C. Berkeley Y-Plan Team, to engage youth in the planning process and address their unique needs. A larger report would be provided at the WCCUSD Board of Trustees' first meeting of the month of March.

Mayor Pro Tem Murphy added that he had been appointed by the President of the League of National Cities, to serve on the Finance Administration and Intergovernmental Relations Committee for 2026, which committee played a critical role in protecting how cities funded essential services and infrastructure. With this appointment, it placed the City of Pinole on the front line of national advocacy, safeguarding federal funding streams and preserving and keeping tools cities relied on, specifically tax-exempt municipal bonds, which he highlighted. He was honored to represent the City in this way and bring all of the issues back to the League of National Cities.

D. Council Requests for Future Agenda Items

Council member Sasai requested staff be directed to provide an overview of a Wage Theft Ordinance and to discuss options to implement such an ordinance for the City of Pinole as a future agenda item.

On the motion, Council member Toms asked whether an ordinance was needed. She asked whether the City should spend the money on an ordinance or whether the City could rely on state law.

City Attorney Eric Casher explained while there were some state laws, this would be unique since it would be the City withholding or refusing to issue a Certificate of Occupancy or final close out of a local project based on prevailing wage violations or if a contractor did not comply with certain labor laws. Staff could look into the matter further if directed to return with a presentation.

ACTION: <u>Motion by Council member Sasai/Mayor Pro Tem Murphy to direct staff to add to a future agenda, an overview of a Wage Theft Ordinance and to discuss options to implement such an ordinance for the City of Pinole</u>.

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

ACTION: <u>Motion by Mayor Pro Tem Murphy/Council member Toms to direct staff to prepare a proclamation recognizing and honoring Contra Costa County Fire Protection District Fire Chief Lewis Broschard on his retirement</u>.

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

Mayor Pro Tem Murphy offered a motion, seconded by Council member Toms to direct staff to receive a presentation from Marin Clean Energy (MCE) and provide direction, as appropriate.

City Attorney Casher reported a presentation from MCE had been scheduled for the month of June, and the Mayor Pro Tem explained he understood but the motion was intended as a formality.

ACTION: Motion by Mayor Pro Tem Murphy/Council member Toms to direct staff to receive a presentation from Marin Clean Energy and provide direction, as appropriate.

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

E. City Manager Report / Department Staff

Acting City Manager/Police Chief Melissa Klawuhn reported Bob Hall & Associates had been selected to conduct the nationwide executive search for the City's next City Manager; Probolsky Research had been selected to poll public sentiment about ballot measures and community priorities to move forward in the next several weeks; the Public Works Department had been busy submitting for grant and funding opportunities; a request had been submitted for Transportation Development Act Article 3 (TDA-3) funding for traffic control improvements on San Pablo Avenue, with application made to the Office of Traffic Safety (OTS) for traffic data analytics and community outreach and engagement. The Public Works Department also recently submitted a grant application to the Federal Railroad Administration Federal State Partnership for the Intercity Passenger Rail Program, to assist with the right-of-way (ROW) and construction of the Tennant Avenue at-grade railroad crossing improvements project.

In addition, the Pinole Police Department (PPD) had been invited to the Special Olympics Luncheon on February 12, 2026 in the City of Pleasant Hill. The City of Pinole was one of the top revenue collectors for the Special Olympics and Officers Lewis and Witschi would attend.

F. City Attorney Report: None

PUBLIC COMMENTS OPENED (Items 7A through 7F)

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

PUBLIC COMMENTS CLOSED

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Black History Month

The City Council read into the record a proclamation recognizing the month of February as Black History Month.

PUBLIC COMMENTS OPENED

Sanai Daniels McCockran President and Gerald Davis, Vice-President, African American Student Union, Pinole Valley High School (PVHS), thanked the City Council for the proclamation.

PUBLIC COMMENTS CLOSED

Council member Sasai thanked the student leaders for their participation. He acknowledged the Black History Month proclamation as read into the record, and commented the proclamation should also include the recognition of Nuclear Chemist James Harris, who helped to discover Elements #104 and #105 on the periodic table and who was also the grandfather of Pinole artist Iamsu. He was honored to serve with the City officials listed in the proclamation. He also invited the public to the PVHS Black History Month Jubilee scheduled for February 28, 2026 from 1:00 to 2:30 p.m. at PVHS, with more information at csasai@pinole.gov.

Mayor Tave was excited to celebrate Black History Month and also looked forward to the PVHS Black History Month Jubilee and the celebration of Black History. He too urged everyone to participate.

B. Presentations

1. The State of Artificial Intelligence (AI) in the City of Pinole – Communications Director, Fiona Epps

Communications Director Fiona Epps provided a PowerPoint presentation on the state of Artificial Intelligence (AI), which included an overview of the definition of AI, a software system capable of performing tasks that typically required human intelligence, such as pattern recognition, decision-making, or language understanding, often using algorithms and neural networks to compute; the background of AI technology including federal and state frameworks; an overview of the California AI Accountability Act, Senate Bill (SB) 896; the background of the City's AI approach, generative and AI opportunities and risks and ethical considerations.

The City of Pinole's AI Policy established a comprehensive, yet flexible, governance structure for Artificial Intelligence (AI) systems used by, or on behalf of the City of Pinole. The policy enabled the City of Pinole to use AI systems responsibly for the benefit of the community while safeguarding against potential harms. The City's AI Policy and key objectives when purchasing, configuring, developing, operating, or maintaining AI systems; user-specific rules when engaging in high-risk generative AI use cases; prohibited uses; Department usage of AI; future uses of AI including training and communication and the AI and the Information Technology (IT) Plan 2026-2031 were highlighted in depth.

Communications Director Epps explained that the next steps would include the final review and approval of the AI Policy collection, which would require a draft to be sent to the unions for review. A final draft of the AI Policy would be presented to the City Manager for review and approval since it was an administrative policy, after that would be implementation where external and internal communications would come into play. Monitoring would occur with quarterly revisions to the AI Policy given the ever-and-rapidly changing technology, quarterly revisions of the AI Policy, monitoring of state and federal policies and participation in GovAI Coalition Activities.

Responding to questions from the City Council, Communications Director Epps and Acting City Manager/Police Chief Klawuhn clarified the following:

- Staff used quite a few policy resources in the development of the City's AI Policy, including examples from other cities including Walnut Creek, Concord, Lafayette and a number of Bay Area policies along with shared examples from the Public Managers Association (PMA). The Communications Director attended the GovAI Coalition Conference and connected with other cities and communicated with IT staff who were facing the same issues. Some cities already had approved AI polices and put those policies in place. Templates vetted by both the GovAI Coalition in terms of governance frameworks in municipal settings were used as well as a template from the Municipal Information System Association of California. Bits and pieces of all of this information had been applied to the City of Pinole's specific situation in preparation of an AI Policy that worked for the City of Pinole. (Sasai)

- The City currently did not have any approved AI policies at this time, although the PPD had an AI Policy that was specific to the PPD. Recent legislation that spoke specifically to criminal reports generated by law enforcement went into effect January 1, 2026. The system used by the PPD, Lexipol, was being reviewed to ensure compliance with the new legislation. (Sasai)

- Clarified policies in terms of generational application, with the City having addressed the issue of bias, equity and a human-centered approach in the guiding principles of the AI Policy. There were a lot of predictive analytics that could produce erroneous results, and AI was not always correct. There was also a lot of AI failure occurring since the machine learning algorithms relied on protected information such as race, gender and disability status, which could lead to adverse outcomes due to societal structural inequities built into the system. The City did not have any machine learning technologies that relied on this type of data, but the key themes in the AI Policy had been human oversight and data safeguards, which staff was of the opinion could help to prevent any adverse outcomes. Bias awareness training for staff would also be very important which could help prevent misrepresentation in AI generated imagery. Staff recommended the use of authentic Pinole Community Television (PCTV) photos for communications or stock images. Staff was also exploring the possibility of revising or adding an addendum to the City's branding guidelines that would restrict the use of AI generated imagery in communications. (Sasai)

- AI usage subject to the Public Records Act (PRA) was something staff had yet to better define. Currently, pursuant to the City's records retention guidelines and policies, AI was not clearly defined, but it could be categories according to the records retention schedule, and could include correspondence used for drafts, data, reports dropped into generative AI, but mostly apply to the output when dropping information into CoPilot, as an example. (Sasai)

- Users of the data used could be reminded that the public may request to see the work flow. Staff was uncertain of the exact content that could be applied to the records retention policies, but it could be generative AI as a catch-all and there were many policies that could apply. It was a safe approach to tell people whatever was placed in generative AI, it could be subject to the PRA. (Sasai)

- Staff strongly encouraged, as outlined in the AI Policy, City-approved AI applications, which would be safer, vetted and IT had assessed those applications for risks. Staff would ask that users use City e-mail addresses and accounts, but if one chose to use a generative AI territory, they need to review the terms and conditions and were required to understand those terms and conditions. (Sasai)

- Clarified again the California AI Accountability Act, SB 896. There had been no recent changes in the legislation other than a federal executive order that came out in December 2025, which dealt with White House filings and emphasis on inconsistent state regulations that could create costly compliance burdens for economic growth. SB 896 focused more on government transparency, not so much on private entity regulation. (Sasai)

- Clarified SB 524, Law enforcement agencies: artificial intelligence, which was specific to law enforcement reports. In terms of draft retention, for law enforcement reports drafted through AI, the first draft must also be retained with the final draft of the crime report. The reports were subject to the retention of the crime reports and subject to the same PRA requirements of those crime reports. There were also additional disclaimer requirements, including that the report was generated through AI and that it had been reviewed by an officer. (Sasai)

- The PowerPoint presentation before the City Council at this time was the current state of the City's AI Policy. It was an administrative policy that impacted employees. The typical process was to run the policy by the unions and allow them to provide feedback then move it to the City Manager for approval. If the City Council wanted the AI Policy to be brought back as a Consent Calendar item or a discussion item to allow the City Council to provide feedback, that could be done. (Sasai)

- As to whether AI had improved services to residents and what metric would be used to evaluate the effectiveness of those tools moving forward, staff was in the beginning stages of exploring and using AI. As an example, the recent Town Hall on road maintenance had used public input as part of a hybrid meeting to test out the transcription capabilities which helped to produce an accurate report. Microsoft CoPilot had been used to organize that information into a report the Acting City Manager distributed to the City Council. Another example where AI was a great benefit to the public had also been used at a Town Hall meeting, where the live streaming of the meeting had been able to be transcribed in real time, allowing a member of the public to have that information translated into their language (into any Google language live while watching the Town Hall). That had been a real impactful benefit to the public of the use of AI. (Mayor Pro Tem Murphy)

- As to how the success of AI would be measured moving forward, staff had not established specifics for the use of the AI tools and how they impacted the public. As part of the AI Policy, staff wanted to implement a way for people to give feedback, suggestions and comments around AI since they were still learning how AI could be used to better serve the public. Staff already discovered that using AI internally had helped staff save time, improve productivity and do more with less. When measuring success with the AI applications and the public, that would depend on specific projects or applications when AI was being used to compare, such as the level of engagement of non-English speakers before versus after the use of the AI translation tool. (Mayor Pro Tem Murphy)

- Acknowledged the need to identify the Key Performance Indicators (KPIs) before an AI Policy was adopted whether it was done by the City Manager or the City Council. (Mayor Pro Tem Murphy)

- The AI Policy would apply to employees, interns and volunteers making it an administrative policy, as determined by the City Manager. (Mayor Pro Tem Murphy)

- As to what issues would determine supporting a requirement for the AI Policy to come before the City Council for review and approval prior to administrative/City Manager approval if the City Council requested the policy be brought back, staff would follow the City Council direction. (Mayor Pro Tem Murphy)

- None of the PPD technologies fell under the prohibited uses in the AI Policy. The PPD used the Peach Safety Report Program, which complied with the policies and the requirements of the Department of Justice. (Mayor Pro Tem Murphy)

- Clarified again the user-specific rules of the AI Policy. When opting-out of data collection, if possible, the user-rules applied to staff usage of generative AI. As an example, when opting-out of data collection when possible meant if there was an option to opt-out of the data collection, staff should select that before entering in/dropping data into the generative AI platform. Clarified many of the generative AI platforms such as ChatGPT were opensource platforms where the data would go into the AI abyss. Opting-out, would allow the data that was dropping-in in a little box that would not be shared with the entire world. While not always an option, when there was an option to opt-out, staff would be asked to check that box. (Martinez-Rubin)

- Acknowledged a request to first pose questions before considering KPIs, the usual route before undertaking a process that would yield any potential measures of any process or outcomes and staff was thanked for thinking along those lines. Also, acknowledged the suggestion the AI Policy did not necessarily need to come back to the City Council since it was an administrative policy. Acknowledged the role of the City Council to develop legislative policies and while it would be a bonus to get back that information, it was not essential. (Martinez-Rubin)

PUBLIC COMMENTS OPENED

Rafael Menis argued if the City was considering the use of AI or large language models, it should also consider the following: the substantial harms caused by the creation and ongoing renovation of those models in terms of the raw computational resources required to run those models; the physical land it occupied along with water consumed, power consumed, carbon dioxide emissions created with that power, colossal theft of all knowledge and its reassembly into pseudo-valid statements; and the inherent and unavoidable risk of confabulations or hallucinations or lies and the like where large language models fundamentally could run into issues with simple tasks. As examples, how many “r’s” in the word strawberry and did two plus two equal four. He noted the default assumption about computers was that they would always do the same thing in the same way, but they were deterministic. Large language models were probabilistic and not deterministic; they could make errors, they could be subtle, designed to tell things one wanted to hear even when they were not true, and to use the things that made up matter and style without question.

Mr. Menis added that even in those narrow areas where large language models were matching models or generative AI could do tasks that generated benefit, it still eroded the fundamental capability of the human that used it to undertake the tasks that were being outsourced to AI, even for skilled professionals like doctors, as Bloomberg had noted. There were also numerous harmful uses of AI, as noted in some of the points the City had addressed in its policies, but more broadly, the harm that AI could cause would be in conflict with the City of Pinole's values and the Climate Action and Adaptation Plan (CAAP), and the City should not use AI for any purpose.

PUBLIC COMMENTS CLOSED

Council member Toms commented that during the latest League of California Cities Conference, there had been a live demonstration of AI. While a great tool, it was only a tool and would not replace humans in terms of editing, checking and the like. She found the most important policy the City had was to review and revise, as necessary. She added that since it was administrative, the AI Policy did not need to come back to the City Council for approval and should be kept on the administrative side of things with staff.

Council member Sasai stated there were many productive uses for AI, such as language access. He noted the City of San Jose's City Council had live AI translations for different languages which was a useful AI tool. Many of the City Council members had been approached by different firms and initiatives that used AI, such as community outreach, which could be made more efficient with AI technology. As an example, Google had different applications that were geared more towards cities and towns. He recognized that many lawmakers had embraced AI technology and he recognized it would happen and be a part of the reality for many people. He also recognized that AI was intended as a tool and not a replacement for jobs.

Council member Sasai reported he spoke with the President of Local 1 and people from the Contra Costa Labor Council (but had not spoken with Local 512 or the Pinole Police Employees' Association (PPEA)) about AI. Based on those conversations, they were not grasping all of AI, which was new technology. He commented the takeaways were the concerns with any use of AI that took a significant portion of the work away from staff and the jobs of others, along with privacy concerns. He understood there was an opt-out policy as part of data collection, when possible, and suggested that policy be tightened a bit to be a requirement given the concern that as employee/staff used AI more and more, the data would be used by those companies to learn how to do the employee/staff jobs and it could be a reality in the near future that some jobs across departments could be replaced with AI. He did not want to contribute to that danger. He encouraged staff to continue to reach out to staff and the unions for input on the AI Policy.

Mayor Pro Tem Murphy thanked staff for the presentation for one of the issues many were still learning about. He acknowledged the work of the Communications Director and her team. He also appreciated the transparency on the process as to how staff was recommending moving forward from this moment. He had been a member of the City Council when the City did not have an IT Plan and there had been struggles to have conversations about bringing the City into the 20th century in terms of technology and consider what other cities had done to move forward.

Mayor Pro Tem Murphy found the guiding principles to be a value, which a lot of residents were looking for when discussing AI. The City had wonderful values and the Strategic Plan, which had not talked enough about IT and AI, and he appreciated starting there.

Mayor Pro Tem Murphy emphasized AI had been used as a tool, and he had questions around GovAI and the improvement of productivity through AI. He wanted to know how much more productivity the City was getting through AI and how it would affect organized labor and address workers' fear of losing their jobs to AI. He supported a public review of the process given the number of unanswered questions amid the public's distrust with the use of AI, and wanted to create more trust between the City Council, staff and the public. He added the City should also consider other agencies, such as the CCCFPD since he was unsure the policy integrated the CCCFPD or whether the Fire Chief had been consulted on the AI Policy. He appreciated the process that had been developed thus far, recognized a number of unanswered questions in 2025 when the Mayor had asked for this agenda item, and suggested the answers to more and more questions would be possible through public engagement and review.

Mayor Tave recognized that technology would always influence the community and there had been fears in the past when new technology had been created. He was pleased with the presentation in a public forum and suggested the AI Policy, as outlined, kept human intuition and the human element included. He was also pleased photographs of staff had been included in the PowerPoint presentation. As the City decided how to use AI, he suggested fencing (parameters) be included with AI usage to ensure boundaries were provided while highlighting the human element citizens expected. He supported the item's return to the City Council on the Consent Calendar to allow the information on the public record and to engage public comment.

Council member Sasai agreed with the benefit of placing the item on the Consent Calendar to allow the public and the City Council the opportunity to weigh-in on the fully completed AI policy, which he recognized was an administrative policy to be approved by the City Manager.

ACTION: <u>Motion by Mayor Pro Tem Murphy/Mayor Tave to direct staff to release the Draft Artificial Intelligence Policy for public review and return with a Final Artificial Intelligence Policy for City Council consideration; establish an annual reporting process on the City's use of Artificial Intelligence, including approved applications, compliance with Artificial Intelligence Policy, any incidents and upcoming regulatory changes; and direct staff to finalize and implement Artificial Intelligence requirements for vendors including disclosure, compliance with the City's Artificial Intelligence Policy and Incident Reporting for inclusion in future Requests for Proposals and contracts</u>.

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

2. 360 Public Assistance Portal (Citizen Request Portal) – Acting City Manager, Chief of Police Melissa Klawuhn and Communications Director Fiona Epps

Communications Director Epps and Acting City Manager/Police Chief Klawuhn provided a PowerPoint presentation on the 360 Public Assistance Portal (Citizen Request Portal).

The presentation included an overview of Council Priorities for Fiscal Year (FY) 2025/26 for a 360 Public Assistance Portal, a digital platform that enabled residents to submit service requests, track issues, and access City support resources in a streamlined and transparent manner. The Police Commendation/Complaint Form involved the implementation of a commendation/complaint portal with multi-lingual translation a plus. The current methods for tracking and transparency, current state of digital service requests, different categories of web forms, what was intended to be accomplished with the 360 Public Assistance Portal (Citizen Request Portal) and the workflow once a request was submitted, along with key features and benefits of the Citizen Request Portal and implementation timeline were all highlighted.

The PPD Commendation/Complaint Form was also highlighted and included an overview of CueHit, which offered an additional way to provide feedback.

Responding to questions from the City Council, Communications Director Epps and Acting City Manager/Police Chief Klawuhn clarified the following:

- The Citizen Request Portal would offer a central place for a request to be made and tracked. Oftentimes, many questions on social media were answered with one response. Some required more work from staff and may require a referral to a City Department. These requests would best be serviced by being inserted into the portal. Staff would have to explore and discuss with the City Departments the types of requests to be tracked as part of the portal. The portal would replace staff responses to questions via e-mail and staff still needed to discuss how that would work, whether the question was easily answered in one shot or whether it would require more work from a specific City Department. (Sasai)

- Information on residents' addresses and demographic information were optional. Staff still needed to determine the required fields to serve the residents better and e-mail/telephone and first name at the least would likely be required, although some departments required a first and last name. All data on the site would be secured and the City's network security should offer comfort in providing information. If residents were not comfortable using the electronic form, a resident could always contact City staff by telephone or come to City Hall in-person. (Sasai)

- Quotes had been gathered for the portal which would be built by the City's existing website vendor at a cost of $10,000. The cost was already in the budget for this fiscal year under Professional Services - Website Improvements. (Sasai)

- Acknowledged a request to speak with the City's website vendor about the possibility of an added feature for the public sector as a consumer of services, to also include indication when the request/compliant for service was going to be met, so that internally as the City Departments were acquainted with the work flow to address certain requests of service there would be a better way to estimate when a request would be met. As an example, Amazon provided notification to its customers on the status of ordered items. Another example was offered which Council member Martinez-Rubin had personally experienced, when a permit request was submitted to the City for the replacement of windows. In that case, no status was provided on the estimate of time it would take to receive a permit, which ultimately took six months. (Martinez-Rubin)

- Consumers of public services would find it helpful and advantageous once a request was made or complaint filed, to be notified of the progress as part of the work flow. Acknowledged again a request for the City's website vendor to provide the cost of featuring the status of a request in the work flow rather than just "in progress" so that the portal could offer a means to manage expectations and lower public frustration. (Martinez-Rubin)

- Clarified code enforcement actions would not be entered into the Citizen Request Portal since there was a separate system for the management of code enforcement complaints. The portal would only come into play as a way to notify the person about the status of the request and ability to etrack it internally or code enforcement could be contacted to provide additional details and information. The portal would also include a feature for staff to mark a request as "confidential," to be hidden from view. (Toms)

- There would be space for the actual text for the complaint or commendation on the PPD form, which would include an open field for information to be included. Clarified required information on the commendation and complaint form had no mandatory field other than acknowledgement at the end to check a box. Anonymous complaints could be made that the PPD would investigate without the complainant providing a name, contact information and the like; however, staff acknowledged if that information was not provided, no follow-up could be done. As to whether there would be a requirement for someone to identify themselves as not being a bot when leaving a complaint or commendation, staff suggested a "reCAPTCHA" could be included in the forms. (Martinez-Rubin)

- Clarified again the estimated cost of the new portal was $10,000 to build the system with an additional $1,500 annually for the website subscription to maintain the portal. This quote was much cheaper than quotes from outside applications at about $12,000 annually. Staff was currently evaluating the software systems being used, mapping renewal data in the Five-Year Plan to phase out some software, and when building the new portal and using it, staff should feel comfortable the portal would do the same things that any software being replaced could do. At this time, no software was being replaced other than merging website forms. (Mayor Tave)

- Described the Pinole App as a remote control to the City website. If there was a link on the website, it could be included on the app on the Report a Problem button on the app. As to whether community engagement would be provided when the new portal was rolled out, the community would be notified through social media. The Pulse featured programs on the front page of the City website and it would replace the Report a Problem button on the City website. Acknowledged a suggestion for a fun community activity as part of the roll-out of the new portal when implemented. As an example, information could be provided to the public during the upcoming Farmer's Market in the summer, although staff was uncertain the portal would be ready for roll-out at that time. (Mayor Tave)

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

Mayor Pro Tem Murphy commended the Communications Director on the presentation and the advances made since his election to the City Council in 2020. He appreciated the work to reach this point, emphasized the importance for people to know that in 2025, the City Council's current composition held a retreat with a number of priorities having been discussed, one of which was the Citizen Request Portal. He recalled conversations that the City had a great website, although there was some disconnect in certain Departments needing additional support and coordination to solve some of the more complex problems. He liked the Report a Problem subsection of the City website and found the portal an incredible and positive step for the City. He also thanked the City Council for the fact they all identified the portal as a priority with the Communications Director having done a great job integrating the feedback from the City Council and speaking to others to make this happen.

Having spoken with residents about the improvements to communications, Mayor Pro Tem Murphy acknowledged there were still people who were challenged attempting to navigate City government. Staff had done a great job addressing those who were challenged and providing support. He was excited to see this project through and serve as an Ambassador to residents to use the portal.

Mayor Pro Tem Murphy also responded to Council member Martinez-Rubin's recommendation at some point to leverage the data received and the processing of the completed service deliveries, which would eventually inform the vendor how things were being done and in what department, timewise. He noted in 2020, most of the City's permitting requests were done through e-mail and spreadsheets, which were etracked to show how quickly the request was turned around. This was why in the prior presentation he had emphasized the importance of KPIs which allowed them to track and reinforce how the City's policies and operations were not moving with people, and those service completion times could be a great opportunity to explore. He could see that as the future of City government, similar to how it was done in the private sector, when the individual knew when something was to come back to them and were otherwise notified of the status of any service changes. He was excited about that data possibility and how staff may consider how to meet those KPIs through the use of the portal.

Council member Sasai commented he received feedback from residents' years go about e-mails being sent and then falling through the cracks. He suggested the portal would strengthen case constituent management and make sure everything was closed out and issues addressed. He thanked the Communications Director and looked forward to the implementation of the new portal.

9. CONSENT CALENDAR

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

A. Approve the Minutes of the Regular City Council Meeting on January 20, 2026 and the Minutes of the Special City Council meeting on January 27, 2026.

B. Receive the January 17, 2026 – January 30, 2026, List of Warrants in the Amount of $957,782.07 and the January 30, 2026, Payroll in the Amount of $535,819.62.

C. Adopt a Resolution to Surplus Vehicles from the Police Department. **Action: Adopt Resolution per Staff Recommendation. (Justin Rogers)**

D. Fiscal Year (FY) 2026/27 Budget Development Process and Timeline. **Action: Receive a Report (Markisha Guillory)**

E. Approve the Municipal Pooling Authority Joint Exercise of Powers Agreement (JPA) for Providing Property, Worker's Compensation, Public Liability and Other Insurance Coverages to the City of Pinole. **Action: Adopt Resolution per Staff Recommendation (Stacy Shell)**

Council member Sasai requested Items 9A and 9C be pulled for discussion.

PUBLIC COMMENTS OPENED

Rafal Menis speaking to Item 9C, noted when reviewing the list of vehicles being surplused that one was a trailer made in 2018. He asked for more detail why it was being scrapped and the expected usable life of a given police vehicle.

PUBLIC COMMENTS CLOSED

Acting City Manager/Police Chief Klawuhn explained the trailer had been listed in the surplus vehicle was an electronic sign trailer, often informing of road closures. She could not speak to the longevity of the trailers since she was unfamiliar with their general lifespan, although the City received grant funding for the replacement of the trailer and would seek grant funding for a second trailer.

For Item 9A, Council member Sasai reported he previously spoke to the Deputy City Clerk about a request to revise Page 1 of the Special City Council Meeting Minutes of January 27, 2026, to reflect that he had been present and participated in the Special Meeting, arriving at approximately 6:50 p.m.

For item 9C, Council member Sasai asked for clarification of the process for surplus vehicles and how funds were used for replacement vehicles, if all vehicles went to auction or were disposed of, the anticipated value of auctioning the six vehicles that had been listed and whether there were any other vehicles across all departments that may qualify as beyond their life or close to it. He also asked whether the six vehicles were stored in the public parking lot on Pear Street.

Acting City Manager/Police Chief Klawuhn confirmed for the most part that the surplus vehicles would go to auction, and whatever money was generated would be placed in the replacement fund. Any time a vehicle was either at the end of service or the cost of repairs outweighed the maintenance of the vehicle, they would be submitted to the City Council for approval to surplus the items to allow the money to be put towards replacements. She also clarified she did not have a ballpark of the sale of the six vehicles at auction, but could get back to the City Council with information. She verified the auction companies would take a percentage of the funds.

Acting City Manager Police Chief Klawuhn was unaware of the status of the fleets from other City Departments but that was something she could find out and bring back to the City Council. The current list of six vehicles was a comprehensive list for the PPD at this time. The PPD was taking a strong look at its fleet given the number of vehicles reaching a maximum life as a patrol vehicle and she noted it had been some time since the PPD last submitted a surplus request to the City Council. Most of the vehicles were being stored across the street from the PPD, although the Harley Davidson and sign trailer were within the secured parking lot of the PPD by St. Joseph.

ACTION: Motion by Mayor Pro Tem Murphy/Council member Toms to approve Consent Calendar Item 9A, as amended by Council member Sasai, and Items 9B, 9C, 9D and 9E, as shown.

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

10. PUBLIC HEARINGS

A. Resolution Calling for Special Election and Submitting Question Regarding Office of Elected Mayor to Voters. **Action: Adopt a Resolution Calling for Special Election and Submitting Question Regarding Office of Elected Mayor to Voters (Eric Casher)**

City Attorney Casher provided a PowerPoint presentation on a Resolution Calling for a Special Election and Elected Mayor Ballot Measure, which included an overview of the background of the December 2, 2025 request by the City Council majority for staff to prepare the necessary materials to submit to voters the question of whether the office of Elected Mayor shall be established pursuant to Government Code Section 34900 in the City of Pinole. He also highlighted the current makeup of the City Council comprised of five members elected at-large, and the position of Mayor annually based on the number of votes in the previous election. The procedural requirements for a ballot measure, powers of the Mayor, salary of an Elected Mayor and the fiscal impacts were all detailed.

City Attorney Casher recommended the City Council consider the adoption of the proposed resolution calling for a Special Election and submitting to voters the question of creating the office of Elected Mayor. If the City Council voted to move forward, staff also sought direction on the compensation for an Elected Mayor.

Responding to questions from the City Council, City Attorney Casher clarified the following:

- The City ordinance for City Council salaries went into effect in August 2024. When a Council member was newly elected that Council member received the salary of $950 per month, whereas Council members in office at the time did not receive the new salary adjustment. Only two members of the City Council currently have that salary. (Martinez-Rubin)

- Pinole was a General Law City, with a City Council-City Manager form of government. A General Law City with an Elected Mayor could become a Charter City, with the process for doing that requiring the City Council to direct staff to prepare a resolution to place a ballot measure for the City to become a Charter City. An Elected Mayor could not unilaterally create a Charter City. That would require City Council direction, a resolution approving that and a ballot measure with the voters to decide whether or not the City would become a Charter City. A Charter City ballot measure needed to be a General Election ballot. The next General Election was in November 2028. Typically, Charter Cities had the ability to establish a Strong Mayor, which was the case currently if the City Council were to direct a ballot measure and the voters decided to become a Charter City, even if there was a Rotating Mayor, the City Council may still establish that appointed Mayor to be a Strong Mayor, but the same would be true for an Elected Mayor. (Martinez-Rubin)

- Elected Mayor compensations, as provided in the PowerPoint presentation, were again clarified. Identified the City of San Ramon as the most comparable to Pinole, which city paid its Elected Mayor $100 more per month than other members of the City Council. Staff was unaware of the responsibilities the Elected Mayor had in each of the cities shown, and with the information not an apples-to-apples comparison. Some cities may have higher compensation based on responsibilities, duties and time commitments. Clarified under state law, Council members' salaries were set by statute and capped based on the population of a particular city. For the City of Pinole, as an example, there was a maximum amount the City could compensate Council members, but under state law there was no limitation or restriction on the amount of the salary for an Elected Mayor. (Martinez-Rubin)

- Clarified the limitations on salaries for Council members was outlined in the Government Code. Again clarified the compensation for an Elected Mayor had no state law restriction, it was open. The example cities, as outlined in the PowerPoint presentation, showed a range in compensation. The cities shown that had a City Council-City Manager form of government included the cites of Richmond, Union City, Newark and San Leandro. Confirmed the City of Martinez, which had not been included on the list of cities, had an Elected Mayor. Staff was uncertain whether that jurisdiction had a City Council-City Manager form of government but that could be reviewed. Confirmed the City of Petaluma, which was of similar size to Pinole, had a City Council-City Manager form of government but staff was unsure that city had an Elected Mayor.

  A prior staff report which had been provided to the City Council included a list of cities with Elected Mayors. The vast majority of cities in the region had a City Council-City Manager form of government. For a Strong Mayor, that was where the Mayor had more or less the authority of the City Manager and acted as the City administrator but those were rare situations. There were several cities with Elected Mayors that still had City Council-City Manager forms of government. (Mayor Pro Tem Murphy)

- Clarified again state restrictions on City Council salaries based on population size. Staff would have to review the history of the legislation and why it had been set in that way, but the legislation had been adjusted for inflation and other reasons. (Mayor Pro Tem Murphy)

- Clarified again how a City could become a Charter City. Confirmed a City with an Appointed Mayor could become a Charter City. The item before the City Council, if approved, would adopt a resolution calling for a Special Election and submit the question regarding the office of an Elected Mayor. It would not create a Charter City. (Sasai)

- The measure, if passed, would not approve a full-time salary for an Elected Mayor. The City Council would set the salary for the Elected Mayor as part of this discussion, with the roles and responsibilities of the Elected Mayor as described in the ordinance. It would not be a full-time position, but consistent with the current Mayor. (Sasai)

- Clarified again the Pinole Municipal Code (PMC) set Council member's salaries at $950, and those elected before 2024 did not receive the updated compensation, with the idea that a Council member who was in office should not increase their own compensation while on the Council, and the higher salary was for newly-elected Council members only. (Sasai)

- If passed, the measure would not create veto authority or power for the Elected Mayor and would not allow an Elected Mayor to unilaterally appoint Commissioners, and the powers of the Elected Mayor were similar to what currently existed in the ordinance. (Sasai)

- If there was interest in having a Primary Election for an Elected Mayor, that could be established as the process, but as the ordinance now read, it was just an election for the Mayor position. (Toms)

- In the event there was a vacancy on the City Council, the City Council would make an appointment to fill the vacancy, with that process outlined in the PMC even if everyone decided to run for the office of Elected Mayor, as an example. (Mayor Tave)

PUBLIC HEARING OPENED

Ann Moriarty wanted to give the City Council the benefit of the doubt if the voters of Pinole wanted an Elected Mayor, although it seemed there were two ways to do that, and two ways for the City Council to understand where citizens stood. The City Council could be fiscally irresponsible and commit political suicide by voting to spend up to $58,000 plus of taxpayers' funds to place the question on the ballot measure in June or vote no to authorize this ballot measure and instead submit a well-thought-out question to the voters on the Citywide poll, which was already scheduled for the spring. In speaking with the City Attorney, this would not cost the City a dime and get them the same information. The current proposal would only slow the process down. If the City Council's thought was to understand where the citizens of Pinole were on the subject, she assumed they were wise enough to make the right choice.

Kent Moriarty was unclear why members of the City Council had been pushing so hard to change the City's system of government to that of an Elected Mayor. Residents had not asked for it and appeared to be opposed to it. He was opposed to it since consolidating more power in one person would create problems for the City, and the current system of rotating the Mayor was more democratic since eventually the Council members the voters felt most represented them rotated into the Mayoral position.

Mr. Moriarty suggested if there was really no agenda behind the proposal and the City Council simply wanted to take the temperature of the room and know what the community wanted, the City Council should add the question to the poll already planned for free. Rushing into an expensive Special Election was not justified and he seriously questioned why anyone would support doing so.

Richard Cossel thanked the City Council for its service to the City and the people, which was appreciated. He recognized the City Council was compensated and while it would be nice to give more, on this matter he was confused. He questioned the underlying purpose and asked if there was a particular problem that could not be fixed with the current Council since he understood an Elected Mayor would have the same tasks and authority. He questioned the need for a Special Election as opposed to waiting for a General Election. He noted that 90 percent or more of cities the size of Pinole did not have an Elected Mayor and again questioned why Pinole needed it. In 2018, he stated that almost 80 percent of the population voted no on Proposition P to change term limits and he questioned whether 80 percent of the population would vote for an Elected Mayor, as opposed to keeping the 100-year history of Pinole doing things the way they had been done. He emphasized no one had been able to explain why an Elected Mayor was being placed on the ballot and given that unknown there were reasons not to do so including cost and animosity.

Peter Murray congratulated Mayor Tave on his election as Mayor. He read into the record comments he found on the Nextdoor platform and an opinion on this topic, which raised some of the same questions and concerns expressed by the previous speakers.

Debbie Long voiced her opposition to having an Elected Mayor in the small City of Pinole; however, she also responded specifically to the Mayor Pro Tem's post on Nextdoor, which had likely broken the Brown Act in the form of a serial meeting. The Mayor Pro Tem had been clarifying the item of an Elected Mayor and his perception of misinformation, yet he was not specific and had stated the City could not make this choice on its own. It appeared the Mayor Pro Tem was not listening since residents had established that an election was not appropriate given there had been no public outcry. The Council had not considered polling as with other ballot measures and the costs of putting this on the ballot, up to $57,000 plus staff time as well as the cost of the November ballot, was not financially a sound decision given the City's budget constraints. The Mayor Pro Tem also stated this ballot measure would not change the current form of government, yet he continued to point out this new structure would directly impact leadership, accountability and stability. Currently, all Council members had demonstrated the necessary qualities to serve and she asked whether the Mayor Pro Tem was diminishing current City Council members' qualifications. She stated this was the Mayor Pro Tem's third attempt to push this item through and asked if his suggestion was that he was the only one who could successfully lead the City.

Ms. Long found the Mayor Pro Tem was continually trying to change the form of government and if he was not elected as a Strong Mayor, the Council majority could vote to give him more power, as well as more financial compensation. The Mayor Pro Tem had expressed the opposition to this measure was due to personal grievances and political grudges, but nothing could be further from the truth. She wished she had the time to state the 44 plus names of the individuals who had posted on Nextdoor, all denouncing an election and need for an Elected Mayor.

Ms. Long added that according to the Mayor Pro Tem, the City of Pinole had frequent turnovers and inconsistency in leadership, and if he was referring to losing two City Managers in as many years, then he was part of that as well. Nowhere in the Mayor Pro Tem's posting had he articulated how the City would be better served under an Elected Mayor. She suggested the Mayor Pro Tem had made a public post for all of the City Council to read since only two members could have any discussion on the comment on the topic, which she found clearly in violation of the Brown Act for a serial meeting. As she had previously stated, "No Kings in Pinole." She added this was not just about the Mayor Pro Tem but the rest of the City Council as well. She hoped their vote reflected the citizens of Pinole and not the alliances on the City Council.

William Horton opposed Item 10A for a separately Elected Mayor since the cost would be unnecessary taking funds away from police, fire, parks and streets. The existing Mayoral rotation worked fine and provided four people one year each as Mayor, and there had been no public outreach such as polling. As a result, he would not vote in June to waste money for an Elected Mayor.

Mark Zimmerman commented the PowerPoint presentation listed six cities with an Elected Mayor to support a decision for an Elected Mayor, although those cities were three to six times larger than the City of Pinole. He suggested Pinole should not be compared to the larger cities and the cities listed paid the Mayor more than Council members, and some provided the same benefit package as City employees, including a pension. The City of Richmond, the nearest city to Pinole, paid its Mayor $84,000; $73,000 more than the current Council received. The assertion was that the ballot was about democracy and let the people decide, but it seemed to be a move by one or more to satisfy political ambitions and a desire to have a full-time job with benefits courtesy of Pinole taxpayers. The City Council could set that salary and benefits.

Mr. Zimmerman also noted that the PowerPoint presentation estimated the fiscal impacts from placing the measure on the ballot, which estimate had doubled since the December 2025 meeting, along with additional unidentified costs for staff time, consultants and legal experts in addition to a potential salary increase and benefits. Including the cost of the ballot measure, the estimated cost was $154,000 not counting unidentified costs. He suggested the salary could start off at $100,000 a year for both the salary and benefits and over ten years it could be another million dollars without inflation. There was no need for the ballot measure, but if the City must proceed, he asked that polling be done first. He understood City staff already issued a Request for Proposal (RFP) for three upcoming proposed tax increases, and the question of an Elected Mayor could simply be added to that poll at no additional cost.

Marcia Joswick asked the City Council to do the right thing and vote no on this resolution since the estimated cost for one ballot measure on the June 2026 ballot was estimated at more than $55,000, with unknown additional costs. She questioned why the City would move forward with a ballot measure when a poll was already in the planning stages and this item should be added to it. She asked the City Council to do its duty to spend taxpayer monies in ways that were fiscally responsible, which was why she and constituents voted for them. She suggested the ballot measure was not fiscally responsible and was a waste of money, especially when essential needs were not being met. She commented that residents had heard the often excuse the City did not have the money to pay for that. She again asked the City Council to do the right thing and take fiscally responsible action and vote no on the resolution.

Jennifer Horne read into the record written comments dated February 3, 2026, as follows: *Good evening. My name is Jennifer Horne and I am here to speak on Agenda Item 10A. I was prepared to urge a "NO" vote on the resolution at issue until I became aware of and read Mayor Pro Tem Devin Murphy's mid-December post on Next Door, which I have submitted, along with my comments, for the record. In light of this post, I believe that a vote on the current resolution is premature. In his mid-December Next Door post, Mayor Pro Tem Murphy announced that he would soon be sworn in as Mayor Pro Tem. In response, a person posted the following question: "What happened to the current mayor?"*

Here, in relevant part, is Mayor Pro Tem Murphy's response: "I'm pleased to share that we are advancing a ballot measure that would establish a directly elected Mayor, putting the choice of leadership in the hands of Pinole residents - not the Council. This change would modernize our system and provide consistency and accountability in leadership. The measure will go before voters in June 2026." Why is this response so concerning? Because at the time of this post, the requisite process to bring this measure to a ballot had not been followed. Staff still had to prepare all applicable documents, a public meeting still needed to be scheduled, the people of Pinole still had to be heard, and the Council still had to vote to place the measure on the ballot. Mayor Pro Tem Murphy did not communicate this process in his post, and the public was left with the impression that its sole opportunity to speak regarding this measure was through a vote on a ballot measure in June 2026.

Mayor Pro Tem Murphy's statement that the measure "will go" before voters in June 2026 also made me wonder how he could be so definite about that. Had a majority of this Council already decided to vote "yes" on this measure after "discuss[ing] [or] deliberat[ing] . . . on [it]. . . "outside of a public meeting? I don't know, but the post certainly raises that possibility, and casts a long shadow both over this proceeding and the propriety of a vote tonight. It is therefore incumbent on this Council to slow this process down and postpone tonight's vote, to ensure maximum transparency and full compliance with the law. Take a poll and/or hold a townhall meeting, and listen to what the citizens of Pinole really think about our current governance structure. By doing either or both before you vote, you might just unearth an actual reason for this measure and gauge public sentiment. This Council would be much better able to determine if an expenditure of $55,000+ dollars plus to place this measure on the ballot is justified. In closing, I have to say that this measure brings to mind a sticker that someone I worked with had on his office door: "If something ain't broke, fix it until it is." Unless this Council fully develops the need for this measure before voting to place it on the ballot, you risk "fixing" our current governing structure until it, and the City we love, are both "broke."

Cathy McFarland commented the Mayor and City Council were to serve and protect the community and the City and not systematically destroy the City by taking out the perfect protocol for Mayor that had been effective for most of the City's existence. She found the City Council had been too focused on a self-serving agenda for wanting a Special Election and Elected Mayor, which would be another financial hit to residents and which seemed to be constantly and consistently occurring. This effort had already wasted a lot of time and money while the most important items for the community and City had been neglected. Residents had lost confidence on who was representing the City. She emphasized that a properly functioning City needed a good City Manager, a good contract for the PPD, well maintained roads and be financially sound, all of which was lacking. She stressed that residents had the power to vote and to recall.

Rafael Menis commented he was not speaking for or against the resolution. He asked the following questions: whether the term limits mentioned by a prior commenter as part of Measure P applied to the position of an Elected Mayor if created or established separately by ordinance, whether the cost of the measure was based primarily on the June ballot as opposed to the November General Election ballot or whether there was a flat cost or a range of costs. In terms of public support for this measure, he noted while the people in the Council Chambers and those who had commented were not necessarily a sample of the voter base of Pinole as a whole, it was notable that the vast majority of people who had spoken in-person and comments he had seen online were opposed to this measure. Technically speaking in terms of political success for the measure, the City Council would want to see more public support for the item in the Council Chambers before voting to place it before the voters as a whole, and separately, whether it should be considered as a polling item. As to the timing of the measure, he asked if it would be correct the reason it was being timed for the June election as opposed to a November election would be to allow for the first election of Mayor to occur in this cycle rather than in 2028.

Christian Green recognized Black History Month, a time which honored progress, representation and the ongoing passion for democracy. He strongly supported an Elected Mayor system. As a long-time resident, he found the City had shown what progress looked like in the community, including the Mayor Pro Tem who became the City's first Black-elected official, which had shown when residents were in power to choose their leaders, the government became more inclusive, more accountable, and more representative of the people it served. Black History taught that democracy was stronger when the voice of the people grew louder, with the fight for voting rights and fair representation, and progress came from expanding participation and not limiting it. An Elected Mayor would give people a direct say in who led the City and created clearer accountability, stronger public engagement and leadership that answered directly to the voters who knew who was setting the City's vision when trust increased and civic participation rose.

Mr. Green added that cities with Elected Mayors saw a higher voter turnout in local elections, clearer leadership during times of crisis and more transparent decision making. Power conceded nothing without a demand, and scripture in Proverbs 29:2, stated, "When the righteous thrive, the people rejoice …" Giving the people the power to chose their Mayor is how to ensure leadership that reflected shared values. A vote for Mayor would be a vote for accountability, transparency and people having a stronger voice in the City's future. He urged the City Council to place the measure before the voters and allow the community the opportunity to share the City's next leadership.

PUBLIC HEARING CLOSED

Mayor Pro Tem Murphy commented he was not the only one to encourage conversation. A lot of residents had come out to encourage conversations and he thanked residents on both sides. He explained that he had been elected to the City Council in 2020, and had committed each day in his role to ensure he was serving the needs of voters, which was why he decided to step into a second term, reaching numerous voters in the City to set a mandate for the need for increasing civic engagement. One of the items that was so important about this referendum, from the City Council perspective, was that it increased civic engagement and everyone was thanked for making their voices heard.

Mayor Pro Tem Murphy noted this conversation occurred prior to his election to the City Council from prior electeds and residents who had discussed this topic, and while it may have not have been put forward as an agenda item, they had asked for this to happen.

Mayor Pro Tem Murphy took the opportunity to read into the record the following written comments from former Mayor Vincent Salimi, received via email and dated January 30, 2026: *Hello Heather, I hope you are well. I have a comment for item 10 A agenda, I am sorry I will be in LA for work. I am writing in support of the Pinole City Council's upcoming consideration of a resolution to place before voters the question of whether the City of Pinole should transition to an elected mayor form of governance, as authorized under California Government Code Section 34900.*

This action is not about predetermining the outcome of that question. Rather, it is about affirming transparency, civic participation, and the fundamental right of residents to decide how their city is governed. Allowing voters to weigh in strengthens trust in local government and reinforces an open and democratic process.

I also wish to share a personal perspective as a former mayor. Under Pinole's current system, a 12-month mayoral term is simply not long enough to meaningfully set priorities, build momentum, and see complex initiatives through to completion. Effective leadership, particularly in today's challenging municipal environment requires continuity, accountability, and sufficient time to deliver results.

In addition, if the City is to expect strong leadership and effective governance, both the mayor and councilmembers should be equipped with the tools necessary to do the job well. This includes adequate staff support and compensation that allows elected officials to serve in a serious, professional, and full-time capacity when needed. These structural considerations are ultimately policy choices for the community to evaluate, which is precisely why placing this question before voters is so important.

Regardless of individual views on the merits of an elected mayor system, I strongly support giving Pinole residents the opportunity to decide this question for themselves.

I encourage the City Council to move this item forward so the community can have a clear voice in shaping the City's future governance. Thank you for your continued leadership and for fostering a transparent and inclusive civic process.

Mayor Pro Tem Murphy explained he had shared the letter because he had seen a lot of people blame him. He acknowledged this was not about him, but about the residents of Pinole. His job as a policy maker was to ensure he was bringing new ideas to support residents. He brought numerous ideas around the environment, economic development and housing. This was one of the areas he brought around governance since the City must do something about the current system which he suggested was not working. As noted by the City Attorney, there were things that this measure did not do, and that was okay and something for the City Council to consider in the future, one of which was the possibility of changing the City into a Charter City, which this measure did not do, nor was he proposing that be done. One other thing this measure would not do was to change the City from a City Council-City Manager form of government to a different form of government. The measure would set a political mandate for residents to decide who wanted their Mayor to be.

Whether one agreed or not, as an individual and as a resident of Pinole and an eligible voter, Mayor Pro Tem Murphy stated the City Council had the right to make that decision for themselves. As an agency, the goal of the City Council was to educate the pros and cons of that decision and have an election. He knew there were people who continued to want to make personal attacks against him and he was used to that from that individual, but he emphasized the City Council had the responsibility to improve the quality of life of Pinole residents and to engage people in discussion. He suggested the reason the City Council was so diverse was because it continued to open doors for conversations even against people who opposed them and whether they supported this measure or not.

Mayor Pro Tem Murphy fully supported the resolution and suggested the City Council should move forward with it. He suggested with or without this measure, the City Council would continue to make Pinole move forward and no matter how one felt about him, he acknowledged the job was challenging and difficult, but his responsibility was to the 6,000 voters who voted for him and he would not stop working to move the City forward, which was his goal and mission.

Council member Martinez-Rubin asked for clarity about a Council member posting online on social media, such as on Nextdoor. She asked whether that was a violation of the Brown Act and related to that whether making statements in past, present or future tense with definitive verbiage was a violation of the Brown Act. She also asked for clarity on the polling. She understood the polling that was upcoming in the spring was related to revenue generating streams and asked whether or not an additional question about the public's interest in an Elected Mayor would involve an additional cost, and what that cost would be.

City Attorney Casher explained he had not seen the social media posts and was unaware of the actual content, but more broadly, the Brown Act required that any of the City's business be conducted in a public meeting. Many members of the City Council or electeds throughout the state had social media accounts and posted things, and again not aware of the exact substance of the comments, he could not comment whether or not it was a violation of the Brown Act. He could look into it and advise the City Council. Generally speaking, he explained that the Brown Act prohibited any discourse, dialogue or decisions being made by the City Council outside of a public meeting. If there were multiple Council members discussing an item and deciding on it outside of this space, it would be a violation of the Brown Act and was the most obvious example, but there was also nuance to that.

City Attorney Casher acknowledged there were some comments that a "decision had been made," but again he had not seen the comments and was not aware when the comments had been posted. Pursuant to the staff report, the City Council had directed staff to bring this item forward at the December 2, 2025 meeting.

Council member Martinez-Rubin asked for clarity on the estimated range of costs to place the measure on the ballot and the timing of placing the measure on the ballot.

City Attorney Casher explained the costs were set by Contra Costa County which administered elections. At the time the presentation had initially been made, estimated costs were provided and staff was able to verify the costs for this cycle with the County, which was $3 to $4.50 per registered voter, a formula used by the County.

City Attorney Casher acknowledged primary elections were more expensive with higher costs for a June primary versus a November election. In terms of the timing for this measure on the June ballot, he had been asked to bring this item forward at this meeting as directed by the City Council. If the City were to move forward with a primary election, this would have to go to the County by March 6, 2026, which was why the item had been scheduled for this meeting in February, so if any changes needed to be made, there would be another meeting in the month of February to bring forward a final version.

Finance Director Markisha Guillory responded to the question of adding another question to the current polling efforts and explained the standard was usually about two measures. The City already had three measures, and to add a fourth may change the scope. The polling firms the City had worked with in the last round expressed concern at that time with three measures. The current polling firm supported three measures, which was the industry standard. Adding another measure would make the survey much longer, could cause survey fatigue and skew the survey results, and four measures would push the limits and change the scope of work.

Mayor Tave understood that if another question was added to the survey, there was the potential to diminish the quality and reliability of the survey, which the Finance Director confirmed.

Council member Martinez-Rubin did not support the agenda item in that an Elected Mayor in a small diverse City like Pinole was not necessary. Developing meaningful policy, the role of a full Council was doable when Council members had equal authority and the City currently had that with rotating Mayors. Democratic ideology centered around government by the people, where power was exercised through free, fair and regular elections. In Pinole, free spoke to voters having a choice as to who would be elected to the City Council and who would become its Mayor. There had been free elections for Council members in the City every two years, which had resulted in a City Council where often a majority rather than unanimous agreement, took ideas to reality of what the City ought to address, what was given priority and who ended up on City Commissions and Committees, regardless of whether the ways to address issues were sensible, practical or economically feasible. Council members did not always agree on what made Pinole better, especially when there were proposals where the intent appeared to be self-serving or a precursor to unproven policy to benefit the citizenry.

Council member Martinez-Rubin commented on essential matters such as infrastructure, economic development and safety where the City Council generally agreed; it was how they got to that agreement that may cause tensions and differences. Ignoring those tensions and differences was idealistic since as diverse as the City was, the City Council and the City's voters had varied opinions and values, resulting in very social, educational and political backgrounds.

Council member Martinez-Rubin added that the majority of the state's 482 cities employed a City Manager, where the Mayor was often chosen by the City Council or had limited direct independent authority. This form of government, separated political policy making, elected Council from administrative operations by the appointed professional City Manager. Key benefits included increased efficiencies, and expertise in City management, enhanced professionalism in staffing, reduced corruption, improved non-partisan service delivery and increased accountability as the City Manager was accountable to the elected City Council. This form of government was a local government system combining the political leadership of an elected Council with the administrative experience of an appointed professional manager.

The City Council made policy decisions while the City Manager oversaw day-to-day operations and department heads and promoted non-partisan professional management, which was well and good when voters were informed of the intentions of their elected representatives.

Council member Martinez-Rubin recognized in Pinole there had been a gradual transition to electing Council members with charismatic eagerness to make Pinole better. Now some Council members supported having an Elected Mayor to illustrate democracy. She questioned whether Pinole needed an Elected Mayor who required staff and a salary higher than other Council members, questioned how many Elected Mayors in Pinole would make the City better, and in her opinion would be a precursor to proposing a charter or Strong Mayor, tilting further the authority of said Mayor and placing the executive power on one individual, the Elected Mayor, which was a form of government not supported and one that did not exist in most cities in California.

Council member Sasai thanked everyone for their participation whether for or against this ballot measure. He invited everyone to continue to participate, particularly during the budget season. He recognized there would likely not be full agreement on this issue, but hoped the City Council could achieve a mutual understanding on the measure based on the facts, which was why he had asked the City Attorney for clarity on a number of questions. It was important to ensure starting from a foundation of facts, and he thanked everyone for listening.

Council member Sasai recognized some members of the public had picked apart some Council members' comments about how they would characterize the current system as being archaic, and while he would not have used that term to characterize the current Mayoral system, it was a long-standing policy that had been in place for some time. He also responded to the comments "if it ain't broke, don't fix it," which he found to be a terrible way to look at policy and law, since there was always room to refine policy and that concept assumed the system was working for everyone, with the harm obvious and immediate, and they must go beyond that sentiment, and investigate and refine better policies to ensure those policies worked for everyone.

Council member Sasai commented on what was expected of the person who served as the Mayor for the City of Pinole. When he served as Mayor in 2025, he had been honored by the experience. He asked whether the public wanted a Mayor who just showed up for meetings and cast a vote, or someone more deeply engaged in the community who participated in all community events and other events and offered a number of examples. He pointed out the role of Mayor took away from families but was a responsibility and passion for many with little compensation.

Council member Sasai commented the entire City Council membership had different amounts of resources and time to commit to the role. Thinking about those who had initially served Pinole as Mayors and Council members, he described them as primarily land-owning wealthy white men, but over time that had changed and just recently younger people had become involved, such as with his election to the City Council. He appreciated this conversation and this item, which highlighted many of the inequities of the current system, and why low-income people and people who had historically not been part of the process were becoming representatives of the City and representing a larger part of the City as a result.

When thinking about the role of the Mayor, Council member Sasai commented it was not just extra authority, but extra responsibility and he wanted that to be kept in mind when considering the current Mayoral rotating system.

Council member Sasai commented that the role of the Mayor had regional power, was part of the Contra Costa Mayors Conference, which made appointments to several agencies and the Mayor shifted the culture of the City and beyond. He suggested an Elected Mayor would provide more choice for the voters, and other than the price tag, he could not see anything wrong with that since it would benefit all.

In terms of not having formal polling on this issue, Council member Sasai commented of the measures he had seen in the state where there had been a transition from an appointed to an Elected Mayor, overwhelmingly those measures had passed by more than 70 percent. While those cities were not Pinole, there was that track record.

Council member Toms thanked the speakers present who spoke on the issue and noted of the 12 speakers, only one was in support of the measure. She also recognized those who provided comments in writing and pointed out only one of the letters had been in support and that was the letter read into the record from former Mayor Salimi. She acknowledged former Mayor Salimi's comments that 12-months was not long enough to set and implement the priority of the Mayor, but noted the Mayor did not set the priorities, the City Council did, which was an important point.

Council member Toms opposed the resolution because the existing rotation practice worked well. There were four people, not everyone got a turn during their term, but the Mayor always had at least two years-experience. A directly Elected Mayor may result in someone who had never served as Mayor. If three people ran for the Office of an Elected Mayor, someone may get around 34 percent of the vote, as an example, and they could be the Mayor without any experience. She noted the staff report indicated an Elected Mayor could collect a larger stipend or salary, taking the majority of the City Council to approve. If a mid-term Council member ran or won the Elected Mayor, it would create a vacancy on the Council that would require a costly Special Election to fill the vacancy, or the vacancy would be filled by City Council appointment and the argument of democracy would not apply when filling the vacancy. If a Council member at the end of their term decided to run for Elected Mayor and did not win, the City would have lost an experienced Council member, which had occurred in a nearby city.

Council member Toms added that residents had supported an additional sales tax measure in 2024, and a member of the public informed her they felt betrayed by the City Council for tripling their travel budget, increasing the monthly stipend and now this proposal for an unnecessary election issue, which actions were making residents feel used. She suggested the City Council needed to show citizens they were responsible with the extra funding the citizenry had voted for to support the City and the City Council needed to focus on what they told taxpayers they would be using the funds for, and focus on hiring a City Manager, getting a PPD contract, maintaining roads and not focus on something no one had asked for. The public had not weighed-in, was not asked for an Elected Mayor, and there had been no polling. The City had gone to great extent to use the Budgeting Tool for residents when they worked on the budget, and it was important to have public input on expenditures for the fiscal year, but somehow $57,000 did not need a poll, which was troubling.

Council member Toms further commented the Mayoral position was largely ceremonial, the Mayor acted as the presiding officer for Council meetings, and the City's official representative at public events, and held no more executive power than other members of the City Council.

Each Council member had their own interests and that would not change. Any Council member could continue doing that work and that work could continue as Mayor. Also, the rotation of the Mayor promoted equity and representation on the City Council and thereby the community, and the rotation of the role ensured that no single special interest group could monopolize the bully pulpit, and by limiting the Mayor's individual authority and duration of service, the system diffused political power across the entire City Council making it harder for special interests to exert influence. It also promoted a clear separation of powers and allowed Council members to focus on the big picture of policy planning without the distraction of administrative tasks or personnel management, which was handled by a professional City Manager.

Council member Toms found the current system worked and each member of the City Council had the opportunity to rotate as Mayor. She had been able to set aside some of her own personal obligations for one year, to devote attention to when she had served as Mayor, and she recognized not everyone would be able to do that for four years. She reiterated the proposal and the expense was a prime example of misplaced priorities by the City Council if this were to pass. There were higher priorities for City funds and staff resources, such as roads and public safety. She suggested citizens deserved better than the City Council approving this resolution without really having public input other than attending a City Council meeting. She reiterated that no polling had been done and she asked her fellow Council members to vote no on the resolution. If there was an outcry by those who wanted the City Council to spend its time and limited City funds to bring the item back, that could be done.

Mayor Tave recognized the City Council was currently comprised of five very well qualified and seasoned members, which was good for Pinole. He had seen a slightly different leadership with every Mayoral rotation. As an example, during a prior strategic planning session, there were almost 50 things that had been clearly outlined that Pinole needed, including roads, public safety, parks and the like, which list had been published in a memorandum prepared by a former City Manager and shared with the public. With five individuals, there was a difficult time prioritizing all of the items. He had been focused on roads since he had been elected to the City Council and the City was finally getting to a point to perform that work.

Mayor Tave found governance the most important and most powerful thing in the City was not the Mayor or the City Council, but the voice and vote of the people. The responsibilities of the Mayor were to run the City Council meetings, agenda setting and ensure they were moving forward, but another Mayor would be appointed in the next rotation. With this ballot measure, voters would decide whether to consider an Elected Mayor. He believed in that kind of governance and the public making the decision, to retain the Mayoral rotation or change to some type of consistent leadership such as an Elected Mayor. The City Council had not yet discussed the parameters or responsibilities of an Elected Mayor, compensation, or whether there would be term limits, all of which the City Council still needed to discuss. He emphasized they were empowering the citizenry to make that decision, which he suggested was the right thing. He supported putting the measure on the ballot and supported consistent leadership to set the tone for the citizenry.

Mayor Pro Tem Murphy reiterated the need to keep moving the City forward, and as policy makers the City Council's mandate and responsibility was to suggest ideas, particularly when the City had the ability for residents to decide which of those ideas would be codified. He thanked staff and the residents for the discussion.

Mayor Pro Tem Murphy offered a motion for the City Council to adopt a resolution calling for a Special Election and submitting to the voters the question regarding the Office of an Elected Mayor; and the City Council direct staff to work in coordination with the Mayor and Mayor Pro Tem to develop and implement a public education and communications plan so residents have clear, accessible and factual information well before ballots are cast. The plan should include at minimum, a dedicated page on the City website with a full text of the measure and impartial explanation of what changes and what does not change, including the City Council/City Manager form of government, key dates and how to participate. This plan should also include a plain language Frequently Asked Questions, addressing common questions about authority, accountability and impacts and also multiple outreach channels, including mailers if appropriate, social media, Pinole Community Television, e-mail lists and community partners with translations and accessibility accommodations consistent with City practices.

Mayor Tave seconded the motion but asked that compensation be kept the same as the City's ordinance with a term of two years for an Elected Mayor. He asked whether that amendment was acceptable to the maker of the motion.

Mayor Pro Tem Murphy was happy to include a friendly amendment about changing the resolution, as included in the staff report, for an additional $100 per month for an Elected Mayor (consistent with the City Council) with residents to decide the term limits. He asked the City Attorney to provide clarification since he understood that the voters and not the City Council would decide whether there would be a two-year or a four-year term for an Elected Mayor.

City Attorney Casher explained the voters would decide the term for an Elected Mayor, either two or four years. The PMC had term limits which provided Council members could not serve beyond three terms. If the voters elected a two-term Elected Mayor, as an example, three consecutive terms could be allowed (six-years) and the individual could not run again without sitting out a cycle, which was consistent with City Council members. If the City Council so directed, that same term limit for the Elected Mayor position could be included and that language could be incorporated into the PMC.

Mayor Pro Tem Murphy understood there would be three questions voters would consider if the action before the City Council at this time passed. He asked the City Attorney to provide clarification.

City Attorney Casher clarified there would be three questions on the ballot as it related to the term, assuming it was not literally the same vote count, whichever had the highest vote count, two or four years was what would be adopted as the term for an Elected Mayor. For the issue of term limits, state law did not have a term limit set for Elected Mayors, so the Council through ordinance could determine whatever that term limit would be, which could be changed later on and after the ballot measure was in effect at any point. It would be good to know that so that it could be incorporated into the language of the ordinance and final approval, but again it could also be changed after the ballot measure was in effect at any point.

On the original motion, Council member Sasai acknowledged reform cost money and resources, and based on his experience on the City Council he had proposed ordinances around things like the environment, gun prevention, public safety and wage theft, among others. He understood such reforms usually cost in the range of $2,000 to $20,000.

City Attorney Casher clarified the range of costs associated with bringing an ordinance forward depended on the complexity of the ordinance. If a simple, straightforward change such as changing the City Council meeting time, as an example, that was very straightforward, although in another example changes to the Cannabis Ordinance was very involved and complex and involved more time. He confirmed the range could be between $2,000 and $20,000.

Council member Sasai reiterated reforms took resources, and he encouraged the public to take that into consideration and comment on that process any time a member of the City Council proposed a new ordinance or new program initiative that would be an expenditure.

City Attorney Casher referenced Section 7, Page 102 of the City's ordinance, which provided the Mayor shall sign the categories of documents, which he had used to illustrate the types of things other cities had done, but it provided that the Mayor will sign all written contracts and conveyances made or entered into by the City. He recommended that language be stricken since currently the Mayor did not sign all contracts. Contracts were already signed by the City Manager, City Clerk and approved as to form by the City Attorney. He recommended removal of that language based on City Council approval, which should be included in the motion.

Mayor Tave asked that the motion be amended, to include striking the language *that the Mayor will sign all written contracts and conveyances made or entered into by the City.*

Mayor Pro Tem Murphy accepted the amendment to the motion.

Council member Toms referenced the second part of the motion that had to do with public information and commented staff already had a work program. This was not on their priority list and would move some of the other priorities the City Council had previously established due to the timing, and she wanted that to be acknowledged.

Mayor Pro Tem Murphy responded and confirmed Council member Toms' understanding, commenting the City Council had approved items in the past, including an item Council member Toms requested at the prior City Council meeting, where staff stated they did not have the time or the work plan to do something, but the item was still moved forward and this would be consistent with what had been done in the past, which was why his motion had included a subcommittee where they could also support staff with the development of an education plan, again consistent with what the City Council had done in the past.

Council member Martinez-Rubin commented she was dumbstruck by some of the comments made on the dais, and found it incredible how actions by the City Council could be made to appear that current situations were favored, when the context was different for situations in which they had to vote.

ACTION: Motion by Mayor Pro Tem Murphy/Mayor Tave for the City Council to adopt a resolution calling for a Special Election and submitting to the voters the question regarding the Office of an Elected Mayor; and the City Council direct staff to work in coordination with the Mayor and Mayor Pro Tem to develop and implement a public education and communications plan so residents have clear, accessible and factual information well before ballots are cast. The plan should include at minimum, a dedicated page on the City website with a full text of the measure and impartial explanation of what

changes and what does not change, including the City Council/City Manager form of government, key dates and how to participate. This plan should also include a plain language Frequently Asked Questions, addressing common questions about authority, accountability and impacts and also multiple outreach channels, including mailers if appropriate, social media, Pinole Community Television, e-mail lists and community partners with translations and accessibility accommodations consistent with City practices; and subject to striking the language in the ordinance that the Mayor will sign all written contracts and conveyances made or entered into by the City.

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

B. Conduct a Public Hearing and Adopt a Resolution Confirming the Community Services Master Fee Schedule. **Action: Continue to February 17, 2026 (Andrea Dwyer)**

City Attorney Casher advised the item would be continued to the City Council meeting of February 17, 2026. He asked that the public hearing be opened and a motion made to continue the item to February 17, 2026.

PUBLIC HEARING OPENED

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

PUBLIC HEARING CLOSED

ACTION: Motion by Council member Toms/Mayor Pro Tem Murphy to continue the public hearing to consider the adoption of a resolution confirming the Community Services Master Fee Schedule, to February 17, 2026.

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

11. OLD BUSINESS: None

12. NEW BUSINESS: None

13. CITIZENS TO BE HEARD (Continued from Item 6) (Public Comments)
Only open to members of the public who did not speak under the first Citizens to be Heard, Agenda Item 6.

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

Rafael Menis reported COVID-19 rates in the Contra Costa County region were still at a Very Low level, but with some Moderate, High and Very High data results in Alameda County, and with overall trends indicating the virulent level in Contra Costa County and the state as a whole was flat; however, he continued to encourage people to get vaccinated/or get a booster shot and wear masks in crowded indoor areas. He also asked the City Council to adjourn the meeting in memory of Alex Pretti, another American citizen killed whether by the Department of Homeland Security (DHS) or Immigration and Customs Enforcement (ICE) agents.

Mark Zimmerman asked the City Attorney if he had the ability to submit written comments through a Council member so they could potentially be read if they were longer than three-minutes.

City Attorney Casher advised there were no limits on Council member statements or discussion and Council members could take as long as they liked.

14. ADJOURN to the Regular City Council Meeting of February 17, 2026 in Remembrance of Amber Swartz and Alex Pretti.

At 10:30 p.m., Mayor Pro Tem Tave adjourned to a Regular City Council Meeting on February 17, 2026 in Remembrance of Amber Swartz and Alex Pretti.

Submitted by:

____

Heather Bell-Spears CMC
City Clerk
Approved by City Council:

WARRANT LISTING

By Vendor Name

City of Pinole, CA

Payment Dates 1/31/2026 - 2/13/2026

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 3SI00 - 3SI SECURITY SYSTEMS INC					
INV1361958	109191	02/06/2026	100-221-42514	TRACKING SERVICE 010126-12312026	360.00
				Vendor 3SI00 - 3SI SECURITY SYSTEMS INC Total:	**360.00**
Vendor: 2073 - ALLIED FLUID PRODUCTS CORP					
INV61115	109227	02/13/2026	500-641-44306	HEAT EXCHANGERS GASKET FOR DIGESTER 2 WPCP	304.18
				Vendor 2073 - ALLIED FLUID PRODUCTS CORP Total:	**304.18**
Vendor: 2463 - AMANDA VASQUEZ					
01152026	109192	02/06/2026	100-221-42302	MILEAGE AND MEALS REIMBUR SFST ARIDE AUBURN TRAIN	567.00
01152026	109192	02/06/2026	100-221-42303	MILEAGE AND MEALS REIMBUR SFST ARIDE AUBURN TRAIN	115.00
				Vendor 2463 - AMANDA VASQUEZ Total:	**682.00**
Vendor: AME41 - AMERICAN LEGAL PUBLISHING					
48815	109228	02/13/2026	100-112-42101	JANUARY 2026 S-27 ONLINE CODE EDITING	150.84
48857	109228	02/13/2026	100-112-42101	JANUARY 2026 S-27 EDITING	1,817.72
				Vendor AME41 - AMERICAN LEGAL PUBLISHING Total:	**1,968.56**
Vendor: SRP01 - AMERICAN RIVER COLLEGE					
26-565 ARC PSC	109193	02/06/2026	100-221-42301	POST SUPERVISOR TRAINING PD	94.00
26-581 ARC PSC	109193	02/06/2026	100-221-42301	FIREARMS AND TACTICAL RIFLE INSTRUCTOR	310.00
				Vendor SRP01 - AMERICAN RIVER COLLEGE Total:	**404.00**
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
10258C	109229	02/13/2026	100-345-42108	PEST CONTROL FERNANDEZ & PVR PARKS	375.00
				Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:	**375.00**
Vendor: 3168 - ARROWHEAD FORENSICS					
189251	109230	02/13/2026	100-222-42514	GUNSHOT RESIDUE KIT	190.49
				Vendor 3168 - ARROWHEAD FORENSICS Total:	**190.49**
Vendor: ATT01 - AT&T					
000024703801	109231	02/13/2026	525-118-43101	PD PHONE	630.16
				Vendor ATT01 - AT&T Total:	**630.16**
Vendor: DUG01 - BARRY DUGGAN					
01282026	109194	02/06/2026	100-221-42302	MEAL REIMBURSEMENT AND BAG FEE	35.00
01282026	109194	02/06/2026	100-221-42303	MEAL REIMBURSEMENT AND BAG FEE	279.00
				Vendor DUG01 - BARRY DUGGAN Total:	**314.00**
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001466059	109232	02/13/2026	100-112-42514	CLASSIFIED ADVERTISING CITYWIDE	166.26
0001466059	109232	02/13/2026	100-112-42514	CLASSIFIED ADVERTISING CITYWIDE	178.50
0001466059	109232	02/13/2026	100-112-42514	CLASSIFIED ADVERTISING CITYWIDE	164.22
0001466059	109232	02/13/2026	100-112-42514	CLASSIFIED ADVERTISING CITYWIDE	109.14

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
0001466059	109232	02/13/2026	212-461-42514	CLASSIFIED ADVERTISING CITYWIDE	239.70
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0001466059	109232	02/13/2026	212-461-42514	CLASSIFIED ADVERTISING CITYWIDE	364.00
			Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:		**1,471.72**
Vendor: BAY29 - BAY POWER LLC					
3626	109195	02/06/2026	500-641-42107	CONSULTING SERVICES REPAIRS	3,183.20
			Vendor BAY29 - BAY POWER LLC Total:		**3,183.20**
Vendor: 2835 - BENEFIT COORDINATORS CORPORATION					
18149	109196	02/06/2026	100-110-41007	LIFE AND AD&D BENEFITS	5.85
18149	109196	02/06/2026	100-110-41007	LIFE AND AD&D BENEFITS	1.94
18149	109196	02/06/2026	100-111-41007	LIFE AND AD&D BENEFITS	19.84
18149	109196	02/06/2026	100-111-41007	LIFE AND AD&D BENEFITS	59.95
18149	109196	02/06/2026	100-112-41007	LIFE AND AD&D BENEFITS	51.81
18149	109196	02/06/2026	100-112-41007	LIFE AND AD&D BENEFITS	17.14
18149	109196	02/06/2026	100-112-41008	LIFE AND AD&D BENEFITS	23.70
18149	109196	02/06/2026	100-113-41007	LIFE AND AD&D BENEFITS	15.54
18149	109196	02/06/2026	100-113-41007	LIFE AND AD&D BENEFITS	5.14
18149	109196	02/06/2026	100-115-41007	LIFE AND AD&D BENEFITS	25.62
18149	109196	02/06/2026	100-115-41007	LIFE AND AD&D BENEFITS	77.43
18149	109196	02/06/2026	100-115-41008	LIFE AND AD&D BENEFITS	71.10
18149	109196	02/06/2026	100-116-41007	LIFE AND AD&D BENEFITS	19.80
18149	109196	02/06/2026	100-116-41007	LIFE AND AD&D BENEFITS	59.86
18149	109196	02/06/2026	100-221-41007	LIFE AND AD&D BENEFITS	110.77
18149	109196	02/06/2026	100-221-41007	LIFE AND AD&D BENEFITS	334.78
18149	109196	02/06/2026	100-222-41007	LIFE AND AD&D BENEFITS	68.30
18149	109196	02/06/2026	100-222-41007	LIFE AND AD&D BENEFITS	22.60
18149	109196	02/06/2026	100-222-41008	LIFE AND AD&D BENEFITS	118.18
18149	109196	02/06/2026	100-223-41007	LIFE AND AD&D BENEFITS	138.99
18149	109196	02/06/2026	100-223-41007	LIFE AND AD&D BENEFITS	45.99
18149	109196	02/06/2026	100-341-41007	LIFE AND AD&D BENEFITS	100.84
18149	109196	02/06/2026	100-341-41007	LIFE AND AD&D BENEFITS	33.37
18149	109196	02/06/2026	100-341-41008	LIFE AND AD&D BENEFITS	118.50
18149	109196	02/06/2026	100-342-41008	LIFE AND AD&D BENEFITS	23.70
18149	109196	02/06/2026	100-343-41007	LIFE AND AD&D BENEFITS	101.23
18149	109196	02/06/2026	100-343-41007	LIFE AND AD&D BENEFITS	33.50
18149	109196	02/06/2026	100-343-41008	LIFE AND AD&D BENEFITS	164.70
18149	109196	02/06/2026	100-465-41007	LIFE AND AD&D BENEFITS	4.68
18149	109196	02/06/2026	100-465-41007	LIFE AND AD&D BENEFITS	14.13
18149	109196	02/06/2026	100-465-41008	LIFE AND AD&D BENEFITS	23.70
18149	109196	02/06/2026	105-221-41007	LIFE AND AD&D BENEFITS	14.15
18149	109196	02/06/2026	105-221-41007	LIFE AND AD&D BENEFITS	42.76
18149	109196	02/06/2026	107-221-41007	LIFE AND AD&D BENEFITS	24.58
18149	109196	02/06/2026	107-221-41007	LIFE AND AD&D BENEFITS	74.28
18149	109196	02/06/2026	107-342-41007	LIFE AND AD&D BENEFITS	16.47
18149	109196	02/06/2026	107-342-41007	LIFE AND AD&D BENEFITS	5.45
18149	109196	02/06/2026	209-551-41007	LIFE AND AD&D BENEFITS	55.49
18149	109196	02/06/2026	209-551-41007	LIFE AND AD&D BENEFITS	18.36
18149	109196	02/06/2026	209-551-41008	LIFE AND AD&D BENEFITS	23.70
18149	109196	02/06/2026	209-552-41007	LIFE AND AD&D BENEFITS	17.15
18149	109196	02/06/2026	209-552-41007	LIFE AND AD&D BENEFITS	5.68
18149	109196	02/06/2026	209-552-41008	LIFE AND AD&D BENEFITS	40.53
18149	109196	02/06/2026	209-553-41007	LIFE AND AD&D BENEFITS	12.40
18149	109196	02/06/2026	209-553-41007	LIFE AND AD&D BENEFITS	4.10
18149	109196	02/06/2026	209-553-41008	LIFE AND AD&D BENEFITS	23.70
18149	109196	02/06/2026	212-461-41007	LIFE AND AD&D BENEFITS	54.77
18149	109196	02/06/2026	212-461-41007	LIFE AND AD&D BENEFITS	18.12

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
18149	109196	02/06/2026	212-462-41007	LIFE AND AD&D BENEFITS	23.03
18149	109196	02/06/2026	212-462-41007	LIFE AND AD&D BENEFITS	69.62
18149	109196	02/06/2026	212-462-41008	LIFE AND AD&D BENEFITS	71.10
18149	109196	02/06/2026	500-641-41007	LIFE AND AD&D BENEFITS	196.54
18149	109196	02/06/2026	500-641-41007	LIFE AND AD&D BENEFITS	65.03
18149	109196	02/06/2026	500-641-41008	LIFE AND AD&D BENEFITS	237.00
18149	109196	02/06/2026	500-642-41007	LIFE AND AD&D BENEFITS	9.43
18149	109196	02/06/2026	500-642-41007	LIFE AND AD&D BENEFITS	28.49
18149	109196	02/06/2026	500-642-41008	LIFE AND AD&D BENEFITS	47.40
18149	109196	02/06/2026	505-119-41007	LIFE AND AD&D BENEFITS	9.80
18149	109196	02/06/2026	505-119-41007	LIFE AND AD&D BENEFITS	29.60
18149	109196	02/06/2026	505-119-41008	LIFE AND AD&D BENEFITS	47.40
18149	109196	02/06/2026	525-118-41007	LIFE AND AD&D BENEFITS	6.52
18149	109196	02/06/2026	525-118-41007	LIFE AND AD&D BENEFITS	19.79
18149	109196	02/06/2026	998-20107	LIFE AND AD&D BENEFITS	13.00
18149	109196	02/06/2026	998-20107	LIFE AND AD&D BENEFITS	178.50
18149	109196	02/06/2026	998-20118	LIFE AND AD&D BENEFITS	433.50
			Vendor 2835 - BENEFIT COORDINATORS CORPORATION Total:		**3,850.12**
Vendor: 3171 - BIG SKY COMMUNICATIONS, INC.					
87734	109233	02/13/2026	100-223-42107	HEADSET FOR CONTROLLER AND DISPATCH APPLICATIONS	525.00
			Vendor 3171 - BIG SKY COMMUNICATIONS, INC. Total:		**525.00**
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
7165548	109197	02/06/2026	209-552-42108	FOOD PROGRAM PSC	813.86
7165549	109197	02/06/2026	209-552-43804	FOOD PROGRAM PSC	389.66
7165550	109197	02/06/2026	209-552-43804	FOOD PROGRAM PSC	1,183.66
7170624	109234	02/13/2026	209-552-43804	FOOD PROGRAM PSC	1,096.43
7170625	109234	02/13/2026	209-552-42108	FOOD PROGRAM PSC	519.14
7170626	109234	02/13/2026	209-552-43804	FOOD PROGRAM PSC	272.07
			Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:		**4,274.82**
Vendor: 1654 - BRINK'S INCORPORATED					
13122372	109235	02/13/2026	100-115-42101	TRANSPORTATION FINANCE	362.73
			Vendor 1654 - BRINK'S INCORPORATED Total:		**362.73**
Vendor: 2401 - C3 INTELLIGENCE, INC.					
38755	109236	02/13/2026	100-116-42101	BACKGROUND CHECK	174.00
			Vendor 2401 - C3 INTELLIGENCE, INC. Total:		**174.00**
Vendor: CAL97 - CALIFORNIA BUILDING STANDARDS COMMISION					
Q4 2025	109237	02/13/2026	212-20024	CBSC FOR Q4 OCT - DEC 2025	207.90
			Vendor CAL97 - CALIFORNIA BUILDING STANDARDS COMMISION Total:		**207.90**
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000018134401	109238	02/13/2026	100-117-41004	UNFUNDED LIAB. DEC. 2025 MISC CLASSIC	150,524.33
100000018134413	109238	02/13/2026	100-117-41004	UNFUNDED LIAB DEC. 2025 SAFETY CLASSIC	195,781.83
100000018134421	109238	02/13/2026	100-231-41004	ANNUAL UNFUNDED ACCRUE LIAB DEC. 2025 PEPRA FIRE	519.75
100000018134430	109238	02/13/2026	100-231-41004	UNFUNDED LIAB DEC. 2025 PEPRA POLICE	2,396.08
100000018134438	109238	02/13/2026	100-117-41004	UNFUNDED LIAB DEC. 2025 MISC. PEPRA	1,909.00
100000018164918	109238	02/13/2026	100-117-41004	UNFUNDED LIAB PLAN IDENTFIER 674 JANUARY 2026	150,524.33
100000018164929	109238	02/13/2026	100-117-41004	UNFUNDED LIAB PLAN IDENTIFIER 675 JAN. 2026	195,781.83
100000018164939	109238	02/13/2026	100-231-41004	UNFUNDED LIAB PLAN IDENTIFIER 25716 JAN. 2026	519.75
100000018164948	109238	02/13/2026	100-231-41004	UNFUNDED LIAB PLAN IDENTIFIER 25717 JAN. 2026	2,396.08
100000018164955	109238	02/13/2026	100-117-41004	UNFUNDED LIAB PLAN IDENTIFIER 27205 JAN. 2026	1,909.00

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
100000018193973	109238	02/13/2026	100-117-41004	UNFUNDED LIAB PLAN IDENTIFIER 674 FEB. 2026	150,524.33
100000018193983	109238	02/13/2026	100-117-41004	UNFUNDED LIAB PLAN IDENTIFIER 675 FEB. 2026	195,781.83
100000018193994	109238	02/13/2026	100-231-41004	UNFUNDED LIAB PLAN IDENTIFIER 25716 FEB. 2026	519.75
100000018194001	109238	02/13/2026	100-231-41004	UNFUNDED LIAB PLAN IDENTIFIER 25717	2,396.08
100000018194008	109238	02/13/2026	100-117-41004	UNFUNDED LIAB PLAN IDENTIFIER 27205 FEB. 2026	1,909.00
				Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:	**1,053,392.97**
Vendor: CDW01 - CDW GOVERNMENT INC.					
AH7PW2L	109239	02/13/2026	525-118-42510	NIJAONE ADVANCE PRO TICKETING SAAS ALL DEPARTMENTS	5,098.20
				Vendor CDW01 - CDW GOVERNMENT INC. Total:	**5,098.20**
Vendor: 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC					
26-01	109240	02/13/2026	100-221-42101	INVESTIGATION PD	956.25
				Vendor 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC Total:	**956.25**
Vendor: CIT08 - CITY MECHANICAL, INC					
121718	109241	02/13/2026	209-554-42108	HVAC MEMORIAL HALL	598.23
121725	109241	02/13/2026	209-554-42108	HVAC PYC	3,589.66
121779	109241	02/13/2026	100-343-42108	HVAC CH	832.50
121903	109241	02/13/2026	100-343-42108	HVAC CH	946.05
122099	109241	02/13/2026	209-557-42108	PLBG SERVICE SWIM CENTER	3,397.00
				Vendor CIT08 - CITY MECHANICAL, INC Total:	**9,363.44**
Vendor: COM20 - COMCAST					
0050719-02032026	109242	02/13/2026	100-222-43105	CABLE PD	18.24
0050875-01182026	109242	02/13/2026	525-118-43105	CABLE CH	34.69
0210511-01162026	109198	02/06/2026	100-222-43105	CABLE PD	255.76
0413784-01182026	109242	02/13/2026	525-118-43106	TINY TOT INTERNET	199.76
				Vendor COM20 - COMCAST Total:	**508.45**
Vendor: 1539 - CORE PSYCHOLOGICAL CORPORATION					
8903	109199	02/06/2026	100-221-42101	GENERAK DEBRUE PEPS RQ	500.00
				Vendor 1539 - CORE PSYCHOLOGICAL CORPORATION Total:	**500.00**
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
31179	109243	02/13/2026	100-221-42107	FUEL FILLER NECK REMOVE AND REPLACE CAR 812	548.69
				Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:	**548.69**
Vendor: 3077 - CUNHA SURVEYING, INC.					
2207	109244	02/13/2026	100-341-42101	PINOLE CREEK TRAIL FIELD SURVEY & TOPOGRAPHY	6,750.00
				Vendor 3077 - CUNHA SURVEYING, INC. Total:	**6,750.00**
Vendor: DEP02 - DEPARTMENT OF CONSERVATION					
Q4 2025	109245	02/13/2026	212-462-33215	SMIP FEES OCT - DEC 2025	860.65
				Vendor DEP02 - DEPARTMENT OF CONSERVATION Total:	**860.65**
Vendor: DEP03 - DEPARTMENT OF TRANSPORTATION					
SL260387	109200	02/06/2026	200-342-42101	SIGNALS AND LIGHTING OCT. - DEC. 2025	2,683.21
SL260387	109200	02/06/2026	310-347-42101	SIGNALS AND LIGHTING OCT. - DEC. 2025	443.16
SL260387	109200	02/06/2026	310-348-42101	SIGNALS AND LIGHTING OCT. - DEC. 2025	292.65
				Vendor DEP03 - DEPARTMENT OF TRANSPORTATION Total:	**3,419.02**
Vendor: DFM01 - DFM ASSOCIATES					
01272026	109201	02/06/2026	100-112-42514	2026 CA ELECTIONS CODE BOOK	76.83
				Vendor DFM01 - DFM ASSOCIATES Total:	**76.83**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 3004 - DIANA GALINDO					
01252026	109202	02/06/2026	100-221-42302	REIMBURSEMENT MILEAGE POLICE ACADEMY	352.80
02092026	109246	02/13/2026	100-221-42302	MILEAGE REIMBURSEMENT FOR POLICE ACADEMY	392.00
				Vendor 3004 - DIANA GALINDO Total:	**744.80**
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
87038243	109247	02/13/2026	100-10601	GASOLUNE UNL	1,640.43
87051519	109247	02/13/2026	100-10601	GASOLINE UNL	1,973.77
87057132	109247	02/13/2026	500-10601	DIESEL FUEL WPCP	4,696.49
				Vendor 1443 - DIESEL DIRECT WEST, INC. Total:	**8,310.69**
Vendor: DOL01 - DOLAN'S LUMBER					
JANUARY 2026	109203	02/06/2026	100-345-44306	CITYWIDE PURCHASES	22.26
JANUARY 2026	109203	02/06/2026	500-641-44306	CITYWIDE PURCHASES	62.04
				Vendor DOL01 - DOLAN'S LUMBER Total:	**84.30**
Vendor: 2682 - EAN SERVICES, LLC					
41030667	109204	02/06/2026	100-221-42514	RENTAL CAR PD	193.85
				Vendor 2682 - EAN SERVICES, LLC Total:	**193.85**
Vendor: EBM01 - EBMUD					
231773-01272026	109248	02/13/2026	100-343-43102	2887 SIMAS AVE IRRIGATION USE ONLY	152.28
232841-01272026	109248	02/13/2026	107-345-43102	3790 PINOLE VALLEY RD-IRRIGATION USE ONLY	424.18
520575-01272026	109248	02/13/2026	107-345-43102	2690 BOX CANYON RD-IRRIGATION USE ONLY	152.28
556324-01272026	109248	02/13/2026	107-345-43102	3790 PINOLE VALLEY ROAD IRRIGATION USE ONLY	1,080.22
				Vendor EBM01 - EBMUD Total:	**1,808.96**
Vendor: 3173 - EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA)					
MPA-00151-1Q26	109249	02/13/2026	100-116-42102	1Q26 DOLLAR ONE BILLING CLAIMS FOR YEAR 2025	7,228.50
				Vendor 3173 - EMPLOYMENT RISK MANAGEMENT AUTHORITY (ERMA) Total:	**7,228.50**
Vendor: 2950 - ENVIRONMENTAL INNOVATIONS, INC.					
3436	109250	02/13/2026	106-466-42101	OUTREACH AND TECHNICAL ASSISTANCE	2,465.00
				Vendor 2950 - ENVIRONMENTAL INNOVATIONS, INC. Total:	**2,465.00**
Vendor: FIR31 - FIRE PROTECTION MANAGEMENT, INC.					
131967	109251	02/13/2026	209-554-42108	SPRINKLER INSPECTION PYC	905.00
131968	109251	02/13/2026	100-343-42108	SPRINKLER INSPECTION CH	905.00
131969	109251	02/13/2026	209-552-42108	SPRINKLER INSPECTION PSC	705.00
131972	109251	02/13/2026	209-553-42108	SPRINKLER INSPECTIO SWIM CENTER	305.00
131973	109251	02/13/2026	100-222-42108	SPRINKLER INSPECTION FIRE AND POLICE BLDG	705.00
				Vendor FIR31 - FIRE PROTECTION MANAGEMENT, INC. Total:	**3,525.00**
Vendor: 2921 - FORD PRO					
INV42602160	109252	02/13/2026	100-221-42107	FORD TELEMATICS LAW ENFORCEMENT	80.00
				Vendor 2921 - FORD PRO Total:	**80.00**
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2512	109205	02/06/2026	100-222-42101	ALCOHOL FORENSIC SERVICES	7,313.50
PINPD-2512-Supp	109205	02/06/2026	100-222-42101	BLOOD WITHDRAWAL SERVICES	381.15
				Vendor FOR02 - FORENSIC SERVICES DIVISION Total:	**7,694.65**
Vendor: 2457 - GEOLINKS					
BD0273029	109253	02/13/2026	525-118-43106	CLEARFIBER DIA WPCP	499.00
				Vendor 2457 - GEOLINKS Total:	**499.00**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: GLO08 - GLOBALSTAR					
000000105879742	109254	02/13/2026	525-118-43101	DATA SEARCH	135.61
				Vendor GLO08 - GLOBALSTAR Total:	**135.61**
Vendor: GRA03 - GRAINGER					
9783426290	109206	02/06/2026	500-641-44305	IODINE PRECISION SOLUTION WPCP	222.70
9794688219	109255	02/13/2026	500-641-44305	BAROMETER DIGITAL GRAY WPCP	314.28
9797725703	109255	02/13/2026	500-641-44305	IODINE PRECISION SOLUTION WPCP	79.04
9799242004	109255	02/13/2026	500-641-44305	CHEMICAL BUFFER SOLUTION WPCP	227.25
				Vendor GRA03 - GRAINGER Total:	**843.27**
Vendor: GRA15 - GRANICUS INC.					
223235	109207	02/06/2026	525-118-42106	ADMIN SEATS 5PACK 020126-01312027	8,461.17
				Vendor GRA15 - GRANICUS INC. Total:	**8,461.17**
Vendor: 2244 - GYM DOCTORS					
00176288	109208	02/06/2026	100-221-42304	SEMI-ANNUAL MAINTENANCE	388.08
				Vendor 2244 - GYM DOCTORS Total:	**388.08**
Vendor: HAC01 - HACH COMPANY					
14836536	109209	02/06/2026	500-641-44305	PUMP TUBING SILICONE WPCP	656.21
				Vendor HAC01 - HACH COMPANY Total:	**656.21**
Vendor: 1161 - HINDERLITER, DE LLAMAS & ASSOCIATES					
SIN055223	109210	02/06/2026	100-466-42101	ECONOMIC DEVELOPMENT SERVICES Q3	16,000.00
				Vendor 1161 - HINDERLITER, DE LLAMAS & ASSOCIATES Total:	**16,000.00**
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
JANUARY 2026	109256	02/13/2026	100-222-42108	CITYWIDE PURCHASES	60.04
JANUARY 2026	109256	02/13/2026	100-222-42108	CITYWIDE PURCHASES	30.69
JANUARY 2026	109256	02/13/2026	100-222-42108	CITYWIDE PURCHASES	27.42
JANUARY 2026	109256	02/13/2026	100-222-42108	CITYWIDE PURCHASES	5.44
JANUARY 2026	109256	02/13/2026	100-222-42108	CITYWIDE PURCHASES	60.35
JANUARY 2026	109256	02/13/2026	100-222-42108	CITYWIDE PURCHASES	123.26
JANUARY 2026	109256	02/13/2026	100-222-42108	CITYWIDE PURCHASES	105.61
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	71.68
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	97.31
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	37.48
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	98.29
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	34.87
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	31.25
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	109.09
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	25.30
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	17.40
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	119.08
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	363.23
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	262.90
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	253.81
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	221.09
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	146.90
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	39.37
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	40.30
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	37.69
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	51.74
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	85.00
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	81.28
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	40.32
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	121.22
JANUARY 2026	109256	02/13/2026	100-343-44306	CITYWIDE PURCHASES	73.47

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
JANUARY 2026	109256	02/13/2026	100-345-44306	CITYWIDE PURCHASES	316.83
JANUARY 2026	109256	02/13/2026	100-345-44306	CITYWIDE PURCHASES	113.62
JANUARY 2026	109256	02/13/2026	100-345-44306	CITYWIDE PURCHASES	14.54
JANUARY 2026	109256	02/13/2026	500-641-44306	CITYWIDE PURCHASES	87.12
JANUARY 2026	109256	02/13/2026	500-641-44306	CITYWIDE PURCHASES	185.66
JANUARY 2026	109256	02/13/2026	500-641-44306	CITYWIDE PURCHASES	340.62
JANUARY 2026	109256	02/13/2026	500-641-44306	CITYWIDE PURCHASES	79.09
JANUARY 2026	109256	02/13/2026	500-642-42514	CITYWIDE PURCHASES	61.46
				Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:	**4,071.82**
Vendor: IED02 - IEDA, INC.					
25213	109257	02/13/2026	100-116-42101	LABOR RELATIONS FEES FEB. 2026	2,740.42
				Vendor IED02 - IEDA, INC. Total:	**2,740.42**
Vendor: 2662 - INTERNATIONAL ACCREDITATION SERVICE, INC.					
INV0026547	109211	02/06/2026	500-641-44305	ELAP RE-ASSMNT WPCP	6,250.00
				Vendor 2662 - INTERNATIONAL ACCREDITATION SERVICE, INC. Total:	**6,250.00**
Vendor: 3096 - IRON STEED H-D					
02092026	109258	02/13/2026	204-227-47104	Enforcement Motorcycle	32,364.37
				Vendor 3096 - IRON STEED H-D Total:	**32,364.37**
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
271206	109259	02/13/2026	100-551-42511	TOILET RENTAL FARMER'S MKT	144.83
271717	109259	02/13/2026	100-551-42511	TOILET RENTAL FARMER'S MKT	144.83
				Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:	**289.66**
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
JANUARY 2026	109260	02/13/2026	209-552-42101	INSTRUCTOR FEE JANUARY 2026 PSC	806.75
				Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:	**806.75**
Vendor: 1488 - JENNIFER WITSCHI					
02092026	109261	02/13/2026	100-221-42514	MILO STICKERS	300.00
				Vendor 1488 - JENNIFER WITSCHI Total:	**300.00**
Vendor: 3164 - JOHN DARKE					
02052026	109262	02/13/2026	100-000-31510	REFUND OVERPAYMENT FOR R23-05417	93.50
				Vendor 3164 - JOHN DARKE Total:	**93.50**
Vendor: 1549 - JONATHAN PORTER					
01262026	109212	02/06/2026	100-221-42303	MEAL REIMBUR POST SUPRERVISORY COURSE 010526-0116	230.00
				Vendor 1549 - JONATHAN PORTER Total:	**230.00**
Vendor: 2977 - JOSE A. VARGAS					
02032026	109263	02/13/2026	209-552-38112	SECURITY SERVICES PSC RENTAL 2142026	1,280.00
02032026-1	109263	02/13/2026	209-554-38112	SECURITY SERVICES PYC 02212026	320.00
02032026-2	109263	02/13/2026	209-552-38112	SECURITY SERVICES PSC 02212026	480.00
				Vendor 2977 - JOSE A. VARGAS Total:	**2,080.00**
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000034717	109264	02/13/2026	500-641-44302	SLUDGE REMOVAL WPCP	4,042.40
				Vendor KEL09 - KELLER CANYON LANDFILL Total:	**4,042.40**
Vendor: LAN15 - LANGUAGE LINE SERVICES					
11837257	109265	02/13/2026	100-223-42101	OVER THE PHONE INTERPRETATION PD	15.98
				Vendor LAN15 - LANGUAGE LINE SERVICES Total:	**15.98**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 3161 - LAW OFFICE OF JOSEPH F. FENTON, PC					
01272026	109213	02/06/2026	100-000-31510	REFUND OVERPAYMENT BL BUS24-0263	52.00
				Vendor 3161 - LAW OFFICE OF JOSEPH F. FENTON, PC Total:	**52.00**
Vendor: 1253 - LIL' FROG CREATIONS					
1284	109214	02/06/2026	209-553-42514	PRINTED SIGNS TINY TOTS	309.05
				Vendor 1253 - LIL' FROG CREATIONS Total:	**309.05**
Vendor: MAN01 - MANNA FOODS, INC.					
1067873	109266	02/13/2026	209-552-43804	FOOD PROGRAM PSC	212.42
				Vendor MAN01 - MANNA FOODS, INC. Total:	**212.42**
Vendor: 2430 - MB CONTRACT FURNITURE, INC.					
DEP36735	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	12,828.81
DEP36735	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	3,300.33
DEP36735	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	600.86
DEP36818	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	278.77
DEP36818	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	340.00
DEP36818	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	836.30
DEP36818	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	8,956.16
DEP36818	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	17,972.62
DEP36818	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	20,545.65
DEP36818	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	3,455.00
DEP36818	109267	02/13/2026	276-343-47201	CITY HALL WORKSTATIONS	1,848.89
				Vendor 2430 - MB CONTRACT FURNITURE, INC. Total:	**70,963.39**
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
58393013	109215	02/06/2026	500-641-44306	DIFFERENTIAL GAUGE WPCP	118.11
58765137	109268	02/13/2026	500-641-44306	MOBIL GREASE THICKENER WPCP	194.44
58765459	109268	02/13/2026	500-641-44306	SUPPLIES FOR REPAIRS WPCP	351.02
				Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:	**663.57**
Vendor: 3162 - METROPOLITAN PLANNING GROUP, INC.					
01272026	109216	02/06/2026	100-000-31510	REFUND OVERPAYMENT BL 23-09400	52.00
				Vendor 3162 - METROPOLITAN PLANNING GROUP, INC. Total:	**52.00**
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
JANUARY 2026	109269	02/13/2026	100-221-42107	CITYWIDE PURCHASES	57.70
JANUARY 2026	109269	02/13/2026	100-343-44306	CITYWIDE PURCHASES	105.77
JANUARY 2026	109269	02/13/2026	100-343-44306	CITYWIDE PURCHASES	21.47
JANUARY 2026	109269	02/13/2026	100-343-44306	CITYWIDE PURCHASES	52.89
JANUARY 2026	109269	02/13/2026	100-343-44306	CITYWIDE PURCHASES	29.50
JANUARY 2026	109269	02/13/2026	100-343-44306	CITYWIDE PURCHASES	20.18
JANUARY 2026	109269	02/13/2026	100-345-44306	CITYWIDE PURCHASES	154.12
				Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:	**441.63**
Vendor: 1555 - OWEN EQUIPMENT					
00070316	109270	02/13/2026	207-344-42107	EXTENSION BROOM CY	1,035.81
				Vendor 1555 - OWEN EQUIPMENT Total:	**1,035.81**
Vendor: 2470 - P&A GROUP					
400412991	109271	02/13/2026	100-116-42101	ANNUAL FEE FOR PARKING/TRANSIT 010126-12312026	1,000.00
				Vendor 2470 - P&A GROUP Total:	**1,000.00**
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
4214320	109272	02/13/2026	100-222-42108	MONTHLY LANDSCAPE SERVICES	167.99
4214320	109272	02/13/2026	100-231-42108	MONTHLY LANDSCAPE SERVICES	450.13
4214320	109272	02/13/2026	100-343-42108	MONTHLY LANDSCAPE SERVICES	240.14

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
4214320	109272	02/13/2026	100-345-42108	MONTHLY LANDSCAPE SERVICES	7,721.19
4214320	109272	02/13/2026	200-342-42108	MONTHLY LANDSCAPE SERVICES	447.98
4214320	109272	02/13/2026	201-343-42108	MONTHLY LANDSCAPE SERVICES	732.28
4214320	109272	02/13/2026	209-552-42108	MONTHLY LANDSCAPE SERVICES	272.45
4214320	109272	02/13/2026	209-553-42108	MONTHLY LANDSCAPE SERVICES	283.22
4214320	109272	02/13/2026	209-557-42108	MONTHLY LANDSCAPE SERVICES	283.22
4214320	109272	02/13/2026	310-347-42108	MONTHLY LANDSCAPE SERVICES	82.92
4214320	109272	02/13/2026	310-348-42108	MONTHLY LANDSCAPE SERVICES	87.23
				Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:	**10,768.75**
Vendor: PET08 - PET FOOD EXPRESS CORP					
384-0126-01	109217	02/06/2026	203-221-42514	FOOD FOR MILO	55.39
				Vendor PET08 - PET FOOD EXPRESS CORP Total:	**55.39**
Vendor: PGE01 - PG&E					
0923-01152026	109273	02/13/2026	100-110-43103	2131 PEAR ST	117.55
0923-01152026	109273	02/13/2026	100-111-43103	2131 PEAR ST	154.67
0923-01152026	109273	02/13/2026	100-112-43103	2131 PEAR ST	170.14
0923-01152026	109273	02/13/2026	100-115-43103	2131 PEAR ST	423.79
0923-01152026	109273	02/13/2026	100-116-43103	2131 PEAR ST	123.74
0923-01152026	109273	02/13/2026	100-117-43103	2131 PEAR ST	1,376.56
0923-01152026	109273	02/13/2026	100-343-43103	2131 PEAR ST	2,564.42
0923-01152026	109273	02/13/2026	200-342-43103	2131 PEAR ST	448.54
0923-01152026	109273	02/13/2026	212-461-43103	2131 PEAR ST	185.60
0923-01152026	109273	02/13/2026	212-462-43103	2131 PEAR ST	467.10
0923-01152026	109273	02/13/2026	285-464-43103	2131 PEAR ST	154.67
1121-01212026	109273	02/13/2026	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	122.96
1233-01212026	109273	02/13/2026	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	137.01
1798-01292026	109273	02/13/2026	200-342-43103	2935 PINOLE VALLEY RD. TRAFFIC SIGNAL	288.41
2620-01212026	109273	02/13/2026	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	154.15
2793-01162026	109273	02/13/2026	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	127.45
5127-01202026	109273	02/13/2026	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	304.62
5137-01132026	109273	02/13/2026	209-557-43103	2450 SIMAS AVE SWIM CTR	6,754.97
5387--01202026	109273	02/13/2026	107-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	76.80
6521-01292026	109273	02/13/2026	200-342-43103	IFO 971 SAN PABLO AVE-TRAFFIC SIGNAL CONTROL	177.99
6897-01292026	109273	02/13/2026	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	99.35
8687-01212026	109273	02/13/2026	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	159.99
9929-01262026	109273	02/13/2026	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	124.65
				Vendor PGE01 - PG&E Total:	**14,715.13**
Vendor: 2297 - POWERDMS, INC.					
INV-153244	109218	02/06/2026	100-221-42514	POWERENGAGE LE SUBSCRIPTION 031312026-03302027	1,880.26
				Vendor 2297 - POWERDMS, INC. Total:	**1,880.26**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
107121	109219	02/06/2026	100-115-42201	#10 ENVELOPES FINANCE	843.71
107186	109274	02/13/2026	209-551-42514	BUSINESS CARDS RECREATION DPT.	704.14
107441	109274	02/13/2026	212-461-42201	BUSINESS CARDS FOR PLANNING COMMISSIONERS	412.90
				Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:	**1,960.75**
Vendor: 3165 - PROFICIENT TERMITE AND CONSTRUCTION					
02092026	109275	02/13/2026	100-000-31510	REFUND OVERPAYMENT BL 23-03547	106.00
				Vendor 3165 - PROFICIENT TERMITE AND CONSTRUCTION Total:	**106.00**
Vendor: 2985 - PURETEC INDUSTRIAL WATER					
2382954	109220	02/06/2026	500-641-44305	WWTP LAD DI WATER SYSTEM WPCP	48.00
				Vendor 2985 - PURETEC INDUSTRIAL WATER Total:	**48.00**
Vendor: 2783 - READYFRESH					
06B6708050237	109276	02/13/2026	100-111-42201	WATER FOR CH	127.18
				Vendor 2783 - READYFRESH Total:	**127.18**
Vendor: REP03 - REPUBLIC SERVICES					
87	109277	02/13/2026	214-342-42514	RATE STABILIZATION FUND BILLING 09012025-093025	16,754.78
88	109277	02/13/2026	214-342-42514	RATE STABO;OZATOPM FIMD 10012025-10312025	16,802.13
89	109277	02/13/2026	214-342-42514	RATE STABILIZATION FUND 110125-11302025	16,776.66
90	109277	02/13/2026	214-342-42514	RATE STABILIZAITON FUND 120125-12312025	16,725.20
				Vendor REP03 - REPUBLIC SERVICES Total:	**67,058.77**
Vendor: 1450 - RUBENSTEIN SUPPLY COMPANY					
S2778858.001	109278	02/13/2026	209-553-42108	TOILETS PURCHASE	707.56
S2784038.001	109278	02/13/2026	100-343-44306	T&S ETERNA CARTRIDGE	311.06
				Vendor 1450 - RUBENSTEIN SUPPLY COMPANY Total:	**1,018.62**
Vendor: 3136 - SAFE AIR FAST ENVIRONMENTAL LLC					
260129-11T	109279	02/13/2026	100-343-42108	SAMPLE MOLD AIR CLEARANCE CY	610.00
				Vendor 3136 - SAFE AIR FAST ENVIRONMENTAL LLC Total:	**610.00**
Vendor: 1714 - SHERRI D. LEWIS					
CC013PINOLE-FY2025/26	109221	02/06/2026	100-112-42101	PREPARE MINTES CC MTG. 012026	862.50
PC05PINOLE-FY2025/26	109221	02/06/2026	212-461-42514	PREPARE MINUTES PC MTG. 120825	300.00
				Vendor 1714 - SHERRI D. LEWIS Total:	**1,162.50**
Vendor: 2632 - SHIPLEY POOL SERVICE					
14486	109280	02/13/2026	209-557-42108	MONTHLY POOL MAINTENANCE	3,607.71
				Vendor 2632 - SHIPLEY POOL SERVICE Total:	**3,607.71**
Vendor: 2657 - SHRED CITY, LLC					
23977012626	109222	02/06/2026	100-112-42101	FLAT RATE DESTRUCTION SERVICE	125.00
23979012626	109222	02/06/2026	100-221-42101	FLAT RATE DESTRUCTION SERVICE PD	200.00
				Vendor 2657 - SHRED CITY, LLC Total:	**325.00**
Vendor: 3169 - SPECIALIZED GRAPHICS, INC.					
25-23042	109281	02/13/2026	106-342-47205	CUSTOM MEMORIAL SIGN FOR ROBERT WALKER JR.	3,040.91
				Vendor 3169 - SPECIALIZED GRAPHICS, INC. Total:	**3,040.91**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 3126 - SPEKTREN ENGINEERING INC.					
2602	109223	02/06/2026	325-342-47205	SIDEWALK REHABILITATION PROGRAM	8,235.64
				Vendor 3126 - SPEKTREN ENGINEERING INC. Total:	**8,235.64**
Vendor: STA42 - STAPLES BUSINESS CREDIT					
JANUARY 2026	109224	02/06/2026	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	80.70
JANUARY 2026	109224	02/06/2026	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	175.23
JANUARY 2026	109224	02/06/2026	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	542.43
JANUARY 2026	109224	02/06/2026	100-222-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	18.40
JANUARY 2026	109224	02/06/2026	100-222-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	30.01
JANUARY 2026	109224	02/06/2026	209-553-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	59.90
				Vendor STA42 - STAPLES BUSINESS CREDIT Total:	**906.67**
Vendor: STE20 - STERICYCLE, INC.					
8013262188	109282	02/13/2026	100-221-42101	MEDICAL WASTE	73.09
				Vendor STE20 - STERICYCLE, INC. Total:	**73.09**
Vendor: 3172 - SUSAN MCALLISTER					
JANUARY 2026	109283	02/13/2026	209-552-42101	INSTRUCTOR FEE PSC	154.80
				Vendor 3172 - SUSAN MCALLISTER Total:	**154.80**
Vendor: 3163 - SWENSON'S MOBILE FLEET REPAIR, INC.					
INV-4761	109284	02/13/2026	100-343-42107	REPAIRS CLEAN TRUCK CHECK	125.00
INV-4762	109284	02/13/2026	100-343-42107	PERFORMED CLEAN TRUCK CHASSIS	125.00
INV-4763	109284	02/13/2026	100-343-42107	TRUCK INSPECTION	125.00
INV-4764	109284	02/13/2026	100-343-42107	INSPECTION AND REPAIRS PERFORMED	125.00
INV-4765	109284	02/13/2026	100-343-42107	REPAIRS AND SUPPLIES	241.25
				Vendor 3163 - SWENSON'S MOBILE FLEET REPAIR, INC. Total:	**741.25**
Vendor: 2969 - TERMINIX COMMERCIAL					
468019602	109285	02/13/2026	100-222-42108	PEST CONTROL PUBLIC SAFETY BLDG	180.00
468020557	109285	02/13/2026	100-343-42108	PEST CONTROL CH	162.00
468191336	109285	02/13/2026	209-552-42108	PEST CONTROL PSC	174.00
468247043	109285	02/13/2026	209-554-42108	PEST CONTROL PYC	170.00
468247287	109285	02/13/2026	209-553-42108	PEST CONTROL TINY TOTS AND SWIM CENTER	76.00
468247287	109285	02/13/2026	209-557-42108	PEST CONTROL TINY TOTS AND SWIM CENTER	76.00
				Vendor 2969 - TERMINIX COMMERCIAL Total:	**838.00**
Vendor: 2990 - THE BUTLER					
JANUARY 2026	109286	02/13/2026	209-552-42101	INSTRUCTOR FEE PSC	228.00
				Vendor 2990 - THE BUTLER Total:	**228.00**
Vendor: 2075 - THUNDERBOLT COMMUNICATIONS, LLC					
02092026	109287	02/13/2026	100-000-31510	REFUND OVER PAYMENT BL 23-07691	168.00
				Vendor 2075 - THUNDERBOLT COMMUNICATIONS, LLC Total:	**168.00**
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC.					
263397-202601-1	109288	02/13/2026	100-222-42106	DATA SEARCH	156.15
				Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC. Total:	**156.15**
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
23528	109289	02/13/2026	100-222-42108	JANITORIAL SUPPLIES PD	33.21
23529	109289	02/13/2026	100-343-42108	JANITORIAL SUPPLIES CH	33.21
23533	109289	02/13/2026	100-343-42108	JANITORIAL SUPPLIES CY	386.74

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
543582	109289	02/13/2026	209-557-42108	JANITORIAL SERVICES JANUARY 2026 SWIM CENTER	436.00
543583	109225	02/06/2026	500-641-42108	JANITORIAL SERVICES JANUARY 2026 WPCP	559.00
				Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:	**1,448.16**
Vendor: 2828 - VESTIS					
939388000-01312026	109290	02/13/2026	209-552-43804	UNIFORM LAUNDRY SERVICES PSC AND WPCP	219.94
939388000-01312026	109290	02/13/2026	209-552-43804	UNIFORM LAUNDRY SERVICES PSC AND WPCP	219.94
939388000-01312026	109290	02/13/2026	209-552-43804	UNIFORM LAUNDRY SERVICES PSC AND WPCP	188.33
939388000-01312026	109290	02/13/2026	209-552-43804	UNIFORM LAUNDRY SERVICES PSC AND WPCP	188.33
939388000-01312026	109290	02/13/2026	209-552-43804	UNIFORM LAUNDRY SERVICES PSC AND WPCP	188.33
939388000-01312026	109290	02/13/2026	500-641-44410	UNIFORM LAUNDRY SERVICES PSC AND WPCP	481.12
939388000-01312026	109290	02/13/2026	500-641-44410	UNIFORM LAUNDRY SERVICES PSC AND WPCP	470.28
939388000-01312026	109290	02/13/2026	500-641-44410	UNIFORM LAUNDRY SERVICES PSC AND WPCP	470.28
939388000-01312026	109290	02/13/2026	500-641-44410	UNIFORM LAUNDRY SERVICES PSC AND WPCP	470.28
939388000-01312026	109290	02/13/2026	500-641-44410	UNIFORM LAUNDRY SERVICES PSC AND WPCP	470.28
				Vendor 2828 - VESTIS Total:	**3,367.11**
Vendor: 1520 - WEX BANK					
109858774	109226	02/06/2026	100-221-44301	FUEL PD	82.98
110495071	109291	02/13/2026	100-221-44301	FUEL PURCHASES	190.49
				Vendor 1520 - WEX BANK Total:	**273.47**
Vendor: 2648 - YANNET TORRES					
JANUARY 2026	109292	02/13/2026	209-552-42101	INSTRUCTOR FEE PSC	1,740.00
				Vendor 2648 - YANNET TORRES Total:	**1,740.00**
				Grand Total:	**1,412,701.55**

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	1,140,055.47
105 - Measure S -2006	56.91
106 - MEASURE S-2014	5,505.91
107 - Measure I	1,854.26
200 - Gas Tax Fund	4,847.04
201 - Restricted Real Estate Maintenance Fund	856.93
203 - Public Safety Augmentation Fund	55.39
204 - Police Grants	32,364.37
207 - NPDES Storm Water Fund	1,035.81
209 - Recreation Fund	34,116.88
212 - Building & Planning	3,524.39
214 - Solid Waste Fund	67,058.77
276 - Growth Impact Fund	70,963.39
285 - Housing Land Held for Resale	154.67
310 - Lighting & Landscape Districts	905.96
325 - City Street Improvements	8,235.64
500 - Sewer Enterprise Fund	25,313.06
505 - Cable Access TV	86.80
525 - Information Systems	15,084.90
998 - Payroll Clearing	625.00
Grand Total:	**1,412,701.55**

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business Lice...	471.50
100-10601	Gas Tanks/Corp Yard	3,614.20
100-110-41007	Emp Benefits/Life-ADD	7.79
100-110-43103	Utilities/Electricity & Po...	117.55
100-111-41007	Emp Benefits/Life-ADD	79.79
100-111-42201	Office Expense	925.54
100-111-43103	Utilities/Electricity & Po...	154.67
100-112-41007	Emp Benefits/Life-ADD	68.95
100-112-41008	Emp Benefits/Long Term...	23.70
100-112-42101	Prof Svcs/Professional Se..	2,956.06
100-112-42514	Admin Exp/Special Depa...	694.95
100-112-43103	Utilities/Electricity & Po...	170.14
100-113-41007	Emp Benefits/Life-ADD	20.68
100-115-41007	Emp Benefits/Life-ADD	103.05
100-115-41008	Emp Benefits/Long Term...	71.10
100-115-42101	Prof Svcs/Professional Se..	362.73
100-115-42201	Office Expense	843.71
100-115-43103	Utilities/Electricity & Po...	423.79
100-116-41007	Emp Benefits/Life-ADD	79.66
100-116-42101	Prof Svcs/Professional Se..	3,914.42
100-116-42102	Prof Svcs/Attorney Servi...	7,228.50
100-116-43103	Utilities/Electricity & Po...	123.74
100-117-41004	Emp Benefits/PERS Retir...	1,044,645.48
100-117-43103	Utilities/Electricity & Po...	1,376.56
100-221-41007	Emp Benefits/Life-ADD	445.55
100-221-42101	Prof Svcs/Professional Se..	1,729.34
100-221-42107	Prof Svcs/Equipment Ma...	686.39
100-221-42301	Travel & Training/Conf-R...	404.00
100-221-42302	Travel & Training/Milea...	1,346.80
100-221-42303	Travel & Training/Meal A..	624.00
100-221-42304	Travel & Training/Officer...	388.08
100-221-42514	Admin Exp/Special Depa...	2,734.11
100-221-44301	Other Materials Supp/F...	273.47

Account Summary

Account Number	Account Name	Payment Amount
100-222-41007	Emp Benefits/Life-ADD	90.90
100-222-41008	Emp Benefits/Long Term...	118.18
100-222-42101	Prof Svcs/Professional Se..	7,694.65
100-222-42106	Prof Svcs/Software Main...	156.15
100-222-42108	Prof Svcs/Building-Struc...	1,499.01
100-222-42201	Office Expense	48.41
100-222-42514	Admin Exp/Special Depa...	190.49
100-222-43105	Utilities/Cable	274.00
100-223-41007	Emp Benefits/Life-ADD	184.98
100-223-42101	Prof Svcs/Professional Se..	15.98
100-223-42107	Prof Svcs/Equipment Ma...	525.00
100-231-41004	Emp Benefits/PERS Retir...	8,747.49
100-231-42108	Prof Svcs/Building-Struc...	450.13
100-341-41007	Emp Benefits/Life-ADD	134.21
100-341-41008	Emp Benefits/Long Term...	118.50
100-341-42101	Prof Svcs/Professional Se..	6,750.00
100-342-41008	Emp Benefits/Long Term...	23.70
100-343-41007	Emp Benefits/Life-ADD	134.73
100-343-41008	Emp Benefits/Long Term...	164.70
100-343-42107	Prof Svcs/Equipment Ma...	741.25
100-343-42108	Prof Svcs/Building-Struc...	4,115.64
100-343-43102	Utilities/Water	152.28
100-343-43103	Utilities/Electricity & Po...	2,564.42
100-343-44306	Other Materials Supp/M...	3,000.94
100-345-42108	Prof Svcs/Building-Struc...	8,096.19
100-345-44306	Other Materials Supp/M...	621.37
100-465-41007	Emp Benefits/Life-ADD	18.81
100-465-41008	Emp Benefits/Long Term...	23.70
100-466-42101	Prof Svcs/Professional Se..	16,000.00
100-551-42511	Admin Exp/Equipment R...	289.66
105-221-41007	Emp Benefits/Life-ADD	56.91
106-342-47205	Improvements/Streets	3,040.91
106-466-42101	Prof Svcs/Professional Se..	2,465.00
107-221-41007	Emp Benefits/Life-ADD	98.86
107-342-41007	Emp Benefits/Life-ADD	21.92
107-345-43102	Utilities/Water	1,656.68
107-345-43103	Utilities/Electricity & Po...	76.80
200-342-42101	Prof Svcs/Professional Se..	2,683.21
200-342-42108	Prof Svcs/Building-Struc...	447.98
200-342-43103	Utilities/Electricity & Po...	1,715.85
201-343-42108	Prof Svcs/Building-Struc...	732.28
201-343-43103	Utilities/Electricity & Po...	124.65
203-221-42514	Admin Exp/Special Depa...	55.39
204-227-47104	FF&E/Vehicles	32,364.37
207-344-42107	Prof Svcs/Equipment Ma...	1,035.81
209-551-41007	Emp Benefits/Life-ADD	73.85
209-551-41008	Emp Benefits/Long Term...	23.70
209-551-42514	Admin Exp/Special Depa...	704.14
209-552-38112	Rental Income/Facility R...	1,760.00
209-552-41007	Emp Benefits/Life-ADD	22.83
209-552-41008	Emp Benefits/Long Term...	40.53
209-552-42101	Prof Svcs/Professional Se..	2,929.55
209-552-42108	Prof Svcs/Building-Struc...	2,484.45
209-552-43804	Program Cost/Food Prog...	4,159.11
209-553-41007	Emp Benefits/Life-ADD	16.50
209-553-41008	Emp Benefits/Long Term...	23.70
209-553-42108	Prof Svcs/Building-Struc...	1,371.78
209-553-42201	Office Expense	59.90

Account Summary

Account Number	Account Name	Payment Amount
209-553-42514	Admin Exp/Special Depa...	309.05
209-554-38112	Rental Income/Facility R...	320.00
209-554-42108	Prof Svcs/Building-Struc...	5,262.89
209-557-42108	Prof Svcs/Building-Struc...	7,799.93
209-557-43103	Utilities/Electricity & Po...	6,754.97
212-20024	Accounts Payable/CA Sta...	207.90
212-461-41007	Emp Benefits/Life-ADD	72.89
212-461-42201	Office Expense	412.90
212-461-42514	Admin Exp/Special Depa...	1,153.60
212-461-43103	Utilities/Electricity & Po...	185.60
212-462-33215	Permit/Seismic (Strong ...	860.65
212-462-41007	Emp Benefits/Life-ADD	92.65
212-462-41008	Emp Benefits/Long Term...	71.10
212-462-43103	Utilities/Electricity & Po...	467.10
214-342-42514	Admin Exp/Special Depa...	67,058.77
276-343-47201	Improvements/Building	70,963.39
285-464-43103	Utilities/Electricity & Po...	154.67
310-347-42101	Prof Svcs/Professional Se..	443.16
310-347-42108	Prof Svcs/Building-Struc...	82.92
310-348-42101	Prof Svcs/Professional Se..	292.65
310-348-42108	Prof Svcs/Building-Struc...	87.23
325-342-47205	Improvements/Streets	8,235.64
500-10601	Gas Tanks/Corp Yard	4,696.49
500-641-41007	Emp Benefits/Life-ADD	261.57
500-641-41008	Emp Benefits/Long Term...	237.00
500-641-42107	Prof Svcs/Equipment Ma...	3,183.20
500-641-42108	Prof Svcs/Building-Struc...	559.00
500-641-44302	Other Materials Supp/Sl...	4,042.40
500-641-44305	Other Materials Supp/La...	7,797.48
500-641-44306	Other Materials Supp/M...	1,722.28
500-641-44410	Safety Clothing	2,362.24
500-642-41007	Emp Benefits/Life-ADD	37.92
500-642-41008	Emp Benefits/Long Term...	47.40
500-642-42514	Admin Exp/Special Depa...	61.46
500-642-43103	Utilities/Electricity & Po...	304.62
505-119-41007	Emp Benefits/Life-ADD	39.40
505-119-41008	Emp Benefits/Long Term...	47.40
525-118-41007	Emp Benefits/Life-ADD	26.31
525-118-42106	Prof Svcs/Software Main...	8,461.17
525-118-42510	Admin Exp/Software Pur...	5,098.20
525-118-43101	Utilities/Telephone	765.77
525-118-43105	Utilities/Cable	34.69
525-118-43106	Utilities/Internet	698.76
998-20107	Sal & Ben Payable/Life In...	191.50
998-20118	Sal & Ben Payable / LTD ...	433.50
	Grand Total:	**1,412,701.55**

Project Account Summary

Project Account Key		Payment Amount
None		1,301,138.15
20722747104GR2503		32,364.37
27634347201FA1703		70,963.39
32534247205RO2402		8,235.64
	Grand Total:	**1,412,701.55**

APPROVED BY: [signature]
DATE: 2/12/2026

CITY COUNCIL REPORT

9.C.

DATE: FEBRUARY 17, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Lilly Whalen, Community Development Director, 510-724-9832, lwhalen@pinole.gov
Kapil Amin, Sustainability Project Manager, N/A, kamin@pinole.gov

SUBJECT: ADOPT A RESOLUTION APPROVING THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA COASTAL COMMISSION FOR WHALE TAIL GRANT FUNDS AND DESIGNATING THE AUTHORIZED REPRESENTATIVE

RECOMMENDATION

Staff recommends the City Council adopt a resolution approving the application submission for Whale Tail Grant funds from the California Coastal Commission and designating an authorized representative.

BACKGROUND

In August 2024, City Council adopted Pinole's inaugural Climate Action and Adaptation Plan (CAAP), establishing a pathway to achieve carbon neutrality by 2045 in alignment with Senate Bill 32 and Assembly Bill 1279. Given Pinole is a shoreline community, a key strategy in the CAAP is sea level rise adaption. Modeling tools such as the Surging Seas Risk Finder and NOAA Sea Level Rise and Coastal Flooding Viewer show significant risk to critical infrastructure and facilities, including Bayfront Park, Pinole High School, the Pinole Library, and the shared Pinole-Hercules Water Pollution Control Plant. CAAP actions to mitigate the impacts of sea level rise include:

- SLR-1a Conduct a shoreline stabilization study to determine the most effective methods for protecting Pinole's shoreline communities and infrastructure from erosion and sea level rise, and to identify opportunities for restoring natural coastal habitats that can serve as a buffer against storm surges and other impacts of climate change.
- SLR-1b In collaboration with Contra Costa County Department of Conservation and Development and state agencies, develop a sea level rise resilience and adaptation strategy with shoreline restoration projects using innovative nature-based solutions and green engineering that would enhance public access, shoreline habitat (e.g., re-establishing native dune habitats, wetlands, and lagoons) and increase shoreline recreational opportunities.
- SLR-1c Partner with the San Francisco Bay Conservation and Development Commission (BCDC), and/or similar entities, regarding regional approaches, strategies, and mitigation actions to address sea level rise. Implement a Shoreline Management Plan, and/or a Shoreline Monitoring Program that would identify erosional hotspots and

timely response.

REVIEW AND ANALYSIS

The City secured $736,730 in grant funding from the Ocean Protection Council (OPC) to create the Pinole-Hercules Multi-Jurisdiction Shoreline Adaptation Plan. The original proposal included a task for Data Collection and Community Engagement to gather site-specific visual data for the Vulnerability Assessment and to guide development of the Shoreline Adaptation Plan. This task proposed two complementary approaches:

- Fixed-point photo monitoring using CoastSnap (or a similar cradle-based system)
- Community-based documentation of flooding during king tide and storm events

As part of this effort, the City planned to partner with community organizations and the San Francisco Estuary Institute (SFEI) to host public king tide photo-collection events, ensuring broad participation and representation from populations most affected by flooding.

OPC ultimately removed this task from the approved scope because it did not align with their funding criteria. As a result, the grant award was reduced from $894,750.91 to $736,730. City staff emphasized the importance of this component to OPC and is actively seeking alternative funding.

After reviewing the Whale Tail Grant solicitation from the California Coastal Commission, staff determined it aligns well with the data collection scope, given its focus on community science and coastal access. In December 2025, staff submitted an application (Attachment B) to the Coastal Commission for the maximum amount of $50,000. A governing body resolution authorizing the application (Attachment A) is required by February 26, 2026. Applications are under review, and awards are expected to be announced in April 2026.

FISCAL IMPACT

There is no fiscal impact for the adoption of this resolution.

ATTACHMENTS

A. Resolution
B. Application WT Grants

RESOLUTION NO. 2025-XX
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE CALIFORNIA COASTAL COMMISSION FOR WHALE TAIL GRANT FUNDS AND DESIGNATING THE AUTHORIZED REPRESENTATIVE

WHEREAS, in August 2024, the City Council adopted Pinole's Climate Action and Adaptation Plan, which includes strategies for sea level rise adaptation as a shoreline community; and

WHEREAS, the City secured $736,730 in grant funding from the Ocean Protection Council (OPC) to complete the Pinole-Hercules Multi-Jurisdiction Shoreline Adaptation Plan; and

WHEREAS, limited OPC funding could not cover an integral data collection component to monitor erosional hotspots and address other data gaps through a citizen science approach led by the San Francisco Estuary Institute (SFEI); and

WHEREAS, the Whale Tail Grant program administered by the California Coastal Commission aligns with this unfunded data collection scope by prioritizing community science and expanding access to coastal and marine experiences; and

WHEREAS, the City of Pinole submitted an application for Whale Tail Grant funds on December 15, 2025; and

WHEREAS, the California Coastal Commission requires a resolution from the applicant's governing body authorizing submission of the application, authorizing entry into a grant agreement if awarded, and designating an authorized representative to execute the grant agreement.

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

1. Approves the submission of the Whale Tail Grant application to the California Coastal Commission;
2. Authorizes the City to enter into a grant agreement with the California Coastal Commission if the grant is awarded;
3. Designates the City Manager, as the City's authorized representative, to execute the grant agreement and any related documents.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **17th** day of **February, 2026** by the following vote:

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the **17th** day of **February, 2026**

____
Heather Bell-Spears, CMC
City Clerk

2025 WHALE TAIL® Grant Application

CONTACT INFORMATION
Name of Applicant Organization: City of Pinole
Name and Title of Contact Person: Kapil Amin, Sustainability Project Manager
Email (where you will receive grant notifications): kamin@pinole.gov
Telephone: 510-372-0989
Organization Mailing Address: 2131 Pear Street Pinole, CA 94564
Website: Home -Welcome to the City of Pinole
PROJECT INFORMATION
Project Title: Pinole Sea Level Rise Adaptation Community Science and Stewardship
WHALE TAIL® Grant Request: $ 49,750
Total Project Budget (if larger than Grant Request): $
Brief Project Summary (no more than 3 sentences, focusing on WHAT you propose to do, *not* WHY): With the support and expertise of San Francisco Estuary Institute, Friends of Pinole Creek Watershed, and local community partners, the City of Pinole will engage residents through a series of community science and stewardship events focused on understanding shoreline change and habitats along the San Pablo Bay shoreline. The project will be enhanced by an interactive shoreline photo-monitoring station, such as CoastSnap, paired with interpretive signage and a public-facing website that translates existing shoreline science and planning information into accessible community-oriented educational content. Together, the events and photo-monitoring program will build community awareness, hands-on learning, and long-term capacity for local involvement in shoreline/creek stewardship and adaption efforts.
Location(s) where project participants are based: The CoastSnap monitoring cradle with educational signage and instructions will be installed on the East Bay Regional Park Bay Trail (pictured below) Shoreline programming led by SFEI will be conducted along the Pinole shoreline.

SFEI visited Pinole to find the optimal location for CoastSnap installation (pictured above).

Project Area Map

SFEI-lead data collection programming will occur along the Pinole Shoreline

Creek stewardship (phragmites removal as a nature-based solution to sea level rise adaptation) will be conducted at the mouth of the creek that feeds into bay shore.

Number of people who will be directly reached by the project: ~200 participants through a combination of in-person shoreline events and a virtual engagement session.

Project Start Date: July 1, 2026

Project End Date: April 17, 2028

Projects must *start* between May 15 and October 1, 2026. If the project starts on or before June 30, 2026, the project must *end* by April 17, 2028. If the project starts on or after July 1, 2026, the project must *end* by November 30, 2028. Grant-funded expenses must occur between start date and end date.

Which describes your organization? (Mark all that apply)

☐ Non-profit corporation
☐ Project of non-profit fiscal sponsor
☒ Government entity
☐ Public school
☐ CA Native American Tribe

Are you applying for the Tribal Set-Aside of funds? (Select one) ☐ Yes ☒ No

If "Yes," please see #17 for additional required documentation.

Where/how did you find out about this grant program?
OPC Technical Assistance

Name and title of person submitting proposal (may be same or different from Contact Person):
Kapil Amin, Sustainability Project Manager

Signature of person submitting proposal: Kapil Amin

Date: 12/15/2025

BACKGROUND

1. **Organization's History**

Pinole is a bayfront community of about 19,000 residents in Contra Costa County, incorporated on June 25, 1903. The City has a land area of more than five square miles and is bordered by Hercules to the North, San Pablo and Richmond to the South, and the unincorporated areas of Tara Hills and El Sobrante to the southeast and southwest of the City.

The City of Pinole is a "full-service" city, meaning that the City provides all of the traditional municipal services (police, land use management, public works, and parks and recreation) to its residents. The City of Pinole also provides residents with some non-traditional municipal services, such as wastewater treatment, community television programming, and childcare. The City operates on the City Council-City Manager system of local government with five elected Council members serving four-year terms with a rotating mayor. City Hall hours of operation are 8:00 am to 4:30 pm, Monday through Thursday. City Hall is closed to the public on Fridays.

Pinole is working towards being a more equitable, sustainable and resilient community. The City greatly considers sustainability in its operations and governance. In 2024, Council adopted its inaugural Climate Action and Adaption Plan, a roadmap to carbon neutrality by 2045 and a more climate resilient community. Pinole is tackling environmental issues across many sectors. The City recently passed a single-use plastics ordinance spurred by excessive litter in our beloved Pinole Creek. Our procurement policy was enhanced to include provisions for more green procurement. For more sustainable transportation, the City is near adoption of its first ever Active Transportation Plan and will soon be installing EV chargers at various facilities. In building decarbonization, The City is considering adoption of reach codes and additionally is working towards streamlining and incentivizing adoption of community electrification by developing a virtual concierge, offering rebates and express permitting.

WHAT

2. **Goals and Objectives**

Goal	Objective
• Increase community understanding of shoreline change and climate impacts along the Pinole shoreline	• Install an interactive shoreline photo-monitoring station (e.g. CoastSnap) with interpretive signage that invites community members to observe and document shoreline conditions over time. • Provide high-level context on the Pinole-Hercules Shoreline Adaptation Plan, including its purpose, timeline, and how community observations complement the planning process.
• Engage community members in hands-on shoreline observation and stewardship activities that inform adaptation discussions	• Host up to five community science and stewardship events, including two in-person shoreline events, two creek stewardship events and one virtual

	session, designed to introduce participants to local shoreline and creek features, flooding pathways, and areas of erosion and vulnerability. • Include two hands-on creek stewardship event, led by Friends of Pinole Creek Watershed, focused on removal of invasive *Phragmites* to support creek health. • Use the in-person events to support guided shoreline walks and hands-on observation, including photo documentation during typical conditions and during King Tide or other high-water event, when feasible. • Introduce participants to the CoastSnap installation and public-facing website so they can continue observing and learning independently beyond organized events. • Use facilitated discussions during events to help participants connect what they are observing to broader shoreline change processes and the goals of the Pinole-Hercules Shoreline Adaptation Plan.
• Create accessible tools that connect community learning to long-term shoreline adaptation efforts	• Develop a simple, public-facing project website linked from the CoastSnap signage that explains shoreline change, climate impacts, and the role of community observations within the adaptation planning process. • Translate existing technical information from the Pinole-Hercules Shoreline Adaptation Plan's Existing Conditions Assessment into clear, visual, and publicly accessible web content that supports community learning and engagement.
• Expand inclusive outreach and sustained participation in shoreline stewardship and adaptation	• Leverage City communication channels and community partner networks to promote events and learning opportunities tied to the Pinole-Hercules Shoreline Adaptation Plan. • Engage residents from neighboring and under-resourced communities who use

	Pinole's shoreline to ensure broad participation in adaptation-related learning.

Project Description –

The City of Pinole, in partnership with the San Francisco Estuary Institute (SFEI) and local community partners, will carry out a shoreline education and engagement project focused on helping residents better understanding shoreline change, flooding, and climate impacts along the San Pablo Bay shoreline. The project includes installation of a shoreline photo-monitoring station (such as CoastSnap), interpretive signage, a public-facing website, and a small number of guided community science events. Together, these elements are intended to support hands-on learning and build awareness of the Pinole-Hercules Shoreline Adaptation Plan.

The project will host up to four community science and stewardship events, designed as a sequence that builds understanding over time. The first event will be an introductory shoreline walk, focused on orienting participants to local shoreline, project goals, and observed flooding and erosion issues. The second event will be a high-water (King Tide) shoreline observation event, timed to coincide with a King Tide when feasible, and focused on observing shoreline conditions during elevated water levels. The third and fourth event will be a hands-on creek stewardship activity, led by Friends of Pinole Creek Watershed, focused on removal of invasive Phragmites to improve creek function and health. The fifth event will be a virtual reflection and discussion session, providing an opportunity to review example shoreline photographs collected through the project and discuss how these observations relate to shoreline change and adaptation planning.

Activities are designed for a broad audience, including youth, families, and community members with varying levels of familiarity with coastal issues. Educational content will be delivered in clear, non-technical language and supported by visuals when helpful. Events will take place at publicly accessible shoreline and creek locations. Project partners will assist with outreach to encourage participation by a wide range of community members.

A key project deliverable is a public-facing educational website linked directly from the CoastSnap signage via QR code. The website will provide an overview of shoreline change and climate impacts in Pinole and will translate existing technical information from the Pinole-Hercules Shoreline Adaptation Plan's Existing Conditions Assessment into plain-language explanations for a general audience. The CoastSnap installation, signage, and website are intended to serve as durable educational tools that support ongoing public engagement beyond the grant period.

<u>WHO</u>

3. **Participants**

The project will directly engage with approximately ~200 participants through a combination of in-person shoreline events and a virtual engagement session. Participants will primarily be residents of the City of Pinole and surrounding communities along the San Pablo Bay shoreline, including individuals and families who already use Pinole's shoreline for recreation, walking, and nature-based activities. The project is designed for a broad audience, including youth, families, students, and adult community members.

Direct participants are expected to include members of existing community groups that have expressed interest in shoreline engagement, such as Pinole Valley High School Earth Team students, Pinole Girl Scouts, and Pinole Rotary. The project will also engage residents from neighboring and under-resourced unincorporated communities including Bayview, Montalvin Manor, and Tara Hills. The Native American Tribe Nations of Lisjan has also committed to help disseminate event information as well as provide consultation during the community science activities. OPC SB1 funding will support compensation for participating community groups for their efforts, while this grant will focus on delivering accessible education and public engagement opportunities.

In addition to direct participants, the project will reach a broader indirect audience through permanent interpretive signage, the CoastSnap installation, and a public-facing educational website. Indirect reach will also occur through the City's communication channels, including the Pulse newsletter (approximately 8,000 subscribers), social media, and community television, as well as through partner organizations sharing project information within their own networks. These efforts are expected to reach several thousand additional community members over the course of the project period.

4. **Partners**

The project will be led by the City of Pinole, which will provide overall coordination, outreach, and alignment with the Pinole-Hercules Shoreline Adaptation Plan. The City will leverage its existing communication channels and community relationships to recruit participants.

The San Francisco Estuary Institute (SFEI), will provide technical and educational support for the project, drawing on its experience in shoreline science and climate adaptation. SFEI will support the design and facilitation of shoreline observation activities, assist with installation and use of the CoastSnap photo-monitoring station, and help translate existing shoreline science and planning information into accessible content for the public-facing website and event materials.

Friends of Pinole Creek Watershed will lead creek stewardship events with programming to include phragmites removal and education on the impacts of invasive species, the creek's ecological function and adaptation benefits, benefits of maintaining native species and more.

Community partners, including local and community-based organizations, will assist with outreach and participant engagement by sharing event information within their networks and encouraging participation.

5. **Organization and Staff**

The project will be led by the City of Pinole, which serves the resident and communities who live, work, and recreate along the Pinole shoreline. City staff are actively engaged in shoreline access, community outreach, and climate resilience efforts, including development of the Pinole-Hercules Shoreline Adaptation Plan. This project builds directly on those ongoing efforts.

Key **City of Pinole** staff include:

- Kapil Amin, Sustainability Project Manager, will serve as the project lead and oversee coordination, outreach, and implementation.
    - UC Riverside, B.S. Biology
    - Harvard Extension, M.L.A Sustainability

- As a Climate Corps Fellow for the City of Pinole, Kapil lead the development and adoption of the city's inaugural Climate Action and Adaptation Plan. His equitable and comprehensive engagement efforts included pop-up workshops, surveys, interest holder roundtables, innovative engagement tools such as art and games, and more. Similar efforts were conducted for the single-use plastics ordinance, active transportation plan, permanent service station ban, building reach codes, and more. In his current role as Pinole's Sustainability Project Manager, Mr. Amin oversees CAAP implementation across many sectors in building decarbonization, climate resilience, waste reduction, water conservation, and sustainable transportation.

- Lilly Whalen, Community Development Director, will provide oversight and ensure alignment with City priorities and shoreline adaptation planning
    - UC Berkeley, B.S. Environmental Science
    - CalPoly San Luis Obispo, M.S. City and Regional Planning with Distinction, Emphasis in Urban Development and Design
    - Lilly brings 15 years of experience delivering innovative and equitable solutions. As Community Development Director for Pinole, she led updates to the Housing, Safety, and Health Elements and a brand new Environmental Justice Element, integrating climate adaptation and prioritizing vulnerable communities. In her previous role of the same position in Sausalito, Ms. Whalen managed a comprehensive General Plan update emphasizing climate resilience, equity, and public engagement while addressing Sausalito's coastal challenges.

City staff will be responsible for participant outreach, event coordination, and serving as the primary point of contact for the public.

The City is partnering with the San Francisco Estuary Institute (SFEI). **SFEI** staff include:

- Alex Braud, Environmental Scientist and GIS Specialist, will support project design and facilitation of shoreline observation activities, assist with installation and use of the CoastSnap photo-monitoring station, and help develop clear, public-facing educational content for signage, events, and the project website.
    - Louisiana State University, B.S. Geography, Minor in Oceanography & Coastal Sciences
    - Louisiana State University, B.A. Disaster Science & Management, Minor in Business Administration
    - College of Charleston, M.S. Environmental Studies, Certificate in Urban & Regional Planning
    - College of Charleston, M.S. Public Administration
    - Alex brings extensive experience working at the intersection of coastal science, shoreline processes, and geospatial analysis related to climate adaptation. At the San Francisco Estuary Institute, he serves as a technical lead on regional baylands and shoreline resilience efforts, including habitat mapping and development of science-based tools that support planning and decision-making. His work focuses on applying best available science to real-world coastal management challenges and translating technical information into clear, usable products that can be shared with planners, partners, and the public.

- Anthony Khalil, Senior Community Engagement Specialist at SFEI, will support community outreach, event facilitation, and participant engagement, ensuring activities are accessible and welcoming to a broad audience.
    - San Francisco State University, B.A. Environmental Studies
    - Anthony brings over two decades of experience working with community-based organizations and public agencies on environmental education, stewardship, and climate resilience initiatives throughout the San Francisco Bay Area. At the San Francisco Estuary Institute, he supports projects that center community knowledge and participation in addressing environmental and climate challenges, with a focus on partnerships that benefit communities historically excluded from environmental decision-making. His background includes leadership roles with Literacy for Environmental Justice and Bayview Hunters Point Community Advocates, as well as experience supporting community-based ecological restoration and watershed health projects. Anthony currently serves as an Environmental Justice Advisor to the Bay Conservation & Development Commission

Together, SFEI staff bring experience in shoreline science, community-based monitoring, and public engagement throughout the San Francisco Bay region.

The City is also partnering with **The Friends of Pinole Creek Watershed** to lead creek stewardship events. Lead staff includes Jon Jarvis. Mr. Jarvis served 40 years with the US National Park Service as a ranger/biologist and has undertaken dozens of large and small restoration projects throughout the national parks. He has decades of experience in planning and execution of restoration projects that include stream and river restoration, native plant revegetation, and invasive control. Jon recently led the UC Berkeley Institute for Parks, People, and Biodiversity and is now fully retired but committed to restoration of Pinole Creek. Overall, the Friends have extensive experience in restoration and health of Pinole Creek over the past 20 years. Projects include a case study in litter assessment, completion of the Pinole Creek Fish Passage Improvement Project, The Pinole Creek Watershed Sediment Source assessment, the Pinole Creek Demonstration Project, and is currently working on restoration of a native plant garden in collaboration with Contra Costa Resource Conservation District and an unhoused cohort through SOS Richmond.

WHY

6. **Why are you proposing this project?** Explain your "why" as an issue, interest, or need that your project will address and explain why *this project* is suited to be successful in that effort. How did you come to identify and understand this issue, interest, or need? Why is this project of value to the community you want to engage?

The City of Pinole is proposing this project to help community members better understand what shoreline change and flooding look like locally, and how those changes connect to longer-term adaptation planning along the San Pablo Bay shoreline. Tools such as NOAA's Sea Level Rise and Coastal Flooding Viewer and Surging Seas show that parts of the Pinole shoreline are likely to experience more frequent flooding in the coming decades. While those tools are useful, they are often abstract, and many residents have limited opportunities to see or talk about these issues in place.

Pinole's shoreline includes important public spaces and infrastructure, including Bayfront Park and the Pinole-Hercules Water Pollution Control Plant. The City is beginning engagement in technical planning efforts related to sea level rise and flood risk through OPC SB1 Funding. This project is intended to complement that work by focusing on community education and stewardship.

The need for this project was identified through recent City planning and engagement efforts, including development of Pinole's Climate Action and Adaptation Plan (CAAP). This project builds interest in learning more about climate risks by creating simple, hands-on opportunities for people to observe shoreline conditions, participate in stewardship activities, and connect what they see to broader adaptation discussions. Guided shorelines walks, a creek stewardship event focused on invasive Phragmites removal, a small photo-monitoring installation, and a public-facing website all provide accessible entry points for learning. Together, these activities help ground adaptation planning in lived experience and local observation.

The project is of value to the community because it supports environmental literacy, encourages stewardship of the shoreline and creek, and helps residents feel more informed and prepared to engage in future shoreline adaptation conversations. This project creates space for shared learning and dialogue about how shoreline change may affect Pinole over time.

HOW

7. **Project Future and History**

This project builds on ongoing shoreline engagement and adaptation planning efforts led by the City of Pinole. While the community events proposed under this grant are limited in number, several core project elements are intended to continue beyond the grant period. The CoastSnap installation, interpretive signage, and public-facing website will remain in place after the grant concludes, providing ongoing opportunities for informal public learning and shoreline observation without requiring additional dedicated funding. The City anticipates incorporating upkeep of these materials into routine operations and future shoreline adaptation and outreach efforts, as feasible.

The project is closely connected to the Pinole-Hercules Shoreline Adaptation Plan, which is currently being developed with funding from the Ocean Protection Council (OPC). Funding includes support for technical analysis, existing conditions assessment, and formal planning activities. This proposal is intended to complement that work by focusing specifically on community education, engagement, and accessibility, rather than technical analysis or plan development.

8. **Tracking and assessing your impact** – Describe your project evaluation plan. You are encouraged to include impact tracking and assessment in your timeline and budget. (If selected for funding, you must report on project impact in your final grant report.)

Objective	Tracking mechanism
• Install an interactive shoreline photo-monitoring station (e.g. CoastSnap) with interpretive signage that invites community members to observe and document shoreline conditions over time. • Provide high-level context on the Pinole-Hercules Shoreline Adaptation Plan, including its purpose, timeline, and how	• Documentation of install/signage completion • QR code to CoastSnap • Number of members interacting with CoastSnap (number of unique users and total number of photographs submitted) and website visits • Outreach materials of high-level context

community observations complement the planning process.	• Feedback survey for use of CoastSnap to troubleshoot and improve experience
• Host up to five community science and stewardship events, including two in-person shoreline events, two creek stewardship events and one virtual session, designed to introduce participants to local shoreline and creek features, flooding pathways, and areas of erosion and vulnerability. • Include two hands-on creek stewardship event, led by Friends of Pinole Creek Watershed, focused on removal of invasive *Phragmites* to support creek health. • Use the in-person events to support guided shoreline walks and hands-on observation, including photo documentation during typical conditions and during King Tide or other high-water event, when feasible. • Introduce participants to the CoastSnap installation and public-facing website so they can continue observing and learning independently beyond organized events. • Use facilitated discussions during events to help participants connect what they are observing to broader shoreline change processes and the goals of the Pinole-Hercules Shoreline Adaptation Plan.	• Outreach report (number of attendees, programming, participants details (number of youth, etc.) photos, etc.) • Link to public-facing website and engagement data/dissemination methods • Feedback survey for use to improve next event and outreach methods for next events
• Develop a simple, public-facing project website linked from the CoastSnap signage that explains shoreline change, climate impacts, and the role of community observations within the adaptation planning process. • Translate existing technical information from the Pinole-Hercules Shoreline Adaptation Plan's Existing Conditions Assessment into clear, visual, and publicly accessible web content that supports community learning and engagement.	• Link to website and engagement data

• Leverage City communication channels and community partner networks to promote events and learning opportunities tied to the Pinole-Hercules Shoreline Adaptation Plan. • Engage residents from neighboring and under-resourced communities who use Pinole's shoreline to ensure broad participation in adaptation-related learning.	• Dissemination methods/number of people reached • Social media posts

Permits (if any) – If permits will be required for your project, explain whether you already have them or whether you will need to acquire them during the project timeline.

Friends of Pinole Creek Watershed will be obtaining a NPDES permit from the State Water Board and is experienced with this process.

WHEN

9. **Task timeline**

- Summer - Fall 2026
  - Confirm CoastSnap siting and installation requirements, including coordination with Public Works and applicable permits
  - Design interpretive signage and develop initial public-facing project website structure
- Winter 2026 – Spring 2027
  - Install CoastSnap photo-monitoring station and interpretive signage at one shoreline location
  - Publish initial project website content, including overview of shoreline change and adaptation planning context
  - Conduct introductory community shoreline walk focused on local shoreline conditions, flooding pathways, and erosion issues
  - Introduce participants to CoastSnap and the project website as tools for ongoing observation and learning
- Spring – Summer 2027
  - Conduct two hands-on creek stewardship event focused on removal of invasive *Phragmites*, led by Friends of Pinole Creek Watershed
- Winter 2027 – Witner 2028
  - Coordinate timing of shoreline observation event to align with a King Tide or other elevated water level event, when feasible
  - Conduct guided shoreline walk and observation during high-water conditions, emphasizing safety, interpretation, and learning
- Spring – Summer 2028
  - Compile representative shoreline photographs and observations collected through the project

- Host virtual reflection and discussion session to review observations and connect experiences to shoreline adaptation planning
- Update public-facing project website with summary content and project outcomes

ADDITIONAL DOCUMENTATION (THE FOLLOWING ITEMS ARE NOT INCLUDED IN THE 15-PAGE LIMIT):

10. **Budget** – Use our Grant Project Budget Form, *or* your own document that includes the same information, to explain your grant request. The form is at the end of this application packet *or* can be downloaded in an Excel format. Please take careful notice of the footnotes, which contain important information*. If your total project budget is larger than your grant request*, complete the Total Project Budget Form as well (located at the end of the packet).

11. **Authorization (can be submitted after deadline by 2/28/26)-** A letter of authorization *or* a resolution from the applicant organization's governing body that contains the following: support for and authority to submit the proposal, authority to enter into a contract with the California Coastal Commission if the grant is awarded, and designation of the applicant's authorized representative—the person who would sign a grant contract (name and title). If the authority to perform such tasks has already been delegated by the governing body, you may submit a letter from the person who has that delegated authority.
    If your organization is the project of a non-profit fiscal sponsor, the document will come from them. Examples of letters of authorization and resolutions can be found here.
    This is the only item that may be submitted after the proposal deadline. *If it must be late, for example due to your board meeting schedule, submit your resolution or letter by 2/28/2026.*

12. **Proof of tax status -** For non-profits, proof of 501(c)(3) status in the form of an exemption letter from the IRS. If you are a project of a non-profit fiscal sponsor, this document will be for that organization.

13. **Leadership -** The names of board members and/or organization leaders. For a public school, this could be your principal, department head/s, and perhaps the superintendent if the district is the applicant. If you're fiscally sponsored, list the leaders of your own organization rather than the sponsor. If any organization leaders or board members (including those of a fiscal sponsor) are California Coastal Commission members or staff, please note that.

City Council Members -Welcome to the City of Pinole

14. **Organization Budget -** Your organization's most recent annual budget, including sources of funds. We do not require a specific format – send your budget in the format you have. Budget information is not necessary for public schools or government agencies.

15. ***For Tribal Set-Aside:* Proof of Partnership –** Proof of partnership or formal support with a brief description of the applicant's relationship to the tribe(s) or tribal communities engaged, such as a signed letter from the tribes' leadership council or chairperson or signed tribal council resolution authorizing and consenting to partnership. If you are a tribe, your letter of authorization (see #13) fulfills this requirement.

16. ***OPTIONAL:* Supporting materials –** Any other supporting material you would like to provide such as newsletters, press stories, or letters of support or commitment from project partners or others. Any letters may be addressed to "California Coastal Commission" or "Whale Tail Grant Review Panel."

Submit your complete application package by 8:00pm, December 15, 2025, by:

Email: **whaletailgrant@coastal.ca.gov**
OR
Upload
OR
Mail:
Whale Tail Grants
California Coastal Commission
455 Market Street, Suite 200, Room 228
San Francisco, CA 94105

Refer to Grant Guidelines for complete instructions on how to submit your proposal.

Make sure you have all the following before you submit your proposal:

- ☐ Completed and signed Cover Sheet
- ☐ Answers to Questions 1-11
- ☐ Curriculum sample, *if applicable* – see #3
- ☐ Examples of assessment tools, *if applicable* – see #9
- ☐ Grant Project Budget showing your grant request – see #12
- ☐ Total Project Budget, *ONLY* if project budget is larger than grant request – see #12
- ☐ Letter of Authorization or Resolution – see #13 *(This item can be sent late if necessary.)*
- ☐ 501(c)(3) status letter from the IRS, *if applicable* – see #14
- ☐ Names of board members and/or organization leaders – see #15
- ☐ Your organization's most recent annual budget, *if applicable*– see #16
- ☐ Proof of formal tribal support or partnership, *if applying for Tribal Set-Aside* – see #17
- ☐ *Optional*: Letters of support, press stories, or other supporting materials – see #18

WHALE TAIL® GRANT PROJECT BUDGET FORM

PERSONNEL EXPENSES		
Job title #1:		
Rate ($/hour):	Time (hours):	Total (Rate x Time): $
Job title #2:		
Rate ($/hour):	Time (hours):	Total (Rate x Time): $
Job title #3:		
Rate ($/hour):	Time (hours):	Total (Rate x Time): $

(Add additional positions as needed. Include title, rate, hours, and $ amount.)

Total Benefits requested [1]: $

1. Total Personnel Expenses requested (all positions plus benefits): $

OPERATING EXPENSES
Supplies/Materials [2]: $
List your anticipated major purchases of supplies/materials and estimated costs:
Travel [3]: $
Briefly explain any proposed travel costs:
Food [4]: $
Briefly explain the purpose of this food or beverage request:
External Contract(s): $
Briefly explain the purpose of the contract(s):

Other operating expenses *(participant stipends, admission fees, fiscal sponsor fees, etc.)*

Type of expense:	Amount: $
Type of expense:	Amount: $

(Add additional types of expenses as needed, with dollar amount for each.)

2. Total Operating Expenses requested: $

---

[1] ***Pay rates and benefits*** *reflect actual rates. Benefits may not exceed 50.38% of amount requested for wages.*

[2] ***Grant funds can't purchase*** *vehicles, insurance, prizes, incentives, gift cards, cash gifts, or items that will be sold.*

[3] ***Use of owned vehicles*** *are reimbursed at the federal rate, currently 70 cents/mile. Rented vehicles are reimbursed for rental fee and gas. Travel to or from outside California is not eligible for funding by this grant.*

[4] ***Maximum reimbursement for food*** *is $20 per person per meal. No tips are reimbursed for food that's not part of overnight travel. Any food in the grant budget must be essential to the success of the project.*

[5] ***Indirect costs*** *are limited to 10% of Total Personnel Expenses and include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it.*

3. Indirect Costs/Overhead requested[(5)]: $

Total Budget Request (add 1, 2, and 3): **$**

TOTAL PROJECT BUDGET FORM

ONLY complete this form IF Project Budget is LARGER than your Grant Request. In the spaces below, note the TOTAL amounts needed to complete your entire project.

TOTAL PROJECT PERSONNEL EXPENSES
1. Total Personnel Expenses for this project (all positions plus benefits): $

TOTAL PROJECT OPERATING EXPENSES
Supplies/Materials: $
Travel: $
Food: $
External Contract(s): $

Other operating expenses *(participant stipends, admission fees, fiscal sponsor fees, etc.)*

Type of expense:	Amount: $
Type of expense:	Amount: $

(Add additional types of expenses as needed, with dollar amount for each.)

2. Total Operating Expenses for this project: $

3. Indirect Costs/Overhead for this project: $

Total Project Budget (add 1, 2, and 3): $

Please answer the following questions in the box below:

Have you already secured the additional funds (beyond the grant request) needed to complete your project? If not, what is your plan to secure them?

CITY COUNCIL REPORT

9.D.

DATE: FEBRUARY 17, 2026

TO: MAYOR AND COUNCIL MEMBERS

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

SUBJECT: FY 2025/26 SECOND QUARTER INVESTMENT REPORT

RECOMMENDATION

Staff recommend that the City Council receive the Quarterly Investment Report for the second quarter (ending December 31, 2025).

BACKGROUND

The City of Pinole Investment Policy requires that a Quarterly Investment Report be submitted to the City Council. The City's investments, as shown in the attached Investment Report for the quarter ending December 31, 2025, conform to the City's Investment Policy as well as all applicable State and federal requirements, including California Government Code Section 53646.

The funds that the City invests, and which are reported in the Quarterly Investment Report, are comprised of cash and investment balances that are held across all City funds. The cash and investment balances across all City funds are "pooled" for investment purposes, with the exception of the assets of the General Reserve, which is discussed further below. Cash is invested in accordance with the City's Investment Policy. Interest earnings on investments are allocated to the various funds based on the cash and investment balances of those funds.

The City also maintains a Section 115 Pension Trust that was established for the purpose of setting aside resources to offset anticipated increases in future City pension costs. The cash and investments in the trust are designated as restricted fund balance in the City's General Fund. These funds are invested according to the policy objectives and guidelines of the City's Pension Investment Policy.

REVIEW AND ANALYSIS

Investment Policy

All investments held at December 31, 2025 conform to the City's Investment Policy and all applicable State and federal requirements. The City's investment objectives, in order of priority, are safety, which is investing in the highest quality securities; liquidity, which is the ability to convert the investment to cash as necessary to meet cash flow requirements; and yield, which is earning a higher return.

Investment Strategy

The City utilizes a passive investment management approach by buying and holding securities until maturity. Earnings on investments held until maturity typically fluctuate with market conditions and are considered “unrealized” prior to maturity. The City expects to yield a gain on all investments at maturity. A “laddered maturity” investment strategy is applied to the long-term portion of the City’s investment portfolio. A laddered portfolio is structured with securities that have different maturity dates. As securities are called or mature, proceeds are reinvested in a new security with another long term at the end of the ladder. Laddering helps to minimize interest-rate risk, increase liquidity, and diversify credit risk.

Staff continue to monitor rates of return on City funds invested and make investments to best achieve the objectives laid out in the Investment Policy.

Second Quarter Investment Summary

As of December 31, 2025, total cash and investments decreased by $1,823,050 from the previous quarter, from $43,750,057 to $41,927,007. Typically, the City experiences swings in cash inflow and outflow due to the seasonality of large receipts, such as property taxes, and large disbursements, like debt service that is paid semiannually. The City will have sufficient cash flow to meet the next six months of estimated expenditures.

<u>Investment Instruments</u>

The Finance Director, in consultation with the City Treasurer, selects the instruments in which to invest the City’s funds, in order to best meet the objectives laid out in the City’s Investment Policy. The balances held in different investment instruments at December 31, 2025 are noted in Attachment A. The bulk of the City’s investment funds are invested in the State of California’s Local Agency Investment Fund (LAIF), because of the safety and liquidity of that investment.

Funds in the City’s General Reserve are maintained in an account that is separate from the rest of the pooled funds. This enables the Finance Director to implement a directed investment plan for the General Reserve funds. The City’s practice has been to invest these funds in instruments with longer duration, thereby yielding greater investment earnings.

<u>Investment Yield and Duration</u>

The weighted average yield of the City’s investment portfolio for the quarter ended December 31, 2025 is summarized in Attachment A. The total investment portfolio yielded 3.728% for the second quarter (October-December 2025), slightly down from the 3.982% yielded in the previous quarter (July-September 2025).

For the second quarter, LAIF earned an average annual yield of 4.025%, down from an average annual yield of 4.212% for the first quarter.

The General Reserve, which holds the longer-term investments, earned an average annual yield of 3.304%, slightly down from the 3.619% average annual yield in the first quarter. There were no investment maturities, and no new investments were purchased during the second quarter.

Section 115 Trust

The Section 115 Trust is comprised of a diversified portfolio of investments consistent with the Trust's objectives and liquidity requirements. The funds are invested on behalf of the City by Public Agency Retirement Services (PARS). The portfolio summary for the quarter ending December 31, 2025 is included in Attachment B to this report.

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENTS

A. Investment Report-Quarter Ending December 31, 2025
B. Pension Trust Investment Report-Quarter Ending December 31, 2025

CITY OF PINOLE
INVESTMENT REPORT DECEMBER 2025
PORTFOLIO SUMMARY

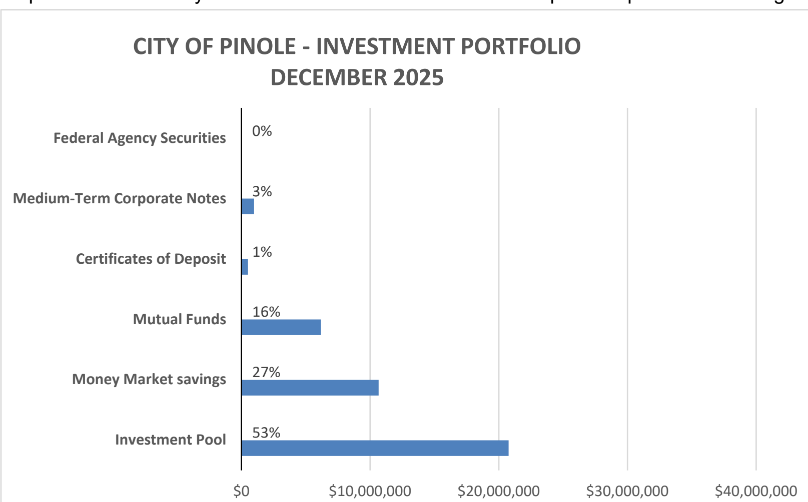
Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield	Weighted Average Maturity
Investment Pool - LAIF	17,011,001	17,048,111	17,048,111	43.62%	1	4.025	0
Investment Pool - CalTrust	3,715,746	3,715,746	3,715,746	9.51%	1	3.645	0
Money Market Savings	10,658,265	10,658,265	10,658,265	27.27%	1	3.595	0
Mutual Funds	6,175,629	6,175,629	6,175,629	15.80%	1	3.374	0
Certificates of Deposit	497,000	500,121	500,121	1.28%	184	4.870	1
Medium-Term Corporate Notes	1,000,000	988,800	988,800	2.53%	254	2.070	6
Federal Agency Securities	-	-	-	0.00%	0	0.000	0
Subtotal Investments	$ 39,057,642	$ 39,086,672	$ 39,086,672	100.00%	88	3.728	1

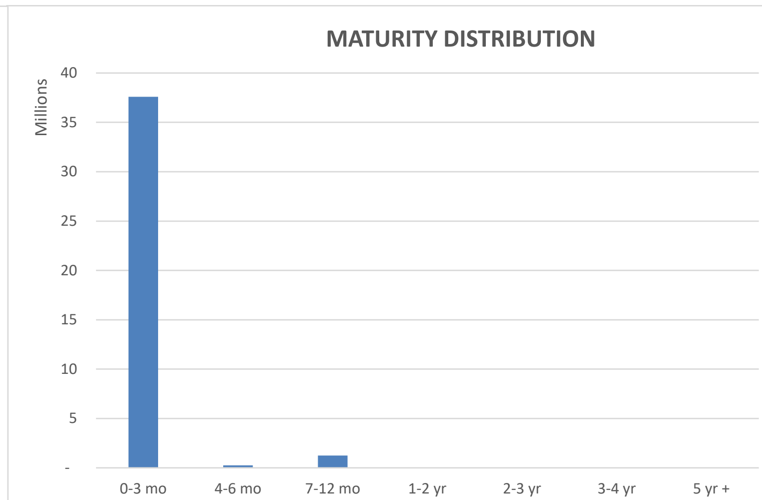
Average Years to Maturity: 0.2

Cash	Par Value	Market Value	Book Value	Days to Maturity
Mechanics Bank - Vendor Checking *	1,338,691	1,338,691	1,338,691	1
BMO - Payroll Checking *	796,863	796,863	796,863	1
BMO - Checking (Credit Card Clearing) *	704,781	704,781	704,781	1
Subtotal Cash	2,840,335	2,840,335	2,840,335	1
Total Cash and Investments	**$ 41,897,977**	**$ 41,927,007**	**$ 41,927,007**	

*Not included in yield calculations

The above investments are consistent with the City's Investment Policy and allowable under current legislation of the State of California. Investments were selected using safety, liquidity and yield as the criteria. The source of the market values for the investments are provided by US Bank in accordance with the California Government Code requirement. The City has sufficient cash flow to cover anticipated expenditures through the next six months.





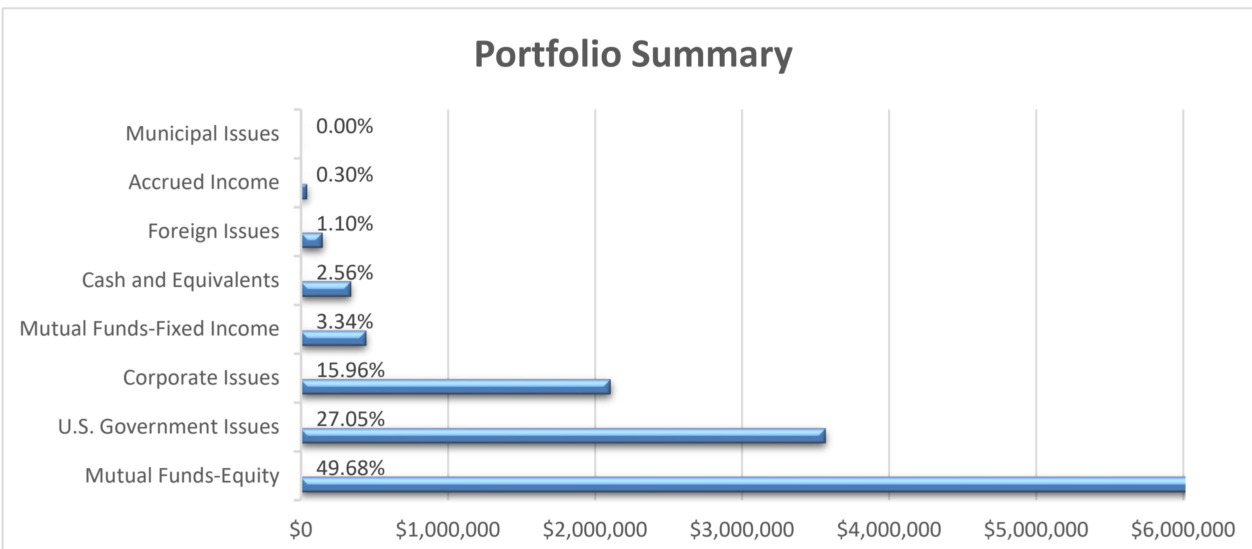
CITY OF PINOLE
INVESTMENT REPORT DECEMBER 2025
PORTFOLIO DETAILS

Type / Account Number	CUSIP	Issuer	Manager	GL Acct #	Par Value	Market Value	Book Value	Rate	Yield	Days to Maturity	S&P Rating	Maturity Date	Weighted Average Maturity
Investment Pool													
		Local Agency Investment Fund (LAIF)	LAIF	999-10201	17,011,001	17,048,111	17,048,111	4.025	4.025	1	N/A		0
		CalTrust - Short Term Fund (City)	CalTrust	999-10202	28,471	28,471	28,471	3.670	3.670	1	N/A		0
		CalTrust - Medium Term Fund (City)	CalTrust	999-10203	3,687,275	3,687,275	3,687,275	3.620	3.620	1	N/A		0
					20,726,748	20,763,857	20,763,857	3.772	3.953	1			0
Money Market Savings													
		Mechanics Bank	City	999-10102	9,045,303	9,045,303	9,045,303	3.750	3.750	1	N/A		0
		Mechanics Bank	City	500-10311	1,146,955	1,146,955	1,146,955	3.740	3.740	1	N/A		0
		Mechanics Bank	City	999-10108	357,921	357,921	357,921	3.740	3.740	1	N/A		0
		BMO	City	999-10104	108,086	108,086	108,086	0.995	0.995	1	N/A		0
					10,658,265	10,658,265	10,658,265	3.056	3.595	1			0
Mutual Funds													
19-516680		U.S. Bank	US Bank	150-10110	25,086	25,086	25,086	1.980	1.980	1	N/A		0
19-516680	31846V203	1st American Government Obligation Fund	US Bank	150-10110	6,150,544	6,150,544	6,150,544	3.380	3.380	1	N/A		0
					6,175,629	6,175,629	6,175,629	2.680	3.374	1			0
Certificates of Deposit													
19-516680	01025RAG4	Alabama Cr Un	US Bank	150-10110	248,000	249,590	249,590	5.000	4.970	173	N/A	6/22/2026	1
19-516680	910286GR8	United Fid Bk FSB Evansville I	US Bank	150-10110	249,000	250,531	250,531	4.800	4.770	195	N/A	7/14/2026	1
					497,000	500,121	500,121	4.900	4.870	184			1
Medium-Term Corporate Notes													
19-516679	037833DN7	Apple Inc.	US Bank	150-10110	1,000,000	988,800	988,800	2.050	2.070	254	AA+	9/11/2026	6
					1,000,000	988,800	988,800	2.050	2.070	254			6
Federal Agency Securities													
					-	-	-	0.000	0.000	-			0
					$ 39,057,642	**$ 39,086,672**	**$ 39,086,672**	**3.292**	**3.728**	**88**			**1**

Average Years :	**0.2**

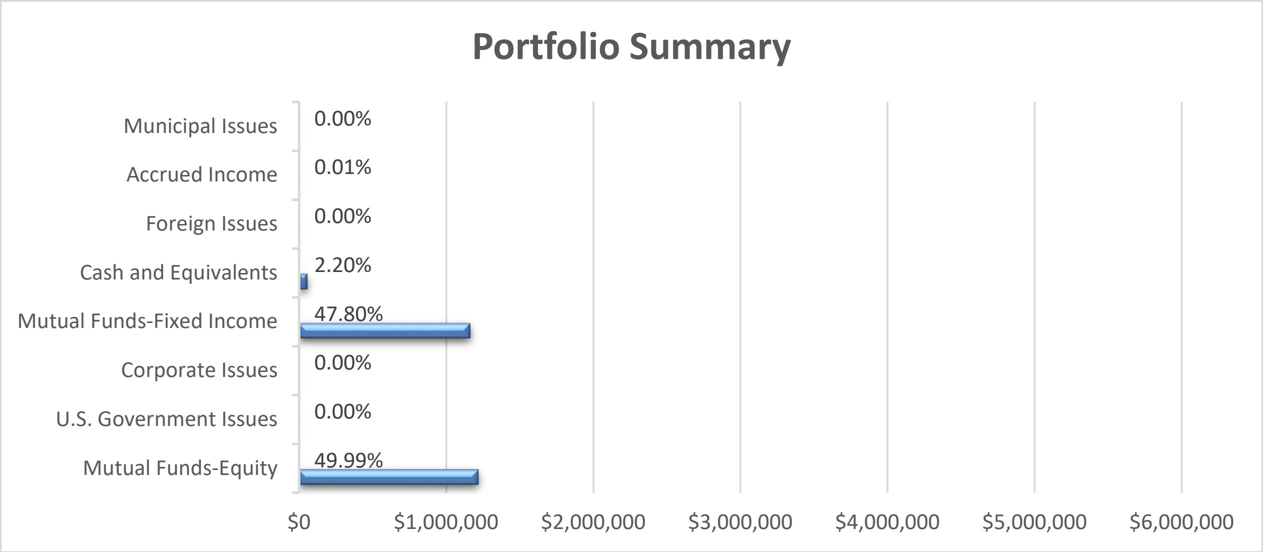
CITY OF PINOLE
INVESTMENT REPORT DECEMBER 2025
SECTION 115 TRUST PORTFOLIO SUMMARY-PENSION

Investments	Market Value	Book Value	% of Market	Yield
Cash and Equivalents	336,884	336,884	2.56%	3.640
U.S. Government Issues	3,564,968	3,681,756	27.05%	4.020
Corporate Issues	2,103,857	2,100,123	15.96%	4.990
Foreign Issues	145,418	143,255	1.10%	5.430
Municipal Issues	-	-	0.00%	-
Mutual Funds-Equity	6,547,776	5,798,183	49.68%	2.000
Mutual Funds-Fixed Income	440,098	437,940	3.34%	6.480
Total Assets	**13,139,001**	**12,498,140**	**99.70%**	**3.260**
Accrued Income	39,692	39,692	0.30%	
Grand Total	**$ 13,178,693**	**$ 12,537,832**	**100%**	



CITY OF PINOLE
INVESTMENT REPORT DECEMBER 2025
SECTION 115 TRUST PORTFOLIO SUMMARY-OPEB

Investments	Market Value	Book Value	% of Market	Yield
Cash and Equivalents	53,530	53,530	2.20%	3.610
U.S. Government Issues	-	-	0.00%	-
Corporate Issues	-	-	0.00%	-
Foreign Issues	-	-	0.00%	-
Municipal Issues	-	-	0.00%	-
Mutual Funds-Equity	1,214,493	1,223,414	49.99%	2.000
Mutual Funds-Fixed Income	1,161,460	1,162,724	47.80%	4.380
Total Assets	**2,429,482**	**2,439,668**	**99.99%**	**3.170**
Accrued Income	168	168	0.01%	
Grand Total	**$ 2,429,650**	**$ 2,439,836**	**100%**	



CITY COUNCIL REPORT

9.E.

DATE: FEBRUARY 17, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Roxane Stone, Deputy City Clerk, Rstone@pinole.gov

SUBJECT: PLACEMENT OF LIENS FOR DELINQUENT UNPAID WASTE COLLECTION CHARGES FALLING DELINQUENT BETWEEN SEPTEMBER AND DECEMBER 2025, CONSIDERED AT AN ADMINISTRATIVE HEARING ON FEBRUARY 4, 2026.

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the placement of liens for the purpose of collecting outstanding payments for garbage collection services pursuant to PMC Section 8.08.110 (b) and (c).

BACKGROUND

Pursuant to Section 8.08 of the Pinole Municipal Code, an administrative hearing was held on February 4, 2026, regarding unpaid garbage collection services that fell delinquent between September and December 2025. No parties attended the hearing to protest the charges. The administrative hearing was the final step in the process to collect the delinquencies, prior to Council approval to place the liens on the subject properties to recover the full amount owed, including delinquent charges and administrative fees.

REVIEW AND ANALYSIS

FISCAL IMPACT

The City of Pinole receives an administrative recovery charge for each lien at the time of tax settlement or payment of the lien. There are 118 properties on which liens are being imposed, representing a total of $93,847.33 in delinquent service charges. The total administrative recovery fee is $60 per lien; a portion of which is remitted to Contra Costa County. The administrative recovery fees are $7,080.00; the total lien amount, including recovery fees, is $100,927.33.

Following approval by Council, a revised list will be provided to the City Clerk for recording, removing properties where accounts have been brought current since the publication of this report.

ATTACHMENTS

A. Resolution

RESOLUTION NO. 2026-XX

RESOLUTION OF THE CITY COUNCIL OF PINOLE, CALIFORNIA, PLACING LIENS ON PROPERTIES SITUATED IN THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, MORE PARTICULARLY DESCRIBED AS UNPAID WASTE COLLECTION CHARGES FROM AN ADMINISTRATIVE HEARING CONDUCTED FEBRUARY 4, 2026

WHEREAS, pursuant to the Municipal Code of the City of Pinole, Chapter 8.08, Section 8.08.090, subscription to garbage collection service is required for all premises in the City of Pinole, and the premises described in Exhibit "A" located in the City of Pinole, County of Contra Costa, State of California, were provided with garbage collection services as required by PMC, Chapter 8.08; and

WHEREAS, pursuant to the provisions of Section 8.08.110, the owners of said premises were notified in writing of their requirement to subscribe to and make payment for garbage collection services as provided in said Code Section; and

WHEREAS, the owners of the premises failed to make payment for garbage collection services as required (collection charges fell delinquent between September and December 2025); and

WHEREAS, pursuant to the provisions of Section 8.08.110, a hearing was held on February 4, 2026; and

WHEREAS, as a result thereof, the City of Pinole has incurred expenses for delinquent collection charges and administrative costs as enumerated in Exhibit "A"*, which amounts remain unpaid.

NOW THEREFORE BE IT RESOLVED that pursuant to Section 8.08.110 of the Municipal Code of the City of Pinole, the City Council of the City of Pinole does hereby place a lien against said premises for the amounts as described above and as applicable to each specific premise identified as Exhibit "A" attached hereto and, by this reference, incorporated herein; and

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to record this resolution with the Office of the Recorder of Contra Costa County, California.

PASSED AND ADOPTED this 17th day of February 2026**,** by the following vote:

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 17th day of February 2026

____
Roxane Stone, CMC
Deputy City Clerk

*** Exhibit A is not included as an attachment to this resolution that is posted on the City website or disseminated as part of the City Council Agenda Packet. The names of the individuals are confidential until the liens are recorded and become public record.**

CITY COUNCIL REPORT

10.A.

DATE: FEBRUARY 17, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Eric Casher, City Attorney, N/A, eric@redwoodpubliclaw.com

SUBJECT: INTRODUCTION OF AN ORDINANCE AMENDING SECTION 2.12.010 TO MODIFY THE START TIME OF REGULARLY SCHEDULED CITY COUNCIL MEETINGS

RECOMMENDATION

Staff recommends that the City Council introduce and waive the first reading of an Ordinance amending Section 2.12.010 “Time of Regular Meetings” to modify the start time of regularly scheduled City Council meetings.

BACKGROUND

Section 2.12.010 of the City of Pinole Municipal Code establishes a set time, date and location for regularly scheduled meetings of the Pinole City Council. It currently provides that the regularly scheduled meetings of the Pinole City Council shall be held at five p.m. (5:00 p.m.).

On January 20, 2026, the City Council directed staff to prepare an ordinance amending the start time of regular meetings from five p.m. (5:00 p.m.) to five-thirty (5:30 p.m.). For members of the City Council who travel to regular meetings immediately after their primary jobs, a 5:00 p.m. meeting start time can prove to be difficult to accommodate, particularly with commuter traffic.

The City of Pinole is authorized to change or amend the start time of regularly scheduled City Council meetings. The proposed Ordinance (Exhibit A) reflects the Council’s proposed revisions and amends Section 2.12.010 of the Pinole Municipal Code to advance the start time of regularly scheduled City Council meetings from five p.m. (5:00 p.m.) to five-thirty p.m. (5:30 p.m).

REVIEW AND ANALYSIS

FISCAL IMPACT

Adopting the proposed Ordinance will have no direct fiscal impact. Costs related to staff attendance and preparation for Council Meetings will not change as the proposed Ordinance will only impact the meeting start time and not impact meeting duration or frequency.

ATTACHMENTS

A. Ordinance

ORDINANCE NO. 2026-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PINOLE AMENDING SECTION 2.12.010 OF THE PINOLE MUNICIPAL CODE TO MODIFY THE START TIME OF REGULARLY SCHEDULED CITY COUNCIL MEETINGS

WHEREAS, Pinole Municipal Code Section 2.12.010 "Time of Regular Meetings" provides that regular meetings shall be held at 5:00 p.m.; and

WHEREAS, the City Council desires to amend PMC Chapter 2.12 "Council Meetings," Section 2.12.010 "Time of Regular Meetings" to advance the City Council's fixed meeting time from five p.m. (5:00 p.m.) to five-thirty p.m. (5:30 p.m.).

NOW, THEREFORE, the City Council of the City of Pinole does ordain as follows:

Section 1. Recitals.

The above recitals are true and correct and made a part of this Ordinance.

Section 2. Municipal Code Amendment – Chapter 2.12.

Pinole Municipal Code Chapter 2.12 "Council Meetings," Section 2.12.010 "Time of Regular Meetings" is hereby amended as follows (with text in ~~strikeout~~ indicating deletion and double underline indicating addition).

> "2.12.010 TIME OF REGULAR MEETINGS.
>
> The regular meetings shall be held in the council chambers on the first (1st) and third (3rd) Tuesdays of each month at ~~five~~ five-thirty p.m. (~~5:00~~ 5:30 p.m.), except when a meeting day falls upon a holiday, in which case the meeting shall be held on the next succeeding business day at the same hour."

Section 3. Severability.

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of this Ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Ordinance are severable. The City Council of the City of Pinole hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

Section 5. Effective Date.

In accordance with California Government Code Section 36937, this Ordinance shall take effect and be in force on the thirty-first day after adoption.

Section 6. Publication.

Within fifteen (15) days after the passage of this Ordinance the City Clerk shall cause this Ordinance or a summary thereof to be published or to be posted in at least three public places in the City of Pinole in accordance with the requirements of California Government Code Section 36933.

PASSED AND ADOPTED on this _____ day of _______ 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

____
Heather Bell, City Clerk

APPROVED AS TO FORM:

____
Eric S. Casher, City Attorney

CITY COUNCIL REPORT

10.B.

DATE: FEBRUARY 17, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Andrea Dwyer, Community Services Director, 5107249820, adwyer@pinole.gov
Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov

SUBJECT: COMMUNITY SERVICES MASTER FEE SCHEDULE

RECOMMENDATION

Staff recommends the City Council hold a Public Hearing and adopt the proposed Resolution.

BACKGROUND

The City maintains a comprehensive schedule of user and regulatory fees. The fee schedule includes fees collected by the Community Services Department for requests such as reserved use of City facilities and participation in various City programs, such as the City's Tiny Tot program.

The City examines and adjusts user and regulatory fees as part of its normal operations. Periodically, comprehensive studies are conducted to identify the City's costs of performing various services. In years between comprehensive studies, the City Council has authorized inflationary adjustments to fees.

A comprehensive fee study is currently being conducted and will be presented to the City Council later in FY 2025/26. However, since many of the City's Community Services programs begin registration in late winter/early spring staff recommends that the City Council consider adjustments to Community Services fees at this time. This will allow staff to notify prospective users and program participants of updated rates for the coming season.

User and regulatory fees are set by resolution of the City Council at the conclusion of a public hearing to consider adoption of any new fees or fee increases pursuant to California Government Code Section 66016.

If adopted, the updated fees will be incorporated into the City's comprehensive schedule of fees, so they can be examined and updated, as needed, as part of the City's ongoing operating practices.

Periodic review and adjustment of fees provides multiple benefits, including:

- Increasing the availability of General Fund revenues to be used for services and activities available to all residents and businesses, such as public safety services.
- Keeping pace with general cost inflation.

- Avoiding fee spikes that are more likely to occur when municipalities leave fees unchanged for a multi-year period.
- Providing fee payers, city staff, and city policymakers with a pattern of consistency that provides information for forecasting and decision-making purposes.
- Helping meet fee-payer service level expectations by collecting fees to fund the existing level of services provided.
- Encouraging generational equity among fee payers by avoiding long-term stagnation of fees followed by significant fee increases.

REVIEW AND ANALYSIS

Staff recommended adjustments are intended to:

- Clarify services offered by the Department (e.g., remove fees for services that are no longer offered)
- Adjust fees to align to demand for services and fees collected by other agencies for similar services.
- Apply consistency in pricing structures for various user groups (e.g., resident; non-resident; Pinole non-profit groups; Non-Pinole non-profit groups).

The proposed fee schedule continues to:

- Target active, dynamic, use of public spaces.
- Prioritize non-profit and resident users.
- Provide multiple venue sizes and types with corresponding pricing to accommodate the needs of various users.

The cost recovery analysis considers:

- Direct divisional costs such as personnel, services and supplies, utilities and insurance.
- Departmental administration costs for services such as departmental direction and departmental internal service fund charges.
- Costs of citywide overhead support received from City Manager's Office, Finance, Human Resources, etc.

Current cost recovery levels for the City's primary recreation programs is as follows:

Description	Senior Center	Tiny Tots	Youth Center	Swim Center	Other (e.g. Facility Rentals)	Total
Revenues	$214,087	$153,743	$102,006	$107,591	$228,286	$805,712
Total Costs	$961,326	$447,578	$557,490	$340,501	$149,891	$2,456,788
Cost Recovery	22%	34%	18%	32%	152%	33%
General Fd	$747,240	$293,836	$455,484	$232,911	$78,394	$1,651,076

Subsidy

*Note: Costs of field, park, and building maintenance are not included in totals above.

Updated fees are anticipated to generate an additional $55,000 in cost recovery, composed primarily of:

- $45,000 additional cost recovery for Tiny Tots programming
- $10,000 additional cost recovery for reserved use of fields and facilities.

Adjusted cost recovery levels are anticipated as follows:

Description	Total
Current Revenues	$805,712
Add'l Revenues from fee Adjustments	$55,000
Forecast Revenue After Adjustments	$860,712
Total Costs	$2,456,788
Cost Recovery	35%
General Fd Subsidy	$1,596,076

The Department relies heavily on part-time/seasonal employees. Since 2021, the time of the prior study, the California minimum wage has increased over 20%. If fees are left unchanged in an environment of increasing costs, the City's cost recovery levels deteriorate.

Of note, the National Recreation and Park Association conducts a nationwide annual survey park and recreation agencies, intended to understand the percentage of operating expenditures recovered from fees and charges. The results of the most recent survey indicate average cost recovery levels of 25%.

FISCAL IMPACT

At this time no adjustments are recommended to the City's budget. Staff will monitor activity levels and recommend adjustments, as needed, as part of the FY 2026/27 budget development process.

ATTACHMENTS

A. Resolution
B. Fee Schedule - Final
C. Proposed Fee Changes
D. Cost of Service Model

RESOLUTION NO. 2026-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, UPDATING COMMUNITY SERVICES DEPARTMENT MASTER FEE SCHEDULE

WHEREAS, user and fees are established by the City Council; and

WHEREAS, the City staff have reviewed the current fee structure and aligned with operational costs, industry standards, and the eveolving needs of the community; and

WHEREAS, this process includes an internal cost-of-service analysis, comparisons with neighboring agencies, and evaluation of service usage trends; and

WHEREAS, adjustments are proposed to reflect increases in staffing, maintenance, supplies, utilities, and other direct and indirect costs; and

WHEREAS, the updated Master Fee Schedule for the Community Services Department includes new fees for recently developed programs and facilities, revised rates for existing services to improve cost recovery, and the removal of outdated or underutilized fees; and

WHEREAS, these changes aim to balance affordability for residents with the need for sustainable program funding; and

WHEREAS, in adopting this Resolution, the City Council is taking action only on those fees for the services and programs which have been modified from prior resolutions of the City Council.

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

> **SECTION 1**: That the foregoing recitals and findings are true and correct and are incorporated herein by reference.
>
> **SECTION 2**: That the City Council hereby adopts the fees, charges, and rates as set forth in attached Exhibit "A" and incorporated by this reference.
>
> **SECTION 3:** That any new or adjusted fees adopted by this Resolution shall go into effect February 18, 2026.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 17th day of February 2026 by the following vote:

AYES: COUNCILMEMBERS

NOES: COUNCILMEMBERS

ABSENT: COUNCILMEMBERS

ABSTAIN: COUNCILMEMBERS

____

Heather Bell, CMC
City Clerk

City of Pinole

MASTER FEE SCHEDULE - COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Fee	Note
1 Year-round Tiny Tot Program		
a) 3-Day AM		
i) Session - 3 Months (Resident)	$1,080	
ii) Session - 3 Months (Non-Resident)	$1,242	
b) 3-Day PM		
i) Session - 3 Months (Resident)	$1,080	
ii) Session - 3 Months (Non-Resident)	$1,242	
c) 2-Day AM		
i) Session - 3 Months (Resident)	$720	
ii) Session - 3 Months (Non-Resident)	$828	
d) 2-Day PM		
i) Session - 3 Months (Resident)	$720	
ii) Session - 3 Months (Non-Resident)	$828	
e) Session Membership Fee		
i) Resident	$60	
ii) Non-resident	$69	
2 Summer Tiny Tot Program		
a) 3-Day		
i) Weekly (Resident)	$102	
ii) Weekly (Non-Resident)	$117	
b) 2-Day		
i) Weekly (Resident)	$68	
ii) Weekly (Non-Resident)	$78	
3 Administration		
a) Late Pick Up (Every 10 Minutes After 10 Minute Grace Period)	$25	
b) Late Payment (After the 5th of the Month)	$25	
4 Athletic Fields		
a) Resident/Pinole Organizations (Hourly)	$20	
b) Non-Resident/Non-Pinole Organizations (Hourly)	$25	
c) Fernandez Park Light Fee (Hourly)	$15	
5 Tennis Courts		
a) Resident (Hourly per Court)	$7	
b) Non-Resident (Hourly per Court)	$10	
c) Commercial Use - Instructor (Hourly per Court)	$15	

City of Pinole

MASTER FEE SCHEDULE - COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Fee	Note
6 Park Rentals		
a) Fernandez Park BBQ Area (Per Day)		
i) Resident	$130	
ii) Non-Resident	$163	
iii) Deposit (Refundable)	$100	
b) Gazebo (Per Day)		
i) Resident	$150	
ii) Non-Resident	$188	
iii) Deposit (Refundable)	$50	
c) Pinole Valley Park BBQ Area (Per Day)		
i) Resident	$65	
ii) Non-Resident	$81	
iii) Deposit (Refundable)	$50	
7 Youth Center		
a) Camp (5-Day)		
i) Resident	$237	
ii) Non-Resident	$276	
iii) Deposit	$25	
b) Camp Extended Hours (Camp Participants Only)		
i) Resident	$30	
ii) Non-Resident	$40	
c) Leader In Training Program		
i) Resident	$118	
ii) Non-Resident	$142	
d) Late Payment (after the 5th of the Month)	$25	
e) Late Pick Up (Every 10 Minutes After 10 Minute Grace Period)	$25	

City of Pinole

MASTER FEE SCHEDULE - COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Fee	Note
8 Senior Center		
a) Drop-In Classes		
i) Member	$1 - $15 / Class	
ii) Non-Member	$2 - $20 / Class	
b) Westcat Ticket	$2/Ticket	
c) Lunch Program		
i) Member	$5 - $15	
ii) Non-Member	$8 - $20	
d) Special Activities/Food Items	$1 - $15	
e) Special/Themed Luncheons		
i) Member	$15 - $30	
ii) Non-Member	$17 - $40	
f) Fundraiser Events	$5 - $80	
g) Social Dance	$15 - $30	
h) Pancake Breakfast	$10 - $15	
i) Annual Membership		
i) Ages 50-84	$30	
ii) Ages 85 and Older	Free	
j) Travel	Varies based on trip cost	
9 Classes		
a) Third Party Programs	The fees for all third party provided activities may vary based on contract negotiations & market rates at discretion of the Community Services Director	
10 Community Events		
a) Booth Fees		
i) Pinole Business (For Profit)	$20	
ii) Non-Pinole Business (For Profit)	$20	
iii) Non-Profit	$20	
b) Craft Fair Vendor	$25-$75	

City of Pinole

MASTER FEE SCHEDULE - COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Fee	Note
11 Facility Rental		
Non-Profit Rates Apply to 501(c)(3) Nonprofits, and Schools only		
a) Security Guard	$40/Guard/Hour	
b) Senior Center Main Hall (250 Capacity)		
i) Booking	$60	
ii) Deposit		
a) Deposit without Alcohol permit	$500	
b) Deposit with Alcohol Permit	$600	
iii) Decoration/Clean Up Time (up to 2 hrs)	$60/Hour (2 Hr. Max)	
iv) Rental Rate		
a) Resident		
i) Base Rate (First 5 Hours)	$150/Hour	
ii) Each Additional Hour	$75/Hour	
b) Non-resident		
i) Base Rate (First 5 Hours)	$180/Hour	
ii) Each Additional Hour	$90/Hour	
c) Non-Profit Pinole Organization		
i) Base Rate (First 5 Hours)	$115/Hour	
ii) Each Additional Hour	$56/Hour	
d) Non-Profit Non-Pinole Organization		
i) Base Rate (First 5 Hours)	$125/Hour	
ii) Each Additional Hour	$70/Hour	
v) Change of Date Fee		
a) Change of Date Fee (76 Days or More in Advance)	$75	
b) Change of Date Fee (75 Days or Less in Advance)	$100	
c) Senior Center - Large Room - 2 Hour Minimum		
i) Non-Profit Organizations (Hourly)	$30/Hour	
ii) Resident (Hourly)	$40/Hour	
iii) Non-Resident (Hourly)	$50/Hour	
iv) Change of Date Fee		
a) Change of Date Fee (76 Days or More in Advance)	$25	
b) Change of Date Fee (75 Days or Less in Advance)	$45	
d) Senior Center - Small Room - 2 Hour Minimum		
i) Non-Profit Organization Hourly	$25/Hour	
ii) Resident Hourly	$35/Hour	
iii) Non-Resident Hourly	$45/Hour	
iv) Change of Date Fee		
a) Change of Date Fee (76 Days or More in Advance)	$25	
b) Change of Date Fee (75 Days or Less in Advance)	$45	

City of Pinole

MASTER FEE SCHEDULE - COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Fee	Note
e) Senior Center Commercial Kitchen		
i) Deposit	$75	
ii) Resident	$40	
iii) Non-Resident	$48	
iv) Non-Profit Organizations	$25	
f) Youth Center Main Area - 4 Hour Minimum (120 Person Capacity)		
i) Booking	$60	
ii) Deposit		
a) Deposit without alcohol permit	$200	
b) Deposit with alcohol permit	$400	
iii) Rental Rate		
a) Resident (Hourly)	$70/Hour	
b) Non-Resident (Hourly)	$84/Hour	
iv) Decoration Time (up to 2 hours)	$60/Hour (2 Hr. Max)	
v) Change of Date Fee		
a) Change of Date Fee (76 Days or More in Advance)	$75	
b) Change of Date Fee (75 Days or Less in Advance)	$100	
g) Youth Center Meeting Room - 2 Hour Minimum (40 Capacity)		
i) Booking	$60	
ii) Deposit	$100	
iii) Rental Rate		
a) Resident (Hourly)	$55/Hour	
b) Non-Resident (Hourly)	$65/Hour	
c) Non-Profit Pinole Organization (Hourly)	$40/Hour	
d) Non-Profit Non-Pinole Organization (Hourly)	$50/Hour	
iv) Decoration/Clean Up Time (up to 2 hrs)	$30/Hour (2 Hr. Max)	
v) Change of Date Fee		
a) Change of Date Fee (76 Days or More in Advance)	$25	
b) Change of Date Fee (75 Days or Less in Advance)	$45	

Illustration of Proposed Fee Changes

City of Pinole

MASTER FEE SCHEDULE - ~~RECREATION~~ COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Current Fee	Proposed Fee	Fee Change	Note
1 ~~Tiny Tots~~ Year-round Tiny Tot Program				
a) ~~M/W/F a.m.~~ 3-Day AM				
i) ~~Resident Monthly~~ Session - 3 Months (Resident)	~~$298~~ $894	$1,080	$186	
ii) ~~Non-resident Monthly~~ Session - 3 Months (Non-Resident)	~~$347~~ $1,040	$1,242	$202	
b) ~~M/W/F p.m.~~ 3-Day PM				
i) ~~Resident Monthly~~ Session - 3 Months (Resident)	~~$247~~ $742	$1,080	$338	
ii) ~~Non-resident Monthly~~ Session - 3 Months (Non-Resident)	~~$289~~ $866	$1,242	$376	
c) ~~T/Th~~ 2-Day AM				
i) ~~Resident Monthly~~ Session - 3 Months (Resident)	~~$167~~ $500	$720	$220	
ii) ~~Non-resident Monthly~~ Session - 3 Months (Non-Resident)	~~$192~~ $575	$828	$253	
d) 2-Day PM				
i) Session - 3 Months (Resident)	new	$720	n/a - new	
ii) Session - 3 Months (Non-Resident)	new	$828	n/a - new	
e) Session Membership Fee				
i) Resident	$54 per session	$60	$6	
ii) Non-resident	new	$69	n/a - new	
2 Summer Tiny Tot Program				
~~d) Summer M/W/F~~ a) 3-Day				
i) ~~Resident (per 4 week session)~~ Weekly (Resident)	~~$328~~ $82	$102	$20	
ii) ~~Non-Resident (per 4 week session)~~ Weekly (Non-Resident)	~~$381~~ $95	$117	$22	
~~e) Summer T/Th~~ b) 2-Day				
i) ~~Resident (per 4 week session)~~ Weekly (Resident)	~~$272~~ $68	$68	$0	
ii) ~~Non-Resident (per 4 week session)~~ Weekly (Non-Resident)	~~$317~~ $78	$78	$0	
3 Administration				
~~f)~~ a) Late Pick Up (Every 10 Minutes After 10 Minute Grace Period)	$22	$25	$3	
i) ~~Within 15 minutes After Grace Period~~	~~$22~~			
~~ii) Every 10 Minutes Thereafter~~	~~$22~~			
~~g)~~ b) Late Payment (After the 5th of the Month)	$14	$25	$11	
~~i) After the 7th of the Month~~	~~$14~~			
~~ii) After the 15th of the Month~~	~~$43~~			
~~h) Administrative~~				
~~i) Membership Fee~~	~~$54/ per session~~			

City of Pinole

MASTER FEE SCHEDULE - ~~RECREATION~~ COMMUNITY SERVICES DEPARTMENT FEES

	Activity Description	Current Fee	Proposed Fee	Fee Change	Note
4	Athletic Fields				
	~~a) Youth and Adult Leagues~~				
	~~i)~~ a) Resident/Pinole Organizations (Hourly)	$17	$20	$3	
	~~ii)~~ b) Non-Resident/Non-Pinole Organizations (Hourly)	$25	$25	$0	
	~~b) Restroom Key Deposit-refundable~~	~~$54~~			
	c) ~~Lighting Fee at Fernandez Park~~ Fernandez Park Light Fee (Hourly)	$13	$15	$2	
5	Tennis Courts				
	a) Resident (Hourly per Court)	$6 - $8	$7	varies	
	b) Non-Resident (Hourly per Court)	$8 - $11	$10	varies	
	c) Commercial Use - Instructor (Hourly per Court)	$11	$15	$4	
	~~a) Weekdays~~				
	~~i) Resident~~	~~$6.00 / hr / court~~			
	~~ii) Non-Resident~~	~~$8.00 / hr / court~~			
	~~b) Weekends and Holidays~~				
	~~i) Resident~~	~~$8.00 / hr / court~~			
	~~ii) Non-Resident~~	~~$11.00 / hr / court~~			
	~~c) Commercial Use - Instructor Fee~~	~~$11.00 / hr / court~~			
6	Park Rentals				
	a) Fernandez Park BBQ Area ~~- per day~~ (Per Day)				
	~~a)~~ i) Resident	$130	$130	$0	
	~~b)~~ ii) Non-Resident	$163	$163	$0	
	iii) Deposit (Refundable)	new	$100		
~~5~~	b) Gazebo ~~- per day~~ (Per Day)				
	~~a)~~ i) Resident	$296	$150	($146)	
	~~b)~~ ii) Non-Resident	$370	$188	($182)	
	iii) Deposit (Refundable)	new	$50		
~~6~~	~~Inflatable Jumper Fee~~				
	~~a) Resident~~	~~$54~~			
	~~b) Non-Resident~~	~~$81~~			
~~7~~	c) Pinole Valley Park BBQ Area ~~- per day per area~~ (Per Day)				
	~~a)~~ i) Resident	$65	$65	$0	
	~~b)~~ ii) Non-Resident	$98	$81	($17)	
~~8~~	~~Restroom Key Deposit - refundable~~	~~$54~~		($54)	
~~9~~	~~Cleaning / Damage Deposit - refundable~~ iii) Deposit (Refundable)	$215	$50		

City of Pinole

MASTER FEE SCHEDULE - ~~RECREATION~~ COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Current Fee	Proposed Fee	Fee Change	Note
7 Youth Center				
~~10~~ ~~Enrichment Sessions at Schools~~				
~~a) Resident~~	~~Varies based on enrichment sessions and provider~~			
~~b) Non-Resident~~	~~Add 10% to resident~~			
~~11~~ ~~Enrichment Sessions at PYC~~				
~~a) Resident~~	~~Varies based on enrichment sessions and provider~~			
~~b) Non-Resident~~	~~Add 10% to resident~~			
~~12~~ ~~Summer Camp-Weekly~~ a) Camp (5-Day)				
i) Resident	$237	$237	$0	
ii) Non-Resident	$276	$276	$0	
iii) Deposit	new	$25		
~~13~~ b) Camp Extended Hours (Camp Participants Only)				
~~a)~~ i) Resident	$45	$30	($15)	
~~b)~~ ii) Non-Resident	$51	$40	($11)	
~~14~~ c) Leader In Training Program ~~Summer~~				
i) Resident	$118	$118	$0	
ii) Non-Resident	$142	$142	$0	
~~15~~ ~~Contract Camps~~	~~20% to 40% markup~~			
~~16~~ ~~School Break Camps~~				
~~a) Resident~~	~~$237~~			
~~b) Non-Resident~~	~~$276~~			
~~17~~ ~~Drop-In Activities~~	~~Varies~~			
~~18~~ d) Late Payment (after the 5th of the Month)	$15/week & increases $11	$25	varies	
~~19~~ e) Late Pick Up (Every 10 Minutes After 10 Minute Grace Period)	$1.00/minute after 5-minute grace period	$25	varies	
~~20~~ ~~Days Off Care (Hours 8:30am – 6:00pm)~~				
~~a) Members/Resident~~	~~$57 day~~			
~~b)Non-Members/Resident~~	~~$76 day~~			
~~c) Member/Non-Resident~~	~~$62 day~~			
~~d) Non-Member/Non-Resident~~	~~$94 day~~			
~~21~~ ~~Extended Care (7:00-8:30 am)~~	~~$36 day~~			

City of Pinole

MASTER FEE SCHEDULE - ~~RECREATION~~ COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Current Fee	Proposed Fee	Fee Change	Note
8 Senior Center				
a) Drop-In Classes				
~~a)~~ i) Member	$2 - $8 per class	$1 - $15 / Class	varies	
~~b)~~ ii) Non-Member	$3 - $9 per class	$2 - $20 / Class	varies	
b) Westcat Ticket	$1/Ticket	$2/Ticket	$1	
c) ~~Daily~~ Lunch Program				
~~a)~~ i) Member	$8 - $13	$5 - $15	varies	
~~b)~~ ii) Non-Member	$10 - $15	$8 - $20	varies	
d) Special Activities/Food Items	$1 - $15	$1 - $15	varies	
e) Special/Themed Luncheons				
~~a)~~ i) Member	$15 - $20	$15 - $30	varies	
~~b)~~ ii) Non-Member	$17 - $22	$17 - $40	varies	
~~Salon Services~~	~~$15 - $45~~			
~~a) Shampoo/Set/Blow Dry~~	~~$15~~			
~~b) Hair Cut and Blow Dry~~	~~$25~~			
~~c) Hair Cut~~	~~$15~~			
~~d) Shampoo and Set~~	~~$15~~			
~~e) Color~~	~~$35~~			
~~f) Perm~~	~~$60~~			
~~g) Highlights~~	~~$45 & up~~			
f) Fundraiser Events	$5 - $80	$5 - $80	$0	
g) ~~Monthly~~ Social Dance	$12	$15 - $30	varies	
~~Alcoholic Drinks~~	~~$3 - $12~~			
h) ~~Annual~~ Pancake Breakfast	$10 - $12	$10 - $15		
i) Annual Membership	~~$30~~			
i) Ages 50-84	$30	$30	$0	
ii) Ages 85 and Older	n/a	Free	$0	
j) Travel	Varies based on trip cost	Varies based on trip cost		
9 Classes				
~~Adult and Youth Classes~~				
~~a) Resident~~	~~40% of Instructor Fee plus $7.00 Processing fee~~			
~~b) Non-Resident~~	~~Add 10% to Resident fee~~			
a) Third Party Programs		The fees for all third party provided activities may vary based on contract negotiations & market rates at discretion of the Community Services Director		

City of Pinole

MASTER FEE SCHEDULE - ~~RECREATION~~ COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Current Fee	Proposed Fee	Fee Change	Note
10 Community Events				
a) Booth Fees				
~~a) For Profit Pinole Business~~ i) Pinole Business (For Profit)	$89	$20	($69)	
~~b) For Profit Non-Pinole Business~~ ii) Non-Pinole Business (For Profit)	$118	$20	($98)	
~~c)~~ iii) Non-Profit	$35	$20	($15)	
~~Senior Center Craft Fair~~ b) Craft Fair Vendor	$25 - $55	$25-$75	varies	
11 Facility Rental				
~~(Non-Profit Rates Apply to 501(c)3 Nonprofits, Faith Organizations and Schools only)~~				
Non-Profit Rates Apply to 501(c)(3) Nonprofits, and Schools only				
a) Security Guard	new	$40/Guard/Hour		
~~Alcohol Permit~~	~~$78~~			
~~Certificate of Insurance Purchase (for Quinceaneras only/per Diversified Risk Mgmt)~~ ~~(Certificate required but may be provided by renter's insurance company at no cost)~~	~~$189~~			
~~Alcohol Use Insurance~~ ~~(Must be purchased in conjunction with Certificate of Insurance or provided by renter's insurance at no cost)~~	~~$621~~			
b) Senior Center Main Hall (~~100~~ 250 Capacity)				
~~a)~~ i) Booking	$56	$60	$4	
~~b)~~ ii) Deposit				
~~i)~~ a) Deposit without Alcohol permit	$563	$500		
~~ii)~~ b) Deposit with Alcohol Permit	$845	$600		
~~c) Table and Chair Setup~~	~~$59~~			
~~d) Table and Chair Takedown~~	~~$59~~			
~~e)~~ iii) Decoration/Clean Up Time (up to 2 hrs)	$51 per hour; 2-hr max.	$60/Hour (2 Hr. Max)		
~~f)~~ iv) Rental Rate (Base Rate for First 5 Hours)				
~~i)~~ a) Resident				
~~i)~~ i) Base Rate (First 5 Hours)	$739 $148/Hour	$150/Hour		
~~i)~~ ii) Each Additional Hour	$106	$75/Hour		
~~ii)~~ b) Non-resident				
~~i)~~ i) Base Rate (First 5 Hours)	$917 $183/Hour	$180/Hour		
~~i)~~ ii) Each Additional Hour	$142	$90/Hour		
~~iii)~~ c) ~~Pinole Organization (5 hours)~~ Non-Profit Pinole Organization				
~~i)~~ i) Base Rate (First 5 Hours)	$451 $90/Hour	$115/Hour		
~~i)~~ ii) Each Additional Hour	$56	$56/Hour		
~~iv)~~ d) ~~Non-Pinole Organization (5 hours)~~ Non-Profit Non-Pinole Organization				
~~i)~~ i) Base Rate (First 5 Hours)	$563 $113/Hour	$125/Hour		
~~i)~~ ii) Each Additional Hour	$79	$70/Hour		
~~g)~~ v) Change of Date Fee				
~~i)~~ a) Change of Date Fee (76 Days or More in Advance)	$237	$75	($162)	
~~ii)~~ b) Change of Date Fee (75 Days or Less in Advance)	$355	$100	($255)	

City of Pinole

MASTER FEE SCHEDULE - ~~RECREATION~~ COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Current Fee	Proposed Fee	Fee Change	Note
~~**Senior Center Main Hall - Non-Profit Rates (Weekends)**~~				
~~a) Booking~~	~~$56~~			
~~b) Deposit~~	~~$282~~			
~~c) Table and Chair Setup~~	~~$56~~			
~~d) Table and Chair Takedown~~	~~$56~~			
~~e) vi) Decoration/Clean Up Time (up to 2 hrs)~~	~~$51 per hour; 2 hr max.~~			
~~f) Rental Rate~~				
~~i) Pinole Organization (5 hours)~~ vii) Non-Profit Pinole Organization Hourly	~~$451~~			
~~ii) Non-Pinole Organization (5 hours)~~ viii) Non-Profit Non-Pinole Organization Hourly	~~$563~~			
~~iii) Pinole Org. each add'l hour~~ ix) Non-Profit Pinole Organization Hourly	~~$56~~			
~~iv) Non-Pinole Org. each add'l hour~~ x) Non-Profit Non-Pinole Organization Hourly	~~$79~~			
~~Senior Center - Computer, Arts/Crafts, & Board Room – M-F 8:30am - 4:30pm~~ d) Senior Center - Large Room - 2 Hour Minimum				
~~a)~~ i) Non-Profit Organizations Hourly	$40/rental Includes 2 hours $17/hr after	$30/Hour		
~~b) Private or Commercial Organizations~~ ii) Resident Hourly	$56/rental Includes 2 hours; $29/hr after	$40/Hour		
iii) Non-Resident Hourly	new	$50/Hour		
~~c) Deposit~~	~~$45~~			
iv) Change of Date Fee				
a) Change of Date Fee (76 Days or More in Advance)	new	$25		
b) Change of Date Fee (75 Days or Less in Advance)	new	$45		
~~Senior Center - Computer, Arts/Crafts, & Board Room – M-F 4:30pm - 7:30pm~~ e) Senior Center - Small Room - 2 Hour Minimum				
~~a) Non-Profit Organizations~~ i) Non-Profit Organization Hourly	$56/rental Includes 2 hours; $29/hr after	$25/Hour		
~~b) Private or Commercial Organizations~~ ii) Resident Hourly	$85/rental Includes 2 hours; $40/hr after	$35/Hour		
iii) Non-Resident Hourly	new	$45/Hour		
~~c) Deposit~~	~~$45~~			
iv) Change of Date Fee				
a) Change of Date Fee (76 Days or More in Advance)	new	$25		
b) Change of Date Fee (75 Days or Less in Advance)	new	$45		
e) Senior Center Commercial Kitchen				
i) Deposit	new	$75		
ii) Resident	new	$40		
iii) Non-Resident	new	$48		
iv) Non-Profit Organizations	new	$25		

City of Pinole

MASTER FEE SCHEDULE - ~~RECREATION~~ COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Current Fee	Proposed Fee	Fee Change	Note
f) Youth Center Main Area - 4 Hour Minimum (120 Person Capacity)				
~~a)~~ i) Booking	$56	$60	$4	
~~b)~~ ii) Deposit				
~~i)~~ a) Deposit without alcohol permit	$282	$200		
~~ii)~~ b) Deposit with alcohol permit	$563	$400		
~~c)~~ iii) Rental Rate				
~~i)~~ a) Resident (Hourly)	~~$282~~ $70	$70/Hour	$0	
~~ii)~~ b) Non-Resident (Hourly)	~~$366~~ $91	$84/Hour	($7)	
~~iii) Resident for Each Add'l hour~~	~~$73~~			
~~iv) Non-Resident for Each Add'l Hour~~	~~$96~~			
~~iii) Pinole Organization each add'l hour~~	~~$47~~			
~~iv) Non-Pinole Organization each add'l hour~~	~~$71~~			
~~d)~~ iv) Decoration Time (up to 2 hours)	$51.00/hr	$60/Hour (2 Hr. Max)		
~~e)~~ v) Change of Date Fee	~~$84~~			
a) Change of Date Fee (76 Days or More in Advance)		$75		
b) Change of Date Fee (75 Days or Less in Advance)		$100		
~~Youth Center Workshop Room (40 Person Capacity)~~				
g) Youth Center Meeting Room - 2 Hour Minimum (40 Capacity)				
~~a)~~ i) Booking	$56	$60	$4	
~~b)~~ ii) Deposit	$282	$100		
~~i) Deposit without alcohol permit~~	$282			
~~ii) Deposit with alcohol permit~~	~~$563~~			
~~c)~~ iii) Rental Rate				
~~i)~~ a) Resident ~~(2 hours)~~ Hourly	~~$83~~ $41	$55/Hour	$14	
~~ii)~~ b) Non-Resident ~~(2 hours)~~ Hourly	~~$118~~ $59	$65/Hour	$6	
~~iii) Pinole Organization (4 hours)~~ c) Non-Profit Pinole Organization (Hourly)	~~$213~~ $53	$40/Hour	($13)	
~~iv) Non-Pinole Organization (4 hours)~~ d) Non-Profit Non-Pinole Organization (Hourly)	~~$308~~ $77	$50/Hour	($27)	
~~iii) Resident for each add'l hour~~	~~$41~~			
~~iv) Non-resident for each add'l hour~~	~~$59~~			
~~d)~~ iv) ~~Decoration Time (up to 2 hours)~~ Decoration/Clean Up Time (up to 2 hrs)	$30.00/hr	$30/Hour (2 Hr. Max)		
~~e)~~ v) Change of Date Fee	~~$59~~			
a) Change of Date Fee (76 Days or More in Advance)		$25		
b) Change of Date Fee (75 Days or Less in Advance)		$45		

City of Pinole

MASTER FEE SCHEDULE - ~~RECREATION~~ COMMUNITY SERVICES DEPARTMENT FEES

Activity Description	Current Fee	Proposed Fee	Fee Change	Note
~~Youth Center Main Area - Non-Profit Rates (Weekends)~~				
~~a) Booking~~	~~$56~~			
~~b) Deposit~~	~~$282~~			
~~c) Rental Rate~~				
~~i) Pinole Organization (4 hours)~~ vi) Non-Profit Pinole Organization Hourly	~~$213~~			
~~ii) Non-Pinole Organization (4 hours)~~ vii) Non-Profit Non-Pinole Organization Hourly	~~$308~~			
~~iii) Pinole Organization each add'l hour~~	~~$47~~			
~~iv) Non-Pinole Organization each add'l hour~~	~~$71~~			
~~d) Decoration Time (up to 2 hours)~~	~~$47.00/hr~~			
~~Alex Clark Room (50 Person Capacity) - Nonprofit meetings only~~				
~~a) Security Deposit~~	~~$154~~			
~~b) Rental Rate~~				
~~i) Pinole Organization~~	~~$12.00/2 hr. mtg~~			
~~ii) Non-Pinole Organization~~	~~$30.00/2 hr. mtg~~			
~~c) Key Replacement Fee~~	~~$54~~			

User and Regulatory Fees

Cost of Service Analysis

Community Services Fees

City of Pinole
Cost of Service Analysis

City of Pinole
User and Regulatory Fee Study
Cost Recovery Analysis - Community Services

Recurring Expenditures - Recreation Administration [a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Direct to Special Events	Allocable Expense	Notes
100	General Fd	55	Recreation	551	Recreation Administration	42511	Admin Exp/Equipment Rent	$3,500	$0	$3,500	
209	Recreation Fd	55	Recreation	551	Recreation Administration	40101	Salary & Wages/Full Time	$412,537	$0	$412,537	
209	Recreation Fd	55	Recreation	551	Recreation Administration	40108	Salary & Wages/Longevity Pay	$1,496	$0	$1,496	
209	Recreation Fd	55	Recreation	551	Recreation Administration	40306	Other Pay/Medical In Lieu	$7,200	$0	$7,200	
209	Recreation Fd	55	Recreation	551	Recreation Administration	40308	Other Pay/Bilingual Pay	$2,400	$0	$2,400	
209	Recreation Fd	55	Recreation	551	Recreation Administration	40311	Other Pay/Cell Phone	$780	$0	$780	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41001	Emp Benefits/Medical-Active	$45,449	$0	$45,449	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41002	Emp Benefits/Dental	$3,783	$0	$3,783	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41003	Emp Benefits/Vision Care	$597	$0	$597	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41004	Emp Benefits/PERS Retirement	$138,081	$0	$138,081	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41005	Emp Benefits/Employee Assistar	$140	$0	$140	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41007	Emp Benefits/Life-ADD	$863	$0	$863	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41008	Emp Benefits/Long Term Disabil	$941	$0	$941	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41009	Emp Benefits/Workers Comp	$26,467	$0	$26,467	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41010	Emp Benefits/FICA - Medicare	$6,154	$0	$6,154	
209	Recreation Fd	55	Recreation	551	Recreation Administration	41012	Emp Benefits/Unemployment In	$404	$0	$404	
209	Recreation Fd	55	Recreation	551	Recreation Administration	42101	Prof Svcs/Professional Service	$1,181	$0	$1,181	
209	Recreation Fd	55	Recreation	551	Recreation Administration	42201	Office Expense	$1,500	$0	$1,500	
209	Recreation Fd	55	Recreation	551	Recreation Administration	42301	Travel & Training/Conf-Registrat	$6,500	$0	$6,500	
209	Recreation Fd	55	Recreation	551	Recreation Administration	42302	Travel & Training/Mileage, Toll,	$6,000	$0	$6,000	
209	Recreation Fd	55	Recreation	551	Recreation Administration	42303	Travel & Training/Meal Allowan	$800	$0	$800	
209	Recreation Fd	55	Recreation	551	Recreation Administration	42401	Dues & Pub/Memberships	$1,030	$0	$1,030	
209	Recreation Fd	55	Recreation	551	Recreation Administration	42510	Admin Exp/Software Purch	$3,200	$0	$3,200	
209	Recreation Fd	55	Recreation	551	Recreation Administration	42514	Admin Exp/Special Depart	$24,600	$0	$24,600	
209	Recreation Fd	55	Recreation	551	Recreation Administration	42515	Admin Exp/Special Events	$88,200	$88,200	$0	
209	Recreation Fd	55	Recreation	551	Recreation Administration	46122	Admin Debits	$18,417	$0	$18,417	
209	Recreation Fd	55	Recreation	551	Recreation Administration	46124	IS Charges	$93,637	$0	$93,637	
209	Recreation Fd	55	Recreation	551	Recreation Administration	46126	Legal Charges	$2,000	$0	$2,000	
209	Recreation Fd	55	Recreation	551	Recreation Administration	46201	Insurance/General Liability	$29,316	$0	$29,316	
Subtotal								$927,173	$88,200	$838,973	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Notes
Citywide Overhead Allocation	17.4%	$838,973	$145,981	[b]

Allocation of Total Costs - Recreation Administration

Description	Total	Share	Notes
Direct Expenses	$838,973	85%	
Allocation of Citywide Overhead	$145,981	15%	
Total	$984,955	100%	

Recurring Expenditures - Direct Services [c]

Description	Senior Center 552	Tiny Tots 553	Youth Center 554	Swim Center 557	Memorial Hall 558	Tennis 559	Library Svcs 560	Animal Control 561	Special Events	Total	Notes
Personnel	$283,723	$217,264	$263,950	$0	$0	$0	$0	$0	$0	$764,937	
Services & Supplies	$265,341	$36,184	$49,617	$199,860	$0	$0	$202,430	$226,437	$88,200	$1,068,069	
Indirect Cost Alloc	$16,606	$9,919	$14,475	$500	$0	$0	$0	$0	$0	$41,500	
Subtotal	$565,670	$263,367	$328,042	$200,360	$0	$0	$202,430	$226,437	$88,200	$1,874,506	
Allocation of Citywide Overhead	$98,427	$45,826	$57,079	$34,863	$0	$0	$35,223	$39,400	$15,347	$326,164	
Allocation of Recreation Admin	$297,230	$138,386	$172,369	$105,279	$0	$0	$106,366	$118,981	$46,344	$984,955	
Total	$961,326	$447,578	$557,490	$340,501	$0	$0	$344,019	$384,818	$149,891	$3,185,625	

City of Pinole
User and Regulatory Fee Study
Cost Recovery Analysis - Community Services

Revenues

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Generated Revenue	All Other Revenues & Transfers In
209	Recreation Fd	55	Recreation	551	Recreation Administration	32399	State Grant/Misc	$41,722	$0	$41,722
209	Recreation Fd	55	Recreation	551	Recreation Administration	33224	Permits/Special Event Permit	$1,469	$1,469	
209	Recreation Fd	55	Recreation	551	Recreation Administration	34218	Fees/Field Usage Fee	$43,370	$43,370	
209	Recreation Fd	55	Recreation	551	Recreation Administration	36401	Recreation Chg/Contract Fees	$215	$215	
209	Recreation Fd	55	Recreation	551	Recreation Administration	36406	Recreation Chg/Booth Fee	$320	$320	
209	Recreation Fd	55	Recreation	551	Recreation Administration	38112	Rental Income/Facility Rental	$6,524	$6,524	
209	Recreation Fd	55	Recreation	551	Recreation Administration	38401	Other Rev/Contributions	$167,050	$167,050	
209	Recreation Fd	55	Recreation	551	Recreation Administration	38402	Other Rev/Contributions-Specia	$1,500	$1,500	
209	Recreation Fd	55	Recreation	551	Recreation Administration	38404	Other Rev/Miscellaneous Reven	$1,137	$1,137	
209	Recreation Fd	55	Recreation	551	Recreation Administration	39901	Transfers In	$1,455,969		$1,455,969
209	Recreation Fd	55	Recreation	552	Senior Center	36401	Recreation Chg/Contract Fees	$16,553	$16,553	
209	Recreation Fd	55	Recreation	552	Senior Center	36402	Recreation Chg/Memberships	$16,170	$16,170	
209	Recreation Fd	55	Recreation	552	Senior Center	36409	Recreation Chg/Class Fee	$37,237	$37,237	
209	Recreation Fd	55	Recreation	552	Senior Center	36410	Recreation Chg/Personal Service	$766	$766	
209	Recreation Fd	55	Recreation	552	Senior Center	36411	Recreation Chg/Food Program	$63,794	$63,794	
209	Recreation Fd	55	Recreation	552	Senior Center	36412	Recreation Chg/Travel	$9,510	$9,510	
209	Recreation Fd	55	Recreation	552	Senior Center	36416	Recreation Chg/Fundraising	$2,676	$2,676	
209	Recreation Fd	55	Recreation	552	Senior Center	36417	Recreation Chg/Gift Shop Sales	$21,648	$21,648	
209	Recreation Fd	55	Recreation	552	Senior Center	38112	Rental Income/Facility Rental	$38,516	$38,516	
209	Recreation Fd	55	Recreation	552	Senior Center	38401	Other Rev/Contributions	$3,409	$3,409	
209	Recreation Fd	55	Recreation	552	Senior Center	38402	Other Rev/Contributions-Specia	$3,808	$3,808	
209	Recreation Fd	55	Recreation	553	Tiny Tots	36401	Recreation Chg/Contract Fees	$132,334	$132,334	
209	Recreation Fd	55	Recreation	553	Tiny Tots	36405	Recreation Chg/Internal Prograr	$20,529	$20,529	
209	Recreation Fd	55	Recreation	553	Tiny Tots	38404	Other Rev/Miscellaneous Reven	$880	$880	
209	Recreation Fd	55	Recreation	554	Youth Center	36402	Recreation Chg/Memberships	$5,606	$5,606	
209	Recreation Fd	55	Recreation	554	Youth Center	36405	Recreation Chg/Internal Prograr	$83,643	$83,643	
209	Recreation Fd	55	Recreation	554	Youth Center	36407	Recreation Chg/Vending Machir	$164	$164	
209	Recreation Fd	55	Recreation	554	Youth Center	38112	Rental Income/Facility Rental	$2,593	$2,593	
209	Recreation Fd	55	Recreation	554	Youth Center	38401	Other Rev/Contributions	$10,000	$10,000	
209	Recreation Fd	55	Recreation	557	Swim Center	36403	Recreation Chg/Swim Fee	$105,301	$105,301	
209	Recreation Fd	55	Recreation	557	Swim Center	38112	Rental Income/Facility Rental	$2,290	$2,290	
209	Recreation Fd	55	Recreation	557	Swim Center	39901	Transfers In	$65,000		$65,000
209	Recreation Fd	55	Recreation	558	Memorial Hall	38110	Rental Income/Rental Property	$6,701	$6,701	
Subtotal								$2,368,403	$805,712	$1,562,691

City of Pinole
User and Regulatory Fee Study
Cost Recovery Analysis - Community Services

Generated Revenues

Description	Senior Center	Tiny Tots	Youth Center	Swim Center	General Rec Field & Facility Fees	Total	Notes
Total	$214,087	$153,743	$102,006	$107,591	$228,286	$ 805,712	

Recurring Allocable Costs

Description	Senior Center	Tiny Tots	Youth Center	Swim Ctr	Memorial Hall	Tennis	Library	Animal Control	Special Events	Total	Notes
Total	$961,326	$447,578	$557,490	$340,501	$0	$0	$344,019	$384,818	$149,891	$3,185,625	

Cost Recovery Analysis - Full Cost

Description	Senior Center	Tiny Tots	Youth Center	Swim Ctr	Memorial Hall	Tennis	Library	Animal Control	All Other	Total	Notes
Revenues	$214,087	$153,743	$102,006	$107,591	$0	$0	$0	$0	$228,286	$805,712	
Allocable Costs	$961,326	$447,578	$557,490	$340,501	$0	$0	$344,019	$384,818	$149,891	$3,185,625	
Cost Recovery	22%	34%	18%	32%	n/a	n/a	0%	0%	152%	25%	
Over / (Under)	($747,240)	($293,836)	($455,484)	($232,911)	$0	$0	($344,019)	($384,818)	$78,394	($2,379,913)	

Cost Recovery Analysis - Recreation Only

Description	Senior Center	Tiny Tots	Youth Center	Swim Ctr	All Other	Total	Notes
Revenues	$ 214,087	$ 153,743	$ 102,006	$ 107,591	$ 228,286	$ 805,712	
Allocable Costs	$ 961,326	$ 447,578	$ 557,490	$ 340,501	$149,891	$ 2,456,788	
Cost Recovery	22%	34%	18%	32%	152%	33%	
Over / (Under)	$ (747,240)	$ (293,836)	$ (455,484)	$ (232,911)	$ 78,394	$ (1,651,076)	

[a] Source: FY 25/26 adopted budget.

[b] Source: Citywide overhead cost allocation plan.

[c] Source: FY 25/26 adopted budget. Excludes capital outlay and Measure S funded expenses.

User and Regulatory Fees

Cost of Service Analysis

Senior Center

City of Pinole
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Community Services - Senior Center

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Notes
Recreation Coordinator	$44	1.00	$91,146	2,080	216	1,864	1,864	[a],[b]
Food Services Specialist	$36	0.75	$56,367	2,080		2,080	1,560	[a],[b]
Senior Recreation Leader	$26	0.50	$27,266	2,080		2,080	1,040	[a],[b]
Recreation Leader	$21	0.50	$21,364	2,080		2,080	1,040	[a],[b]
Rental Facility Custodian	$21	1.65	$70,500	2,080		2,080	3,432	[a],[b]
Total		4.40	$266,644				**8,936**	

Allocation of Hours	Share	Total	Notes
Indirect	20%	1,787	[b]
Direct	80%	7,149	[b]
Total	100%	8,936	

[a] Source: FY 25/26 authorized positions.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole
User and Regulatory Fee Study
Fully-Burdened Hourly Rate - Community Services - Senior Center

Recurring Expenditures [a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
209	Recreation Fd	55	Recreation	552	Senior Center	40101	Salary & Wages/Full Time	$72,802	$0	$72,802	
209	Recreation Fd	55	Recreation	552	Senior Center	40102	Salary & Wages/Part Time	$149,300	$0	$149,300	
209	Recreation Fd	55	Recreation	552	Senior Center	41001	Emp Benefits/Medical-Active	$25,249	$0	$25,249	
209	Recreation Fd	55	Recreation	552	Senior Center	41002	Emp Benefits/Dental	$1,124	$0	$1,124	
209	Recreation Fd	55	Recreation	552	Senior Center	41003	Emp Benefits/Vision Care	$348	$0	$348	
209	Recreation Fd	55	Recreation	552	Senior Center	41004	Emp Benefits/PERS Retirement	$10,221	$0	$10,221	
209	Recreation Fd	55	Recreation	552	Senior Center	41005	Emp Benefits/Employee Assistar	$82	$0	$82	
209	Recreation Fd	55	Recreation	552	Senior Center	41007	Emp Benefits/Life-ADD	$406	$0	$406	
209	Recreation Fd	55	Recreation	552	Senior Center	41008	Emp Benefits/Long Term Disabil	$487	$0	$487	
209	Recreation Fd	55	Recreation	552	Senior Center	41009	Emp Benefits/Workers Comp	$14,090	$0	$14,090	
209	Recreation Fd	55	Recreation	552	Senior Center	41010	Emp Benefits/FICA - Medicare	$3,220	$0	$3,220	
209	Recreation Fd	55	Recreation	552	Senior Center	41011	Emp Benefits/FICA - Soc Sec	$6,179	$0	$6,179	
209	Recreation Fd	55	Recreation	552	Senior Center	41012	Emp Benefits/Unemployment In	$215	$0	$215	
209	Recreation Fd	55	Recreation	552	Senior Center	42101	Prof Svcs/Professional Service	$36,200	($36,200)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	42107	Prof Svcs/Equipment Maintenar	$22,200	($22,200)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	42108	Prof Svcs/Building-Structure Ma	$40,740	($40,740)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	42201	Office Expense	$2,000	$0	$2,000	
209	Recreation Fd	55	Recreation	552	Senior Center	42202	Office Exp/Printing & Binding	$4,000	$0	$4,000	
209	Recreation Fd	55	Recreation	552	Senior Center	42301	Travel & Training/Conf-Registrat	$200	$0	$200	
209	Recreation Fd	55	Recreation	552	Senior Center	42401	Dues & Pub/Memberships	$165	$0	$165	
209	Recreation Fd	55	Recreation	552	Senior Center	42515	Admin Exp/Special Events	$3,750	$0	$3,750	
209	Recreation Fd	55	Recreation	552	Senior Center	43102	Utilities/Water	$20,000	($20,000)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	43103	Utilities/Electricity & Power	$47,000	($47,000)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	43201	Taxes/Property Tax	$10,756	($10,756)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	43804	Program Cost/Food Program	$65,000	($65,000)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	43809	Program Cost/Newsletter	$3,550	($3,550)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	43813	Program Cost/Membership Ever	$4,980	($4,980)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	44304	Other Materials Supp/Permit Fe	$2,800	($2,800)	$0	
209	Recreation Fd	55	Recreation	552	Senior Center	44306	Other Materials Supp/Maintena	$2,000	$0	$2,000	
209	Recreation Fd	55	Recreation	552	Senior Center	46126	Legal Charges	$1,000	$0	$1,000	
209	Recreation Fd	55	Recreation	552	Senior Center	46201	Insurance/General Liability	$15,606	$0	$15,606	
Total								$565,670	($253,226)	$312,444	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$312,444	$54,365	[b]

Allocation of Department Administration

Description	Total	Note
Department Administration	$297,230	[c]

Allocation of Total Costs - Recreation Administration

Description	Total	Share	Note
Direct Expenses	$312,444	47%	
Allocation of Citywide Overhead	$54,365	8%	
Allocation of Department Administration	$297,230	45%	
Total	$664,039	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$664,039	
Direct Hours	7,149	[c],[d]
Fully-Burdened Hourly Rate	$93	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier (ICR)
Senior Center	4.40	2,080	9,152	$266,644	$29	$93	3.19

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	ICR for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Recreation Coordinator	$91,146	1.00	$91,146	$44	3.19	$140
Food Services Specialist	$56,367	0.75	$75,156	$36	3.19	$115
Senior Recreation Leader	$27,266	0.50	$54,532	$26	3.19	$84
Recreation Leader	$21,364	0.50	$42,728	$21	3.19	$66
Rental Facility Custodian	$70,500	1.65	$42,728	$21	3.19	$66

City of Pinole
User and Regulatory Fee Study
Fully-Burdened Hourly Rate - Community Services - Senior Center

Revenues

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total
209	Recreation Fd	55	Recreation	552	Senior Center	36401	Recreation Chg/Contract Fees	$16,553
209	Recreation Fd	55	Recreation	552	Senior Center	36402	Recreation Chg/Memberships	$16,170
209	Recreation Fd	55	Recreation	552	Senior Center	36409	Recreation Chg/Class Fee	$37,237
209	Recreation Fd	55	Recreation	552	Senior Center	36410	Recreation Chg/Personal Service	$766
209	Recreation Fd	55	Recreation	552	Senior Center	36411	Recreation Chg/Food Program	$63,794
209	Recreation Fd	55	Recreation	552	Senior Center	36412	Recreation Chg/Travel	$9,510
209	Recreation Fd	55	Recreation	552	Senior Center	36416	Recreation Chg/Fundraising	$2,676
209	Recreation Fd	55	Recreation	552	Senior Center	36417	Recreation Chg/Gift Shop Sales	$21,648
209	Recreation Fd	55	Recreation	552	Senior Center	38112	Rental Income/Facility Rental	$38,516
209	Recreation Fd	55	Recreation	552	Senior Center	38401	Other Rev/Contributions	$3,409
209	Recreation Fd	55	Recreation	552	Senior Center	38402	Other Rev/Contributions-Special	$3,808
Total								$214,087

Recurring Allocable Costs

Description	Total	Note
Direct Costs	$565,670	
Citywide Overhead	$98,427	
Department Admin	$297,230	
Total	$961,326	

Cost Recovery Analysis

Description	Total	Note
Revenues	$214,087	
Allocable Costs	$961,326	
Cost Recovery	22%	
Over / (Under)	($747,240)	

[a] Source: FY 25/26 adopted budget.

[b] Source: Citywide overhead cost allocation plan.

[c] See separate worksheet.

[d] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

<u>User and Regulatory Fees</u>

Cost of Service Analysis

<u>Tiny Tots</u>

City of Pinole
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Community Services - Tiny Tots

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Productive Hours	Notes
Recreation Coordinator	$44	1.00	$91,146	2,080	216	1,864	1,864	[a],[b]
Recreation Leader	$21	1.25	$53,409	2,080		2,080	2,600	[a],[b]
Total		2.25	$144,555				**4,464**	

Allocation of Hours	Share	Total	Notes
Indirect	20%	893	[b]
Direct	80%	3,571	[b]
Total	100%	4,464	

[a] Source: FY 25/26 authorized positions.
[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole
User and Regulatory Fee Study
Fully-Burdened Hourly Rate - Community Services - Tiny Tots

Recurring Expenditures [a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
209	Recreation Fd	55	Recreation	553	Tiny Tots	40101	Salary & Wages/Full Time	$88,492	$0	$88,492	
209	Recreation Fd	55	Recreation	553	Tiny Tots	40102	Salary & Wages/Part Time	$42,900	$0	$42,900	
209	Recreation Fd	55	Recreation	553	Tiny Tots	40108	Salary & Wages/Longevity Pay	$2,655	$0	$2,655	
209	Recreation Fd	55	Recreation	553	Tiny Tots	40306	Other Pay/Medical In Lieu	$7,200	$0	$7,200	
209	Recreation Fd	55	Recreation	553	Tiny Tots	41002	Emp Benefits/Dental	$1,577	$0	$1,577	
209	Recreation Fd	55	Recreation	553	Tiny Tots	41004	Emp Benefits/PERS Retirement	$60,590	$0	$60,590	
209	Recreation Fd	55	Recreation	553	Tiny Tots	41005	Emp Benefits/Employee Assistar	$47	$0	$47	
209	Recreation Fd	55	Recreation	553	Tiny Tots	41007	Emp Benefits/Life-ADD	$162	$0	$162	
209	Recreation Fd	55	Recreation	553	Tiny Tots	41008	Emp Benefits/Long Term Disabil	$299	$0	$299	
209	Recreation Fd	55	Recreation	553	Tiny Tots	41009	Emp Benefits/Workers Comp	$8,504	$0	$8,504	
209	Recreation Fd	55	Recreation	553	Tiny Tots	41010	Emp Benefits/FICA - Medicare	$2,048	$0	$2,048	
209	Recreation Fd	55	Recreation	553	Tiny Tots	41011	Emp Benefits/FICA - Soc Sec	$2,660	$0	$2,660	
209	Recreation Fd	55	Recreation	553	Tiny Tots	41012	Emp Benefits/Unemployment In	$130	$0	$130	
209	Recreation Fd	55	Recreation	553	Tiny Tots	42107	Prof Svcs/Equipment Maintenar	$400	($400)	$0	
209	Recreation Fd	55	Recreation	553	Tiny Tots	42108	Prof Svcs/Building-Structure Ma	$22,250	($22,250)	$0	
209	Recreation Fd	55	Recreation	553	Tiny Tots	42201	Office Expense	$2,650	$0	$2,650	
209	Recreation Fd	55	Recreation	553	Tiny Tots	42301	Travel & Training/Conf-Registrat	$600	$0	$600	
209	Recreation Fd	55	Recreation	553	Tiny Tots	42302	Travel & Training/Mileage, Toll,	$2,000	$0	$2,000	
209	Recreation Fd	55	Recreation	553	Tiny Tots	42303	Travel & Training/Meal Allowan	$300	$0	$300	
209	Recreation Fd	55	Recreation	553	Tiny Tots	42401	Dues & Pub/Memberships	$234	$0	$234	
209	Recreation Fd	55	Recreation	553	Tiny Tots	42514	Admin Exp/Special Depart	$5,000	($5,000)	$0	
209	Recreation Fd	55	Recreation	553	Tiny Tots	43102	Utilities/Water	$250	($250)	$0	
209	Recreation Fd	55	Recreation	553	Tiny Tots	43103	Utilities/Electricity & Power	$2,500	($2,500)	$0	
209	Recreation Fd	55	Recreation	553	Tiny Tots	46126	Legal Charges	$500	$0	$500	
209	Recreation Fd	55	Recreation	553	Tiny Tots	46201	Insurance/General Liability	$9,419	$0	$9,419	
Total								$263,367	($30,400)	$232,967	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$232,967	$40,536	[b]

Allocation of Department Administration

Description	Total	Note
Department Administration	$138,386	[c]

City of Pinole
User and Regulatory Fee Study
Fully-Burdened Hourly Rate - Community Services - Tiny Tots

Allocation of Total Costs - Recreation Administration

Description	Total	Share	Note
Direct Expenses	$232,967	57%	
Allocation of Citywide Overhead	$40,536	10%	
Allocation of Department Administration	$138,386	34%	
Total	$411,889	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$411,889	
Direct Hours	3,571	[c],[d]
Fully-Burdened Hourly Rate	$115	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier (ICR)
Tiny Tots	2.25	2,080	4,680	$144,555	$31	$115	3.72

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	ICR for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Recreation Coordinator	$91,146	1.00	$91,146	$44	3.72	$163
Recreation Leader	$53,409	1.25	$42,728	$21	3.72	$76

City of Pinole
User and Regulatory Fee Study
Fully-Burdened Hourly Rate - Community Services - Tiny Tots

Revenues

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total
209	Recreation Fd	55	Recreation	553	Tiny Tots	36401	Recreation Chg/Contract Fees	$132,334
209	Recreation Fd	55	Recreation	553	Tiny Tots	36405	Recreation Chg/Internal Prograr	$20,529
209	Recreation Fd	55	Recreation	553	Tiny Tots	38404	Other Rev/Miscellaneous Reven	$880
Total								$153,743

Recurring Allocable Costs

Description	Total	Note
Direct Costs	$263,367	
Citywide Overhead	$45,826	
Department Admin	$138,386	
Total	$447,578	

Cost Recovery Analysis

Description	Total	Note
Revenues	$153,743	
Allocable Costs	$447,578	
Cost Recovery	34%	
Over / (Under)	($293,836)	

[a] Source: FY 25/26 adopted budget.

[b] Source: Citywide overhead cost allocation plan.

[c] See separate worksheet.

[d] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

User and Regulatory Fees

Cost of Service Analysis

Youth Center

City of Pinole
User and Regulatory Fee Study
Allocation of Annual Labor Effort - Community Services - Youth Center

Position	Hourly	FTE	Yearly	Total Hours Per FTE	Less: Holiday & Leave	Productive Hours Per FTE	Total Productive Hours	Notes
Recreation Coordinator	$44	1.00	$91,146	2,080	216	1,864	1,864	[a],[b]
Senior Recreation Leader	$26	1.00	$54,532	2,080		2,080	2,080	[a],[b]
Recreation Leader	$21	2.00	$85,455	2,080		2,080	4,160	[a],[b]
Total		4.00	$231,133				**8,104**	

Allocation of Hours	Share	Total	Notes
Indirect	20%	1,621	[b]
Direct	80%	6,483	[b]
Total	100%	8,104	

[a] Source: FY 25/26 authorized positions.

[b] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

City of Pinole
User and Regulatory Fee Study
Fully-Burdened Hourly Rate - Community Services - Youth Center

Recurring Expenditures [a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
209	Recreation Fd	55	Recreation	554	Youth Center	40101	Salary & Wages/Full Time	$88,492	$0	$88,492	
209	Recreation Fd	55	Recreation	554	Youth Center	40102	Salary & Wages/Part Time	$110,399	$0	$110,399	
209	Recreation Fd	55	Recreation	554	Youth Center	41001	Emp Benefits/Medical-Active	$32,824	$0	$32,824	
209	Recreation Fd	55	Recreation	554	Youth Center	41002	Emp Benefits/Dental	$1,577	$0	$1,577	
209	Recreation Fd	55	Recreation	554	Youth Center	41003	Emp Benefits/Vision Care	$199	$0	$199	
209	Recreation Fd	55	Recreation	554	Youth Center	41004	Emp Benefits/PERS Retirement	$7,387	$0	$7,387	
209	Recreation Fd	55	Recreation	554	Youth Center	41005	Emp Benefits/Employee Assistar	$47	$0	$47	
209	Recreation Fd	55	Recreation	554	Youth Center	41007	Emp Benefits/Life-ADD	$187	$0	$187	
209	Recreation Fd	55	Recreation	554	Youth Center	41008	Emp Benefits/Long Term Disabil	$299	$0	$299	
209	Recreation Fd	55	Recreation	554	Youth Center	41009	Emp Benefits/Workers Comp	$12,617	$0	$12,617	
209	Recreation Fd	55	Recreation	554	Youth Center	41010	Emp Benefits/FICA - Medicare	$2,884	$0	$2,884	
209	Recreation Fd	55	Recreation	554	Youth Center	41011	Emp Benefits/FICA - Soc Sec	$6,845	$0	$6,845	
209	Recreation Fd	55	Recreation	554	Youth Center	41012	Emp Benefits/Unemployment In	$193	$0	$193	
209	Recreation Fd	55	Recreation	554	Youth Center	42101	Prof Svcs/Professional Service	$5,000	($5,000)	$0	
209	Recreation Fd	55	Recreation	554	Youth Center	42107	Prof Svcs/Equipment Maintenar	$1,300	($1,300)	$0	
209	Recreation Fd	55	Recreation	554	Youth Center	42108	Prof Svcs/Building-Structure Ma	$27,042	($27,042)	$0	
209	Recreation Fd	55	Recreation	554	Youth Center	42201	Office Expense	$500	$0	$500	
209	Recreation Fd	55	Recreation	554	Youth Center	42301	Travel & Training/Conf Registra	$200	$0	$200	
209	Recreation Fd	55	Recreation	554	Youth Center	42401	Dues & Pub/Memberships	$375	$0	$375	
209	Recreation Fd	55	Recreation	554	Youth Center	42514	Admin Exp/Special Depart	$5,000	$0	$5,000	
209	Recreation Fd	55	Recreation	554	Youth Center	43102	Utilities/Water	$500	($500)	$0	
209	Recreation Fd	55	Recreation	554	Youth Center	43103	Utilities/Electricity & Power	$6,000	($6,000)	$0	
209	Recreation Fd	55	Recreation	554	Youth Center	43201	Taxes/Property Tax	$1,200	($1,200)	$0	
209	Recreation Fd	55	Recreation	554	Youth Center	44301	Other Materials Supp/Fuel	$500	$0	$500	
209	Recreation Fd	55	Recreation	554	Youth Center	44304	Other Materials Supp/Permit Fe	$2,000	($2,000)	$0	
209	Recreation Fd	55	Recreation	554	Youth Center	46126	Legal Charges	$500	$0	$500	
209	Recreation Fd	55	Recreation	554	Youth Center	46201	Insurance/General Liability	$13,975	$0	$13,975	
209	Recreation Fd	55	Recreation	554	Youth Center	47201	Improvements/Building	$15,000	($15,000)	$0	
Total								$343,042	($58,042)	$285,000	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$285,000	$49,590	[b]

Allocation of Department Administration

Description	Total	Note
Department Administration	$172,369	[c]

City of Pinole
User and Regulatory Fee Study
Fully-Burdened Hourly Rate - Community Services - Youth Center

Allocation of Total Costs - Recreation Administration

Description	Total	Share	Note
Direct Expenses	$285,000	56%	
Allocation of Citywide Overhead	$49,590	10%	
Allocation of Department Administration	$172,369	34%	
Total	$506,959	100%	

Calculation of Fully-Burdened Hourly Rate

Description	Total	Note
Costs	$506,959	
Direct Hours	6,483	[c],[d]
Fully-Burdened Hourly Rate	$78	

Calculation of Cost Multiplier for Fully-Burdened Hourly Rate (Apply to Base Salary Cost Per Hour)

Description	FTE	Annual Hours Per FTE	Total Annual Hours	Estimated Salaries	Hourly Wage Rate Only Assuming Total Annual Hours	Fully-Burdened Hourly Rate	Indirect Cost Rate Multiplier (ICR)
Youth Center	4.00	2,080	8,320	$231,133	$28	$78	2.81

Calculation of Fully-Burdened Hourly Rate by Position

Position	Total Salaries	Total FTE	Avg Salary Per FTE	Avg Salary Per Hour	ICR for Fully-Burdened Hourly Rate	Fully-Burdened Hourly Rate
Recreation Coordinator	$91,146	1.00	$91,146	$44	2.81	$123
Senior Recreation Leader	$54,532	1.00	$54,532	$26	2.81	$74
Recreation Leader	$85,455	2.00	$42,728	$21	2.81	$58

City of Pinole
User and Regulatory Fee Study
Fully-Burdened Hourly Rate - Community Services - Youth Center

Revenues

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total
209	Recreation Fd	55	Recreation	554	Youth Center	36402	Recreation Chg/Memberships	$5,606
209	Recreation Fd	55	Recreation	554	Youth Center	36405	Recreation Chg/Internal Prograr	$83,643
209	Recreation Fd	55	Recreation	554	Youth Center	36407	Recreation Chg/Vending Machir	$164
209	Recreation Fd	55	Recreation	554	Youth Center	38112	Rental Income/Facility Rental	$2,593
209	Recreation Fd	55	Recreation	554	Youth Center	38401	Other Rev/Contributions	$10,000
Total								$102,006

Recurring Allocable Costs

Description	Total	Note
Direct Costs	$328,042	
Citywide Overhead	$57,079	
Department Admin	$172,369	
Total	$557,490	

Cost Recovery Analysis

Description	Total	Note
Revenues	$102,006	
Allocable Costs	$557,490	
Cost Recovery	18%	
Over / (Under)	($455,484)	

[a] Source: FY 25/26 adopted budget.

[b] Source: Citywide overhead cost allocation plan.

[c] See separate worksheet.

[d] Direct/Indirect hours are intended to serve as reasonable estimates. Amounts will vary from year-to-year depending on activity, projects, and City Council priorities.

User and Regulatory Fees

Cost of Service Analysis

Swim Center

City of Pinole
User and Regulatory Fee Study
Cost Recovery Rate - Community Services - Swim Center

Recurring Expenditures [a]

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Adjustment	Allocable Expense	Note
209	Recreation Fd	55	Recreation	557	Swim Center	42101	Prof Svcs/Professional Service	$99,500	$0	$99,500	
209	Recreation Fd	55	Recreation	557	Swim Center	42108	Prof Svcs/Building-Structure Ma	$67,610	$0	$67,610	
209	Recreation Fd	55	Recreation	557	Swim Center	43102	Utilities/Water	$7,000	$0	$7,000	
209	Recreation Fd	55	Recreation	557	Swim Center	43103	Utilities/Electricity & Power	$19,000	$0	$19,000	
209	Recreation Fd	55	Recreation	557	Swim Center	43201	Taxes/Property Tax	$4,000	$0	$4,000	
209	Recreation Fd	55	Recreation	557	Swim Center	44304	Other Materials Supp/Permit Fe	$2,750	$0	$2,750	
209	Recreation Fd	55	Recreation	557	Swim Center	44307	Other Materials Supp/Janitorial	$0	$0	$0	
209	Recreation Fd	55	Recreation	557	Swim Center	46126	Legal Charges	$500	$0	$500	
209	Recreation Fd	55	Recreation	557	Swim Center	47103	FF&E/Furniture & Appliances	$20,000	($20,000)	$0	
Total								$220,360	($20,000)	$200,360	

Allocation of Citywide Overhead

Description	C'wide OH Rate	Mod Op Exp	Allocation of C'wide OH	Note
Citywide Overhead Allocation	17.4%	$200,360	$34,863	[b]

Allocation of Department Administration

Description	Total	Note
Department Administration	$105,279	[c]

Allocation of Total Costs - Recreation Administration

Description	Total	Share	Note
Direct Expenses	$200,360	59%	
Allocation of Citywide Overhead	$34,863	10%	
Allocation of Department Administration	$105,279	31%	
Total	$340,501	100%	

Revenues

Fund	Fund Desc	Dept	Dept Desc	Division	Division Desc	Account	Account Desc	Total	Generated Revenue	All Other Revenues & Transfers In
209	Recreation Fd	55	Recreation	557	Swim Center	36403	Recreation Chg/Swim Fee	$105,301	$105,301	
209	Recreation Fd	55	Recreation	557	Swim Center	38112	Rental Income/Facility Rental	$2,290	$2,290	
209	Recreation Fd	55	Recreation	557	Swim Center	39901	Transfers In	$65,000		$65,000
Total								$172,591	$107,591	$65,000

City of Pinole
User and Regulatory Fee Study
Cost Recovery Rate - Community Services - Swim Center

Recurring Allocable Costs

Description	Total	Note
Direct Costs	$200,360	
Citywide Overhead	$34,863	
Department Admin	$105,279	
Total	$340,501	

Cost Recovery Analysis

Description	Total	Note
Revenues	$107,591	
Allocable Costs	$340,501	
Cost Recovery	32%	
Over / (Under)	($232,911)	

[a] Source: FY 25/26 adopted budget.

[b] Source: Citywide overhead cost allocation plan.

[c] See separate worksheet.

CITY COUNCIL REPORT

12.A.

DATE: FEBRUARY 17, 2026

TO: MAYOR AND COUNCIL MEMBERS

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

SUBJECT: FY 2025/26 MID-YEAR BUDGET REVIEW (SECOND QUARTER FINANCIAL REPORT)

RECOMMENDATION

Staff recommend that the City Council receive the Fiscal Year (FY) 2025/26 Second Quarter Financial Report, and adopt a resolution authorizing budget amendments.

BACKGROUND

The quarterly financial report is intended to provide the City Council, City staff and management, and the community a general update on the financial activities and condition of the City.

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. As one of the many activities that the City undertakes to help ensure its financial soundness, staff provides quarterly financial reports on the City's budget condition.

The Second Quarter Financial Report (Attachments A and B) covers financial activity through the second quarter of FY 2025/26, ending December 31, 2025. It provides preliminary year-end results.

REVIEW AND ANALYSIS

An important part of managing the City's budget performance is through the mid-year budget review which includes a projection through the end of the fiscal year. The mid-year budget, excluding any one-time adjustments, serves as the baseline budget for the subsequent fiscal year and for the long-term financial forecast.

The mid-year budget review involves a detailed analysis of budget-to-actuals from July 1 to December 31 and helps us determine if adjustments to anticipated revenue and planned expenditures are necessary. At the mid-point of the fiscal year most revenues and expenditures are expected to be at 50% of budget, although this may vary based on the timing of certain receipts and spending trends.

At its meeting on June 17, 2025, the City Council adopted the FY 2025/26 Operating and Capital Budget. The FY 2025/26 budget is a status quo budget, meaning that the service and staffing levels included in the budget are similar to those included in the prior year's budget.

The City remains in a stable financial position and is able to fund its operating and capital expenditures through annual, recurring funding sources. The budget does include the use of unassigned fund balance (residual, unrestricted funds) primarily for several one-time, Council-directed initiatives, which is an acceptable use of unrestricted funds.

For the second quarter, revenues and expenditures mostly are on target with budgeted amounts as expected at this point in the fiscal year. However, staff recommend several revenue and expenditure adjustments across several City funds. The Second Quarter (Mid-Year) Financial Report contains financial activity of all City funds, including details for the proposed adjustments.

The FY 2025/26 budget and actual revenue, expenditures, and estimated beginning and ending fund balance for each City fund is listed in the Financial Summary (Attachment B).

FISCAL IMPACT

The fiscal impact of the proposed budget adjustments are summarized in the table below.

Fund	Proposed Adjustments
General Fund (Fund 100)	
Revenues	-
Expenditures	$99,366
Equipment Reserve Fund (Fund 160)	
Revenues	$68,747
Expenditures	$89,819
Solid Waste Fund (Fund 214)	
Revenues	$1,156,000
Expenditures	-
Cable Access TV Fund (Fund 505)	
Revenues	$90,500
Expenditures	-

ATTACHMENTS

A. Resolution
B. FY 2025-26 Second Quarter Financial Report
C. FY 2025-26 Second Quarter Financial Report Summary by Fund

RESOLUTION NO. 2026-xx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING THE CITY BUDGET FOR FISCAL YEAR 2025/26

WHEREAS, the City Council did adopt a Budget for City Operations by Resolution number 2025-32 on June 17, 2025; and

WHEREAS, the Finance Director has presented proposed recommendations for amendment of the Adopted Fiscal Year 2025/26 Operating and Capital Budget as part of a Mid-Year Budget Review at the regular City Council Meeting held on February 17, 2026; and

WHEREAS, the City Council has considered these recommended changes, as to the matter of the City budget; and

WHEREAS, the City Council has solicited public input on the proposed amendments to the Fiscal Year 2025/26 Operating and Capital Budget.

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

Amendments to the budget and program of services for the City of Pinole for Fiscal Year 2025/26 commencing July 1, 2025 and ending June 30, 2026 are hereby approved and adopted, as set forth in Exhibit #1 (herein incorporated).

PASSED AND ADOPTED this 17th day of February 2026**,** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **17th** day of **February, 2026**.

____

Heather Bell-Spears, CMC
City Clerk

Mid-Year Budget Adjustments

Exhibit 1

	Proposed Adjustments
General Fund (Fund 100)	
Revenues	-
Expenditures	$99,366
Equipment Reserve Fund (Fund 160)	
Revenues	$68,747
Expenditures	$89,819
Solid Waste Fund (Fund 214)	
Revenues	$1,156,000
Expenditures	-
Cable Access TV Fund (Fund 505)	
Revenues	$90,500
Expenditures	-

City of Pinole

FY 2025/26 Second Quarter Financial Report

Prepared by Finance Department

February 17, 2026

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Table of Contents

Introduction

The quarterly financial report is intended to provide the City Council, City staff and management, and the community a general update on the financial activities and condition of the City.

The City operates on an annual budget cycle. Through the budget, the City Council approves revenue estimates and authorizes City staff to expend the City's limited financial resources. As one of the many activities that the City undertakes to help ensure its financial soundness, staff provides quarterly financial reports on the City's budget condition.

The Second Quarter Financial Report details financial activity through the second quarter of the FY 2025/26, July 1, 2025 through December 31, 2025. It also provides projected year-end results.

The City's full budget document, FY 2025/26 Operating and Capital Budget, and other financial reports, can be found on the City's website at https://www.pinole.gov/financial-reports/.

General Fund Overview

The FY 2025/26 budget is a status quo budget, meaning that the revenue sources and service and staffing levels included in the budget are similar to those included in the prior year's budget. The City remains in a stable financial position and is able to fund its operating and capital expenditures through annual, recurring funding sources. While the City's budgeted revenues are sufficient to fund its current expenditures, the City does not have the capacity to fund any additional significant ongoing expenditures beyond budgeted amounts.

At its meeting on June 17, 2025, the City Council adopted the FY 2025/26 budget, which is structurally balanced with revenues and expenditures totaling 31.5 million. The budget includes the use of unassigned fund balance (residual, unrestricted funds) from the General Fund (including Measure S 2006 and 2014), primarily to support several one-time, Council-directed initiatives and capital projects. This is an appropriate use of unrestricted funds and totals $1.3 million, as shown in the tables below.

	FY 2025/26 Baseline Budget	FY 2025/26 One-Time Items*	FY 2025/26 Total Budget
Revenues			
Property Taxes	$ 6,698,790	$ -	$ 6,698,790
Sales and Use Taxes	4,567,189	-	4,567,189
Sales and Use Taxes - Measure S 2006	2,599,000	-	2,599,000
Sales and Use Taxes - Measure S 2014	2,599,000	-	2,599,000
Sales and Use Taxes - Measure I 2024	2,599,000	-	2,599,000
Utility Users Taxes (UUT)	2,345,000	-	2,345,000
Franchise Taxes	850,000	-	850,000
Transient Occupancy Tax (TOT)	400,000	-	400,000
Business License Tax	469,200	-	469,200
Intergovernmental Taxes	2,513,149	-	2,513,149
Permits	301,700	-	301,700
Fees	132,309	-	132,309
Charges for Services	1,861,497	-	1,861,497
Other Revenues	366,619	-	366,619
Transfers In - Pension Trust	2,552,745	-	2,552,745
Transfers In - OPEB Trust	682,700	-	682,700
Total Revenues	**31,537,898**	**-**	**31,537,898**
Expenditures			
Salaries and Wages	10,526,279	-	10,526,279
Benefits - PERS	4,437,115	-	4,437,115
Benefits - Other Benefits	3,741,236	-	3,741,236
Professional Services	8,913,471	468,937	9,382,408
Other Operating	378,156	-	378,156
Materials and Supplies	184,998	-	184,998
Interdepartmental Charges	(665,537)	-	(665,537)
Capital Outlay	191,440	795,000	986,440
Debt Service	653,545	-	653,545
Transfers Out	3,176,407	-	3,176,407
Total Expenditures	**31,537,110**	**1,263,937**	**32,801,047**
Net Surplus/(Deficit)	**$ 788**		**$ (1,263,149)**
*Funded by unassigned fund balance.			

Breakdown of One-Time Initiatives and Capital Projects Funded by General Fund Unassigned Fund Balance

Department	Description	Amount
Community Development/ Economic Development	Advertising (gen and industry-specific)	$ 2,000
Community Development/ Economic Development	Business Development/Community Help Reserve	10,000
Community Development/ Economic Development	Revitalization Reserve	10,000
Finance	Fee Study and Cost Allocation Plan	20,000
Finance	Grant Consulting	16,000
Human Resources	Executive Team Development/Retreat	10,000
Police	CERT Program Supplies	20,000
Police	Alex Clark Room Transformation	2,000
Public Works	Active Transportation Plan	30,000
Public Works	On-call Consultants for Capital Projects	75,000
Public Works	IN1703 Storm Drain Master Plan	273,937
	Total One-Time Initiatives	**468,937**
Public Works	RO2401 Road Maintenance Repairs	350,000
Public Works	FA2501 Zero-Emission Vehicle/EV Charging Infrastructure	75,000
Public Works	RO1710 San Pablo Ave. Bridge Over BNSF Railroad	100,000
Public Works	SW2401 Storm Drain Creek Discharge Improvements	120,000
Public Works	SW2501 Stormwater Upgrade & Trash Capture	150,000
	Total Capital Improvement Projects	**795,000**
	Total One-Time Items and Capital Improvement Projects	**$ 1,263,937**

Additionally, the City maintains a separate General Reserve Fund, which is required by the City's Cash Reserve Policy to maintain a reserve balance equal to 25% of total ongoing General Fund operating expenditures. The General Reserve fund balance is projected to end the fiscal year with a balance of approximately $7.8 million.

The City is projecting to close FY 2025/26 with revenues totaling $31.7 million and expenditures totaling $33.1 million, and an estimated ending fund balance of $4.4 million. The table below summarizes the General Fund budget to actuals for the second quarter.

General Fund (including Measure S 2006 and 2014, and Measure I 2024)	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 31,537,898	$ 31,537,898	$ -	$ 31,537,898	$ 11,645,303	$ 11,645,303	37%	$ 31,745,156
Expenditures	32,801,047	32,984,679	99,366	33,084,045	14,177,974	14,234,173	43%	33,084,045
Net surplus/deficit	(1,263,149)	(1,446,781)	(99,366)	(1,546,147)	$ (2,532,672)	$ (2,588,869)		(1,338,889)
Beginning Fund Balance	5,746,650	5,746,650		5,746,650				5,746,650
Ending Fund Balance	**$ 4,483,501**	**$ 4,299,869**		**$ 4,200,503**				**$ 4,407,762**

General Fund Revenue

The City Council authorized General Fund revenues of $31,537,898 for FY 2025/26. Actual revenues for the second quarter totaled $11,645,303, or 37% of the budget. As the second quarter represents approximately 50% of the fiscal year, actual revenues are expected to be around 50% of the annual budget. However, variations may occur due to the timing of certain receipts. The table below summarizes General Fund revenue activity for the second quarter.

Category	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals	% of Amended Budget	Projected Year-End
Property Taxes	$ 6,698,790	$ 6,698,790	$ -	$ 6,698,790	$ 1,922,535	29%	$ 6,698,790
Sales and Use Taxes	4,567,189	4,567,189	-	4,567,189	1,851,090	41%	4,567,189
Sales and Use Taxes - Measure S 2006	2,599,000	2,599,000	-	2,599,000	1,004,741	39%	2,599,000
Sales and Use Taxes - Measure S 2014	2,599,000	2,599,000	-	2,599,000	1,004,860	39%	2,599,000
Sales and Use Taxes - Measure I 2024	2,599,000	2,599,000	-	2,599,000	982,340	38%	2,599,000
Utility Users Tax	2,345,000	2,345,000	-	2,345,000	1,286,250	55%	2,345,000
Franchise Taxes	850,000	850,000	-	850,000	264,143	31%	850,000
Other Taxes: TOT	400,000	400,000	-	400,000	149,970	37%	400,000
Other Taxes: Business License	476,172	476,172	-	476,172	220,158	46%	476,172
Intergovernmental Taxes	2,513,149	2,513,149	-	2,513,149	1,258,382	50%	2,513,149
Public Safety Charges	1,861,497	1,861,497	-	1,861,497	1,040,712	56%	1,861,497
Total Other Revenue	793,656	793,656	-	793,656	660,123	83%	1,000,914
Revenue Total:	28,302,453	28,302,453	-	28,302,453	11,645,303	41%	28,509,711
Transfer In from Pension/OPEB Trust	3,235,445	3,235,445		3,235,445	-	0%	3,235,445
Revenue/Sources Total:	**$ 31,537,898**	**$ 31,537,898**	**$ -**	**$ 31,537,898**	**$ 11,645,303**	**37%**	**$31,745,156**

The following section provides detailed explanations of second quarter financial activities for each revenue category, as well as historical trend data.

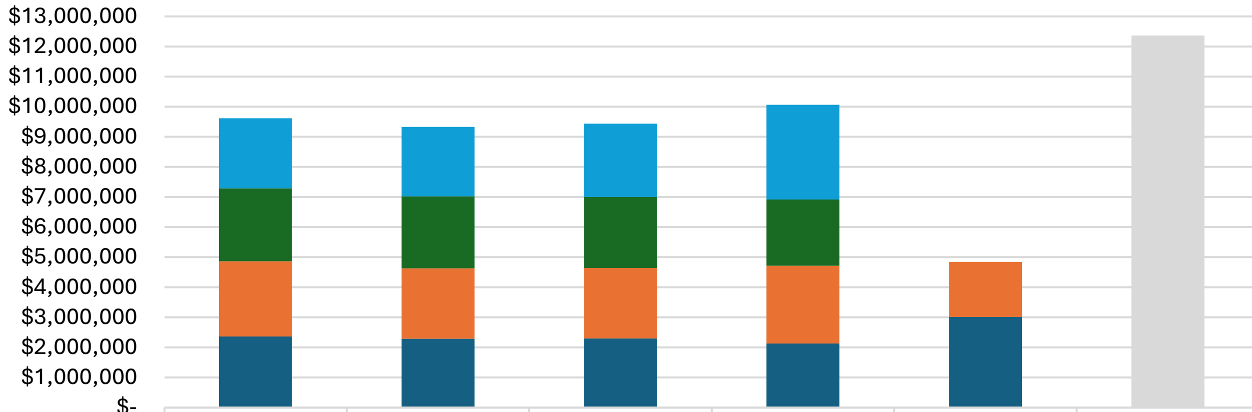
Sales Tax

Sales Tax is the City's largest general revenue stream at 39% of total General Fund revenues. The City's 10.25% sales tax is levied on taxable sales, and the City receives 1% for the standard Bradley Burns Sales Tax and 0.5% from each of the three local sales tax measures. This category includes the main General Fund ($4,567,189), Measure S 2006 ($2,599,000), Measure S 2014 ($2,599,000), and Measure I 2024 ($2,599,000). For the second quarter, sales tax receipts totaled $4,843,030, or 39% of the budget. This amount reflects collections from the months of July through November 2025. There is typically a two-month lag between sales activity and remittance to the City.

City staff meet quarterly with the sales tax consultant, HdL, to review updates on the prior quarter's sales tax performance. Highlights from the most recent update for the period July through September 2025 include:

- Overall gross sales tax receipts were up 14.6% compared to the same period in 2024; after adjusting for reporting modifications, actual sales were up 4.3%.
- Service stations were boosted by the reopening of an outlet, which also boosted gains in the building-construction sector.
- While quick-service dining showed mixed performance, a new outlet helped boost the overall restaurant category.
- General consumer goods showed slowing in several categories.
- The Measure Ss and Measure I were boosted by the gains in the various categories, and growth was furthered by locals purchasing new motor vehicles and an increase in online merchandise delivered into the City.
- Taxable sales for all of Contra Costa County were flat compared to the same period in 2024; the Bay Area was up 2.4%.

Sales Tax



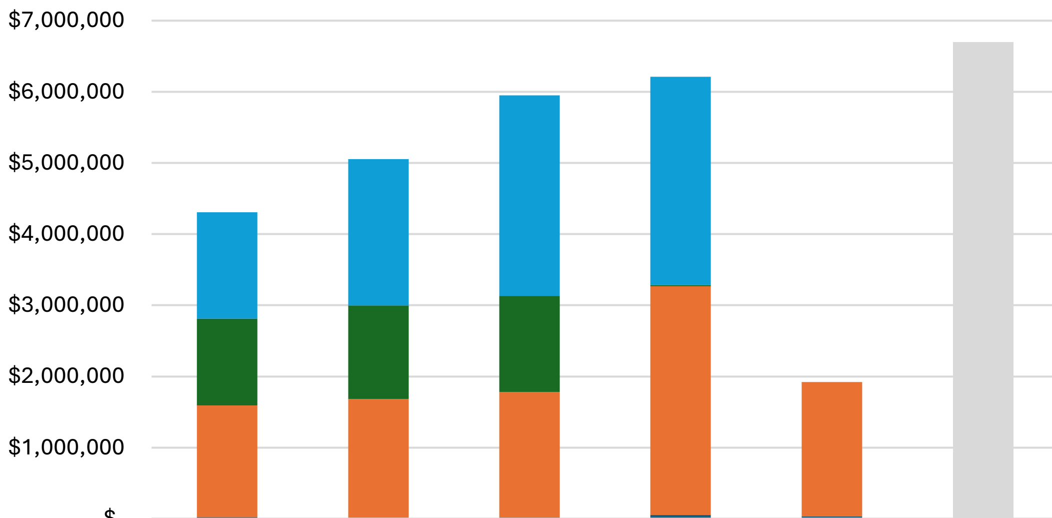
	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	9,613,625	9,328,351	9,430,219	10,065,999	4,843,030	12,364,189
Q4	2,322,856	2,307,279	2,425,993	3,146,670		
Q3	2,428,400	2,387,064	2,360,669	2,209,133		
Q2	2,502,822	2,341,406	2,338,691	2,575,405	1,827,486	
Q1	2,359,547	2,292,602	2,304,865	2,134,791	3,015,545	

Property Tax

Property Tax is the City's second largest revenue stream at 21% of total General Fund revenues. It is comprised of four segments – secured, unsecured, supplemental, and transfer tax. The largest segment is the secured property tax. It is received in three installments in December (55%), April (40%), and June of each year (5%). Secured property tax revenue includes the basic 1% property tax. For the second quarter, revenue totaled $1,922,535, or 29% of the budget. The second quarter came in lower than usual because property tax revenue from the former Successor Agency has not yet been received. Due to the process to close out the agency, this revenue is expected in June.

Between October and December 2025, there were 39 single family residential sales in Pinole. The median price was $762,500 and reflects a 6.79% increase compared to the previous quarter and an 8.93% increase compared to the same period in 2024.

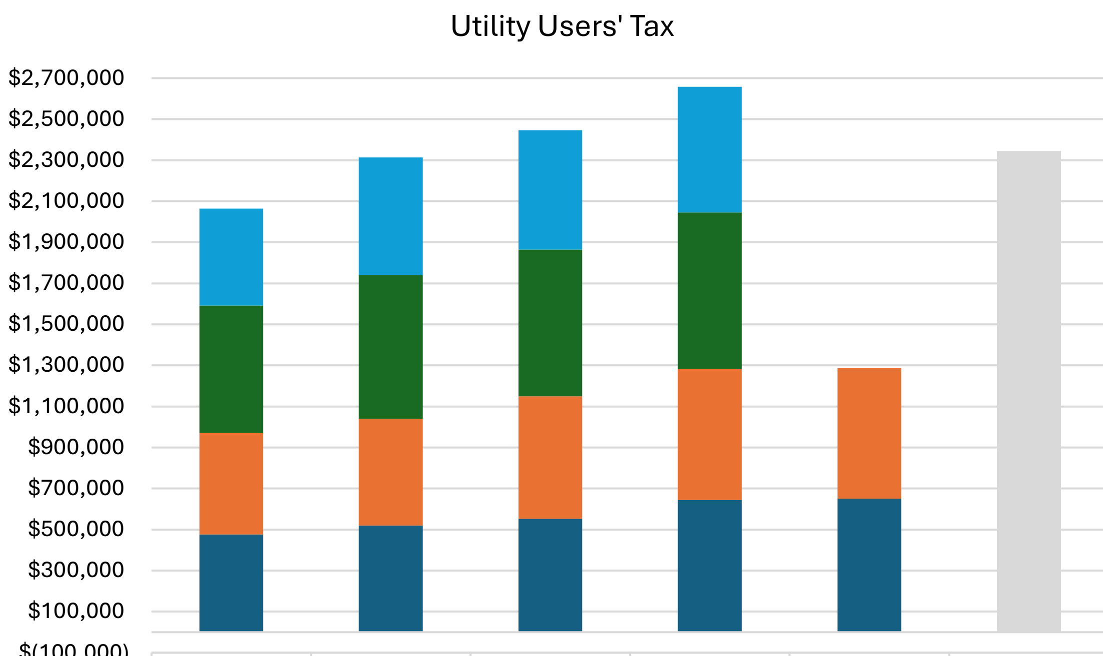
Property Tax



	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	4,307,208	5,055,790	5,948,810	6,209,280	1,922,535	6,698,790
Q4	1,492,871	2,060,252	2,816,214	2,925,567		
Q3	1,221,885	1,311,320	1,351,164	16,223		
Q2	1,564,444	1,670,279	1,765,376	3,212,512	1,885,606	
Q1	28,007	13,939	16,056	54,977	36,929	

Utility Users' Tax

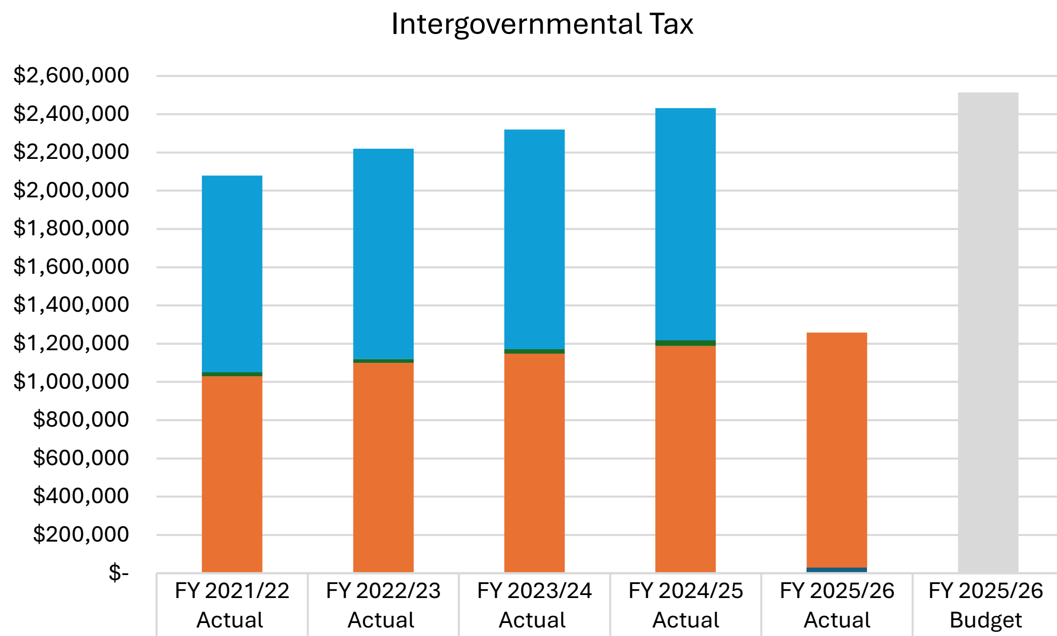
Utility Users' Tax (UUT) of 8% is levied on telecommunication, electricity, gas, and prepaid mobile telephones. For the second quarter, UUT revenue totaled $1,286,250, or 55% of the budget. Actuals are trending slightly higher in the telecommunications and electricity segments.



	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	2,063,773	2,312,830	2,445,715	2,657,156	1,286,250	2,345,000
Q4	471,356	572,657	581,069	611,163		
Q3	622,765	699,442	714,965	763,370		
Q2	493,892	520,972	596,338	638,050	635,010	
Q1	475,760	519,759	553,343	644,573	651,239	

Intergovernmental Tax

Intergovernmental Tax is comprised of the Motor Vehicle License Fee (VLF), which is the City's share of motor vehicle license fees levied, collected, and apportioned by the State. This category also includes the Homeowners Property Tax Relief ($30,000), which is a reimbursement from the State to offset loss of property tax for the state-imposed homeowner exemption. The VLF revenue is received in equal installments in December and June. For the second quarter, revenue totaled $1,258,382 or 50% of the budget.

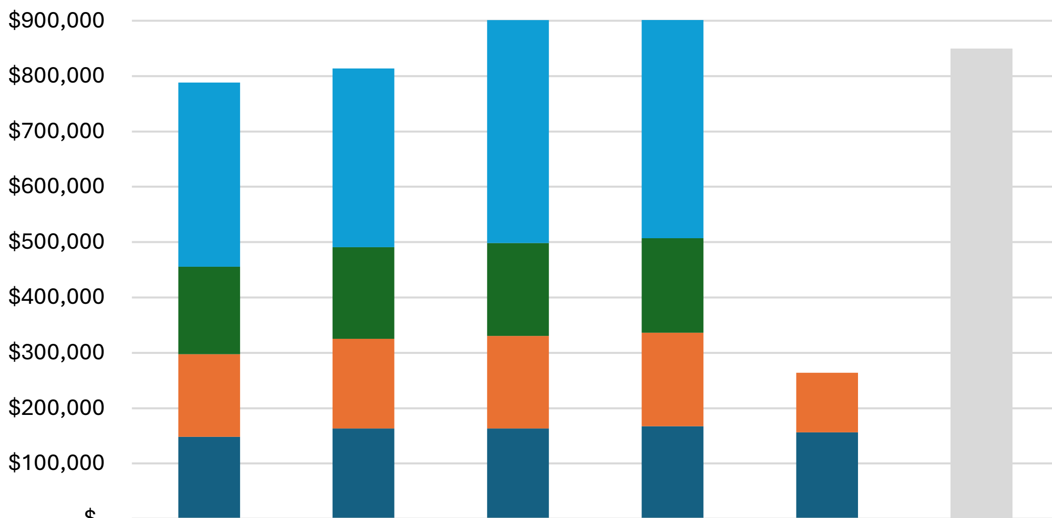


	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	2,079,739	2,219,137	2,319,153	2,431,824	1,258,382	2,513,149
Q4	1,028,682	1,099,865	1,147,883	1,214,314		
Q3	22,376	19,408	23,388	29,855		
Q2	1,028,682	1,099,865	1,147,883	1,187,655	1,229,433	
Q1	-	-	-	-	28,949	

Franchise Tax

Franchise Tax is levied on gas (1%), electricity (2%), cable (5%), and refuse. For the second quarter, revenue totaled $264,143, or 31% of the budget. The amount reflected includes cable and refuse revenue only. Revenue from the remaining segments—gas and electricity—is received later in the fiscal year.

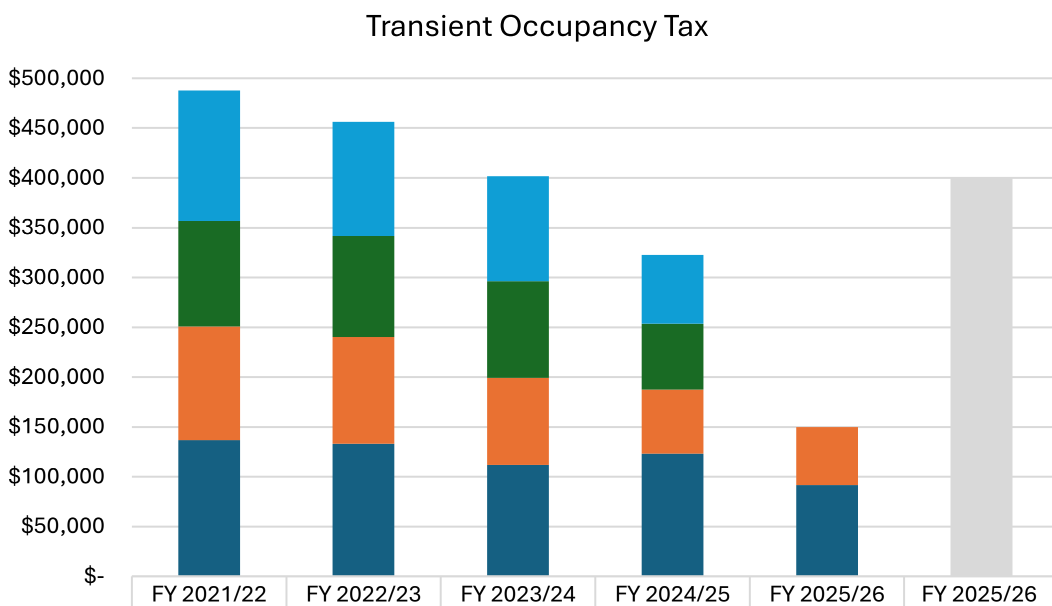
Franchise Tax



	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	788,146	813,494	901,208	910,745	264,143	850,000
Q4	332,661	322,641	402,957	403,529		
Q3	157,804	165,387	167,826	171,030		
Q2	149,190	162,326	167,133	169,109	108,000	
Q1	148,492	163,140	163,292	167,075	156,143	

Transient Occupancy Tax (TOT)

Transient Occupancy Tax (TOT), also known as the “hotel tax,” is levied at 10% on persons staying 30 days or less in a motel or lodging facility within City limits. For the second quarter, revenue totaled $149,970, or 37% of the budget. Actual revenue is lower due to the timing of receipts.

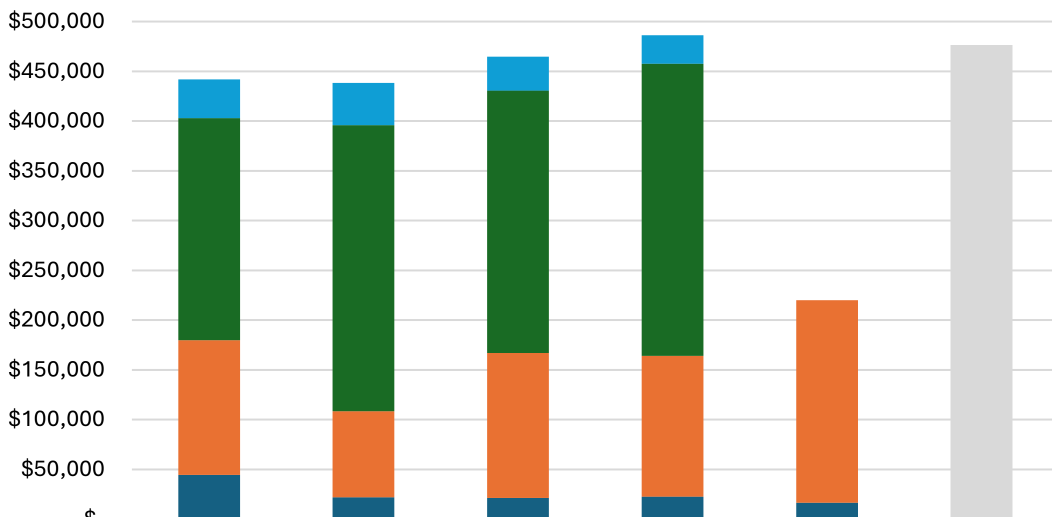


	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	487,687	456,288	401,499	322,889	149,970	400,000
Q4	130,974	114,768	105,338	69,068		
Q3	105,958	101,466	96,822	66,229		
Q2	114,050	106,897	87,439	64,364	58,375	
Q1	136,705	133,158	111,900	123,228	91,595	

Business License Tax

Business License Tax is assessed on all businesses doing business within City limits. For the second quarter, revenue totaled $220,158, or 46% of the budget. The bulk of the revenue is received in December and January through annual business license renewals.

Business License Tax

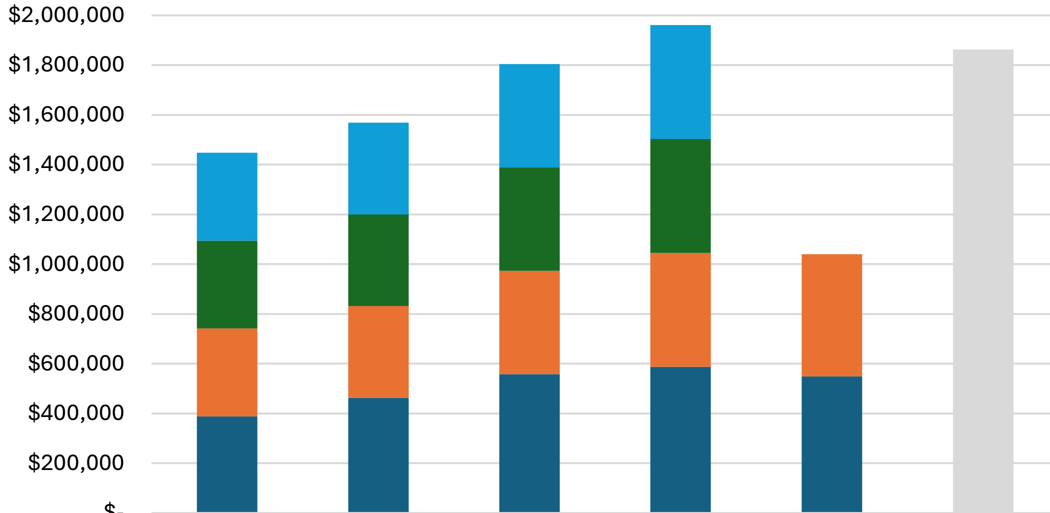


	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	441,779	438,329	464,672	486,344	220,158	476,172
Q4	38,852	42,421	34,119	28,693		
Q3	223,061	287,509	263,646	293,428		
Q2	135,421	86,522	145,533	141,476	203,683	
Q1	44,445	21,876	21,374	22,747	16,476	

Public Safety Charges

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. For the second quarter, actual receipts were $1,040,712, or 56% of the budget. The first quarter amount was higher because it included a reconciliation payment based on actual usage from the prior fiscal year.

Public Safety Charges



	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	1,447,934	1,568,849	1,803,884	1,960,443	1,040,712	1,861,497
Q4	353,105	368,748	415,192	457,762		
Q3	353,105	368,748	415,192	457,184		
Q2	353,105	368,748	415,192	457,486	491,732	
Q1	388,620	462,606	558,308	588,009	548,980	

Other Revenue

Other revenue includes permits, fees, fines and forfeitures, rental income, proceeds from the sale of property, interest income, and grants. All revenues in this category totaled $660,123, or 83% of the budget. Actual revenues are trending higher in the permit fees, abandoned vehicle fees, abatement fees, and reimbursements subcategories.

Transfers In

The transfer in comes from the Pension and Other Post-Employment Benefits (OPEB) Trust to offset the increase in pension and OPEB costs in the General Fund. The anticipated amount of the transfer is $3,235,445. The actual amount will be determined and processed at year-end.

General Fund Expenditures

The City Council originally authorized General Fund expenditures of $32,801,047 for FY 2025/26. Several adjustments were approved in the first and second quarters, resulting in a revised budget of $32,984,679. For the second quarter, expenditures including encumbrances totaled $14,234,173, or 43% of the budget. As the second quarter represents approximately 50% of the fiscal year, actual expenditures are expected to be around 50% of the annual budget. However, variations may occur due to the timing of certain disbursements. The tables below summarize General Fund expenditure activity for the fiscal year.

Staff recommend the following budget amendments:

- Finance – increase the expenditure budget by $33,000 for polling consulting for the potential ballot measures; this is a one-time expenditure.
- Public Works – increase the expenditure budget by $31,366 for a labor allocation that was inadvertently removed during budget development.
- Community Development – increase the expenditure budget by $35,000 for code enforcement abatement that was inadvertently removed during budget development.
- Equipment Reserve Fund (separate but funded by the General Fund) – increase the revenue budget by $68,747 for insurance recovery for totaled police vehicles, and increase the expenditure budget by $89,919 to replace two police vehicles.

Department	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
City Council	$ 252,450	$ 252,450	$ -	$ 252,450	$ 86,980	$ 86,980	34%	$ 252,450
City Manager	535,563	535,563	-	535,563	343,792	343,792	64%	535,563
City Clerk	733,895	733,895	-	733,895	384,381	384,381	52%	733,895
City Treasurer	9,990	9,990	-	9,990	4,520	4,520	45%	9,990
City Attorney	305,965	305,965	-	305,965	239,104	239,104	78%	305,965
Finance Department	1,025,744	1,025,744	33,000	1,058,744	515,002	515,002	49%	1,058,744
Human Resources	965,908	965,908	-	965,908	478,368	478,368	50%	965,908
Non-Departmental	5,128,503	5,128,503	-	5,128,503	1,180,880	1,180,880	23%	5,128,503
Police Department	12,758,655	12,758,655	-	12,758,655	6,095,279	6,095,279	48%	12,758,655
Fire Department	6,742,965	6,742,965	-	6,742,965	3,328,698	3,328,698	49%	6,742,965
Public Works	3,283,599	3,433,599	31,366	3,464,965	1,160,380	1,210,959	35%	3,464,965
Community Development	610,142	643,774	35,000	678,774	200,679	206,299	30%	678,774
Community Services	447,667	447,667	-	447,667	159,911	159,911	36%	447,667
Expenditure Total:	**$ 32,801,047**	**$ 32,984,679**	**$ 99,366**	**$ 33,084,045**	**$ 14,177,974**	**$ 14,234,173**	**43%**	**$ 33,084,045**

Below are explanations of expenditure variances exceeding the 50% threshold, by department.

- City Manager - expenditures exceeded the threshold primarily due to compensated leave payouts.
- City Attorney - expenditures consist of two subcategories—attorney services and reimbursements (credits) from Non-General Funds, such as the Sewer Enterprise Fund. The table above presents the net amount. The higher percentage is primarily

due to delayed reimbursements from other funds for legal services provided. Actual expenditures were at the 50% threshold.

Category	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Salaries & Wages	$ 10,526,279	$ 10,526,279		$ 10,526,279	$ 4,961,544	$ 4,961,544	47%	$ 10,526,279
Benefits	8,178,351	8,178,351		8,178,351	3,919,606	3,919,606	48%	8,178,351
Professional/Admin Services	9,382,408	9,416,040	99,366	9,515,406	4,303,346	4,338,479	46%	9,515,406
Other Operating	378,156	378,156		378,156	187,196	187,196	50%	378,156
Materials and Supplies	184,998	184,998		184,998	87,253	87,253	47%	184,998
Interdepartmental Charges	(665,537)	(665,537)		(665,537)	1,020	1,020	0%	(665,537)
Asset/Capital Outlay	986,440	1,136,440		1,136,440	67,028	88,094	8%	1,136,440
Debt Service	653,545	653,545		653,545	650,981	650,981	100%	653,545
Transfers Out	3,176,407	3,176,407		3,176,407	-	-	0%	3,176,407
Expenditure Total:	**$ 32,801,047**	**$ 32,984,679**	**$ 99,366**	**$ 33,084,045**	**$ 14,177,974**	**$ 14,234,173**	**43%**	**$ 33,084,045**

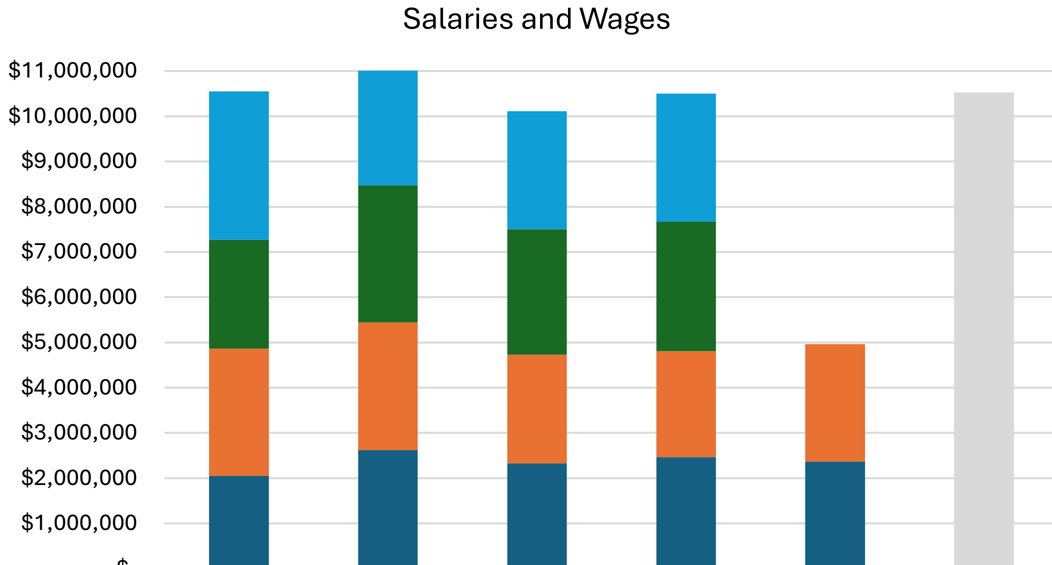
Below are explanations of expenditure variances exceeding the 50% threshold, by category.

- Debt service - expenditures were 100% of the budget due to the annual payment of the 2006 Pension Obligation Bonds made at the beginning of the fiscal year.

The following section provides detailed explanations of FY 2025/26 financial activities for each expenditure category, as well as historical trend data.

Salaries and Wages

The FY 2025/26 budget includes salaries and wages based on the City's staffing level of 117 full-time equivalents (FTEs), and salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs). The budget includes a savings factor equal to 3% of total annual salary and benefits expenditures to account for savings resulting from position vacancies. For the second quarter, salaries and wages totaled $4,961,544, or 47% of the budget.



	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	10,550,396	11,006,433	10,113,758	10,502,237	4,961,544	10,526,279
Q4	3,282,972	2,534,186	2,609,792	2,832,962		
Q3	2,405,510	3,025,957	2,772,505	2,863,902		
Q2	2,814,371	2,822,048	2,405,708	2,341,722	2,597,808	
Q1	2,047,542	2,624,243	2,325,753	2,463,651	2,363,736	

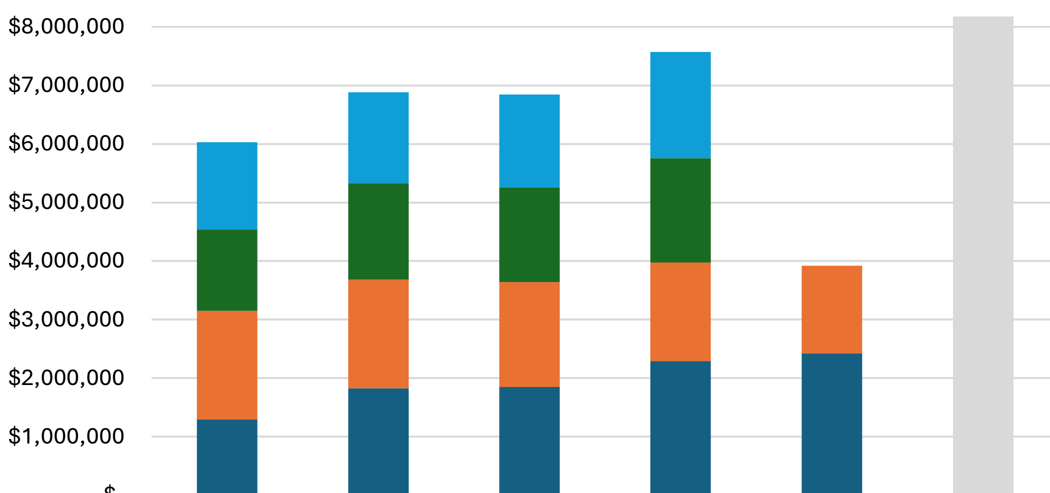
Employee Benefits

Employee benefits include medical, dental, vision, pension and other post-employment benefits, workers' compensation, and other miscellaneous benefits.

The cost of retirement benefits is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation report, the most recent of which is as of July 2024. The budget reflects the net cost to the City (the required total contribution minus the employee contributions). All classic employees currently contribute the required employee contribution plus a portion of the employer's contribution for a total of 15%.

For the second quarter, benefits totaled $3,919,606, or 48% of the budget. Expenditures in the first quarter are typically higher because workers' compensation insurance premium is paid in full at the beginning of each fiscal year.

Employee Benefits

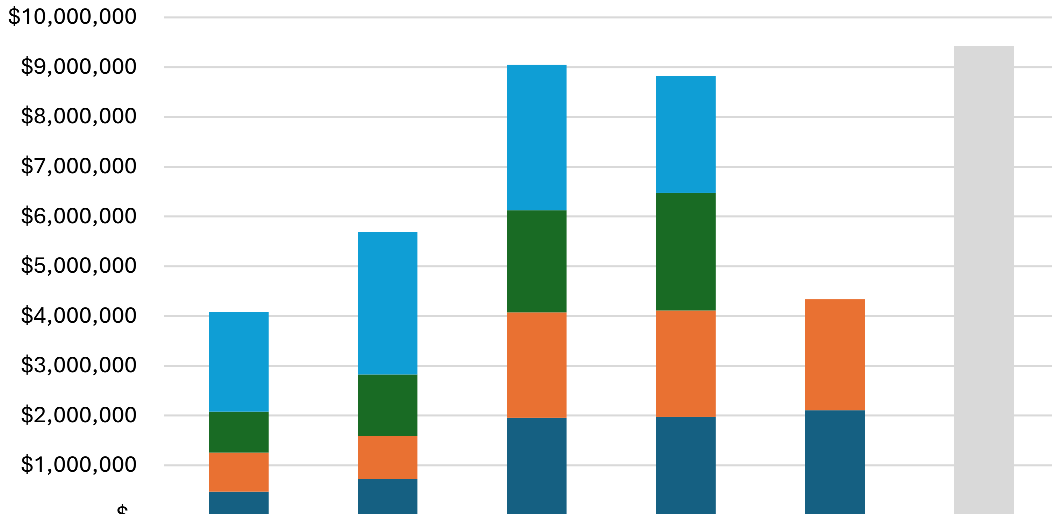


	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	6,030,608	6,884,786	6,843,938	7,573,521	3,919,606	8,178,351
Q4	1,493,949	1,556,478	1,583,218	1,816,789		
Q3	1,386,804	1,643,164	1,616,513	1,783,803		
Q2	1,850,799	1,856,854	1,796,869	1,678,685	1,497,427	
Q1	1,299,057	1,828,289	1,847,339	2,294,244	2,422,179	

Professional and Administrative Services

Professional and administrative services include consulting services, legal services, temporary services, network and software maintenance, and equipment and building maintenance. Contract services with other government agencies, such as the Contra Costa County Fire Protection District (ConFire) and County animal services and library services, are also included in professional services. The majority of this category consists of the $6 million fire services contract with Confire. For the second quarter, expenditures including encumbrances totaled $4,338,479, or 46% of the budget.

Professional & Administrative Services



	FY 2021/22 Actual	FY 2022/23 Actual	FY 2023/24 Actual	FY 2024/25 Actual	FY 2025/26 Actual	FY 2025/26 Budget
Total	4,083,329	5,686,937	9,049,450	8,827,367	4,338,479	9,416,040
Q4	2,003,524	2,861,758	2,927,276	2,349,141		
Q3	825,459	1,236,020	2,050,634	2,364,150		
Q2	785,639	867,167	2,116,252	2,137,380	2,231,792	
Q1	468,707	721,992	1,955,288	1,976,696	2,106,687	

Other Operating Expenses

Other operating expenses consist of gas, electricity, and telephone utilities for City facilities. For the second quarter, expenditures totaled $187,196, or 50% of the budget.

Materials and Supplies

Materials and supplies include fuel, supplies, and maintenance materials. For the second quarter, expenditures totaled $87,253, or 47% of the budget.

Interdepartmental Charges

Interdepartmental charges include indirect costs for personnel costs allocated to other funds, information technology and legal services, and general liability insurance. For the second quarter, expenditures totaled $1,020. Reimbursements from other funds were offset by the payment of the general liability insurance premium, which is paid in full at the beginning of the fiscal year.

Asset/Capital Outlay

Asset/capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture, as well as several capital projects to be funded by the General Fund unassigned fund balance. For the second quarter, asset/capital outlay expenditures including encumbrances totaled $88,094, 8% of the budget. Expenditures were low due to the timing of one-time initiatives and projects.

Each fiscal year, capital needs are assessed and prioritized through the CIP planning process. Major capital improvement projects are detailed in a separate Five-Year Capital Improvement Plan (CIP) that can be found on the City's website at: https://www.pinole.gov/engineering-administration/capital-improvement-plan/.

Debt Service

Debt service includes the payment of debt for the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS. The payment is made in full at the beginning of each fiscal year through FY 2035/36.

Transfers Out

Transfers out include transfers from the General Funds to other funds to support Community Services ($1,750,050), Planning and Building ($908,095), and Pinole Community Television (PCTV) operations ($367,262), and the Equipment Reserve Fund ($150,000). Transfers will be processed at year-end based on actual need, to ensure that operating funds maintain positive fund balances.

Non-General Funds

The following analysis outlines the financial activity for select Non-General Funds, which operate independently from the General Fund. Their sources of funding include state apportionments, property tax assessments, fees, permits, grants, and accumulated fund balance. Expenditures supported by these sources are typically restricted to designated uses.

Special Revenue Funds

Gas Tax Fund (Fund 200)

The Gas Tax Fund accounts for revenue from State excise taxes on gasoline and diesel fuel sales (referred to as the Highway Users Tax Account (HUTA)) as well as revenue from the Road Repair and Accountability Act of 2017 (SB1) (referred to as the Road Maintenance and Rehabilitation Account (RMRA)). Gas Tax Fund resources are restricted for use in the construction and maintenance of public streets. These funds support both annual operating and capital projects. For the second quarter, revenue totaled $519,597, or 49% of the budget. There is typically a delay in the timing of when the allocation is received. Expenditures including encumbrances totaled $293,022, or 12% of the budget. Actual expenditures were primarily operating costs, including street and traffic signal maintenance and utilities; capital spending was low due to the timing of budgeted projects.

Gas Tax Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 1,068,574	$ 1,068,574		$ 1,068,574	$ 519,597	49%	$ 1,096,068
Expenditures	2,512,167	2,512,167	-	2,512,167	293,022	12%	2,512,167
Net surplus/deficit	(1,443,593)	(1,443,593)	-	(1,443,593)	$ 226,575		(1,416,099)
Beginning Fund Balance	2,175,570	2,175,570		2,175,570			2,175,570
Ending Fund Balance	**$ 731,977**	**$ 731,977**		**$ 731,977**			**$ 759,471**

Public Safety Augmentation Fund (Fund 203)

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller under Proposition 172 from the statewide 0.5% sales tax based on a share of statewide taxable sales. These funds are used for public safety personnel costs and safety equipment purchases. For the second quarter, revenue totaled $96,597, or 39% of the budget. There is typically a two-month lag between sales activity and remittance to the City. Expenditures totaled $302,733, or 49% of the budget.

Public Safety Augmentation Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 249,584	$ 249,584		$ 249,584	$ 96,597	39%	$ 249,584
Expenditures	613,388	613,388		613,388	302,733	49%	613,388
Net surplus/deficit	(363,804)	(363,804)	-	(363,804)	$ (206,136)		(363,804)
Beginning Fund Balance	136,597	136,597		136,597			136,597
Ending Fund Balance	**$ (227,207)**	**$ (227,207)**		**$ (227,207)**			**$ (227,207)**

Supplemental Law Enforcement Services Fund (Fund 206)

The Supplemental Law Enforcement Services Fund (SLESF) accounts for funds received from the County under AB 3229, which enacted the Citizens Option for Public Safety (COPS) Program, through which the City receives $100,000 annually. In addition to the $100,000 annual payment, the City receives a Growth Allocation payment. The funds are used for personnel costs and safety equipment purchases. For the second quarter, revenue totaled $170,498, or 92% of the budget, and is trending higher due to a larger growth allocation. Expenditures totaled $104,053, or 34% of the budget.

Supplemental Law Enforcement Services Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 185,000	$ 185,000		$ 185,000	$ 170,498	92%	$ 185,000
Expenditures	303,281	303,281	-	303,281	104,053	34%	303,281
Net surplus/deficit	(118,281)	(118,281)	-	(118,281)	$ 66,445		(118,281)
Beginning Fund Balance	259,977	259,977		259,977			259,977
Ending Fund Balance	**$ 141,696**	**$ 141,696**		**$ 141,696**			**$ 141,696**

NPDES Storm Water Fund (Fund 207)

The NPDES Storm Water Fund accounts for assessments collected by the County via property tax bills and provided to the City for stormwater programs pursuant to the National Pollutant Discharge Elimination System (NPDES) regulations, a federally mandated program. Assessments are levied at $35 per Equivalent Runoff Unit (ERU). Revenue is received in December, April, and June through property tax assessments. For the second quarter, revenue totaled $35,652, or 14% of the budget. Expenditures totaled $195,521, or 51% of the budget, and were primarily driven by the costs to maintain the system.

NPDES Storm Water Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 253,272	$ 253,272		$ 253,272	$ 35,652	14%	253,272
Expenditures	385,631	385,631		385,631	195,521	51%	385,631
Net surplus/deficit	(132,359)	(132,359)	-	(132,359)	$ (159,868)		(132,359)
Beginning Fund Balance	(333,734)	(333,734)		(333,734)			(333,734)
Ending Fund Balance	**$ (466,093)**	**$ (466,093)**		**$ (466,093)**			**$ (466,093)**

Recreation Fund (Fund 209)

The Recreation Department Fund accounts for funds received from fees for participation in recreational programs. For the second quarter, program revenue was $265,661, or 46% of the budget. Expenditures were $1,157,705, or 50% of the budget. The General Fund transfer (operating subsidy) will be processed at year-end based on need.

Recreation Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues							
Program Revenue	$ 573,563	$ 573,563	$ -	$ 573,563	$ 265,661	46%	$ 578,851
Transfers In	1,750,050	1,750,050	-	1,750,050	-	0%	1,750,050
Total Revenues	2,323,613	2,323,613	-	2,323,613	265,661	11%	2,328,901
Expenditures	2,323,613	2,323,613	-	2,323,613	1,157,705	50%	2,323,613
Net surplus/deficit	(0)	(0)	-	(0)	$ (892,044)		5,288
Beginning Fund Balance	(18,379)	(18,379)		(18,379)			(18,379)
Ending Fund Balance	**$ (18,379)**	**$ (18,379)**		**$ (18,379)**			**$ (13,091)**

Building and Planning Fund (Fund 212)

The Building & Planning Fund accounts for funds received from fees and permits for building and planning services. Fees are collected to recover the cost primarily related to inspections and plan checks performed. Additionally, it accounts for funds received from various grants, including the California Energy Commission Grant, the Metropolitan Transportation Commission EV Charging Grant, and the Marin Clean Energy Grant. For the second quarter, revenue totaled $691,122, 38% of the budget. Grant revenue is received on a reimbursement basis, after expenditures have been incurred. Expenditures totaled $953,637, or 35% of the budget. The General Fund transfer (operating subsidy) will be processed at year-end based on need.

Building and Planning Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 1,836,137	$ 1,836,137	$ -	$ 1,836,137	$ 691,122	38%	$ 1,853,504
Transfers In	908,095	908,095	-	908,095	-	0%	908,095
Total Revenues	$ 2,744,232	$ 2,744,232	$ -	$ 2,744,232	$ 691,122	25%	2,761,599
Expenditures	2,744,232	2,744,232	-	2,744,232	953,637	35%	2,744,232
Net surplus/deficit	(0)	(0)	-	(0)	$ (262,516)		17,366
Beginning Fund Balance	(2,545,963)	(2,545,963)		(2,545,963)			(2,545,963)
Ending Fund Balance	**$ (2,545,964)**	**$ (2,545,964)**		**$ (2,545,964)**			**$ (2,528,597)**

Refuse Management Fund (Fund 213)

The Refuse Management Fund accounts for resources received from the City's franchise waste hauler, Republic Services, from a monthly fee imposed under AB 939 on all residential customers in Pinole. These revenues are restricted to programs and activities that promote recycling of solid waste and source reduction. For the second quarter, revenue totaled $25,711, or 39% of the budget. There is typically a delay in the timing of when the allocation is received. Expenditures totaled $70,240, or 37% of the budget.

Refuse Management Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 66,060	$ 66,060		$ 66,060	$ 25,711	39%	$ 66,060
Expenditures	189,710	189,710		189,710	70,240	37%	189,710
Net surplus/deficit	(123,650)	(123,650)	-	(123,650)	$ (44,529)		(123,650)
Beginning Fund Balance	(33,476)	(33,476)		(33,476)			(33,476)
Ending Fund Balance	**$ (157,126)**	**$ (157,126)**		**$ (157,126)**			**$ (157,126)**

Solid Waste Fund (Fund 214)

The Solid Waste Fund accounts for funds received from Republic Services from a monthly fee it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects. For the second quarter, revenues totaled $714,841, or 47% of the budget, and were primarily from the collection of the vehicle impact fee. Expenditures totaled $80,851, or 46% of the budget.

Staff recommend a budget amendment to increase the revenue budget by $1,459,000 for the vehicle impact fee and decrease the capital projects reimbursement revenue budget by $303,000, as this allocation concluded as part of the previous agreement.

Solid Waste Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 368,000	$ 368,000	$ 1,156,000	$ 1,524,000	$ 714,841	47%	$ 1,568,111
Expenditures	177,241	177,241		177,241	80,851	46%	187,270
Net surplus/deficit	190,759	190,759	1,156,000	1,346,759	$ 633,990		1,380,841
Beginning Fund Balance	3,306,893	3,306,893		3,306,893			3,306,893
Ending Fund Balance	**$ 3,497,652**	**$ 3,497,652**		**$ 4,653,652**			**$ 4,687,734**

Measure J Fund (Fund 215)

The Measure J Fund accounts for special sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program in order to receive these funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula that considers both population and road mileage. Additionally, the fund accounts for funds received from State grants, including the Transportation Land-Use Connections (TLC) Grant, the Highway Safety Improvement Program (HSIP) Grant, and the Climate Implementation Grant. For the second quarter, revenue from interest income totaled $35,060, or 3% of the budget. The regular CCTA allocation is typically received in March. Grant revenue is received on a reimbursement basis, after expenditures have been incurred. Expenditures totaled $156,955, or 13% of the budget. Actual expenditures were primarily operating costs, including personnel and dues; capital spending was low due to the timing of budgeted projects.

Measure J Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 1,397,257	$ 1,397,257		$ 1,397,257	$ 35,060	3%	$ 1,397,257
Expenditures	1,191,732	1,191,732		1,191,732	156,955	13%	1,191,732
Net surplus/deficit	205,525	205,525	-	205,525	$ (121,896)		205,525
Beginning Fund Balance	2,777,422	2,777,422		2,777,422			2,777,422
Ending Fund Balance	**$ 2,982,947**	**$ 2,982,947**		**$ 2,982,947**			**$ 2,982,947**

Development Growth Impact Fund (Fund 276)

The Development Growth Impact Fund accounts for development fees collected to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects impact fees for police, fire protection, municipal and community facilities, parks, wastewater, roadways, and drainage. For the second quarter, revenue was primarily from interest. No development impact fee revenue is expected this fiscal year as fees are now collected after occupancy of new developments. Expenditures totaled $270,966, or 11% of the budget. Actual expenditures were low due to the timing of budgeted capital projects, including parks, facilities, and street signals.

Development Growth Impact Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ -	$ -	$ -	$ -	$ 61,956	0%	$ 61,956
Expenditures	2,436,000	2,436,000		2,436,000	270,966	11%	2,436,000
Net surplus/deficit	(2,436,000)	(2,436,000)	-	(2,436,000)	$ (209,010)		(2,374,044)
Beginning Fund Balance	3,462,185	3,462,185		3,462,185			3,462,185
Ending Fund Balance	**$ 1,026,185**	**$ 1,026,185**		**$ 1,026,185**			**$ 1,088,141**

Housing Assets for Resale Fund (Fund 285)

The Housing Assets for Resale Fund accounts for activities associated with administering housing programs of the former Pinole Redevelopment Agency, use of Housing Set Aside funds, and the provision of affordable housing within the community. For the second quarter, revenues totaled $703,646, or 100% of the budget, and were primarily from the $650,000 prohousing grant award and interest revenue. Expenditures totaled $81,045, or 24% of the budget.

Housing Assets for Resale Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 55,000	$ 705,000		$ 705,000	$ 703,646	100%	$ 708,290
Expenditures	342,961	342,961		342,961	81,045	24%	342,961
Net surplus/deficit	(287,961)	362,039	-	362,039	$ 622,601		365,329
Beginning Fund Balance	8,251,071	8,251,071		8,251,071			8,251,071
Ending Fund Balance	**$ 7,963,110**	**$ 8,613,110**		**$ 8,613,110**			**$ 8,616,400**

Lighting and Landscape District Fund (Fund 310)

The Lighting and Landscape District Fund accounts for assessments to business property owners to maintain median lighting and landscaping within the Pinole Valley Road North and South areas. Revenue is received in December, April, and June with property tax payments. For this fiscal year only, the assessments will be collected in a single lump sum in June due to it being place on the property tax bills later than usual. As a result, no revenue was received in the second quarter. Expenditures totaled $12,526, or 15% of the budget.

Landscape and Lighting District Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 63,911	$ 63,911		$ 63,911	$ -	0%	$ 63,911
Expenditures	85,175	85,175		85,175	12,526	15%	85,175
Net surplus/deficit	(21,264)	(21,264)	-	(21,264)	$ (12,526)		(21,264)
Beginning Fund Balance	99,053	99,053		99,053			99,053
Ending Fund Balance	**$ 77,789**	**$ 77,789**		**$ 77,789**			**$ 77,789**

Capital Project Funds

City Street Improvement Fund (Fund 325)

The City Street Improvements Fund accounts for funds used for street improvement projects. Additionally, it accounts for funds received from various grants, including the Highway Bridge Program (HBP) Grant and the Strategic Management Planning Program (STMP) Grant. For the second quarter, revenue totaled $62,086, or 4% of the budget, and was low as grant revenue is received on a reimbursement basis, after expenditures have been incurred. Expenditures including encumbrances totaled $530,947, or 18% of the budget. Actual expenditures were low due to the timing of budgeted capital projects.

City Street Improvement Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 1,685,283	$ 1,685,283		$ 1,685,283	$ 62,086	4%	$ 1,685,283
Expenditures	2,907,583	2,907,583		2,907,583	530,947	18%	2,907,583
Net surplus/deficit	(1,222,300)	(1,222,300)	-	(1,222,300)	$ (468,861)		(1,222,300)
Beginning Fund Balance	2,377,545	2,377,545		2,377,545			2,377,545
Ending Fund Balance	**$ 1,155,245**	**$ 1,155,245**		**$ 1,155,245**			**$ 1,155,245**

Arterial Streets Rehabilitation Fund (Fund 377)

The Arterial Streets Rehabilitation Fund accounts for funds used for street rehabilitation projects. There were no expenditures due to the timing of budgeted capital projects.

Arterial Streets Rehabilitation Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ -	$ -		$ -	$ -	0%	$ -
Expenditures	560,960	560,960		560,960	-	0%	560,960
Net surplus/deficit	(560,960)	(560,960)		(560,960)	$ -		(560,960)
Beginning Fund Balance	1,253,071	1,253,071		1,253,071			1,253,071
Ending Fund Balance	**$ 692,111**	**$ 692,111**		**$ 692,111**			**$ 692,111**

Enterprise Funds

Sewer Enterprise Fund (Fund 500)

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Revenue from charges for services are received with the property tax assessments in December, April, and June. For the second quarter, revenues totaled $5,007,456, or 38% of the budget. Expenditures totaled $7,418,028, or 19% of the budget. Actual expenditures were primarily operating costs, including personnel, materials and supplies, professional services, and utilities; capital spending was low due to the timing of budgeted projects.

Sewer Enterprise Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 13,035,506	$ 13,035,506		$ 13,035,506	$ 5,007,456	38%	$ 13,135,506
Expenditures	38,229,096	38,229,096	-	38,229,096	7,418,028	19%	38,229,096
Net surplus/deficit	(25,193,590)	(25,193,590)	-	(25,193,590)	$ (2,410,571)		(25,093,590)
Beginning Fund Balance	24,440,176	24,440,176		24,440,176			24,440,176
Ending Fund Balance	**$ (753,414)**	**$ (753,414)**		**$ (753,414)**			**$ (653,414)**

Cable Access TV Fund (Fund 505)

The Cable Access TV Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental (PEG) access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. For the second quarter, revenues totaled $22,838, or 4% of the budget. There is typically a time lag in when certain revenues are received, including quarterly franchise and PEG fees as well as video production revenue. Expenditures totaled $286,367, or 44% of the budget. The General Fund transfer (operating subsidy) will be processed at year-end based on need.

Staff recommend a budget amendment to decrease the revenue budget by $90,500 to remove sponsorships that are no longer expected to be received.

Cable Access TV Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	$ 653,088	$ 653,088	$ (90,500)	$ 562,588	$ 22,838	4%	$ 562,588
Expenditures	653,088	653,088	-	653,088	286,367	44%	653,088
Net surplus/deficit	0	0	(90,500)	(90,500)	$ (263,528)		(90,500)
Beginning Fund Balance	(682)	(682)		(682)			(682)
Ending Fund Balance	**$ (682)**	**$ (682)**		**$ (91,182)**			**$ (91,182)**

Information Systems Fund (Fund 525)

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis. For the second quarter, expenditures totaled $1,434,778, or 44% of the budget. The remaining $64,910 will be allocated to other City departments based on actual usage.

Information Technology Fund	FY 2025/26 Original Budget	FY 2025/26 Revised Budget	Proposed Adjustments	FY 2025/26 Amended Budget	FY 2025/26 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Expenditures	1,434,778	1,434,778	-	1,434,778	628,935	44%	1,434,778
Indirect Cost Allocations	(1,434,779)	(1,434,779)	-	(1,434,779)	(485,020)	34%	(1,434,779)
Net surplus/deficit	(0)	(0)	-	(0)	143,915		(0)
Beginning Fund Balance	64,910	64,910		64,910			64,910
Ending Fund Balance	**$ 64,910**	**$ 64,910**		**$ 64,910**			**$ 64,910**

Financial Summary by Fund

The Second Quarter Financial Summary by Fund (Attachment B) summarizes all City funds' revenues, expenditures, and estimated beginning and ending fund balances. It includes preliminary year-end financial results.

Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2025/26 Period Ending: 12/31/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
General Fund (including Measure S 2006, Measure S 2014, and Measure I 2024)										
Revenue										
311- Property Taxes	6,698,790	6,698,790		6,698,790	1,922,535		1,922,535	(4,776,255)	29%	6,698,790
312- Sales and Use Taxes	4,567,189	4,567,189		4,567,189	1,851,090		1,851,090	(2,716,099)	41%	4,567,189
312- Sales and Use Taxes-Meas S 2006	2,599,000	2,599,000		2,599,000	1,004,741		1,004,741	(1,594,259)	39%	2,599,000
312- Sales and Use Taxes-Meas S 2014	2,599,000	2,599,000		2,599,000	1,004,860		1,004,860	(1,594,140)	39%	2,599,000
312- Sales and Use Taxes-Meas I 2024	2,599,000	2,599,000		2,599,000	982,340		982,340	(1,616,660)	38%	2,599,000
313- Utility Users Tax (UUT)	2,345,000	2,345,000		2,345,000	1,286,250		1,286,250	(1,058,750)	55%	2,345,000
314- Franchise Taxes	850,000	850,000		850,000	264,143		264,143	(585,857)	31%	850,000
315- Other Taxes	876,172	876,172		876,172	370,128		370,128	(506,044)	42%	876,172
Other Tax/Transient Occupancy Tax (TOT)	*400,000*	*400,000*		*400,000*	*149,970*		*149,970*	*(250,030)*	*37%*	400,000
Other Tax/Business License	*476,172*	*476,172*		*476,172*	*220,158*		*220,158*	*(256,014)*	*46%*	476,172
321- Intergovernmental Taxes	2,513,149	2,513,149		2,513,149	1,258,382		1,258,382	(1,254,767)	50%	2,513,149
322-Federal Grants	-	-		-	163,128		163,128	163,128	0	163,128
323- State Grants	73,022	73,022		73,022	67,346		67,346	(5,676)	92%	73,022
324- Other Grants	72,025	72,025		72,025	-		-	(72,025)	0%	72,025
332- Permits	301,700	301,700		301,700	233,127		233,127	(68,573)	77%	301,700
341- Review Fees	25,500	25,500		25,500	-		-	(25,500)	0%	25,500
342- Other Fees	64,809	64,809		64,809	44,495		44,495	(20,314)	69%	64,809
343- Abatement Fees	42,000	42,000		42,000	34,430		34,430	(7,570)	82%	42,000
351- Fines and Forfeiture	15,550	15,550		15,550	6,442		6,442	(9,108)	41%	15,550
361- Public Safety Charges	1,861,497	1,861,497		1,861,497	1,040,712		1,040,712	(820,785)	56%	1,861,497
370- Interest and Investment Income	100,000	100,000		100,000	8,657		8,657	(91,343)	9%	100,000
381- Rental Income	81,450	81,450		81,450	41,573		41,573	(39,877)	51%	81,450
383- Reimbursements	11,500	11,500		11,500	51,928		51,928	40,428	452%	51,928
384- Other Revenue	5,100	5,100		5,100	8,803		8,803	3,703	173%	8,803
392- Proceeds from Sale of Property	1,000	1,000		1,000	194		194	(806)	19%	1,000
Revenue Total:	**28,302,453**	**28,302,453**	**-**	**28,302,453**	**11,645,302**	**-**	**11,645,302**	**(16,657,150)**	**41%**	**28,509,711**
399- Pension Trust 115 Transfer	3,235,445	3,235,445	-	3,235,445	-		-	(3,235,445)	0%	3,235,445
Sources Total:	**31,537,898**	**31,537,898**	**-**	**31,537,898**	**11,645,302**	**-**	**11,645,302**	**(19,892,595)**	**37%**	**31,745,156**
Fund: 100- General Fund										
Expenditures										
Division: 110- City Council Total:	252,450	252,450		252,450	86,980		86,980	165,470	34%	252,450
Division: 111- City Manager Total:	535,563	535,563		535,563	343,792		343,792	191,771	64%	535,563
Division: 112- City Clerk Total:	733,895	733,895		733,895	384,381		384,381	349,514	52%	733,895
Division: 113- City Treasurer Total:	9,990	9,990		9,990	4,520		4,520	5,470	45%	9,990
Division: 114- City Attorney Total:	305,965	305,965		305,965	239,104		239,104	66,861	78%	305,965
City Attorney Services	*598,565*	*598,565*		*598,565*	*322,149*		*322,149*	*276,416*	*54%*	598,565
City Attorney Indirect Cost Allocations	*(292,600)*	*(292,600)*		*(292,600)*	*(83,045)*		*(83,045)*	*(209,555)*	*28%*	(292,600)
Division: 115- Finance Department Total:	1,020,844	1,020,844	33,000	1,053,844	508,833		508,833	545,011	48%	1,053,844
Division: 116- Human Resources Total:	965,908	965,908		965,908	478,368		478,368	487,540	50%	965,908
Division: 117- General Government Total:	1,298,551	1,298,551		1,298,551	529,899		529,899	768,652	41%	1,298,551
Total Administrative:	**5,123,167**	**5,123,167**	**33,000**	**5,156,167**	**2,575,878**	**-**	**2,575,878**	**2,580,289**	**50%**	**5,156,167**
Division: 221- Police Operations Total:	5,823,820	5,823,820		5,823,820	2,578,024		2,578,024	3,245,796	44%	5,823,820
Division: 222- Police Support Services Total:	1,468,835	1,468,835		1,468,835	740,298		740,298	728,537	50%	1,468,835
Division: 223- Dispatch WBCC Total:	2,740,771	2,740,771		2,740,771	1,337,374		1,337,374	1,403,397	49%	2,740,771
Division: 231- Fire Total:	3,202,461	3,202,461		3,202,461	1,495,037		1,495,037	1,707,424	47%	3,202,461
Total Public Safety:	**13,235,887**	**13,235,887**	**-**	**13,235,887**	**6,150,733**	**-**	**6,150,733**	**7,085,153**	**46%**	**13,235,887**
Division: 341- Administration/Engineering Total:	402,553	402,553		402,553	205,186	4,500	209,686	192,867	52%	402,553
Division: 342- Road Maintenance Total:	30,000	30,000	31,366	61,366	-	2,888	2,888	58,478	5%	61,366
Division: 343- Facility Maintenance Total:	715,330	715,330		715,330	443,247		443,247	272,083	62%	715,330
Division: 345- Park Maintenance Total:	-	-		-	-		-	-	0%	-
Public Works Total:	**1,147,883**	**1,147,883**	**31,366**	**1,179,249**	**648,433**	**7,388**	**655,820**	**523,429**	**56%**	**1,179,249**
Division: 461- Planning Total:	12,387	12,387		12,387	5,616		5,616	6,771	45%	12,387
Division: 465- Code Enforcement Total:	418,050	418,050	35,000	453,050	137,277		137,277	315,773	30%	453,050
Division: 466- Economic Development Total:	159,705	159,705		159,705	37,688	5,620	43,308	116,397	27%	159,705
Community Development Total:	**590,142**	**590,142**	**35,000**	**625,142**	**180,581**	**5,620**	**186,202**	**438,941**	**30%**	**625,142**
Division: 551- Recreation Administration Total:	3,500	3,500		3,500	869		869	2,631	25%	3,500
Division: 560- Library Services Total:	202,430	202,430		202,430	62,857		62,857	139,573	31%	202,430
Division: 561 Animal Control Services Total:	226,437	226,437		226,437	95,466		95,466	130,971	42%	226,437
Community Services Total:	**432,367**	**432,367**	**-**	**432,367**	**159,192**	**-**	**159,192**	**273,175**	**37%**	**432,367**
Debt Service:	653,545	653,545		653,545	650,981		650,981	2,564	100%	653,545
Operating Transfer Out:	2,592,907	2,592,907		2,592,907	-		-	2,592,907	0%	2,592,907
Expenditure Total:	**23,775,898**	**23,775,898**	**99,366**	**23,875,264**	**10,365,798**	**13,008**	**10,378,806**	**(13,496,457)**	**43%**	**23,875,264**

Second Quarter Financial Summary by Fund

City of Pinole, CA — For FY2025/26 Period Ending: 12/31/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 105 - Measure S -2006										
Expenditures										
Division: 115- Finance Department Total:	2,450	2,450		2,450	5,869		5,869	(3,419)	240%	2,450
Division: 221- Police Operations Total:	845,720	845,720		845,720	610,367		610,367	235,353	72%	845,720
Division: 231- Fire Total:	1,772,580	1,772,580		1,772,580	918,036		918,036	854,544	52%	1,772,580
Division: 342- Road Maintenance Total:	350,000	350,000		350,000	531		531	349,470	0%	350,000
Division: 343- Facility Maintenance Total:	-	-		-	-		-	-	0%	-
Expenditures Total:	**2,970,750**	**2,970,750**	**-**	**2,970,750**	**1,534,803**	**-**	**1,534,803**	**1,435,947**	**52%**	**2,970,750**
Fund: 106 - Measure S-2014										
Expenditures										
Division: 110- City Council Total:	-	-		-	-		-	-	0%	-
Division: 115- Finance Department Total:	2,450	2,450		2,450	300		300	2,150	12%	2,450
Division: 118- Information Systems Total:	-	-		-	-		-	-	0%	-
Total Administrative:	**2,450**	**2,450**	**-**	**2,450**	**300**	**-**	**300**	**2,150**	**12%**	**2,450**
Division: 221- Police Operations Total:	-	-		-	-		-	-	0%	-
Division: 222- Police Support Services Total:	127,055	127,055		127,055	12,895		12,895	114,160	10%	127,055
Division: 231- Fire Total:	1,767,924	1,767,924		1,767,924	915,625		915,625	852,299	52%	1,767,924
Total Public Safety:	**1,894,979**	**1,894,979**	**-**	**1,894,979**	**928,520**	**-**	**928,520**	**966,459**	**49%**	**1,894,979**
Division: 341- Admin/Engineering Total:	219,653	219,653		219,653	46,891	6,811	53,702	165,951	24%	219,653
Division: 342- Road Maintenance Total:	198,858	348,858		348,858	47,943	21,065	69,008	279,850	20%	348,858
Division: 343- Facility Maintenance Total:	174,260	174,260		174,260	52,668		52,668	121,592	30%	174,260
Division: 344- NPDES Storm Drain Total:	543,937	543,937		543,937	56,537	15,315	71,852	472,085	13%	543,937
Division: 345- Park Maintenance Total:	110,000	110,000		110,000	20,250		20,250	89,750	18%	110,000
Public Works Total:	**1,246,708**	**1,396,708**	**-**	**1,396,708**	**224,289**	**43,191**	**267,480**	**1,129,228**	**19%**	**1,396,708**
Division: 466- Economic Development Total:	20,000	53,632		53,632	20,098		20,098	33,535	37%	53,632
Community Development Total:	**20,000**	**53,632**	**-**	**53,632**	**20,098**	**-**	**20,098**	**33,535**	**37%**	**53,632**
Division: 551- Recreation Admin Total:	-	-		-	-		-	-	0%	-
Division: 553- Tiny Tots Total:	15,300	15,300		15,300	718		718	14,582	5%	15,300
Division: 554- Youth Center Total:	-	-		-	-		-	-	0%	-
Community Services Total:	**15,300**	**15,300**	**-**	**15,300**	**718**	**-**	**718**	**14,582**	**5%**	**15,300**
Sub-Total:	**3,179,437**	**3,363,069**	**-**	**3,363,069**	**1,173,925**	**43,191**	**1,217,116**	**2,145,953**	**36%**	**3,363,069**
Operating Transfer Out:	283,500	283,500	-	283,500	-		-	283,500	0%	283,500
Expenditure Total:	**3,462,937**	**3,646,569**	**-**	**3,646,569**	**1,173,925**	**43,191**	**1,217,116**	**2,429,453**	**33%**	**3,646,569**
Fund: 107 - Measure I										
Expenditures										
Division: 221- Police Operations Total:	1,752,454	1,752,454		1,752,454	816,321		816,321	936,133	47%	1,752,454
Division: 342- Road Maintenance Total:	182,752	182,752		182,752	69,578		69,578	113,174	38%	182,752
Division: 345- Park Maintenance Total:	356,256	356,256		356,256	217,549		217,549	138,707	61%	356,256
Operating Transfer Out:	300,000	300,000		300,000	-		-	300,000	0%	300,000
Expenditures Total:	**2,591,462**	**2,591,462**	**-**	**2,591,462**	**1,103,448**	**-**	**1,103,448**	**1,488,014**	**43%**	**2,591,462**
General Fund Measure S and Measure I Expenditure Total:	**32,801,047**	**32,984,679**	**99,366**	**33,084,045**	**14,177,974**	**56,199**	**14,234,173**	**18,849,872**	**43%**	**33,084,045**
General Fund and Measure S Net Results:	**(1,263,149)**	**(1,446,781)**	**(99,366)**	**(1,546,147)**	**(2,532,672)**	**(56,199)**	**(2,588,871)**	**1,042,723**	**167%**	**(1,338,889)**
Fund Balance July 1, 2025	**5,746,650**	**5,746,650**		**5,746,650**	**5,746,650**					**5,746,650**
Estimated Fund Balance June 30, 2026	**4,483,501**	**4,299,869**		**4,200,503**	**3,213,978**					**4,407,762**
Fund: 150 - General Reserve										
370- Interest and Investment Income	300,000	300,000		300,000	165,291		165,291	(134,709)	55%	300,000
Revenue Total:	**300,000**	**300,000**	**-**	**300,000**	**165,291**	**-**	**165,291**	**(134,709)**	**55%**	**300,000**
499- Transfer Out Total:	2,400,000	2,400,000		2,400,000	-		-	(2,400,000)	0%	2,400,000
General Reserve Net Results:	**(2,100,000)**	**(2,100,000)**	**-**	**(2,100,000)**	**165,291**		**165,291**	**2,265,291**	**-8%**	**(2,100,000)**
Fund Balance July 1, 2025	**9,907,357**	**9,907,357**		**9,907,357**	**9,907,357**					**9,907,357**
Estimated Fund Balance June 30, 2026	**7,807,357**	**7,807,357**		**7,807,357**	**10,072,648**					**7,807,357**
Fund: 160 - Equipment Reserve										
383- Reimbursements	-	-	68,747	68,747	68,747		68,747	0	0%	68,747
Revenue Total:	**-**	**-**	**68,747**	**68,747**	**68,747**	**-**	**68,747**	**0**	**0%**	**68,747**
399- Transfers In Total:	150,000	150,000		150,000	-		-	(150,000)	0%	150,000
Sources Total:	**150,000**	**150,000**	**68,747**	**218,747**	**68,747**	**-**	**68,747**	**(150,000)**	**31%**	**218,747**
Expenditures										
Division: 221- Police Operations Total:	-	-	89,819	89,819	-		-	89,819	0%	89,819
Division: 342- Road Maintenance Total:	120,000	120,000		120,000	-		-	120,000	0%	120,000
Division: 345- Park Maintenance Total:	80,000	80,000		80,000	-		-	80,000	0%	80,000
Division: 461- Planning Total:	5,000	5,000		5,000	-		-	5,000	0%	5,000
Division: 462- Building Total:	-	-		-	-		-	-	0%	-
Division: 551- Recreation Admin Total:	-	-		-	-		-	-	0%	-
Expenditures Total:	**205,000**	**205,000**	**89,819**	**294,819**	**-**	**-**	**-**	**294,819**	**0%**	**294,819**
Equipment Reserve Net Results:	**(55,000)**	**(55,000)**		**(55,000)**	**68,747**	**-**	**68,747**	**144,819**	**-125%**	**(76,072)**
Fund Balance July 1, 2025	**229,348**	**229,348**		**229,348**	**229,348**					**229,348**
Estimated Fund Balance June 30, 2026	**174,348**	**174,348**		**174,348**	**298,095**					**153,276**

Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2025/26 Period Ending: 12/31/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 200 - Gas Tax Fund										
321- Intergovernmental Taxes	1,055,938	1,055,938		1,055,938	487,103		487,103	(568,835)	46%	1,055,938
370- Interest and Investment Income	5,000	5,000		5,000	32,494		32,494	27,494	650%	32,494
383- Reimbursements	7,636	7,636		7,636	-		-	(7,636)	0%	7,636
Revenue Total:	**1,068,574**	**1,068,574**	**-**	**1,068,574**	**519,597**	**-**	**519,597**	**548,977**	**49%**	**1,096,068**
Expenditures										
Division: 341- Admin and Engineering Total:	-	-		-	-		-	-	0%	-
Division: 342- Road Maintenance Total:	2,512,167	2,512,167		2,512,167	293,022		293,022	2,219,145	12%	2,512,167
Expenditures Total:	**2,512,167**	**2,512,167**	**-**	**2,512,167**	**293,022**	**-**	**293,022**	**2,219,145**	**12%**	**2,512,167**
Gas Tax Fund Net Results:	**(1,443,593)**	**(1,443,593)**		**(1,443,593)**	**226,575**	**-**	**226,575**	**1,670,168**	**-16%**	**(1,416,099)**
Fund Balance July 1, 2025	**2,175,570**	**2,175,570**		**2,175,570**	**2,175,570**					**2,175,570**
Estimated Fund Balance June 30, 2026	**731,977**	**731,977**		**731,977**	**2,402,145**					**759,471**
Fund: 201 - Restricted Real Estate Maintenance Fund										
342- Other Fees	3,175	3,175		3,175	-		-	(3,175)	0%	3,175
381- Rental Income	36,816	36,816		36,816	-		-	(36,816)	0%	36,816
384- Other Revenue	-	-		-	-		-	-	0%	-
Revenue Total:	**39,991**	**39,991**	**-**	**39,991**	**-**	**-**	**-**	**39,991**	**0%**	**39,991**
Expenditures										
Division: 343- Facility Maintenance Total:	26,000	26,000		26,000	7,118		7,118	18,882	27%	26,000
Expenditures Total:	**26,000**	**26,000**	**-**	**26,000**	**7,118**	**-**	**7,118**	**18,882**	**27%**	**26,000**
Restricted Real Estate Maint Fund Net Results:	**13,991**	**13,991**		**13,991**	**(7,118)**		**(7,118)**	**(21,109)**	**-51%**	**13,991**
Fund Balance July 1, 2025	**116,210**	**116,210**		**116,210**	**116,210**					**116,210**
Estimated Fund Balance June 30, 2026	**130,201**	**130,201**		**130,201**	**109,092**					**130,201**
Fund: 203 - Public Safety Augmentation Fund										
321- Intergovernmental Taxes	239,584	239,584		239,584	96,324		96,324	(143,260)	40%	239,584
370- Interest and Investment Income	10,000	10,000		10,000	273		273	(9,727)	3%	10,000
Revenue Total:	**249,584**	**249,584**	**-**	**249,584**	**96,597**	**-**	**96,597**	**(152,987)**	**39%**	**249,584**
Expenditures										
Division: 221- Police Operations Total:	613,388	613,388		613,388	302,733		302,733	310,655	49%	613,388
Expenditures Total:	**613,388**	**613,388**	**-**	**613,388**	**302,733**	**-**	**302,733**	**310,655**	**49%**	**613,388**
Public Safety Augmentation Fund Net Results:	**(363,804)**	**(363,804)**		**(363,804)**	**(206,136)**		**(206,136)**	**157,668**	**57%**	**(363,804)**
Fund Balance July 1, 2025	**136,597**	**136,597**		**136,597**	**136,597**					**136,597**
Estimated Fund Balance June 30, 2026	**(227,207)**	**(227,207)**		**(227,207)**	**(69,540)**					**(227,207)**
Fund: 204 - Police Grants										
Revenue Total:	-	-		-			-	-	0%	-
Pension Trust 115 Transfer	-	-		-	-		-	-	0%	-
Sources Total	**-**	**-**		**-**	**-**	**-**	**-**	**-**	**0%**	**-**
Expenditures Total:	-	-	-	-	21,022	35,702	56,725	(56,725)	0%	56,725
Police Grants Net Results:	**-**	**-**		**-**	**(21,022)**		**(21,022)**	**(21,022)**	**0%**	**(56,725)**
Fund Balance July 1, 2021	**68,927**	**68,927**		**68,927**	**68,927**					
Estimated Fund Balance June 30, 2022	**68,927**	**68,927**		**68,927**	**47,905**					
Fund: 205 - Traffic Safety Fund										
351- Fines and Forfeitures	20,500	20,500		20,500	8,478		8,478	(12,022)	41%	20,500
370- Interest and Investment Income	4,000	4,000		4,000	4,561		4,561	561	114%	4,000
384- Other Revenue	-	-		-	-		-	-	0%	-
Revenue Total:	**24,500**	**24,500**	**-**	**24,500**	**13,038**	**-**	**13,038**	**(11,462)**	**53%**	**24,500**
Expenditures										
Division: 227- Police Grants Total:	22,191	22,191		22,191	5,879		5,879	16,312	26%	22,191
Division: 342- Road Maintenance Total:	35,000	35,000		35,000	-		-	35,000	0%	35,000
Expenditures Total:	**57,191**	**57,191**	**-**	**57,191**	**5,879**	**-**	**5,879**	**51,312**	**10%**	**57,191**
Traffic Safety Fund Net Results:	**(32,691)**	**(32,691)**		**(32,691)**	**7,160**		**7,160**	**39,851**	**-22%**	**(32,691)**
Fund Balance July 1, 2025	**308,427**	**308,427**		**308,427**	**308,427**					**308,427**
Estimated Fund Balance June 30, 2026	**275,736**	**275,736**		**275,736**	**315,586**					**275,736**
Fund: 206 - Supplemental Law Enforcement Svc Fund										
323- State Grants	180,000	180,000		180,000	166,382		166,382	(13,618)	92%	180,000
370- Interest and Investment Income	5,000	5,000		5,000	4,116		4,116	(884)	82%	5,000
Revenue Total:	**185,000**	**185,000**	**-**	**185,000**	**170,498**	**-**	**170,498**	**(14,502)**	**92%**	**185,000**
Expenditures										
Division: 227- Police Grants Total:	303,281	303,281		303,281	104,053		104,053	199,228	34%	303,281
Expenditures Total:	**303,281**	**303,281**	**-**	**303,281**	**104,053**	**-**	**104,053**	**199,228**	**34%**	**303,281**
Sup Law Enforce Svc Fund Net Results:	**(118,281)**	**(118,281)**		**(118,281)**	**66,445**	**-**	**66,445**	**184,726**	**-56%**	**(118,281)**
Fund Balance July 1, 2025	**259,977**	**259,977**		**259,977**	**259,977**					**259,977**
Estimated Fund Balance June 30, 2026	**141,696**	**141,696**		**141,696**	**326,422**					**141,696**

Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2025/26 Period Ending: 12/31/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 207 - NPDES Storm Water Fund										
321- Intergovernmental Taxes	253,272	253,272		253,272	34,989		34,989	(218,283)	14%	253,272
332- Licenses and Permits	-	-		-	663		663	663	0%	-
370- Interest and Investment Income	-	-		-	-		-	-	0%	-
399- Operating Transfer In	-	-		-	-		-	-	0%	-
Revenue Total:	**253,272**	**253,272**	**-**	**253,272**	**35,652**	**-**	**35,652**	**(217,620)**	**14%**	**253,272**
Expenditures										
Division: 342- Road Maintenance Total:	8,081	8,081		8,081	3,702		3,702	4,379	46%	8,081
Division: 344- NPDES Storm Drain Total:	377,550	377,550		377,550	191,818		191,818	185,732	51%	377,550
Expenditures Total:	**385,631**	**385,631**	**-**	**385,631**	**195,521**	**-**	**195,521**	**190,110**	**51%**	**385,631**
NPDES Storm Water Fund Net Results:	**(132,359)**	**(132,359)**		**(132,359)**	**(159,868)**		**(159,868)**	**(27,509)**	**121%**	**(132,359)**
Fund Balance July 1, 2025	**(333,734)**	**(333,734)**		**(333,734)**	**(333,734)**					**(333,734)**
Estimated Fund Balance June 30, 2026	**(466,093)**	**(466,093)**		**(466,093)**	**(493,602)**					**(466,093)**
Fund: 209 - Recreation Fund										
Division: 551- Recreation Administration	94,463	94,463		94,463	9,938		9,938	(84,524)	11%	94,463
Division: 552- Senior Center	241,100	241,100		241,100	92,636		92,636	(148,464)	38%	241,100
Division: 553- Tiny Tots	110,500	110,500		110,500	70,028		70,028	(40,472)	63%	110,500
Division: 554- Youth Center	44,500	44,500		44,500	45,872		45,872	1,372	103%	44,500
Division: 555- Day Camp	-	-		-	-		-	-	0%	-
Division: 557- Swim Center	83,000	83,000		83,000	41,898		41,898	(41,102)	50%	83,000
Division: 558- Memorial Hall	-	-		-	5,288		5,288	5,288	0%	5,288
Division: 559- Tennis	-	-		-	-		-	-	0%	-
Revenue Total:	**573,563**	**573,563**	**-**	**573,563**	**265,661**	**-**	**265,661**	**(307,902)**	**46%**	**578,851**
Operating Transfers in:	1,750,050	1,750,050		1,750,050	-		-	(1,750,050)	0%	1,750,050
Sources Total	**2,323,613**	**2,323,613**	**-**	**2,323,613**	**265,661**	**-**	**265,661**	**(2,057,952)**	**11%**	**2,328,901**
					-					
Expenditures										
Division: 117- General Government Total:	7,500	7,500		7,500	4,125		4,125	3,375	55%	7,500
Division: 551- Recreation Administration Total:	923,673	923,673		923,673	490,769		490,769	432,904	53%	923,673
Division: 552- Senior Center Total:	565,670	565,670		565,670	276,556		276,556	289,114	49%	565,670
Division: 553- Tiny Tots Total:	263,367	263,367		263,367	119,909		119,909	143,458	46%	263,367
Division: 554- Youth Center Total:	343,042	343,042		343,042	119,130		119,130	223,912	35%	343,042
Division: 557- Swim Center Total:	220,360	220,360		220,360	147,110		147,110	73,250	67%	220,360
Division: 559- Tennis Total:	-	-		-	107		107	(107)	0%	-
Expenditures Total:	**2,323,613**	**2,323,613**	**-**	**2,323,613**	**1,157,705**	**-**	**1,157,705**	**1,165,908**	**50%**	**2,323,613**
Recreation Fund Net Results:	**(0)**	**(0)**	**-**	**(0)**	**(892,044)**	**-**	**(892,044)**	**(892,044)**	**1274348346%**	**5,288**
Fund Balance July 1, 2025	**(18,379)**	**(18,379)**		**(18,379)**	**(18,379)**					**(18,379)**
Estimated Fund Balance June 30, 2026	**(18,379)**	**(18,379)**		**(18,379)**	**(910,423)**					**(13,091)**
Fund: 212 - Building & Planning										
322- Federal Grants	-	-		-			-	-	0%	-
323- State Grants	442,800	442,800		442,800	-		-	(442,800)	0%	442,800
324- Other Grants	-	-		-	4,275		4,275	4,275	0%	-
332- Permits	506,011	506,011		506,011	331,245		331,245	(174,766)	65%	506,011
341- Review Fees	477,355	477,355		477,355	162,723		162,723	(314,632)	34%	477,355
342- Other Fees	375,511	375,511		375,511	148,646		148,646	(226,865)	40%	375,511
344- Impact Fees	-	-		-	325		325	325	0%	-
351- Fines and Forfeiture	30,000	30,000		30,000	19,970		19,970	(10,030)	67%	30,000
370- Interest and Investment Income	-	-		-	6,182		6,182	6,182	0%	-
383- Reimbursements	-	-		-	17,367		17,367	17,367	0%	17,367
384- Other Revenue	4,460	4,460		4,460	390		390	(4,070)	9%	4,460
Revenue Total:	**1,836,137**	**1,836,137**	**-**	**1,836,137**	**691,122**	**-**	**691,122**	**(1,145,015)**	**38%**	**1,853,504**
Operating Transfers In:	908,095	908,095		908,095	-		-	(908,095)	0%	908,095
Sources Total	**2,744,232**	**2,744,232**	**-**	**2,744,232**	**691,122**	**-**	**691,122**	**(2,053,110)**	**25%**	**2,761,599**
Expenditures										
Division: 461- Planning Total:	1,264,879	1,264,879		1,264,879	374,239		374,239	890,640	30%	1,264,879
Division: 462- Building Inspection Total:	1,479,353	1,479,353		1,479,353	579,399		579,399	899,955	39%	1,479,353
Expenditures Total:	**2,744,232**	**2,744,232**	**-**	**2,744,232**	**953,637**	**-**	**953,637**	**1,790,595**	**35%**	**2,744,232**
Building & Planning Net Results:	**(0)**	**(0)**	**-**	**(0)**	**(262,516)**	**-**	**(262,516)**	**(262,515)**	**69083050%**	**17,366**
Fund Balance July 1, 2025	**(2,545,963)**	**(2,545,963)**		**(2,545,963)**	**115,802**					**(2,545,963)**
Estimated Fund Balance June 30, 2026	**(2,545,964)**	**(2,545,964)**		**(2,545,964)**	**(146,714)**					**(2,528,597)**

Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2025/26 Period Ending: 12/31/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 213 - Refuse Management Fund										
323- State Grants	60,060	60,060		60,060	25,711		25,711	(34,349)	43%	60,060
370- Interest and Investment Income	6,000	6,000		6,000	-		-	(6,000)	0%	6,000
Revenue Total:	**66,060**	**66,060**	**-**	**66,060**	**25,711**	**-**	**25,711**	**(40,349)**	**39%**	**66,060**
					-					
Expenditures										
Division: 346- Waste Reduction Total:	189,710	189,710		189,710	70,240		70,240	119,470	37%	189,710
Expenditures Total:	**189,710**	**189,710**	**-**	**189,710**	**70,240**	**-**	70,240	**119,470**	**37%**	**189,710**
Refuse Management Fund Net Results:	**(123,650)**	**(123,650)**	**-**	**(123,650)**	**(44,529)**		**(44,529)**	**79,121**	**36%**	**(123,650)**
Fund Balance July 1, 2025	**(33,476)**	**(33,476)**		**(33,476)**	**(33,476)**					**(33,476)**
Estimated Fund Balance June 30, 2026	**(157,126)**	**(157,126)**		**(157,126)**	**(78,005)**					**(157,126)**
Fund: 214 - Solid Waste Fund										
344- Impact Fees	-	-	1,459,000	1,459,000	605,730		605,730	(853,270)	42%	1,459,000
370- Interest and Investment Income	8,000	8,000		8,000	52,111		52,111	44,111	651%	52,111
383- Reimbursements	360,000	360,000	(303,000)	57,000	57,000		57,000	-	100%	57,000
Revenue Total:	**368,000**	**368,000**	**1,156,000**	**1,524,000**	**714,841**	**-**	**714,841**	**(809,159)**	**47%**	**1,568,111**
					-					
Expenditures										
Division: 341- Administration/Engineering Total:	-	-		-	8,170		8,170	(8,170)	0%	8,170
Division: 342- Road Maintenance Total:	177,241	177,241		177,241	70,822		70,822	106,419	40%	177,241
Division: 346- Waste Reduction Total:	-	-		-	1,859		1,859	(1,859)	0%	1,859
Expenditures Total:	**177,241**	**177,241**	**-**	**177,241**	**80,851**	**-**	**80,851**	**96,390**	**46%**	**187,270**
Solid Waste Fund Net Results:	**190,759**	**190,759**	**1,156,000**	**1,346,759**	**633,990**	**-**	**633,990**	**(712,769)**	**47%**	**1,380,841**
Fund Balance July 1, 2025	**3,306,893**	**3,306,893**		**3,306,893**	**3,306,893**					**3,306,893**
Estimated Fund Balance June 30, 2026	**3,497,652**	**3,497,652**		**4,653,652**	**3,940,882**					**4,687,734**
Fund: 215 - Measure C and J Fund										
322- Fed Grant/Misc	-	-		-	-		-	-	0%	-
323- State Grant/Misc	967,619	967,619		967,619	-		-	(967,619)	0%	967,619
324- Other Grants	421,638	421,638		421,638	-		-	(421,638)	0%	421,638
370- Interest and Investment Income	8,000	8,000		8,000	35,060		35,060	27,060	438%	8,000
Revenue Total:	**1,397,257**	**1,397,257**	**-**	**1,397,257**	**35,060**	**-**	**35,060**	**(1,362,197)**	**3%**	**1,397,257**
Expenditures										
Division: 117- General Government Total:	-	-		-	-		-	-	0%	-
Division: 341- Administration/Engineering Total:	196,123	196,123		196,123	69,566		69,566	126,557	35%	196,123
Division: 342- Road Maintenance Total:	993,609	993,609		993,609	72,390	15,000	87,390	906,219	9%	993,609
Division: 343- Facility Maintenance Total:	2,000	2,000		2,000	-		-	2,000	0%	2,000
Expenditures Total:	**1,191,732**	**1,191,732**	**-**	**1,191,732**	**141,955**	**15,000**	156,955	**1,034,777**	**13%**	**1,191,732**
Measure C and J Fund Net Results:	**205,525**	**205,525**	**-**	**205,525**	**(106,896)**	**(15,000)**	**(121,896)**	**(327,421)**	**-59%**	**205,525**
Fund Balance July 1, 2025	**2,777,422**	**2,777,422**		**2,777,422**	**2,777,422**					**2,777,422**
Estimated Fund Balance June 30, 2026	**2,982,947**	**2,982,947**		**2,982,947**	**2,670,526**					**2,982,947**
Fund: 216 - Rate Stabilization Fund										
370- Interest and Investment Income	-	-		-	3,365		3,365	3,365	0%	-
383- Reimbursements	-	-		-	-		-	-	0%	-
Revenue Total:	**-**	**-**	**-**	**-**	**3,365**	**-**	**3,365**	**3,365**	**0%**	**-**
Expenditures Total:	-	-		-	-		-	-	0%	-
Rate Stabilization Fund Net Results:	**-**	**-**		**-**	**3,365**		**3,365**	**3,365**	**0%**	**-**
Fund Balance July 1, 2025	**227,215**	**227,215**		**227,215**	**227,215**					**227,215**
Estimated Fund Balance June 30, 2026	**227,215**	**227,215**		**227,215**	**230,580**					**227,215**
Fund: 225 - Asset Seizure-Adjudicated Fund										
351- Fines and Forfeiture	-	-		-	-		-	-	0%	-
370- Interest and Investment Income	-	-		-	313		313	313	0%	-
Revenue Total:	**-**	**-**	**-**	**-**	**313**	**-**	**313**	**313**	**0%**	**-**
Expenditures										
Division: 221- Police Operations Total:	19,268	19,268		19,268	-		-	19,268	0%	19,268
Expenditures Total:	**19,268**	**19,268**	**-**	**19,268**	**-**	**-**	**-**	**19,268**	**0%**	**19,268**
Asset Seizure-Adjudicated Fund Net Results:	**(19,268)**	**(19,268)**	**-**	**(19,268)**	**313**		**313**	**19,581**	**-2%**	**(19,268)**
Fund Balance July 1, 2025	**20,255**	**20,255**		**20,255**	**20,255**					**20,255**
Estimated Fund Balance June 30, 2026	**987**	**987**		**987**	**20,568**					**987**

Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2025/26 Period Ending: 12/31/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 226 - CASp Certification and Training Fund										
342- Other Fees	-	-		-	4,404		4,404	4,404	0%	-
Revenue Total:	**-**	**-**	**-**	**-**	**4,404**	**-**	**4,404**	**4,404**	**0%**	**-**
Expenditures Total:	-	-		-	-		-	-	0%	-
CASp Certification and Training Fund Net Results:	**-**	**-**	**-**	**-**	**4,404**		**4,404**	**4,404**	**0%**	**-**
	-	-			-					
Fund Balance July 1, 2025	**56,831**	**56,831**		**56,831**	**56,831**					**56,831**
Estimated Fund Balance June 30, 2026	**56,831**	**56,831**		**56,831**	**61,235**					**56,831**
Fund: 276 - Growth Impact Fund										
344- Impact Fees	-	-		-	10,817		10,817	10,817	0%	10,817
370- Interest and Investment Income	-	-		-	51,139		51,139	51,139	0%	51,139
Revenue Total:	**-**	**-**	**-**	**-**	**61,956**	**-**	**61,956**	**61,956**	**0%**	**61,956**
Expenditures										
Division: 342- Road Maintenance Total:	100,000	100,000		100,000	-		-	100,000	0%	100,000
Division: 343- Facility Maintenance Total:	1,236,000	1,236,000		1,236,000	32,966	238,000	270,966	965,034	22%	1,236,000
Division: 345- Park Maintenance Total:	1,100,000	1,100,000		1,100,000	-		-	1,100,000	0%	1,100,000
Division: 642- Sewer Collections Total:	-	-		-	-		-	-	0%	-
Expenditures Total:	**2,436,000**	**2,436,000**	**-**	**2,436,000**	**32,966**	**238,000**	270,966	**2,165,034**	**11%**	**2,436,000**
Growth Impact Fund Net Results:	**(2,436,000)**	**(2,436,000)**	**-**	**(2,436,000)**	**28,990**	**(238,000)**	**(209,010)**	**2,226,990**	**9%**	**(2,374,044)**
Fund Balance July 1, 2025	**3,462,185**	**3,462,185**		**3,462,185**	**3,462,185**					**3,462,185**
Estimated Fund Balance June 30, 2026	**1,026,185**	**1,026,185**		**1,026,185**	**3,491,175**					**1,088,141**
Fund: 285 - Housing Land Held for Resale										
370- Interest and Investment Income	50,000	50,000		50,000	53,290		53,290	3,290	107%	53,290
323- Grants	-	650,000		650,000	650,000		650,000	-	0%	650,000
384- Other Revenue	-	-		-	356		356	356	0%	-
392- Sale of Property	-	-		-	-		-	-	0%	-
393- Loan/Bond Proceeds	5,000	5,000		5,000	-		-	(5,000)	0%	5,000
Revenue Total:	**55,000**	**705,000**	**-**	**705,000**	**703,646**	**-**	**703,646**	**(1,354)**	**100%**	**708,290**
Expenditures										
Division: 461- Planning Total:	57,693	57,693		57,693	27,465		27,465	30,228	48%	57,693
Division: 464- Housing Administration Total:	285,268	285,268		285,268	53,580		53,580	231,688	19%	285,268
Expenditures Total:	**342,961**	**342,961**	**-**	**342,961**	**81,045**	**-**	**81,045**	**261,916**	**24%**	**342,961**
Housing Land Held for Resale Net Results:	**(287,961)**	**362,039**	**-**	**362,039**	**622,601**		**622,601**	**260,562**	**172%**	**365,329**
Fund Balance July 1, 2025	**8,251,071**	**8,251,071**		**8,251,071**	**8,251,071**					**8,251,071**
Estimated Fund Balance June 30, 2026	**7,963,110**	**8,613,110**		**8,613,110**	**8,873,672**					**8,616,400**
Fund: 310 - Lighting & Landscape Districts										
321- Intergovernmental Taxes	56,411	56,411		56,411	-		-	(56,411)	0%	56,411
383- Reimbursements	7,500	7,500		7,500	-		-	(7,500)	0%	7,500
Revenue Total:	**63,911**	**63,911**	**-**	**63,911**	**-**	**-**	**-**	**(63,911)**	**0%**	**63,911**
Expenditures										
Division: 347- Landscape & Lighting PVR North Total:	39,795	39,795		39,795	8,262		8,262	31,533	21%	39,795
Division: 348- Landscape & Lighting PVR South Total:	45,380	45,380		45,380	4,264		4,264	41,116	9%	45,380
Expenditures Total:	**85,175**	**85,175**	**-**	**85,175**	**12,526**	**-**	**12,526**	**72,649**	**15%**	**85,175**
Lighting & Landscape Districts Net Results:	**(21,264)**	**(21,264)**	**-**	**(21,264)**	**(12,526)**		**(12,526)**	**8,738**	**59%**	**(21,264)**
Fund Balance July 1, 2025	**99,053**	**99,053**		**99,053**	**99,053**					**99,053**
Estimated Fund Balance June 30, 2026	**77,789**	**77,789**		**77,789**	**86,528**					**77,789**
Fund: 317 - Pinole Valley Caretaker Fund										
381- Rental Income	15,000	15,000		15,000	-		-	(15,000)	0%	15,000
Revenue Total:	**15,000**	**15,000**	**-**	**15,000**	**-**	**-**	**-**	**(15,000)**	**0%**	**15,000**
Expenditures										
Division: 345- Park Maintenance Total:	14,989	14,989		14,989	-		-	14,989	0%	14,989
Expenditures Total:	**14,989**	**14,989**	**-**	**14,989**	**-**	**-**	**-**	**14,989**	**0%**	**14,989**
Pinole Valley Caretaker Fund Net Results:	**11**	**11**	**-**	**11**	**-**		**-**	**(11)**	**0%**	**11**
Fund Balance July 1, 2025	**(983)**	**(983)**		**(983)**	**(983)**					**(983)**
Estimated Fund Balance June 30, 2026	**(972)**	**(972)**		**(972)**	**(983)**					**(972)**

Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2025/26 Period Ending: 12/31/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 324 - Public Facilities Fund										
Expenditures										
Division: 343- Facility Maintenance Total:	502,000	502,000		502,000	32	280,528	280,560	221,441	56%	502,000
Division: 345- Park Maintenance Total:	-	-		-	-		-	-	0%	-
Expenditures Total:	**502,000**	**502,000**	**-**	**502,000**	**32**	**280,528**	**280,560**	**221,441**	**56%**	**502,000**
Public Facilities Fund Net Results:	**(502,000)**	**(502,000)**	**-**	**(502,000)**	**(32)**		**(32)**	**70,000**	**0%**	**(502,000)**
Fund Balance July 1, 2025	**541,649**	**541,649**		**541,649**	**541,649**					**541,649**
Estimated Fund Balance June 30, 2026	**39,649**	**39,649**		**39,649**	**541,618**					**39,649**
Fund: 325 - City Street Improvements										
322- Federal Grants	41,394	41,394		41,394	-		-	(41,394)	0%	41,394
323- State Grants	-	-		-	-		-	-	0%	-
324- Other Grants	1,643,889	1,643,889		1,643,889	61,870		61,870	(1,582,019)	4%	1,643,889
332- Permits	-	-		-	216		216	216	0%	-
383- Reimbursements	-	-		-	-		-	-	0%	-
Revenue Total:	**1,685,283**	**1,685,283**	**-**	**1,685,283**	**62,086**	**-**	**62,086**	**(1,623,197)**	**4%**	**1,685,283**
Operating transfers in Total:	-	-		-	-		-	-	0%	-
Sources Total:	**1,685,283**	**1,685,283**	**-**	**1,685,283**	**62,086**		**62,086**	**(1,623,197)**	**4%**	**1,685,283**
Expenditures										
Division: 342- Road Maintenance Total:	2,907,583	2,907,583		2,907,583	211,309	319,638	530,947	2,376,636	18%	2,907,583
Expenditures Total:	**2,907,583**	**2,907,583**	**-**	**2,907,583**	**211,309**	**319,638**	**530,947**	**2,376,636**	**18%**	**2,907,583**
City Street Improvements Net Results:	**(1,222,300)**	**(1,222,300)**	**-**	**(1,222,300)**	**(149,223)**	**(319,638)**	**(468,861)**	**753,439**	**38%**	**(1,222,300)**
Fund Balance July 1, 2025	**2,377,545**	**2,377,545**		**2,377,545**	**2,377,545**					**2,377,545**
Estimated Fund Balance June 30, 2026	**1,155,245**	**1,155,245**		**1,155,245**	**2,228,322**					**1,155,245**
Fund: 377 - Arterial Streets Rehabilitation Fund										
322- Federal Grants	-	-		-	-		-	-	0%	-
Revenue Total:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**0%**	**-**
Operating transfers in Total:	-	-		-	-		-	-	0%	-
Sources Total:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**0%**	**-**
Expenditures										
Division: 342- Road Maintenance Total:	560,960	560,960		560,960	-		-	560,960	0%	560,960
Expenditures Total:	**560,960**	**560,960**	**-**	**560,960**	**-**	**-**	**-**	**560,960**	**0%**	**560,960**
Arterial Streets Rehabilitation Fund Net Results:	**(560,960)**	**(560,960)**	**-**	**(560,960)**	**-**	**-**	**-**	**560,960**	**0%**	**(560,960)**
Fund Balance July 1, 2025	**1,253,071**	**1,253,071**		**1,253,071**	**1,253,071**					**1,253,071**
Estimated Fund Balance June 30, 2026	**692,111**	**692,111**		**692,111**	**1,253,071**					**692,111**
Fund: 500 - Sewer Enterprise Fund										
363- Sewer Enterprise Charges	12,735,506	12,735,506		12,735,506	4,781,315		4,781,315	(7,954,191)	38%	12,735,506
370- Interest and Investment Income	300,000	300,000		300,000	226,141		226,141	(73,859)	75%	400,000
383- Reimbursements	-	-		-	-		-	-	0%	-
384- Other Revenue	-	-		-	-		-	-	0%	-
392- Proceeds from Sale of Property	-	-		-	-		-	-	0%	-
Revenue Total:	**13,035,506**	**13,035,506**	**-**	**13,035,506**	**5,007,456**	**-**	**5,007,456**	**(8,028,050)**	**38%**	**13,135,506**
Expenditures										
Division: 117- General Government Total:	-	-		-	9,090		9,090	(9,090)	0%	-
Division: 641- Sewer Treatment Plant/Shared Total:	12,349,900	12,349,900		12,349,900	2,412,110	120,148	2,532,258	9,817,643	21%	12,349,900
Division: 642- Sewer Collections Total:	24,183,004	24,183,004		24,183,004	3,023,598	1,403,335	4,426,932	19,756,072	18%	24,183,004
Division: 643- Sewer Projects/Shared Total:	85,000	85,000		85,000	-		-	85,000	0%	85,000
Division: 644- WPCP Equipment/Debt Service Total:	1,611,192	1,611,192		1,611,192	449,747		449,747	1,161,445	28%	1,611,192
Expenditures Total:	**38,229,096**	**38,229,096**	**-**	**38,229,096**	**5,894,545**	**1,523,482**	**7,418,028**	**30,811,068**	**19%**	**38,229,096**
Sewer Enterprise Fund Net Results:	**(25,193,590)**	**(25,193,590)**	**-**	**(25,193,590)**	**(887,089)**	**(1,523,482)**	**(2,410,571)**	**22,783,019**	**10%**	**(25,093,590)**
Fund Balance July 1, 2025	**24,440,176**	**24,440,176**		**24,440,176**	**24,440,176**					**24,440,176**
Estimated Fund Balance June 30, 2026	**(753,414)**	**(753,414)**		**(753,414)**	**23,553,087**					**(653,414)**

Second Quarter Financial Summary by Fund

City of Pinole, CA

For FY2025/26 Period Ending: 12/31/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 505 - Cable Access TV										
314- Franchise Taxes	26,486	26,486		26,486	3,028		3,028	(23,458)	11%	26,486
365- Cable TV Charges	159,840	159,840		159,840	19,760		19,760	(140,080)	12%	159,840
366- Other Charges	9,000	9,000		9,000	-		-	(9,000)	0%	9,000
384- Other Revenue	90,500	90,500	(90,500)	-	50		50	50	0%	-
Revenue Total:	**285,826**	**285,826**	**(90,500)**	**195,326**	**22,838**	**-**	**22,838**	**(172,488)**	**12%**	**195,326**
Operating transfers in Total:	367,262	367,262		367,262	-		-	(367,262)	0%	367,262
Sources Total	**653,088**	**653,088**	**(90,500)**	**562,588**	**22,838**	**-**	**22,838**	**(539,750)**	**4%**	**562,588**
					-					
Expenditures										
Division: 119- Cable Access TV Total:	653,088	653,088		653,088	286,367		286,367	366,721	44%	653,088
Expenditures Total:	**653,088**	**653,088**	**-**	**653,088**	**286,367**	**-**	**286,367**	**366,721**	**44%**	**653,088**
Cable Access TV Net Results:	**0**	**0**	**(90,500)**	**(90,500)**	**(263,528)**	**-**	**(263,528)**	**(173,028)**	**291%**	**(90,500)**
Fund Balance July 1, 2025	**(682)**	**(682)**		**(682)**	**(682)**					**(682)**
Estimated Fund Balance June 30, 2026	**(682)**	**(682)**		**(91,182)**	**(264,211)**					**(91,182)**
Fund: 525 - Information Systems										
393- Debt Proceeds	-	-	-	-	-		-	-	0%	-
Sources Total:	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**0%**	**-**
Expenditures										
Division: 118- Information Systems Total:	1,434,778	1,434,778		1,434,778	488,938	139,997	628,935	805,844	44%	1,434,778
Expenditures Total:	**1,434,778**	**1,434,778**	**-**	**1,434,778**	**488,938**	**139,997**	**628,935**	**(805,844)**	**44%**	**1,434,778**
Indirect cost allocations Total:	(1,434,779)	(1,434,779)		(1,434,779)	(485,020)		(485,020)	949,758	34%	(1,434,779)
Information Systems Net Results:	**(0)**	**(0)**	**-**	**(0)**	**3,918**	**139,997**	**143,915**	**143,915**	**-205592143%**	**(0)**
Fund Balance July 1, 2025	**64,910**	**64,910**		**64,910**	**64,910**					**64,910**
Estimated Fund Balance June 30, 2026	**64,910**	**64,910**		**64,910**	**68,828**					**64,910**
Fund: 700 - Pension Fund										
370- Interest and Investment Income	600,000	600,000		600,000	799,664		799,664	199,664	133%	1,000,000
399- Transfer In Total:	2,400,000	2,400,000		2,400,000			-	2,400,000	0%	2,400,000
Revenue Total:	**3,000,000**	**3,000,000**	**-**	**3,000,000**	**799,664**	**-**	**799,664**	**(2,200,336)**	**27%**	**3,400,000**
Expenditures										
Division: 115- Finance Total:	65,000	65,000		65,000	34,249		34,249	30,751	53%	65,000
Transfers Out Total:	3,235,445	3,235,445		3,235,445	-		-	3,235,445	0%	3,235,445
Expenditures Total:	**3,300,445**	**3,300,445**	**-**	**3,300,445**	**34,249**		**34,249**	**(3,266,196)**	**1%**	**3,300,445**
Pension Fund Net Results:	**(300,445)**	**(300,445)**	**-**	**(300,445)**	**765,415**		**765,415**	**1,065,860**	**-255%**	**99,555**
Fund Balance July 1, 2025	**12,442,949**	**12,442,949**		**12,442,949**	**12,442,949**					**12,442,949**
Estimated Fund Balance June 30, 2026	**12,142,504**	**12,142,504**		**12,142,504**	**13,208,364**					**12,542,504**

CITY COUNCIL REPORT

12.B.

DATE: FEBRUARY 17, 2026

TO: MAYOR AND COUNCIL MEMBERS

FROM: Stacy Shell, Human Resources Director, 510-741-3864, sshell@pinole.gov

SUBJECT: APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE THE EMPLOYMENT AGREEMENT FOR GARRETT EVANS TO BECOME THE INTERIM CITY MANAGER.

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving and authorizing the Mayor to execute an employment agreement with Garrett Evans to become the Interim City Manager.

BACKGROUND

On November 17, 2025, Pinole City Manager Kelcey Young announced that she would be leaving the City of Pinole at the end of November. Young's final day of employment was November 28, 2025. Prior to her departure, Young named Police Chief Melissa Klawuhn as Acting City Manager effective November 29, 2025.

At an open meeting on December 2, 2025, the City Council convened in closed session to discuss the appointment of an Acting City Manager. Following deliberations in closed session, the City Council formally appointed Police Chief Melissa Klawuhn as Acting City Manager.

At a special meeting on December 9, 2025, and an open meeting on December 16, 2025, the City Council convened in closed session to discuss the appointment of an Interim City Manager. Following deliberations in closed session, the City Council directed staff to prepare an employment agreement and resolution appointing Garrett Evans as Interim City Manager, until the City Council appoints a new permanent City Manager through a nationwide executive recruitment search.

The attached employment agreement was negotiated between the parties.

REVIEW AND ANALYSIS

Garrett Evans comes to the Interim City Manager appointment with over 29 years of public service experience in municipal government, including the last six years serving as the City Manager with the City of Pittsburg, California before his retirement in September 2025. Mr. Evans holds a master’s degree in public administration with a concentration in intergovernmental management.

Approval of the agreement and authorization for the Mayor to execute it is now required.

Once the agreement is executed, Mr. Evans may commence his duties as Interim City Manager upon review and approval by the California Public Employees Retirement System in accordance with Gov. Code sections 7522.56 & 21221(h).

FISCAL IMPACT

The base monthly salary for this position is $22,744.36 and the hourly equivalent is $131.22. The fiscal impact is offset with salary and benefits attrition from the current City Manager vacancy.

ATTACHMENTS

A. Resolution
B. Exhibit A - Interim CM Agreement

RESOLUTION NO. 2026-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE THE EMPLOYMENT AGREEMENT FOR GARRETT EVANS TO BECOME THE INTERIM CITY MANAGER AND CERTIFYTING THE NATURE OF THE EMPLOYMENT FOR CALPERS GOVERNMENT CODE SECTIONS 7522.56 AND 21221(h)

WHEREAS, previous City Manager Kelcey Young announced her separation on November 17, 2025, with an effective date of November 28, 2025; and

WHEREAS, on December 2, 2025, the City Council approved the appointment of Pinole Police Chief Melissa Klawuhn as Acting City Manager to serve until an Interim City Manager was appointed; and

WHEREAS, the Council convened in a closed session on December 9, 2025, and December 16, 2025, to discuss the appointment of an Interim City Manager; and

WHEREAS, following the closed session deliberations, the Council directed staff to prepare an employment agreement and resolution appointing Garrett Evans as Interim City Manager, until the City Council appoints a new permanent City Manager through a nationwide executive recruitment search; and

WHEREAS, in compliance with Government (Gov.) Code section 7522.56 of the Public Employees' Retirement Law, the City Council must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since their retirement date; and

WHEREAS, Garrett Evans, CalPERS ID 5159857598 retired from City of Pittsburg in the position of City Manager, effective September 5, 2025; and

WHEREAS, Gov. Code section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is (date of 181st day after retirement) without this certification resolution; and

WHEREAS, Gov. Code section 7522.56 provides that this exception to the 180-day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the City Council, the City of Pinole and Garrett Evans certify that Garrett Evans has not and will not receive a Golden Handshake or any other retirement-related incentive; and

WHEREAS, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and

WHEREAS, the governing body has authorized the search for a permanent appointment on January 27, 2026; and

WHEREAS, the City Council hereby appoints Garrett Evans as an interim appointment retired annuitant to the vacant position of City Manager for the City of Pinole under Gov. Code section 21221(h), effective March 9, 2026; and

WHEREAS, this Gov. Code section 21221(h) appointment shall only be made once and therefore will end once the permanent position is filled; and

WHEREAS, the entire employment agreement between Garrett Evans and the City of Pinole has been reviewed by this body and is attached herein as Exhibit A; and

WHEREAS, no matters, issues, terms or conditions related to this employment and appointment have been or will be placed on a consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year for all CalPERS employers; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the base monthly salary for this position is $22,744.36 and the hourly equivalent is $131.22; and

WHEREAS, the hourly rate paid to Garrett Evans will be $131.22; and

WHEREAS, Garrett Evans has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PINOLE that the City Council does hereby approve and authorize the Mayor to execute the employment agreement for Garrett Evans to become the Interim City Manager effective March 9, 2026, and certifies the nature of the employment of Garrett Evans as described herein and detailed in the attached employment agreement document (Exhibit A) and that this appointment is necessary to fill the critically needed position of City Manager for the City of Pinole by March 9, 2026 due to the current vacancy.

PASSED AND ADOPTED this 17th day February 2026, by the following vote:

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

I, hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 17th day of February 2026.

____
Heather Bell-Spears, CMC
City Clerk

AGREEMENT FOR EMPLOYMENT OF
GARRETT EVANS

This Agreement is made and entered into by and between the City of Pinole ("City"), a general law city, and Garrett Evans (or "EMPLOYEE"). This Agreement ("Agreement") will become effective as specified herein.

1. <u>Appointment of EMPLOYEE as Interim City Manager</u>

The City Council of the City of Pinole are authorized to negotiate the terms of an agreement with EMPLOYEE for his services through the City Attorney. The City Council and EMPLOYEE have engaged in such negotiations, and EMPLOYEE and the City now desire to agree in writing to the terms and conditions of EMPLOYEE'S temporary employment as Interim City Manager.

It is understood that EMPLOYEE will serve as the Interim City Manager while the City undertakes the recruitment process to hire a permanent replacement for the vacant City Manager position.

2. <u>Term of Position</u>

This Agreement will become effective on the date this Agreement is approved by the City Council and executed by the Mayor, or in the Mayor's absence, the Mayor Pro-Tem and EMPLOYEE. This Agreement and EMPLOYEE’s employment shall remain in effect for up to one (1) year from the date of such execution, or until a permanent City Manager is appointed by the City Council, unless terminated in accordance with paragraph 5 herein. If no successor Agreement is entered into to extend EMPLOYEE’s employment beyond the one (1) year term, his appointment to Interim City Manager with the City shall end. The City shall notify EMPLOYEE at least one (1) month in advance of agreement expiration of the intent to extend or not extend agreement. Pursuant to Government Code section 21221(h), as a retired PERS annuitant, EMPLOYEE may not perform more than 960 hours per fiscal year for the City, inclusive of other qualifying employment.

EMPLOYEE agrees and understands that the purpose of this Agreement is to provide for EMPLOYEE’s services to the City on a short-term basis, that this Agreement reflects the City’s need for interim services that a regular staff person cannot perform, and this Agreement does not create an ongoing position for EMPLOYEE with the City.

3. <u>At-Will Employment</u>

EMPLOYEE is an "at will" employee who shall serve at the pleasure of the City Council. Accordingly, the City Council may terminate EMPLOYEE'S employment as Interim City Manager at any time, with or without cause. This provision may not be altered except by a written instrument executed by EMPLOYEE and the City Council, which specifically references this Agreement and section.

4. <u>Duties and Responsibilities</u>

a. EMPLOYEE shall commence his duties as Interim City Manager on March 9, 2026, and will continue for a term of one (1) year through March 8, 2027 or until a permanent City Manager is appointed by the City Council.

b. EMPLOYEE shall serve as the Interim City Manager for the City subject to the terms and conditions set forth herein. EMPLOYEE shall also perform the functions and duties specified under the laws of the State of California, the Municipal Code of the City; the Ordinances and Resolutions of the City, the job description for the City Manager position, and such other duties and functions as the City Council may from time-to-time assign.

c. EMPLOYEE agrees to devote his productive time, ability, and attention to the City's business. As an exempt employee, EMPLOYEE shall not receive overtime or extra compensation for work performed outside normal business hours.

d. EMPLOYEE acknowledges that the position of Interim City Manager is a position of high visibility before the public. EMPLOYEE shall conduct themselves before the public, both during and outside of regular working hours, in a manner that reflects favorably upon the City.

e. EMPLOYEE will participate in a performance evaluation as needed.

f. EMPLOYEE will maintain a log of hours worked for the City and shall submit a record of hours worked to the City Finance Department according to the same schedule and procedures as other City retired annuitants. The City will provide Employee with copies of the hours reports periodically submitted to CalPERS regarding hours worked under this Agreement.

5. <u>Termination of Employment as Interim City Manager and Severance</u>

a. EMPLOYEE may terminate this Agreement with or without cause, by giving the City Council thirty (30) days written notice in advance of termination. During the notice period, all the rights and obligations of the parties under this Agreement shall remain in full force and effect.

b. The City Council may terminate this Agreement with or without cause, giving EMPLOYEE thirty (30) days written notice in advance of termination.

c. In the event EMPLOYEE's employment is terminated by the City, with or without cause, no severance payment shall be provided.

d. It is understood and agreed that the City has commenced active recruitment of a new City Manager and that this Agreement is one of limited duration until the commencement of employment of a new City Manager.

6. <u>Compensation:</u>

a. Effective March 9, 2026, EMPLOYEE shall be paid an hourly rate of ONE HUNDRED THIRTY-ONE DOLLARS AND TWENTY-TWO CENTS ($131.22), less applicable federal, state and local withholding. Such compensation shall be the sole compensation for services under this Agreement. EMPLOYEE shall also be reimbursed for reasonable job-related expenses incurred in the course and scope of his employment, except that Employee will not be compensated for mileage/commuting or housing expenses. As a retired PERS annuitant, EMPLOYEE shall not receive any holiday, vacation, sick, or administrative leave or any other benefit, incentive, or compensation in lieu of benefits other than the hourly rate of pay. EMPLOYEE understands and agrees that EMPLOYEE is not, and will not be, entitled to any benefits from the City.

b. EMPLOYEE understands that CalPERS retired annuitants may be employed by a CalPERS public agency employer, but temporary appointment not to exceed 960 hours in any fiscal year for all such employers; either (1) during an emergency to prevent stoppage of public business, or (2) because the retired employee has skills needed in performing the work of limited duration.

c. The City makes no representation on the impact, if any, this Agreement shall or may have upon EMPLOYEE's CalPERS retirement benefits, status, duties, and/or obligations. EMPLOYEE acknowledges that in entering into this Agreement, EMPLOYEE has not relied upon any such representations in assessing the CalPERS-related impact of this temporary employment. EMPLOYEE releases the City from any and all CalPERS-related claims or liabilities that may arise in connection with his employment per this Agreement.

7. <u>Hours of Work</u>

EMPLOYEE shall work a maximum of 960 hours in any fiscal year on City and Successor Agency business. EMPLOYEE may work a 9/80 or other flexible work schedule, following consultation with the City Council. As identified above, EMPLOYEE may not perform more than 960 hours per fiscal year for the City, inclusive of other qualifying employment. It is the responsibility of the EMPLOYEE to inform the City Council if his hours or work must be adjusted to ensure he does not exceed the 960 hours limit.

8. <u>Indemnification</u>

The City shall provide for the defense of EMPLOYEE in any action or proceeding alleging an act or omission within the scope of EMPLOYEE's employment in accordance with California Government Code sections 825, 995 et seq., and other applicable law. Notwithstanding anything to the contrary in this Agreement, in accordance with California Government Code section 825, subdivision (a), the City reserves the right to not pay any judgment, compromise or settlement subject to that section until it is established that the injury arose out of an act or omission occurring within the scope of EMPLOYEE's employment pursuant to this Agreement. Further, notwithstanding anything to the contrary in this Agreement, the City reserves the right to refuse to provide for the defense of EMPLOYEE for the reasons set forth in California Government Code section 995.2 or other applicable provisions of law. Any City funds provided for the legal criminal defense of EMPLOYEE shall be fully reimbursed in accordance with California Government Code section 53243.1 if EMPLOYEE is convicted of a crime involving an abuse of his office or position as defined in California Government Code section 53243.4.

9. Notices

Notices pursuant to this Agreement shall be in writing given by deposit in the custody of the United States Postal Service, first class postage prepaid, addressed as follows:

a. The City:

Mayor of the City of Pinole
2131 Pear Street
Pinole, CA 94564

With a Copy to the:

City Attorney
2131 Pear Street
Pinole, CA 94564

b. Garrett Evans:

Address on file with the City

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial process. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice, postage prepaid, with the United States Postal Service.

10. Abuse of Office

Government Code sections 53243, 53243.1, 53243.2, and 53243.3 are incorporated by this reference as if fully set forth herein.

11. Performance Evaluations

The City Council may review and evaluate the performance of EMPLOYEE as needed during the term of this Agreement.

12. Miscellaneous

a. The text herein shall constitute the entire agreement between the parties. This Agreement may not be modified, except by written agreement executed by both parties.

b. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

c. This Agreement shall be governed by the laws of the State of California.

d. This Agreement may be executed in counterparts containing original signatures.

Garrett Evans Interim City Manager	DATE
Anthony Tave Mayor	DATE
ATTEST:	APPROVED AS TO FORM:
Heather Bell-Spears, CMC City Clerk	Eric Casher City Attorney