

**CORONAVIRUS ADVISORY
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CITY COUNCIL

Vincent Salimi, Mayor
Devin Murphy, Mayor Pro Tem
Anthony Tave, Council Member
Maureen Toms, Council Member
Norma Martínez-Rubin, Council Member

**PINOLE CITY COUNCIL
MEETING AGENDA**

**TUESDAY
May 3, 2022
5:00 P.M**

Please note: HYBRID MEETING FORMAT & EARLY START TIME

**OPEN SESSION WILL RECONVENE FOLLOWING THE
CONCLUSION OF THE CLOSED SESSION**

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

Attend VIA ZOOM TELECONFERENCE – Details provided below

Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

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.

Please note: Updated COVID-19 safety protocols will be posted outside the City Council Chambers. Please review this information before entering the Council Chambers.

OTHER WAYS TO WATCH THE MEETING

LIVE ON CHANNEL 26. They are retelecast the following Thursday at 6:00 p.m. The Community TV Channel 26 schedule is published on the city's website at www.ci.pinole.ca.us.

VIDEO-STREAMED LIVE ON THE CITY'S WEBSITE, www.ci.pinole.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 hbelle@ci.pinole.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.pinole.ca.us. You may also contact the City Clerk via e-mail at hbelle@ci.pinole.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: City Manager Murray, City Attorney Casher, Human Services Director Shell

Employee organization: All groups

Unrepresented employee: All employees

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 ANNOUNCEMENTS

A. Proclamations

1. Public Service Employee Recognition Week
2. Municipal Clerks Week

B. Presentations

1. Presentation by Greenbelt Alliance on Resilience Book

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.

- A. Approve the Minutes of the April 19, 2022 Regular Meeting.
- B. Receive the April 16, 2022 -April 29, 2022 List of Warrants in the Amount of \$1,357,245.53, the April 22, 2022 Payroll in the Amount of \$212,426.75 (Special PD Settlements) and the April 29, 2022 Payroll in the Amount of \$457,906.98.
- C. Resolution Continuing Authorized Remote Teleconference Meetings Pursuant to AB 361 [Action: Adopt Resolution per Staff Recommendation (Casher)]
- D. Resolution Authorizing the City Manager to Execute Agreements for Sustainability Initiatives with Rincon Consultants and Strategic Energy Innovations (SEI) and Appropriating Funding [Action: Adopt Resolution per Staff Recommendation (Whalen)]
- E. 3rd Quarter CIP Update [Action: Receive and File Report (Mishra)]
- F. Receive The Quarterly Report on Implementation of the Greenhouse Gas Inventory and Climate Action Plan for Fiscal Year (FY) 2021-22 Third Quarter [Action: Receive and File Report (Whalen)]
- G. Receive the Quarterly Report on Implementation of the Strategic Plan for Fiscal Year (FY) 2021-22 Third Quarter [Action: Receive and File Report (Murray)]
- H. Ordinance Adopting a Military Equipment Use Policy and Adding Chapter 2.60 to the Pinole Municipal Code in Compliance with AB 481 [Action: Waive Second Reading and Adopt Ordinance per Staff Recommendation (Casher)]

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.

None

11. OLD BUSINESS

None

12. NEW BUSINESS

- A. Preliminary Proposed Fiscal Year (FY) 2022/23 Operating and Capital Budget
[Discuss and Provide Direction (Guillory)]

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 May 17, 2022 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, on the City's website, not less than 72 hours prior to the meeting date set forth on this agenda.

POSTED: April 28, 2022 at 4:00 P.M.

Heather Bell, CMC
City Clerk

**CITY COUNCIL MEETING
MINUTES
April 19, 2022**

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 Salimi 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

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

B. STAFF PRESENT

Andrew Murray, City Manager
Heather Bell, City Clerk
Eric Casher, City Attorney
Alex Mog, Assistant City Attorney
Chris Wynkoop, Fire Chief
Neil Gang, Police Chief
Jeremy Crone, Pinole, Police Department, Operations Lieutenant
Maria Picazo, Recreation Manager
David Snell, Pinole Community Television Coordinator
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on Thursday, April 14, 2022 at 4:00 p.m. with all legally required written notices. One written comment had been received in advance of the meeting, distributed to the City Council and published online.

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 LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to 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 5:36 p.m., Mayor Salimi reconvened the meeting into open session and announced there was no reportable action from the 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

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

7. REPORTS & COMMUNICATIONS

- A. Mayor Report
 - 1. Announcements

None

- B. Mayoral & Council Appointments

None

- C. City Council Committee Reports & Communications

Council member Toms reported she had attended a West Contra Costa Unified School District (WCCUSD) Pinole High School Family Community Meeting with another meeting planned for May 10, 2022 at Hercules High School, with signups on the WCCUSD website; she and Council member Tave had participated as the Municipal Code Update Subcommittee with one of the items discussed to be addressed as part of item 10A; and she had attended a Naming Committee

meeting to discuss designated names on City property, with a recommendation to be presented at the next meeting of the City Council for a plaque to be placed in Amber Swartz Park in honor of Dean Allison the former Public Works Director for the City of Pinole.

Mayor Pro Tem Murphy had also attended the WCCUSD Pinole High School Family Community Meeting with information on future meetings on the WCCUSD website; and briefed the Council on the details of Marin Clean Energy's (MCE) \$6 million program on increasing de-carbonization and electric grid reliability and \$3.5 million Clean Electrification Program. As one of the members of the MCE Executive Committee, he reported that he and other members would be traveling to Washington D.C. to lobby on MCE's Clean Energy Policies. He also wished everyone a Happy Easter, Passover and Ramadan and reported his next monthly coffee and conversation had been scheduled for Sunday, April 24, 2022 at 9:00 a.m. at East Bay Coffee.

Council member Martinez-Rubin briefed the City Council on actions and discussions from a recent WestCAT Board meeting.

Council member Tave wished everyone a belated Easter and reported he had attended the Bay Hills Church Easter event at Pinole Middle School and thanked the church and the WCCUSD for the service.

D. Council Requests for Future Agenda Items

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, requested a future agenda item to invite the Executive Director of the Contra Costa Transportation Authority (CCTA) to make a presentation on CCTA projects, and also invite Sabrina Landreth, General Manager, East Bay Regional Park District (EBRPD) to provide an update on how COVID-19 had impacted parks in the Bay Area.

PUBLIC COMMENTS CLOSED

There were no Council requests for future agenda items.

PUBLIC COMMENTS CLOSED

E. City Manager Report / Department Staff

City Manager Andrew Murray reported a Special City Council meeting had been scheduled for April 26, 2022, to be focused on the preliminary version of the Long-Term Financial Plan and allow the City Council the opportunity to provide early input on changes to the budget, to be implemented for the next fiscal year. He also provided an overview of the tentative agenda items for the May 3, 2022 regular City Council meeting.

F. City Attorney Report

City Attorney Casher reported the Municipal Code Update Subcommittee had met on April 11, 2022 and had moved forward with updates to the City's Encroachment Permit Ordinance and an ordinance and policy update to comply with the requirements of Assembly Bill (AB) 481, Funding, Acquisition and Use of Military Equipment.

Mayor Salimi returned to Item 6, Citizens to be Heard at this time.

Debbie Long, Pinole, reported she had attended the April 11, 2022 Planning Commission meeting at which time a proposal for Appian Village consisting of townhomes and condominiums had been considered for the former Doctors Hospital property. She was neither for nor against the project but felt there was room for improvement. She expressed concern if someone criticized a project there was an assumption that person was opposed to low income housing. While she suggested the Planning Commission could have taken steps to improve the project, housing at the site would be in conformance with the neighborhood as opposed to the project proposed for the former Kmart property, which project she remained in opposition since it would take away commercial space for economic development, consisted of too many units, was too dense as designed and the property was always meant for commercial use as well as a thoroughfare to the parkway. The project only included 27 units to be set aside for affordable housing, with the remainder of the units to be market rate. The project did not align with the Three Corridors Specific Plan and any zoning incentives the developer may have applied for contradicted the Plan. She asked that the project be taken back to the drawing board with public input via a Town Hall meeting.

Ms. Long also referenced a recent Finance Subcommittee meeting where the Mayor Pro Tem had participated via Zoom, and against all policies and ordinances had advertised his campaign while speaking on Zoom with a large campaign sign visible behind him. The Mayor Pro Tem was running for County Clerk and she questioned having confidence in him when he did not adhere to basic campaign laws. She asked that the Mayor Pro Tem be formally admonished, the video of the Finance Committee not be shown or at the very least the screen be blacked out so that the City did not give the appearance that it supported his campaign.

Ms. Long further commented that the City Council was not to comment on the comments made during Citizens to be Heard since it lent itself to a debate and was not permitted under the Brown Act.

Roy Swearingen, Pinole, was also appalled at what he had seen during the Finance Subcommittee meeting and the fact the Mayor Pro Tem had taken liberties using the City as a backdrop for his own personal campaign, which should be reported to the Fair Political Practices Commission (FPPC).

Ivette Rico, Pinole, identified herself as the Chair of Pinole for Fair Government, and reported a community conversation had been scheduled for April 23, 2022 at the Community Playhouse, with the Chief of Police the special guest. The doors would open at Noon and the presentation would begin at 1:00 p.m. and end at 2:00 p.m., with a half hour question and answer session. Dates for future community conversations had been scheduled for May 7, May 21, June 11, June 18, July 9, and July 18 with meeting locations, guest speakers and meeting facilitators identified. Everyone was invited to attend with all participants asked to wear masks.

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY ANNOUNCEMENTS

A. Proclamations

1. Recognizing Education and Sharing Day

The City Council read into the record a proclamation recognizing April 12, 2022 as Education and Sharing Day.

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, thanked the City Council for the impressive proclamation.

PUBLIC COMMENTS CLOSED

2. Recognition for Lorraine Hartnett in the Event of her Retirement.

The City Council read into the record a proclamation recognizing Lorraine Hartnett in the event of her retirement.

Lorraine Hartnett, speaking from the audience, thanked the City Council for the proclamation.

In addition to the City Council, Roy Swearingen, City Treasurer; City Manager Murray; City Attorney Casher; Deputy City Clerk Stone and City Clerk Bell expressed their appreciation to Ms. Hartnett for her calming presence and professionalism, wished her well on her retirement, stated she would be missed, and presented her with gifts of appreciation.

PUBLIC COMMENTS OPENED

Cordell Hindler, Richmond, commended Ms. Hartnett for an outstanding job for the City of Pinole, was pleased she was being recognized, wished her well on her retirement, and read a quote from Martin Luther King Jr. into the record.

Rafael Menis, Pinole, agreed with the commendations and suggested Ms. Hartnett's role had been fundamentally hidden from the public which had been unaware of her accomplishments. He suggested Ms. Hartnett made the City better through her personal character, kindness, punctuality, ability to keep everyone on track while at the same time not being unduly negative. He found the City would be losing a great deal with her retirement.

Ivette Rico, Pinole, also commended and recognized the dedication of Ms. Hartnett which was not easily replicated. She wished her well on her retirement.

PUBLIC COMMENTS CLOSED

B. Presentations

1. Community Science Project Presentation by Ann Moriarty, Friends of Pinole Creek Watershed and Dr. Win Cowger, Moore Institute for Plastic Pollution Research

Ann Moriarty, Friends of Pinole Creek Watershed and Dr. Win Cowger, Moore Institute for Plastic Pollution Research, provided a PowerPoint presentation of the results of the Community Science project, "Engaging Community to Protect the Pinole Creek Watershed: Assessment of trash impacts to promote a thriving ecosystem," which included an overview of the community science trash assessment project that engaged the community via multiple partnerships leading to policy and action to reduce trash in Pinole Creek. Community partners for the project were identified with the City of Pinole having collaborated and would continue to collaborate through expediting permitting and waiving fees, providing dumpsters at the City's Corporation yard, geographic

information system (GIS) maps, allowing for staff time, publicizing events, making policy interventions based on findings and funding future assessments.

Dr. Cowger detailed the scientific methodology used pursuant to the California Trash Monitoring Methods and Assessments Playbook and walked through the randomized site choice along the main stem of the creek. The findings of single use food trash found at the study sites by volume and distance to the Bay, and cigarette-related items that were also prevalent in the City limits and trash hot spots were highlighted. An estimated 264 thirty-five gallon trash bins worth of trash had been collected in the creek. While the data had shown that the City was close to completely cleaning the creek, more investment was needed to make Pinole Creek the cleanest creek in the Bay Area. Investments included resource commitment via maintenance crews and staff time, trash capture devices, cleanups and service days, use of a sweeper truck, Pinole Beautification Ad Hoc Committee recommendations and a ban on Styrofoam, and consideration of future implementation.

Policies and actions the community recommended included developing and/or updating city food-packaging and cigarette ordinances; identifying high trash areas of concern and addressing problems; creating a city-owned trash bin inventory; using data to inform new trash bin locations in areas of concern; initiating monthly trash cleanups and harnessing the power of community groups; instituting an “Adopt-a-Street” or “Adopt-a-Spot” Program (Create Pinole Creek Allies); initiating litter-awareness outreach and educational programs in schools and communities (creative media campaign); and funding a follow-up trash assessment in five years (2026).

Ms. Moriarty recognized that this was a long-term community and science collaboration with Friends of Pinole Creek committed to following up with the community, the City Council and staff to protect the Pinole Creek Watershed.

PUBLIC COMMENTS OPENED

Itzel Gomez, Program Coordinator, Earth Team, Pinole Valley High School, and a resident of San Pablo, reported she had been working with students at Pinole Valley High School for about four years. She emphasized the importance of cities to provide safe and clean access to outdoor spaces such as Pinole Creek, a wonderful and natural resource with bio diversity.

Terrence Clark Tecala, intern, Pinole Valley High School Earth Team, reported that Earth Team had conducted a number of assessments of Pinole Creek, detailed the trash collected and agreed a lot more could be done as described in the PowerPoint presentation.

Victoria Espinosa, intern, Pinole Valley High School Earth Team, commented that with the lower water levels the creek water was not as clean as it should be in that it was full of debris. She emphasized the importance of the creek and keeping it clean.

Randy Snook, intern, Pinole Valley High School Earth Team, highlighted his participation during Earth Team events, and commented on the foundation of sciences and cultures that were complex and must be preserved. He trusted the City Council to solve those issues alongside the volunteer efforts and to move towards progressiveness and collaboration. He emphasized the need to consider the overall environmental footprint and urged the City Council to become aware of these problems since the impacts were too great to overlook.

Rafael Menis, Pinole, praised all of the groups involved in the data gathering for the Community Sciences project. He commented that the charts in the PowerPoint presentation were logarithmic and as one goes higher there was an order of magnitude change which may influence how the charts were interpreted. He asked the City Council to consider implementing the recommended policies and actions as soon as possible.

Angela Dagrit, intern, Pinole Valley High School Earth Team, spoke to the benefits of Earth Team and highlighted its participation in litter cleanups and creek assessments. Earth Team was also working on science projects for a network and organization that helped connect people worldwide to help the environment. She detailed how collected trash had been analyzed to determine the impacts from trash on the creek water. The results showed that the trash was very harmful to the creek.

Nicole Castillo, intern, Pinole Valley High School Earth Team, found tranquility and peacefulness being outdoors but it was challenging to have that enjoyment at Pinole Creek due to the litter. She urged the City Council to fund and increase the number of community-based litter cleanups and to raise awareness of the efforts to clean up the creek.

Derek Manahan, intern, Pinole Valley High School Earth Team, detailed the benefits of his participation in Earth Team, suggested that many people littered since they were unaware of the effects on Pinole Creek and the community as a whole, and stated more should be done to increase the visibility of the creek.

Vannapa Dovangphrachanh,, intern, Pinole Valley High School Earth Team, identified the types of debris left in the creek, and litter left below the surface which impacted the environment and natural wildlife habitat. She suggested that Pinole Creek needed more protections to preserve the City's ecosystems.

Natalie Szumlas, intern, Pinole Valley High School Earth Team, also detailed the benefits of being a member of Earth Team and commented on the number of community activities in which she had participated.

Mayor Salimi thanked all students for their participation.

Cordell Hindler, Richmond, was impressed with the students' comments. He had visited Point Pinole on occasion, agreed it was a nice place to enjoy nature, but the litter was frustrating. He agreed that more creek cleanups should be funded by the City.

Tony Vossbrink, Pinole, thanked Friends of Pinole Creek for all the efforts. He agreed more creek cleanups should be funded and scheduled but asked whether or not any microfiber, polyethylene or Styrofoam studies had been done and whether or not the City could impose a user tax on restaurants. He also commented that the sand bags the City used during inclement weather consisted of plastic polyethylene which broke down into microfibers and could go into the creek. He noted that some cities had converted to the use of burlap bags for sand bag stations. Also, while there were open trash bins all over the City, new multiuse recyclable trash bins were to have been installed.

Paula Jarvis, Pinole, a resident of Old Town, commented that Pinole Creek had always been important for recreation, fitness and a connection to nature. She too commended all of the

students for their comments and emphasized how impactful their involvement had been for this project. She encouraged the City Council to extend an invitation to protect local resources whenever possible to continue to build a sense of ownership and pride.

PUBLIC COMMENTS CLOSED

Council member Tave commended the civic engagement and passion of the students present. He clarified with Dr. Cowger, that more research needed to be done for the identified hot spots to determine why litter continued to be an issue, particularly at the Caltrans off and on-ramps, which site had total capture but remained dirty. He also clarified that wet and dry weather data had shown similar concentrations at the sites.

Council member Martinez-Rubin appreciated all comments and the acknowledgement that keeping the creek clean was the responsibility of everyone not just the City Council and community members. She clarified with Dr. Cowger there were no acceptable levels of trash versus significant levels of trash, with a policy for completely clean creeks. Also, despite the higher levels of trash, there was the possibility of reducing the levels if everyone did their share.

Ms. Moriarty stated that Pinole Creek was part of a larger ecosystem that included not just what was seen in the biotic environment but humans, and not just looking at the health of the creek but included the entire community beyond the creek and what it meant to everyone.

Mayor Pro Tem Murphy appreciated the focus on all of the data and the leadership of Friends of Pinole Creek and the Moore Institute for Plastic Pollution Research. He also thanked all of the students and the public for their comments and their patriotism for the community and urged them to continue to challenge the City to work as a partner, consider new ideas, and show up. He referenced the use of The Balancing Act Tool to provide assistance in making funding decisions that was available on the City website, and encouraged the students to get the word out in the community since it would help the City Council to prioritize its next steps.

Council member Toms also thanked Ms. Moriarty and Mr. Cowger for their leadership and all students for their participation. She asked that any future assessment consider other funding opportunities including Department of Fish and Wildlife grants. She also asked that the City Council direct the Municipal Code Update Subcommittee to review the proposed recommendations. She added that on Sunday, April 24, 2022, Pinole Rotary Club would be holding a community cleanup at 1:30 p.m. meeting at the Collins Elementary School parking lot. She suggested an additional recommendation be included with a request that Caltrans install some type of trash capture fence along the on and off-ramps to address the trash migrating down the slope and into the creek.

By consensus, the City Council endorsed the policies and recommendations identified in the PowerPoint presentation to be forwarded to the Municipal Code Update Subcommittee for discussion, although City Attorney Casher explained that the item had not been agendaized for action but could be considered as a future agenda item.

Ms. Moriarty thanked the City Council and took the opportunity to present each Council member with T-shirts promoting the project and also thanked City staff for their assistance with a stack of additional T-shirts provided to the City Manager for distribution.

City Clerk Bell reported that all PowerPoint presentations for this meeting had been posted on the City's website.

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 March 29, 2022 Special Meeting and the April 5, 2022 Regular Meeting.
- B. Receive the April 2, 2022 – April 15, 2022 List of Warrants in the Amount of \$315,832.25 and the April 15, 2022 Payroll in the Amount of \$486,968.11.
- C. Approve An Amendment to the Employment Agreement for the City Clerk [**Action: Adopt Resolution per Staff Recommendation (Shell)**]
- D. Authorize the City Manager to Implement a Recruitment Incentive Program [**Action: Adopt Resolution per Staff Recommendation (Shell)**]
- E. Letter of Support for Assembly Bill (AB) 1944 [**Action: Approve Letter of Support per Staff Recommendation (Casher)**]
- F. Letter of Support for Assembly Bill (AB) 1814 Regarding Investments in EV Charging [**Action: Approve Letter of Support per Staff Recommendation (Mishra)**]

Mayor Salimi reported pursuant to Government Code Section 54953(c)(3), Item 9C included a recommendation to approve an amendment to the Employment Agreement for the City Clerk for a three-year term extension, with a 5 percent merit increase, 5 percent market equity adjustment and other benefit enhancements to the Employment Agreement for the City Clerk, with the amendment to result in an increase of payroll and benefit costs of \$26,286 during Fiscal Year 2021/22, to be absorbed into the Department's current allocated budget.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, referenced Item 9C and praised the City Clerk for her hard work on behalf of the City and stated her merit increase was deserved. Assuming the City Council approved the item and the City Clerk's salary increased as shown in the staff report, he asked how far below the market median her pay rate would be. As to Item 9D, he noted that although the recruitment incentives may rise up to 20 percent of the first year's income, Page 52 of 221 of the staff report stated that neither a signing bonus, referral bonus nor retirement portion of any relocation assistance benefit would be treated as reportable income for the purpose of any City-provided benefit program including retirement, and therefore the incentives would not lead to ongoing pension costs. As to Item 9F, he urged the City Council to send a Letter of Support for AB 1814.

Mayor Salimi advised that City staff would reply to Mr. Menis' comments via email.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council member Toms/Mayor Pro Tem Murphy to Approve Consent Calendar Items 9A through 9F, as shown.

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

10. PUBLIC HEARINGS

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

- A. Conduct First Reading of Ordinance Adopting a Military Equipment Use Policy and Adding Chapter 2.60 to the Pinole Municipal Code in Compliance with AB 481
[Action: Conduct Public Hearing and Approve First Reading of Ordinance (Casher)]

Mayor Pro Tem Murphy asked that the item be tabled to a future meeting, and Mayor Salimi clarified after speaking with the Mayor Pro Tem that his request to table was to allow more time for a discussion.

Council member Toms commented that the public hearing could be opened, staff allowed to make a presentation and have discussion, and if the item must be tabled it could be done at that time.

City Attorney Casher reported that state law required the City to start the initiation of the Military Equipment Use Policy and Add Chapter 2.60 to the Pinole Municipal Code in compliance with AB 481 by May 1, 2022. The next regular City Council meeting was scheduled for May 3, 2022 and it was appropriate to have a discussion on the first reading of the ordinance. A subsequent second reading would allow for additional discussion and public comment.

City Attorney Casher provided a PowerPoint presentation which included an overview of AB 481, Military Equipment, Funding, Acquisition and Use, and which required law enforcement agencies' governing bodies to adopt a written military equipment use policy by ordinance prior to the acquisition and use of any military equipment, and the approval of such a policy for the continued use of any existing military equipment. An overview of Pinole Police Department Policy #707 was also provided with all information in the April 19, 2022 staff report. He added the Municipal Code Update Subcommittee had reviewed and recommended approval of the ordinance on April 11, 2022.

Chief of Police Neil Gang emphasized that protecting and serving the community was paramount with the needs of the community essential and with the Police Department sensitive to the

community's concerns with such equipment, although this equipment was needed and necessary for the preservation of life.

Pinole Police Department Operations Lieutenant Jeremy Crone also emphasized the primary objective was the preservation of life with part of the core tenets and values, accountability and transparency, the guiding light in the way the policy had been written. The PowerPoint presentation provided an overview of the background and requirements of AB 481, and Pinole Police Department Policy #707. He highlighted the Pinole Police Department's military equipment and uses per AB 481 and the approval and timeline of the ordinance.

PUBLIC HEARING OPENED

Rafael Menis, Pinole, thanked the Pinole Police Department for working with staff to prepare the ordinance with transparency a key core of city government with how the City was using its resources building trust in the community. He asked why the Police Department required a rifle per police officer but only needed one or two of the pepper guns and bean bag shot guns for crowd control, since non-lethal force should be considered rather than the lethal force a gun would provide to each individual officer. He expressed his appreciation to the Police Chief for having reached out to him to answer questions he and other members of the community had with respect to the use of the Mine Resistant Ambush Protected Vehicle (MRAP), Emergency Rescue Vehicle (ERV).

Debbie Long, Pinole, reminded everyone the Police Department was not an island unto itself and while some may believe that the military equipment that had been identified was not necessary, it was necessary because it included all of Contra Costa County when the Police Department got the call to work cooperatively with other agencies. Referring to the private conversation the Mayor had with the Mayor Pro Tem in the middle of the meeting, she suggested that conversation should have been open to the public since it was part of the meeting. She asked why the Mayor Pro Tem opposed moving forward with the public hearing at this time.

Bob Kopp, Pinole, was pleased the Pinole Police Department had a MRAP ERV which could be used in the event of a riot situation and which could be used by other agencies. He understood the MRAP ERV required little maintenance and offered protection to the Police Department and Pinole citizens.

PUBLIC HEARING CLOSED

Mayor Pro Tem Murphy explained that he had requested the item be tabled to allow more time for discussion and had been unaware of the May 1 deadline. He clarified with the Police Chief the cost of maintaining the military equipment with the acquisition costs of the MRAP ERV was less than \$10,000 and less than \$500 in annual maintenance costs.

Lieutenant Crone detailed the maintenance costs which were soft costs. Between all of the equipment, the annual maintenance costs would be \$3,000 to \$5,000.

Mayor Pro Tem Murphy understood the intent of AB 481, which was focused around transparency. If the ordinance was adopted, the state required an annual review process and he asked about the next steps.

Lieutenant Crone explained as the Operations Manager he would be the coordinator for this new policy. Part of the annual review would include an outline of current military equipment and any proposed changes to that equipment. Any complaints received regarding the use of the military equipment and how those issues were resolved would go hand-in-hand with the budget process to prepare for the current fiscal year and years in the future.

Police Chief Gang added that any new technology to be acquired or which the Police Department desired to acquire would also be part of the annual reporting and be shared with the City Council.

Mayor Pro Tem Murphy was challenged by the local and national violence occurring and the militarization of Police Departments, which was part of a culture many in the community were of the opinion should be challenged. He detailed the findings the City Council must make to adopt the ordinance, as shown on Page 80 of 221 of the staff report, which findings could be nuanced. He asked the Police Chief how to create a space where those findings involved an open and living conversation.

Police Chief Gang reiterated the Pinole Police Department was responsible for the safety and security of all residents. While there was a national narrative, it had painted the police with a broad stroke which was unfair and not commensurate with the local level of policing. The MRAP ERV would not be used for any proactive policing and concerns with the use of this equipment was when the equipment was being used proactively. As an example, in the event of an active shooter at a school, the Police Department needed a vehicle to rescue people safely and the MRAP ERV provided the capacity to bring people out of a situation safely and was only used for life saving measures.

Police Chief Gang was unaware what other communities had done with respect to community engagement on the use of military equipment and meeting AB 481, but he imagined some communities had oversight committees.

City Attorney Casher acknowledged some communities had oversight police committees. He noted that Section 707.8, Community Engagement, of Attachment B, Military Equipment Funding, Acquisition and Use Policy, required *within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.*

Council member Martinez-Rubin suggested safety to the public and the Police Department was important. She found the equipment ancillary to prevent the types of injuries and events that may happen in Pinole. She was pleased to see there was some criteria in place on the use of such equipment, with safeguards and cost effectiveness, reasonableness of use and fiscal impacts all considered. She thanked the Police Department in advance for putting the policy in place for review and acknowledged the intent to do the best possible for the City of Pinole. She also found the City had to care about what was happening in other communities given boundaries were crossed and the crime statistics reported over time bore that out.

Council member Tave recognized this was not an easy topic, there had been many concerns in the community but it was important for the community to understand how and why some of the equipment such as the MRAP ERV was being used. He asked the Police Chief to provide clarification whether other agencies used the equipment, detail the training involved in its use,

whether the equipment would be considered a regional asset and whether there was an agreement in place for its use.

Police Chief Gang clarified the MRAP ERV was a regional asset, part of a Memorandum of Understanding (MOU) throughout the County to be utilized with other organizations as a rescue vehicle, as needed. In terms of training, he commented there had been some challenges over the past two years due to the pandemic with much of the training done online with two additional persons requested to provide real time training.

Lieutenant Crone emphasized that training was paramount and critical for the MRAP ERV and only those trained would operate the equipment. He provided an overview of Section 707.6, Coordination with Other Jurisdictions as shown in Attachment B to the staff report, and while the equipment may be used regionally it would be under the City's policy control and guidelines. That was part of the trust that the equipment would only be used within the guidelines set forth and as approved by the City Council.

Police Chief Gang added that proactive entry vehicles were smaller and more maneuverable, and the MRAP ERV was only obtained for one purpose, to rescue people due to a multitude of reasons and to remove people safely.

Lieutenant Crone also clarified the semiautomatic rifles and ammunition and commented that each rifle was made into each officer, with the rifle set to that officer's standards and sighting with the purpose of the rifle to offer precision and safe engagement. The less lethal options that had been identified in the PowerPoint presentation were the only items required by AB 481 to be disclosed, in that every officer was issued pepper spray, a Taser and constraint device as less lethal options. Shot guns and pepper balls were not precision weapons and deployed with the patrol team. Also, officers could not use all equipment at once while an officer may be using the equipment, other officers have to be engaged in either apprehension or coverage operations to ensure total safety.

As to the statistics for the employment of the military equipment identified, Police Chief Gang explained he would have to research the data to provide accurate information when the equipment had been deployed. He clarified the Pinole Police Department was not creating a new program in response to AB 481, it already had policies in place. AB 481 was a national policy but would be fine-tuned to Pinole's expectations.

Mayor Salimi understood the MRAP ERV was a tool to save lives and it was better to have it and not use it rather than not have it and need it.

Council member Toms understood the Pinole Police Department provided mutual aid to other agencies with the MRAP ERV an asset the Pinole Police Department may be called upon to provide. As part of the annual reporting requirement under AB 481 and in addition to what was required, she wanted to see data when the equipment was deployed either for an incident or exercise and what other equipment from other agencies had been deployed for Pinole's benefit.

City Attorney Casher reiterated this was the first reading of the ordinance. The ordinance would not go into effect until 30 days from the approval date at the second reading scheduled for the regular City Council meeting of May 3, 2022, to be agendized as a consent item.

ACTION: Motion by Council member Martinez-Rubin/Toms to conduct a first reading of an ordinance adopting a Military Equipment Use Policy and Adding Chapter 2.60 to the Pinole Municipal Code in Compliance with AB 48.

Vote: Passed 4-0-1
 Ayes: Salimi, Martinez-Rubin, Tave, Toms
 Noes: None
 Abstain: Murphy
 Absent: None

11. OLD BUSINESS

A. Fire Department Update [Action: Receive and File Report (Wynkoop)]

Fire Chief Chris Wynkoop provided a PowerPoint presentation of the Fire Department Update, and highlighted three strategies he had recommended including adding an Administrative Fire Captain position, transitioning from a contract Fire Inspector to a sworn Fire Prevention Captain, and return to the City Council with an update regarding a return to the 15 frontline staff deployed as an engine-squad-model from Station 73 or contract for service/integration with the Contra Costa County Fire Protection District (Con Fire).

The Administrative Fire Captain position had been added in February 2022 to address deficient managerial and administrative functions to support the City's Strategic Plan goal to create and maintain a high-performance Pinole through optimizing efficiencies. As part of the added position, significant dividends had been realized including implementation of a recognized industry best practice narcotics tracking software (PSTrax), establishment of an electronic daily staffing application (Vector Scheduling), initiation of a Department cost recovery program, and City of Pinole representation at the County-level fire operations and Emergency Medical Services (EMS) meetings. Additional duties of the Administrative Fire Captain were also highlighted.

The Fire Prevention Captain was chosen for assignment in February 2022. The Fire Prevention Captain had been reassigned to Engine 73 due to operational needs and the Captain's promotional exam had been scheduled for June 2022, when a new Fire Prevention Captain would be assigned. The fire prevention services would continue to be offered through the Department's contract Fire Inspector.

Fire Chief Wynkoop reported the third strategy had been to return to the City Council with an update on returning to the staffing configuration prior to the original opening of Station 74 in 2003 (15 frontline staff deployed as an engine-squad-model from Station 73) or engage in discussions with Con Fire about a contract for service/integration through which Station 74 could be reopened. Since some potential opportunities existed due to Measure X and given consolidation discussions among other agencies, City staff recommended a return to the City Council in the third quarter of Fiscal Year 2021/22 with a clearer picture as to how Con Fire and the Pinole Fire Department may most effectively collaborate. He noted since that time Measure X funds had been allocated to Con Fire for fire service fortification countywide under their superintendence.

Fire Chief Wynkoop explained in May 2021, the Contra Costa County Executive Fire Chiefs presented a request to the County Measure X Advisory Board for funding to reopen five closed fire stations including Pinole Fire Station 74, and add 45 firefighters countywide. He detailed the City's efforts in support of the County Fire Chiefs proposal. In November 2021, the Contra Costa

County Board of Supervisors (BOS) approved the County Fire Chiefs request with \$2 million annually plus annual adjustments allocated toward reopening Fire Station 74 under an integrative agreement with Con Fire. With the City Council approval, the City initiated discussions with Con Fire regarding a contract for service whereby the City's budgetary contribution subsidized by the \$2 million Measure X allocation would enable both Stations 73 and 74 to be fully staffed and operational under Con Fire's superintendence. It was anticipated that the City's contribution would be comparable to that which it currently budgeted to operate one station.

In terms of the timeline, Fire Chief Wynkoop explained that once tentative contract terms were agreed upon, an independent fiscal analysis service plan and letter of agreement from the labor group and resolution of City Council support would need to be submitted with the contract to the Local Agency Formation Commission (LAFCO) for approval. The anticipated timeline for the completion of the contract and LAFCO submission/approval was fall of 2022, with an estimated implementation to include the reopening of Station 74 in late winter/early spring 2023. It was the City's intent to negotiate a contract with Con Fire through which Pinole was served by two fully staffed fire stations for a cost comparable to what was currently being budgeted for a single station.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, thanked the Fire Chief for the updates as presented and having actual concrete details rather than assumptions. He also thanked everyone involved in obtaining BOS approval to allocate Measure X funds, including the BOS, County staff, County Fire Chiefs, those who voted in support of Measure X and City officials along with those who supported the Measure X fire funding allocation that would allow Fire Station 74 to reopen.

Debbie Long, Pinole, commented that while she was not opposed to partnering with Con Fire and the County, but this may not be simply a contract for services. With the \$2 million in Measure X funds, it meant that Con Fire would essentially take over all fire personnel labor. The City would still be responsible for the cost of maintenance and upgrades for its stations and all equipment including maintenance and replacement and current retiree pensions and unfunded liabilities for future pensions associated with the Fire Department. Labor costs for firefighters in the County far exceed what Pinole had and there would be costs for an additional fire station and additional labor costs for the entire Fire Department along with costs for unfunded liability and the BOS as members of Con Fire. She questioned staff's assertion that the current budget coupled with the additional money from the County would not only cover the reopening of Fire Station 74 but all the other costs associated with the Fire Department.

If the contract to reopen Fire Station 74 kept employees under the City umbrella, Ms. Long would fully support the reopening of Fire Station 74 making services more available within the City and it would improve Battalion 7. As a condition of receiving money, Fire Station 73 would be more easily able to be dispatched along the entire San Pablo Avenue Corridor with Rodeo-Hercules Fire Department and Con Fire had recently confirmed there was not a need for another station in their district. If Fire Station 74 was reopened, Fire Station 73 could easily be the primary dispatch from Sycamore Drive in Hercules to as far as Montalvin Manor and include the in between neighborhoods of Montara Bay and Tara Hills, all County jurisdictions underserved by the County Fire Department.

Ms. Long cited calls for service she had kept, suggesting the County needed Pinole's services for at least and probably more than Pinole did, and noted that Fire Station 73 was the go-to engine for overspill in the Rodeo-Hercules Fire Department. She suggested that the Rodeo-Hercules Fire Department should be part of any contract, suggested at some point the City may not be able to pay for a labor contract, and if that happened an escape clause would be needed that would allow recruitment of firefighters again. She pointed out it was not that long ago the County had decided to unilaterally discontinue paying Pinole for services delivered to the unincorporated areas of Tara Hills, but the City still had to cover the area and she had information to support those claims.

Cordell Hindler, Richmond, supported the Fire Department update and looked forward to the Fire Department gaining additional personnel.

Vincent Wells, Union President, Local 1230, United Professional Firefighters of Contra Costa County Pinole, appreciated the Fire Department Update and the discussion about reopening Fire Station 74, which had been on his wish list for years since its closure. He thanked everyone involved in working to get the fire station reopened and those who supported the passage of Measure X which provided much needed funding for fire services. As to Battalion 7, he commented that everyone in that jurisdiction relied on their services and adding additional resources regardless of where it came from and who paid for it, and reopening the fire station benefitted the entire area whether one lived in Pinole, Hercules, Rodeo or the County. He stated that Local 1230 was very supportive of moving forward with everything it would take to reopen Fire Station 74 benefitting Pinole and beyond.

Irma Ruport, Pinole, also thanked the Fire Chief for all of the hard work to benefit the community. She also thanked the Pinole Fire Department and Contra Costa Supervisor John Gioia for considering the safety of Pinole residents and for supporting the reopening of Fire Station 74.

Bob Kopp, Pinole, commented that the City Council held meetings in the past to discuss the Fire Department and the Fire Department had paid thousands of dollars for an independent company to conduct a survey of the community's needs. He suggested the proposed contract under discussion was not consistent with the results of that survey which had not recommended the reopening of Fire Station 74. At that time, the cost difference with the County would have raised the costs to the City considerably.

Mayor Salimi stated the entire City Council was appreciative of the work of the Measure X Advisory Committee, Local 1230, members of the community and the BOS for allocating Measure X funds for much-needed fire services.

Council member Toms commented she had participated in numerous Measure X Advisory Committee meetings and was familiar with the concerns raised by East and West County representatives. She looked forward to reviewing the proposed contract and hoped they would have something they could all be proud of.

Mayor Pro Tem Murphy congratulated the new Fire Captain and thanked everyone who supported Measure X. He referenced a letter sent by the City Council to the Measure X Advisory Committee, detailed the contents of the letter, and asked the Fire Chief how funds would be used to provide diversity and inclusion in the workspace.

Fire Chief Wynkoop highlighted the countywide emphasis on hiring practices at the ground level and engaging communities that were underrepresented in fire services. There would be engagement at the school levels with fire services as an optional career path with more targeted recruiting to the underrepresented communities. As to the amount of funds to be utilized for that effort he would have to return with that information.

Mayor Pro Tem Murphy asked whether the fire stations were modified for current seismic standards, and Fire Chief Wynkoop suggested Fire Station 74 as a newer building would likely be up to seismic standards but he would have to check with the Public Works Department on seismic upgrades related to Fire Station 73.

Mayor Pro Tem Murphy commented the Finance Subcommittee had recently reviewed the Capital Improvement Plan (CIP) and discussed an Energy Audit. He asked whether Fire Station 74 would be included within that assessment.

City Manager Murray confirmed the funding for assessments would include Fire Station 74. He clarified the \$2 million allocated by the BOS in Measure X funds was specifically for collaboration for Pinole to reopen Fire Station 74 and none of the Measure X funds earmarked for Fire Station 74 were intended for facility energy upgrades where that funding would have to come from another funding source.

Mayor Pro Tem Murphy asked how often the City Council would be apprised of the status of contract negotiations, and Fire Chief Wynkoop expressed the willingness to provide updates as needed.

City Manager Murray clarified that they were not in negotiations at this time but sharing ideas and business points, with the City Council to consider a potential contract in fall 2022 with the reopening of Fire Station 74 in late winter/early spring 2023, as earlier reported.

Council member Martinez-Rubin asked for clarification of the statement that *it was the City's intent to negotiate a contract with Con Fire through which Pinole was served by two fully staffed fire stations for a cost comparable to which was currently being budgeted for a single station*. She also asked who would conduct the independent fiscal analysis and the term of the contract with integrated services with Con Fire.

Fire Chief Wynkoop explained that he had seen contracts in five-year increments. One of the items to be discussed in future joint meetings was the deliverables to LAFCO, division of taxes and timelines of the division and how much the collective team could take care of itself and what needed to be outsourced.

City Manager Murray noted there was a field of professional teams that conducted independent financial analyses for local agencies and for shared services and a lot of LAFCO processes required such an analysis with a standard model of what that analysis should look like.

Council member Martinez-Rubin wanted more information on the true costs by the time a contract was signed, and City Manager Murray commented that everyone was interested in getting an independent expert perspective on the topic and there were colleagues available who could provide resources on this effort. The independent analysis would be a key piece of information when deciding whether to proceed.

Fire Chief Wynkoop also clarified what had changed for the funding of the two fire stations in Pinole since the funding sources had changed. They were now considering a broader perspective with the efficiencies gained by doing this in a large scale which had economic advantages and which was different compared to prior efforts.

Council member Tave again clarified with Fire Chief Wynkoop, City Manager Murray, and City Attorney Casher the role and process of LAFCO in this effort and which process required the independent financial analysis. He also clarified with City Attorney Casher the process by which some of the deal points would be discussed as part of public meetings and staff was unaware of any issues at this time that would lend itself to a Closed Session.

Mayor Salimi thanked Fire Chief Wynkoop for his assistance and effort in getting the City of Pinole the \$2 million in Measure X funds. He also clarified with the Fire Chief a prior fire study had recommended that Fire Station 74 be reopened but the obstacle had been the funding source. The difference now was a sustainable funding source to reopen Fire Station 74. He asked the Fire Chief to opine how there would be sufficient funds to open two fire stations and have the staff to maintain those stations.

Fire Chief Wynkoop explained that some of the figures that had been discussed by the City Council and raised by the public were estimates provided by Con Fire as to the average costs to operate a fire station, estimated at \$3 million. He was confident whatever the difference may be it would not be significant to where they would not think it was a good idea to proceed.

Mayor Salimi asked the Fire Chief to opine on the public perception that if more ambulances were available two fire stations would not be needed, to which Fire Chief Wynkoop acknowledged that while ambulances provided a tremendous and necessary service, fire services entailed more than transportation of patients and EMS. Reopening Fire Station 74 would give proximity of fire stations to the community. He added that oftentimes fire personnel arrived prior to an ambulance and provided a plethora of services to the community.

Mayor Salimi asked if Fire Station 74 was reopened and if for any reason it could not be supported in the future, whether there was an escape clause associated with the contract that would allow Pinole to revert back to a prior process.

Fire Chief Wynkoop explained that would be one of the many things to be discussed and there would be standard clauses in the contract for unlikely situations.

The City Council again thanked the Fire Chief for the presentation.

12. NEW BUSINESS

- A. Receive Report on How the City Facilitates/Supports Community Events Organized by Private Organizations and Provide Direction as Appropriate **[Action: Receive Report and Provide Direction (Picazo)]**

Recreation Manager Maria Picazo provided a PowerPoint presentation on how the City Facilitates/Supports Community Events Organized by Private Organizations and provided examples of City support, which included facilitating the event organizer's application for City

permits, paying the cost of permits and rental fees on the organization's behalf, installing traffic barriers, providing additional garbage receptacles, garbage collection and post-event clean up and filming and televising events. City support also included providing audio/visual equipment, chairs, coordination and paying for portable toilets, providing additional public safety staffing and use of City facilities.

The process used prior to 2021, a pilot process and the creation of a special event permit process to be implemented in 2022/23 were all highlighted and detailed in the April 19, 2022 staff report. It was also clarified that \$100,000 had been allocated for community events.

Ms. Picazo explained when implementing the procedure that a specific City staff person serving as the single point of contact for private event organizers and appropriating funding specifically for City support of privately organized community events had been successful and an improvement over the prior ad hoc process; however, the City still lacked detailed policies regarding what forms and amount of support it could provide to privately organized community events. She recommended the Community Services Department draft such policies for City Council consideration subsequent to the arrival of the new Community Services Director.

PUBLIC COMMENTS OPENED

Bob Kopp, Pinole, reported the Car Show Committee had given the City almost \$8,000 in 2019 to be used for Pinole TV and the Pinole Police Department for the Explorers. In 2020, the event had been canceled and in 2021 monies raised had been divided between Pinole TV and the Senior Center. The Car Show was a long-time event for Pinole, had been very successful, and was expected to be successful in 2022 due to the sponsors involved and events planned to be held. The Car Show was scheduled for the last Sunday in the month of June. He noted that all of the 2022 event permits and fees had been paid and he welcomed any questions from the City Council about the event.

Responding to the Council, Mr. Kopp again clarified the monetary contributions provided to the City over the last three years with the event having been very successful for the nearby businesses bringing a lot of people into Old Town from Pinole and all over the region. He suggested the Car Show was the largest event in the City of Pinole. He added that with the assistance of the Pinole Police Department, there had not been backups on Pinole Valley Road the day of the event when the Public Works Department had also provided assistance.

Rafael Menis, Pinole, suggested it would be a good idea to refer the recommended policies to the Community Services Commission prior to consideration by the City Council.

Cordell Hindler, Richmond, agreed the City Council should refer the recommended policies to the Community Services Commission prior to consideration by the City Council and not wait until a new Community Services Director was employed.

PUBLIC COMMENTS CLOSED

Council member Martinez-Rubin liked the idea of having the Community Services Commission weigh-in on the recommended policies with the new Community Services Director to provide input on what a guidance document should include given that person's involvement in other cities. She asked that a volunteer log sheet be created with the goal of documenting the non-profit

organizations that would collaborate with the City on community events, and uniformly log-in pieces of information such as number of volunteers, volunteer hours over the different phases required for a volunteer group to spend on planning, promoting, publicizing and distributing promotional materials, recruitment, training and implementation of the event so that when the City sought community-oriented grants that information would be available.

Council member Martinez-Rubin commented as an example for the Car Show, the City could use that information to review the costs the City would bear with some documentation on the actual labor involved and the associated non-monetary benefits.

Mayor Pro Tem Murphy was pleased the City would have a liaison role between the private organizations and the Recreation Manager to facilitate existing events and plan for new events, particularly if the City were to implement a new policy. He agreed the Community Services Commission should review the recommended policies which could be done before a new Community Services Director was in place.

In terms of data collection, Mayor Pro Tem Murphy wanted to see it done in such a way to protect private citizens. He encouraged the idea of potentially considering the data collection around attendance numbers in working with the private organizations to learn the number and who was attending the events, such as whether or not attendees lived in Pinole. Accessibility information derived from certain areas that may be more accessible would also be a great next step and should be considered as part of a new Special Event Permit process.

Council member Toms thanked Mr. Kopp for his ongoing work with the Car Show. She commented she had participated in many of the community events identified. She too supported the staff recommendation to be considered by the Community Services Commission, with those volunteers who served on the Commission to benefit from that review prior to City Council consideration.

Mayor Salimi understood the recommendation from the City Council was to have the Community Services Commission consider the staff recommendation and consider the creation of a tracking spreadsheet as described. He asked the City Manager to provide direction on the next step.

City Manager Murray explained that the City was diverse with different types of privately coordinated community events with the Car Show the largest event. He expected the Community Services Commission and new Community Services Director would recommend a more fine-grained policy for City Council consideration. The City Council had budgeted \$100,000 for community events, different from the monies budgeted for City-organized events, such as the Easter Egg Hunt and National Night Out, as examples. There was no action as part of this agenda item, which was a presentation on the pilot program and the staff recommendation for City staff to return with a more detailed set of recommendations on policies. Staff supported a recommendation for the Community Services Commission to consider the staff recommendation.

Council member Toms offered a motion seconded by Mayor Pro Tem Murphy to provide direction to staff to develop a policy for how the City facilitates/supports community events organized by private organizations to go through the Community Services Commission prior to coming to the City Council, with the City to work with the volunteer organizations to collect data for the hours of volunteer time and include what tasks they were working on, and for volunteers or staff to collect demographic information on attendees and city of origin, where feasible.

On the motion, Council member Martinez-Rubin agreed with the motion as stated but clarified she did not want to make the collection of data to be so burdensome it would become an additional step. She recognized they were working with volunteers and there was a need to document their effort to the extent possible to enhance existing programming.

City Attorney Casher clarified in response to the Mayor who wished to re-open public comment, there was an active motion and second on the floor but the motion could be tabled.

Council member Toms asked that the City Council move forward. A policy was not being approved at this time in that direction was being provided, with the issue to go through the Community Services Commission where more input would be provided.

ACTION: Motion by Council member Toms/Mayor Pro Tem Murphy to provide direction to staff to develop a policy for how the City facilitates/supports community events organized by private organizations to go through the Community Services Commission prior to coming to the City Council, with the City to work with the volunteer organizations to collect data for the hours of volunteer time and include what tasks they were working on, and volunteers or staff to collect demographic information on attendees and city of origin, where feasible.

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

Mayor Salimi re-opened public comment at this time.

Bob Kopp, Pinole, commented there had been a program in place for 25 plus years for the Car Show and everything had run smoothly. He questioned asking volunteers to track information on top of the volunteer work already required and placing more rules and regulations which may result in the loss of the Car Show. He added the Community Services Commission had not expressed an interest in becoming involved with the Car Show which staff could attest. He reiterated that all permits and fees for the event for this year had been paid and he questioned the imposition of additional unnecessary regulations. He did not oppose a City Council desire to track attendees but he did not like the motion which further complicated the situation.

Council member Toms clarified her motion, as stated. No policy was being approved at this time. The Community Services Commission would review the proposed policy and concerns related to an additional burden would be addressed when the item came back to the City Council.

**B. Overview of the History and Activities of Pinole Community Television (PCTV)
[Action: Receive and File Report (Murray)]**

Pinole Community Television Coordinator David Snell provided a PowerPoint presentation which included an overview of the history and activities of Pinole Community Television (PCTV) and which highlighted PCTV's content. That content included programs about City services including local public safety information; community festivals and neighborhood events; City government

meetings; local business news and information; local arts, history and culture; local health and wellness programs; programs about local organizations and clubs, gardening programs, courses from area colleges and universities, senior citizen activities and concerns, local sports and recreational activities, Board of Education meetings, programs about schools and school activities and student production programs. The Digital Infrastructure and Video Competition Act of 2006 (DIVCA) was also highlighted.

Mr. Snell reported as a result of the recession, in 2011 PCTV's budget had been reduced, with staff reduced to two full-time employees. In Fiscal Year 2016/17 the City established new rates for organizations that wanted to have their local events broadcast on PCTV. As a result, local organizations discontinued having their local events broadcast on PCTV. In Fiscal Year 2021/22, the City expected to collect \$302,972 in franchise fees from Xfinity and AT&T, with \$250,000 having been budgeted for the General Fund and \$52,972 budgeted for PCTV. The City also expected to collect \$50,500 in public, educational and government access (PEG) fees. PCTV had budgeted for two full-time employees and two part-time employees and currently had contracts to film and produce in-person or hybrid City Council meetings for the cities of El Cerrito, Benicia and Vallejo. He explained when those bodies returned to a hybrid or to in-person meetings, significant PCTV staff would be required.

Mr. Snell went on to explain that PCTV was a minimal operation, some equipment replacement plans had been delayed which required additional staff time in content and data management and which further impacted the staffing shortage. He also highlighted new developments as part of AB 2635 which may lead to PEG operations in the state being offered in High Definition (HD), which would greatly improve the resolution and quality of the video delivered to viewers but which required some equipment upgrades to broadcast content in HD. At this time, he provided short snippets of videos to illustrate some of the synergy and content broadcast on PCTV.

City Manager Murray explained that this was an information item only at the request of the City Council as a future agenda item to provide an overview of the history and activities of PCTV. No action was asked of the City Council at this time.

PUBLIC COMMENTS OPENED

Rafael Menis, Pinole, asked for clarification on the PEG funding along with the City's funding of PCTV and what level of funding was needed to bring PCTV to the level desired to address the anticipated increase in the work load in the near future. If PCTV was to be funded, he asked of the costs for upgrades on the production end to allow the station to broadcast and what requests, if any, PCTV would make at this time to address its needs.

Cordell Hindler, Richmond, appreciated the comprehensive update on PCTV, understood that additional staffing was needed once in-person meetings restarted, and hoped that PCTV would be present for National Night Out.

Irma Ruport, Pinole, asked that Mr. Snell be designated as the Director of PCTV. She appreciated his background and expertise and asked the City Council to provide Mr. Snell with what was needed to improve PCTV. She also asked that the rules and regulations be stated for those in the community who wanted to use PCTV.

Council member Toms asked during the budget discussions that estimates be provided on equipment needed to be acquired consistent with AB 2635. She understood that volunteers or sponsorships had filmed various community events/sports activities in the past and that some members of the high school community had requested that filming community events and sports activities be continued. She asked that the cost of doing so be identified in the Fiscal Year 2022/23 budget in terms of what PCTV needed in order to return to prior services levels.

Mayor Pro Tem Murphy wanted to see PCTV budget recommendations related to staffing and how the livestream of PCTV could be posted on the City's Facebook page. He also wanted more information on the rates for organizations that wanted to utilize PCTV to film events and activities.

Mr. Snell reported that PCTV was now livestreaming on YouTube and could also broadcast on Facebook if that was the direction of the City Council. As to the rates for community events, in past years there had been no charge imposed since PCTV had been a free public access production with staffing comprised of volunteers, but that had been previous to the recession and the loss of the Redevelopment Agency. Given the accumulation of those losses, reductions had to be made and the rates that should be charged for community events had been revisited with no special rate for friends and families. As a result, the rates for clients had become burdensome for some such as Pinole Valley High School, which no longer televised its graduation ceremonies.

Mr. Snell also clarified, when asked, there was no budget or process started to update the 2003 PCTV Business Plan or to consider a community survey. Due to DIVCA, the immediate need for a community survey was not as prevalent as in past years. There was no current standard for PCTV to film community events, which was the judgment of the City coordinator with the intent to provide equal and fair representation when requests were made. Again, following the recession, PCTV was too constrained to film all community events and most events shut down from PCTV's participation.

Council member Martinez-Rubin asked how PCTV's involvement could follow the larger goals in the Strategic Plan, which could identify the need for additional equipment and staff. She agreed the 2003 Business Plan should be updated. The concept of PCTV's original concept was one of the distinctions of local television stations and ongoing production that was Pinole-focused would help PCTV, with volunteers to potentially assist in production and content. She asked that the list of equipment and associated costs include the skills and talents that could be acquired in the Pinole community and partners across other cities. She suggested PCTV look into podcast capabilities and other media that would complement what PCTV provided and what it could provide.

Council member Tave agreed the PCTV broadcast could be better with improved equipment and a program needed to be in place. He understood that American Rescue Plan Act (ARPA) funds could be used for PCTV and asked the City Manager to provide clarification.

City Manager Murray understood that the Finance Director would be recommending the City claim its ARPA funds under the lost revenue clause, whereby they would be General Funds to be used for whatever purpose the City desired.

Mayor Salimi summarized the direction from the City Council for PCTV to come back with clear direction on what was needed or wanted for Fiscal Year 2022/23, reach out to volunteers, consider

a new Business Plan, review how PCTV could meet the goals of the Strategic Plan, and consider better broadcast quality with the knowledge the equipment was outdated.

Mr. Snell clarified that PCTV was close to an HD conversion and he was optimistic it could bring some HD components in sooner rather than later. He agreed that volunteers were important but noted that it took time to make that happen.

Mayor Salimi looked forward to continued discussions as part of the budget.

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.*

Cordell Hindler, Richmond, suggested the City Clerk had done an incredible job, was otherwise disappointed the City had not considered a Class and Compensation study and appreciated the Community Science Project Presentation and the input provided by students.

14. ADJOURNMENT to the Special City Council Meeting of April 26, 2022 in Remembrance of Amber Swartz and Bill Jurney.

Police Chief Gang reported that Pinole Police Officers recently responded to a call and the victim had been Bill Jurney, an original Pinole Police Department Posse member who passed away on April 18, 2022. He asked for thoughts and prayers for the family and expressed appreciation for Mr. Jurney's service to the community.

At 10:32 p.m., Mayor Salimi adjourned the meeting to the Special City Council Meeting of April 26, 2022 in Remembrance of Amber Swartz and Bill Jurney.

Submitted by:

Heather Bell, CMC
City Clerk

Approved by City Council:



City of Pinole, CA

9B WARRANT LISTING By Vendor Name

Payment Dates 4/16/2022 - 4/29/2022

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: AIR10 - AIRGAS USA, LLC					
9987638943	98922	04/29/2022	100-231-42107	MED LARGE AIR RENTAL FIRE	95.75
				Vendor AIR10 - AIRGAS USA, LLC Total:	95.75
Vendor: 2360 - ALASKA REFRIGARATION AIR CONDITIONING & HEATING CO					
21302	98871	04/22/2022	209-552-42107	ICE MACHINE SERVICE PSC	2,553.00
				Vendor 2360 - ALASKA REFRIGARATION AIR CONDITIONING & HEATING CO Total:	2,553.00
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
19593757 041422	98872	04/22/2022	100-221-42201	WATER PD	321.13
5025519 04062022	98872	04/22/2022	500-641-42201	WATER FOR WPCP	146.26
5025531 040622	98872	04/22/2022	100-343-44306	WATER FOR CORP YARD	244.92
				Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:	712.31
Vendor: ALL14 - ALLSTAR FIRE EQUIPMENT, INC.					
239135	98923	04/29/2022	100-231-42107	SUPPLIES FIRE	5,228.39
239138	98923	04/29/2022	100-231-42107	SUPPLIES FOR FIRE TRUCK	4,976.83
				Vendor ALL14 - ALLSTAR FIRE EQUIPMENT, INC. Total:	10,205.22
Vendor: AME46 - AMERICAN TEXTILE & SUPPLY, INC.					
115265	98924	04/29/2022	207-344-42108	FLOOR DRY 25LB BAG CORP YARD	362.18
				Vendor AME46 - AMERICAN TEXTILE & SUPPLY, INC. Total:	362.18
Vendor: 2298 - ANCHOR ENGINEERING, INC.					
18-009-4250	98873	04/22/2022	377-342-47205	INSPECTOR SERVICE R01801	13,058.50
				Vendor 2298 - ANCHOR ENGINEERING, INC. Total:	13,058.50
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
55622	98874	04/22/2022	100-222-42108	CHECK PED BACK SIDE GARAGE PD	230.00
78235	98874	04/22/2022	100-343-44306	EXTRA KEY FOR TRAILER LOCK BOX CORP YARD	27.38
78264	98925	04/29/2022	100-343-44306	KEY DUPLICATE CY	35.08
78272	98925	04/29/2022	100-222-42108	KEY DUPLICATE MAIN ENTRANCE PD	54.82
79329	98925	04/29/2022	100-343-44306	PADLOCK CY	225.47
				Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:	572.75
Vendor: ATT01 - AT&T					
000018021823	98926	04/29/2022	525-118-43101	PHONE BILL MIS	2,437.83
000018025386	98926	04/29/2022	525-118-43101	PHONE BILL FIRE	781.09
000018025392	98926	04/29/2022	525-118-43101	PHONE BILL PUBLIC WORKS	796.32
000018025393	98926	04/29/2022	525-118-43101	PHONE BILL ADMINISTRATION	3,042.28
000018025394	98926	04/29/2022	525-118-43101	PHONE BILL REC	850.98
000018025395	98926	04/29/2022	525-118-43101	PHONE BILL CDD	232.61
000018025397	98926	04/29/2022	525-118-43101	PHONE BILL EOC	168.74
000018025920	98926	04/29/2022	525-118-43101	PHOTE BILL ACCTS PAYABLE	211.81
287274105793X03282022	98875	04/22/2022	215-341-43101	MOBILITY CORRIDOR PROJECT PW	77.82
				Vendor ATT01 - AT&T Total:	8,599.48
Vendor: BEA03 - BEARING ENGINEERING CO.					
5609088	98876	04/22/2022	500-641-44306	RADIAL BALL BEARING WPCP	74.85
5609750	98927	04/29/2022	500-641-44306	AC MOTOR SEW PARTS SUPPLIES WPCP	568.62
				Vendor BEA03 - BEARING ENGINEERING CO Total:	643.47

Approved: *[Signature]*
Date: 4/28/22
Processed by: *DA*

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Payment Dates: 4/16/2022 - 4/29/2022

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: ESP01 - BELINDA ESPINOSA					
MAY 2022	98928	04/29/2022	100-117-41101	2022 RETIREE MEDICARE REIMBURSEMENT MAY	494.00
Vendor ESP01 - BELINDA ESPINOSA Total:					494.00
Vendor: 2093 - BEST BEST & KRIEGER LLP					
932519	98929	04/29/2022	100-116-42102	PROFESSIONAL SERVICES CALPERS MATTER	440.00
Vendor 2093 - BEST BEST & KRIEGER LLP Total:					440.00
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6284244	98877	04/22/2022	209-552-43804	FOOD SUPPLIES FOR LUNCH PROGRAM PSC	711.13
Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:					711.13
Vendor: BLU12 - BLUE CHIP TEES					
3090	98878	04/22/2022	209-551-42514	POLO SHIRTS FOR STAFF RECREATION	27.31
3090	98878	04/22/2022	209-552-42101	POLO SHIRTS FOR STAFF RECREATION	140.93
3090	98878	04/22/2022	209-553-42514	POLO SHIRTS FOR STAFF RECREATION	113.62
3090	98878	04/22/2022	209-554-42514	POLO SHIRTS FOR STAFF RECREATION	81.94
Vendor BLU12 - BLUE CHIP TEES Total:					363.80
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
84479661	98930	04/29/2022	100-231-42104	MEDICAL SUPPLIES FIRE	2,948.50
84481713	98930	04/29/2022	100-231-42104	MEDICAL SUPPLIES FIRE	1,150.97
84487078	98930	04/29/2022	100-231-42104	MEDICAL SUPPLIES FIRE	492.56
Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:					4,592.03
Vendor: CAL04 - CALCON SYSTEMS, INC.					
50919	98879	04/22/2022	500-641-42107	PLANT CALIBRATIONS & PMS WPCP	2,915.50
50943	98879	04/22/2022	500-641-42107	SERVICE CALL WPCP	1,348.00
Vendor CAL04 - CALCON SYSTEMS, INC. Total:					4,263.50
Vendor: 2058 - CALED					
300003532	98880	04/22/2022	212-461-42401	MEMBERSHIP RENEWAL CDC	350.00
Vendor 2058 - CALED Total:					350.00
Vendor: CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION					
Q1 2022	98931	04/29/2022	212-462-34211	BUILDING STANDARD FESS Q1 2022	1,324.03
Vendor CAL97 - CALIFORNIA BUILDING STANDARDS COMMISSION Total:					1,324.03
Vendor: CAR30 - CAROLLO ENGINEERS INC					
FB21679-14	98932	04/29/2022	500-642-47201	SANITARY SEWER COLLECTION SYSTEM MASTER PLAN	14,998.50
Vendor CAR30 - CAROLLO ENGINEERS INC Total:					14,998.50
Vendor: CIT08 - CITY MECHANICAL, INC					
81405	98881	04/22/2022	100-343-42108	SERVICE CALL CH	487.52
81560	98881	04/22/2022	100-343-42108	HVAC PM MAINTENANCE CH	1,173.20
Vendor CIT08 - CITY MECHANICAL, INC Total:					1,660.72
Vendor: 1568 - CITY PRINT & MAIL					
30293	98933	04/29/2022	100-231-42101	FIRE PREVENTION LETTER SERVICE	347.67
30293	98933	04/29/2022	100-465-42101	FIRE PREVENTION LETTER SERVICE	347.67
30349	98933	04/29/2022	100-115-42101	SURVEY POST CARDS FINANCE	6,937.70
Vendor 1568 - CITY PRINT & MAIL Total:					7,633.04
Vendor: 2242 - COLE PRO MEDIA, LLC					
2920	98882	04/22/2022	225-221-42514	TRANSPERENCY ENGAGEMTN APRIL 2022 PD	2,000.00
Vendor 2242 - COLE PRO MEDIA, LLC Total:					2,000.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: COM20 - COMCAST					
0253131-04092022	98934	04/29/2022	100-231-43105	CABLE FIRE	10.67
0405202205042022	98883	04/22/2022	215-341-43101	INTERNET SERVICE CH CORRIDOR MOBILITY PROJECT PW	240.31
0409972-04012022	98934	04/29/2022	100-231-43105	CABLE FIRE STATION 74	111.80
Vendor COM20 - COMCAST Total:					362.78
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82126496	98935	04/29/2022	525-118-42510	REALQUEST SOFTWARE CITYWIDE	758.41
Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:					758.41
Vendor: COU03 - COUNTY OF CONTRA COSTA					
14496	98936	04/29/2022	100-221-42107	RADIO SERVICES PD	135.00
Vendor COU03 - COUNTY OF CONTRA COSTA Total:					135.00
Vendor: 2220 - CRESCO EQUIPMENT RENTALS					
5540972-0005	98884	04/22/2022	100-343-42511	INSULATED BUCKET TRUCK CORP YARD	4,387.00
Vendor 2220 - CRESCO EQUIPMENT RENTALS Total:					4,387.00
Vendor: CRI07 - CRIME SCENE CLEANERS INC.					
84445	98885	04/22/2022	100-221-42107	CLEANING SERVICE CAR # 804 OF ALL BIO PD	78.00
Vendor CRI07 - CRIME SCENE CLEANERS INC. Total:					78.00
Vendor: CSG01 - CSG CONSULTANTS INC.					
42441	98886	04/22/2022	100-341-42101	GENERAL SERVICE PW	1,160.50
43087	98886	04/22/2022	214-342-42101	FEASIBILITY STUDY ORGANIC WASTE PRODUCT PW	7,315.00
Vendor CSG01 - CSG CONSULTANTS INC. Total:					8,475.50
Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC					
2203110	98887	04/22/2022	325-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES	8,243.00
2203112	98887	04/22/2022	325-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES	2,348.00
2204015	98937	04/29/2022	106-343-47201	PRELIMINARY ENGINEERING AND DESIGN SERVICES	5,572.00
Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total:					16,163.00
Vendor: COO13 - DANA COOK					
MAY 2022	98938	04/29/2022	100-117-41101	2022 RETIREE MEDICAL REIMBUR MAY	243.37
Vendor COO13 - DANA COOK Total:					243.37
Vendor: DAS02 - DASH MEDICAL GLOVES, INC.					
INV1259443	98888	04/22/2022	100-222-42514	BLACK NITRILE GLOVES PD	375.11
Vendor DAS02 - DASH MEDICAL GLOVES, INC. Total:					375.11
Vendor: DEP02 - DEPARTMENT OF CONSERVATION					
Q1 2022	98939	04/29/2022	212-462-33215	SMIP HAZARD MAPPING FEE Q1 2022	9,221.54
Vendor DEP02 - DEPARTMENT OF CONSERVATION Total:					9,221.54
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
84480500	98889	04/22/2022	100-10601	GASOLINE UNL CORP YARD	4,699.68
84488547	98889	04/22/2022	100-10601	GASOLINE UNL CORP YARD	3,606.69
84493725	98940	04/29/2022	100-10602	ULSD CLEAR FIRE	3,509.02
84498578	98940	04/29/2022	100-10601	GASOLINE UNL CORP YARD	1,637.92
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					13,453.31
Vendor: DIV06 - DIVISION OF THE STATE ARCHITECT					
04192022	98890	04/22/2022	226-000-34223	DISABILITY ACCESS AND EDUCATION FEE QUARTERLY	387.20
Vendor DIV06 - DIVISION OF THE STATE ARCHITECT Total:					387.20

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: EAS15 - EAST BAY MUNICIPAL UTILITY DISTRICT					
520576-04052022	98891	04/22/2022	100-345-43102	2948 VON DOOLEN CT-IRRIGATION USE ONLY	57.96
Vendor EAS15 - EAST BAY MUNICIPAL UTILITY DISTRICT Total:					57.96
Vendor: EBM01 - EBMUD					
387765-04192022	98941	04/29/2022	100-345-43102	2520 APPIAN WAY-IRRIGATION USE ONLY	250.32
388506-04192022	98941	04/29/2022	100-345-43102	1470 FITZGERALD DR-IRRIGATION USE ONLY	161.58
435748-04192022	98941	04/29/2022	209-553-43102	2454 SIMAS AVE-TINY TOTS	13.29
435748-04192022	98941	04/29/2022	209-557-43102	2454 SIMAS AVE-TINY TOTS	429.85
532364-04192022	98941	04/29/2022	100-345-43102	1267 ADOBE RD-HAZEL DOWNER-THORNTON PICNIC GROVE	118.66
532606-04192022	98941	04/29/2022	100-345-43102	1270 ADOBE RD-CARETAKER'S SHED FOR PINOLE PARK	57.96
534462-04152022	98941	04/29/2022	100-345-43102	3450 SAVAGE AVE-IRRIGATION USE ONLY	57.96
554181-04192022	98941	04/29/2022	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	201.02
554182-04192022	98941	04/29/2022	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	300.92
Vendor EBM01 - EBMUD Total:					1,591.56
Vendor: FIL07 - FILEONQ, INC					
9854	98892	04/22/2022	100-221-42514	FILEONQ AND SUN RIDGE RIMS INTEGRATION	6,000.00
Vendor FIL07 - FILEONQ, INC Total:					6,000.00
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
MAY 2022	98942	04/29/2022	201-343-42513	MAY 2022 RENTAL	100.00
Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:					100.00
Vendor: 1653 - GOT POWER, INC.					
01-56872	98893	04/22/2022	500-642-42107	GENERATOR MAINTENANCE CORP YARD	620.00
Vendor 1653 - GOT POWER, INC. Total:					620.00
Vendor: 1112 - GRAY-BOWEN-SCOTT					
21430	98943	04/29/2022	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	4,297.50
Vendor 1112 - GRAY-BOWEN-SCOTT Total:					4,297.50
Vendor: HAC01 - HACH COMPANY					
12964694	98894	04/22/2022	500-641-44305	IODINE STD SOLN SUPPLIES WPCP	104.61
12966262	98894	04/22/2022	500-641-44303	PAO STD SOLN SUPPLIES WPCP	348.90
12980128	98894	04/22/2022	500-641-44305	BOD STD DILUTION LAB SUPPLIES WPCP	279.78
12982333	98894	04/22/2022	500-641-44305	BOD STD DILUTION LAB SUPPLIES WPCP	419.66
12982355	98894	04/22/2022	500-641-44305	BOD STD DILUTION LAB SUPPLIES WPCP	376.53
12982680	98944	04/29/2022	500-641-44305	SD 900 SAMPLER REPAIR FEE WPCP	1,543.08
12984509	98944	04/29/2022	500-641-44305	LAB SUPPLIES WPCP	321.43
12984579	98944	04/29/2022	500-641-44305	IODINE STD SOLN LAB SUPPLIES WPCP	49.10
12984930	98944	04/29/2022	500-641-44303	IODINE LAB SUPPLIES WPCP	49.10
12991246	98944	04/29/2022	500-641-44305	GLASS BEADS WPCP	29.81
Vendor HAC01 - HACH COMPANY Total:					3,522.00
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
239470	98895	04/22/2022	100-117-42511	PORTABLE TOILET RENTAL FEES	142.77
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					142.77

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Payment Dates: 4/16/2022 - 4/29/2022

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: MELO5 - JAMES MELVIN					
MAY 2022	98945	04/29/2022	100-117-41101	2022 RETIREE MEDICARE REIMB MAY	154.10
Vendor MELO5 - JAMES MELVIN Total:					154.10
Vendor: 2364 - JEFFREY TEEL					
04112022	98896	04/22/2022	100-221-42302	174TH ACADEMY MILEAGE PD	235.76
Vendor 2364 - JEFFREY TEEL Total:					235.76
Vendor: HAR29 - JOHN HARDESTER					
MAY 2022	98946	04/29/2022	100-117-41101	2022 RETIREE MEDICARE REIMB MAY	250.50
Vendor HAR29 - JOHN HARDESTER Total:					250.50
Vendor: MIS01 - JULIAN MISRA					
MAY 2022	98947	04/29/2022	100-117-41101	2022 RETIREE MEDICARE REIMB MAY	221.80
Vendor MIS01 - JULIAN MISRA Total:					221.80
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000031033	98948	04/29/2022	500-641-44302	REMOVAL OF SLUDGE WPCP	5,533.03
Vendor KEL09 - KELLER CANYON LANDFILL Total:					5,533.03
Vendor: COP02 - KENETH COPPO					
MAY 2022	98949	04/29/2022	100-117-41101	2022 RETIREE MEDICAL REIMB MAY	1,148.64
Vendor COP02 - KENETH COPPO Total:					1,148.64
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
22-048	98897	04/22/2022	100-341-42101	REVIEW PLANS FOR DEMOLITION BP19-0247 PW	524.25
Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:					524.25
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
10964	98898	04/22/2022	500-641-44303	ZETAG BAGS WPCP	12,918.56
10983	98898	04/22/2022	500-641-44303	ZETAG 7870 TOTE WPCP	14,614.22
Vendor KUB00 - KUBWATER RESOURCES, INC. Total:					27,532.78
Vendor: 2078 - LAMPO INVESTIGATIONS - POLYGRAPH					
1588	98899	04/22/2022	100-221-42101	PRE EMPLOYMENT POLYGRAPH PD	400.00
Vendor 2078 - LAMPO INVESTIGATIONS - POLYGRAPH Total:					400.00
Vendor: LAN01 - LANER ELECTRIC SUPPLY, INC					
927623	98950	04/29/2022	100-343-44306	INTERMAT PHOTO CELL CY	143.03
Vendor LAN01 - LANER ELECTRIC SUPPLY, INC Total:					143.03
Vendor: 2363 - LECIA ROHRBACH					
04112022	98900	04/22/2022	100-222-42302	RIMS TRAINING MILEAGE PD	13.28
Vendor 2363 - LECIA ROHRBACH Total:					13.28
Vendor: DRA01 - MARY DRAZBA					
MAY 2022	98951	04/29/2022	100-117-41101	2022 RETIREE MEDICAL REIMB	404.34
Vendor DRA01 - MARY DRAZBA Total:					404.34
Vendor: MCK02 - MCK SERVICES INC.					
1893	98952	04/29/2022	377-342-47205	SPA REHAB CIP RO181 PW	627,165.77
Vendor MCK02 - MCK SERVICES INC. Total:					627,165.77
Vendor: MCM05 - MCMASTER-CARR SUPPLY CO.					
75877660	98901	04/22/2022	500-641-44306	SUPPLIES FOR REPAIRS WPCP	493.24
75954283	98901	04/22/2022	500-641-44306	SUPPLIES FOR REPAIRS WPCP	170.32
Vendor MCM05 - MCMASTER-CARR SUPPLY CO. Total:					663.56
Vendor: 1115 - MICHELLE FITZER					
MAY 2022	98953	04/29/2022	100-117-41101	2022 RETIREE MEDICARE REIMB MAY	372.30
Vendor 1115 - MICHELLE FITZER Total:					372.30

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Payment Dates: 4/16/2022 - 4/29/2022

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV002512	98902	04/22/2022	100-117-46201	UNMET LIABILITY DEDUCTIBLE MARCH 2022	16,500.54
INV002536	98902	04/22/2022	100-116-42101	DOT DRUG & ALCOHOL PROGRAM HR	308.93
Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:					16,809.47
Vendor: 2024 - MV CHENG & ASSOCIATES, INC.					
3/31/2022	98903	04/22/2022	100-116-42101	CONSULTING SERVICES MARCH 2022	1,040.00
Vendor 2024 - MV CHENG & ASSOCIATES, INC. Total:					1,040.00
Vendor: 1708 - NUTRIENT AG SOLUTIONS, INC.					
47801125	98954	04/29/2022	100-345-42108	TRIPLE PRO CHEETAH LIBERATE VASTLAN NUTRIENTS CY	3,133.92
Vendor 1708 - NUTRIENT AG SOLUTIONS, INC. Total:					3,133.92
Vendor: OLI01 - OLIVERS TOWING INC					
21-10765-3	98904	04/22/2022	100-221-42107	IMPOUND VEHICLE STORAGE FEES PD	310.00
22-12361	98904	04/22/2022	100-221-42107	TIRE SERVICE AND FUEL CHARGE PD	125.25
Vendor OLI01 - OLIVERS TOWING INC Total:					435.25
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100400753808	98955	04/29/2022	100-343-42108	MAINT SERV 05-01THROUGH 5-31 CH	120.69
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					120.69
Vendor: 1555 - OWEN EQUIPMENT					
00056087	98956	04/29/2022	207-344-42107	NOZZLE GUIDE CY	166.97
Vendor 1555 - OWEN EQUIPMENT Total:					166.97
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
61486	98905	04/22/2022	100-222-42108	MONTHLY LANDSCAPE MAINTENANCE	126.18
61486	98905	04/22/2022	100-231-42108	MONTHLY LANDSCAPE MAINTENANCE	337.33
61486	98905	04/22/2022	100-343-42108	MONTHLY LANDSCAPE MAINTENANCE	179.63
61486	98905	04/22/2022	100-345-42108	MONTHLY LANDSCAPE MAINTENANCE	5,787.90
61486	98905	04/22/2022	200-342-42108	MONTHLY LANDSCAPE MAINTENANCE	335.78
61486	98905	04/22/2022	201-343-42108	MONTHLY LANDSCAPE MAINTENANCE	548.58
61486	98905	04/22/2022	209-552-42108	MONTHLY LANDSCAPE MAINTENANCE	203.94
61486	98905	04/22/2022	209-553-42108	MONTHLY LANDSCAPE MAINTENANCE	212.18
61486	98905	04/22/2022	209-557-42108	MONTHLY LANDSCAPE MAINTENANCE	212.18
61486	98905	04/22/2022	310-347-42108	MONTHLY LANDSCAPE MAINTENANCE	61.80
61486	98905	04/22/2022	310-348-42108	MONTHLY LANDSCAPE MAINTENANCE	66.95
Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:					8,072.45
Vendor: ATH02 - PATRICIA ATHENOUR					
MAY 2022	98957	04/29/2022	100-117-41101	2022 RETIREE MEDICARE REIMB MAY	170.10
Vendor ATH02 - PATRICIA ATHENOUR Total:					170.10
Vendor: CLA17 - PAUL CLANCY					
MAY 2022	98958	04/29/2022	100-117-41101	2022 RETIREE MEDICAL REIMB MAY	313.66
Vendor CLA17 - PAUL CLANCY Total:					313.66

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Payment Dates: 4/16/2022 - 4/29/2022

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: PGE01 - PG&E					
049804112022	98959	04/29/2022	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	500.56
088304132022	98959	04/29/2022	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	1,746.84
088304132022	98959	04/29/2022	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	349.37
088304132022	98959	04/29/2022	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	1,397.48
088703312022	98906	04/22/2022	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	78.66
109303312022	98906	04/22/2022	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	549.34
115604132022	98959	04/29/2022	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	33.40
115604132022	98959	04/29/2022	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	50.09
146204132022	98959	04/29/2022	209-552-43103	2500 CHARLES ST SENIOR CENTER	258.42
180104102022	98959	04/29/2022	209-553-43103	2454 SIMAS AVE REC CTR & POOL	84.26
218203312022	98906	04/22/2022	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	66.97
222203252022	98906	04/22/2022	100-345-43103	STREET AND HIGHWAY LIGHTING	1,112.32
222203252022	98906	04/22/2022	200-342-43103	STREET AND HIGHWAY LIGHTING	0.23
222203252022	98906	04/22/2022	310-347-43103	STREET AND HIGHWAY LIGHTING	6,305.93
222203252022	98906	04/22/2022	310-348-43103	STREET AND HIGHWAY LIGHTING	9,008.48
302904142022	98959	04/29/2022	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	101.05
383404062022	98906	04/22/2022	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	107.52
415704122022	98959	04/29/2022	100-222-43103	809 CITY HALL	6.93
425603292022	98906	04/22/2022	500-641-43103	11 TENNANT AVE	60,702.70
443003282022	98906	04/22/2022	100-345-43103	S/O MARLESTA 1ST POLE- SPRINKLER CONTROLLER	11.30
513704152022	98959	04/29/2022	209-557-43103	2450 SIMAS AVE SWIM CTR	75.26
527404122022	98959	04/29/2022	201-343-43103	2361 SAN PABLO AVE OLD BANK BUILDING	115.55
604304112022	98959	04/29/2022	100-231-43103	3790 PINOLE VALLEY RD	11.75
652103292022	98906	04/22/2022	200-342-43103	IFO 971 SAN PABLO AVE- TRAFFIC SIGNAL CONTROL	105.77
689703292022	98906	04/22/2022	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	70.01
718604132022	98959	04/29/2022	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	47.73
754703282022	98906	04/22/2022	100-222-43103	880 Tennent Ave-Public Safety Facility	3,288.36
754703282022	98906	04/22/2022	100-223-43103	880 Tennent Ave-Public Safety Facility	657.67
754703282022	98906	04/22/2022	100-231-43103	880 Tennent Ave-Public Safety Facility	2,630.69
851103252022	98906	04/22/2022	100-345-43103	W/S PINOLE SHORES DR- SPRINKLER CONTROLLER	12.37
871604132022	98959	04/29/2022	500-641-43103	SEWAGE PLNT-FT OF TENNENT	4,000.42
992903252022	98906	04/22/2022	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	75.67
996103282022	98906	04/22/2022	209-552-43103	2500 CHARLES ST-SENIOR CENTER	2,248.35
Vendor PGE01 - PG&E Total:					95,811.45

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Payment Dates: 4/16/2022 - 4/29/2022

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: JAR01 - PINOLE GOODYEAR					
INV060558	98960	04/29/2022	100-231-42107	REPAIRS FIRE TRUCK	133.61
INV060725	98907	04/22/2022	100-343-44306	TIRE DISPOSAL	54.00
Vendor JAR01 - PINOLE GOODYEAR Total:					187.61
Vendor: PON07 - PONDER ENVIRONMENTAL SERVICES, INC.					
36693	98908	04/22/2022	500-642-42101	CLEAN TANKS HAZEL LIFT STATION SEWER	8,551.22
Vendor PON07 - PONDER ENVIRONMENTAL SERVICES, INC. Total:					8,551.22
Vendor: 1009 - PRECISION IT CONSULTING					
12084	98961	04/29/2022	525-118-42510	FEB. 2022 MICROSOFT OFFICE 365	3,020.00
12085	98961	04/29/2022	525-118-42101	FEB. 2022 PROFESSIONAL SERVICES	14,500.00
12085	98961	04/29/2022	525-118-42105	FEB. 2022 PROFESSIONAL SERVICES	995.00
12085	98961	04/29/2022	525-118-42105	FEB. 2022 PROFESSIONAL SERVICES	820.00
12085	98961	04/29/2022	525-118-42106	FEB. 2022 PROFESSIONAL SERVICES	94.90
12085	98961	04/29/2022	525-118-42106	FEB. 2022 PROFESSIONAL SERVICES	312.40
12311	98961	04/29/2022	525-118-42101	MAY 2022 PROFESSIONAL SERVICES	14,500.00
12311	98961	04/29/2022	525-118-42105	MAY 2022 PROFESSIONAL SERVICES	820.00
12311	98961	04/29/2022	525-118-42105	MAY 2022 PROFESSIONAL SERVICES	995.00
12311	98961	04/29/2022	525-118-42106	MAY 2022 PROFESSIONAL SERVICES	647.96
12324	98961	04/29/2022	525-118-42510	MARCH 2022 OFFICE 365	3,029.00
Vendor 1009 - PRECISION IT CONSULTING Total:					39,734.26
Vendor: 1536 - RAIN FOR RENT					
1719419	98909	04/22/2022	500-642-42101	RENTAL EQUIP CORP YARD	7,994.71
Vendor 1536 - RAIN FOR RENT Total:					7,994.71
Vendor: 2359 - RAINS LUCIA STERN ST. PHALLE & SILVER, PC					
4/19/2022	98910	04/22/2022	100-221-42101	PER PPEA FLSA SETTLEMENT AGREEMENT PD	20,000.00
Vendor 2359 - RAINS LUCIA STERN ST. PHALLE & SILVER, PC Total:					20,000.00
Vendor: 2025 - RAY MORGAN COMPANY, LLC.					
3684923	98962	04/29/2022	525-118-42107	COPIERS CITYWIDE	1,108.74
Vendor 2025 - RAY MORGAN COMPANY, LLC. Total:					1,108.74
Vendor: REC07 - RECDESK LLC					
INV-12258	98963	04/29/2022	525-118-42106	REC DESK ANNUAL SUBSCRIPTION SOFTWARE	5,100.00
Vendor REC07 - RECDESK LLC Total:					5,100.00
Vendor: ROC11 - ROCKWELL SOLUTIONS					
2874	98964	04/29/2022	500-641-44306	SEAL FLUSHLESS CUTTER IMPELLER SUPPLIES WPCP	4,776.62
Vendor ROC11 - ROCKWELL SOLUTIONS Total:					4,776.62
Vendor: 2354 - ROXANE STONE					
04122022	98911	04/22/2022	100-110-42514	DINNER FOR COUNCIL MTG 4/5/22 CITY CLERK	110.27
Vendor 2354 - ROXANE STONE Total:					110.27
Vendor: 1982 - SHAPE INCORPORATED					
1001	98965	04/29/2022	500-641-44306	STATOR WPCP	2,435.97
Vendor 1982 - SHAPE INCORPORATED Total:					2,435.97
Vendor: 1714 - SHERRI D. LEWIS					
CC21PINOLE-FY2021/22	98912	04/22/2022	100-110-42101	SPECIAL CITY COUNCIL MTG MINUTES 03/29/22	337.50

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Payment Dates: 4/16/2022 - 4/29/2022

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
CC22PINOLE-FY2021/22	98912	04/22/2022	100-110-42101	REGULAR CITY COUNCIL MINUTES MTG 04/05/22	675.00
PC07PINOLE-FY2021/22	98912	04/22/2022	212-461-42514	PC MINUTES 03/28/22	375.00
				Vendor 1714 - SHERRI D. LEWIS Total:	1,387.50
Vendor: 2260 - SKL SOLUTIONS, INC.					
220017.1	98913	04/22/2022	500-642-42101	SANITARY SEWER MANAGEMENT PLAN PW	1,575.00
				Vendor 2260 - SKL SOLUTIONS, INC. Total:	1,575.00
Vendor: 2048 - SONIC.NET, LLC					
1004067295	98966	04/29/2022	525-118-43101	SOFTWARE IT	455.74
				Vendor 2048 - SONIC.NET, LLC Total:	455.74
Vendor: STA57 - STANCIL CORPORATION					
11242	98914	04/22/2022	100-223-42107	TELEPHONE SUPPORT MAINTENANCE PD	1,915.00
				Vendor STA57 - STANCIL CORPORATION Total:	1,915.00
Vendor: STA42 - STAPLES BUSINESS CREDIT					
MARCH 2022	98967	04/29/2022	100-110-42514	OFFICE SUPPLIES CITYWIDE	62.56
MARCH 2022	98967	04/29/2022	100-112-42201	OFFICE SUPPLIES CITYWIDE	92.17
MARCH 2022	98967	04/29/2022	100-116-42201	OFFICE SUPPLIES CITYWIDE	144.78
MARCH 2022	98967	04/29/2022	100-117-42201	OFFICE SUPPLIES CITYWIDE	68.71
MARCH 2022	98967	04/29/2022	100-117-42201	OFFICE SUPPLIES CITYWIDE	141.85
MARCH 2022	98967	04/29/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	65.62
MARCH 2022	98967	04/29/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	106.40
MARCH 2022	98967	04/29/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	9.59
MARCH 2022	98967	04/29/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	117.60
MARCH 2022	98967	04/29/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	65.42
MARCH 2022	98967	04/29/2022	100-222-42201	OFFICE SUPPLIES CITYWIDE	48.32
MARCH 2022	98967	04/29/2022	100-231-42201	OFFICE SUPPLIES CITYWIDE	63.66
MARCH 2022	98967	04/29/2022	209-553-42201	OFFICE SUPPLIES CITYWIDE	110.01
MARCH 2022	98967	04/29/2022	209-553-42201	OFFICE SUPPLIES CITYWIDE	252.53
MARCH 2022	98967	04/29/2022	212-461-42201	OFFICE SUPPLIES CITYWIDE	43.89
MARCH 2022	98967	04/29/2022	212-462-42201	OFFICE SUPPLIES CITYWIDE	73.95
MARCH 2022	98967	04/29/2022	212-462-42201	OFFICE SUPPLIES CITYWIDE	44.51
				Vendor STA42 - STAPLES BUSINESS CREDIT Total:	1,511.57
Vendor: 1246 - STARCHASE, LLC					
20132262	98915	04/22/2022	100-221-42106	TIER DATA & MAPPING SUBSCRIPTION PD	13,815.00
				Vendor 1246 - STARCHASE, LLC Total:	13,815.00
Vendor: 2358 - STATION AUTOMATION, INC.					
3537	98916	04/22/2022	100-231-42104	CONTROLLED SUBSTANCE ANNUAL LICENSE FEE FIRE	2,800.00
				Vendor 2358 - STATION AUTOMATION, INC. Total:	2,800.00
Vendor: 2362 - SUZANNE IARLA					
04192022	98917	04/22/2022	505-119-47101	DECUNATIR HX HDMI CONVERTER TV	320.82
				Vendor 2362 - SUZANNE IARLA Total:	320.82
Vendor: 1709 - T J K M					
0052485	98968	04/29/2022	325-342-47205	LOCAL ROAD SAFETY PLAN	1,702.42
				Vendor 1709 - T J K M Total:	1,702.42
Vendor: 2361 - TABLET COMMAND, INC.					
INV-0587	98918	04/22/2022	100-231-42106	STAFFING INTEGRATIONS SOFTWARE FIRE	2,000.00
				Vendor 2361 - TABLET COMMAND, INC. Total:	2,000.00
Vendor: KRI01 - TERRI KRIEGER					
MAY 2022	98969	04/29/2022	100-117-41101	2022 RETIREE MEDICARE REIMB MAY	250.50
				Vendor KRI01 - TERRI KRIEGER Total:	250.50

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WARRANT LISTING

Payment Dates: 4/16/2022 - 4/29/2022

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: EDJ01 - THE ED JONES CO., INC.					
50271	98970	04/29/2022	100-231-42101	BADGES FIRE	1,431.04
Vendor EDJ01 - THE ED JONES CO., INC. Total:					1,431.04
Vendor: OFF11 - THE OFFICE CITY					
IN-1740871	98971	04/29/2022	500-641-42201	OFFICE SUPPLIES WPCP	225.01
IN-1741020	98971	04/29/2022	500-641-42201	OFFICE SUPPLIES WPCP	14.89
IN-1741238	98971	04/29/2022	500-641-42201	OFFICE SUPPLIES WPCP	12.75
Vendor OFF11 - THE OFFICE CITY Total:					252.65
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
1839	98919	04/22/2022	100-222-42108	JANITORIAL SUPPLIES FIRE	274.11
2047	98972	04/29/2022	100-343-42108	JANITORIAL SUPPLIES WPCP	610.37
2053	98972	04/29/2022	100-222-42108	JANITORIAL SUPPLIES PD	226.02
2054	98972	04/29/2022	100-343-42108	JANITORIAL SUPPLIES CH	187.09
499717	98919	04/22/2022	100-343-42108	JANITORIAL SERVICES MARCH 2022 CH	1,234.00
499718	98919	04/22/2022	100-222-42108	JANITORIAL SERVICES MARCH 2022 PD	2,523.00
499719	98919	04/22/2022	209-557-42108	JANITORIAL SERVICES MARCH 2022 SWIM CENTER	301.00
499725	98919	04/22/2022	100-343-42108	JANITORIAL SERVICE MARCH 2022 WPCP	508.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					5,863.59
Vendor: USB06 - US BANK					
468567847	98973	04/29/2022	525-118-42107	EQUIP MAINT COPIERS CITYWIDE	2,917.86
Vendor USB06 - US BANK Total:					2,917.86
Vendor: WCC01 - WCCTAC					
Q1 2022	98974	04/29/2022	212-462-34210	STMP COLLECTED FEE Q1 2022	290,133.00
Vendor WCC01 - WCCTAC Total:					290,133.00
Vendor: WES01 - WESTERN EXTERMINATOR CO.					
22374656	98920	04/22/2022	209-554-42108	PEST CONTROL MAINTENANCE 635 TENNENT	116.65
22374997	98920	04/22/2022	100-343-42108	PEST CONTROL MAINTENANCE CH	100.00
22374998	98920	04/22/2022	100-231-42108	PEST CONTROL MAINTENANCE 3700 PVR	71.00
22375200	98920	04/22/2022	209-558-42108	PEST CONTROL MAINTENANCE 601 TENNENT	118.25
22375696	98920	04/22/2022	100-222-42108	PEST CONTROL MAINTENANCE 880 TENNENT	103.25
22375714	98975	04/29/2022	209-552-42108	PEST CONTROL MAINTENANCE PSC	77.40
22375722	98975	04/29/2022	100-343-42108	PEST CONTROL MAINT WPCP	69.00
Vendor WES01 - WESTERN EXTERMINATOR CO. Total:					655.55
Vendor: XER01 - XEROX CORPORATION					
016019365	98976	04/29/2022	525-118-42107	COPIERS	367.79
016019366	98976	04/29/2022	525-118-42107	COPIERS	262.95
016019367	98976	04/29/2022	525-118-42107	COPIERS	238.31
Vendor XER01 - XEROX CORPORATION Total:					869.05
Vendor: 1596 - XIAO HONG ZHU					
04142022	98921	04/22/2022	500-641-42302	REIMBURSEMENT LODGING FOR CONFERENCE WPCP	547.32
Vendor 1596 - XIAO HONG ZHU Total:					547.32
Grand Total:					1,357,245.53

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	148,234.25
106 - MEASURE S-2014	5,572.00
200 - Gas Tax Fund	657.42
201 - Restricted Real Estate Maintenance Fund	839.80
207 - NPDES Storm Water Fund	529.15
209 - Recreation Fund	8,422.63
212 - Building & Planning	301,565.92
214 - Solid Waste Fund	7,315.00
215 - Measure C and J Fund	318.13
225 - Asset Seizure-Adjudicated Fund	2,000.00
226 - CASp Certification and Training Fund	387.20
310 - Lighting & Landscape Districts	15,443.16
325 - City Street Improvements	16,590.92
377 - Arterial Streets Rehabilitation Fund	640,224.27
500 - Sewer Enterprise Fund	149,309.05
505 - Cable Access TV	370.91
525 - Information Systems	59,465.72
Grand Total:	1,357,245.53

Account Summary

Account Number	Account Name	Payment Amount
100-10601	Gas Tanks/Corp Yard	9,944.29
100-10602	Gas Tanks/Fire Station	3,509.02
100-110-42101	Prof Svcs/Professional Ser...	1,012.50
100-110-42514	Admin Exp/Special Depart	172.83
100-112-42201	Office Expense	92.17
100-115-42101	Prof Svcs/Professional Ser...	6,937.70
100-116-42101	Prof Svcs/Professional Ser...	1,348.93
100-116-42102	Prof Svcs/Attorney Servic...	440.00
100-116-42201	Office Expense	144.78
100-117-41101	Retiree Benefits/Medical...	4,023.31
100-117-42201	Office Expense	210.56
100-117-42511	Admin Exp/Equipment Re...	142.77
100-117-46201	Insurance/General Liability	16,500.54
100-221-42101	Prof Svcs/Professional Ser...	20,400.00
100-221-42106	Prof Svcs/Software Maint...	13,815.00
100-221-42107	Prof Svcs/Equipment Mai...	648.25
100-221-42201	Office Expense	321.13
100-221-42302	Travel & Training/Mileage...	235.76
100-221-42514	Admin Exp/Special Depart	6,000.00
100-222-42108	Prof Svcs/Building-Structu...	3,537.38
100-222-42201	Office Expense	412.95
100-222-42302	Travel & Training/Mileage...	13.28
100-222-42514	Admin Exp/Special Depart	375.11
100-222-43103	Utilities/Electricity & Pow...	5,042.13
100-223-42107	Prof Svcs/Equipment Mai...	1,915.00
100-223-43103	Utilities/Electricity & Pow...	1,007.04
100-231-42101	Prof Svcs/Professional Ser...	1,778.71
100-231-42104	Prof Svcs/Paramedic Servi...	7,392.03
100-231-42106	Prof Svcs/Software Maint...	2,000.00
100-231-42107	Prof Svcs/Equipment Mai...	10,434.58
100-231-42108	Prof Svcs/Building-Structu...	408.33
100-231-42201	Office Expense	63.66
100-231-43102	Utilities/Water	501.94
100-231-43103	Utilities/Electricity & Pow...	4,648.00
100-231-43105	Utilities/Cable	122.47
100-341-42101	Prof Svcs/Professional Ser...	1,684.75

Account Summary

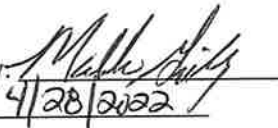
Account Number	Account Name	Payment Amount
100-343-42108	Prof Svcs/Building-Structu...	4,669.50
100-343-42511	Admin Exp/Equipment Re...	4,387.00
100-343-44306	Other Materials Supp/Ma...	729.88
100-345-42108	Prof Svcs/Building-Structu...	8,921.82
100-345-43102	Utilities/Water	704.44
100-345-43103	Utilities/Electricity & Pow...	1,237.04
100-465-42101	Prof Svcs/Professional Ser...	347.67
106-343-47201	Improvements/Building	5,572.00
200-342-42108	Prof Svcs/Building-Structu...	335.78
200-342-43103	Utilities/Electricity & Pow...	321.64
201-343-42108	Prof Svcs/Building-Structu...	548.58
201-343-42513	Admin Exp/Rent	100.00
201-343-43103	Utilities/Electricity & Pow...	191.22
207-344-42107	Prof Svcs/Equipment Mai...	166.97
207-344-42108	Prof Svcs/Building-Structu...	362.18
209-551-42514	Admin Exp/Special Depart	27.31
209-552-42101	Prof Svcs/Professional Ser...	140.93
209-552-42107	Prof Svcs/Equipment Mai...	2,553.00
209-552-42108	Prof Svcs/Building-Structu...	281.34
209-552-43103	Utilities/Electricity & Pow...	2,506.77
209-552-43804	Program Cost/Food Progr...	711.13
209-553-42108	Prof Svcs/Building-Structu...	212.18
209-553-42201	Office Expense	362.54
209-553-42514	Admin Exp/Special Depart	113.62
209-553-43102	Utilities/Water	13.29
209-553-43103	Utilities/Electricity & Pow...	84.26
209-554-42108	Prof Svcs/Building-Structu...	116.65
209-554-42514	Admin Exp/Special Depart	81.94
209-554-43103	Utilities/Electricity & Pow...	33.40
209-557-42108	Prof Svcs/Building-Structu...	513.18
209-557-43102	Utilities/Water	429.85
209-557-43103	Utilities/Electricity & Pow...	75.26
209-558-42108	Prof Svcs/Building-Structu...	118.25
209-558-43103	Utilities/Electricity & Pow...	47.73
212-461-42201	Office Expense	43.89
212-461-42401	Dues & Pub/Memberships	350.00
212-461-42514	Admin Exp/Special Depart	375.00
212-462-33215	Permit/Seismic (Strong M...	9,221.54
212-462-34210	Fees/STMP Fee	290,133.00
212-462-34211	Fees/CA State Building Fee	1,324.03
212-462-42201	Office Expense	118.46
214-342-42101	Prof Svcs/Professional Ser...	7,315.00
215-341-43101	Utilities/Telephone	318.13
225-221-42514	Admin Exp/Special Depart	2,000.00
226-000-34223	Fees/CASp Fee \$4	387.20
310-347-42108	Prof Svcs/Building-Structu...	61.80
310-347-43103	Utilities/Electricity & Pow...	6,305.93
310-348-42108	Prof Svcs/Building-Structu...	66.95
310-348-43103	Utilities/Electricity & Pow...	9,008.48
325-342-47205	Improvements/Streets	16,590.92
377-342-47205	Improvements/Streets	640,224.27
500-641-42107	Prof Svcs/Equipment Mai...	4,263.50
500-641-42201	Office Expense	398.91
500-641-42302	Travel & Training/Mileage...	547.32
500-641-43103	Utilities/Electricity & Pow...	64,703.12
500-641-44302	Other Materials Supp/Slu...	5,533.03
500-641-44303	Other Materials Supp/Ch...	27,930.78
500-641-44305	Other Materials Supp/Lab...	3,124.00

Account Summary

Account Number	Account Name	Payment Amount
500-641-44306	Other Materials Supp/Ma...	8,519.62
500-642-42101	Prof Svcs/Professional Ser...	18,120.93
500-642-42107	Prof Svcs/Equipment Mai...	620.00
500-642-43103	Utilities/Electricity & Pow...	549.34
500-642-47201	Improvements/Building	14,998.50
505-119-43103	Utilities/Electricity & Pow...	50.09
505-119-47101	FF&E/Equipment	320.82
525-118-42101	Prof Svcs/Professional Ser...	29,000.00
525-118-42105	Prof Svcs/Network Maint...	3,630.00
525-118-42106	Prof Svcs/Software Maint...	6,155.26
525-118-42107	Prof Svcs/Equipment Mai...	4,895.65
525-118-42510	Admin Exp/Software Purch	6,807.41
525-118-43101	Utilities/Telephone	8,977.40
Grand Total:		<u>1,357,245.53</u>

Project Account Summary

Project Account Key	Payment Amount
None	<u>1,357,245.53</u>
Grand Total:	<u>1,357,245.53</u>

Approved By: Date: 4/28/2022

**CITY COUNCIL
REPORT****9C**

DATE: MAY 3, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASH, CITY ATTORNEY

SUBJECT: RESOLUTION CONTINUING AUTHORIZED REMOTE
TELECONFERENCE MEETINGS PURSUANT TO AB 361

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the continued use of remote teleconference meetings pursuant to AB 361.

BACKGROUND

On March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for the anticipated broader spread of the novel coronavirus disease 2019 ("COVID-19"). On March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency due to COVID-19 pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32. The City Council subsequently adopted a resolution affirming the emergency declaration and continues to reevaluate the need for continuing the local emergency every fourteen (14) days. The local emergency expired on March 31, 2022.

On November 10, 2021 Governor Newsom issued Executive Order N-21-21 extending the sunset of the State of Emergency through March 31, 2022. On February 25, 2022, Governor Newsom issued Executive Order N-04-22 further extending the sunset of the State of Emergency to an unspecified date. The State of Emergency remains in effect.

All meetings of the City Council and the City's other legislative bodies, such as the Planning Commission, are open and public, as required by the Ralph M. Brown Act (Government Code section 54950 *et seq.*). Any member of the public may attend, participate, and watch the City's legislative bodies conduct their business. On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means during a declared state of emergency and in order to slow the spread of COVID-19. As a result of Executive Order N-29-20, staff set up virtual meetings for all City Council meetings and other City legislative bodies. On June 11, 2021, Governor

Newsom issued Executive Order N-08-21, which, effective September 30, 2021, repealed the provisions of prior executive orders allowing local legislative bodies to conduct meetings telephonically or by other means.

On September 16, 2021, Governor Newsom signed Executive Order N-15-21 clarifying that cities may continue to meet remotely in accordance with procedures established by prior executive orders. AB 361 (2021) allows local legislative bodies to continue to conduct meetings via teleconferencing during a declared state of emergency without complying with certain Brown Act provisions under specified conditions and includes a requirement that the City Council make specified findings. AB 361 (2021) took effect October 1, 2021 and will sunset on January 1, 2024.

On October 19, 2021, the City Council adopted a Resolution Of The City Council Of The City Of Pinole Authorizing Remote Teleconference Meetings Pursuant To AB 361 upon a finding that: (i) the State of Emergency continues to directly impact the ability of the members to meet safely in person, and (ii) State or local officials continue to impose or recommend measures to promote social distancing.

AB 361 provides that, if the state of emergency remains active for more than thirty (30) days, a local agency must make either of the following findings by majority vote every thirty (30) days to continue using the bill's exemption to the Brown Act teleconferencing rules: (1) a declared state of emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local health officials continue to impose or recommend measures to promote social distancing. Thus, the City Council has a standing opportunity every thirty (30) days to discuss a return to in-person meetings or continue remote teleconference meetings pursuant to AB 361. Following such reevaluation every thirty (30) days and upon a finding that the conditions under AB 361 continue to exist, the City Council has continued to adopt the Resolution authorizing continued remote teleconference meetings every thirty (30) days thereafter, most recently on April 5, 2022. This staff report discusses whether these conditions under AB 361 continue to exist in order continue the use of remote teleconference meetings, including an in-person hybrid meeting format, pursuant to AB 361.

DISCUSSION

Since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County. COVID-19 cases surged throughout the State during the winter months with an estimated 1 million new COVID cases a day. As such, Governor Newsom extended the State of Emergency declared on March 4, 2020. The Governor's State of Emergency is still in effect.

Notwithstanding the expiration of a state of emergency, AB 361 provides for the continued use of remote meetings and exemption to the Brown Act upon a finding that state or local health officials continue to impose or recommend measures to promote social distancing. Such a finding is consistent with the goal of AB 361 "to improve and

enhance public access to local agency meetings...by allowing broader access through teleconferencing options” consistent with Executive Order N-29-20.

The conditions that justified the City Council adopting the Resolution Of The City Council Of The City Of Pinole Authorizing Remote Teleconference Meetings Pursuant To AB 361 in its meeting of October 19, 2021 continue to exist. Health officials continue to recommend measures based upon COVID-19 community levels in efforts to slow the spread of COVID-19 and reduce the rate of infection. Specifically, the Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least 6 feet from others outside of the household and masking in all indoor settings in communities of high COVID-19 rates and among persons at high risk for severe illness. The CDC believes the Omicron variant is spread more easily than the original SARS-CoV-2 virus with breakthrough infections occurring in people who are fully vaccinated.

Effective March 1, 2022, the CDC and California Department of Health requirement for unvaccinated persons to mask in indoor public settings and businesses was replaced by a strong recommendation that all persons, regardless of vaccine status, mask in indoor public settings and businesses including meetings and state and local government offices serving the public. On March 11, 2022, the universal masking requirement for K-12 and Childcare settings terminated. Effective April 20, 2022, in alignment with the CDC's announcement that its order requiring masking on public transportation and at transportation hubs is no longer in effect, California's requirement for masking on public transit and in transportation hubs terminated. Notwithstanding, the California Department of Health continues to strongly recommend that individuals in these settings continue to wear a mask. . The California Department of Health continues to find that wearing a face mask in indoor public settings, regardless of vaccination status, remains a critical component for protecting those that are most vulnerable in our communities, including the unvaccinated, the immunocompromised, or those at risk for severe disease and illness.

On September 20, 2021, and again on March 1, 2022, the Contra Costa County Health Officer issued recommendations for safely holding public meetings. The recommendations were most recently revised on April 15, 2022. At present, the Contra Costa County Health Officer strongly recommends the use of online meetings as an alternative to in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option, to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person. Remote options and social distancing for those present continues to be the recommended format for public meetings as it presents the lowest risk of transmission of COVID-19, which is particularly important in light of the current community prevalence rate as of March 1, 2022. Although Contra Costa County current trends as of March 1, 2022 in COVID-19 case rate, COVID-19 test positivity, and COVID-19 hospitalizations are decreasing, case rates remain high with the Omicron variant being the predominant variant identified.

The proposed resolution re-affirms the necessary findings in order for the City Council, and all of the City's legislative bodies, to continue remote teleconference meetings pursuant to AB 361. Additionally, the resolution is necessary in order to allow Staff to return to an in-person hybrid format to allow those at higher risk and/or concern about COVID-19 an alternative to participating in person.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution.

ATTACHMENTS

A. Resolution Authorizing Continued Remote Teleconference Meetings Pursuant to AB 361

5091946.1

RESOLUTION NO. 2022-**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE
AUTHORIZING CONTINUED REMOTE TELECONFERENCE MEETINGS
PURSUANT TO AB 361**

WHEREAS, all City of Pinole (“City”) meetings are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the City’s legislative bodies conduct their business; and

WHEREAS, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for an anticipated broader spread of the novel coronavirus disease 2019 (“COVID-19”), and Governor Newsom has continued to confirm the continued existence of the State of Emergency; and

WHEREAS, on March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency due to COVID-19 pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32; and

WHEREAS, On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, as a result of Executive Order N-29-20, staff set up virtual meetings for all City Council meetings and meetings of all City legislative bodies, such as the Planning Commission; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which, effective September 30, 2021, repealed the provisions of Executive Order N-29-20 that allowed local legislative bodies to conduct meetings telephonically or by other means; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361 (2021) which allows for local legislative bodies and advisory bodies to continue to conduct meetings via teleconferencing under specified conditions and includes a requirement that the City Council make specified findings; and

WHEREAS, on September 20, 2021, Governor Newsom issued Executive Order N-15-21, delaying the full application of AB 361 (2021) until 11:59 p.m. October 1, 2021; and

WHEREAS, on February 25, 2022, Governor Newsom issued Executive Order N-04-22 further extending the sunset of the State of Emergency to an unspecified date; and

WHEREAS, AB 361 provides that it will sunset on January 1, 2024; and

WHEREAS, in order for legislative bodies to conduct meetings via teleconferencing pursuant to AB 361 (2021), a proclaimed State of Emergency must exist; and

WHEREAS, AB 361 (2021) further requires that State or local officials have imposed or recommended measures to promote social distancing, or, requires that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on October 19, 2021, the City Council adopted Resolution Of The City Council Of The City Of Pinole Authorizing Remote Teleconference Meetings Pursuant To AB 361 upon a finding that such conditions existed in the City of Pinole, specifically, Governor Newsom has declared a State of Emergency due to COVID-19 and the City Council has confirmed the continued existence of the local emergency due to COVID-19; and

WHEREAS, AB 361 (2021) allows the City Council to continue to conduct meetings via teleconference upon a finding every thirty (30) days thereafter, that either a declared state of emergency continues to directly impact the ability of the members to meet safely in person, or state or local health officials continue to impose or recommend measures to promote social distancing; and

WHEREAS, since issuing Executive Order N-08-21, the highly contagious Delta and Omicron variants of COVID-19 have emerged, causing an increase in COVID-19 cases throughout the State and Contra Costa County; and

WHEREAS, on August 2, 2021, in response to the Delta variant of COVID-19, the Contra Costa County Health Officer issued Health Order No. COVID19-51, for nearly all individuals to wear masks when inside public spaces and such mandate remains in effect in specified high-risk settings, consistent with California Department of Health recommendations including public transit, healthcare settings and congregate living; and

WHEREAS, on September 20, 2021, and reaffirmed on March 1, 2022, the Contra Costa County Health Officer issued recommendations for safely holding public meetings strongly recommending the of the availability of remote access as an alternative to participating in person at meetings as it presents the lowest risk of transmission of COVID-19 and such recommendation remains in effect; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least six (6) feet from others outside of the household and use of a face mask as a critical component for protecting those that are most vulnerable in our communities, including the unvaccinated, the immunocompromised, or those at risk for severe disease and illness; and

WHEREAS, because of the rise in cases due to the Delta and Omicron variants of COVID-19, the City Council is concerned about the health and safety of all individuals who intend to attend City Council meetings and meetings of the City’s other legislative bodies; and

WHEREAS, the City Council desires to provide a way for the Council, staff, and members of the public to participate in meetings remotely as an alternative to having to attend meetings in person; and

WHEREAS, the City Council hereby finds that the presence of COVID-19 and the increase of cases due to the Delta and Omicron variants would present imminent risks to the health or safety of certain attendees, including legislative bodies and staff, during in person meetings; and

WHEREAS, the City shall ensure that it's meetings comply with the provisions required by AB 361 (2021) for holding teleconferenced meetings; and

WHEREAS, the City Council has re-affirmed the necessary findings in order for the City Council, and all of the City's other legislative bodies, to continue to hold remote teleconference meetings pursuant to AB 361 and on that basis adopted a Resolution Of The City Council Of The City Of Pinole Authorizing Continued Remote Teleconference Meetings Pursuant To AB 361 on November 16, 2021, and every thirty (30) days thereafter; and

WHEREAS, the City Council has reconsidered the need to conduct meetings remotely within thirty (30) days of the Resolution and finds the need continues to exist.

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

1. The above recitals are true and correct, and incorporated into this Resolution.
2. In compliance with AB 361 (2021), and in order to continue to conduct teleconference meetings without complying with the usual teleconference meeting requirements of the Brown Act, the City Council makes the following findings:
 - a) The City Council has reconsidered the circumstances of the State of Emergency; and
 - b) Either of the following circumstances exist: The state of emergency continues to directly impact the ability of members to meet safely in person, or State or local officials continue to impose or recommend social distancing measures.
3. The City Council and all of the City's other legislative bodies may continue to meet remotely in compliance with AB 361 (2021), whether in whole or part, in order to better ensure the health and safety of the public.
4. The City Council will revisit the need to conduct meetings remotely within thirty (30) days of the adoption of this resolution.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 3rd day of May, 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 the 3rd day of May, 2022.

Heather Bell, CMC
City Clerk



CITY COUNCIL REPORT

9D

DATE: MAY 3, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AGREEMENTS FOR SUSTAINABILITY INITIATIVES WITH RINCON CONSULTANTS AND STRATEGIC ENERGY INNOVATIONS (SEI) AND APPROPRIATING FUNDING

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution that:

1. Authorizes the City Manager to execute a Consultant Services Agreement with Rincon Consultants in an amount not to exceed \$184,808 for the development of the City's first Climate Action Plan;
2. Authorizes the City Manager to execute a Consultant Services Agreement with Strategic Energy Innovations (SEI) in an amount not to exceed \$50,000 to engage a Climate Action Fellow to support sustainability initiatives during FY 21-22 and FY22-23; and
3. Appropriate \$106,835 from the General Fund to support the development of the Climate Action Plan and other sustainability initiatives.

BACKGROUND

On October 19, 2021, the City Council adopted Resolution No. 2021-93, which declared a climate emergency, directed staff to complete a greenhouse gas (GHG) emissions inventory, and directed staff to prepare a Climate Action Plan (CAP) that includes GHG emission reduction goals that align with the State's GHG emission reduction goals of SB 32 and Executive Order B-55-18. In November 2021, the City Council approved a mid-year budget adjustment in the amount of \$160,000 to fund the GHG inventory and CAP. Staff then solicited quotes from three consulting firms. In December 2021, staff selected and executed a contract with CSG Consultants, with Rincon Consultants as a subconsultant, to perform the GHG inventory at a total cost of \$32,027. The GHG inventory began in January 2022 and is expected to be completed by April 2022.

In order to engage a consultant to prepare the CAP, the City issued a Request for Proposals (RFP) in February 2022, with proposals due March 11, 2022.¹ The CAP will provide goals, strategies, and actions to enable the City to achieve or exceed GHG reduction goals and means of reporting and monitoring the effectiveness of the plan. The CAP will also address the disproportionate effect climate change has on overburdened and underserved people and communities on the frontlines of impacts and those already suffering from a range of challenges including lack of economic opportunity, racism, age, disability, and exposure to pollution.

DISCUSSION AND ANALYSIS

A. CLIMATE ACTION PLAN

1. Consultant Selection Process

The City solicited proposals for development of a CAP from nine firms. The City received one proposal, from the Rincon/CSG team.

Despite only receiving one proposal, staff is recommending that the Rincon/CSG team's proposal is strong and will be able to thoroughly meet the City's needs for this scope of work. Staff's recommendation to contract with the Rincon/CSG team was based on the following:

- Rincon's solid experience, with their completion of over 50 Climate Action Plans and GHG Reduction Strategies across the state of California, with zero legal challenges.
- Rincon's assemblage of a strong multidisciplinary team specifically designed to become an effective extension of the City's staff and provide robust program management, climate adaptation, decarbonization, CEQA (California Environmental Quality Act), and engagement expertise.
- Rincon's partnership with CSG Consultants, in particular Kathleen Gallagher. CSG's Ms. Gallagher, who has been working with the City on community development, climate action, and waste management, will be contributing to the overall community engagement and measure-based financing strategy and will help lead the waste sector measure development. This teaming structure brings depth to the Rincon in-house expertise that will help the team to coordinate with the City and better tailor specific and implementable measures and help ensure the success of the project.
- The proposed public engagement process, which the Rincon Team understands will be critical for the success of the CAP and has been focused on with 20% of the overall budgeted hours being put towards this effort. Rincon's focus on the community at-large, directly affected stakeholders including

¹ RFP Available online: <https://www.ci.pinole.ca.us/cms/one.aspx?portalId=10947056&pageId=17554668>

property owners, businesses, residents and interest groups, civic decision-makers, disenfranchised communities, and disadvantaged communities will ensure that all those who would like to engage in the process are welcomed. Specific tasks will include hosting community workshops and providing materials for pop-up events, developing an online community survey, stakeholder group interviews, and City Council and Planning Commission hearings.

- Rincon and CSG's recent engagement with the City to produce the GHG inventory, which is currently being finalized and would provide a natural transition in the CAP work.
- Confidence inspired by recent work the Rincon/CSG team has conducted for the City that demonstrates that the consultant team has the skills and experience to handle the preparation of the Climate Action Plan in a holistic and community-focused manner by the deadline and within budget.

2. Core Scope of Work

The following is a high-level summary of the core scope of work the consultant will complete:

- **Project Management and Coordination:** Managing and supervising consultant team and project budget and coordinating with City staff to discuss tasks, issues, and work progress.
- **Development of Policies and Strategies to Achieve the Reduction Targets:** This task includes the development of policies and strategies to achieve the established emissions reduction targets, as well as the identification of high-level funding options for a select group of measures that outlines a pathway towards implementation. Environmental justice and social equity will be integrated into the design of the emission reduction measures in order to address underlying historic and current inequities, avoid impacting disadvantaged communities with the implementation of measures, and distributing the benefits of the mitigation measures in an equitable fashion.
- **Community Outreach and Engagement:** The engagement effort will be designed to effectively build collaborative interest, identify common values and goals in the project direction given a diverse group of local stakeholders (including local youth and senior leaders, leaders of local service clubs, faith communities, local community improvement organizations, environmental organizations and businesses that benefit most from a healthy community) and to bring new participants into the conversation. To best accomplish this, several engagement methods will be employed, including hosting community workshops and providing materials for pop-up events, developing an online community survey, stakeholder group interviews, and City Council and Planning

Commission hearings. Translation services will be used as appropriate to ensure all community members who would like to participate can do so. The goal is to design the community outreach to engage the public and community leaders in a fun and interactive way that will (1) create a common vision, (2) facilitate informed input into the CAP process, and (3) encourage future success of the CAP initiatives.

- **Development of an Implementation Plan:** To facilitate implementation and monitoring of the CAP, Rincon will prepare an Implementation Plan that provides a summary of each of the measures, implementation timeframe, and lead department in a tabular format. In addition, the Implementation Plan will provide a column for the lead department to take notes and track progress over time. Designing a comprehensive, yet succinct Implementation Plan will provide the City with a tracking mechanism that can be used over time as progress is made on individual measures and can be updated in future iterations of the CAP, as necessary, to ensure that the City reaches its long-term goals.
- **Development of the Draft and Final Climate Action Plan:** The CAP will provide a creative and innovative roadmap for the City to achieve emission reductions. It will set key performance indicators that will help define a successful implementation of the CAP strategy as well as measure progress over time. The Public Review Draft will be presented to the Planning Commission and City Council and released to the community for a proposed thirty-day comment period. The CAP will be designed for use by City staff and the community at large and will include the following sections:
 - o **Introduction** – in addition to a vision and purpose for the CAP, as well as a summary of work done to date and outreach completed as a part of the planning process, this section will provide easy to interpret background information on climate change and easy to interpret scientifically backed information on what GHG emissions impact looks like on the community
 - o **Emissions Summary** – will outline results of the GHG inventory
 - o **Measures and Actions** – will include achievable and implementable emissions reduction measures and supporting actions to help reduce emissions
 - o **Implementation and Monitoring** – the implementation and monitoring section will outline how the City will implement the action included in the CAP, monitor progress, and prepare updates over time
- **CEQA Assessment:** Due to the generally beneficial environmental impacts associated with climate action planning, an Initial Study-Negative Declaration (IS-ND) is typically sufficient programmatic CEQA documentation for development of a CAP, and is proposed for this project. However, if it is determined that the CAP implementation measures or actions may result in potentially significant environmental impacts, a programmatic Environmental

Impact Report (EIR) may be required. A different cost associated with that level of work would be identified, and the contract would return to the Council for direction and action.

3. Additional Optional Work Items

The following are additional tasks that the Consultant has offered and that City staff is recommending be incorporated into the Consulting Services Agreement.

- **Adaptation Measures:** Increasingly, communities currently developing CAPs have adaptation strategies integrated into their climate change planning, finding that climate change involves a two-pronged approach
 - Reducing emissions of and stabilizing the levels of heat-trapping greenhouse gases in the atmosphere (**action** or **mitigation**); and
 - Adapting to the climate change already in the pipeline (**adaptation**).

This task will include drafting strategies related to adaptation and resilience to help the community prepare for the impacts of climate change. If this task is part of the scope of work, the resulting document will be a “Climate Action and Adaptation Plan” or a “CAAP.” It will build on the work currently being conducted for the Health and Safety Element Update (via a separate consultant team/contract leading the Land Use Planning for Pinole effort), including utilization of the vulnerability assessment being conducted as a part of that effort². The vulnerability assessment will be used by the Land Planning for Pinole team to better inform policy in the Health and Safety Element and Environmental Justice Elements. The Rincon Team will use the vulnerability assessment to design adaptation measures in the CAP that might address the risks that climate change poses to the City.

- **Development of a CEQA Qualified CAP:** CEQA requires analysis of a project’s GHG emissions, a determination of whether those emissions are significant, and, if so, mitigation of those emissions. On a project-by-project basis, such analysis can be complicated, costly and take time to produce. CEQA Guidelines provide for the City to ensure that the community is implementing the measures and actions in the CAP to reduce GHG emissions in line with the City’s targets and the State’s overall goal, by adoption of a CEQA Qualified CAP. In this task, the consultant would develop a Technical Appendix to quantify each of the emissions reductions associated with each actions in the CAP. This would provide the substantial evidence explaining how the measures would help the City reach the emissions reduction target plan and ensure that the CEQA analysis of future projects can be streamlined. It will also make it easier to manage both implementation and consistency discussions as required in General Plans and General Plan EIRs.

² Therefore optional task A.1 in the Proposal - Vulnerability Assessment – is not needed

- **CEQA Checklist and Thresholds.** Communities have found that by enhancing their Qualified CAPs with a tool in the form of a checklist and thresholds can move projects even more efficiently through the CEQA review process. New projects would be able to utilize these tools as a part of their CEQA review to demonstrate they align with the measures and actions included in the CAP, and avoid the requirement to model GHG emissions to determine level of significance for GHG emissions. In this task, the consultant will create a CEQA Checklist for future projects' use and develop CEQA thresholds of significance for purposes of evaluating quantitative CEQA GHG analyses submitted by applicants.
- **CAPDash.** Through the Climate Action Plan RFP process, staff requested that consultants provide options for integration of visual depiction of progress made towards the CAP and reduction of GHG as a means of reporting and monitoring success of the Plan over time. Rincon suggested CAPDash, a tool with the following functionality:
 - Generates a GHG inventory database that can be updated regularly by uploading activity data, allowing the City to track our progress toward GHG reduction targets;
 - Integrates CAP measures which allows the City to track our activity data (kW of solar installed, etc) for each measure and monitor progress over time. This can also provide as a resource for the City to identify areas lagging in emissions reductions targets and proactively develop policies to increase emissions reductions.
 - Does not require any additional or annual maintenance fees and training is provided.
 - Automatically updates a dashboard which can display data both internally by easily generating reports for staff and to the public through a web-based dashboard.

B. CLIMATE ACTION FELLOW

Staff is recommending the City support a Climate Corps Fellow through Strategic Energy Innovations (SEI)'s Climate Corps Program.³ The Climate Corps Fellow would support the CAP development and also support a number of other City sustainability initiatives. Climate Corps is an award-winning fellowship program that provides professional development opportunities for emerging leaders through implementation of sustainability and resiliency projects with local governments, nonprofits, and businesses. Climate Corps simultaneously addresses climate and sustainability projects and cultivates the next generation of environmental leaders. Since 2010, Climate Corps has worked with over 200 partners and 800 Fellows on 1,000 high-impact projects. Corps Fellows have bachelor's degrees, typically in environmental policy, science, energy, planning, and climate-related fields.

³ www.climatecorps.org

Staff recommends that a Climate Corps Fellow be brought on to augment and provide cost-effective staff support for the work related to the development of CAP, in addition to the following tasks, as they align with the Fellow's skills/strengths, and as prioritized by the City:

- Conduct community engagement tasks related to the General Plan update of Housing, Health & Safety and Environmental Justice Elements, which are intrinsically connected to climate action planning.
- Assist staff with conducting feasibility assessments and community demand/behavior modeling for electric vehicle charging in Pinole.
- Explore and present options for enhancing green building regulations, in advance of upcoming triennial building code update.
- Research and present options for a framework for considering an e-bike or scooter program.
- Develop communication materials and/or social media campaigns for the public regarding city initiatives related to sustainability and climate action in addition to sharing information about existing programs and incentives that support GHG emissions reductions.
- Present options for a developing a Pinole-based Earth Day event with an emphasis on activities related to climate action education, acts of service and supporting a sustainable economy.

C. BUDGET

Climate Action Plan

The maximum consultant project budget for the core project is \$119,765. The optional tasks staff recommends be folded into the core project total a fixed fee of \$48,495. The Rincon scope of services provides translation on a time and materials basis separate from the fixed fee cost. Additional community engagement budget needs may occur as the community engagement plan is developed. Therefore, Staff recommends adding an additional time and materials budget of \$25,000 for translation, interpretation, community engagement and communication services to be utilized as determined by the Community Development Director on an as-needed basis for the project. The total project costs, as recommended by staff, are summarized below:

Project Items		Cost
Core Project: Climate Action Plan		\$119,765
Optional Tasks		\$40,043
	<i>Adaptation Measures (A.2)</i>	\$8,632
	<i>CEQA Qualified CAP (C)</i>	\$12,478
	<i>CEQA GHG Checklist (B.1)</i>	\$6,623
	<i>CEQA GHG Thresholds (B.2)</i>	\$7,911
	<i>CAPDash (D)</i>	\$13,031
Translation/Communication Budget (T&M)		\$25,000
Climate Action and Adaptation Plan Total Cost		\$184,808

Climate Action Fellow

The total contract cost to partner with SEI to support a Climate Action Fellow is a maximum of \$50,000. This cost provides a Fellow for 10 full months for 1,464 total hours of on-site service. The Fellow will be assigned to enhance the CAP effort and other priority sustainability initiatives. The cost also provides the Fellow with training led by SEI and vacation, holiday and sick time. Lastly, the cost includes an additional funding contribution that provides a living stipend, end-of-program award, and expense reimbursements for the fellow (up to \$2,000 additional plus administrative fees for these expenses).

FISCAL IMPACT

With a total recommended cost of \$184,808 for the CAP and \$50,000 for a Climate Action Fellow, the total cost for these sustainability initiatives is \$234,808. The City Council allocated \$160,000 in the FY21/22 budget for a GHG Inventory and Climate Action Plan. The total cost for the GHG Inventory was \$32,027, leaving a balance of \$127,973 for the Climate Action Plan. Staff recommends that the additional funding needed be allocated from unassigned General Fund balance.

Item	Amount
Remaining Budget for CAP	\$127,973
Total CAP + Climate Action Fellow Cost	\$234,808
<i>Total CAP cost, with recommended optional tasks</i>	<i>\$184,808</i>
<i>Climate Action Fellow</i>	<i>\$50,000</i>
Balance Required to Supplement Initiatives from General Fund	\$106,835

ATTACHMENTS

- A. Resolution
- B. Rincon Proposal

RESOLUTION NO. 2022-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE CITY MANAGER TO EXECUTE A CONSULTANT SERVICES AGREEMENTS FOR SUSTAINABILITY INITIATIVES WITH (1) RINCON CONSULTANTS FOR PREPARATION OF THE CITY'S FIRST CLIMATE ACTION PLAN FOR \$184,808.00 AND (2) STRATEGIC ENERGY INNOVATIONS (SEI) TO SUPPORT A LIMITED TERM CLIMATE ACTION FELLOW TO ENHANCE CLIMATE ACTION PLAN PREPARATION AND SUPPORT OTHER SUSTAINABILITY INITIATIVES FOR \$50,000.00 AND AMENDS THE FY 21/22 BUDGET TO APPROPRIATE \$106,835 FROM THE GENERAL FUND

WHEREAS, the City's leading planning document addressing Climate Change is the Sustainability Element of the General Plan, last updated in 2010; and

WHEREAS, in 2016 the State of California adopted Senate Bill 32, which establishes new greenhouse gas emissions targets for 2030 (40% below 1990 levels) and 2050 (80% below 1990 levels) and Senate Bill 379, which requires cities to address climate adaptation and effectively plan for the impacts of climate change; and

WHEREAS, in 2018 Governor Brown issued Executive Order B-55-18, establishing a new statewide goal to achieve carbon neutrality as soon as possible, and no later than 2045, and achieve and maintain net negative emissions thereafter; and

WHEREAS, on October 19, 2021, the City Council adopted Resolution No. 2021-93, which declared a climate emergency, directed staff to complete a greenhouse gas (GHG) emissions inventory, and directed staff to prepare a Climate Action Plan (CAP) that includes GHG emission reduction goals that align with the State's GHG emission reduction goals of SB 32 and Executive Order B-55-18; and

WHEREAS, in November 2021 the City Council approved a mid-year budget adjustment in the amount of \$160,000 to fund the GHG inventory and CAP; and

WHEREAS, in December 2021 Staff selected and executed a contract with CSG Consultants, with Rincon Consultants as a subconsultant, to perform the GHG Inventory at a total cost of \$32,027; and

WHEREAS, the Community Development Department determined that consultant assistance is needed to prepare a Climate Action Plan in order to measure, plan, and reduce greenhouse gas emissions and related climatic impacts (the "Project"); and

WHEREAS, in February 2022, the City of Pinole released Request for Proposals (RPF) for professional planning services for the Project; and

WHEREAS, on March 11, 2022 Pinole received one proposal from Rincon/CSG in response to the RFP; and

WHEREAS, staff evaluated the proposal, which is strong and will be able to thoroughly meet the City's needs for this scope of work; and

WHEREAS, the Rincon/CSG proposal includes options for the augmentation of the Climate Action Plan with adaptation measures, a dashboard to track activity data and monitor progress over time, and such streamlining tools like a CEQA checklist and thresholds, and development of a CEQA Qualified CAP; and

WHEREAS, Climate Corps is an award-winning fellowship program that provides professional development opportunities for emerging leaders through implementation of sustainability and resiliency projects with local governments, nonprofits, and for-profit businesses; and

WHEREAS, staff has identified a partnership with Strategic Energy Innovations (SEI) working with a full time, limited-term Climate Corps Fellow to augment and provide cost-effective staff support for work related to the development of CAP and other sustainability-related initiatives; and

WHEREAS, \$127,973.00 for consultant services associated with development of the Climate Action Plan are now available in the Community Development FY21/22 professional services budget; and

WHEREAS, additional funding will be required to complete the Project.

NOW THEREFORE, BE IT RESOLVED, that the above recitals are true and correct and made part of this resolution.

BE IT FURTHER RESOLVED that the City Council of the City of Pinole takes the following actions:

1. Authorizes the City Manager to execute a Consultant Services Agreement with Rincon Consultants in an amount not to exceed \$184,808 for the development of the City's first CEQA-Qualified Climate Action and Adaptation Plan; and
2. Authorizes the City Manager to execute a Consultant Services Agreement with Strategic Energy Partners (SEI) in an amount not to exceed \$50,000 for the engagement with a Climate Action Fellow to support development of the CEQA-Qualified Climate Action and Adaptation Plan and other sustainability initiatives during FY 21-22 and FY22-23; and
3. Amends the FY 2021/22 budget to appropriate \$106,835 from the General Fund to support the development of the CEQA-Qualified Climate Action and Adaptation Plan and other sustainability initiatives.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **3rd** day of **May, 2022** 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 **3rd day of May, 2022**

Heather Bell, CMC
City Clerk

[Return to Agenda](#)

Proposal for the City of Pinole

Climate Action Plan

● March 11, 2022



Submitted to:

City of Pinole

Attn: Lilly Whalen
Community Development Director
City of Pinole
2131 Pear Street
Pinole, California 94564

Submitted by:

Rincon Consultants, Inc.

449 15th Street #303
Oakland, California 94612
510-834-4455
rinconconsultants.com

March 11, 2022

Attn: Lilly Whalen
Community Development Director
City of Pinole
2131 Pear Street
Pinole, California 94564

Subject: Proposal to Prepare the City of Pinole Climate Action Plan

Dear Ms. Whalen:

Rincon Consultants, Inc. (Rincon) is excited to submit this proposal to provide the City of Pinole (City) with Climate Action Planning (CAP) services in support of the City's decarbonization goals. Rincon's proposal represents our team's commitment to serve as an extension of the City's team with the necessary technical, managerial, and strategic thinking skills to support development and achievement of Pinole's long-range goals for this critically important effort. Rincon and our partner, CSG Consultants, Inc., have been working with the City on the review and reconciliation of the 2017 Greenhouse Gas (GHG) emissions inventory, as well as preparation of an emissions forecast and GHG emissions reduction targets that will support this CAP effort and has provided our team with a unique and deep understanding of the City's operations, community, and culture. We look forward to the opportunity to continue working with the City and build off the legacy as a leader on climate issues as the first city in Contra Costa County to voluntarily adopt a Sustainability Element of the General Plan in 2010.

To maximize the benefits of Rincon's proven program management and climate planning expertise, we have teamed with partners that know the City of Pinole staff, community, and City Council and share our passion for creativity and solving ever-evolving problems in unique ways. **Kathleen Gallagher** from **CSG Consultants, Inc.**, has been working with the City on community development, climate action, and waste management, and will be contributing our overall community engagement and measure-based financing strategy and will help lead the waste sector measure development. This teaming structure brings depth to our in-house expertise that will help us to coordinate with the City and better tailor specific and implementable measures and help ensure the success of this program. Leading the Rincon team will be **Erik Feldman, MS LEED AP, Principal-in-charge** of Rincon's statewide climate action and adaptation practice. Mr. Feldman has managed and guided the completion of CAPs across the state and has over 18 years of experience in environmental consulting, GHG modeling and auditing, climate action planning and sustainability design and program development. **Hannah Mize**, who is currently managing the preparation of Pinole's GHG emissions forecast and GHG emissions reduction targets, will serve as Project Manager in charge of day-to-day oversight and will serve as the City's primary contact. Ms. Mize has extensive Climate Action Planning experience, which includes managing the CAPs for Pittsburg, Burbank, and South Pasadena. This multidisciplinary team is specifically designed to become an effective extension of the City's staff and provide robust program management, climate adaptation, decarbonization, CEQA, and engagement expertise.

We are confident that you will find the Rincon team to be uniquely suited and highly qualified in all of the technical and management areas that are required for successful execution of this program. The work program outlined herein is fully negotiable to meet Pinole's needs for this exciting assignment. We welcome the opportunity to meet with you to discuss this submittal and [acknowledge receipt of all addenda as applicable](#). Please do not hesitate to contact us if you have questions or need additional information.

Sincerely,
Rincon Consultants, Inc.



Hannah Mize, Sustainability Project Manager
hmize@rinconconsultants.com
Contact for Clarification



Erik Feldman, LEED AP, Principal
efeldman@rinconconsultants.com
Authorized to contractually obligate on behalf of Rincon



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Firm Qualifications

Rincon Consultants, Inc. (Rincon) is a multi-disciplinary environmental science, planning, and engineering consulting firm that provides professional services to both government and industry. Our skilled professionals have many years of experience in climate action and adaptation planning; greenhouse gas (GHG) emissions inventorying and analysis, life cycle assessment, California Environmental Quality Act (CEQA) compliance and streamlining, energy efficiency and conservation, green building, and public engagement related to these services. Our approach focuses on well-designed solutions that respond to our clients' specific needs in a cost-effective manner.

Rincon has extensive experience in climate action planning as well as implementation and monitoring. We have assisted numerous counties and cities throughout the state with climate action, adaptation, and implementation and have built cutting-edge tools to help jurisdictions track their climate action plans (CAP) progress over time. We have also prepared GHG inventories and developed CEQA Guidelines section 15183.5 qualified CAPs and associated CAP compliance checklists and CEQA GHG thresholds for purposes of CEQA tiering. We have worked on the ground with developers and contractors to design highly efficient all electric buildings utilizing the newest technology including solar photovoltaic, solar thermal, air and water source heat pumps, and battery storage.

Through our extensive CAP experience, we have gained an understanding of the variety of goals that drive the development of a CAP, such as GHG reduction, CEQA streamlining for future development, grant funding and co-benefits such as improved economy, cleaner air, and improved health. We work with communities to help guide CAP

Rincon *at a Glance*

ESTABLISHED 1994

Rincon Consultants, Inc. was founded in 1994 in Ventura, California. Our guiding principles and core values hold strong to this day.



LOCAL

With an office in Oakland and 12 additional offices throughout the state, Rincon is always close enough to provide responsive professional services.



28 PROJECT AWARDS

Rincon has received numerous project awards including awards from APWA, APA and AEP.



375+ STAFF

Our employees are leaders in their professional fields and continually work together to produce high-quality products.



WEBSITE

Find out more about Rincon Consultants at www.rinconconsultants.com



development to meet the needs of the community and establish measures that are implementable within the local political context. We look forward to working with Pinole and the local community to identify a CAP strategy that fits the local perspective and derives equitable benefits for the entire community.

Rincon's corporate culture focuses on providing environmental consulting services in a manner that is beneficial to both the environment and our client's needs. We perceive ourselves as an extension of our client's team and function with their best interests in mind. By managing each project with a focus on three primary objectives – economic efficiency, technical excellence, and sustainable approach – we provide superior service that efficiently and effectively meets the needs of our clients.

The Rincon Team knows that fostering a workplace where diversity of thought and opinion, and people who are celebrated will lead to a smarter, more creative, aligned, and socially aware team. These values are built into our project approach by incorporating use of equity guardrails in our planning practice. These values are also carried through our corporate approach where our Diversity, Equity, and Inclusion Committee is working to recruit diverse talent, partner with more diverse business enterprises, and provide high-quality environmental education in the communities in which we live and work. We operate in this capacity because we truly love what we do and want to build the most sustainable future by regularly applying our knowledge and experiences in achieving the highest levels of sustainability in our business operations, as well as our daily lives.



Project Experience

City of Pittsburg Climate Action Plan

+ IS/ND

● CONTRA COSTA COUNTY



Client Information:

Sara Bellafronte, Senior Analyst
City of Pittsburg
Environmental Services and
Waterfront Divisions
65 Civic Avenue, Pittsburg California 94565
(925) 252-4109
SBellafronte@pittsburgca.gov

Dates: March 2020 – Present

Staff: Matt Maddox (Principal-In-Charge),
Hannah Mize (Project Manager),
Andrew Beecher (Technical Lead)

Website: <https://www.pittsburgca.gov/our-city/living/environmental-services/climate-action-pages/2005-greenhouse-gas-emissions-inventory>

Rincon is currently assisting the City of Pittsburg with preparation of a streamlined Climate Action Plan (CAP). The project was initiated in March 2020, just weeks after the onset of the pandemic. The project builds off of the inventory calculations previously completed for the City by Rincon for 2016, as well as updates made to the 2005 emissions inventory. As part of this scope of work, Rincon is forecasting future community emissions and setting GHG emissions reduction targets that align with the state's goals. The City is simultaneously working with another consultant team on their General Plan updates and due to delays in the finalization of the land use projections, which are used as the foundation of the emissions forecast and therefore targets and measures, the technical components of the CAP project were tentatively put on hold. In order to continue moving the project forward and ensure project execution in a timely manner, Rincon worked on the CAP document background sections, including the Introduction and Inventory. This allowed the City to keep making progress, despite delays in other projects that our team didn't have control over. Since the land use projections were finalized, Rincon has switched gears and is now completing the GHG emissions

forecast and targets and has also begun the measure development process. We will host meetings with City staff, stakeholders, and the community over the summer and then plan to wrap up the draft plan in early fall. After the CAP and CEQA document are provided to the public for review, Rincon will incorporate any comments and finalize a document for adoption by City Council, which is anticipated to occur in Quarter 4 of 2022.



City of Dublin Climate Action Plan & Emissions Forecast

● ALAMEDA COUNTY



Client Information:

Rebecca Parnes
Environmental Technician
100 Civic Plaza
Dublin, CA 94568
(925)833-6630
rebecca.parnes@dublin.ca.gov

Dates: August 2018 – September 2020

Staff: Ryan Gardner, Project Manager,
Erik Feldman, Principal-in-Charge

Website: <https://www.dublincapupdate.com/wp-content/uploads/2020/10/Final-CAP-edit.pdf>

Rincon led the development of the City of Dublin's Climate Action Plan 2.0. As a small yet fast growing city, Dublin has the potential to significantly reduce their GHG emissions through electrification of the transportation and building sectors. Working closely with City Staff Rincon is developing new strategies to incentivize sustainable community development while working to identify hurdles to implementation that a small to medium size city can face including a lack of staff time and funding availability. Using holistic approaches such as leveraging the RFP process for contracted services and working across multiple departments to discuss energy disclosure ordinance structure, practical actions and implementation are a focus of this CAP.

Rincon also worked with the City to develop a robust outreach program which will include stakeholders from the community including residents, business owners, realtors, commercial building owners, and community groups. Rincon understands that in order to develop an actionable and impactful Climate Action Plan, the measures within it must be vetted during the development process to the greatest extent feasible. Through open communication and collaboration, Rincon and the City of Dublin have strived to make Dublin CAP 2.0 a guide to achieving both the state's and community's sustainability goals.

Climate Action Plan and Initial Study-Negative Declaration

● SOUTH PASADENA



Client Information:

Arpy Kasparian, Sustainability Analyst
City of South Pasadena
1414 Mission Street
South Pasadena, California 91030
626-403-7253
akasparian@southpasadenaca.gov

Dates: CAP and CEQA: 2019 to 2020
Grant Application: 2016

Staff: Erik Feldman (Principal-in-Charge), Hannah Mize (Project Manager), Erica Linard (Technical Lead), Lexi Journey (Outreach Lead), Audrey Nolan (Sustainability Planner)

Website: <https://www.southpasadenaca.gov/government/departments/public-works/environmental-programs/sustainable-south-pasadena/climate-action-plan>

Rincon led a team of consultants to complete the Southern California Association of Governments City of South Pasadena CAP. The South Pasadena CAP aims to reduce GHG emissions through equitable, achievable, and implementable actions that equally benefit all South Pasadenans. This CAP is the City of South Pasadena's roadmap to exceed the City's 2030 target and state mandated goal of 40 percent below 1990 levels by 2030 and demonstrates substantial progress toward achieving carbon neutrality by 2045. The greatest amount of emissions would be reduced in the energy and transportation sectors, which are also the greatest emission generating sectors. Primary emission reductions in the energy sector through 2030 would be attributable to the renewable energy used by the city. Additionally, as new buildings are built and existing buildings are retrofit, further energy emission reductions would be achieved through electrification. Emissions from the transportation sector would be reduced through the reduction of VMT, increased use of alternate transportation modes, and through changing the fleet to electric vehicles. Additionally, the plan is a qualified GHG Reduction Plan and meets the requirements of CEQA 15183.5(b).

When the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) and spread of the associated coronavirus disease (COVID-19) hit in the middle of the CAP-development process, the intersection between human health and climate change rose to a new precipice and amplified the importance of acting now to reduce emissions and protect those who are most vulnerable. The team acted swiftly and instead of postponing project deliverables and timeframes, the team adjusted the approach to community outreach to establish

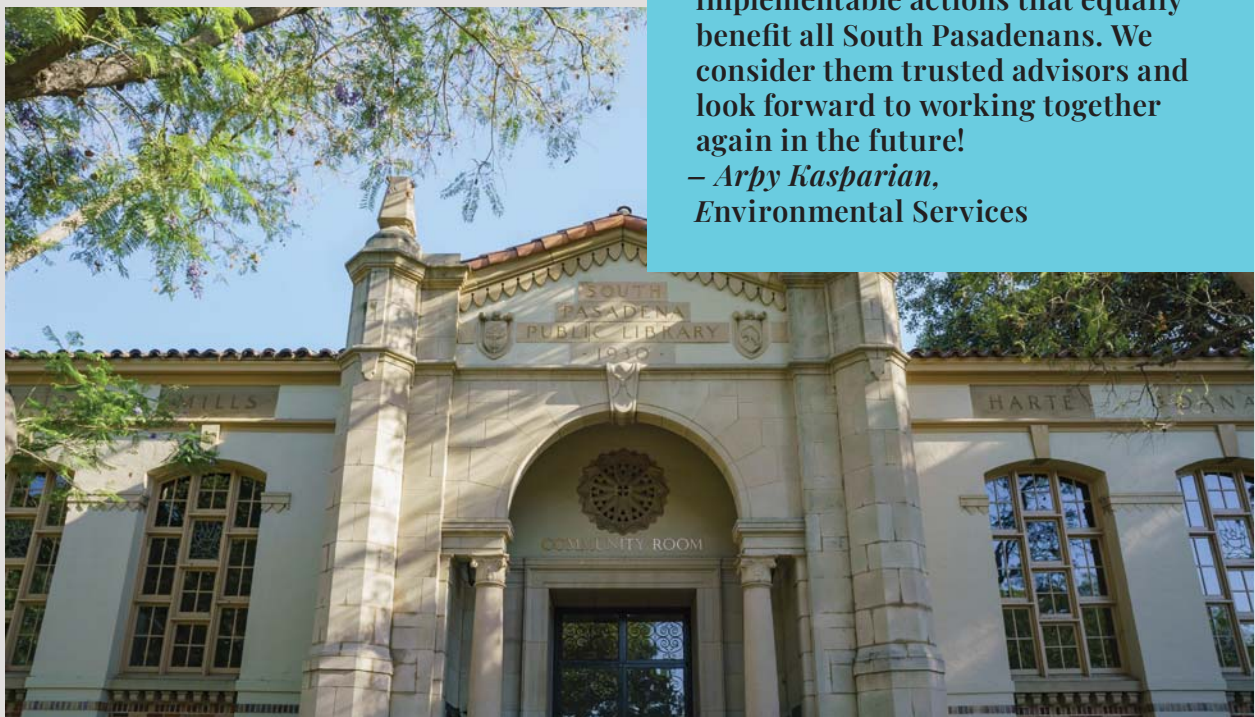
an equal seat at the table for everyone, despite our varying circumstances around the pandemic. The transition included hosting virtual open-house meetings where people were invited to attend and hear an update on the CAP, including a discussion of each Play and Move (Measures and Actions), and then the floor was open to accept and receive feedback. This was coupled with a community survey that was released for a month and advertised regularly on various City outlets, including social media.

Grant Writing Task

Rincon worked with the City of South Pasadena to develop a grant application for development of a CAP. Rincon initiated the process by hosting a kickoff meeting with the City, where we advised the City on completing a CAP with a long-range plan to reduce GHG emissions from City-government operations and community activities in South Pasadena. Rincon assisted the City with a grant application for \$120,000 from the Southern California Association of Governments to prepare and develop the CAP. The scope of services Rincon provided included

gathering and developing the necessary information to complete the application. The City was awarded \$100,000 to complete the CAP with this grant.

We developed a great partnership with Rincon during the climate action planning process. Rincon ensured that, at its core, the City's Climate Action Plan reduced greenhouse gas emissions through equitable, achievable, and implementable actions that equally benefit all South Pasadenans. We consider them trusted advisors and look forward to working together again in the future!
– *Arpy Kasparian*,
Environmental Services



Greenhouse Gas Reduction Plan Update

● BURBANK



Client Information:

Fred Ramirez, Assistant Community Development Director
City of Burbank
275 East Olive Avenue
Burbank, California 91502
818-238-5176
FRamirez@burbankca.gov

Dates: February 2020 to Present

Staff: Erik Feldman (Principal-in-Charge),
Hannah Mize (Project Manager),
Erica Linard (Technical Lead)

Website: <https://www.burbankca.gov/web/community-development/climate-action-plan>

Rincon is currently overseeing the preparation of a Greenhouse Gas Reduction Plan (GGRP) Update for the City of Burbank that will serve as a “qualified GGRP” under CEQA. The work scope includes development of an updated GHG inventory, forecast, reduction measures, and CEQA analysis with streamlining documentation. The Burbank GGRP Update builds upon the efforts of the City’s 2035 GGRP, adopted in 2013, with an updated GHG inventory and GHG-reduction targets to meet the state’s stringent 2030 reduction targets of reducing GHG emissions to 40 percent below 1990 levels. The Rincon team is working closely with Burbank to engage all City departments, including the utility provider Burbank Water and Power, in development of GHG-reduction measures that are supported by substantial evidence. Rincon is also using the unique opportunity of virtual community and stakeholder outreach to implement tools to

“The Rincon Team made the development of our updated Greenhouse Gas Reduction Plan simple and designed the Plan to provide a set of implementable measures that reflect the diverse voices in our community in order to reduce emissions, mitigate and adapt to climate change risks, establish resilient neighborhoods, and lead the way toward a more sustainable future. They were very responsive collaborator in the development of the plan with City staff and were mindful of budget and timelines. Thanks!” – Karen Pan, Administrative Officer

further the reach of engagement efforts to enable a diverse and equitable community voice in plan development. Prior to adoption of the GGRP Update, Rincon will develop the documentation needed to unlock the potential to use the GGRP Update as a tool for streamlining development review, including the CEQA analysis and GGRP consistency checklist. To ensure future legal defensibility of the GGRP Update, Rincon is establishing a streamlined implementation tracking program centered around the use of the Rincon's proprietary CAPDash tool, which will allow regular and transparent reporting of the status of the GGRP Update implementation. It is anticipated that a Public Review Draft will be available in late August 2021, and the Final GGRP Update would be adopted before December 2021.

The City of Burbank operates its own Department of Water and Power which results in a unique dynamic,

because in some instances these utility providers have more control over certain assets and less control over others. For example, Burbank Water and Power currently has power contracts that extend beyond 2027, including one with Intermountain Power Project, which is comprised of three different assets, one of which is a coal-fired power plant. Transitioning away from these long-term contracts is especially difficult for smaller power entities as they generally must pass the burden on to their customers, which is often not considered equitable or fair. To overcome this hurdle, the Rincon Team worked very closely with Burbank Water and Power, as well as the rest of the City departments to design and refine realistic emissions-reduction measures that aligned with what each department was able to commit to, while still reducing emissions in line with the state's goals using substantial evidence.



Rincon prides itself on setting schedules and meeting deadlines identified in those schedules. A robust framework has been built through our climate planning practice to diligently solve potential issues that may arise.



Approach

The Rincon Team, including our partners at CSG, have the availability and time to dedicate personnel and resources to manage and successfully assist the City of Pinole with the CAP, as well as execute a number of projects concurrently. In fact, if selected, the City of Pinole's planning efforts will be among the Rincon Team's top priorities. We prides itself on setting schedules and meeting the deadlines identified in those schedules. We will work with City staff to refine the proposed schedule, if necessary, to meet the City objectives with manageable deadlines for completing the work with identified critical path items. By coordinating with City staff and providing consistent communication on tasks and deliverables, we can quickly identify potential impacts to the schedule due to additional outreach needs or other external factors. Rincon will discuss these situations with City staff as soon as identified and provide options to address these issues. Monthly reporting on the schedule and budget will provide a consistent update to City staff on the project's progress. We will establish a quality control plan as one of the first steps under contract to ensure staff availability, the delivery of quality products, and meeting the established schedule and deadlines.

“On behalf of the City of Pasadena I want to thank the Rincon Team for your excellent performance on the City’s GHG inventory, Climate Action Plan, CEQA review, and CAP consistency checklist. Rincon’s overall approach to climate action planning has been very responsive and effective at dealing with the ever-evolving nature of climate change legislation and policy. Throughout the climate action planning process Rincon provided creative solutions that are successful in helping Pasadena reach its GHG reduction goals. Rincon’s staff demonstrate a deep understanding of climate planning issues and a willingness to collaborate with City staff to deliver documents consistent with our expectations.”

*Anita Cerna, Senior Planner
City of Pasadena*

Task 1: Project Initiation and Project Management

In every project Rincon initiates, we endeavor to provide our client with a high-quality product that exceeds expectations, meets identified schedules, and aligns with all applicable professional standards and regulatory requirements. This starts at project launch, when Rincon hosts a dynamic kick-off meeting to introduce the team and set the stage for project execution. Additionally, Rincon would host check-in meetings throughout project completion and provide the City with monthly summary reports outlining the project initiatives completed.

Task 1.1 Kick-off Meeting

Rincon will work with City staff to organize a virtual kick-off meeting with the City's Project Team to discuss project goals and objectives. The kick-off meeting will provide an opportunity to refine the scope of work and proposed schedule, as well as identify existing documents (e.g., Pinole General Plan, Sustainability Element), policies, and key stakeholder groups (e.g., 4CL and 350 Contra Costa, Marin Clean Energy, Pinole Fire Department, Contra Costa Transportation

Commission County of Contra Costa, Association of Bay Area Governments, West Contra Costa Unified School District, and local tribes). This meeting will also serve to establish the project management procedures and communication protocols. Following the kick-off meeting, the Rincon Team will provide an adjusted schedule, if necessary, as well as final list of existing applicable documents, data, and policies for City review and confirmation.

Task 1.2 Project Check-in Meetings

We believe that effective communication and project management is an integral part of a project's success. Rincon's Project Manager, Hannah Mize, will be responsible for coordinating communication with the City's Project Manager, which would include hosting regular project check-in meetings. We will work closely with the City for the duration of the project to ensure that progress is carefully tracked, attention is drawn to any difficulties encountered, and the project is conducted in a highly professional manner. We recommend status update phone calls monthly to report on project status.

Rincon may utilize an online collaborative tool (such as Mural) to help guide the team through brainstorming sessions and to collect each team member's ideas for the project. We have found these tools to be effective for discussions around timelines, scopes, gathering multiple ideas, and framing discussions because it allows for real-time input in a setting that is more comfortable for everyone to voice their opinion, especially in a virtual setting. So far, we have used the mural tool for kick-off meetings, check-in meetings, stakeholder workshops, and education sessions.

Task 1.3 Project Management

Rincon takes pride in producing quality work and achieving an exceptional level of client satisfaction. To achieve this, Rincon employs standard project management and quality control methods that include: written project assignments, monthly project progress meetings, project control using Microsoft® Excel and Microsoft® Project software, peer review of all technical sections, technical editing of all documents, and principal review of all major deliverables. The Project Manager is responsible for the overall quality of the work effort and maintaining the schedule. Once the work product has been completed by a team member it undergoes peer review by the Project Manager. After corrections, the

Principal-in-Charge reviews the final product for quality control before it is provided to our technical editing team for editorial review, and then our administrative staff for publication. As part of the review, documents are checked against the prior established expectations and requirements of the work scope. Documents are also checked for specific formatting and other requirements using a formal Quality Assurance/Quality Control (QA/QC) checklist by the Publishing staff used to ensure that the final delivered product meets Pinole's expectations. All documents would be safely stored on Rincon's secure servers within a coordinated project folder. Additionally, as part of this task, Rincon will provide monthly status

updates with invoices, following the requirements outlined in the contract, to the City summarizing the work completed over the previous month. This summary will

include a brief explanation of the specific tasks that were executed as well as a summary of the hours spent on the project.

Assumptions

- Rincon will host a (one-hour) virtual kick-off meeting.
- Rincon's Principal-in-Charge and Project Manager will attend the kick-off meeting
- The monthly meetings will be attended by Rincon's Project Manager
- 12 Month project timeline

Deliverables

- Kick-off meeting
- Final list of Existing Documents/Data/ Policies to review
- Monthly (30 minute) virtual meetings throughout the 12-month project timeline
- Meeting agendas and minutes for each meeting
- Monthly status updates and invoices

Task 2. Develop Policies and Strategies to Achieve the Reduction Targets

This task includes the development of policies and strategies to achieve the established emissions reduction targets, as well as the identification of high-level funding pathways for a select group of measures that outlines a pathway towards implementation. Environmental justice and social equity are integrated into the design

of the emission reduction measures in order to address underlying historic and current inequities, avoid impacting disadvantaged communities with the implementation of measures, and distributing the benefits of the mitigation measures in an equitable fashion.

Task 2.1 GHG Emission Strategies

Rincon has a broad range of expertise in GHG program, policy, and project development in the fields of carbon free electricity, building electrification, transportation decarbonization, zero waste, sequestration (including current knowledge of research and applied potentials of working lands management and urban forestry), and carbon neutral organizations. After the project kick-off, the team will begin to develop specific actions that will allow the City to reach the established emission reduction targets identified as part of the Review and Reconciliation

of the Existing 2017 Baseline Greenhouse Gas Emissions Inventory, Completion of a Municipal Inventory, and Preparation of GHG Forecasts and GHG Reduction Targets, currently being completed by Rincon and CSG.

To support the measure development process, Rincon has created a suite of tools and assessment strategies to support what we have found to be the most critical portion of the work scope. Our team has used its unique expertise in completing and implementing CAPs to

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develop a variety of tools designed to increase efficiency and transparency in the climate action planning process while reducing costs to the client. These tools are highly customizable, allowing for communities to develop and implement GHG reduction measures that best fit their needs. We propose to provide these tools to the City at no additional cost to inform and streamline the CAP measure development process.

As a first step of this task, Rincon will review and discuss the status of the policies included in the current Sustainability Element, as well as any additional sustainability-related goals or policies to identify additional opportunities for measures that we can built-out based on the success of past initiatives. Rincon will leverage our proprietary Measure Analysis and Success Tracking (MAST) Tool to complete an analysis of the existing GHG reduction measures/policies. MAST allows Rincon and the City to evaluate the quality and progress of measures or actions included in sustainability-related planning documents in an intuitive interface. This analysis helps us determine what kind of policies and actions have and haven't worked in the past and why. From this refined foundation of action items, we will assess any policy or program gaps and identify additional opportunities for emission reductions. Rincon will then provide a newly established core suite of measures that are tied to the City's GHG emissions

inventory and forecast. Examples of additional measures include:

- Electrify X% of vehicles by 2030 and Y% by 2045
- Divert X% of organic waste by from the landfill by 2030 and Y% by 2045
- Electrify X% of existing buildings by 2030 and Y% by 2045

Once we review and refine the draft emission reduction measures list to include the new suite of measures as well as previous measures that are currently progress, the Rincon Team will present a final list to City staff and then the community and stakeholders for review and input (See Task 3 for more information on community outreach and engagement). To further assess emission reduction measures and different approaches to reach carbon neutrality (aggressive, moderate, and conservative), Rincon will employ its Scenario Planning and Reductions Quantification (SPARQ) Tool, which makes the measure quantification process more transparent. Rincon has developed and uses the SPARQ tool for all of our climate planning documents to help clients visualize their emission forecasts and quantify reduction actions. The dashboard feature allows the City to change target metrics for each measure to see how these changes will affect community emissions and high-level costs

CAP Reduction Measures	2025 GHG Reductions	2030 GHG Reductions
Building Energy		
M1.1 Facilitate fuel switching from natural gas to electric in commercial and residential buildings to reduce emissions.		
Pass Electrification Ordinance for all New Residential Buildings	534	1,196
Pass Electrification Ordinance for all New Commercial/Industrial Buildings	1,922	3,691
Electrification of Existing Buildings due to Major Permit Code Trigger	4%	1,819
M1.2 Improve residential energy efficiency kWh by 2030.		
Cumulate additional (non-code driven) electrification results to 100% of Existing Residential Buildings	10%	4,583
Electrification results to 100% of Existing Commercial/Industrial Buildings	10%	5,847
M1.3 Improve electricity distribution system to decrease emissions		
M1.4 Increase microgrids to reduce overall grid emissions		
M1.5 Utilize locally sourced renewable and biogas to reduce emissions		
Transportation		
M2.1 Increase electric vehicle adoption.		
Increase EV adoption to 100%	10%	15,722
M2.4 Implement programs for shared transit that reduce VMT.		
Decrease VMT by 100%	10%	12,578
Water		
M3.1 a		
M3.2 Reduce per capita water consumption by 10% by 2030.	10%	1
Waste		
M4.1 Reduce agricultural waste 10% by 2030.		
M4.2 Reduce construction materials and waste to reduce sourcing and haul emissions 10% by 2030.		
M4.3 Reduce organics in the waste stream by 10% by 2030.		
M4.4 Reduce waste sent to landfills by 10% by 2030.	10%	1,456
Comprehensive-based Measures		
Carbon Sequestration/CVL		
M6.1 Reduce emissions from existing lands and existing land conversion		
M6.2 Forest and grassland forest sources		
Total Reduction Measure Potential	44,522	134,519

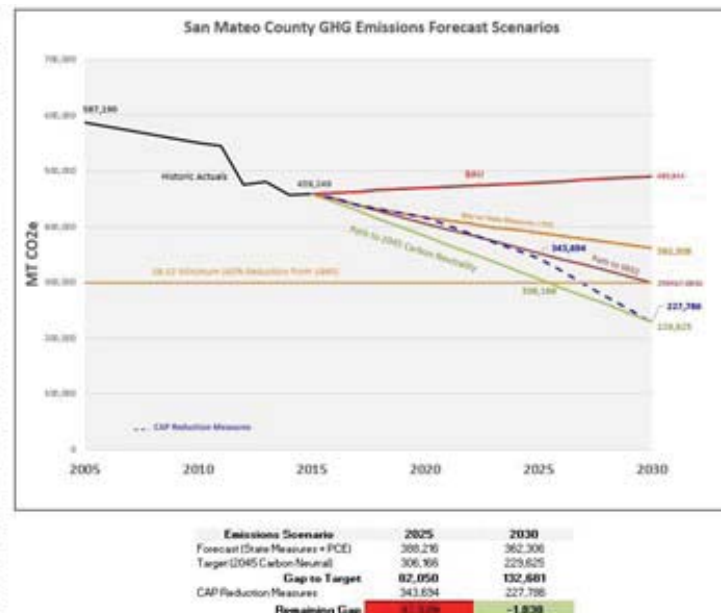


Figure 1. SPARQ Tool – Reduction Scenarios

based on various target trajectories over time. This tool provides a unique measure evaluation by graphically detailing information from the GHG inventory, emission reduction potential, and emissions targets to illustrate the long-term reductions associated with various measures, which helps clients evaluate mixes of measures that will have the most potential for cost effective reductions. Using this tool has allowed Rincon and our current CAP clients to iteratively model various measures and reduction scenarios to confirm that reduction scenarios meet GHG targets in the most effective manner (see Figure 1).

Rincon will calculate the emission reduction potential for applicable proposed measures and will approximate implementation costs and identify potential funding sources for a subset of measures (see Task 2.2 for more information). The Rincon Team will develop an implementation strategy that identifies priority measures. This will include assigning specific time periods for implementation of each action, with a focus on the near-term actions that can be taken by 2030 to put the CAP on the trajectory to meet the state's goals. Additionally, Rincon will identify the responsible parties for implementing each action, which provides a sense of direction and ownership over the various CAP

components. As part of this task, the Rincon Team will also highlight which actions will be implemented by development projects. We assume that City feedback on the provisional draft measures will be provided in a consolidated set of comments. The Rincon Team will integrate the comments and edits as appropriate based on discussions with City staff and summarize final draft measures in a list that will be incorporated into the Draft CAP in a visually stunning manner (Task 5).

Our approach is to design CAPs to be defensible enough to withstand outside scrutiny and we have budgeted time to complete a high level document to serve as a

a defensible technical appendix that provides information on the methodologies used to calculate reductions, with one round of consolidated City Department edits and revisions on the technical appendix. Additionally, if desired, Rincon can also complete a more robust technical appendix to substantiate the emission reductions achieved that align with the City's targets and the state's goals and ensure that the CAP is a qualified GHG emissions reduction plan per the requirements of CEQA (See Optional Task C for more information).

Rincon recognizes that high-quality climate action planning is built on six essential pillars that result in implementable and effective GHG emission reduction strategies and establish the cornerstone of high-quality GHG emission reduction plans. These six essential components include:

1. Education
2. Structural change
3. Associated GHG reductions
4. Equitable outcomes
5. Provide connectivity with community organizations and resources
6. Cost-effective design

These lay the foundation for transformational change and are essential to creating measures and actions that will engage the community and fulfill the emissions reductions goals laid out in the CAP. The Rincon Team will structure the CAP in a way that builds on this foundation and the overall benefits will be equitably distributed so the CAP is responsive to the needs of community members. Additionally, the actions that support the various measures will aim to increase frontline communities' access to resources and opportunities.

Task 2.2. Identify Funding for Implementation Measures

Our clients have repeatedly identified a lack of funding as a key hurdle to implementing emissions reduction measures. To help solve this problem, the Rincon Team will establish approximate implementation costs and identify potential funding sources for up to four primary measures (e.g., measures that reduce the most emissions). Based on the climate mitigation strategies

identified in Task 2.1, the Rincon Team, in partnership with CSG, will suggest funding and financing opportunities that could support the required investments. Categories include: grant funding; loans, lines, and bonds; private debt; private equity; and sponsorships; as well as public private partnerships, and possible taxes and fees.

Assumptions

- Rincon will establish approximate implementation costs and identify potential funding sources for up to four primary measures.
- Rincon has budgeted for receipt of one set of consolidated comments on each deliverable. Any

additional revisions, including updates to the measures throughout the draft and final CAP development process, will be completed on a time and materials basis in accordance with our standard fee schedule (attached).

Deliverables

- Draft and Final Recommended Emission Reduction and Adaptation Measures Memorandum (Word and PDF)
- Technical Appendix to the CAP (Word and PDF)
- SPARQ Tool (Excel)
- MAST Tool (Excel)



Task 3. Community Outreach and Engagement

The City of Pinole is diverse with a population of approximately 19,022 people, 36 percent of which speak a language other than English at home, according to the United States Census Bureau. Therefore, it is especially critical to establish a Community Engagement Strategy that includes representation from the variety of voices in the community. As such, a central focus of the CAP will be on the engagement of the underserved communities and our team will work to ensure our robust Community Engagement Plan reaches all levels of the community

and incorporates the valuable feedback from the Pinole community.

All community outreach materials (e.g., flyers/handouts) will be prepared in English and translated to Spanish, Tagalog, and traditional Chinese (which correlates to the spoken language of Cantonese), as requested in the RFP, on a time and materials basis as outlined further below under Task 3.2.

Task 3.1 CAP Community Outreach and Engagement Plan

As a result of our recent work updating CAPs for other cities, the Rincon Team understands that public engagement will be critical for the success of the CAP. Rincon will kick-off the community engagement effort a Community Outreach and Engagement Plan that establishes effective methods to gain informed and meaningful input from a broad and diverse range of groups and populations in Pinole. Our team will make a rigorous effort to reach out to the diverse downtown community, the youth community, and senior community to hear their valuable feedback. We have partnered with CSG, who has worked closely with the City and intimately understands the desires of the Council and the needs of the community, to complete this task. The Community and Outreach Engagement Plan will build off of the work currently being done for the Citywide Communication and Engagement Plan, which will identify the tools, mechanisms, and procedures that the City would like to use to effectively communicate information to

residents and businesses, as well as get feedback from those same stakeholders. It is anticipated that the City's Communication and Engagement Plan would be complete in June 2022, however, if the document is delayed, a draft version would be reviewed, if available, by CSG for incorporation into the CAP Community Outreach and Engagement Plan. Community engagement will focus on the community at-large, directly affected stakeholders including property owners, businesses, residents and interest groups, civic decision-makers, disenfranchised communities, and disadvantaged communities.

The engagement effort will be designed to effectively build collaborative interest, identify common values and goals in the project direction given the diverse group of local stakeholders, and to bring new participants into the conversation. To best accomplish this, our team will include several engagement methods as a part of the Community Engagement Plan, as presented in more detail

below in Tasks 3.2 – 3.5. These will include hosting community workshops and providing materials for pop-up events, developing an online community survey, stakeholder group interviews, and City Council and Planning Commission hearings. The Community Outreach and Engagement Plan will clearly identify consultant and City roles for all related engagement and notification activities and the project timeline. It will also include a

description of relevant socioeconomic characteristics of the Pinole community to best inform notification and engagement methods.

Our goal is to design the community outreach to engage the public and community leaders in a fun and interactive way that will create a common vision and facilitate informed input into the CAP process.

Task 3.2 Community Pop-ups and Workshops

On October 19, 2021, the City Council adopted a resolution that declared a climate emergency and directed staff to develop a GHG inventory and CAP that align with the state's GHG reduction targets. Importantly, the resolution also emphasized health, socio-economic and racial equity considerations should be included in climate action planning policies and strategies, and ensure all residents are heard, especially low-income, seniors, youth, the communities of color, and other vulnerable populations.

Through our experience leading a wide variety of community engagement events we have found significant value from community pop-ups at popular destinations or community events, which allows us to essentially meet people where they are in the community. Pinole has many popular community events throughout the year for residents, businesses, and visitors to gather and celebrate the City's traditions and diversity. Rincon will provide the City with materials to host pop-up booths at these community events to bring the CAP into the community and capture input from a larger and more diverse audience. These will include a survey, a one-page educational flyer, and a contact-list sign-up form. Rincon will provide the digital version of these materials for the City to print and distribute. The project booth and materials at these events can be a good tool to foster project interest, provide project information and background, facilitate quick and engaging interactive exercises, and collect contact information for interested residents.

Rincon will prepare all necessary materials (e.g., flyers/handouts) in English and then have the documents translated to Spanish, traditional Chinese (which correlates to the spoken language of Cantonese), and Tagalog. Translation services would be provided by a third-party such as Lazar Translating & Interpreting, which has a unique, full-service interpreting and translation agency specializing in translating and interpreting in over

Stakeholders anticipated to be engaged in the process include:

- **4CL and 350 Contra Costa**
- **Marin Clean Energy**
- **Pinole Fire Department**
- **Contra Costa Transportation Commission**
- **County of Contra Costa**
- **Association of Bay Area Governments**
- **West Contra Costa Unified School District**
- **Local tribes**

150 languages. The cost for translation services would be provided on a time and materials basis and costs \$0.15 per word per language, assuming that the documents provided are Word or PowerPoint style documents. The project survey (see Task 2.3 below) will be advertised at the pop-up booth to broaden participation and may be included in a QR code so people have a contactless way to access the information if they are quickly passing and provide results at a time that is most convenient for them.

This pathway invites all community members to have an equitable seat at the table, which ensures that all voices will be heard and that the CAP will ultimately be implementable in the long-term. If desired, Rincon can provide additional materials and training to City staff for hosting additional pop-ups of their choosing, on a time and materials basis in accordance with our standard fee schedule (attached). For this task, we have assumed City staff will coordinate with the community event organizer to reserve a booth, pay applicable fees, and other logistical needs, such as printing any materials for in-person engagement events, while Rincon would draft and finalize any handouts/flyers. Attendance of Rincon staff at the community pop-up events would be provided on a time and materials basis, in accordance with our

standard fee schedule (attached).

Rincon will also assist City staff in preparing for and conducting two community workshops (one in person and one virtual) to discuss the CAP. Two Rincon Team members, which are anticipated to include Rincon's Technical Lead and Ms. Gallagher from CSG, would attend each of the community workshops. We anticipate that the first meeting would occur before the measures are developed to inform the community on the inventory, targets, and forecast that the CAP will be built upon and the second meeting would occur during the measure review period to solicit feedback from the community.

The schedule for the community workshops and any pop-up events would be finalized in the Community Outreach and Engagement Plan (Task 3.1). The Rincon Team will prepare all materials for the workshop and serve as the workshop facilitator. All exhibits and materials will be provided in English, and translated in Spanish, traditional Chinese (which correlates to the spoken language of Cantonese), and Tagalog on a time and materials basis. These documents would be provided to the City in an electronic form to post on the City's website.

Task 3.3 Community Input Survey

Rincon will develop a community survey (using SurveyMonkey or similar application) to capture qualitative input on the values, goals, and issues to shape the CAP. The survey would be translated from English to Spanish, traditional Chinese (which correlates to the spoken language of Cantonese), and Tagalog on a time and materials basis. As mentioned above, the survey will be facilitated at the community pop-up events and will also be posted on the City's website. The survey link could be shared on Pinole's social media (e.g., Facebook) pages to increase response and also distributed by the City via existing listservs. Up to ten questions are anticipated to be developed for the survey, and following its closing

an accompanying summary report will be created with numerical breakdown of responses, charts and graphs, and narrative descriptions of the qualitative results.

Pinole has many popular community events where community pop-up events could be hosted, including the Senior Center Crab Feed, Spring Egg Hunt, Community Service Day and Tiny Tot Open House, Car Show Pancake Breakfast, Movies in the Park, Sounds in the Park, Summer Craft Fair, Coastal Cleanup, Dumpster Day, Senior Center Craft Show, Holiday Festival, and more!

Task 3.4 Stakeholder Interviews

Rincon recognizes that the City engages with a wide variety of stakeholders, including but not limited to the 4CL and 350 Contra Costa, Marin Clean Energy, Pinole Fire Department, Contra Costa Transportation Commission, County of Contra Costa, Association of Bay Area Governments, West Contra Costa Unified School District, and local tribes. Active stakeholder engagement is best practice in measure development as this feedback is integral to achieve success in the planning process. Because many of the actions identified in the CAP that will impact and augment the various City departments operations, a critical part of the work scope will be engagement with staff within the participating agency, as well as external stakeholders that would be involved in the implementation process.

Developing integrated working groups helps to develop stakeholder buy in and future implementation of the plan. Rincon proposes to conduct up to three small virtual,

one-hour long group interviews in partnership with CSG, to discuss the project with local organizations, groups, and stakeholders. Representatives and advocates of hard-to-reach and disadvantaged populations will be invited to participate to facilitate a broader representation of residents. It is anticipated that these interviews will be conducted virtually and that the City would send invitations and coordinate scheduling. Groups will be organized to discuss topics pertinent to their experience and expertise. The Rincon team will lead the interview process and provide a summary memorandum to the City upon completion of the interviews summarizing the feedback. The stakeholder interview task is a critical step in gaining a candid understanding of conditions and issues from a variety of perspectives. These meetings will also create or strengthen the relationship between City and the community, which will prove to be an asset as the update progresses and after the project is completed for Plan's implementation.

Task 3.5 Public Hearings

As part of this scope of work, two staff members from the Rincon Team will participate in up to four public hearings with the Planning Commission and City Council to review the Draft CAP and adopt the Final CAP. This scope of work assumes that City staff will be responsible for preparing the agenda and staff report. Rincon will provide a draft and final PowerPoint presentation for each event in English. If translation services are desired by the City, those would be completed on a time and materials basis.

Assumptions

- The City is responsible for preparing noticing materials, including social media posts, email blasts, project

website updates, mailers, and newsletters, for all engagement events.

- The City will print materials for all in-person engagement events.
- The City will secure the pop-up booth, coordinating directly with the venue and community organizers, and paying applicable fees.
- Rincon would provide materials for a pop-up event and assumes that City staff would attend.
- It is assumed that all stakeholder interviews would be virtual.
- The City will send invitations, coordinate scheduling, secure meeting rooms, and provide any necessary refreshments for community workshops.

Deliverables

- Pop-up booth materials for up to one community event/popup.
- Materials and presentations for up to two Community Workshop, including PowerPoint presentations and exhibits/handouts.
- Community survey and summary report.
- Meeting summary outlining comments received for each meeting.

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- Rincon will attend and present at up to one in-person and one virtual community workshops, four in-person public hearings, and three virtual stakeholder interviews. Two Rincon Team members will attend each event.
- It is assumed that the community workshops would last up to three hours each, the stakeholder meetings would last up to one hour each, and the hearings would last up to three hours each.
- Flyers/handouts would be provided for each event in English and translated to Spanish, traditional Chinese (which correlates to the spoken language of Cantonese), and Tagalog.
- Translation services have not been included in our current cost estimate per the request of the RFP; all translation services would be provided on a time and materials basis, at a rate of approximately \$0.15 per word per language, assuming that the documents provided are Word or PowerPoint style documents.

Task 4. Implementation Plan

To facilitate implementation and monitoring of the CAP, Rincon will prepare an Implementation Plan that provides a summary of each of the measures, implementation timeframe, and lead department, established as part of Task 3 in a tabular format. In addition, the Implementation Plan will provide a column for the lead department to take notes and track progress over time. Designing a comprehensive, yet succinct Implementation Plan will provide the City with a tracking mechanism that can be used overtime as progress is made on individual measures and be updated in future iterations of the CAP,

as necessary, to ensure that the City reaches its long-term goals. It is anticipated that the Implementation Plan will be completed in either Microsoft Word or Excel, depending on the preference of the City, and will integrate all of the GHG emissions reduction and adaptation measures. As an optional task, to facilitate implementation and monitoring of the CAP and to minimize future City staff resources needed for monitoring and reporting, Rincon has developed a user-friendly cloud based GHG Inventory and Monitoring and Reporting Tool, CAPDash, which is discussed further in Optional Task D.

Assumptions

- Upon finalization of the GHG emissions reduction and adaptation measures, Rincon will complete an

Implementation Plan that can be used by the City to track progress over time.

Deliverables

- Draft and Final Implementation Plan (Word/Excel and PDF)

Task 5. Develop a Draft and Final Climate Action Plan

Task 5.1 Draft Climate Action Plan

The CAP will provide a creative and innovative roadmap for the City to achieve emission reductions. The CAP will be designed for use by City staff and the community at large and will include the following sections:

1. **Introduction** – This section sets the stage for the rest of the document by providing background information on climate change and easy to interpret scientifically backed information on how GHG emissions are generated and what that impact looks like on the community. The Introduction will also include a vision and a purpose for the CAP, as well as a summary of the work done to date, or the outreach completed as part of the planning process.
2. **Emissions Summary** – The Emissions Summary would outline the results of the 2017 Emissions Inventory and the work completed by Rincon and CGS during the Review and Reconciliation of the Existing 2017 Baseline Greenhouse Gas Emissions Inventory, Completion of a Municipal Inventory, and Preparation of GHG Forecasts and GHG Reduction Targets. Although this section would include technical information, it would be summarized in a very clear and succinct manner so the community could quickly and efficiently understand the results of the analysis.
3. **Measures and Actions** – This section would include achievable and implementable emissions reduction

measures and supporting actions that help the City reduce its emissions in order to meet the established target, which is discussed in the Emissions Summary section.

4. **Adaptation** – The Adaptation section would build off of the work currently being done for the Safety Element and discuss climate vulnerabilities in the City, as well as include measures to increase the City's adaptive capacity and climate change resilience, if Optional Task A is selected.
5. **Implementation and Monitoring** – The Implementation and Monitoring section will outline how the City will implement the actions included in the CACAP, monitor progress, and prepare updates over time.

The CAP will set key performance indicators (KPI) that will help define a successful implementation of the CAP strategy as well as measure progress over time. Upon completion of the first draft, the document will be provided to City staff for review. The City will provide feedback and edits in one consolidated set and the Rincon Team will draft a Public Review Draft that reflects edits in response to City comments. The Public Review Draft will be presented to the Planning Commission and City Council and released to the community for a proposed thirty-day comment period.

Task 5.2 Final Climate Action Plan

Following the public review and comment period, as well as the public hearings, the Rincon Team will coordinate with City staff to incorporate relevant input into the Final Draft CAP that will be presented to City Council for final

adoption. We anticipate and have budgeted for receipt of up to five substantive public comment letters and emails. Any additional comments above and beyond will be addressed on a time and materials basis in accordance



with our standard fee schedule (attached). We will provide a summary of all outreach efforts and reports conducted as part of this scope of work and provide a clear overview of the existing conditions, baseline report, proposed GHG reduction measures, and implementation plan with the monitoring tool. Rincon has completed final climate

action planning documents, similar to the CAP for Dublin, and South Pasadena are currently completing one for Pittsburg, Sacramento, and Metropolitan Water District. Rincon will provide an electronic copy of the document, printing or providing hardcopy documents has not been included as part of this workscope.

Assumptions

- Response to comment of up to five substantive public comment letters and emails.
- All comments on the Draft CAP will be provided to Rincon in one consolidated set.
- No hard copies will be provided.

Deliverables

- Draft and Final CAP in Word and PDF formats

Task 6: Climate Action Plan CEQA Assessment Document

An Initial Study-Negative Declaration (IS-ND) is typically sufficient programmatic CEQA documentation for a CAP due to the generally beneficial environmental impacts associated with the plan. In our experience, it is rare that a more in depth CEQA document is required for a CAP. However, if it is determined that the CAP implementation measures or actions may result in potentially significant environmental impacts, a programmatic Environmental Impact Report (EIR) may be required and can be prepared as part of this optional task in lieu of the CAP IS-ND for a different cost.

CEQA Kickoff and AB 52 Letters: Rincon will hold a CEQA Kick-off Call with City staff and request the latest relevant Native American tribes list from the California Native American Heritage Commission (NAHC). Upon receipt of the tribes list from NAHC and internal approval of the CAP measures and actions list by the City, Rincon will prepare the AB 52 correspondence letters for the City to print on its letterhead and mail to the tribes.

Administrative Draft IS-ND: Rincon will prepare a CEQA project description for City review and edit. Upon receipt of the City's review edits on the CEQA project description, Rincon will prepare the CAP Administrative Draft IS-ND analysis related to all CEQA Guidelines Appendix G topics. In addition, if the City were to select Rincon to prepare both the CAP and separate General Plan Safety Element Update, Rincon could also include CEQA assessment of the General Plan Safety Element Update as part of the

programmatic IS-ND in order to provide CEQA review of both the CAP and General Plan Safety Element Update via one CEQA document in an efficient and cost-effective manner.

Draft IS-ND + NOI-NOC: Upon receipt of one set of consolidated vetted comments on the Administrative Draft IS-ND from the City, Rincon will address comments and prepare and submit tracked and clean versions of the public Draft IS-ND to the City. In addition, Rincon will prepare the Notice of Intent (NOI) to adopt an IS-ND form. It is assumed that the City will e-file the NOI and NOC forms with the State Clearinghouse and file the NOI form with the County Clerk. If desired, the City will also coordinate and pay for local newspaper notification of the Draft IS-ND.

Final IS-ND: Rincon will prepare the final ND form and finalize the IS-ND document, including preparation of responses to public comments received on the Draft IS-ND.

Final IS-ND Hearing + NOD: Rincon will attend one Final IS-ND public hearing and review one round of PowerPoint presentation prepared by the City. In addition, Rincon will prepare the Notice of Determination (NOD) form. It is assumed that the City will e-file the NOD form with the State Clearinghouse and file the NOD form with the County Clerk and pay associated fees.

Assumptions

- All comments on the Draft CAP will be provided to Rincon in one consolidated set.
- No hard copies will be provided.
- The City will e-file the NOI and NOC forms with the State Clearinghouse and file the NOI form with the County

Clerk. If desired, the City will also coordinate and pay for local newspaper notification of the Draft IS-ND.

- The City will e-file the NOD form with the State Clearinghouse and file the NOD form with the County Clerk and pay associated fees.

Deliverables

- CEQA Kickoff Call
- AB 52 Letters (electronic)
- CEQA Project Description (electronic)
- Administrative Draft IS-ND (electronic)
- Adding assessment of Safety Element Update to the programmatic CEQA Assessment for the CAP
- Draft IS-ND (electronic)
- NOI-NOC forms (electronic)
- Final IS-ND (electronic)
- Final IS-ND Hearing
- NOD form (electronic)

Optional Task A Vulnerability Assessment and Adaptation Measures

The Rincon Team recognizes that there is a clear intersection between mitigating the impacts of climate change while simultaneously increasing our adaptive capacity and making our communities healthier, more resilient, and economically secure. Therefore, we have included an optional task to complete a high-level vulnerability analysis as part of this task and then draft

strategies related to adaptation and resilience in order to help the community prepare for the impacts of climate change. This analysis will build on the work currently being completed for the Safety Element as well. Synchronistic development of the documents will result in a streamlined planning approach that is complementary and enhances each of the final deliverables.

Optional Task A.1: Vulnerability Assessment

The initial component of the study will focus on developing a localized understanding of climate change hazards across the City of Pinole based on existing and publicly available datasets. The assessment will pull together collated information about future climate change hazards and our models and understanding of the people, infrastructure and assets in the city. This

analysis will consider how future extreme events may push already vulnerable populations past a tipping point. Our analysis will build off existing community indicators already identified by the City and outlined in the City's Safety Element Update that we understand is being developed concurrently with the CAP.

Optional Task A.2: Adaptation Measures

Similar to the development process for GHG reduction strategies, the City's existing plans and ongoing related planning efforts will be used as references in order to coordinate adaptation measures with current City efforts. The analysis will address both community-based

adaptation measures and measures that are focused on municipal government implementation and operations. The co-benefits and complexity of implementation will be qualitatively determined for each measure.

Deliverables

- Draft and Final High-Level Vulnerability Assessment
- Adaptation measures

Optional Task B: CEQA Checklist and Thresholds

Optional Task B.1: CEQA Greenhouse Gas Checklist

To assist with CEQA tiering for future plans and projects, Rincon can work with the City to prepare a methodology to streamline CEQA GHG emissions analysis for future City projects. In early 2018, Rincon generated a CAP Consistency Checklist for the City of Pasadena, one of the first CAPs in the state to include a SB 32 consistency checklist for development projects. Rincon's proposed CAP CEQA Project Manager has been working with California jurisdictions since 2010 to peer review or prepare their CAP Consistency Checklist (i.e., CEQA GHG Checklists) as well as complete the CEQA GHG Checklists for individual plans and projects. By having a CEQA GHG Checklist for use by City planning staff and applicants, future City plans and projects can

tier from the CAP programmatic CEQA document for purposes of streamlining future CEQA GHG analyses and demonstrating consistency with state GHG reduction targets per the 2017 CARB Climate Change Scoping Plan. Without such a checklist for a tool, it can be difficult for future plans and projects to navigate the CEQA process under SB 32.

Optional Task B.1 Deliverables

- Draft City CEQA GHG Checklist for future projects' use (electronic)
- Final City CEQA GHG Checklist for future projects' use (electronic)

Optional Task B.2: CEQA Greenhouse Gas Thresholds

To further strengthen the defensibility of future CEQA GHG analyses that will tier from the CAP CEQA assessment document to be prepared under Optional Task A.1, we recommend the development of a City quantitative CEQA thresholds of significance for GHG emissions along with a guidance document for City staff for purposes of evaluating quantitative CEQA GHG analyses submitted by applicants. Such City quantitative CEQA GHG thresholds will be utilized when applicants are not able to meet all of the requirements in the CAP Consistency Checklist (i.e., CEQA GHG Checklist) to be prepared under Optional Task B.2.

The GHG efficiency threshold for project- or plan-based CEQA analysis will be based on a methodology that considers emissions against an efficiency-based service population threshold. The threshold assesses the GHG efficiency of a project or plan on a per capita basis or service person basis. This approach will rely on the City GHG reduction goals in the CAP to attain a future horizon year target, compare it with the economic projections and planned land use development in the region up to specific horizon years, and allocate GHG reductions to population, service population, and land uses. This

threshold is consistent with the CARB 2017 Climate Change Scoping Plan, which details the intention to accommodate population and economic growth in California but do so in a way that achieves a lower rate of GHG emissions. In addition, if the City proceeds with development of CEQA GHG thresholds, Rincon will also include CEQA assessment of the thresholds as part of the programmatic IS-ND in order to confirm that appropriate CEQA review of the thresholds occurs as part of a public review process and via one CEQA document in an efficient and cost-effective manner. This will be done as part of preparation of the CEQA assessment document under Optional Task A.1.

Rincon will also prepare a concise guidance document for use by City staff in evaluating submitted CEQA GHG emissions analyses and by applicants in preparing CEQA GHG emissions analyses. The guidance document will detail a defensible approach for evaluating GHG emissions impacts in analyses prepared pursuant to CEQA. The document will also provide substantial evidence of the methodology's consideration of statewide GHG direction provided by CAPCOA, CARB, and OPR as well as relevant case law.

Optional Task B.2 Deliverables

- Draft City CEQA GHG Thresholds and Guidance Report (electronic)
- Final City CEQA GHG Thresholds and Guidance Report (electronic)

Optional Task C: Development of a Qualified CAP Technical Appendix

The CEQA Guidelines Section 15183.5(b) establishes criteria to guide the preparation of a “plan for the reduction of greenhouse gas emissions.” Subsection (D) notes that a CEQA Guideline-consistent GHG reduction plan must include, “measures or a group of measures, including performance standards, that substantial evidence demonstrates, if implemented on a project-by-project basis, would collectively achieve the specified emissions level.” Thus, the primary distinction between a qualified CAP and one that isn’t considered qualified is the level of substantial evidence that clearly demonstrates that the GHG reduction claimed in the CAP is achievable. Therefore, pursuant to the direction included in the RFP we have left the completion of the Technical Appendix that includes the substantial evidence as an optional task.

This Technical Appendix would clearly detail all the

evidence to demonstrate that the measures and actions included in the Pinole can achieve the City’s emission reduction targets for 2030. The GHG reductions from the specific measures would be calculated using published third-party evidence provided through controlled investigations, studies, and articles carried out by qualified experts that establish the effectiveness for measures and actions. The Appendix will clearly display the estimates and work through the underlying calculations that would be provided in this report would include the substantial evidence and a transparent approach to achieving the City’s GHG emissions reduction target. If this task is selected, Rincon would complete the draft and provide it to the City for review and then address one set of consolidated comments on the document. After the comments are addressed, a finalized version would be provided to the City for inclusion in the Final CAP.

Deliverables

- Draft and Final Qualified CAP Technical Appendix

Optional Task D: CAPDash

As an optional task, to facilitate implementation and monitoring of the CAP and to minimize future City staff resources needed for monitoring and reporting, Rincon has developed a user-friendly cloud based GHG Inventory and Monitoring and Reporting Tool. Rincon’s fully automated web application, CAPDash, serves three purposes.

1. The first is to generate a transparent GHG inventory which can be updated on an annual basis simply by uploading activity data. This will allow the City

to actively track its progress towards its GHG reduction targets.

2. The second major function of CAPDash is to track the implementation of CAP measures over time. We can upload final CAP measures into the tool and allow the City to track activity data (kW of solar installed, etc.) for each measure and monitor progress over time.
3. Finally, the tool acts as an automatically updating dashboard which can display data both internally by

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easily generating reports for staff, but also to the public through a web-based dashboard.

CAPDash¹ will allow the City to evaluate progress towards its CAP goals in real time and provides the implementation transparency to optimize CEQA streamlining under CEQA guidelines Section 15183.5, if Optional Task C is selected.

The CAPDash tool (Figure 2) minimizes the burden of monitoring and reporting and enables City staff to more effectively utilize limited resources to implement CAP policies. The Rincon Team will hold one virtual staff training on how to use the CAPDash to effectively monitor CAP implementation and progress over time.

This training will focus on reviewing the implementation and monitoring tables of the CAP, confirming department leads, and clarifying roles and responsibilities for measures and actions that overlap multiple departments. The training will also include a tutorial on CAPDash, which will be used to track and report emission data. Example CAPDash Link: <https://cap.rinconconsultants.com/SouthPasadena>

Please Note: We recommend using the CAPDash Tool, however, we recognize that City staff might prefer a different publicly available monitoring or reporting system. We are committed to working with the City staff to identify the best option.

Assumptions

- Rincon will populate CAPDash with all activity data from the current inventory.

- Rincon will provide one virtual CAPDash training (up to two hours).

Deliverables

- Attendance by up to two Rincon Team Members at the virtual CAPDash training
- CAPDash User Guide
- CAPDash tool

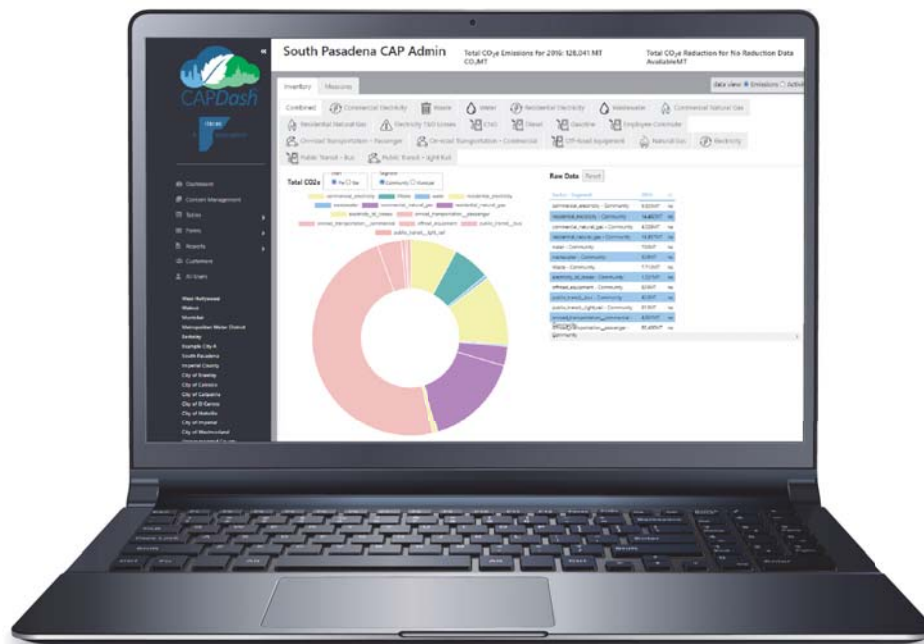


Figure 2. CAPDash

1. CAPDash has a onetime license fee.

Subconsultants



CSG is an employee-owned company and works solely for public agencies, serving as a seamless extension of municipal staff. For over 30 years, CSG has had a solutions-oriented approach to our work, leveraging our team's extensive experience and technical expertise to address a wide-range of client needs. We currently furnish planning, environmental, sustainability, building and safety, fire prevention, code enforcement, public works, and a host of additional services to over 250 municipal clients throughout California.

Name of Firm: CSG Consultants, Inc.

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930 Fresno Street, Newman, CA 95360
3707 W. Garden Grove Boulevard, #100, Orange, CA
92868

Years in Business: 30 – Founded in 1991

Ownership: Employee-Owned

Employees: 300+

Type of Business:

California Corporation | Incorporated June 15,
2000 | Federal ID: 91-2053749

Staff Composition

The majority of the 300+ individuals within our firm have provided public agency services throughout their entire careers. Our talented personnel, having held positions within communities facing similar development concerns as the City of Pinole, bring a wealth of ideas, experience, and solutions. Depending upon the needs of our clients, we can serve in either a project-specific or on-call staff augmentation capacity.

Our multi-disciplined municipal services staff consists of the following types of professionals:

- Planning Professionals
- Sustainability Professionals
- Building Plan Reviewers & Inspectors
- Fire Plan Reviewers & Inspectors
- Structural Engineers
- Plan Review Engineers
- Fire Protection Engineers
- Building Officials
- CAsP Professionals
- Permit Technicians
- Code Enforcement Officers
- Grading Improvement Plan Reviewers & Inspectors
- Civil Engineers
- Construction Managers
- Construction Inspectors
- Information Technology Professionals



The Team

Rincon has operated its Sustainability practice with the simple idea that we want our work to make positive change. Plans and roadmaps that sit on the shelf don't make change. Therefore, we set out to tackle the hurdles to successful climate action planning by working with our clients, opening communication across departments, and not shying away from complex problems. Rincon has assembled a team of highly skilled environmental science and planning professionals who combine extensive technical qualifications and knowledge of climate action planning with several years of experience working in the region. Brief resumes for key team members are included on the following pages. Detailed resumes with project references are provided in Appendix A.



Erik Feldman,
LEED-AP
Principal-in-Charge

Erik Feldman is a Ventura County native whose experience includes GHG modeling and auditing, climate action planning, and sustainability design and program development. Additionally, he is involved in a wide range of urban planning and land use studies, sustainable development review, and CEQA documentation and permitting activities. He has assisted numerous local agencies and development projects with the development of GHG thresholds, analytical methods, and reduction strategies in California. Mr. Feldman also has extensive experience preparing Qualified GHG Reduction Plans as defined by CEQA Guidelines 15183.5 and utilizing these plans to streamline GHG CEQA analysis for development projects. Mr. Feldman applies this experience in the successful management of environmental and sustainability projects for a variety of clients in the public and private sectors. He serves as the Principal-in-Charge for the City of Berkeley's Existing Building Electrification Strategy project that focuses on the electrification of the Berkeley's buildings. He is also the Principal-in-Charge for a number of CAPs and GHG inventories, including for the counties of Santa Clara and Santa Barbara, and the cities of Sacramento and Burbank.



Hannah Mize

Project Manager

Hannah Mize, a Ventura County native and California State University, Channel Islands alumna, has a strong foundation in and experience with a wide range of climate action planning, as well as GHG emissions assessments. She has experience assisting with and managing CAPs, which includes overseeing data collection, completing inventory and forecast calculations, setting targets, developing emission reduction and adaptation/resilience measures, participating in community outreach, and completing draft and final plans. She is currently managing the City of Burbank's Greenhouse Gas Reduction Plan Update as well as the City of Pittsburg's Climate Action Plan, and recently oversaw the completion of the City of South Pasadena's inaugural Climate Action Plan, all of which are CEQA-streamlined GHG emissions reductions plans. Ms. Mize also oversees the verification of GHG emissions and low carbon fuel through the California Air Resource Board Cap-and-Trade Program following the requirements of the Mandatory Reporting Regulation and the Low Carbon Fuel Standard, respectively. Ms. Mize manages the team's robust auditing program, which has collectively verified approximately 40 percent of California's industrial GHG emissions annually, over the past 4 years. She has conducted GHG verification services throughout the state for electricity generators, electricity and natural gas providers, oil and gas production facilities, refineries, mines, and fuel suppliers in conformance with the Assembly Bill (AB) 32 Mandatory Reporting Regulation. She has also worked with transportation agencies to verify low carbon fuel.



Alissa Jared

Associate Environmental Scientist

Ms. Jared is an environmental scientist and project manager for the Sustainability Services Group at Rincon, with expertise in greenhouse gas (GHG) analysis and climate action plan (CAP) development. Ms. Jared has a background in climatological/hydrological statistical modeling, data management and analysis, and GHG mitigation planning. Her experience in sustainability and environmental planning includes preparing GHG emissions and data analyses (including inventories, forecasts, reduction strategies), CAP development, and GHG reporting audits. Past work has included preparation of science journal articles, sustainability reports, GHG audit reports, CEQA analysis, and CAPs.



Sarah Howland

**Outreach and Engagement
Lead**

Sarah Howland has extensive experience for crafting and facilitating creative, interactive community engagement activities, including public workshops, open house events, stakeholder interviews, focus group interviews, surveys, and participatory mapping activities for in-person, virtual, and hybrid arenas. In addition, she coordinates and prepares detailed, visually appealing work products, including marketing materials, staff reports, story maps, project website materials, and technical analysis reports for community engagement.

Ms. Howland has a wide-ranging policy background, having prepared, or assisted with managing long range planning, including general plan updates and local coastal program updates. She has experience in contract planning services and preparing staff reports, public meeting presentations, long-range planning documents, and environmental analysis. Ms. Howland has experience with all stages of the development review and entitlement process. Ms. Howland also has experience with all aspects of the environmental review process including preparing CEQA documents, such as Initial Studies, IS-MNDs, complex programmatic and project-level EIRs. Ms. Howland brings her experience and knowledge in community engagement, long-range planning, and environmental justice.



Kathleen Gallagher

**Senior Sustainability
Manager**

CSG

With over 28 years of sustainability experience, Kathleen Gallagher has a successful track record of developing innovative and cost-effective Climate Action & Adaptation Plans (CAAP), zero waste management programs and sustainability projects. Ms. Gallagher not only develops CAAPs, she also implements CAAP programs. Having both development and implementation experience result in practical and effective greenhouse gas (GHG) reduction programs that achieve desired results. Ms. Gallagher managed a joint powers authority of twelve member jurisdictions, serving over 450,000 San Mateo County residents where she managed new projects, contract compliance, staff, and management of publicly owned facilities. Her public sector service of 11 years provides Ms. Gallagher with a comprehensive understanding of the unique challenges that public sector staff face and enable her to provide effective solutions for her clients. Ms. Gallagher is a SB 1383 (organics diversion mandate) subject matter expert. In March 2022, her work was recognized by CalRecycle for an innovative program to meet SB 1383 regulation requirements. Ms. Gallagher has an excellent reputation for working effectively with city staff, elected officials, and regional groups to meet sustainability goals.

Experience

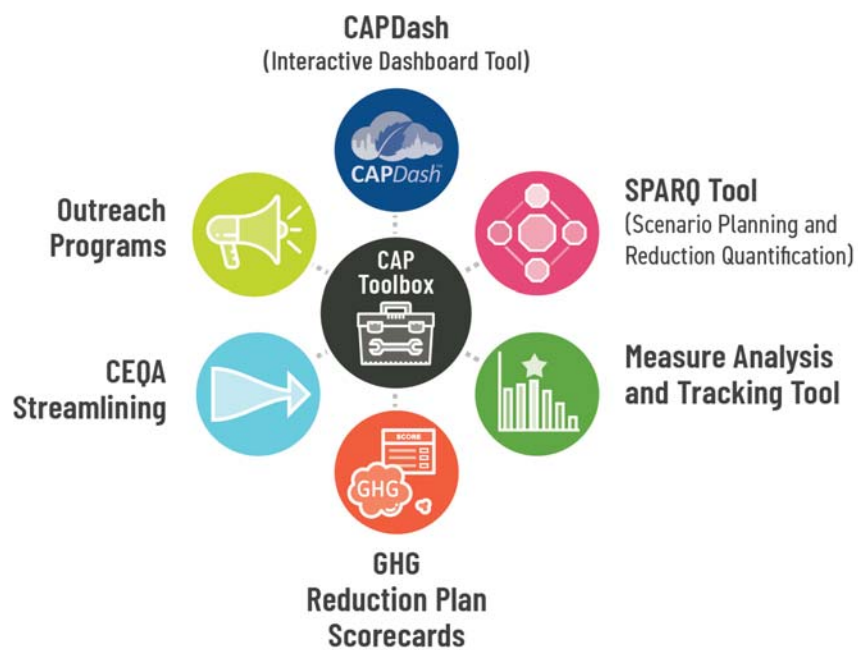
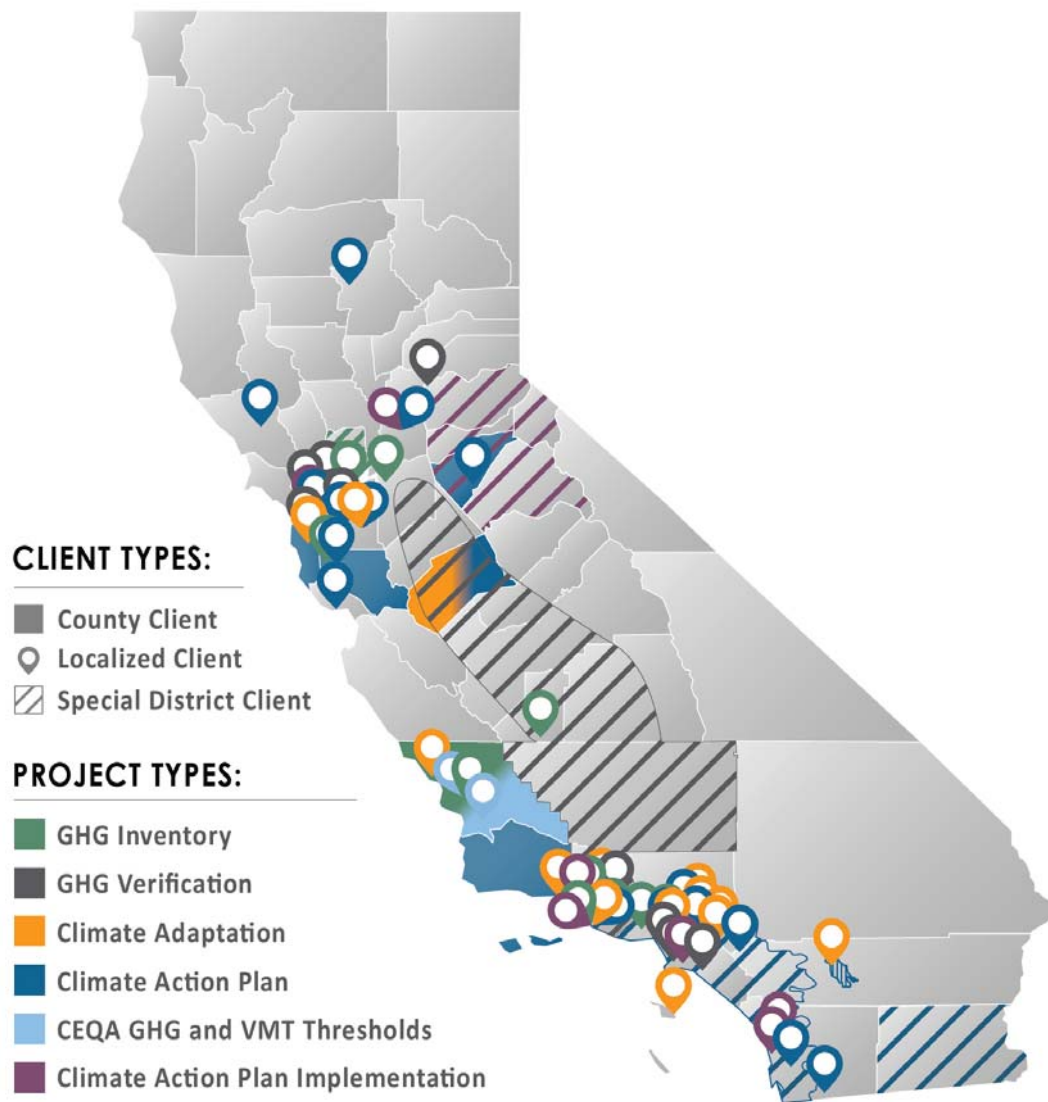
Climate Action Planning

Rincon has more than 375 staff, just large enough to provide the expertise needed to successfully complete Pinole's CAP, yet flexible enough to quickly respond to changes in direction or special challenges that may emerge. Our broad experience in climate action and adaptation planning and implementation and the advanced experience of key staff in past projects identifies us as particularly well-suited for this project. We have developed policies and ordinances for sustainability measures relating to buildings, energy, water, waste, and transportation as part of our work developing CAPs and CAP implementation for municipal clients across California. We have also developed web-based tools to analyze key emission sectors, develop emission reduction measures, implementation feasibility, and tracking of implementation over time. Our Rincon Team not only develops plans but also works with our clients to implement those plans to create real change. We work with developers to create all-electric buildings, internally with municipalities like Santee implementing CAPs, and recently with the City of Berkeley on a first-of-its-kind analysis and plan for citywide electrification. We have also worked extensively with the oil and gas and agriculture industries developing and auditing GHG inventories for California's Cap-and-Trade Program. Our unique combination of policy and implementation experience allows us to craft real world solutions to some of California's most difficult GHG-reduction challenges.

Rincon recognizes the role that climate action planning plays in achieving California's GHG reduction targets and has made it a priority in our practice. As such, this program will be among the firm's highest priorities. Our references will attest to Rincon's demonstrated ability to respond on short notice to our clients' needs and our proven track record of completion of innovative and highly complex assignments on time and within budget.

Rincon has extensive experience in climate planning and CEQA as well as in implementation and monitoring. We have conducted CEQA analysis in nearly every city in California for more than 26 years and provided Climate Action and Adaptation Planning for jurisdictions across California by supporting climate action, adaptation, and implementation and by building cutting-edge tools to track improvement over time. We have also developed qualified CAPs and associated project-level CAP compliance checklists, as well as GHG thresholds for CEQA tiering.

The image below demonstrates the breadth of the climate action and adaptation work that the Rincon Sustainability Team has completed for various jurisdictions throughout the state, with a summary of the tools that Rincon has created and utilizes on the right.



Climate Action Plans and Greenhouse Gas Inventories

Rincon has prepared CAPs, GHG Reduction Strategies, Sustainability Plans, and GHG Reduction Scorecards, as well as the associated GHG inventories, for municipalities, special districts, universities, and private clients throughout California. Our team has prepared over 50 CAPs and GHG Reduction Strategies throughout the state. None of the CAPs prepared by Rincon have been legally challenged. Our team is comprised of CARB-Accredited Lead Verifiers who specialize in oil and gas production and have cumulatively audited approximately 40 percent of the state's Cap-and-Trade-covered GHG emissions, giving us unparalleled experience with a wide variety

industries and inventory methodologies and a comprehensive understanding of best practices.

The table below shows Rincon's climate action planning and GHG inventory experience. Rincon also prepared the associated CEQA assessments for these various climate action planning efforts.

Select project experience that includes the website where each document is available and was prepared by key personnel that would be assigned to the City's project are featured further in this section under "Project Experience."

Rincon has assisted the following agencies with the preparation of GHG inventories and/or CAPs:

- City of Port Hueneme
- City of San Luis Obispo
- City of Sacramento
- Kings County
- CSU, Channel Islands
- City of Burbank
- City of Paso Robles
- Santa Clara County
- Oxnard College
- City of Pismo Beach
- City of Atascadero
- City of Madera
- City of Calabasas
- City of Grover Beach
- City of Dublin
- Berkeley College
- City of Beverly Hills
- City of Arroyo Grande
- City of Cupertino
- City of Millbrae
- City of West Hollywood
- City of Montclair
- City of Morro Bay
- City of San Marcos
- City of Pasadena
- City of Walnut
- Calaveras County
- Imperial County Transportation
- City of South Pasadena
- City of Lake Elsinore
- City of Pittsburg
- Lake Merritt College
- Santa Barbara County
- Stanford University
- City of Santa Cruz
- Angels Camp City
- City of La Cañada Flintridge
- Peralta Community College
- Coachella Valley Water District
- Metropolitan Water District of Southern California
- Ventura College
- City of Laguna Beach
- City of Albany
- City of Rohnert Park
- Moorpark College
- City of Hayward
- Merced County
- City of Vista

Climate Adaptation Plans and Vulnerability Assessments

Rincon is on the cutting edge of vulnerability and adaptation analyses and tools from the local level to the regional and statewide level. On a local level, Rincon has integrated climate vulnerability and adaptation assessments as a component of CAPs

as well as Local Coastal Programs, General Plans, and Local Hazard Mitigation Plans. The following list shows Rincon's climate adaptation planning experience.

Collaboration with Stakeholders

Community engagement and ultimately buy-in is at the heart of successful City planning, and the Rincon Team excels at creating and implementing tailored, community-focused engagement and outreach plans. We specialize in presenting technical information and processes in a clear way, which provides opportunities for relationship-building and meaningful input. Our approach also provides the client with the opportunity to address

issues directly and enhance community decision-making. Our experienced facilitators have managed public outreach campaigns for CAPs, General Plans, land development, transportation projects, and other planning efforts throughout California since 1994. Through our planning expertise and in-house graphics and design capabilities, we help clients connect with their communities and enhance project outcomes.

Climate Change Vulnerability Assessments

- City of Nevada City Climate Vulnerability Assessment
- San Mateo County Climate Vulnerability Assessment
- City of Hayward Climate Vulnerability Assessment
- City of San Leandro Climate Vulnerability Assessment
- City of Livermore Climate Vulnerability Assessment
- Merced County Climate Vulnerability Assessment
- City of Santa Barbara (Yanonali St.) Sea Level Rise Assessment
- City of Oxnard Local Coastal Plan Update, Climate Vulnerability Assessment, + Sea Level Rise Adaptation Strategy Report
- City of Port Hueneme General Plan Update + Local Coastal Plan
- City of La Cañada Flintridge Climate Vulnerability Assessment
- City of Ojai Climate Vulnerability Assessment
- City of Simi Valley Climate Vulnerability Assessment
- City of Ventura Climate Vulnerability Assessment
- City of Burbank Climate Vulnerability Assessment
- City of Pasadena Climate Vulnerability Assessment
- City of South Pasadena Climate Vulnerability Assessment
- City of Beverly Hills Climate Action/Adaptation Plan + Climate Vulnerability Assessment
- City of Walnut Climate Vulnerability Assessment
- City of Rolling Hills Climate Vulnerability Assessment
- City of Avalon General Plan Update + Local Coastal Plan
- City of Rancho Mirage General Plan Safety Element Update

General Plan Safety Element Updates in Very High Fire Hazard Severity Zones

- | | |
|---------------------------|---------------------------|
| 1. Trinity County | 12. City of Burbank |
| 2. City of San Leandro | 13. City of Calabasas |
| 3. City of Piedmont | 14. City of Sierra Madre |
| 4. City of Ukiah | 15. City of Claremont |
| 5. City of Nevada City | 16. City of Duarte |
| 6. City of Solvang | 17. City of Palmdale |
| 7. City of Ojai | 18. City of Rolling Hills |
| 8. City of Port Hueneme | 19. City of Brea |
| 9. City of Simi Valley | 20. City of Beaumont |
| 10. City of Thousand Oaks | 21. City of Carlsbad |
| 11. City of Ventura | |

For example, the City of South Pasadena’s CAP became one of the first plans in Los Angeles County that includes a goal related to electrification by working closely with all stakeholders, including city departments, community members, City Council, and the NREC. Specifically, Plays (Measures) E.2 and E.3 require electrification of new and existing buildings, respectively. Implementation of these Plays would be completed by providing information, financing, and training opportunities, as well as adopting an Electrification Readiness Reach Code for new buildings. These Plays were refined through the community outreach process and additional Moves

(Actions) were added to ensure that the Plays met the needs of South Pasadena, while also exceeding the goals established by the state. For example, Move E.2.d was added based on discussions with residents around potential concerns associated with cooking on electric stoves. The action aims to provide education around cooking with electric appliances, including demonstrations from chefs and/or local restaurants, as available. This is a direct reflection that what the community values was incorporated in the final document to provide a path forward that works for everyone.

As professional planners, we understand the importance of engaging both responsible agencies and the public throughout the planning process. We also work closely with stakeholders and public officials to communicate information clearly and work toward common goals. Our planning staff has extensive experience managing a broad range of public-involvement programs, from online campaigns and innovative tailored activities to traditional meetings, charrettes, and workshops.

Rincon also recognizes the importance of establishing dynamic tools that provide opportunities for entities to visualize their emissions as well as emissions reduction opportunities. For example, to assist with the task of target

As part of the community outreach and engagement, the Rincon Team will coordinate with the City’s Outreach and Engagement Plan and emphasize the goals of the City’s Strategic Plan.



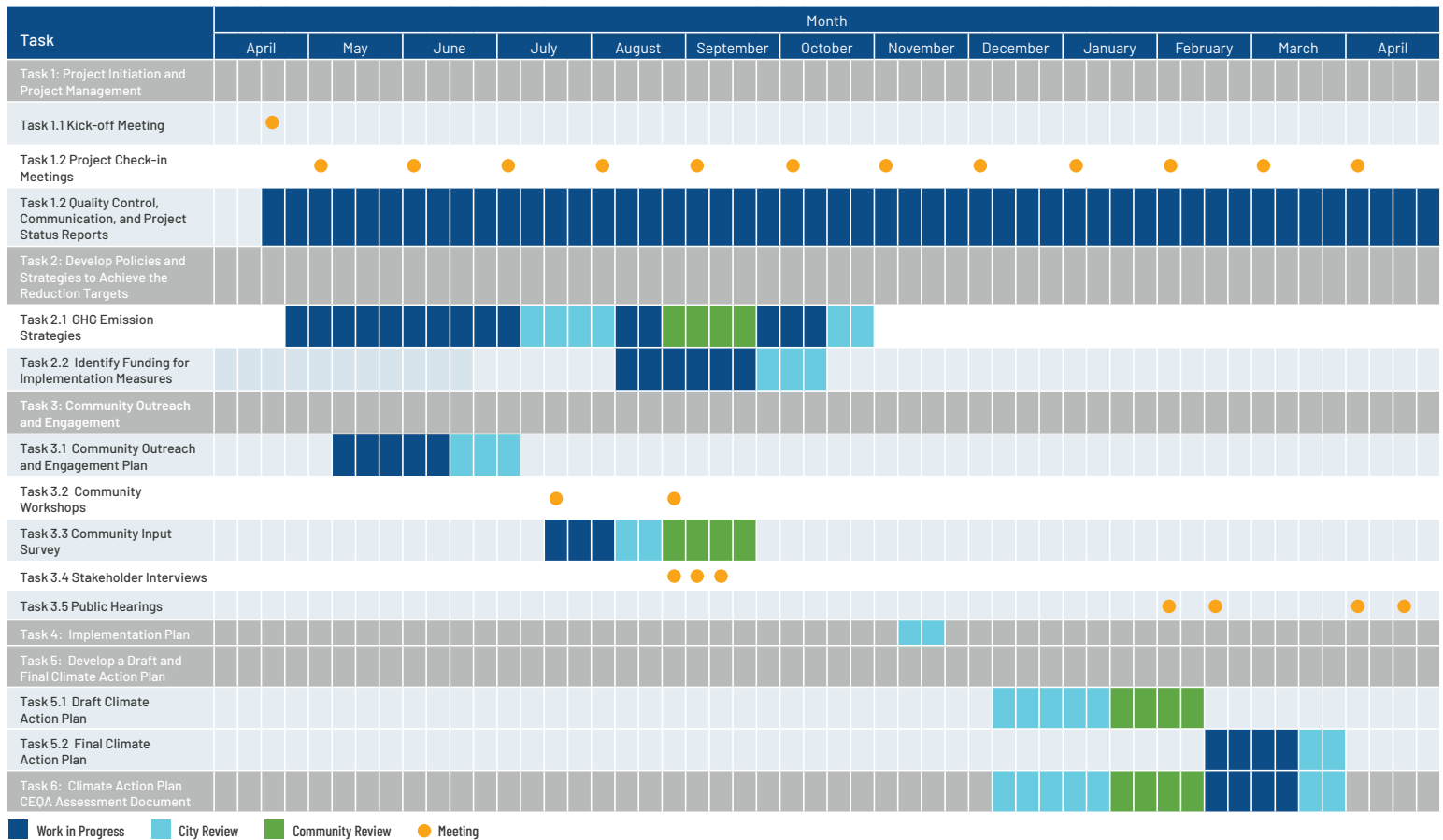
Rincon Climate Action Outreach programs for the City of Vista CAP (2018) and City of Del Mar Energy Efficiency Program (2019) both received Public Involvement/Education Program awards from the Association of American Planning Professionals (APA) and the Association of Environmental Professionals (AEP).

setting, Rincon created the Scenario Planning and Reduction Quantification (SPARQ) Tool, which makes the measure quantification process more transparent (see more about the SPARQ Tool in Task 2.1). Additionally, Rincon created the Climate Action Planning Dashboard, CAPDash. CAPDash, a proprietary tool, that is compliant with the Local Governments for Sustainability (ICLEI) U.S. Community Protocol for Accounting and Reporting of Greenhouse Gas Emissions (U.S. Community Protocol), is used for calculating GHG inventories and tracking implementation of GHG and climate-related policies. This tool was developed to streamline the GHG inventory process and provide a way for agencies to publicly display the inventory results, a key part of maintaining a defensible CAP (see more about CAPDash in Optional Task D).

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Schedule

The Rincon Team is prepared to begin the work program described in this proposal immediately upon authorization to proceed. As depicted on the following graphic, Rincon proposes to adhere to an approximately 12-month schedule that allows the Draft CAP to be circulated by February 2023 and adopted by April 2023, with an official kickoff date before mid-April 2022. This schedule aligns with that proposed for the General Plan Update in order to provide opportunities to collaborate on efforts to streamline processes. Additionally, as part of the schedule design, we have included at least 10 working days for City review of each task or phase, as requested in the RFP. For the more robust deliverables, including Task 2, Develop Policies and Strategies to Achieve the Reduction Targets and, an approximately 20-working-day City-review period is proposed to provide additional time for the City. Tasks 5 and 6, CAAP and CEQA Document, also have a five-week review proposed to allow for additional time over the holiday period. Additionally, we have built-in a one-month public review for the Draft CAP and CEQA document after the City's review to allow the community to provide feedback which will be discussed with the City and integrated into the Final CAP, as appropriate.



Hourly Rates

Cost

The Rincon Team will complete the work program described herein for a cost not to exceed \$119,765, as shown in Table 1. Table 2 includes the costs for the optional tasks. The breakdown of cost for each task outlined in the RFP and labor category is also included after Table 2 to provide more transparency. The cost estimate includes all items requested in the RFP and we have also included optional tasks as well as provided detailed costs in an effort to enhance the final deliverable. The cost for translation services would be provided on a time and materials basis and is estimated to be \$0.15 per word per language, assuming that the documents provided are Word or PowerPoint style documents.

Table 1: Cost for Climate Action Plan


RINCON CONSULTANTS, INC.
22-12708 Pinole Climate Action Plan
Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Task 1: Project Initiation and Project Management		55.00	10,414.00	3,220.00	13,634.00
Task 2: Develop Policies and Strategies to Achieve the Reduction Targets		125.00	21,139.00	6,210.00	27,349.00
Task 3: Public Outreach and Engagement		112.00	21,813.00	10,350.00	32,163.00
Task 4: CAP Implementation Plan		20.00	3,297.00	0.00	3,297.00
Task 5: CAP Document		151.00	25,632.00	0.00	25,632.00
Task 6: CAP CEQA Assessment		96.00	17,162.00	0.00	17,162.00
Direct Expenses		0.00	0.00	528.00	528.00
Project Total		559.00	99,457.00	20,308.00	119,765.00

Direct Expenses Summary

Vehicle Day Rate

Amount

528.00

19,780.00

Direct Expenses Subtotal

20,308.00

Hourly Rates

Table 2: Cost for Climate Action Plan and Safety Element Update Combined

Optional Tasks

	Rincon Labor Classification →			Principal II	Senior Supervisor II	Senior Professional II	Professional III	Professional II	GIS
Tasks	Labor Cost	Direct Costs	Hours	\$295	\$245	\$212	\$161	\$145	\$160
Optional Task A Vulnerability Assessment and Adaptation Measures									
Optional Task A.1: Vulnerability Assessment	\$10,234		64	2		6	12	40	4
Optional Task A.2: Adaptation Measures	\$8,632		52	3		6	15	28	
Optional Task B – CAP CEQA Assessment + GHG Streamlining/Thresholds									
Optional Task A.2 – CEQA GHG Checklist	\$6,623		38	2	1	3	32		
Optional Task A.3 – CEQA GHG Thresholds	\$7,911		46	2	1	3	40		
Optional Task C - Substantial Evidence (CEQA Qualified CAP)	\$12,478		76	4	2	6	16	48	
Optional Task D – CAPDash	\$5,531	\$7,500	33	1	2	4	8	18	

RINCON CONSULTANTS, INC.

22-12708 Pinole Climate Action Plan

Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Task 1: Project Initiation and Project Management		55.00	10,414.00	3,220.00	13,634.00
Principal II	295.00	4.00	1,180.00		
Senior Planner II	212.00	33.00	6,996.00		
Planner III	161.00	8.00	1,288.00		
Admin Assistant/Billing Specialist	95.00	10.00	950.00		
				3,220.00	
Task 2: Develop Policies and Strategies to Achieve the Reduction Targets		125.00	21,139.00	6,210.00	27,349.00
Principal II	295.00	8.00	2,360.00		
Senior Planner II	212.00	18.00	3,816.00		
Planner III	161.00	38.00	6,118.00		
Planner II	145.00	61.00	8,845.00		
				6,210.00	
Task 3: Public Outreach and Engagement		112.00	21,813.00	10,350.00	32,163.00
Principal II	295.00	6.00	1,770.00		
Principal I	280.00	20.00	5,600.00		
Senior Planner II	212.00	19.00	4,028.00		
Planner III	161.00	40.00	6,440.00		
Senior GIS Specialist	160.00	4.00	640.00		
Planner II	145.00	23.00	3,335.00		
				10,350.00	
Task 4: CAP Implementation Plan		20.00	3,297.00	0.00	3,297.00
Senior Supervisor Planner II	245.00	1.00	245.00		
Senior Planner II	212.00	3.00	636.00		
Planner III	161.00	6.00	966.00		
Planner II	145.00	10.00	1,450.00		
Task 5: CAP Document		151.00	25,632.00	0.00	25,632.00
Principal II	295.00	12.00	3,540.00		
Senior Planner II	212.00	20.00	4,240.00		
Planner III	161.00	32.00	5,152.00		
Senior GIS Specialist	160.00	11.00	1,760.00		
Planner II	145.00	74.00	10,730.00		
Production Specialist I	105.00	2.00	210.00		
Task 6: CAP CEQA Assessment		96.00	17,162.00	0.00	17,162.00
Principal I	280.00	8.00	2,240.00		
Senior Planner II	212.00	18.00	3,816.00		

Cost for Additional Meeting Attendance



RINCON CONSULTANTS, INC.
22-12708 Pinole Climate Action Plan
Cost Estimate

	Rate	Hours	Labor Budget	Direct Expenses	Total Budget
Planner III	161.00	66.00	10,626.00		
GIS/CADD Specialist I	125.00	3.00	375.00		
Production Specialist I	105.00	1.00	105.00		
Direct Expenses		0.00	0.00	528.00	528.00
Vehicle Day Rate				528.00	
Project Total		559.00	99,457.00	20,308.00	119,765.00

Direct Expenses Summary	Amount
Vehicle Day Rate	528.00
	19,780.00
Direct Expenses Subtotal	20,308.00

Hourly Rates

The rates shown are for budgetary purposes. Actual rates may vary slightly depending on staff availability, but overall costs will not exceed the total shown herein. Any additional tasks not identified herein will be completed only upon authorization and in accordance with the rates shown in the table and in the fee schedule on the following page.

Standard Fee Schedule for Environmental Sciences and Planning Services

Professional, Technical and Support Personnel*	Hourly Rate
Principal II	\$295
Director II	\$295
Principal I	\$280
Director I	\$280
Senior Supervisor II	\$245
Supervisor I	\$228
Senior Professional II	\$212
Senior Professional I	\$197
Professional IV	\$174
Professional III	\$161
Professional II	\$145
Professional I	\$128
Associate III	\$117
Associate II	\$102
Associate I	\$95
Senior GIS Specialist	\$160
GIS/CADD Specialist II	\$140
GIS/CADD Specialist I	\$125
Technical Editor	\$130
Project Accountant	\$110
Billing Specialist	\$95
Production Specialist	\$105
Clerical	\$95

*Professional classifications include environmental scientists, urban planners, biologists, geologists, marine scientists, GHG verifiers, sustainability experts, cultural resources experts, and other professionals. Expert witness services consisting of depositions or in-court testimony are charged at the hourly rate of \$375.

Reimbursable Expenses

Direct Cost	Rates
Photocopies – Black and White	\$0.20 (single-sided) & \$0.40 (double-sided)
Photocopies – Color	\$1.50 (single-sided) & \$3.00 (double-sided)
Photocopies – 11 x 17	\$0.50 (B&W) & \$3.30 (color)
Oversized Maps	\$8.00/square foot
Digital Production	\$15/disc and \$20/flash drive
Light-Duty and Passenger Vehicles*	\$88/day
4WD and Off-Road Vehicles*	\$140/day

* \$0.65/mile for mileage over 50 and for all miles incurred in employee-owned vehicles.

Other direct costs associated with the execution of a project, that are not included in the hourly rates above, are billed at cost plus 15%. These may include, but are not limited to, laboratory and drilling services, subcontractor services, authorized travel expenses, permit charges and filing fees, mailings and postage, performance bonds, sample handling and shipment, rental equipment, and vehicles other than covered by the above charges.

Annual Escalation. Standard rates subject to annual escalation. **Payment Terms.** All fees will be billed to Client monthly and shall be due and payable upon receipt or as indicated in the contract provisions for the assignment. Invoices are delinquent if not paid within ten (10) days from receipt or per the contractually required payment terms.



Rincon Consultants, Inc.

Equipment	Day Rate
Environmental Site Assessment	
Soil Vapor Extraction Monitoring Equipment	\$155
Four Gas Monitor	\$133
Flame Ionization Detector	\$107
Photo Ionization Detector	\$80
Hand Auger Sampler	\$60
Water Level Indicator, DC Purge Pump	\$45
Natural Resources Field Equipment	
UAS Drone	\$268
Spotting or Fiberoptic Scope	\$165
Pettersson Bat Ultrasound Detector/Recording Equipment	\$165
Sound Level Metering Field Package (Anemometer, Tripod and Digital Camera)	\$110
GPS (Sub-meter Accuracy)	\$65
Infrared Sensor Digital Camera or Computer Field Equipment	\$55
Scent Station	\$22
Laser Rangefinder/Altitude	\$11
Pit-fall Traps, Spotlights, Anemometer, GPS Units, Sterilized Sample Jar	\$9
Mammal Trap, Large/Small	\$1.50/\$0.50
Water and Marine Resources Equipment	
Boat (26 ft. Radon or Similar)	\$600
Boat (20 ft. Boston Whaler or Similar)	\$335
Multi Parameter Sonde (Temp, Cond, Turbidity, DO, pH) with GPS	\$165
Water Quality Equipment (DO, pH, Turbidity, Refractometer, Temperature)	\$60
Refractometer (Salinity) or Turbidity Meter	\$37
Large Block Nets	\$110
Minnow Trap	\$95
Net, Hand/Large Seine	\$55
Field Equipment Packages	
Standard Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet, Safety Equipment, and Botanic Collecting Equipment)	\$110
Remote Field Package (Digital Camera, GPS, Thermometer, Binoculars, Tablet and Mifi, Delorme Satellite Beacon, 24-Hour Safety Phone)	\$140
Amphibian/Vernal Pool Field Package (Digital Camera, GPS, Thermometer, Decon Chlorine, Waders, Float Tube, Hand Net, Field Microscope)	\$165
Fisheries Equipment Package (Waders, Wetsuits, Dip Nets, Seine Nets, Bubblers, Buckets)	\$55
Underwater and Marine Sampling Gear (U/W Photo/Video Camera, Scuba Equipment (Tanks, BCD, Regulators, Wetsuits, etc.))	\$55/diver
Marine Field Package (PFDs – Personal Flotation Devices, 100-foot Reel Tapes with Stainless Carabiners, Pelican Floats, Underwater Slates, Thermometer, Refractometer, Anemometer, Various Field Guides)	\$55
Insurance, Hazard and Safety Fees	
L&H Dive Insurance	\$55/diver
Level C Health and Safety	\$65 person

“Implementation of a CAP is critical in addressing the effects of climate change. Rincon’s work with the City has helped in reaching our reduction goals and in developing outreach strategies to communicate implementation objectives.”

***John Conley, Community
Development Director
City of Vista***



Appendix A: Resumes



Education

MS, Environmental Science and Management, University of Sydney; Sydney, Australia
BS, Business and Administration, University of Colorado

Certification/Registrations

Accredited Lead Greenhouse Gas Verifier, California Air Resource Board (EO# H-10-043)
Accredited Low Carbon Fuel Standard (LCSF) Verifier, California Air Resource Board (EO# H3-20-054)
LEED Accredited Professional
Licensed General Engineering Contractor (#921378)

Years of Experience

17

Erik D. Feldman, MS, LEED AP

Principal

Erik Feldman's experience includes greenhouse gas modeling and auditing, climate action planning and sustainability design and program development. Additionally, he is involved in a wide range of urban planning and land use studies, sustainable development review, and CEQA environmental documentation and permitting activities. He has assisted numerous local agencies and development projects with the development of greenhouse gas thresholds, analytical methods, and reduction strategies in California. Mr. Feldman also has extensive experience preparing Qualified greenhouse gas Reduction Plans as defined by CEQA Guidelines 15183.5 and utilizing these plans to streamline greenhouse gas CEQA analysis for development projects. Mr. Feldman applies this experience in the successful management of environmental and sustainability projects for variety of clients in the public and private sectors. He has led and participated in numerous greenhouse gas- and sustainability-related presentations including for the California American Planning Association and at universities such as California State University, Channel Islands, California State University, Long Beach, and University of California, Santa Barbara. He has also served as a member of the Board of Directors for the U.S. Green Building Council California Central Coast Chapter and is a member of the Steering Committee for the Gridley Water Group in Ojai.

Experience

Principal-in-Charge, City of Berkeley – Pathway to Clean Energy, Berkeley

Berkeley, CA

In June 2018, Berkeley City Council established a goal of becoming a Fossil Fuel Free City, with a focus on electrification of Berkeley's buildings. Mr. Feldman is overseeing a team comprised of the City of Berkeley, Rocky Mountain Institute, and the Ecology Center developing an implementation plan to electrify 100% of Berkeley's existing buildings before 2045. Rincon completed a two-phase policy analysis and implementation plan to identify the technological, equity, and cost considerations around electrifying the current building stock based on age, class, and building type. Phase 1 of the analysis quantifies the costs and benefits of electrification for a wide range of stakeholders. The approach has been tailored to address impacts on historically marginalized and low-income people and integrates procedural, distributional, and structural equity considerations. The final report will identify the highest value and most equitable set of measures

aimed at the elimination of fossil fuels in existing buildings in the near, mid, and long terms. Phase 2 includes a detailed cost-benefit analysis and a comprehensive implementation plan, including funding strategies, for each of the recommended policies.

Principal-in-Charge, County of Santa Clara – Community Climate Action Plan, Santa Clara County

Santa Clara, CA

Mr. Feldman is overseeing preparation of the Santa Clara County Climate Action Plan which includes a countywide greenhouse gas inventory that covers unincorporated areas and each city within the County as well. The scope of work also includes the preparation of a greenhouse gas forecast through 2045 and greenhouse gas reduction targets. In addition to the development of greenhouse gas reduction measures Rincon is also working directly with the County and Green Info Network to build an interactive Network Relationship Map that will map all of the sustainability and climate action related entities within the County. The Network Relationship Map includes all of the measures undertaken by each city as well as non-profit and for-profit partners. The final deliverable will be a strategic plan that highlights the key role the County can play in connecting this vast network of climate action into a cohesive strategy working toward carbon neutrality.

Principal-in-Charge, City of San Luis Obispo Climate Action Plan Peer Review and Defensibility Analysis, CEQA Documentation and Greenhouse Gas CEQA Analysis Threshold Document, City of San Luis Obispo

San Luis Obispo, CA

In support of the City of San Luis Obispo Climate Action Plan preparation, Rincon was contracted to peer review the Climate Action Plan document and analyze the measures and technical analysis for defensibility under established case law and the CEQA Guidelines. Rincon also prepared CEQA documentation for the Climate Action Plan and a Greenhouse Gas Threshold and guidance document to be used by City planning staff and applicants in preparing greenhouse gas analyses for environmental documents prepared pursuant to CEQA. This project involved developing greenhouse gas efficiency threshold(s) for project based CEQA analysis founded on a methodology that considers emissions against an efficiency-based service population threshold. This efficiency threshold is consistent with the 2017 Scoping Plan which details the intention to accommodate population and economic growth in California but do so in a way that achieves a lower rate of greenhouse gas emissions. Rincon created a locally appropriate efficiency threshold that complies with the CEQA Guidelines and interpretative greenhouse gas case law. Moreover, Rincon developed a concise guidance document detailing a defensible approach for evaluating greenhouse gas impacts in analyses prepared pursuant to CEQA for use by City staff and local developers. This guidance document clearly details how the greenhouse gas efficiency threshold was developed and substantiates the linkage between a specific project and the state's greenhouse gas reduction targets. Rincon completed the Initial Study Negative Declaration (IS-ND) for the City that included environmental analysis focused on the estimated change in conditions that would result from the implementation of the Climate Action Plan's actions and policies. In 2020 the Climate Action Plan and CEQA documentation were adopted by the City Council and the Climate Action Plan and CEQA thresholds are being implemented by the City.

Principal-in-Charge, County of Santa Barbara – 2030 Climate Action Plan and Environmental Impact Report, Santa Barbara County

Santa Barbara, CA

The Santa Barbara County Climate Action Plan and Environmental Impact Report is the first project of the Santa Barbara County Climate Collaborative and will bring in together various projects under the One Climate

initiative. The Climate Action Plan is currently in the early stages of community activation, which includes the engagement of an Equity Advisory Committee. The Plan will activate the diverse community to develop a plan and suite of climate action planning tools that are customized to the County. Each jurisdiction in the County will be able to tier-off of the County Climate Action Plan and will be able to adopt greenhouse gas tracking tools developed specifically for the County. This Climate Action Plan will also include emissions from the agricultural industry and agriculture land use types (also known as Natural and Working Lands). Rincon is working with the Bren School of Environmental Science and Management, University of California, Santa Barbara (UCSB) to complete extensive research and reached out to experts in the respective fields to ensure the incorporation of the information found is appropriate and the methodology to calculate greenhouse gas emissions is accurate. The Climate Action Plan is intended to facilitate the reduction of greenhouse gas emissions in a way that helps improve the public health and economy of the County through partnerships with the community providing resources for a more sustainable and equitable community.

Project Manager, City of Pasadena – Greenhouse Gas Inventory and Climate Action Plan and greenhouse gas Analysis Threshold, Pasadena

Pasadena, CA

Mr. Feldman lead the project team that prepared a comprehensive inventory of greenhouse gas emissions resulting from local government and community-wide activities. As part of the inventory project, Rincon inventoried greenhouse gas emissions for the 2009 baseline year and conducted emissions forecasts for the years 2020, 2030, 2035, and 2050 (consistent with the AB 32, Executive Order (EO) S-3-05 and SB 32 target years and the City of Pasadena's General Plan horizon year). Rincon worked with the City to develop a Climate Action Plan that identified and evaluated reduction measures that would achieve the greatest reduction in the most cost-effective manner and created and implemented a comprehensive public outreach program. Rincon also developed a detailed implementation, monitoring, and maintenance plan. To facilitate implementation of the plan and streamline CEQA analysis for new development projects, Rincon developed one of the first SB 32 Greenhouse Gas Threshold and Climate Action Plan compliance checklist to streamline future development projects under CEQA Guidelines Section 15183.5. In addition, Rincon prepared the CEQA documentation that demonstrated the Climate Action Plan would not result in any significant impacts and in fact may result in beneficial impacts as it relates to air quality and greenhouse gases/climate change.

Principal-in-Charge, Climate Action Plan Update, City of Dublin

Dublin, CA

Mr. Feldman was the Principal-in-Charge for the City of Dublin Climate Action Plan 2.0 Climate Action Plan update project and oversaw the development of the greenhouse gas inventory and forecast as well as measure development, community outreach, and internal outreach work scopes. The Climate Action Plan includes a tailored suite of greenhouse gas reduction measures to meet Dublin's long-term goal of Carbon Neutrality by 2045. Strategies include electrification of buildings, zero emission vehicles, and waste reduction. The work scope included an extensive public outreach plan that leverages online tools to engage with the community even during Covid-19. The Climate Action Plan was adopted in 2020 and the next step is implementing the policies to achieve the long-term goal of carbon neutrality by 2045.



Education

BS, Environmental Science and Resource Management, California State University Channel Islands

Certification/Registrations

Accredited Lead Greenhouse Gas Verifier, California Air Resource Board for Mandatory Reporting Regulation (EO# H-21-090)

Lead Low Carbon Fuel Standard Verifier, California Air Resource Board (EO# H3-20-096), and Washington Department of Ecology

Hannah Mize

SUSTAINABILITY PROJECT MANAGER

Hannah Mize, Sustainability Project Manager, has a strong foundation in and experience with a wide range of climate action planning as well as greenhouse gas emissions assessments. She has experience assisting with and managing climate action plans, which includes overseeing data collection; completing inventory and forecast calculations; setting targets; developing emission reduction and adaptation/resilience measures; participating in community outreach; and completing draft and final plans. She is currently managing the City of Burbank's Greenhouse Gas Reduction Plan Update as well as the City of Pittsburg's Climate Action Plan and recently oversaw the completion of the City of South Pasadena's inaugural Climate Action Plan, all of which are CEQA streamlined greenhouse gas emissions reductions plans. Ms. Mize also oversees the verification of greenhouse gas emissions and low carbon fuel through the California Air Resource Board Cap-and-Trade Program following the requirements of the Mandatory Reporting Regulation and the Low Carbon Fuel Standard, respectively. Ms. Mize manages the team's robust auditing program, which has collectively verified approximately 40 percent of the State of California's industrial greenhouse gas emissions annually, over the past four years. She has conducted greenhouse gas verification services throughout the State for electricity generators, electricity and natural gas providers, oil and gas production facilities, refineries, mines, and fuel suppliers in conformance with the Assembly Bill 32 Mandatory Reporting Regulation. She has also worked with transportation agencies to verify low carbon fuel.

Experience

City of Burbank Greenhouse Gas Reduction Plan Update, Burbank, California

Burbank, CA

Client Contact: Karen Pan, Administrative Officer, Phone: (818) 238-5187, Email: kpan@burbankca.gov

Ms. Mize is currently overseeing the preparation of a Greenhouse Gas Reduction Plan Update for the City of Burbank that will serve as a "qualified Greenhouse Gas Reduction Plan" under CEQA. The work scope includes development of an updated greenhouse gas inventory, greenhouse gas forecast, greenhouse gas reduction measures, and CEQA analysis with streamlining documentation. The Burbank Greenhouse Gas Reduction Plan Update builds upon the efforts of the City's 2035 Greenhouse Gas Reduction Plan, adopted in 2013, with an

updated greenhouse gas inventory and greenhouse gas reduction targets to meet the state's stringent 2030 reduction targets of reducing greenhouse gas emissions to 40% below 1990 levels. The Rincon Team is working closely with the Burbank to engage all City departments, including the utility provider Burbank Water and Power, in development of greenhouse gas reduction measure that are supported by substantial evidence. Rincon is also using the unique opportunity of virtual community and stakeholder outreach to implement tools to further the reach of engagement efforts to enable a diverse and equitable community voice in plan development. Prior to adoption of the Greenhouse Gas Reduction Plan Update, Rincon will develop the documentation needed to unlock the potential to use the Greenhouse Gas Reduction Plan Update as a tool for streamlining development review, including the CEQA analysis and Greenhouse Gas Reduction Plan consistency checklist. To ensure future legal defensibility of the Greenhouse Gas Reduction Plan Update, Rincon is establishing a streamlined implementation tracking program centered around the use of the Rincon's proprietary Climate Action PlanDash tool, which will allow regular and transparent reporting of the status of the Greenhouse Gas Reduction Plan Update implementation.

City of Pittsburg Climate Action Plan, Pittsburg, California

Pittsburg, CA

Client Contact: Laura Wright, Environmental Affairs Manager, Phone: 925.252.4114, Email: lwright@ci.pittsburg.ca.us

Ms. Mize is currently working with the City of Pittsburg to develop a Climate Action/Sustainability Plan that establishes a vision for a City that is both economically and environmentally healthy with an engaged community that continues to collectively strive for a more just and equitable world. The Pittsburg Climate Action Plan/Sustainability Plan will be the City's first and is being designed as a living document that aims to engage, excite, and empower the community to take incremental steps towards a healthier, more sustainable future. This plan will also serve as a roadmap for reducing greenhouse gas emissions in the City and establishes practices that community members can implement that are practical and result in real, positive change. The Plan builds off of the greenhouse gas emissions inventory completed by Rincon for the City in 2018 and establishes a path forward to reduce long-term emissions and reach the State's climate goals.

City of South Pasadena Climate Action Plan and Grant Application, South Pasadena, California

Pasadena, CA

Client Contact: Arpy Kasparian, Water Conservation and Sustainability Analyst, Phone: (626) 403-7253, Email: akasparian@southpasadenaca.gov

Ms. Mize led an effort to draft a grant application for the City of South Pasadena to complete a Climate Action Plan (Climate Action Plan) through the Southern California Association of Governments (SCAG). The grant was funded and Ms. Mize took the lead on the second part of the effort – completing a qualified Climate Action Plan for South Pasadena. The Climate Action Plan is intended to facilitate the reduction of greenhouse gas (greenhouse gas) emissions throughout South Pasadena through implementation of SCAG's 2016-2040 Regional Transportation Plan/Sustainable Communities Strategy: Towards a Sustainable Future (RTP/SCS) in a way that is practical, efficient, and beneficial to the community and enhances the City's desirable characteristics and qualities. Technical analyses completed include a baseline greenhouse gas emission inventory, emissions forecast, and setting targets approved by the City that are the foundation of the Climate Action Plan. The Climate Action Plan builds on the sustainability-related awards and distinctions that South Pasadena has received and provides additional innovative strategies that will incrementally help the City reduce greenhouse gas emissions while retaining the City's desirable characteristics and qualities consistent with the community's vision and existing efforts. In addition, Climate Action Plan programmatic CEQA review

documentation in the form of an Initial Study/Negative Declaration (IS/ND) was prepared. The Climate Action Plan is CEQA-qualified and was adopted in December 2020.

City of Walnut Climate Strategy Initiative, Walnut, California

Walnut, CA

Client Contact: Joelle Guerra, Senior Management Analyst, Phone: (909) 595-7543 x 405, Email: jguerra@cityofwalnut.org

Ms. Mize managed the completion of the City of Walnut's Climate Strategy Initiative, which serves as an introductory guide to help the City understand and reduce greenhouse gas emissions as well as begin to mitigate the associated impacts related to climate change. The Climate Strategy Initiative included completing a baseline emission inventory and forecast; setting targets; establishing emission reduction strategies; and compiling a visually pleasing, informative Plan for the community. The intent of this Climate Strategy Initiative is to introduce climate reduction strategies and build community buy in so that in future years the City can develop a Climate Action Plan that will spur substantive greenhouse gas reduction.

Solano Transportation Authority Transit and Intercity Rail Capital Program Greenhouse Gas Study, Solano, California

Solano, CA

Client Contact: Anthony Adams, Senior Project Manager, Phone: 707-399-3215, Email: aadams@sta.ca.gov

Ms. Mize oversaw completion of preparation of Greenhouse Gas (greenhouse gas) emission studies in 2018 and 2020 in support of two successful grant applications. The greenhouse gas studies quantified the net greenhouse gas emission benefits anticipated upon implementation of STA projects funded by the California State Transportation Agency's (CalSTA) Transit and Intercity Rail Capital Program (TIRCP). STA was awarded \$10.7 and \$10.4 million during the 2018 and 2020 TIRCP funding cycles, respectively.

The greenhouse gas studies that Rincon prepared quantified the greenhouse gas reduction potential of various transit projects that will enhance the frequency, reliability and connectivity of transit services for Solano County riders. Specific project components that Rincon quantified include electrification of SolanoExpress, FAST and SolTrans busses, installation of rapid wireless charging systems at regional transit centers, implementation of in-line bus stops adjacent to the Interstate 80 corridor and construction of pedestrian and bicycle infrastructure at the Vacaville Transit Center, Fairfield Transit Center and Fairfield-Vacaville Rail Station to improve station connectivity with adjacent neighborhoods. Quantifications were performed according to the Greenhouse Gas Quantification Methodology for the TIRCP using the California Air Resources Board TIRCP Calculator Tool. Project components with attributable greenhouse gas reduction potential not quantifiable using the TIRCP Calculator Tool were calculated using Rincon's internal greenhouse gas emissions calculation tool. Funded projects were collectively estimated to result in lifetime greenhouse gas reductions of 138,000 MT of CO₂e and 125,000 MT of CO₂e in 2018 and 2020, respectively. Beyond the direct greenhouse gas reductions associated with these projects, the regional benefits are far-reaching and would include travel time savings, improved transportation system reliability, vehicle operating cost savings, improved mobility, and enhanced availability of travel options.

In addition, Ms. Mize is currently supporting STA with the 2022 TIRCP technical analysis, which includes overseeing the emissions calculations being completed for the project and providing technical writing grant support. Additionally, Rincon has been hired by STA to support with grant management.



Alissa Jared

Associate Environmental Scientist

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Education

B.S., Environmental Science,
University of Chicago, IL, 2016

Certification/Registrations

Rincon Consultants, Inc. 2017-present
Argonne National Laboratory. 2015-2019

Years of Experience

5

CERTIFICATIONS

Accredited Lead Greenhouse Gas
Verifier, California Air Resource Board

Experience

Project Manager, County of San Mateo – RICAPS Program Strategic

San Mateo, CA

Support, County of San Mateo. This project involves providing strategic guidance and support for the County of San Mateo's RICAPS program, which runs a regional effort to reduce GHG emissions in the county through administration of monthly and quarterly working group meetings, individualized technical support to all local jurisdictions, and annual inventory updates. Responsibilities for this project have included running strategic meetings, managing project timelines and communication, and working within the county to develop climate action programs and goals.

Assistant Project Manager and GHG Analyst Lead, City of Cupertino – Climate Action Plan, City of Cupertino.

Cupertino, CA

This project involves preparation of a CEQA-qualified GHG reduction plan and Climate Action Plan Update. Responsibilities for this project have included providing project management assistance, technical analysis for GHG reduction strategies, and support for stakeholder engagement.

Assistant Project Manager and GHG Analyst Lead, Santa Clara County – County Climate Action Plan, Santa Clara County.

Santa Clara County, CA

This project involves development of a county-wide CAP, which unifies actions across different cities and districts within Santa Clara County. Responsibilities for this project have included conducting a county-wide GHG emissions inventory and forecast, coordinating stakeholder and community engagement, and developing GHG emissions reduction targets and strategies.

GHG Analyst and Technical Writer, City of Sacramento – Climate Action Plan Update, Sacramento.

Sacramento, CA

This project involves preparation of a CEQA-qualified GHG reduction plan and Climate Action Plan Update, in tandem with a General Plan Update for the City of Sacramento. Responsibilities for this project have included technical analysis for community and municipal inventories, forecasts, and GHG reduction strategies, and writing the Climate Action Plan.

Assistant Project Manager and GHG Analyst Lead, City of Chico – Climate Action Plan Update, Chico.

Chico, CA

This project involved preparation of a CEQA-qualified GHG reduction plan in the form of a Climate Action Plan Update. Additional efforts included working with the City and project teaming partners to develop a nuanced and varied outreach approach, which addressed outreach to stakeholders in the midst of the COVID-19 pandemic. Responsibilities for this project included project management, conducting an audit of the City's existing emissions inventory, quantification and preparation of a GHG forecast and reduction plan, and development of the Climate Action Plan Update and associated GHG reduction measures.

Project Manager and Lead Verifier, California Cap and Trade Program – GHG Verification, Various Locations.

Includes GHG verification services for multiple clients required to report annual GHG emissions to the California Air Resource Board under the Cap-and-Trade Program. Tasks include ensuring client data and calculations are reported according to state-established protocols and preparing verification reports. Past clients have included Tesoro Fuel Supplier, Chevron Richmond Refinery, and PG&E Compressor Stations.

GHG Analyst Lead, Coachella Valley Water District – Climate Action & Adaptation Plan, Riverside County.

Riverside County, CA

This project involved preparation of a Climate Action & Adaptation Plan for reducing GHG emissions associated with water district activities. Responsibilities for this project included preparation of a GHG inventory and forecast, technical analysis of GHG reduction strategies, and preparation of the Climate Action & Adaptation Plan for board review and approval.

Analyst and Writing Lead, Universal Hydrogen – Carbon Market Analysis for Hydrogen as a Jet Fuel, Los Angeles.

Los Angeles, CA

To support Universal Hydrogen in developing an end-to-end distribution system for hydrogen as a jet fuel for regional aircraft, this project involved conducting research and analysis into various carbon markets relevant to hydrogen fuel across the globe. This included research and analysis into market mechanisms such as carbon tax laws, cap-and-trade programs, low carbon fuel programs, grant programs, and GHG emission policies in the EU, Japan, Norway, Australia, Oregon, and British Columbia. Responsibilities included leading the analysis effort and preparing summary memos.

Reporting Analyst, Solano Transportation Authority – Transit and Intercity Rail Capital Program Reporting, Solano.

Solano, CA

This project involved GHG analysis of bus electrification projects in support of a grant application to the Transit

and Intercity Rail Capital Program. Responsibilities include preparing technical analyses, and conducting project management assistance.

GHG Analyst Lead and Grant Funding Research, City of Laguna Beach – GHG Inventory Update, Laguna Beach.
Laguna, CA

In support of Laguna Beach’s sustainability efforts, this project involved quantification and preparation of community and municipal-level GHG emissions inventories to fully quantify GHG emissions in accordance with ICLEI-Local Governments for Sustainability protocols and standards. Responsibilities included data management, QA/QC, and technical quantification of all GHG emissions sectors at both community-wide and municipal levels. Additional tasks conducted for this project included researching and summarizing grant funds available to the City of Laguna Beach for development of a Climate Action Plan.

GHG Analyst and Report Preparation Lead, Hronis, Inc. – GHG Inventory and Sustainability Reporting, Delano.
Delano, CA

This project involves reporting annual GHG emissions associated with farm operations for the Carbon Disclosure Project (CDP) and Walmart supplier reporting requirements. Responsibilities have included project management, conducting a GHG inventory for Scope 1, Scope 2, and Scope 3 emissions associated with farm operations, preparing in-depth responses to the CDP reporting questionnaire, and preparing various other sustainability reports to communicate climate action work on the farm for their customers.

Lead Data Analyst, Department of Defense Strategic Environmental Research and Development Program – Climate Change Impacts to Rainfall and Runoff Intensity-Duration-Frequency, Various Locations.

This project involved using statistical modeling software to characterize extreme storm events for estimating future 100-year storm frequency and duration patterns. Responsibilities included data management and QA/QC including model bias correction, statistical analysis and development of new statistical tools for improved analysis, uncertainty and risk assessment, and work with climate model output for analyzing impacts of climate change.

Lead Data Analyst, AT&T – Climate Resiliency Project, Various Locations.

This award-winning project involved conducting risk analysis for AT&T infrastructure across the southern United States using a suite of climate models and extreme value theory and statistical analysis. The project resulted in development of a Climate Change Analysis Tool to help anticipate potential impacts of climate change on AT&T network infrastructure over the next half-century. Responsibilities involved data management and QA/QC, statistical uncertainty and risk assessment analysis, and extensive statistical modelling using Lawrence Berkeley Laboratory’s National Energy Research Scientific Computer Center’s supercomputer.

AWARDS

Argonne National Laboratory Director’s Award (2020) – Recognized for achievements of laboratory-wide value. Given to winners of Pacesetter Awards whose performance or contribution is judged worthy of additional recognition.

Hyperion Research HPC Innovation Excellence Award (2019) – Recognized for outstanding application of high performance computing (HPC) for business and scientific achievements.

Kathleen Gallagher



Senior Sustainability Manager

CERTIFICATIONS and AFFILIATIONS

Joint Venture Silicon Valley Network,
Climate Protection Task Force
Local Governments for
Sustainability/ICLEI
California Resource Recovery
Association
Pacific Energy Center Certification for
Energy Efficiency Auditing

AWARDS

Beacon Award Winner for
Sustainability, Platinum Level,
& Silver Level
All-Electric Leadership Building Award
Peninsula Clean Energy 2022

EDUCATION

Bachelor of Arts, Political Science
Minor Natural Resources
University of Michigan | Ann Arbor, MI
Series 7 Financial Consultant
Certification

VALUABLE SKILLS

Climate Action & Adaptation Plan
(CAAP) Development
CAAP Program Implementation
Public Education & Outreach
Development
Environmental Preferable Purchasing
Policy Development
Presentations to Elected Officials,
Community & Business Community
Grant Writing
Residential & Commercial Recycling
Programs Management
Construction & Demolition CalGreen
Compliance
CalRecycle Compliance Reporting

With over 28 years of sustainability experience, Ms. Gallagher has a successful track record of developing innovative and cost-effective Climate Action & Adaptation Plans (CAAP), zero waste management programs and sustainability projects. Ms. Gallagher not only develops CAAPs, she also implements CAAP programs. Having both development and implementation experience result in practical and effective greenhouse gas (GHG) reduction programs that achieve desired results.

Ms. Gallagher managed a joint powers authority of twelve member jurisdictions, serving over 450,000 San Mateo County residents where she managed new projects, contract compliance, staff, and management of publicly owned facilities. Her public sector service of 11 years provides Ms. Gallagher with a comprehensive understanding of the unique challenges that public sector staff face and enable her to provide effective solutions for her clients.

Ms. Gallagher is a SB 1383 (organics diversion mandate) subject matter expert. In March 2022, her work was recognized by CalRecycle for an innovative program to meet SB 1383 regulation requirements. Ms. Gallagher has an excellent reputation for working effectively with city staff, elected officials, and regional groups to meet sustainability goals.

CLIMATE ACTION PLANNING & CLIMATE PROGRAM IMPLEMENTATION

2030 Climate Action Plan, 2013 Climate Action Plan, Colma, San Mateo County

Ms. Gallagher recently developed a Climate Action Plan (CAP) 2030 Update to be consistent with Senate Bill (SB) 32 statewide greenhouse gas reduction (GHG) emission targets for a San Mateo County jurisdiction. After city council approval of the jurisdiction's original CAP in 2013, she began CAP program implementation immediately with a special focus on high impact lower-cost GHG programs. She implemented an award-winning commercial energy efficiency program, and her work earned the *Platinum Level Beacon Award from the Institute for Local Government for Sustainability Best Practices Implementation* for the jurisdiction.

She is currently working on additional CAP program implementation including adding electric vehicle (EV) infrastructure, installation of community climate resiliency project to add solar/solar battery storage at a community center in partnership with regional CCE, adding new reach code alternatives. Additional projects include water conservation projects, organics diversion programs and residential programs. A significant focus of programs has been on SB 1383 compliance where Ms. Gallagher was recently recognized in March 2022 by CalRecycle staff for her innovative program development partnering with the franchised hauler and jurisdictions large property owners to meet SB 1383 procurement requirements and compliance.

Town of Hillsborough

For the Town of Hillsborough, Ms. Gallagher completed the Town's Climate Action Plan, developed a CAP grant application, and awarded grant from the Bay Area Air Quality Management District (BAAQMD). Ms. Gallagher developed their Climate Action Plan in collaboration with the appointed Sustainability Task Force comprised of architects, council members, residents, city staff and community stakeholders. Concurrently, she developed CAP programs to focus on the significant problems such as high per capita energy use and developed a new Residential Energy Efficiency/Solar Community Program.



Kathleen Gallagher, Senior Sustainability Manager Page 2

CLIMATE ACTION PLANNING & CLIMATE PROGRAM IMPLEMENTATION

City of Burlingame

Ms. Gallagher's developed the City of Burlingame's Climate Action Plan (CAP) and worked with a Green Ribbon Task Force of City Council members, City commissioners, residents, and business community. She developed the CAP's guiding principles, greenhouse gas reduction programs, estimated costs, timelines, and reduction targets. Ms. Gallagher managed CAP

Greenhouse Gas Inventory Development (Community & Municipal)

Ms. Gallagher recently completed a CAP Planning program for the Town of Los Altos Hills and developed their GHG inventory, worked for city staff and their appointed sustainability commission.

RECENT ZERO WASTE MANAGEMENT & SB 1383 COMPLIANCE MANAGEMENT

Integrated Waste Management Manager for South Bay Joint Powers Authority

Ms. Gallagher recently completed a project as Integrated Waste Manager (IWM) for a Joint Powers Authority. In her role as IWM Manager she:

- Developed new franchise agreement collection programs and Request for Proposal (RFP) process
- Developed SB 1383 Compliant programs for commercial, residential, and municipal operations
- Presented to elected officials and community groups for franchise agreement approval
- Collaborated with task force members, resident/business groups to achieve community buy-in
- Managed Proposition 218 notification process
- Presented to elected officials for annual rate adjustment approvals
- Developed new construction & demolition (C&D) debris recycling program for CALGreen compliance
- Trained county staff and held meetings with contractors to achieve CALGreen compliance
- Managed landfill agreement compliance
- Served as technical staff regarding landfill operations and developed new landfill diversion programs
- Initiated Green Business Certification program for JPA members
- Managed the household hazardous waste program
- Completed CalRecycle compliance reporting and on-site audits with CalRecycle staff
- Developed new outreach/education programs, managed budgets, deadlines, and trained new staff

Recycling Program Manager for RethinkWaste.org (previously South Bayside Waste Management Authority)

Ms. Gallagher served as Recycling Program Manager for 11 years for the Joint Powers Authority (JPA) RethinkWaste.org and managed all residential, commercial and facility diversion programs. She developed new diversion programs for the publicly owned Material Recovery Facility and Transfer Station with a special focus on C&D debris recovery and commercial diversion.

Ms. Gallagher managed the selection of new diversion programs and franchise agreement requirements for new contract procurement and facilitated a subcommittee of authority staff as part of the RFP process. She developed the first C&D ordinance in San Mateo County and worked with city staff and contractors to achieve compliance. In her tenure at RethinkWaste, diversion increased over 40%.



CITY COUNCIL REPORT

9E

DATE: MAY 3, 2022

TO: MAYOR AND COUNCIL MEMBERS

**FROM: SANJAY MISHRA, PUBLIC WORKS DIRECTOR
MISHA KAUR, CAPITAL IMPROVEMENT AND ENVIRONMENTAL
PROGRAM MANAGER**

**SUBJECT: FISCAL YEAR (FY) 2021/22 THIRD QUARTER REPORT ON
IMPLEMENTATION OF CAPITAL IMPROVEMENT PLAN (CIP)
PROJECTS**

RECOMMENDATION

Staff recommends that the City Council receive the Fiscal Year (FY) 2021/22 Third Quarter Report on implementation of Capital Improvement Plan (CIP) projects.

BACKGROUND

The CIP is a multi-year plan/forecast of the City's capital improvement projects. The first year of the CIP is the proposed capital project plan and capital budget for that fiscal year.

The City creates an updated CIP each year based on the condition of the City's current capital assets, the desire for new capital assets, and available funding. Projects in the CIP address the City's major types of capital assets: facilities, parks, sanitary sewer collection and treatment infrastructure, stormwater infrastructure, and roads. The City owns considerable capital assets in other classes as well, including streetlights, traffic control devices, sidewalks, street trees, trash capture devices, waste bins and enclosures, traffic/wayfinding signage, benches, bike racks, monument signs, fleet, and fiber optic conduit. The condition of current assets and the need for new capital assets is usually determined through the creation of a master plan for each major type of asset. Below is a list of the current status of master planning for each major type of asset:

Asset	Master planning	Status
Facilities	Collection of facility condition information and input into Beehive Asset Management Software	Execution
Parks	Park Master Plan	Planning
Sanitary Sewer	Sanitary Sewer Collection Master Plan	Execution
	Sanitary Sewer Management Plan	Execution
Stormwater	Storm Drain Master Plan	Programmed for FY 2022/23
Roads	Local Road Safety Plan	Execution

	Active Transportation Plan	Initiation
	StreetSaver – Pavement Management	Execution

CIP projects usually have five major phases of their lifecycle, described in Attachment A.

The Administration and Engineering Division in the Public Works Department is responsible for identifying and completing City capital projects.

REVIEW & ANALYSIS

The City's adopted CIP (Attachment B) contains construction projects and master planning projects. The master plans included in the CIP will aid the City in identifying and prioritizing construction projects and will identify funding opportunities for future projects.

Attachment C provides the status of each project programmed for FY 2021/22 in the CIP as of the end of the third quarter of FY 2021/22.

Third Quarter CIP Highlights

- **San Pablo Avenue Rehabilitation project (RO1801):**
A construction contract was awarded to MCK Services Inc. in Dec 2021. The project involves installation of curb ramps, a pedestrian island median, a wood wall for erosion control, pavement stripes and markings, and asphalt pavement grinding and overlay on a 0.5-mile section of San Pablo Ave. between the western city limit to Pinole Shores Drive. The construction was completed at the end of third quarter. Next steps involve completion of punch list items. The resources required for the project will be demobilized and the worksite will be cleaned up. Final construction project records will be prepared, and a Notice of Completion will be filed with the Contra Costa County Clerk.
- **San Pablo Ave Bridge over BNSF Railroad (RO1710):**
City Council reviewed two design alternatives for the replacement of the bridge and accepted the first alternative which involves demolition of the existing bridge and construction of the new bridge in the same location. The meeting recording and additional project information is viewable at www.pinolespabridge.com. The consultant is continuing completion of project studies and environmental documents.
- **Safety Improvements at Appian Way & Marlesta Rd. (RO1714):**
This project will install a traffic signal, traffic signage including advanced warning sign on the south end of Appian Way, pavement striping and markings, high visibility crosswalks at the Appian Way and Marlesta Rd. intersection.

This project is partially grant funded. Completion of environmental documents, utility coordination, and preparation of plans, specifications, and estimate (PS&E), along with other documents as required by Caltrans Division of Local Assistance

is required in order for the City to submit the Request for Authorization (RFA) package to Caltrans.

Staff submitted the RFA package to Caltrans to advance this project to construction.

- **Pinole Valley Underground District (RO1709)**
The undergrounding of utilities (PG&E, AT&T, Comcast, and Conterra) on Pinole Valley Rd. began in December 2020. Conterra, Comcast, and PG&E have all completed their portions of work. The remaining utility on the poles is AT&T. This project will be complete once AT&T completes overhead work and removes the poles. The anticipated project completion date is by the end of this fiscal year.
- **Pedestrian Improvements at Tennent Ave. near RXR (RO1902)**
The Tennent Ave. at-grade crossing is located at the end of Tennent Ave. and serves the Wastewater Treatment Plant, Corporation Yard, and provides access to and parking for Bayfront Park and the San Francisco Bay Trail. This project will add pedestrian facilities to better serve users. City staff participated in a field diagnostic meeting with CSW/ST2 (Project designer), Union Pacific Railroad, and California Public Utilities Commission to collaborate on the conceptualization and development of the project.
- **Park Master Plan (PA1704)**
Public Works staff in collaboration with Community Services staff developed the scope of work for the Park Master Plan. The Request for Proposal for this project is expected to be released before the end of this fiscal year.
- **Local Road Safety Plan (RO2104)**
As part of the development of the Local Road Safety Plan, a virtual interactive map platform was launched to learn about the community's traffic related concerns on city streets. The platform closed on March 15th and collected 237 data points, and 98-line comments.

FISCAL IMPACT

Projects have budgeted sources of funds which have been previously approved by City Council. There is no fiscal impact associated with this status update and deferring master plans to future fiscal years.

ATTACHMENT(S)

- A. CIP Project Lifecycle
- B. Adopted Capital Improvement Plan for FY 2021/22 through FY 2025/26
- C. Project Status Summary
- D. Gantt Chart for Projects

CIP PROJECT LIFECYCLE

1. **Initiation**: Projects in the CIP are selected and prioritized based on specific criteria such as consistency with master plans and policies, regulatory requirements, health and safety impacts, and community benefits. The funding is identified for projects and a capital budget is presented to Council for consideration. Once the CIP is adopted by City Council, staff is responsible for project implementation. The initiation phase involves determining whether the project will be managed by City staff or a consultant, assigning the project to a manager, and assembling the project team.
2. **Planning**: The assigned project manager develops the scope, preliminary schedule, and funding requirements, and identifies stakeholders.

Construction projects can be completed through several delivery methods, including design-build and design-bid-build. In design-build, the same firm/team of firms is selected to design and build the project, whereas in design-bid-build one firm designs the project, then the construction is bid, and a construction firm builds the project. Depending on the delivery method, a construction project can involve several steps which may include design, bid, award, construction, and closeout.

For non-construction projects such as master planning, staff defines the initial project by identifying major goals and objectives.

Throughout the project lifecycle, coordination and engagement with various stakeholders is necessary. Stakeholders can include the community, business owners, utilities, funding partners, and other interested and affected parties.

3. **Execution**: For construction projects, the project plans and specifications, and preliminary costs estimates, are prepared. Typically, there are three levels of design review which allow opportunity for coordination and input with stakeholders, utilities, funding partners, and regulatory agencies. The design review usually occurs at 35, 65, and 90 percent of design completion. As the design progresses through each level, the cost estimate becomes more precise. The completed design is reviewed and approved by the City Engineer.

For a design-bid-build project, the final approved design goes out to bid. The project cost estimate and source of project funding govern which procurement policies and procedures will apply. The City's procurement policy establishes the standards for purchase of goods, services, and supplies. Projects involving federal or State grant funds typically involve stricter and more formalized procedures. In addition, high value public works projects must adhere to processes established in the California Public Contract Code. A contract is awarded to the most qualified and responsible vendor.

After a contract is awarded and executed with the appropriate insurance and bonds, project construction can begin. The project size and complexity dictate the length of the construction phase.

For master plans, stakeholders are engaged, and links are identified among other infrastructure plans, the General Plan, and other applicable City plans. Next, solutions including conceptual alternatives are developed. Viable solutions are evaluated to ensure they meet the goals and needs of the project. The master plan is a final document which contains a recommended program and/or capital project list.

4. **Monitoring**: Throughout the project lifecycle, staff oversees and monitors the project. Construction projects involve construction management, contract compliance, and project management services, which include technical and administrative tasks. Staff is also responsible for grant administration for projects that are funded by grants.
5. **Closure**: Once construction projects are complete, the as-built drawings are filed for future reference. Closeout activities involve completing project related paperwork including filing the notice of completion with the Contra Costa County Recorder's office. For master plans, the final plan is presented to City Council.

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CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2021/22 - 2025/26

ATTACHMENT B



**AMENDED
JUNE 29, 2021**



CAPITAL IMPROVEMENT PLAN

FY 2021/22 - 2025/26

CITY COUNCIL

Norma Martinez-Rubin, Mayor

Vincent Salimi, Mayor Pro Tem

Anthony L. Tave, Councilmember

Devin Murphy, Councilmember

Maureen Toms, Councilmember

CITY MANAGER

Andrew Murray

DEVELOPMENT SERVICES DIRECTOR

Tamara Miller



CAPITAL IMPROVEMENT PLAN: FY 2021/22 THROUGH FY 2025/26
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Introduction

The Capital Improvement Plan (CIP) is a multi-year planning tool used to identify and implement the City's capital needs over the upcoming five-year period. The CIP aligns the needs with appropriate funding, scheduling, and implementation. This document is a working blueprint for building and sustaining publicly funded physical infrastructure. Capital improvements refer to physical assets and include the design, purchase, construction, maintenance, or improvement of public resources (i.e. parks public infrastructure, equipment, public spaces). These improvements influence Pinole's built and natural environment and help guide the trajectory of future growth or change.

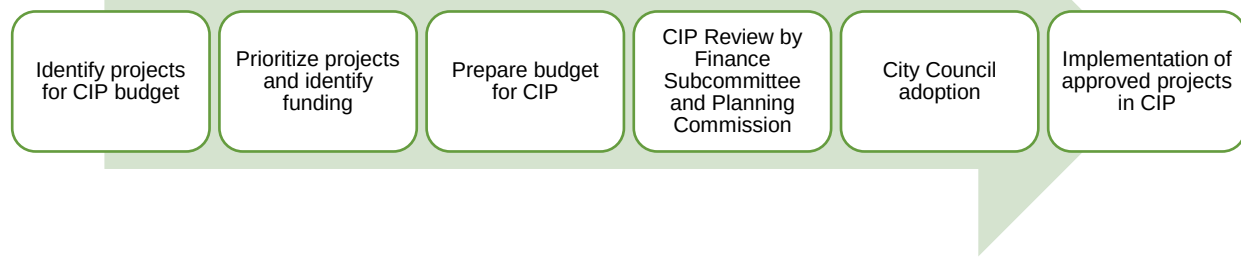
The projects in the CIP fall into the following broad categories: facility maintenance, parks, sewer collection and treatment, stormwater, streets and roads. These projects are developed in collaboration with department heads, and division managers under the direction of the City Manager to ensure all department needs are represented.

The CIP is reviewed and updated annually for capital projects and programs that support City goals and objectives including priorities identified in the 2020-2025 Strategic Plan of developing a disciplined approach to funding infrastructure maintenance and improvements. The City seeks to enhance its focus on the state of the infrastructure throughout the community by first inventorying all the assets, assessing their contributions to a safe and vibrant Pinole, assessing their current conditions, and creating a disciplined investment approach resulting in a strong and purpose driven Capital Investment Plan. This work effort has already commenced with the development of a Sanitary Sewer Collection System Master Plan which includes an asset inventory of the collection system, capacity analysis, and condition analysis. In FY 2021-22 we will follow with the development of various plans including a Park Master Plan, Local Road Safety Plan, Active Transportation Plan, Storm Drain Master Plan, Recycled Waster Master Plan, and Muncipal Broadband Master Plan.

The preparation and adoption of the CIP is an important part of Pinole's financial planning and budgeting process. Proposed projects are reviewed by the Planning Commission for consistency with the General Plan. The Finance Subcommittee also reviews and analyzes all aspects of the CIP and makes recommendations. Project priority and selection is based on specific criteria, such as:

- Consistency with community plans and policies;
- Regulatory compliance;
- Public and political support;
- Sustainability;
- Cost savings or revenue generation;
- Project demand, determined by inventory of existing land, equipment, and facility conditions;
- Economic, environmental, aesthetic or social impacts; and
- Public health, safety or other legal concerns.

The process for developing the CIP involves the following steps:



Next Steps in City Capital Planning

The City will complete condition assessment of all the City's capital assets and identify the funding levels required to maintain these assets. The City will continue to integrate capital planning information into the Long-Term Financial Plan, so City decision makers are aware of the City's capital needs when they consider allocation of the City's limited financial resources and consider possibly pursuing additional sources of City revenue.

Project Funding

A variety of funding sources support projects listed in the CIP. The first year's program in the CIP is adopted by the City Council as the Capital Budget, as a counterpart to the annual Operating Budget. The fiscal resources are appropriated only in the first year, the subsequent four years of the CIP are important for long term planning and subject to further review and modification.

The CIP is funded primarily with funds restricted for specific purposes. The next page describes various funding sources and their restrictions. Some projects are entirely or partially funded by grants and reimbursements from state and federal government and other agencies.

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Funding Sources

Fund #	Fund Name (restriction)	Description
100	General Fund (unrestricted)	The General Fund is the main operating fund for the City. It accounts for sources and uses of resources that (primarily) are discretionary to the City Council in the provision of activities, programs and services deemed necessary and desirable by the community.
106	Measure S 2014 (unrestricted)	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax - RMRA (roads and right-of-way)	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets. The taxes are allocated to Pinole through the Road Maintenance and Rehabilitation Account (RMRA) established by the Road Repair and Accountability Act of 2017.
214	Solid Waste	Accounts for special revenue received from Republic Services from a surcharge assessed on customer rates for solid waste services. These funds are set aside for future solid waste capital and for a rate stabilization fund.
215	Measure J (roads only)	Accounts for special sales tax revenues collected by Contra Costa Transportation Authority (CCTA) and reapportioned to cities for local street projects. This fund also accounts for return to source funds and grant funds.
PGE	Rule 20A (undergrounding projects)	Through Rule 20A, the California Public Utilities Commission requires Pacific Gas and Electric (PG&E) to set aside funds annually to finance the undergrounding of overhead electrical facilities located on public streets within the City of Pinole.
276	Growth Impact Fees (nexus identified needs)	Accounts for development fees collected to mitigate the impact of new development. Provides funds for nexus identified needs only.
325	City Street Improvements (roads only)	Accounts for funds set aside by the City of Pinole to fund street improvement projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
327	Park Grants (parks only)	Accounts for grants and reimbursements from the state and federal government and other agencies related to parks.
377	Arterial Street Rehabilitation (roads only)	Accounts for funds set aside by the City of Pinole to fund arterial street rehabilitation projects. The Measure S 2014 funding plan allocates \$250k annually to this fund.
500	Sewer Enterprise (sewer only)	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

Grants

Certain projects are eligible to receive grant funds from state, federal, or other agencies. Road projects listed in the CIP receive grant funding from a variety of sources such as:

- California Department of Transportation (Caltrans)
 - Highway Bridge Program (HBP) – funds to improve bridge structural safety.
 - Project: RO1710
 - Highway Safety Improvement Program (HSIP) – funds projects that significantly reduce fatalities and injuries on all public roads.
 - Project: RO2104
- West Contra Costa Transportation Advisory Committee (WCCTAC)
 - Subregional Transportation Mitigation Program (STMP) – funds projects that provide congestion relief and mitigate traffic impacts on regional routes through capacity improvements on those routes, improved transit services for subregional and regional travel, and improved facilities that allow West County residents to more efficiently access regional routes and transit service.
 - Projects: RO2105, RO1902, and RO1710
- Metropolitan Transportation Commission (MTC)
 - One Bay Area Grant 2 (OBAG2) – policy framework for MTC’s distribution of federal State Transportation Program and Congestion Mitigation and Air Quality Improvement Program funds. The OBAG2 program provides funding for local street and road maintenance, streetscape enhancements, bicycle and pedestrian improvements, Safe Route to School projects, Priority Conservation Areas, and Transportation planning.
 - Projects: RO1801, and RO1714
 - Transportation Development Act (TDA) Article 3 – funds construction and/or engineering of bicycle or pedestrian capital or quick build projects, maintenance of Class I or Class IV separated bikeways, bicycle and/or pedestrian safety education projects, development of a comprehensive bicycle or pedestrian facilities plans, and restriping Class II bicycle lanes and buffered bicycle lanes.
 - Project: RO1714

The receipt of certain grants and reimbursements typically follow the award of contracts; therefore, other City funding is programmed for front-end financing of the total estimated project costs.

Overview of Recommended Capital Budget

The FY 2021/22 – 2024/25 CIP contains 39 projects which includes 16 new projects. The CIP also contains information for 25 unfunded and unprogrammed projects. A funded project is one that has identified specific funding, including on-going existing resources to fully implement the project. A partially funded project has funding to accomplish various phases of the project but lacks sufficient funding to complete the project. An unfunded project is one that has been identified in the CIP as a need but no funding secured to implement the project. Should funding become available through grant or other sources, the unfunded list can be reviewed to determine if it is suitable to seek such funding.

CIP projects fall into the following categories: Facilities, Parks, Sanitary Sewer, Stormwater, and Roads. The nomenclature for the project number is derived as follows:

Project numbers begin with the abbreviation of the project category, followed by the year the project was first programmed, and then a unique sequence number. For example, FA2001 refers to a facilities project which was first programmed in 2020 with a unique sequence number of 01. Unfunded projects begin with UF and are followed by a unique sequence number.

Category	Abbreviation
Facilities	FA
Parks	PA
Sewer	SS
Stormwater	SW
Roads	RO
Unfunded	UF

In FY2021/22, there are 31 projects programmed for funding, including 13 new projects. Below is a summary of the various funding sources based on project category.

FY 2021/22		PROJECT CATEGORIES					FY 2021/22 TOTALS BY FUND
Funding Sources	Fund	Facilities FA	Parks PA	Sanitary Sewer SS	Storm-water SW	Roads RO	
General Fund	100	\$200,000		\$200,000		\$245,000	\$645,000
Measure S 2014	106	\$904,207	\$160,242		\$302,000	\$176,300	\$1,542,749
Gas Tax	200					\$509,445	\$509,445
Solid Waste	214		\$425,000				\$425,000
Measure J	215					\$706,000	\$706,000
PG&E – Rule 20A						\$511,532	\$511,532
Growth Impact Fees	276				\$78,860	\$200,000	\$278,860
City Street Improvements	325					\$969,185	\$969,185
Park Grants	327		\$189,758				\$189,758
Arterial Street Rehabilitation	377					\$819,689	\$819,689
Sewer Enterprise	500			\$801,257		\$28,398	\$829,655
FY 2021/22 TOTALS BY PROJECT CATEGORY		\$1,104,207	\$775,000	\$1,001,257	\$380,860	\$4,165,549	\$7,426,873

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CITY OF PINOLE
FY2021-22 THROUGH 2025-26
FIVE-YEAR CAPITAL IMPROVEMENT PLAN

SOURCES BY FUND	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	5-Year Total
100 - General Fund	\$ 645,000	\$ -	\$ -	\$ -	\$ -	\$ 645,000
106 - Measure S 2014	\$ 1,563,609	\$ 997,406	\$ -	\$ -	\$ -	\$ 2,561,015
200 - Gas Tax	\$ 509,445	\$ -	\$ -	\$ -	\$ -	\$ 509,445
214 - Solid Waste	\$ 425,000	\$ -	\$ -	\$ -	\$ -	\$ 425,000
215 - Measure J	\$ 706,000	\$ -	\$ -	\$ -	\$ -	\$ 706,000
PGE - Rule 20A	\$ 511,532	\$ -	\$ -	\$ -	\$ -	\$ 511,532
276 - Growth Impact Fees	\$ 258,000	\$ 200,000	\$ -	\$ -	\$ -	\$ 458,000
325 - City Street Improvements	\$ 969,185	\$ 261,586	\$ 1,139,618	\$ 560,000	\$ 890,000	\$ 3,820,390
327 - Park Grants	\$ 189,758	\$ -	\$ -	\$ -	\$ -	\$ 189,758
377 - Arterial Streets Rehabilitation	\$ 819,689	\$ 550,000	\$ -	\$ -	\$ -	\$ 1,369,689
500 - Sewer Enterprise Fund	\$ 829,655	\$ 90,597	\$ 1,200,000	\$ -	\$ -	\$ 2,120,252
Sources Total	\$ 7,426,873	\$ 2,099,589	\$ 2,339,618	\$ 560,000	\$ 890,000	\$ 13,316,080
Unfunded Total			\$ 2,096,240			\$ 2,096,240
Total Sources Required	\$ 7,426,873	\$ 2,099,589	\$ 4,435,858	\$ 560,000	\$ 890,000	\$ 15,412,320

FACILITIES									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
FA2101	Emergency Power for Critical Facilities	\$200,000					100-343-47201	\$200,000	General Fund
FA2102	Municipal Broadband Master Plan	\$60,000					106-118-47201	\$60,000	Measure S 2014
FA2001	Post Office Maintenance	\$80,000					106-343-47201	\$80,000	Measure S 2014
FA2002	Electric Vehicle Charging Stations	\$20,000					106-343-47201	\$20,000	Measure S 2014
FA1901	Senior Center Auxiliary Parking Lot formerly known as Fowler House lot reuse	\$182,207	\$432,406				106-343-47201	\$182,207	Measure S 2014
FA1902	Energy Upgrades	\$220,000					106-343-47201	\$220,000	Measure S 2014
FA1702	Citywide Roof repairs and replacement	\$272,000	\$140,000				106-343-47201	\$272,000	Measure S 2014
FA1703	Paint City Hall	\$70,000					106-343-47201	\$70,000	Measure S 2014
PARKS									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
PA2101	Installation of high capacity trash bins	\$425,000					214-345-47203	\$425,000	Solid Waste Fund
PA2001	Bocce Ball Court	\$250,000					106-343-47201	\$60,242	Measure S 2014
							327-345-47203	\$189,758	Park Grants
PA1901	Pinole Valley Park Soccer Field Rehabilitation		\$200,000				106-345-47203	\$0	Measure S 2014
PA1704	Park Master Plan	\$100,000					106-345-47203	\$100,000	Measure S 2014
SANITARY SEWER									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
SS2101	Secondary Clarifier - Center Column Rehabilitation	\$350,000					500-641-47201	\$350,000	Sewer Enterprise
SS2102	Air Release Valve Replacements	\$50,000					500-641-47201	\$50,000	Sewer Enterprise
SS2103	Recycled Water Master Plan	\$200,000					100-341-42101	\$200,000	General Fund
SS2001	Sanitary Sewer Collection System Master Plan	\$301,257					500-642-47201	\$301,257	Sewer Enterprise
SS2002	Water Pollution Control Plant Lab Remodel	\$100,000					500-642-47201	\$100,000	Sewer Enterprise
SS1702	Sewer Pump Station Rehabilitation			\$1,200,000			500-641-47201	\$0	Sewer Enterprise
STORMWATER									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2020-21 Funds	Funding Source
SW2001	Roble Road Drainage Improvements		\$200,000				276-344-47206	\$0	Growth Impact Fees
SW2002	Adobe Road Repair and Drainage Improvements		\$150,000				106-344-47206	\$0	Measure S 2014
SW1901	Hazel Street Gap Closure (Sunnyview)	\$380,860					106-344-47206	\$322,860	Measure S 2014
							276-344-47206	\$58,000	Growth Impact Fees
SW1703	Storm Drainage Master Plan		\$75,000				106-344-42101	\$0	Measure S 2014
ROADS									
PRJ #	USES BY PROJECT	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Account #	FY 2021-22 Funds	Funding Source
RO2501	Residential Slurry Seal					\$890,000	325-342-47205	\$0	City Street Improvements
RO2401	Cape Seal				\$560,000		325-342-47205	\$0	City Street Improvements
RO2301	Residential Slurry Seal			\$890,000			325-342-47205	\$0	City Street Improvements
RO2101	Arterial Rehabilitation	\$42,205	\$550,000				377-342-47205	\$42,205	Arterial Rehabilitation
RO2102	Tennent Ave. Rehabilitation	\$409,480	\$257,918				500-641-47201	\$28,398	Sewer Enterprise
							200-342-47205	\$381,082	Gas Tax - RMRA
RO2103	Pedestrian Bridge Repair	\$55,700					106-344-47206	\$55,700	Measure S 2014
RO2104	Local Road Safety Plan	\$33,447					325-342-47205	\$33,447	Caltrans - HSIP
RO2105	Appian Way Complete Streets Project	\$100,000					325-342-47205	\$100,000	WCCTAC - STMP Fees
RO2106	Active Transportation Plan	\$75,000					100-341-47205	\$75,000	General Fund
RO2107	Brandt St. Improvements	\$170,000					100-342-47205	\$170,000	General Fund
RO1902	Pedestrian Improvements at Tennent Ave. near R X R	\$43,380		\$661,250			325-342-47205	\$43,380	WCCTAC - STMP Fees
RO1801	San Pablo Ave. Rehabilitation	\$1,363,484					377-342-47205	\$777,484	Arterial Rehabilitation
							215-342-47205	\$586,000	MTC/(OBAG 2)
							276-344-47205	\$150,000	Developer
RO1802	Hazel Street Gap Closure (Sunnyview)	\$200,000					276-344-47205	\$50,000	Growth Impact Fees
RO1708	Pinole Valley Road Improvements	\$100,000					200-342-47205	\$100,000	Gas Tax - RMRA
RO1709	Pinole Valley Road Underground District	\$539,895					200-342-47205	\$28,363	Gas Tax - RMRA
							Rule20A	\$511,532	Rule 20A Credits
RO1710	San Pablo Ave. Bridge over BNSF Railroad**	\$630,735	\$94,265	\$1,684,608			325-342-47205	\$75,000	WCCTAC - STMP Fees
							325-342-47205	-\$35,853	City Street Improvements
							325-342-47205	\$591,588	Caltrans - HBP
							325-342-47205	\$32,223	City Street Improvements
RO1714	Safety Improvements at Appian Way & Marlesta Rd. formerly known as HAWK at Appian Way and Marlesta	\$402,223					215-342-47205	\$120,000	MTC/OBAG2
							325-342-47205	\$129,400	MTC/TDA Article 3
							106-344-47206	\$120,600	Measure S 2014
	Uses by Project Total	\$7,426,873	\$2,099,589	\$4,435,858	\$560,000	\$890,000			

LEGEND:

- Items highlighted in blue are unfunded projects.
- Items highlighted in orange indicate a project or project funding is carried over from prior fiscal year.
- Items highlighted in purple are new projects, or new funding allocations in FY 2021-22.
- Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Roads.

**Caltrans funded total project cost is \$38 million and extends beyond the proposed Plan years.

FACILITIES

FA2101 - Emergency Power for Critical Facilities

Initial Project Start:	July 1, 2022
Initial Project Completion:	June 30, 2023
Revised Project Start:	
Revised Project Completion:	
Project Origin:	Council Request
Multi-year Project:	No



Description: During severe natural hazard events, it is highly likely that utility power will not be available for an extended period of time. Critical facilities will need reliable sources of sustained electrical power to continue operations. This project will: 1) identify critical facilities in need of back-up power in coordination with an Emergency Operations Plan (EOP) , 2) assess power loads in each critical facility that requires back-up power, 3) determine the costs and technology options including solar battery storage, and 4) make any additional recommendations to Council before advancing to construction.

Supplemental Information: The Public Safety Building, Fire Station 74, and the Water Pollution Control Plant have stand by generators.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 200,000				
	Subtotal		\$ 200,000				
	Total Cost Estimate: \$ 200,000						

FACILITIES

FA2102 - Municipal Broadband Master Plan

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Development of a Broadband Master Plan will provide an inventory of current and future needs of Pinole and develop a blueprint for Pinole to ensure the availability of affordable, reliable high-speed internet access. The Master Plan will incorporate strategies to manage the public right-of-way and assets therein, identify networks to deliver government services, find opportunities for public works projects to incorporate cost-effective installation of telecommunications infrastructure, find partnership opportunities with local and regional utilities for joint trench and cost sharing opportunities, identify strategies to facilitate competition and encourage universal access and address digital divide, and establish incremental plans for growth and evolution of telecommunications services in Pinole.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106		\$ 60,000				
	Subtotal		\$ 60,000				
	Total Cost Estimate:		\$ 60,000				

FACILITIES

FA2001 - Post Office Maintenance

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	
Revised Project Completion:	June 30, 2022
Project Origin:	Lease Agreement
Multi-year Project:	No



Description: The City of Pinole owns certain property located at 2101 Pear Street (APN: 401-163-003) and since 1960, the United States Post Office (USPO) has leased 2101 Pear Street from the City serving as a Post Office. On September 2, 2014, City Council adopted Resolution 2014-51 to execute a five year lease agreement (with Two 5-Year Options) with the USPO for the use of 2101 Pear Street. Under the terms and conditions of the lease, the City is responsible for maintaining the existing facility, including the heating and air conditioning system, electrical systems, light fixtures, and landscaping. The terms of the lease also stipulate that the City must paint all and exterior previously painted no later than six (6) months following the start of the lease, or at least once every five (5) years during the continuance of the lease unless required more often because of damage from casualties. This project involves satisfying the painting clause in the lease agreement.

Supplemental Information: The current lease period is from 09/01/2020 - 08/31/2025.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 80,000				
	Subtotal		\$ 80,000				
	Total Cost Estimate: \$ 80,000						

FACILITIES

FA2002 - Electric Vehicle Charging Stations

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	
Revised Project Completion:	June 30, 2022
Project Origin:	Council Request
Multi-year Project:	No



Description: Installation of electric vehicle (EV) charging stations at City facilities to support increased adoption and use of zero emission vehicles. An assessment of City facilities coupled with grant funding opportunities dictate the most suitable locations for installation of charging stations. In October 2020, the City reserved a charging rebate with Marin Clean Energy (MCE) for the installation of charging infrastructure and project technical assistance. The technical assistance provided by MCE covers: a site assessment which includes a review of ADA and options for charging station placement, a load study to understand the proposed site's electrical capacity, and an EV charger planning report. City staff worked with the technical assistance provider to select a publicly accessible site where installation of charging infrastructure was feasible. A load study was conducted at the public parking lot serving the Public Safety Building located at 880 Tennent Ave. The results of the load study indicated that the site could support charging infrastructure. This project will install charging infrastructure at the Public Safety Building. City staff will release a Request for Proposals to select a qualified vendor to supply and install charging station infrastructure in the City of Pinole.

Supplemental Information: City staff continue to assess other public locations throughout Pinole for opportunities to incorporate EV charging infrastructure.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 20,000				
	Subtotal		\$ 20,000				
	Total Cost Estimate: \$ 20,000						

FACILITIES

FA1901 - Senior Center Auxiliary Parking Lot

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	
Revised Project Completion:	June 30, 2023
Project Origin:	Fowler Lot Re-Use Committee
Multi-year Project:	Yes



Description: On April 16, 1990 City Council adopted Resolution 2380 authorizing the purchase of 2548 Charles Street. At the time of purchase, City Council determined that construction of a Senior Center was necessary, and that this property was needed to provide sufficient parking for the Center. The parcel is surrounded by municipal parking lots which serve the Senior Center and Old Town Pinole. On February 2, 2021 City Council adopted Resolution 2021-07 and awarded a contract to a consultant for the preliminary engineering and design for the parking lot. The parking lot will be designed to be a multi-benefit project that includes pavement structural section, striping, lighting, bicycle parking, electric vehicle charging stations, stormwater capture and retention, and drought tolerant landscaping. The final design will offer the maximum number of parking spaces while allowing access for both vehicles and pedestrians and include aesthetic design components.

Supplemental Information: The Fowler House tenants remained in the property till 2010 and many discussions took place to determine the best use of the property. It was determined that the house had asbestos and lead paint. On July 17, 2018, City Council adopted Resolution 2018-67 to create the Fowler Lot Re-use Committee to evaluate the reuse and redevelopment of the property. The Committee evaluated uses for the lot and determined the best use of the property is a parking lot. On October 16, 2018, the City Council adopted Resolution No. 2018-93 to approve a contract with a construction company to abate and demolish the Fowler house. The property demolition was completed on March 11, 2019. On July 21, 2020, City Council adopted Resolution 2020-68 to accept the final recommendation of the Committee.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	106	\$ 9,448	\$ 182,207				
Construction	106			\$ 432,406			
	Subtotal	\$ 9,448	\$ 182,207	\$ 432,406			
	Total Cost Estimate: \$624,061						

FACILITIES

FA1902 - Energy Upgrades

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2022
Project Origin: End of life cycle
Multi-year Project: No



Description: The heating, ventilation, and cooling (HVAC) systems at City Hall and Senior Center have reached the end of their useful life and need to be replaced. A portion of the roof at the Senior Center will also need to be replaced.

Supplemental Information: In October 2020, City staff began working with Marin Clean Energy's (MCE's) Energy Efficiency program to explore opportunities for energy conservation and generation at City owned facilities by replacing the HVAC systems and upgrading streetlights. It was determined that the MCE program could not incentivize HVAC replacement project or the upgrade of the streetlights. This project was formerly known as FA1706 and FA1801.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 220,000				
	Subtotal		\$ 220,000				
	Total Cost Estimate: \$ 220,000						

FACILITIES

FA1702 - Citywide Roof repairs and replacement

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion: June 30, 2023
Project Origin: End of life cycle
Multi-year Project: Yes



Description: In 2015, comprehensive visual roof inspections were completed by a contractor on various City owned facilities. The purpose of the inspection was to identify the extent, if any, of moisture intrusion into the existing roof assemblies, document observed roof system deficiencies, determine the overall condition of the existing roof systems and to estimate the service life of the in-place roof assemblies. The roof inspection identified several roofs which need to be repaired or replaced. The roofs at City hall and the Public Safety building need to be replaced.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 272,000	\$ 140,000			
	Subtotal		\$ 272,000	\$ 140,000			
	Total Cost Estimate: \$412,000						

FACILITIES

FA1703 - Paint City Hall

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: End of life cycle
Multi-year Project: No



Description: The interior and exterior surfaces of City Hall require repainting as the paint system has reached the end of its useful life. Exterior painting is necessary to maintain external protection from the environment. Fading, chipping paint, along with water and mildew damage necessitates the painting project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106		\$ 70,000				
	Subtotal		\$ 70,000				
	Total Cost Estimate: \$ 70,000						

PARKS

PA2101 - Installation of high capacity trash bins

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Beautification Ad Hoc Committee
Multi-year Project: No



Description: Installation of high capacity, solar powered compacting trash bins at City parks.

Supplemental Information: In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to the Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the installation of high capacity, solar powered compacting trash bins at City parks.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	214		\$ 425,000				
	Subtotal		\$ 425,000				
	Total Cost Estimate: \$425,000						

PARKS

PA2001 - Bocce Ball Court

Initial Project Start:	July 1, 2021
Initial Project Completion:	June 30, 2022
Revised Project Start:	
Revised Project Completion:	
Project Origin:	Council Request
Multi-year Project:	No



Description: Installation of a Bocce Ball court to provide recreational opportunities to the Pinole community. City staff has identified a list of potential sites for the court. The City intends to utilize the State of California Department of Parks and Recreation Per Capita Grant Program funds for this project.

Supplemental Information: There has been interest by the community and Council to provide the opportunity to play Bocce Ball year around. In 2004, the Pinole Rotary Club identified the construction of bocce ball courts in Pinole as its Centennial Project. At the time, several sites were considered and Fernandez Park was identified as a possible location. The current location of the horseshoe pits, adjacent to the public patio, was deemed the best option, and a schematic design was prepared. In 2009, the Community Services Commission recommended various park and recreational facility projects including bocce ball courts to be funded by East Bay Regional Park District Measure WW funds. On July 9, 2009, the City Council approved a list of projects for Measure WW funding which included bocce ball court installation. However, the available grant funding exceeded the cost estimate of the recommended projects. In 2020, the Fowler Lot Re-Use Committee evaluated possible uses for 2548 Charles Ave. and deemed the installation of a bocce ball at the site as an attractive recreational opportunity but concluded that it would come with increased parking demand in an area that is already affected by limited parking. The Committee encouraged staff to seek other suitable locations for a bocce ball court.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	327		\$ 189,758				
	106		\$ 60,242				
	Subtotal		\$ 250,000				
	Total Cost Estimate: \$ 250,000						

PARKS

PA1901 - Pinole Valley Park Soccer Field Rehabilitation

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2022
Revised Project Completion:	June 30, 2023
Project Origin:	Council Request
Multi-year Project:	No



Description: There are two soccer fields at Pinole Valley Park which are utilized on an annual basis, the Wright Avenue Soccer Field at the southerly end, and Savage Avenue Soccer Field at the northern end. Both fields are heavily used by soccer leagues and the general public. The Savage Avenue Soccer Field requires substantial rehabilitation which includes: upgrading the irrigation system and ongoing turf maintenance. Turf maintenance includes mowing, fertilizing, aeration, overseeding, and topdressing.

Supplemental Information: This project has been delayed pending the development of a Park Master Plan (CIP Project# PA1704).

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	106			\$ 200,000			
	Subtotal			\$ 200,000			
	Total Cost Estimate: \$ 200,000						

PARKS

PA1704 - Park Master Plan

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2022
Revised Project Completion:	June 30, 2023
Project Origin:	Staff Recommendation
Multi-year Project:	No



Description: Preparation of a park master plan will aid the City in developing a strategic approach to park maintenance and operation. The master plan will allow the City to quantify and qualify the existing park system, identify deficiencies, and develop a financial analysis of the cost to maintain and operate park assets.

Supplemental Information: This project was added to the CIP in 2017 as an unfunded project; Council approved funding in 2020.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106		\$ 100,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

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SANITARY SEWER

SS2101 - Secondary Clarifier—Center Column Rehabilitation

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: End of life cycle
Multi-year Project: No



Description: The Secondary Clarifier #5 has reached the end of its useful life. The project will involve removal and replacement of catwalk, drive mechanism, center column, and rake arm.

Supplemental Information: The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 350,000				
	Subtotal		\$ 350,000				
	Total Cost Estimate: \$ 350,000						

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SANITARY SEWER

SS2102 - Air Release Valve Replacement

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



Description: There are four air relief valves at various locations on the WPCP Effluent Pipeline between the WPCP and the Rodeo treated water discharge point. This project includes removal and replacement of the pipe saddle, short pipe section, isolation valve, and air relief valve.

Supplemental Information: The four locations are: 1) across from the WPCP at 11 Tennent Ave., near the entrance of the SF Bay Trail, 2) On the SF Bay Trail near the corner of Santa Fe and Railroad Ave., 3) At the intersection of Mariposa St. and Railroad Ave. (Rodeo), 4) Outside the gate of Rodeo Sanitary District at 800 San Pablo Ave. (Rodeo). The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 50,000				
	Subtotal		\$ 50,000				
	Total Cost Estimate: \$ 50,000						

SANITARY SEWER

SS2103 - Recycled Water Master Plan

Initial Project Start:	July 1, 2022
Initial Project Completion:	June 30, 2023
Revised Project Start:	
Revised Project Completion:	
Project Origin:	Council Request
Multi-year Project:	No



Description: Development of a Recycled Water Master Plan will allow the City to plan and phase the construction of future recycled water distribution system infrastructure. The Master Plan will identify potential recycled water customers, evaluate the quantity, quality, and recycled water distribution system options to address the needs of potential users in surrounding areas, seek opportunities to phase the construction of a recycled water delivery system, and develop planning-level cost options for the phased system.

Supplemental Information: Recycled water delays or eliminates the need to construct more potable water facilities, sustains the economy with increased water supply reliability, protects the environment, safeguards investments in parks and landscaping with drought proof or drought resistant water supply, and contributes to a green and healthy environment. In 2019, East Bay Municipal Utility District (EBMUD) prepared an Updated Recycled Water Plan which considered the potential for potable reuse in EBMUD's water service area. The development of a new recycled water supply for the Phillips 66 refinery in Rodeo using effluent from the Pinole-Hercules and Rodeo wastewater treatment plants was among the recommended non-potable reuse projects. This project is estimated to deliver up to 3.67 MGD of recycled water to the refinery for use in their boilers and cooling towers. The combined final disinfected effluent from both plants would be pumped at the Rodeo Pump Station to the refinery for treatment a new advanced recycled water treatment plan. This project was recommended by EBMUD because it would deliver a large amount of water to a single customer, with comparatively few pipelines required due to the short distance between the sources of wastewater and the Phillips 66 Refinery

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 200,000				
	Subtotal		\$ 200,000				
	Total Cost Estimate: \$ 200,000						

SANITARY SEWER

SS2001 - Sanitary Sewer Collection System Master Plan

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	
Revised Project Completion:	June 30, 2022
Project Origin:	Staff Recommendation
Multi-year Project:	Yes

PREPARED FOR
CITY OF PINOLE
Sanitary Sewer Master Plan Update
(Collection System)



carollo
Engineers...Working Wonders With Water®



Description: In September 2020, the City Council awarded a contract to Carollo Engineers, Inc. to develop a Sanitary Sewer Collection System Master Plan (Plan). The Plan will provide a condition assessment of the sewer collection assets to inform capital planning and effectively serve the wastewater needs of residents and businesses. This plan will also provide a capacity analysis to identify pipes that need to be upsized.

Supplemental Information: Master planning is critical to identify when and where infrastructure upgrades or improvements will be needed to accommodate growth.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	500	\$ 147,743	\$ 301,257				
	Subtotal	\$ 147,743	\$ 301,257				
	Total Cost Estimate: \$ 449,000						

SANITARY SEWER**SS2002 Water Pollution Control Plant Lab Remodel**

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2021
Revised Project Completion:	June 30, 2022
Project Origin:	Regulatory Requirement
Multi-year Project:	No



Description: The California Environmental Laboratory Accreditation Program (ELAP) is responsible for accrediting environmental testing labs including the Pinole - Hercules WPCP. The 2019 ELAP inspection results indicated the lab apparatus, countertops, and the fume hood are past their useful life and recommended replacement.

Supplemental Information: The City of Hercules will be reimburse the Sewer Enterprise fund for 50% of the total project cost.

Budget:

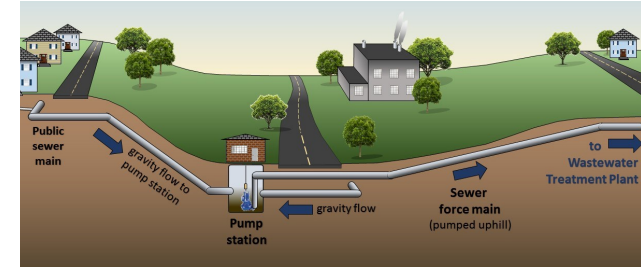
	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	500		\$ 100,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

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SANITARY SEWER

SS1702 - Sewer Pump Station Rehabilitation

Initial Project Start: October 1, 2020
Initial Project Completion: August 31, 2022
Revised Project Start: July 1, 2023
Revised Project Completion: June 30, 2024
Project Origin: End of lifecycle
Multi-year Project: No



Description: The City owns and operates two lift stations to convey flow from low lying areas to high elevations where the flow continues by gravity to the wastewater treatment plant. Both pump stations have reached the end of their useful life and need to be rehabilitated.

Supplemental Information: The two pump stations are located on San Pablo Ave. and Hazel St

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	500				\$ 22,500		
Engineering	500				\$ 150,000		
Construction	500				\$ 884,000		
Contingency	500				\$ 143,500		
	Subtotal				\$ 1,200,000		
	Total Cost Estimate: \$1,200,000						

STORMWATER

SW2001 - Roble Road Storm Drainage Improvements

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2022
Revised Project Completion:	June 30, 2023
Project Origin:	Staff Recommendation
Multi-year Project:	No



Description: The existing system appears to have capacity issues at Roble Ave. and Encina Ave. that warrant review and upgrade. This project will assess the collection system for capacity and hydraulic profile and upgrade the system as necessary.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	276			\$ 20,000			
Construction	276			\$ 160,000			
Contingency	276			\$ 20,000			
	Subtotal			\$ 200,000			
	Total Cost Estimate: \$ 200,000						

STORMWATER

SW2002 - Adobe Road Storm Drainage Improvements

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	July 1, 2022
Revised Project Completion:	June 30, 2023
Project Origin:	Staff Recommendation
Multi-year Project:	No



Description: Adobe Road experienced a failure due to drainage impacts. Installation of a culvert will be required to control the drainage in the area. The area will then be regraded and the road surface will be restored. This road serves only as a service access route.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	106			\$ 15,000			
Construction	106			\$ 120,000			
Contingency	106			\$ 15,000			
	Subtotal			\$ 150,000			
	Total Cost Estimate: \$ 150,000						

STORMWATER

SW1901 - Hazel Street Storm Drain Improvements

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2021
Revised Project Start:	
Revised Project Completion:	June 30, 2022
Project Origin:	Development Driven
Multi-year Project:	Yes



Description: The existing stormwater collection is an open trench system and needs to be converted to an underground conveyance system to facilitate construction of a through road. This project will include connecting the existing storm drain network within Hazel Street between 1087 Hazel St (eastern limits) and 1081 Hazel St. (western limits). In January 2020, the City contacted with Schaff and Wheeler to prepare the preliminary design which includes plan and profile of the pipe and technical specifications.

Supplemental Information: This conversion also aids in compliance with the MSP4 by reducing the potential of contaminants including litter from entering the stormwater system.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	106	\$ 19,120	\$ 20,860				
Construction	106		\$ 302,000				
	276		\$ 8,000				
Contingency	276		\$ 50,000				
	Subtotal	\$ 19,120	\$ 380,860				
	Total Cost Estimate: \$ 399,980						

STORMWATER

SW1703 - Storm Drainage Master Plan

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start: July 1, 2022
Revised Project Completion:
Project Origin: Staff Recommendation
Multi-year Project: No



Description: Preparation of a storm drain master plan will provide an analysis of the existing collection system. The plan will identify system deficiencies related to capacity, functionality, and permit compliance. The plan can serve to guide future budget allocations for improvements to the system.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	106			\$ 75,000			
	Subtotal			\$ 75,000			
	Total Cost Estimate: \$ 75,000						

ROADS

PAVEMENT MAINTENANCE AND REHABILITATION PROGRAM

Street Network: The City of Pinole is responsible for the repair and maintenance of approximately 52.22 centerline miles of city streets, divided into approximately 351 pavement management sections. The City's street network replacement value is estimated at \$131.4 million.

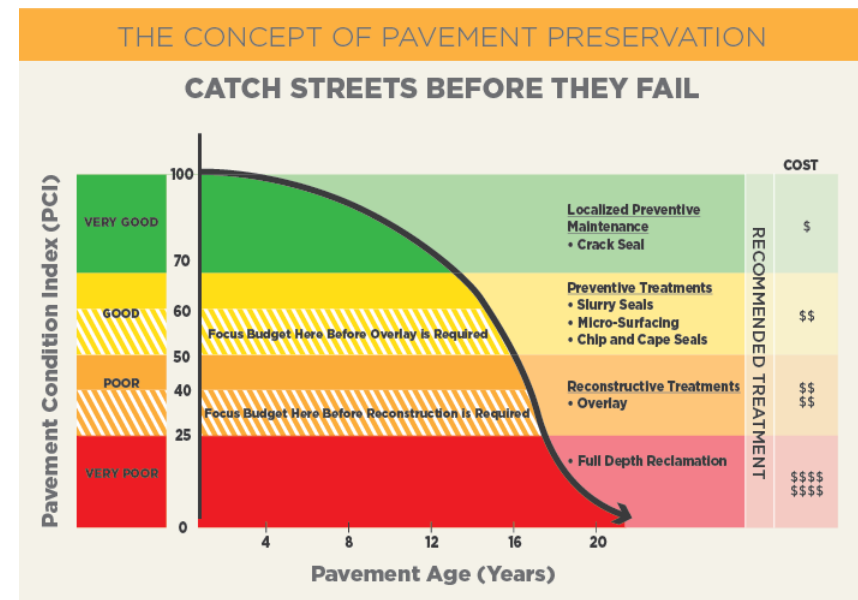
Organize & Analyze: The Pavement Management and Rehabilitation Program is a set of tools and policies designed to manage the maintenance and rehabilitation activities of the street network. The goal of the Program is to maintain the city's pavement network in the best condition possible given the available funding. The City participates in the Metropolitan Transportation Commission (MTC) Pavement Technical Assistance Program (P-TAP) which provides grant funding to utilize a computerized Pavement Management Program called StreetSaver® to strategize the most cost effective method to extend pavement life and provides funding for a consultant to prepare a P-TAP Budget Options Report. StreetSaver® allows the City to:

- Inventory the street pavement
- Record pavement inspection data, maintenance, and rehabilitation activities
- Assess pavement conditions
- Prioritize street maintenance
- Estimate costs of treatments and rehabilitation
- Forecast budget needs
- View the impacts of funding on City-wide pavement conditions over time

Functional Class	Total	Centerline	Lane miles
Arterial	25	7.26	24.97
Collector	23	7.30	18.75
Residential/Local	303	37.66	75.32
Total	351	52.22	119.04

The most recent P-TAP report was completed by a consultant (Quality Engineering Solutions, Inc.) in March 2019. To prepare the Budget Options Report, the consultant's team visited Pinole to visually assess the conditions of the pavement sections and assigned an index score. The data collected in the field was imported into the StreetSaver® database which generates a scoring of the condition of each segment. This score is known as the Pavement Condition Index (PCI) and based on a scale of 0 to 100 (poor to excellent condition), depending on the severity of pavement distress.

Strategy: The City uses a "Fix-it-First" approach of performing preventative maintenance has been proven to extend the life of the pavement effectively and is less costly than reconstruction. The City's pavement management program relies on gas tax revenue and \$500k of annual funding from Measure S 2014 to maintain the road network. To learn more pavement preservation and upcoming projects, visit www.ci.pinoles.ca.us/pavement



ROADS

RO2501 - Residential Slurry Seal

Initial Project Start: July 1, 2025
Initial Project Completion: June 30, 2026
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report various segments will be recommended for slurry seal treatment. A slurry seal functions as a topcoat to existing asphalt pavement to preserve and protect the pavement. It is best suited for pavements with mild to moderate damage, such as narrow cracks, but not for severe damage such as potholes.

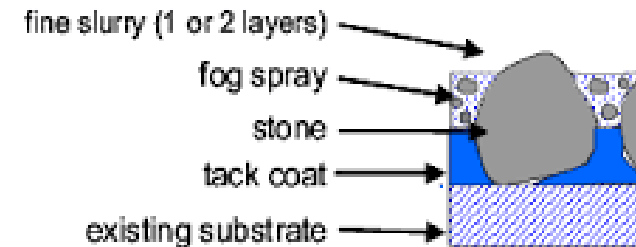
Supplemental Information:**Budget:**

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325						\$ 10,000
Construction	325						\$ 800,000
Contingency	325						\$ 80,000
	Subtotal						\$ 890,000
	Total Cost Estimate: \$ 890,000						

ROADS

RO2401 - Cape Seal

Initial Project Start:	July 1, 2024
Initial Project Completion:	June 30, 2025
Revised Project Start:	
Revised Project Completion:	
Project Origin:	Pavement Management Program
Multi-year Project:	No



Description: Based on the most current P-TAP report, various pavement segments will benefit from a cape seal. A cape seal is applied when a slurry seal or micro-surfacing will not adequately address the pavement deterioration. Cape seals are a multi-layered treatment pavement preservation treatment which can extend the life of a pavement by 6-8 years.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325					\$ 10,000	
Construction	325					\$ 500,000	
Contingency	325					\$ 50,000	
	Subtotal					\$ 560,000	
Total Cost Estimate: \$ 560,000							

ROADS

RO2301 - Residential Slurry Seal

Initial Project Start: July 1, 2023
Initial Project Completion: June 30, 2024
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: No



Description: Based on the most current P-TAP report various segments will be recommended for slurry seal treatment. A slurry seal functions as a topcoat to existing asphalt pavement to preserve and protect the pavement. It is best suited for pavements with mild to moderate damage, such as narrow cracks, but not for severe damage such as potholes.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325				\$ 10,000		
Construction	325				\$ 800,000		
Contingency	325				\$ 80,000		
	Subtotal				\$ 890,000		
	Total Cost Estimate: \$ 890,000						

ROADS

RO2101 - Arterial Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: Based on the 2019 P-TAP report, various segments were recommended for treatment by StreetSaver®. The recommendations will be further validated through a comparative pavement analysis to explore additional treatment options which are not discussed in the P-TAP report. This will allow the City to optimize the available funding. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information:

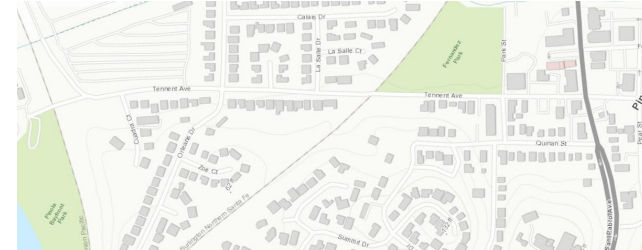
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	377	\$ 16,275	\$ 42,205				
Construction	377			\$ 500,000			
Contingency	377			\$ 50,000			
	Subtotal	\$ 16,275	\$ 42,205	\$ 550,000			
	Total Cost Estimate: \$ 608,480						

ROADS

RO2102 - Tennent Ave. Rehabilitation

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Pavement Management Program
Multi-year Project: Yes



Description: The construction impacts from the WPCP upgrade project resulted in pavement deterioration. This project will rehabilitate Tennent Ave. from San Pablo Ave. to WPCP. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information: In preparation of this project, the City retained a consultant to perform internal CCTV on this section of roadway. The inspection was completed in early 2021. Coordinating collection system improvements with street resurfacing projects ensures that sewer improvements are made prior to the resurfacing so that manholes and valve covers may be properly realigned, and repairs and replacements are made in a cost-effective manner. This also avoids cutting and patching recently paved streets. The City of Hercules will reimburse \$86,430 for this project.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325	\$ 12,986					
	500	\$ 12,421	\$ 12,398				
Construction	200		\$ 381,082				
	500			\$ 74,597			
	325			\$ 167,321			
Contingency	500		\$ 16,000	\$ 16,000			
	Subtotal	\$ 25,407	\$ 409,480	\$ 257,918			
	Total Cost Estimate: \$ 692,805						

ROADS

RO2103 - Pedestrian Bridge Repair

Initial Project Start: July 1, 2020

Initial Project Completion: June 30, 2022

Revised Project Start:

Revised Project Completion:

Project Origin: Staff Recommendation

Multi-year Project: Yes



Description: This project will complete preventative maintenance and repairs recommended in the Pedestrian Bridge Inspection Reports prepared by a consultant.

Supplemental Information: On July 27, 2020, the City released a Request for Proposals to solicit the assistance of an engineering consulting firm to provide safety inspection services and repair/rehabilitation recommendations on the City's seven pedestrian bridges. On October 26, 2020 a consultant was awarded a contract to conduct field inspections, structural and civil engineering analysis and evaluation, develop conceptual repair details and strategies, perform cost estimation, and value engineering. The seven bridges are: Pinole Valley Park Bridge, Amber Swartz Park Bridge, Pinole Valley Shopping Center Bridge, Prune Street Bridge, Wastewater Treatment Plan Bridge, Bay Trail Bridge, and Senior Center Bridge.

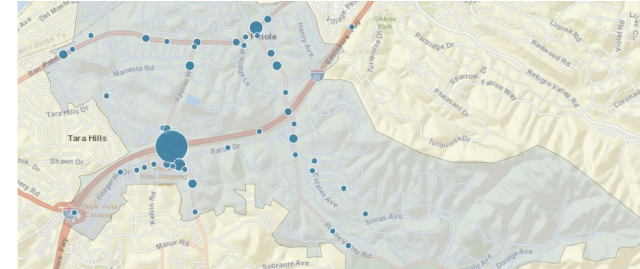
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Inspection	106	\$ 44,300					
Maintenance	106		\$ 55,700				
	Subtotal	\$ 44,300	\$ 55,700				
	Total Cost Estimate: \$ 100,000						

ROADS

RO2104 - Local Road Safety Plan

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2022
Revised Project Start:	
Revised Project Completion:	
Project Origin:	Staff Recommendation
Multi-year Project:	Yes



Description: Development of a Local Road Safety Plan (LRSP) which will include an existing conditions assessment, development of traffic measures in areas of engineering, education, encouragement, enforcement, emerging technologies along with associated evaluation. The LRSP will include a prioritized list of roadway infrastructure improvements.

Supplemental Information: In July 2020, staff submitted a grant application to Caltrans for funding to develop and implement an LRSP for the City of Pinole. LRSP's allow local governments to identify, analyze, and prioritize roadway safety improvements on roads within their jurisdiction. In the future, an LRSP or its equivalent, will be required for agencies to apply for federal Highway Safety Improvement Plan funds. In October 2020, the City was selected for funding and implementation of an LRSP. In December 2020, the City released a Request for Proposals to seek professional services from licensed engineering firms to develop a LRSP. A contract was awarded to a consultant in April 2021.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	325	\$ 6,215	\$ 33,447				
	Subtotal	\$ 6,215	\$ 33,447				
	Total Cost Estimate: \$ 39,663						

ROADS

RO2105 - Appian Way Complete Streets Project

Initial Project Start:	July 1, 2021
Initial Project Completion:	June 30, 2022
Revised Project Start:	
Revised Project Completion:	
Project Origin:	Staff Recommendation
Multi-year Project:	No



Description: Completion of preliminary engineering and design to provide continuous sidewalks and bike lanes along Appian Way beginning from unincorporated El Sobrante to about 1500 lineal feet north of the City limit within Pinole. The City will seek 2019 STMP funds from West Contra Costa Transportation Advisory Committee (WCCTAC) to develop the preliminary design for this project.

Supplemental Information: This project will connect with the Contra Costa County's project to provide continuous sidewalks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante. This project will involve coordination with Contra Costa County. The construction phase of this project is unfunded and appears in the Unfunded and Unprogrammed list.

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	325		\$ 100,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

ROADS

RO2106 - Active Transportation Plan

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: TAPS
Multi-year Project: No



Description: Development of an Active Transportation Plan will act as a guide for active mobility within and around Pinole. The Plan will identify an integrated network of walkways and bikeways that connect Pinole neighborhoods and communities to employment, education, commercial, recreational, and tourist destinations. The plan will prioritize a set of connected projects, that when fully implemented, will increase active transportation opportunities and make it safe and more convenient for people to walk, bike, and use non-auto forms of travel.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Planning	100		\$ 75,000				
	Subtotal		\$ 75,000				
	Total Cost Estimate: \$ 75,000						

ROADS

RO2107 - Brandt St. Improvements

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2023
Revised Project Start:
Revised Project Completion:
Project Origin: Council Request
Multi-year Project: No



Description: Provide improvements on Brandt St. including application of pavement treatments based on type and severity of distresses on existing pavement.

Supplemental Information:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	100		\$ 50,000				
Construction	100		\$ 120,000				
	Subtotal		\$ 170,000				
	Total Cost Estimate: \$170,000						

ROADS

RO1902 - Pedestrian Improvements at Tennent Ave. near RxR

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start:
Revised Project Completion: June 30, 2024
Project Origin: Staff Recommendation
Multi-year Project: Yes



Description: In 2018, the East Bay Regional Park District completed a trail link to connect Pinole Shores Regional Shoreline to Bayfront Park trail. There remains one very small gap on Tennent Ave. from Bayfront Park to Railroad Ave. Improvements to Tennent Ave. at the Railroad Crossing will facilitate safe movement of bicycles and pedestrians. Since project inception, the scope of work has evolved to include improvements that would maximize parking on Railroad Avenue for park users. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information: WCCTAC held its STMP Call for Projects in 2018 which committed \$100k in funding for preliminary engineering from the 2006 STMP program for this project. This project is eligible to respond to future STMP Call for Projects to compete for funding to advance the project through construction.

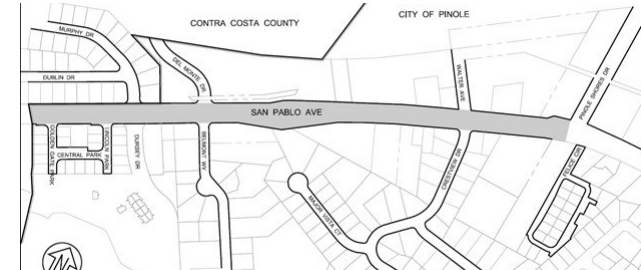
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	325	\$ 11,920	\$ 43,380				
Construction	325				\$ 44,700		
	UF				\$ 530,300		
Contingency	UF				\$ 86,250		
	Subtotal	\$ 11,920	\$ 43,380		\$ 661,250		
	Total Cost Estimate: \$ 716,550						

ROADS

RO1801 - San Pablo Avenue Rehabilitation

Initial Project Start:	July 1, 2020
Initial Project Completion:	June 30, 2022
Revised Project Start:	
Revised Project Completion:	
Project Origin:	Pavement Management Program
Multi-year Project:	Yes



Description: San Pablo Ave. is an arterial street that carries the major portion of trips entering and leaving the urban area and majority of through movements desiring to bypass the central City. To maintain the PCI of San Pablo Ave., the section from the westerly city limits to Pinole Shores Drive will need rehabilitation to reset the deterioration process and extend pavement life. In February 2021, the City selected a consultant to complete the preliminary engineering for this project.

Supplemental Information:

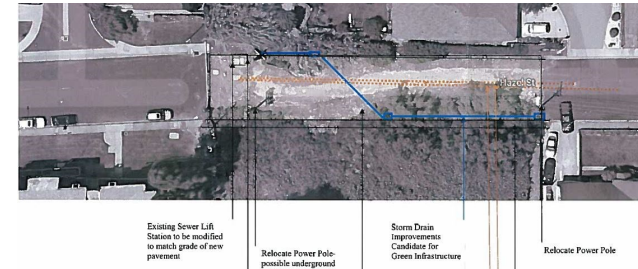
Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	377	\$ 37,970	\$ 34,911				
Construction	OBAG2		\$ 586,000				
	377		\$ 637,547				
Contingency	377		\$ 105,026				
	Subtotal	\$ 37,970	\$ 1,363,484				
	Total Cost Estimate: \$1,401,454						

ROADS

RO1802 - Hazel Street Gap Closure (Sunnyview)

Initial Project Start: July 1, 2021
Initial Project Completion: June 30, 2022
Revised Project Start:
Revised Project Completion:
Project Origin: Development Driven
Multi-year Project: No



Description: A developer has proposed to develop on a vacant lot identified as APN 402-013-060 at the end of Hazel Street. The project proposes the subdivision of the lot into four new parcels and development of single family residences on each new parcel, and execution of a development agreement to make public improvements, including the extension of Hazel Street for roadway connection to Sunnyview Drive - West end of Hazel St.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	276		\$ 50,000				
	Developer		\$ 150,000				
	Subtotal	\$ -	\$ 200,000				
	Total Cost Estimate: \$ 200,000						

ROADS

RO1708 - Pinole Valley Road Improvements

Initial Project Start: July 1, 2020
Initial Project Completion: June 30, 2021
Revised Project Start: June 1, 2021
Revised Project Completion: June 30, 2022
Project Origin: Council Request
Multi-year Project: No



Description: As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea Dr. to Helena Ct. will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal may be the recommended treatment.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Engineering	200		\$ 5,000				
Construction	200		\$ 87,000				
Contingency	200		\$ 8,000				
	Subtotal		\$ 100,000				
	Total Cost Estimate: \$ 100,000						

ROADS

RO1709 - Pinole Valley Road Underground District

Initial Project Start:	July 1, 2017
Initial Project Completion:	June 30, 2021
Revised Project Start:	
Revised Project Completion:	June 30, 2022
Project Origin:	Council Request
Multi-year Project:	Yes



Description: The underground district will allow the City of Pinole to use Rule 20A credits, funds paid by PG&E to the PUC, to underground overhead utility lines. As part of the underground project, the City will need to add a streetlight that must be funded outside the Rule20A program. Project RO1708 will follow this project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Construction	PGE	\$ 2,046,126	\$ 511,532				
	200		\$ 28,363				
	215	\$ 315,552					
	Subtotal	\$ 2,361,678	\$ 539,895				
	Total Cost Estimate: \$2,901,573						

ROADS

RO1710 - San Pablo Avenue Bridge over BNSF Railroad

Initial Project Start:	July 1, 2017
Initial Project Completion:	Beyond 5 year term
Revised Project Start:	
Revised Project Completion:	June 30, 2022
Project Origin:	End of life cycle
Multi-year Project:	Yes



Description: The San Pablo Avenue bridge over the Burlington Northern Santa Fe Railroad is an integral part of the area's transportation network. The age and condition assessment of the bridge supports replacement. The City was approved for initial funding from the Caltrans Highway Bridge Program (HBP). In February 2020, the City awarded a contract to a consultant for preliminary engineering (PE) to advance the project. The PE will be completed in two phases due to funding limitations. Completion of preliminary design is necessary to develop a final cost estimate for the project. Unfunded portions of this project appear in the Unfunded and Unprogrammed project list as Project UF027.

Supplemental Information: The total budget identified to complete the PE exceeds the amount of funding Caltrans committed to the project of the State's share in the current HBP.

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25 & FY2025-26	Beyond Proposed
PM	STMP	\$ 205,265	\$ 75,000	\$ 50,000	\$ 13,208		
Planning & Design	325	\$ 168,480	\$ (35,853)				
	STMP				\$ 191,710		
	HBP	\$ 154,720	\$ 591,588	\$ 44,265			
	UF				\$ 1,479,690		
Construction	STMP						\$ 1,078,025
	UF						\$34,102,975
	Subtotal	\$ 528,465	\$ 630,735	\$ 94,265	\$ 1,684,608		\$35,181,000
	Total Cost Estimate: \$38,119,073						

ROADS

RO1714 - Safety Improvements at Appian Way and Marlesta Rd. formerly known as HAWK at Appian Way and Marlesta Rd.

Initial Project Start: July 1, 2024
Initial Project Completion: June 30, 2025
Revised Project Start: July 1, 2020
Revised Project Completion: June 30, 2022
Project Origin: TAPS
Multi-year Project: Yes



Description: The key elements affecting the safety of pedestrians and cyclists at the Appian Way and Marlesta Way intersection is speed and reduced visibility of approaching traffic due to the topography of the project area. Safety improvements are required to improve crossing conditions for pedestrians and bicyclists. In February 2021, the City selected a Consultant to complete the preliminary engineering for this project.

Supplemental Information:

Budget:

	Fund	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
Design	325	\$ 2,114	\$ 32,223				
Construction	OBAG2		\$ 120,000				
	TDA		\$ 129,400				
	106		\$ 83,600				
Contingency	106		\$ 37,000				
	Subtotal	\$ 2,114	\$ 402,223				
	Total Cost Estimate: \$ 404,337						

**FIVE-YEAR CAPITAL IMPROVEMENT PLAN: FY 2021-22 THROUGH FY 2025-26
UNFUNDED AND UNPROGRAMMED PROJECTS**

#	Unfunded/Unprogrammed Projects
UF001	Railroad Avenue Bridge Removal and Replacement
UF002	Electric Vehicle Charging Stations in City lots
UF003	Parking lot resurfacing
UF004	LLAD Landscape Restoration and Improvement
UF005	Dog Park Restroom Replacement
UF006	Dog Park resurfacing and fencing improvements
UF007	Eucalyptus Grove Restoration
UF008	Fernandez Park Baseball grandstand improvement
UF009	Repave Trails
UF010	ADA Ramps
UF011	Appian Complete Streets
UF012	Bridge Maintenance
UF013	Installation of High intensity Activated crossWALK (HAWK)
UF014	Pavement Maintenance
UF015	I-80/Pinole Valley Rd. Interchange Improvements
UF016	Shale Hill Retaining wall and sidewalk gap
UF017	Sidewalks gaps
UF018	Signal System Upgrades
UF019	San Pablo Sewer Lift Station Upgrade
UF020	Sewer Collection Systemwide Rehabilitation
UF021	Tree Master Plan
UF022	San Pablo Avenue Bridge over BNSF Railroad
UF023	Installation of Solar at City Facilities
UF024	All weather access roads
UF025	San Pablo Avenue Bridge over BNSF Railroad

UF001 - Railroad Avenue Bridge Removal and Replacement

Project Information

The Contra Costa County Flood Control and Water Conservation District has advised removal of the Railroad Avenue Bridge. The bridge is a flood barrier. The first step is to determine if the City of Pinole is the responsible agency for this project.

Origin: Staff Recommendation

Budget Unit: Roads/Sanitary Sewer/Stormwater

Cost Estimate:

Potential Funding Sources:

UF002 - Electric Vehicle Charging Stations in City lots

Project Information

The City desires to promote and encourage the use of electric vehicles. With increased adoption of alternative fuel vehicles, the need for charging infrastructure is growing. The City wishes to install charging stations in city owned parking lots. The first step is to complete a load study at City owned parking lots to determine the electrical capacity at each site. There may be significant electrical upgrades necessary to install charging stations. Electrical capacity and siting determine ultimately determine the cost of each project. There are incentives available for the charging equipment.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Bay Area Air Quality Management District, West Contra Costa Transportation Authority, Marin Clean Energy

UF003 - Parking lot resurfacing

Project Information

This project is to maintain and enhance existing City owned parking facilities and infrastructure, to increase parking supply, and to support ongoing multi-modal and streetscape improvements. Improvements include saw cutting and demolition, pavement removal, earthwork, pavement installation, curb and gutter, striping, and signage.

Origin: Staff Recommendation

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources: Economic stimulus funding

UF004 - LLAD Landscape Restoration and Improvement

Project Information

The Pinole Valley Road Landscape and Lighting Assessment District was formed in 2008. The City installed various improvements on Pinole Valley Road between Henry Avenue and Ramona Street. The district provides maintenance to traffic signals, streetlights, median landscaping, irrigation for landscaping, electricity to traffic signals and streetlights, and graffiti removal. This project will maintain and restore turf, shrubs, plants and trees within the District.

Origin: LLAD Report

Budget Unit: LLAD

Cost Estimate:

Potential Funding Sources: Fund 345 & 348

UF005 - Dog Park Restroom Replacement

Project Information

The existing restroom located at the Dog Park is beyond its useful life and requires replacement.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources: -

UF006 - Dog Park resurfacing and fencing improvements

Project Information

Resurfacing and fencing improvements

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF007 - Eucalyptus Grove Restoration

Project Information

The open space located between the Old Town area between John St. and Pinole Valley Road is forested with Eucalyptus trees. In 2014, a Safety Inspection was conducted by a consultant. A total of 8 trees were recommended for removal, and root crown excavation was recommended for 3 trees. 2 trees were determined to be hollow and recommended for further investigation to evaluate the level of internal decay. In 2018, the City hired a company to remove 20 Eucalyptus trees in the area. There are still many trees left and many of the prior trees were felled with the trunks remaining on site. This project will remove the remaining trees, both standing and, on the ground, and regreen this area with native trees.

Origin: Council Request

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF008 - Fernandez Park Baseball grandstand improvement

Project Information

The current grandstand is aging and requires increased maintenance to maintain its serviceability.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF009 - Repave Trails

Project Information

The City's goal is to develop safe, connected, and comfortable bicycle and pedestrian facilities for people of all ages and abilities. Repaving trails will enhance trail access from the City's roadway network to encourage alternative modes of transportation.

Origin: Staff Recommendation

Budget Unit: Parks

Cost Estimate:

Potential Funding Sources:

UF010 - ADA Ramps

Project Information

This project involves removing barriers to accessibility for persons using wheelchairs or other personal assistance devices and improving pedestrian accessibility and safety by reconstructing or upgrading curb ramps at various locations throughout the City.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF011 - Appian Complete Streets

Project Information

This project will provide continuous side-walks and bike lanes along Appian Way from San Pablo Dam Rd. in unincorporated El Sobrante to about 1500 lineal feet north of the city limit within the City of Pinole. The City will seek 2019 STMP funds from West Contra Costa Transportation Authority for preliminary design.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$970,000

Potential Funding Sources: -

UF012 - Bridge Maintenance

Project Information

Maintenance of vehicular and pedestrian bridges as identified in the Caltrans Bridge Inspection Reports and Pedestrian Bridge Inspection Reports completed by Quincy Engineering, Inc.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF013 - Installation of High intensity Activated crossWALK (HAWK)

Project Information

A High Intensity Activated crossWALK (HAWK) beacon is a traffic control device used to stop road traffic and facilitate pedestrians to cross more safely. HAWKS are candidate treatments for roads with three or more lanes and generally have an annual average daily traffic above 9,000. HAWKS are considered for all midblock and intersection crossings where roadway speed limits are equal or greater than 40 mph. The safety of various crossings can be improved in Pinole through the installation of a HAWK.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF014 - Pavement Maintenance

Project Information

The City uses a pavement management software known as StreetSaver to strategize the most cost effective method to extend the pavement life. Pavement Maintenance is necessary to maintain the City's pavement network. Deferred maintenance results in increased costs over time.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$42,000,000

Potential Funding Sources: Fund 200 and Fund 106

UF015 - I-80/ Pinole Valley Rd. Interchange Improvements

Project Information

This project will widen Pinole Valley Road ramp terminal intersections at I-80 to provide a dedicated right turn lane to the eastbound and westbound I-80 on ramps. This project will also provide crossing enhancements at the Pinole Valley Road and I-80 intersection.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate: \$10,959,000

Potential Funding Sources:

UF016 - Shale Hill Retaining wall and sidewalk gap

Project Information

Shale Hill is located on San Pablo Ave. near Oak Ridge Road. The cut slope above the pavement is comprised of shale which is loose and sloughs onto the road. There is no sidewalk in this area because the toe of the embankment is uncontrolled and there is inadequate space to accommodate a sidewalk. Staff has not been successful in securing grant funds for this project.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF017 - Sidewalk gaps

Project Information

This project will address sidewalk gaps by installing public sidewalks where sidewalks are missing on one or both sides of the street. This work will be coordinated with other construction projects. Sidewalk gaps often exist in places with site constraints (i.e. right of way, grade/slopes, or utility conflicts) or are adjacent to properties that have been required to provide sidewalks in the past due to land uses or ownerships. Locations for repair will be selected based on site conditions, pedestrian safety, and adjacent property attributes.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF018 - Signal System Upgrades

Project Information

This project will upgrade various aspects of the City's traffic signal system including: traffic signal controller equipment, vehicle detection, traffic signal arms and heads, battery backup systems, and communications systems to reduce congestion and improve safety for the Pinole community.

Origin: Staff Recommendation

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF019 - San Pablo Sewer Lift Station Upgrade

Project Information

This project involves upgrading the structural and electrical needs of the San Pablo Ave. lift station to address the safety and operational deficiencies.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

UF020 - Sewer Collection Systemwide Rehabilitation

Project Information

In 2020, the City contracted with a consultant to prepare a sanitary sewer collection system master plan. The Master Plan will provide condition assessment of sewer collection assets that will inform capital planning.

Origin: Sanitary Sewer Master Plan

Budget Unit: Sewer

Cost Estimate:

Potential Funding Sources:

UF021 - Tree Master Plan

Project Information

In 2019, the City Council established a Beautification Ad Hoc Committee to analyze options for, and to make recommendations to Council regarding clean-up and beautification projects in Pinole. Among other projects, the Committee recommended the development of a Tree Master Plan to inventory the existing trees, and to develop a plan for managing the tree inventory, including finding tree planting opportunities.

Origin: Beautification AdHoc Committee

Budget Unit:

Cost Estimate: \$375,000

Potential Funding Sources: Cal Fire Urban and Community Forestry Grant Program

UF022 - San Pablo Avenue Bridge over BNSF Railroad

Project Information

This project will replace the existing thirteen span reinforced concrete span structure over the Burlington Northern Santa Fe Railroad adjacent to San Pablo Avenue at the easterly limits of the City. On 02/18/20, Council awarded a contract to a Consultant to begin the preliminary engineering (PE) for this project (CIP Project RO1710). The PE will be completed in two phases due to funding limitations. The first phase was necessary to develop a final cost estimate to facilitate pursuing additional funding required to complete all phases including construction.

Origin: End of life cycle

Budget Unit: Roads

Cost Estimate: \$35,582,665

Potential Funding Sources: Fund 213, Fund 214, and Economic Stimulus funds.

UF023 - Installation of Solar at City Facilities

Project Information

This project involves procurement and installation of solar panels at City owned facilities to offset the City's electricity consumption and reduce the greenhouse gas impacts.

Origin: Council Request

Budget Unit: Facilities

Cost Estimate:

Potential Funding Sources:

UF024 - All access weather roads

Project Information

The General Plan, Chapter 8 discusses improvement of open space management to reduce wildfire risks. There is a desire to have improved, all-weather access roads through open space to improve access to and from Hercules and El Sobrante to shorten response times and improve mutual aid.

Origin: General Plan

Budget Unit: Roads

Cost Estimate:

Potential Funding Sources:

UF025 - Faria House Renovations

Project Information

The City has discussed the use and economic viability of the Faria House. Significant renovations are required to utilize the property for any purpose. In 2019, the City awarded a contract to a consultant to prepare design and specifications. The scope of work includes development of drawings and schematics of interior improvements, specifications for bidding, an evaluation of the structural engineering for the installation of an elevator for ADA access, and mechanical, electrical, plumbing design as part of the schematics. The consultant will provide the City with improvement costs.

Origin: Council Request

Budget Unit: Facilities/Economic Development

Cost Estimate:

Potential Funding Sources:

FISCAL YEAR (FY) 2021/22 THIRD QUARTER STATUS OF CAPITAL PROJECTS

CATEGORIES	PRJ #	USES BY PROJECT	Complete	In progress and anticipated for completion by 06/30/2022	In progress and multi-year effort	Deferred
FACILITIES	FA2102	Emergency Power for Critical Facilities				✓
	FA2103	Municipal Broadband				✓
	FA2001	Post Office Maintenance	✓			
	FA2002	Electric Vehicle Charging Stations		✓		
	FA1901	Senior Center Auxiliary Parking Lot formerly known as Fowler House lot reuse			✓	
	FA1902	Energy Upgrades			✓	
	FA1702	Citywide Roof repairs and replacement				✓
	FA1703	Paint City Hall				✓
PARKS	PA2101	Installation of high-capacity trash bins			✓	
	PA2001	Bocce Ball Court				✗ Removed
	PA1704	Park Master Plan			✓	
SANITARY SEWER	SS2101	Secondary Clarifier - Center Column Rehabilitation				✓
	SS2102	Air Release Valve Replacements				✓

CATEGORIES	PRJ #	USES BY PROJECT	Complete	In progress and anticipated for completion by 06/30/2022	In progress and multi-year effort	Deferred
SANITARY SEWER (cont'd.)	SS2103	Recycled Water				✓
	SS2001	Sanitary Sewer Collection System Master Plan		✓		
	SS2002	Water Pollution Control Plant Lab Remodel				✓
STORM WATER	SW1901	Hazel Street Gap Closure (Sunnyview)			✓	
ROADS	RO2101	Arterial Rehabilitation			✓	
	RO2102	Tennent Ave. Rehabilitation			✓	
	RO2103	Pedestrian Bridge Repair		✓		
	RO2104	Local Road Safety Plan		✓		
	RO2105	Appian Way Complete Streets Project			✓	
	RO2106	Active Transportation Plan				✓
	RO2107	Brandt St. Improvements				✓
	RO1902	Pedestrian Improvements at Tennent Ave. near R X R			✓	
	RO1801	San Pablo Ave. Rehabilitation		✓		
	RO1802	Hazel Street Gap Closure (Sunnyview)				✓

CATEGORIES	PRJ #	USES BY PROJECT	Complete	In progress and anticipated for completion by 06/30/2022	In progress and multi-year effort	Deferred
ROADS (cont'd.)	RO1708	Pinole Valley Road Improvements				✓
	RO1709	Pinole Valley Road Underground District		✓		
	RO1710	San Pablo Ave. Bridge over BNSF Railroad			✓	
	RO1714	Safety Improvements at Appian Way & Marlesta Rd. formerly known as HAWK at Appian Way and Marlesta			✓	

ATTACHMENT D

FY 22-23 Projects

[illegible]

Return to Agenda

[illegible]



CITY COUNCIL REPORT

9F

DATE: MAY 3, 2022

TO: MAYOR AND COUNCIL MEMBERS

FROM: LILLY WHALEN, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: RECEIVE THE QUARTERLY REPORT ON IMPLEMENTATION OF THE GREENHOUSE GAS INVENTORY AND CLIMATE ACTION PLAN FOR FISCAL YEAR (FY) 2021-22 THIRD QUARTER

RECOMMENDATION

Staff recommends that the City Council receive this quarterly report on implementation of the greenhouse gas (GHG) inventory and Climate Action Plan (CAP).

BACKGROUND

On October 19, 2021, the City Council adopted Resolution No. 2021-93, which declared a climate emergency, directed staff to complete a greenhouse gas (GHG) emissions inventory, and directed staff to prepare a Climate Action Plan (CAP) that includes GHG emission reduction goals that align with the State's GHG emission reduction goals of SB 32 and Executive Order B-55-18. The City Council budgeted \$160,000 for these efforts. The City Council also directed staff to present quarterly updates on the City's progress on the GHG emissions inventory and CAP. Staff last provided a quarterly update on February 15, 2022 that addressed staff and consultant activities for the second quarter of fiscal year (FY) 2021/22 (October – December 2021).

DISCUSSION AND ANALYSIS

This is the second quarterly report on the City's progress on the GHG emissions inventory and CAP development. Conducting a GHG inventory is a critical first step in city climate action planning. Greenhouse gas inventories inform all future steps of climate action, including target setting, strategy development, and ongoing monitoring and evaluation. Analysis has been completed for City of Pinole's community baseline GHG emissions and municipal inventory and the project is expected to be completed in late April/early May. A Request for Proposals (RFP) was circulated for the CAP development in February and March. Award of the contract for CAP development will be recommended at the May 3, 2022 Council meeting, and work would begin shortly following contract award.

The following is a summary of staff and consultant activities for the third quarter of FY 2021/22 (January - March 2022).

JANUARY 2022 ACTIVITIES

- On January 13 City staff and the CSG/Rincon team met for the kickoff of the GHG inventory project.
- On January 27 City staff and the CSG/Rincon team met to further discuss data for the Community Inventory and the Municipal Inventory with a focus on the data related to energy, solid waste, water/wastewater, and employee commute patterns.

FEBRUARY 2022 ACTIVITIES

- On February 3 City staff circulated an employee commute survey to all Pinole City employees.
- On February 8 City staff and the CSG/Rincon team met to discuss draft findings, data sources, project status, schedule, and next steps.
- On February 18 staff released a Request for Proposals (RFP) to develop the CAP¹.
- On February 23 staff and the CSG/Rincon team increased the initial inventory cost of \$28,771 by \$3,256 in order to include the most accurate data and calculations for Climate Action planning, which increased the total contract cost to \$32,027, with a total of \$127,973 budgeted funds available to support development of the CAP.
- Throughout the month, City staff and the CSG/Rincon team continued to communicate regularly regarding data sources to keep the project on schedule.

MARCH 2022 ACTIVITIES

- On March 10 City staff and the CSG/Rincon team met to discuss the draft community emissions inventory and review the upcoming work tasks including the municipal inventory and forecast setting, which are expected in draft form in early April.
- On March 11 the City received a proposal from Rincon/CSG for CAP development.

FISCAL IMPACT

There is no fiscal impact related to receiving this report.

ATTACHMENTS

None

1

https://p1cdn4static.civiclive.com/UserFiles/Servers/Server_10946972/File/City%20Government/Planning/CAAP%20RFP%20Pinole%20Feb%2018.pdf



CITY COUNCIL REPORT

9G

DATE **MAY 3, 2022**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **ANDREW MURRAY, CITY MANAGER**

**SUBJECT: RECEIVE THE QUARTERLY REPORT ON IMPLEMENTATION OF THE
STRATEGIC PLAN FOR FISCAL YEAR (FY) 2021-22 THIRD QUARTER**

RECOMMENDATION

City staff recommends that the City Council receive the quarterly report on implementation of the Strategic Plan.

BACKGROUND

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance) and 22 individual strategies (special projects) to complete over a five-year timeframe.

In August 2020, the City created the Strategic Plan Implementation Action Plan (IAP), which identified the timeframe on which each Strategic Plan strategy would be implemented. The City Council revisited the IAP in January 2021 and approved an updated version, which specified completion dates for each of the strategies (attached). During the January 2021 discussion of the IAP, staff recommended a quarterly report on the status of the implementation of the Strategic Plan strategies, akin to the quarterly reports that staff provides to the Council on the City budget and City investments. Council agreed to this recommendation.

REVIEW & ANALYSIS

Below find a table listing the four goals and 22 strategies contained within the Strategic Plan, along with the start and completion dates for each agreed upon in the January 2021 IAP. Each strategy has been coded with a green, yellow, or red dot to indicate whether the City is on track to achieve the beginning and completion dates specified in the January 2021 IAP. Green indicates that the City is on track to achieve the beginning and completion dates; yellow indicates that the City is on track to achieve either the beginning or completion date; and red indicates that the City is not on track to achieve either the beginning or completion date. The City is currently on track to achieve the beginning and completion dates of almost all of the strategies.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
Goal 1: Safe and Resilient Pinole				
Strategy 1. Conduct a citywide asset condition assessment.	Year 1	Year 5		The City is in the midst of multiple asset condition assessments and master plans. At the end of Year 5, the City will have current assessments for all major capital assets.
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	Year 1	Year 1		Staff expects to present the proposed updated Emergency Operations Plan (EOP) to the City Council in FY 2021-22 Q4.
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	Year 3	Year 3		Staff expects to initiate and complete this effort on schedule.
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	Year 1	Year 2	 Complete	City staff presented its assessment of the fire study and its recommendations regarding next steps to bolster fire service in April 2021. City Council approved staff's recommendations, which staff is now implementing.
Goal 2: Financially Stable Pinole				
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	Year 1	Year 1	 Complete	The City adopted a LTFP in June 2021. Staff will present a proposed LTFP for FY 2022-23 through 2026-27 to the City Council in FY 2021-22 Q4.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	Year 1	Year 2		Staff expects to present the proposed updated Master Fee Schedule, based on the cost allocation plan and fee study, to the City Council in FY 2021-22 Q4. City staff is exploring various options for online payments.
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	Year 2	Year 2		City staff expects complete this project in FY 2022-23.
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	Year 2	Year 3		This is an ongoing effort in which staff is currently engaged, and of which the fee study is a component.
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	Year 1	Year 5		This is an ongoing effort in which staff is currently engaged, and which involves the asset condition assessments, master plans, and annual capital planning process.
Goal 3: Vibrant and Beautiful Pinole				
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	Year 1	Year 4		Staff has begun work to update these plans. The City has hired a new Community Development Director who will be overseeing these efforts.
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	Year 4	Year 4		Staff expects to initiate and complete this effort on schedule.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	Year 1	Year 1	 Complete	The City has partnered with nonprofit housing organizations to explore and develop affordable housing projects, particularly the Satellite Affordable Housing Associates (SAHA) project at 811 San Pablo Avenue. Staff also processed an application for a 179-unit, 100% affordable senior housing project at 600 Roble Avenue called Vista Woods. Although this is an ongoing effort, it was scheduled as a one-year project in the IAP, and is therefore marked as complete.
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	Year 1	Year 2		The City engaged a consultant in September 2021 to prepare an economic development strategy for the City. The consultant is completing the existing conditions analysis, and staff expects the consultant to complete the strategy in FY 2021-22.
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	Year 2	Year 4		The City is engaged in several collaborations with other jurisdictions and agencies to enhance transportation. The City Council appropriated funding to create an Active Transportation Plan; the City received funding to collaborate with the County on an Appian Way complete streets project; and the City is requesting that new development projects have facilities to promote transit.

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	Year 1	Year 1		This is an ongoing effort. City staff is continually updating code enforcement policies and procedures. Investment in community amenities is a responsibility of the capital improvement plan and the potential creation of business districts will be addressed in the forthcoming economic development strategy.
Goal 4. High Performance Pinole				
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	Year 1	Year 2		Staff has created a draft employee attraction, retention, and development plan ("talent management program"), which it will complete this fiscal year.
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	Year 1	Year 1	 Complete	The City completed a citywide organizational review (assessment) in March 2021.
Strategy 3. Review citywide implementation of best practices and improve processes.	Year 2	Year 5		This is an ongoing effort in which staff is currently engaged.
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	Year 1	Year 2		The City engaged a consultant in August 2021 to create a communication and engagement plan. The consultant has conducted research on current conditions and is creating the plan, which staff expects will be completed in FY 2021/22.
Strategy 5. Develop a public engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore	Year 1	Year 2		The City engaged a consultant in August 2021 to create a communication and engagement plan. The consultant has conducted research on current conditions and is creating the plan, which staff

Goal and Strategy	Year to Begin Strategy (January 2021 IAP)	Year to Complete Strategy (January 2021 IAP)	FY 2021-22 First Quarter Status	Notes on Status
opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.				expects will be completed in FY 2021/22.
Strategy 6. Develop a comprehensive information technology Strategic Plan.	Year 1	Year 1		City staff presented a draft IT Plan to City Council in April 2022. Staff expects to complete the IT Plan in FY 2021-22.
Strategy 7. Develop an interagency legislative advocacy program.	Year 2	Year 2		City staff expects complete this project in FY 2022-23.

FISCAL IMPACT

There is no fiscal impact related to receiving this report.

ATTACHMENTS

Attachment A Implementation Action Plan, January 2021



City of Pinole

Strategic Plan 2020 – 2025

Implementation Action Plan

August 2020
Revised January 2021

City of Pinole Strategic Plan 2020 – 2025 Implementation Action Plan (IAP)

This Implementation Action Plan is a living document and serves as the blueprint to implement the Strategic Plan. This document is a tool that should be updated on a regular basis. Management Team members may choose to review progress on a scheduled basis, and periodically report progress to the City Council, employees, and other stakeholders. Prudent implementation requires “circling back” and fine-tuning the plan based on experience. It contains the key steps, prioritization, time frame, team, and success indicators to implement the Strategic Plan elements.

The categories within this IAP are:

- o Year to begin the strategy (Year 1, 2, 3, 4, or 5)
 - o Year 1 is FY 2020-21
 - o Year 2 is FY 2021-22
 - o Year 3 is FY 2022-23
 - o Year 4 is FY 2023-24
 - o Year 5 is FY 2024-25
- o Updated year to begin strategy
- o Updated year to complete strategy
- o Key implementation steps
- o Lead staff position for the strategy
- o Other team members involved for the strategy
- o Whether resources (dollars or staff time) are available to complete strategy
- o Success indicators and comments

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 1: Safe and Resilient Pinole								
Strategy 1. Conduct a citywide asset condition assessment.	Year 1	Year 1	Year 5	- Acquire asset management software - underway - Complete/review inventory of all city assets (facilities, property, equipment, etc.) - Conduct condition assessments - Review results with Executive Team - Distribute condition assessment report to staff - Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Public Works Manager, Senior Project Manager	Yes (funding appropriated for some related expenses, but not all)	- Establish maintenance standards - Report annually on the condition of city assets - Create long-term plan for capital asset management
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	Year 1	Year 1	Year 1	- Review the city's emergency preparedness and response plan - Revise/update the plan based on best practices - Attach the condition assessment report to the plan	Fire Chief	Police Chief	Yes (funds in current budget for this project estimated at \$50,000)	- Publish an updated Pinole EOP - Establish tabletop schedule and track drills
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	Year 3	Year 3	Year 3	- Assess and document the city's needs for the CERT program - Establish and implement preferred approach (e.g., city operated, volunteer-based, partnership with other agency) - Identify resources that are needed to restore the program (funding, staff, training materials, volunteers, equipment, etc.)	Fire Chief	Police Chief	Yes	- Inventory CERT across the City - Schedule and conduct drills

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	Year 1	Year 1	Year 2	- Review the results and recommendations of the 2019 fire service study (planned for September 2020) - Provide City staff recommendations to Council - Identify resources needed to implement top priorities - Develop an implementation action plan for the recommendations - Provide updates to implementation	Fire Chief	City Manager	Yes (resources are available to review the results and recommendations, but no funding has been appropriated to implement any service expansions)	Implementation of Council-approved recommendations

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 2: Financially Stable Pinole								
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	Year 1	Year 1	Year 1	• Create project plan to develop LTFP • Prepare 10-year financial forecast • Identify budget and organizational strategies for long-term sustainability • Engage community (education and strategies, service levels) • Engage executive team on developing plan • Based on best practices, include policies for managing the city's reserves and liabilities • Present LTFP to Council for adoption	Finance Director	Potential consultant support Executive Team	Yes	• LTFP adopted by council • Making decisions consistent with plan • Report on annual compliance with financial reserves and liabilities' policies • Ability to live within the forecast • Update plan every two years
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	Year 1	Year 1	Year 2	• Collect sample fee schedules from peer agencies • Analyze cost of providing fee-based services (including completing updated overhead cost allocation plan and incorporating that data) • Calculate and document fully burdened in-house service costs for each fee • Review and update, if appropriate, the City's financial policy on fee-based services and cost recovery • Update fees, based on the city's cost-recovery goals • Distribute new fee schedule to staff and upload to the city's website	Finance Director	Executive Team	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	NOTES: Development Services – need nexus study first Recreation, PCTV Fire completed

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	Year 2	Year 2	Year 2	- Determine organizational structure/home and process for evaluating and pursuing grant opportunities - Identify priority service areas for pursuing grants - Determine staff assignments - Review grant application and administration best practices - Develop criteria for determining whether to pursue grants - Prepare annual report summarizing grants to pursue and the status of administration	City Manager	Executive Team	Yes	- Total dollars awarded - Administration cost by percent of total grant - Grant funded projects completed - Monetary value of benefits/outcomes created directly by grant and indirectly as a result of grant
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	Year 2	Year 2	Year 3	- Determine revenue needs to cover city expenditures (see goal 2, strategy 1) - Identify options (see goal 2, strategy 1 and strategy 2) - Prioritize pursuit of revenue options - Determine ease of implementation - Bring recommendations to Council	Finance Director	Executive Team	Yes	Periodically review costs for services and the percent of costs recovered through fees and charges.
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	Year 3	Year 1	Year 5	Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Finance Director	Yes	- CIP implementation - CIP gaps

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 3: Vibrant and Beautiful Pinole								
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	Year 1	Year 1	Year 4	- Updating the Housing Element in FY 2020 – 2021 - Update the residential housing design guidelines - Recommend changes as needed - Review updates with the executive team - Finalize updates	Development Services Director / City Engineer		Yes (received a grant to fund the Housing Element and residential design guidelines update)	Adopted plan documents
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	Year 4	Year 4	Year 4	- Review current process for rehabilitating and re-using undeveloped or underdeveloped properties - Identify and remove process delays and steps that lack value - Update city policies as needed	Development Services Director / City Engineer and Assistant City Manager		Yes	Track redevelopment and reuse timeframes

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	Year 1	Year 1	Year 1	- Identify and meet with potential partner housing organizations - Collaborate on developing housing units, both through financial assistance and zoning requirements, consistent with state and regional targets - Work closely with neighborhoods to vet housing proposals and plan to construction to ensure consistency with neighborhood character.	Development Services Director / City Engineer and Assistant City Manager		Yes (staff is available to work on this strategy, but the City has limited financial resources to contribute toward the construction of new housing)	- Track the number of new housing partners - Track the number of housing units created

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	Year 1	Year 1	Year 2	- Identify the city's economic development lead staff person - Create project plan to create economic development strategy - Identify the city's economic development goals with City Council and potential subcommittee with key partners (including funding resources that will be needed to achieve each economic development goal and strategy) - Document strategies related to each goal - Specify ways to enhance the city's signage and branding	Assistant City Manager	City Manager, Development Services Director / City Engineer, and Planning Manager	Yes (staff is available to work on this strategy, but no funds have been appropriated for consulting services that might be needed to complete the strategy)	- Track tax dollars - Track square footage of business industry by type

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	Year 2	Year 2	Year 4	• Cultivate and actively engage partnerships on bike and ped planning activities • Identify the City's transportation circulation goals and review and update City transportation and circulation plans as needed • Determine how regional partners can assist with improvement - MTC, WCCTAC and WESTCAT • Evaluate the effectiveness of these partnerships • Make adjustments as needed	Development Services Director / City Engineer		Yes	Actively involved with WCCTAC

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	Year 1	Year 1	Year 1	• Review the city's code enforcement and property maintenance programs • Develop recommendations including proactive enforcement based on Council priorities • Prioritize the rental property maintenance program and inspection process • Review recommended updates with the executive team • Finalize updates • Communicate updates to staff and the public	Planning Manager	City Attorney	Yes (new FTE approved by Council in FY 2019-2020)	• Track complaints • Track number of blighted properties improved • Develop and track business district condition inventories • Timeframe to open and close a case (determine metric and close cases in a timely fashion)

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Goal 4. High Performance Pinole								
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	Year 1	Year 1	Year 2	• Create project plan to create employee attraction, retention, and development plan • Consider incorporation of succession planning component • Document the city's goals for employee attraction, retention, and development • Identify strategies to attract and retain talent • Identify what works in departments • Develop key performance indicators to track success • Monitor and report on results • Conduct a citywide classification and compensation study • Identify compensation improvements and prioritize recommendations • Evaluate compensation recommendations against the LTFP	Human Resources Director	Executive Team	Yes	• Workforce satisfaction and productivity

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	Year 1	Year 1	Year 1	• Solicit proposals from qualified consultants • Conduct a citywide organizational review • Analyze organizational structure, breadth of City activities, staffing and resource levels, and span of control • Identify opportunities to streamline operations, and optimize efficiency and effectiveness • Distribute results to staff • Prioritize recommendations • Implement changes	City Manager	Consultant	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	• Implement recommended changes
Strategy 3. Review citywide implementation of best practices and improve processes.	Year 2	Year 2	Year 5	• Establish framework through which all City activities and each department's policies, procedures, and services are reviewed on a recurring basis relative to best practices and improvement opportunities • Identify and prioritize policies and procedures to review and update (dept/citywide)	City Manager	Executive Team	Yes	• Document and track efficiencies • Ongoing – touches all areas (i.e. personnel rules). Share and report on updates as occurs.

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	Year 1	Year 1	Year 2	- Define the purpose and goals of a communication plan - Assign staff to create communication plan - Solicit input from key stakeholder groups (internal and external) - Create draft plan and review the plan with city leadership - Adopt the plan - Distribute the plan to city staff	City Manager	Development Services Director / City Engineer's team and an analyst (PD to implement plan to start)	Yes	- Track "good" news stories - Survey the community about their knowledge City information

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 5. Develop a public engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	Year 1	Year 1	Year 2	• Create project plan to create engagement plan • Review existing tools and engagement practices • Establish a policy adopting public engagement principles • Develop a volunteer and youth engagement approach • Implement engagement across the organization based on the principles	City Manager	City Clerk	Yes	• Track number of participants and hours of public engagement annually.

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Develop a comprehensive information technology Strategic Plan.	Year 1	Year 1	Year 1	- Assess the city's current use of technology - Obtain feedback from city staff about technology needs (through surveys, focus groups, etc.) - List the most critical challenges facing the city, to determine technological priorities - Research possible solutions and associated costs for each priority - Document priorities, solutions (both products to purchase and services to outsource), and costs - Review the technology plan with staff	Assistant City Manager	IT service providers	Yes	Implementation of IT Plan recommendations (Note: Plan will have a 3-5-year timeframe)
Strategy 7. Develop an interagency legislative advocacy program.	Year 2	Year 2	Year 2	- Identify the City's legislative policy goals on an annual basis - Work with a lobbyist and implement legislative priorities consistent with the City's interests and Strategic Plan - Monitor results	City Manager		Yes	Track legislation opposed and supported annually.

**CITY COUNCIL
REPORT****9G**

DATE: MAY 3, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

SUBJECT: ORDINANCE ADOPTING A MILITARY EQUIPMENT USE POLICY
AND ADDING CHAPTER 2.60 TO THE PINOLE MUNICIPAL CODE IN
COMPLIANCE WITH AB 481

RECOMMENDATION

Staff recommends the City Council waive the second reading and adopt an ordinance adding Chapter 2.60 to the Pinole Municipal Code adopting and approving the Pinole Police Department's proposed military equipment use policy in compliance with AB 481.

BACKGROUND

California Assembly Bill (AB) 481 (Government Code §7070 *et seq.*) requires the Pinole Police Department obtain City Council approval of a military equipment use policy by ordinance before purchasing, raising funds for, acquiring or using "military equipment" as defined in Government Code §7070(c).

In compliance with AB 481, the Department submitted a proposed Military Equipment Funding, Acquisition and Use Policy, Policy 707 ("Policy") to City Council and released the Policy to the community via its webpage on March 18, 2022, at least thirty (30) days prior to City Council's consideration of the Agenda Item in compliance with Government Code §7071 (b). A public hearing was then held within thirty (30) days on April 19, 2022 in compliance with Government Code §7072 (b).

At its regularly scheduled meeting on April 19th, the City Council received a presentation and staff report to introduce and conduct a first reading of an ordinance to add Chapter 2.60 to the Pinole Municipal Code adopting the Policy in compliance with AB 481. Four councilmembers voted affirmatively, and one councilmember abstained. The purpose of the proposed ordinance is to confirm City Council's approval of the proposed Policy. If approved on second read, the ordinance and policy will go into effect in thirty (30) days.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the ordinance.

ATTACHMENTS

- A. April 19, 2022 Staff Report with attached Ordinance and Military Equipment Use Policy



CITY COUNCIL REPORT

10A

DATE: APRIL 19, 2022

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

SUBJECT: CONDUCT FIRST READING OF ORDINANCE ADOPTING A
MILITARY EQUIPMENT USE POLICY AND ADDING CHAPTER 2.60
TO THE PINOLE MUNICIPAL CODE IN COMPLIANCE WITH AB 481

RECOMMENDATION

Staff recommends that the City Council conduct the first reading of an ordinance adding Chapter 2.60 to the Pinole Municipal Code adopting the City of Pinole Police Department's proposed Military Equipment Funding, Acquisition And Use Policy in compliance with AB 481.

BACKGROUND

On September 30, 2021, Governor Newsom signed into law Assembly Bill (AB) 481, to address the use of military equipment by law enforcement agencies in California. AB 481's stated goals are to increase transparency, accountability and oversight related to the acquisition and use of military equipment by state and local law enforcement agencies, as well as, to provide legally enforceable safeguards to protect the public's welfare, safety, civil rights, and civil liberties before military equipment is funded, acquired, or used by local law enforcement agencies.

AB 481, codified as Government Code sections 7070 et seq., requires that the City of Pinole Police Department ("Department") adopt a written military equipment use policy approved by the City Council by way of an ordinance, prior to taking certain actions relating to the funding, acquisition, or use of military equipment as defined by the State legislature. Specifically, the Department must adopt a military equipment use policy approved by the City Council before the Department: (1) continues to use any military equipment acquired before January 1, 2022; (2) purchases, raises funds for, or acquires military equipment after January 1, 2022; or (3) collaborates with another law enforcement agency in the deployment or use of military equipment within the Department's jurisdiction, or allows use of said equipment by any person not previously approved by Council.

"Military equipment" as defined by AB 481 does not necessarily indicate equipment used by or acquired from the military. "Military equipment" as defined by AB 481

includes, but is not limited to, armored or weaponized vehicles, remotely powered vehicles, large-caliber and specialized firearms, explosive breaching tools, and “flashbang” grenades and projectile launchers. Any equipment which falls under the definition of “military equipment” as set forth in Government Code section 7070(c) (1)-(16) is subject to the terms of AB 481.

A military equipment use policy under AB 481 is a public document that sets forth the intended use and purpose of the military equipment by the Department. The policy must address a number of specific topics as set forth in Government Code section 7070(d) including the type, quantity, capabilities, purposes, and authorized uses of each type of military equipment, the fiscal impact of their acquisition and use, the legal and procedural rules that govern their use, the training required by any officer allowed to use them, the mechanisms in place to ensure policy compliance, and the process and procedures by which the public may register complaints for violation of the policy. Nothing under AB 481 is intended to outright prohibit any particular kind of military equipment.

Under AB 481, the City Council must consider the proposed military equipment use policy in open session of a City Council meeting and may only approve the policy if it makes specific findings regarding the equipment including safeguards, cost effectiveness, reasonableness of use, and fiscal impact. Specifically, City Council must make all of the following findings:

1. The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.
2. The policy will safeguard the public’s welfare, safety, civil rights, and civil liberties.
3. If purchasing the equipment, the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety.
4. Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

Once the ordinance is adopted approving the Department’s military equipment use policy, City Council must review the policy annually to determine whether it complies with the standards for approval set forth above and must either disapprove, renew, or amend the policy based on its findings. The City Council’s findings at the time of annual review must include a review of an annual military equipment report to be prepared by the Department and must be done during a City Council meeting’s open session.

Attachment B is the Department’s proposed military equipment use policy. Attachment C is the inventory list of military equipment the Department currently has, and intends to use in the future, that falls within the definition of “military equipment” under AB 481.

DISCUSSION

The proposed ordinance complies with the requirement under AB 481 that the City Council approve the Department's Military Equipment Funding, Acquisition And Use Policy (the "Policy") by ordinance. The Policy contains all the required elements of Government Code section 7070 (d) set forth above. The Policy outlines each item identified as "military equipment" in Government Code section 7070 (c) under the qualifying equipment inventory that is currently owned by the City. The Policy and inventory also include the current use and cost of each item, type, quantity, capabilities, purposes, and authorized uses, legal and procedural rules that govern their use, and the mechanisms in place to ensure policy compliance. These particular items, and their stated uses, have been in place prior to the implementation of AB 481. Future acquisitions of any item deemed to be "military equipment" will require a further public meeting, policy update, and council approval.

Additionally, the Policy states the procedures by which the public may register complaints for violation of the Policy. Specifically, the Department has established a Community Concerns and Complaints process with forms available at the Department and online. The public will have the ability to provide verbal concerns/complaints over the telephone or in-person at the Pinole Police Department.

Through adoption of the ordinance, the City Council will authorize the continued use of preexisting equipment considered "military equipment" under AB 481. This includes a Mine Resistant Ambush Protected Vehicle (MRAP) for use as an Emergency Rescue Vehicle (ERV) to safely evacuate residents in the event of a natural disaster or critical incidents, to move personnel and/or resources in support of natural disasters (i.e. flood, fire, earthquake), large scale logistics, active shooter incidents, and incidents where there is reason to expect potential armed resistance requiring protection. The Policy also includes a single unmanned, remotely piloted, powered ground vehicle used to enhance peace officer and community safety when encountering potentially dangerous situations by providing first responders with the ability to capture video and still images, and to transport communication equipment or other resources prior to, or in lieu of, sending in personnel into hazardous incidents or environments.

Other items deemed to be "military equipment" via AB 481 include foundational equipment such as rifles and ammunition. These rifles allow peace officers to address lethal threats from a greater distance and with greater precision. The Department also seeks authorization to use four preexisting pepper ball launchers and projectiles, to limit the escalation of conflict where employment of lethal force is prohibited or undesirable. The projectiles provide officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations. The equipment allows for more time and opportunity to attempt to deescalate situations and provide for safer tactics to resolve life threatening events in the safest way possible.

The Policy safeguards the public's welfare, safety, civil rights and civil liberties by ensuring that there are safeguards, including transparency, oversight, and accountability measures in place. For instance, the Policy authorizes the Chief of Police to designate a member of the Department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include, but are not limited, acting as a liaison to City Council for all matters related to the requirements of AB 481, identifying "military equipment" as defined under the statute, conducting annual inventory and review, collaborating with outside agencies, and scheduling and coordinating an annual community engagement hearing to address the Department's funding, acquisition, and use of military equipment.

California Government Code section 7071(b) requires that the Police Department post to its website the Military Equipment Use Policy that it plans to propose to City Council, at least thirty (30) days prior to any public hearing concerning the policy, for any comments, questions or concerns from the public. The Department complied with this requirement by posting the Policy on the City's website on March 18, 2022. As of the time this agenda report is published, we have not received any comments. Additionally, on April 11, 2022, the Municipal Code Update Subcommittee reviewed and approved the proposed ordinance and related Policy, without revision.

The Department has a significant interest in continuing to have access to equipment that will provide peace officers as many options as possible to safeguard lives, ensure safety, and protect civil liberties of the citizens of the City of Pinole. The use of the military equipment identified on the inventory list is vital to the Department's mission and will continue to be strictly regulated through internal processes and oversight.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the ordinance approving the military equipment use policy. The Policy explicitly references the fiscal impact related to costs to maintain or acquire equipment.

ATTACHMENTS

- A. Ordinance Approving And Adopting A Military Equipment Use Policy And Adding Chapter 2.60 To The Pinole Municipal Code In Compliance With Assembly Bill 481
- B. Military Equipment Funding, Acquisition and Use Policy
- C. AB 481 Qualifying Equipment Inventory

ORDINANCE NO. 2022-XXXX

AN ORDINANCE OF THE CITY OF PINOLE APPROVING AND ADOPTING A MILITARY EQUIPMENT USE POLICY AND ADDING CHAPTER 2.60 ENTITLED “MILITARY EQUIPMENT POLICY” TO TITLE 2 OF THE CITY OF PINOLE MUNICIPAL CODE IN COMPLIANCE WITH ASSEMBLY BILL 481 (GOVERNMENT CODE SECTION 7070, *et. seq.*)

Section 1. Authority. This Ordinance is adopted pursuant to the provisions set forth in Government Code Section 36937(b) and pursuant to all other applicable laws.

Section 2. Findings.

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 relating to the use of military equipment by California law enforcement agencies; and

WHEREAS, Assembly Bill 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, or used by law enforcement agencies; and

WHEREAS, Assembly Bill 481, codified at California Government Code section 7070, *et. seq.*, requires law enforcement agencies to obtain approval of the applicable governing body, by an ordinance adopting a “military equipment” use policy, at a regular meeting held pursuant to open meeting laws, prior to taking certain actions relating to the funding, acquisition, or use of military equipment. The term “military equipment” is defined in California Government Code section 7070 subdivision (c).

WHEREAS, the Pinole Police Department is in possession of certain items of equipment that may qualify as “military equipment” under Assembly Bill 481; and

WHEREAS, Assembly Bill 481 requires that a law enforcement agency possessing and using such qualifying equipment prepare a publicly released, written, military equipment use policy. The policy must be a document covering the inventory, description, purpose, use, acquisition, maintenance, fiscal impacts, procedures, training, oversight, and complaint process, applicable to the Department’s use of such equipment; and

WHEREAS, Assembly Bill 481 allows the governing body of a city to approve the military equipment use policy for continued or future funding, acquisition, or use of military equipment within its jurisdiction only if it makes specified determinations; and

WHEREAS, the military equipment use policy and supporting information must, upon adoption by ordinance, thereafter be approved by the governing body by ordinance, and reviewed annually; and

WHEREAS, the proposed military equipment use policy has been prepared by the Pinole Police Department as “Military Equipment Funding, Acquisition and Use Policy” identified as Policy 707;

WHEREAS, Pinole Police Department's Military Equipment Funding, Acquisition and Use Policy was published on the Pinole Police Department's internet website on March 18, 2022 in compliance with Government Code Section 7071 subdivision (b); and

WHEREAS, the Pinole Police Department's Military Equipment Funding, Acquisition and Use Policy was presented to City Council on April 19, 2022; and

WHEREAS, the Pinole Police Department's Military Equipment Funding, Acquisition and Use Policy meets the requirements of California Government Code Section 7070 subdivision (d); and

WHEREAS, the City Council of the City of Pinole, having received the information required under Assembly Bill 481 regarding the Pinole Police Department's use of military equipment as defined in said law, and makes the specified determinations required under Government Code Section 7071 subdivision (d), deems it to be in the best interest of the City to approve the Pinole Police Department's Military Equipment Funding, Acquisition and Use Policy as set forth herein.

NOW THEREFORE, BE IT RESOLVED, in accordance with Government Code Section 36937, and pursuant to the findings stated herein, that the City Council of the City of Pinole hereby finds as follows:

Section 3. Determinations.

Based on the findings above, in addition to information provided to the City Council at the public meeting, the City Council determines as follows:

1. The Pinole Police Department's Military Equipment Funding, Acquisition and Use Policy is necessary because there are no reasonable alternatives that can achieve the same objectives of officer and civilian safety.
2. The Pinole Police Department's Military Equipment Funding, Acquisition and Use Policy will safeguard the public's welfare, safety, civil rights, and civil liberties.
3. The military equipment identified in the Pinole Police Department's Military Equipment Funding, Acquisition and Use Policy is reasonably cost effective compared to available alternatives that can achieve the same objectives of officer and civilian safety.
4. Prior military equipment use by the Pinole Police Department complied with the military equipment use policy although it was not yet in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.
5. The Pinole Police Department's Military Equipment Funding, Acquisition and Use Policy setting forth the City's military equipment use policy is approved and adopted.

Section 4. That a new Chapter 2.60 entitled “MILITARY EQUIPMENT POLICY” is added to Title 2. “ADMINISTRATIVE AND PERSONNEL” of the City of Pinole Municipal Code to read as follows:

“2.60 Military Equipment Policy.

(a) Pursuant to Government Code Section 7071 (d), the City Council has made the following determinations:

(1) The military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety;

(2) The proposed military equipment use policy (“Policy”) will safeguard the public’s welfare, safety, civil rights, and civil liberties;

(3) The equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety (if any);

(4) Prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

(b) The Police Department has submitted a proposed Policy to the City Council entitled “Military Equipment Funding, Acquisition and Use Policy” identified as Pinole Police Department Policy 707 and has made those documents available on the Police Department’s website for at least 30 days prior to the public hearing concerning the military equipment at issue.

(c) The Policy was considered by the City Council as an agenda item in an open session of a regular meeting, noticed in accordance with the Ralph M. Brown Act, at which public comment was permitted.

(d) The Policy shall be made publicly available on the Police Department’s website for as long as the military equipment is available for use.

(e) The Police Department shall submit an annual military equipment report to the City Council, containing the information required in Government Code Section 7072, and the City Council shall determine whether each type of military equipment identified in that report has complied with the standards for approval set forth in (a)(1)-(4) above.

(f) The City Council shall review this ordinance, and vote on whether to renew it, on an annual basis at a regular meeting, in accordance with Government Code Section 7071(e)(2)

(g) The City Council approves the use of the Policy described as “Military Equipment Funding, Acquisition and Use Policy” identified as Pinole Police Department Policy 707, and finds that it satisfies the requirements of Government Code Section 7070(d).”

Section 5: Ordinances Repealed. With exception of the provisions protected by the savings clause, all ordinances (or parts of ordinances) in conflict with or inconsistent with this ordinance are hereby repealed.

Section 6. Severability. If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this ordinance. The City Council hereby declares that it would have passed this ordinance and each of every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

Section 7. Effective Date and Duration. This ordinance shall take effect thirty (30) days after its final adoption.

Section 8. Publication. The City Clerk is directed to cause this ordinance to be published in a manner required by law.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on April 19, 2022, the City Council passed this urgency ordinance by the following vote:

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

IN WITNESS of this action, I sign this document and affix the corporate seal of the City of Pinole on April ____, 2022.

Heather Bell, CMC
City Clerk

5008188.1

Military Equipment Funding, Acquisition and Use Policy

707.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, and reporting requirements of military equipment (Government Code § 7070; Government Code § 7071; Government Code § 7072). This policy applies to all members of the Department

707.1.1 DEFINITIONS

Definitions related to this policy include (Government Code § 7070):

Governing body – The elected or appointed body that oversees the Department.

Military equipment – Includes but is not limited to the following:

- Unmanned, remotely piloted, powered aerial or ground vehicles.
- Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.
- High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.
- Tracked armored vehicles that provide ballistic protection to their occupants.
- Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- Weaponized aircraft, vessels, or vehicles of any kind.
- Battering rams, slugs, and breaching apparatuses that are explosive in nature. This does not include a handheld, one-person ram.
- Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.
- Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms.
- Any firearm or firearm accessory that is designed to launch explosive projectiles.
- Noise-flash diversionary devices and explosive breaching tools.
- Munitions containing tear gas or OC, excluding standard, service-issued handheld pepper spray.
- TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).
- Kinetic energy weapons and munitions.
- Any other equipment as determined by a governing body or a state agency to require additional oversight.

Military Equipment Funding, Acquisition and Use Policy

707.2 POLICY

It is the policy of the Pinole Police Department that members of this department comply with the provisions of Government Code § 7070 and 7071 with respect to the use and acquisition of military equipment.

707.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police should designate a member of this department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

- (a) Acting as liaison to the governing body for matters related to the requirements of this policy.
- (b) Identifying department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.
- (c) Conducting an inventory of all military equipment at least annually.
- (d) Collaborating with any allied agency that may use military equipment within the jurisdiction of Pinole Police Department (Government Code § 7071).
- (e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:
 - 1. Publicizing the details of the meeting.
 - 2. Preparing for public questions regarding the department's funding, acquisition, and use of equipment.
- (f) Preparing the annual military equipment report for submission to the Chief of Police and ensuring that the report is made available on the department website (Government Code § 7072).

707.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department: [See attachment: Military Equipment Pinole Police Department Final 4_2022.pdf](#)

707.5 APPROVAL

The Chief of Police or the authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or the authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following (Government Code § 7071):

- (a) Requesting military equipment made available pursuant to 10 USC § 2576a.

Military Equipment Funding, Acquisition and Use Policy

- (b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.
- (c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.
- (d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this department.
- (e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.
- (f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.
- (g) Acquiring military equipment through any means not provided above.

707.6 COORDINATION WITH OTHER JURISDICTIONS

On occasion, the department may be required to assist or be assisted by other law enforcement agencies in a formal Mutual Aid Request or support with day to day operational collaboration (i.e. pursuits, investigative unit assistance, joint law enforcement operations, etc.). The specific guidance and requirements for Mutual Aid is governed by PPD Policy 331 - Outside Agency Assistance.

In certain mutual aid or operational collaboration circumstances, it may be necessary for sworn department members to utilize military equipment in order to fulfill an assigned mission (i.e. active shooter, civil unrest, barricaded suspects in a vehicle, etc.). When sworn department members utilize military equipment in instances of mutual aid or law enforcement collaboration, the following shall apply:

- a. Department members are required to adhere to the Department's Military Equipment Procedure and all policies and procedures outlined within the Pinole Police Department's Policy and Procedures Manual, regardless of operational jurisdiction.
- b. Should the Pinole Police Department request mutual aid from another law enforcement agency within Contra Costa County and military equipment is required during the course of the response, the following shall apply:
 - 1. The Pinole Police Department shall remain in charge of the overall incident command.
 - 2. The Incident Commander or designee shall brief the supervisor from the assisting agency and inform them of the mission, enforcement posture, and any pertinent information related to the incident.
 - 3. The assisting agency will be expected to adhere to their respective policies and procedures, particularly those governing the use of military equipment.
 - 4. If the Incident Commander or their designee is informed of or witnesses the utilization of military equipment by an assisting agency inconsistent with the guidelines set forth in this

Military Equipment Funding, Acquisition and Use Policy

procedure, the Incident Commander may elect to cancel the request for mutual aid or re-assign the assisting agency to a different support mission.

707.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or the authorized designee should submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or the authorized designee should also make each annual military equipment report publicly available on the department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in department inventory.

707.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

707.9 COMMUNITY CONCERNS AND COMPLAINTS

The Pinole Police Department has established a Community Concerns and Complaints process with forms available at the department and online. The community will have the ability to provide verbal concerns/complaints over the telephone or in-person at the Pinole Police Department (PPD policy 1010).

707.10 CITY COUNCIL APPROVAL

Pursuant to California Government Code section 7071, the City Council of Pinole approved this Policy pursuant to Ordinance # _____ on _____, 2022. Further substantive amendments to the Policy need to be reviewed and approved by the City Council.

Attachments

ATTACHMENT C

Military Equipment Pinole Police Department Final 4_2022.pdf

1. Equipment Type: Mine Resistant Ambush Protected Vehicle (MRAP) – CA Govt Code §7070(c)(2)	
Quantity Owned or Sought: 1	Lifespan: Unknown
Purpose/Authorized User: Emergency Rescue Vehicle (ERV) to safely evacuate residents in the event of a natural disaster or critical incidents. To move personnel and/or resources in support of natural disasters (i.e. flood, fire, earthquake), large scale logistics, active shooter incidents, and incidents where there is reason to expect potential armed resistance requiring protection. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.	
Fiscal Impact: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. \$9,200 for delivery, paint and upfitting. Annual maintenance cost is approximately \$1,000.00	
Legal and Procedural Rules Governing: It is the policy of the department to utilize armored vehicles only for law enforcement purposes and pursuant to State and Federal law.	
Training Required: Department provided training.	
Other Notes: The MRAP is an armored vehicle manufactured by BAE Systems/Caiman weighing over 34,000 pounds and can carry a payload of over 4,000 pounds. The vehicle has six (6) wheels fitted with tires and is all-wheel drive, powered by a diesel engine. The vehicle measures approximately 22 feet long, 8 feet wide, and 10 feet tall.	

2. Equipment Type: Unmanned, remotely piloted, powered ground vehicles - CA Gov't Code §7070(c)(1)	
Quantity Owned/Sought: 1	Lifespan: Approximately 15 years
Equipment Capabilities: Vehicle is capable of being remotely navigated to provide scene information and intelligence in the form of video and still images transmitted to first responders.	
Manufacturer Product Description: iRobot PackBot 510 Multi Mission Robot (MMR)	
Purpose/Authorized Uses: To enhance officer and community safety when encountering potentially dangerous situations by providing first responders with the ability to capture video and still images, to transport communication equipment or other resources prior to, in lieu of sending in personnel into hazardous incidents or environments.	
Fiscal Impacts: Acquired under the Law Enforcement Support Program Office (LESO): \$0 for equipment. Annual maintenance cost is approximately \$500.	
Legal/Procedural Rules Governing Use: The use of unmanned, remotely piloted, powered ground vehicles potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to all applicable privacy laws and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy.	
Training Required: Department provided training.	

Other Notes: None

3. Equipment Type: Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units – CA Govt Code §7070(c)(5)

Quantity Owned or Sought: 1

Lifespan: 20 years

Purpose/Authorized User: Trailer is purpose-built to facilitate the operational control and direction of public safety units conducting DUI enforcement checkpoints, traffic safety operations, and responding to or at an incident. The Command and Control (C&C) trailer serves as a centralized location for command decision making, enhanced communication and other situational awareness capabilities. Use may be authorized by Watch Commander or Tactical/Operations Commander, based on the circumstances of the given incident.

Fiscal Impact: Acquired by grant issued by the State of California Office of Traffic Safety under a Traffic Safety Grant. \$40,415 for equipment. Annual maintenance cost is approximately \$1000.

Legal and Procedural Rules Governing: It is the policy of the department to utilize C&C trailer only for law enforcement purposes and pursuant to State and Federal law.

Training Required: Department provided training.

Other Notes: The command-and-control trailer is standard tow-behind trailer with dual axels manufactured by Universal Trailer with a GVW of 3,100 pounds. The trailer measures approximately 16 feet long, 8.5 feet wide, and 9 feet tall. The trailer is equipped with a fold-down rear door, lighting, and a generator.

4. Equipment Type: Semiautomatic Rifles and Ammunition - CA Gov't Code §7070(c)(10)

Quantity Owned or Sought: 28

Lifespan: 15 years

Purpose/Authorized User: Colt AR-15/M4 Carbine semiautomatic shoulder fired rifle with long spirally grooved barrel that fires .223 Rem/5.56 mm projectile bullet. The rifles are equipped with 10.5" barrel, Surefire muzzle brake, and Surefire SOCOM556-RC2 suppressors. Ammunition is Speer Gold Dot caliber .223 62 grain.

A standard officer issue to be used as a precision weapon to address a threat with more precision and/or greater distances than a handgun, if present and feasible.

Fiscal Impact:

- Colt AR-15/M4 Rifle: \$32,400, quantity: 28
- Surefire muzzle brake: \$2,779, quantity: 28
- Surefire SOCOM556-RC2 Suppressors: \$22,408, quantity: 28
- Speer Gold Dot caliber .223 62 gr ammunition: \$4,300, quantity: 9,780
- Annual maintenance cost is approximately \$1,500

Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force and Firearms.

Training Required: Department firearms training and qualifications as required by law and policy by POST certified instructors. CA POST certified 24-hour patrol rifle course.
Other Notes: These rifles are standard issue service weapons for our officers and therefore exempted from this Military Equipment Use Policy per CA Gov't Code §7070 (c)(10). They have been included in this document in an abundance of caution and in the interest of transparency.

5. Equipment Type: Pepper Ball Launcher and Projectiles - CA Gov't Code §7070(c)(12)	
Quantity Owned or Sought: 4	Lifespan: 20 years
Purpose/Authorized User: PepperBall VKS Carbine is a Variable Kinetic System (VKS) launcher utilizing compressed-air to fire non-lethal PepperBall projectiles. The VKS features a dual feed system that offers the ability to quickly switch between hopper fed and magazine fed projectiles. Projectiles: 2% PAVA ball containing pepper powder designed for direct impact and area saturation, Glass Breaker ball composed of hardened plastic designed to break glass barriers, and Inert/H2O balls for training. To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved demonstrations.	
Fiscal Impact: • PeppberBall VKS Launcher: \$5,360, quantity: 4 • 2% PAVA Ball: \$2,900, quantity: 1,100 • Glass Breaker Ball: \$480, quantity: 200 • Inert/H2O Training Ball: \$950, quantity: 1,000 • Annual maintenance cost is approximately \$250	
Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.	
Training Required: Department provided training conducted by POST certified instructors.	
Other Notes: None	

6. Equipment Type: Less-Lethal Shotgun and Bean Bag Projectile - CA Gov't Code §7070(c)(14)	
Quantity Owned or Sought: 4	Lifespan: 25 years
Purpose/Authorized User: Remington 870 Less-Lethal 12-gauge Shotgun with orange and black marked stocks is used to deploy the less lethal 12-guage CTS Super-Sock Beanbag round. The Combined Tactical Systems (CTS) Super-Sock Beanbag round is a less-lethal 2.4-inch 12-gauge shotgun round firing a ballistic fiber bag filled with 40 grams of lead shot. To limit the escalation of conflict where employment of lethal force is prohibited or undesirable. Provides officers with a less-lethal option in incidents of combative or self-destructive individuals, riot/crowd control and civil unrest incidents, circumstances where a tactical advantage can be obtained, potentially vicious animals, and training exercises or approved	

demonstrations.
Fiscal Impact: • Remington 870 Less-Lethal 12-guage Shotgun: \$2,200, quantity: 4 • CTS Model 2581 Super-Sock Beanbag Round: \$1,090, quantity: 200 • Glass Breaker Ball: \$480, quantity: 200 • Annual maintenance \$0
Legal and Procedural Rules Governing: All applicable State, Federal and Local laws governing police use of force. Various Pinole Police Department Policies on Use of Force.
Training Required: Department provided training conducted by POST certified instructors.
Other Notes: None