



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

## **PINOLE CITY COUNCIL SPECIAL MEETING AGENDA**

**March 31, 2026  
5:00 PM**

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

**Attend VIA ZOOM TELECONFERENCE – Details provided below**

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### **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](mailto: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](http://www.pinole.gov).

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

**If none of these options are available to you, or you need assistance with public comment, please contact the City Clerk, Heather Bell-Spears at (510) 724-8928 or [hbelle@pinole.gov](mailto:hbelle@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](http://www.pinole.gov). You may also contact the City Clerk via e-mail at [hbelle@pinole.gov](mailto:hbelle@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. 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

**5. OLD BUSINESS**

**6. NEW BUSINESS**

A. FY 2026/27 Budget Workshop **Action: Receive a Report and Provide Direction (Markisha Guillory)**

**7. ADJOURNMENT** to the Regular City Council Meeting of in April 7, 2026 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.

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**Heather Bell-Spears, CMC**  
City Clerk  
POSTED: March 26, 2026, 2:30 pm



# CITY COUNCIL REPORT

6.A.

**DATE:** MARCH 31, 2026  
**TO:** MAYOR AND COUNCIL MEMBERS  
**FROM:** Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov  
**SUBJECT:** FY 2026/27 BUDGET WORKSHOP

## **RECOMMENDATION**

Staff recommend that the City Council receive presentations from City departments on the preliminary baseline operating budgets for Fiscal Year (FY) 2026/27 and provide direction to staff.

## **BACKGROUND**

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

On January 14, 2026, the Finance Subcommittee held a budget planning meeting during which the Subcommittee reviewed the FY 2026/27 budget development process and timeline.

On February 18, 2026, the Finance Subcommittee held its second budget planning meeting, during which it received a report on staff-identified anticipated opportunities and challenges for FY 2026/27, as well as a presentation on the preliminary General Fund long-term financial forecast for FY 2026/27 through FY 2045/46. Following the discussion, the Subcommittee directed staff to plan a budget workshop that would include budget presentations from each City department.

This workshop was developed as directed to provide the full City Council a preview of the FY 2026/27 preliminary baseline operating budget, to present each department's operational plans and preliminary budget, and to discuss strategies to address the projected budget gap.

## **REVIEW AND ANALYSIS**

### **Budget Development Process**

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

- Finance Department will use the current FY 2025/26 budget, which incorporates any mid-year changes approved by the City Council, as the starting point;
- Finance Department creates a “baseline budget” for FY 2026/27 by taking the ongoing revenues and expenditures included in the current FY 2025/26 budget and factoring in known or assumed changes, which department confirm, to ongoing revenues and expenditures for FY 2026/27 (i.e., forecasted changes to different revenue streams, general inflation, known changes to debt service, etc.);
- Departments submit requests for changes from the baseline budget to address proposed special projects or increased service levels; and
- Finance Department and City Manager consider department requests for changes to the baseline budget and prepare a Preliminary Proposed budget for the City Council’s consideration.

### **Budget Workshop**

As noted above, the purpose of the budget workshop is to provide the full City Council a preview of the FY 2026/27 preliminary baseline operating budget, to present each department’s operational plans and preliminary budget, and to discuss strategies to address the projected budget gap.

The workshop will provide the Council an opportunity to review preliminary budgets in detail, ask questions of each department, and provide direction as staff continues to develop the Preliminary Proposed FY 2026/27 Operating and Capital Budget. It also serves as an important step in the budget development process, allowing Council to evaluate service and staffing levels, funding needs, and potential revenue enhancements and expenditure reductions needed to achieve a structurally balanced budget.

### **Next Steps**

The next steps will be to continue refining the budget throughout the development process in order to prepare a structurally balanced budget. The Preliminary Proposed FY 2026/27 Operating and Capital Budget will be presented on May 5, 2026.

### **FISCAL IMPACT**

There is no fiscal impact associated with receiving this report. Preliminary fiscal impacts will be detailed in the budget presentations.

### **ATTACHMENTS**

None