



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

PINOLE CITY COUNCIL MEETING AGENDA

**December 5, 2023
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@ci.pinole.ca.us** Please indicate which item on the agenda you are commenting on in the subject line of your email.

OTHER WAYS TO WATCH THE MEETING

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

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

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

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.ci.pinoles.ca.us. You may also contact the City Clerk via e-mail at hbell@ci.pinoles.ca.us.

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: Interim City Manager, Neil Gang, City Attorney, Eric Casher, Human Resources Director, Stacy Shell, and Greg Ramirez, IEDA

Employee organization: Pinole Police Employees Association (PPEA) and AFSCME, Local 1

B. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: Greg Ramirez, IEDA

Employee organization: Management Compensation Plan (MCP)

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. Transgender Day of Remembrance

B. Presentations

1. Reading from "Imaginative Short Stories, Volume 2" by Isabella Tucker, Writing Contest Winner
2. Recognizing Roxane Stone for achieving her Certified Municipal Clerk designation

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 11/07/2023.
- B. Receive the November 4, 2023 – December 1, 2023 List of Warrants in the Amount of \$970,320.07, the November 10, 2023 Payroll amount of \$490,550.76, and the November 24, 2023 payroll amount of \$498,231.14.
- C. Receive Update on Status of Parklet/Outdoor Dining in Pinole and Approve Extension of Existing Temporary Use Permits Until June 30, 2024 **Action: Receive Report and Approve Staff Recommendation (David Hanham)**
- D. Approve the Development Impact Fee Report for the Fiscal Year Ended June 30, 2023 and Related Findings **Action: Adopt Resolution per Staff Recommendation (Markisha Guillory)**
- E. Adopt A Resolution To Increase Minimum Wage Pay Rates And Approve Master Salary Schedule Updates **Action: Adopt Resolution per Staff Recommendation (Charlene Davis, Stacy Shell)**
- F. Authorize The City Manager To Execute The Purchase Of Vehicles For Public Works **Action: Adopt Resolution per Staff Recommendation (Joseph Bingaman, Sanjay Mishra)**
- G. Award Construction Contract For Sanitary Sewer Rehabilitation Project - Phase1 (CIP Project # SS2201) **Action: Adopt Resolution per Staff Recommendation (Sanjay Mishra)**
- H. Adopt City Council Procedures **Action: Adopt Resolution per Staff Recommendation (Heather Bell)**
- I. Approve And Authorize The Mayor To Execute The Employment Agreement For Neil Gang To Become The Interim City Manager **Action: Adopt Resolution per Staff Recommendation**

(Stacy Shell)

10. COUNCIL REORGANIZATION

- A. Presentations to Mayor Murphy
- B. Remarks by Mayor Murphy
- C. Selection of Mayor and Mayor Pro Tem **Action: Adopt Resolution per Staff Recommendation (Heather Bell)**
- D. Administer Oaths to Mayor and Mayor Pro Tem
- E. Transfer of Gavel and Comments by the New Mayor

11. BRIEF RECESS FOR RECEPTION

12. NEW BUSINESS

- A. Nominate Council Members To Serve On Boards And Subcommittees **Action: Discuss and Provide Direction. (Heather Bell)**

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 January 16, 2024 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.

Heather Bell, CMC
City Clerk
POSTED: 3:00 pm



Proclamation

TRANSGENDER DAY OF REMEMBRANCE

NOVEMBER 20, 2023

***WHEREAS**, all people deserve to live in a city that respects their dignity, safety and overall well-being through the promotion of equal and fair treatment for everyone; and*

***WHEREAS**, members of the transgender community are valued and productive residents of our city who contribute to Pinole's progress and prosperity; and*

***WHEREAS**, transgender people continue to face high levels of discrimination, fear, stigmas and bias that can fuel abuse and violence against Pinole's transgender community; and*

***WHEREAS**, the city of Pinole benefits from the diversity of its population and seeks to promote inclusion of all people as a testament to our shared values of dignity, equity and fair treatment for everyone without regard to gender identity or expression; and*

***WHEREAS**, the city of Pinole through its laws, policies and practices, condemns acts of violence; and*

***WHEREAS**, Transgender Day of Remembrance helps bring public awareness to hate crimes against transgender people and honors the memory of those harmed and killed by senseless acts of violence each year; and*

***WHEREAS**, on this day of observation, Pinole commits to moving forward together to promote inclusion, equity and understanding toward transgender people.*

***NOW, THEREFORE, DEVIN T. MURPHY**, 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 proclaim November 20, 2023, as "**TRANSGENDER DAY OF REMEMBRANCE**" in Pinole, and commend its observance to all citizens.*

DEVIN T. MURPHY
MAYOR of the City of Pinole



Dated: December 5, 2023

**CITY COUNCIL MEETING
MINUTES
November 7, 2023**

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 Murphy 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

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

B. STAFF PRESENT

Neil Gang, Interim City Manager
Eric Casher, City Attorney
Heather Bell, City Clerk
Sanjay Mishra, Public Works Director
Lilly Whalen, Community Development Director
Markisha Guillory, Finance Director
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on Thursday, November 2, 2023 at 1:30 p.m. with all legally required written notices. Several written comments had been received in advance of the meeting, distributed to staff and the City Council, posted to the City website and made available 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:

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: City Attorney Eric Casher

Employee Organization: Interim City Manager

B. PUBLIC EMPLOYMENT

Gov. Code § 54957

Title: City Manager

C. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Gov. Code § 54956.9 (d)(1)

MVP Construction

PUBLIC COMMENTS OPENED

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

PUBLIC COMMENTS CLOSED

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

At 6:35 p.m., Mayor Murphy reconvened the meeting into open session and announced there was no reportable action for Items 4A and 4C. For Item 4B, the City Council provided direction to staff to issue a Request for Proposal (RFP) for a consultant to lead the executive search for a permanent City Manager.

6. CITIZENS TO BE HEARD (Public Comments)

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Bob Kopp, Pinole, asked why the City Council had fired the City Manager, the cost of the City Manager's severance package, and why the City Council wanted to change the current procedures for the selection of Mayor and Mayor Pro Tem.

Ann Moriarty, Pinole, Friends of Pinole Creek Watershed, expressed her gratitude to the many volunteers involved in the restoration of Pinole Creek including City of Pinole staff and former City Manager Andrew Murray, who had been a real advocate for the creek. Friends of Pinole Creek Watershed hoped to continue a relationship with the Interim City Manager and the next City Manager on that commitment. She also expressed her appreciation to Code Enforcement Officer Sarrah Patton for her commitment to the enforcement of Pinole Creek and stated the City of Pinole was lucky to have her.

Ms. Moriarty also thanked the Public Works Director, Public Works Manager and Public Works Department crew for the installation and maintenance of a trash can behind the Pinole Valley Shopping Center and recognized the Department's work with the unhoused that hung out behind the Pinole Library. Next events for Friends of Pinole Creek Watershed included an event scheduled for Thursday, November 9, 2023 and Saturday, November 11, 2023 for the Pollinator Garden and Upper Watershed, and on Saturday, November 18, 2023 for the Earth Team, with Pinole Valley High School to sponsor a Community Creek Clean-Up at Fernandez Park. More information on all events was available by scanning the QR codes around the City or at the Friends of Pinole Creek website.

Rafael Menis, Pinole, commented on the differences and confusion between operations and strategy and defined each term which he stated was relevant to the conflicts between Russia and Ukraine, and Israel and Palestine; the ultimate strategic aims for each and the potential different strategic outcomes yet to be defined. As the City Council considered various actions, he asked the City Council not to confuse operations with strategies and just because it could do something did not mean that it should be done if it ultimately did not lead towards the desired goal.

Peter Murray, Pinole, spoke to the need for street striping around the City, particularly along Pinole Valley Road where it was difficult to visualize the road absent adequate lighting, which was a safety issue. He also referred to the option to participate in City meetings remotely as a courtesy and as posted on the meeting agenda, and while he was aware of the problems in some cities with remote participation, he questioned giving the Mayor the sole authority to stop public participation remotely at any time. He stated that should be up to the entire City Council and the issue should be discussed amongst the entire City Council.

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Murphy thanked the City Clerk and City Manager's Departments for the wonderful Commissioner's Dinner, which he understood would be posted on Pinole Community Television (PCTV). He recognized all volunteer Commissioners for their work for the City of Pinole. He also reported he had joined fifty other United States Mayors and Council members advocating the President and Environmental Protection Agency (EPA) administrators' support for local governments to reduce methane emissions in landfills, and he looked to a more robust conversation at the National League of Cities Conference in the next week. In addition, he was proud of the work of Marin Clean Energy (MCE), which had lobbied for more resources for the community to build more clean energy projects, and reported that MCE had received a \$1 million contract from the Department of Energy (DOE) to support cities in the member communities.

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Mayor Pro Tem Toms reported she had attended a two-day Contra Costa Transportation Authority (CCTA) Workshop, titled Changing the Landscape of Transportation and Advancing the Organization.

Mayor Pro Tem Toms had also attended this date the Shaping the Future, the Key Trends in Real Estate Finance and Economic Development sponsored by the Institute for Local Government, briefing the City Council on all discussions. She also reported the County Office of Emergency Services was engaging in preparing its Local Hazard Mitigation Plan (LHMP) with a survey to be distributed to the community, to be posted on the City's social media pages and in biweekly reports. As the County completed its LHMP, the City would be required to adopt its own plan to be eligible for pre-planning and Federal Emergency Management Agency (FEMA) reimbursement in the event of an emergency.

Council member Martinez-Rubin reported that she too had attended Shaping the Future, the Key Trends in Real Estate Finance and Economic Development sponsored by the Institute for Local Government, and she also briefed the City Council on the discussions and expressed the willingness to provide information from the sessions to staff that could be distributed to the City Council. She invited the public to the Veterans Day Memorial and Flag Retirement Ceremony scheduled for November 11, 2023 at 11:00 a.m. at Fernandez Park, sponsored by the Pinole Historical Society and the City of Pinole.

Council member Sasai reported he had attended a West Contra Costa Transportation Advisory Committee (WCCTAC) Board meeting and briefed the City Council on the discussions, with more information available on the wcctac.org website. He had also attended the City Seal Ad Hoc Subcommittee meeting along with Council member Martinez-Rubin and briefed the City Council on the discussions. He added he had been appointed to the League of California Cities Public Safety Policy Committee through the California Asian & Pacific Islander (API) Legislative Caucus.

PUBLIC COMMENTS OPENED (Items 7A through 7C)

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

PUBLIC COMMENTS CLOSED

D. Council Requests for Future Agenda Items

Council member Martinez-Rubin offered a motion for staff to plan with the City Council sometime in the first six months of 2024 and prior to the 2024/25 budget development process, a workshop to allow the City Council to visit the status of the different Master Plans in place and identify next steps relative to the Long-Term Financial Plan (LTFP) as a future agenda item.

There was no second to the motion and the motion failed.

ACTION: Motion by Council members Sasai/Tave for a discussion item on the next steps to declare City Parcel 401-161-009 (property on Pear Street directly across from the U.S. Post Office) as surplus land including actions to market and sell the property.

Vote:	Passed	4-1
	Ayes:	Murphy, Toms, Sasai, Tave
	Noes:	Martinez-Rubin
	Abstain:	None
	Absent:	None

Mayor Murphy requested a presentation from Contra Costa Community Awareness and Emergency Response as a future agenda item. He clarified, when asked, that Contra Costa Community Awareness and Emergency Response was a Countywide non-profit public benefit corporation of public emergency response agencies, local government officials and facilities and businesses that used, stored, handled, produced and transported hazardous materials, with cities in jurisdictions in Contra Costa County represented on the body, although the City of Pinole was currently not a member.

Council member Martinez-Rubin understood the group was a statewide organization and suggested a better approach would be for everyone to visit the group website. After that research the City Council could come back and discuss the specifics to possibly work together.

Mayor Murphy clarified the group was a Countywide not a statewide organization with many members locally. The City of Pinole was not a member at this time and a presentation would allow an opportunity for everyone to educate themselves around the work of this group.

ACTION: Motion by Mayor Murphy/Council member Sasai for a future agenda item for a presentation from Contra Costa Community Awareness and Emergency Response.

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

ACTION: Motion by Mayor Murphy/Mayor Pro Tem Toms to direct staff to arrange in the next year a rotation of Departmental Updates to learn more about what each Department was doing.

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

PUBLIC COMMENTS OPENED (Item D)

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

PUBLIC COMMENTS CLOSED

E. City Manager Report / Department Staff

Interim City Manager Gang also recognized the City Clerk's Office for its work on the Commissioner's Dinner and he thanked all volunteers for their service to the community. He highlighted the upcoming United Against Hate Week (UAHW) events, particularly United We Heal Sound Bath scheduled for Sunday, November 19, 2023 at the Senior Center at 10:00 a.m., with a second event scheduled due to demand on Wednesday, November 15, 2023 from 6:00 to 7:30 p.m.

Interim City Manager Gang reported the City had engaged the professional services of Townsend Public Affairs (TPA) to support the City with grant services. Staff had met with TPA to review the scope of work, roles and responsibilities of TPA and City staff, with the next step for TPA to meet with each Department individually to determine funding needs and develop a Comprehensive Needs Assessment to best match the City's funding needs with available funding opportunities on an ongoing basis.

Interim City Manager Gang also provided an update on the relationship between the Contra Costa County Fire Protection District (CCCFFPD) and the City of Pinole, and briefed the City Council on recent discussions about ways to continue to build the relationship through collaboration and with an open invitation extended to the CCCFFPD to any and all Citywide events. An open house would also be scheduled at the one-year anniversary of the opening of Fire Station 74.

At this time, PCTV provided a brief video of the recent National Night Out event.

Public Works Director Sanjay Mishra provided an update on the use of the Beehive Software Program for Public Works Department operation and maintenance activities and tracking system, with staff being trained on the software program. He reported there had been a total of 348 service requests logged for the year to date into the system with a total of 42 service requests for the month of October, and with 16 outstanding items to date. Pending service requests included street lights, facilities, roads, potholes, stormwater and illegal dumping. Six emergency callouts had been logged for the year to date and two emergency calls had been logged for the month of October, along with 42 road-related service requests logged for the year to date and nine requests for the month of October, mostly related to pothole patching.

Repairs had been completed on Appian Way where the City had received numerous reports on damaged road conditions and the City was working with FEMA on major repair work. A contractor had refreshed the therma-plastic striping on Appian Way from Allview Avenue to Michael Drive, and the City Council had been provided a handout sample of the reports from the Beehive Software Program for informational purposes.

Interim City Manager Gang expressed his hope the new Beehive Software Program would provide more accurate information for ongoing road work activities.

Council member Tave thanked staff for the report, looked forward to monthly reports, but commented on concerns in the community with illegal dumping, oftentimes from people who were not residents of Pinole. He asked how the community could address the situation.

Public Works Director Mishra commented that absent a proper photograph of a license plate it was difficult to identify an individual who was illegally dumping.

Interim City Manager Gang also commented on the challenges with illegal dumping and explained that sometimes the owner of the vehicle was not the violator illegally dumping and there had to be positive proof of the person committing the act. A photograph of the person and license plate would enhance an investigation that could occur.

Mayor Pro Tem Toms asked that the Public Works Director's report be posted in the biweekly administrative report.

Council member Martinez-Rubin suggested it would be helpful to post on the City website that residents who hired small business haulers demand to the extent possible a receipt or invoice proving item(s) had been dumped legally, which could be discussed in the future as to how that could be done formally. The City should also encourage residents to consider that Republic Services provided at least two large haul pickups each year for residents as part of garbage service. She added there were areas in the City in need of road striping and asked where in the report that information would be presented.

Public Works Director Mishra stated that information would be provided under the roads category but it could be split into a subcategory in future reports.

F. City Attorney Report: None

PUBLIC COMMENTS OPENED (Items 7E through 7F)

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

PUBLIC COMMENTS CLOSED

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

Please note: Not all proclamations were read into the record by the City Council and some of the proclamations were taken out of order from how they had been shown on the meeting agenda.

A. Proclamations

1. Pancreatic Cancer Awareness Month

The City Council read into the record a proclamation recognizing the month of November as Pancreatic Cancer Awareness Month with the proclamation presented to Community Development Director Lilly Whalen in memory of her mother Susan Schinsing.

Community Development Director Lilly Whalen thanked the City Council for the proclamation and recognition of the month of November as Pancreatic Cancer Awareness Month.

2. World Town Planning Day

The City Council read into the record a proclamation recognizing November 8, 2023 as World Town Planning Day with the proclamation presented to Community Development Director Whalen.

Mayor Murphy acknowledged the following proclamations that were not read into the record:

3. Sikh Awareness Month
4. United Against Hate Week
5. Native American Heritage Month
6. Shelter in Place Education Day

PUBLIC COMMENTS OPENED (Item 8A, 1-6)

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

PUBLIC COMMENTS CLOSED

B. Presentations

1. CA vs. Hate Initiative

Becky Monroe, Civil Rights Attorney, California Civil Rights Department (CRD), the State's civil rights agency whose mission was to protect the people of the State of California from unlawful discrimination in employment, housing, and public accommodation and from hate violence and human trafficking, provided a PowerPoint presentation titled, Earning Trust and Combating Hate: California vs. Hate Resource Line and Network. The presentation included an overview of CRDs comprehensive approach to combat hate; the civil rights laws enforced by CRD; California vs. Hate Resource Line and Network; CA. vs. Hate Intake Process; CA vs. Hate – There's Support When You Report; CA vs. Hate Content Hub and the background of UAHW with UAHW Week to take place from November 12 through 18, 2023. Additionally, resources such as the California Commission on the State of Hate and Community Conflict Resolution Team were also highlighted.

Council member Sasai appreciated the interagency collaboration between WCCTAC, the City of Pinole, and the CA vs. Hate Initiative. Speaking to the Israeli-Palestine conflict, he asked whether or not CRD had seen an uptick in hate crimes for those specific communities.

Ms. Monroe acknowledged the CRD had been responding to a great deal of pain across the State and more data was due to be released in the next week, but she acknowledged reports of antisemitism and anti-Muslim hate moving through the State of California. Also, Cal State San Bernadino had established a center on hate and extremism, and frequently reported that when there was conflict in the Middle East there was an increase in antisemitism and anti-Muslim bigotry. It was important to recognize that this was the opportunity for UAHW and others to come together in solidarity and it was important to get the word out now. California was lucky to have advocates and leaders who were making sure they were doing everything possible to combat hate and anyone feeling threatened was welcome to join available webinars and share resources.

Council member Sasai asked how local law enforcement agencies could leverage and expand access to State resources to those who reported hate incidents and crimes locally and whether there were any recommendations to improve local law enforcement agencies hate crime policies.

Ms. Monroe commented on her background as a Civil Rights Lawyer and she again outlined the free resources and support, as shown in the PowerPoint presentation, where materials could get out to law enforcement agencies. CRD was encouraging city leaders and law enforcement to share all information as a way to build trust and most law enforcement agency leaders recognized the need to track incidents and crimes as a best practice, and the CRD could provide support for that to occur.

Council member Martinez-Rubin walked through with Ms. Monroe the types of civil legal resources available to anyone who may experience or need to report a hate crime or act of discrimination and how someone could file a claim with the CRD and/or obtain mental health services.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, commented that much of what had been discussed were ways to deal with incidents of hate after the fact. He asked the Interim City Manager whether the City currently recorded hate incidents as opposed to hate crimes, whether there was a way to address those situations and for the CRD and the City to more broadly work to build an environment that was less hateful and create a space for truth and reconciliation with a broader source of processes to lower the temperature. He referred to the Israel-Palestine conflict where there had been thousands of fatalities of civilians on both sides. He suggested that reporting attacks was not enough and they should go beyond that and create a more collaborative and safer space to discuss things before conflicts came up and be able to understand each other better before disagreements reached that point.

PUBLIC COMMENTS CLOSED

Ms. Monroe emphasized that prevention was being done through some of the work described. She suggested in terms of prevention they could help to support people when in pain, either when being targeted for a crime or incident and build trust, and she again detailed the work of the Community Conflict Resolution Team, which was not a criminal, legal or civil option but involved community civil rights mediators who helped to identify common values, addressed those values and offered tips on de-escalation. There were ways to work with proactive cities to address a high-profile act of hate and to ensure the City was effectively communicating with local government and the local community to build relationships in advance. She was strongly of the opinion that enforcing other civil rights protections was critical to creating a climate to combat hate. Additionally, the Commission on the State of Hate worked on prevention and she encouraged everyone to participate remotely in a meeting scheduled for Thursday, November 9, 2023 at 6:00 p.m. with the Commission on the State of Hate. More information was available online. Identification of de-escalation techniques to prevent incidents of hate was also important.

Interim City Manager Gang agreed that collaboration was important before an incident occurred. He introduced the City's Hate Crime Coordinator, Commander Matt Avery, and commented that this was a community-wide effort and the Police Department was one component of that effort. He noted that CA vs. Hate Initiative resources would be distributed during the UAHW events planned and would also be made available at City Hall. He added that since 2015, there had been five recorded hate incidents in the City of Pinole.

Pinole Police Department Commander Matt Avery, Hate Crime Coordinator, explained that he would take the information from CA vs. Hate Initiative for use in the Police Department training that was done annually and which identified, investigated and documented hate crimes. He provided an overview of the Department's policies in reporting, investigating and documenting hate crimes and would ensure policies were current and included the information provided as part of this presentation from CA vs. Hate Initiative.

Council member Sasai thanked the City Council for allowing the presentation. In terms of public safety and in an equity lens, he suggested the City had to allocate resources to people most impacted at the moment. This was a passion of his given the increase in anti-Asian hate crimes in the Bay Area during the pandemic. Given the increase in antisemitism, anti-Black and anti-LGBTQ+ crimes in the State, expanding and leveraging State resources and getting it out to residents was very important.

Council member Sasai offered a motion, seconded by Council member Tave, to direct staff to consult with the CA vs. Hate Initiative to develop custom materials for a social media outreach and posters for display in City facilities.

On the motion, Mayor Pro Tem Toms asked whether a motion could be made as part of a presentation.

City Attorney Eric Casher explained the motion was to direct staff to conduct an administrative function to move this item forward and was not a formal action approving a contract or anything beyond direction to staff.

ACTION: Motion by Council members Sasai/Tave to direct staff to consult with the CA vs. Hate Initiative to develop custom materials for a social media outreach and posters for display in City facilities.

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

Mayor Pro Tem Toms thanked Ms. Monroe for the presentation and looked forward to sharing the materials from CA vs. Hate Initiative with the community.

Mayor Murphy also thanked Ms. Monroe for the presentation and welcomed annual presentations from CA vs. Hate Initiative.

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 Special City Council Meeting on September 11, 2023 and the Minutes of the Regular City Council Meeting on October 17, 2023
- B. Receive the October 14, 2023 – November 3, 2023 – List of Warrants in the Amount of \$1,745,270.83 and the October 27, 2023 Payroll in the Amount of \$492,070.46
- C. Adopt a Resolution Authorizing the City Manager to Enter into an Agreement with Folsom Lake Ford to Purchase Two Patrol Vehicles at a Total Cost of \$104,964.38
[Action: Adopt Resolution per Staff Recommendation (Avery)]
- D. Fiscal Year (FY) 2023/24 First Quarter Report on Status of Capital Improvement Plan (CIP) Projects **[Action: Receive Report (Mishra)]**

- E. Receive the Quarterly Report on Implementation of the Greenhouse Gas Inventory and Climate Action and Adaptation Plan for Fiscal Year (FY) 2023/24 First Quarter **[Action: Receive Report (Whalen)]**
- F. Receive the Fiscal Year (FY) 2023/24 First Quarter Financial Report **[Action: Receive Report (Guillory)]**
- G. Receive the Quarterly Investment Report for the First Quarter (Ending September 30, 2023) **[Action: Receive Report (Guillory)]**
- H. Determination of Public Convenience or Necessity (PCN) for Anabi Shell Station Located at 1401 Fitzgerald Drive (CUP 23-04) **[Action: Adopt Resolution per Staff Recommendation (Hanham)]**
- I. Declare the Listed Property as Surplus and Designate a Purchasing Officer to Dispose of the Listed Property in Accordance with the City of Pinole Financial Policies – Capital Assets Policy and Procedures **[Action: Adopt Resolution per Staff Recommendation (Bingaman)]**

Speaking to Item 9A, the Regular City Council Meeting Minutes for October 17, 2023, City Clerk Bell requested the following revisions:

Page 28 of 219 of the agenda packet, the first sentence of the comments attributed to Rafael Menis to be revised to read:

Rafael Menis, Pinole, commented based on his experience attending the Community Services Commission meeting when the Sister City Policy had been discussed, that the Commission had been relatively hostile to the item since they felt that it would be using City funds.

To the same page and the comments again attributed to Mr. Menis, in the first sentence of the second paragraph of his comments to be revised to read:

Mr. Menis also commented that a few Council members had an idea to potentially include people outside of the City Council to take part in the Sister City process and it would be worthwhile to have the City Council consider having that input such as from the Rotary Club of Pinole and former Mayor Salimi, who had contacts with other cities in other countries.

Speaking to Item 9D, Public Works Director Mishra advised a correction memorandum had been prepared to add to the Capital Improvement Plan (CIP) Fiscal Year (FY) 2023/24 First Quarter Report on the Status of CIP Projects. He reported the City Council had received a report and directed staff to take necessary steps to sell the Faria House on September 19, 2023. City staff would be working on the next steps and would update the City Council in the future. There were no other updates at this time and this project would be removed from the CIP Project List in the next budget cycle.

PUBLIC COMMENTS OPENED

Irma Ruport, Pinole, referenced Item 9D, and thanked the Public Works Director for the report, but commented the City Council had voted 4-1 on September 19, 2023 to sell the Faria House and if no agreement was reached within 90-days, there was also an initial 60-day period. She asked whether the project would be fast-tracked since there were deadlines involved. As to the project description sheet for the CIP projects, she commented that some of the projects had been removed from certain areas of funding or non-funding, and suggested there should be a footnote included for the projects to inform residents of the status of all projects and how the City Council had voted on the projects, a suggestion she had provided to the Public Works Director.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Mayor Pro Tem Toms/Council member Martinez-Rubin to approve Item 9A as modified by the City Clerk, Item 9D, subject to the staff clarification and Items 9B, 9C and 9E through 9I, as shown.

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

10. PUBLIC HEARINGS: None

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.

11. OLD BUSINESS

A. Project Labor Agreement with Contra Costa Building and Construction Trades Council **[Action: Adopt Resolution per Staff Recommendation (Mishra)]**

Public Works Director Mishra presented the staff report dated November 7, 2023, and recommended the City Council adopt a resolution approving the Project Labor Agreement (PLA) and related side letter included as Attachment A to the staff report, and authorize the Interim City Manager to sign the Project Labor Agreement with the Contra Costa Building and Construction Trades Council and its affiliated local Union.

Council member Martinez-Rubin asked why the PLA Ad Hoc Subcommittee had focused on a PLA from the City of El Cerrito as the most appealing to work off of and what it was about the other PLAs the Subcommittee had reviewed that had not been appealing to consider including in a PLA for the City of Pinole.

Public Works Director Mishra explained that the City of El Cerrito, also located in Contra Costa County, was of a similar size with similar-sized projects as the City of Pinole and had been used as a base document, with a local hire clause added which had been taken from the City's PLA for the Pinole-Hercules Wastewater Treatment Plant project. The PLA also determined local hires as people who lived within a 30-mile radius of the City of Pinole or project location.

Council member Martinez-Rubin understood one of the purposes of a PLA was to avoid the possibility of labor strikes or the possibility of any other activity by a contractor or their workers that could impede the timely completion of a project at any phase. She asked whether that had been a problem in the City of Pinole.

Public Works Director Mishra reported he was unaware of any such problems in the recent past or as part of the last major projects in the City of Pinole. The Pinole-Hercules Wastewater Treatment Plant was the last large project in Pinole that had been built under a PLA and there had been no issues. He understood strikes had not been an issue for any other City projects.

Council member Martinez-Rubin asked why a PLA was an approach the City desired to take proactively, to which City Attorney Casher explained he had no knowledge of any labor strikes creating disruptions or delays on any public works projects within the City of Pinole. The PLA would provide a framework to avoid any strikes if they were to happen.

Council member Martinez-Rubin asked if a strike were to happen what parties would be involved as part of any grievance to come to an agreement to continue work, whether it would involve the City Attorney, other City employees or an arrangement between mediation, the contractor and the laborer.

City Attorney Casher stated it would be a City project with the City involved at the City staff level and the striking laborers and their union engaged with all hands essentially involved.

Council member Martinez-Rubin referenced Pages 2 and 3 of the November 7 staff report and what the PLA was about, particularly a statement that read: *The PLA requires the facilitation of employment of Local Area residents and promotion of Local Hire (as defined in the attached PLA) and the use of resources in the Local Area in construction of the Project.* In that regard, she asked about the purchase of any goods used in any construction project and her understanding where purchases were made and taxes paid, the contractor was to prepare paperwork with the State Department of Finance Administration (DOFA) so that sales taxes generated from the construction project would go to the city where the purchases had been made. She asked for more detail on that consideration as a follow-up and possible inclusion as a requirement in the PLA.

Public Works Director Mishra clarified the PLA did not address material purchases and when the City advertised a contract that could be specified in the contract, although since it could be restrictive most cities did not do that. As an example, a city the size of Pinole may not be able to purchase the materials needed for larger projects. General conditions could be specified in the contract such as Buy America requirements, as an example, as mandated by federally funded projects.

City Attorney Casher confirmed the PLA did not cover local purchasing but the City's Procurement Policy included a section that created a local purchase preference.

Council member Martinez-Rubin also referenced the statement in the staff report which read: *The PLA requires that the City Council receive a report on the status of the PLA no later than six (6) months prior to the five (5) year term expiring, and either party can terminate the PLA with written notice to the other party,* and she asked staff for a clarification of that clause.

Public Works Director Mishra explained the clause referenced was for City staff to bring an update to the City Council six months prior to the expiration of the PLA to report whether or not it had worked for the City.

Council member Sasai thanked the PLA Ad Hoc Subcommittee and the Contra Costa Building and Construction Trades Council, which had been diligent in developing the PLA. He understood the Subcommittee had reviewed other PLAs in the Bay Area, as detailed in the staff report, but asked whether there were clauses from those PLAs that had been excluded in the proposed PLA.

Public Works Director Mishra explained that most PLAs that had been reviewed from jurisdictions in Contra Costa County were similar in nature with the exception of the threshold values.

PUBLIC COMMENTS OPENED

Irma Ruport, Pinole, a member of the PLA Ad Hoc Subcommittee and a member of the Community Services Commission, commented on her background as a retired government employee and her service as a Chief Steward representative. She thanked the City Council for letting others serve on the PLA Ad Hoc Subcommittee and reported she had provided written comments to the City Council. She requested that the following provisions be included in the PLA: local hiring, entering into total partnership with the City, frequent updates and statistics for Pinole residents including hiring and training, opportunities for minorities and women to apply and train in all fields and careers, inclusion of West County to the sites of training and if not possible in the contract that the City monitor this contract under these terms, and follow-up with monthly quarterly reports either by email reports or to the City Council to ensure compliance with the contract.

Ms. Ruport added that Hercules High School held a career fair/job training, her husband as a retired attorney had been asked to speak during the training, and she wanted to see the City Council task the Community Services Commission with Career Fair/Job Training Apprenticeships in 2024, and partner with the unions on job training in West County as provided in other areas of Contra Costa County.

Samson Quenga, business representative for painters and drywall finishers, representing hundreds of men and women in Contra Costa County, spoke to his experience over the past twelve years in the construction trades, some of which were on PLA jobs. He commented that a PLA would ensure the timely completion of projects either at or under budget; provide signatory employers with a reliable and ready source of highly-trained and skilled workforce through State accredited apprenticeship programs; reduce costs by utilizing apprentices on the jobs who could develop a skill set with schooling at not cost allowing them to earn while learning; would increase diversity, enhance workforce development, provide jobs for communities that were underprivileged and underserved and provide health and safety, all factoring into the success of a job. PLAs also benefitted cities and taxpayer-funded projects and delivered an agreement shared between contractors and clients for a concerted outcome.

Rafael Menis, Pinole, supported the PLA suggesting it would be beneficial to the City preventing strikes and lockouts and would work to regularize processes. While conflicts may arise separate from the quality of union work the PLA would negate that. In terms of the equity lens, he referenced the non-discrimination clause in the PLA, with various elements of the PLA to comply with various state and federal non-discrimination laws.

Mr. Menis understood the State had rules in certain fields banning certain affirmative action type programs and asked if that would apply to the PLA if the City, unions or partners under the agreement wanted to focus on hiring apprentices from certain underrepresented backgrounds and genders. He also spoke to Subsection 2.3.1 of Attachment B, Project Labor Agreement for the City of Pinole, as written, and as shown on Page 187 of 219 of the agenda packets, and asked whether the City currently or planned in the future to have any contractors who would do this sort of work in conflict with this clause. He also referenced the footnote as shown on Page 202 of 219 of the Agenda Packet of Attachment B, and asked whether that would be included in the final document.

Bill Whitney, Chief Executive Officer (CEO), Contra Costa Building and Construction Trades Council, stated he represented 35,000 workers in Contra Costa County with the majority comprised of men and women of color and indigenous peoples. The Council was one of the largest middle class job creators with apprenticeship programs provided at no cost to provide the skills for workers to go out and get a job. A PLA promoted local hires, had people who worked in the area and spent where they lived, and the Council was an organization that was proactive with veterans. He highlighted the Helmet to Hardhats Program and emphasized the Council spent billions in North America on training programs at no cost. He expressed his appreciation to City staff for their cooperation in preparing the PLA that was fair, equitable, balanced and the same as everywhere else.

Tom Hansen, Business Manager, International Brotherhood of Electrical Workers (IBEW) Local 302, and President of the Contra Costa Building and Construction Trades Council, thanked the City Council for the PLA. He pointed out that Pinole Valley High School and other schools had been built under a PLA with the West Contra Costa Unified School District (WCCUSD). He added that PLAs put people to work at home, the City of Rodeo was working on rebuilding its refinery with a PLA, and the provisions in the PLA prioritized local hires in Pinole, Rodeo and Hercules. He thanked City staff and the City Attorney for the great work and he appreciated the City's support.

William Chisholm, International Union of Elevator Constructors, Local 8, which jurisdiction covered Contra Costa County, echoed the previous comments and explained that a PLA was an insurance policy which ensured that the money spent would go towards skilled craftsmen who would do the work right the first time and if that approach was not taken, cheap would come out expensive.

Jason Gallia, Pinole, explained that he had experience in the building trades and projects with PLAs in the Bay Area and had been able to purchase a home and raise his family in the City of Pinole. He was now the Business Manager/Financial Treasurer/Secretary for the Ironworkers and he identified some of the many projects in the Bay Area constructed by the ironworkers and skilled laborers and apprentices who worked all over the Bay Area. He strongly supported the PLA and hoped the City Council would move it forward.

Timothy Jefferies, International Brotherhood of Boilermakers (IBB) Local 549, also spoke to the benefits of PLAs and explained that the PLA would bring a workforce that was fair to women, with women in the building trades to have the same weight as men whether a journeyman, apprentice or superintendent. He emphasized PLAs were also great for veterans like himself.

Cole Batchelder, Pinole, member of IBEW 302, thanked the City Council for considering a Citywide PLA. He looked forward to working and spending more time locally with his family.

Doug LeMoine, Member and Business Agent for the International Union of Operating Engineers, Local 324, assured the City Council that a yes vote on the PLA would put highly skilled and trained men and women from the labor unions to work in Pinole. He explained that most workers came from highly-trained apprenticeship programs with hundreds of hours of on-the-job training before graduating the program. He encouraged the City Council to approve the PLA to allow the men and women of the construction trades to live and work at home.

Maria Alegria, Pinole, affirmed the comments in support of the PLA, and thanked the City Council and particularly the PLA Ad Hoc Subcommittee through the leadership of Council member Tave to bring this matter back to the City Council. She suggested the PLA was almost a decade overdue. She commented that when she had served as Mayor of Pinole, the City Hall building had been built with a PLA and the project had come in under budget and on time despite the fact the City had been sued by ABC to stop the PLA but the City had prevailed and had won the lawsuit. She urged the City Council to support the PLA, bring jobs to Pinole, and make sure working men and women had good jobs and good pay with apprenticeship opportunities for future generations of working families in Contra Costa County and the City of Pinole.

PUBLIC COMMENTS CLOSED

Mayor Pro Tem Toms recognized the members of the PLA Ad Hoc Subcommittee and stated all members had brought something to the table along with the labor partners. She agreed the apprenticeship training programs involved excellent facilities. She supported the PLA and emphasized the 30-mile local hire radius would reduce Vehicle Miles Traveled (VMTs) and Greenhouse Gas Emissions (GHGs), which the City may identify in its Climate Action Plan (CAP).

Council member Martinez-Rubin recognized the cost of health benefits unless provided by an employer. The health of the community was important and necessary for the City to thrive economically. She liked the idea of a pipeline of workers who could continue their careers and be part of their city in different ways as workers, consumers and people who could rest assured they would be covered and work on projects that were enduring and had a life over several decades benefitting the public at-large. The PLA would be a tremendous help to the community.

Council member Sasai recognized the benefits, quality of services and safety of a workplace with PLA projects. He found the PLA would benefit the City and he supported the PLA as proposed.

Council member Tave agreed and as one who had been commuting to employment outside of the City of Pinole as did so many others, the PLA and the 30-mile radius provision would allow workers to be with their families. He also recognized there was no shortage of work and he hoped the PLA would include outreach to community members who worked in the construction trades. He supported the PLA and he thanked the PLA Ad Hoc Subcommittee for all of its work.

ACTION: Motion by Council member Tave/Mayor Pro Tem Toms to adopt a resolution approving the Project Labor Agreement and related side letter included as Attachment A to the November 7, 2023 staff report, and authorize the Interim City Manager to sign the Project Labor Agreement with the Contra Costa Building and Construction Trades Council and its affiliated local Union.

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

12. NEW BUSINESS

A. Long-Term Financial Plan Strategies [Action: Receive Report and Provide Direction (Guillory)]

Finance Director Markisha Guillory introduced Steve Montano, Special Advisor, Baker Tilly, the consultant assisting City staff with the strategic planning for the Long-Term Financial Plan (LTFP). She provided an extensive PowerPoint presentation which included an overview of the Five-Year financial forecasts as part of the LTFP forecast that had been extended to 10 years with the FY 2023/24 budget and with the City having extended the forecast to 20 years to capture longer term impacts. The City had forecast a status quo for the General Fund that estimated the City's future revenues and expenditures if the City maintained status quo service and staffing levels.

Finance Director Guillory also highlighted the purpose of the Long-Term Financial Forecast; General Fund 20-Year Financial Forecast; General Fund 20-Year Financial Forecast Summary; Key Revenue Assumptions; Key Expenditure Assumptions; General Fund 20-Year Financial Forecast – Revenues and Expenditures and Fund Balances. She requested the City Council receive a presentation from Baker Tilly on potential options to increase revenues and decrease expenditures and to model specific revenue and expenditure options in the financial forecast and prepare the LTFP.

Steve Montano, Special Advisor Baker Tilly, also provided an extensive PowerPoint presentation titled City of Pinole Long Range Fiscal Forecast Options, which included an overview of the City's financial condition; assessment of its current and needed future service levels; assessment of the City's budget and development of a LTFP; Proposition 26 which impacted how taxes may be imposed in the State of California; choosing the right revenue strategy; tax revenue options; benefit assessments; fees/charges/rates and cost recovery strategies; financing capital assets; General Fund revenue options for consideration; General Fund expenditure options for consideration and detailed comparisons with benchmark cities.

Mr. Montano asked the City Council to identify which of the revenue and expenditure options could resonate with the Council and the community to allow the consultant to model the options and be able to pursue an action.

Mayor Pro Tem Toms spoke to the comparison of benchmark cities and stated it would be useful to know the percentage coming to the City of the one percent property taxes. She noted the City of Pinole received around 18 percent whereas the City of El Cerrito received around 24 percent. Both cities paid for their own fire services out of their return of property taxes whereas the City of Martinez was part of the CCCFPD. She explained that one of the City of Pinole's largest expenses was the contract for fire services and that should be footnoted in the comparison of benchmark cities for the City of Martinez, as an example, that does not include fire services. She suggested another column in the comparison of benchmark cities should be included with information on the average property tax return.

Council member Martinez-Rubin also spoke to the comparison of benchmark cities and commented on the high Other Post-Employment Benefits (OPEB) liability for the City of Pinole as compared to the other cities, which had been used by the City of Pinole as an attractive means of recruiting staff. She asked whether the other cities used salaries to offset the OPEB. She also asked about the order of events that would be recommended as next steps for the City to be in the position of going the route of debt financing as an example.

Council member Martinez-Rubin also asked in the modeling that there be some sunseting that would occur. As an example, an opportunity to expand on the Utility User's Tax (UUT) to make it more appealing and a success for the City to do so, and understand at what point the City would acquire enough funding at the first phase of events to develop the language that would be included in a ballot measure. She also spoke to Enhanced Infrastructure Financing Districts (EIFDs) and commented the City Council had not discussed that yet nor had discussed in the context of a finance management and fiscal management plan what would happen with the City's economic development strategies and whether to opt or consider options to increase revenues to acquire funds to help with housing sustaining funding or projects in the CIP the City could not currently afford related to climate change and the like. She also stated there was no information on direct lending options in the presentation and she understood there were new ways to obtain larger amounts of monies through direct funding mechanisms rather than just through bonds.

Council member Sasai found the information to be educational. In relation to the General Fund Expenditure Options and the shared services delivery model, he asked what other cities the size of Pinole had been following that model in Contra Costa County.

Mr. Montano reported he had done no recent research in this region although there were examples of cities across the country that followed the model of shared services. He knew the cities had to be contiguous and have a recognized need between the city and the neighboring city, and while not familiar with the region whether that was a feasible option there were examples across the country where that shared services delivery model had been done. He explained it would help to have a model nearby, which would require more research.

Mayor Murphy liked the benchmark comparisons provided, particularly for the City of Emeryville. He referenced wireless phone services related to UUTs and understood that many cities may not be aware it was not being taxed but it was a questionable model since landlines were currently not as popular as they were 20 to 30 years ago. He asked for more detail on that tax structure of a UUT on wireless phone services if the City were to move forward with that option.

Mr. Montano advised there were some benchmark cities using the UUT tax structure for wireless phone services such as the City of Emeryville, but he had no experience working or consulting with a city that used that tax structure. He was aware of some legal cases where some wireless carriers had pushed back on that tax structure, and uncertain of the status of those cases stated that more research was needed. He had already started to prepare a report on fiscal recommendations and could prepare information that would be included in a future report as part the recommendations for the fiscal forecast.

Mayor Murphy understood a tax structure for wireless services through a UUT involved taxing businesses that provided Wi Fi services within the City or individuals, and Mr. Montano stated it could be both and could be one and the same wireless company.

Mr. Montano reported that Verizon provided both wireless and Internet services as an example, and a UUT could be applied to both examples. He could expand on that information in future reports.

Mayor Murphy added that some people had an additional hot spot that was separate from one's phone and he asked whether that would be taxable in that model and what funding was provided based on that model per year, which information would be helpful to have. He also asked about the level of Full-Time Employees (FTEs) as shown in the benchmark comparison, particularly for the City of Dixon of relative size to Pinole, although that jurisdiction had more FTEs.

Finance Director Guillory understood the City of Dixon had more FTE's since it had a Fire Department but that information could be clarified in the benchmark comparison.

Mayor Murphy understood one of the economic development strategies was to review the assessment and feasibility of an EIFD. He asked whether that was something staff was looking into and whether staff was asking for direction from the City Council, and Finance Director Guillory stated she would clarify that information with the Community Development Director.

Mayor Murphy liked the Reduction General Fund Expenditure Options and understood some cities in Contra Costa County had used those options. He asked for estimates around shared services delivery models, which had been done through the City's partnership with the CCCFPD, but he wanted more information and assessment on other service models such as for the Public Works Department. The City Council had previously directed staff to engage in a discussion around Public Works and possible shared services agreements between the Pinole Public Works Department and the Contra Costa County Public Works Department and asked what could be done to set staff up for success in assessing the numbers.

Mr. Montano suggested the Public Works Director would need to prepare a presentation on what Public Works activities/operations would be best suited for joint services, with the next step to determine interest from contiguous and neighboring jurisdictions.

Mayor Murphy asked whether the PowerPoint presentation from Baker Tilly had been shared with the City's Grant Manager, to which Finance Director Guillory stated it had not but could be done and would be helpful to inform the work being done.

Council member Tave asked for more detail on the modeling for 2023/24 for the financial forecast and whether the General Reserve had been built in, and Finance Director Guillory advised that the General Reserve was separate. She again walked through the General Fund Unassigned Fund Balance and the separate General Fund Reserve figures and balances as shown in the PowerPoint presentation.

Council Tave also clarified with the Finance Director a discussion about reducing the General Reserve withholding from 50 percent down to 25 percent, with the fiscal impact a one-time impact.

Mayor Pro Tem Toms also clarified the Special Assessment Bonds option was similar to how the WCCUSD had financed its expenditures, with the tax assessment placed onto the property taxes but which had not included the voter approval threshold.

Mr. Montano understood the threshold was voter majority approval, which could be bookmarked for the future.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, commented that overall medical expenditures had risen sharply and to a large extent had offset the gradual decline in California Public Employee's Retirement System (CalPERS) expenditures after FY 35/36. He asked whether that increase in OPEB accounted for other OPEB expenditures or whether the OPEB cost was in addition to that increase. For the benefit of the consultant, he noted the Real Property Transfer Tax (RPTT) option had been discussed during past City Council meetings but ultimately had not managed to pass the City Council level given a moderate level of public opposition from the community. He also referenced the differences in the revenue amounts in the benchmark comparisons as shown in the PowerPoint presentation, particularly the differences between the cities of Pinole and Emeryville. In terms of property and sales taxes, he pointed out that Pinole was capped out and the City should consider a RPTT and UUT in regards to water and wastewater.

PUBLIC COMMENTS CLOSED

Mayor Pro Tem Toms referenced the RPTT issue, which had not been popular and commented she had spoken to a number of people opposed to a RPTT since they were of the opinion it targeted a small portion of the population but it benefitted everyone. Some of those same people had been asked whether or not they would support a parcel tax that was equitable across the board and the answer from several was affirmative, which was something the City Council should consider. She also suggested the City Council should consider the Special Assessment Bonds, and while they could not be used for maintenance there were a number of CIP projects that were beyond maintenance and had a need for reconstruction as CIP projects, which could help the City deal with not having to spend General Fund monies.

Council member Tave commented the City Council had discussed this topic for some time and every two years or so the City discussed imposing something to keep up with costs, but the only way to get answers was to go to the voters with a program. He wanted to see the RPTT be modeled and get public feedback for a thorough review. He added the City Council had spent a lot of time since 2019 determining what that revenue source may look like. He also suggested the City Council needed a better understanding of reinvesting back into Pinole and a potential parcel tax, and he was interested in seeing more information and analysis around the Special Assessment Bonds and how much revenue the City could receive from that option. He supported more information on a UUT expanding to water with a model to identify the potential revenue.

Council member Tave also recognized the City informally shared equipment and the cost of the equipment with other jurisdictions through a Memorandum of Understanding (MOU) process and that possibly could be expanded. In terms of health care costs, rather than negotiate as one city, he would rather see Pinole work with other cities and find a way to possibly bring those costs down collaboratively across multiple cities, with a collective agreement that may benefit the City. He recognized something needed to be put in front of the voters given the future fiscal forecasts.

Mayor Murphy requested more information about wireless phone service and what had already been approved by the City Council in terms of an EIFD understanding the City Council had already directed staff to conduct preliminary discussions with consultant firms ideally at no cost.

Mayor Murphy suggested it would be important in that process to have an initial assessment of applicability and cost to the City, particularly for the downtown area and around the Senior Center. He was open to any shared service agreements which had been done with the CCCFPD, and he imagined all cities were working to provide good health care and perhaps there was an opportunity to establish ways to save the City money on that expenditure.

Mayor Murphy also recognized the Finance Director's efforts during his tenure on the City Council to transition the City's forecast every five years and expand that to ten years and now twenty years to allow the City the ability to be strategic and be real with residents. The City had improved on the standards of the past, residents wanted the investments and wanted them done right and to the highest quality. He wanted to show residents what it meant if they did not want those enhanced services and wanted the City to pull back, and in that regard, he was interested in some of the General Fund Expenditure options to reduce the City's budget by four or five percent over the next five years so residents would know what that model looked like. He wanted the residents to be included in the consideration of the modeled options.

Council member Martinez-Rubin recognized the need to provide essential services such as fire protection and safety and she recognized the City needed to maintain its parks but could not do so with the revenues the City currently had, and there were identified projects in the CIP the City could not afford. She wanted to get the City to a point where it was not at risk of reducing the revenues it had at a faster rate than staff had already projected.

Council member Martinez-Rubin reported she had attended a webinar this date on what a city had as working capital and for emergency events, with reserves for operations. The City Council had previously been presented with information as part of its budget and the potential to consider as an option a reduction in the 50 percent to a smaller percentage. She asked what it would look like if the City set aside 40 percent as a policy and the difference it would make if at all. She understood even at 50 percent the City would not have enough in the General Fund Reserve. She also understood even with personal financing the advantage to seek a source of revenue from multiple streams and to consider taxing options that applied to everyone in the City, which was something she could support otherwise there would be discussions about exemptions, which had occurred during prior discussions about a RPTT.

Council member Martinez-Rubin suggested an EIFD was an attractive source of revenue and had the possibility as taxes increased where those taxes could be used to offset debt, but they had not yet had those discussions where that would apply, and she cited a geographic area on San Pablo Avenue which led into Old Town Pinole but not necessarily the downtown. She would otherwise defer to staff's expertise on what should be done first to allow the City to have sufficient funds to be comfortable and she did not know what that level of comfort should be at this time.

Mr. Montano clarified the 25 percent represented three months of general operating costs for most cities and in an analysis would go to determine the proper reserve amounts. He reported the Government Finance Office Association (GFOA) had a great tool to assess the City's particular risk, and based on that evaluation cities could more confidently determine the reserve amounts. He understood based on that evaluation, the City could lower its reserve requirement.

Council member Martinez-Rubin sought more information to lower the reserve requirement and what that would look like.

Finance Director Guillory clarified that would be a one-time windfall of funds and it would be in year one of the forecast, and the City would not be able to rely on that source of funds.

Council member Martinez-Rubin suggested the modeling should also recognize the fluctuations in the market, which was true for sales and property taxes, and asked what option was more consistent with the projected revenues not as greatly subject to fluctuations, and Mr. Montano advised that property taxes were the most stable revenue source for all cities and sales taxes were not and were a volatile source. The same applied to business license fees.

Council member Tave asked that the model also include sales taxes, and while they may fluctuate, he wanted the citizenry to have all information. He recognized the City was currently giving residents the best it had with the money it currently had but other needs had been identified and the citizenry needed to be so informed.

In response to the Mayor as to whether staff understood the direction from the City Council, Finance Director Guillory stated she understood the different modeling options the City Council wanted to see in the next report and she would compare notes with Mr. Montano.

Mayor Pro Tem Toms spoke to the EIFD and asked staff to describe what taxing entities would forego their portion of the tax increment increase in order to have an EIFD, to be included in future information to be presented to the City Council.

Mr. Montano explained that whatever the entity, it would only forego the incremental increase. Unfamiliar with what properties in Pinole the City Council had in mind, as an example a large retail chain would forego only the incremental increase. EIFD's were an entirely new taxing arrangement written into law and may not apply to other taxing entities, which he would clarify.

When asked to clarify the Council's direction, Finance Director Guillory advised staff and the consultant would model a number of options both on the revenue and expenditure side, pull information on EIFDs, categorize into separate buckets and model them in the forecast. Staff would return with more information at a City Council meeting in January 2024. As to placing a measure on the ballot, she reported the City Council had previously been provided a memorandum with dates and milestones and that information could be resent to the Council. She confirmed public engagement and polling information had been included in the memorandum.

ACTION: Motion by Mayor Pro Tem Toms/Council member Tave to extend the City Council meeting to 11:30 p.m.

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

B. Review of Process for Selection of Mayor and Mayor Pro Tem [Action: Receive Report and Provide Direction (Bell)]

City Clerk Bell presented the staff report dated November 7, 2023, and asked the City Council to review the process for the selection of Mayor and Mayor Pro Tem and provide direction to staff.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, was uncertain what would be discussed as part of the Mayor and Mayor Pro Tem positions other than a potential adjustment to the rotation. He suggested no adjustment to the process of selection needed to be made regardless of the nature of the adjustment given the broader public benefit of having a routine rotation of the Mayor's office through each member of the City Council in a routine structured fashion based on an objective formula. It was also a matter of democratic legitimization, the order of whom would become Mayor had been based on who got the most votes, which incentivized each Council member to seek out the most votes in their elections to increase where they were on the Mayoral rotation. De-linking who would become Mayor by whatever means from that selection process would create a disconnect between the Mayor and the public. There was also a coercive aspect of maintaining power, which was why he supported a routine rotation year over year for any position of power. He added it was important to maintain the skills training for everyone year over year.

Ruthie Abelson Olivas, Pinole, was confused why the City Council was considering a change in the process for the selection of Mayor and Mayor Pro Tem. She strongly opposed an unnecessary change to a process that had been working and was fair. Mayor Pro Tem Toms was the next in line to serve as Mayor. She was reputable, hard-working, sensible, valued, fair and an experienced leader in the community, and she strongly supported and respected her as did others in the City. She understood the current process for the selection of Mayor and Mayor Pro Tem and suggested having a few Council members consider changes, without having a good reason to do so, was unfair and suggested that voters' wishes were being ignored. If the process was truly problematic, it should be placed on the ballot for voters to decide.

Peter Murray, Pinole, agreed with the comments, and explained that elected Council members were doing their job on behalf of the community, worked with each Council member to reach solutions and worked as a team. He was uncertain exactly what was being presented and noted the current process had been developed so that there would be no issues. Uncertain why this matter was being brought up, he suggested the best solution was to leave the process alone since it worked well, and while some Council members did not get along and there were differing opinions and positions that had to be represented by the community as well, he suggested leaving the process alone would work and not result in contentious issues in the future.

Kent Moriarty, Pinole, stated there had been no explanation why the City Council wanted to interrupt the existing Mayoral rotation and because of that he was uncertain how to respond. He suggested it may be a grab for power and bullying absent a reason and for this to happen, suggested the people involved could be tarnishing their reputation as a public servant, if not destroying it. Absent the knowledge of the intention of this agenda item, he suggested most people would see this item as a grab for power and pushing people out of the way.

Ann Moriarty, Pinole, agreed it was difficult to comment absent the knowledge for the reason for the discussion unless trying to look for a process that was more equitable and democratic. She was open to understanding what that was, although the fear remained that this was something that would go outside of equitability and the democratic process already in place. She suggested if looking carefully at the example of what happened with Supervisor John Gioia that would offer an example of a good spirited wish for a change in process that had produced some very unintended consequences.

Ms. Moriarty expressed her hope in the discussion the City Council had regarding the Mayoral rotation there would not be a sense of division on the Council but a true listening to each other and doing what was fair, right and not what was simply politically motivated for the future. In terms of what the future may be to pursue a change for someone's own political gain, that would not be looked on favorably. She looked forward to that conversation in a positive sense.

Irma Ruport, Pinole, commented this routine had occurred with prior City Councils. She understood the item was a presentation of information for the City Council to receive a report and provide direction, and include a discussion and educate the public with the City Council to make decisions that were best for the City. She suggested the discussion had to occur with civility not on social media, looking at the current process and agreeing it should be taken to the voters. She sought a healthy discussion and education of the public. She also suggested in the future there should be a discussion of the duties of the Mayor and Mayor Pro Tem, suggested those positions had no more votes than any other Council member, they were just titles, with Council members to do their duty and serve the public equally. She urged transparent and open discussions.

City Clerk Bell reported she had received a request for accommodation with the following written comments read into the record by the Deputy City Clerk.

Debbie Long, Good evening Council. The current process for the Mayor rotation should be kept and therefore allowing Mayor Pro Tem Toms to be Mayor for the coming year. Last year when Mayor Murphy rotated into the position, he along with the Council affirmed the rules of selection and rotation. But now that his year is up, he wants to change that process so he can stay on another year. You might want to ask yourself why. I did and this is what I came up with. 1) It feeds his ego. 2) He feels more powerful and in control. 3) He thinks old people are not fit for office, after all when he came to his first City Council meeting in April of 2018, he made the statement that 'You old people need to step down for the younger generation'. Therefore, he is an ageist. Maureen is over 55 and his wanting to keep her from being Mayor reeks of discrimination. 4) He appears to be discriminating against women. I will add that during a luncheon we both attended he referred to me as 'girl' both demeaning and insulting given my work in the community. 5) He is fearful of what Mayor Pro Tem Toms brings to the table. She is experienced in all things surrounding the community from being a volunteer in swim, Little League and numerous challenger leagues in competitions to serving on the Planning Commission up until her being seated on the Council in 2018, as well as her management position in the County. There is nothing she hasn't touched on and wears many hats when called upon. Her experience has been earned throughout the years of serving the community and she deserves her year as Mayor. 6) When the City was looking at becoming a Charter City two years ago, the Council majority including Mayor Murphy stated 'It was not because they wanted the City to be run by a Mayor' but this is exactly what the outcome of changing the resolution will lead to. 7) Mayor Murphy has higher aspirations than being on this City Council. After all he has previously run for a County position and most likely in the future will be seeking an office outside of Pinole. Why should he be building a résumé on the back of the most qualified seated Council member to take over the role of Mayor for 2024. I'm sure I have ruffled some feathers, but I feel that it is important that the public know who they have elected. While Mayor Murphy brought this forward, take a look at any Council member who supports this change and why it benefits them. I support Mayor Pro Tem Toms. She is qualified, experienced and has earned her spot as Mayor. And by the way people have taken notice. My post on NextDoor neighborhood has had over 3,300 views. If that equates to only ten percent of people from Pinole, that it is 330 that know ten people that

know ten people. When you take yourself more seriously than the community you serve, then we have bigger problems that others may not have realized.

Anthony Vossbrink, Pinole, was disappointed in the Mayor's request to change the makeup of the Mayoral appointment. He agreed with the majority of the speakers in defending what was democracy in the City of Pinole. He stated it appeared some members of the City Council wanted to spend more time creating new situations, new problems or issues for themselves for personal reasons rather than attend to the basic needs and infrastructure problems facing the City. He strongly endorsed the current policy that would rotate Mayors and looked forward to having Mayor Pro Tem Toms serve as the next Mayor based on all of her experience and background, giving up the majority of her time to serve the citizens of Pinole and creating a democratic environment and encouraging engagement rather than being dismissive at times like some Council members and the current Mayor had been known to be when dealing with the public.

PUBLIC COMMENTS CLOSED

Mayor Murphy thanked the public for their comments. He was aware of the comments on NextDoor and aware the Mayor Pro Tem had provided clarifying comments in her newsletter. He was grateful for the opportunity to serve as Mayor for the past year which had been the honor of a lifetime, but suggested the City needed consistent leadership on the scale of understanding governance. He noted a number of cities had consistent Mayors who were consistent in governance, direction and the outputs of their cities. He stated governance included acquiring, reviewing policies and finding new opportunities to strengthen the direction of the outputs of the City. The benefit would be that people would be able to have conversations that had not previously been had and he pointed out that the long-standing tradition of appointing the Mayor had come about only 13 years ago.

Mayor Murphy recommended as a Council member and as a Mayor to have conversations about things that may have worked for some but not for all, and to have a conversation about the systems of government that existed that made them have an inclusive and expansive residency. He had requested that the item be agendaized to discuss things and to talk to each other before placing items in a newsletter. He emphasized the need for consistent leadership in the role of Mayor. His intent for pushing the conversation was not only to express the dire need to review the policy but to ask staff to bring options to the City Council for further discussion, study, exploration and for a ballot measure to create an elected Mayor's position for the City of Pinole.

Mayor Murphy wanted to have those tough conversations which for years had not occurred and he had heard from the community that others also wanted to have those conversations. He acknowledged the public comments received, wanted more input from residents and wanted them to be part of the process, study and exploration.

ACTION: Motion by Mayor Pro Tem Toms/Council member Martinez-Rubin to extend the City Council meeting to 11:45 p.m.

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

Mayor Pro Tem Toms stated several weeks ago a trusted individual had informed her that Council member Sasai would be bringing forward an issue about changing the rotation. When she had heard the rumor, she had not given it much credence since she considered her fellow Council members to have high character, mutual respect, trust, ethics and a desire to work together as a team under the protocols set forth by the City Council; however, Mayor Murphy had brought the item forward at the last City Council meeting and she had done some additional inquiries.

Mayor Pro Tem explained since she knew the Mayor and Council member Sasai were likely on the same page, she had not violated the Brown Act and had not asked them about the matter. She did ask other people and a number of other people had informed her that this was the plan. As evidenced by the public comment, the public respected the City Council's rotation. She found it extremely disrespectful for this to come just a month before her Mayoral rotation was to begin. She hoped to end this conversation by starting anew, maintaining the existing rotation. She pointed out the previous agenda item would require the City Council to work together and having trust with the public to allow the City to move forward in a financially stable way. She requested that the existing Mayoral rotation remain and urged repairing any hick-ups in communication amongst the City Council since that was the only way to move forward as best for the City.

Mayor Pro Tem Toms offered a motion, seconded by Council member Martinez-Rubin to not make any changes to the current rotation.

Mayor Murphy reiterated his comments and his desire for the creation for an elected Mayor position. He suggested there had been miscommunication from the Mayor Pro Tem.

Mayor Pro Tem Toms asked the Mayor not to insinuate the miscommunication was on her part.

On the discussion, Council member Tave commented he had seen the posts on NextDoor. He understood this policy was not to be considered until the time for the selection of Mayor and Mayor Pro Tem. He found the miscommunication had become inflated and was confused at this point.

Mayor Murphy restated the motion from the Mayor Pro Tem to reapprove something that was already Council direction. He reiterated his motion to direct staff to bring back options to the City Council for future discussion and study a ballot measure to create an elected-Mayor position for the City of Pinole.

ACTION: Motion by Mayor Pro Tem Toms/Council member Martinez-Rubin to retain the current Mayoral rotation schedule.

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

Mayor Murphy again offered a motion, seconded by Council member Sasai to direct staff to bring back options to the City Council for future discussion and study for a ballot measure to create an elected-Mayor position in the City of Pinole for 2024.

On the motion, Council member Martinez-Rubin commented that given the type of existing governance of the City, she asked whether the motion as stated was appropriate to have as a ballot measure.

City Attorney Casher clarified the City of Pinole was a General Law city but the City Council may at any point decide to change that. The motion was to bring back an item for the City Council to discuss the process to have an elected Mayor and staff would review the election and government codes on what that process would entail for a potential ballot measure and the timing for something like that to occur in November 2024. Legally, the City may move to have an elected Mayor, a Strong Mayor, some of which required a vote of the public.

City Attorney Casher again clarified in response to Council member Tave the intent of Mayor Murphy's motion. Staff wanted the City Council to make informed decisions, and if there was an interest in having an elected Mayor, staff would provide the legal process to do so, which would require a ballot measure, and staff could provide the time frame and the City Council would discuss whether or not that was something it wanted to pursue.

Further speaking to the Mayor's motion, Council member Martinez-Rubin pointed out the majority of cities in the State of California did not have elected Mayors other than the larger cities such as San Francisco, Oakland and Los Angeles. Pinole was now in a district given the term limit restrictions it had which provided an opportunity to have different compositions on the Council since the Council was a reflection of the demographic makeup up the City over the past few decades. She saw no necessity for an elected Mayor and suggested the Mayor had brought the issue up for discussion as an alternative to the route of a Charter City, which had the option for a Strong or elected Mayor, and she suggested the Mayor was finding another avenue to have an elected Mayor.

Council member Martinez-Rubin commented on the manner of consistency in governance, anyone who was elected had the opportunity to build their familiarity and experience in governance, and working collaboratively did not mean that any single individual elected or not would be the better Mayor for the City. On the question of whether the City of Pinole needed an elected Mayor, she did not believe Pinole needed an elected Mayor.

ACTION: Motion by Council member Tave/Mayor Murphy to extend the City Council meeting to 12:00 a.m.

Vote:	Passed	4-1
	Ayes:	Murphy, Toms, Sasai, Tave
	Noes:	Martinez-Rubin
	Abstain:	None
	Absent:	None

Council member Tave suggested this discussion was for the City Council and the public and there needed to be a discussion to follow the City's process, with staff to return with facts, a timeline and a process and then have a discussion as the City Council rather than spend time on hearsay and rumor.

Council member Sasai stated this item had come to the Council via a unanimous vote of the Council.

Council member Sasai stated since he had been elected to the City Council, there had been an unspoken agreement to entertain certain requests for future agenda items and for some reason that rule had not been followed. He kept track of emails and calls received from residents and most people had brought this up as a waste of time, and while he agreed to a certain extent since there was so many issues the City Council must address, this conversation needed to take place.

Council member Sasai suggested it was the responsibility of the City Council to educate the public about what was going on at City Hall and the processes the City Council needed to adopt. He had not been aware of the current selection process for Mayor and Mayor Pro Tem until he had been elected to the City Council and he had not fully understood that process until after his election and it had been explained to him by the City Clerk. He asked how they should expect every resident to understand the process and suggested most were likely unaware of the current process. This was an opportunity to educate the public, which was why he voted to place the item on the agenda and he reiterated the entire Council had voted to do that.

Council member Sasai added that since something was a tradition and had always been done was not a good enough reason to continue to maintain the status quo. Questioning the status quo, evaluating it for effectiveness and equity was good governance.

Council member Sasai also referenced the rotation list maintained by the City Clerk, and commented the 2020 Pinole City Council election had involved two seats, which had been uncontested. Mayor Pro Tem Toms had received the lowest number of votes in that election, which had not shown him the confidence of voters or democracy at work. He was open to input from the City Council, members of the public and staff to further democratize the process. He suggested they needed to show the public the things the City Council had accomplished to drive policy, which should be up to the voters.

Mayor Pro Tem Toms reiterated the previous agenda item included a discussion on revenue generation with the hope to place an item on the ballot in November 2024; however, when adding items to the ballot there was a risk to the primary ballot measure for revenue generation, which was why she could not support the Mayor's motion.

Mayor Murphy stated the data had not suggested that.

Council member Martinez-Rubin commented they all had their perspectives and interpretations of election results and while the seats for the 2020 City Council had been uncontested, it was a year of a very contentious General Election with the increasing use of social media and the kinds of tactics used in campaigning had influenced the number of votes obtained by any candidate. That was not entirely a reflection of how voters expressed their confidence in a candidate.

Council member Martinez-Rubin noted in terms of educating the public, she found it did not mean people were not aware of the processes. This was not unique to the City of Pinole and she again suggested the City of Pinole did not need an elected Mayor and having the opportunity for a number of people running for office meant they also had to educate themselves in advance of running as to what they were in for and how the results were used in existing processes.

ACTION: Motion by Mayor Murphy/Council member Sasai to direct staff to bring back options to the City Council for further discussion, study and exploration for a ballot measure in 2024 creating an elected-Mayor position in the City of Pinole.

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

Maria Alegria, Pinole, reported she had been raising her hand for the last two agenda items but had not been recognized to speak, although City Clerk Bell reported Ms. Alegria's name had been called and she had responded to an email received by Ms. Alegria but since the City Council had taken action on the last two agenda items, she asked that any comments be provided in writing to be distributed to the City Council.

Ms. Alegria asked how technical difficulties would be handled since she had desired to speak to the serious matters of the last two agenda items and she found that inability frustrating. She also found the City Council had been out of order by allowing a submitted written public comment to be read into the record and asked why an exception had been made in that case.

City Clerk Bell clarified that every now and then a request for accommodation was received. There was language on the cover sheet of the meeting agenda where if anyone had an accommodation request, they were to reach out to the City Clerk's Office and staff would review the request and make a decision. In this case, staff had reviewed the request and granted the accommodation.

Ms. Alegria found that allowing someone to submit something in writing and not others to be inequitable and that discretion being left up to the City Clerk was unfair. She suggested if that was to be allowed for one person it should be allowed for everyone. She asked the City Council to revisit that issue since she and others had been denied having their written comments read into the record, with those comments distributed to the City Council. She was disappointed the exception had been made for one member of the community but not for all.

City Clerk Bell again responded and explained that the City wanted everyone to have the ability to provide public comment. She read into the record the Americans with Disabilities Act (ADA) statement as shown on Page 2 of the meeting agenda and emphasized that staff aimed to be fair and equitable to all residents.

Anthony Vossbrink, Pinole, commented that during the prior City Council meeting he had been cut off at three minutes and he wanted to complete his thoughts at this time. He asked whether the City's Grant Manager had responded to the open grant available to cities in Alameda and Contra Costa Counties to secure funds to address retail thefts.

Mr. Vossbrink commented on the amount of publicity related to the City of Oakland's missed deadline for this grant opportunity while the City of San Ramon had actively secured a grant in the millions of dollars allowing San Ramon to secure another police officer for its Retail Crime Unit, a retail patrol vehicle and security channels that could be used to prevent retail theft and crime within that city. He also asked about the track record of the Grant Manager the City had hired since Irma Ruport had volunteered her time but had been dismissed.

Mayor Murphy asked Mr. Vossbrink to email his comments about grant opportunities to the Interim City Manager and review the Interim City Manager's Report, which had been provided earlier in the meeting.

Interim City Manager Gang identified his email address at ngang@ci.pinole.ca.us.

ACTION: Motion by Council member Tave/Mayor Pro Tem Toms to extend the City Council through the end of the meeting agenda.

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

Irma Ruport, Pinole, agreed with the previous speaker that the City should aggressively pursue all grants. She expressed the willingness to provide assistance to the City in pursuing the grants. She also agreed some written statements had been read into the record while others had not and suggested in the future all written statements be read into the record and be distributed to the entire City Council, and be approved.

Mayor Pro Tem Toms asked that the meeting adjourn in memory of Glenn Rockman, a resident of Pinole who was survived by his wife and two children.

Mayor Murphy asked that the meeting adjourn in memory of Robert "Bob" Burmester, one of the City of Pinole's recently recognized Centenarians.

14. ADJOURNMENT to the Regular City Council Meeting of December 5, 2023 in Remembrance of Amber Swartz, Glenn Rockman and Robert "Bob" Burmester.

At 12:04 a.m., Mayor Murphy adjourned the meeting to the Regular City Council Meeting of December 5, 2023 in Remembrance of Amber Swartz, Glenn Rockman and Robert "Bob" Burmester.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:



City of Pinole, CA

9B WARRANT LISTING By Vendor Name

Payment Dates 11/4/2023 - 12/1/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
J1909A63	103447	11/17/2023	100-465-42101	CODE ENFORCEMENT OFFICER	6,492.76
Vendor 4LE00 - 4LEAF, INC. Total:					6,492.76
Vendor: 2699 - AAA BUSINESS SUPPLIES & INTERIORS					
2298800-0	103448	11/17/2023	500-641-42201	OFFICE SUPPLIES WPCP	1,022.42
Vendor 2699 - AAA BUSINESS SUPPLIES & INTERIORS Total:					1,022.42
Vendor: ADA03 - ADAMSON POLICE PRODUCTS					
399015CM2	103382	11/10/2023	100-221-42514	ACADEMY RECRUIT RETURN	-534.94
399198CM	103382	11/10/2023	100-221-42514	ACADEMY RECRUIT RETURNS PD	-424.09
INV403944	103382	11/10/2023	100-221-42514	ACADEMY RECRUIT GEAR PD	1,004.45
INV403947	103382	11/10/2023	100-221-42514	ACADEMY RECRUIT GEAR PD	1,038.45
Vendor ADA03 - ADAMSON POLICE PRODUCTS Total:					1,083.87
Vendor: PRO18 - ADT COMMERCIAL					
152709724	103498	12/01/2023	209-552-42108	PSC SERVICES 12/02-1/01/24	152.00
NOVEMBER 2023	103499	12/01/2023	209-553-42108	2454 SIMAS SERVICES 11/24-12/23/23	101.59
Vendor PRO18 - ADT COMMERCIAL Total:					253.59
Vendor: ALA08 - ALAMEDA COUNTY SHERIFF'S OFFICE					
290131-1123-8069	103500	12/01/2023	100-221-42301	ACADEMY RECRUIT TUITION OCTOBER 2023-MAY 13, 2024	8,210.00
Vendor ALA08 - ALAMEDA COUNTY SHERIFF'S OFFICE Total:					8,210.00
Vendor: 2698 - ALAMEDA ELECTRICAL DISTRIBUTORS INC.					
S5698804.001	103501	12/01/2023	100-343-44306	ELECTRICAL SUPPLIES WPCP	186.60
Vendor 2698 - ALAMEDA ELECTRICAL DISTRIBUTORS INC. Total:					186.60
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
19593757 102623	103383	11/10/2023	100-222-42201	WATER PD	18.47
5025519 110623	103502	12/01/2023	500-641-42201	WATER FOR WPCP	344.24
5025531-110623	103502	12/01/2023	100-343-44306	WATER FOR CORP YARD	76.46
Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:					439.17
Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.					
2353657	103384	11/10/2023	100-116-42101	CONSULTING FEE NOVEMBER 2023	2,083.33
Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:					2,083.33
Vendor: AME47 - AMERINATIONAL COMMUNITY SERVICES, INC.					
LPM-23-001755	103449	11/17/2023	285-464-42101	DEFERRED WITH MONITORING JULY 2023	232.50
LPM-23-001755	103449	11/17/2023	750-463-42101	DEFERRED WITH MONITORING JULY 2023	517.50
LPM-23-002019	103449	11/17/2023	285-464-42101	DEFERRED WITH MONITORING AUGUST 2023	232.50
LPM-23-002019	103449	11/17/2023	750-463-42101	DEFERRED WITH MONITORING AUGUST 2023	517.50
LPM-23-002283	103449	11/17/2023	285-464-42101	DEFERRED WITH MONITORING SEPTEMBER 2023	232.50
LPM-23-002283	103449	11/17/2023	750-463-42101	DEFERRED WITH MONITORING SEPTEMBER 2023	517.50
Vendor AME47 - AMERINATIONAL COMMUNITY SERVICES, INC. Total:					2,250.00
Vendor: 2759 - ANABELLE YUMI FRIAS					
OCTOBER 2023	103450	11/17/2023	209-551-42514	YOUTH ANTI TOBACCO PROGRAM 10/18-11/1/23	155.00
Vendor 2759 - ANABELLE YUMI FRIAS Total:					155.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
7240C	103385	11/10/2023	100-345-42108	BASEBALL FIELDS PEST CONTROL	250.00
Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:					250.00
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
860105970-10312023	103503	12/01/2023	100-342-44410	MONTHLY STATEMENT-GENERAL MAINTENANCE	202.97
860105970-10312023	103503	12/01/2023	100-343-44410	MONTHLY STATEMENT-GENERAL MAINTENANCE	1,033.29
860105970-10312023	103503	12/01/2023	500-642-44410	MONTHLY STATEMENT-GENERAL MAINTENANCE	608.90
939388000-10312023	103386	11/10/2023	209-552-43804	LAUNDRY SERVICES	176.08
939388000-10312023	103386	11/10/2023	209-552-43804	LAUNDRY SERVICES	176.08
939388000-10312023	103386	11/10/2023	500-641-44410	LAUNDRY SERVICES	438.52
939388000-10312023	103386	11/10/2023	500-641-44410	LAUNDRY SERVICES	438.52
939388000-10312023	103386	11/10/2023	500-641-44410	LAUNDRY SERVICES	438.52
939388000-10312023	103386	11/10/2023	500-641-44410	LAUNDRY SERVICES	438.52
Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:					3,951.40
Vendor: ATT01 - AT&T					
000019915801	103504	12/01/2023	525-118-43101	FIRE DEPT MAY 2023 PHONE BILL	790.89
000020062130	103504	12/01/2023	525-118-43101	FIRE DEPT PHONE JUNE 2023	814.00
000020648599	103504	12/01/2023	525-118-43101	FIRE DEPT PHONE OCT. 2023	810.02
000020791914	103504	12/01/2023	525-118-43101	MIS PHONE	926.42
000020795484	103504	12/01/2023	525-118-43101	FIRE DEPT PHONE NOV. 2023	851.99
000020795490	103504	12/01/2023	525-118-43101	PW PHONE	957.86
000020795491	103504	12/01/2023	525-118-43101	ADMINISTRATION PHONE	4,392.05
000020795492	103504	12/01/2023	525-118-43101	RECREATION DEPT PHONE	1,011.76
000020795493	103504	12/01/2023	525-118-43101	CDD PHONE	203.30
000020795495	103504	12/01/2023	525-118-43101	EOC PHONE	236.37
Vendor ATT01 - AT&T Total:					10,994.66
Vendor: BAX00 - BADGE FRAME, INC.					
314011	103505	12/01/2023	100-222-42201	SIGN HOLDER AND NAMES PD	145.00
Vendor BAX00 - BADGE FRAME, INC. Total:					145.00
Vendor: BAY01 - BAY AREA AIR QUALITY					
T160893	103506	12/01/2023	500-641-44304	PERMIT TO OPERATE WPCP	279.00
Vendor BAY01 - BAY AREA AIR QUALITY Total:					279.00
Vendor: BAY34 - BAY AREA NEWS GROUP- EAST BAY					
0001394182	103451	11/17/2023	500-642-47201	CLASSIFIED ADVERTISING OCTOBER 2023	1,169.82
Vendor BAY34 - BAY AREA NEWS GROUP- EAST BAY Total:					1,169.82
Vendor: 2770 - BAY CITY EVENTS INC.					
5044	103507	12/01/2023	100-221-42304	END OF THE YEAR AWARDS CEREMONY PD	4,000.00
Vendor 2770 - BAY CITY EVENTS INC. Total:					4,000.00
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6635085	103387	11/10/2023	209-552-43804	FOOD PROGRAM PSC	844.10
6635086	103387	11/10/2023	209-552-42108	FOOD PROGRAM PSC	79.36
6640081	103508	12/01/2023	209-552-43804	PSC LUNCH PROGRAM	1,288.96
6640082	103508	12/01/2023	209-552-42108	PSC SANITARY SUPPLIES	200.77
6640083	103508	12/01/2023	209-552-43804	HOLIDAY PIE SALE PSC	455.66
6644354	103508	12/01/2023	209-552-43804	PSC LUNCH PROGRAM	1,426.09
6644355	103508	12/01/2023	209-552-42108	SANITARY SUPPLIES PSC	178.04
6644356	103508	12/01/2023	209-552-42101	VOLUNTEER HOLIDAY CELEBRATION PSC	193.69
Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:					4,666.67
Vendor: 1654 - BRINK'S INCORPORATED					
12442603	103452	11/17/2023	100-115-42101	TRANSPORTATION NOVEMBER 2023	286.19

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6095223	103452	11/17/2023	100-115-42101	TRANSPORTATION OCTOBER 2023	5.17
Vendor 1654 - BRINK'S INCORPORATED Total:					291.36
Vendor: 2401 - C3 INTELLIGENCE, INC.					
32335	103388	11/10/2023	100-116-42101	PRE EMPLOYMENT BACKGROUND CHECK	59.30
Vendor 2401 - C3 INTELLIGENCE, INC. Total:					59.30
Vendor: CAL04 - CALCON SYSTEMS, INC.					
55116	103453	11/17/2023	500-641-42107	SERVICE CALL WPCP	2,484.61
Vendor CAL04 - CALCON SYSTEMS, INC. Total:					2,484.61
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000017334608	103454	11/17/2023	100-117-41004	ANNUAL UNFUNDED LIAB 674 MISC CLASSIC	114,440.25
100000017334617	103454	11/17/2023	100-117-41004	ANNUAL UNFUNDED LIAB 675 SAFETY CLASSIC	144,002.17
100000017334624	103454	11/17/2023	100-231-41004	ANNUAL UNFUNDED LIAB 25716 PEPPA	90.25
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					258,532.67
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
714076	103509	12/01/2023	500-641-44305	LAB SUPPLIES FOR WPCP	823.65
Vendor CAL01 - CALTEST ANALYTICAL LAB Total:					823.65
Vendor: 2757 - CAMILA AGUILAR					
OCTOBER 2023	103455	11/17/2023	209-551-42514	YOUTH ANTI TOBACCO PROGRAM 10/18-11/1/23	155.00
Vendor 2757 - CAMILA AGUILAR Total:					155.00
Vendor: CCP03 - CCP INDUSTRIES					
IN03406992	103510	12/01/2023	100-343-44410	NITILE GLOVES AND EYEWEAR SAFETY	514.04
Vendor CCP03 - CCP INDUSTRIES Total:					514.04
Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.					
2311-284539	103389	11/10/2023	100-343-44306	BASE ROCK RECYCLED CY	390.71
Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:					390.71
Vendor: 2769 - CHANTEL MICHEL					
11062023	103511	12/01/2023	100-221-42302	MILEAGE TO POLICE ACADEMY PD	314.40
11202023	103511	12/01/2023	100-221-42302	MILEAGE TO POLICE ACADEMY PD	524.00
Vendor 2769 - CHANTEL MICHEL Total:					838.40
Vendor: CIT08 - CITY MECHANICAL, INC					
98341	103512	12/01/2023	209-557-42108	HVAC SWIM CENTER	1,614.74
98386	103512	12/01/2023	100-231-42108	HVAC FIRE STATION 74	1,684.87
98405	103512	12/01/2023	100-222-42108	HVAC PUBLIC SAFETY BLDG.	500.00
98409	103512	12/01/2023	209-554-42108	HVAC SERVICE CALL YOUTH CENTER	500.00
98528	103512	12/01/2023	100-222-42108	HVAC SERVICE CALL PUBLIC SAFETY BLDG.	1,837.49
Vendor CIT08 - CITY MECHANICAL, INC Total:					6,137.10
Vendor: CIT10 - CITY OF SAN PABLO					
0034009	103390	11/10/2023	100-222-42105	ANNUAL TRI-CITY COST FY 23/24	8,370.23
Vendor CIT10 - CITY OF SAN PABLO Total:					8,370.23
Vendor: 2405 - CLIENTFIRST CONSULTING GROUP, LLC.					
15530	103456	11/17/2023	525-118-42101	PM SERVICES UPGRADE OF PERMITTING LICENSING SOFWA	16,497.50
Vendor 2405 - CLIENTFIRST CONSULTING GROUP, LLC. Total:					16,497.50

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2242 - COLE PRO MEDIA, LLC					
3825	103513	12/01/2023	225-221-42514	TRANSPERANCY ENGAGEMENT NOV. 2023 PD	2,000.00
Vendor 2242 - COLE PRO MEDIA, LLC Total:					2,000.00
Vendor: COL02 - COLE-PARMER INSTRUMENT CO					
3589948	103514	12/01/2023	500-641-44305	DSPENSR ORG DIG WPCP	900.66
3590330	103514	12/01/2023	500-641-44305	THERMO PANELMNT REMOTE PRBE WPCP	242.80
Vendor COL02 - COLE-PARMER INSTRUMENT CO Total:					1,143.46
Vendor: COM20 - COMCAST					
0050875-10182023	103391	11/10/2023	525-118-43105	CH SERVICES FROM 10/23 TO 11/22/23	29.89
0413784-10182023	103391	11/10/2023	525-118-43101	TINY TOT SERVICES 10/23- 11/22/23	141.89
0419492-11022023	103457	11/17/2023	525-118-43101	SWIM CENTER INTERNET	166.89
186674563	103515	12/01/2023	525-118-43101	INTERNET PD ACTIVITY UP TO 10/31/2023	888.41
Vendor COM20 - COMCAST Total:					1,227.08
Vendor: 1310 - CONTRA COSTA TRANSPORTATION AUTHORITY					
2024-00000016	103516	12/01/2023	215-342-42106	FY23-24 STREET LIGHT DATE AND SVS COST	5,000.00
Vendor 1310 - CONTRA COSTA TRANSPORTATION AUTHORITY Total:					5,000.00
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82191306	103458	11/17/2023	525-118-42510	REALQUEST CITYWIDE OCTOBER 2023	752.41
Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:					752.41
Vendor: 2762 - CORRINA GOULD					
02	103517	12/01/2023	100-111-42101	CONSULTATION ABOUT CITY OF PINOLE SEALS	300.00
Vendor 2762 - CORRINA GOULD Total:					300.00
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
21630	103392	11/10/2023	525-118-47102	PATROL CAR 801 REMOVE AND REPLACE DOCKING STATION	260.00
21663	103392	11/10/2023	525-118-47102	PATROL CAR 804 REMOVE AND REPLACE DOCKING STATION	260.00
21825	103392	11/10/2023	525-118-47102	PATROL CAR 802 MDC MOUNT	260.00
21887	103392	11/10/2023	525-118-47102	PATROL CAR 808 REMOVE AND REPLACE DOCKING STATION	260.00
21907	103392	11/10/2023	100-221-42107	IRON IMOVE PT TIRE PACKAGE	625.80
21909	103392	11/10/2023	525-118-47102	PATROL CAR 892 REMOVE AND REPLACE DOCKING STATION	260.00
22089	103392	11/10/2023	525-118-47102	PATROL CAR 812 REMOVE AND REPLACE DOCKING STATION	260.00
22171	103518	12/01/2023	100-221-42107	MAINTENANCE ON FORD EXPLORER PD	5,182.89
22313	103518	12/01/2023	100-221-42107	MAINTENANCE 2014 FORD TAURUS PD	1,964.10
Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:					9,332.79
Vendor: 2767 - CRAIG WHITOM CONSULTING					
00030	103519	12/01/2023	100-341-42101	PROFESSIONAL ENGINEERING SERVICES	850.00
Vendor 2767 - CRAIG WHITOM CONSULTING Total:					850.00
Vendor: CRI07 - CRIME SCENE CLEANERS INC.					
88234	103393	11/10/2023	100-221-42107	CAR 811 CLEAN UP	260.00
Vendor CRI07 - CRIME SCENE CLEANERS INC. Total:					260.00
Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC					
2310112	103394	11/10/2023	106-341-42101	STAFF ENHANCEMENT FOR PUBLIC WORKS	1,271.40

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
2310147	103459	11/17/2023	200-342-42101	ROAD SAFETY	242.00
				RECOMMENDATIONS - PVR & PINOLE MIDDLE	
2310150	103459	11/17/2023	106-343-42101	BROADBAND OPPORTUNITIES ASSESSMENT	5,020.00
Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total:					6,533.40
Vendor: 2381 - DAVID HANHAM					
11132023	103460	11/17/2023	212-461-42302	MILEAGE TO AMERICAN PLANNING CONFERENCE	453.78
Vendor 2381 - DAVID HANHAM Total:					453.78
Vendor: DIB01 - DAYNA DIBBLE					
11032023	103395	11/10/2023	100-000-31510	REFUND PRO RATED LICENSE FEE 23-05104	120.00
Vendor DIB01 - DAYNA DIBBLE Total:					120.00
Vendor: BRO19 - DENISE BROWN					
AUGUST 2023	103396	11/10/2023	209-20015	GIFT SHOP SALES PSC AUGUST 2023	10.50
OCTOBER 2023	103461	11/17/2023	209-20015	GIFT SHOP SALES OCTOBER 2023	29.00
Vendor BRO19 - DENISE BROWN Total:					39.50
Vendor: DEP22 - DEPARTMENT OF INDUSTRIAL RELATIONS					
E2008274OA	103397	11/10/2023	100-343-42108	COVEYANCE	225.00
E2011642OA	103520	12/01/2023	100-222-42108	SAFETY AND HEALTH PERMIT SAFETY BLDG.	225.00
E2011649OA	103520	12/01/2023	209-554-42108	SAFETY AND HEALTH PERMIT PYC	225.00
Vendor DEP22 - DEPARTMENT OF INDUSTRIAL RELATIONS Total:					675.00
Vendor: DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE					
678267	103462	11/17/2023	100-116-42101	FINGERPRINT AND OTHER SERVICES	219.00
678267	103462	11/17/2023	100-221-42101	FINGERPRINT AND OTHER SERVICES	396.00
678267	103462	11/17/2023	100-221-42110	FINGERPRINT AND OTHER SERVICES	32.00
678267	103462	11/17/2023	100-221-42110	FINGERPRINT AND OTHER SERVICES	32.00
678267	103462	11/17/2023	100-221-42110	FINGERPRINT AND OTHER SERVICES	32.00
678267	103462	11/17/2023	100-221-42110	FINGERPRINT AND OTHER SERVICES	32.00
678267	103462	11/17/2023	100-221-42110	FINGERPRINT AND OTHER SERVICES	32.00
678267	103462	11/17/2023	100-221-42110	FINGERPRINT AND OTHER SERVICES	32.00
685443	103462	11/17/2023	100-116-42101	FINGERPRINT SEPTEMBER 2023	96.00
Vendor DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE Total:					871.00
Vendor: 2745 - DEVIN MURPHY					
11302023	103521	12/01/2023	100-110-42302	HOTEL ACCOMMODATIONS NCL SUMMIT 11/14-11/19/23	1,229.05
Vendor 2745 - DEVIN MURPHY Total:					1,229.05
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
85466621	103398	11/10/2023	100-10601	GASOLINE UNL CY	2,646.12
85481328	103522	12/01/2023	100-10601	GAS FOR CORP YARD	2,110.01
85481340	103522	12/01/2023	500-10601	GAS DIESEL WPCP	2,087.69
85495697	103522	12/01/2023	100-10601	GASOLINE UNL	922.67
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					7,766.49
Vendor: DIV06 - DIVISION OF THE STATE ARCHITECT					
JULY-SEPT.2023	103463	11/17/2023	226-000-34223	JULY-SEPT. DISABILITY ACCESS AND EDUCATION FEE	58.00
Vendor DIV06 - DIVISION OF THE STATE ARCHITECT Total:					58.00
Vendor: DOL01 - DOLAN'S LUMBER					
OCTOBER 2023	103399	11/10/2023	100-343-44306	CITYWIDE PURCHASES	38.11

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OCTOBER 2023	103399	11/10/2023	100-343-44306	CITYWIDE PURCHASES	51.37
OCTOBER 2023	103399	11/10/2023	100-343-44306	CITYWIDE PURCHASES	61.68
OCTOBER 2023	103399	11/10/2023	100-343-44306	CITYWIDE PURCHASES	3,497.79
Vendor DOL01 - DOLAN'S LUMBER Total:					3,648.95
Vendor: DIT03 - DONNA DITO					
AUGUST 2023	103464	11/17/2023	209-20015	GIFT SHOP SALES AUGUST 2023	8.10
SEPTEMBER 2023	103464	11/17/2023	209-20015	GIFT SHOP SALES SEPTEMBER 2023	2.00
Vendor DIT03 - DONNA DITO Total:					10.10
Vendor: 2753 - E M PRO CONSTRUCTION, LLC					
11032023	103400	11/10/2023	100-000-31510	REFUND OVERPAYMENT BL 23-11148	274.00
Vendor 2753 - E M PRO CONSTRUCTION, LLC Total:					274.00
Vendor: EBM01 - EBMUD					
10134-10252023	103401	11/10/2023	201-343-43102	2100 SAN PABLO AVE-IRRIGATION USE ONLY	93.48
13648-10242023	103401	11/10/2023	100-343-43102	2161 Plum St--Parking Lot Irrigation	98.80
24589-10252023	103401	11/10/2023	100-345-43102	592 Marlesta Rd--Irrigation Use Only	1,340.62
29821-10252023	103401	11/10/2023	209-552-43102	2500 Charles St--Senior Center	1,052.78
29852-10242023	103401	11/10/2023	209-552-43102	2500 Charles St--Senior Center	605.32
32187-10242023	103401	11/10/2023	100-343-43102	2601 Charles St--Irrigation Use Only	65.40
40499-10242023	103401	11/10/2023	100-343-43102	1230 Pinole Valley Rd--Irrigation Use Only	65.40
41397-10252023	103401	11/10/2023	100-343-43102	1601 Marlesta Rd--Irrigation Use Only	65.40
44461-10252023	103401	11/10/2023	100-110-43102	2131 Pear St--Offices--City Hall	3.34
44461-10252023	103401	11/10/2023	100-111-43102	2131 Pear St--Offices--City Hall	8.00
44461-10252023	103401	11/10/2023	100-112-43102	2131 Pear St--Offices--City Hall	7.33
44461-10252023	103401	11/10/2023	100-115-43102	2131 Pear St--Offices--City Hall	21.72
44461-10252023	103401	11/10/2023	100-116-43102	2131 Pear St--Offices--City Hall	7.33
44461-10252023	103401	11/10/2023	100-117-43102	2131 Pear St--Offices--City Hall	58.64
44461-10252023	103401	11/10/2023	100-343-43102	2131 Pear St--Offices--City Hall	104.49
44461-10252023	103401	11/10/2023	200-342-43102	2131 Pear St--Offices--City Hall	18.66
44461-10252023	103401	11/10/2023	212-461-43102	2131 Pear St--Offices--City Hall	7.06
44461-10252023	103401	11/10/2023	212-462-43102	2131 Pear St--Offices--City Hall	18.79
44461-10252023	103401	11/10/2023	285-464-43102	2131 Pear St--Offices--City Hall	5.60
44461-10252023	103401	11/10/2023	505-119-43102	2131 Pear St--Offices--City Hall	5.60
45474-10252023	103401	11/10/2023	100-110-43102	2131 Pear St--Offices--City Hall	8.31
45474-10252023	103401	11/10/2023	100-111-43102	2131 Pear St--Offices--City Hall	19.91
45474-10252023	103401	11/10/2023	100-112-43102	2131 Pear St--Offices--City Hall	18.25
45474-10252023	103401	11/10/2023	100-115-43102	2131 Pear St--Offices--City Hall	54.09
45474-10252023	103401	11/10/2023	100-116-43102	2131 Pear St--Offices--City Hall	18.25
45474-10252023	103401	11/10/2023	100-117-43102	2131 Pear St--Offices--City Hall	146.02
45474-10252023	103401	11/10/2023	100-343-43102	2131 Pear St--Offices--City Hall	260.19
45474-10252023	103401	11/10/2023	200-342-43102	2131 Pear St--Offices--City Hall	46.46
45474-10252023	103401	11/10/2023	212-461-43102	2131 Pear St--Offices--City Hall	17.59
45474-10252023	103401	11/10/2023	212-462-43102	2131 Pear St--Offices--City Hall	46.79
45474-10252023	103401	11/10/2023	285-464-43102	2131 Pear St--Offices--City Hall	13.94
45474-10252023	103401	11/10/2023	505-119-43102	2131 Pear St--Offices--City Hall	13.94
54167-10252023	103401	11/10/2023	100-345-43102	1600 Primrose Lane--Irrigation Use Only	534.04
54625-10252023	103401	11/10/2023	209-558-43102	601 Tennent Ave--Memorial Hall	339.56
64595-10252023	103401	11/10/2023	209-554-43102	635 Tennent Ave--Pinole Youth Center/CTV	39.72
64595-10252023	103401	11/10/2023	505-119-43102	635 Tennent Ave--Pinole Youth Center/CTV	39.72

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64596-10252023	103401	11/10/2023	100-345-43102	2310 Park St--Fernandez Park Baseball Field	6,986.56
65167-10252023	103401	11/10/2023	201-343-43102	2100 San Pablo Ave--Offices--Faria House	205.80
65169-10252023	103401	11/10/2023	201-343-43102	2100 San Pablo Ave--Offices--Faria House	119.06
65190-10242023	103401	11/10/2023	201-343-43102	813 Fernandez Ave--Irrigation Use Only	65.40
65395-10252023	103401	11/10/2023	100-345-43102	1095 Nob Hill Ave--Parks & Gardens--Meadow Park	851.08
65422-10252023	103401	11/10/2023	500-641-43102	80 TENNENT AVE--WASTE WATER TREATMENT PLANT	1,125.72
65553-10242023	103401	11/10/2023	100-343-43102	2301 1/2 San Pablo Ave--Irrigation Use Only	98.80
65569-10252023	103401	11/10/2023	209-558-43102	601 Tennent Ave--Memorial Hall	112.84
65922-10252023	103401	11/10/2023	100-343-43102	636 Tennent Ave--Irrigation Use Only	65.40
65923-10252023	103401	11/10/2023	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	663.74
65924-10252023	103401	11/10/2023	100-222-43102	880 Tennent Ave--Public Safety Facility/Building	1,229.21
65924-10252023	103401	11/10/2023	100-223-43102	880 Tennent Ave--Public Safety Facility/Building	273.16
65924-10252023	103401	11/10/2023	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	1,229.21
66363-10252023	103401	11/10/2023	100-345-43102	1818 Canyon Dr--Irrigation Use Only	715.83
66641-10242023	103401	11/10/2023	100-343-43102	880 San Pablo Ave--Irrigation Use Only	141.10
70108-10262023	103401	11/10/2023	310-347-43102	1303 Pinole Valley Rd--Irrigation Use Only	746.34
Vendor EBM01 - EBMUD Total:					19,899.79
Vendor: EDD01 - EDD- EMPLOYMENT DEVELOPMENT DEPT.					
L1542477392	103523	12/01/2023	100-343-41012	LIABILITIES INTEREST	599.00
L1542477392	103523	12/01/2023	998-20113	LIABILITIES INTEREST	-385.99
L1542477392	103523	12/01/2023	998-20116	LIABILITIES INTEREST	-49.50
Vendor EDD01 - EDD- EMPLOYMENT DEVELOPMENT DEPT. Total:					163.51
Vendor: 2768 - EDWARD WARREN					
11062023	103524	12/01/2023	100-221-42302	MILEAGE FOR POLICE ACADEMY PD	262.40
11202023	103524	12/01/2023	100-221-42302	MILEAGE TO POLICE ACADEMY PD	524.80
Vendor 2768 - EDWARD WARREN Total:					787.20
Vendor: 1171 - EL SOBRANTE FELLOWSHIP					
10282023	103403	11/10/2023	209-20308	REFUND FOR RENTAL DEPOSIT	250.00
Vendor 1171 - EL SOBRANTE FELLOWSHIP Total:					250.00
Vendor: 2380 - ELIZABETH A. LYNN					
OCTOBER 2023	103404	11/10/2023	209-552-43802	POSTURE CLASSES PSC	55.65
Vendor 2380 - ELIZABETH A. LYNN Total:					55.65
Vendor: 1199 - FAMIGLIA ITALIAN RESTAURANT					
53	103465	11/17/2023	100-112-42514	CATERING FOR COMMISSION APPRECIATION DINNER	1,937.39
Vendor 1199 - FAMIGLIA ITALIAN RESTAURANT Total:					1,937.39
Vendor: FED01 - FEDEX					
8-292-16831	103405	11/10/2023	100-222-42201	TRANSPORTATION EVIDENCE	21.28
Vendor FED01 - FEDEX Total:					21.28
Vendor: FIL07 - FILEONQ, INC					
11393	103525	12/01/2023	100-222-42101	SOFTWARE MAINTENANCE PD	4,476.60
Vendor FIL07 - FILEONQ, INC Total:					4,476.60

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1612 - FIRST VANGUARD RENTALS & SALES					
1-508116	103406	11/10/2023	209-551-42515	LIGHT TOWER MOVIE AT THE PARK	430.40
1-508147	103406	11/10/2023	100-222-42514	LIGHT TOWER NATIONAL NIGHT OUT	860.80
Vendor 1612 - FIRST VANGUARD RENTALS & SALES Total:					1,291.20
Vendor: FLA09 - FLAGTIME, USA					
2127	103407	11/10/2023	100-343-44306	3X5 CALIFORNIA FLAGS 4X6 USA FLAGS	494.74
Vendor FLA09 - FLAGTIME, USA Total:					494.74
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2310	103526	12/01/2023	100-222-42101	CONTROL SUBSTANCE TEST PD	1,330.00
Vendor FOR02 - FORENSIC SERVICES DIVISION Total:					1,330.00
Vendor: 1451 - FRANCISCA IRENE MACGUIRE					
AUGUST 2023	103466	11/17/2023	209-20015	GIFT SHOP SALES AUGUST 2023	8.75
SEPTEMBER 2023	103466	11/17/2023	209-20015	GIFT SHOP SALES SEPTEMBER 2023	18.75
Vendor 1451 - FRANCISCA IRENE MACGUIRE Total:					27.50
Vendor: 2749 - FRANCISCO WILFREDO BARAHONA ALVARADO					
2023	103467	11/17/2023	200-342-47205	ADA RAMP AND SIDEWALK INSTALLATION SARAH COURT	9,500.00
Vendor 2749 - FRANCISCO WILFREDO BARAHONA ALVARADO Total:					9,500.00
Vendor: 2752 - FRONTLINE ENVIRONMENTAL TECHNOLOGIES					
607465	103408	11/10/2023	209-552-47101	ELECTRICIAN SERVICE FOR KITCHEN STEAMER INSTALLATI	1,246.21
Vendor 2752 - FRONTLINE ENVIRONMENTAL TECHNOLOGIES Total:					1,246.21
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
DECEMBER 2023	103527	12/01/2023	201-343-42513	1340 FITZGERALD LEASE PAYMENT	100.00
Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:					100.00
Vendor: 2457 - GEOLINKS					
BD0170529	103409	11/10/2023	525-118-43101	CLEARFIBER DIAS 25/25MBPS	499.00
Vendor 2457 - GEOLINKS Total:					499.00
Vendor: 1191 - GERALDINE A. PORTER					
AUGUST 2023	103410	11/10/2023	209-20015	GIFT SHOP SALES PSC AUGUST 2023	10.00
Vendor 1191 - GERALDINE A. PORTER Total:					10.00
Vendor: 2349 - GHD, INC.					
380-0041330-6	103411	11/10/2023	100-342-42101	PROFESSIONAL AND TECHNICAL PLANNING FO...	22,130.21
Vendor 2349 - GHD, INC. Total:					22,130.21
Vendor: GLO08 - GLOBALSTAR					
000000058921823	103412	11/10/2023	525-118-43101	TELECOMMUNICATIONS SURCHARGE	133.37
Vendor GLO08 - GLOBALSTAR Total:					133.37
Vendor: GRA13 - GRAFIX SHOPPE					
153638	103528	12/01/2023	100-221-42107	DRIVER SIDE FRONT FENDER GRAPHICS UNIT 804	318.00
153809	103528	12/01/2023	100-221-42107	DRIVEWR SIDE FRONT FENDER UNIT 801	262.00
153851	103528	12/01/2023	100-221-42107	CUSTOM REFLECTIVE GRAPHI UNIT 800 & 806	1,311.75
Vendor GRA13 - GRAFIX SHOPPE Total:					1,891.75
Vendor: GRA03 - GRAINGER					
9864849782	103413	11/10/2023	100-345-44306	SOAP DISPENSER DOG PARK BATHROOMS	258.17

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
9865041942	103413	11/10/2023	209-552-42108	VAPOR TIGHT FIXTURE DOG PARK BATH ROOMS	247.11
Vendor GRA03 - GRAINGER Total:					505.28
Vendor: 2371 - GREEN HALO SYSTEMS INC					
4574	103468	11/17/2023	212-462-42106	HOSTING AND ACCESS SOFTWARE	175.00
Vendor 2371 - GREEN HALO SYSTEMS INC Total:					175.00
Vendor: HAS01 - HASA, INC.					
929563	103529	12/01/2023	500-641-44303	MULTI CHLOR WPCP	14,726.70
Vendor HAS01 - HASA, INC. Total:					14,726.70
Vendor: HDL01 - HDL COREN AND CONE					
SIN032941	103414	11/10/2023	100-115-42101	CONTRACT SERVICES PROPERTY TAX OCT. - DEC. 2023	2,125.00
Vendor HDL01 - HDL COREN AND CONE Total:					2,125.00
Vendor: HEA01 - HEALTH CARE DENTAL TRUST					
340047/340048/340041/340...	103469	11/17/2023	100-110-41002	DENTAL BENEFITS NOVEMBER 2023	287.72
340047/340048/340041/340...	103469	11/17/2023	100-111-41002	DENTAL BENEFITS NOVEMBER 2023	108.99
340047/340048/340041/340...	103469	11/17/2023	100-112-41002	DENTAL BENEFITS NOVEMBER 2023	383.55
340047/340048/340041/340...	103469	11/17/2023	100-113-41002	DENTAL BENEFITS NOVEMBER 2023	108.99
340047/340048/340041/340...	103469	11/17/2023	100-115-41002	DENTAL BENEFITS NOVEMBER 2023	364.69
340047/340048/340041/340...	103469	11/17/2023	100-116-41002	DENTAL BENEFITS NOVEMBER 2023	306.58
340047/340048/340041/340...	103469	11/17/2023	100-221-41002	DENTAL BENEFITS NOVEMBER 2023	108.99
340047/340048/340041/340...	103469	11/17/2023	100-221-41002	DENTAL BENEFITS NOVEMBER 2023	1,858.57
340047/340048/340041/340...	103469	11/17/2023	100-222-41002	DENTAL BENEFITS NOVEMBER 2023	536.19
340047/340048/340041/340...	103469	11/17/2023	100-222-41002	DENTAL BENEFITS NOVEMBER 2023	50.88
340047/340048/340041/340...	103469	11/17/2023	100-223-41002	DENTAL BENEFITS NOVEMBER 2023	1,323.68
340047/340048/340041/340...	103469	11/17/2023	100-341-41002	DENTAL BENEFITS NOVEMBER 2023	287.72
340047/340048/340041/340...	103469	11/17/2023	100-341-41002	DENTAL BENEFITS NOVEMBER 2023	50.88
340047/340048/340041/340...	103469	11/17/2023	100-343-41002	DENTAL BENEFITS NOVEMBER 2023	780.26
340047/340048/340041/340...	103469	11/17/2023	100-465-41002	DENTAL BENEFITS NOVEMBER 2023	127.85
340047/340048/340041/340...	103469	11/17/2023	105-221-41002	DENTAL BENEFITS NOVEMBER 2023	434.43
340047/340048/340041/340...	103469	11/17/2023	106-222-41002	DENTAL BENEFITS NOVEMBER 2023	127.85
340047/340048/340041/340...	103469	11/17/2023	209-551-41002	DENTAL BENEFITS NOVEMBER 2023	306.58
340047/340048/340041/340...	103469	11/17/2023	209-552-41002	DENTAL BENEFITS NOVEMBER 2023	91.58
340047/340048/340041/340...	103469	11/17/2023	209-554-41002	DENTAL BENEFITS NOVEMBER 2023	115.07
340047/340048/340041/340...	103469	11/17/2023	212-461-41002	DENTAL BENEFITS NOVEMBER 2023	255.70
340047/340048/340041/340...	103469	11/17/2023	212-462-41002	DENTAL BENEFITS NOVEMBER 2023	543.42
340047/340048/340041/340...	103469	11/17/2023	500-641-41002	DENTAL BENEFITS NOVEMBER 2023	914.04

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
340047/340048/340041/340...	103469	11/17/2023	500-642-41002	DENTAL BENEFITS NOVEMBER 2023	229.61
340047/340048/340041/340...	103469	11/17/2023	505-119-41002	DENTAL BENEFITS NOVEMBER 2023	255.70
340047/340048/340041/340...	103469	11/17/2023	998-20105	DENTAL BENEFITS NOVEMBER 2023	12.79
340047/340048/340041/340...	103469	11/17/2023	998-20105	DENTAL BENEFITS NOVEMBER 2023	108.98
340047/340048/340041/340...	103469	11/17/2023	998-20105	DENTAL BENEFITS NOVEMBER 2023	255.70
340047/340048/340041/340...	103469	11/17/2023	998-20105	DENTAL BENEFITS NOVEMBER 2023	10.18
340047/340048/340041/340...	103469	11/17/2023	998-20105	DENTAL BENEFITS NOVEMBER 2023	178.73
Vendor HEA01 - HEALTH CARE DENTAL TRUST Total:					10,525.90
Vendor: 1665 - HEATHER BELL					
11132023	103470	11/17/2023	100-112-42514	REIMBURSEMENT FOR COMMISSION APPREC DECORATIONS	57.46
Vendor 1665 - HEATHER BELL Total:					57.46
Vendor: 2758 - HELLUDAH KIBROM HADGU					
OCTOBER 2023	103471	11/17/2023	209-551-42514	YOUTH ANTI TOBACCO PROGRAM 10/18-11/1/23	155.00
Vendor 2758 - HELLUDAH KIBROM HADGU Total:					155.00
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
OCTOBER 2023	103415	11/10/2023	100-343-44306	CITYWIDE PURCHASES	28.39
OCTOBER 2023	103415	11/10/2023	100-343-44306	CITYWIDE PURCHASES	111.70
OCTOBER 2023	103415	11/10/2023	100-343-44306	CITYWIDE PURCHASES	112.43
OCTOBER 2023	103415	11/10/2023	100-343-44306	CITYWIDE PURCHASES	136.45
OCTOBER 2023	103415	11/10/2023	100-343-44306	CITYWIDE PURCHASES	191.12
OCTOBER 2023	103415	11/10/2023	100-343-44306	CITYWIDE PURCHASES	22.75
OCTOBER 2023	103415	11/10/2023	100-343-44306	CITYWIDE PURCHASES	334.56
OCTOBER 2023	103415	11/10/2023	100-345-44306	CITYWIDE PURCHASES	70.47
OCTOBER 2023	103415	11/10/2023	100-345-44306	CITYWIDE PURCHASES	26.19
OCTOBER 2023	103415	11/10/2023	500-641-44306	CITYWIDE PURCHASES	121.88
OCTOBER 2023	103415	11/10/2023	500-641-44306	CITYWIDE PURCHASES	67.94
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					1,223.88
Vendor: IED02 - IEDA, INC.					
24363	103416	11/10/2023	100-116-42101	LABOR RELATIONS FEES NOVEMBER 2023	2,521.66
Vendor IED02 - IEDA, INC. Total:					2,521.66
Vendor: IMA01 - IMAGE SALES, INC.					
0075937-IN	103417	11/10/2023	100-222-42201	BADGES AND ID CARDS PD	59.98
Vendor IMA01 - IMAGE SALES, INC. Total:					59.98
Vendor: CUL03 - ISING'S CULLIGAN-LIVERMORE					
379X09783304	103418	11/10/2023	500-641-44305	DEIONIZATION SERVICE WPCP	548.00
Vendor CUL03 - ISING'S CULLIGAN-LIVERMORE Total:					548.00
Vendor: MOO14 - ISSAC MOORE					
OCTOBER 2023	103419	11/10/2023	209-552-43802	EXERCISE CLASSES PSC	405.00
Vendor MOO14 - ISSAC MOORE Total:					405.00
Vendor: COR15 - JACQUELINE L CORL-SEIDEL					
OCTOBER 2023	103420	11/10/2023	209-552-43802	BALANCE YOGA CLASSES PSC	574.35
Vendor COR15 - JACQUELINE L CORL-SEIDEL Total:					574.35
Vendor: 1611 - JANICE M. BYER					
OCTOBER 2023	103421	11/10/2023	209-552-43802	EXERCISE CLASSES PSC	765.00
Vendor 1611 - JANICE M. BYER Total:					765.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
20264	103472	11/17/2023	209-554-42108	JANITORIAL SERVICES PYC NOVEMBER 2023	469.47
20265	103472	11/17/2023	209-552-42108	JANITORIAL SERVICES PSC NOVEMBER 2023	434.45
20266	103472	11/17/2023	209-552-43810	JANITORIAL SERVICES KITCHEN PSC NOVEMBER 2023	417.15
20267	103472	11/17/2023	209-553-42108	JANITORIAL SERVICES TINY TOTS NOVEMBER 2023	501.40
20621	103472	11/17/2023	209-552-42108	NOVEMBER 2023 DAY PORTER SERVICES PSC	2,257.00
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					4,079.47
Vendor: 2761 - JORDAN SALAK					
OCTOBER 2023	103473	11/17/2023	209-551-42514	YOUTH ANTI TOBACCO PROGRAM 10/18-11/1/23	158.88
Vendor 2761 - JORDAN SALAK Total:					158.88
Vendor: KAI02 - KAISER PERMANETE					
320903364865-110923	103530	12/01/2023	100-116-42101	PHYSICALS FOR NEW HIRES	180.00
320903364865-110923	103530	12/01/2023	100-221-42101	PHYSICALS FOR NEW HIRES	2,510.00
Vendor KAI02 - KAISER PERMANETE Total:					2,690.00
Vendor: 1546 - KATHERINE DUFF					
AUGUST 2023	103422	11/10/2023	209-20015	GIFT SHOP SALES PSC AUGUST 2023	63.00
SEPTEMBER 2023	103474	11/17/2023	209-20015	GIFT SHOP SALES SEPTEMBER 2023	22.40
Vendor 1546 - KATHERINE DUFF Total:					85.40
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000032556	103475	11/17/2023	500-641-44302	SLUDGE REMOVAL WPCP	8,592.72
4212-000032607	103531	12/01/2023	500-641-44302	SLUDGE REMOVAL WPCP	5,605.17
Vendor KEL09 - KELLER CANYON LANDFILL Total:					14,197.89
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
23-113	103423	11/10/2023	100-341-42101	2151 APPIAN WAY PLAN REVIEW	1,747.50
23-191	103476	11/17/2023	100-341-34227	PROJECT REVIEW 2548 ALAMO	291.25
23-192	103476	11/17/2023	100-341-42101	PROJECT REVIEW 2153 HAZEL CEQA	233.00
Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:					2,271.75
Vendor: LAN01 - LANER ELECTRIC SUPPLY, INC					
942398	103424	11/10/2023	200-342-42514	TENNIS COURTS LIGHTS	284.77
Vendor LAN01 - LANER ELECTRIC SUPPLY, INC Total:					284.77
Vendor: LAN15 - LANGUAGE LINE SERVICES					
11145857	103532	12/01/2023	100-223-42101	OVER THE PHONE INTERPRETATION SERVICES PD	255.68
Vendor LAN15 - LANGUAGE LINE SERVICES Total:					255.68
Vendor: LEA01 - LEAGUE OF CALIFORNIA CITIES					
5201	103533	12/01/2023	100-110-42401	EAST BAY DIVISION MTG. 10/19/2023	50.00
Vendor LEA01 - LEAGUE OF CALIFORNIA CITIES Total:					50.00
Vendor: 2756 - LELE NAOMI TOO					
OCTOBER 2023	103477	11/17/2023	209-551-42514	YOUTH ANTI TOBACCO PROGRAM 10/18-11/1/23	155.00
Vendor 2756 - LELE NAOMI TOO Total:					155.00
Vendor: CUR03 - LN CURTIS & SONS					
INV760899	103534	12/01/2023	100-221-44410	ARMOR SIZING PD	2,825.70
INV762363	103534	12/01/2023	100-221-44410	POLOS UNIFORM PD	43.90
INV763787	103534	12/01/2023	100-221-44410	DEFTECH UNIFORM PD	570.20
Vendor CUR03 - LN CURTIS & SONS Total:					3,439.80

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Vendor: MAN01 - MANNA FOODS, INC.					
989002	103425	11/10/2023	209-552-43804	FOOD PROGRAM PSC	206.36
993381	103425	11/10/2023	209-552-43804	FOOD PROGRAM PSC	274.35
Vendor MAN01 - MANNA FOODS, INC. Total:					480.71
Vendor: 2689 - MARGARET E. JENSEN PRADO					
OCTOBER 2023	103426	11/10/2023	209-552-43802	BEADING WORKSHOP PSC	136.50
Vendor 2689 - MARGARET E. JENSEN PRADO Total:					136.50
Vendor: 1152 - MARIA PICAZO					
11162023	103535	12/01/2023	209-551-42515	SUPPLIES FOR UNITED AGAINST HATE EVENT	12.99
11162023-1	103535	12/01/2023	209-551-42515	PLANTS FOR UNITED AGAINST HATE EVENT	278.28
11162023-2	103535	12/01/2023	209-551-42515	SUPPLIES FOR TREE LIGHTING EVENT	39.13
11162023-3	103535	12/01/2023	209-551-42515	SUPPLIES FOR TREE LIGHTING EVENT	45.27
11272023	103535	12/01/2023	209-551-42515	SUPPLIES FOR TREE LIGHTING	28.80
11272023-1	103535	12/01/2023	209-551-42515	SUPPLIES FOR TREE LIGHTING	30.20
Vendor 1152 - MARIA PICAZO Total:					434.67
Vendor: WEL37 - MARINA WELCHES					
AUGUST 2023	103478	11/17/2023	209-20015	GIFT SHOP SALES AUGUST 2023	4.20
JULY 2023	103478	11/17/2023	209-20015	GIFT SHOP SALES JULY 2023	4.20
OCTOBER 2023	103478	11/17/2023	209-20015	GIFT SHOP SALES OCTOBER 2023	5.60
SEPTEMBER 2023	103478	11/17/2023	209-20015	GIFT SHOP SALES SEPTEMBER 2023	16.80
Vendor WEL37 - MARINA WELCHES Total:					30.80
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
16200390	103427	11/10/2023	500-641-44306	SUPPLIES FOR WPCP	186.99
17113011	103536	12/01/2023	500-641-42108	SET ANGLE POSITION HINGE BIRD PREVEN WPCP	279.20
17246476	103536	12/01/2023	500-641-42108	BIRD PREVENTION ARM CREDIT WPCP	-100.97
17263693	103536	12/01/2023	500-641-42108	BIRD PREVENTION ARM WPCP	50.49
Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:					415.71
Vendor: MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION					
208238	103496	11/17/2023	100-20011	CITY ATTORNEY SERVICES	18,710.20
208240	103496	11/17/2023	100-20011	CITY COUNCIL MEETINGS	1,363.00
208241	103496	11/17/2023	100-20011	PUBLIC RECORDS ACT REQUESTS	660.00
208242	103496	11/17/2023	100-20011	RISK MANAGEMENT	264.00
208243	103496	11/17/2023	100-20011	PINOLE SHORES II	5,362.56
208244	103496	11/17/2023	100-20011	2801 PINOLE VALLEY RD.	721.00
208245	103496	11/17/2023	100-20011	GENERAL SERVICES FINANCE	2,626.50
208246	103496	11/17/2023	100-20011	GENERAL SERVICES PUBLIC WORKS	7,348.51
208247	103496	11/17/2023	100-20011	MVP CONSTRUCTION LLC DISPUTE	718.00
208248	103496	11/17/2023	100-20011	1580 PINOLE VALLEY RD LLC	1,183.00
208249	103496	11/17/2023	100-20011	GENERAL SERVICES CITY CLERK	663.00
208250	103496	11/17/2023	100-20011	GENERAL SERVICES CITY ATTORNEY	711.00
208251	103496	11/17/2023	100-20011	GENERAL SERVICES POLICE	1,268.20
208252	103496	11/17/2023	100-20011	GENERAL SERVICES LABOR AND EMPLOYMENT	3,742.00
208253	103496	11/17/2023	100-20011	GENERAL SERVICES CODE ENFORCEMENT	393.00
208254	103496	11/17/2023	100-20011	GENERAL SERVICES COMMUNITY DEVELOPMENT	5,195.00
208255	103496	11/17/2023	100-20011	GENERAL SERVICES FIRE	1,941.00

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208256	103496	11/17/2023	100-20011	GENERAL SERVICES	771.00
				RECREATIONAL	
208257	103496	11/17/2023	100-20011	SUCCESSOR AGENCY	1,387.00
				ADMINISTRATIVE	
208258	103496	11/17/2023	100-20011	HOUSING SUCCESSOR RDA	547.50
				AFFORDABLE	
Vendor MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION Total:					55,575.47
Vendor: 1311 - M-GROUP					
2004109	103479	11/17/2023	212-461-42101	ON CALL PLANNING SERVICES	17,077.50
Vendor 1311 - M-GROUP Total:					17,077.50
Vendor: 2465 - MISSION COMMUNICATIONS, LLC.					
1082330	103537	12/01/2023	500-642-42514	MANHOLE MONITOR	227.40
Vendor 2465 - MISSION COMMUNICATIONS, LLC. Total:					227.40
Vendor: MUN01 - MUNICIPAL MAINTENANCE EQUIPMENT					
015239	103538	12/01/2023	500-642-42107	HYDRAULIC SERVICES	2,418.63
Vendor MUN01 - MUNICIPAL MAINTENANCE EQUIPMENT Total:					2,418.63
Vendor: 2466 - MUNICIPAL RESOURCES GROUP, LLC.					
03-23-1068	103539	12/01/2023	100-111-42101	PROFESSIONAL SERVICES	112.50
03-23-1070	103539	12/01/2023	100-111-42101	PROJECT MANAGEMENT	1,518.75
				SERVICES OCTOBER 2023	
Vendor 2466 - MUNICIPAL RESOURCES GROUP, LLC. Total:					1,631.25
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1410644	103480	11/17/2023	100-221-41008	LONG TERM DISABILITY PD	594.00
1410644	103480	11/17/2023	100-223-41008	LONG TERM DISABILITY PD	287.70
1410644	103480	11/17/2023	105-221-41008	LONG TERM DISABILITY PD	59.40
Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:					941.10
Vendor: 2755 - NATALIE ANNE SZUMLAS					
OCTOBER 2023	103481	11/17/2023	209-551-42514	YOUTH ANTI TOBACCO	155.00
				PROGRAM 10/18-11/1/23	
Vendor 2755 - NATALIE ANNE SZUMLAS Total:					155.00
Vendor: GAN04 - NEIL GANG					
11062023	103428	11/10/2023	100-221-42302	VEHICLE RENTAL	118.40
11062023-1	103428	11/10/2023	100-221-42302	REIMBURSEMENT FOR	405.99
				BRECKENRIDGE'S FLIGHT	
Vendor GAN04 - NEIL GANG Total:					524.39
Vendor: OLI01 - OLIVERS TOWING INC					
21-10765-21	103540	12/01/2023	100-221-42107	STORAGE FEE	310.00
23-18581	103540	12/01/2023	207-344-42107	TOWING SERVICES	1,154.10
Vendor OLI01 - OLIVERS TOWING INC Total:					1,464.10
Vendor: 2760 - OLIVIA KATE LIM BERNAL					
OCTOBER 2023	103482	11/17/2023	209-551-42514	YOUTH ANTI TOBACCO	155.00
				PROGRAM 10/18-11/1/23	
Vendor 2760 - OLIVIA KATE LIM BERNAL Total:					155.00
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
OCTOBER 2023	103429	11/10/2023	100-343-44306	CITYWIDE PURCHASES	76.81
OCTOBER 2023	103429	11/10/2023	100-343-44306	CITYWIDE PURCHASES	60.35
OCTOBER 2023	103429	11/10/2023	100-343-44306	CITYWIDE PURCHASES	175.38
OCTOBER 2023	103429	11/10/2023	100-345-44306	CITYWIDE PURCHASES	43.65
OCTOBER 2023	103429	11/10/2023	500-641-44306	CITYWIDE PURCHASES	29.23
OCTOBER 2023	103429	11/10/2023	500-641-44306	CITYWIDE PURCHASES	14.97
OCTOBER 2023	103429	11/10/2023	500-642-42514	CITYWIDE PURCHASES	162.50
Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:					562.89
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100401307800	103541	12/01/2023	100-343-42108	MAINTENANCE SERVICE	124.91
				OCTOBER 2023	
100401339322	103430	11/10/2023	209-554-42108	PYC MAINTENANCE	202.76
				NOVEMBER 2023	

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100401339812	103430	11/10/2023	100-222-42108	SAFETY BLDG. NOVEMBER 2023	124.60
100401370207	103541	12/01/2023	100-343-42108	MAINTENANCE SERVICE DECEMBER 2023	124.91
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					577.18
Vendor: 1555 - OWEN EQUIPMENT					
00061599	103542	12/01/2023	207-344-42108	WHIRLWING RENTAL	3,164.17
Vendor 1555 - OWEN EQUIPMENT Total:					3,164.17
Vendor: PAC41 - PACIFIC ECORISK					
19399	103543	12/01/2023	500-641-44305	ACUTE WET TESTING WPCP	3,047.00
Vendor PAC41 - PACIFIC ECORISK Total:					3,047.00
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
63251	103544	12/01/2023	100-222-42108	MONTHLY LANDSCAPE SERVICES	125.93
63251	103544	12/01/2023	100-231-42108	MONTHLY LANDSCAPE SERVICES	337.43
63251	103544	12/01/2023	100-343-42108	MONTHLY LANDSCAPE SERVICES	180.02
63251	103544	12/01/2023	100-345-42108	MONTHLY LANDSCAPE SERVICES	5,787.95
63251	103544	12/01/2023	200-342-42108	MONTHLY LANDSCAPE SERVICES	335.81
63251	103544	12/01/2023	201-343-42108	MONTHLY LANDSCAPE SERVICES	548.93
63251	103544	12/01/2023	209-552-42108	MONTHLY LANDSCAPE SERVICES	204.23
63251	103544	12/01/2023	209-553-42108	MONTHLY LANDSCAPE SERVICES	212.31
63251	103544	12/01/2023	209-557-42108	MONTHLY LANDSCAPE SERVICES	212.31
63251	103544	12/01/2023	310-347-42108	MONTHLY LANDSCAPE SERVICES	62.16
63251	103544	12/01/2023	310-348-42108	MONTHLY LANDSCAPE SERVICES	65.37
Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:					8,072.45
Vendor: 2629 - PAIGE ARNONE, LLC.					
01-01	103483	11/17/2023	100-116-42514	VIRTUAL YOGA PROGRAM	4,995.00
Vendor 2629 - PAIGE ARNONE, LLC. Total:					4,995.00
Vendor: LON02 - PATRICIA LONG					
OCTOBER 2023	103431	11/10/2023	209-552-43802	CWLD PSC	224.00
Vendor LON02 - PATRICIA LONG Total:					224.00
Vendor: PGE01 - PG&E					
0498-11092023	103545	12/01/2023	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	1,019.89
0883-11102023	103545	12/01/2023	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	1,303.96
0883-11102023	103545	12/01/2023	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	260.79
0883-11102023	103545	12/01/2023	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	1,043.17
0887-11012023	103545	12/01/2023	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	91.78
1093-10312023	103545	12/01/2023	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	594.15
1156-11102023	103545	12/01/2023	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	25.30
1156-11102023	103545	12/01/2023	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	37.95
1462-11102023	103545	12/01/2023	209-552-43103	2500 CHARLES ST SENIOR CENTER	294.67

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1798-10262023	103432	11/10/2023	200-342-43103	2935 PINOLE VALLEY RD. TRAFFIC SIGNAL	183.17
1801-11082023	103545	12/01/2023	209-553-43103	2454 SIMAS AVE REC CTR & POOL	75.01
2182-11012023	103545	12/01/2023	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	85.03
2222-10252023	103545	12/01/2023	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39
2222-10252023	103545	12/01/2023	200-342-43103	STREET AND HIGHWAY LIGHTING	16,079.32
2222-10252023	103545	12/01/2023	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
2222-10252023	103545	12/01/2023	310-348-43103	STREET AND HIGHWAY LIGHTING	400.00
3029-11102023	103545	12/01/2023	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	121.91
3834-11052023	103545	12/01/2023	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	95.13
3879-10262023	103432	11/10/2023	200-342-43103	N COR RAMONA ST AND PINOLE VALLEY RD	150.88
4256-10262023	103432	11/10/2023	500-641-43103	11 TENNANT AVE	69,232.74
6043-11092023	103545	12/01/2023	100-231-43103	3790 PINOLE VALLEY RD	10.43
6521-10262023	103432	11/10/2023	200-342-43103	IFO 971 SAN PABLO AVE- TRAFFIC SIGNAL CONTROL	127.20
6897-10262023	103432	11/10/2023	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	77.42
7186-11102023	103545	12/01/2023	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	7.84
7547-10262023	103432	11/10/2023	100-222-43103	880 Tennent Ave-Public Safety Facility	5,737.02
7547-10262023	103432	11/10/2023	100-223-43103	880 Tennent Ave-Public Safety Facility	1,147.40
7547-10262023	103432	11/10/2023	100-231-43103	880 Tennent Ave-Public Safety Facility	4,589.61
8716-11102023	103545	12/01/2023	500-641-43103	SEWAGE PLNT-FT OF TENNENT	4,612.23
9929-10252023	103432	11/10/2023	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	57.29
9961-10262023	103432	11/10/2023	209-552-43103	2500 CHARLES ST-SENIOR CENTER	3,810.49
Vendor PGE01 - PG&E Total:					111,601.17
Vendor: PIN16 - PINOLE SEALS SWIM CLUB					
10132023	103433	11/10/2023	209-557-42101	2023 SWIM SEASON REIMBURSEMENT #3	14,038.97
Vendor PIN16 - PINOLE SEALS SWIM CLUB Total:					14,038.97
Vendor: PLA11 - PLAY-WELL TEKNOLOGIES					
DB24060	103484	11/17/2023	209-554-36405	INSTRUCTOR FEES FOR POKEMON MASTER	1,050.00
Vendor PLA11 - PLAY-WELL TEKNOLOGIES Total:					1,050.00
Vendor: 1009 - PRECISION IT CONSULTING					
13833	103546	12/01/2023	525-118-47102	PCTV STORAGE UPGRADE	37,363.13
13839	103546	12/01/2023	525-118-42105	VMWARE SUBSCRIPTION	180.87
13890	103485	11/17/2023	525-118-42101	PROFESSIONAL SERVICES DECEMBER 2023	29,000.00
13890	103485	11/17/2023	525-118-42105	PROFESSIONAL SERVICES DECEMBER 2023	128.31
13890	103485	11/17/2023	525-118-42105	PROFESSIONAL SERVICES DECEMBER 2023	607.17
13890	103485	11/17/2023	525-118-42105	PROFESSIONAL SERVICES DECEMBER 2023	995.00
13890	103485	11/17/2023	525-118-42105	PROFESSIONAL SERVICES DECEMBER 2023	820.00
13891	103485	11/17/2023	525-118-42510	PROFESSIONAL SERVICES OCTOBER 2023	3,411.80

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13913	103546	12/01/2023	525-118-47102	LENOVO THNKIPAD FOR CITY ATTORNEY	228.03
Vendor 1009 - PRECISION IT CONSULTING Total:					72,734.31
Vendor: 2772 - PREFERRED ALLIANCE, INC.					
0189973-IN	103547	12/01/2023	100-116-42101	NON-RANDOM DRUG TEST	58.00
0189973-IN	103547	12/01/2023	100-221-42101	NON-RANDOM DRUG TEST	116.00
Vendor 2772 - PREFERRED ALLIANCE, INC. Total:					174.00
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
88902	103434	11/10/2023	100-111-42201	BUSINESS CARDS SHELL FOR CM	927.39
88914	103486	11/17/2023	100-341-42201	BUSINESS CARDS PW AND CE	370.57
88914	103486	11/17/2023	100-465-42201	BUSINESS CARDS PW AND CE	123.55
89037	103434	11/10/2023	100-222-42201	BUSINESS CARDS PD	839.69
89279	103548	12/01/2023	100-222-42201	BUSINESS CARDS BENNETT & ESPARZA PD	158.68
89397	103486	11/17/2023	100-111-42201	BUSINESS CARDS INTERIM CM	97.31
89531	103486	11/17/2023	100-110-42201	BUSINESS CARDS DEVIN MURPHY	91.83
89557	103548	12/01/2023	100-115-42201	#10 WINDOW ENVELOPES FINANCE	387.98
Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:					2,997.00
Vendor: PRI18 - PRIORITY 1 PUBLIC SAFETY EQUIPMENT					
9393	103435	11/10/2023	100-221-42107	INSTALLATION EQUIPMENT PD	23,758.75
Vendor PRI18 - PRIORITY 1 PUBLIC SAFETY EQUIPMENT Total:					23,758.75
Vendor: 2685 - RJM DESIGN GROUP, INC.					
36073	103549	12/01/2023	106-345-47203	PINOLE PARK MASTER PLAN	14,328.95
Vendor 2685 - RJM DESIGN GROUP, INC. Total:					14,328.95
Vendor: 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC.					
189656	103436	11/10/2023	100-343-44306	DECALS	137.19
189666	103436	11/10/2023	100-343-44306	CARDBOARD SIGN 12X18 LEGENDS	351.20
190321	103550	12/01/2023	200-342-42514	POLE AND SIGN BASE AND GREEN PAINT	1,514.33
22008950	103436	11/10/2023	100-343-44306	BARRICADE SIGNS	943.13
Vendor 2646 - ROADS SAFE TRAFFIC SYSTEMS, INC. Total:					2,945.85
Vendor: SWE00 - ROY SWEARINGEN					
11132023	103487	11/17/2023	100-113-42201	DUMPSTER DAY DONUTS AND INK	144.86
11132023	103487	11/17/2023	209-551-42515	DUMPSTER DAY DONUTS AND INK	18.00
Vendor SWE00 - ROY SWEARINGEN Total:					162.86
Vendor: ROS08 - RSG, INC.					
1010911	103488	11/17/2023	285-464-42101	HOUSING CONSULTING SERVICES FY23-24	756.25
1011009	103488	11/17/2023	100-466-42101	ECONOMIC DEVELOPMENT STRATEGY YEAR 1 IMPEM	3,587.50
1011101	103488	11/17/2023	285-464-42101	HOUSING CONSULTING SERVICES FY23-24	2,693.75
1011112	103488	11/17/2023	100-466-42101	ECONOMIC DEVELOPMENT STRATEGY YEAR 1 IMPEM	7,275.00
Vendor ROS08 - RSG, INC. Total:					14,312.50
Vendor: SPA04 - S.P. AUTOMOTIVE					
6-835757	103551	12/01/2023	207-344-42107	BATTERY FEE	290.78
Vendor SPA04 - S.P. AUTOMOTIVE Total:					290.78
Vendor: 1802 - SCHAAF & WHEELER, CONSULTING CIVIL ENGINEERS					
38335	103552	12/01/2023	106-344-47206	PRELIM ENGINEERING SERVICES	535.00
Vendor 1802 - SCHAAF & WHEELER, CONSULTING CIVIL ENGINEERS Total:					535.00

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Vendor: SER05 - SEROLOGICAL RESEARCH INSTITUTE					
24282	103553	12/01/2023	100-222-42101	EVIDENCE SAMPLE SERVICES	1,000.00
Vendor SER05 - SEROLOGICAL RESEARCH INSTITUTE Total:					1,000.00
Vendor: 1714 - SHERRI D. LEWIS					
CC07PINOLE-FY2023/24	103437	11/10/2023	100-112-42101	PREPARE MINUTES CITY COUNCIL 09112023	150.00
CC08PINOLE-FY2023/24	103554	12/01/2023	100-112-42101	PREPARE MINUTES FOR CC MTG 11/7/23	1,162.50
PC02PINOLE-FY2023/24	103489	11/17/2023	212-461-42514	PREPARE MINUTES FOR PC 092523	262.50
Vendor 1714 - SHERRI D. LEWIS Total:					1,575.00
Vendor: 2632 - SHIPLEY POOL SERVICE					
18924	103555	12/01/2023	209-557-42108	PINOLE SWIM CENTER MONTHLY MAINT NOV. 2023	3,316.66
Vendor 2632 - SHIPLEY POOL SERVICE Total:					3,316.66
Vendor: 2763 - SNOWY PEAKS INC.					
11082023	103556	12/01/2023	209-551-42515	HOLIDAY TREE FOR 2023 EVENT	1,075.00
Vendor 2763 - SNOWY PEAKS INC. Total:					1,075.00
Vendor: 2048 - SONIC.NET, LLC					
1007089528	103490	11/17/2023	525-118-43101	SOFTWARE SUPPORT	549.00
Vendor 2048 - SONIC.NET, LLC Total:					549.00
Vendor: SQU00 - SQUARE DEAL GARAGE					
45596	103557	12/01/2023	100-343-42107	OIL CHANGE FOR CE CAR	116.09
Vendor SQU00 - SQUARE DEAL GARAGE Total:					116.09
Vendor: STA25 - STATE WATER RESOURCES CONTROL BOARD					
11142023	103491	11/17/2023	500-641-42401	RENEWAL OF GRADE III CERTIFICATE WPCP	300.00
Vendor STA25 - STATE WATER RESOURCES CONTROL BOARD Total:					300.00
Vendor: STE20 - STERICYCLE, INC.					
8005075121	103558	12/01/2023	100-222-42101	MEDICAL WASTE PD	63.14
Vendor STE20 - STERICYCLE, INC. Total:					63.14
Vendor: 1253 - TARAH ORNELAS					
1001	103559	12/01/2023	209-551-42515	BANNERS FOR HOLIDAY TREE LIGHTING	343.23
995	103438	11/10/2023	209-552-43809	NOVEMBER NEWSLETTER PSC	305.90
996	103438	11/10/2023	209-551-42515	HOLIDAY TREE LIGHTING SIGNS	186.80
Vendor 1253 - TARAH ORNELAS Total:					835.93
Vendor: 2270 - TBG PRODUCTIONS, LLC.					
0626	103560	12/01/2023	209-551-42515	FACE PAINTER AND BALLOON TWISTER	1,200.00
Vendor 2270 - TBG PRODUCTIONS, LLC. Total:					1,200.00
Vendor: 2747 - TETRA TECH, INC.					
52148728	103561	12/01/2023	106-343-42101	ENERGY CONSERVATION, GENERATION, AND STORAGE ASSES	3,724.00
52161388	103561	12/01/2023	106-343-42101	ENERGY CONSERVATION, GENERATION, AND STORAGE ASSES	1,729.00
Vendor 2747 - TETRA TECH, INC. Total:					5,453.00
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC.					
263397-202310-1	103439	11/10/2023	525-118-42510	PERSON SEARCH PD	129.60
Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC. Total:					129.60
Vendor: 2633 - TRB AND ASSOCIATES, INC.					
5080	103492	11/17/2023	212-462-42101	BUILDING INSPECTOR SERVICES SEPTEMBER 2023	9,961.68
Vendor 2633 - TRB AND ASSOCIATES, INC. Total:					9,961.68

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Vendor: TRE04 - TREASURER OF CONTRA COSTA					
FY2023/2024	103440	11/10/2023	525-118-42105	CAL-ID REMOTE ACCESS NETWORK FY 23/24	28,721.00
Vendor TRE04 - TREASURER OF CONTRA COSTA Total:					28,721.00
Vendor: 2668 - UBEO BUSINESS SERVICES					
4314261	103493	11/17/2023	525-118-42107	USAGE BILLING FOR COPIERS	1,864.04
Vendor 2668 - UBEO BUSINESS SERVICES Total:					1,864.04
Vendor: UNI38 - UNIVAR USA INC					
51627847	103562	12/01/2023	500-641-44303	SOD BISULFITE BULK WPCP	9,561.13
Vendor UNI38 - UNIVAR USA INC Total:					9,561.13
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
10929-1	103441	11/10/2023	100-343-42108	JANITORIAL SUPPLIES CY	81.32
11137	103441	11/10/2023	100-343-42108	JANITORIAL SUPPLIES CY	498.85
11143	103441	11/10/2023	100-343-42108	JANITORIAL SUPPLIES CH	222.35
11144	103441	11/10/2023	100-222-42108	JANITORIAL SUPPLIES PD	326.83
11370	103563	12/01/2023	100-343-42108	JANITORIAL SUPPLIES CY	255.75
519481	103563	12/01/2023	100-343-42108	JANITORIAL SERVICES CH OCTOBER 2023	1,296.00
519482	103563	12/01/2023	100-222-42108	MONTHLY JANITORIAL SERVICES SAFETY BLDG. OCT. 2023	2,649.00
519483	103563	12/01/2023	209-557-42108	MONTHLY JANITORIAL SERVICES SWIM CENTER OCT. 2023	725.00
519484	103441	11/10/2023	500-641-42108	JANITORIAL SERVICES OCTOBER 2023 WPCP	534.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					6,589.10
Vendor: USB06 - US BANK					
514220458	103442	11/10/2023	525-118-42107	COPIER EQUIPMENT CITYWIDE	2,501.86
Vendor USB06 - US BANK Total:					2,501.86
Vendor: 2754 - VALLEY ENTRY SYSTEMS, INC.					
11032023	103443	11/10/2023	100-000-31510	REFUND OVERPAYMENT BL23- 11105	64.00
Vendor 2754 - VALLEY ENTRY SYSTEMS, INC. Total:					64.00
Vendor: VIS01 - VISION SERVICE PLAN					
819060733	103494	11/17/2023	100-110-41003	VISION BENEFITS NOVEMBER 2023	55.83
819060733	103494	11/17/2023	100-111-41003	VISION BENEFITS NOVEMBER 2023	18.61
819060733	103494	11/17/2023	100-112-41003	VISION BENEFITS NOVEMBER 2023	55.83
819060733	103494	11/17/2023	100-113-41003	VISION BENEFITS NOVEMBER 2023	18.61
819060733	103494	11/17/2023	100-115-41003	VISION BENEFITS NOVEMBER 2023	55.83
819060733	103494	11/17/2023	100-116-41003	VISION BENEFITS NOVEMBER 2023	55.83
819060733	103494	11/17/2023	100-221-41003	VISION BENEFITS NOVEMBER 2023	428.03
819060733	103494	11/17/2023	100-222-41003	VISION BENEFITS NOVEMBER 2023	130.27
819060733	103494	11/17/2023	100-223-41003	VISION BENEFITS NOVEMBER 2023	223.32
819060733	103494	11/17/2023	100-341-41003	VISION BENEFITS NOVEMBER 2023	93.05
819060733	103494	11/17/2023	100-343-41003	VISION BENEFITS NOVEMBER 2023	130.27
819060733	103494	11/17/2023	100-465-41003	VISION BENEFITS NOVEMBER 2023	18.61
819060733	103494	11/17/2023	105-221-41003	VISION BENEFITS NOVEMBER 2023	74.44

WARRANT LISTING

Payment Dates: 11/4/2023 - 12/1/2023

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
819060733	103494	11/17/2023	106-222-41003	VISION BENEFITS NOVEMBER 2023	18.61
819060733	103494	11/17/2023	209-551-41003	VISION BENEFITS NOVEMBER 2023	55.83
819060733	103494	11/17/2023	209-552-41003	VISION BENEFITS NOVEMBER 2023	37.22
819060733	103494	11/17/2023	209-554-41003	VISION BENEFITS NOVEMBER 2023	18.61
819060733	103494	11/17/2023	212-461-41003	VISION BENEFITS NOVEMBER 2023	37.22
819060733	103494	11/17/2023	212-462-40101	VISION BENEFITS NOVEMBER 2023	37.22
819060733	103494	11/17/2023	212-462-41003	VISION BENEFITS NOVEMBER 2023	55.83
819060733	103494	11/17/2023	500-641-41003	VISION BENEFITS NOVEMBER 2023	186.10
819060733	103494	11/17/2023	500-642-41003	VISION BENEFITS NOVEMBER 2023	55.83
819060733	103494	11/17/2023	505-119-41003	VISION BENEFITS NOVEMBER 2023	37.22
819060733	103494	11/17/2023	998-20106	VISION BENEFITS NOVEMBER 2023	74.44
819060741	103494	11/17/2023	998-20106	VISION BENEFITS NOVEMBER 2023	37.22
Vendor VIS01 - VISION SERVICE PLAN Total:					2,009.88
Vendor: LUK00 - VIVIENNE F. KEARSLEY-LUKE OCTOBER 2023	103444	11/10/2023	209-552-43802	GENTLE YOGA CLASSES OCTOBER 2023	74.20
Vendor LUK00 - VIVIENNE F. KEARSLEY-LUKE Total:					74.20
Vendor: 2771 - WADSWORTH GLASS, INC. 51842	103564	12/01/2023	100-222-42108	BROKEN GLASS FRONT DOOR PD	1,605.00
Vendor 2771 - WADSWORTH GLASS, INC. Total:					1,605.00
Vendor: WCC01 - WCCTAC Q1 2023-2024	103446	11/10/2023	212-20025	STMP FEE COLLECTED Q1 2023-2024 (JULY - SEPT. 2023)	6,457.81
Vendor WCC01 - WCCTAC Total:					6,457.81
Vendor: 2603 - WEST VALLEY CONSTRUCTION CO, INC. 140746	103495	11/17/2023	500-642-47201	ENGINEERING DESIGN SERVICES FOR SANITARY SEWER	5,732.50
Vendor 2603 - WEST VALLEY CONSTRUCTION CO, INC. Total:					5,732.50
Vendor: 2697 - WEST YOST & ASSOCIATES, INC. 2055852	103565	12/01/2023	106-344-42101	STORM DRAIN MASTER PLAN CONSULTING	4,368.27
Vendor 2697 - WEST YOST & ASSOCIATES, INC. Total:					4,368.27
Vendor: 2766 - WYATT PTAK 10282023	103566	12/01/2023	209-20307	REFUND OF FERNANDEZ PARK BBQ 10/28/23 DEPOSITS	400.00
Vendor 2766 - WYATT PTAK Total:					400.00
Grand Total:					970,320.07

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	525,996.10
105 - Measure S -2006	568.27
106 - MEASURE S-2014	31,123.08
200 - Gas Tax Fund	28,736.83
201 - Restricted Real Estate Maintenance Fund	1,189.96
207 - NPDES Storm Water Fund	4,609.05
209 - Recreation Fund	48,787.20
212 - Building & Planning	35,407.89
215 - Measure C and J Fund	5,000.00
225 - Asset Seizure-Adjudicated Fund	2,000.00
226 - CASp Certification and Training Fund	58.00
285 - Housing Land Held for Resale	4,167.04
310 - Lighting & Landscape Districts	1,553.87
500 - Sewer Enterprise Fund	140,773.77
505 - Cable Access TV	390.13
525 - Information Systems	138,163.83
750 - Recognized Obligation Retirement Fund	1,552.50
998 - Payroll Clearing	242.55
Grand Total:	970,320.07

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business Lice...	458.00
100-10601	Gas Tanks/Corp Yard	5,678.80
100-110-41002	Emp Benefits/Dental	287.72
100-110-41003	Emp Benefits/Vision Care	55.83
100-110-42201	Office Expense	91.83
100-110-42302	Travel & Training/Milea...	1,229.05
100-110-42401	Dues & Pub/Membershi...	50.00
100-110-43102	Utilities/Water	11.65
100-111-41002	Emp Benefits/Dental	108.99
100-111-41003	Emp Benefits/Vision Care	18.61
100-111-42101	Prof Svcs/Professional Se..	1,931.25
100-111-42201	Office Expense	1,024.70
100-111-43102	Utilities/Water	27.91
100-112-41002	Emp Benefits/Dental	383.55
100-112-41003	Emp Benefits/Vision Care	55.83
100-112-42101	Prof Svcs/Professional Se..	1,312.50
100-112-42514	Admin Exp/Special Depa...	1,994.85
100-112-43102	Utilities/Water	25.58
100-113-41002	Emp Benefits/Dental	108.99
100-113-41003	Emp Benefits/Vision Care	18.61
100-113-42201	Office Expense	144.86
100-115-41002	Emp Benefits/Dental	364.69
100-115-41003	Emp Benefits/Vision Care	55.83
100-115-42101	Prof Svcs/Professional Se..	2,416.36
100-115-42201	Office Expense	387.98
100-115-43102	Utilities/Water	75.81
100-116-41002	Emp Benefits/Dental	306.58
100-116-41003	Emp Benefits/Vision Care	55.83
100-116-42101	Prof Svcs/Professional Se..	5,217.29
100-116-42514	Admin Exp/Special Depa...	4,995.00
100-116-43102	Utilities/Water	25.58
100-117-41004	Emp Benefits/PERS Retir...	258,442.42
100-117-43102	Utilities/Water	204.66
100-20011	Accounts Payable/Miscel...	55,575.47
100-221-41002	Emp Benefits/Dental	1,967.56

Account Summary

Account Number	Account Name	Payment Amount
100-221-41003	Emp Benefits/Vision Care	428.03
100-221-41008	Emp Benefits/Long Term...	594.00
100-221-42101	Prof Svcs/Professional Se..	3,022.00
100-221-42107	Prof Svcs/Equipment Ma...	33,993.29
100-221-42110	Prof Svcs/Fingerprinting	160.00
100-221-42301	Travel & Training/Conf-R...	8,210.00
100-221-42302	Travel & Training/Milea...	2,149.99
100-221-42304	Travel & Training/Officer...	4,000.00
100-221-42514	Admin Exp/Special Depa...	1,083.87
100-221-44410	Safety Clothing	3,439.80
100-222-41002	Emp Benefits/Dental	587.07
100-222-41003	Emp Benefits/Vision Care	130.27
100-222-42101	Prof Svcs/Professional Se..	6,869.74
100-222-42105	Prof Svcs/Network Main...	8,370.23
100-222-42108	Prof Svcs/Building-Struc...	7,393.85
100-222-42201	Office Expense	1,243.10
100-222-42514	Admin Exp/Special Depa...	860.80
100-222-43102	Utilities/Water	1,229.21
100-222-43103	Utilities/Electricity & Po...	7,040.98
100-223-41002	Emp Benefits/Dental	1,323.68
100-223-41003	Emp Benefits/Vision Care	223.32
100-223-41008	Emp Benefits/Long Term...	287.70
100-223-42101	Prof Svcs/Professional Se..	255.68
100-223-43102	Utilities/Water	273.16
100-223-43103	Utilities/Electricity & Po...	1,408.19
100-231-41004	Emp Benefits/PERS Retir...	90.25
100-231-42108	Prof Svcs/Building-Struc...	2,022.30
100-231-43102	Utilities/Water	1,892.95
100-231-43103	Utilities/Electricity & Po...	6,758.23
100-341-34227	Fees/Professional Svc. F...	291.25
100-341-41002	Emp Benefits/Dental	338.60
100-341-41003	Emp Benefits/Vision Care	93.05
100-341-42101	Prof Svcs/Professional Se..	2,830.50
100-341-42201	Office Expense	370.57
100-342-42101	Prof Svcs/Professional Se..	22,130.21
100-342-44410	Safety Clothing	202.97
100-343-41002	Emp Benefits/Dental	780.26
100-343-41003	Emp Benefits/Vision Care	130.27
100-343-41012	Emp Benefits/Unemplo...	599.00
100-343-42107	Prof Svcs/Equipment Ma...	116.09
100-343-42108	Prof Svcs/Building-Struc...	3,009.11
100-343-43102	Utilities/Water	964.98
100-343-44306	Other Materials Supp/M...	7,478.92
100-343-44410	Safety Clothing	1,547.33
100-345-42108	Prof Svcs/Building-Struc...	6,037.95
100-345-43102	Utilities/Water	10,428.13
100-345-43103	Utilities/Electricity & Po...	171.30
100-345-44306	Other Materials Supp/M...	398.48
100-465-41002	Emp Benefits/Dental	127.85
100-465-41003	Emp Benefits/Vision Care	18.61
100-465-42101	Prof Svcs/Professional Se..	6,492.76
100-465-42201	Office Expense	123.55
100-466-42101	Prof Svcs/Professional Se..	10,862.50
105-221-41002	Emp Benefits/Dental	434.43
105-221-41003	Emp Benefits/Vision Care	74.44
105-221-41008	Emp Benefits/Long Term...	59.40
106-222-41002	Emp Benefits/Dental	127.85
106-222-41003	Emp Benefits/Vision Care	18.61

Account Summary

Account Number	Account Name	Payment Amount
106-341-42101	Prof Svcs/Professional Se..	1,271.40
106-343-42101	Prof Svcs/Professional Se..	10,473.00
106-344-42101	Prof Svcs/Professional Se..	4,368.27
106-344-47206	Improvements/Storm Dr...	535.00
106-345-47203	Improvements/Parks	14,328.95
200-342-42101	Prof Svcs/Professional Se..	242.00
200-342-42108	Prof Svcs/Building-Struc...	335.81
200-342-42514	Admin Exp/Special Depa...	1,799.10
200-342-43102	Utilities/Water	65.12
200-342-43103	Utilities/Electricity & Po...	16,794.80
200-342-47205	Improvements/Streets	9,500.00
201-343-42108	Prof Svcs/Building-Struc...	548.93
201-343-42513	Admin Exp/Rent	100.00
201-343-43102	Utilities/Water	483.74
201-343-43103	Utilities/Electricity & Po...	57.29
207-344-42107	Prof Svcs/Equipment Ma...	1,444.88
207-344-42108	Prof Svcs/Building-Struc...	3,164.17
209-20015	Accounts Payable/Vendo...	203.30
209-20307	Deposits Payable/Recrea...	400.00
209-20308	Deposits Payable/Recrea...	250.00
209-551-41002	Emp Benefits/Dental	306.58
209-551-41003	Emp Benefits/Vision Care	55.83
209-551-42514	Admin Exp/Special Depa...	1,088.88
209-551-42515	Admin Exp/Special Events	3,688.10
209-552-41002	Emp Benefits/Dental	91.58
209-552-41003	Emp Benefits/Vision Care	37.22
209-552-42101	Prof Svcs/Professional Se..	193.69
209-552-42108	Prof Svcs/Building-Struc...	3,752.96
209-552-43102	Utilities/Water	1,658.10
209-552-43103	Utilities/Electricity & Po...	4,105.16
209-552-43802	Program Cost/Class Fees	2,234.70
209-552-43804	Program Cost/Food Prog...	4,847.68
209-552-43809	Program Cost/Newsletter	305.90
209-552-43810	Program Cost/Center Ma...	417.15
209-552-47101	FF&E/Equipment	1,246.21
209-553-42108	Prof Svcs/Building-Struc...	815.30
209-553-43103	Utilities/Electricity & Po...	75.01
209-554-36405	Recreation Chg/Summer...	1,050.00
209-554-41002	Emp Benefits/Dental	115.07
209-554-41003	Emp Benefits/Vision Care	18.61
209-554-42108	Prof Svcs/Building-Struc...	1,397.23
209-554-43102	Utilities/Water	39.72
209-554-43103	Utilities/Electricity & Po...	25.30
209-557-42101	Prof Svcs/Professional Se..	14,038.97
209-557-42108	Prof Svcs/Building-Struc...	5,868.71
209-558-43102	Utilities/Water	452.40
209-558-43103	Utilities/Electricity & Po...	7.84
212-20025	Accounts Payable/STMP ...	6,457.81
212-461-41002	Emp Benefits/Dental	255.70
212-461-41003	Emp Benefits/Vision Care	37.22
212-461-42101	Prof Svcs/Professional Se..	17,077.50
212-461-42302	Travel & Training/Milea...	453.78
212-461-42514	Admin Exp/Special Depa...	262.50
212-461-43102	Utilities/Water	24.65
212-462-40101	Salary & Wages/Full Time	37.22
212-462-41002	Emp Benefits/Dental	543.42
212-462-41003	Emp Benefits/Vision Care	55.83
212-462-42101	Prof Svcs/Professional Se..	9,961.68

Account Summary

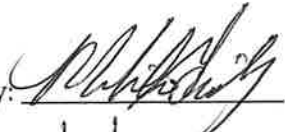
Account Number	Account Name	Payment Amount
212-462-42106	Prof Svcs/ Software Mai...	175.00
212-462-43102	Utilities/Water	65.58
215-342-42106	Prof Svcs/Software Main...	5,000.00
225-221-42514	Admin Exp/Special Depa...	2,000.00
226-000-34223	Fees/CASp Fee \$4	58.00
285-464-42101	Prof Svcs/Professional Se..	4,147.50
285-464-43102	Utilities/Water	19.54
310-347-42108	Prof Svcs/Building-Struc...	62.16
310-347-43102	Utilities/Water	746.34
310-347-43103	Utilities/Electricity & Po...	280.00
310-348-42108	Prof Svcs/Building-Struc...	65.37
310-348-43103	Utilities/Electricity & Po...	400.00
500-10601	Gas Tanks/Corp Yard	2,087.69
500-641-41002	Emp Benefits/Dental	914.04
500-641-41003	Emp Benefits/Vision Care	186.10
500-641-42107	Prof Svcs/Equipment Ma...	2,484.61
500-641-42108	Prof Svcs/Building-Struc...	762.72
500-641-42201	Office Expense	1,366.66
500-641-42401	Dues & Pub/Membershi...	300.00
500-641-43102	Utilities/Water	1,125.72
500-641-43103	Utilities/Electricity & Po...	73,844.97
500-641-44302	Other Materials Supp/Sl...	14,197.89
500-641-44303	Other Materials Supp/C...	24,287.83
500-641-44304	Other Materials Supp/Pe...	279.00
500-641-44305	Other Materials Supp/La...	5,562.11
500-641-44306	Other Materials Supp/M...	421.01
500-641-44410	Safety Clothing	1,754.08
500-642-41002	Emp Benefits/Dental	229.61
500-642-41003	Emp Benefits/Vision Care	55.83
500-642-42107	Prof Svcs/Equipment Ma...	2,418.63
500-642-42514	Admin Exp/Special Depa...	389.90
500-642-43103	Utilities/Electricity & Po...	594.15
500-642-44410	Safety Clothing	608.90
500-642-47201	Improvements/Building	6,902.32
505-119-41002	Emp Benefits/Dental	255.70
505-119-41003	Emp Benefits/Vision Care	37.22
505-119-43102	Utilities/Water	59.26
505-119-43103	Utilities/Electricity & Po...	37.95
525-118-42101	Prof Svcs/Professional Se..	45,497.50
525-118-42105	Prof Svcs/Network Main...	31,452.35
525-118-42107	Prof Svcs/Equipment Ma...	4,365.90
525-118-42510	Admin Exp/Software Pur...	4,293.81
525-118-43101	Utilities/Telephone	13,373.22
525-118-43105	Utilities/Cable	29.89
525-118-47102	FF&E/Computer Equipm...	39,151.16
750-463-42101	Prof Svcs/Professional Se..	1,552.50
998-20105	Sal & Ben Payable/Denta...	566.38
998-20106	Sal & Ben Payable/Vision...	111.66
998-20113	Sal & Ben Payable/SIT Wi..	-385.99
998-20116	Sal & Ben Payable/SDI W...	-49.50
Grand Total:		970,320.07

Project Account Summary

Project Account Key	Payment Amount
None	914,861.71
10034242101IN2106	22,130.21
10634342101IN2102	5,020.00
10634342101IN2201	5,453.00

Project Account Summary

Project Account Key	Payment Amount
10634447206SW1901	535.00
10634547203IN1704	14,328.95
20955142514GR2303	1,088.88
50064247201SS2201	<u>6,902.32</u>
Grand Total:	970,320.07

Approved By: 
Date: 11/30/2023



CITY COUNCIL REPORT

9.C.

DATE: DECEMBER 5, 2023
TO: MAYOR AND COUNCIL MEMBERS
FROM: DAVID HANHAM, PLANNING MANAGER
SUBJECT: RECEIVE UPDATE ON STATUS OF PARKLET/OUTDOOR DINING IN PINOLE AND APPROVE EXTENSION OF EXISTING TEMPORARY USE PERMITS UNTIL JUNE 30, 2024

RECOMMENDATION

Staff recommends that the Council receive an update on Outdoor Dining/Parklets in Pinole and take the following actions:

1. Extend the Temporary Use Permits for outdoor dining at Tina's Place and Sue's Place through June 30, 2024 to provide additional time to conduct outreach and develop permanent regulations if so desired by the Council; and
2. Agendize as Old Business item on the February 20, 2024 Council meeting an update from Staff on findings from the business interviews and setting a schedule for development for permanent regulations; and
3. Direct that the development of the active transportation plan consider and incorporate recommendations from the Old Town Pinole Parking & Pedestrian Safety Study, as appropriate.

BACKGROUND

Outdoor dining extends eating establishments seating into the sidewalk, street and underutilized areas that can enliven the street, support economic development, and help reprioritize public space for human use. The City of Pinole's current regulations regarding outdoor dining was established in 2010 with a major Zoning Code Amendment in coordination with the adoption of the General Plan and Three Corridor Specific Plan. The regulations allow for outdoor dining in all zoning districts, except for residential zoning districts, with approval of an Administrative Use Permit and an Encroachment Permit (if City property is involved). An Administrative Design Review (Zoning-Administrator approval) or Comprehensive Design Review (Planning Commission approval) may also be required depending on the size of the proposed structure.

During the COVID-19 pandemic, the City Council established an expedited, modified process through an Urgency Ordinance which allowed eating establishments the ability to utilize existing parking lots, street rights-of-way and open spaces between buildings to serve food to customers. In April of 2023, staff provided an overview of the current regulations related to outdoor dining and sought direction from the Council on the development of a recommended framework for requirements applicable to outdoor seating areas on sidewalks, in street parking areas, and on public and private property. The framework that was reviewed and recommended by the Planning Commission included:

- Defining categories of outdoor dining
- Establishing the permitting process for outdoor dining
- Describing the locations and/or zoning districts where the use is allowed.
- Establishing standards of design, materials, size, and landscaping (etc.)

- Considering encouraging other elements such as public art and bicycle parking
- Establishing standards that address uses of the area.
- Addressing parking requirements
- Addressing the transition from temporary outdoor eating areas to permanent outdoor eating areas

The City Council at its regular meeting of April 4, 2023, reviewed the Planning Commission's recommendation, took comments, and provided the following directions:

1. Extended the active temporary use permits through the end of the year (2023).
2. Directed Staff to review the Old Town Pinole Parking and Pedestrian Safety Study and return with suggestions regarding the report including parklets, bulb-outs, wayfinding, and other goals outlined in the study.
3. Directed Staff to conduct some outreach with the goal of finding out if there was interest in creating permanent parklets or outdoor dining eating facilities and identifying the constraints among businesses (businesses with business licenses that had a component of food service and that also had storefronts or dining in the City) that would keep them from having outdoor dining.

REVIEW AND ANALYSIS

City Council has requested an update on direction provided at the April 2023 meeting. Work on this item was slightly delayed due to the work conducted on the Housing Element in Spring and Summer of 2023. Below is a synopsis of activities currently underway with respect to direction provided by Council:

1. Council Direction: *Extended the active temporary use permits through the end of the year (2023).*

Staff Update: Staff reviewed all the temporary use permits that were permitted under the Urgency Ordinance. Staff contacted the two businesses (Tina's Place at 2300 San Pablo Avenue and Sue's Place at 2265 Pear Street) with active parklets/outdoor dining to inquire about their future desires for outdoor dining, and to let them know that their temporary permits for outdoor dining would expire at the end of 2023.

The owner of Tina's Place provided the following feedback:

- The outdoor dining allowed under the Temporary Use Permit has allowed Tina's to expand their business as well provide a place where people can congregate with their pets and enjoy food and beverages.
- They would like to maintain their outdoor dining location while simultaneously moving forward with an application for a permanent outdoor dining permit.
- They are interested in working with City on establishing new guidelines for outdoor dining and parklets.

The owner of Sue's Place provided the following feedback:

- The parklet has allowed them to expand the capacity of patrons and provide a unique dining experience.
- The owner wants to maintain the parklet for the current time until they are able to either process a permit under the current code or with a new set of guidelines.

- The owner wants to work with the City to continue to improve pedestrian and vehicular circulation around the temporary parklet, in the spirit of the improvements that have occurred with the recent intersection enhancements at Tennant and Pear. The owners will remove the plastic sheeting to improve the vision triangle and keep the roof so that it can be used in inclement weather.
- Based on the owner's interest of keeping the parklet, the owner would be willing to establish a permanent parklet either under the existing guidelines or to work with the City in establishing new guidelines for a permanent solution for their parklet.

Based on the conversation with both businesses, Staff learned that both business owners want to proceed with a permanent alternative, while simultaneously being allowed to retain their outdoor dining. For this reason, Staff recommends extending the Temporary Use Permits for Tina's Place and Sue's Place through June 30, 2024 to provide additional time for Staff to develop permanent regulations that will be taken through an Ordinance process.

2. Council Direction: Directed Staff to review the Old Town Pinole Parking and Pedestrian Safety Study and return with suggestions regarding the report including parklets, bulb-outs, wayfinding, and other goals outlined in the study.

Staff Update: Staff has reviewed the Old Town Pinole Parking & Pedestrian Safety Study (the Safety Study) dated March 20, 2020 (Attachment A) and presented to the Council on September 15, 2020 (Attachment B). The Safety Study analyzed various options for pedestrian safety, assessed parking usage, and identified opportunities for wayfinding in the downtown area of Old Town Pinole.

For example, page 29 of the Safety Study outlines pedestrian improvements (e.g., extending sidewalks, creating bulb outs /curb extensions) along Tennant Avenue and San Pablo Avenue as well as Pinole Valley Road and San Pablo Avenue. The extension of sidewalks and bulb-out/curb extensions could not only enhance pedestrian safety but also allow businesses along those corridors opportunities for outdoor dining and the installation of parklets. Additionally, due to underutilized parking described on pages 18 and 19, there may be more room to expand sidewalk areas between bulb-outs as noted on page 29 of the Safety Study.

Two City initiatives currently underway align with this project, as described below.

- The City is in the midst of preparing "Walk and Roll Pinole", an active transportation plan that aims to establish a vision for improving walking and bicycling in Pinole. In consultation with the Department of Public Works, staff found that Safety Study recommendations for pedestrian improvements, parking improvements, and wayfinding planning and implementation can be utilized within the active transportation plan as well as identifying future transportation projects (e.g., bulb-outs, sidewalk extension, and traffic calming) in the Capital Improvement Plan. By including projects in both of those plans, the City could maximize grant opportunities for transportation improvements through the regional agencies that would create potential outdoor dining areas within the downtown area. Staff recommends the Council direct that the development of the active transportation plan consider, and incorporate as appropriate, the Safety Study recommendations.
- The city is implementing the Economic Development Strategy. Major Initiative 5 includes action to increase development capacity and support placemaking activities in the downtown and waterfront (bay and creek) areas. Year 2 of the EDS includes an action step to investigate potential for establishing one or more business improvement districts (BID's) to fund revitalization and placemaking activities within special focus areas (e.g., Downtown). A portion

of this work could include consideration of the Safety Study, and in particular, recommendations that create a more cohesive pedestrian network in Old Town Pinole that enhances placemaking elements, such as branded wayfinding, extending and improving the existing trail network, pedestrian scale lighting, utilizing parking more efficiently, and pedestrian safety. Specific site recommendations can be found in Chapter 3 of the Safety Study.

3. Council Direction: *Directed Staff to conduct some outreach with the goal of finding out if there was interest in creating permanent parklets or outdoor dining eating facilities and identifying the constraints among businesses (businesses with business licenses that had a component of food service and that also had storefronts or dining in the City) that would keep them from having outdoor dining.*

Staff Update: Staff has developed an outreach plan to survey businesses for interest in creating permanent parklets or outdoor dining facilities and identifying constraints. Staff has completed the following:

- Reviewed businesses with business licenses that have a component of food service and storefronts/dining and organized businesses into five categories:
 - Downtown Corridor
 - San Pablo Avenue
 - Appian Way
 - Fitzgerald Drive
 - Pinole Valley Road
- Developed survey questions to utilize as a framework for conversations. The following provides some examples of the questions anticipated to be asked:
 - What are your thoughts on parklets or outdoor dining areas in Pinole, in general? Would you like to see more or less of this type of use? Do you have any concerns that come to mind related to parklets?
 - If the City developed a permanent/enhanced process for parklets and outdoor dining, what would you like to see in the process? For example, would you prefer the process remain administrative if a business met a specified set of standards, or should there be public meetings involved?
 - Please specify any particular constraints (such as monetary cost, physical limitations, staffing limitations) that would hinder you from having outdoor dining at your business.
 - Would you like to design and develop your own outdoor dining area or choose from pre-approved options for parklets and outdoor dining areas?
 - Would you prefer your area to be private or shared with others? If the area was for exclusive use would you be willing to pay an annual use fee?
 - Would you prefer to have your outdoor dining area in the parking lot or a parklet on the street?

- Ideally, how many tables/chairs would you like to see in your outdoor eating area?
- Would you be willing to be responsible for maintenance of the area?
- Staff is meeting with downtown businesses in November and December and coordinating meetings with the rest of the businesses in January. All meetings will be conducted in person, if possible.

Staff recommends that findings from business interviews be presented to the City Council at the second meeting in February 2024. At that meeting, Council could provide direction on whether or not to pursue permanent parklet regulations and/or enhanced outdoor dining regulations. If the Council decides to pursue these regulations, they could direct that the Municipal Code Subcommittee review draft regulations in March 2024, with the Planning Commission making a recommendation on the regulations in April 2024 and the City Council considering adoption of the regulations in May of 2024.

FISCAL IMPACT

There is no fiscal impact to receiving this report.

ATTACHMENTS

- A. Old Town Pinole Parking & Pedestrian Study
- B. September 15, 2020 Staff Report and Attachments

Old Town Pinole Parking & Pedestrian Safety Study

March 2020

PREPARED FOR THE CITY
OF PINOLE, CA

BY:



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Study Overview

The primary goals of this study included the following:

- Completing a parking study to determine parking utilization in accordance to the General Plan and in response to Old Town Pinole business concerns
- Improving pedestrian safety in arriving to their destinations in Old Town Pinole, especially from underutilized parking lots
- Increasing connectivity between parking and destinations, including the Bayfront, and
- Enhancing Old Town Pinole's unique character as both a destination and as a pedestrian experience.

In developing this report, the following Plans were referenced: the Contra Costa Bicycle Plan (2009), the City of Pinole General Plan (2010), and the previous Parking Studies conducted in Old Town Pinole (2000, 2006, and 2008)

Old Town Pinole offers a vibrant small town setting that is still connected to the greater Bay Area. It has a unique shopping and dining district for both residents and visitors. Old Town Pinole is located adjacent to the San Pablo Bay shoreline at Bayfront Park, connected by the Pinole Creek Trail.

Old Town Pinole is close to regional

connections like Interstate 80 and the San Francisco Bay Trail. The Bay Trail is a collection of regional multi use trails that will encompass the Bay Area and, when completed, connect communities around the shoreline of the Bay Area with 500 miles of recreational trails.

The City of Pinole's one mile of publicly accessible waterfront is along a great regional destination: San Pablo Bay. Pinole Creek Trail connects Old Town Pinole to San Pablo Bay and the San Francisco Bay Trail. Highlighting these connections and the unique identity of Old Town Pinole can enhance the experience of residents and visitors alike.

Old Town Pinole is located half a mile from these regional destinations. The well-used trail passes by the Pinole Creek Demonstration Project, which restored tidal marsh and riparian vegetation and reduced flood risk along approximately 1,000 feet of lower Pinole Creek. The all-purpose trail is ADA accessible, provides creek access points and interpretive elements.



Study Area

The study area consists of Old Town Pinole and nearby Bayfront Park. Old Town Pinole is the City of Pinole's historic commercial and civic district, encompassing the blocks around San Pablo Avenue from Oak Ridge Road to the west to John Street to the east; and Plum Street to the south and Fernandez Park to the north. Old Town Pinole includes City Hall, the Public Safety Building, the Youth Center, historic Bank of Pinole Building, the Senior Center, the Pinole Community Playhouse, and Fernandez Park. A variety of retail, dining, and commercial uses are situated along San Pablo Avenue and adjacent blocks. Pinole Creek and the paved Pinole Creek Trail extend through Old Town.

Bayfront Park is located along San Pablo Bay at the end of Tennent Avenue. The park provides access to the shoreline, near-by historic landmark Fernandez Mansion and to the San Francisco Bay Trail; a regional multi-purpose trail encircling the bay. Pinole Creek Trail terminates a short distance from Bayfront Park.

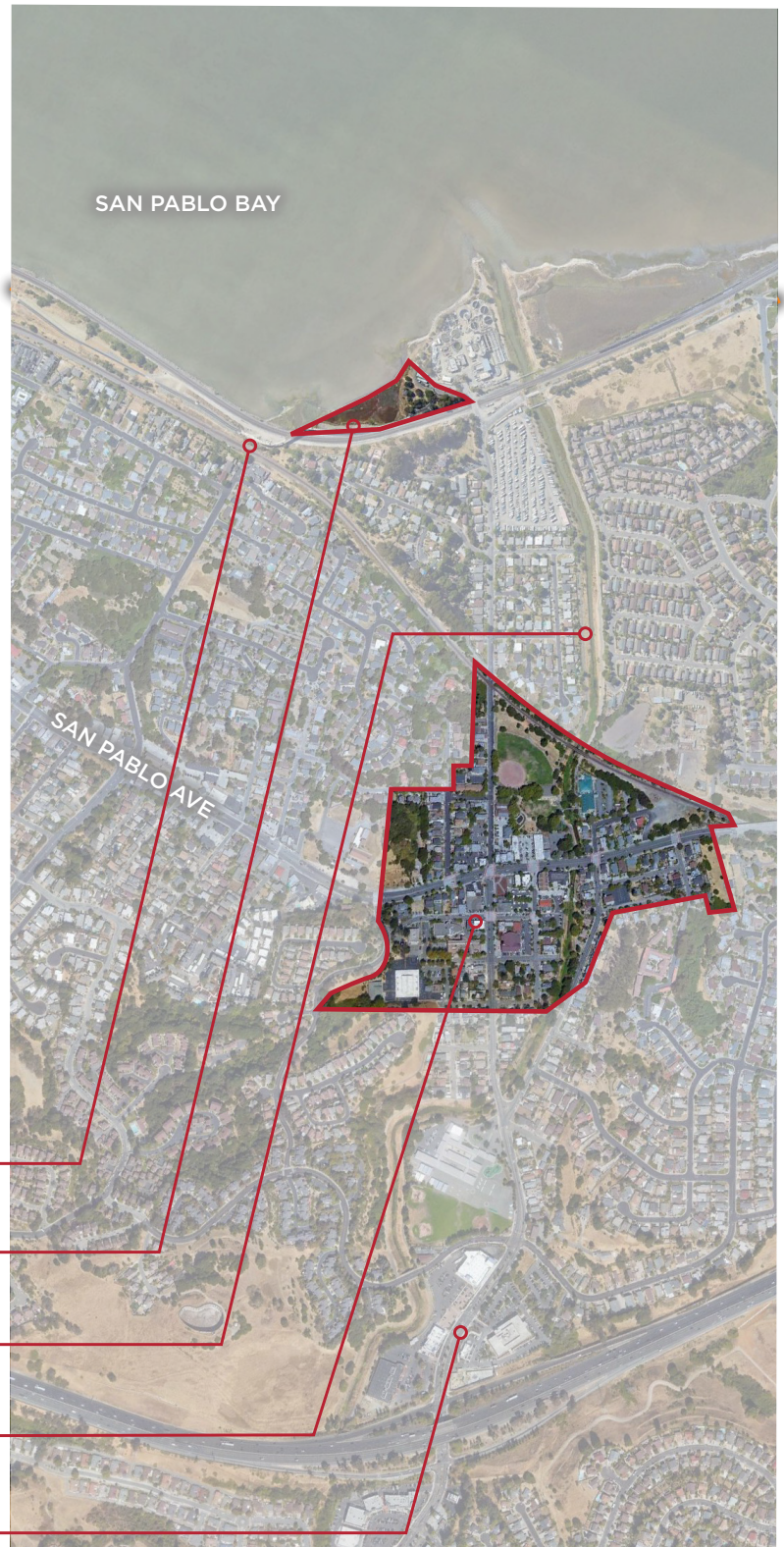
SF Bay Trail

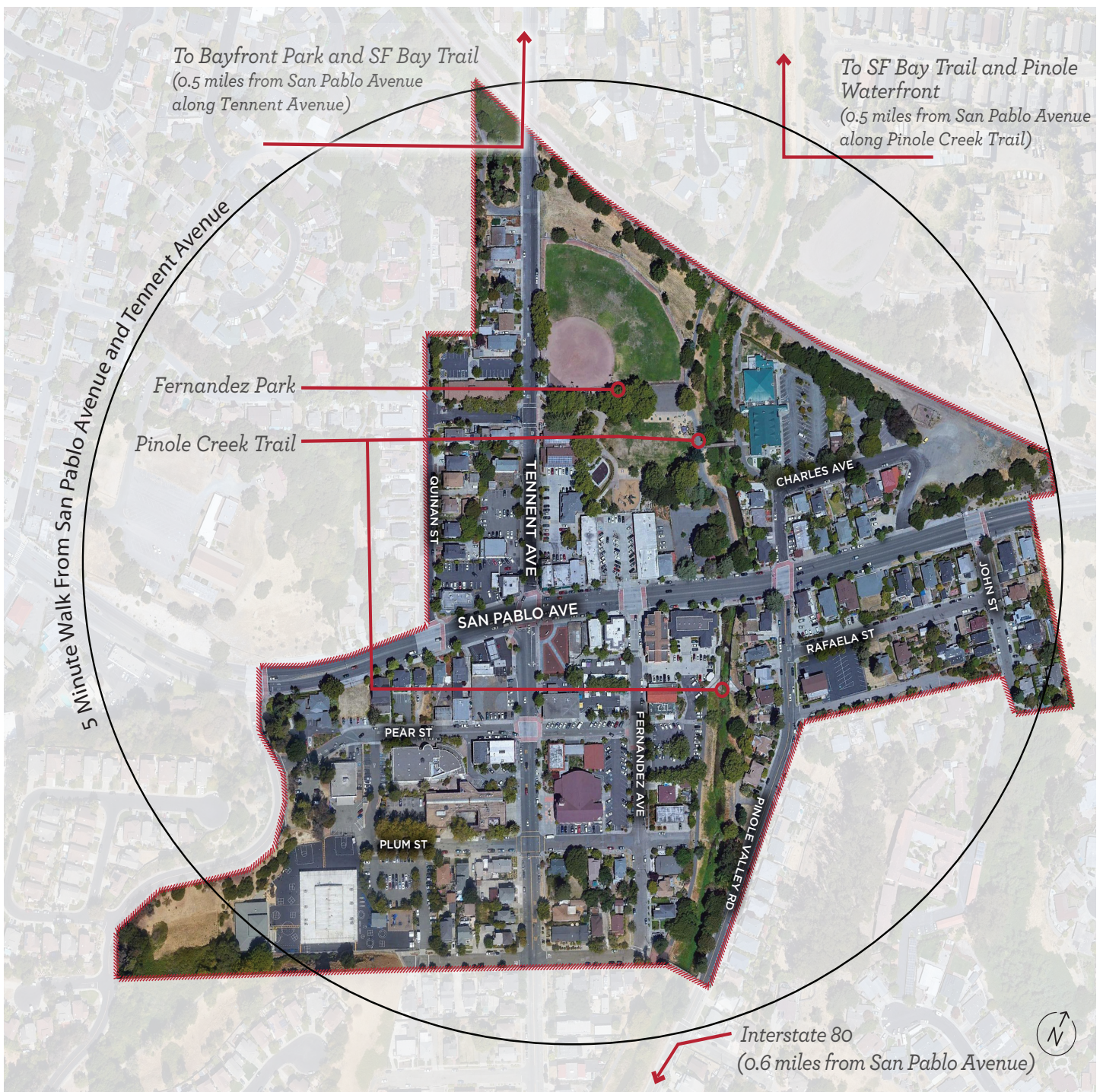
Bayfront Park

Pinole Creek Trail

Old Town Pinole

Pinole Creek Trail





The size of Old Town Pinole is conducive to an accessible pedestrian experience as many destinations are within a comfortable walking distance. Parking in Old Town Pinole is underutilized and inefficiently spread across the district. Parking is in higher demand closer to the destinations that Old Town Pinole boasts while parking that is farther away is underutilized. Improvements to the pedestrian experience can encourage better connections between available parking and visitor's destinations. This study found that existing available parking in Old Town Pinole is inefficiently utilized.

Study Goals

- **Utilize parking more effectively.** Parking in Old Town Pinole is underutilized. With a more robust wayfinding system to guide drivers to parking lots, public parking spaces can be utilized more effectively. Pedestrian wayfinding improvements would further connect people to destinations from available parking.
- **Improve pedestrian safety.** An incomplete wayfinding system, difficult crossings, and obstructed pedestrian facilities present a barrier to a vibrant pedestrian experience in Old Town Pinole. Implementing complete streets principles aimed at increasing pedestrian safety would address safety concerns.
- **Improve connections.** Improvements to the pedestrian experience can encourage better connections between available parking, and visitor's destinations throughout Old Town Pinole. Additionally, this would enhance the connection between Old Town Pinole and the SF Bay Trail. When completed, the Bay Trail will connect communities around the Bay Area with a multi-use path for pedestrians and bicyclists to enjoy. It is vital that there are safe, convenient, and comfortable pedestrian connections for all visitors.
- **Old Town Character.** Fostering the small town design elements that make Old Town Pinole unique will enhance the experience of those walking in Old Town Pinole. Elements like wayfinding and informative signage and well-placed street trees would help create a more pleasant walking experience.

Guiding Principles from Complete Streets

The process to develop recommendations for Old Town Pinole was informed by complete street principles that are intended to create a safe and inviting space for all users. These include:

- **Safety.** Balance the safety needs of all users and ability levels, including pedestrians, bicyclists, transit-riders, and drivers. Add additional lighting in key areas such as along the Pinole Creek Trail
- **Comfort.** Create a comfortable space for pedestrians to create a more pleasant walking experience in Old Town Pinole. This includes adding pedestrian scale lighting and streetscape amenities, increasing pedestrian lead times at crossings, as well as expanding sidewalk areas, reducing crossing distances, and installing a complete wayfinding system.
- **Convenience.** Make walking easier by improving the connectivity of the pedestrian facility network by creating safer crossings, especially along the Pinole Creek Trail and improving connections to regional attractions like the Bay Trail and Bayfront Park. Employ pedestrian oriented wayfinding to encourage walking and install bicycle parking throughout the district and close to destinations to make the area more accessible to bicyclists.



Narrower travel lanes help promote slower speeds and reduce crash severity.



Street trees provide shade, reduce air pollution and positively impact mental health.



Wide sidewalks allow for a comfortable pedestrian experience for all ages where two people can walk side-by-side.



Curb extensions visually and physically narrow the roadway, creating safer and shorter crossings for pedestrians.

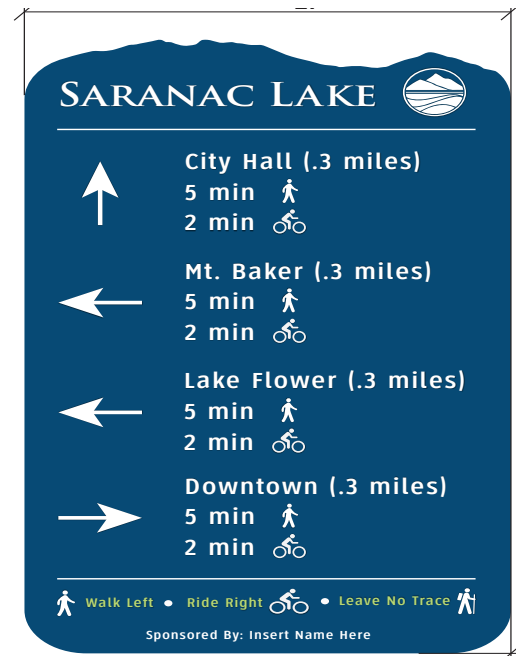
Outreach and Design Process

The data gathering and public outreach performed for this study helped inform the City of Pinole's recommendations to address goals of this study. The process was comprised of three chapters: Study Kick Off Meeting, the Parking Study, and an Open House.

- **Kick Off Meeting.** At the study kick off meeting, the City of Pinole identified areas of concern to be addressed through this study's recommendations.
- **Parking Study.** A consultant team analyzed parking trends, including demand, within Old Town Pinole. This data informed Pinole staff on the distribution of parking demand within Old Town Pinole.
- **Open House.** The public provided input and feedback on developed recommendations at the Open House, as well as parking and transportation habits and needs in Old Town Pinole.



Pedestrian Network Improvements are improvements that expand pedestrian access to destinations.



Wayfinding helps direct users to destinations and can encourage active modes of travel.



Crossing Improvements are geared towards making intersections safer for all users. Crossing Improvements can include treatments like reducing the crossing distance, as well as installing crosswalks and curb extensions.

2

Existing Conditions

The existing conditions investigation phase of this study was an important part of the development of the recommended pedestrian priority improvements. Hearing from the community and stakeholders on potential issues and concerns in Old Town Pinole informed the design goals. Conducting a parking study and comparing it to historical parking data shed light on how visitors behave in Old Town. Finally, reviewing pedestrian and bicyclist crash data with vehicles prioritized locations for improvements.



Existing Conditions

Old Town Pinole is bisected by San Pablo Avenue, a regional north-south corridor connecting communities in the East Bay from Crockett to Oakland. Within Old Town Pinole San Pablo Avenue has two travel lanes in each direction and parking on both sides of the street that is free for one or two hours. Through Old Town Pinole San Pablo Avenue is signed as a Bike Route (Class III shared facility) and as part of the I-80 Bikeway. Pedestrian curb extensions are present at three existing intersections along San Pablo Avenue to increase visibility and reduce the crossing distances. Examples of curb extensions exist at the intersections along San Pablo Avenue and Quinnan Street, Tennent Avenue, and Fernandez Avenue. 6'-8' wide sidewalks are present along both sides of San Pablo Avenue. However, they are frequently interrupted by obstacles like signs posts, utility poles and boxes, and driveways to local businesses.

Old Town Pinole is adjacent to Bayfront Park and a segment of the Bay Trail. Currently, connections to these regional attractions can be challenging for pedestrians and bicyclists. Improving these connections will ease the flow of circulation for Pinole and neighboring communities.

Existing Challenges and Opportunities

- Underutilized parking spaces leads to an inefficient distribution of parking demand.
- Uncomfortably wide and exposed crossings for pedestrians present barriers in the existing pedestrian network and are cause for jaywalking, endangering pedestrians and drivers.
- Improving connections to the Bay Trail will unlock greater connectivity to the greater Bay Area.
- Gaps in the existing wayfinding system make Old Town Pinole less easy to navigate, as a driver, a pedestrian and as a bicyclist.



Wide crossings across San Pablo Avenue can create uncomfortable walking experiences.



The existing pedestrian network is frequently interrupted by driveways or narrowed due to utility poles in the sidewalk zone.



Improving trail connections along San Pablo will increase the connectivity for a low stress multi-use network in Pinole.



An incomplete wayfinding system can present barriers to visitors and residents navigating Old Town Pinole. Existing wayfinding signage is not easily recognizable to drivers passing on San Pablo Avenue.

Parking Study

As a part of this study, a consultant team analyzed trends in parking demand in Old Town Pinole and the findings were compared to previous parking study findings completed in the following years 2000, 2006, and 2008.

Old Town Pinole has 13 off-street public parking lots, with a total of 453 available parking spaces. The district also has 415 available on-street parking spaces.

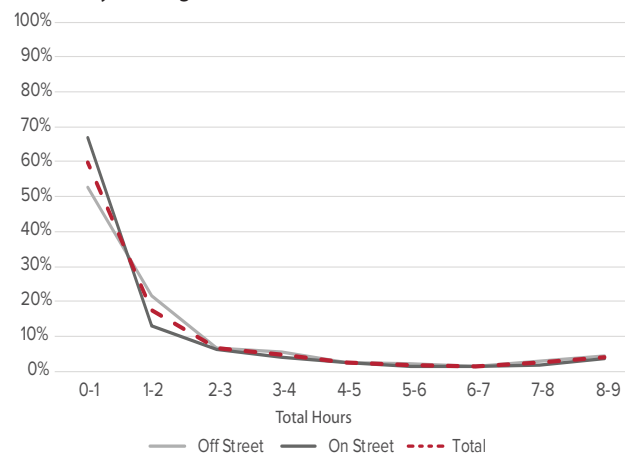
The compiled data showed that parking in Old Town Pinole, as a whole, is underutilized.

Main Takeaways

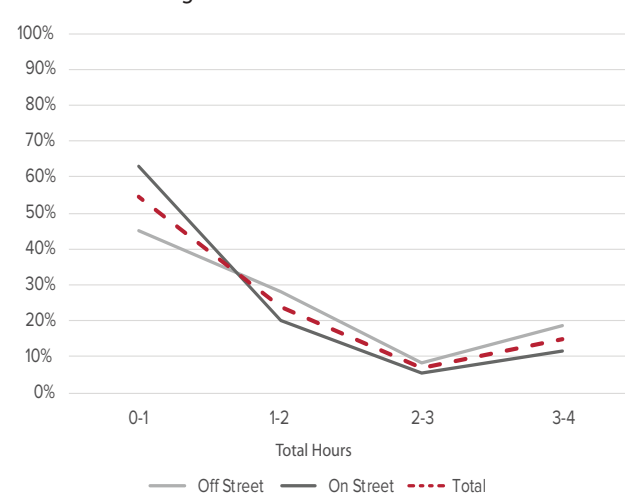
- A majority of those observed parking in Old Town Pinole did so for fewer than 4 hours.
- A 4 parking lots and 4 blocks of on-street public parking approach, or exceed, their capacities and are over utilized. These are primarily located in the central and southwestern portions of Old Town Pinole. During high demand times, typical driver behavior may include drivers circling these areas looking for parking, which might increase congestion.
- 9 parking lots and 7 blocks of on-street public parking are underutilized. These are primarily located in the northern and southeastern portions of Old Town Pinole.

- Developing a complete wayfinding system that includes wayfinding to on-street parking and public parking lots may guide drivers from the over-utilized parking to help distribute parking more efficiently.

Weekday Parking Duration



Weekend Parking Duration



Parking Utilization in Old Town Pinole

As a part of this study, parking demand was recorded and evaluated on September 26th from 7am - 5pm and September 28th from 3pm - 8pm. Below is a map of the recorded parking demand on these dates, as well as the parking capacities for each block with on-street public parking and every public off-street parking lot. Analyzing the peak occupancies at these locations produced a better understanding of the parking demand at each parking lot or block. On-street parking blocks within the commercial areas should be prioritized for increasing commercial parking. These blocks include: 1, 3, 4, 5, 7, 8, and 10.



Off-Street Parking in Old Town Pinole

Lot	Street Address	Number of Spaces	Weekday Peak	Weekday Peak Time	Weekend Peak	Weekend Peak Time
1	2180 Prune Street	70	61 (87%)	12pm	68 (97%)	7pm
2	Right of 2101 Pear Street	14	15 (107%)	8am	12 (85%)	5pm
3	2169 Pear Street	17	15 (88%)	10am-12pm, 1pm	5 (29%)	3-5pm, 6-8pm
4	836 Tennent Avenue	17	11 (65%)	10am	6 (35%)	3pm, 5pm
5	2372 Pear Street	42	34 (81%)	1pm	38 (90%)	7pm
6	2401 San Pablo Avenue	35	25 (71%)	7am	31 (89%)	7pm
7	813 Fernandez Avenue	50	27 (54%)	1pm	31 (62%)	6pm
8	2548 San Pablo Avenue	7	5 (71%)	3pm	4 (57%)	4pm, 7pm
9	2560 Charles Avenue	23	17 (74%)	12pm	2 (8%)	6pm
10	2518 Charles Avenue	64	48 (75%)	9am	0	-
11	648 Tennent Avenue	63	52 (83%)	12pm	23 (37%)	4pm
12	592 Tennent Avenue	22	6 (27%)	11am	2 (9%)	3pm
13	635 Tennent Avenue	35	30 (86%)	11am	21 (60%)	6pm
	TOTAL	442				

On-Street Parking in Old Town Pinole

Block	Blocks included	From	To	Number of Spaces	Weekday Peak	Weekend Peak
1	East and West sides of Tennent Avenue	San Pablo Avenue	Buena Vista Drive	57	17	12
2	North and South sides of Park Street; and East and West sides of Quinnan Street	Beginning of Street; and Park Street	End of Street; and San Pablo Avenue	41	24	26
3	All sides of Charles Avenue	San Pablo Avenue	San Pablo Avenue	36	23	18
4	North and South sides of San Pablo Avenue	Tennent Avenue	Oak Ridge	15	10	7
5	North and South sides of San Pablo Avenue	Tennent Avenue	Pinole Valley Road	28	24	21
6	North and South sides of San Pablo Avenue	Pinole Valley Road	John Street	18	14	11
7	North and South sides of Pear Street	Oak Ridge	Fernandez Avenue	55	45	19
8	North and South sides of Plum Street	Beginning of Street	End of Street	41	29	38
9	East and West sides of Tennent Avenue	San Pablo Avenue	Prune Street	36	13	18
10	East and West sides of Fernandez Avenue	San Pablo Avenue	Prune Street	44	16	18
11	East and West sides of Pinole Valley Road; North and South sides of Rafaela St; and East and West sides of John Street	San Pablo Avenue; Beginning of Street; and San Pablo Avenue	Samuel Street; End of Street; and Samuel Street	44	26	26

Pedestrian and Cyclist Safety Analysis

As a part of this study, collisions from the years of 2014 - 2018 involving vehicles and either pedestrians or bicyclists within Old Town Pinole were studied.

During the study period, three pedestrians and two bicyclists were injured in Old Town Pinole. Three of the five collisions involving bicyclists or pedestrians occurred along San Pablo Avenue or on the approach to the intersection of San Pablo on Tennent Avenue. Both of these streets lack bicycle facilities.

Of the three collisions involving pedestrians, two of the collisions involved pedestrians crossing at crosswalks. One of these collisions occurred at Tennent Avenue and San Pablo Avenue, a signalized crossing, while the other occurred at Tennent Avenue and Pear Street, an un-signalized crossing. The third collision at Oak Ridge Road and Pear Street involved a pedestrian crossing not in a crosswalk. Both of the bicyclist collisions that occurred during this time period occurred on streets without bicycle facilities.

Of the five total crashes involving pedestrians or bicyclists, four of these occurred during daylight hours. Four of the five crashes happened on a weekday.

Slowing Traffic Means Saving Lives

When traffic is slowed, fewer collisions happen and the severity of the collisions is reduced. Pedestrians and bicyclists are more vulnerable to collisions than their vehicular counterparts. Pedestrians involved in collisions with drivers going 40 miles per hour only have a 10% chance of surviving the collision, while pedestrians involved in collisions with drivers going 20 miles per hour have a 90% chance of survival.

Collisions Involving Drivers and Bicyclists or Pedestrians (2014 - 2018)



Pedestrian Injury



Bicyclist Injury

Outreach

The outreach process for this study allowed for public input to guide the recommendations of this study.

To support this effort, the City held an Open House on November 6, 2019 from 3pm-7pm. The City of Pinole mailed and distributed 178 fliers to residents and businesses within Old Town Pinole to advertise the event. The event flyer was advertised on the City website and City Hall Community Board. The Open House included interactive displays of this study's recommendations, parking analysis, and collision analysis. The outreach event also included a "Walk and Talk" program that took participants along San Pablo Avenue and Tennent Avenue. During this activity participants observed the existing conditions in Old Town Pinole, identified specific concerns and discussed possible solutions.

During the Open House, the 12 event participants identified specific areas of concern, as well as general themes that should be incorporated to address the goals of this study.

More general areas of concern highlighted during the outreach process included the need to prioritize trail crossing facilities, creating a continuous pedestrian experience, slowing traffic speeds, reducing traffic noise, attracting visitors, installing new placemaking elements, planting street trees, fostering Old Town Pinole's Main Street character, adding additional lighting in key areas such as along the Pinole Creek Trail and installing more public art in Old Town Pinole. Art installations that should be considered include decorative installations for welcoming visitors to Old Town Pinole, painted utility boxes, and murals along the Pinole Creek Trail.

A specific area to be addressed identified through the public outreach process was the crossing for Pinole Valley Road across San Pablo Avenue. Pedestrians crossing San Pablo Avenue find this intersection difficult due to the congestion caused by drivers attempting to turn right at this intersection.



During a Walk and Talk, participants were invited to provide input on how to create a safer, more walkable environment in Old Town Pinole.



An event participant studies the results of the parking study at the Open House.



The public was asked to comment and provide feedback on the walking and parking experience in Old Town Pinole during the outreach process for this study.

3

Recommendations

Recommendations were developed to address the goals of this study. The goals include utilizing parking more efficiently, improving pedestrian safety, increasing connectivity, and enhancing Old Town Pinole's character. The recommendations incorporated the data gathered through public input, the collision analysis, and the parking study to meet these goals.

The recommendations are based on current best practices to address the concerns that were identified as a part of this study. The following pages describe potential treatments that promote the goals of this study as described.



Recommendations

Employing the data gathered through the community input process, the collision analysis, and the parking study, recommendations were developed to address the study's primary goals.

Utilizing Parking More Efficiently

Improving the display and communication of information to visitors of Old Town Pinole will facilitate a greater ease of access for all users. Creating clear and recognizable signage for public parking surface lots will allow drivers to better utilize open parking. Employing signage and wayfinding features that are designed for pedestrians and trail users will help connect visitors to destinations through the area including between parking and destinations and Old Town and the shoreline. By directing traffic between lots through signage and wayfinding, Old Town Pinole's parking system can become more cohesive and more efficiently utilized.

Pedestrian Safety

Improvements to increase the visibility of pedestrians will increase the safety of all road users. Relevant treatments include removing the slip lane on San Pablo Avenue at Tennent Avenue, installing high visibility crosswalks, curb extensions, and reducing turn radii.

A crucial benefit of these improvements is to slow drivers down and increase pedestrian visibility, key themes identified through the public outreach

process. Reducing drivers' speeds has been proven to be one of the most effective countermeasures at reducing the number of collisions and the severity of those that do occur.

Connectivity

The need to improve trail connections and the ease of navigation in Old Town Pinole was identified during the public outreach process. Implementing a standardized and cohesive wayfinding system for pedestrians and drivers seeking parking will improve the convenience of navigation.

Improving connections to the Pinole Creek Trail, a commonly identified need from the received public input, will make it easier to navigate Old Town Pinole on a low stress network of pedestrian facilities. Increasing the connections of these facilities will also improve the connection to Old Town Pinole to the greater Bay Area through the Bay Trail.

Old Town Pinole Character and Walking Experience

Many improvements will foster a more pleasant and comfortable walking experience in Old Town Pinole. They will also aid the small town character and placemaking that Pinole residents value.

Improvements to increase the comfort of the pedestrian experience in Old Town Pinole include street trees, planted medians, supporting Pinole Artisans by partnering with local artists to paint utility boxes in Old Town Pinole, and installing pedestrian scale lighting, bike parking, and street furniture.

Typical Treatments



High visibility crosswalks use marking patterns that are easier to spot to make pedestrians more visible to drivers. These should be paired with advanced warning markings and signage to better notify drivers.



Curb extensions reduce crossing distances and help make pedestrians more visible. They also provide space for plantings.



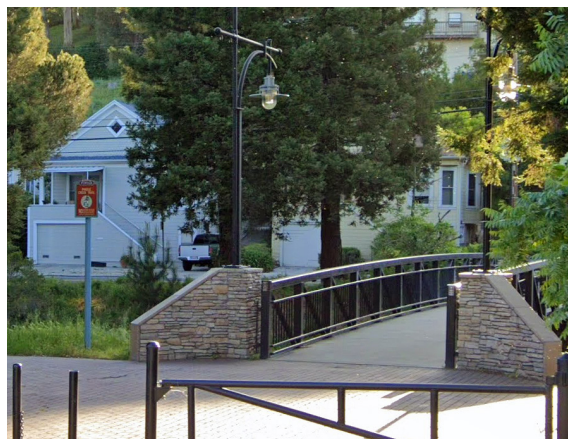
Pedestrian refuge islands provide a protected waiting space for pedestrians.



Shorter turn radii at corners shorten the crossing distance for pedestrians and require vehicles to turn more slowly.



Street trees create a more pleasant walking experience while also playing an important role in reducing driving speeds.



Pedestrian scale lighting provides a sense of comfort and safety and makes navigating areas easier at night.

Site Specific Recommendations (for Further Study)



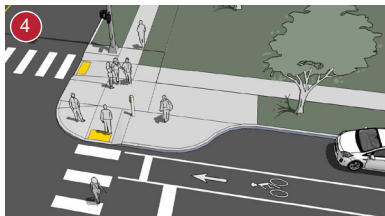
1 Removing Slip Lanes

Slip lanes encourage faster turning speeds, endangering pedestrians at the crossing.



2 Leading Pedestrian Intervals

Leading Pedestrian Interval (LPI) gives pedestrians a 3-7 second (min) head start at crossings. LPIs increase pedestrian visibility and reinforce pedestrian right-of-way at intersections.



3 Street Trees

Street trees encourage slower vehicle speeds and add to the street character.



4 Bulb-outs/Curb Extensions

Curb extensions extend the sidewalk out into the parking lane on a street, reducing the effective street width and reducing the crossing distance.



5 High Visibility Crosswalk

High Visibility Crosswalk markings notify drivers of potential pedestrians crossing the street.



6 Pinole Creek Trail Crossing

Creating a safe crossing across San Pablo Ave will unlock access to Bayfront Park and the Bay Trail.



7 8 9 Extending Sidewalk

Extending sidewalks and removing obstacles such as driveways can increase the comfort and safety of the pedestrian network.

10 Formalize Intersection

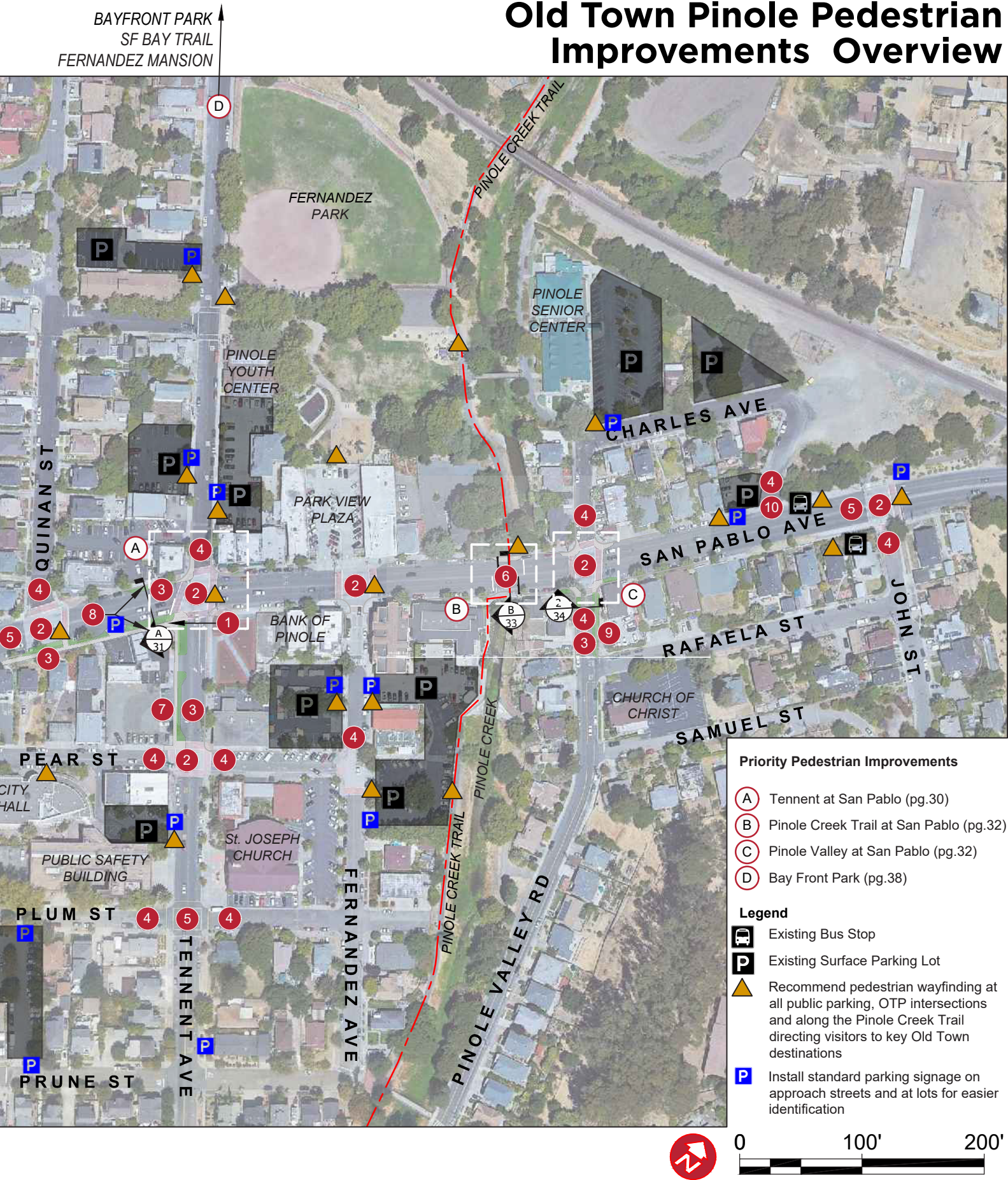
Adding pedestrian amenities at this intersection will provide critical connections in the pedestrian network.

NOTES

- 1 Remove Slip Lane
- 2 Leading Pedestrian Interval
- 3 Street trees
- 4 Curb Extension
- 5 High Vis Crossing Markings
- 6 Pinole Creek Trail Crossing
- 7 Extend Sidewalk, Relocate Parking
- 8 Extend Sidewalk, Remove Driveway
- 9 Extend Sidewalk, Relocate Driveway
- 10 Formalize Intersection
- 11 Wayfinding directing pedestrians to crossing at San Pablo

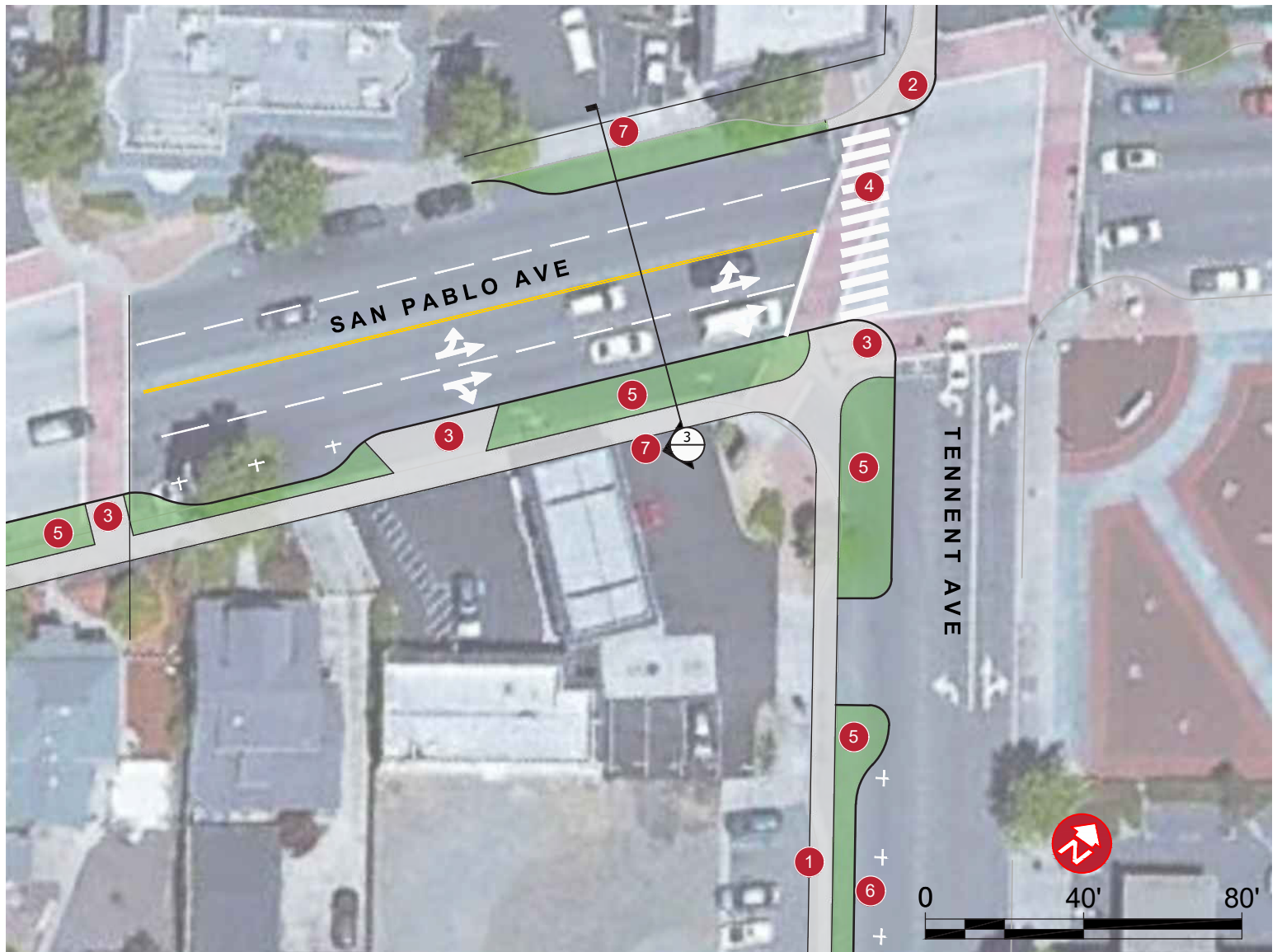


Old Town Pinole Pedestrian Improvements Overview



Improvements Plan View:

Tennent Ave at San Pablo Ave



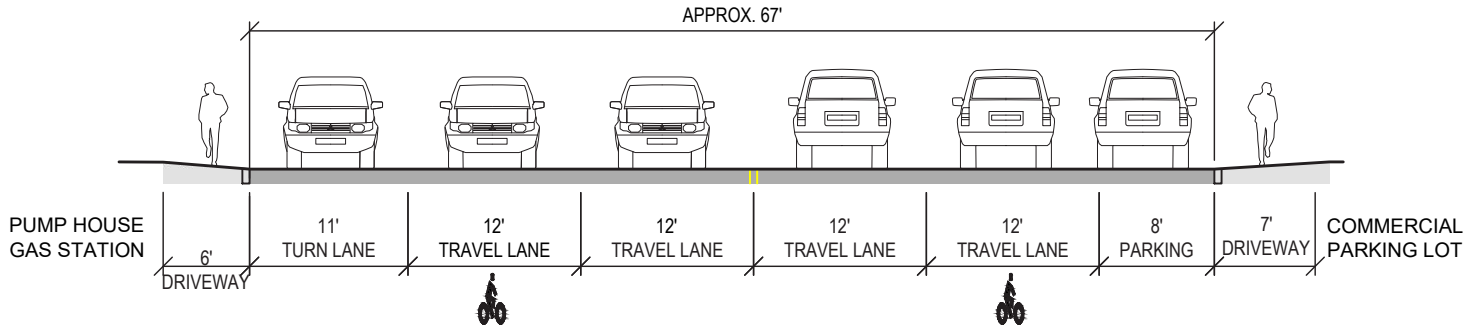
A SAN PABLO AVE AT TENNENT AVE

NOTES

- 1 Extend sidewalk to the intersection to remove gap
- 2 Reduced corner radius
- 3 Curb extension
- 4 High-Vis crossing markings
- 5 Street trees and planting
- 6 On street parking
- 7 Consolidate additional driveways

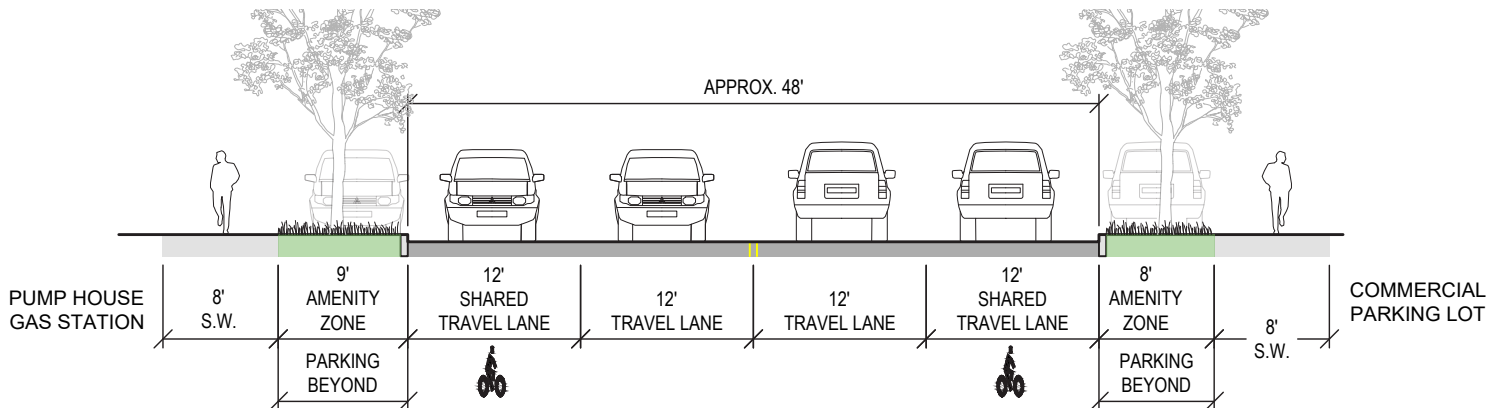
Improving pedestrian visibility through supportive infrastructure increases safety for all road users. By extending the sidewalks, removing on-street parking, reducing corner radii, installing curb extensions, and installing improved crossing facilities, pedestrian safety is enhanced. On-street parking and amenities such as street trees have been shown to reduce the speed of drivers. Adding to the existing assets of Old Town Pinole by installing these amenities, pedestrian visibility is further increased, as drivers have more time to observe their surroundings.

Improvements Sections: San Pablo Ave at Tennent Ave



A1 EXISTING SAN PABLO AVE AND TENNENT AVE

FACING SOUTHWEST

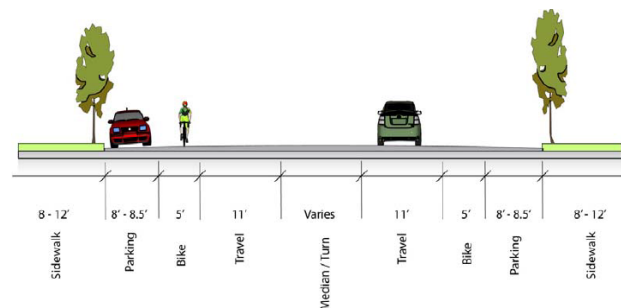


A2 PROPOSED SAN PABLO AVE AND TENNENT

FACING SOUTHWEST



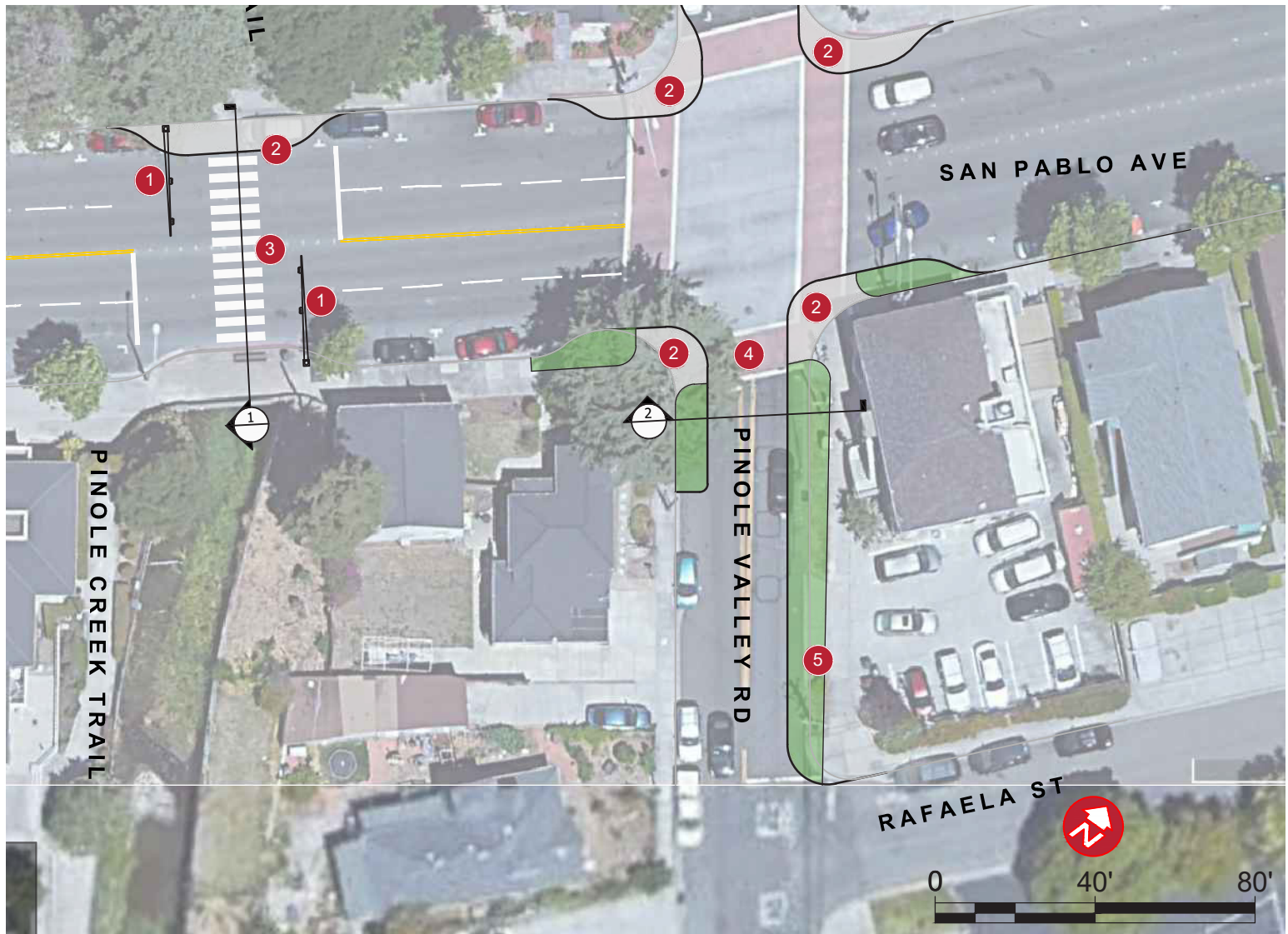
Existing San Pablo Avenue and Tennent Avenue Intersection



Proposed San Pablo Avenue and Tennent Avenue Intersection in the Three Corridors Specific Plan

Improvements Plan View:

Pinole Creek Trail and Pinole Valley Rd at San Pablo Ave



(B) (C) IMPROVEMENT PLAN VIEW: PINOLE CREEK TRAIL AND PINOLE VALLEY RD AT SAN PABLO AVE

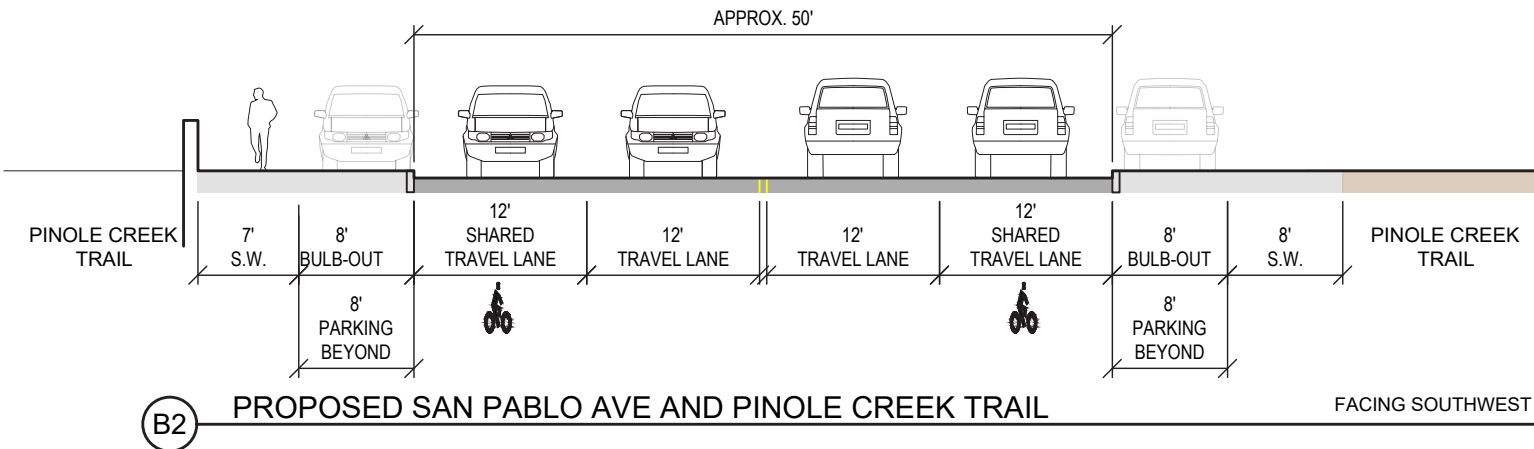
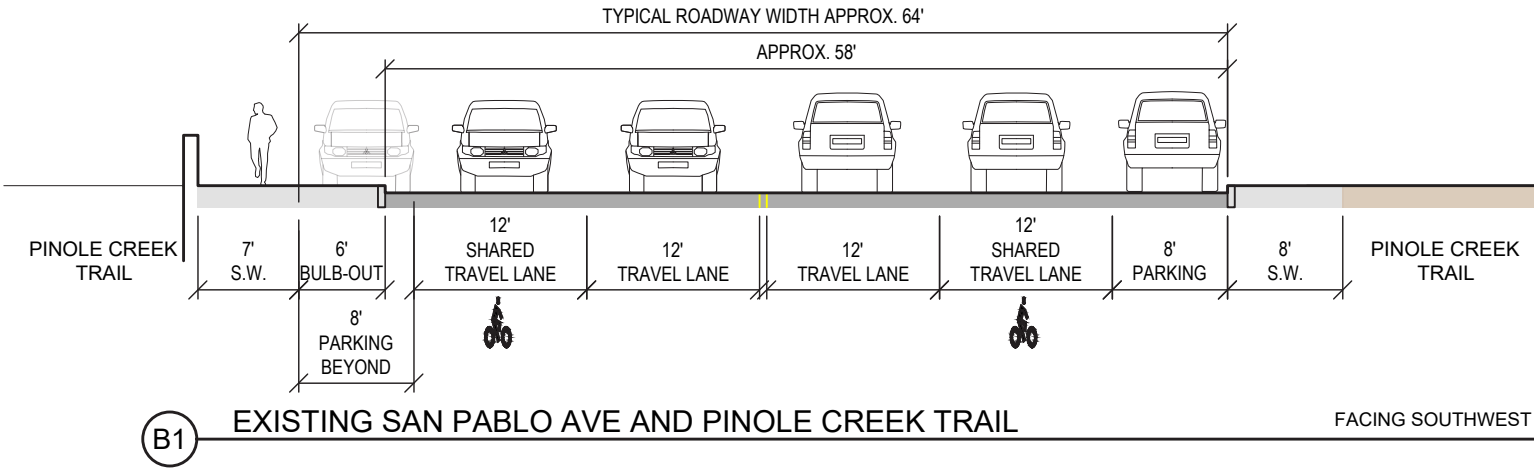
NOTES

- 1 Pedestrian signal, synced with Pinole Valley
- 2 Curb extension
- 3 High Vis crossing markings
- 4 Match dimensions from Fernandez Ave
- 5 Relocate driveway to Rafaela St.

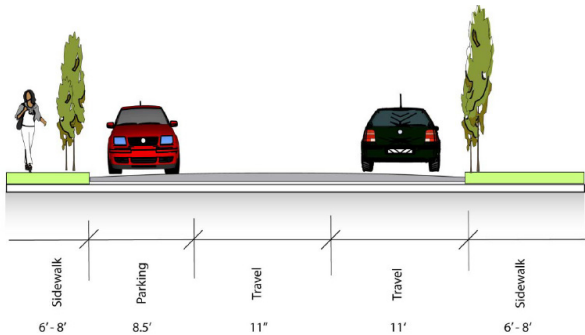
Installing improved crossing facilities, such as a pedestrian signal, curb extensions, and high visibility crosswalks, will allow drivers to see pedestrians more readily. Relocating the driveways along Pinole Valley Road to Rafaela Street will reduce potential conflicts between drivers and pedestrians at this location and will close the existing gap in the pedestrian network. This will have the additional benefit of providing space for potential street trees and other amenities such as benches and art installations.

Improvements Sections:

San Pablo Ave at Pinole Valley Rd



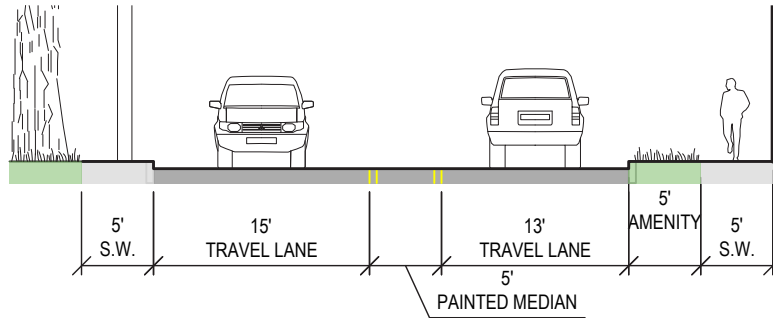
Existing Pinole Valley Road



Proposed Pinole Valley Road in the Three Corridors Specific Plan

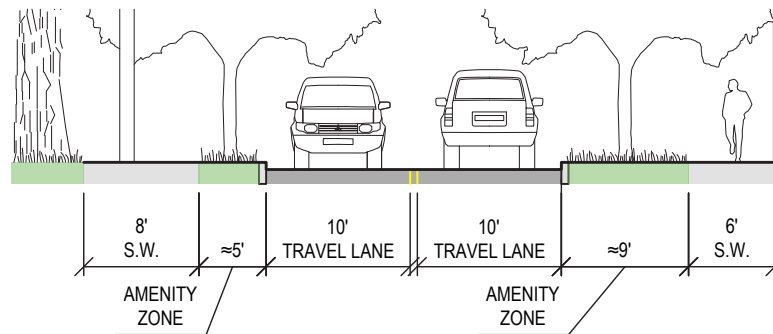
Improvements Sections:

Pinole Valley Rd at San Pablo Ave



C1 EXISTING PINOLE VALLEY RD AT SAN PABLO

FACING NORTHWEST

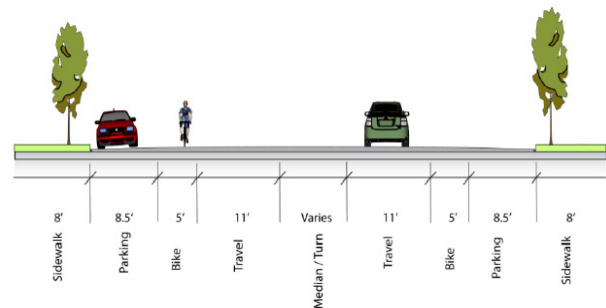


C2 PINOLE VALLEY RD AT SAN PABLO AVE

FACING NORTHWEST



Existing Pinole Creek Trail Crossing along San Pablo Avenue



Proposed San Pablo Avenue near the Pinole Creek Trail crossing in the Three Corridors Specific Plan

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Pinole Creek Trail Crossing Concept





Bayfront Park

Bayfront Park is a 14 acre park located on San Pablo Bay. It offers scenic views of the San Pablo Bay. It is adjacent to the cultural and historic landmark, Fernandez Mansion, and the new Pinole Hercules Water Pollution Control Plant. Bayfront Park is connected to Old Town Pinole by the Pinole Creek Trail. Access to Bayfront Park and the SF Bay Trail can be improved by extending the shared use path to make a stronger connection between the end of the Pinole Creek Trail and the SF Bay Trail shown here. Creating a safe and comfortable experience for all trail users will enhance the connection between Old Town Pinole and the Bayfront Park.

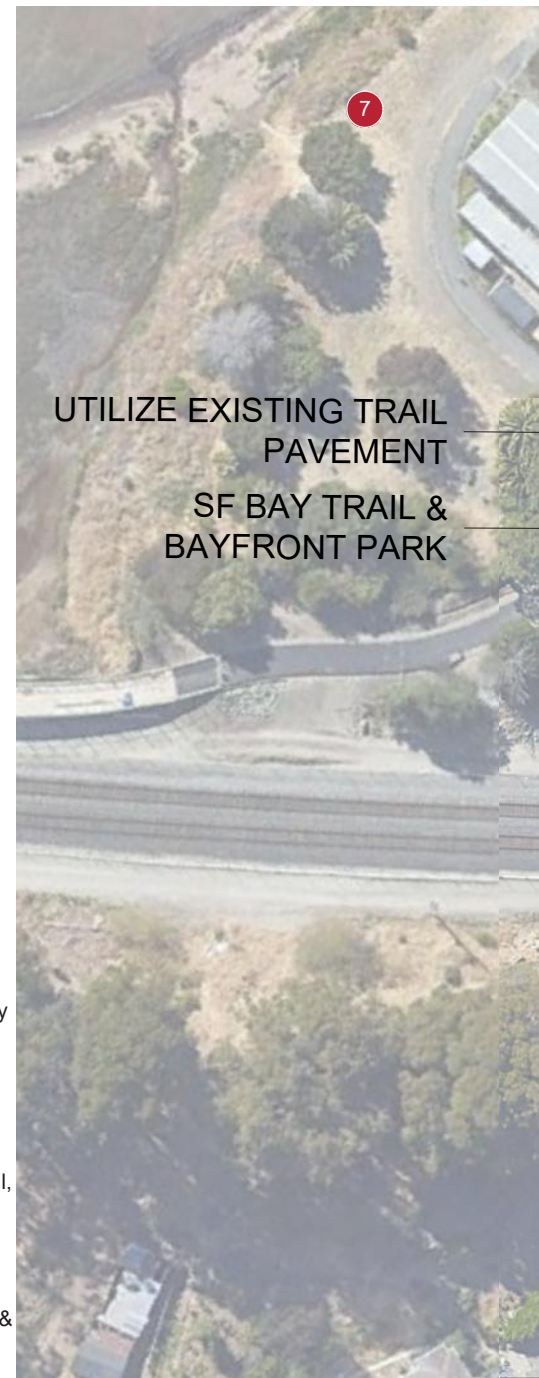
By installing interpretive wayfinding and signage to explain the cultural and ecological significance of landmarks for regional bicyclists and path users, Bayfront Park can serve as an interactive connection to Old Town Pinole.



Possible rail crossing configuration at Bayfront Park. The existing crossing presents a barrier to pedestrian, bicyclists, and drivers attempting to access Old Town Pinole.

NOTES

- 1 8'-10' wide Shared Use Path
- 2 High Vis Crossing markings
- 3 Re-orient existing crossing
- 4 Curb Extension
- 5 Maintain 22'-24' wide driveway
- 6 Existing RR tracks and crossing arms
- 7 Signage & Wayfinding Opportunity
 - Connections to SF Bay Trail, Pinole Creek Trail and Old Town Pinole
 - Interpretive signage for Environmental Context, Bayfront Park, Area History & Wastewater Treatment Plan



⑦ BAYFRONT PARK

*Aerial photo of



Bayfront Park shows construction trailers from Wastewater Treatment Plant project that were removed in Fall 2019

Signage and Wayfinding

Vehicular Wayfinding

Developing and implementing signage for public surface lots that utilize standardized symbols and language in accordance with best practices and CA MUTCD guidelines will encourage drivers to utilize all available parking. The need for consistent and recognizable public parking signage is an idea that came out of the public outreach with residence and business owners.



Existing Old Town signage is oriented only for drivers. Unique symbols add character, but make it difficult to identify destinations such as parking

Pedestrian Oriented Wayfinding

Pedestrian wayfinding can encourage visitors to Old Town Pinole to walk to and between destinations. This means connecting remote parking lots to destinations. Developing and implementing pedestrian wayfinding at all parking areas, to the Pinole Creek Trail, and to intersections will encourage pedestrian access to Old Town Pinole.

Bay Trail and Pinole Creek Trail

Old Town Pinole has exceptional access to both local and regional trails. Developing and implementing wayfinding to these trails will encourage visits to Old Town from the Bay Trail and to the Bayfront Park from Old Town.



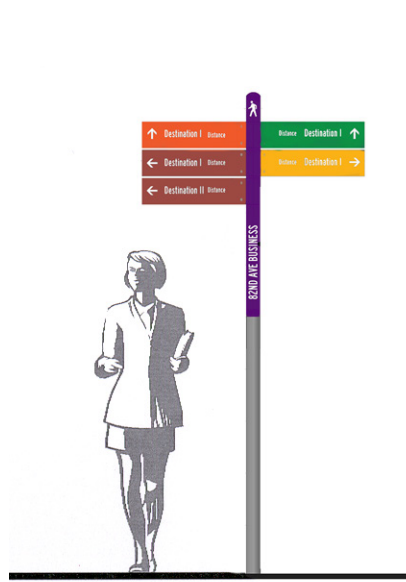
Expand on existing successful signage to connect people to Old Town Pinole, Bayfront Park, and the SF Bay Trail via the Pinole Creek Trail

Conceptual Wayfinding Upgrades



DIRECTIONAL SIGN (VEHICULAR)

Existing



DIRECTIONAL SIGN (PEDESTRIAN) ON NEW POLE

Proposed Pedestrian



TRAIL I.D. MARKER



PARKING LOT DIRECTIONAL SIGN

Existing



PARKING LOT DIRECTIONAL SIGN (POLE MOUNTED)

Proposed Parking



PARKING LOT ENTRY I.D. SIGN (POLE MOUNTED)

Conclusion

This study developed recommendations to meet the four goals of increasing parking utilization, improving pedestrian and bicyclist safety in Old Town Pinole, creating greater connectivity between destinations in and around Old Town Pinole, and enhancing Old Town Pinole's character. The recommendations were developed by utilizing current best practices to address the concerns that were identified through the public outreach and engagement process, the collision analysis, and the parking study.

Parking Utilization

Through the Parking Study that was conducted as a part of this study, it was found that parking is underutilized in some areas of Old Town Pinole. Signage and an improved wayfinding network should be installed to improve parking utilization in Old Town Pinole. Utilizing standard symbols and language will help direct drivers to lots throughout Old Town Pinole. This recommendation was supported by the public outreach process, with residents and business owners expressing the need for a standardized system. This will make navigation through Old Town Pinole easier as both a driver and as a pedestrian.

Improving Pedestrian and Bicyclist Safety

The need to improve pedestrian and bicyclist safety was identified in the collision analysis and the public outreach process. A variety of recommendations were developed to meet this goal.

Facilities like curb extensions and high visibility crosswalks alert drivers to pedestrians and bicyclists crossing the street. This allows the driver more time to come to a complete stop, reducing the chance of a collision.

Other recommendations were developed for two key themes identified during the public outreach process: slow traffic down and improve pedestrian experience.. These were two key themes identified during the public outreach process. Such recommendations include narrowing Pinole Valley Road to increase the pedestrian amenity zone, removing the right-turn slip lane on San Pablo Avenue, and installing more street trees throughout Old Town Pinole.

Slowing traffic reduces the chance of a collision. This is essential for increasing pedestrian safety in Old Town Pinole. These recommendations were developed by incorporating current best practices for reducing drivers' speed while also increasing the visibility of

pedestrians and bicyclists.

Increasing Connectivity

To create a more cohesive pedestrian network in Old Town Pinole, pedestrian oriented wayfinding should be installed and pedestrian network gaps should be addressed. Improving trail connections will greatly enhance the pedestrian experience in Old Town Pinole by allowing users to travel through the area on a unique, low-stress network.

Pedestrian oriented wayfinding will help trail users connect to and from their destinations. This will make for a more pleasant pedestrian experience for both residents and visitors alike.

Addressing pedestrian network gaps, like extending the sidewalk along Tennent Avenue, will allow for a safer, more comfortable pedestrian experience in Old Town Pinole.

Old Town Pinole Character

Old Town Pinole has a small town charm that its residents are proud of. Many recommendations in this report will help elevate this appeal.

Placemaking elements, such as branded wayfinding, extending and improving the existing trail network, pedestrian scale lighting, and an improved

pedestrian network will help attract new visitors to the area.

Referenced Plans and Resources

- Contra Costa Transportation Authority. (2018). *Contra Costa Countywide Bicycle and Pedestrian Plan*. Accessed at: <https://ccta.net/2018/10/18/countywide-bicycle-and-pedestrian-plan/>
- City of Pinole, California. (2010) *General Plan Update*. Accessed at: https://www.ci.pinoles.ca.us/city_government/planning/general_plan
- City of Pinole, California (2018). *Three Corridors Specific Plan*. Accessed at: https://www.ci.pinoles.ca.us/city_government/planning/general_plan/three_corridors_specific_plan



CITY COUNCIL REPORT

10A

DATE: SEPTEMBER 15, 2020

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: DAVID HANHAM, PLANNING MANAGER

**SUBJECT: RECEIVE OLD TOWN PINOLE PARKING AND PEDESTRIAN
SAFETY STUDY**

RECOMMENDATION

City staff recommends that the City Council receive the Old Town Pinole Parking and Pedestrian Safety Study.

BACKGROUND

The City contracted with Alta Design Group on August 19, 2019 for the purpose of completing a parking study to determine parking utilization in accordance with the General Plan and in response to Old Town Pinole business concerns. The study also includes insight into the following:

1. Improving pedestrian routes of travel in arriving to destinations in Old Town Pinole, especially from underutilized parking lots.
2. Increasing connectivity between parking and destinations, including the Bayfront.
3. Enhancing Old Town Pinole's unique character as both a destination and as a pedestrian experience.

As part of the public outreach process, the City conducted a Public Workshop on November 6, 2019. The purpose of the workshop was to solicit public comments on bike and pedestrian uses, safety, and parking in the downtown. At the workshop, there were several comments referring to the distance some had to walk from where they parked to the business.

REVIEW & ANALYSIS

Both the General Plan and Specific Plan identified Goals, Policies and Action items that were designed to enhance the parking and pedestrian amenities throughout the City of Pinole. Listed below are Goals and Action Plans from the General Plan and the Three Corridor Specific Plan that support this study. This list is not all inclusive but does illustrate the City's intention to create a more desirable city. The Study, in addition, outlined Study Goals, Guiding Principles from the Complete Streets

program outlined by Caltrans, Existing Conditions, Public Outreach, and sharing possibilities for future projects. The Study also outlined existing and potential parking scenarios that would connect the outlying areas of the City to Old Downtown using wayfinding ideas to be able to access the Pinole Trail and Bayfront Park. By being able to access the trail and the park, residents and visitors alike will be able to either start or end their trips in old town further enhancing the Old Town Pinole experience.

In conclusion, the Old Town Parking and Pedestrian Study identified potential ideas to help create a more pedestrian friendly downtown. The Study will allow the City to identify priorities that can be further studied through traffic engineering standards and create way finding systems to allow citizens and visitors have a better experience in Downtown Pinole.

General Plan

Circulation Element Goal 5 Provide adequate parking and loading facilities while encouraging alternative means of the transportation.

Action CE 5.1.1: Continue to encourage shared parking facilities for both private businesses and public agencies.

Action CE 5.1.2: Continue to maintain the Old Town parking district.

Circulation Element Goal 8: Provide a safe network of well-maintained pedestrian walkways throughout Pinole that encourages walking as a form of non-motorized transportation.

Action CE 8.1.1: As feasible ensure that all intersections in area with pedestrian usage are signalized with curb ramp, bulb outs, high contrast crosswalks and pedestrian actuation, and other safety measures.

Action CE 8.4.1: Use strategic planning to establish land use patterns that encourage mixed-use, walkable development.

Three Corridors Specific Plan

The Three Corridors Specific Plan is made up of the Appian Way Corridor, San Pablo Ave Corridor and the Pinole Valley Road Corridor. For the purposes of the Old Town Pinole Parking and Pedestrian Safety Study, the San Pablo Ave Corridor Plan is the guiding document for land use activities.

Within the Three Corridors Specific Plan, Chapter 7 Private Realm Design Guidelines discusses parking and pedestrian attributes such as Site Planning and Design, Site Amenities, Lighting, Design & Character, Materials and Colors, Signage, and Green Design that should be identified when defining parking and pedestrian facilities.

Section 6 discusses standard designs regarding Parking and Pedestrian facilities throughout the Three Corridors Areas.

FISCAL IMPACT

The fiscal impact to the City was the cost of the contract. Any future fiscal impact will be determined on potential projects.

ATTACHMENTS

- A. Old Town Pinole Parking & Pedestrian Safety Study
- B. Power Point Presentation by Alta

Old Town Pinole Parking & Pedestrian Safety Study

March 2020

PREPARED FOR THE CITY
OF PINOLE, CA

BY:



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1

Study Overview

The primary goals of this study included the following:

- Completing a parking study to determine parking utilization in accordance to the General Plan and in response to Old Town Pinole business concerns
- Improving pedestrian safety in arriving to their destinations in Old Town Pinole, especially from underutilized parking lots
- Increasing connectivity between parking and destinations, including the Bayfront, and
- Enhancing Old Town Pinole's unique character as both a destination and as a pedestrian experience.

In developing this report, the following Plans were referenced: the Contra Costa Bicycle Plan (2009), the City of Pinole General Plan (2010), and the previous Parking Studies conducted in Old Town Pinole (2000, 2006, and 2008)

Old Town Pinole offers a vibrant small town setting that is still connected to the greater Bay Area. It has a unique shopping and dining district for both residents and visitors. Old Town Pinole is located adjacent to the San Pablo Bay shoreline at Bayfront Park, connected by the Pinole Creek Trail.

Old Town Pinole is close to regional

connections like Interstate 80 and the San Francisco Bay Trail. The Bay Trail is a collection of regional multi use trails that will encompass the Bay Area and, when completed, connect communities around the shoreline of the Bay Area with 500 miles of recreational trails.

The City of Pinole's one mile of publicly accessible waterfront is along a great regional destination: San Pablo Bay. Pinole Creek Trail connects Old Town Pinole to San Pablo Bay and the San Francisco Bay Trail. Highlighting these connections and the unique identity of Old Town Pinole can enhance the experience of residents and visitors alike.

Old Town Pinole is located half a mile from these regional destinations. The well-used trail passes by the Pinole Creek Demonstration Project, which restored tidal marsh and riparian vegetation and reduced flood risk along approximately 1,000 feet of lower Pinole Creek. The all-purpose trail is ADA accessible, provides creek access points and interpretive elements.



Study Area

The study area consists of Old Town Pinole and nearby Bayfront Park. Old Town Pinole is the City of Pinole's historic commercial and civic district, encompassing the blocks around San Pablo Avenue from Oak Ridge Road to the west to John Street to the east; and Plum Street to the south and Fernandez Park to the north. Old Town Pinole includes City Hall, the Public Safety Building, the Youth Center, historic Bank of Pinole Building, the Senior Center, the Pinole Community Playhouse, and Fernandez Park. A variety of retail, dining, and commercial uses are situated along San Pablo Avenue and adjacent blocks. Pinole Creek and the paved Pinole Creek Trail extend through Old Town.

Bayfront Park is located along San Pablo Bay at the end of Tennent Avenue. The park provides access to the shoreline, near-by historic landmark Fernandez Mansion and to the San Francisco Bay Trail; a regional multi-purpose trail encircling the bay. Pinole Creek Trail terminates a short distance from Bayfront Park.

SF Bay Trail

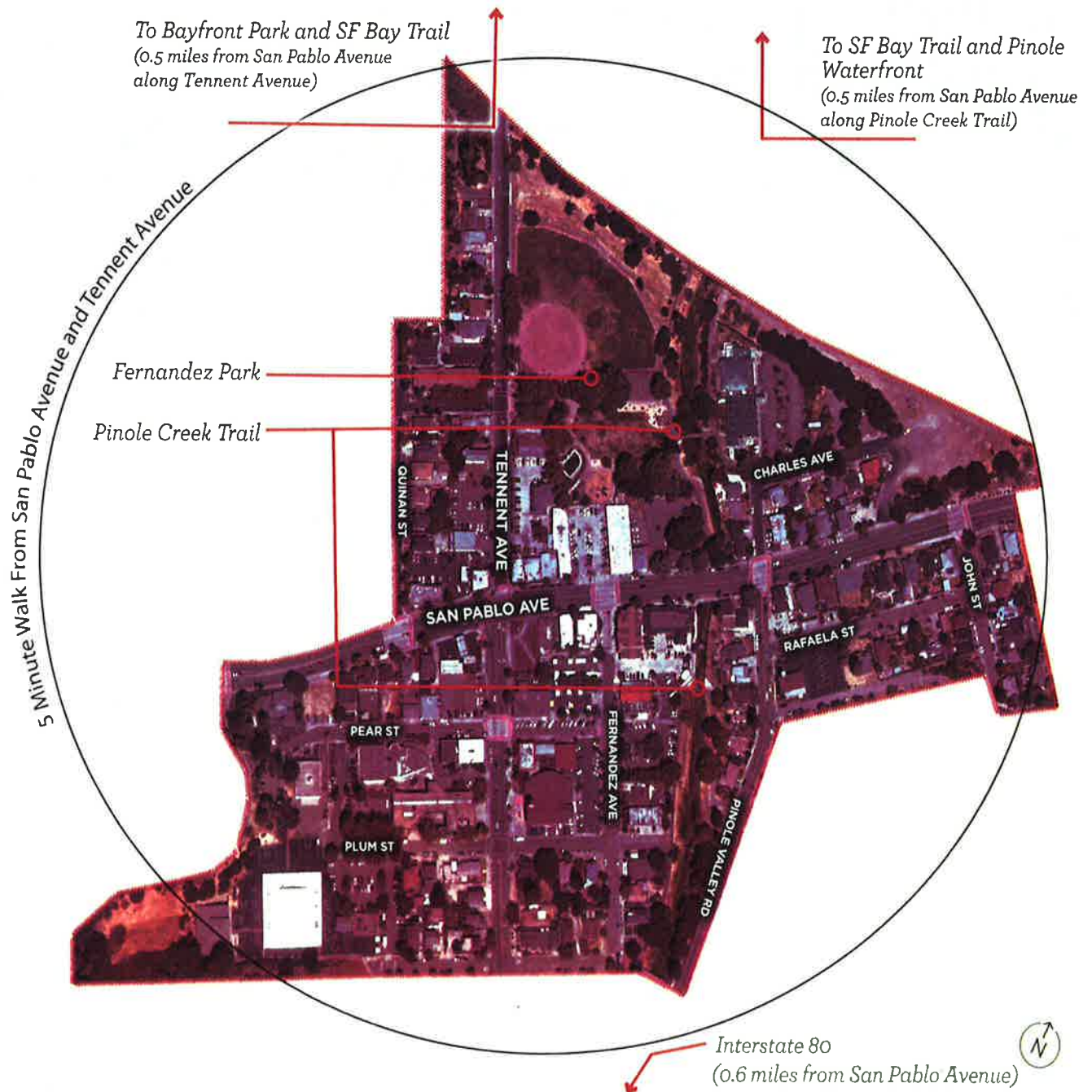
Bayfront Park

Pinole Creek Trail

Old Town Pinole

Pinole Creek Trail





The size of Old Town Pinole is conducive to an accessible pedestrian experience as many destinations are within a comfortable walking distance. Parking in Old Town Pinole is underutilized and inefficiently spread across the district. Parking is in higher demand closer to the destinations that Old Town Pinole boasts while parking that is farther away is underutilized. Improvements to the pedestrian experience can encourage better connections between available parking and visitor's destinations. This study found that existing available parking in Old Town Pinole is inefficiently utilized.

Study Goals

- **Utilize parking more effectively.** Parking in Old Town Pinole is underutilized. With a more robust wayfinding system to guide drivers to parking lots, public parking spaces can be utilized more effectively. Pedestrian wayfinding improvements would further connect people to destinations from available parking.
- **Improve pedestrian safety.** An incomplete wayfinding system, difficult crossings, and obstructed pedestrian facilities present a barrier to a vibrant pedestrian experience in Old Town Pinole. Implementing complete streets principles aimed at increasing pedestrian safety would address safety concerns.
- **Improve connections.** Improvements to the pedestrian experience can encourage better connections between available parking, and visitor's destinations throughout Old Town Pinole. Additionally, this would enhance the connection between Old Town Pinole and the SF Bay Trail. When completed, the Bay Trail will connect communities around the Bay Area with a multi-use path for pedestrians and bicyclists to enjoy. It is vital that there are safe, convenient, and comfortable pedestrian connections for all visitors.
- **Old Town Character.** Fostering the small town design elements that make Old Town Pinole unique will enhance the experience of those walking in Old Town Pinole. Elements like wayfinding and informative signage and well-placed street trees would help create a more pleasant walking experience.

Guiding Principles from Complete Streets

The process to develop recommendations for Old Town Pinole was informed by complete street principles that are intended to create a safe and inviting space for all users. These include:

- **Safety.** Balance the safety needs of all users and ability levels, including pedestrians, bicyclists, transit-riders, and drivers. Add additional lighting in key areas such as along the Pinole Creek Trail
- **Comfort.** Create a comfortable space for pedestrians to create a more pleasant walking experience in Old Town Pinole. This includes adding pedestrian scale lighting and streetscape amenities, increasing pedestrian lead times at crossings, as well as expanding sidewalk areas, reducing crossing distances, and installing a complete wayfinding system.
- **Convenience.** Make walking easier by improving the connectivity of the pedestrian facility network by creating safer crossings, especially along the Pinole Creek Trail and improving connections to regional attractions like the Bay Trail and Bayfront Park. Employ pedestrian oriented wayfinding to encourage walking and install bicycle parking throughout the district and close to destinations to make the area more accessible to bicyclists.



Narrower travel lanes help promote slower speeds and reduce crash severity.



Street trees provide shade, reduce air pollution and positively impact mental health.



Wide sidewalks allow for a comfortable pedestrian experience for all ages where two people can walk side-by-side.



Curb extensions visually and physically narrow the roadway, creating safer and shorter crossings for pedestrians.

Outreach and Design Process

The data gathering and public outreach performed for this study helped inform the City of Pinole's recommendations to address goals of this study. The process was comprised of three chapters: Study Kick Off Meeting, the Parking Study, and an Open House.

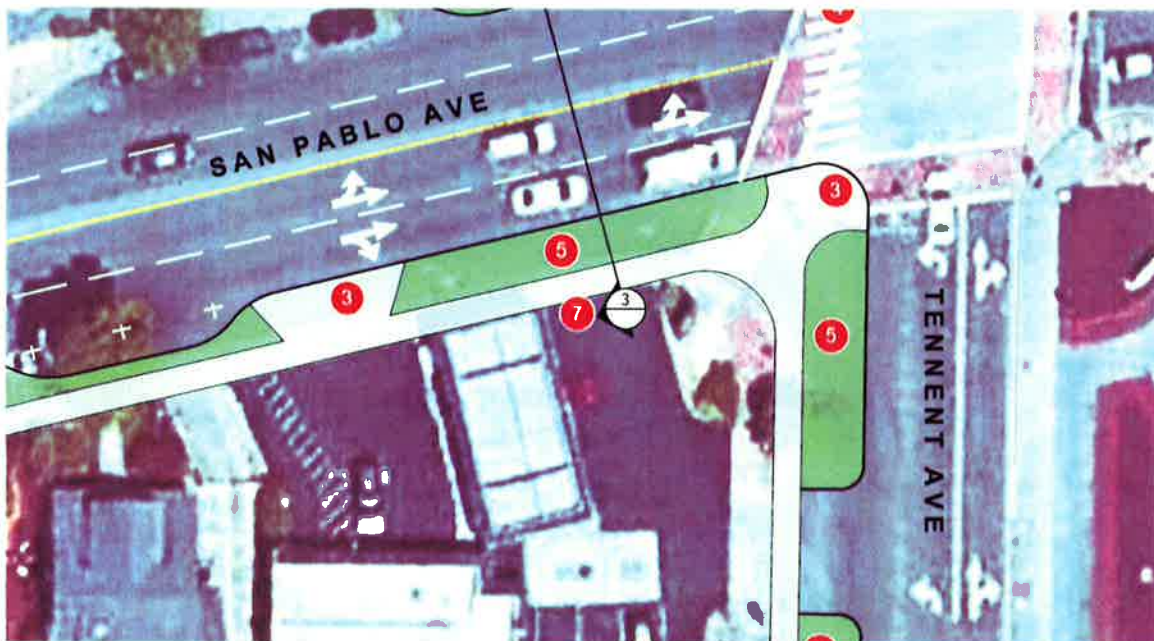
- **Kick Off Meeting.** At the study kick off meeting, the City of Pinole identified areas of concern to be addressed through this study's recommendations.
- **Parking Study.** A consultant team analyzed parking trends, including demand, within Old Town Pinole. This data informed Pinole staff on the distribution of parking demand within Old Town Pinole.
- **Open House.** The public provided input and feedback on developed recommendations at the Open House, as well as parking and transportation habits and needs in Old Town Pinole.



Pedestrian Network Improvements are improvements that expand pedestrian access to destinations.



Wayfinding helps direct users to destinations and can encourage active modes of travel.



Crossing Improvements are geared towards making intersections safer for all users. Crossing Improvements can include treatments like reducing the crossing distance, as well as installing crosswalks and curb extensions.

2

Existing Conditions

The existing conditions investigation phase of this study was an important part of the development of the recommended pedestrian priority improvements. Hearing from the community and stakeholders on potential issues and concerns in Old Town Pinole informed the design goals. Conducting a parking study and comparing it to historical parking data shed light on how visitors behave in Old Town. Finally, reviewing pedestrian and bicyclist crash data with vehicles prioritized locations for improvements.



Existing Conditions

Old Town Pinole is bisected by San Pablo Avenue, a regional north-south corridor connecting communities in the East Bay from Crockett to Oakland. Within Old Town Pinole San Pablo Avenue has two travel lanes in each direction and parking on both sides of the street that is free for one or two hours. Through Old Town Pinole San Pablo Avenue is signed as a Bike Route (Class III shared facility) and as part of the I-80 Bikeway. Pedestrian curb extensions are present at three existing intersections along San Pablo Avenue to increase visibility and reduce the crossing distances. Examples of curb extensions exist at the intersections along San Pablo Avenue and Quinnan Street, Tennent Avenue, and Fernandez Avenue. 6'-8' wide sidewalks are present along both sides of San Pablo Avenue. However, they are frequently interrupted by obstacles like signs posts, utility poles and boxes, and driveways to local businesses.

Old Town Pinole is adjacent to Bayfront Park and a segment of the Bay Trail. Currently, connections to these regional attractions can be challenging for pedestrians and bicyclists. Improving these connections will ease the flow of circulation for Pinole and neighboring communities.

Existing Challenges and Opportunities

- Underutilized parking spaces leads to an inefficient distribution of parking demand.
- Uncomfortably wide and exposed crossings for pedestrians present barriers in the existing pedestrian network and are cause for jaywalking, endangering pedestrians and drivers.
- Improving connections to the Bay Trail will unlock greater connectivity to the greater Bay Area.
- Gaps in the existing wayfinding system make Old Town Pinole less easy to navigate, as a driver, a pedestrian and as a bicyclist.



Wide crossings across San Pablo Avenue can create uncomfortable walking experiences.



The existing pedestrian network is frequently interrupted by driveways or narrowed due to utility poles in the sidewalk zone.



Improving trail connections along San Pablo will increase the connectivity for a low stress multi-use network in Pinole.



An incomplete wayfinding system can present barriers to visitors and residents navigating Old Town Pinole. Existing wayfinding signage is not easily recognizable to drivers passing on San Pablo Avenue.

Parking Study

As a part of this study, a consultant team analyzed trends in parking demand in Old Town Pinole and the findings were compared to previous parking study findings completed in the following years 2000, 2006, and 2008.

Old Town Pinole has 13 off-street public parking lots, with a total of 453 available parking spaces. The district also has 415 available on-street parking spaces.

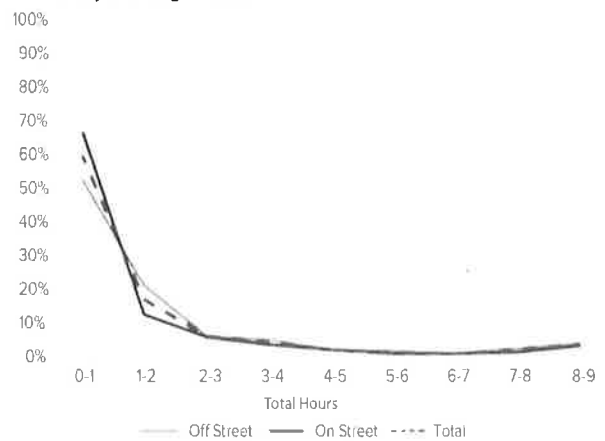
The compiled data showed that parking in Old Town Pinole, as a whole, is underutilized.

Main Takeaways

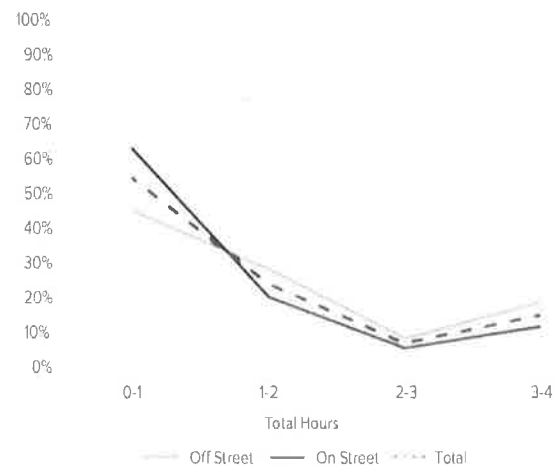
- A majority of those observed parking in Old Town Pinole did so for fewer than 4 hours.
- A 4 parking lots and 4 blocks of on-street public parking approach, or exceed, their capacities and are over utilized. These are primarily located in the central and southwestern portions of Old Town Pinole. During high demand times, typical driver behavior may include drivers circling these areas looking for parking, which might increase congestion.
- 9 parking lots and 7 blocks of on-street public parking are underutilized. These are primarily located in the northern and southeastern portions of Old Town Pinole.

- Developing a complete wayfinding system that includes wayfinding to on-street parking and public parking lots may guide drivers from the over-utilized parking to help distribute parking more efficiently.

Weekday Parking Duration

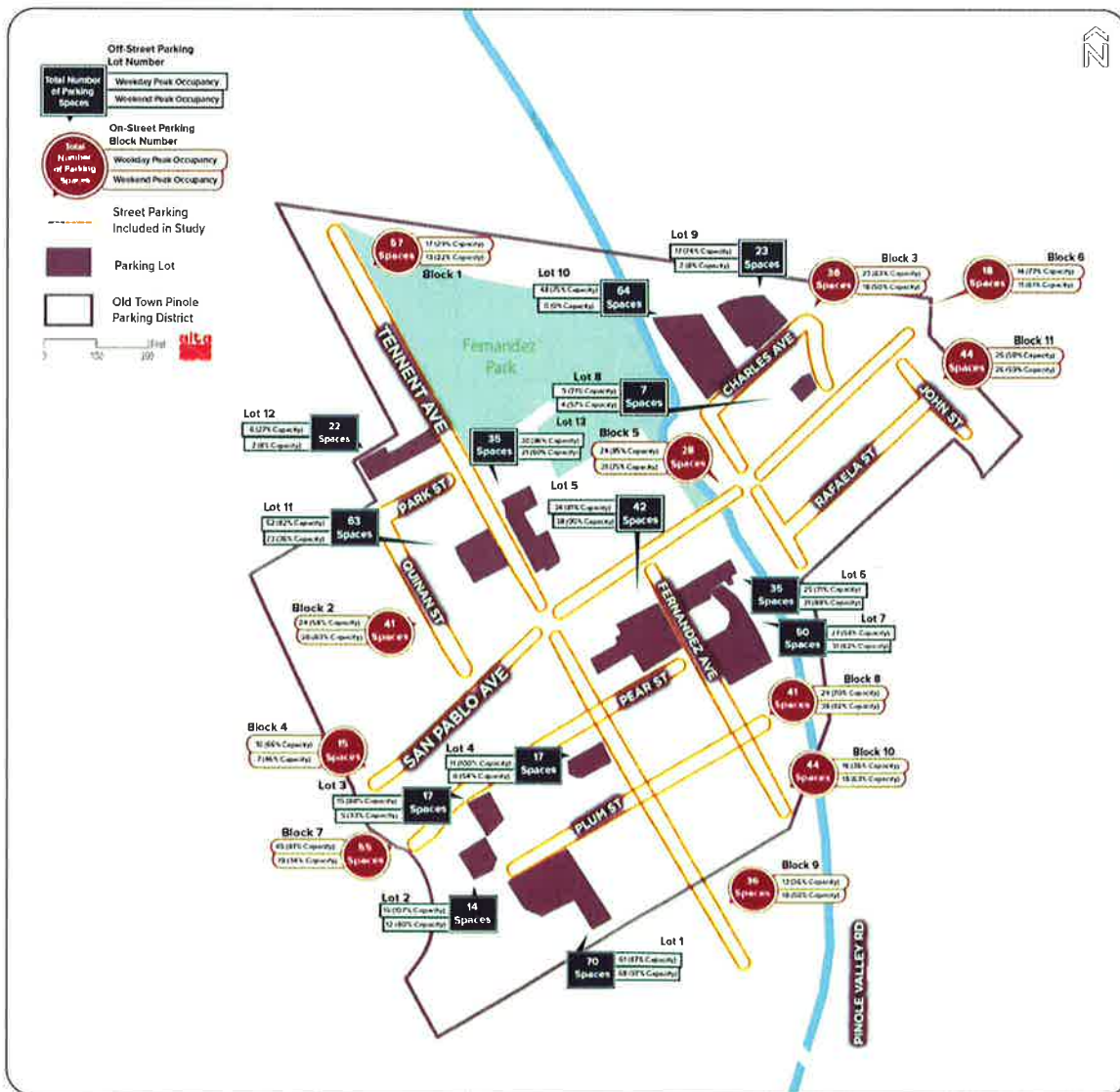


Weekend Parking Duration



Parking Utilization in Old Town Pinole

As a part of this study, parking demand was recorded and evaluated on September 26th from 7am - 5pm and September 28th from 3pm - 8pm. Below is a map of the recorded parking demand on these dates, as well as the parking capacities for each block with on-street public parking and every public off-street parking lot. Analyzing the peak occupancies at these locations produced a better understanding of the parking demand at each parking lot or block. On-street parking blocks within the commercial areas should be prioritized for increasing commercial parking. These blocks include: 1, 3, 4, 5, 7, 8, and 10.



Off-Street Parking in Old Town Pinole

Lot	Street Address	Number of Spaces	Weekday Peak	Weekday Peak Time	Weekend Peak	Weekend Peak Time
1	2180 Prune Street	70	61 (87%)	12pm	68 (97%)	7pm
2	Right of 2101 Pear Street	14	15 (107%)	8am	12 (85%)	5pm
3	2169 Pear Street	17	15 (88%)	10am-12pm, 1pm	5 (29%)	3-5pm, 6-8pm
4	836 Tennent Avenue	17	11 (65%)	10am	6 (35%)	3pm, 5pm
5	2372 Pear Street	42	34 (81%)	1pm	38 (90%)	7pm
6	2401 San Pablo Avenue	35	25 (71%)	7am	31 (89%)	7pm
7	813 Fernandez Avenue	50	27 (54%)	1pm	31 (62%)	6pm
8	2548 San Pablo Avenue	7	5 (71%)	3pm	4 (57%)	4pm, 7pm
9	2560 Charles Avenue	23	17 (74%)	12pm	2 (8%)	6pm
10	2518 Charles Avenue	64	48 (75%)	9am	0	-
11	648 Tennent Avenue	63	52 (83%)	12pm	23 (37%)	4pm
12	592 Tennent Avenue	22	6 (27%)	11am	2 (9%)	3pm
13	635 Tennent Avenue	35	30 (86%)	11am	21 (60%)	6pm
	TOTAL	442				

On-Street Parking in Old Town Pinole

Block	Blocks included	From	To	Number of Spaces	Weekday Peak	Weekend Peak
1	East and West sides of Tennent Avenue	San Pablo Avenue	Buena Vista Drive	57	17	12
2	North and South sides of Park Street; and East and West sides of Quinnan Street	Beginning of Street; and Park Street	End of Street; and San Pablo Avenue	41	24	26
3	All sides of Charles Avenue	San Pablo Avenue	San Pablo Avenue	36	23	18
4	North and South sides of San Pablo Avenue	Tennent Avenue	Oak Ridge	15	10	7
5	North and South sides of San Pablo Avenue	Tennent Avenue	Pinole Valley Road	28	24	21
6	North and South sides of San Pablo Avenue	Pinole Valley Road	John Street	18	14	11
7	North and South sides of Pear Street	Oak Ridge	Fernandez Avenue	55	45	19
8	North and South sides of Plum Street	Beginning of Street	End of Street	41	29	38
9	East and West sides of Tennent Avenue	San Pablo Avenue	Prune Street	36	13	18
10	East and West sides of Fernandez Avenue	San Pablo Avenue	Prune Street	44	16	18
11	East and West sides of Pinole Valley Road; North and South sides of Rafaela St; and East and West sides of John Street	San Pablo Avenue; Beginning of Street; and San Pablo Avenue	Samuel Street; End of Street; and Samuel Street	44	26	26

Pedestrian and Cyclist Safety Analysis

As a part of this study, collisions from the years of 2014 - 2018 involving vehicles and either pedestrians or bicyclists within Old Town Pinole were studied.

During the study period, three pedestrians and two bicyclists were injured in Old Town Pinole. Three of the five collisions involving bicyclists or pedestrians occurred along San Pablo Avenue or on the approach to the intersection of San Pablo on Tennent Avenue. Both of these streets lack bicycle facilities.

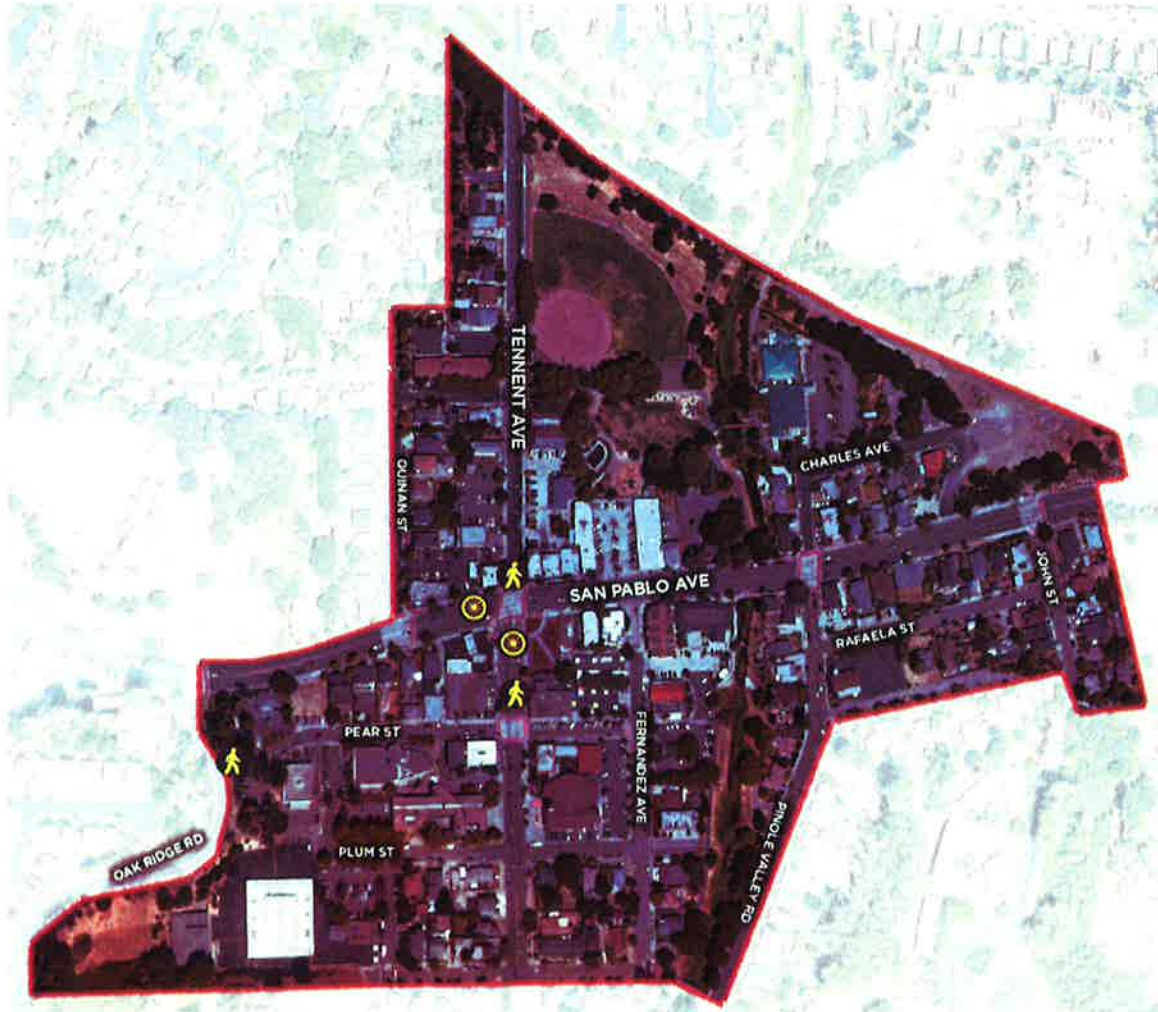
Of the three collisions involving pedestrians, two of the collisions involved pedestrians crossing at crosswalks. One of these collisions occurred at Tennent Avenue and San Pablo Avenue, a signalized crossing, while the other occurred at Tennent Avenue and Pear Street, an un-signalized crossing. The third collision at Oak Ridge Road and Pear Street involved a pedestrian crossing not in a crosswalk. Both of the bicyclist collisions that occurred during this time period occurred on streets without bicycle facilities.

Of the five total crashes involving pedestrians or bicyclists, four of these occurred during daylight hours. Four of the five crashes happened on a weekday.

Slowing Traffic Means Saving Lives

When traffic is slowed, fewer collisions happen and the severity of the collisions is reduced. Pedestrians and bicyclists are more vulnerable to collisions than their vehicular counterparts. Pedestrians involved in collisions with drivers going 40 miles per hour only have a 10% chance of surviving the collision, while pedestrians involved in collisions with drivers going 20 miles per hour have a 90% chance of survival.

Collisions Involving Drivers and Bicyclists or Pedestrians (2014 - 2018)



Pedestrian Injury



Bicyclist Injury

Outreach

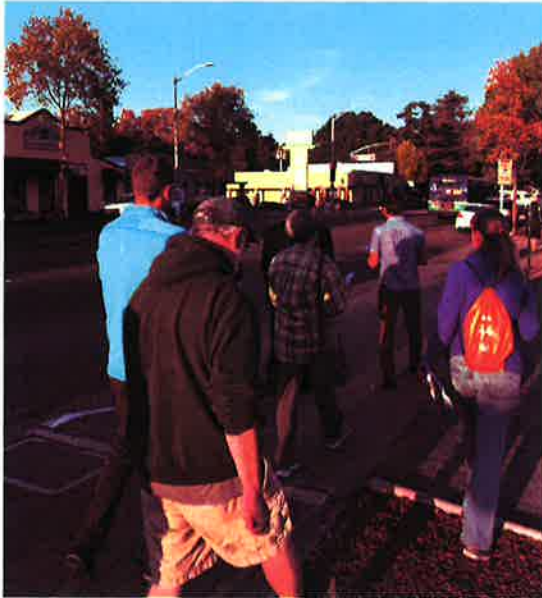
The outreach process for this study allowed for public input to guide the recommendations of this study.

To support this effort, the City held an Open House on November 6, 2019 from 3pm-7pm. The City of Pinole mailed and distributed 178 fliers to residents and businesses within Old Town Pinole to advertise the event. The event flyer was advertised on the City website and City Hall Community Board. The Open House included interactive displays of this study's recommendations, parking analysis, and collision analysis. The outreach event also included a "Walk and Talk" program that took participants along San Pablo Avenue and Tennent Avenue. During this activity participants observed the existing conditions in Old Town Pinole, identified specific concerns and discussed possible solutions.

During the Open House, the 12 event participants identified specific areas of concern, as well as general themes that should be incorporated to address the goals of this study.

More general areas of concern highlighted during the outreach process included the need to prioritize trail crossing facilities, creating a continuous pedestrian experience, slowing traffic speeds, reducing traffic noise, attracting visitors, installing new placemaking elements, planting street trees, fostering Old Town Pinole's Main Street character, adding additional lighting in key areas such as along the Pinole Creek Trail and installing more public art in Old Town Pinole. Art installations that should be considered include decorative installations for welcoming visitors to Old Town Pinole, painted utility boxes, and murals along the Pinole Creek Trail.

A specific area to be addressed identified through the public outreach process was the crossing for Pinole Valley Road across San Pablo Avenue. Pedestrians crossing San Pablo Avenue find this intersection difficult due to the congestion caused by drivers attempting to turn right at this intersection.



During a Walk and Talk, participants were invited to provide input on how to create a safer, more walkable environment in Old Town Pinole.



An event participant studies the results of the parking study at the Open House.



The public was asked to comment and provide feedback on the walking and parking experience in Old Town Pinole during the outreach process for this study.

3

Recommendations

Recommendations were developed to address the goals of this study. The goals include utilizing parking more efficiently, improving pedestrian safety, increasing connectivity, and enhancing Old Town Pinole's character. The recommendations incorporated the data gathered through public input, the collision analysis, and the parking study to meet these goals.

The recommendations are based on current best practices to address the concerns that were identified as a part of this study. The following pages describe potential treatments that promote the goals of this study as described.



Recommendations

Employing the data gathered through the community input process, the collision analysis, and the parking study, recommendations were developed to address the study's primary goals.

Utilizing Parking More Efficiently

Improving the display and communication of information to visitors of Old Town Pinole will facilitate a greater ease of access for all users. Creating clear and recognizable signage for public parking surface lots will allow drivers to better utilize open parking. Employing signage and wayfinding features that are designed for pedestrians and trail users will help connect visitors to destinations through the area including between parking and destinations and Old Town and the shoreline. By directing traffic between lots through signage and wayfinding, Old Town Pinole's parking system can become more cohesive and more efficiently utilized.

Pedestrian Safety

Improvements to increase the visibility of pedestrians will increase the safety of all road users. Relevant treatments include removing the slip lane on San Pablo Avenue at Tennent Avenue, installing high visibility crosswalks, curb extensions, and reducing turn radii.

A crucial benefit of these improvements is to slow drivers down and increase pedestrian visibility, key themes identified through the public outreach

process. Reducing drivers' speeds has been proven to be one of the most effective countermeasures at reducing the number of collisions and the severity of those that do occur.

Connectivity

The need to improve trail connections and the ease of navigation in Old Town Pinole was identified during the public outreach process. Implementing a standardized and cohesive wayfinding system for pedestrians and drivers seeking parking will improve the convenience of navigation.

Improving connections to the Pinole Creek Trail, a commonly identified need from the received public input, will make it easier to navigate Old Town Pinole on a low stress network of pedestrian facilities. Increasing the connections of these facilities will also improve the connection to Old Town Pinole to the greater Bay Area through the Bay Trail.

Old Town Pinole Character and Walking Experience

Many improvements will foster a more pleasant and comfortable walking experience in Old Town Pinole. They will also aid the small town character and placemaking that Pinole residents value.

Improvements to increase the comfort of the pedestrian experience in Old Town Pinole include street trees, planted medians, supporting Pinole Artisans by partnering with local artists to paint utility boxes in Old Town Pinole, and installing pedestrian scale lighting, bike parking, and street furniture.

Typical Treatments



High visibility crosswalks use marking patterns that are easier to spot to make pedestrians more visible to drivers. These should be paired with advanced warning markings and signage to better notify drivers.



Curb extensions reduce crossing distances and help make pedestrians more visible. They also provide space for plantings.



Pedestrian refuge islands provide a protected waiting space for pedestrians.



Shorter turn radii at corners shorten the crossing distance for pedestrians and require vehicles to turn more slowly.



Street trees create a more pleasant walking experience while also playing an important role in reducing driving speeds.



Pedestrian scale lighting provides a sense of comfort and safety and makes navigating areas easier at night.

Site Specific Recommendations (for Further Study)



1 Removing Slip Lanes

Slip lanes encourage faster turning speeds, endangering pedestrians at the crossing.



2 Leading Pedestrian Intervals

Leading Pedestrian Interval (LPI) gives pedestrians a 3-7 second (min) head start at crossings. LPIs increase pedestrian visibility and reinforce pedestrian right-of-way at intersections.



3 Street Trees

Street trees encourage slower vehicle speeds and add to the street character.



4 Bulb-outs/Curb Extensions

Curb extensions extend the sidewalk out into the parking lane on a street, reducing the effective street width and reducing the crossing distance.



5 High Visibility Crosswalk

High Visibility Crosswalk markings notify drivers of potential pedestrians crossing the street.



6 Pinole Creek Trail Crossing

Creating a safe crossing across San Pablo Ave will unlock access to Bayfront Park and the Bay Trail.



7 8 9 Extending Sidewalk

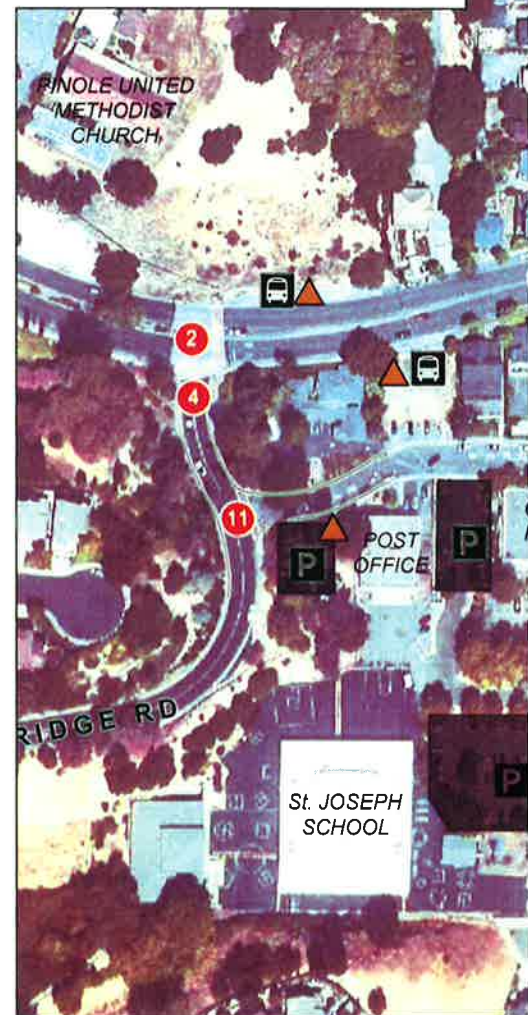
Extending sidewalks and removing obstacles such as driveways can increase the comfort and safety of the pedestrian network.

10 Formalize Intersection

Adding pedestrian amenities at this intersection will provide critical connections in the pedestrian network.

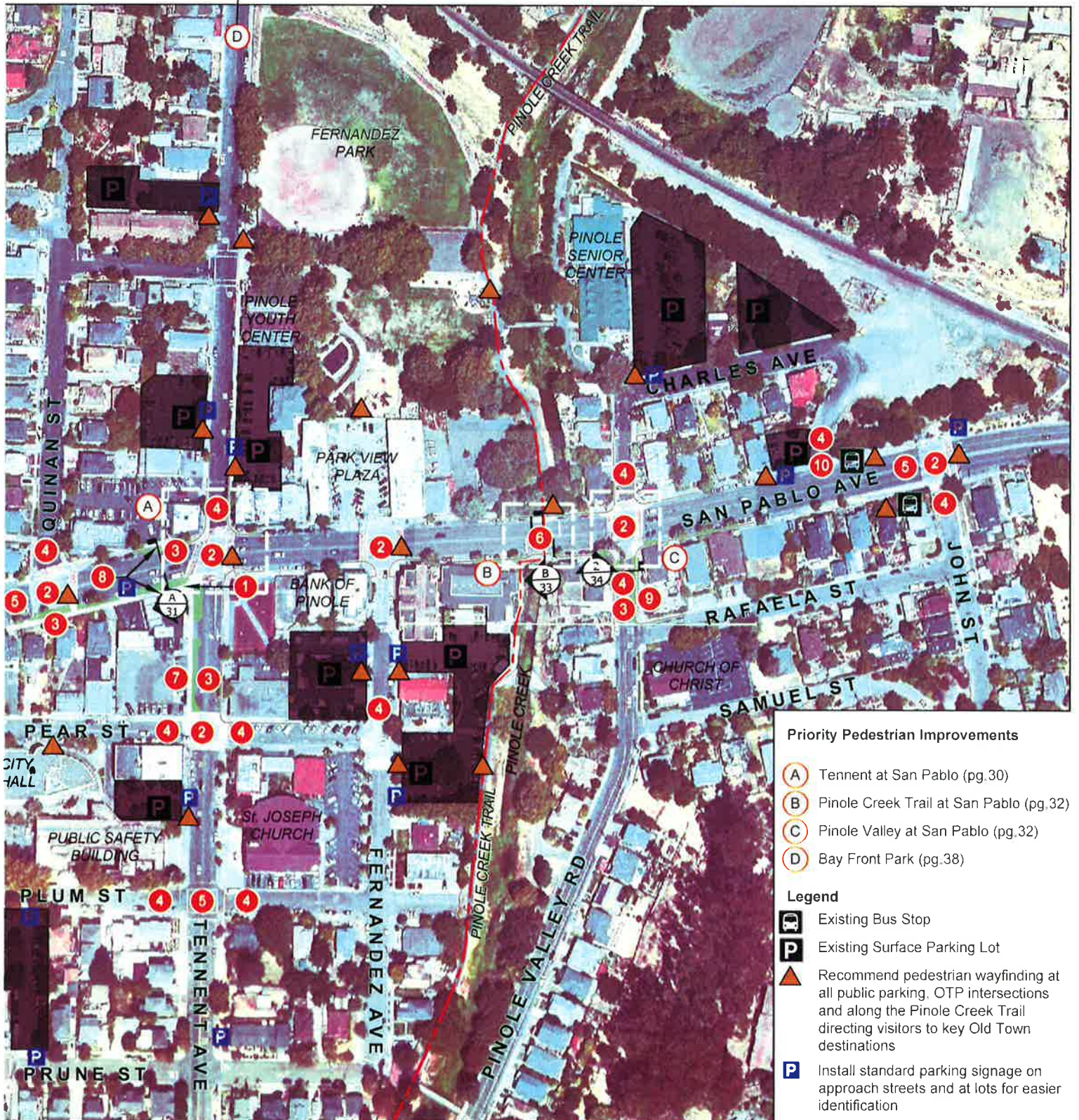
NOTES

- 1 Remove Slip Lane
- 2 Leading Pedestrian Interval
- 3 Street trees
- 4 Curb Extension
- 5 High Vis Crossing Markings
- 6 Pinole Creek Trail Crossing
- 7 Extend Sidewalk, Relocate Parking
- 8 Extend Sidewalk, Remove Driveway
- 9 Extend Sidewalk, Relocate Driveway
- 10 Formalize Intersection
- 11 Wayfinding directing pedestrians to crossing at San Pablo



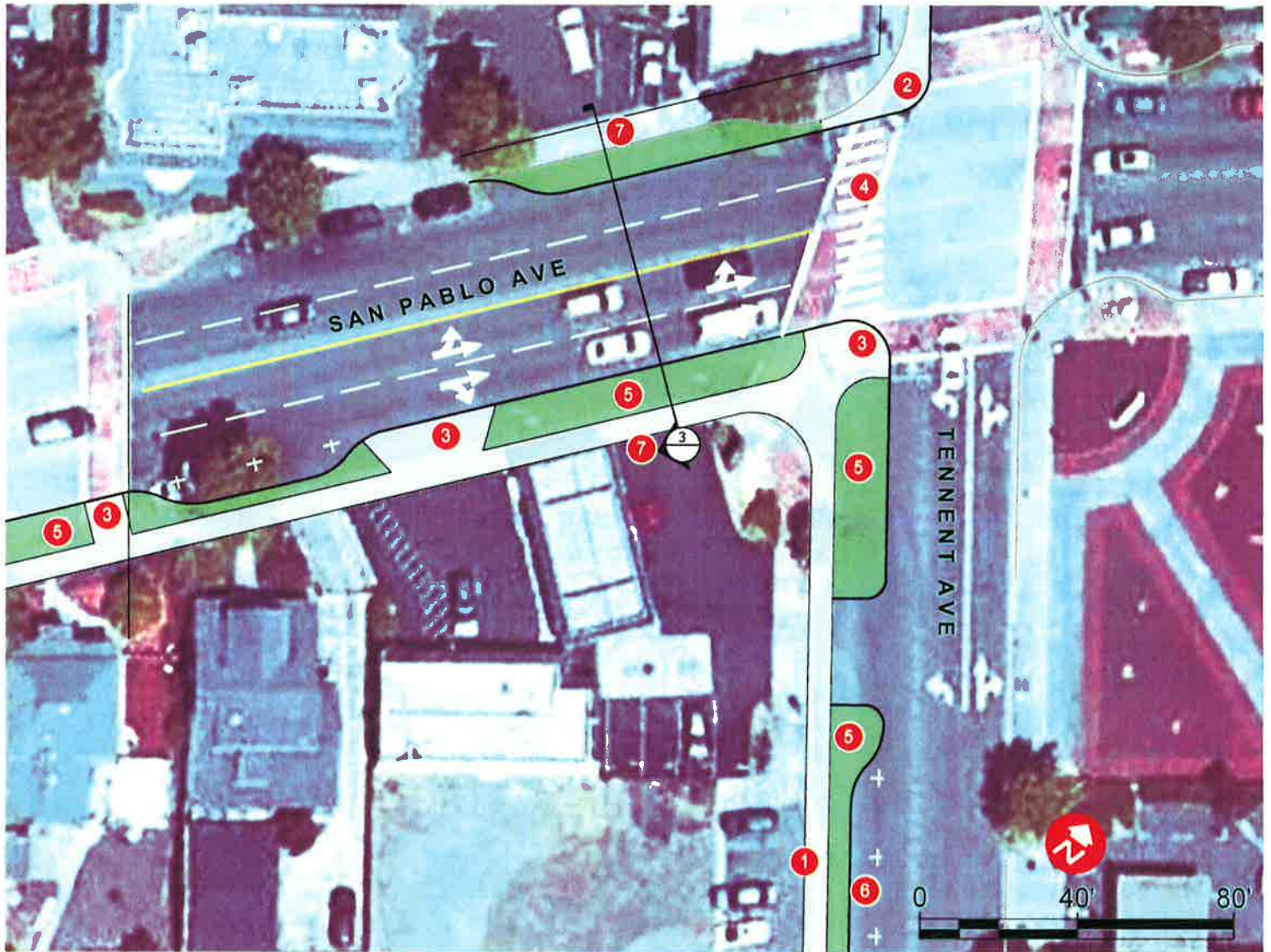
Old Town Pinole Pedestrian Improvements Overview

BAYFRONT PARK
SF BAY TRAIL
FERNANDEZ MANSION



Improvements Plan View:

Tennent Ave at San Pablo Ave



A SAN PABLO AVE AT TENNENT AVE

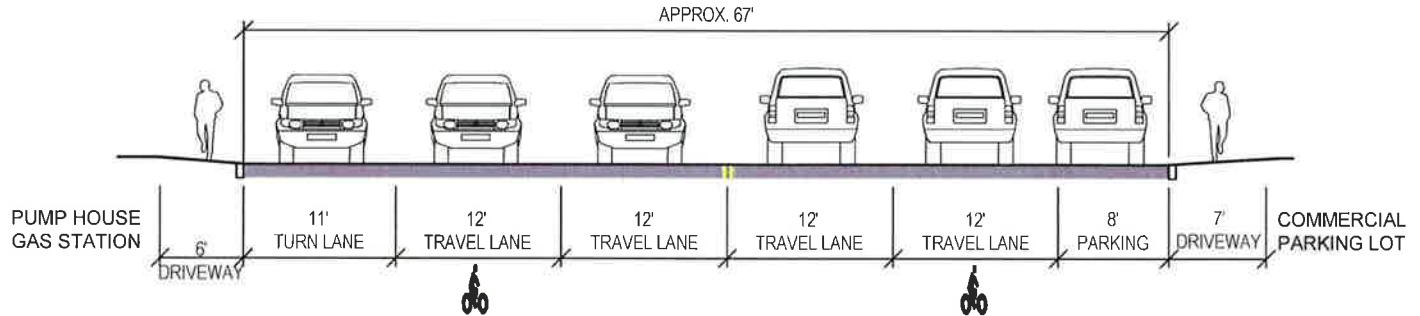
NOTES

- 1 Extend sidewalk to the intersection to remove gap
- 2 Reduced corner radius
- 3 Curb extension
- 4 High-Vis crossing markings
- 5 Street trees and planting
- 6 On street parking
- 7 Consolidate additional driveways

Improving pedestrian visibility through supportive infrastructure increases safety for all road users. By extending the sidewalks, removing on-street parking, reducing corner radii, installing curb extensions, and installing improved crossing facilities, pedestrian safety is enhanced. On-street parking and amenities such as street trees have been shown to reduce the speed of drivers. Adding to the existing assets of Old Town Pinole by installing these amenities, pedestrian visibility is further increased, as drivers have more time to observe their surroundings.

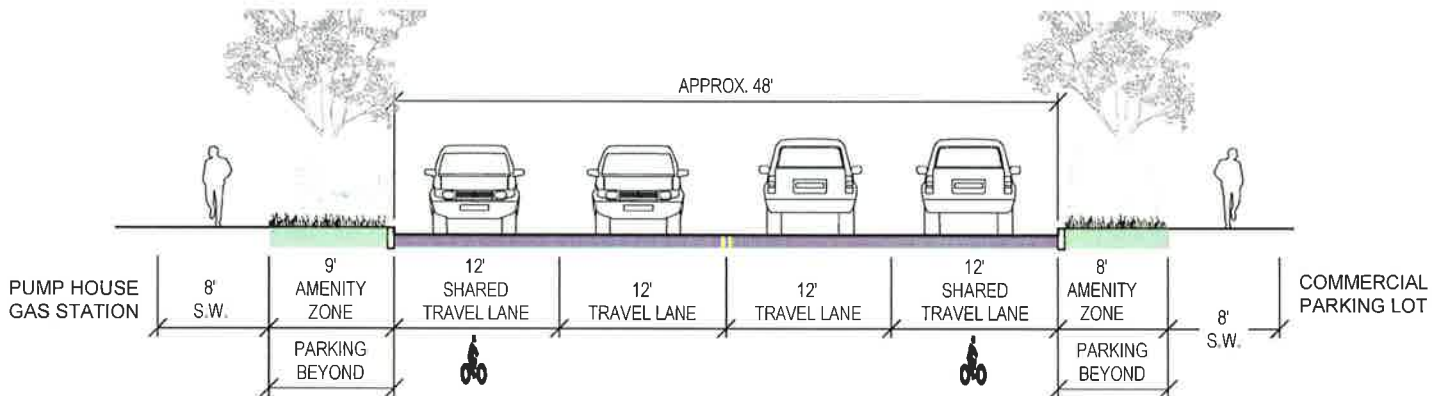
Improvements Sections:

San Pablo Ave at Tennent Ave



A1 EXISTING SAN PABLO AVE AND TENNENT AVE

FACING SOUTHWEST

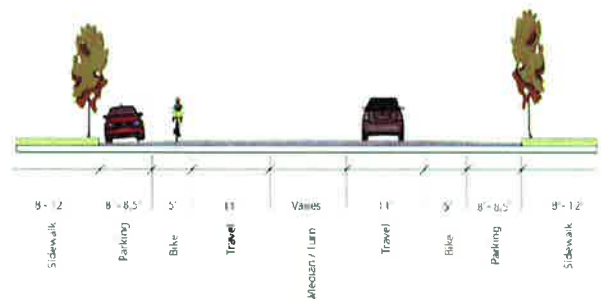


A2 PROPOSED SAN PABLO AVE AND TENNENT

FACING SOUTHWEST



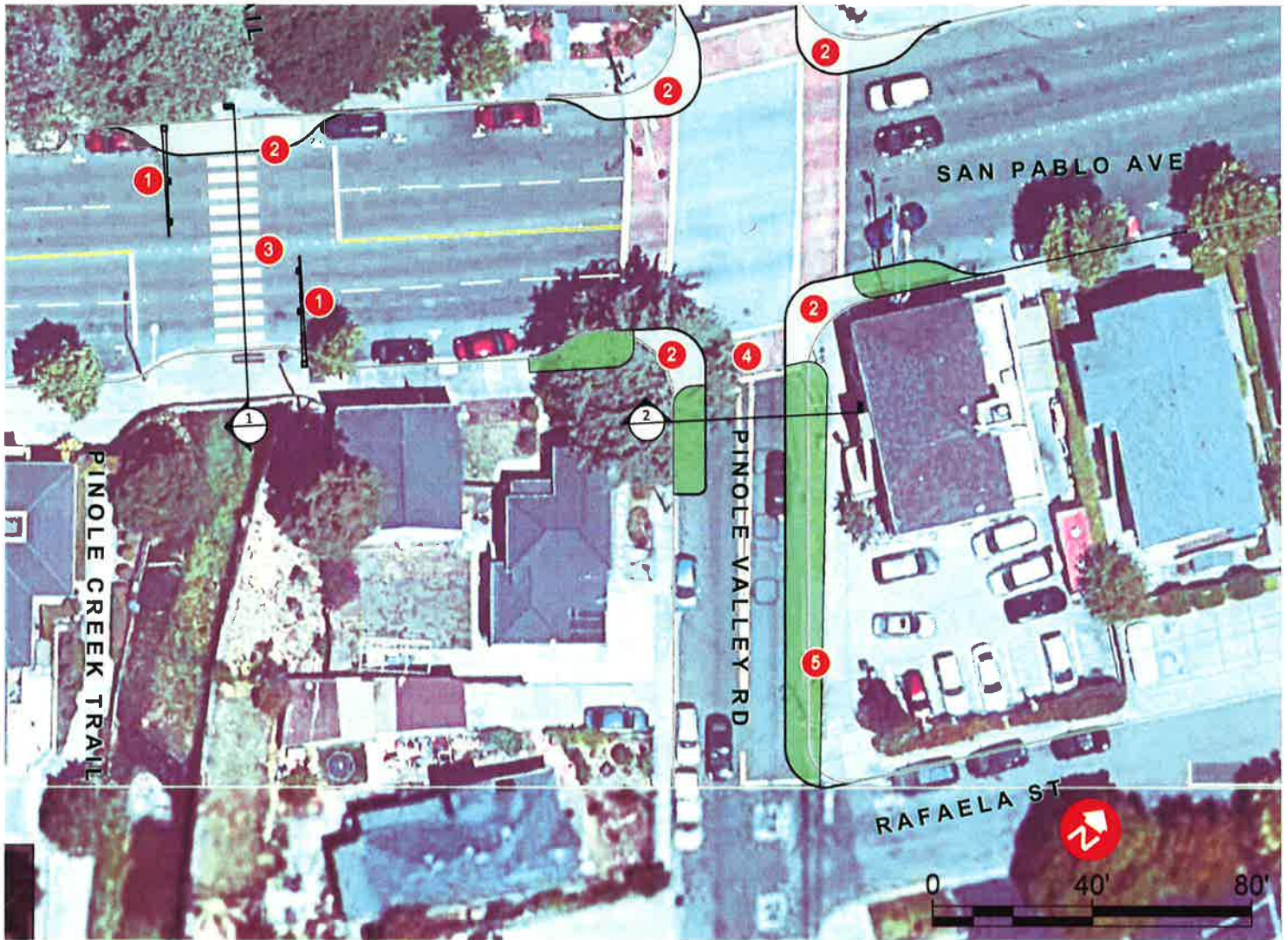
Existing San Pablo Avenue and Tennent Avenue Intersection



Proposed San Pablo Avenue and Tennent Avenue Intersection in the Three Corridors Specific Plan

Improvements Plan View:

Pinole Creek Trail and Pinole Valley Rd at San Pablo Ave



(B) (C) IMPROVEMENT PLAN VIEW: PINOLE CREEK TRAIL AND PINOLE VALLEY RD AT SAN PABLO AVE

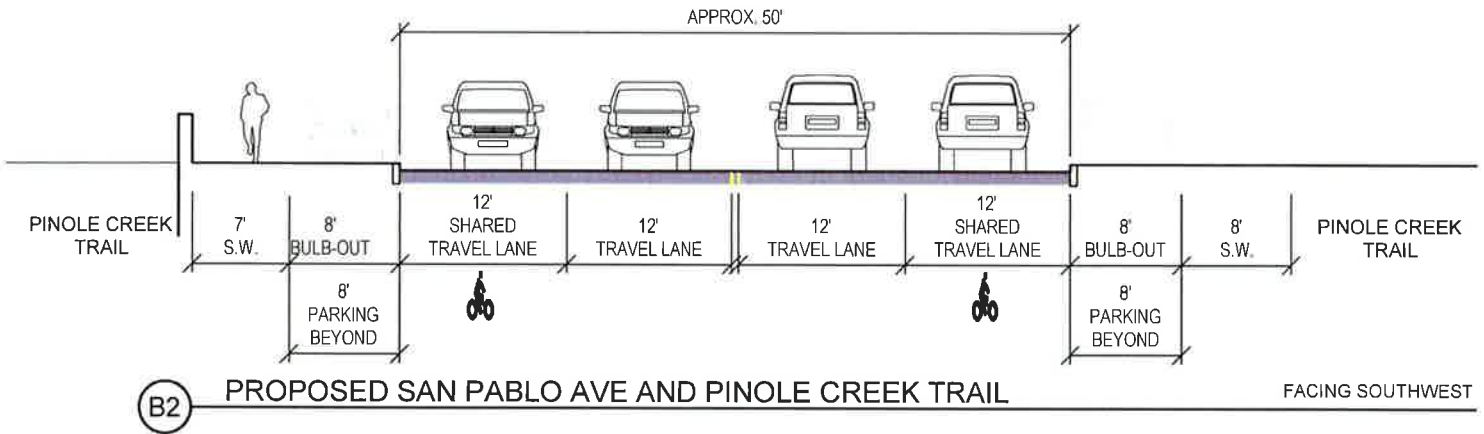
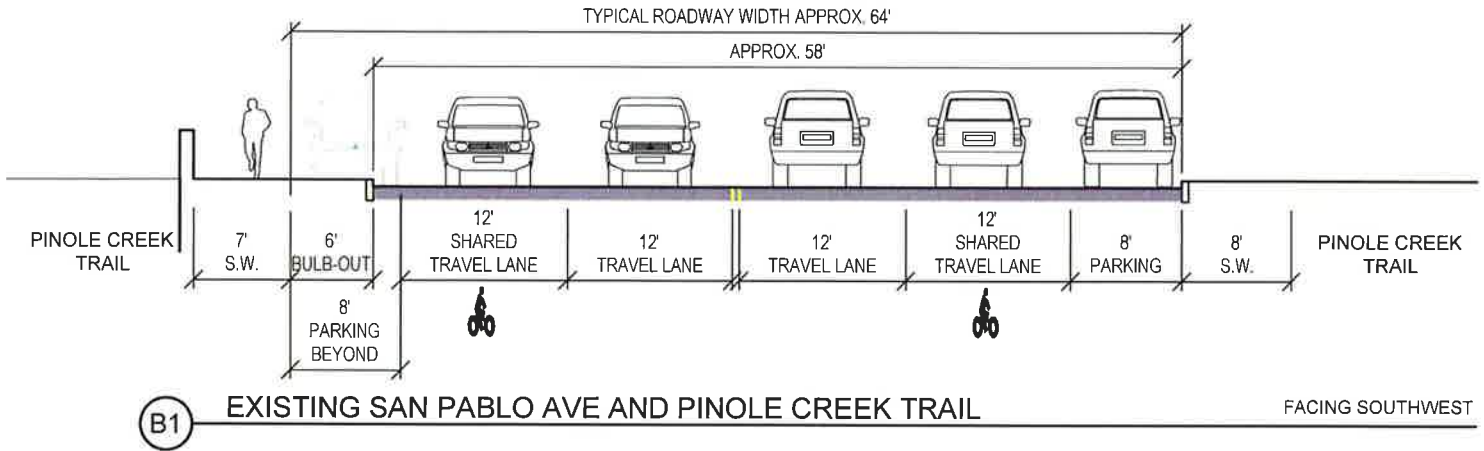
NOTES

- 1 Pedestrian signal, synced with Pinole Valley
- 2 Curb extension
- 3 High Vis crossing markings
- 4 Match dimensions from Fernandez Ave
- 5 Relocate driveway to Rafaela St.

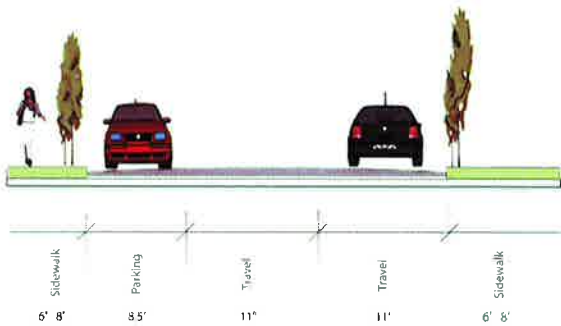
Installing improved crossing facilities, such as a pedestrian signal, curb extensions, and high visibility crosswalks, will allow drivers to see pedestrians more readily. Relocating the driveways along Pinole Valley Road to Rafaela Street will reduce potential conflicts between drivers and pedestrians at this location and will close the existing gap in the pedestrian network. This will have the additional benefit of providing space for potential street trees and other amenities such as benches and art installations.

Improvements Sections:

San Pablo Ave at Pinole Valley Rd



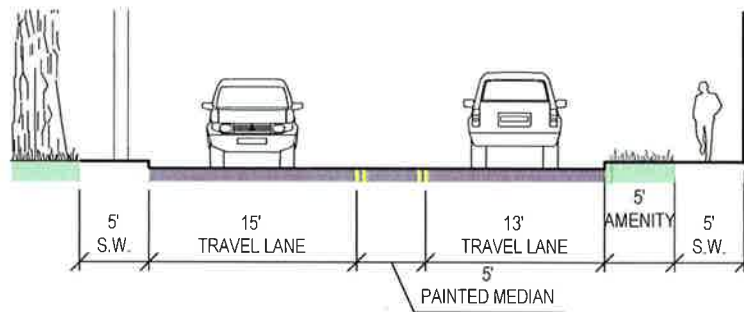
Existing Pinole Valley Road



Proposed Pinole Valley Road in the Three Corridors Specific Plan

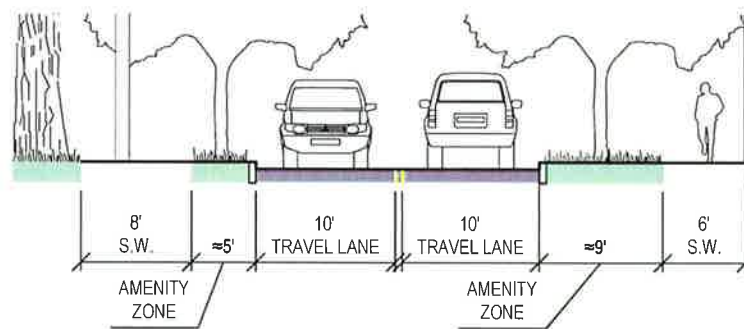
Improvements Sections:

Pinole Valley Rd at San Pablo Ave



C1 EXISTING PINOLE VALLEY RD AT SAN PABLO

FACING NORTHWEST

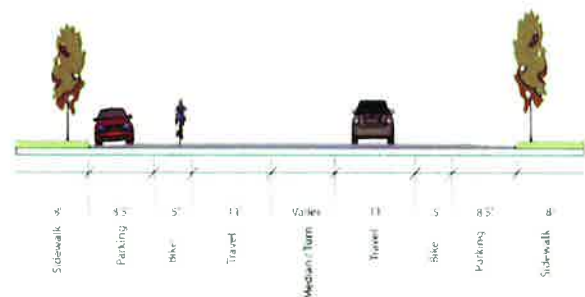


C2 PINOLE VALLEY RD AT SAN PABLO AVE

FACING NORTHWEST



Existing Pinole Creek Trail Crossing along San Pablo Avenue



Proposed San Pablo Avenue near the Pinole Creek Trail crossing in the Three Corridors Specific Plan

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Pinole Creek Trail Crossing Concept





Bayfront Park

Bayfront Park is a 14 acre park located on San Pablo Bay. It offers scenic views of the San Pablo Bay. It is adjacent to the cultural and historic landmark, Fernandez Mansion, and the new Pinole Hercules Water Pollution Control Plant. Bayfront Park is connected to Old Town Pinole by the Pinole Creek Trail. Access to Bayfront Park and the SF Bay Trail can be improved by extending the shared use path to make a stronger connection between the end of the Pinole Creek Trail and the SF Bay Trail shown here. Creating a safe and comfortable experience for all trail users will enhance the connection between Old Town Pinole and the Bayfront Park.

By installing interpretive wayfinding and signage to explain the cultural and ecological significance of landmarks for regional bicyclists and path users, Bayfront Park can serve as an interactive connection to Old Town Pinole.



Possible rail crossing configuration at Bayfront Park. The existing crossing presents a barrier to pedestrian, bicyclists, and drivers attempting to access Old Town Pinole.



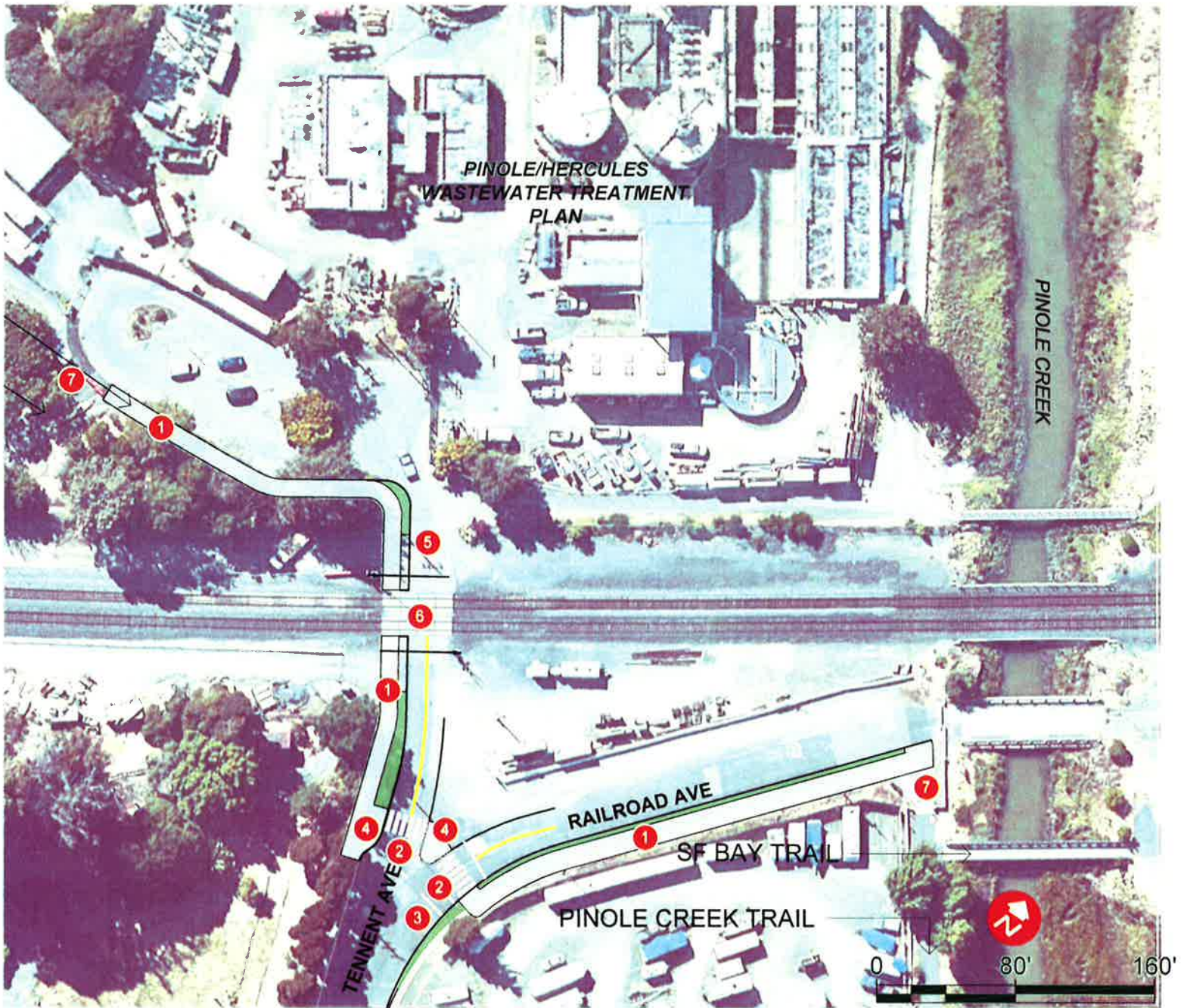
NOTES

- 1 8'-10' wide Shared Use Path
- 2 High Vis Crossing markings
- 3 Re-orient existing crossing
- 4 Curb Extension
- 5 Maintain 22'-24' wide driveway
- 6 Existing RR tracks and crossing arms
- 7 Signage & Wayfinding Opportunity
 - Connections to SF Bay Trail, Pinole Creek Trail and Old Town Pinole
 - Interpretive signage for Environmental Context, Bayfront Park, Area History & Wastewater Treatment Plan



D BAYFRONT PARK

*Aerial photo of



Bayfront Park shows construction trailers from Wastewater Treatment Plant project that were removed in Fall 2019

Signage and Wayfinding

Vehicular Wayfinding

Developing and implementing signage for public surface lots that utilize standardized symbols and language in accordance with best practices and CA MUTCD guidelines will encourage drivers to utilize all available parking. The need for consistent and recognizable public parking signage is an idea that came out of the public outreach with residence and business owners.



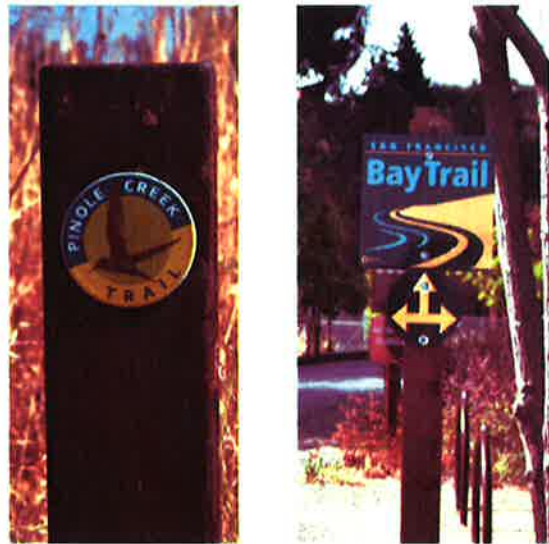
Existing Old Town signage is oriented only for drivers. Unique symbols add character, but make it difficult to identify destinations such as parking

Pedestrian Oriented Wayfinding

Pedestrian wayfinding can encourage visitors to Old Town Pinole to walk to and between destinations. This means connecting remote parking lots to destinations. Developing and implementing pedestrian wayfinding at all parking areas, to the Pinole Creek Trail, and to intersections will encourage pedestrian access to Old Town Pinole.

Bay Trail and Pinole Creek Trail

Old Town Pinole has exceptional access to both local and regional trails. Developing and implementing wayfinding to these trails will encourage visits to Old Town from the Bay Trail and to the Bayfront Park from Old Town.



Expand on existing successful signage to connect people to Old Town Pinole, Bayfront Park, and the SF Bay Trail via the Pinole Creek Trail

Conceptual Wayfinding Upgrades



Conclusion

This study developed recommendations to meet the four goals of increasing parking utilization, improving pedestrian and bicyclist safety in Old Town Pinole, creating greater connectivity between destinations in and around Old Town Pinole, and enhancing Old Town Pinole's character. The recommendations were developed by utilizing current best practices to address the concerns that were identified through the public outreach and engagement process, the collision analysis, and the parking study.

Parking Utilization

Through the Parking Study that was conducted as a part of this study, it was found that parking is underutilized in some areas of Old Town Pinole. Signage and an improved wayfinding network should be installed to improve parking utilization in Old Town Pinole. Utilizing standard symbols and language will help direct drivers to lots throughout Old Town Pinole. This recommendation was supported by the public outreach process, with residents and business owners expressing the need for a standardized system. This will make navigation through Old Town Pinole easier as both a driver and as a pedestrian.

Improving Pedestrian and Bicyclist Safety

The need to improve pedestrian and bicyclist safety was identified in the collision analysis and the public outreach process. A variety of recommendations were developed to meet this goal.

Facilities like curb extensions and high visibility crosswalks alert drivers to pedestrians and bicyclists crossing the street. This allows the driver more time to come to a complete stop, reducing the chance of a collision.

Other recommendations were developed for two key themes identified during the public outreach process: slow traffic down and improve pedestrian experience. These were two key themes identified during the public outreach process. Such recommendations include narrowing Pinole Valley Road to increase the pedestrian amenity zone, removing the right-turn slip lane on San Pablo Avenue, and installing more street trees throughout Old Town Pinole.

Slowing traffic reduces the chance of a collision. This is essential for increasing pedestrian safety in Old Town Pinole. These recommendations were developed by incorporating current best practices for reducing drivers' speed while also increasing the visibility of

pedestrians and bicyclists.

Increasing Connectivity

To create a more cohesive pedestrian network in Old Town Pinole, pedestrian oriented wayfinding should be installed and pedestrian network gaps should be addressed. Improving trail connections will greatly enhance the pedestrian experience in Old Town Pinole by allowing users to travel through the area on a unique, low-stress network.

Pedestrian oriented wayfinding will help trail users connect to and from their destinations. This will make for a more pleasant pedestrian experience for both residents and visitors alike.

Addressing pedestrian network gaps, like extending the sidewalk along Tennent Avenue, will allow for a safer, more comfortable pedestrian experience in Old Town Pinole.

Old Town Pinole Character

Old Town Pinole has a small town charm that its residents are proud of. Many recommendations in this report will help elevate this appeal.

Placemaking elements, such as branded wayfinding, extending and improving the existing trail network, pedestrian scale lighting, and an improved

pedestrian network will help attract new visitors to the area.

Referenced Plans and Resources

- Contra Costa Transportation Authority. (2018). *Contra Costa Countywide Bicycle and Pedestrian Plan*. Accessed at: <https://ccta.net/2018/10/18/countywide-bicycle-and-pedestrian-plan/>
- City of Pinole, California. (2010) *General Plan Update*. Accessed at: https://www.ci.pinoles.ca.us/city_government/planning/general_plan
- City of Pinole, California (2018). *Three Corridors Specific Plan*. Accessed at: https://www.ci.pinoles.ca.us/city_government/planning/general_plan/three_corridors_specific_plan



Old Town Pinole Parking and Pedestrian Safety Study

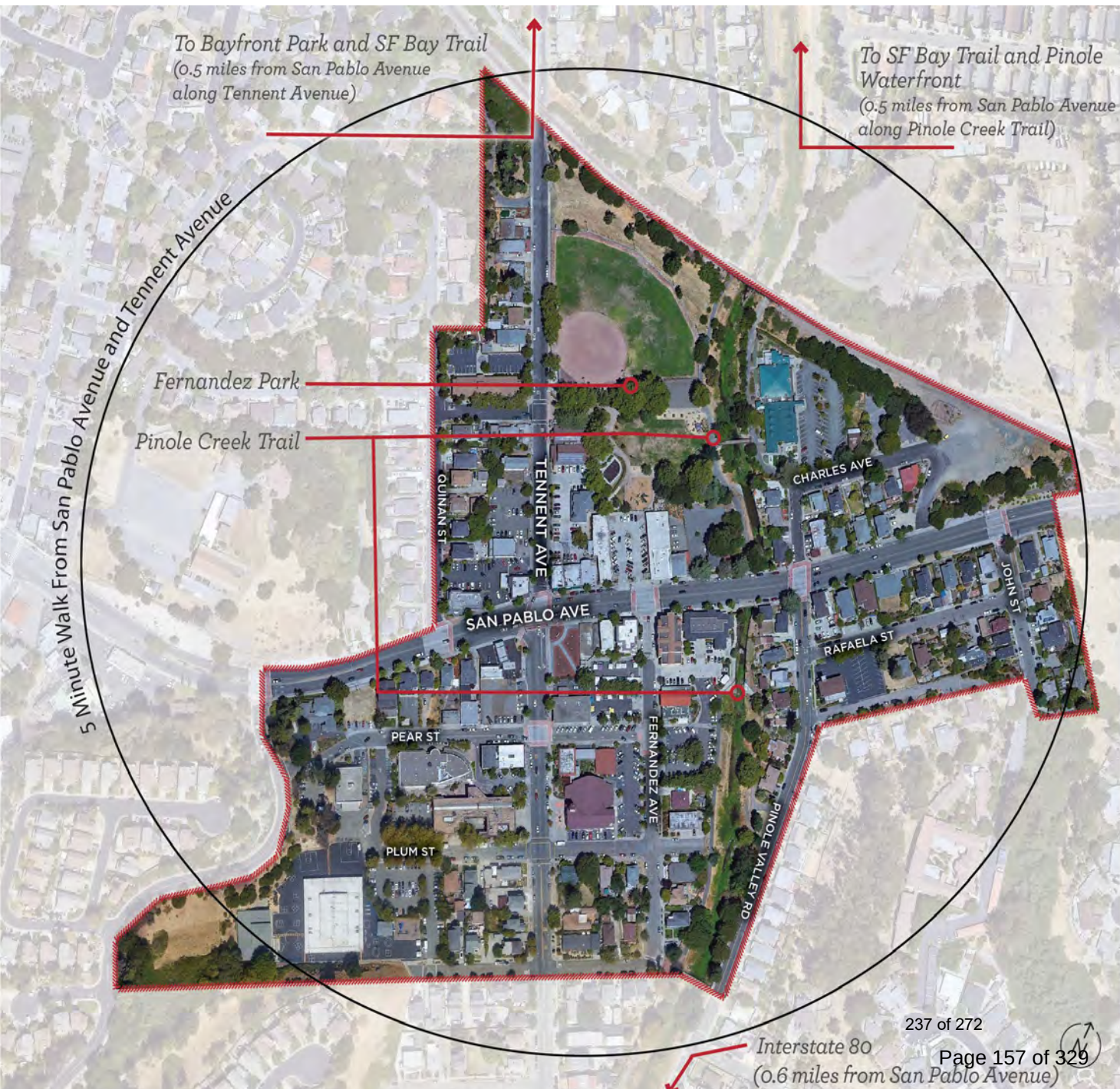
Presentation to City Council
September 15, 2020

Project Goals

- Completing a parking study to determine parking utilization in accordance to the General Plan and in response to Old Town Pinole business concerns
- Improving pedestrian safety in arriving to their destinations in Old Town Pinole, especially from underutilized parking lots
- Increasing connectivity between parking and destinations, including the Bayfront, and
- Enhancing Old Town Pinole's unique character as both a destination and as a pedestrian experience.
- Consistency with General Plan, Three Corridors Specific Plan, Countywide Bicycle Plan, prior parking studies



Study Area



Complete Streets Principles



Wide sidewalks allow for a comfortable pedestrian experience for all ages where two people can walk side-by-side.



Curb extensions visually and physically narrow the roadway, creating safer and shorter crossings for pedestrians.

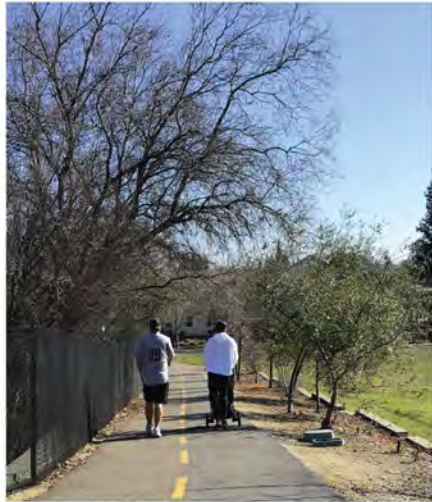


Narrower travel lanes help promote slower speeds and reduce crash severity.

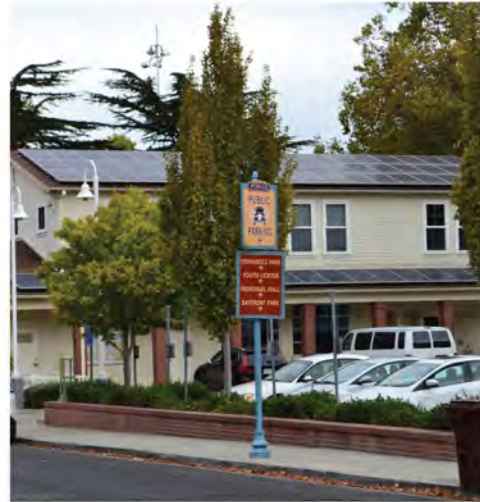


Street trees provide shade, reduce air pollution and positively impact mental health.

Existing Conditions



Improving trail connections along San Pablo will increase the connectivity for a low stress multi-use network in Pinole.



An incomplete wayfinding system can present barriers to visitors and residents navigating Old Town Pinole. Existing wayfinding signage is not easily recognizable to drivers passing on San Pablo Avenue.



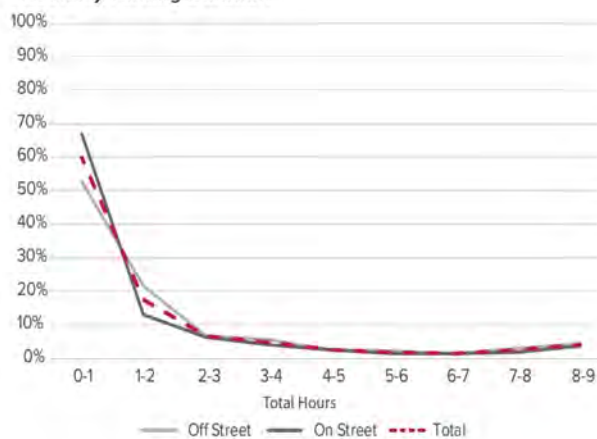
Wide crossings across San Pablo Avenue can create uncomfortable walking experiences.



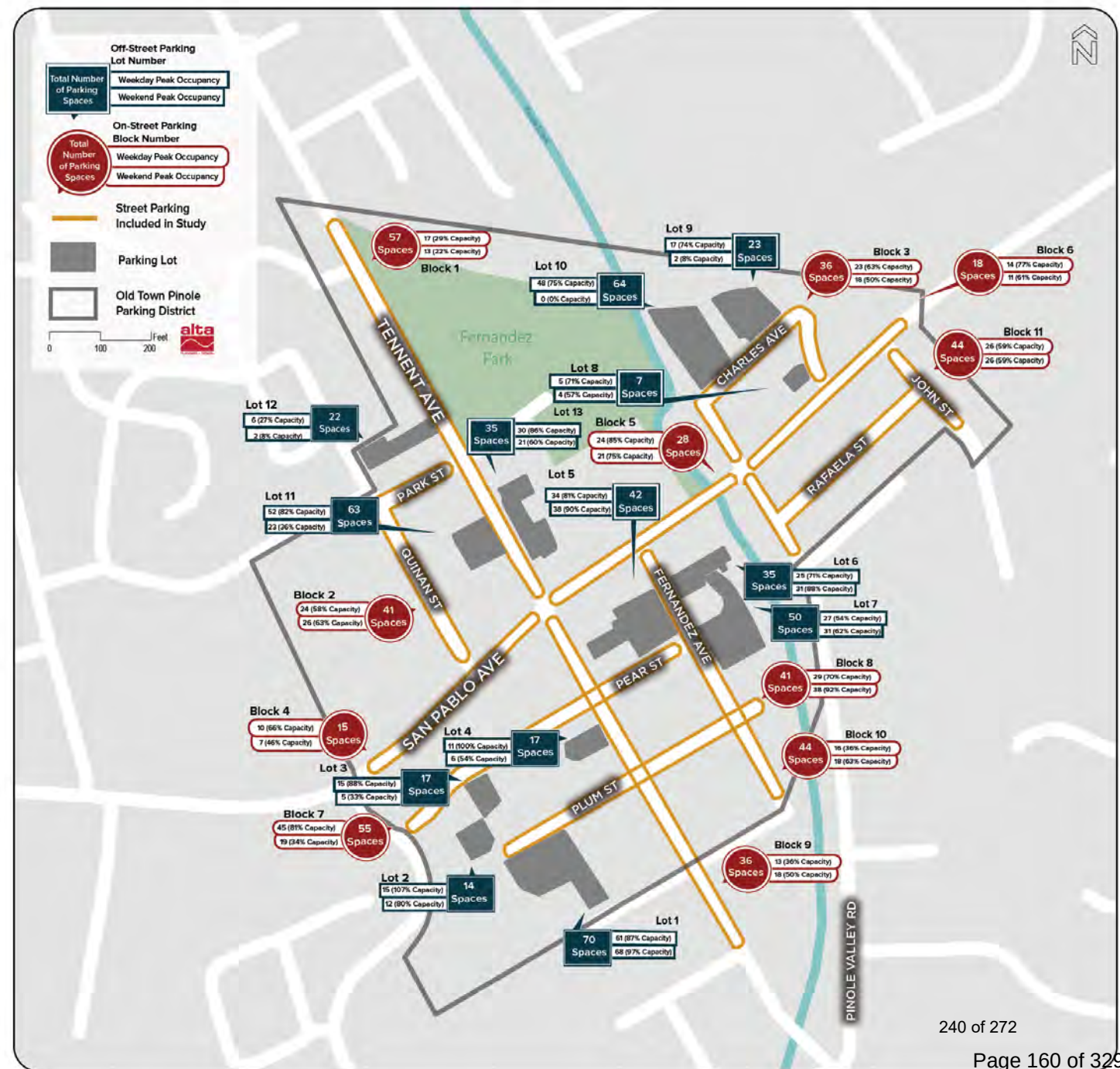
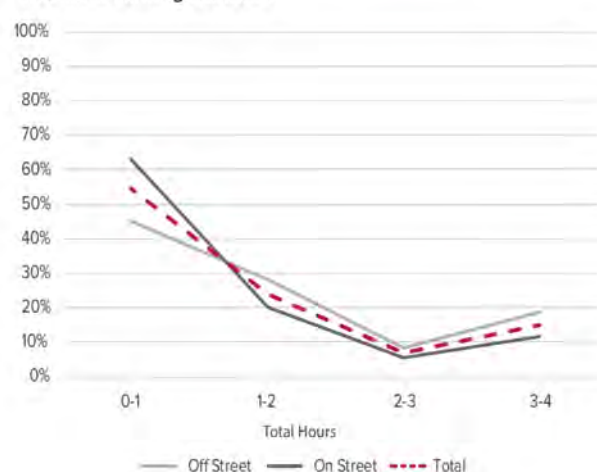
The existing pedestrian network is frequently interrupted by driveways or narrowed due to utility poles in the sidewalk zone.

Parking Analysis

Weekday Parking Duration



Weekend Parking Duration



Collisions Involving Drivers and Bicyclists or Pedestrians (2014 - 2018)

Collisions

- Five total collisions 2014-2018
- 3 Pedestrian
- 2 Bicycle



Outreach

- Open House held November 6, 2019
- Informational boards and Walk and Talk tour of project area



The public was asked to comment and provide feedback on the walking and parking experience in Old Town Pinole during the outreach process for this study.



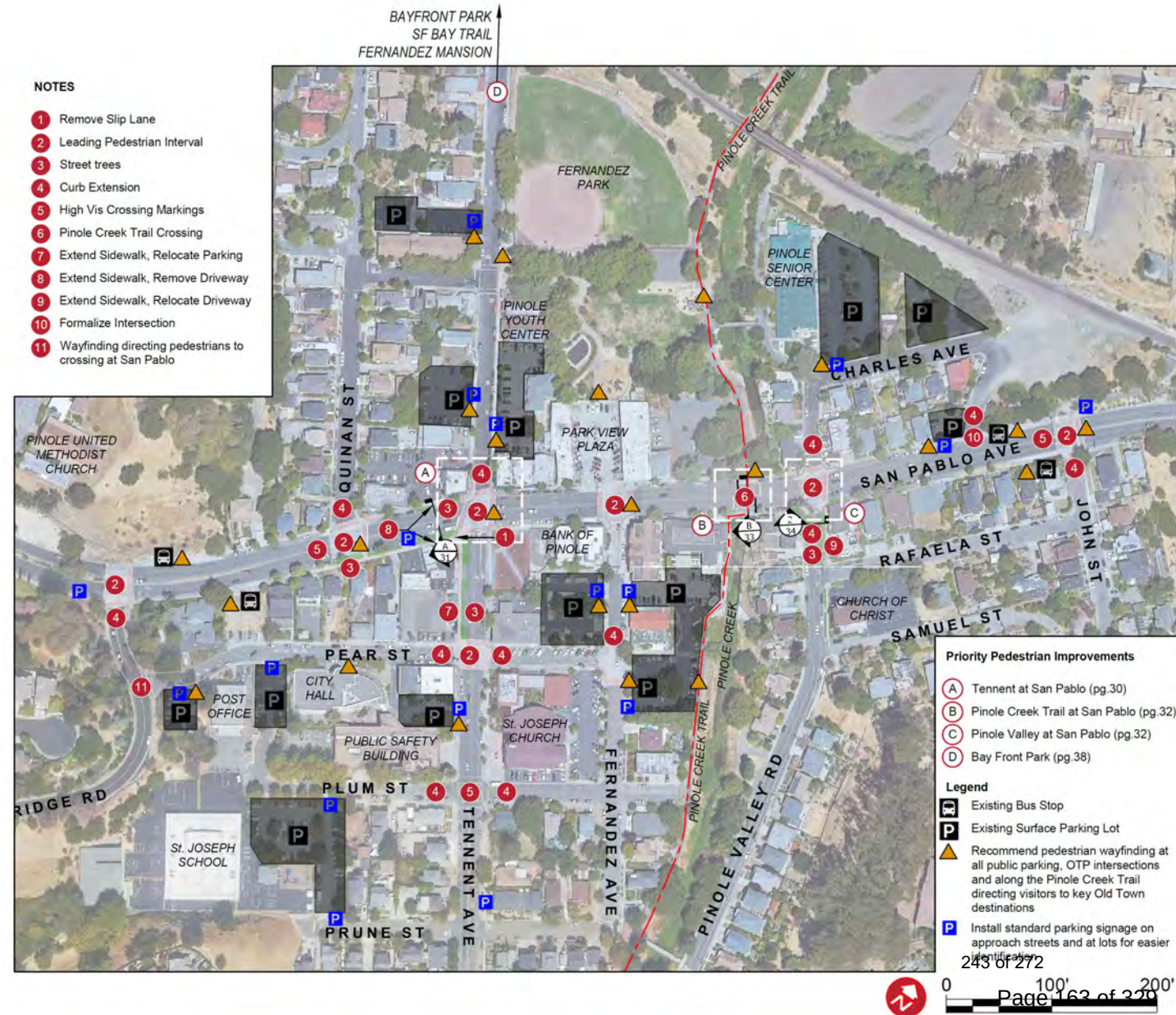
During a Walk and Talk, participants were invited to provide input on how to create a safer, more walkable environment in Old Town Pinole.



An event participant studies the results of the parking study at the Open House.

Recommendations

- Utilize parking more efficiently
- Pedestrian safety
- Connectivity
- Old Town Pinole Character and Walking Experience



Improvements Plan View:

Tennent Ave at San Pablo Ave



A SAN PABLO AVE AT TENNENT AVE

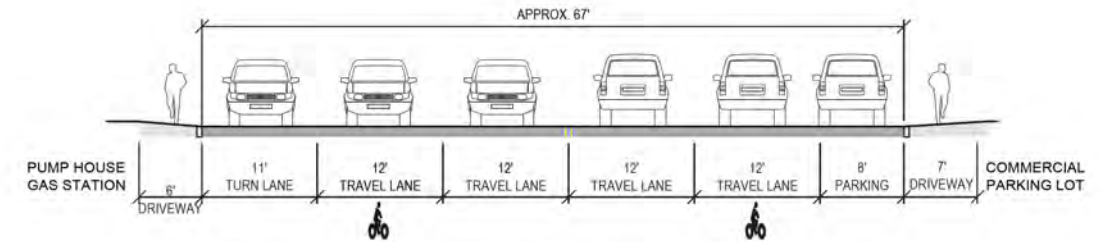
NOTES

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- 4 High-Vis crossing markings
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- 6 On street parking
- 7 Consolidate additional driveways

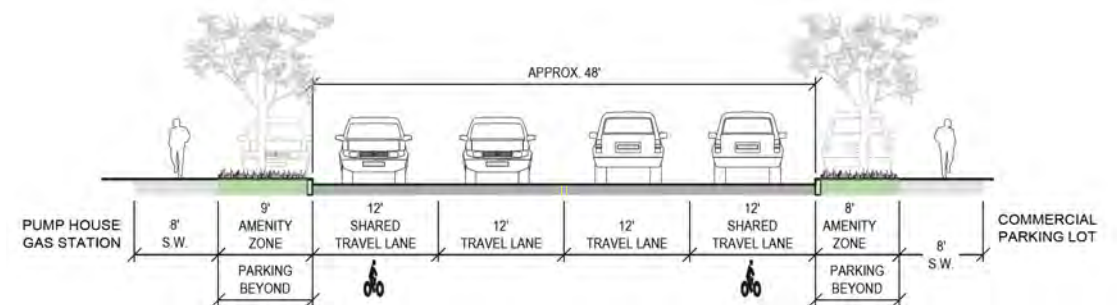
Improving pedestrian visibility through supportive infrastructure increases safety for all road users. By extending the sidewalks, removing on-street parking, reducing corner radii, installing curb extensions, and installing improved crossing facilities, pedestrian safety is enhanced. On-street parking and amenities such as street trees have been shown to reduce the speed of drivers. Adding to the existing assets of Old Town Pinole by installing these amenities, pedestrian visibility is further increased, as drivers have more time to observe their surroundings.

Improvements Sections:

San Pablo Ave at Tennent Ave



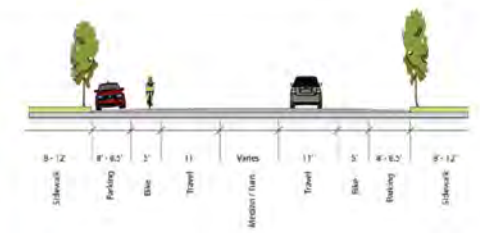
A1 EXISTING SAN PABLO AVE AND TENNENT AVE FACING SOUTHWEST



A2 PROPOSED SAN PABLO AVE AND TENNENT FACING SOUTHWEST



Existing San Pablo Avenue and Tennent Avenue Intersection



Proposed San Pablo Avenue and Tennent Avenue Intersection in the Three Corridors Specific Plan

Improvements Plan View:

Pinole Creek Trail and Pinole Valley Rd at San Pablo Ave



(B) (C) IMPROVEMENT PLAN VIEW: PINOLE CREEK TRAIL AND PINOLE VALLEY RD AT SAN PABLO AVE

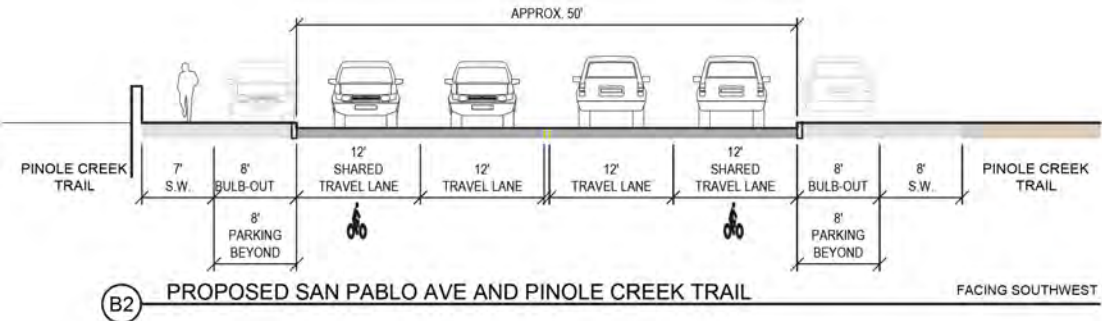
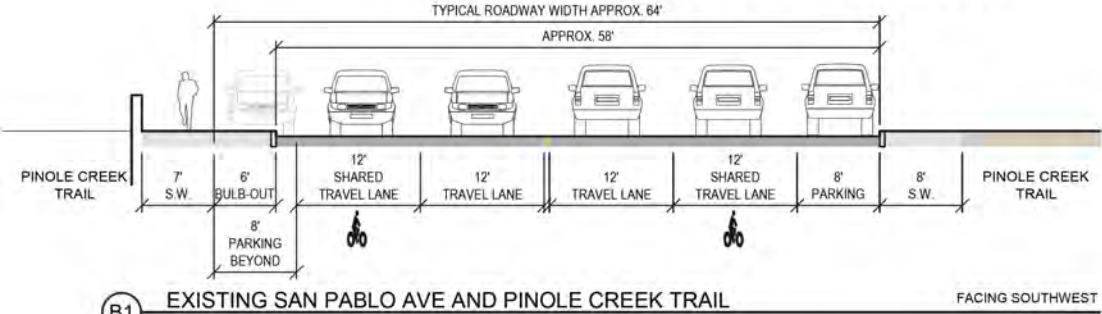
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- 5 Relocate driveway to Rafaela St.

Installing improved crossing facilities, such as a pedestrian signal, curb extensions, and high visibility crosswalks, will allow drivers to see pedestrians more readily. Relocating the driveways along Pinole Valley Road to Rafaela Street will reduce potential conflicts between drivers and pedestrians at this location and will close the existing gap in the pedestrian network. This will have the additional benefit of providing space for potential street trees and other amenities such as benches and art installations.

Improvements Sections:

San Pablo Ave at Pinole Valley Rd



Existing Pinole Valley Road



Proposed Pinole Valley Road in the Three Corridors Specific Plan

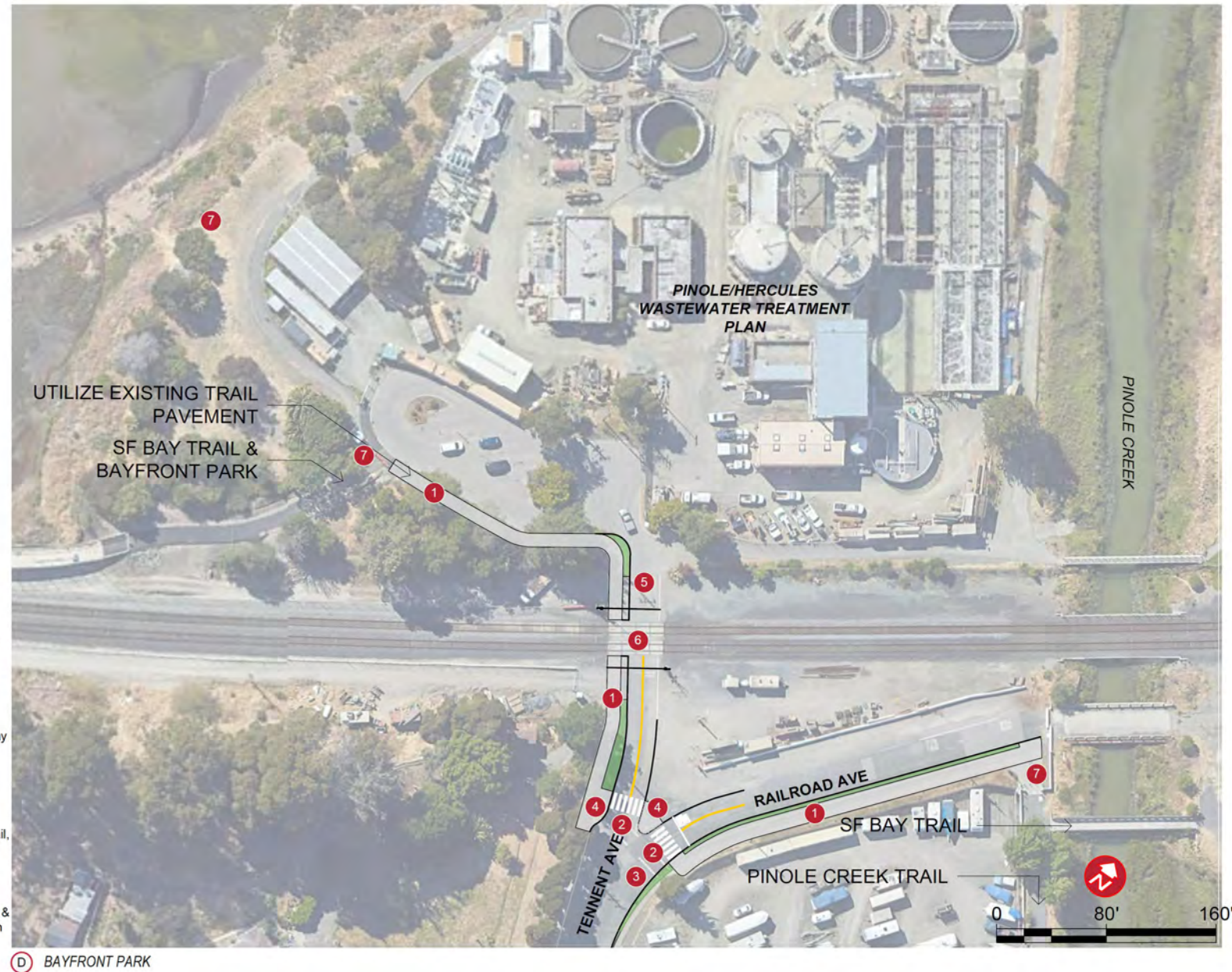
San Pablo Avenue at Pinole Creek



Bayfront Park

NOTES

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- 2 High Vis Crossing markings
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- 4 Curb Extension
- 5 Maintain 22'-24' wide driveway
- 6 Existing RR tracks and crossing arms
- 7 Signage & Wayfinding Opportunity
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 - Interpretive signage for Environmental Context, Bayfront Park, Area History & Wastewater Treatment Plan



Wayfinding



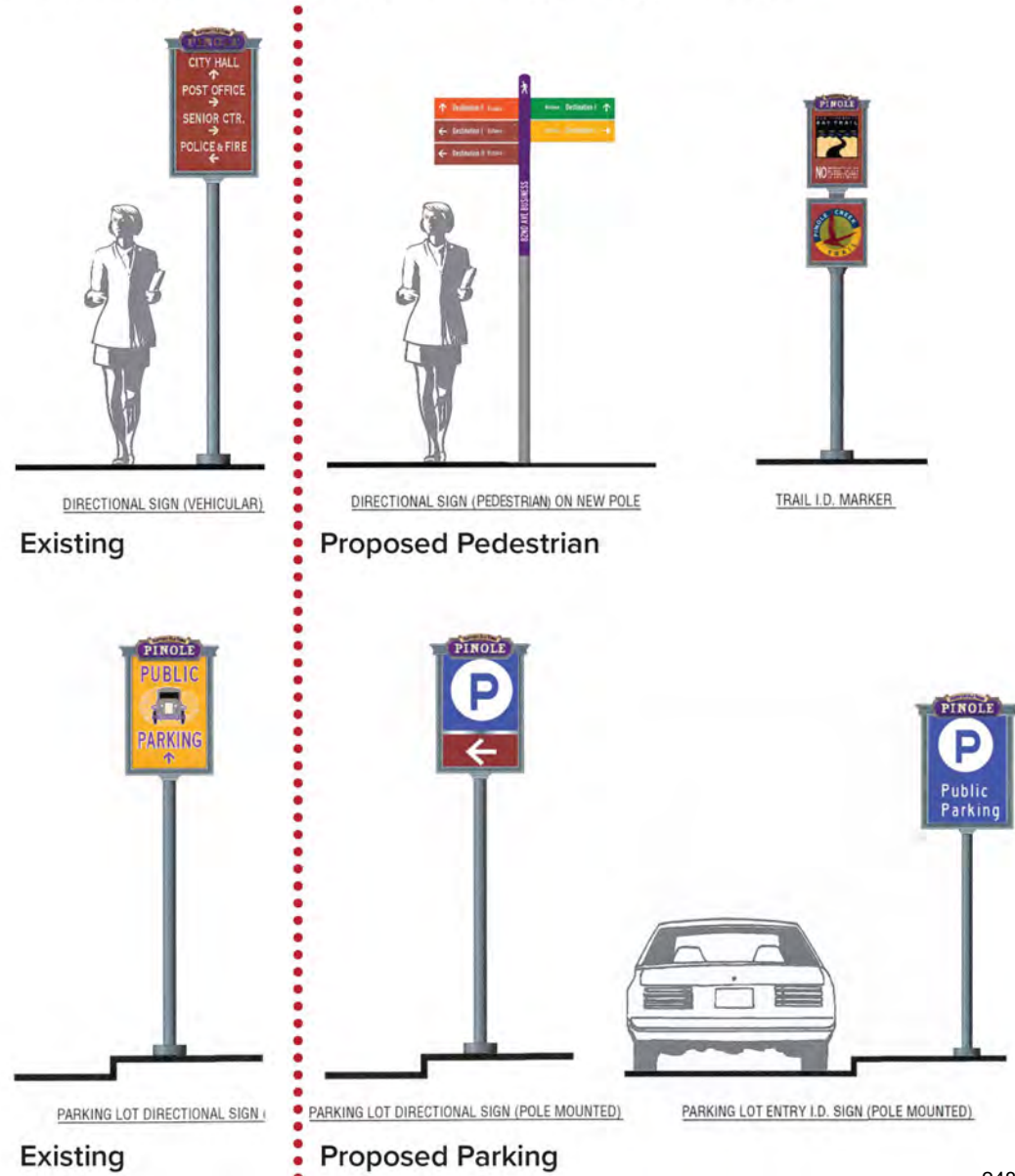
Existing Old Town signage is oriented only for drivers. Unique symbols add character, but make it difficult to identify destinations such as parking



Expand on existing successful signage to connect people to Old Town Pinole, Bayfront Park, and the SF Bay Trail via the Pinole Creek Trail



Conceptual Wayfinding Upgrades



Questions?





CITY COUNCIL REPORT

9.D.

DATE: DECEMBER 5, 2023
TO: MAYOR AND COUNCIL MEMBERS
FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
SUBJECT: APPROVE THE DEVELOPMENT IMPACT FEE REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2023 AND RELATED FINDINGS

RECOMMENDATION

City staff recommends that the City Council approve the Development Impact Fee Report for the fiscal year ended June 30, 2023, and adopt a resolution making required findings regarding collected fees.

BACKGROUND

Recognizing that new construction of residential and commercial facilities may have growth-related impacts on existing public streets, facilities, and services, Chapter 5 of the California Government Code authorizes the collection of development impact fees. Sections 66000-66009 of the State's Government Code prescribe a method for the equitable and consistent collection of fees for public improvements and facilities that are needed to mitigate the impacts of new development. These statutes require that public agencies keep impact fees in a separate fund and provide periodic fiscal reconciliations of the amount of growth impact fees assessed and collected against new construction, and the use of those fees collected.

Effective January 1, 1989, AB 1600 imposed specific accounting procedures regarding the collection and use of development impact fees. Specifically, Government Code section 66006(b) requires the City to make certain information available to the public regarding the impact fees collected within 180 days of the end of the fiscal year. In addition, Government Code Section 66001(d) provides for an annual review of fees collected, based on a five year "holding and use" period following the deposit of the fees. AB 1600 requires the City to make findings every five years, subsequent to the deposit of these fees, with respect to any portion of the fee that may remain unexpended, whether committed or uncommitted. The findings must identify the purpose to which the fee will be put, demonstrate a nexus between the fee and the purpose, identify the sources and amounts of anticipated funding used to complete incomplete improvements, and identify approximate dates on which the anticipated funding is expected to be expended. While these findings are only required every five years, for consistency and transparency, the City generally makes these findings annually.

Additionally, the provisions of AB 1600 expanded Government Code 66002(b), the accountability standard to require annual reviews of the proposed use of these fees through the inclusion of eligible projects in public agency capital improvement plans. The FY 2023/24 – 2027/28 Five-Year Capital Improvement Plan (CIP), which includes projects eligible for funding using development impact fees, was approved by the City Council on June 20, 2023.

REVIEW AND ANALYSIS

In August of 1984, the City Council established a cumulative growth impact fee. Ordinance Number 462 provided fees to be collected from developers for both residential and business development impacts on public facilities and services and for residential impacts on parklands and recreation. Pinole Municipal Code (PMC) 3.20.096 (b) allows for an annual adjustment to the amount of the impact fees by a percentage equal to the percentage change in the Engineering News Record Construction Cost Index for San Francisco Bay Area. The fees were updated to the following amounts effective August 1, 2023:

Activity Description		Single Family	Multi-Family	Office	Commercial	Industrial	Institutional
		<i>Fee per Dwelling Unit</i>		<i>Fee per 1,000 Building Square Feet</i>			
1	Police	\$1,321.29	\$1,000.98	\$500.49	\$160.16	\$400.40	\$40.04
2	Fire Protection	\$1,688.49	\$1,279.16	\$639.58	\$204.67	\$511.66	\$51.16
3	Public Facilities & Equipment	\$2,278.48	\$1,726.13	\$863.06	\$276.18	\$690.45	\$69.05
4	Wastewater	\$5,684.45	\$4,263.05	\$2,640.40	\$2,640.40	\$2,160.85	\$1,439.80
5	Transportation	\$477.05	\$338.71	\$639.25	\$1,598.13	\$419.81	\$1,211.72
6	Drainage	\$1,270.54	\$76.23	\$186.67	\$186.67	\$369.46	\$437.52
7	Parks and Recreation	\$9,215.85	\$6,981.71	n/a	n/a	n/a	n/a
8	Subtotal	\$21,936.16	\$15,665.97	\$5,469.46	\$5,066.21	\$4,552.62	\$3,249.29
9	Administration (3%)	\$658.08	\$469.98	\$164.08	\$151.99	\$136.58	\$97.48
10	Total	\$22,594.24	\$16,135.95	\$5,633.54	\$5,218.20	\$4,689.20	\$3,346.77

In addition, PMC 3.20.96 (c) requires a review of the basis of the impact fees at least once every five years to determine whether the fees are still reasonably related to the needs of new development. The last Development Impact Mitigation Fee Nexus Study was prepared by a consultant in May 2008. As detailed herein, there is still a reasonable relationship between the fee and the purpose for which it is charged. Nevertheless, the City is in the process of conducting an updated development impact fee study to further refine the City's impact fees, which is expected to be completed by June 30, 2024.

The City maintains separate funds for growth impact fees within the Growth Impact Fund - 276 and the Parkland Dedication Fund - 275. All interest earned on the fees is held and retained in these funds.

The Growth Impact Fee Fund accounts for fees collected from developers for both residential and business development impacts on public facilities and services. The City has established development impact fees for the following facilities: police, fire protection, parks and recreation, wastewater, public facilities and equipment, traffic, and drainage. The revenue collected from the fees can be used for capital improvements, including the expansion, design, and construction of facilities.

Since the development impact fees have been put in place, the City has collected the

following fees for the mitigation of growth impacts in the Growth Impact Fund – 276:

Fiscal Year	Fee Income & Interest	Expenditures	Year End Residual Balance
Prior to 2008-09	\$ 3,162,923	\$ 2,924,091	\$ 237,979
2008-09 to 2016-17	225,773	564,213	(100,460)
2017-18	91,348	-	(9,113)
2018-19	82,480	-	73,367
2019-20	35,557	-	108,925
2020-21	32,567	-	141,492
2021-22	2,560,333	-	2,701,825
2022-23	638,210	-	3,340,034
Totals	\$ 6,829,191	\$ 3,488,304	

As of June 30, 2023, the Growth Impact Fund has a fund balance of \$3,340,034. The fund balance has grown primarily due to the City collecting \$2,701,825 in impact fees for a major multi-unit housing development in FY 2021/22.

Staff has reviewed the development impact fees collected from July 1, 2018 through June 30, 2023. No development impact fees collected more than five years ago, prior to July 1, 2018, remain unexpended or uncommitted.

The following projects have been identified for funding from impact fees in the FY 2023/24 through FY 2027/28 CIP adopted by the City Council on June 20, 2023:

- Project #FA2301 Public Safety Building Modernization - \$75,000;
- Project #FA2202 Senior Center Modernization - \$145,000;
- Project #FA1703 City Hall Modernization - \$125,000;
- Project #FA2302 Plum Street Parking Lot Improvements - \$80,000;
- Project #PA2201 Pocket Parks – Galbreth Rd. - \$65,000;
- Project #PA1901 Pinole Valley Park Soccer Field Rehabilitation - \$200,000;
- Project #SS2201 Sanitary Sewer Rehabilitation - \$600,000;
- Project #SW1901 Hazel St. Storm Drain Improvements - \$58,000; and
- Project #RO1802 Hazel St. Gap Closure (Sunnyview) - \$50,000.

These projects are also noted in the Development Impact Fee Report included as Attachment A.

Parkland Dedication Fund - 275

The Parkland Dedication Fund accounts for fees collected from developers for residential impacts on parklands and recreation. These fees are collected pursuant to the City's Parkland Dedication Ordinance (Municipal Code 16.28) which requires as a condition of approval for the subdivision of land, the dedication of park land or payment of a fee in-lieu of dedication, pursuant to California Government Code 66477 (the "Quimby Act"). The revenue collected from the fees can be used for capital improvements, including the acquisition and development of parks.

Since the development impact fees have been put in place, the City has collected the

following fees for park and recreation projects in the Parkland Dedication Fund – 275:

Fiscal Year	Fee Income & Interest	Expenditures	Year End Residual Balance
Prior to 2008-09	\$ 2,424,729	\$ 2,311,672	\$ 113,072
2008-09 to 2016-17	64,764	161,381	16,455
2017-18	8,154	-	24,608
2018-19	36,528	-	61,137
2019-20	27,732	799	88,070
2020-21	16,378	-	104,448
2021-22	(8,595)	118,507	(22,654)
2022-23	22,653	-	(0)
Totals	\$ 2,592,344	\$ 2,592,360	

As of June 30, 2023, Parkland Dedication Fund has a fund balance of \$0. The negative fund balance in FY 2021/22 stemmed from a transfer out in the amount of \$118,507 that was initially deposited into the Parkland Dedication Fund but should have been deposited into the Growth Impact Fund - 276. The negative fund balance was cleared by a transfer in of funds in FY 2022/23.

Findings

In accordance with California Government Code Section 66001(d), the City is reporting the following findings as of June 30, 2023:

In August of 1984, the City Council established a cumulative growth impact fee. Ordinance Nur 462 provided fees to be collected from developers for both residential and business development impacts on public facilities and services and for residential impacts on parklands and recreation. Pinole Municipal Code (PMC) 3.20.096 (b) allows for an annual adjustment to the amount of the impact fees by a percentage equal to the percentage change in the Engineering News Record Construction Cost Index for San Francisco Bay Area. The fees were updated to the following amounts effective August 1, 2023:

Activity Description	Single Family	Multi-Family	Office	Commercial	Industrial	Institutional
	<i>Fee per Dwelling Unit</i>		<i>Fee per 1,000 Building Square Feet</i>			
1 Police	\$1,321.29	\$1,000.98	\$500.49	\$160.16	\$400.40	\$40.04
2 Fire Protection	\$1,688.49	\$1,279.16	\$639.58	\$204.67	\$511.66	\$51.16
3 Public Facilities & Equipment	\$2,278.48	\$1,726.13	\$863.06	\$276.18	\$690.45	\$69.05
4 Wastewater	\$5,684.45	\$4,263.05	\$2,640.40	\$2,640.40	\$2,160.85	\$1,439.80
5 Transportation	\$477.05	\$338.71	\$639.25	\$1,598.13	\$419.81	\$1,211.72
6 Drainage	\$1,270.54	\$76.23	\$186.67	\$186.67	\$369.46	\$437.52
7 Parks and Recreation	\$9,215.85	\$6,981.71	n/a	n/a	n/a	n/a
8 Subtotal	\$21,936.16	\$15,665.97	\$5,469.46	\$5,066.21	\$4,552.62	\$3,249.29
9 Administration (3%)	\$658.08	\$469.98	\$164.08	\$151.99	\$136.58	\$97.48
10 Total	\$22,594.24	\$16,135.95	\$5,633.54	\$5,218.20	\$4,689.20	\$3,346.77

In addition, PMC 3.20.96 (c) requires a review of the basis of the impact fees at least once every five years to determine whether the fees are still reasonably related to the needs of new development.

The last Development Impact Mitigation Fee Nexus Study was prepared by a consultant, PMC, May 2008. As detailed herein, there is still a reasonable relationship between the fee and the purpose for which it is charged. Nevertheless, the City is in the process of conducting an updated development impact fee study to further refine the City's impact fees, which is expected to be completed by June 30, 2024.

The City maintains separate funds for growth impact fees within the Growth Impact Fund - 276 the Parkland Dedication Fund - 275. All interest earned on the fees is held and retained in these funds.

The Growth Impact Fee Fund accounts for fees collected from developers for both residential and business development impacts on public facilities and services. The City has established development impact fees for the following facilities: police, fire protection, parks and recreation, wastewater, public facilities and equipment, traffic, and drainage. The revenue collected from these fees can be used for capital improvements, including the expansion, design, and construction of public facilities.

Since the development impact fees have been put in place, the City has collected the following for the mitigation of growth impacts in the Growth Impact Fund – 276:

Fiscal Year	Fee Income & Interest	Expenditures	Year End Residual Balance
Prior to 2008-09	\$ 3,162,923	\$ 2,924,091	\$ 237,979
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2019-20	35,557	-	108,925
2020-21	32,567	-	141,492
2021-22	2,560,333	-	2,701,825
2022-23	638,210	-	3,340,034
Totals	\$ 6,829,191	\$ 3,488,304	

As of June 30, 2023, the Growth Impact Fund has a fund balance of \$3,340,034. The fund balance has grown primarily due to the City collecting \$2,701,825 in impact fees for a major multi-unit housing development in FY 2021/22.

Staff has reviewed the development impact fees collected from July 1, 2018 through June 30, 2023. No development impact fees collected more than five years ago, prior to July 1, 2018, remain unexpended or uncommitted.

The following projects have been identified for funding from impact fees in the FY 2023/24 through FY 2027/28 CIP adopted by the City Council on June 20, 2023:

- Project #FA2301 Public Safety Building Modernization - \$75,000;
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- Project #PA2201 Pocket Parks – Galbreth Rd. - \$65,000;
- Project #PA1901 Pinole Valley Park Soccer Field Rehabilitation - \$200,000;
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These projects are also noted in the Development Impact Fee Report included as Attachment A

Parkland Dedication Fund - 275

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Since the development impact fees have been put in place, the City has collected the following for park and recreation projects in the Parkland Dedication Fund – 275:

Fiscal Year	Fee Income & Interest	Expenditures	Year End Residual Balance
Prior to 2008-09	\$ 2,424,729	\$ 2,311,672	\$ 113,072
2008-09 to 2016-17	64,764	161,381	16,455
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2019-20	27,732	799	88,070
2020-21	16,378	-	104,448
2021-22	(8,595)	118,507	(22,654)
2022-23	22,653	-	(0)
Totals	\$ 2,592,344	\$ 2,592,360	

As of June 30, 2023, Parkland Dedication Fund has a fund balance of \$0. The negative fund balance in FY 2021/22 stemmed from a transfer out in the amount of \$118,507 that was initially deposited into the Parkland Dedication Fund but should have been deposited into the Growth Impact Fund - 276. The negative fund balance was cleared by a transfer in of funds in FY 2022.

Findings

In accordance with California Government Code Section 66001(d), the City is reporting the following findings as of June 30, 2023:

- *Identify the purpose to which the fee is to be put.*

The Parkland Dedication Fee is collected from developers for residential impacts on parklands and recreation. The revenue collected from the fees can be used for capital improvements, including the acquisition and development of parks.

The Growth Impact Fees are collected from developers for both residential and business development impacts on public facilities and services. The City has established development impact fees for the following facilities: police, fire protection, parks and recreation, wastewater, public facilities and equipment, traffic, and drainage. The revenue collected from the fees can be used for capital improvements, including the acquisition and development of parks.

capital improvements, including the expansion, design, and construction of facilities.

- *Demonstrate a reasonable relationship between the fee and the purpose for which it is charged.*

New development generates an increased demand on existing City facilities. In order to mitigate impacts of that demand, the City improves existing facilities and/or builds new facilities from time to time. The Growth Impact Fees are charged based on the type of usage. For residential, there is a fee for single family units, and a different fee for each multi family unit. For non-residential uses the fee is based on the square footage of the project. Accordingly, the fee increases as the estimated demand from the proposed project increases. The amount of the fee is based on cost of the facilities estimated to be built and/or improved to mitigate the demand by new development, with those costs proportionately allocated to new development based on the estimated future development in the area at the time the fees were adopted. The fees are increased by an inflationary measure annually to account for the increased construction costs.

- *Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements identified in paragraph (2) of subdivision (a).*

The Parkland Dedication Fund currently has a balance of zero. Additional funds will be added if and when residential subdivisions are approved. It is unknown if, or when, such subdivisions will be approved, and so the anticipated amount and source of funding for future improvements is unknown.

The CIP adopted by the City Council on June 20, 2023 identifies certain improvements that will be funded by the Growth Impact Fees from FY 2023/24 through FY 2027/28. Additional funds may be necessary to complete all improvements identified in the CIP. The sources of those funds is currently unknown, but may include the receipt of additional impact fees from new development projects, grant monies, or funds allocated from the City's General Fund.

- *Designate the approximate dates on which the funding referred to in subparagraph (C) is expected to be deposited into the appropriate account or fund.*

Additional funds will be deposited into the Parkland Dedication Fund if and when residential subdivisions are approved. It is unknown if, or when, such subdivisions will be approved.

The exact date by which constructions will commence will depend on the City having adequate funds to complete each project. It is unknown when the City will receive the necessary funds, which depends on many factors, including successfully obtaining grants and new development projects being built.

FISCAL IMPACT

Staff has reviewed the development impact fees collected from July 1, 2018 through June 30, 2023. For the Growth Impact Fund – 276 and the Parkland Dedication Fund – 275, no development impact fees collected prior to July 1, 2018, the subject compliance year of this report, remain unexpended or uncommitted.

ATTACHMENTS

- A. Pinole Development Impact Fee Report FYE 6-30-23 FINAL
- B. RESO Dev Impact Fee Report FYE 6-30-23 FINAL



DEVELOPMENT IMPACT FEE REPORT (AB 1600)

Fiscal Year Ended June 30, 2023



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EXECUTIVE SUMMARY

State law requires any local agency that imposes development impact fees to prepare an annual report providing specific information about those fees, including amounts collected and expended as well as balance. The City Council must review the annual report at a regularly scheduled meeting. Therefore, in accordance with State Government Code, Section 66006(b), this Development Impact Fee Report is being filed accordingly for the fiscal year ending June 30, 2023.

In 1984, Pinole City Council established a cumulative growth impact fee through the enactment of the State's Government Code Sections 66001-66099. Ordinance Number 462 provided fees to be collected from developers for both residential and business development impacts on public facilities and services and for residential impacts on parklands and recreation.

The City of Pinole collects development impact fees at the time a building permit is issued for the purpose of mitigating the impacts caused by new development on the City's infrastructure. Fees are to be used to finance the acquisition, construction, and improvement of public facilities needed as a result of the new development. Development impact fees have been established for the following public facilities: police, fire protection, parks and recreation, wastewater, public facilities and equipment, traffic, and drainage.

The City has established and maintained two separate special revenue funds to account for development fees collected. This report includes information on the Growth Impact Fund (Fund 276) and the Parkland Dedication Fund (Fund 275).

INTRODUCTION

Legal Requirements for Development Impact Fee Reporting

A. CALIFORNIA GOVERNMENT CODE SECTION 66006 (b)

California Government Code Section 66006 (b) defines the specific reporting requirements for local agencies that impose AB 1600 development impact fees on new development. Annually, for each development impact fee collected and expended, the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the information shown below for the most recent fiscal year.

- A brief description of the type of fee in the account or fund;
- The amount of the fee;
- The beginning and ending balance of the account or fund;
- The amount of the fees collected, and interest earned;
- Identification of each public improvement on which fee revenue was expended and the amount of expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fee revenue;
- Identification of the approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement;
- A description of each inter-fund transfer or loan made from the account or fund, including interest rates, repayment dates, and a description of the improvements on which the transfer or loan will be expended;
- The amount of any refunds or allocations made pursuant to Section 66001, paragraphs (e) and (f).

B. CALIFORNIA GOVERNMENT CODE SECTION 66001 (d)

For all funds established for the collection and expenditure of development impact fees, California Government Code Section 66001 (d) has additional requirements. For the fifth fiscal year following the first deposit into the fund and every five years thereafter, the local agency shall make all of the following findings with respect to that portion of the fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements;
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

As of June 30, 2023, the City is reporting the following findings:

- Parkland Dedication Fund reports a balance of \$16,454 held past five years. These funds will be committed to an eligible park project in the next Capital Improvement Plan (CIP).

C. ADDITIONAL NOTES

The State of California Government Code Section 66002 states that local agencies that have developed a fee program may adopt a CIP indicating the approximate location, size and timing of projects, plus an estimate for the cost of all facilities or improvements to be financed by fees. A formal CIP is recommended, at a minimum, as a five-year plan. The City annually produces a five-year CIP which helps to maintain and support the City's General Plan.

The City's current Fiscal Year (FY) 2023/24– 2027/28 Capital Improvement Plan can be found on the City's website at

https://www.ci.pinole.ca.us/city_government/public_works/capital_projects.

D. ESTABLISHING A REASONABLE RELATIONSHIP BETWEEN THE FEE AND THE PURPOSE FOR WHICH IT IS CHARGED

The City's Development Impact Fee Program has been in effect since September 19, 1984. The current Development Impact Fee was adopted on June 21, 2022. Adjustments to the fees may be made annually in accordance with the Engineering News Record Construction Cost Index-San Francisco Bay Area. The program sets forth the relationship between contemplated future development, facilities needed to serve future development and the estimated costs of those improvements based on the current General Plan for build-out.

The City's capital improvements provide infrastructure to the residents and businesses in Pinole in order to keep pace with ongoing development in, and adjacent to the community. Impact fees may also be used to pay the principal, interest and other cost of bonds, notes and other obligations issued or undertaken by or on behalf of the City to finance such facilities.

E. FUNDING OF INFRASTRUCTURE

The Fiscal Year 2023/24– 2027/28 CIP identifies all funding sources and amounts for individual projects through over the five-year period. The CIP is updated annually to reflect the current infrastructure needs of the City. As a CIP project is identified, the project is evaluated to determine the portion of the project that will service existing residents and businesses versus new development.

Once the determination of use is made, the percentage of use attributable to new development is then funded by the appropriate development fee based on the type of project. The percentage of use associated with existing residents or businesses are funded from other appropriate sources as identified on each individual project sheet in the CIP. Estimated construction start dates for projects are adjusted, as needed, to reflect the needs of the community.

F. CURRENT MAJOR CAPITAL IMPROVEMENT PROJECTS (CIP) PROJECTS

Information on current CIP projects that are funded from development impact fees can be found on page 11.

Description of Development Impact Fees

Police Facility Fee – To provide for the expansion, design and construction of police facilities, or to upgrade existing police facilities. To purchase vehicles, enhance communication systems and/or perform refurbishment within the parameters allowed by Government Code 66000.

Fire Protection Facility Fee – To provide for the expansion, design and construction of fire facilities, or to upgrade existing fire facilities. To purchase equipment and vehicles, enhance communication systems and/or perform refurbishment within the parameters allowed by Government Code 66000.

Public Facility & Equipment Fee – To provide for the expansion, design and construction of municipal or community facilities, or to upgrade existing facilities; to purchase equipment and vehicles, enhance communication systems and/or perform refurbishment within the parameters allowed by Government Code 66000.

Wastewater Facility Fee – To provide for the upgrade and expansion of sewer collection and wastewater treatment capacities at the Water Pollution Control Plant.

Transportation Facility Fee – To provide for traffic improvements that include arterial roadway and intersection improvements to accommodate new development.

Drainage Facility Fee – To provide for the expansion of drainage facilities to accommodate new development.

Parks and Recreation Fee – To provide for the acquisition and development of parks and recreation facilities.

Parkland Dedication Fee – To provide for the acquisition and development of parks as specified in the City's Parkland Dedication Ordinance (PDO) (Municipal Code Sec. 16.28) which requires as a condition of approval for the subdivision of land, the dedication of park land or payment of a fee in-lieu of dedication, pursuant to California Government Code 66477 (the "Quimby Act"). The Quimby Act allows the City to require the dedication of land for park purposes up to the rate of the existing acreage per 1,000 population, which stands at 3.34 acres. The City may collect the full AB1600 park impact fees for park acquisition and development at the issuance of building permits, but may not impose the land dedication requirement at the subdivision stage. The City may collect on either the PDO or the impact fee, but not both.

Current Fee Schedule

Development impact fees are reviewed annually, and adjustments may be made. Pinole Municipal Code (PMC) 3.20.096 (b) allows for an annual adjustment to the amount of the impact fees by a percentage equal to the percentage change in the Engineering News Record Construction Cost Index for San Francisco Bay Area. The fees were updated to the following amounts effective August 1, 2023:

Activity Description		Single Family	Multi-Family	Office	Commercial	Industrial	Institutional
		<i>Fee per Dwelling Unit</i>		<i>Fee per 1,000 Building Square Feet</i>			
1	Police	\$1,321.29	\$1,000.98	\$500.49	\$160.16	\$400.40	\$40.04
2	Fire Protection	\$1,688.49	\$1,279.16	\$639.58	\$204.67	\$511.66	\$51.16
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6	Drainage	\$1,270.54	\$76.23	\$186.67	\$186.67	\$369.46	\$437.52
7	Parks and Recreation	\$9,215.85	\$6,981.71	n/a	n/a	n/a	n/a
8	Subtotal	\$21,936.16	\$15,665.97	\$5,469.46	\$5,066.21	\$4,552.62	\$3,249.29
9	Administration (3%)	\$658.08	\$469.98	\$164.08	\$151.99	\$136.58	\$97.48
10	Total	\$22,594.24	\$16,135.95	\$5,633.54	\$5,218.20	\$4,689.20	\$3,346.77

DEVELOPMENT IMPACT FEE FINANCIAL REPORT

COMBINED FINANCIAL SUMMARY

Statement of Revenues, Expenditures and Changes in Fund Balance

For the Year Ended June 30, 2023

	Growth Impact (276)	Parkland Dedication (275)
REVENUE		
Fees-Police	\$ 36,459.36	\$ -
Fees-Fire	46,591.68	-
Fees-Transportation	16,425.14	-
Fees-Storm Drainage	3,238.54	-
Fees-Public Facilities	62,871.97	-
Fees-Wastewater	160,461.12	-
Fees-Administrative OH	-	-
Fees-Parks & Recreation	251,341.56	-
Interest	60,820.49	359.49
Other Revenue	-	22,294.00
Total Revenue	638,209.86	22,653.49
EXPENDITURES		
Expenditures	-	-
Total Expenditures	-	-
REVENUE OVER (UNDER) EXPENDITURES	638,209.86	22,653.49
Fund Balance, Beginning of Year	2,701,824.52	(22,653.49)
Fund Balance, End of Year	\$ 3,340,034.38	\$ -

GROWTH IMPACT FUND - 276

**Statement of Revenues, Expenditures and Changes in
Fund Balance
Last Five Fiscal Years**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
REVENUE					
Fees-Police	\$ 8,203.70	\$ 3,760.21	\$ 3,174.59	\$ 156,954.13	\$ 36,459.36
Fees-Fire	10,483.56	4,805.18	4,056.81	200,571.74	46,591.68
Fees-Transportation	5,685.73	1,298.42	1,748.86	53,135.70	16,425.14
Fees-Storm Drainage	4,571.92	1,303.69	3,018.60	12,970.73	3,238.54
Fees-Public Facilities	14,146.73	6,484.23	5,474.07	270,656.24	62,871.97
Fees-Wastewater	38,655.18	16,064.00	14,617.32	663,553.00	160,461.12
Fees-Administrative OH	-	-	-	-	-
Fees-Parks & Recreation	-	-	-	1,094,731.73	251,341.56
Interest	733.19	1,841.74	476.73	(10,747.65)	60,820.49
Other Revenue	-	-	-	118,507.15	-
Total Revenue	82,480.01	35,557.47	32,566.98	2,560,332.77	638,209.86
EXPENDITURES					
Expenditures	-	-	-	-	-
Total Expenditures	-	-	-	-	-
REVENUE OVER (UNDER) EXPENDITURES	82,480.01	35,557.47	32,566.98	2,560,332.77	638,209.86
Fund Balance, Beginning of Year	(9,112.71)	73,367.30	108,924.77	141,491.75	2,701,824.52
Fund Balance, End of Year	\$ 73,367.30	\$ 108,924.77	\$ 141,491.75	\$ 2,701,824.52	\$ 3,340,034.38

PARKLAND DEDICATION FUND - 275

**Statement of Revenues, Expenditures and Changes in
Fund Balance
Last Five Fiscal Years**

	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23
REVENUE					
Fees-Parks & Recreation	\$ 36,183.44	\$ 26,226.93	\$ 16,026.78	\$ -	\$ -
Interest	344.94	1,505.18	351.19	(8,594.79)	359.49
Other Revenue [1]	-	-	-	-	22,294.00
Total Revenue	36,528.38	27,732.11	16,377.97	(8,594.79)	22,653.49
EXPENDITURES					
Expenditures	-	798.91	-	118,507.15	-
Total Expenditures	-	798.91	-	118,507.15	-
REVENUE OVER (UNDER) EXPENDITURES	36,528.38	26,933.20	16,377.97	(127,101.94)	22,653.49
Fund Balance, Beginning of Year	24,608.42	61,136.80	88,070.48	104,448.45	(22,653.49)
Fund Balance, End of Year	\$ 61,136.80	\$ 88,070.00	\$ 104,448.45	\$ (22,653.49)	\$ -

Note:

[1] In FY 2021/22, expenditures consisted of a transfer of funds in the amount of \$118,507.15 that were initially deposited into the Parkland Dedication Fund - 275 but should have been deposited into the Growth Impact Fee Fund – 276. The resulting negative fund balance of \$22,653.49 was cleared in FY 2022/23 with a transfer in of funds from the General Fund.

IMPROVEMENT FUNDED WITH DEVELOPMENT IMPACT FEES

The City did not expend any of the monies in the Growth Impact Fund in the last fiscal year. In The following projects have been identified for funding from impact fees in the FY 2023/24 through FY 2027/28 CIP adopted by the City Council on June 20, 2023:

- Project #FA2301 Public Safety Building Modernization - \$75,000;
- Project #FA2202 Senior Center Modernization - \$145,000;
- Project #FA1703 City Hall Modernization - \$125,000;
- Project #FA2302 Plum Street Parking Lot Improvements - \$80,000;
- Project #PA2201 Pocket Parks – Galbreth Rd. - \$65,000;
- Project #PA1901 Pinole Valley Park Soccer Field Rehabilitation - \$200,000;
- Project #SS2201 Sanitary Sewer Rehabilitation - \$600,000;
- Project #SW1901 Hazel St. Storm Drain Improvements - \$58,000; and
- Project #RO1802 Hazel St. Gap Closure (Sunnyview) - \$50,000.

The adopted CIP identified the estimated time for construction of the identified projects. However, the exact date by which constructions will commence will depend on the City having adequate funds to complete each project. Those funds may include the receipt of additional impact fees from new development projects, grant monies, or funds allocated from the City's General Fund.

NOTES TO THE DEVELOPMENT IMPACT FEE REPORT

The Notes address two items required by California Government Code Section 66006 (b). First, Notes #1 and #2 provide information on bonds and notes payable associated with improvements to the City's wastewater system and upgrade to the Water Pollution Control Plant. Second, Note #3 provides information on refunds made, if applicable, due to sufficient funds being collected to complete financing on incomplete public improvements, and the amount of reallocation of funds made due to administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

NOTE # 1 – BONDS

A. 2016 WASTEWATER REVENUE REFUNDING BONDS

On June 30, 2016, the City of Pinole issued an \$8,251,000 Wastewater Revenue Refunding Bond (Bank Qualified) to redeem its 2006 Wastewater Revenue Bonds which were issued to finance certain capital improvements to the City's wastewater system. The bonds bear annual interest at 2.95% which is payable semi-annually on March 1 and September 1 of each year through 2036. Principal payments are due annually beginning on September 1, 2016 through 2036. The bond is secured with pledged net wastewater revenues. As of June 20, 2023, the outstanding debt on the loan is \$5,980,000. Loan payments are due annually based on the payment schedule below:

Year Ending June 30,	2016 Wastewater Revenue	
	Principal	Interest
2024	\$ 347,000	\$ 171,292
2025	362,000	160,834
2026	372,000	150,008
2027	381,000	138,901
2028	395,000	127,455
2029-2033	2,150,000	453,504
2034-2037	1,973,000	118,634
Total	5,980,000	1,320,627
Due within one	347,000	171,292
Due after one year	5,633,000	1,149,335
Total	\$ 5,980,000	\$ 1,320,627

NOTE # 2 – NOTES PAYABLE

A. 2016 Clean Water State Revolving Fund

In May 2016, the City entered into a loan agreement with the State of California's State Water Resources Control Board for the purpose of financing its 50% share of the Pinole-Hercules Wastewater Pollution Control Plant Upgrade project to comply with Regional Water Quality Board NPDES permit requirements. Funds are drawn on the agreement as work is completed up to the maximum amount of \$26.7 million plus any construction period interest. The loan accrues interest at a rate of 1.7% annually and is amortized over the

life of the agreement through July 2049. Net revenues, defined as all sewer enterprise fund revenues less operations and maintenance costs (excluding depreciation and amortization expenses), is pledged as future debt service. As of June 20, 2023, the outstanding debt on the loan is \$23,426,566. Loan payments are due annually on each August 31 based on the payment schedule below:

Year Ending June 30,	2016 Clean Water State Revolving	
	Principal	Interest
2024	\$ 690,932	\$ 398,252
2025	702,678	386,506
2026	714,624	374,560
2027	726,772	362,412
2028	739,127	350,057
2029-2033	3,888,442	1,577,478
2034-2038	4,230,389	1,215,530
2039-2043	4,602,408	843,512
2044-2048	4,007,142	438,778
2049-2050	2,124,052	54,316
Total	23,426,566	5,981,400
Due within one	690,932	398,252
Due after one year	22,735,634	5,583,148
Total	\$ 23,426,566	\$ 5,981,400

NOTE # 3 – REFUNDS PAYABLE

A. REFUNDS OF DEVELOPER FEES

When the City no longer needs the funds for the purposes collected, or if the City fails to make required findings or perform certain administrative tasks prescribed by AB 1600, the City may be required to refund, on a prorated basis, to owners of the properties upon which the fees for the improvement were imposed, the monies collected for that project and any interest earned on those funds. At this time, all fees being collected pursuant to the Development Fee Program have been earmarked for current or future capital projects necessary to maintain the current levels of service within existing service areas to serve new development. The City has issued no refunds of collected fees during the last fiscal year.

DEVELOPMENT IMPACT FEE PROJECT IDENTIFICATION

The Development Impact Fee funded projects listed below conform to the following reporting requirements defined by California Government Code Section 66006 (b):

- An identification of each public improvement on which fees were expended and the amount of expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with fees.
- An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement.

Nine projects have been identified for funding from impact fees in the FY 2023/24 - FY2027/28 Capital Improvement Plan adopted by the City Council on June 20, 2023:

Project Number	Project Title	Estimated Project Completion	Estimated Project Cost
FA2301	Public Safety Building Modernization	6/30/2024	75,000
FA2202	Senior Center Modernization	6/30/2024	145,000
FA1703	City Hall Modernization	6/30/2024	125,000
SS2201	Sanitary Sewer Rehabilitation	6/30/2024	600,000
SW1901	Hazel St. Storm Drain Improvements	6/30/2024	58,000
		Total	1,003,000
FA2302	Plum St. Parking Lot Improvements	6/30/2025	\$ 80,000
PA2201	Pocket Parks - Galbreth Rd.	6/30/2025	65,000
PA1901	Pinole Valley Park Soccer Field Rehabilitation	6/30/2025	200,000
RO1802	Hazel St. Gap Closure (Sunnyview)	6/30/2025	50,000
	Total	Total	\$ 395,000

All of the current projects including all funding sources and approximate dates of funding can be found in the FY 2023/24 - 2027/28 Capital Improvement Plan at https://www.ci.pinole.ca.us/city_government/public_works/capital_projects.

RESOLUTION NO. 2023-__

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE DEVELOPMENT IMPACT FEE REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2023 AND MAKING CERTAIN RELATED FINDINGS

WHEREAS, Government Code §66001(d), effective January 1, 1989, requires the City to make findings periodically to identify the purpose to which the fee is to be put and to demonstrate a reasonable relationship between the fee and the purpose for which it was charged, identify the sources and amounts of anticipated funding used to complete incomplete improvements and identify approximate dates on which the anticipated funding is expected to be deposited; and

WHEREAS, Government Code §66006(d), effective January 1, 1989, requires that a report documenting these findings must be made within 180 days following the conclusion of each fiscal year by the City; and

WHEREAS, City staff have reviewed and summarized the development impact fees collected and expended each fiscal year covering July 1, 2018 through June 30, 2023 and prepared a report containing the information required by Government Code section 66006, which was presented to the City Council during its December 5, 2023 meeting and a copy of which is on file with the City Clerk; and

WHEREAS, City staff have reviewed development impact fees collected prior to July 1, 2018, the subject compliance year of this report, and no funds remain unexpended or uncommitted; and

WHEREAS, the City Council considered a staff report dated December 5, 2023, which included information making the findings required by Government Code section 66001(d).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pinole that it approved the Development Impact Fee Report for Fiscal Year ending June 30, 2023 to satisfy the requirements of Government Code section 66006(b)

BE IT FURTHER RESOLVED by the City Council of the City of Pinole that it makes the findings specified in the staff report dated December 5, 2023 in compliance with the requirements of Government Code section 66001(d).

PASSED AND ADOPTED this 5th day **December 2023**, 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 **5th** day of **December 2023**.

Heather Bell, CMC

City Clerk



CITY COUNCIL REPORT

9.E.

DATE: DECEMBER 5, 2023
TO: MAYOR AND COUNCIL MEMBERS
FROM: CHARLENE DAVIS, HUMAN RESOURCES ANALYST
STACY SHELL, HUMAN RESOURCES DIRECTOR
SUBJECT: ADOPT A RESOLUTION TO INCREASE MINIMUM WAGE PAY RATES AND
APPROVE MASTER SALARY SCHEDULE UPDATES

RECOMMENDATION

It is recommended that the City Council adopt a resolution to increase the minimum pay rates and step increments of certain unrepresented temporary/seasonal classifications to conform to the 2024 California Minimum Wage Increase and maintain an appropriate differential between steps and within classification series, effective January 1, 2024, and amend the Master Salary Schedule pursuant to the California Public Employees Retirement System (CalPERS) recommendation.

Adoption of this Master Salary Schedule will also include previously approved wage updates to the City Manager, City Clerk, PPEA MOU, AFSCME Local 1 MOU, and AFSCME Local 512 MOU.

BACKGROUND

Pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS recommends that all CalPERS employers maintain their compensation levels in one publicly available document, approved and adopted by the governing body.

Beginning January 1, 2024, [California's minimum wage](#) will increase to \$16 per hour for all employers. Staff has proposed amendments to the Master Salary Schedule to update the minimum pay rates and step increments of certain unrepresented temporary/seasonal classifications to conform to the State minimum wage and maintain an appropriate differential between steps and within the classification series. The updated Master Salary Schedule includes the State minimum wage increase.

The updated Master Salary Schedule also includes the following previously approved wage updates:

Agreement for Employment (City Manager): Shall receive cost of living increases equal to that provided to the AFSCME bargaining unit.

Resolutions 2023-23 and 2023-69 : A Resolution Approving An Amendment To The Employment Agreement For The City Clerk.

Resolution 2023-60: A Resolution Approving The Memorandum Of Understanding Between The City Of Pinole And Pinole Police Employees' Association For The Period Of July 1, 2023 – June 30, 2025.

Resolution 2023-68: A Resolution Approving The Memorandum Of Understanding Between The City Of Pinole And The American Federation Of State, County, And Municipal Employees (AFSCME) Union Local 1 For The Period Of July 1, 2023 – June 30, 2025.

Resolution 2023-64: A Resolution Approving The Memorandum Of Understanding Between The City Of Pinole And The American Federation Of State, County, And Municipal Employees (AFCSME) Union Local 512 For The Period Of July 1, 2023 – June 30, 2025.

REVIEW AND ANALYSIS

On September 26, 2023, the Department of Industrial Relations published a news release (Release Number: 2023-66) increasing California's minimum wage to \$16.00 per hour, effective January 2024.

One of the protections of the minimum wage law is an annual review of the wage rate using the U.S. Consumer Price Index for Urban Wage Earners and Clerical Workers (U.S. CPI-W). The Department of Finance calculated that the U.S. CPI-W increased by 6.16 percent for the period from July 1, 2022, to June 30, 2023, compared to the prior 12-month period. On July 31, 2023, Governor Newsom certified the minimum wage increase for all employers for 2024.

Pursuant to Personnel Rule 12 – Compensation, employees are assigned job classifications with salary ranges adopted by the City Council. The City Council has the authority to approve changes to unrepresented temporary/seasonal classifications without engagement in the meet and confer process because the employees allocated to this employee group are not represented by a labor union.

Staff is recommending that the City Council approve the amended Master Salary Schedule to update the minimum pay rates and step increments of certain unrepresented temporary/seasonal classifications to conform to the State minimum wage and include previously approved wage updates.

FISCAL IMPACT

The fiscal impact of the increased minimum pay rates and step increments for the remainder of FY 2023-24 is estimated to be \$2,205 to adjust the salaries of affected unrepresented temporary/seasonal employees, effective January 1, 2024.

The cost for the salary adjustments will be absorbed within the Community Services Department's current budget.

ATTACHMENTS

- A. Attachment A: Reso Minimum Wage Increase and Master Salary Schedule Updates
- B. Exhibit A: FY23-24 Master Salary Schedule Update

Resolution No. 2023-XX

A RESOLUTION OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING THE ADOPTION OF THE AMENDED MASTER SALARY SCHEDULE

WHEREAS, the City desires to amend the current Master Salary Schedule to conform to the 2024 California Minimum Wage Increase for the minimum pay rates of certain unrepresented temporary/seasonal classifications; and

WHEREAS, the City desires to update the pay rate step increments of those classifications to maintain an appropriate differential between steps.

WHEREAS, the City desires to update pay rates of those classifications previously approved pursuant to California Code of Regulations, Title 2, Section 570.5, CalPERS recommends that all CalPERS employers maintain their compensation levels in one publicly available document, approved and adopted by the governing body.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby approve the amendment of the FY2023-24 Master Salary Schedule, effective January 1, 2024, attached hereto as Exhibit A, and incorporated herein by this reference.

PASSED AND ADOPTED this 5th day of December 2023, 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 5th day of December 2023.

Heather Bell, CMC
City Clerk

ELECTED @ 07/01/16 budget

City Treasurer 3,000 ANNUALLY
Councilmember 6,750 ANNUALLY as of 01/2017

Management (Individual Employment Agreements), eff. 07/03/2023

	Minimum Annual	Minimum Hourly	Maximum Annual	Maximum Hourly
City Manager	\$ -	\$ -	\$268,483.28	\$129.0785
City Clerk	\$ -	\$ -	\$171,411.55	\$82.4094

Management, eff. 07/04/2022

	Minimum Annual	Minimum Hourly	Maximum Annual	Maximum Hourly
Assistant City Manager	\$ 204,557.27	\$ 98.3448	\$ 248,741.64	\$ 119.5873
Police Chief	\$ 204,557.27	\$ 98.3448	\$ 248,741.64	\$ 119.5873
Development Services Director/City Engineer	\$ 194,816.40	\$ 93.6617	\$ 236,896.74	\$ 113.8927
Community Development Director	\$ 177,106.71	\$ 85.1475	\$ 215,361.76	\$ 103.5393
Finance Director	\$ 177,106.71	\$ 85.1475	\$ 215,361.76	\$ 103.5393
Fire Chief	\$ 177,106.71	\$ 85.1475	\$ 215,361.76	\$ 103.5393
Human Resources Director	\$ 177,106.71	\$ 85.1475	\$ 215,361.76	\$ 103.5393
Public Works Director	\$ 177,106.71	\$ 85.1475	\$ 215,361.76	\$ 103.5393
Building Official	\$ 153,255.63	\$ 73.6806	\$ 186,358.85	\$ 89.5956
Community Services Director	\$ 153,255.60	\$ 73.6806	\$ 186,358.81	\$ 89.5956
Fire Battalion Chief contract for services, eff. 03/01/2023	\$ 153,255.60	\$ 73.6806	\$ 186,358.81	\$ 89.5956
Planning Manager	\$ 153,255.60	\$ 73.6806	\$ 186,358.81	\$ 89.5956
Police Lieutenant	\$ 153,255.60	\$ 73.6806	\$ 186,358.81	\$ 89.5956
Wastewater Treatment Plant Manager	\$ 153,255.60	\$ 73.6806	\$ 186,358.81	\$ 89.5956
Capital Improvement & Environmental Program Manager	\$ 126,657.24	\$ 60.8929	\$ 154,015.21	\$ 74.0458
Public Works Manager	\$ 126,657.24	\$ 60.8929	\$ 154,015.21	\$ 74.0458
Recreation Manager	\$ 112,584.71	\$ 54.1273	\$ 136,903.00	\$ 65.8188
Assistant to the City Manager	\$ 112,584.53	\$ 54.1272	\$ 136,902.79	\$ 65.8186
Deputy City Clerk	\$ 86,038.33	\$ 41.3646	\$ 104,622.60	\$ 50.2993
Human Resources Analyst	\$ 86,038.33	\$ 41.3646	\$ 104,622.60	\$ 50.2993
Human Resources Specialist	\$ 71,348.09	\$ 34.3020	\$ 86,759.27	\$ 41.7112
Human Resources Technician	\$ 64,495.74	\$ 31.0076	\$ 78,426.82	\$ 37.7052

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
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LOCAL 1230 @ 07/04/2022; Contract for services, eff. 03/01/2023

Fire Academy Recruit (EMT-1)*	5,493.53	31.6934								
Fire Academy Recruit (EMT-P)*	6,397.76	36.9102								
Firefighter	7,108.62	29.2938	7,464.06	30.7585	7,837.27	32.2964	8,229.14	33.9113	8,640.61	35.6069
Firefighter/Paramedic	7,819.48	32.2232	8,210.47	33.8343	8,621.00	35.5261	9,052.06	37.3024	9,504.67	39.1676
Fire Engineer	8,160.99	33.6304	8,569.05	35.3120	8,997.51	37.0776	9,447.39	38.9316	9,919.77	40.8782
Fire Captain	9,030.79	37.2148	9,482.34	39.0756	9,956.47	41.0294	10,454.30	43.0809	10,977.02	45.2350

PPEA @ 07/03/2023

Community Safety Specialist	5,788.18	33.3934	6,077.60	35.0631	6,381.49	36.8163	6,700.57	38.6571	7,035.60	40.5900
Dispatcher	6,582.56	37.9763	6,911.69	39.8752	7,257.29	41.8690	7,620.16	43.9624	8,001.17	46.1606
Lead Dispatcher	7,046.31	40.6518	7,398.64	42.6844	7,768.58	44.8187	8,157.01	47.0597	8,564.87	49.4127
Police Officer	8,343.75	48.1370	8,760.95	50.5439	9,199.00	53.0712	9,658.96	55.7248	10,141.92	58.5111
Police Sergeant	9,773.67	56.3866	10,262.37	59.2060	10,775.50	62.1663	11,314.28	65.2747	11,880.01	68.5385

* Monthly rate is calculated on a 40-hour workweek.

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
AFSCME @ 07/03/2023										
Accountant	7,900.56	45.5802	8,295.60	47.8592	8,710.39	50.2522	9,145.91	52.7649	9,603.22	55.4032
Accounting Specialist	6,748.12	38.9315	7,085.53	40.8781	7,439.82	42.9220	7,811.82	45.0682	8,202.42	47.3216
Administrative Coordinator	7,453.58	43.0014	7,826.26	45.1515	8,217.59	47.4091	8,628.47	49.7797	9,059.91	52.2687
Associate Civil Engineer	9,377.42	54.1005	9,846.30	56.8056	10,338.63	59.6459	10,855.57	62.6283	11,398.36	65.7598
Associate Planner	7,900.56	45.5801	8,295.59	47.8592	8,710.38	50.2522	9,145.91	52.7649	9,603.21	55.4032
Building Inspector I	6,983.83	40.2913	7,333.03	42.3059	7,699.69	44.4213	8,084.68	46.6424	8,488.92	48.9745
Building Inspector II	7,699.67	44.4212	8,084.66	46.6423	8,488.90	48.9744	8,913.36	51.4232	9,359.03	53.9944
Cable Access Coordinator	7,453.58	43.0014	7,826.26	45.1515	8,217.59	47.4091	8,628.47	49.7797	9,059.91	52.2687
Code Enforcement Officer I	6,983.83	40.2913	7,333.03	42.3059	7,699.69	44.4213	8,084.68	46.6424	8,488.92	48.9745
Code Enforcement Officer II	7,699.67	44.4212	8,084.66	46.6423	8,488.90	48.9744	8,913.36	51.4232	9,359.03	53.9944
Environmental Compliance Inspector	6,983.83	40.2913	7,333.03	42.3059	7,699.69	44.4213	8,084.68	46.6424	8,488.92	48.9745
Information Systems Administrator	7,453.60	43.0015	7,826.28	45.1516	8,217.61	47.4093	8,628.50	49.7798	9,059.93	52.2688
Information Systems Specialist	7,138.49	41.1836	7,495.42	43.2428	7,870.20	45.4050	8,263.72	47.6753	8,676.91	50.0591
Laboratory Analyst I	8,065.81	46.5335	8,469.11	48.8602	8,892.57	51.3033	9,337.21	53.8685	9,804.08	56.5620
Laboratory Analyst II	8,892.57	51.3033	9,337.20	53.8685	9,804.07	56.5620	10,294.29	59.3901	10,809.01	62.3597
Laboratory Supervisor	10,106.44	58.3064	10,611.77	61.2218	11,142.37	64.2829	11,699.50	67.4971	12,284.49	70.8721
Management Analyst	7,891.58	45.5283	8,286.16	47.8048	8,700.48	50.1951	9,135.51	52.7049	9,592.30	55.3402
Police Services Supervisor	7,265.71	41.9176	7,629.00	44.0135	8,010.46	46.2142	8,410.99	48.5250	8,831.55	50.9513
PW Maintenance Supervisor	8,138.28	46.9516	8,545.20	49.2993	8,972.47	51.7643	9,421.11	54.3525	9,892.17	57.0702
Public Works Specialist	7,020.74	40.5043	7,371.78	42.5295	7,740.38	44.6560	8,127.41	46.8889	8,533.79	49.2334
Recreation Coordinator*	5,833.50	33.6548	6,125.18	35.3376	6,431.44	37.1045	6,753.02	38.9597	7,090.68	40.9078
Rental Inspector	6,983.84	40.2914	7,333.04	42.3060	7,699.70	44.4214	8,084.70	46.6425	8,488.94	48.9746
Project Manager	6,824.77	39.3737	7,166.02	41.3424	7,524.32	43.4096	7,900.55	45.5801	8,295.58	47.8591
Senior Project Manager	7,900.56	45.5801	8,295.59	47.8592	8,710.38	50.2522	9,145.91	52.7649	9,603.22	55.4032
WWTP Operations Supervisor	10,106.44	58.3064	10,611.77	61.2218	11,142.37	64.2829	11,699.50	67.4971	12,284.49	70.8721
WPCP Supervisor	7,682.23	44.3205	8,066.35	46.5366	8,469.67	48.8635	8,893.17	51.3067	9,337.83	53.8721

* Monthly rate is calculated on a 40-hour workweek.

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
LOCAL 1 @ 07/03/2023										
Accounting Assistant I	3,317.35	19.1385	3,483.22	20.0955	3,657.38	21.1003	3,840.26	22.1553	4,032.27	23.2631
Accounting Assistant II	3,589.84	20.7106	3,769.33	21.7462	3,957.81	22.8335	4,155.70	23.9752	4,363.49	25.1740
Accounting Technician	5,348.65	30.8576	5,616.08	32.4005	5,896.89	34.0205	6,191.74	35.7216	6,501.34	37.5077
Administrative Assistant	5,941.35	34.2770	6,238.42	35.9909	6,550.35	37.7905	6,877.87	39.6800	7,221.77	41.6641
Cable Access Technician	6,031.52	34.7972	6,333.11	36.5371	6,649.77	38.3640	6,982.26	40.2823	7,331.38	42.2964
Cook*	3,508.40	20.2408	3,683.82	21.2528	3,868.02	22.3155	4,061.42	23.4313	4,264.50	24.6029
Community Service Officer	5,838.56	33.6840	6,130.49	35.3682	6,437.02	37.1367	6,758.88	38.9935	7,096.83	40.9433
Custodian	3,136.02	18.0924	3,292.82	18.9971	3,457.47	19.9469	3,630.34	20.9443	3,811.87	21.9915
Fleet Maintenance Mechanic	6,486.68	37.4232	6,811.02	39.2944	7,151.58	41.2591	7,509.17	43.3221	7,884.63	45.4883
Field Maintenance Mechanic	5,717.43	32.9851	6,003.30	34.6344	6,303.47	36.3662	6,618.65	38.1845	6,949.59	40.0938
Information Systems Technician I	3,379.05	19.4945	3,548.01	20.4693	3,725.41	21.4927	3,911.68	22.5674	4,107.27	23.6958
Information Systems Technician II	6,142.53	35.4376	6,449.66	37.2096	6,772.15	39.0701	7,110.76	41.0236	7,466.31	43.0749
Laboratory Technician I	6,397.85	36.9107	6,717.75	38.7562	7,053.64	40.6941	7,406.33	42.7288	7,776.66	44.8653
Laboratory Technician II	7,053.62	40.6940	7,406.31	42.7287	7,776.64	44.8652	8,165.48	47.1085	8,573.76	49.4640
Lead Records & Property Specialist	5,524.19	31.8703	5,800.40	33.4639	6,090.43	35.1371	6,394.96	36.8940	6,714.71	38.7387
Office Assistant	4,711.20	27.1800	4,946.76	28.5390	5,194.10	29.9660	5,453.81	31.4643	5,726.51	33.0376
Permit Technician I	5,591.91	32.2610	5,871.51	33.8741	6,165.09	35.5678	6,473.35	37.3462	6,797.02	39.2136
Permit Technician II	6,165.07	35.5677	6,473.33	37.3462	6,797.01	39.2135	7,136.86	41.1742	7,493.72	43.2330
Permit Technician III	6,796.99	39.2134	7,136.85	41.1741	7,493.70	43.2329	7,868.39	45.3945	8,261.82	47.6643
PW Maintenance Worker	5,266.85	30.3857	5,530.20	31.9050	5,806.71	33.5003	6,097.05	35.1753	6,401.91	36.9341
PW Senior Maintenance Worker	5,719.10	32.9948	6,005.06	34.6446	6,305.32	36.3768	6,620.59	38.1957	6,951.63	40.1055
Police Property Specialist	6,132.40	35.3792	6,439.03	37.1482	6,760.99	39.0057	7,099.04	40.9560	7,454.00	43.0039
Police Records Specialist	5,011.34	28.9116	5,261.92	30.3572	5,525.02	31.8751	5,801.27	33.4689	6,091.34	35.1424
Recreation Activities Specialist*	4,809.45	27.7468	5,049.92	29.1342	5,302.42	30.5909	5,567.55	32.1205	5,845.93	33.7265
Wastewater Operator in Training	5,664.12	32.6776	5,947.33	34.3115	6,244.70	36.0271	6,556.94	37.8285	6,884.80	39.7200
Wastewater Operator	7,851.91	45.2995	8,244.51	47.5645	8,656.74	49.9427	9,089.59	52.4399	9,544.08	55.0620
Wastewater Senior Operator	8,845.26	51.0304	9,287.53	53.5819	9,751.92	56.2611	10,239.53	59.0742	10,751.51	62.0280
Wastewater Maintenance Mechanic	6,621.55	38.2012	6,952.63	40.1113	7,300.27	42.1169	7,665.29	44.2228	8,048.56	46.4340
Wastewater Sr. Maintenance Mechanic	7,820.25	45.1168	8,211.27	47.3727	8,621.85	49.7414	9,052.95	52.2285	9,505.60	54.8400

* Monthly rate is calculated on a 40-hour workweek.

Bargaining Unit	A Monthly	A Hourly	B Monthly	B Hourly	C Monthly	C Hourly	D Monthly	D Hourly	E Monthly	E Hourly
<u>TRAINEE - BENEFITTED @ 07/03/2023</u>										
Police Officer Trainee*	7,096.83	40.9433								
<u>NON-BENEFITTED PART TIME @ 01/01/2024</u>										
Information Systems Technician		16.0000		16.8000		17.6400		18.5221		19.4482
<u>Fire Reserves @ 01/01/2024</u>										
Reserve Fire Captain		16.0000								
Reserve Fire Engineer		16.0000								
Reserve Firefighter		16.0000								
<u>Interns @ 01/01/2024</u>										
Intern		16.0000		17.0000		18.0000		19.0000		20.0000
<u>Police @ 01/01/2024</u>										
Crossing Guard		16.0000								
<u>Community Services Department @ 01/01/2024</u>										
Cable Equipment Operator I		16.0000		16.8000		17.6400		18.5221		19.4482
Cable Equipment Operator II		18.5221		19.4482		20.4206		21.4417		22.5138
Recreation Leader		16.0000		16.8000		17.6400		18.5221		19.4482
Senior Recreation Leader		18.5221		19.4482		20.4206		21.4417		22.5138
Rental Facility Custodian		16.0000		16.8000		17.6400		18.5221		19.4482
Rental Facility Senior Custodian		18.5221		19.4482		20.4206		21.4417		22.5138
<u>Administration - 05/03/17</u>										
Records Management Administrator		60.0000								
<u>CONTRACT-Part Time</u>										
<u>Public Works @ 07/01/05</u>										
Park Caretaker		20.7000								

* Monthly rate is calculated on a 40-hour workweek.



CITY COUNCIL REPORT

9.F.

DATE: DECEMBER 5, 2023
TO: MAYOR AND COUNCIL MEMBERS
FROM: JOSEPH BINGAMAN, PUBLIC WORKS MANAGER
SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: AUTHORIZE THE CITY MANAGER TO EXECUTE THE PURCHASE OF
VEHICLES FOR PUBLIC WORKS

RECOMMENDATION

It is recommended that the City Council adopt a resolution authorizing the City Manager to execute the purchase of the following vehicles:

- F-350 2-wheel drive Super Duty
- F-350 4-wheel drive Super Duty
- Toyota Rav 4 Prime plug-in hybrid and
- Tesla Model 3 Base

BACKGROUND

Public Works oversees the purchase and disposal of fleet vehicles for City departments except for the Police Department. Currently, the City owns five vehicles that either no longer operate or are obsolete. Furthermore, with the hiring of new City staff, the City needs to purchase additional vehicles and replace older vehicles. The City currently has a fleet of five sedans that Public Works, Community Development, and Community Services use. The Public Works Department has two service trucks that are older than 20 years and need to be replaced.

REVIEW AND ANALYSIS

The City's Fleet vehicles are necessary for the day-to-day operation of City business to provide services to the residents of the City of Pinole. The use of vehicles varies from Building and Public Works inspectors to Code Enforcement and Recreational services. Currently, the City needs to purchase two vehicles to provide City staff with the resources to service the community. The City must also purchase two Public Works service trucks to replace aging trucks in the fleet.

To align with the state and Council's commitment to environmentally conscious procurement while ensuring operational readiness for emergencies, Public Works suggests acquiring a Toyota Rav 4 Prime plug-in hybrid for the Inspection team and a Tesla Model 3 for the Wastewater treatment plant personnel. Additionally, Public Works recommends the replacement of two Ford F-350 service trucks and retiring two older service trucks, namely a 2001 Chevrolet Silverado 4X4 and a 2000 Dodge 3500.

FISCAL IMPACT

Public Works requested and has received a Sourcewell sole source purchase proposal for the two Ford F-350. Sourcewell is a cooperative purchasing entity for public agencies and city have used them in the past.

F-350 2-wheel drive Super Duty \$53,962,67

F-350 4-wheel drive Super Duty \$56,920,34

The plug-in hybrid or electric vehicle will require a retail purchase because Fleet purchasing of standard vehicles is not available at this time.

Public Works has requested and has received the following purchasing proposals for the recommended vehicles.

Toyota Rav 4 Prime plug-in hybrid. \$46,414.00

Tesla Model 3 Base \$38,990.00

The Toyota Rav 4 Prime will provide the City with the ability to transition to sustainable electrification of the City Fleet as the City can install charging stations while providing the flexibility of the gasoline engine to respond to situations if vehicle charging is not available.

Public Works proposes that if the Council approves the purchase of an all-electric vehicle assigned to the Wastewater Treatment Plant, there is the ability to charge the vehicle with a simple installation of a wall charger and not depend on other chargers in the City. The procurement and installation cost of a wall charger is not expected to exceed three thousand dollars (\$3,000).

Few of the above quotes do not include taxes and fees, and a final price will be obtained from the supplier when a firm order is placed. These vehicle purchases were anticipated and are part of the current fiscal year budget, adopted at the June 20, 2023 council meeting.

ATTACHMENTS

- A. Resolution
- B. Vehicle Purchase Quotes

RESOLUTION NO. 2023-__

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE,
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, TO
APPROVE THE PURCHASE OF FOUR VEHICLES FOR PUBLIC WORKS THROUGH
SOURCEWELL FOR A TOTAL AMOUNT NOT TO EXCEED \$229,000**

WHEREAS the City of Pinole Public Works is responsible for maintaining the City's infrastructure; and

WHEREAS Pinole Public Works relies of its staff vehicles to provide essential service to the residents of pinole and to address maintenance needs of city's infrastructure; and

WHEREAS the City wants to replace aging fleet and purchase one F-350 2-wheel drive Super Duty, one F-350 4-wheel drive Super Duty, one Toyota Rav 4 Prime plug in hybrid and one Tesla Model 3 Base to replace the aging fleet; and

WHEREAS funding for above request was approved on June 20, 2023; and

WHEREAS City staff solicited bids through Sourcewell, a cooperative purchasing organization for government agencies; and

WHEREAS, the quoted cost for the F-350 2-wheel drive Super Duty is **\$53,962.67**, for the F-350 4-wheel drive Super Duty is **\$56,920.34**, for the Toyota Rav 4 Prime plug in hybrid is **\$46,414.00**, and for the Tesla Model 3 Base **\$38,990.00**; and

WHEREAS, the City will be required to pay various taxes and fees for the purchases, which may increase the cost by up to 15%; and

WHEREAS, the total cost to purchase the four vehicles and installation of wall charger at the wastewater treatment plant will not exceed \$229,000; and

WHEREAS funds for the staff vehicles and will come from Measure S2014 Fund 106; and

WHEREAS funds for staff vehicle for wastewater treatment plant personnel will be shared by City of Hercules and City of Pinole as part of the operational needs of the wastewater treatment plant in accordance with the Joint Powers Agreement.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole does hereby approve the purchase of the four vehicles identified herein for a total combined amount not to exceed \$229,000 and authorize the City Manager to approve the purchase agreements in conformance with the Procurement Policy.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 5th day of December, 2023 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 5th day of December 2023.

Heather Bell
City Clerk



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

9/20/2023

Quote ID: **25822**

Order Cut Off Date: **TBA**

Mr Joseph Bingaman
City of Pinole
2131 Pear St.
Pinole, California, 94564-1774

Dear Joseph Bingaman,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford Super Duty F-350 SRW (X3B) XL 4WD SuperCab 8' Box 164" WB, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$53,785.00	\$51,855.66	3.587 %	\$1,929.34
Factory Order		\$0.00		
Tax (9.7500 %)		\$5,055.93		
Tire fee		\$8.75		
Total		\$56,920.34		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)
TRANSMISSION	
Code	Description
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)
WHEELS	
Code	Description
64A	Wheels: 17" Argent Painted Steel, (STD)
TIRES	
Code	Description
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)
PRIMARY PAINT	
Code	Description
Z1	Oxford White
SEAT TYPE	
Code	Description
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar
AXLE RATIO	
Code	Description
X37	3.73 Axle Ratio, (STD)
ADDITIONAL EQUIPMENT	
Code	Description
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others
18B	Platform Running Boards
OPTION PACKAGE	
Code	Description
610A	Order Code 610A

2024 Fleet/Non-Retail Ford Super Duty F-350 SRW XL 4WD SuperCab 8' Box 164" WB

WINDOW STICKER

2024 Ford Super Duty F-350 SRW XL 4WD SuperCab 8' Box 164" WB		
CODE	MODEL	MSRP
X3B	2024 Ford Super Duty F-350 SRW XL 4WD SuperCab 8' Box 164" WB	\$51,345.00
OPTIONS		
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)	\$0.00
64A	Wheels: 17" Argent Painted Steel, (STD)	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)	\$0.00
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X37	3.73 Axle Ratio, (STD)	\$0.00
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others	\$0.00
18B	Platform Running Boards	\$445.00
610A	Order Code 610A	\$0.00
Please note selected options override standard equipment		
SUBTOTAL		\$51,790.00
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,995.00
TOTAL PRICE		\$53,785.00
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 6.8L 2V DEVCT NA PFI V8 Gas -inc: Flex fuel (STD)
Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)
3.73 Axle Ratio (STD)

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)

ADDITIONAL EQUIPMENT

50-State Emissions System
Transmission w/Oil Cooler
Electronic Transfer Case
Part-Time Four-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
160 Amp Alternator
Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control
Trailer Wiring Harness
4130# Maximum Payload
GVWR: 10,800 lb Payload Package
HD Shock Absorbers
Front Anti-Roll Bar
Firm Suspension
Hydraulic Power-Assist Steering
34 Gal. Fuel Tank
Single Stainless Steel Exhaust
Auto Locking Hubs
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Regular Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Reverse Opening Rear Doors

Tailgate/Rear Door Lock Included w/Power Door Locks
Boxside Steps
Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Perimeter/Approach Lights
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
2 LCD Monitors In The Front
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Rear Cupholder
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Pickup Cargo Box Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Driver Information Center
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Securilock Anti-Theft Ignition (pats) Immobilizer
2 12V DC Power Outlets
Air Filtration
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)

ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Back-Up Camera



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

9/19/2023

Quote ID: **25783**

Order Cut Off Date: **TBA**

Mr Joseph Bingaman
City of Pinole
2131 Pear St.
Pinole, California, 94564-1774

Dear Joseph Bingaman,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford Super Duty F-350 SRW (X3A) XL 2WD SuperCab 8' Box 164" WB, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$50,995.00	\$49,151.64	3.615 %	\$1,843.36
Factory Order		\$0.00		
Tax (9.7500 %)		\$4,792.28		
Tire fee		\$8.75		
Total		\$53,952.67		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
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490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

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Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)
TRANSMISSION	
Code	Description
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)
WHEELS	
Code	Description
64A	Wheels: 17" Argent Painted Steel, (STD)
TIRES	
Code	Description
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)
PRIMARY PAINT	
Code	Description
Z1	Oxford White
SEAT TYPE	
Code	Description
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar
AXLE RATIO	
Code	Description
X37	3.73 Axle Ratio, (STD)
ADDITIONAL EQUIPMENT	
Code	Description
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others
18B	Platform Running Boards
OPTION PACKAGE	
Code	Description
610A	Order Code 610A

2024 Fleet/Non-Retail Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB

WINDOW STICKER

2024 Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB		
CODE	MODEL	MSRP
X3A	2024 Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB	\$48,555.00
OPTIONS		
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)	\$0.00
64A	Wheels: 17" Argent Painted Steel, (STD)	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)	\$0.00
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X37	3.73 Axle Ratio, (STD)	\$0.00
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others	\$0.00
18B	Platform Running Boards	\$445.00
610A	Order Code 610A	\$0.00
Please note selected options override standard equipment		
SUBTOTAL		\$49,000.00
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,995.00
TOTAL PRICE		\$50,995.00
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 6.8L 2V DEVCT NA PFI V8 Gas -inc: Flex fuel (STD)
Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and trail (STD)
3.73 Axle Ratio (STD)

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)

ADDITIONAL EQUIPMENT

50-State Emissions System
Transmission w/Oil Cooler
Rear-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
160 Amp Alternator
Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control
Trailer Wiring Harness
4160# Maximum Payload
GVWR: 10,400 lb Payload Package
HD Shock Absorbers
Front Anti-Roll Bar
Firm Suspension
Hydraulic Power-Assist Steering
34 Gal. Fuel Tank
Single Stainless Steel Exhaust
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Regular Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
Tailgate Rear Cargo Access
Reverse Opening Rear Doors
Tailgate/Rear Door Lock Included w/Power Door Locks
Boxside Steps

Autolamp Auto On/Off Aero-Composite Halogen Daytime Running Lights Preference Setting Headlamps w/Delay-Off
Cargo Lamp w/High Mount Stop Light
Perimeter/Approach Lights
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
Fixed Antenna
SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
2 LCD Monitors In The Front
4-Way Driver Seat -inc: Manual Recline and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Rear Cupholder
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
Interior Trim -inc: Chrome Interior Accents
Full Cloth Headliner
Urethane Gear Shifter Material
HD Vinyl 40/20/40 Split Bench Seat -inc: center armrest, cupholder, storage and driver's side manual lumbar
Day-Night Rearview Mirror
Passenger Visor Vanity Mirror
Full Overhead Console w/Storage and 2 12V DC Power Outlets
Front Map Lights
Fade-To-Off Interior Lighting
Full Vinyl/Rubber Floor Covering
Pickup Cargo Box Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin and Dashboard Storage
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks
Driver Information Center
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Vinyl Back Material
Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
Securilock Anti-Theft Ignition (pats) Immobilizer
2 12V DC Power Outlets
Air Filtration
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams

Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Back-Up Camera



National Auto Fleet Group

A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
(855) 289-6572 • (831) 480-8497 Fax
Fleet@NationalAutoFleetGroup.com

9/19/2023

Quote ID: **25784**

Order Cut Off Date: **TBA**

Mr Joseph Bingaman
City of Pinole
2131 Pear St.
Pinole, California, 94564-1774

Dear Joseph Bingaman,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2024 Ford Super Duty F-350 SRW (X3A) XL 2WD SuperCab 8' Box 164" WB, Factory Order) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$50,995.00	\$49,151.64	3.615 %	\$1,843.36
Factory Order		\$0.00		
Tax (9.7500 %)		\$4,792.28		
Tire fee		\$8.75		
Total		\$53,952.67		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497

Quoting Department
Account Manager
Fleet@NationalAutoFleetGroup.com
(855) 289-6572



GMC

Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE	
Code	Description
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)
TRANSMISSION	
Code	Description
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)
WHEELS	
Code	Description
64A	Wheels: 17" Argent Painted Steel, (STD)
TIRES	
Code	Description
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)
PRIMARY PAINT	
Code	Description
Z1	Oxford White
SEAT TYPE	
Code	Description
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar
AXLE RATIO	
Code	Description
X37	3.73 Axle Ratio, (STD)
ADDITIONAL EQUIPMENT	
Code	Description
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others
18B	Platform Running Boards
OPTION PACKAGE	
Code	Description
610A	Order Code 610A

2024 Fleet/Non-Retail Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB

WINDOW STICKER

2024 Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB		
CODE	MODEL	MSRP
X3A	2024 Ford Super Duty F-350 SRW XL 2WD SuperCab 8' Box 164" WB	\$48,555.00
OPTIONS		
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas, (STD)	\$0.00
44F	Transmission: TorqShift-G 10-Speed Automatic, (STD)	\$0.00
64A	Wheels: 17" Argent Painted Steel, (STD)	\$0.00
TD8	Tires: LT245/75Rx17E BSW A/S (4), (STD)	\$0.00
Z1	Oxford White	\$0.00
AS	Medium Dark Slate, HD Vinyl 40/20/40 Split Bench Seat, -inc: center armrest, cupholder, storage and driver's side manual lumbar	\$0.00
X37	3.73 Axle Ratio, (STD)	\$0.00
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others	\$0.00
18B	Platform Running Boards	\$445.00
610A	Order Code 610A	\$0.00
Please note selected options override standard equipment		
SUBTOTAL		\$49,000.00
Advert/ Adjustments		\$0.00
Manufacturer Destination Charge		\$1,995.00
TOTAL PRICE		\$50,995.00
Est City: N/A MPG		
Est Highway: N/A MPG		
Est Highway Cruising Range: N/A mi		

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 6.8L 2V DEVCT NA PFI V8 Gas -inc: Flex fuel (STD)
Transmission: TorqShift-G 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and trail (STD)
3.73 Axle Ratio (STD)

EXTERIOR

Wheels: 17" Argent Painted Steel -inc: painted hub covers/center ornaments (STD)
Tires: LT245/75Rx17E BSW A/S (4) -inc: Spare may not be the same as road tire (STD)

ADDITIONAL EQUIPMENT

50-State Emissions System
Transmission w/Oil Cooler
Rear-Wheel Drive
78-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
160 Amp Alternator
Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control
Trailer Wiring Harness
4160# Maximum Payload
GVWR: 10,400 lb Payload Package
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Front Anti-Roll Bar
Firm Suspension
Hydraulic Power-Assist Steering
34 Gal. Fuel Tank
Single Stainless Steel Exhaust
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Regular Box Style
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown
Clearcoat Paint
Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks
Black Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
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Light Tinted Glass
Variable Intermittent Wipers
Aluminum Panels
Black Grille
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Tailgate/Rear Door Lock Included w/Power Door Locks
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Radio: AM/FM Stereo w/MP3 Player -inc: 4 speakers
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Gauges -inc: Speedometer, Odometer, Oil Pressure, Engine Coolant Temp, Tachometer, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Rear Cupholder
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button
Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
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AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
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Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Tire Specific Low Tire Pressure Warning
Dual Stage Driver And Passenger Front Airbags w/Passenger Off Switch
Safety Canopy System Curtain 1st And 2nd Row Airbags
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Back-Up Camera

2023 RAV4 PRIME

RAV4 Prime SE

Model: 4544
VIN: JTMAB3FV1PD158126
Stock: PD158126
Engine: 2.5-Liter 4-Cyl Plug-in Hybrid
Transmission: ECVT



EXTERIOR
Midnight Black Metallic

INTERIOR
Black Fabric

PRICE

Base MSRP *	\$43,090.00
Factory Installed Packages & Accessories	\$1,665.00
Port Installed Packages & Accessories	\$309.00
Delivery Processing and Handling	\$1,350.00
Total Suggested Retail Price	\$46,414.00

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INSTALLED PACKAGES & ACCESSORIES

Weather & Moonroof Package	FIO	\$1,665.00
Weather and Moonroof Package — includes heated leather-trimmed steering wheel, rear outboard passenger heated seating, rain-sensing variable intermittent windshield wipers with de-icer function, and power tilt/slide moonroof with one-touch open/close.		
50 State Emissions	FIO	\$0.00
All-Weather Liner Package	PIO	\$309.00
All-Weather Liner Package includes:.		
- All-Weather Floor Liners - Cargo Liner		
Total Optional Equipment		\$1,974.00
Vehicle Base Model		\$43,090.00
Delivery Processing and Handling		\$1,350.00

FEATURES

Mechanical & Performance

- Capability: Hill Start Assist Control (HAC)
 - Capability: All-Wheel Drive Integrated Management (AIM) with Multi-Information Display (MID) monitor
 - Battery: Type: Sealed Lithium-ion (Li-ion)
 - Charging: 6.6kW onboard charger
 - Drivetrain: Electronic On-Demand All-Wheel Drive (AWD)
- Capability: Drive mode dial with SPORT, Eco and NORMAL modes, EV mode, HV mode, AUTO EV/AV mode, CHARGE mode and TRAIL mode
 - Capability: Active Cornering Assist (ACA)
 - Battery: Voltage: 355.2V (Plug-in Hybrid Li-ion)
 - Suspension: Independent MacPherson strut front suspension with

- Engine: Emission rating: Super Ultra Low Emission Vehicle (SULEV)
- Engine: Compression ratio: 14.0:1
- Transmission: Electronically controlled Continuously Variable Transmission (ECVT) with sequential shift mode
- Brakes: Power-assisted ventilated 12.9-in. front disc brakes; ventilated 12.4-in. rear disc brakes with Star Safety System™
- Steering: Electric Power Steering (EPS); power-assisted rack-and-pinion
- HV Electric Motor: Power output (front/rear): 179/53 hp (134/40 kW)
- Engine: 2.5-Liter 4-Cyl Plug-in Hybrid
- Weight Rating: 5530 lbs

Exterior

- 18-in. 5-spoke black-painted and machined sport alloy wheels including temporary spare
- Color-keyed roof-mounted shark-fin antenna
- Privacy glass on all rear side, quarter and liftgate windows
- Height-adjustable power liftgate with jam protection
- Silver-painted front lower spoiler
- Variable intermittent windshield wipers and intermittent rear wiper
- Color-keyed outside door handles with touch-sensor lock/unlock feature on front doors
- Bi-LED projector low- and high-beam headlights with LED accent lights, Automatic High Beams (AHB) and auto on/off
- LED taillights

Exterior Dimensions

- Track (front/rear) 63.0/63.7
- Overall height 67.0

Interior

- Dual zone automatic climate control system with dust and pollen filter and rear-seat vents
- Sun visors with sliding extensions and illuminated vanity mirrors
- Power door locks with shift-linked automatic lock/unlock feature
- Black fabric-trimmed headliner
- Soft-touch dash and armrests with stitched dash accents
- Five USB ports — USB media port in front storage tray and four additional charge ports (two in front center console and two rear seat ports)
- Leather-trimmed tilt/telescopic 3-spoke steering wheel with silver accent and red-stitching, and controls for audio, Multi-Information Display (MID), Bluetooth® hands-free phone, voice-command, Dynamic Radar Cruise Control (DRCC), Lane Departure Alert (LDA) and Lane Trace Assist (LTA)
- Wiper control stalk with front and rear window wiper controls
- Heated front seating
- Leather-trimmed shift lever with sequential mode
- 2 front and 2 rear cup holders; 2 front and 2 rear bottle holders
- Front-door storage pockets with bottle holders
- Overhead console with maplights, sunglasses storage, and Safety Connect® button
- 60/40 split reclining fold-flat rear seat with center armrest and cup holders
- Cargo area tonneau cover

- stabilizer bar; multi-link rear suspension with stabilizer bar
- Engine: Induction system: (D-4S) dual-injection direct-injection and port-injection EFI with Electronic Throttle Control System with intelligence (ETCS-i)
- Engine: 2.5-Liter Dynamic Force 4-Cylinder with SPORT, Eco, NORMAL, EV, HV, AUTO EV/HV, CHARGE, TRAIL drive modes; 302 combined net hp; 177 hp @ 6,000 rpm; 165 lb.-ft. @ 3,600 rpm
Electric motor: power output (front/rear) 179/53 hp (134/40 kW); torque (front/rear) 199/89 lb.-ft.
- Transmission: Engine oil cooler, automatic transmission fluid cooler and hybrid system cooler
- Brakes: Electronically Controlled Braking (ECB) system with integrated regenerative braking
- Body Construction: Reinforced unitized steel body
- HV Electric Motor: Torque (front/rear): 199/89 lb.-ft. (270/121 N•m)
- Electronic On-Demand All-Wheel Drive (AWD)
- ECVT

- Low-profile black roof rails
- Color-keyed upper and black-painted lower front bumper, overfenders, rocker panels, and rear bumper with black insert
- Acoustic noise-reducing front side windows
- Black diamond-patterned bar front grille
- LED Daytime Running Lights (DRL) accent lighting
- Black interior door handles
- Dual chrome-tipped exhaust
- Color-keyed heated power outside mirrors with turn signal and blind spot warning indicators, and folding feature

- Wheelbase 105.9
- Overall length/width 180.9/73.0

- Digital speedometer and instrumentation with analog hybrid system indicator, battery level meter and fuel gauge; 7-in. digital Multi-Information Display (MID) with customizable settings, odometer, tripmeters, clock, outside temperature, rear passenger seatbelt indicators, hybrid energy monitor, battery charge meter, fuel economy information, trip timer, shift-position and scheduled maintenance indicators, and warning messages
- Smart Key System on front doors and liftgate with Push Button Start, remote keyless entry system with lock, unlock and panic function, power liftgate and remote illuminated entry
- Black carpet flooring with driver-side footrest
- Red-accented interior, including red stitching on dash and seat, and black in-dash storage trays
- One 12V/120W auxiliary power outlet in front instrument panel storage tray and one 12V/120W auxiliary power outlet in cargo area
- Day/night rearview mirror
- Turn signal stalk with headlight controls and one-touch 3-blink lane change turn signals
- Fabric-trimmed seats with sporty red stitching and embossed seat inserts; heated front seats; 8-way power-adjustable front driver's seat with lumbar support; 4-way adjustable front passenger seat with seatback pocket
- Rear liftgate window defogger
- Electric Parking Brake (EPB) with Brake Hold
- Passenger-side lockable glove compartment
- Center console with covered storage compartment, two cup

- holders, drive mode, Electric Parking Brake (EPB) and automatic Brake Hold controls, and front storage tray
- Power windows with auto up/down and jam protection in all positions
- Front-seat reading lights, dome light and cargo area light
- Height-adjustable rear cargo area deck board

Audio Multimedia

- 8-in. Toyota Audio Multimedia, 6 speaker, with wireless Apple CarPlay® & Android Auto™ compatible, SiriusXM® with 3-month Platinum Plan trial subscription. See toyota.com/audio-multimedia for details. S

ToyotaCare

- No cost maintenance plan \$0 (No Cost)
- 24-hour Roadside Assistance \$0 (No Cost)

Safety & Convenience

- Child-protector rear door locks and power window lockout control
- Toyota Safety Sense™ 2.5+ — Pre-Collision System with Pedestrian Detection , Lane Departure Alert with Steering Assist , Automatic High Beams , Lane Tracing Assist , Road Sign Assist and Full-Speed Range Dynamic Radar Cruise Control
- Anti-theft system with engine immobilizer
- Trailer-Sway Control (TSC)
- Blind Spot Monitor (BSM) with Rear Cross-Traffic Alert (RCTA)
- Backup camera with dynamic gridlines
- 3-point seatbelts for all seating positions; driver's-side Emergency Locking Retractor (ELR) and Automatic/Emergency Locking Retractor (ALR/ELR) on all passenger seatbelts
- Front and outboard second-row seatbelts with seatbelt pretensioners with force limiters
- Front and rear side-impact door beams
- Vehicle Proximity Notification System (VPNS)
- Star Safety System™ — includes Enhanced Vehicle Stability Control (VSC), Traction Control (TRAC), Anti-lock Brake System (ABS), Electronic Brake-force Distribution (EBD), Brake Assist (BA) and Smart Stop Technology® (SST)
- Hill Start Assist Control (HAC)
- Tire Pressure Monitor System (TPMS) with direct pressure readout and individual tire location alert.
- Eight airbags — includes driver and front passenger Advanced Airbag System, driver and front passenger seat-mounted side airbags, driver's knee airbag, front passenger seat cushion airbag, and front and rear side curtain airbags
- Adjustable front shoulder anchors
- LATCH (Lower Anchors and Tethers for CHildren) includes lower anchors on outboard rear seats and tether anchors on all rear seats

Connected Services

- Drive Connect - includes Cloud Navigation with Google points-of-interest(POI) data, Intelligent Assistant with Hey Toyota, and Destination Assist. Subscription required. 4G network dependent. Capable (subscription required)
- Remote Connect remote_connect_21mm] - remotely interact with your vehicle through the Toyota app via your smartwatch. Depending on grade, allows you to lock/unlock doors, start and stop the vehicle, locate your last parked location, check vehicle status and monitor guest drivers. Subscription required after trial. 4G network dependent. 1-year trial included
- Safety Connect® - includes Emergency Assistance Button, Enhanced Roadside Assistance, Automatic Collision Notification, and Stolen Vehicle Locator. Subscription required after trial. 4G network dependent. Up to 10-year trial subscription
- Service Connect — receive personalized maintenance updates and vehicle health reports. Subscription required after trial. 4G network dependent. Up to 10-year trial subscription
- Wi-Fi Connect — includes AT&T Wi-Fi hotspot and Integrated Streaming (Apple Music® and Amazon Music™) compatibility. Subscription required after trial. 4G network dependent. Up to 30-day/3 GB trial subscription

2023 TOYOTA RAV4 Prime SE - JTMAB3FV1PD158126

* Base MSRP excludes manufacturer, distributor and dealer options, taxes, title and license and dealer fees and charges. Also excludes the Delivery, Processing and Handling of \$1,095 for Cars (Corolla, Corolla HV, Corolla HB, GR Corolla, Camry, Camry HV, Prius, Prius Prime, Toyota Crown, Mirai, GR86, GR Supra), \$1,350 for Entry SUV/Small SUV (Corolla Cross, Corolla Cross HV, RAV4, RAV4 HV, RAV4 Prime, bZ4X), \$1,395 for Mid SUV/Van (4Runner, Venza, Highlander, Highlander HV, Grand Highlander, Grand Highlander HV, Sienna), \$1,495 for Small Pickup (Tacoma), \$1,850 for Large Pickup/Large SUV (Tundra, Tundra HV, Sequoia). (Historically, vehicle manufacturers and distributors have charged a separate fee for processing, handling and delivering vehicles to dealerships. Toyota's charge for these services is called the "Delivery, Processing and Handling" and is based on the value of the processing, handling and delivery services Toyota provides as well as Toyota's overall pricing structure and may be subject to change at any time. Toyota may make a profit on the Delivery, Processing and Handling.) The Delivery, Processing and Handling in AL, AR, FL, GA, LA, MS, NC, OK, SC and TX may vary. The published prices do not apply to Puerto Rico and the U.S. Virgin Islands. Dealer price will vary.

Total Suggested Retail Price includes manufacturer and distributor options and delivery, process and handling fees, which may be subject to change at any time. Excludes taxes, title, license and dealer options, fees and charges. Dealer price will vary.

ToyotaCare, which covers normal factory scheduled maintenance for 2 years or 25,000 miles, whichever comes first, is included as part of the sales price of the vehicle for qualifying buyers. See participating dealer for eligibility and coverage details.

Disclaimer: This document is only representative of some of the information contained on an actual window sticker, and is not meant to replace or substitute for the actual window sticker on the vehicle. Please see your retailer for further information.

2023 RAV4 Prime

RAV4 Prime SE

Model: 4544
VIN: JTMAB3FVXPD163034
Stock: N/A
Engine: 2.5-Liter 4-Cyl Plug-in Hybrid
Transmission: ECVT



EXTERIOR
Ice Cap



INTERIOR
Black Fabric

PRICE

Base MSRP *	\$43,090.00
Factory Installed Packages & Accessories	\$1,665.00
Port Installed Packages & Accessories	\$309.00
Delivery Processing and Handling	\$1,350.00
Total Suggested Retail Price	\$46,414.00

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INSTALLED PACKAGES & ACCESSORIES

Weather & Moonroof Package Weather and Moonroof Package — includes heated leather-trimmed steering wheel, rear outboard passenger heated seating, rain-sensing variable intermittent windshield wipers with de-icer function, and power tilt/slide moonroof with one-touch open/close.	FIO	\$1,665.00
50 State Emissions	FIO	\$0.00
All-Weather Liner Package All-Weather Liner Package includes:. - All-Weather Floor Liners - Cargo Liner	PIO	\$309.00
Total Optional Equipment		\$1,974.00
Vehicle Base Model		\$43,090.00
Delivery Processing and Handling		\$1,350.00

FEATURES

Mechanical & Performance

- Capability: Hill Start Assist Control (HAC)
 - Capability: All-Wheel Drive Integrated Management (AIM) with Multi-Information Display (MID) monitor
 - Battery: Type: Sealed Lithium-ion (Li-ion)
 - Charging: 6.6kW onboard charger
 - Drivetrain: Electronic On-Demand All-Wheel Drive (AWD)
- Capability: Drive mode dial with SPORT, Eco and NORMAL modes, EV mode, HV mode, AUTO EV/AV mode, CHARGE mode and TRAIL mode
 - Capability: Active Cornering Assist (ACA)
 - Battery: Voltage: 355.2V (Plug-in Hybrid Li-ion)
 - Suspension: Independent MacPherson strut front suspension with

- Engine: Emission rating: Super Ultra Low Emission Vehicle (SULEV)
- Engine: Compression ratio: 14.0:1
- Transmission: Electronically controlled Continuously Variable Transmission (ECVT) with sequential shift mode
- Brakes: Power-assisted ventilated 12.9-in. front disc brakes; ventilated 12.4-in. rear disc brakes with Star Safety System™
- Steering: Electric Power Steering (EPS); power-assisted rack-and-pinion
- HV Electric Motor: Power output (front/rear): 179/53 hp (134/40 kW)
- Engine: 2.5-Liter 4-Cyl Plug-in Hybrid
- Weight Rating: 5530 lbs

Exterior

- 18-in. 5-spoke black-painted and machined sport alloy wheels including temporary spare
- Color-keyed roof-mounted shark-fin antenna
- Privacy glass on all rear side, quarter and liftgate windows
- Height-adjustable power liftgate with jam protection
- Silver-painted front lower spoiler
- Variable intermittent windshield wipers and intermittent rear wiper
- Color-keyed outside door handles with touch-sensor lock/unlock feature on front doors
- Bi-LED projector low- and high-beam headlights with LED accent lights, Automatic High Beams (AHB) and auto on/off
- LED taillights

Exterior Dimensions

- Track (front/rear) 63.0/63.7
- Overall height 67.0

Interior

- Dual zone automatic climate control system with dust and pollen filter and rear-seat vents
- Sun visors with sliding extensions and illuminated vanity mirrors
- Power door locks with shift-linked automatic lock/unlock feature
- Black fabric-trimmed headliner
- Soft-touch dash and armrests with stitched dash accents
- Five USB ports — USB media port in front storage tray and four additional charge ports (two in front center console and two rear seat ports)
- Leather-trimmed tilt/telescopic 3-spoke steering wheel with silver accent and red-stitching, and controls for audio, Multi-Information Display (MID), Bluetooth® hands-free phone, voice-command, Dynamic Radar Cruise Control (DRCC), Lane Departure Alert (LDA) and Lane Trace Assist (LTA)
- Wiper control stalk with front and rear window wiper controls
- Heated front seating
- Leather-trimmed shift lever with sequential mode
- 2 front and 2 rear cup holders; 2 front and 2 rear bottle holders
- Front-door storage pockets with bottle holders
- Overhead console with maplights, sunglasses storage, and Safety Connect® button
- 60/40 split reclining fold-flat rear seat with center armrest and cup holders
- Cargo area tonneau cover

- stabilizer bar; multi-link rear suspension with stabilizer bar
- Engine: Induction system: (D-4S) dual-injection direct-injection and port-injection EFI with Electronic Throttle Control System with intelligence (ETCS-i)
- Engine: 2.5-Liter Dynamic Force 4-Cylinder with SPORT, Eco, NORMAL, EV, HV, AUTO EV/HV, CHARGE, TRAIL drive modes; 302 combined net hp; 177 hp @ 6,000 rpm; 165 lb.-ft. @ 3,600 rpm
Electric motor: power output (front/rear) 179/53 hp (134/40 kW); torque (front/rear) 199/89 lb.-ft.
- Transmission: Engine oil cooler, automatic transmission fluid cooler and hybrid system cooler
- Brakes: Electronically Controlled Braking (ECB) system with integrated regenerative braking
- Body Construction: Reinforced unitized steel body
- HV Electric Motor: Torque (front/rear): 199/89 lb.-ft. (270/121 N•m)
- Electronic On-Demand All-Wheel Drive (AWD)
- ECVT

- Low-profile black roof rails
- Color-keyed upper and black-painted lower front bumper, overfenders, rocker panels, and rear bumper with black insert
- Acoustic noise-reducing front side windows
- Black diamond-patterned bar front grille
- LED Daytime Running Lights (DRL) accent lighting
- Black interior door handles
- Dual chrome-tipped exhaust
- Color-keyed heated power outside mirrors with turn signal and blind spot warning indicators, and folding feature

- Wheelbase 105.9
- Overall length/width 180.9/73.0

- Digital speedometer and instrumentation with analog hybrid system indicator, battery level meter and fuel gauge; 7-in. digital Multi-Information Display (MID) with customizable settings, odometer, tripmeters, clock, outside temperature, rear passenger seatbelt indicators, hybrid energy monitor, battery charge meter, fuel economy information, trip timer, shift-position and scheduled maintenance indicators, and warning messages
- Smart Key System on front doors and liftgate with Push Button Start, remote keyless entry system with lock, unlock and panic function, power liftgate and remote illuminated entry
- Black carpet flooring with driver-side footrest
- Red-accented interior, including red stitching on dash and seat, and black in-dash storage trays
- One 12V/120W auxiliary power outlet in front instrument panel storage tray and one 12V/120W auxiliary power outlet in cargo area
- Day/night rearview mirror
- Turn signal stalk with headlight controls and one-touch 3-blink lane change turn signals
- Fabric-trimmed seats with sporty red stitching and embossed seat inserts; heated front seats; 8-way power-adjustable front driver's seat with lumbar support; 4-way adjustable front passenger seat with seatback pocket
- Rear liftgate window defogger
- Electric Parking Brake (EPB) with Brake Hold
- Passenger-side lockable glove compartment
- Center console with covered storage compartment, two cup

- holders, drive mode, Electric Parking Brake (EPB) and automatic Brake Hold controls, and front storage tray
- Power windows with auto up/down and jam protection in all positions
- Front-seat reading lights, dome light and cargo area light
- Height-adjustable rear cargo area deck board

Audio Multimedia

- 8-in. Toyota Audio Multimedia, 6 speaker, with wireless Apple CarPlay® & Android Auto™ compatible, SiriusXM® with 3-month Platinum Plan trial subscription. See toyota.com/audio-multimedia for details. S

ToyotaCare

- No cost maintenance plan \$0 (No Cost)
- 24-hour Roadside Assistance \$0 (No Cost)

Safety & Convenience

- Child-protector rear door locks and power window lockout control
- Toyota Safety Sense™ 2.5+ — Pre-Collision System with Pedestrian Detection , Lane Departure Alert with Steering Assist , Automatic High Beams , Lane Tracing Assist , Road Sign Assist and Full-Speed Range Dynamic Radar Cruise Control
- Anti-theft system with engine immobilizer
- Trailer-Sway Control (TSC)
- Blind Spot Monitor (BSM) with Rear Cross-Traffic Alert (RCTA)
- Backup camera with dynamic gridlines
- 3-point seatbelts for all seating positions; driver's-side Emergency Locking Retractor (ELR) and Automatic/Emergency Locking Retractor (ALR/ELR) on all passenger seatbelts
- Front and outboard second-row seatbelts with seatbelt pretensioners with force limiters
- Front and rear side-impact door beams
- Vehicle Proximity Notification System (VPNS)
- Star Safety System™ — includes Enhanced Vehicle Stability Control (VSC), Traction Control (TRAC), Anti-lock Brake System (ABS), Electronic Brake-force Distribution (EBD), Brake Assist (BA) and Smart Stop Technology® (SST)
- Hill Start Assist Control (HAC)
- Tire Pressure Monitor System (TPMS) with direct pressure readout and individual tire location alert.
- Eight airbags — includes driver and front passenger Advanced Airbag System, driver and front passenger seat-mounted side airbags, driver's knee airbag, front passenger seat cushion airbag, and front and rear side curtain airbags
- Adjustable front shoulder anchors
- LATCH (Lower Anchors and Tethers for CHildren) includes lower anchors on outboard rear seats and tether anchors on all rear seats

Connected Services

- Drive Connect - includes Cloud Navigation with Google points-of-interest(POI) data, Intelligent Assistant with Hey Toyota, and Destination Assist. Subscription required. 4G network dependent. Capable (subscription required)
- Remote Connect remote_connect_21mm] - remotely interact with your vehicle through the Toyota app via your smartwatch. Depending on grade, allows you to lock/unlock doors, start and stop the vehicle, locate your last parked location, check vehicle status and monitor guest drivers. Subscription required after trial. 4G network dependent. 1-year trial included
- Safety Connect® - includes Emergency Assistance Button, Enhanced Roadside Assistance, Automatic Collision Notification, and Stolen Vehicle Locator. Subscription required after trial. 4G network dependent. Up to 10-year trial subscription
- Service Connect — receive personalized maintenance updates and vehicle health reports. Subscription required after trial. 4G network dependent. Up to 10-year trial subscription
- Wi-Fi Connect — includes AT&T Wi-Fi hotspot and Integrated Streaming (Apple Music® and Amazon Music™) compatibility. Subscription required after trial. 4G network dependent. Up to 30-day/3 GB trial subscription

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ToyotaCare, which covers normal factory scheduled maintenance for 2 years or 25,000 miles, whichever comes first, is included as part of the sales price of the vehicle for qualifying buyers. See participating dealer for eligibility and coverage details.

Disclaimer: This document is only representative of some of the information contained on an actual window sticker, and is not meant to replace or substitute for the actual window sticker on the vehicle. Please see your retailer for further information.



CITY COUNCIL REPORT

9.G.

DATE: DECEMBER 5, 2023
TO: MAYOR AND COUNCIL MEMBERS
FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
SUBJECT: AWARD CONSTRUCTION CONTRACT FOR SANITARY SEWER
REHABILITATION PROJECT - PHASE1 (CIP PROJECT # SS2201)

RECOMMENDATION

Staff recommends that the City Council adopt a resolution (Attachment A) to:

1. Find the Pinon-1 Project exempt from CEQA pursuant to Public Resources Code Section 21080.21 and authorize the Public Works Director to file a Notice of Exemption.
2. Reject the bid from A3 Pipelines as non-responsive;
3. Accept the lowest responsive, responsible bid from APB General Engineering and award a construction contract (Attachment B) for the SS-2201 Sanitary Sewer Rehabilitation Project (Phase 1) (CIP Project # SS2201, the "Project");
4. Authorize the City Manager to execute the construction contract with APB General Engineering in an amount not to exceed \$1,078,398;
5. Authorize funds for a 10% contingency for the construction contract in an amount not to exceed \$107,839.80; and
6. Authorize the City Manager or his designee to issue any necessary change orders to complete additional work within contract authority for the Project.
7. Authorize the Finance Director to amend the adopted Project budget to reallocate \$61,237.80 from FY 2024/25 to FY 2023/24

BACKGROUND

The Project is the first phase of an approved multi-year project in the City of Pinole's currently adopted Capital Improvement Plan (CIP) that involves various improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan (Master Plan). The Project is the first phase of the Pinon-1 capacity improvement project (Pinon 1 Project) in the Master Plan, replacing approximately 1,260 linear feet (LF) on Orleans Drive onto Tennent Avenue. The Project includes sanitary sewer pipeline replacement on Orleans Drive and Tennent Avenue by open-trench, sawcutting, excavation, backfill, reconnecting laterals, manhole replacement, manhole and sewer pipe abandonment, asphalt concrete restoration, CCTV inspection, traffic control, and bypass pumping.

On October 4, 2023, City staff released the bid on www.publicpurchase.com and also posted contract documents on https://www.ci.pinole.ca.us/city_government/public_works/capital_projects/bids_and_rfps. In accordance with the Public Contract Code, the Notice of Invitation for Bids was published in the West County Times on October 18, 2023, and October 25, 2023, which specified the time and place for opening of sealed bids and described the nature of the Project. Sealed bids were opened on November 8, 2023.

REVIEW AND ANALYSIS

The Pinon-1 Project includes replacement of a total of approximately 4,970 LF of existing pipeline. The purpose of the Pinon-1 Project is to increase the capacity of existing sanitary sewer pipeline in order to transport peak wet weather flows (PWWF) and reduce the occurrence and risk of sanitary sewer overflows (SSOs). The Pinon-1 Project includes replacement of a total of approximately 1,050 feet of 8-inch diameter pipeline along San Pablo Avenue, approximately 740 feet of 8-inch diameter pipeline along Roble Avenue, approximately 1,500 feet of 8-inch to 10-inch diameter pipeline along Pinon Avenue, approximately 520 feet of 12-inch diameter pipeline between Pinon Avenue and Orleans Avenue and approximately 1,160 feet of 8-inch to 15-inch diameter pipeline along Orleans Avenue into Tennent Avenue. The Pinon 1 Project qualifies for a statutory exemption under Section 21080.21 of the Public Resources Code, which exempts the installation of new pipeline or maintenance, repair, restoration, removal, or demolition of an existing pipeline from environmental review under CEQA as long as the project does not exceed one mile in length.

On November 8, 2023, nine (9) bids were received and publicly read at 2:00 PM at City Hall. Per the bidding and contract documents, the City award of the contract, if awarded, will be made to the lowest responsive, responsible Bidder whose bid complies with the Contract Documents. The basis of award for this project is the total cost of the Base Bid Schedule only. The following table summarizes the bids received:

Name of Bidder	Total Amount of Base Bid
A3 Pipeline	\$ 879,388.65
APB General Engineering	\$ 1,078,398
KJ Woods Construction Inc.	\$ 1,228,000
JMB Construction, Inc.	\$ 1,329,470
Basset Engineering	\$ 1,405,765
Kerex Engineering	\$ 1,686,000
TerraCon Constructors, Inc.	\$ 1,698,028
WR Forde Associates, Inc	\$ 1,756,185
Koios Engineering Inc.	\$ 2,004,900

Apparent Lowest Bid Review. The total cost of the Base Bid Schedule in the apparent lowest bid submitted by A3 Pipelines is \$879,388.65. Staff reviewed A3 Pipelines' bid package for compliance with the Contract Documents. The bid submitted was incomplete: it did not include all of the required Bid Forms and all blanks on the submitted forms were not completed, including the Unit Costs. The bid submitted had other discrepancies, including (but not limited to) that the Bid Schedule submitted was not in accordance with Addendum 3, issued on October 30, 2023 and acknowledged by the bidder in their bid package. The incorrect Bid Schedule submitted did not include Base Bid Schedule Item 15. In accordance with the

INSTRUCTIONS TO BIDDERS paragraph 13, DISCREPANCIES IN BIDS, “In the event there are more than one Bid item on the Bid Schedule, the Bidder shall furnish a price for all Bid Items in the Schedule, and failure to do so will render the Bid non-responsive and shall cause its rejection...”. Staff determined A3 Pipelines’ bid shall be rejected as non-responsive by the City in accordance with the Contract Documents.

Lowest Responsive, Responsible Bidder. The total cost of the Base Bid Schedule in the apparent second lowest bid submitted by APB General Engineering is \$1,078,398. Staff reviewed APB General Engineering’s bid package for compliance with the Contract Documents and determined the bid submitted was complete and responsive. Staff contacted the references for the construction contracts listed in the bid submittal to verify satisfactory completion of the work.

Staff recommends that City Council find the Pinon-1 Project exempt from CEQA pursuant to Public Resources Code Section 21080.21 and authorize the Public Works Director to file a Notice of Exemption. Staff recommends that City Council reject the bid from A3 Pipelines as non-responsive and accept the bid and award the construction contract to APB General Engineering as the lowest responsive, responsible bidder for the Project. Staff also recommends that City Council authorize the City Manager to execute a contract with APB General Engineering in an amount not to exceed \$1,078,398, for the Project. Staff also recommends that City Council authorize funds for a 10% contingency for the construction contract in an amount not to exceed \$107,839.80. The contingency will allow staff to address any issues that may arise during the work as approved by the City Manager or his designee. Staff also recommends that City Council authorize the City Manager or his designee to issue any necessary change orders to complete additional work within the contract authority for the Project. Staff also recommends that City Council authorize the Finance Director to amend the adopted Project budget to reallocate \$61,237.80 from FY 2024/25 to FY 2023/24.

FISCAL IMPACT

The current adopted capital budget has sufficient funding for the Project construction in FY 2023/24 through FY 2027/28 but not in FY 2023/24. The FY 2023/24 capital budget includes \$1,023,900 for Construction and \$101,100 for Contingency. The FY 2024/25 through FY 2027/28 capital budgets includes an additional \$2,560,000 for Construction and \$320,000 for Contingency. The adopted Project budget needs to be amended to reallocate \$61,237.80 from FY 2024/25 to FY 2023/24.

ATTACHMENTS

- A. Resolution
- B. Construction Agreement

RESOLUTION NO. 2023 – xx

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA COUNTY, STATE OF CALIFORNIA, AWARDED A CONSTRUCTION CONTRACT FOR SS2201 SANITARY SEWER REHABILITATION PROJECT (PHASE 1) (CIP PROJECT # SS2201) TO APB GENERAL ENGINEERING IN AN AMOUNT NOT TO EXCEED \$1,078,398, PLUS A \$107,839.80 CONTINGENCY

WHEREAS, the City of Pinole (“City”) has adopted the FY 2023/24 through FY 2027/28 Capital Improvement Plan (CIP) which includes the Sanitary Sewer Rehabilitation project (CIP Project # SS2201, the “Project”) as a funded project; and

WHEREAS, the Project involves various improvements to the Sanitary Sewer collection system, as identified in the Sanitary Sewer Collection System Master Plan; and

WHEREAS, the Project design and construction will be phased and completed over multiple years and construction contracts; and

WHEREAS, the Project is the first phase of the Pinon-1 capacity improvement project (Pinon-1 Project) in the Master Plan; and

WHEREAS, the Pinon-1 Project includes replacement of a total of approximately 4,970 LF of existing pipeline; and

WHEREAS, the purpose of the Pinon-1 Project is to increase the capacity of existing sanitary sewer pipeline in order to transport peak wet weather flows (PWWF) and reduce the occurrence and risk of sanitary sewer overflows (SSOs).; and

WHEREAS, the first construction phase of the project, “SS-2201 Sanitary Sewer Rehabilitation Project (Phase 1)”, includes sanitary sewer pipeline replacement of approximately 1,260 linear feet in Orleans Drive and Tennent Avenue by open-trench, sawcutting, excavation, backfill, reconnecting laterals, manhole replacement, manhole and sewer pipe abandonment, asphalt concrete restoration, CCTV inspection, traffic control, and bypass pumping; and

WHEREAS, on October 4, 2023, City staff released the bid on www.publicpurchase.com and also posted contract documents on www.ci.pinoles.ca.us/city_government/public_works/capital_projects/bids_and_rfps; and

WHEREAS, the Notice of Invitation for Bids was published in the West County Times on October 18, 2023, and October 25, 2023, which specified the time and place for opening of sealed bids and described the nature of the Project; and

WHEREAS, on November 8, 2023, at 2:00 p.m., Public Works staff publicly opened and examined the sealed bids for the Project; and

WHEREAS, staff has determined that the apparent lowest bid from A3 Pipelines is

incomplete and shall be rejected as non-responsive in accordance with the Contract Documents because there is more than one Bid item on the Bid Schedule and the A3 Pipelines didn't furnish a price for all items on in the Schedule, nor did the A3 Pipelines submit all required forms; and

WHEREAS, staff has determined that APB General Engineering is the lowest responsive, responsible bidder; and

WHEREAS, the current adopted Capital Improvement Plan budget for the Project does not have adequate funds in FY 2023/24 to award the construction contract and also fund a 10% contingency.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Pinole hereby declares as follows:

1. The Pinon-1 Project is exempt from CEQA pursuant to Public Resources Code section 21080.21 and the Public Works Director is authorized to file a Notice of Exemption.
2. A3 Pipelines' bid is found to be non-responsive and is rejected by the City Council.
3. APB General Engineering's bid of \$1,078,398 is found to be lowest responsive, responsible bid and is accepted by the City Council at the unit prices set forth in the bid for the SS-2201 Sanitary Sewer Rehabilitation Project (Phase 1) (CIP Project # SS2201, the "Project"). This bid is on file with the Public Works Department and incorporated herein by this reference as though set forth in full.
4. A construction budget of \$1,078,398 and project contingency funds in the amount of (10% of bid) are authorized by the City Council.
5. The City Manager is authorized to execute a construction contract with APB General Engineering in an amount not to exceed \$1,078,398 for the Project in a form to be approved by the City Attorney.
6. The City Manager or his designee is authorized to issue any necessary change orders to complete additional work within contract authority for the Project.
7. The Finance Director is authorized to amend the adopted Project budget to reallocate \$61,237.80 from FY 2024/25 to FY 2023/24.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 5th day of December 2023 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 5th day of December 2023.

Heather Bell
City Clerk

**CONSTRUCTION SERVICES AGREEMENT BETWEEN
THE CITY OF PINOLE AND APB GENERAL ENGINEERING**

This agreement for Construction Services ("Agreement") is entered into on December ____, 2023 between the CITY OF PINOLE, a municipal corporation, with offices located at 2131 Pear Street, Pinole, California ("City") and APB General Engineering. ("Contractor") (together sometimes referred to as the "Parties").

WITNESSTH:

WHEREAS, Contractor and Contractor's Surety are providing the bonds attached hereto and incorporated by this reference; and

WHEREAS, City desires to contract with Contractor to perform the construction services detailed in this Agreement; and

In consideration of the mutual covenants and conditions set forth herein, the Parties agree as follows:

1. **CONTRACT DOCUMENTS.** The Contract Documents referred to herein are incorporated herein by reference as if set forth in full in this Agreement. Work called for in any one Contract Document and not mentioned in another is to be performed and executed as if mentioned in all Contract Documents. The Contract Documents shall include the Notice Inviting Bids, Instructions to Bidders, Bid Forms (including the Bid, Bid Schedule(s), Information Required of Bidder, Bid Bond, and all required certificates, affidavits and other documentation), this Agreement, Performance Bond, Labor and Materials Bond, Maintenance Bond, General Conditions, any Supplementary General Conditions, Special Provisions, Specifications, Drawings, all Addenda, and Change Orders executed pursuant to the provisions of the Contract Documents. The General Conditions shall mean and refer to the current General Conditions of the City which are incorporated herein by this reference as if set forth herein.
2. **AGREEMENT CONTROLS.** In the event of a conflict between the terms and conditions as set forth in this Agreement and the terms and conditions set forth in other Contract Documents, the terms and conditions set forth in this Agreement shall prevail. Unless otherwise specifically provided herein, all works and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.
3. **INDEPENDENT CONTRACTOR.** It is specifically understood and agreed by all parties hereto that Contractor is, for the purposes of this Agreement, an independent contractor and not an employee of the City. Accordingly, Contractor shall not be deemed the City's employee for any purpose whatsoever. Contractor shall not incur or have the power to incur any debt, obligation or liability whatever for or against the City.
4. **ASSIGNMENT.** This Agreement may not be assigned by Contractor, in whole or in part, without prior written consent of the City.
5. **TERMINATION.** This Agreement may not be canceled by the City at any time without penalty upon thirty (30) days' written notice. In the event of termination without fault of Contractor, the City shall pay Contractor for all services rendered prior to date of termination, and such payment shall be in full satisfaction of all services rendered hereunder.
6. **SCOPE OF CONTRACT.** Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and material and transportation necessary to perform and complete in a good and workman like

manner to the satisfaction of the City, all the work called for, and in the manner designated in, and in strict conformity with the Project entitled:

Project Name: SS-2201 Sanitary Sewer Rehabilitation (Phase 1)

Project No.: SS-2201

Federal Project No.: N/A

7. CONTRACT AMOUNT AND PAYMENTS. The City agrees to pay and Contractor agrees to accept, in full payment for the above work, one million, seventy-eight thousand, three hundred ninety-eight (\$1,078,398) as stipulated sum price which Contractor bid in its Bid Form, subject to additions and deductions by Change Order(s) as provided in the General Conditions. Contractor is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

8. PROGRESS AND FINAL PAYMENTS. Progress and final payments shall be in accordance with the General Conditions.

9. RETENTION OF SUMS CHARGED AGAINST CONTRACTOR. When, under the provisions of this Contract, the City is authorized to charge any sum of money against Contractor, the City may deduct and retain the amount of such charge from the amount of the next succeeding progress estimate, or from any other moneys due or that may become due to the Contractor from the City. If, on completion or termination of the Contract, sums due contractor are insufficient to pay the City's charges against Contractor, the City shall have the right to recover the balance from Contractor or his sureties.

10. TIME OF COMPLETION. The entire work shall be completed to the satisfaction of the City within forty-five (45) working days, commencing on the date of issuance of the Notice to Proceed. Failure to complete the entire work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement. Time is of the essence in these Contract Documents.

11. PROJECT SITE. Contractor shall perform the Services in such a manner as to cause a minimum of interference with City's operations and the operations of other contractors at each Project site and to protect all persons and property thereon from damage or injury. Upon completion of the Services at a Project site, Contractor shall leave such Project site clean and free of all tools, equipment, waste materials and rubbish. Each Project site may include all buildings, offices, and other locations where Services are to be performed, including any access roads. Contractor shall be solely responsible for the safe transportation and packing in proper containers and storage of any equipment required for performing the Services, whether owned, leased or rented. City will not be responsible for any such equipment which is lost, stolen or damaged or for any additional rental charges for such equipment. Equipment left or stored at a Project site, with or without permission, is at Contractor's sole risk. City may assume that anything left on the work site an unreasonable length of time after said work is completed has been abandoned. Any transportation furnished by City shall be solely as an accommodation and City shall have no liability therefore. Contractor acknowledges and agrees that it shall assume the risk and is solely responsible for its use of any City owned equipment and property provided by City for the performance of Services. City shall have no liability to Contractor therefore. In addition, Contractor further acknowledges and agrees that it shall assume the risk and is solely responsible for its owned, non-owned and hired automobiles, trucks or other motorized vehicles as well as any equipment, tolls, or other property which is utilized by Contractor on each Project site.

12 INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Contractor, at its own cost and expense, shall procure the types and amounts of insurance listed below for the period covered by the Agreement.

- 12.1 Workers' Compensation.** If Contractor employs any person, Contractor shall maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Contractor with limits of not less than One Million Dollars (\$1,000,000.00) per accident.

California Labor Code Sections 1860 and 3700 provide that every contractor will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, the Contractor hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

- 12.2 General Liability Insurance.** General liability insurance including, but not limited to, protection for claims of bodily injury and property damage liability, personal and advertising injury liability and product and completed operations liability.

- a) Coverage shall be at least as broad as Insurance Services Office Commercial General Liability coverage form CG 0001 (occurrence).
- b) Claims-made coverage is not acceptable.
- c) The limits of liability shall not be less than:

Each occurrence:	TWO Million Dollars (\$2,000,000)
Products & Completed Operations:	One Million Dollars (\$1,000,000)
Personal & Advertising Injury:	One Million Dollars (\$1,000,000)
- d) If a general aggregate limit of liability is used, the minimum general aggregate shall be twice the 'each occurrence' limit or the policy shall contain an endorsement stating that the general aggregate limit shall apply separately to the project that is the subject of the contract.
- e) If a products and completed operations aggregate limit of liability is used, the minimum products and completed operation aggregate shall be twice the 'each occurrence' limit or the policy shall contain an endorsement stating that the products and completed operations aggregate limit shall apply separately to the project which is the subject of the contract.
- f) If the Contractor maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

- 12.3 Automobile Liability Insurance.** Automobile liability insurance providing protection against claims of bodily injury and property damage arising out of ownership, operation, maintenance, or use of owned, hired, and non-owned automobiles.

- a) Coverage shall be at least as broad as Insurance Services Office Automobile Liability coverage form CA 0001, symbol 1 (any auto).
- b) The limits of liability per accident shall not be less than:

Combined Single Limit	One Million Dollars (\$1,000,000)
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If Automobile Liability coverage, as required above, is provided by the Commercial General Liability form, the General Liability policy shall include an endorsement providing automobile liability as required above.

12.4 General Liability/Umbrella Insurance. The coverage amounts set forth above may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those stated.

12.5 All Policies Requirements.

12.5.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

12.5.2 Verification of Coverage. Prior to beginning any work under this Agreement, Contractor shall, at the sole option of the City, provide City with (1) certified Certification of Insurance that demonstrates compliance with all applicable insurance provisions contained herein; and (2) upon request by the City, complete certified copies of all policies and/or complete certified copies of all endorsements that demonstrate compliance with this Section 5.

12.5.3 Notice of Reduction in or Cancellation of Coverage. A certified endorsement must be attached to all insurance obtained in accordance with this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.

12.5.4 Additional insured; primary insurance. A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that the City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and

volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

12.5.5 Deductibles and Self-Insured Retentions. Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

12.5.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

12.5.7 Variation. The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

12.5.8 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

12.6 Waiver of Subrogation. Contractor agrees to waive subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of City for all work performed by Contractor, its employees, agents and subcontractors.

- 13** **NO WAIVER OF REMEDIES.** Neither the inspection by the City or its agents, nor any order or certificate for the payment of money, nor any payment for, nor acceptance of the whole or any part of the work by the City, nor any extensions of time, nor any position taken by the City or its agents shall operate as a waiver of any provision of this Agreement or of any power herein reserved to the City or any right to damages herein provided, nor shall any waiver of any breach of the Agreement be held to be a waiver of any other or subsequent breach. All remedies provided in this Agreement shall be taken and construed as cumulative; that is, in addition to each and every other remedy herein provided, and the City shall have any and all equitable and legal remedies which it would in any case have.
- 14** **DETERMINATION OF DAMAGES.** The actual fact of the occurrences of damages and the actual amount of the damages which the City would suffer if the work were not completed within the specified times set forth are dependent upon many circumstances and conditions and, it is impracticable and extremely difficult to fix the actual damages. Damages which the City would suffer in the event of delay include loss of the use of the project, and, in addition, expenses of prolonged employment of an architectural and engineering staff; costs of administration, inspection, and supervision; and the loss suffered by the public within the City by reasons of the delay in the completion of the project to serve the public at the earliest possible time. Accordingly, the parties hereto agree, and by execution of this Agreement, Contractor acknowledges that he/she understands, has ascertained and agrees, that the amounts set forth herein as liquidated damages shall be presumed to be that amount of damages sustained by the failure of Contractor to complete the entire work within the times specified.
- 15** **LIQUIDATED DAMAGES.** The amount of the liquidated damages to be paid by Contractor to the City for failure to complete the entire work in the specified number of Working or Calendar Days (as extended, if applicable) will be one thousand dollars (\$1,000) for each **Calendar Day**, continuing to the time at which the work is completed. Such amount is the actual cash value agreed upon as the loss to the City resulting from Contractor's delay.
- 16** **TERMINATION AFTER ALLOTTED WORKING OR CALENDAR DAYS.** In addition to any rights it may have, the City may terminate this Contract at any time after the allotted number of Working or Calendar Days as adjusted by any extensions of time for excusable delays that may have been granted. Upon such termination, Contractor shall not be entitled to receive any compensation for services rendered by him before or after such termination, and he shall be liable to the City for liquidated damages for all periods of time beyond such termination date until the work is completed.
- 17** **CONTRACT BANKRUPT.** If Contractor should commence any proceeding under the Bankruptcy Act, or if Contractor be adjudged a bankrupt, or if Contractor should make any assignment for the benefit of creditors, or if a receiver should be appointed on account of Contractor's insolvency, then the City may, without prejudice to any other right or remedy, terminate the Contract and complete the work by giving notice to Contractor and his surety according to the provisions of Section 1-15 of the General Conditions. The City shall have the right to complete, or cause completion of the work, all as specified in the General Provisions of the Standard Specifications.
- 18** **PERFORMANCE AND PAYMENT BONDS.** The Contractor shall, before beginning said work, file two bonds with the City, each made payable to the City. These bonds shall be

issued by a Surety Company authorized to do business in the State of California, and shall be maintained during the entire life of the Contract at the expense of the Contractor.

- a) One bond shall be in the amount of one hundred percent (100%) of the Contract and shall guarantee the Faithful Performance of the Contract.
- b) The second bond shall be the Payment Bond required by Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California and shall be in the amount of one hundred percent (100%) of the Contract.

Any alteration or alterations made in any provision of this Contract shall not operate to release any surety from liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code.

Bonds shall only be accepted from an "Admitted surety insurer," which means an insurer to which the Insurance Commissioner has issued a certificate of authority to transact surety insurance in this state. **Contractor must submit** the original, or a certified copy, of the unrevoked appointment, power of attorney, bylaws or other instrument entitling or authorizing the person who executed the bond to do so.

All bonds submitted shall include the following:

1. Full name and address of the Contractor Surety, and the City;
2. Contract Date;
3. Exact Contract Sum;
4. Project Name and Address;
5. Signature of the Contractor
6. Corporate Seal, if applicable;
7. Signature of Authorized Surety Representative;
8. Notarization of the Contractor and Surety;
9. Power of Attorney; and
10. Local contact for surety, with name, phone number, and address to which legal notices may be sent.

19 **SUBSTITUTION OF SECURITIES OF MONEY WITHHELD.** At any time prior to final payment, Contractor may request substitution of securities for any money withheld by the City to ensure performance of the Contract. At the expense of the Contractor, securities equivalent to the money withheld may be deposited with the City or with an approved financial institution as escrow agent according to a separate Security Agreement. Securities eligible for substitution shall include those listed in Section 16430 of the Government Code or bank or savings and loan certificates of deposit.

20 **GENERAL LIABILITY OF THE CONTRACTOR.** Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, water, light, heat, utilities, transportation and other facilities and services necessary for the execution and completion of the Work in accordance with the Contract Documents and any applicable code or statute, whether or not specifically described herein, as long as same is reasonably inferable therefrom as being necessary to produce the intended results, whether temporary

or permanent, and whether or not incorporated or to be incorporated in the Work. The mention of any specific duty or liability of Contractor and, any reference to any specific duty or liability shall be construed to be for the purpose of explanation.

21

AUTHORITY OF THE CITY. The City will decide all questions regarding the quality and acceptability of materials furnished, work performed, and rate of progress of the Work. The City will decide all questions regarding the interpretation and fulfillment of the Contract on the part of the Contractor, and all questions as to the rights of different prime contractors involved with the Work. The City will determine the amount and quality of the Work performed and materials furnished for which payment is to be made under the Contract.

The City will administer its authority through a duly designated representative identified at the pre-construction conference. The Contractor and City's designated representative (the Owner's Representative) shall make good faith attempts to resolve disputes that arise during the performance of the Work.

Any order given by the City not otherwise required by the Contract to be in writing shall be given or confirmed by the City in writing at the Contractor's request. Such request shall state the specific subject of the decision, order, instruction, or notice and, if it has been given orally, its date, time, place, author and recipient.

Any plan or method suggested to the Contractor by the ENGINEER, or any of the Owner's Representative, but not specified or required in writing, if adopted or followed in whole or in part by the Contractor, shall be used at the risk and responsibility of the Contractor. The City assumes no responsibility.

22

RESPONSIBILITY OF THE CONTRACTOR The Work shall be under the Contractor's responsible care and charge until completion and final acceptance, and the Contractor shall bear the entire risk of injury, loss, or damage to any part by any cause. The Contractor shall rebuild, repair, restore, and make good all injuries, losses or damage to any portion of the Work or the materials occasioned by any cause, and shall bear the entire expense.

The mention herein of any specific duty or responsibility imposed upon the Contractor shall not be construed as a limitation or restriction of any other responsibility or duty imposed upon the Contractor by the Contract, said reference being made herein merely for the purpose of explaining the specific duty or responsibility.

The Contractor shall do all of the work and furnish all labor, materials, tools, equipment, and appliances, except as otherwise herein expressly stipulated, necessary or proper for performing and completing the Work herein required, including any change order work or disputed work directed by the City in conformity with the true meaning and intent of the Contract Documents, within the time specified.

23

INDEMNIFICATION AND CONTRACTOR'S RESPONSIBILITIES. To the fullest extent permitted by law, the Contractor shall indemnify, defend with counsel acceptable to the City, and hold harmless the City, its officers, officials, employees, agents, and volunteers from and against any and all losses, claims, demands, damages, costs, expenses, attorney's fees, or liability of every

nature arising out of or in any way connected with the performance or attempted performance of the provisions of this Contract, caused in whole or in part by any negligent or willful act or omission of the Contractor, its officers, employees, or agents, or anyone directly or indirectly acting on behalf of the Contractor, regardless of whether caused in part by a party indemnified hereunder. Nothing contained in the foregoing indemnity provisions shall be construed to require the Contractor to indemnify the indemnified party in contravention of Section 2782 of the Civil Code for the active or sole negligence or willful misconduct of that indemnified party

To the fullest extent permitted by law, the Contractor's duty to defend shall extend, without limitation, to any suit or action founded upon any losses, claims, demands, damages, costs, expenses, attorney's fees, or liability of every nature arising out of or in any way connected with the performance or attempted performance of the provisions hereof, or in any way arising out of or connected with this Contract.

The defense and indemnity obligations expressly extend to and include any and all claims, demands, damages, costs, expenses, or liability occasioned as a result of damages to adjacent property caused by the conduct of the Work.

The defense and indemnity obligations expressly extend to and include any and all claims, demands, damages, costs, expenses, or liability occasioned as a result of the violation by the Contractor, the Contractor's agents, employees, or independent contractors, Subcontractors or suppliers of any provisions of federal, State or local law, including applicable administrative regulations.

The defense and indemnity obligations also expressly extend to and include any claims, demands, damages, costs, expenses, or liability occasioned by injury to or death of any person, or any property damage to property owned by any person while on or about the site or as a result of the Work, whether such persons are on or about the site by right or not, whenever the Work is alleged to have been a contributing cause in any degree whatsoever.

In claims against any person or entity herein indemnified that are made by an employee of the Contractor or an employee of any of the Contractor's agents, independent contractors, Subcontractors or suppliers, a person indirectly employed by the Contractor or by any of the Contractor's agents, independent contractors, Subcontractors or suppliers, or anyone for whose acts the Contractor or any of the Contractor's agents, independent contractors, Subcontractors or suppliers may be liable, the defense and/or indemnification obligation herein shall not be limited by any limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or the Contractor's agents, independent contractors, Subcontractors or suppliers under workers' compensation acts, disability acts, or other employee benefit acts.

The indemnification obligations herein shall not be limited by any assertion or finding that the person or entity indemnified is liable by reason of a non-delegable duty.

The indemnities set forth herein shall not be limited by the insurance requirements set forth in the Contract Documents.

The indemnification requirements herein set forth shall extend to claims occurring after this Contract is terminated as well as while it is in force.

In the event the Contractor enters into any agreement with the owners of any adjacent property to enter upon or adjacent to such property for the purpose of performing this Contract, the Contractor shall fully indemnify, defend and save harmless such person, firm, or corporation, State or other governmental agency which owns or has any interest in the adjacent property. The form and content of the indemnification agreement shall be approved by the City prior to commencement of any work on or about such property. The Contractor also shall indemnify the City and other indemnities identified in this Section as provided in the Contract. These provisions shall be in addition to any other requirements of the owners of adjacent property.

24 **LEGAL REQUIREMENTS.**

- 24.1 Governing Law.** The laws of the State of California shall govern this Agreement.
- 24.2 Compliance with Applicable Laws.** Contractor and any subcontractors shall comply with all laws applicable to the performance of the work in connection with this Agreement.
- 24.3 Licenses and Permits.** Contractor represents and warrants to City that Contractor and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.
- 24.4 Nondiscrimination and Equal Opportunity.** In compliance with federal, state and local laws, Contractor shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Contractor under this Agreement.
- 24.5 Work Requiring Payment of Prevailing Wages.** The City affirmatively identifies this project as a "public work" as that term is defined by California Labor Code § 1720, and the project is, therefore, subject to prevailing wages under California Labor Code § 1771. In accordance with California Labor Code § 1771, not less than the general prevailing rate of per diem wages for work of a similar character in the locality in which these services are to be performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work fixed as provided in the California Labor Code shall be paid to all workers engaged in performing the services under this Agreement. Contractor and its subcontractors shall fully comply with all the provision of the California Labor Code governing the performance of public works contracts including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records, posting of wages at job site and prohibitions against discrimination.
- 24.6 Unfair Competition.** The following provision is included in this agreement pursuant to California Public Contract Code §7103.5.

"In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assigning to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the

Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

24.7 INCIDENTAL BENEFICIARIES. It is expressly understood and agreed that the enforcement of these terms and conditions shall be reserved to the City and Contractor. Nothing contained in the Agreement shall give or allow any claim or right of action whatsoever by any third person. It is the express intent of the City and Contractor that any such person or entity, other than the City and Contractor, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary.

25 MODIFICATION.

25.1 Amendments. Any modification or amendment of any provision of this agreement shall be in writing and must be executed by both parties hereto.

25.2 Assignment. Contractor may not assign this Agreement or any interest therein without the prior written approval of the City.

25.3 Subcontracting. Contractor shall not subcontract any portion of the performance contemplated and provided for herein without prior written approval of the City. Where written approval is granted by the City, Contractor shall supervise all work subcontracted by Contractor in performing the Services; shall be responsible for all work performed by a subcontractor as if Contractor itself had performed such work; the subcontracting of any work to subcontractors shall not relieve Contractor from any of its obligations under this Agreement with respect to the Services; and Contractor is obligated to ensure that any and all subcontractors performing any Services shall be fully insured in all respects and to the same extent as set forth under Section 5, to City's satisfaction.

25.4 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Contractor shall survive the termination of this Agreement.

25.5 Options upon Breach by Contractor. If Contractor materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

25.5.1 Immediately terminate the Agreement;

25.5.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Contractor in accordance with this Agreement;

25.5.3 Retain a different Contractor to complete the Services not finished by Contractor;
or

25.5.4 Charge Contractor the difference between the costs to complete the work at the time of breach and the amount that City would have paid Contractor if Contractor had completed the Work.

26 **KEEPING AND STATUS OF RECORDS.**

- 26.1 Records Created as Part of Contractor's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Contractor prepares or obtains in accordance with this Agreement and that relate to the matters covered under the terms of this Agreement shall be the property of the City.
- 26.2 Contractor's Books and Records.** Contractor shall maintain any and all records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Contractor to this Agreement.
- 26.3 Confidential Information and Disclosure.** During the term of this Agreement, either party (the "Disclosing Party") may disclose confidential, proprietary or trade secret information (the "Information"), to the other party (the "Receiving Party"). The Receiving Party shall hold the Disclosing Party's Information in confidence and shall take all reasonable steps to prevent any unauthorized possession, use, copying, transfer or disclosure of such Information. Contractor understands that City is a public City and is subject to the laws that may compel it to disclose information about Contractor's business.

27 **MISCELLANEOUS PROVISIONS.**

- 27.1 Attorneys' Fees.** If a Party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that Party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 27.2 Venue.** In the event that either Party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.
- 27.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect.
- 27.4 Binding.** This Agreement shall bind and inure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of the City in the same manner as if such parties had been expressly named herein.
- 27.5 Survivorship.** Any responsibility of Contractor for warranties, insurance, indemnity, record keeping or compliance with laws with respect to this Agreement shall not be invalidated due to the expiration, termination or cancellation of this Agreement.
- 27.6 No Implied Waiver of Breach.** In the event that either the City or Contractor shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the

same or any other covenant, condition or obligation. Waiver shall not be deemed effective until and unless signed by the waiving party.

27.7 Contract Administration. This Agreement shall be administered by the City Manager or her designee, who shall act as the City's representative. All correspondence shall be directed to or through the representative.

27.8 Notices. Any written notice to Contractor shall be sent to:

Alfred Lee, President
APB General Engineering
2721 Kevin Rd
San Pablo, CA 94806

Any written notice to City shall be sent to:

Neil Gang, Interim City Manager
City of Pinole
2131 Pear Street
Pinole, CA 94564

27.9 Integration; Incorporation. This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.

27.10 Authority to Execute. The person or persons executing this Agreement on behalf of the parties hereto warrants and represents that he/she/they has/have the authority to execute this Agreement on behalf of their entity and has/have the authority to bind their party to the performance of its obligations hereunder.

27.11 Counterparts. This agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties at such time as all of the signatories hereto have signed a counterpart of this Agreement. All counterparts so executed shall constitute one Agreement binding on all of the parties hereto, notwithstanding that all of the parties are not signatory to the same counterpart.

The Parties have executed this Agreement as of the date signed by the City.

CITY OF PINOLE

CONTRACTOR

Date: _____

Date: _____

Neil Gang
Interim City Manager

[Insert Name of Signatory]
[Insert Name of Contractor]

Dated: _____

Dated: _____

Attest:

Heather Bell
City Clerk

Dated: _____

Approved as to Form:

Eric Casher
City Attorney

Dated: _____



CITY COUNCIL REPORT

9.H.

DATE: DECEMBER 5, 2023
TO: MAYOR AND COUNCIL MEMBERS
FROM: HEATHER BELL, CITY CLERK
SUBJECT: ADOPT CITY COUNCIL PROCEDURES

RECOMMENDATION

Staff recommends that the City Council adopt a resolution approving the City Council procedures, as amended.

BACKGROUND

The Pinole City Council has established, by resolution, procedures for creating and posting City Council meeting agendas, the standard Council meeting agenda format, and procedures for conducting City Council meetings. The City Council has a tradition of reviewing the meeting procedures each year. The City Council has historically considered and adopted revisions, if any, in a two-step process. The City Council first reviews the resolution containing the current procedures and, if it would like any revisions, directs staff to update the resolution and return to Council at a subsequent meeting, at which the City Council adopts the resolution containing the current or revised procedures.

The City Council last reviewed its procedures at its March 7, 2023 meeting. During its review, the City Council approved proposed changes by both staff and Council members.

The staff suggested changes that were reviewed and approved by the City Council are summarized in the March 7, 2023 staff report, included as Attachment C. The Council suggested changes that were reviewed and approved by the City Council are as follows:

1. To amend Section 6 of the Regular Meeting Agenda Format, Citizens to be Heard to read:

“Citizens may provide comment to the City Council on any matter not listed as an agenda item on this Council meeting’s agenda.”

2. To switch the order of Agenda Items 7 and 8 in the Regular Meeting Agenda Format:

7. REPORTS & COMMUNICATIONS

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS.

3. To amend the first sentence of 13 (b) Consent Calendar:

“Items listed under the Consent Calendar are considered to be routine and/or noncontroversial

and will be enacted, approved, received or adopted by one motion in the form as shown on the agenda."

4. To amend Section 1, Regular Meetings to adjust the regular City Council meeting start time to 5:00 p.m.

5. To amend Section 6 to read:

"The City Council can request a "date certain" for a future agenda item. That request will be evaluated by staff and a reasonable date will be reported back to Council at the following meeting."

One of the suggested revisions required an amendment to the Pinole Municipal Code before the Council procedures could be adopted. At its regularly scheduled meeting on September 5, 2023, the City Council adopted an ordinance making the necessary amendments to Pinole Municipal Code section 2.04.200, "Council-manager Relations" and Section 2.12.010, "Time of Regular City Council Meetings".

Staff is recommending that the City Council now approve the previously proposed changes to the Council procedures. The proposed changes are tracked in the revised document (Attachment A) for Council's review and consideration.

REVIEW AND ANALYSIS

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENTS

- A. Proposed Resolution - Tracked Changes
- B. Proposed Resolution - Clean Version
- C. Staff Report, March 7, 2023

ATTACHMENT A

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RESOLUTION NO. 2023 - XX

RESOLUTION OF THE CITY COUNCIL OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING AND SETTING FORTH COUNCIL MEETING PROCEDURES FOR THE PREPARATION AND POSTING OF AGENDAS AND THE CONDUCT OF MEETINGS

The Pinole City Council hereby repeals all prior resolutions related to the conduct of meetings, including Resolution 103-2003; 178-2003, 2005-02, 2007-07, 2007-86, 2008-74, 2009-124, 2012-08, 2012-127, 2014-67, and 2015-109, 2016-100, 2017-13, 2017-72, 2018-113, 2019-03, 2020-114, 2021-28, 2021-68, and 2022-07 and resolves as follows:

1. Regular Meetings. Pursuant to Section 2.12.010 of the Municipal Code, a regular meeting of the Pinole City Council shall be held at 5:00 p.m. on the first and third Tuesdays of every month at the Council Chambers, 2131 Pear Street in Pinole, California. Upon the agreement of the City Manager and the Mayor, a regular meeting of the City Council may be scheduled to start at a time other than 5:00 p.m. Upon the agreement of the City Manager and the Mayor, a regular meeting of the City Council may be cancelled.

2. Special Meetings. Upon the agreement of the City Manager and the Mayor and confirmation of the availability of a quorum of the City Council, a special meeting of the City Council may be scheduled. The date and time of a special meeting will be set in consideration of the likely availability of members of the public to attend at that date and time.

3. Closed Sessions. Closed Sessions of the Pinole City Council will customarily be held prior to the consideration of regular business items on the City Council agenda in Open Session. The City Council will endeavor to conclude Closed Session by or before 7 p.m. If all Closed Session items cannot be completed during that time, Council may convene back into Closed Session following all of the Open Session business items that evening or the Closed Session items can be held over to the next meeting.

4. Posting of Meeting Agenda. As required by the Brown Act, at least seventy-two (72) hours before a regular meeting, and twenty-four (24) hours before a special meeting, the City Clerk shall post the agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall be posted on the bulletin board located outside of City Hall and online on the City's website.

5. Council Action Limited. As required by the Brown Act, the Council shall not take action on any item not appearing on the posted agenda unless:

- A. It is determined by a two-thirds (2/3) vote of the Council, or if less than two-thirds (2/3) of the Council is present, the unanimous vote of the members present, that the need to take action arose after the posting of the agenda.
- B. It is determined by a majority vote of the Council that an emergency situation as described in Government Code Section 54956.5 necessitated prompt action due to the disruption or threatened disruption of public facilities.
- C. The item was posted for a prior meeting less than five (5) days previously and continued to the meeting where action is being taken.

6. Agenda Preparation. The City Manager will in coordination with the Mayor identify the items, among those initiated by staff to carry out City functions and those approved by a majority of the City Council as Council requests for future agenda items, that will be included on each specific City Council meeting agenda. Only items that are staff initiated and approved by the

City Manager, items that are approved by a majority of the City Council as Council requests for future agenda items, or proclamations/presentations requested by local jurisdictions or non-profits may appear on a Council meeting agenda except as noted above in the section regarding adding new agenda items after the posting deadline. The City Manager and the Mayor will endeavor not to include more items on a single agenda than the Council can reasonably address during a single meeting. Items requested as future agenda items by the City Council will be placed on a Council meeting agenda as soon as staff has had sufficient time to conduct any necessary preparations for the item. The City Manager may schedule items requested by Council as future agenda items for specific meeting dates based on specific time sensitivity or natural timing of the item. ~~The City Council can request a "date certain" for a future agenda item. That request will be evaluated by staff and a reasonable date will be reported back to Council at the following meeting. The City Council can establish a date certain, the feasibility of which it should confirm with staff, for a future agenda item when it approves a future agenda item.~~ Cut-off time for placing items on the agenda shall be Wednesday, thirteen days preceding each regular Tuesday meeting, with the final agenda to be prepared by 5:00 pm of the Thursday preceding the meeting.

7. **Order of Business.** Promptly at the hour appointed for each meeting, the members of the Council, City Clerk, City Attorney, City Manager, the Police Chief or his designee and such other staff members as the City Manager deems necessary shall assemble in the Council Chambers or some other publicly announced location. The standard agenda items, their sequence, and the standard agenda format for a regular meeting is as shown below. The order of business may be suspended at any Council meeting by a majority vote of the members in attendance.

REGULAR MEETING AGENDA FORMAT

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 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.

EXAMPLES:

- A. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to GC §54597.6
City Labor Negotiator:
Employee Organizations:

- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to GC §54597
Public Employee Performance Evaluation:

**OPEN SESSION WILL RECOMMENCE UPON COMPLETION OF CLOSED SESSION
DISCUSSIONS, WHICH MAY OCCUR BEFORE 7:00 PM**

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

6. CITIZENS TO BE HEARD (Public Comments)

Citizens may provide comment to the City Council on any matter ~~under the subject matter jurisdiction of the City Council not listed as an agenda item on this Council meeting's agenda~~. Citizens may speak for 3 minutes 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.

~~**7. REPORTS & COMMUNICATIONS**~~

~~A. Mayor~~

~~1. Announcements~~

~~B. Mayoral and Council Appointments~~

~~C. City Council Reports and Communications~~

~~D. Council Requests for Future Agenda Items and Other Staff Follow-Up~~

~~E. City Manager Report~~

~~F. City Attorney Report~~

~~**7.8. RECOGNITIONS / PRESENTATIONS / COMMUNITY ANNOUNCEMENTS**~~

- A. Proclamations
B. Presentations/Recognitions

~~**8.7. REPORTS & COMMUNICATIONS**~~

~~A. Mayor~~

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All matters under the Consent Calendar are considered to be routine or 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 remainder of the Consent Calendar.

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 on a matter or with a party that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.***

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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

END OF AGENDA FORMAT

8. **Conflict of Interest.** An official who has a conflict must disclose such prior to consideration of the decision by publicly identifying in detail the financial interest that causes the conflict; recusing himself /herself from discussion and voting, and leaving the room until the decision has been reached (GC Section 87200).

9. **Decorum.** The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. Any person making impertinent, derogatory, or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting may be removed from the room if the Presiding Officer so directs.

The City Council, staff, and the public shall observe the following standards of behavior that promote civility at all public meetings. These standards will be listed on the agenda coversheet for each meeting.

- Treat everyone courteously;
- Give open-minded consideration to all viewpoints;
- Listen to others respectfully;
- Focus on the issues and avoid personalizing debate; and

- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions.

10. Norms of Behavior and Code of Ethics and Conduct: The City Council has approved the Council Norms of Behavior, incorporated hereto as Exhibit A. The City Council has also approved a Code of Ethics and Conduct which is codified in Chapter 2.62.030 of the Pinole Municipal Code.

11. Approval of Minutes. A true copy of the minutes of proceedings of regular and special meetings not theretofore approved, as the same shall be entered in the journal of proceedings, shall be provided by the City Clerk to each Council member at least twenty-four (24) hours before regular meetings. Unless otherwise ordered by the Council, the City Clerk shall prepare and produce action minutes of the meetings, which may be approved without a public reading of the same. The minutes as approved by the Council shall be the permanent official record of the proceedings of the City Council.

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d. Public Hearings shall consist of matters wherein published notice has been given and where public hearings are required by law and such matters as the Council may deem necessary or desirable to schedule for public hearings. Anyone wishing to speak regarding a Public Hearing should fill out a speaker card prior to the completion of the staff presentation and submit it to the City Clerk. Individuals may not share or offer time to another speaker. The order of business for Public Hearings is as follows:

- I. All persons wishing to speak for or against a matter which has been set for Public Hearing are requested to complete a card giving his/her name and address, and to hand the card to the City Clerk as early as possible in the meeting. The cards can be found on the Clerk's desk or on a table located in the back of the Council Chambers.
- II. The speakers shall address remarks to and through the Mayor.
- III. Persons addressing the Council shall state their name, the city in which they reside, the interest they represent, if any, and shall state on which side of the argument they wish to be heard.
- IV. Prior to opening the Public Hearing, the Mayor may request a staff report and presentation.
- V. All persons wishing to be heard shall confine their remarks to the merits of the matter being considered and shall refrain from references to personalities.
- VI. Applicant/Appellant (10 minutes, subject to adjustment by the Mayor) - The applicant or his/her representative shall first address the Council and shall, in his/her first address, state all relevant reasons and present all relevant evidence on behalf of the application/matter.
- VII. Opponent (5 minutes, subject to adjustment by the Mayor) – The primary opponent representative to a project/application shall address the Council second and shall state all relevant reasons and present all relevant evidence on behalf of the opposition.
- VIII. The Mayor shall next request the Clerk to read or acknowledge any written communication received on the application.
- IX. Public Comments (3 minutes per speaker, subject to adjustment by the Mayor). Any persons wishing to speak either in favor of, in opposition to, or simply to comment on the application/matter shall next be recognized by the Mayor in the order in which they present themselves.
- X. Applicant Close (5 minutes, subject to adjustment by the Mayor) - After all persons desiring to speak on the application have completed their presentation and any written communications have been acknowledged, the applicant will be permitted 5 minutes to close the argument by

presenting matter in rebuttal on presentation made in opposition to the application.

XI. If the applicant, in rebuttal, presents new evidence not covered in the original presentation, persons who have previously spoken on the application may be granted an opportunity to comment on the new evidence only.

XII. The applicant shall have the right to close the argument.

XIII. The Public Hearing shall then be concluded on the part of the public and brought to the Council level for discussion and decision. There is no further comment permitted from the audience unless requested by the Council.

XIV. In matters set for Public Hearing before the City Council, the Mayor reserves the right to limit the length of time for argument.

e. Appeals. Appeals shall be presented to the Council through the City Clerk and/or as required by law. Persons other than parties to the appeal may speak only by permission of the Council. The process for appellant/opposition speakers shall be the same as outlined above for Public Hearings.

. Public Discussion

- I. Permission - Any person addressing the Council shall first secure the permission of the presiding officer.
- II. Not A Debate - Public discussion should not be used to elicit a debate between Council members or staff and the public.
- III. Time Limits - The Council may establish time limits for the consideration of any agenda item as well as establish an overall time period for the consideration of any matter.
- IV. Public Comment During Council Deliberation - Public comment shall be allowed following the staff report and Council questions and before deliberations. Speakers shall be allowed three minutes each, subject to modification by the Mayor.
- V. Limit on Public Discussion After Motion to Terminate Deliberation - No discussion shall be permitted after a motion, which would terminate further deliberation, has been adopted.

| g-. Old Business. This item is for city business which has been raised at a previous meeting and which has not been completed.

h. New Business. This item is for new city business which has not been previously presented to the City Council.

i. Council Deliberation.

- I. Presiding Officer May Deliberate - The Mayor may deliberate from the

chair, subject only to such limitations of deliberation as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges as a member of the Council by reason of his/her acting as the Mayor.

- II. Getting the Floor - Improper References to be Avoided - Every member desiring to speak shall address the Mayor, and upon recognition shall confine himself/herself to the question under deliberation, avoiding negative references to personalities and indecorous language.
- III. Interruptions - A Council member, once recognized, shall not be interrupted when speaking unless it is to call said member to order, or as herein otherwise provided. If a member, while speaking, be called to order, said member shall cease speaking until the question of order be determined, and if in order, said member shall be permitted to proceed.
- IV. Motion to Reconsider - A motion to reconsider any action taken by the Council may be made only on the date such action was taken or the next meeting of the Council. Such motion must be made by one who voted on the prevailing side, and may be made at any time or while a member has the floor and have precedence over all other motions; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same other motion at a subsequent meeting of the Council or a motion to rescind.
- V. Repeal or Amendment of Action Requiring More Than a Majority Vote - Any ordinance or resolution which is passed or adopted and which, as part of its terms, requires more than a majority vote of the Council in order to pass, a motion pursuant to such an ordinance or resolution shall require a vote of the same percent of the Council to repeal or amend the ordinance or resolution.
- VI. Motion to Table - A motion to lay on the table is not debatable and shall preclude all amendments or deliberation of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon a motion of a member voting with the majority.
- VII. Motion to Call for Question or Continue to a Date Specific - A motion to call for the question or continue the matter to a specific date shall preclude all amendments to or deliberation of the subject under consideration and is not debatable.
- VIII. Statement of Position - When a motion to call for the question is adopted, each member of the Council may briefly state his/her position on the matter before roll call or call for the next item of business.
- IX. Privilege of Closing Deliberation - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the deliberations or making the final statement. Further, it shall be the

privilege of the Mayor to close debate where the Mayor determines that further debate is not advancing deliberations.

- X. Division of Question - If the question contains two (2) or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.
- XI. Second Required - All motions except for nominations and a point of order shall require a second.
- XII. Miscellaneous - All other matters not covered by these rules shall be decided by a majority of the Council. Roberts' Rules of Order may be used for guidance. Further, this Resolution supersedes any prior resolutions relating to the conduct of Council meetings.

j.. Council Requests for Future Agenda Items and Other Staff Follow-Up –

Under this agenda item, any Council Member may make a motion that an item be scheduled for discussion at a future City Council meeting or that staff conduct a specific follow-up task. The request must be approved by a majority vote of the Council in order to be carried out. The Council Member raising the request shall specify the type of follow-up they seek, among the following: staff provide information on a topic to Council in a memorandum; staff schedule a presentation to Council by an outside party at a future Council meeting; staff schedule a report to Council by staff at a future Council meeting; staff schedule an agenda item at a future Council meeting for staff to receive direction from Council on an issue; and staff present proposed City legislation/policy (resolution or ordinance) to Council at a future Council meeting. Council requests that staff conduct a special project that would require substantial staff time and/or substantial other City resources will be brought to Council as a future Council agenda item for staff to receive direction from Council on how to resource and prioritize the special project within the City workplan.

k. Study Sessions and Workshops are special meetings of the City Council that provide in-depth information and give City Council members background and insight for addressing critical City issues more effectively and allow additional time for public review and participation.

l. Adjournment - Meetings will be adjourned at 11:00 p.m., unless Council approves a motion to extend the meeting..

PASSED AND ADOPTED this 5th st day of December, 2023, 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 5th day of December 2023.

Heather Bell, CMC
City Clerk

ATTACHMENT A

RESOLUTION NO. 2023 - XX

RESOLUTION OF THE CITY COUNCIL OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING AND SETTING FORTH COUNCIL MEETING PROCEDURES FOR THE PREPARATION AND POSTING OF AGENDAS AND THE CONDUCT OF MEETINGS

The Pinole City Council hereby repeals all prior resolutions related to the conduct of meetings, including Resolution 103-2003; 178-2003, 2005-02, 2007-07, 2007-86, 2008-74, 2009-124, 2012-08, 2012-127, 2014-67, and 2015-109, 2016-100, 2017-13, 2017-72, 2018-113, 2019-03, 2020-114, 2021-28, 2021-68, and 2022-07 and resolves as follows:

1. Regular Meetings. Pursuant to Section 2.12.010 of the Municipal Code, a regular meeting of the Pinole City Council shall be held at 5:00 p.m. on the first and third Tuesdays of every month at the Council Chambers, 2131 Pear Street in Pinole, California. Upon the agreement of the City Manager and the Mayor, a regular meeting of the City Council may be scheduled to start at a time other than 5:00 p.m. Upon the agreement of the City Manager and the Mayor, a regular meeting of the City Council may be cancelled.

2. Special Meetings. Upon the agreement of the City Manager and the Mayor and confirmation of the availability of a quorum of the City Council, a special meeting of the City Council may be scheduled. The date and time of a special meeting will be set in consideration of the likely availability of members of the public to attend at that date and time.

3. Closed Sessions. Closed Sessions of the Pinole City Council will customarily be held prior to the consideration of regular business items on the City Council agenda in Open Session. The City Council will endeavor to conclude Closed Session by or before 7 p.m. If all Closed Session items cannot be completed during that time, Council may convene back into Closed Session following all of the Open Session business items that evening or the Closed Session items can be held over to the next meeting,

4. Posting of Meeting Agenda. As required by the Brown Act, at least seventy-two (72) hours before a regular meeting, and twenty-four (24) hours before a special meeting, the City Clerk shall post the agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall be posted on the bulletin board located outside of City Hall and online on the City's website

5. Council Action Limited. As required by the Brown Act, the Council shall not take action on any item not appearing on the posted agenda unless:

- A. It is determined by a two-thirds (2/3) vote of the Council, or if less than two-thirds (2/3) of the Council is present, the unanimous vote of the members present, that the need to take action arose after the posting of the agenda.
- B. It is determined by a majority vote of the Council that an emergency situation as described in Government Code Section 54956.5 necessitated prompt action due to the disruption or threatened disruption of public facilities.
- C. The item was posted for a prior meeting less than five (5) days previously and continued to the meeting where action is being taken.

6. Agenda Preparation. The City Manager will in coordination with the Mayor identify the items, among those initiated by staff to carry out City functions and those approved by a majority of the City Council as Council requests for future agenda items, that will be included on each specific City Council meeting agenda. Only items that are staff initiated and approved by the

City Manager, items that are approved by a majority of the City Council as Council requests for future agenda items, or proclamations/presentations requested by local jurisdictions or non-profits may appear on a Council meeting agenda except as noted above in the section regarding adding new agenda items after the posting deadline. The City Manager and the Mayor will endeavor not to include more items on a single agenda than the Council can reasonably address during a single meeting. Items requested as future agenda items by the City Council will be placed on a Council meeting agenda as soon as staff has had sufficient time to conduct any necessary preparations for the item. The City Manager may schedule items requested by Council as future agenda items for specific meeting dates based on specific time sensitivity or natural timing of the item. The City Council can request a "date certain" for a future agenda item. That request will be evaluated by staff and a reasonable date will be reported back to Council at the following meeting. Cut-off time for placing items on the agenda shall be Wednesday, thirteen days preceding each regular Tuesday meeting, with the final agenda to be prepared by 5:00 pm of the Thursday preceding the meeting.

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- II. The speakers shall address remarks to and through the Mayor.
- III. Persons addressing the Council shall state their name, the city in which they reside, the interest they represent, if any, and shall state on which

side of the argument they wish to be heard.

- IV. Prior to opening the Public Hearing, the Mayor may request a staff report and presentation.
- V. All persons wishing to be heard shall confine their remarks to the merits of the matter being considered and shall refrain from references to personalities.
- VI. Applicant/Appellant (10 minutes, subject to adjustment by the Mayor) - The applicant or his/her representative shall first address the Council and shall, in his/her first address, state all relevant reasons and present all relevant evidence on behalf of the application/matter.
- VII. Opponent (5 minutes, subject to adjustment by the Mayor) – The primary opponent representative to a project/application shall address the Council second and shall state all relevant reasons and present all relevant evidence on behalf of the opposition.
- VIII. The Mayor shall next request the Clerk to read or acknowledge any written communication received on the application.
- IX. Public Comments (3 minutes per speaker, subject to adjustment by the Mayor). Any persons wishing to speak either in favor of, in opposition to, or simply to comment on the application/matter shall next be recognized by the Mayor in the order in which they present themselves.
- X. Applicant Close (5 minutes, subject to adjustment by the Mayor) - After all persons desiring to speak on the application have completed their presentation and any written communications have been acknowledged, the applicant will be permitted 5 minutes to close the argument by presenting matter in rebuttal on presentation made in opposition to the application.
- XI. If the applicant, in rebuttal, presents new evidence not covered in the original presentation, persons who have previously spoken on the application may be granted an opportunity to comment on the new evidence only.
- XII. The applicant shall have the right to close the argument.
- XIII. The Public Hearing shall then be concluded on the part of the public and brought to the Council level for discussion and decision. There is no further comment permitted from the audience unless requested by the Council.
- XIV. In matters set for Public Hearing before the City Council, the Mayor reserves the right to limit the length of time for argument.

e. Appeals. Appeals shall be presented to the Council through the City Clerk and/or as required by law. Persons other than parties to the appeal may speak only by permission of the Council. The process for appellant/opposition speakers shall be the same as outlined above for Public Hearings.

. Public Discussion

- I. Permission - Any person addressing the Council shall first secure the permission of the presiding officer.
- II. Not A Debate - Public discussion should not be used to elicit a debate between Council members or staff and the public.
- III. Time Limits - The Council may establish time limits for the consideration of any agenda item as well as establish an overall time period for the consideration of any matter.
- IV. Public Comment During Council Deliberation - Public comment shall be allowed following the staff report and Council questions and before deliberations. Speakers shall be allowed three minutes each, subject to modification by the Mayor.
- V. Limit on Public Discussion After Motion to Terminate Deliberation - No discussion shall be permitted after a motion, which would terminate further deliberation, has been adopted.

g. Old Business. This item is for city business which has been raised at a previous meeting and which has not been completed.

h. New Business. This item is for new city business which has not been previously presented to the City Council.

i. Council Deliberation.

- I. Presiding Officer May Deliberate - The Mayor may deliberate from the chair, subject only to such limitations of deliberation as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges as a member of the Council by reason of his/her acting as the Mayor.
- II. Getting the Floor - Improper References to be Avoided - Every member desiring to speak shall address the Mayor, and upon recognition shall confine himself/herself to the question under deliberation, avoiding negative references to personalities and indecorous language.
- III. Interruptions - A Council member, once recognized, shall not be interrupted when speaking unless it is to call said member to order, or as herein otherwise provided. If a member, while speaking, be called to order, said member shall cease speaking until the question of order be determined, and if in order, said member shall be permitted to proceed.
- IV. Motion to Reconsider - A motion to reconsider any action taken by the Council may be made only on the date such action was taken or the next

meeting of the Council. Such motion must be made by one who voted on the prevailing side, and may be made at any time or while a member has the floor and have precedence over all other motions; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same other motion at a subsequent meeting of the Council or a motion to rescind.

- V. Repeal or Amendment of Action Requiring More Than a Majority Vote - Any ordinance or resolution which is passed or adopted and which, as part of its terms, requires more than a majority vote of the Council in order to pass, a motion pursuant to such an ordinance or resolution shall require a vote of the same percent of the Council to repeal or amend the ordinance or resolution.
- VI. Motion to Table - A motion to lay on the table is not debatable and shall preclude all amendments or deliberation of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon a motion of a member voting with the majority.
- VII. Motion to Call for Question or Continue to a Date Specific - A motion to call for the question or continue the matter to a specific date shall preclude all amendments to or deliberation of the subject under consideration and is not debatable.
- VIII. Statement of Position - When a motion to call for the question is adopted, each member of the Council may briefly state his/her position on the matter before roll call or call for the next item of business.
- IX. Privilege of Closing Deliberation - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the deliberations or making the final statement. Further, it shall be the privilege of the Mayor to close debate where the Mayor determines that further debate is not advancing deliberations.
- X. Division of Question - If the question contains two (2) or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.
- XI. Second Required - All motions except for nominations and a point of order shall require a second.
- XII. Miscellaneous - All other matters not covered by these rules shall be decided by a majority of the Council. Roberts' Rules of Order may be used for guidance. Further, this Resolution supersedes any prior resolutions relating to the conduct of Council meetings.

j.. Council Requests for Future Agenda Items and Other Staff Follow-Up – Under this agenda item, any Council Member may make a motion that an item be scheduled for discussion at a future City Council meeting or that staff conduct a specific follow-up task. The request must be approved by a majority vote of the Council in order to be carried out. The Council

Member raising the request shall specify the type of follow-up they seek, among the following: staff provide information on a topic to Council in a memorandum; staff schedule a presentation to Council by an outside party at a future Council meeting; staff schedule a report to Council by staff at a future Council meeting; staff schedule an agenda item at a future Council meeting for staff to receive direction from Council on an issue; and staff present proposed City legislation/policy (resolution or ordinance) to Council at a future Council meeting. Council requests that staff conduct a special project that would require substantial staff time and/or substantial other City resources will be brought to Council as a future Council agenda item for staff to receive direction from Council on how to resource and prioritize the special project within the City workplan.

k. Study Sessions and Workshops are special meetings of the City Council that provide in-depth information and give City Council members background and insight for addressing critical City issues more effectively and allow additional time for public review and participation.

l. Adjournment - Meetings will be adjourned at 11:00 p.m., unless Council approves a motion to extend the meeting..

PASSED AND ADOPTED this 5th day of December, 2023, 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 5th day of December 2023.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

12A

DATE: MARCH 7, 2023

TO: MAYOR AND COUNCIL MEMBERS

**FROM: ANDREW MURRAY, CITY MANAGER
HEATHER BELL, CITY CLERK**

SUBJECT: REVIEW CITY COUNCIL MEETING PROCEDURES

RECOMMENDATION

It is recommended that the City Council review the City Council Meeting Procedures, discuss proposed revisions, and provide direction to staff.

BACKGROUND

The Pinole City Council has established, by resolution, procedures for creating and posting City Council meeting agendas, the standard Council meeting agenda format, and procedures for conducting City Council meetings. The City Council has a tradition of reviewing the meeting procedures each year and considering revisions. The City Council has historically considered and adopted revisions, if any, in a two-step process. The City Council first reviews the resolution containing the current procedures and, if it would like any revisions, directs staff to update the resolution and return to Council at a subsequent meeting, at which the City Council adopts the resolution containing the current or revised procedures.

The current procedures are contained in Resolution 2022-07 (Attachment C), which was approved on February 1, 2022.

The current agenda format, as defined in the procedures, meets all relevant legal requirements, functions adequately, contains all the necessary categories, and is compliant with the Brown Act.

Staff is recommending that the City Council consider various changes to the Council procedures. The proposed changes are tracked in the revised document (Attachment A) for Council's review and consideration. The changes that staff is recommending for Council consideration include some copy-editing changes addressing formatting and punctuation intended to improve clarity; some line editing changes addressing reorganization intended to better describe practices and improve clarity; and some edits that make substantive changes to the procedures. The main substantive change included for Council's consideration is clarifying what items can appear on an agenda (Section 6).

FISCAL IMPACT

There is no fiscal impact associated with amending the Council meeting procedures.

ATTACHMENTS:

Attachment A:	Draft Proposed Resolution – Tracked
Attachment B	Draft Proposed Resolution – Clean
	Exhibit A to the Resolution
Attachment C:	Resolution 2022-07

RESOLUTION NO. 20223 - ~~XX07~~

RESOLUTION OF THE CITY COUNCIL OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING AND SETTING FORTH COUNCIL MEETING PROCEDURES FOR THE PREPARATION AND POSTING OF AGENDAS AND THE CONDUCT OF MEETINGS

The Pinole City Council hereby repeals all prior resolutions related to the conduct of meetings, including Resolution 103-2003; 178-2003, 2005-02, 2007-07, 2007-86, 2008-74, 2009-124, 2012-08, 2012-127, 2014-67, and 2015-109, 2016-100, 2017-13, 2017-72, 2018-113, 2019-03, -2020-114, 2021-28, ~~and 2021-68~~, and 2022-07 and resolves as follows:

1. Regular Meetings. Pursuant to Section 2.12.010 of the Municipal Code, a regular meeting of the Pinole City Council shall be held at 6:00 p.m. on the first and third Tuesdays of every month at the Council Chambers, 2131 Pear Street in Pinole, California. ~~Upon the agreement of the City Manager and the Mayor, a regular meeting of the City Council may be scheduled to start at a time other than 6:00 p.m. Upon the agreement of the City Manager and the Mayor, a regular meeting of the City Council may be cancelled. Items are placed on the agenda under the respective section headings. Public Hearings are scheduled to commence on or around 7 p.m. pursuant to the Municipal Code.~~

2. Special Meetings. ~~Upon the agreement of the City Manager and the Mayor and confirmation of the availability of a quorum of the City Council, a special meeting of the City Council may be scheduled. The date and time of a special meeting will be set in consideration of the likely availability of members of the public to attend at that date and time.~~

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3.2. Closed Sessions. Closed Sessions of the Pinole City Council will customarily be held ~~at 6 p.m. before the prior to the consideration of~~ regular business items on the City Council agenda in Open Session. The City Council will endeavor to conclude Closed Session ~~is scheduled to be concluded~~ by or before 7 p.m. If all Closed Session business items cannot be completed during that time, Council may convene back into Closed Session following all of the Open Session business items that evening or the Closed Session items will not either be held over to the next meeting, ~~or Council may convene back into Closed Session following all the business items that evening.~~

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4. Posting of Meeting Agenda. As required by the Brown Act, at least seventy-two (72) hours before a regular meeting, and twenty-four (24) hours before a special meeting ~~of the City Council~~, the City Clerk shall post the agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall be posted on the bulletin board located outside of City Hall and online on the City's website

5. Council Action Limited. As required by the Brown Act, the Council shall not take action on any item not appearing on the posted agenda unless:

- A. It is determined by a two-thirds (2/3) vote of the Council, or if less than two-thirds (2/3) of the Council is present, the unanimous vote of the members present, that the need to take action arose after the posting of the agenda.
- B. It is determined by a majority vote of the Council that an emergency situation as described in Government Code Section 54956.5 necessitated prompt action due to the disruption or threatened disruption of public facilities.
- C. The item was posted for a prior meeting less than five (5) days previously and continued to the meeting where action is being taken.

~~5. Posting Notices for Special Meetings. The call and notice of special meetings shall be posted at least twenty four (24) hours on the bulletin board located outside of City Hall and~~

online on the City's website.

6. Agenda Preparation. The City Manager will in coordination with the Mayor identify the items, among those initiated by staff to carry out City functions and those approved by a majority of the City Council as Council requests for future agenda items, that will be included on each specific City Council meeting agenda. Only items that are staff initiated and approved by the City Manager, items that are approved by a majority of the City Council as Council requests for future agenda items, or proclamations/presentations requested by local jurisdictions or non-profits, may appear on a Council meeting agenda except as noted above in the section regarding adding new agenda items after the posting deadline. Items may include those requested as future agenda items by the City Council and those needed by City staff to carry out City functions, and proclamations/presentations requested by local jurisdictions or non-profits. Staff The City Manager and the Mayor will endeavor not to include more items on a single agenda than the Council can reasonably address during a single meeting. Items requested as future agenda items by the City Council will be placed on a Council meeting agenda as soon as staff has had sufficient time to conduct any necessary preparations for the item. The City Manager may schedule items requested by Council as future agenda items for specific meeting dates based on specific time sensitivity or natural timing of the item. The City Council can establish a date certain, the feasibility of which it should confirm with staff, for a future agenda item when it approves a future agenda item. Cut-off time for placing items on the agenda shall be Wednesday, thirteen days preceding each regular Tuesday meeting, with the final agenda to be prepared by 5:00 pm of the Thursday preceding the meeting.

7. Order of Business. Promptly at the hour appointed for each ~~regular~~ meeting, the members of the Council, ~~the~~ City Clerk, City Attorney, ~~and~~ City Manager, the Police Chief or his designee and such other staff members as the City Manager deems are necessary shall assemble in the Council Chambers or some other publicly announced location. The standard agenda items, their sequence, and the standard agenda format for a regular meeting is as shown below. The order of business may be suspended at any Council meeting by a majority vote of the members in attendance.

~~A statement of conflict must be disclosed by an official who has a conflict prior to consideration of the decision by publicly identifying in detail the financial interest that causes the conflict; recusing himself /herself from discussion and voting, and leaving the room until the decision has been reached (GC Section 87200).~~

REGULAR MEETING AGENDA FORMAT

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

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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 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.

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EXAMPLES:

- A. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to GC §54597.6
City Labor Negotiator:
Employee Organizations:
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to GC §54597
Public Employee Performance Evaluation:

**OPEN SESSION WILL RECOMMENCE UPON COMPLETION OF CLOSED SESSION
DISCUSSIONS, WHICH MAY OCCUR BEFORE 7:00 PM**

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

6. CITIZENS TO BE HEARD (Public Comments)

Citizens may speak under may provide comment to the City Council on any matter under the subject matter jurisdiction of the City County -any item not listed as an agenda item on this Council meeting's Agenda. Citizens may speak for 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.

7. REPORTS & COMMUNICATIONS

- A. Mayor
 - 1. Announcements
- B. Mayoral and Council Appointments
- C. City Council Reports and Communications
- D. Council Requests for Future Agenda Items and Other Staff Follow-Up
- E. City Manager Report and Department Staff
- F. City Attorney Report

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY ANNOUNCEMENTS

- A. Proclamations
- B. Presentations/Recognitions

9. CONSENT CALENDAR

All matters under the Consent Calendar are considered to be routine or 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 remainder of the Consent Calendar.

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 on a matter or with a party that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.

11. OLD BUSINESS

12. NEW BUSINESS

13. CITIZENS TO BE HEARD (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.

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14. ADJOURNMENT

END OF AGENDA FORMAT

8. Conflict of Interest. A statement of conflict must be disclosed by aAn official who has a conflict must disclose such prior to consideration of the decision by publicly identifying in detail the financial interest that causes the conflict; recusing himself /herself from discussion and voting, and leaving the room until the decision has been reached (GC Section 87200).

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98. Decorum. The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. Any person making impertinent, derogatory, or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting may be removed from the room if the Presiding Officer so directs.

The City Council, staff, and the public shall observe the following standards of behavior that promote civility at all public meetings. These standards will be listed on the agenda coversheet for each meeting.

- Treat everyone courteously;
- Give open-minded consideration to all viewpoints;
- Listen to others respectfully;
- Focus on the issues and avoid personalizing debate; and
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions.

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109. Norms of Behavior and Code of Ethics and Conduct: The City Council has approved ~~the~~ Council Norms of Behavior, incorporated hereto as Exhibit A. The City Council has also approved a Code of Ethics and Conduct which is codified in Chapter 2.62.030 of the Pinole Municipal Code.

110. Approval of Minutes. A true copy of the minutes of proceedings of regular and special meetings not theretofore approved, as the same shall be entered in the journal of proceedings, shall be provided by the City Clerk to each City Council member at least twenty-four (24) hours before regular meetings. Unless otherwise ordered by the Council, the City Clerk shall prepare and produce action minutes of the meetings, which may be approved without a public reading of the same. The minutes as approved by the Council shall be the permanent official record of the proceedings of the City Council.

121. Tape Recordings. Council meetings are televised live on Pinole's Local Community Access Channel (Channel 26). Tape recordings and livestream of Council meetings and livestream on social media pages are kept in order to assist in the preparation of minutes. After the prepared minutes have been approved, video tape recordings shall be retained pursuant to the Citywide Records Retention Policy.

132. Rules of Order. The following definitions and rules shall govern the proceedings ~~and order of business~~ of the Council:

a. Reports. Under the items Mayor and City Council Reports and Communications, City Manager Report and City Attorney Report ~~of business entitled "Reports",~~ the Council may shall receive reports ~~from Council Members, the City Manager, and the City Attorney,~~ which are intended to be limited to approximately two (2) minutes from each individual. Summaries of Council liaison (i.e., advisory committees and regional agencies) assignment meetings will be submitted by Council Members to the City Clerk periodically and be included as attachments to Council agendas and reflected in the minutes. The City Manager Report shall include a report on anticipated agenda items for the next meeting.

b. Consent Calendar. ~~Items listed under the "Consent Calendar" are considered to be routine or noncontroversial and will be enacted, approved, received or adopted by one motion in the form as shown on the agenda. A member of the public or Council member(s) wishing to comment on an item may do so before action is taken. If an item is removed from the Consent Calendar for discussion or response to questions, the items shall be removed from the Consent Calendar, and an action shall be taken to approve the balance of the Consent Calendar. Immediately following, the items removed for discussion should be considered separately for action by Council. All matters under the Consent Calendar are considered to be routine and noncontroversial. All of the Consent Calendar items may be enacted together by one Council action. If any Council Member wishes to comment on a Consent Calendar item, they may do so before action is taken on the Consent Calendar. If, following comments, 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 remainder of the Consent Calendar.~~

c. Public Comment. Public comment, including Citizens to be Heard, is for ~~members of the public to provide comments to the City Council on municipal affairs. Under Citizens to Be Heard, members of the public may provide comments to the City Council on any municipal affair not addressed by another agenda item. Public comment is not intended as a~~

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~~mechanism for members of the public to seek to have questions about municipal affairs answered by City staff, and City staff will generally not address public comments provided in the form of a question. Members of the public should seek to have questions about municipal affairs answered by directly contacting an appropriate City representative outside of a Council meeting.~~

~~dc. Citizens To Be Heard. Citizens may may provide comment to the City Council on any matter not listed on this Council meeting's agenda. Citizens may speak for 3 minutes -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.~~

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~~Members of the public may address the Council on any item of interest that is within the jurisdiction of the Council. Individuals who want to speak should complete a card giving his/her name and the item number or description. Individuals will be heard during the Council's consideration of the item. If the item is not listed on the agenda, describe the subject matter on the card and it will be called under Citizens to be Heard, (Public Comment). Time limit is 3 minutes, subject to modification by the Mayor. Individuals may not share or offer time to another speaker.~~

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dd. Public Hearings shall consist of matters wherein published notice has been given and where public hearings are required by law and such matters as the Council may deem necessary or desirable to schedule for public hearings. Anyone wishing to speak regarding a Public Hearing should fill out a speaker card prior to the completion of the staff presentation and submit it to the City Clerk. Individuals may not share or offer time to another speaker. The order of business for Public Hearings is as follows:

- I. All persons wishing to speak for or against a matter which has been set for Public Hearing are requested to complete a card giving his/her name and address, and to hand the card to the City Clerk as early as possible in the meeting. The cards can be found on the Clerk's desk or on a table located in the back of the Council Chambers.
- II. The speakers shall address remarks to and through the Mayor.
- III. Persons addressing the Council shall state their name, the city in which they reside, the interest they represent, if any, and shall state on which side of the argument they wish to be heard.
- IV. Prior to opening the Public Hearing, the Mayor may request a staff report and presentation.
- V. All persons wishing to be heard shall confine their remarks to the merits of the matter being considered and shall refrain from references to personalities.
- VI. Applicant/Appellant (10 minutes), subject to adjustment by the Mayor) - The applicant or his/her representative shall first address the Council and shall, in his/her first address, state all relevant reasons and present all

relevant evidence on behalf of the application/matter.

VII. Opponent (5 minutes), subject to adjustment by the Mayor – The primary opponent representative to a project/application shall address the Council second and shall state all relevant reasons and present all relevant evidence on behalf of the opposition.

VIII. The Mayor shall next request the Clerk to read or acknowledge any written communication received on the application.

IX. Public Comments ~~will be~~ (3 minutes per speaker), subject to adjustment by the Mayor). Any persons wishing to speak either in favor of, in opposition to, or simply to comment on the application/matter shall next be recognized by the Mayor in the order in which they present themselves.

X. Applicant Close (5 minutes, subject to adjustment by the Mayor) - After all persons desiring to speak on the application have completed their presentation and any written communications have been acknowledged, the applicant will be permitted 5 minutes to close the argument by presenting matter in rebuttal on presentation made in opposition to the application.

XI. If the applicant, in rebuttal, presents new evidence not covered in the original presentation, persons who have previously spoken on the application may be granted an opportunity to comment on the new evidence only.

XII. The applicant shall have the right to close the argument.

XIII. The Public Hearing shall then be concluded on the part of the public and brought to the Council level for discussion and decision. There is no further comment permitted from the audience unless requested by the Council.

XIV. In matters set for Public Hearing before the City Council, the Mayor reserves the right to limit the length of time for argument.

ee. Appeals. Appeals shall be presented to the Council through the City Clerk and/or as required by law. Persons other than parties to the appeal may speak only by permission of the Council. The process for appellant/opposition speakers shall be the same as outlined above for Public Hearings.

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f. Public Discussion

I. Permission - Any person addressing the Council shall first secure the permission of the presiding officer.

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II. Not A Debate - Public discussion should not be used to elicit a debate between Council members or staff and the public.

III. Time Limits - The Council may establish time limits for the consideration of any agenda item as well as establish an overall time period for the consideration of any matter.

IV. Public ~~Comment-Discussion~~ During Council Deliberation - Public ~~discussion-comment~~ shall be allowed following the staff report and Council questions ~~and~~ before deliberations. Speakers shall be allowed three minutes each, subject to modification by the Mayor.

V. Limit on Public Discussion After Motion to Terminate Deliberation - No discussion shall be permitted after a motion, which would terminate further deliberation, has been adopted.

h. ~~g.h.~~ ~~Old Business.~~ This item is for city business which has been raised at a ~~previous~~ meeting and which has not been completed.

hi. ~~New Business.~~ This item is for new city business which has not been previously presented to the City Council.

i.13. Council Deliberation.

I. Presiding Officer May Deliberate - The Mayor may deliberate from the chair, subject only to such limitations of deliberation as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges as a member of the Council by reason of his/her acting as the Mayor.

II. Getting the Floor - Improper References to be Avoided - Every member desiring to speak shall address the Mayor, and upon recognition shall confine himself/herself to the question under deliberation, avoiding negative references to personalities and indecorous language.

III. Interruptions - A Council member, once recognized, shall not be interrupted when speaking unless it is to call said member to order, or as herein otherwise provided. If a member, while speaking, be called to order, said member shall cease speaking until the question ~~of~~ order be determined, and if in order, said member shall be permitted to proceed.

IV. Motion to Reconsider - A motion to reconsider any action taken by the Council may be made only on the date such action was taken or the next meeting of the Council. Such motion must be made by one who voted on the prevailing side, and may be made at any time or while a member has the floor and have precedence over all other motions; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same other motion at a subsequent meeting of the Council or a motion to rescind.

V. Repeal or Amendment of Action Requiring More Than a Majority Vote - Any

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ordinance or resolution which is passed or adopted and which, as part of its terms, requires more than a majority vote of the Council in order to pass, a motion pursuant to such an ordinance or resolution shall require a vote of the same percent of the Council to repeal or amend the ordinance or resolution.

- VI. Motion to Table - A motion to lay on the table is not debatable and shall preclude all amendments or deliberation of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon a motion of a member voting with the majority.
- VII. Motion to Call for Question or Continue to a Date Specific - A motion to call for the question or continue the matter to a specific date shall preclude all amendments to or deliberation of the subject under consideration and is not debatable.
- VIII. Statement of Position - When a motion to call for the question is adopted, each member of the Council may briefly state his/her position on the matter before roll call or call for the next item of business.
- IX. Privilege of Closing Deliberation - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the deliberations or making the final statement. Further, it shall be the privilege of the Mayor to close debate where the Mayor determines that further debate is not advancing deliberations.
- X. Division of Question - If the question contains two (2) or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.
- XI. Second Required - All motions except for nominations and a point of order shall require a second.
- XII. Miscellaneous - All other matters not covered by these rules shall be decided by a majority of the Council. Roberts' Rules of Order may be used for guidance. Further, this Resolution supersedes any prior resolutions relating to the conduct of Council meetings.

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14. Council Requests for Future Agenda Items and Other Staff Follow-Up

Under this agenda item, any Council Member may make a motion that an item be scheduled for discussion at a future City Council meeting or that staff conduct a specific follow-up task. The request must be approved by a majority vote of the Council in order to be carried out. The Council Member raising the request shall specify the type of follow-up they seek, among the following: staff provide information on a topic to Council in a memorandum; staff schedule a presentation to Council by an outside party at a future Council meeting; staff schedule a report to Council by staff at a future Council meeting; staff schedule an agenda item at a future Council meeting for staff to receive direction from Council on an issue; and staff present proposed City legislation/policy (resolution or ordinance) to Council at a future Council meeting. Council requests that staff conduct a special project that would require substantial staff time and/or substantial other City resources will be brought to Council as a future Council agenda item for staff to receive direction

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from Council on how to resource and prioritize the special project within the City workplan.

k. Study Sessions and Workshops are special meetings of the City Council that provide in-depth information and give City Council members background and insight for addressing critical City issues more effectively and allow additional time for public review and participation.

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l.15. Adjournment - Meetings will be adjourned at 11:00 p.m., unless Council approves a motion to extend the meeting.~~to address specific items not yet taken up on the agenda.~~

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~~16. Study Sessions and Workshops are special meetings of the City Council that provide in-depth information and give City Council members background and insight for addressing critical City issues more effectively and allow additional time for public review and participation.~~

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PASSED AND ADOPTED this 7th day of March, 2023, by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 7th day of March 2023.

Heather Bell, CMC
City Clerk

RESOLUTION NO. 2023 - XX

RESOLUTION OF THE CITY COUNCIL OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING AND SETTING FORTH COUNCIL MEETING PROCEDURES FOR THE PREPARATION AND POSTING OF AGENDAS AND THE CONDUCT OF MEETINGS

The Pinole City Council hereby repeals all prior resolutions related to the conduct of meetings, including Resolution 103-2003; 178-2003, 2005-02, 2007-07, 2007-86, 2008-74, 2009-124, 2012-08, 2012-127, 2014-67, and 2015-109, 2016-100, 2017-13, 2017-72, 2018-113, 2019-03, 2020-114, 2021-28, 2021-68, and 2022-07 and resolves as follows:

1. Regular Meetings. Pursuant to Section 2.12.010 of the Municipal Code, a regular meeting of the Pinole City Council shall be held at 6:00 p.m. on the first and third Tuesdays of every month at the Council Chambers, 2131 Pear Street in Pinole, California. Upon the agreement of the City Manager and the Mayor, a regular meeting of the City Council may be scheduled to start at a time other than 6:00 p.m. Upon the agreement of the City Manager and the Mayor, a regular meeting of the City Council may be cancelled.

2. Special Meetings. Upon the agreement of the City Manager and the Mayor and confirmation of the availability of a quorum of the City Council, a special meeting of the City Council may be scheduled. The date and time of a special meeting will be set in consideration of the likely availability of members of the public to attend at that date and time.

3. Closed Sessions. Closed Sessions of the Pinole City Council will customarily be held prior to the consideration of regular business items on the City Council agenda in Open Session. The City Council will endeavor to conclude Closed Session by or before 7 p.m. If all Closed Session items cannot be completed during that time, Council may convene back into Closed Session following all of the Open Session business items that evening or the Closed Session items can be held over to the next meeting,

4. Posting of Meeting Agenda. As required by the Brown Act, at least seventy-two (72) hours before a regular meeting, and twenty-four (24) hours before a special meeting, the City Clerk shall post the agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall be posted on the bulletin board located outside of City Hall and online on the City's website

5. Council Action Limited. As required by the Brown Act, the Council shall not take action on any item not appearing on the posted agenda unless:

- A. It is determined by a two-thirds (2/3) vote of the Council, or if less than two-thirds (2/3) of the Council is present, the unanimous vote of the members present, that the need to take action arose after the posting of the agenda.
- B. It is determined by a majority vote of the Council that an emergency situation as described in Government Code Section 54956.5 necessitated prompt action due to the disruption or threatened disruption of public facilities.
- C. The item was posted for a prior meeting less than five (5) days previously and continued to the meeting where action is being taken.

6. Agenda Preparation. The City Manager will in coordination with the Mayor identify the items, among those initiated by staff to carry out City functions and those approved by a majority of the City Council as Council requests for future agenda items, that will be included on each specific City Council meeting agenda. Only items that are staff initiated and approved by the City Manager, items that are approved by a majority of the City Council as Council requests for future agenda items, or proclamations/presentations requested by local jurisdictions or non-profits

may appear on a Council meeting agenda except as noted above in the section regarding adding new agenda items after the posting deadline. The City Manager and the Mayor will endeavor not to include more items on a single agenda than the Council can reasonably address during a single meeting. Items requested as future agenda items by the City Council will be placed on a Council meeting agenda as soon as staff has had sufficient time to conduct any necessary preparations for the item. The City Manager may schedule items requested by Council as future agenda items for specific meeting dates based on specific time sensitivity or natural timing of the item. The City Council can establish a date certain, the feasibility of which it should confirm with staff, for a future agenda item when it approves a future agenda item. Cut-off time for placing items on the agenda shall be Wednesday, thirteen days preceding each regular Tuesday meeting, with the final agenda to be prepared by 5:00 pm of the Thursday preceding the meeting.

7. **Order of Business.** Promptly at the hour appointed for each meeting, the members of the Council, City Clerk, City Attorney, City Manager, the Police Chief or his designee and such other staff members as the City Manager deems necessary shall assemble in the Council Chambers or some other publicly announced location. The standard agenda items, their sequence, and the standard agenda format for a regular meeting is as shown below. The order of business may be suspended at any Council meeting by a majority vote of the members in attendance.

REGULAR MEETING AGENDA FORMAT

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 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.

EXAMPLES:

A. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to GC §54597.6
City Labor Negotiator:
Employee Organizations:

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to GC §54597
Public Employee Performance Evaluation:

**OPEN SESSION WILL RECOMMENCE UPON COMPLETION OF CLOSED SESSION
DISCUSSIONS, WHICH MAY OCCUR BEFORE 7:00 PM**

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

6. CITIZENS TO BE HEARD (Public Comments)

Citizens may provide comment to the City Council on any matter under the subject matter jurisdiction of the City County not listed as an agenda item on this Council meeting's agenda. Citizens may speak for 3 minutes 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.

7. REPORTS & COMMUNICATIONS

- A. Mayor
 - 1. Announcements
- B. Mayoral and Council Appointments
- C. City Council Reports and Communications
- D. Council Requests for Future Agenda Items and Other Staff Follow-Up
- E. City Manager Report
- F. City Attorney Report

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY ANNOUNCEMENTS

- A. Proclamations
- B. Presentations/Recognitions

9. CONSENT CALENDAR

All matters under the Consent Calendar are considered to be routine or 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 remainder of the Consent Calendar.

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 on a matter or with a party that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.***

11. OLD BUSINESS

12. NEW BUSINESS

13. CITIZENS TO BE HEARD (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

END OF AGENDA FORMAT

8. Conflict of Interest. An official who has a conflict must disclose such prior to consideration of the decision by publicly identifying in detail the financial interest that causes the conflict; recusing himself /herself from discussion and voting, and leaving the room until the decision has been reached (GC Section 87200).

9. Decorum. The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. Any person making impertinent, derogatory, or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting may be removed from the room if the Presiding Officer so directs.

The City Council, staff, and the public shall observe the following standards of behavior that promote civility at all public meetings. These standards will be listed on the agenda coversheet for each meeting.

- Treat everyone courteously;
- Give open-minded consideration to all viewpoints;
- Listen to others respectfully;
- Focus on the issues and avoid personalizing debate; and
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions.

10. Norms of Behavior and Code of Ethics and Conduct: The City Council has approved the Council Norms of Behavior, incorporated hereto as Exhibit A. The City Council has also approved a Code of Ethics and Conduct which is codified in Chapter 2.62.030 of the Pinole Municipal Code.

11. Approval of Minutes. A true copy of the minutes of proceedings of regular and special meetings not theretofore approved, as the same shall be entered in the journal of proceedings, shall be provided by the City Clerk to each Council member at least twenty-four (24) hours before regular meetings. Unless otherwise ordered by the Council, the City Clerk shall prepare and produce action minutes of the meetings, which may be approved without a public reading of the same. The minutes as approved by the Council shall be the permanent official record of the proceedings of the City Council.

12. Tape Recordings. Council meetings are televised live on Pinole's Local Community Access Channel (Channel 26). Tape recordings and livestream of Council meetings

and livestream on social media pages are kept in order to assist in the preparation of minutes. After the prepared minutes have been approved, video tape recordings shall be retained pursuant to the Citywide Records Retention Policy.

13. Rules of Order. The following definitions and rules shall govern the proceedings of the Council:

a. Reports. Under the items Mayor and City Council Reports and Communications, City Manager Report and City Attorney Report , the Council shall receive reports which are intended to be limited to approximately two (2) minutes from each individual. Summaries of Council liaison (i.e., advisory committees and regional agencies) assignment meetings will be submitted by Council Members to the City Clerk periodically and be included as attachments to Council agendas and reflected in the minutes. The City Manager Report shall include a report on anticipated agenda items for the next meeting.

b. Consent Calendar. All matters under the Consent Calendar are considered to be routine and noncontroversial. All of the Consent Calendar items may be enacted together by one Council action. If any Council Member wishes to comment on a Consent Calendar item, they may do so before action is taken on the Consent Calendar. If, following comments, 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 remainder of the Consent Calendar.

c. Public Comment. Public comment, including Citizens to be Heard, is for members of the public to provide comments to the City Council on municipal affairs. Under Citizens to Be Heard, members of the public may provide comments to the City Council on any municipal affair not addressed by another agenda item. Citizens may speak for 3 minutes 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.

d. Public Hearings shall consist of matters wherein published notice has been given and where public hearings are required by law and such matters as the Council may deem necessary or desirable to schedule for public hearings. Anyone wishing to speak regarding a Public Hearing should fill out a speaker card prior to the completion of the staff presentation and submit it to the City Clerk. Individuals may not share or offer time to another speaker. The order of business for Public Hearings is as follows:

- I. All persons wishing to speak for or against a matter which has been set for Public Hearing are requested to complete a card giving his/her name and address, and to hand the card to the City Clerk as early as possible in the meeting. The cards can be found on the Clerk's desk or on a table located in the back of the Council Chambers.
- II. The speakers shall address remarks to and through the Mayor.
- III. Persons addressing the Council shall state their name, the city in which they reside, the interest they represent, if any, and shall state on which side of the argument they wish to be heard.
- IV. Prior to opening the Public Hearing, the Mayor may request a staff report

and presentation.

- V. All persons wishing to be heard shall confine their remarks to the merits of the matter being considered and shall refrain from references to personalities.
- VI. Applicant/Appellant (10 minutes, subject to adjustment by the Mayor) - The applicant or his/her representative shall first address the Council and shall, in his/her first address, state all relevant reasons and present all relevant evidence on behalf of the application/matter.
- VII. Opponent (5 minutes, subject to adjustment by the Mayor) – The primary opponent representative to a project/application shall address the Council second and shall state all relevant reasons and present all relevant evidence on behalf of the opposition.
- VIII. The Mayor shall next request the Clerk to read or acknowledge any written communication received on the application.
- IX. Public Comments (3 minutes per speaker, subject to adjustment by the Mayor). Any persons wishing to speak either in favor of, in opposition to, or simply to comment on the application/matter shall next be recognized by the Mayor in the order in which they present themselves.
- X. Applicant Close (5 minutes, subject to adjustment by the Mayor) - After all persons desiring to speak on the application have completed their presentation and any written communications have been acknowledged, the applicant will be permitted 5 minutes to close the argument by presenting matter in rebuttal on presentation made in opposition to the application.
- XI. If the applicant, in rebuttal, presents new evidence not covered in the original presentation, persons who have previously spoken on the application may be granted an opportunity to comment on the new evidence only.
- XII. The applicant shall have the right to close the argument.
- XIII. The Public Hearing shall then be concluded on the part of the public and brought to the Council level for discussion and decision. There is no further comment permitted from the audience unless requested by the Council.
- XIV. In matters set for Public Hearing before the City Council, the Mayor reserves the right to limit the length of time for argument.

e. Appeals. Appeals shall be presented to the Council through the City Clerk and/or as required by law. Persons other than parties to the appeal may speak only by permission of the Council. The process for appellant/opposition speakers shall be the same as outlined above

for Public Hearings.

. Public Discussion

- I. Permission - Any person addressing the Council shall first secure the permission of the presiding officer.
- II. Not A Debate - Public discussion should not be used to elicit a debate between Council members or staff and the public.
- III. Time Limits - The Council may establish time limits for the consideration of any agenda item as well as establish an overall time period for the consideration of any matter.
- IV. Public Comment During Council Deliberation - Public comment shall be allowed following the staff report and Council questions and before deliberations. Speakers shall be allowed three minutes each, subject to modification by the Mayor.
- V. Limit on Public Discussion After Motion to Terminate Deliberation - No discussion shall be permitted after a motion, which would terminate further deliberation, has been adopted.

g.. Old Business. This item is for city business which has been raised at a previous meeting and which has not been completed.

h. New Business. This item is for new city business which has not been previously presented to the City Council.

i. Council Deliberation.

- I. Presiding Officer May Deliberate - The Mayor may deliberate from the chair, subject only to such limitations of deliberation as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges as a member of the Council by reason of his/her acting as the Mayor.
- II. Getting the Floor - Improper References to be Avoided - Every member desiring to speak shall address the Mayor, and upon recognition shall confine himself/herself to the question under deliberation, avoiding negative references to personalities and indecorous language.
- III. Interruptions - A Council member, once recognized, shall not be interrupted when speaking unless it is to call said member to order, or as herein otherwise provided. If a member, while speaking, be called to order, said member shall cease speaking until the question of order be determined, and if in order, said member shall be permitted to proceed.
- IV. Motion to Reconsider - A motion to reconsider any action taken by the Council may be made only on the date such action was taken or the next meeting of the Council. Such motion must be made by one who voted on the prevailing side, and may be made at any time or while a member has the floor and have precedence over all other motions; it shall be debatable.

Nothing herein shall be construed to prevent any member of the Council from making or remaking the same other motion at a subsequent meeting of the Council or a motion to rescind.

- V. Repeal or Amendment of Action Requiring More Than a Majority Vote - Any ordinance or resolution which is passed or adopted and which, as part of its terms, requires more than a majority vote of the Council in order to pass, a motion pursuant to such an ordinance or resolution shall require a vote of the same percent of the Council to repeal or amend the ordinance or resolution.
- VI. Motion to Table - A motion to lay on the table is not debatable and shall preclude all amendments or deliberation of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon a motion of a member voting with the majority.
- VII. Motion to Call for Question or Continue to a Date Specific - A motion to call for the question or continue the matter to a specific date shall preclude all amendments to or deliberation of the subject under consideration and is not debatable.
- VIII. Statement of Position - When a motion to call for the question is adopted, each member of the Council may briefly state his/her position on the matter before roll call or call for the next item of business.
- IX. Privilege of Closing Deliberation - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the deliberations or making the final statement. Further, it shall be the privilege of the Mayor to close debate where the Mayor determines that further debate is not advancing deliberations.
- X. Division of Question - If the question contains two (2) or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.
- XI. Second Required - All motions except for nominations and a point of order shall require a second.
- XII. Miscellaneous - All other matters not covered by these rules shall be decided by a majority of the Council. Roberts' Rules of Order may be used for guidance. Further, this Resolution supersedes any prior resolutions relating to the conduct of Council meetings.

j.. Council Requests for Future Agenda Items and Other Staff Follow-Up – Under this agenda item, any Council Member may make a motion that an item be scheduled for discussion at a future City Council meeting or that staff conduct a specific follow-up task. The request must be approved by a majority vote of the Council in order to be carried out. The Council Member raising the request shall specify the type of follow-up they seek, among the following: staff provide information on a topic to Council in a memorandum; staff schedule a presentation to Council by an outside party at a future Council meeting; staff schedule a report to Council by staff

at a future Council meeting; staff schedule an agenda item at a future Council meeting for staff to receive direction from Council on an issue; and staff present proposed City legislation/policy (resolution or ordinance) to Council at a future Council meeting. Council requests that staff conduct a special project that would require substantial staff time and/or substantial other City resources will be brought to Council as a future Council agenda item for staff to receive direction from Council on how to resource and prioritize the special project within the City workplan.

k. Study Sessions and Workshops are special meetings of the City Council that provide in-depth information and give City Council members background and insight for addressing critical City issues more effectively and allow additional time for public review and participation.

l. Adjournment - Meetings will be adjourned at 11:00 p.m., unless Council approves a motion to extend the meeting..

PASSED AND ADOPTED this 7th day of March, 2023, 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 7th day of March 2023.

Heather Bell, CMC
City Clerk

RESOLUTION NO. 2021- 27

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF
CONTRA COSTA, STATE OF CALIFORNIA,
ADOPTING REVISED CITY COUNCIL NORMS OF BEHAVIOR**

WHEREAS, the City Council adopted Norms of Behavior in August 2019 subsequent to a Council teambuilding workshop in June 2019; and

WHEREAS, the City Council held a special meeting, in a workshop format, in January 2021 during which the City Council reviewed and discussed the Norms of Behavior; and

WHEREAS, based on the discussion, the meeting facilitator, Management Partners, has created a recommended revised set of norms;

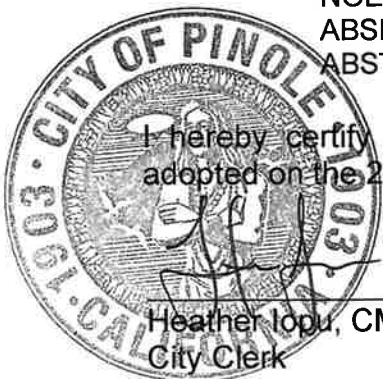
NOW, THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby establish the following revised set of Norms of Behavior:

1. Work for the public good, not for personal interest.
2. Empower and communicate through the City Manager.
3. Work for “win/win” solutions by striving for consensus and seeking common ground.
4. The Council’s policy deliberation process will be performed in the following order: Council questions; public questions/comment; Council deliberations; motion(s); decision made by majority vote.
5. Praise Council and staff decision(s) in public and offer corrective comment(s) in private.
6. Share information with each other early in the process to avoid surprises.
7. Address one another by role and last name and shake hands once the meeting concludes.
8. Establish a structure where the Mayor calls on members.
9. Prior to a Council vote, where there may be confusion, the proposed action will be read aloud so that the entire Council is clear about what they are voting on.
10. Summaries of Council liaison (i.e., advisory committees and regional agencies) assignment meetings will be submitted to the City Clerk periodically and be included as attachments to Council agendas and reflected in the minutes.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 20th day of April 2021 by the following vote:

AYES:	COUNCILMEMBERS: Murphy, Salimi, Tave, Toms
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: Martínez-Rubin
ABSTAIN:	COUNCILMEMBERS: None

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 20th day of April 2021.



Heather Iopu, CMC
City Clerk

RESOLUTION NO. 2022 - 07

RESOLUTION OF THE CITY COUNCIL OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING AND SETTING FORTH COUNCIL MEETING PROCEDURES FOR THE PREPARATION AND POSTING OF AGENDAS AND THE CONDUCT OF MEETINGS

The Pinole City Council hereby repeals all prior resolutions related to the conduct of meetings, including Resolution 103-2003; 178-2003, 2005-02, 2007-07, 2007-86, 2008-74, 2009-124, 2012-08, 2012-127, 2014-67, and 2015-109, 2016-100, 2017-13, 2017-72, 2018-113, 2019-03, 2020-114, 2021-28 and 2021-68 and resolves as follows:

1. Regular Meetings. Pursuant to Section 2.12.010 of the Municipal Code, a regular meeting of the Pinole City Council shall be held at 6:00 p.m. on the first and third Tuesdays of every month at the Council Chambers, 2131 Pear Street in Pinole, California. Items are placed on the agenda under the respective section headings. Public Hearings are scheduled to commence on or around 7 p.m. pursuant to the Municipal Code.
2. Closed Sessions of the Pinole City Council will customarily be held at 6 p.m. before the regular business items on the City Council agenda. The Closed Session is scheduled to be concluded by or before 7 p.m. If all business cannot be completed during that time, the items will either be held over to the next meeting, or Council may convene back into Closed Session following all the business items that evening.
3. Posting of Meeting Agenda. As required by the Brown Act, at least seventy-two (72) hours before a regular meeting, and twenty-four (24) hours before a special meeting of the City Council, the City Clerk shall post the agenda containing a brief general description of each item of business to be transacted or discussed at the meeting. The agenda shall be posted on the bulletin board located outside of City Hall and online on the City's website
4. Council Action Limited. As required by the Brown Act, the Council shall not take action on any item not appearing on the posted agenda unless:
 - A. It is determined by a two-thirds (2/3) vote of the Council, or if less than two-thirds (2/3) of the Council is present, the unanimous vote of the members present, that the need to take action arose after the posting of the agenda.
 - B. It is determined by a majority vote of the Council that an emergency situation as described in Government Code Section 54956.5 necessitated prompt action due to the disruption or threatened disruption of public facilities.
 - C. The item was posted for a prior meeting less than five (5) days previously and continued to the meeting where action is being taken.
5. Posting Notices for Special Meetings. The call and notice of special meetings shall be posted at least twenty-four (24) hours on the bulletin board located outside of City Hall and online on the City's website.
6. Agenda Preparation. The City Manager will in coordination with the Mayor identify the items that will be included on each specific City Council agenda. Items may include those requested as future agenda items by the City Council and those needed by City staff to carry out City functions, and proclamations/presentations requested by local jurisdictions or non-profits. Staff will endeavor not to include more items on a single agenda than the Council can reasonably address during a single meeting. Items requested as future agenda items by the City Council will be placed on a Council meeting agenda as soon as staff has had sufficient time to conduct any necessary preparations for the item. The City Manager may schedule items requested by Council as future agenda items based on specific time sensitivity or natural timing of the item. The City

Council can establish a date certain for a future agenda item when it approves a future agenda item. Cut-off time for placing items on the agenda shall be Wednesday, thirteen days preceding each regular Tuesday meeting, with the final agenda to be prepared by 5:00 pm of the Thursday preceding the meeting.

7. Order of Business. Promptly at the hour appointed for each regular meeting, the members of the Council, the City Clerk, City Attorney, and City Manager, the Police Chief or his designee and such other staff members as are necessary shall assemble in the Council Chambers or some other publicly announced location. A statement of conflict must be disclosed by an official who has a conflict prior to consideration of the decision by publicly identifying in detail the financial interest that causes the conflict; recusing himself /herself from discussion and voting, and leaving the room until the decision has been reached (GC Section 87200).

AGENDA FORMAT

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 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.

EXAMPLES:

- A. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to GC §54597.6
City Labor Negotiator:
Employee Organizations:
- B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to GC §54597
Public Employee Performance Evaluation:

**OPEN SESSION WILL COMMENCE UPON COMPLETION OF CLOSED SESSION
DISCUSSIONS, WHICH MAY OCCUR BEFORE 7:00 PM**

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 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.

7. REPORTS & COMMUNICATIONS

- A. Mayor
 - 1. Announcements
- B. Mayoral and Council Appointments
- C. City Council Reports and Communications
- D. Council Requests for Future Agenda Items and Other Staff Follow-Up
- E. City Manager and Department Staff
- F. City Attorney Report

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY ANNOUNCEMENTS

- A. Proclamations
- B. Presentations/Recognitions

9. CONSENT CALENDAR

All matters under the Consent Calendar are considered to be routine or 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.

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.***

11. OLD BUSINESS

12. NEW BUSINESS

13. CITIZENS TO BE HEARD (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

END OF AGENDA FORMAT

8. Decorum. The City Council, elected by the public, must be free to discuss issues confronting the City in an orderly environment. Public members attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. Any person making impertinent, derogatory, or slanderous remarks or who becomes boisterous while addressing the City Council or while attending the City Council meeting may be removed from the room if the Presiding Officer so directs.

The City Council, staff, and the public shall observe the following standards of behavior that promote civility at all public meetings. These standards will be listed on the agenda coversheet for each meeting.

- Treat everyone courteously;
- Give open-minded consideration to all viewpoints;
- Listen to others respectfully;
- Focus on the issues and avoid personalizing debate; and
- Embrace respectful disagreement and dissent as democratic rights, inherent components of an inclusive public process, and tools for forging sound decisions.

9. Norms of Behavior: The City Council has approved Council Norms of Behavior incorporated hereto as Exhibit A.

10. Approval of Minutes. A true copy of the minutes of proceedings of regular and special meetings not theretofore approved, as the same shall be entered in the journal of proceedings, shall be provided by the City Clerk to each Council member at least twenty-four (24) hours before regular meetings. Unless otherwise ordered by the Council, the City Clerk shall prepare and produce action minutes of the meetings, which may be approved without a public reading of the same. The minutes as approved by the Council shall be the permanent official record of the proceedings of the City Council.

11. Tape Recordings. Council meetings are televised live on Pinole's Local Community Access Channel (Channel 26). Tape recordings and livestream of Council meetings and livestream on social media pages are kept in order to assist in the preparation of minutes. After the prepared minutes have been approved, video tape recordings shall be retained pursuant to the Citywide Records Retention Policy.

12. Rules of Order. The following definitions and rules shall govern the proceedings and order of business of the Council:

a. Reports. Under the item of business entitled "Reports", the Council may receive reports from Council Members, the City Manager, and the City Attorney, which are intended to be limited to approximately two (2) minutes from each individual. Summaries of Council liaison (i.e., advisory committees and regional agencies) assignment meetings will be submitted by Council Members to the City Clerk periodically and be included as attachments to Council agendas and reflected in the minutes. The City Manager shall include a report on

anticipated agenda items for the next meeting.

b. Consent Calendar. Items listed under the "Consent Calendar" are considered to be routine or noncontroversial and will be enacted, approved, received or adopted by one motion in the form as shown on the agenda. A member of the public or Council member(s) wishing to comment on an item may do so before action is taken. If an item is removed from the Consent Calendar for discussion or response to questions, the items shall be removed from the Consent Calendar, and an action shall be taken to approve the balance of the Consent Calendar. Immediately following, the items removed for discussion should be considered separately for action by Council.

c. Citizens To Be Heard. Members of the public may address the Council on any item of interest that is within the jurisdiction of the Council. Individuals who want to speak should complete a card giving his/her name and the item number or description. Individuals will be heard during the Council's consideration of the item. If the item is not listed on the agenda, describe the subject matter on the card and it will be called under Citizens to be Heard, (Public Comment). Time limit is 3 minutes, subject to modification by the Mayor. Individuals may not share or offer time to another speaker.

d. Public Hearings shall consist of matters wherein published notice has been given and where public hearings are required by law and such matters as the Council may deem necessary or desirable to schedule for public hearings. Anyone wishing to speak regarding a Public Hearing should fill out a speaker card prior to the completion of the staff presentation and submit it to the City Clerk. Individuals may not share or offer time to another speaker. The order of business for Public Hearings is as follows:

- I. All persons wishing to speak for or against a matter which has been set for Public Hearing are requested to complete a card giving his/her name and address, and to hand the card to the City Clerk as early as possible in the meeting. The cards can be found on the Clerk's desk or on a table located in the back of the Council Chambers.
- II. The speakers shall address remarks to and through the Mayor.
- III. Persons addressing the Council shall state their name, the city in which they reside, the interest they represent, if any, and shall state on which side of the argument they wish to be heard
- IV. Prior to opening the Public Hearing, the Mayor may request a staff report and presentation.
- V. All persons wishing to be heard shall confine their remarks to the merits of the matter being considered and shall refrain from references to personalities.
- VI. Applicant/Appellant (10 minutes), subject to adjustment by the Mayor - The applicant or his/her representative shall first address the Council and shall, in his/her first address, state all relevant reasons and present all relevant evidence on behalf of the application.

- VII. Opponent (5 minutes), subject to adjustment by the Mayor – The primary opponent representative to a project/application shall address the Council second and shall state all relevant reasons and present all relevant evidence on behalf of the opposition.
- VIII. The Mayor shall next request the Clerk to read or acknowledge any written communication received on the application.
- IX. Public Comments will be (3 minutes per speaker), subject to adjustment by the Mayor. Any persons wishing to speak either in favor of, in opposition to, or simply to comment on the application shall next be recognized by the Mayor in the order in which they present themselves.
- X. After all persons desiring to speak on the application have completed their presentation and any written communications have been acknowledged, the applicant will be permitted 5 minutes to close the argument by presenting matter in rebuttal on presentation made in opposition to the application.
- XI. If the applicant, in rebuttal, presents new evidence not covered in the original presentation, persons who have previously spoken on the application may be granted an opportunity to comment on the new evidence only.
- XII. The applicant shall have the right to close the argument.
- XIII. The Public Hearing shall then be concluded on the part of the public and brought to the Council level for discussion and decision. There is no further comment permitted from the audience unless requested by the Council.
- XIV. In matters set for Public Hearing before the City Council, the Mayor reserves the right to limit the length of time for argument.
- e. Appeals. Appeals shall be presented to the Council through the City Clerk and/or as required by law. Persons other than parties to the appeal may speak only by permission of the Council. The process for appellant/opposition speakers shall be the same as outlined above for Public Hearings.
- f. Public Discussion
- I. Permission - Any person addressing the Council shall first secure the permission of the presiding officer.
 - II. Not A Debate - Public discussion should not be used to elicit a debate between Council members or staff and the public.
 - III. Time Limits - The Council may establish time limits for the consideration of any agenda item as well as establish an overall

time period for the consideration of any matter.

- IV. Public Discussion During Council Deliberation - Public discussion shall be allowed following the staff report and Council questions and before deliberations. Speakers shall be allowed three minutes each, subject to modification by the Mayor.
- V. Limit on Public Discussion After Motion to Terminate Deliberation - No discussion shall be permitted after a motion, which would terminate further deliberation, has been adopted.

13. Council Deliberation.

- I. Presiding Officer May Deliberate - The Mayor may deliberate from the chair, subject only to such limitations of deliberation as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges as a member of the Council by reason of his/her acting as the Mayor.
- II. Getting the Floor - Improper References to be Avoided - Every member desiring to speak shall address the Mayor, and upon recognition shall confine himself/herself to the question under deliberation, avoiding negative references to personalities and indecorous language.
- III. Interruptions - A Council member, once recognized, shall not be interrupted when speaking unless it is to call said member to order, or as herein otherwise provided. If a member, while speaking, be called to order, said member shall cease speaking until the question or order be determined, and if in order, said member shall be permitted to proceed.
- IV. Motion to Reconsider - A motion to reconsider any action taken by the Council may be made only on the date such action was taken or the next meeting of the Council. Such motion must be made by one who voted on the prevailing side, and may be made at any time or while a member has the floor and have precedence over all other motions; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same other motion at a subsequent meeting of the Council or a motion to rescind.
- V. Repeal or Amendment of Action Requiring More Than a Majority Vote - Any ordinance or resolution which is passed or adopted and which, as part of its terms, requires more than a majority vote of the Council in order to pass, a motion pursuant to such an ordinance or resolution shall require a vote of the same percent of the Council to repeal or amend the ordinance or resolution.
- VI. Motion to Table - A motion to lay on the table is not debatable and shall preclude all amendments or deliberation of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon a motion of a member voting with the majority.

VII. Motion to Call for Question or Continue to a Date Specific - A motion to call for the question or continue the matter to a specific date shall preclude all amendments to or deliberation of the subject under consideration and is not debatable.

VIII. Statement of Position - When a motion to call for the question is adopted, each member of the Council may briefly state his/her position on the matter before roll call or call for the next item of business.

IX. Privilege of Closing Deliberation - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the deliberations or making the final statement. Further, it shall be the privilege of the Mayor to close debate where the Mayor determines that further debate is not advancing deliberations.

X. Division of Question - If the question contains two (2) or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.

XI. Second Required - All motions except for nominations and a point of order shall require a second.

XII. Miscellaneous - All other matters not covered by these rules shall be decided by a majority of the Council. Roberts' Rules of Order may be used for guidance. Further, this Resolution supersedes any prior resolutions relating to the conduct of Council meetings.

14. Council Requests for Future Agenda Items and Other Staff Follow-Up – Under this agenda item, any Council Member may make a motion that an item be scheduled for discussion at a future City Council meeting or that staff conduct a specific follow-up task. The request must be approved by a majority vote of the Council in order to be carried out. The Council Member raising the request shall specify the type of follow-up they seek, among the following: staff provide information on a topic to Council in a memorandum; staff schedule a presentation to Council by an outside party at a future Council meeting; staff schedule a report to Council by staff at a future Council meeting; staff schedule an agenda item at a future Council meeting for staff to receive direction from Council on an issue; and staff present proposed City legislation/policy (resolution or ordinance) to Council at a future Council meeting. Council requests that staff conduct a special project that would require substantial staff time and/or substantial other City resources will be brought to Council as a future Council agenda item for staff to receive direction from Council on how to resource and prioritize the special project within the City workplan.

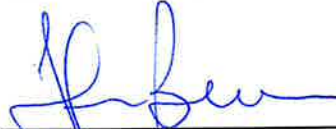
15. Meetings will be adjourned at 11:00 p.m., unless Council approves a motion to extend the meeting to address specific items not yet taken up on the agenda.

16. Study Sessions and Workshops are special meetings of the City Council that provide in-depth information and give City Council members background and insight for addressing critical City issues more effectively and allow additional time for public review and participation.

PASSED AND ADOPTED this 1st day of **February, 2022**, 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 1st day of February 2022.



Heather Bell, CMC
City Clerk

RESOLUTION NO. 2021- 27

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF
CONTRA COSTA, STATE OF CALIFORNIA,
ADOPTING REVISED CITY COUNCIL NORMS OF BEHAVIOR**

WHEREAS, the City Council adopted Norms of Behavior in August 2019 subsequent to a Council teambuilding workshop in June 2019; and

WHEREAS, the City Council held a special meeting, in a workshop format, in January 2021 during which the City Council reviewed and discussed the Norms of Behavior; and

WHEREAS, based on the discussion, the meeting facilitator, Management Partners, has created a recommended revised set of norms;

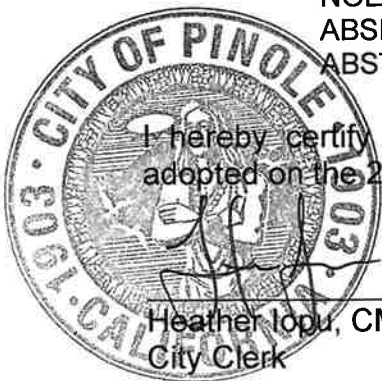
NOW, THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby establish the following revised set of Norms of Behavior:

1. Work for the public good, not for personal interest.
2. Empower and communicate through the City Manager.
3. Work for "win/win" solutions by striving for consensus and seeking common ground.
4. The Council's policy deliberation process will be performed in the following order: Council questions; public questions/comment; Council deliberations; motion(s); decision made by majority vote.
5. Praise Council and staff decision(s) in public and offer corrective comment(s) in private.
6. Share information with each other early in the process to avoid surprises.
7. Address one another by role and last name and shake hands once the meeting concludes.
8. Establish a structure where the Mayor calls on members.
9. Prior to a Council vote, where there may be confusion, the proposed action will be read aloud so that the entire Council is clear about what they are voting on.
10. Summaries of Council liaison (i.e., advisory committees and regional agencies) assignment meetings will be submitted to the City Clerk periodically and be included as attachments to Council agendas and reflected in the minutes.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 20th day of April 2021 by the following vote:

AYES:	COUNCILMEMBERS: Murphy, Salimi, Tave, Toms
NOES:	COUNCILMEMBERS: None
ABSENT:	COUNCILMEMBERS: Martínez-Rubin
ABSTAIN:	COUNCILMEMBERS: None

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 20th day of April 2021.



Heather Iopu, CMC
City Clerk



CITY COUNCIL REPORT

9.I.

DATE: DECEMBER 5, 2023
TO: MAYOR AND COUNCIL MEMBERS
FROM: STACY SHELL, HUMAN RESOURCES DIRECTOR
SUBJECT: APPROVE AND AUTHORIZE THE MAYOR TO EXECUTE THE
EMPLOYMENT AGREEMENT FOR NEIL GANG 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 Neil Gang to become the Interim City Manager.

BACKGROUND

On August 30, 2023, Pinole City Manager Andrew Murray announced that he would be leaving the City of Pinole at the end of September. Murry's final day of employment was September 30, 2023.

At a special meeting on September 11, 2023, the City Council convened in a closed session to discuss the appointment of an Interim City Manager.

Following deliberations in closed session, the City Council directed staff to prepare a resolution appointing Police Chief Neil Gang as Interim City Manager effective October 1, 2023, until the City Council appoints a new permanent City Manager through a nationwide executive recruitment search. During the Interim City Manager appointment, Chief Gang will also continue to serve as Pinole's Police Chief, fulfilling the full scope of duties of both positions.

The attached employment agreement was negotiated between the parties.

REVIEW AND ANALYSIS

Chief Gang comes to the Interim City Manager appointment with over 35 years of public service experience in law enforcement, including the last ten years with the City of Pinole's Police Department. Chief Gang holds a master's degree in law enforcement public safety leadership.

Approval of the agreement and authorization for the Mayor to execute it is now required. Once the agreement is executed, Chief Gang will be eligible to be compensated for hours worked as the Interim City Manager retroactive to October 1, 2023.

FISCAL IMPACT

The fiscal impact of this employment agreement is \$43,783. The impact is offset with salary and benefits by the attrition of the current City Manager vacancy and Interim City Manager Gang's continuation of service as Pinole's Police Chief.

ATTACHMENTS

- A. Interim City Manager Contract Resolution
- B. Interim City Manager Employment Agreement - Exhibit A Final

RESOLUTION NO. 2023-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE THE EMPLOYMENT AGREEMENT FOR NEIL GANG TO BECOME THE INTERIM CITY MANAGER

WHEREAS, previous City Manager Andrew Murray announced his separation on August 30, 2023, with an effective date of October 1, 2023; and

WHEREAS, the Council convened in a closed session on September 11, 2023, to discuss the appointment of an Interim City Manager; and

WHEREAS, following the closed session deliberations, the Council appointed Police Chief Neil Gang as Interim City Manager, effective October 1, 2023.

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 Neil Gang to become the Interim City Manager effective October 1, 2023, attached here to as Exhibit A, and incorporated herein by this reference.

PASSED AND ADOPTED this 5th day December 2023, 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 5th day of December 2023.

Heather Bell, CMC
City Clerk

AGREEMENT FOR EMPLOYMENT OF NEIL GANG

This Agreement is made and entered into by and between the City of Pinole ("City"), a general law city, and Neil Gang (or "EMPLOYEE"). This Agreement ("Agreement") will become effective as specified herein.

1. Appointment of EMPLOYEE as Interim City Manager

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 employment as Interim City Manager.

2. Term of Agreement

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 and he shall return to the position of Police Chief at his previous rate of pay. The City shall notify EMPLOYEE at least one (1) month in advance of agreement expiration of intent to extend or not extend agreement.

3. At-Will Employment

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. Duties and Responsibilities

a. EMPLOYEE shall commence his duties as Interim City Manager on September 30, 2023, and will continue for a term of one (1) year through September 30, 2024, or until a Permanent City Manager is appointed by the City Council. EMPLOYEE's duties as Interim City Manager shall be concurrent with his existing duties as the City's Police Chief.

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.

5. Termination of Employment as Interim City Manager and Severance

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.

6. Compensation:

a. Effective September 30, 2023, EMPLOYEE shall be paid an annual base salary of THREE HUNDRED TEN THOUSAND FOUR HUNDRED TWENTY NINE DOLLARS (\$310,429.00), less all applicable federal, state and local withholding.

b. EMPLOYEE shall receive FOUR HUNDRED FIFTY DOLLARS (\$450.00) monthly for an automobile allowance.

c. EMPLOYEE shall receive employee benefits equal to those provided to the Management and Confidential employee group.

d. EMPLOYEE shall participate in a performance evaluation conducted by the City Council in February 2024.

7. Hours of Work

EMPLOYEE shall work a minimum of forty (40) hours per week on City and Successor Agency business. EMPLOYEE may work a 9/80 or other flexible work schedule, following consultation with the City Council.

8. Indemnification

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. Neil Gang:

To the address shown as current in the payroll system

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. Dues and Subscriptions

The City shall pay for the professional dues and subscriptions of EMPLOYEE necessary for his continuation and full participation in appropriate professional organizations.

13. Professional Development

At the time of the execution of this Agreement, the parties acknowledge that EMPLOYEE is, or will be, a member of various professional and service organizations. In addition, other organizations sponsor and offer short courses, institutes, seminars, and the like, which would be beneficial to EMPLOYEE'S professional development.

EMPLOYEE is permitted, encouraged, and in some instances, required by the City, to attend such meetings, activities, seminars, courses, institutes, and the like, as deemed appropriate by the City Council. EMPLOYEE'S registration, travel, subsistence, and other related expenses shall be paid in advance directly to the vendor or reimbursed to EMPLOYEE consistent with applicable City policy.

14. 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.

Neil Gang
Interim City Manager

DATE

Devin T. Murphy
Mayor

DATE

ATTEST:

APPROVED AS TO FORM:

Heather Bell, CMC
City Clerk

Eric Casher
City Attorney

Stacy R. Shell
Human Resources Director



CITY COUNCIL REPORT

10.C.

DATE: DECEMBER 5, 2023
TO: MAYOR AND COUNCIL MEMBERS
FROM: HEATHER BELL, CITY CLERK
SUBJECT: SELECTION OF MAYOR AND MAYOR PRO TEM

RECOMMENDATION

Staff recommends that the City Council approve resolution appointing Maureen Toms as Mayor and Cameron Sasai as Mayor Pro Tem, per the current Mayoral Rotation List.

BACKGROUND

The City of Pinole has a long-standing tradition, approved by City Council resolution, to select a Mayor and Mayor Pro Tem on an annual basis according to a system of succession that permits the Mayor and Mayor Pro Tem to gain sufficient experience prior to assuming their respective roles. The selection of Mayor and Mayor Pro Tem is made from a Mayoral List maintained by the City Clerk and based on a councilmember's receipt of the highest votes in the prior election.

On October 19, 2010, Resolution 2010-87 was adopted by the City Council, approving the current succession procedures. Resolution 2010-87 requires the City Clerk to prepare and maintain a current mayoral rotation schedule in the form of a Mayoral List memorializing the mayoral ascension, following each Municipal election. The most recently approved rotation schedule, based on the 2022 Municipal Election of officers is contained as Attachment B.

On October 17, 2023, Mayor Murphy requested a future agenda item to review and consider amending the resolution regarding the selection of the Mayor and Mayor Pro Tem and the rotation list maintained by the City Clerk.

At the November 7, 2023 meeting, staff presented a report summarizing the Council's current procedure for selection of Mayor and Mayor Pro Tem. The City Council voted unanimously to maintain the current process and rotation schedule which lists Maureen Toms as the next Mayor and Cameron Sasai as the next Mayor Pro Tem.

REVIEW AND ANALYSIS

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENTS

- A. Resolution - Appointing Mayor and Mayor Pro Tem
- B. 2022 Mayoral Rotation Schedule
- C. Resolution 2010-87

RESOLUTION NO. 2022-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
APPROVING THE APPOINTMENT OF THE MAYOR AND MAYOR PRO TEM**

WHEREAS, the City Council adopted Resolution No. 2010-87 regarding procedures for selecting the Mayor and Mayor Pro Tem each year; and

WHEREAS, the City Clerk has maintained a Mayoral Rotation List in accordance with Resolution No. 2010-87; and

WHEREAS, per Resolution No. 2010-87, when the office of Mayor is vacated for any reason, the Mayor Pro Tem listed on the then-current Mayoral Rotation List shall succeed to the office of Mayor; and

WHEREAS, Mayor Devin Murphy's one-year term as Mayor is expiring and Mayor Murphy will be vacating the office of Mayor; and

WHEREAS, per Resolution No. 2010-87, Mayor Pro Tem Maureen Toms shall succeed to the office of Mayor, and vacate the office of Mayor Pro Tem; and

WHEREAS, per Resolution No. 2010-87, when the office of Mayor Pro Tem is vacated for any reason, the next Council Member listed on the then-current Mayoral Rotation List shall succeed to the office of Mayor Pro Tem; and

WHEREAS, per the procedure laid out in Resolution No. 2010-87, Council Member Sasai is the next Council Member listed, and therefore shall succeed to the office of Mayor Pro Tem;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Pinole voted as documented below, and does hereby appoint the aforementioned officers to the offices of Mayor and Mayor Pro Tem; and

BE IT FURTHER RESOLVED that the Mayor and Mayor Pro Tem also serve as the Chair and Vice Chair of the Pinole Successor Agency to the Former Redevelopment Agency of the City of Pinole; and

BE IT FURTHER RESOLVED that the City Clerk is directed to administer the Oath of Office to the new officers.

ATTACHMENT A

PASSED AND ADOPTED this **5th** day of **December 2023**, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on this 5th day of December 2023.

Heather Bell, CMC
City Clerk

2022 MAYORAL ROTATION LIST
 Procedure Approved by Resolution 2010-87;
 Pursuant to the 2020 Election and Proposed for the 2022 Election results
 Received Accepted by the City Council: 12/6/22

2022 MAYORAL ROTATION SCHEDULE					
MURPHY	TOMS	2 NEWLY ELECTED MEMBERS FROM NOVEMBER 2022 ELECTION ADDED TO CHART FOR ROTATION BEGINNING DECEMBER 2024	SASAI	TAVE	FUTURE ROTATION DETERMINED
Established by highest # of votes in 11/3/2020 Election	Established by 2nd highest # of votes in 11/3/2020 Election		Established by highest # of votes in 11/8/2022 Election	Established by 2nd highest # of votes in 11/8/2022 Election	By the highest votes received in the November 2024 Election
Office Term:	Office Term:		Office Term:	Office Term:	Office Term:
12/2020 – 12/2024	12/2020 – 12/2024		12/2022-12/2026	12/2022-12/2026	12/2024-12/2028
Mayor Term:	Mayor Term:		Mayor Term:	Mayor Term:	Mayor Term:
December	December		December	December	December
2022-2023	2023-2024		2024-2025	2025-2026	2026-2028

RESOLUTION 2010-87
PROCEDURES FOR SELECTING MAYOR & MAYOR PRO TEM
REAFFIRMATION OF THE MAYORAL ROTATION SCHEDULE APPROVED IN 2003

WHEREAS, the City Council of the City of Pinole adopted Resolution 3211 on February 6, 1996 concerning the procedure for selecting the Mayor and the Mayor Pro Tempore; and:

WHEREAS, the City Council of the City of Pinole adopted Resolution 3285 on December 17, 1996, concerning the procedure for selecting the Mayor and the Mayor Pro Tempore; and

WHEREAS, the City Council of the City of Pinole adopted Resolution 109-2000 on February 15, 2000, concerning the procedure for selecting the Mayor and the Mayor Pro Tempore; and

WHEREAS, the City Council of the City of Pinole adopted Resolution 179-2003, amending the procedure for selecting the Mayor and the Mayor Pro Tempore; and

WHEREAS, the City Council of the City of Pinole adopted a minute order action on January 19, 2009 concerning the procedure for selecting the Mayor and the Mayor Pro Tempore; and

WHEREAS, the City Council of the City of Pinole intends to adopt a single resolution to ratify the actions and reaffirm the former procedure (Resolution 109-2000) for selection of the Mayor and Mayor Pro Tempore;

NOW, therefore, the City Council of the City of Pinole does hereby resolve as follows:

It is in the best interest of the City of Pinole that the councilmembers that shall serve as Mayor and Mayor Pro Tempore are selected by the City Council annually according to a system of succession that permits the Mayor and Mayor Pro Tempore to gain sufficient experience prior to assuming their respective offices. It is appropriate to base such succession on rotation, seniority and election results in accordance with the following:

1. Mayoral List. The City Clerk shall maintain a Mayoral List in accordance with this Resolution. The City Clerk shall update the Mayoral List for Council affirmation, following each council election and council vacancy that occurs. The Mayoral List in effect as of the adoption date of this Resolution is attached as Exhibit A to this Resolution.

2. Succession Generally. When a position on the Mayoral List is vacated for any reason, except as otherwise provided in this Resolution, the next councilmember listed on the Mayoral List shall succeed to the vacant position in accordance with the Mayoral List and this Resolution.

3. Succession to Mayor. When the office of Mayor is vacated for any reason, the Mayor Pro Tempore listed on the then-current Mayoral List shall succeed to the office of Mayor.

4. Succession to the Office of Mayor Pro Tempore. When the office of Mayor Pro-tempore is vacated for any reason, the next councilmember listed on the then-current Mayoral List shall succeed to the office of Mayor Pro Tempore.

5. Placement of the Outgoing Mayor on the Mayoral List. The name of the outgoing Mayor shall be placed at the end of the Mayoral List, unless the outgoing Mayor is re-elected (in that election year), in which case, Section 6 shall apply.

6. Placement of Newly Elected Councilmembers on the Mayoral List. The names of the highest vote getters among newly elected councilmembers (incumbent or non-incumbent) shall be placed on the Mayoral List after incumbent councilmembers in order of most votes received, but before the outgoing Mayor unless the outgoing mayor is re-elected at the same election, in which case the outgoing Mayor shall also be placed on the list in order of votes received.

7. Placement on the Mayoral List of Non-Incumbent Councilmembers Newly Elected or Appointed to Fill Vacancies. Non-incumbent councilmembers newly elected or appointed to fill vacancies on the City Council shall be placed last on the Mayoral List, ~~but above the outgoing Mayor, if any,~~ at the time the vacancy is filled.

8. Councilmembers' Right to Decline the Offices of Mayor and Mayor Pro Tempore. Councilmembers may decline to succeed to the office of Mayor or Mayor Pro Tempore pursuant to the Mayoral List and this Resolution. When a councilmember so declines to succeed to such office, such office shall pass to the next councilmember listed on the Mayoral List that is eligible pursuant to this Resolution to succeed to such office. The names of councilmembers that so decline to succeed to the office of Mayor or Mayor Pro Tempore shall be placed on the Mayoral List immediately following the name of the councilmember that succeeds to such office, notwithstanding any other provision of this Resolution.

9. Removal of Mayor by Council Vote. Councilmembers that have succeeded to the office of Mayor in accordance with the Mayoral List and this Resolution may be removed from that office by a majority vote of the full Council. Such removed Mayor shall be treated the same as an outgoing Mayor for purposes of the Mayoral List and this Resolution.

This resolution supercedes Resolutions 3211 and 3285, 109-2000, and 179-2003, and any prior minute order actions, which are hereby repealed and of no further force or effect.

THE FOREGOING RESOLUTION WAS ADOPTED this 19th day of **October 2010**, by the following vote:

AYES:	COUNCILMEMBERS:	Banuelos, Fujita, Long, Murray, Swearingen
NOES:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None



Patricia Athenour, MMC
City Clerk

EXHIBIT A to Resolution 2010-87
MAYOR ROTATION LIST
October 19, 2010

Current Status

<u>LONG</u> (2 nd place vote recipient in Feb 08 Vacancy /Recall Election)	<u>SWEARINGEN</u> (2 nd highest vote recipient in Nov 4, 2008 Election- 1 time switch with Murray per 1/13/2009 minute order)	<u>MURRAY</u> (Outgoing Mayor in 12/2008, & highest vote recipient in Nov 4, 2008 Election)	<u>FUJITA</u> Served ½ year term as Mayor in May 2008, when Horton resigned as Mayor	<u>BANUELOS</u> Appointed August 18, 2008, fill vacancy from Horton's Council resignation 7/21/08
December 2009-2010	December 2010-2011	December 2011 - 2012	December 2011-2012	December 2012-2013

POST NOVEMBER 2, 2010 ELECTION

<u>SWEARINGEN</u> (2 nd highest vote recipient in Nov 4, 2008 Election- 1 time switch with Murray per 1/13/2009 minute order)	<u>MURRAY</u> (Outgoing Mayor in 12/2008, & highest vote recipient in Nov 4, 2008 Election)	<u>New member</u> Highest vote getter in 2010 election Term Dec 2010-Dec 2014	<u>New member</u> 2 nd Highest vote getter in 2010 Election Term Dec 2010-Dec 2014	2 NEWLY ELECTED MEMBERS FROM NOVEMBER 2012 ELECTION ADDED TO CHART FOR ROTATION BEGINNING DECEMBER 2014	<u>New member</u> 3 rd Highest vote getter in 2010 election – will never ascend to Mayor unless re-elected in Nov 2012 as 1 st or 2 nd highest Term Dec 2010-Dec 2014
December 2010-2011	December 2011 - 2012	December 2012-2013	December 2013-2014		December 2014-2015



CITY COUNCIL REPORT

12.A.

DATE: DECEMBER 5, 2023
TO: MAYOR AND COUNCIL MEMBERS
FROM: HEATHER BELL, CITY CLERK
SUBJECT: NOMINATE COUNCIL MEMBERS TO SERVE ON BOARDS AND SUBCOMMITTEES

RECOMMENDATION

City staff recommends that the City Council nominate Council Members to serve as City representatives on specific boards and subcommittees in 2024. The City Council will have the opportunity to approve the nominations at the next City Council meeting, on January 16, 2024.

BACKGROUND

City Council Members serve as representatives of the City on the boards of numerous joint powers authorities and other regional bodies. Council Members also serve on subcommittees that the City Council creates from time to time.

The Pinole City Council's practice has been to make appointments of Council Members to serve as representatives on various external boards and Council subcommittees on an annual basis, in December, in coordination with the appointment of a new Mayor and Mayor Pro Tem, and because some appointments are based on mayorship. Revisions to the list are also made throughout the year in accordance with Council action and to reflect creation of new committees and/or appoint new representatives. The City Clerk maintains the most recent version of the list.

State law requires that each city publish a list of these councilmember assignments. This is referred to as the Council Committee Assignment List.

REVIEW AND ANALYSIS

Attached find a list of the various joint powers authorities and other regional bodies to which the City Council appoints a Council Member to serve as a representative, as well as the Council subcommittees that the Council has created over time. Staff has pre-populated the draft 2024 appointment list based on the standard mayoral succession and 2023 assignments (the 2023 appointment list is attached for reference). Note that Council created the following new subcommittee in 2023, which are listed in the draft 2023 appointment list:

Item 18. City Seal Ad Hoc Subcommittee

Staff has removed the following subcommittee from the list as its work has been completed.

Item 18. Project Labor Agreement (PLA) Ad Hoc Subcommittee

The Mayor will lead a discussion during which the Council will review the list, discuss and make nominations or reaffirm the currently assigned Council members to each body. Staff will make changes to the draft 2024 appointment list based on Council nominations at the December 5, 2023 Council meeting and disseminate a revised list with a resolution for approval by the City Council at the next City Council meeting.

Following approval of the list, a copy will be provided to the Council and to the

FISCAL IMPACT

There is no fiscal impact associated with this action.

ATTACHMENTS

- A. 2023 Council Assignments
- B. DRAFT 2024 Councilmanic Assignments For COUNCIL REVIEW



2023 COUNCIL ASSIGNMENTS -

JOINT POWERS AUTHORITIES AND OTHER INTERAGENCY REGULATORY BODIES OF WHICH THE CITY IS A MEMBER

1. **ASSOCIATION OF BAY AREA GOVERNMENTS (ABAG)**
Meetings: Spring General Assembly, / Fall General Assembly Dates TBD
Delegate Attendance Mandatory at the 2 Annual Assembly Meetings
Ex. Board meets 3rd Thursdays @ 7 p.m. in Jan., Mar., July, Sept. & Nov.
Contact: Clerk of the Board: Fred Castro (415) 820-7913
Delegate: Toms Alternate: Sasai
NOTE: Membership Reinstated in FY 2015- Approved September 2015
2. **MARIN CLEAN ENERGY (MCE)**
Meetings: 3rd Thursday of every month at 7:00 p.m.
Location: Rotational locations
Contact: Darlene Jackson, Board Clerk and Executive Assistant (415) 464-6032
Delegate: Murphy Alternate: Toms
3. **PINOLE / HERCULES WASTEWATER SUBCOMMITTEE**
Meetings: Quarterly meetings required by the original agreement - currently conduct monthly meetings on 1st Thursday at 8:30 a.m.
Location: Location alternates between cities
Delegates: Tave/Toms Alternate: Murphy
4. **WEST CONTRA COSTA INTEGRATED WASTE MANAGEMENT AUTHORITY (WCCIWMA, "RECYCLEMORE")**
Meetings: Meets monthly – 2nd Thursday at 7:00 p.m.
Location: San Pablo City Hall Council Chambers, One Alvarado Square, San Pablo
Contact: 510-215-3125 Executive Director: Peter Holtzclaw
Delegate: Tave Alternate: Murphy
5. **WEST CONTRA COSTA TRANSPORTATION ADVISORY COMMITTEE (WCCTAC)**
Meetings: Meets monthly - Last Friday of every month from 8 a.m. to 10 a.m.
Location: El Cerrito City Hall
Contact: Staff Person: 510-210-5933, 510-210-5931
Delegate: Tave Alternate: Sasai
6. **WESTERN CONTRA COSTA TRANSIT AUTHORITY ("WESTCAT")**
Meetings: 2nd Thursday monthly at 6:30 p.m. (*amended 5/6/09*)
Location: Pinole Council Chambers, 2131 Pear Street
Contact: Staff: Mica McFadden - 724-3331 ex. 113
Delegate: Sasai/Toms Alternate: Murphy

VOLUNTARY INTERAGENCY COLLABORATION BODIES OF WHICH THE CITY IS A MEMBER

7. **BAYFRONT CHAMBER OF COMMERCE**
Meetings: TBA
Location: Varies
Delegate: Sasai
8. **CONTRA COSTA MAYORS CONFERENCE**
Meetings: First Thursday of each month at 6:30 p.m.
Location: Rotational locations
Delegate: (Mayor) Murphy (Mayor Pro Tem) Toms
9. **EAST BAY DIVISION, LEAGUE OF CALIFORNIA CITIES**
Meetings: 4th Thursday of every other month, except August & December
Board Meeting 6:30 p.m. / General Membership: 7:00 p.m.
Location: Rotational locations
Contact: Dawn Abrahamson, (925) 989-5674
Delegate: (Mayor) Murphy (Mayor Pro Tem) Toms
10. **WEST COUNTY MAYORS AND SUPERVISORS ASSOCIATION**
Meetings: 4th Thursday, monthly at 8:30 a.m.
Location: Rotational: Jan – June (Hercules) July – December (Richmond)
Contact: Hercules – Lori Martin
Delegate: (Mayor) Murphy: (Mayor Pro Tem) Toms

SUBCOMMITTEES OF THE PINOLE CITY COUNCIL

11. **FINANCE SUBCOMMITTEE:**
Meetings: Meet Quarterly/As Needed
Delegates: Mayor, Mayor Pro Tem & City Treasurer
Contact: City Manager, Finance Director, & City Clerk
Created: (Res. 2005-15)
12. **COMMITTEE ON MEMORIALS**
(limited duration / specific focus)
Meetings: TBD
Attendees: Tave/Toms
Created: November 1, 2016
13. **MUNICIPAL CODE AD-HOC SUBCOMMITTEE**
(limited duration / specific focus)
Meetings: TBD
Attendees: Tave/Toms
14. **PLANNING COMMISSION INTERVIEW AD-HOC SUBCOMMITTEE**
(limited duration / specific focus)
Attendees: Toms/Martinez-Rubin

15. **TAPS AND COMMUNITY SERVICES COMMISSION INTERVIEW AD-HOC SUBCOMMITTEE**
(limited duration / specific focus)
Attendees: Tave/Sasai
16. **PARTICIPANTS IN FORMATION PROCESS OF EAST BAY WILDFIRE PREVENTION AND VEGETATION MANAGEMENT JOINT POWERS AUTHORITY**
(limited duration / specific focus)
Meetings: TBD
Contacts: Toms/Tave
17. **TECHNOLOGY AND COMMUNICATION SUBCOMMITTEE**
Meetings: TBD
Attendees: Murphy/Tave
Created: October 19, 2021
18. **PROJECT LABOR AGREEMENT AD HOC SUBCOMMITTEE**
Meetings: TBD
Attendees: Tave/Toms
Created: November 1, 2022



**2023 COUNCIL ASSIGNMENTS -
FOR COUNCIL REVIEW**

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(limited duration / specific focus)
Attendees: Tave/Sasai
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(limited duration / specific focus)
Meetings: TBD
Contacts: Toms/Tave
17. **TECHNOLOGY AND COMMUNICATION SUBCOMMITTEE**
Meetings: As Needed
Attendees: Murphy/Tave
Created: October 19, 2021
18. **PROJECT LABOR AGREEMENT AD HOC SUBCOMMITTEE**
Meetings: TBD
Attendees: Tave/Toms
Created: November 1, 2022
18. City Seal Ad Hoc Subcommittee
Meetings: As Needed
Attendees: Sasai/Martinez-Rubin
Created: XX