



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

PINOLE CITY COUNCIL MEETING AGENDA

**September 16, 2025
5:00 PM**

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

Attend VIA ZOOM TELECONFERENCE – Details provided below

How to Submit Public Comments:

In Person:

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

Via Zoom:

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

From a PC, Mac, iPad, iPhone or Android:

<https://us02web.zoom.us/j/89335000272>

Webinar ID: 893 3500 0272

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

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

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

Written Comments:

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

OTHER WAYS TO WATCH THE MEETING

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

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

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

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

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

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

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

2. LAND ACKNOWLEDGMENT

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

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

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

4. CONVENE TO A CLOSED SESSION

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

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Gov. Code § 54956.8

Property: APN: 2101 Pear St, Pinole Ca 94564-1797/ APN: 401-163-004-5

Agency Representative: City Manager, Kelcey Young

Negotiating Party: American Postal Infrastructure Partners, LLC

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

1. Community Services Commission

C. City Council Committee Reports & Communications

D. Council Requests for Future Agenda Items

E. City Manager Report / Department Staff

F. City Attorney Report

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. National Punctuation Day
2. Fire Prevention Week
3. California Firefighters' Memorial Day

B. Presentations

1. Contra Costa County Fire Protection District- Chief Lewis Broschard
2. Community Development Department Intern Presentation

9. CONSENT CALENDAR

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

- A. Approve the Minutes of the Regular City Council Meeting on September 2, 2025.
- B. Receive the August 30, 2025 – September 12, 2025, List of Warrants in the Amount of \$1,458,486.37 and the September 12, 2025 Payroll in the Amount of \$581,665.66.
- C. FY 2024/25 Fourth Quarter Investment Report **Action: Receive Report (Markisha Guillory)**
- D. FY 2024/25 Fourth Quarter Financial Report and Year-end Adjustments **Action: Receive Report and Adopt Resolution per Staff Recommendation (Markisha Guillory)**
- E. Adopt a Resolution to Amend the Pension Investment Policy **Action: Adopt Resolution Per Staff Recommendation (Markisha Guillory)**
- F. A Resolution of the City Council of Pinole Authorizing the Receipt and Expenditure of \$50,000 in California Office of Traffic Safety (OTS) Grant Funds to Facilitate the Selective Traffic Enforcement Program (STEP) #26-006945 **Action: Adopt Resolution Per Staff Recommendation (Melissa Klawuhn)**
- G. Adopt a Resolution Accepting the Clean California Designation and directing the City Manager to Accept Funding from CalTrans **Action: Adopt Resolution per Staff Recommendation (Lilly Whalen)**
- H. Updated Resolution Authorizing Examination of Sales or Transactions and Use Tax Records **Action: Adopt Resolution Per Staff Recommendation (Markisha Guillory)**
- I. Adopt A Resolution Approving A Revised Compensation And Benefits Plan For Management And Confidential Employees **Action: Adopt Resolution per Staff Recommendation (Stacy Shell)**

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 Public Hearing And Adopt A Resolution Confirming The Annual Assessments And Ordering Their Collection For The Pinole Valley Road Landscape And Lighting Assessment District Of Fiscal Year 2025/26 **Action: Conduct Public Hearing And Adopt Resolution per Staff Recommendation. (Heba El-Guindy)**

11. OLD BUSINESS

- A. None

12. NEW BUSINESS

- A. Receive update from City's Housing Fellow on improvements to the Residential Health and Safety Rental Inspection Program, including exploration of software contract with OpportunitySpace, Inc. (d.b.a. "Tolemi") **Action: Receive Report (Lilly Whalen, Jared Murti, Housing Fellow)**

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 Special City Council Meeting of October 14, 2025 in Remembrance of Amber Swartz.

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

Heather Bell, CMC
City Clerk

POSTED: Thursday, September 11, 2025 at 4:00 pm



CITY COUNCIL REPORT

7.B.1.

DATE: SEPTEMBER 16, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Heather Bell, City Clerk, hbell@pinole.gov
SUBJECT: COMMUNITY SERVICES COMMISSION

RECOMMENDATION

Staff recommends that the City Council approve the recommendation of the Interview Subcommittee and appoint Romilda Avila, Lil Milagro Henriquez and Nataliah Cornejo-Ayers to the Community Services Commission for two-year terms.

BACKGROUND

There are currently three (3) vacancies on the Community Services Commission. The current roster is included as Attachment A. The City Clerk opened a recruitment period on July 15th, 2025 and set a deadline for applications of August 21, 2025.

There were seven (7) eligible applications received, included as Attachment B, by the deadline. Interviews of the candidates were held on Thursday, September 4th by the Community Services Interview Subcommittee, which consists of Mayor Pro Tem Tave and Councilmember Martinez-Rubin.

The subcommittee is recommending that the City Council appoint the following three candidates to the Community Services Commission for two year terms:

Romilda Avila
Lil Milagro Henriquez
Nataliah-Ayers Cornejo

REVIEW AND ANALYSIS

FISCAL IMPACT

There is no fiscal impact.

ATTACHMENTS

- A. CSC Roster
- B. COMBINED CSC Applications & Supplementals Redacted

CITY OF PINOLE
COMMUNITY SERVICES COMMISSION 2024-25

Ordinance 2008-01/Resolution No. 2008-34

Commission meets on 4th Wednesday at 5 PM

TITLE	NAME	TERM ENDS
Chair	Laurelle Martin	05/21/2026
Vice Chair	Debbie Ojeda	05/21/2026
Commissioner	Omar Butler	05/21/2026
Commissioner		
Commissioner	Nickolas Teller	05/21/2026
Commissioner	Vacant	
Commissioner	Vacant	
Staff	Andrea Dwyer	510-724-9820
Staff	Maria Picazo	510-724-9062



Applicant Information

Applicant Name

Last

Hagel

First

Gregory

M.I.

Applicant Contact Information

Address Line 1

REDACTED

Address Line 2

REDACTED

City

Pinole

State

CA

Zip Code

94564

Telephone

REDACTED

E-Mail Address

REDACTED

Business Contact Information

Address Line 1

REDACTED

Address Line 2

REDACTED

City

Pinole

State

CA

Zip Code

94564

Business Telephone

REDACTED

Applicant Questions

1. How long have you been a Pinole resident?

Response

2 Years

2. Are you registered to vote in Pinole?



Yes

3. Are you currently serving on any Commission or Committee?

No

4. Do you have a relative/household member who is:

(a) City Employee?

No

(b) City Council Member?

No

(c) Commission/Committee Member?

No

5. Have you ever attended any meetings of the Commission/Committee for which you are applying?

No

If so, number of times?

6. If applicable, why did you attend the meeting (e.g., personal interest or specific issue)?

I have not attended a meeting yet

7. List your current occupation. Also list any work history related to the position you are seeking:

Audio Video Design Engineer

I have volunteered for a non profit, and an elementary school. I have worked in the events industry

8. List educational background related to the position you are seeking:

My most recent education is an M.B.A. in business analytics from CSU East Bay

9. Describe the community activities, volunteer experience and/or civic organizations in which you participate:



I have participated in many of Pinole's activities since I have moved here. I have volunteered before as an assistant teacher for OUSD and I am beginning to participate more in Civic organizations such as the city of Pinole.

10. Describe your style of working with others on a committee:

I listen, I am open to ideas, I have lots of ideas myself.

11. Describe how you might recommend policy or approach the City Council:

I would approach them with a clear and concise summary of the conclusions that the community services committee has put together and have agreed on presenting

Community Services Commission Supplemental Questions

Briefly state why you wish to serve on the Community Services Commission, and what skills or abilities you have that would contribute in its success. Be specific.

I go to many community events with my family and want to see more successes and more ideas put into action. I have event experience and have worked with many different trades in my professional career.

What organizations, programs and activities are you currently or previously involved in?

I am a graduate of the pinole citizens academy and would like to get more involved.

Have you served or are you currently serving in any leadership positions for the organizations or programs listed above, i.e. Rotary, Exchange Club, Chamber of Commerce, etc. Please list positions and terms.

No I have not

In your opinion, what are the major challenges facing the community in Pinole?

I would say a lack of developed parks.

What type of Recreation Programs do you want to see in the City of Pinole?

I would like to see all kinds of recreation. I play tennis, my kids play soccer, I am open to starting or joining clubs for sports, music, art. I would like to see a community that supports local music.



What do you envision as a positive result of the Community Services Commission?

I would say better ways to use our parks and facilities.

Verification

Signature

Gregory Hagel

Date

08/21/2025



Applicant Information

Applicant Name

Last

Miranda-Uch

First

Ileana

M.I.

Applicant Contact Information

Address Line 1

REDACTED

Address Line 2

REDACTED

City

Pinole

State

CA

Zip Code

94564

Telephone

REDACTED

E-Mail Address

REDACTED

Business Contact Information

Address Line 1

REDACTED

Address Line 2

REDACTED

City

Pinole

State

CA

Zip Code

94564

Business Telephone

REDACTED

Applicant Questions

1. How long have you been a Pinole resident?

Response

17 years

2. Are you registered to vote in Pinole?



No

3. Are you currently serving on any Commission or Committee?

No

4. Do you have a relative/household member who is:

(a) City Employee?

Yes

(b) City Council Member?

No

(c) Commission/Committee Member?

Yes

5. Have you ever attended any meetings of the Commission/Committee for which you are applying?

No

If so, number of times?

6. If applicable, why did you attend the meeting (e.g., personal interest or specific issue)?

N/A

7. List your current occupation. Also list any work history related to the position you are seeking:

Full time Highschool Student and Part time intern

Previously interned for Cameron Sasai during his Vice presidency

8. List educational background related to the position you are seeking:

Previous experience with the city from interning for Cameron Sasai, and current internship with Richmond

9. Describe the community activities, volunteer experience and/or civic organizations in which you participate:



I communicate with community members of Richmond, table at community events, attend city council meetings, work with city council staff, and advocate for lower income households deserving of healthier foods.

10. Describe your style of working with others on a committee:

I am very open and communicative, I appreciate other perspectives and enjoy working with others.

11. Describe how you might recommend policy or approach the City Council:

I would properly greet and introduce myself to the council, voice my opinion, reasoning, and logistics, and thank the council for whatever input they respond with, then take that input and work towards a solution.

Community Services Commission Supplemental Questions

Briefly state why you wish to serve on the Community Services Commission, and what skills or abilities you have that would contribute in its success. Be specific.

I wish to be a part of this commission because of my previous work as an intern, having to deal with legislation and policies. I believe I would be a fitting candidate with my skills of public speaking, listening, attention to detail, drive, and my genuine care for the community as a resident.

What organizations, programs and activities are you currently or previously involved in?

I was previously one of the two first student interns for the city of Pinole, and I am currently apart of the Richmond Youth Food Policy Council with BACR.

Have you served or are you currently serving in any leadership positions for the organizations or programs listed above, i.e. Rotary, Exchange Club, Chamber of Commerce, etc. Please list positions and terms.

Yes, I am serving as Youth Advocate for food policies targeting health in low income households in Richmond who are unable to afford quality foods. I started my term in August of last year and am currently apart of the organization.



In your opinion, what are the major challenges facing the community in Pinole?

In my opinion I think Pinole faces challenges in the youth community, I think it would be extremely beneficial for there to be more students from Pinole Valley and even the other schools to participate in events that connect the residents together and allow everyone to build relationships with fellow residents, creating a greater sense of community and connection.

What type of Recreation Programs do you want to see in the City of Pinole?

We should host competitions, such as singing, painting etc. Competitions such as these can drive people to express themselves and could bring together the artists of the community, I also think it would be amazing to have our own flea markets where residents bring what they would set up at a garage sale to sell in Fernandez park similar to the Farmers market, it could even be apart of the farmers market we already have.

What do you envision as a positive result of the Community Services Commission?

Residents attending events, meeting and connecting with each other, benefiting the perspectives and growth as a community towards issues relating to environment and many other injustices we might have to face to improve the city.

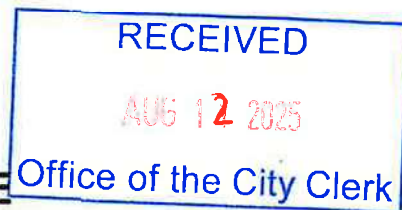
Verification

Signature

Ileana

Date

04/14/2008



CITY OF PINOLE COMMISSION/COMMITTEE APPLICATION

COMMISSION/COMMITTEE APPLICATION: Thank you for your interest in the City Commission or Committee. To apply, you will need to complete the entire application (using N/A where items do not apply). All applications will be kept on file for one year only and applicants will be notified of any openings. Planning Commission and Community Service Commission members must be residents of the City of Pinole, and TAPS members shall be residents or business owners in Pinole.

*This application must be accompanied with the separate supplemental questionnaire for the Commission/Committee for which you are applying. Please check applicable box below.

- ☐ Planning Commission (PMC Chapter 2.40)*
- ☒ Community Services Commission (PMC Chapter 2.36)*
- ☐ Traffic & Pedestrian Safety Committee (R-2007-14)*
- ☐ Fowler House Re-Use Committee (R-2018 -67)

Completed application packets must be filed with the City Clerk's Office, 2131 Pear Street, Pinole, California 94564.

APPLICANT'S NAME: RUPORT Irma I
Last First M.I.

ADDRESS: [REDACTED], Pinole 94564

TELEPHONE: [REDACTED]

BUSINESS ADDRESS: Retired

BUSINESS TELEPHONE: retired

EMAIL ADDRESS: [REDACTED]

1. How long have you been a Pinole resident? 49 yrs
2. Are you registered to vote in Pinole? yes
3. Are you currently serving on any Commission or Committee? yes
4. Do you have a relative/household member who is: (a) City employee? No
(b) City Council Member? _____ Or (c) Commission/Committee Member? _____

City of Pinole Commission / Committee Application / Date: _____

Applicant Name: _____

5. Have you ever attended any meetings of the Commission/Committee for which you are applying? yes If so, number of times? few

6. If applicable, why did you attend the meeting (e.g., personal interest or specific issue)?

Both

7. List your current occupation. Also list any work history related to the position you are seeking:

Retired. Volunteered in all areas of Community work. ^{worked as a substitute teacher for WCC District}

8. List educational background related to the position you are seeking: _____

AA / BS degrees in Human Resources + Personnel.

9. Describe the community activities, volunteer experience and/or civic organizations in which you participate: Soccer = Played / Coached / managed women's teams / youth-girls soccer team for 20 years, (Former Pinole Lion's member)

Volunteered in Senior Food Bank in Pinole, Currently a Community Services Commission member, Appointed to (cont'd #9)

10. Describe your style of working with others on a committee: _____

Team Player. (see bottom)

11. Describe how you might recommend policy or approach the City Council: _____

By getting involved + suggesting more public participation / communication / involvement and reaching out to the public more than we are currently doing.

I understand that if appointed, I must complete the California Fair Political Practices Commission Statement of Economic Interests, a public document, Form 700, and complete the Ethics Training pursuant to AB1234.

(Signature)

08/25/12

(Date)

Attachment: Supplemental Questionnaire

was a member of Lion's Club.

9. — Public Safety Commission, Economic Development and Affordable Housing Comm. Rec. Represented the CSC at a Project Labor Ad Hoc Committee, Past member / captain of Neighborhood Watch Program.



COMMUNITY SERVICES COMMISSION

SUPPLEMENTAL QUESTIONNAIRE

Qualification Requirements: (a) Resident of Pinole –PMC Chapter 2.36

Name: Irma Ruyser Home Phone: No home phone
Email Address: [REDACTED] Cell Phone: [REDACTED]
Address: [REDACTED] City: Pinole ^{CA} Zip: 94564

ESSAY QUESTIONS (attach an extra sheet of paper and **sign your name** at the end)

1. Briefly state why you wish to serve on the Community Services Commission, and what skills or abilities you have that would contribute in its success. **Be specific.**
2. What organizations, programs and activities are you currently or previously involved in?
3. Have you served or are you currently serving in any leadership positions for the organizations or programs listed above, i.e. Rotary, Exchange Club, Chamber of Commerce, etc. **Please list positions and terms.**
4. In your opinion, what are the major challenges facing the community in Pinole?
5. What type of Recreation Programs do you want to see in the City of Pinole?
6. What do you envision as a positive result of the Community Services Commission?

Completed applications and essay questions must be returned to the City Clerk's Office, City Hall, 2131 Pear Street, Pinole, CA 94564 as an attachment to the Commission /Committee Application.

You will be notified either by mail or phone for the oral interview date and time.

- 1) There is a lot more work to be done especially bringing the community more united. See #8 + 9.
- 2) Currently / previously a member of CSC.
- 3) See #7 + #9.
- 4) major issues is Outreach / communication to get more people involved.
- 5) I mentioned some last year + some CSC members not interested plus Director position was being recruited.
- 6) Greater involvement with the community (i.e. students) Seniors / groups / etc.)





CITY OF PINOLE COMMISSION/COMMITTEE APPLICATION

COMMISSION/COMMITTEE APPLICATION: Thank you for your interest in the City Commission or Committee. To apply, you will need to complete the entire application (using N/A where items do not apply). All applications will be kept on file for one year only and applicants will be notified of any openings. Planning Commission and Community Service Commission members must be residents of the City of Pinole, and TAPS members shall be residents or business owners in Pinole.

*This application must be accompanied with the separate supplemental questionnaire for the Commission/Committee for which you are applying. Please check applicable box below.

- ☐ **Planning Commission (PMC Chapter 2.40)***
- ☒ **Community Services Commission (PMC Chapter 2.36)***
- ☐ **Traffic & Pedestrian Safety Committee (R-2007-14)***
- ☐ **Fowler House Re-Use Committee (R-2018 -67)**

Completed application packets must be filed with the **City Clerk's Office, 2131 Pear Street, Pinole, California 94564.**

APPLICANT'S NAME: Robinson John E
Last First M.I.

ADDRESS: [REDACTED]

TELEPHONE: [REDACTED]

BUSINESS ADDRESS: N/A

BUSINESS TELEPHONE: N/A

EMAIL ADDRESS: [REDACTED]

1. How long have you been a Pinole resident? 5 years or more
2. Are you registered to vote in Pinole? yes
3. Are you currently serving on any Commission or Committee? No
4. Do you have a relative/household member who is: (a) City employee? No
(b) City Council Member? N/A Or (c) Commission/Committee Member? N/A

City of Pinole Commission / Committee Application /Date: N/A

Applicant Name: N/A

5. Have you ever attended any meetings of the Commission/Committee for which you are applying? No If so, number of times? N/A

6. If applicable, why did you attend the meeting (e.g., personal interest or specific issue)?

N/A

7. List your current occupation. Also list any work history related to the position you are seeking:

Docketing Manager at Shook, Hardy, & Bacon.

8. List educational background related to the position you are seeking: I have a MPA from

California State East Bay University

9. Describe the community activities, volunteer experience and/or civic organizations in which you participate: I have been involved in a coastal cleanup in Pinole. I frequent the farmer's

market. I have been to several Coffee with the City Manager events and met with the City

Manager during office hours. I have been to a Planning Commission meeting.

10. Describe your style of working with others on a committee: I have a style of working that
is very collaborative and respectful. I listen intently and try to see different perspectives.

11. Describe how you might recommend policy or approach the City Council: After studying

and considering policy or approach, I would bring it before the Community Services

Commission for discussion. If the policy is looked upon favorably by the CSC, then go to City Council.

I understand that if appointed, I must complete the California Fair Political Practices Commission Statement of Economic Interests, a public document, Form 700, and complete the Ethics Training pursuant to AB1234.

[Redacted Signature]
(Signature)

August 19, 2025

(Date)

Attachment: Supplemental Questionnaire



COMMUNITY SERVICES COMMISSION

SUPPLEMENTAL QUESTIONNAIRE

Qualification Requirements: (a) Resident of Pinole –PMC Chapter 2.36

Name: John E. Robinson Home Phone: N/A

Email Address: [REDACTED] Cell Phone: [REDACTED]

Address: [REDACTED] City: Pinole Zip: 94564

ESSAY QUESTIONS *(attach an extra sheet of paper and **sign your name** at the end)*

- Briefly state why you wish to serve on the Community Services Commission, and what skills or abilities you have that would contribute in its success. **Be specific.**
- What organizations, programs and activities are you currently or previously involved in?
- Have you served or are you currently serving in any leadership positions for the organizations or programs listed above, i.e. Rotary, Exchange Club, Chamber of Commerce, etc. **Please list positions and terms.**
- In your opinion, what are the major challenges facing the community in Pinole?
- What type of Recreation Programs do you want to see in the City of Pinole?
- What do you envision as a positive result of the Community Services Commission?

Completed applications and essay questions must be returned to the City Clerk's Office, City Hall, 2131 Pear Street, Pinole, CA 94564 as an attachment to the Commission /Committee Application.

You will be notified either by mail or phone for the oral interview date and time.

I want to serve on the Community Services Commission because I care about the City of Pinole and the people in it. I have been the Assistant Basketball Coach of the Women's Varsity team at Pinole Valley High School. I am also part of the Citizen's Academy, have participated in a coastal clean-up, have been to many City of Pinole events, including the car show and holiday activities, have attended church in Pinole, have walked on many trails in Pinole, and have attended sporting events at Pinole Valley High School. In short, I am very invested in Pinole's success. Based on my education and extensive volunteer experience, I could contribute to the success of the Community Services Commission by making suggestions such as: Are we involving the entire community; How can we increase services to the community via outreach, surveys, polling, online/social media engagement, and community events; What services should be prioritized that are consistent with our budget and the strategic plan outlined by the City of Pinole; and as a Commission, how can we best serve the community in partnership with the City Council, Mayor, business partners, non-profit organizations, and other stakeholders involved in the success of Pinole.

I am very involved in the National Docketing Association (Co-Chair of the California Chapter, for example), the International Practice Management Association (Chair of the Management Resources Committee, for example), and am a member of Citizens' Academy in Pinole. Previously, I was involved in the DEI Task Force of the National Association of Legal Assistants (a Paralegal organization) and was involved in the mentorship program of the International Legal Technology Association. (I currently mentor two legal professionals.) I have also been involved in many political campaigns and non-profit organizations in the San Francisco Bay Area - including Operation Dignity.

Co-Chair of the California Chapter of the NDA (formerly San Francisco Chapter) 2021 - Current.
Docket Chit Chat Assistant Host (of the NDA) - 204 - Current.
NDA Podcast Co-Host - 2024 - Current
Chair of the Management Resources Committee of IPMA - 2023 - Current.
Chair of the Docketing Affinity Group of IPMA - 2024 - Current.
CourtAlert TechTribe Host 2023 - 2025.

In my opinion, the major challenges facing the community in Pinole are: 1. Budget deficit. How can we ensure that we have more money coming in than going out while still providing the current level of services, while still addressing pensions?; 2. Parks. How can we increase our recreation facilities and parks, which are a valuable service, so that we are at or above the average for our population? 3. Infrastructure. How can we make sure that the infrastructure services that we rely on are repaired and improved in a timely manner, while fitting into the current and future budgets?

I want to see the following in terms of Recreation Programs in the City of Pinole: 1. Diverse programming. It is important that everyone feels represented and we can do that by offering karate, age-appropriate programming, programming for individuals on the spectrum, gender-fluid programming, etc.; 2. Water-based programs. Since Pinole is adjacent to the San Pablo Bay, I believe it would be great to increase programs related to boating, kayaking, rowing, etc. and making sure that safe, sustainable fishing options are present; 3. Swim Center year round. The Swim Center is an important piece of the overall recreation options available to the community. I believe it has to be increased to year-round service - which would be of great benefit to the entire community.

A positive result for the Community Services Commission would be: 1. Driving increased community participation in community services and events; 2. Increased participation in community surveys, polls, and questionnaires to better understand the needs and issues of the community; 3. A more diverse and representative involvement in services offered by the City of Pinole.



Applicant Information

Applicant Name

Last

Henriquez

First

Lil Milagro

M.I.

Applicant Contact Information

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Address Line 2

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Zip Code

94564

Telephone

REDACTED

E-Mail Address

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Business Contact Information

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Address Line 2

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City

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State

CA

Zip Code

94564

Business Telephone

REDACTED

Applicant Questions

1. How long have you been a Pinole resident?

Response

10 months

2. Are you registered to vote in Pinole?



Yes

3. Are you currently serving on any Commission or Committee?

No

4. Do you have a relative/household member who is:

(a) City Employee?

No

(b) City Council Member?

No

(c) Commission/Committee Member?

No

5. Have you ever attended any meetings of the Commission/Committee for which you are applying?

No

If so, number of times?

6. If applicable, why did you attend the meeting (e.g., personal interest or specific issue)?

I only recently heard of this position and was super excited about it.

7. List your current occupation. Also list any work history related to the position you are seeking:

Founder and Executive Director of Mycelium Youth Network



I currently serve as the ED of Mycelium Youth Network, a \$1,500,000 dollar nonprofit that works with youth to prepare them for climate change through climate adaptation and mitigation education and gaming. I also serve on the Advisory Council for the San Francisco Bay Restoration Authority, the Advisory Council for the National Academy of Medicine's Climate Change Communities network and on the American Public Health Association's Advisory Council. In my previous role, I served as the Director of Organizing for Roses in Concrete Community School as a founding staff member. Each of my advisory and professional roles has helped me uplift youth and community voice towards active engagement and participation. My most recent roles in the APHA and the NAM as well as my current Executive Director position has supported me to find the best intersection between activities, engagement, education and positive socio-emotional health outcomes. I am an experienced non-profit leader with o

8. List educational background related to the position you are seeking:

I have a Bachelor's degree in Political Science and Women's Studies, a Master's in Social and Cultural Anthropology, and was All But Dissertation (ABD) for a PhD in Systematic Theology. My education has prepared me to work with folks from all walks of life and has supported me in connecting the mission of faith-based work with larger community goals and connections. I did leave my PhD program after I passed my comprehensive exams to start Mycelium Youth Network as well as my own family.

9. Describe the community activities, volunteer experience and/or civic organizations in which you participate:

As an ED in the field of climate change and education, I make a point to think globally and act locally. As a thought leader, I've made a point to cultivate connections with national networks and advisory boards like the American Public Health Association and the National Academy of Medicine's Advisory Boards, but have always returned to the local for my deepest impact and engagement. When I lived in Oakland, I was part of the steering committee for the Oakland Climate Action Plan 2030, part of the Board of Directions for the People's Conservatory to bring arts education to urban youth, and have served on the founding Board of Directors for Planting Justice. At each of these moments, I've leveraged professional connections that I've held to make sure that I can broaden impact at a local level for the community that I've been a part of. At a hyper local level, I've been part of local CSA's and community gardening projects, local gaming guilds for Dungeons and Dragons, and have been an

10. Describe your style of working with others on a committee:



I love working in committees! In this time of heightened political division, I find that we need to work more closely together on a local level. I'm experienced in managing public-private partnerships, business and philanthropic partnerships and community member to community member relationships. We need each of us to come to the table to enact the kind of positive change that we each want to see. And I understand that sometimes we will not see eye to eye. These differences are normal and natural and are a key cornerstone of a healthy democracy. I welcome differences of opinions - especially from divergent stakeholders - in order to make our local community stronger.

11. Describe how you might recommend policy or approach the City Council:

This is a great question that requires a tiered response. My first place is one of research and past policies. One of the first things I do is to examine what cities or municipalities have done to address this issue in the past. We need to engage in what worked and didn't work and which communities were present at the table and who wasn't at the table and why. We also need to do strategic assessments of the planned impact of the proposal and if the past actions can give us any insight in terms of what worked and what didn't. If necessary, there needs to be outreach to any communities that might be needed to do research and community engagement to see how they've spoken to communities in order to get the best sense of community voice on this project. After we've done sufficient research and community engagement, the next step is to see what is the protocol at a City level for addressing this issue. I would want to find out what are the priorities of specific City Council member

Community Services Commission Supplemental Questions



Briefly state why you wish to serve on the Community Services Commission, and what skills or abilities you have that would contribute in its success. Be specific.

I have extensive experience working with public and private partnerships, state agencies, and federal government. I've been asked to serve on multiple round table's for the White Houses' Council on Environmental Council under Biden, the National Academy of Medicine and the American Public Health Association. I've sat on the International Transformational Resilience Coalition's work on socio-emotional health impacts of climate change on youth and currently serve on the San Francisco Bay Restoration Authority Council's Advisory Council. I have extensive experience with youth (aged 8 - 18), climate change, climate adaptation education, and socio-emotional health impacts of climate change.

On a personal level, I'm a huge outdoor enthusiast, gamer, and love to connect with my community. I've gardened, played, and danced alongside my community as I know when we create experiences to find joy with one another, we are better able to do the hard work together.

Each of these areas of focus will be an asset to the work that I believe that Pinole wants to do - even beyond just my youth experience.

What organizations, programs and activities are you currently or previously involved in?

In 2020, I received the Women's Earth Alliance fellowship and the 2021 recipient of the Partners Advancing Climate Equity fellowship. I've been recognized as one of the top 16 Eco-Warriors of 2021 by Marin Magazine and did a TEDx talk with the City of San Francisco illuminating the failures of conventional education to prepare youth for climate change in 2022. In 2023, I was featured in Climate Resilience by Kylie Flanagan as a climate resilience leader to watch and in 2023, I spoke as a panelist at the White House's launch of the 5th National Climate Assessment report. I currently sit on the Advisory Board for the American Public Health Association's Center for Climate Health and Equity and the National Academy of Medicine's Climate Communities Network. As well as being the Founder and Executive Director for Mycelium Youth Network.

I also am part of the Bay Area Climate Action Network, the International Transformational Resilience Coalition, and a local gaming group that will be using our East Bay region to create a video game.

Have you served or are you currently serving in any leadership positions for the organizations or programs listed above, i.e. Rotary, Exchange Club, Chamber of Commerce, etc. Please list positions and terms.

I'm serving as a



In your opinion, what are the major challenges facing the community in Pinole?

In the 10 months, I've been here, I've been blown away but how much of a small town feel Pinole has in the midst of being part of a larger metropolis. I feel the sense of community and connection folks have at an individual level and I would love to figure out how to support that as a larger community. There have been great individual events and people come together but I want to see what we can do when we are intentionally getting folks to connect with those who they might not have connected with before. How do we ensure stronger civic and community engagement with one another outside of events?

How do we leverage the connections we are a part of, for example like the Pinole Seals parent group, outside of direct participation in that group?

I would also love to see more funding being funneled to Pinole. As a small town in a big larger Bay Area, it can be easy for state and federal agencies to assume we're well funded or that we have resources. If anything, we need more support to not be lost in the general business of the Bay Area.

I would also love to see participation of Pinole at larger regional conferences to take our place in these larger conversations around climate.

**What type of Recreation Programs do you want to see in the City of Pinole?**

I would love if we had some STEAM (science technology engineering arts and math) programs for youth and adult citizen scientists! We have such a beautiful ecosystem and I would for us to be much more active in the preservation and the mitigation of upcoming climate challenges. This could be an intergenerational group of climate leaders who can help us sketch out current and future climate challenges we face and then support us in shifting that towards preparation.

As a mother, I would love to see additional youth sports and recreation activities for our young people - particularly those that are more niche in order to support youth who are applying for colleges post graduation. For example, tennis, musical instruments, and STEAM (science technology engineering arts and math). I would love it if we were able to run coding classes.

I would also love to see more adult and senior citizen classes that were combined like dancing, fitness, gaming, and crafting. It would be lovely to run a program where seniors in our community were able to teach youth or adults skills they have like knitting, sewing, quilting, etc, so that we can create pathways for intergenerational knowledge. This can be a paid opportunity for seniors but will also create fun workshops and classes for youth and adults.

Lastly, I would love to have more intergenerational workshop on defensible space, wildfires, and sea level rise. I was a member of Oakland's CORE - Communities Responding to Emergencies, and we did block by block trainings on how to prepare for a slew of emergencies. It also let us connect with our neighbors in a powerful way. I would love for that to happen here.

What do you envision as a positive result of the Community Services Commission?

I want to make connections with local leaders, leverage my existing connections that exist at a state or federal level in support of Pinole, and support our larger Pinole community to deepen our engagement with one another to make Pinole the best possible town. Also, as a mother, I am also deeply here for Pinole youth. I want to make sure that they have what they need to succeed in college and beyond.

Verification*Signature**Date*

Lil Milagro Henriquez (legal name: Jeannette 08/08/2025
Henriquez)



Applicant Information

Applicant Name

Last

Cornejo-Ayers

First

Nataliah

M.I.

A

Applicant Contact Information

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Applicant Questions

1. How long have you been a Pinole resident?

Response

6 Years

2. Are you registered to vote in Pinole?



No

3. Are you currently serving on any Commission or Committee?

No

4. Do you have a relative/household member who is:

(a) City Employee?

No

(b) City Council Member?

No

(c) Commission/Committee Member?

No

5. Have you ever attended any meetings of the Commission/Committee for which you are applying?

No

If so, number of times?

6. If applicable, why did you attend the meeting (e.g., personal interest or specific issue)?

n/a

7. List your current occupation. Also list any work history related to the position you are seeking:

UPTE-CWA 9119 - Student Organizer; University of California Student Association
Disability Justice Officer

Campaign Manager for Student Senator Candidate Kavyun Parker at UC Berkeley;
Black Student Agendas and Initiatives Associate in the Office of UC Berkeley Senate
Office Owen Knapper; Interact Student Rotary Club PR Manager; Pinole Valley High
School Latinos Unidos Founder and President

8. List educational background related to the position you are seeking:

Current UC Berkeley Sophomore, former Pinole Valley Student



9. Describe the community activities, volunteer experience and/or civic organizations in which you participate:

As UCSA Disability Justice Chair, I represent the disabled students across all 9 UCs. I author bills, connect with communities on each campus, and advise policy around disabled students to the UC Presidents Office, Regents, and people in power at the university. Additionally, as an UPTE Student Organizer, I build relationships between workers, host union events, and create student coalitions that support our contract proposals to win better resources for our workers and students at the UC.

10. Describe your style of working with others on a committee:

When working with others on a committee, my biggest priority is timely communication and collaboration. I believe that working alongside others consistently will bring nuance and a broad range of perspectives in projects, even if it means people disagree with one another at times. Being able to resolve conflict with the community's best interest in mind is crucial, and putting our service before self is my motto. Additionally, ensuring that everyone has a say on matters is important, which includes making decisions informed by and in tandem with my community.

11. Describe how you might recommend policy or approach the City Council:

When recommending policy, I'd be sure to prioritize clarity. This includes identifying a definite issue area through public opinion and community outreach, research, and/or concise reasoning to establish purpose. Furthermore, outlining a clear action item that must be followed to resolve the problem to ensure a hard ask can be made. During the process, I'd make sure to weigh the impacts of enacting such policy, including cost, feasibility, possible consequences, and community effects. In most cases, I'd prioritize recommending policy that does not include monetary asks, as they are typically more feasible.

Community Services Commission Supplemental Questions



Briefly state why you wish to serve on the Community Services Commission, and what skills or abilities you have that would contribute in its success. Be specific.

I believe that there should be more young people who are interested in community organizing, as we can begin to engage and inspire others of my age to be leaders as well. California is in desperate need of fresh organizers, and it starts on the local level with representation. I have experience organizing in all age ranges: young children, preteens, teens, young adults, adults, and seniors. I am adept at understanding the needs and how to cater to specific communities' needs. One of my greatest skills is brainstorming community events; in all of the organizations I have been in, I am called on to invent strategies and events for engagement and increase the participation of a community with success. This skill comes not only from years of experience in student and community organizations, but also through being part of several vibrant communities myself to anticipate interest. I am also big on community collaboration; making sure that coalition building occurs before, during, and after event planning is key to consistent engagement, mindful action, successful turnout, and relevance. I have developed the ability to meaningfully connect with community organizations through my time as campaign manager for a student senator, and more importantly, as a student organizer for UPTE; here, the majority of my work is spent reaching out to student-run or community groups with a difficult ask to support our union.



What organizations, programs and activities are you currently or previously involved in?



I will attach a few of my career experience that hold relevance to community organizing with brief descriptions.

UPTE-CWA 1991 Student Organizer 2025

Union representing healthcare, research, and special tech at the UC, representing over 20k workers across the state to ensure fair pay, work-life balance, and benefits. The sole UC Berkeley Campus Student organizer. In my role, I ID workers' issues and grievances, evaluate strike readiness, and network with community/student orgs for strike support.

UCSA Disability Justice Officer 2025-26

Representing the disabled students across all 9 UCs. I inform and write policy, advise UC admin and federal/ state legislative officials to advise decisions, and build community amongst disabled students on each campus. My current projects are creating disabled student unions at the UCs that do not have an official chapter and making sure that a resolution calling for budget transparency regarding disabled student programs is reached.

Interact Rotary Volunteering Club / Public Relations Manager 2022-24, Held office 2023-24

Community service club that works with Pinole Rotary (international service organization network). We host local community events, especially for children, elders, and veterans such as National Night Out, canned food drives, and creek cleanups. Took photographs during events, promoted through created infographics on social media, and volunteered over 40+ hours. I consistently proposed collaboration opportunities with school organizations, most notably with the International Baccalaureate in the Halloween for Event, donating 500+ cans this year in October and while Trick-Or-Treating to the Richmond Food Bank. Recognized for the Doreen Covell scholarship awarded by Pinole Rotary in 2024.

ASUC Senators Office of Owen Knapper Jr., Black Student Initiatives and Agendas Department, Associate 2024-25

As an associate within the BASAI Department of the Black Student Endorsed Senator office, my job was to brainstorm, plan, organize, and facilitate events for the Black student body at UC Berkeley. Notably, I organized tabling to support the mental health of Black students, created graphics for events, and organized vendors and facilitated the largest Black event of the year, Culture on the Block.

Campaign Manager for ASUC Senator Candidate Kavyun Parker 2024-26

Selected to be a facilitator in Parker's run for ASUC Senate. As a campaign manager I was assigned to several tasks including commanding all volunteers, planning all events, brainstormed campaign ideas, creating the promotional video, creating flyers and branded merchandise, tabled for votes, and most importantly served to inform the candidate about issue areas I must represent as a member of the office. Most notably, I represented the disabled, Latino, and women's communities. Currently on hiatus until the next school year.



Have you served or are you currently serving in any leadership positions for the organizations or programs listed above, i.e. Rotary, Exchange Club, Chamber of Commerce, etc. Please list positions and terms.

Most notably, I hold leadership as UCSA Disability Justice Officer on the UC Student Association board (statewide organization), which I will hold for the entire 25-26 school year. Other leadership positions include head campaign manager for Kavyun Parker from 2024 until further notice, Associate of Black and African Student Initiative in ASUC Senator Owen Knapper Jr.'s Office from 2024 until his term ended in 2025, founder and president of Latinos Unidos at Pinole Valley from 2022-2024 (thankfully still active at PVHS!), and PR manager for Interact Club through Pinole Rotary from 2023-2024.

In your opinion, what are the major challenges facing the community in Pinole?

Coming from the communities I've been engaged in, I believe we are going through a crisis of a lack of student involvement. In my time at PVHS and through the experiences I've recognized from my sibling who attends there, community engagement is getting weaker and weaker from our young folks. This is not from a lack of desire however; it seems that there are few students who decide to lead amongst their groups and invite others to organize with them. For example, when tabling for Interact Club, Latinos Unidos, and as Captain of Track and Cross Country at Pinole, I've been able to lead some of the most prosperous year for student registrations in Pinole history. With that, students have taken up the challenge to continue fostering those successes because they had a model. I believe that city government and influential community coalitions can aid students by providing training opportunities where students can develop their potential for community organizing and leadership; this way, they will not only create engaging coalitions in the campus community, but also learn the skills to continue these efforts in higher education or in their career. These leaders will continue to invest in their community and bring positive resources for years to come.

What type of Recreation Programs do you want to see in the City of Pinole?

I'd like to see more cultural centered events that are interactive, educational, and invite career development/entrepreneurship for people of all ages. For a specific example, I'd like to develop an event that I led at Pinole Valley, the Dia De Los Muertos face painting event, into a grander community event that all of Pinole is welcome to participate in. With this event, student volunteers practiced for about two months to paint faces of other students on the 1st and 2nd of November. This project can be scaled up to train several students to paint others' faces to develop art development, while also implementing Latino and Pinole community small businesses as vendors, performances from cultural groups, and art showcasing. These kinds of events can be applied to other cultural celebrations, such as CNY, Holi, and more.

**What do you envision as a positive result of the Community Services Commission?**

I believe that the CSC ultimate goal to get people to build connections beyond the events and services we provide. Whether this means creating a new friend at an event, becoming a regular customer of a Pinole small business, or reaching out to an organization to collaborate, the commission should be a jumping point for our community members to start off from and utilize as a resource for continued success. I hope that Pinole community members can share their positive experience from an event or opportunity and be able to say that we helped them expand their platform or grow their circle in a way they maybe didn't have the opportunity to before.

Verification*Signature**Date*

08/18/2025



CITY OF PINOLE COMMISSION/COMMITTEE APPLICATION

COMMISSION/COMMITTEE APPLICATION: Thank you for your interest in the City Commission or Committee. To apply, you will need to complete the entire application (using N/A where items do not apply). All applications will be kept on file for one year only and applicants will be notified of any openings. Planning Commission and Community Service Commission members must be residents of the City of Pinole, and TAPS members shall be residents or business owners in Pinole.

*This application must be accompanied with the separate supplemental questionnaire for the Commission/Committee for which you are applying. Please check the applicable box below.

- ☐ Planning Commission (PMC Chapter 2.40)*
- ☒ Community Services Commission (PMC Chapter 2.36)*
- ☐ Traffic & Pedestrian Safety Committee (R-2007-14)*
- ☐ Fowler House Re-Use Committee (R-2018 -67)

Completed application packets must be filed with the **City Clerk's Office, 2131 Pear Street, Pinole, California 94564.**

APPLICANT'S NAME: Last: Avila First: Romilda M.I.: A.

ADDRESS: [REDACTED] Pinole CA 94564

TELEPHONE: [REDACTED]

BUSINESS ADDRESS: N/A

BUSINESS TELEPHONE: N/A

EMAIL ADDRESS: [REDACTED]

1. How long have you been a Pinole resident? 4 years and 8 months
2. Are you registered to vote in Pinole? Yes
3. Are you currently serving on any Commission or Committee? No
4. Do you have a relative/household member who is: (a) City employee? No
(b) City Council Member? No Or (c) Commission/Committee Member? No

5. Have you ever attended any meetings of the Commission/Committee for which you are applying? If so, number of times? Not in person, I watch the Pinole Community Television videos and review meeting minutes and presentations.

6. If applicable, why did you attend the meeting (e.g., personal interest or specific issue)? N/A

7. List your current occupation. Also list any work history related to the position you are seeking:

Across my career, I have consistently designed, managed, and evaluated programs that enhance community well-being, foster equity, and strengthen local partnerships. I currently serve as a Philanthropic and Social Impact Advisor in a consultancy capacity providing strategic guidance to foundations, family offices, and nonprofits on community investment, racial equity, and organizational development efforts.

Chief Executive Officer and President, Tides Advocacy | Mar 2017 – Feb 2024

- Led organizational strategy and multi-stakeholder initiatives focused on economic and racial justice.
- Oversaw national networks, grantmaking, and programs serving diverse communities.
- Built partnerships and programs with measurable social impact, including health, youth development, and civic engagement initiatives.

Social Impact Consultant, FSG | San Francisco, CA | Nov 2015 – Feb 2017

- Evaluated and advised on community-focused programs, including youth development, economic mobility, and cross-sector initiatives.
- Designed collaborative strategies to strengthen local organizations and improve outcomes for underserved populations.

Philanthropy Consultant, BCT Partners | Newark, NJ | Sept 2013 – Oct 2015

- Developed programs supporting wealth-building, education, workforce development, and family stability for communities of color.
- Provided research, evaluation, and program design expertise to maximize impact in local and regional initiatives.

8. List educational background related to the position you are seeking: My academic background has equipped me with analytical, policy, and leadership skills that align directly with the responsibilities of the Community Services Commission, particularly in designing inclusive programs, evaluating community impact, and fostering collaboration among diverse stakeholders. I have a Master of Public Policy from Hubert H. Humphrey School of Public Affairs, University of Minnesota. This degree provided in-depth training in policy analysis, public program design, and community engagement. I also have a Bachelor of Science in Family, Youth, and Community Sciences and Minor in Public Leadership from the University of Florida. This degree focused on community systems, youth and family development, and leadership skills applicable to civic and nonprofit contexts.

9. Describe the community activities, volunteer experience and/or civic organizations in which you participate: My leadership experience with organizations focused on racial equity, economic inclusion, and community-centered solutions. I have experience designing and implementing programs that engage grassroots communities, volunteers, and civic coalitions. I have extensive experience creating and supporting programs that center community needs, cultivating partnerships across sectors, and mobilizing volunteers and stakeholders to achieve measurable impact. My focus has always been on initiatives that improve access, equity, and quality of life. I have been recognized on the [2023 Philanthropy 100 list](#) for leadership in transformative philanthropy. I have served as a board member of Prosperity Now (3 years), BayGanda Foundation (7 years), and Solidaire Action Fund (1 year) guiding strategic direction, grantmaking, and community investment.

10. Describe your style of working with others on a committee: I work best by creating an environment where all voices are heard, aligning members around a common vision, and ensuring that decisions are both inclusive and practical. I bring patience, diplomacy, and a strategic lens to every committee I serve on. I see myself as collaborative, with a focus on shared accountability and transparent decision-making. I also have experience with steering committees and boards with diverse members across disciplines and geographies, building consensus while respecting differing perspectives. I often use a structured approach to problem-solving: clarify goals, gather input, weigh options, and support decisions with actionable plans.

11. Describe how you might recommend policy or approach the City Council: I would approach the City Council with well-prepared recommendations grounded in community input and data, clearly articulating the benefits and feasibility of proposals. I aim to foster constructive dialogue, build consensus, and ensure that policies or programs strengthen equity, access, and quality of life for all residents. I would leverage my experience in advising boards, councils, and funders on strategic initiatives, program design, and investment of resources. I believe in using an evidence-based, inclusive, and collaborative approach— gathering data, community input, and expert perspectives before making recommendations. We do need to make sure opportunities are sustainable and our impact goals are clear and measurable.

I understand that if appointed, I must complete the California Fair Political Practices Commission Statement of Economic Interests, a public document, Form 700, and complete the Ethics Training pursuant to AB1234.

██████████ | August 20, 2025



COMMUNITY SERVICES COMMISSION

SUPPLEMENTAL QUESTIONNAIRE

Qualification Requirements: (a) Resident of Pinole –PMC Chapter 2.36

Name: Romilda Avila

Email Address: [REDACTED]

Cell Phone: [REDACTED]

Address: [REDACTED] City: Pinole Zip: 94564

ESSAY QUESTIONS (*attach an extra sheet of paper and **sign your name** at the end*)

- Briefly state why you wish to serve on the Community Services Commission, and what skills or abilities you have that would contribute in its success. **Be specific.**
- What organizations, programs and activities are you currently or previously involved in? • Have you served or are you currently serving in any leadership positions for the organizations or programs listed above, i.e. Rotary, Exchange Club, Chamber of Commerce, etc. **Please list positions and terms.**
- In your opinion, what are the major challenges facing the community in Pinole? • What type of Recreation Programs do you want to see in the City of Pinole? • What do you envision as a positive result of the Community Services Commission?

Completed applications and essay questions must be returned to the City Clerk's Office, City Hall, 2131 Pear Street, Pinole, CA 94564 as an attachment to the Commission /Committee Application.

You will be notified either by mail or phone for the oral interview date and time.

I am excited to apply to serve on the Pinole Community Services Commission. I love our community: attending the Pinole Car Show, sipping coffee at East Bay Coffee, walking Bayfront Park, and catching music on the lawn. I am happy to call Pinole home. It would be an honor to serve this community because I am deeply committed to strengthening programs and initiatives that improve the quality of life for all residents.

Throughout my career in philanthropy and nonprofit leadership, I have designed and managed programs that address complex social challenges while centering community voices. I believe that every resident, from seniors to youth to families of all backgrounds, should feel seen, supported, and empowered by the services in their community. Serving on this Commission would allow me to bring my experience to Pinole in a tangible way, helping to sustain and

expand programs that truly make a difference.

I bring a range of skills and abilities that I believe will contribute to the Commission's success. I have extensive experience in strategic leadership, having led organizations through mission and vision refreshes, organizational redesign, and multi-million-dollar program and budget management. I have built collaborative partnerships across nonprofits, foundations, and grassroots networks, always ensuring that programs reflect the needs and priorities of the communities they serve. I am also experienced in measuring impact, overseeing resources responsibly, and making data-informed decisions—all critical skills for guiding and supporting effective community services.

I previously served on the boards of [Prosperity Now](#), the [BayGanda Foundation](#), and the [Solidaire Action Fund](#). I have also served as CEO and President of [Tides Advocacy](#), where I led a national board of 11 members and an executive leadership team while overseeing programs and operations representing \$150M in expenses. These roles have given me a deep understanding of how to design and implement programs that are equitable, sustainable, and effective.

Pinole is a vibrant and warm city where we support families and seniors in incredible ways. There are opportunities to build on our successes: 1) expanding access to recreational and wellness programs beyond seniors and youth for adults and young families, 2) partnering with artists, local businesses and organizations for community beautification, 3) offering personal enrichment programs similar to adult education classes, and 4) ensuring our residents have expanded opportunities for land and environmental stewardship in parks and outdoor spaces. It is important to strengthen environmental stewardship and encourage community health in a way that benefits every member of the community.

Almost 50% of our population is over the age of 45, with 18% under the age of 18. I would like to see recreation programs in Pinole that are inclusive, tailored to various age groups, and offered at various times of the year. These could include 1) expanded fitness, nutrition, and wellness programs for seniors in various locations, 2) adult sports and recreation clubs, 3) personal enrichment programs that are offered year long (ceramics, languages, sewing, etc.) for adults and seniors, 4) community artist residency and fellowship programs to help with beautification of public spaces, 5) expanded library arts and cultural programs for all ages, and 6) nature or environmental education programs that promote outdoor activity and stewardship (working with gardening and environmental clubs). These programs integrate health, art, wellness, and community stewardship to build a stronger, connected, and vibrant city.

I envision a Community Services Commission that serves as a bridge between residents and the city of Pinole, ensuring that programs are responsive, inclusive, and effective. I hope to see a Commission that enhances quality of life for all residents, fosters civic pride, and strengthens connections among community members, local organizations, and government.

[REDACTED]



Proclamation

NATIONAL PUNCTUATION DAY SEPTEMBER 24, 2025

WHEREAS, in 2004 National Punctuation Day was created to recognize the essential role of punctuation in written expression and to promote the proper use of punctuation in the English language; and

WHEREAS, punctuation in the American English language consists of 13 common marks: period (.), question mark (?), exclamation point (!), comma (,), quotation marks ("..."), ellipsis (...), apostrophe ('), semi-colon (;), colon (:), parentheses ((...)), brackets ([]), hyphen (-), and dash (-); and

WHEREAS, these symbols often challenge one to think about how best to express one's thoughts and can make writing clearer to understand, and therefore enhance communication; and

WHEREAS, National Punctuation Day is listed in Chase's Calendar of Events, a directory used by journalists and educators and has been celebrated by thousands of students nationally in public and private schools, colleges and universities, and graduate schools to accentuate and highlight the significance of punctuation marks; and

WHEREAS, language arts and standard school curricula include lessons that introduce punctuation use, and written communications are effective when punctuation is correctly used to express emotion and meaning; and

WHEREAS, National Punctuation Day was the brainchild of former Pinole resident, journalist, and author Jeff Rubin. Jeff described it as "A celebration of the lowly comma, correctly used quotation marks, and other uses of periods, semicolons, and the ever-mysterious ellipses." It is a light-hearted yet important celebration and opportunity for educational gatherings. It is also a time for self-assessment, self-improvement, and for sending a properly punctuated note of thanks to someone who has made an impact in one's life.

NOW, THEREFORE, I, CAMERON SASAI, Mayor of the City of Pinole, County of Contra Costa, State of California, do hereby proclaim September 24, 2025, as **NATIONAL PUNCTUATION DAY** in the City of Pinole and encourage all residents to celebrate and reflect on the importance of properly punctuated writing to clarify and support communications in business, government, and academic settings.

CAMERON SASAI
Mayor of the City of Pinole

Dated: September 16, 2025





Proclamation

FIRE PREVENTION WEEK OCTOBER 5-11, 2025

***WHEREAS,** Fire is a serious public safety concern both locally and nationally, and homes are the location where people are at greatest risk from fire; and*

***WHEREAS,** Most of the electronics in our homes — smartphones, tablets, power and lawn tools, laptops, e-cigarettes, headphones, and toys, to name just a few — are powered by lithium-ion batteries; and*

***WHEREAS,** the 2025 Fire Prevention Week theme, "Charge into Fire Safety™: Lithium-Ion Batteries in Your Home," which works to educate everyone about using these batteries safely; and*

***WHEREAS,** The campaign stresses how important it is to BUY, CHARGE, and RECYCLE safely when it comes to lithium-ion batteries; and*

***WHEREAS,** Making sure the public knows how to handle them safely is critical to minimizing the potential risks they present; and*

***WHEREAS,** When buying a product that uses a lithium-ion battery, take time to research it. Look for a stamp from a nationally recognized testing lab on the packaging and product, which means that it meets established safety standards; and*

***WHEREAS,** Always use the cables that come with the product to charge it. Also, charge the device in accordance with the manufacturer's instructions; and*

***WHEREAS,** Don't throw lithium-ion batteries in the trash or regular recycling bins because they could catch fire; and*

***WHEREAS,** Local fire departments, schools, and community organizations play a key role in bringing Fire Prevention Week to life in their communities each year and spreading basic but critical fire safety messages; and*

***NOW, THEREFORE, I, CAMERON SASAI,** Mayor of the City of Pinole, County of Contra Costa, State of California, on behalf of the Pinole City Council do hereby proclaim October 5-11, 2025, as **FIRE PREVENTION WEEK** in the City of Pinole and urge all the citizens to educate yourselves about the risk of home fires and ways to minimize them.*

CAMERON SASAI
MAYOR of the City of Pinole



Dated: September 16, 2025



CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT

Lewis Broschard,
FIRE CHIEF

CITY OF PINOLE
SEPTEMBER 2025





RODEO- HERCULES FIRE PROTECTION DISTRICT ANNEXATION

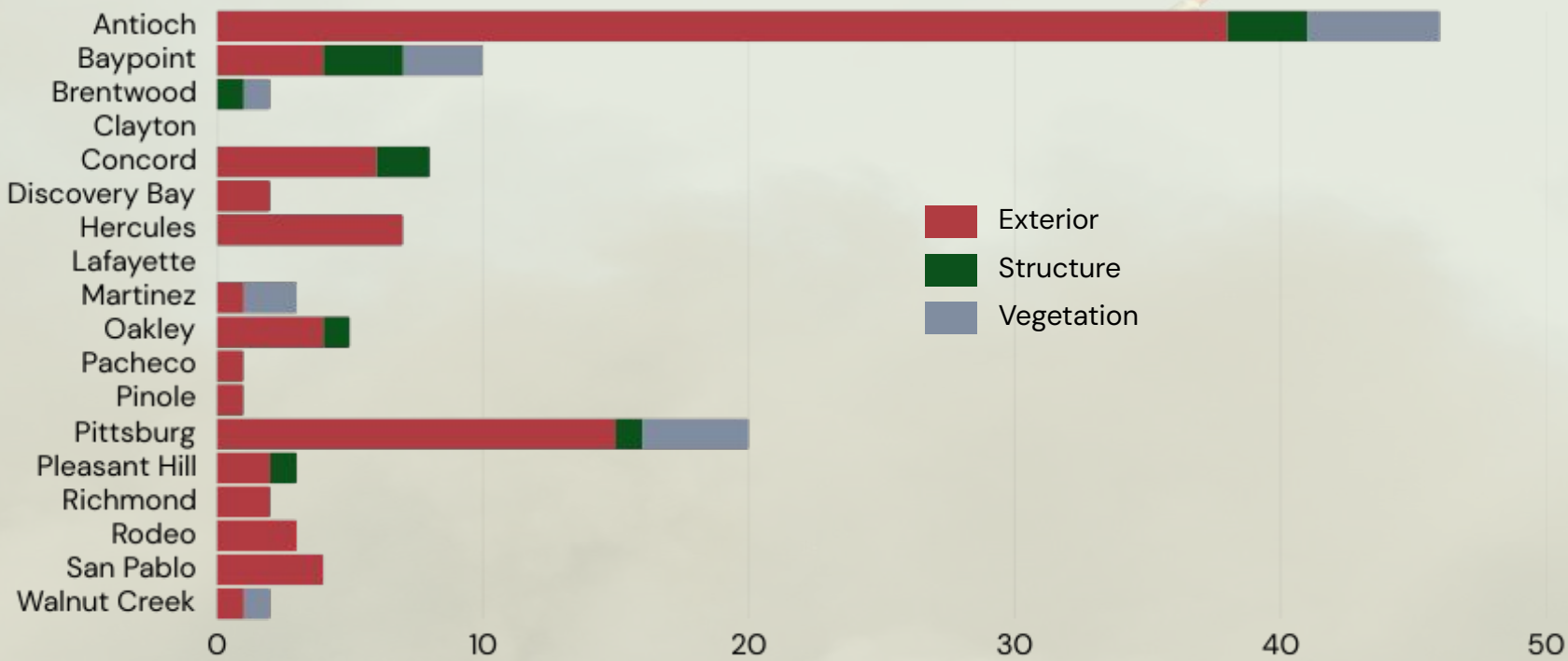
JULY 1, 2025

- 37 Fire Stations
 - Including Byron Wildland Fire Center
 - 41 Fire Companies
 - Over 670 firefighters and professional staff
 - 582 sq. miles
-

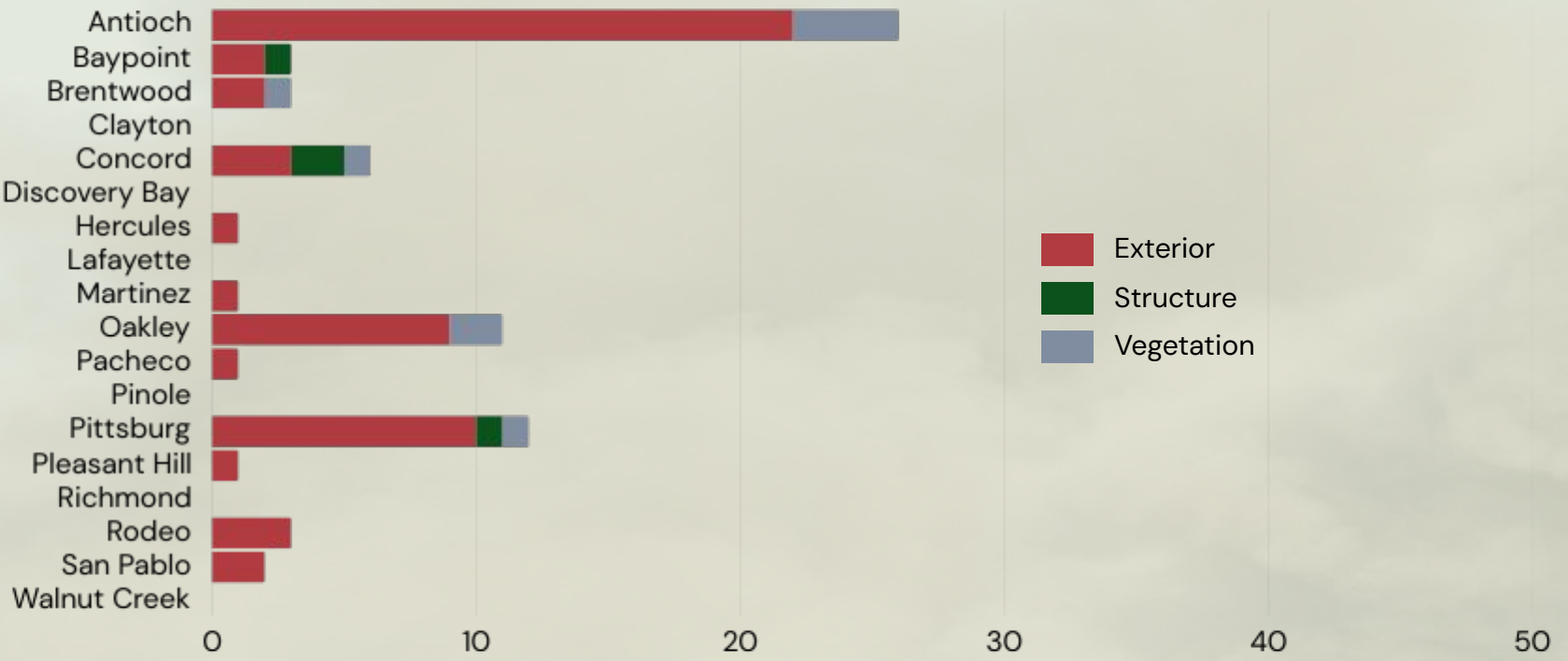
4th of July Total District Stats:

	2024	2025
TOTAL CALLS ANSWERED BY FIRE DISPATCH:	1,104	923
TOTAL DISPATCHED INCIDENTS:	317	271
TOTAL FIRE CALLS (EXTERIOR, VEGETATION, STRUCTURE, OTHER):	129	83

2024: EXTERIOR, VEGETATION, AND STRUCTURE COMBINED



2025: EXTERIOR, VEGETATION, AND STRUCTURE COMBINED



COPTER 1: AERIAL FIREFIGHTING

JUNE 1- JULY 31, 2025

- 23 fires
- 183 water drops
- 54,900 gallons

HELOPOD

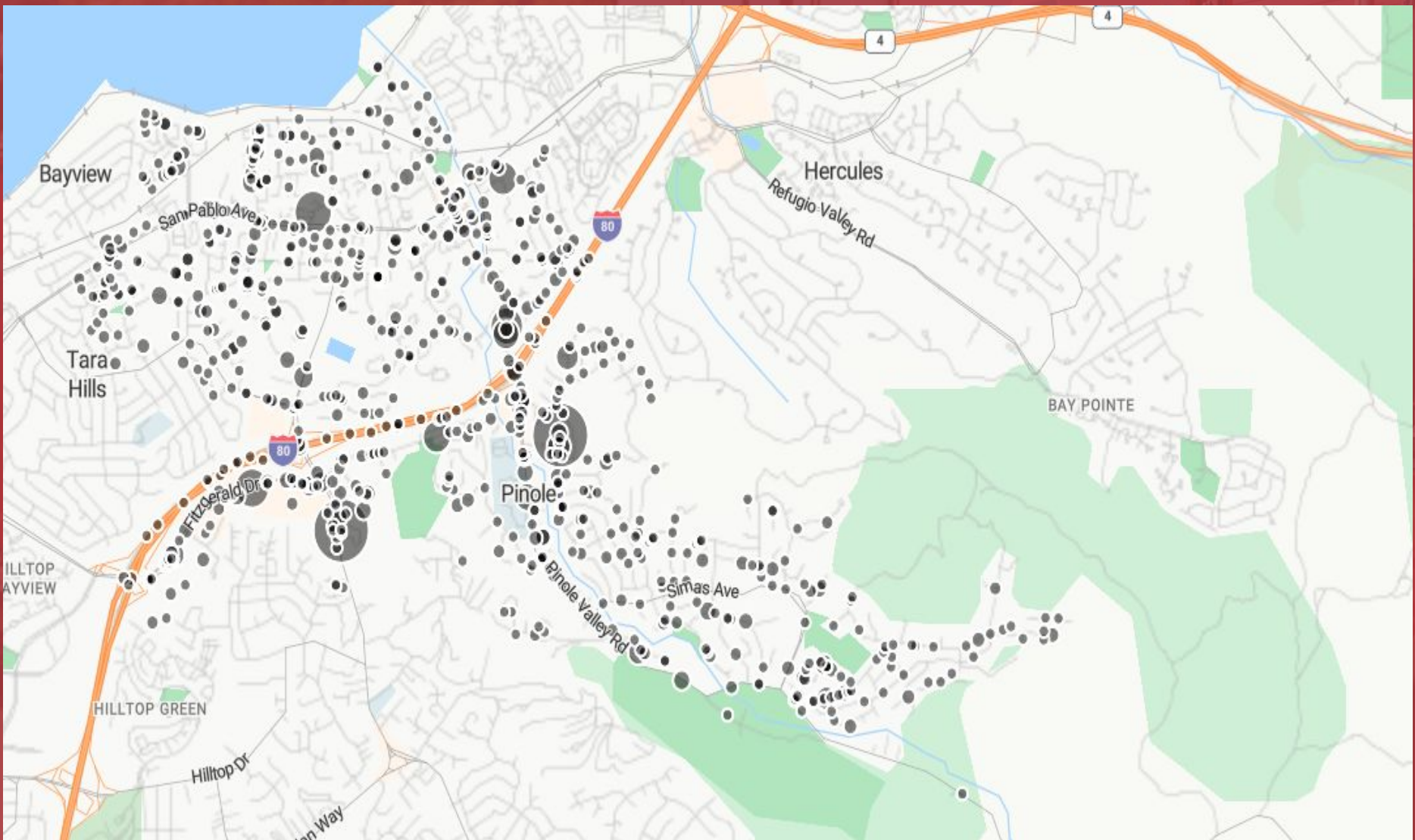
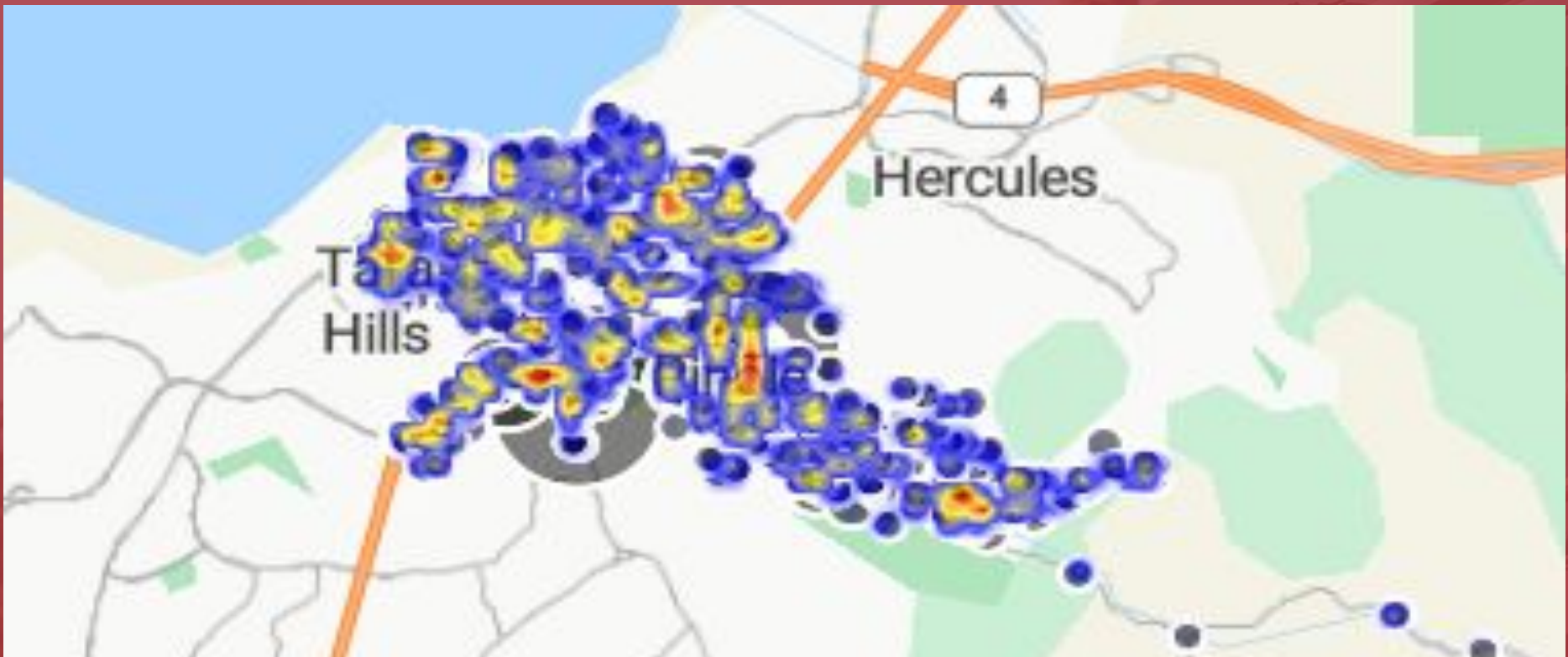
- 3,770 gallons of water
- fills at 800 gallons per minute
- Measure X funded



Type 6 Engine:

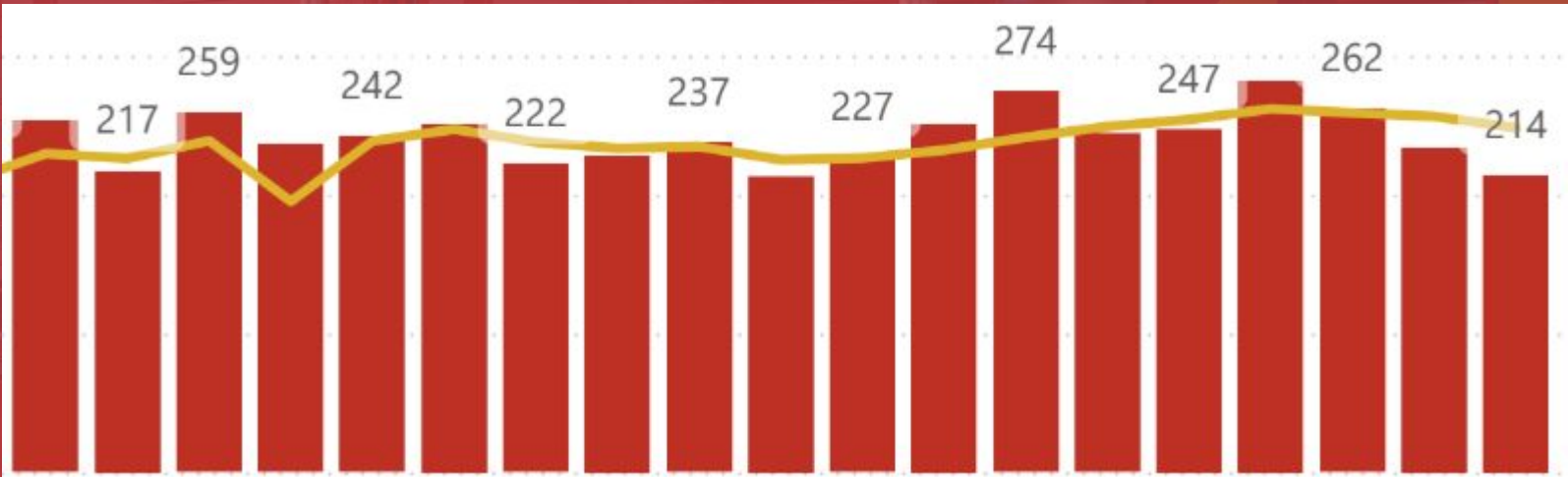
- Four-Wheel Drive
- Can support remote areas
- 400 gallons of water
- 170 GPM pump





Total Calls: January - July 2025

January: 274	May: 262
February: 244	June: 234
March: 247	July: 214
April: 282	

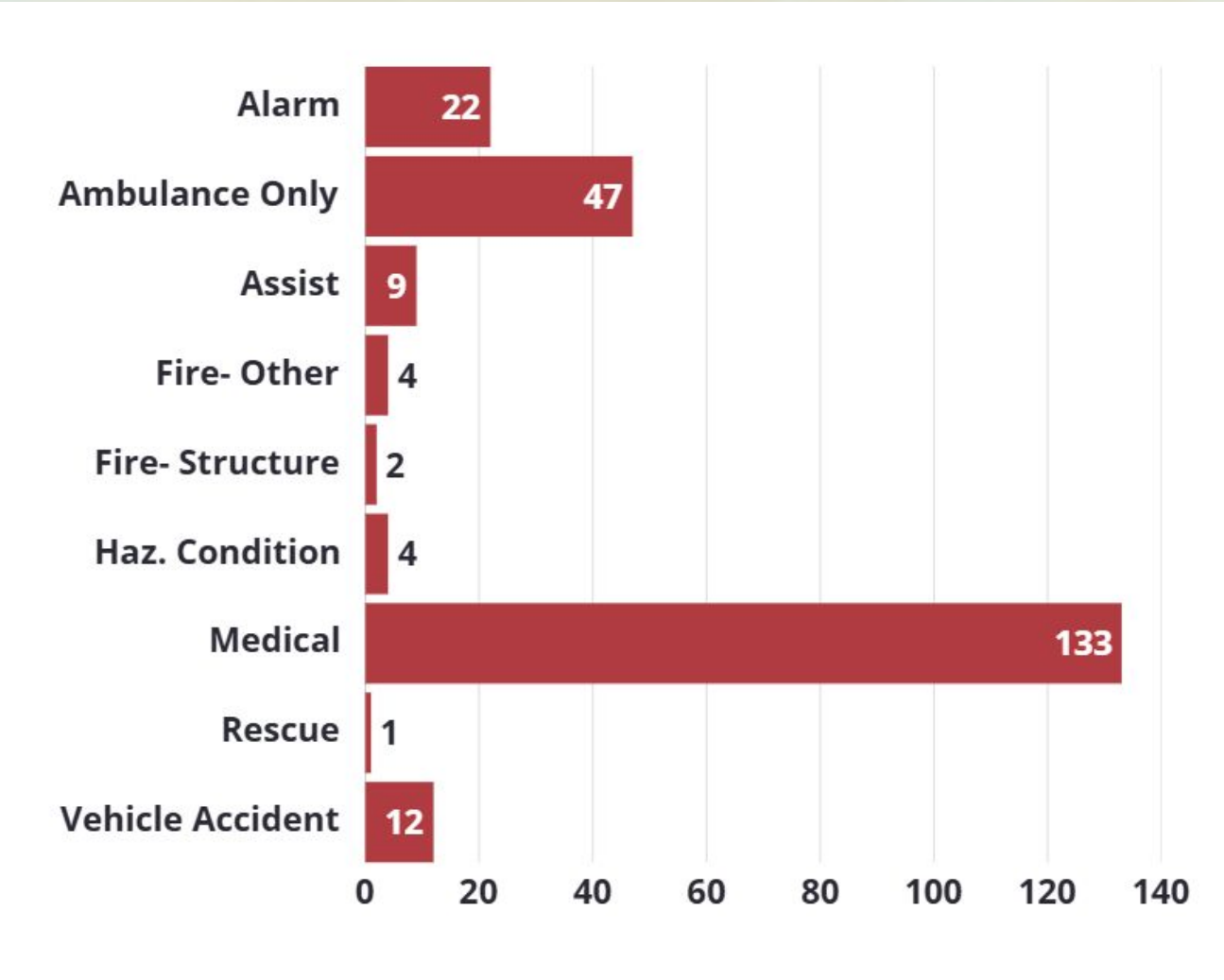


January 2024- July 2025

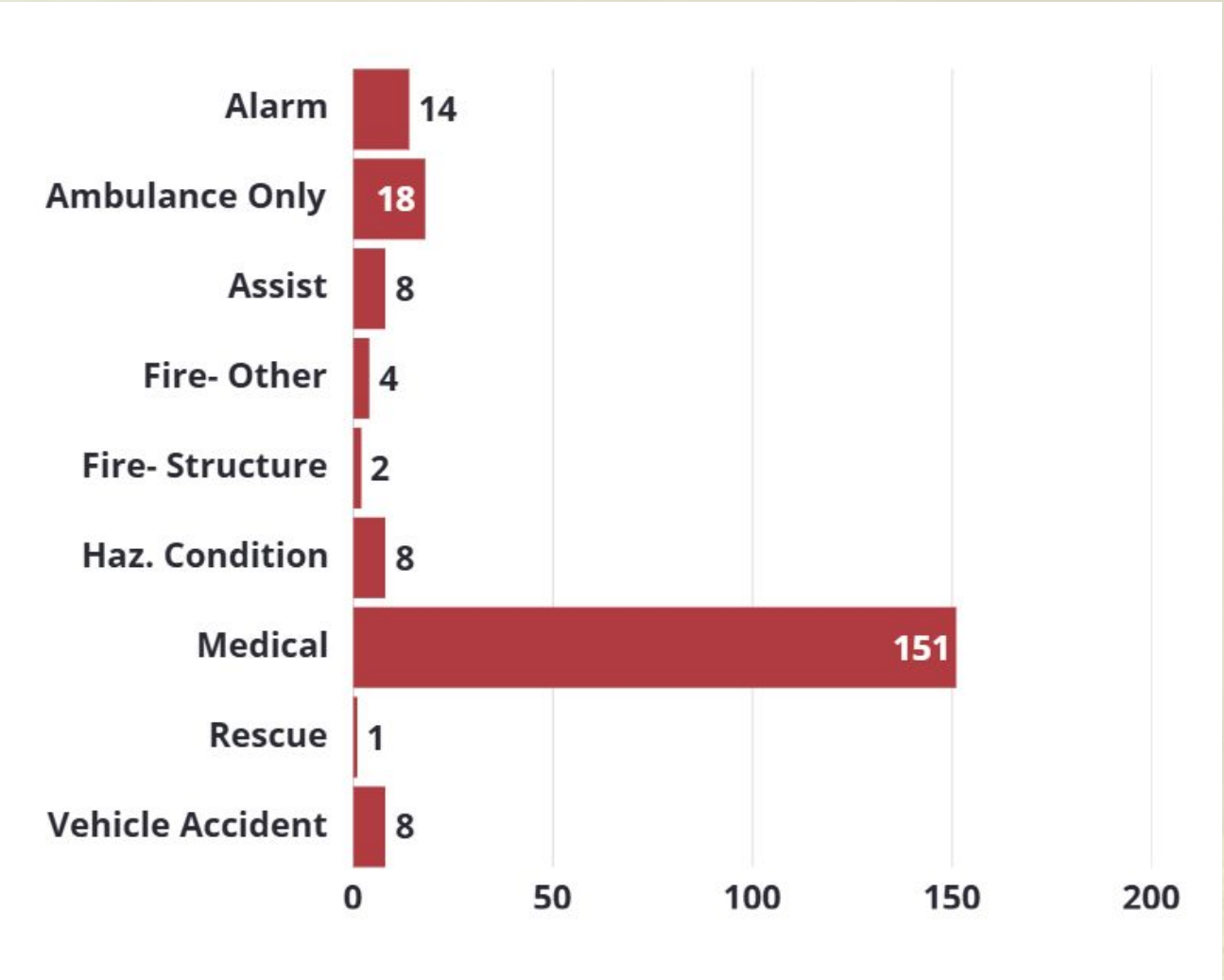


Pinole Call Types:

June 2025: 234



July 2025: 214



September: National Preparedness Month

SEPTEMBER IS

NATIONAL PREPAREDNESS MONTH



BE READY, TAKE ACTION, STAY SAFE

Sign up for Contra Costa County emergency alerts

 CWSAlerts.com

 (925)655-0111

 CWSStaff@so.cccounty.us



PREPAREDNESS TIPS:

Create an emergency plan for your household

- Talk to your family about what to do if there is an emergency

Make an Emergency Kit

- Customize your kit based on your everyday needs

Stay Informed

- Once you receive an emergency alert, tune into local TV, Radio for updates



Pictured: 10 acre "Ranch Fire" on Alhambra Valley Rd. on June 27, 2025

QUESTIONS?

Stay Connected with Contra Costa Fire:

Facebook: @ContraCostaFire

Instagram: @ContraCostaCountyFire

Email: PIO@cccfpd.org



**CITY COUNCIL MEETING
MINUTES
September 2, 2025**

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 Sasai 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

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

B. STAFF PRESENT

Kelcey Young, City Manager
Heather Bell, City Clerk
Eric Casher, City Attorney
Lilly Whalen, Community Development Director
Roxane Stone, Deputy City Clerk

City Clerk Heather Bell announced the agenda had been posted on August 28, 2025 at 3:30 p.m. with all legally required written notices. Written comments had been received in advance of the meeting, distributed to the City Council and staff, posted to the City website and made available to the public to view in the Council Chambers.

In addition, a minor correction had been made to the attachment for Item 9E, with a revised amendment made available to the City Council and the public for review. Item 10A would be continued to the September 16, 2025 City Council meeting.

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

4. CONVENE TO A CLOSED SESSION

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

A. CONFERENCE WITH LABOR NEGOTIATORS

Gov. Code § 54957.6

Agency designated representatives: City Manager Kelcey Young, City Attorney Eric Casher, Human Resources Director Stacy Shell and Finance Director Markisha Guillory

Employee organizations: Pinole Police Employees Association (PPEA) and Management Compensation Plan (MCP)

B. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Gov. Code § 54956.9(d)(4)

In re National Prescription Opiate Litigation, No. 1:17-MD-2804

C. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Gov. Code § 54957

Title: City Manager

PUBLIC COMMENTS OPENED

Irma Ruport, speaking on Item 4C, stated she had great concern over the performance of the City Manager. During the City Council meeting of June 17, 2025, she had provided written comments regarding her concerns with the City Manager's performance evaluation (identified as Item 4B on the June 17 meeting agenda). She found the City Manager lacked urgency on some of the issues in the public, minutes were not timely and she had made Public Records Act (PRA) requests, and some of the information received was either wrong or incomplete. She suggested the City Manager was looking out for herself and not anyone else and asked the City Council to read the comments she had made during the June 17 meeting.

Ms. Ruport added the City Manager was on vacation the first week of the month of August, and she had put together and founded the first Citizens Academy with the support of the City's Executive Team, wasting time since she did not have enough staff to do work to prepare agenda items. These discussions had not been televised or held in the Council Chambers, and there was limited attendance. She wanted to attend the academy with one of her neighbors but had been informed there was no room. The City Manager had also canceled the August 19, 2025 City Council meeting and she asked who authorized that action since she understood only the City Council had the authority to cancel City Council meetings.

Ms. Ruport also commented that August 19 was Amber Swartz's birthday and there had been a community event honoring her, with her mother in attendance, with other people who had found out about the event by accident as she had. She was disappointed with the City for not providing proper notice of the event to the public. She found the City Manager lacked concern for the interest of the public and had no idea what the City was about. She emphasized the performance of the City Manager must improve, the City Manager needed to deal with the public and when workshops were requested by the public they should be held. She found the past year had been awful and the City was not progressing as it should. She reported that she planned to start a citizen advisory group to ensure the City Council was accountable.

PUBLIC COMMENTS CLOSED

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

At 7:32 p.m., Mayor Sasai reconvened the meeting into open session. There was no reportable action from the Closed Session for Item 4A. For Item 4B, the City Council directed the City Attorney to approve the Settlement Agreement and Class Action Opiate litigation, with the City Attorney to provide more detail once the agreement had been executed and more information was available. For Item 4C, there was no reportable action.

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.

Tracy Walker extended her congratulations to all of the graduates of the first Citizens Academy; an inspiring journey she had been privileged to be part of. She thanked those who made the academy possible, including the Chief of Police, City Manager, Public Works and Community Development Directors, City Attorney and others who gave their time, expertise and guidance, with their transparency deepening her understanding about how the City functioned and strengthened her commitment to being actively involved in the community, which experience had been meaningful and motivating. She looked forward to the second phase of the Citizens Academy and the continued engagement in Pinole's civic life in a new and impactful way.

Ann Moriarty and John and Paula Jarvis, representing Friends of Pinole Creek Watershed, explained that the group was committed to make the Pinole Creek Watershed a better place for all and were thankful to collaborate with the City and its citizens to achieve this goal. On behalf of the Friends of Pinole Creek Watershed and the hundreds of people involved in its events, they took the opportunity to recognize City of Pinole staff members without whose commitment the City's collaboration was meaningless, with the following staff recognized for their work, which was highlighted for each including: Kapil Amin, Sustainability Project Manager; Matt Jones, Maintenance Supervisor and Kelcey Young, City Manager, and each was provided a certificate of appreciation.

Prem Pariyar provided a document to the City Clerk which was distributed to the City Council. As a community member, he expressed concern with families feeling safe in the community. He spoke to class discrimination as the oldest and harshest form of exclusion in the world, which had dictated who may marry, where one may live, what jobs could be held and whether one could have dignity in public life. This discrimination did not occur only in South Asia, but in the United States and cities like Pinole, where families in the community had reported discrimination in housing, the workplace, schools and public spaces, with many denied opportunities and families were excluded from communities based on identities they were born into and could not change. He suggested Pinole had a powerful opportunity to lead with dignity, justice and inclusion by ensuring class was a protected category and where the City could make it clear no families would live in fear of discrimination whether in the classroom, workplace or their neighborhoods.

Mr. Pariyar presented a resolution which was not only symbolic but what he called a concrete step to ensure equal opportunities and protections for all residents and suggested adopting the resolution would send a broader message that Pinole valued diversity, equality and the contributions of all communities and would tell children that they could grow up free from the saddle of bias and ensure families that safety and dignity mattered. He asked the City Council to place the resolution on a future City Council agenda to protect vulnerable families and ensure commitment to building a city where everyone regardless of class, race, religion, gender or background may thrive.

Mayor Sasai advised he would follow up with the speaker on the details of the resolution.

Mariela Labrada reported on her experience participating in the first Pinole Citizens Academy, and as the mother of two young children commented on her efforts to find a home that offered diversity, a strong sense of community and place to feel like her family belonged, and she had found all of that and more in Pinole. She thanked City staff and the representatives who took the time to present during the Citizens Academy. She appreciated the dedication of those who had the vision to launch this initiative, which had been an informative and enriching experience offering valuable insight into how the City operated and the services provided. Knowing how local government worked and how residents could play an active role was important and she highlighted the takeaways from the experience. The Citizens Academy also brought together a mix of residents, including long-term and newcomers and the diversity of experience sparked insightful questions and meaningful conversations and a deeper understanding of the City they loved and cared about. She thanked the City for its commitment to transparency, accessibility, and inclusion which showed in every presentation provided. It was clear the City's values were not just words, but embedded in how the City operated with the City intentionally fostering trust, connection and a stronger sense of community. She was grateful to have been part of the Citizens Academy and hoped there would be more academies in the future. She noted she had encouraged several residents and friends to sign up for the next academy when scheduled.

Sheila Grist, a history buff, and a member of the Pinole Historical Society, commented that the City website only kept documents from City Council and Planning Commission meetings for five years. She asked how citizens could get information for anything older than five years, and while she understood a request form could be filled out to request documents, it included a cost. She suggested it would be easier to put the documents back on the Internet and suggested at least ten years of documents should be made available to the public, which would help the City on its history of properties and businesses, and would be appreciated.

Panu Loui introduced himself as the new U.S. Postmaster for the City of Pinole. He reported he had participated in the Citizens Academy and wanted to show his appreciation. He had learned a lot, and appreciated the time City members put into the sessions. He thanked the City and hoped the program would continue for future Pinole citizens.

Rafael Menis commented on the continued risks of COVID-19, relayed his own personal experience with a recent COVID infection, and strongly encouraged people to get the latest COVID vaccine pursuant to the current Centers for Disease Control and Prevention (CDC) restrictions. He also reported the current rate of COVID-19 spread as measured in the various wastewater tracking points in Contra Costa County was very high. For the state as a whole, the rate was also quite high, but leveling off slightly in the past week. He strongly encouraged getting the booster shot, getting vaccinated and wearing masks in crowded indoor and outdoor spaces as a precaution.

Mr. Menis also spoke to the logistics of the Citizens Academy and he was unsure this was the point in the meeting to raise those points. He asked for clarification.

Mayor Sasai advised Mr. Menis was free to provide his comments now or after the presentation.

Mr. Menis reserved his comments on that topic until the presentation. He otherwise spoke to gerrymandering and while he understood a lot of people wanted to fight back and there needed to be an eye for an eye, if the State of Texas or the Republican Party wanted to undermine the foundations of democracy by gerrymandering so only people of certain political affiliations were able to elect the representatives they chose, the only action that California could take would be to retaliate in-kind. He disagreed and strongly encouraged all eligible voters to vote against Proposition 50 since democracy could not be saved by undermining its foundation.

Irma Ruport reported in the last month that some graffiti had been placed all over the City, with the Mayor having been targeted. She thanked the Mayor for his professionalism, how he acted in interviews with the local media, and asked where Pinole Community Television (PCTV) was in its reporting, particularly when a Council member or Mayor was being targeted. She noted that Mayor Sasai had only been with the City for three years, the problems were not just his own, and she would like to see people rise above and handle things like they should and be who they were. She was disappointed in the City and in City staff for not putting this issue on PCTV and acknowledging the fact the Mayor was being targeted. She suggested when one Council member was being targeted all Council members were being targeted.

Ms. Ruport reiterated her disappointment when the City Manager decided to cancel the August 19, 2025 City Council meeting since there had been a community event recognizing Amber Swartz's birthday. She displayed a T-shirt commemorating Amber Swartz and why each City Council meeting adjourned in her memory. A lot of citizens were unaware or informed of the August 19, 2025 community event and she was angry emphasizing the City needed to get its act together. She also commented on the fact there were some issues the City should be taking care of, which were being delayed and suggested the City Council meetings for the entire month of August should not have been canceled. She would rather see the City Council take care of issues now and not tomorrow. She pointed out the Mayor and Council was in charge, were elected by the taxpayers and any staffer could go at any time. In response to the issues occurring in the Texas legislation, she suggested the State of California was doing the right thing.

Kirk Wong provided a document to the City Clerk for the City Council to review. He explained that he was a resident of a 24-unit mixed use building located on San Pablo Avenue comprised of five commercial units on the bottom and residential units on the top. Recently, the tenants of the building had been presented with a substantial increase in utility charges and he wanted to bring it to the attention of the City Council since it involved a 17 percent increase. The building had been built 15+ years ago and when the residential and commercial tenants signed leases water and garbage had been included; however, starting in 2022, water and garbage started to be charged to the tenants. He provided the City Clerk a copy of an invoice for review, which included a \$3.95 charge/handling fee and with a statement at the bottom of the invoice that stated if a tenant was late on payment there would be a \$10 increase in the utility bill. As a result, some tenants had moved out of the building.

Mr. Wong again wanted to call it to the attention of the City Council so that it was aware of the machinations of what was occurring with the management of the property. When he saw the 17 percent increase in utilities, which equated to around \$14, some may not have questioned the increase but from a business point of view, a 17 percent increase was substantial. Most recently he learned the five commercial units below were not being billed for water and garbage. When he received the increase letter he contacted the property management company and requested a reconciliation of the charges. Redwood Utility Billing Services had started billing tenants in 2022, but by law they should have provided annual reconciliation for the tenants.

Mayor Sasai expressed the willingness to follow-up with the City Clerk to get the speaker's contact information and he would also speak with the City Attorney.

7. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Sasai hoped everyone had a good August break. He reported that he had attended the Contra Costa Mayors Conference and participated in a meeting with Congressman Garamendi and his staff as well as leaders in the transportation sector including members of the West Contra Costa Transportation Commission (WCCTC) and Caltrans to discuss updates to the Richmond-San Rafael Bridge, toll pricing, repairs and maintenance bike access and the like, and that drivers would experience some toll increases to pay for repair costs.

Mayor Sasai reported the bike lane on the Richmond-San Rafael Bridge would be closed Mondays through Thursdays as an aspect of these developments and moving forward the bridge staff would be required to move barriers for bike lanes. A bike shuttle would help bicyclists to access one part of the bridge to the next. Barriers would be in place Fridays through Sundays allowing people to safely ride from Richmond to San Rafael. Residents should be aware of the costs associated with bike access, which would require bridge staff to move barriers for bike lanes twice a week and operate the bike shuttle costing \$1.5 million per year.

Mayor Sasai explained in 2023/24, WCCTC formally adopted a resolution making sure leaders in transportation did not support any limitation in bike access on the Richmond-San Rafael Bridge and that it would be open 24/7. The changes being made were described as "the middle ground."

The Mayor otherwise commented on the continual movement each week this year in the federal government, and he thanked the Chief of Police who had been doing an amazing job looking into possible federal immigration enforcement sightings in Pinole. He emphasized it was important before anything was posted on social media or a discussion about potential Immigration and Customs Enforcement (ICE) sightings in the City, that members of the community reach out to the City Council, City staff and the Police Department, who had done a wonderful job looking into each individual situation to confirm whether the sighting was real or not. To date, there had been no confirmed ICE sightings in the City of Pinole or to his understanding in West County.

B. Mayoral & Council Appointments: None

C. City Council Committee Reports & Communications

Mayor Pro Tem Tave wished his mother Barbara Tave a Happy 77th birthday. He was glad to be back on the City Council after the summer recess.

Council member Murphy was also glad to be back on the City Council after the summer recess. He reported he had attended the City's first Art Walk and expressed his gratitude to the City of Pinole's team and the small businesses and local artists who had made the event successful, in particular Uptown Yard, East Bay Coffee and Diosa Restaurant for being great partners.

Council member Murphy provided an update on some of the work of Marin Clean Energy (MCE) with the MCE Technical Committee to meet on Friday, September 5, 2025, to discuss a proposed renewable power purchase agreement for an 80-megawatt wind facility in Alameda County, and he highlighted the details of the project. He encouraged residents to continue to email him and ask questions, with more details at mcecleanenergy.org. He had also heard from a number of residents who had issues in the community, whether related to maintenance, safety or another matter and he encouraged residents to continue their emails to him and City staff. The City website was also interactive, with residents encouraged to visit pinole.gov and report any problems and submit service requests.

Council member Murphy also reported the WestCat commuter link bus that ran between the cities of Hercules, Pinole and San Francisco, was a vital transit link for Contra Costa County residents and helped thousands of commuters to get to work quickly and affordably without having to drive. WestCat was celebrating 20-years of link services by offering 20-days of free rides on all link bus routes from September 1 through September 29, 2025.

Council member Murphy further welcomed Sake, a new and all-you-can-eat sushi restaurant located at 1361 Fitzgerald Drive; reported the East Bay Economic Development Alliance discussed the following legislation: Assembly Bill (AB) 265, Small Business Recovery Fund Act and Senate Bill (SB) 587, Personal income taxes: credit: manufacturing: sales and use taxes. He also encouraged people to attend the West Contra Costa Unified School District (WCCUSD) series of Community Listening Sessions to share ideas, feedback and priorities with WCCUSD leadership. There would be five community listening sessions, one for each trustee area, with the sessions open to the public and with participation available both in-person and virtually.

The listening session for Area 1, which included most of the cities of Pinole, Hercules and a piece of Richmond, had been scheduled for September 9, 2025 from 5:30 to 6:30 p.m. at the Pinole Valley High School cafeteria. He thanked residents for their continued engagement and investment in the City's future.

Mayor Sasai added as part of his report that he had attended the 45th Birthday rally for Amber Swartz at Amber Swartz Park, and was proud to stand with staff and some of his colleagues to discuss the investigation and ensure the commitment to never stop looking for Amber Swartz. He thanked Amber's mother, Kim Swartz for traveling from out of state to participate in the event.

Council member Toms reported for the benefit of the audience that the City Council had previously voted to take off the month of August for summer recess. She reported she had attended the Ribbon Cutting ceremony for Club Pilates, a Pilates studio at the Trader Joe's Shopping Center; East Bay Wildfire Coalition of Governments meeting where they received a report from the East Bay Regional Park District (EBRPD) on its efforts for wildfire resilience with the next Coalition meeting scheduled for September 24, 2025 in the City of El Cerrito; Ribbon Cutting ceremony for the Berkeley Humane Society, co-located at Petsmart in the City of Pinole off of Fitzgerald Drive, along with other Council members; and the birthday recognition for Amber Swartz and she thanked both Communications Director Fiona Epps and the City Manager for attending at the last minute with last-minute notice and with PCTV also in attendance making it a nice event and hopefully PCTV would have some video that could be posted.

Councilmember Toms reported that she had also attended the very end of one of the Citizens Academy sessions and recognized all the work of City staff. She was proud the City was creating some active citizens who were very eager to participate. In addition, she attended the successful Art Walk and thanked staff for putting it together and on September 5, 2025, she planned to attend the East Bay Regional Communications System Authority (EBRCSA) Joint Powers Authority (JPA) Meeting in Pleasanton, and stated that EBRCSA meetings were held every other month.

Council member Martinez-Rubin confirmed the cancellation of the two City Council meetings for the month of August for summer recess had been agreed to by the City Council. She also pointed out City staff did not fully enjoy a break even though there were no City Council meetings in August given there was other planning and administration business that had to be taken care of including the Citizens Academy and a workshop related to the General Plan, which all required preparation. The City website also provided means to communicate with the City for different services and she encouraged residents who didn't yet have the app to download the City of Pinole App on their cell phones, which app was free and provided an opportunity to learn about community events around the City and receive signal alerts.

Council member Martinez-Rubin also reported she had participated in a number of community related events, including the partnership between the Berkeley Humane Society and Petsmart to provide accessible and affordable clinical care to pet companions at Petsmart on Fitzgerald Drive; and the recognition event held for Amber Swartz and she too thanked the Swartz Family and all community members who supported the Swartz Family through participating and helping with the family's ongoing grief. She reporting the Pinole Police Department was making additional efforts on investigation. She thanked PCTV for recording the event and she hoped to see some of the snippets from the event in the future.

In addition, Council member Martinez-Rubin stated she had participated in the Art Walk and liked the presentation on how businesses and local artists could work together. She thanked the City Manager's Office staff, particularly Administrative Coordinator, Prajwol Bhandari, for spearheading the event and she hoped to see more involvement from the local businesses to promote themselves with the inclusion of local artisans and artists. Such events supported businesses, brought out community members and manifested a sense of inclusion and entertainment in a fun way, and informally staff and some Council members could be introduced to the public as they participated in such events. She thanked all City staff involved in the event.

D. Council Requests for Future Agenda Items

Council member Murphy asked of the status of the commercial cannabis work and plans for a future financial workshop, to which City Manager Kelcey Young reported a debt financing workshop had been planned for the month of October and she hoped to schedule a financial workshop sometime in the month of October, date pending.

City Attorney Eric Casher reported the cannabis commercial work had been scheduled for the City Council meeting of November 4, 2025 for a presentation to the City Council. He understood that date was election day but it was also the first Tuesday of the month when regular City Council meetings were held.

ACTION: Motion by Council member Murphy/Mayor Sasai to have a discussion on potential action to pursue placing a measure before the voters regarding the direct election of a Mayor in the City of Pinole, at a future date before the end of the year.

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

Council member Murphy offered a motion, seconded by Mayor Sasai to bring back a discussion and take additional steps on a banner program and additional opportunities for a banner program that may include an additional appropriation.

On the motion, Council member Toms asked for clarification on the banner program.

City Manager Young stated there were two banner programs going on; one would have potential sponsors for banners and the other to honor veterans and other members of the community.

In the midst of the City Clerk taking roll call on the motion, Council member Martinez-Rubin commented that if the banner programs were as mentioned by the City Manager, she would vote yes.

City Clerk Bell asked for clarification of the motion.

Council member Murphy clarified his motion was to bring back a discussion the City Council had before about the banner program and take additional steps and find potential opportunities for an expanded City Banner Program.

City Clerk Bell asked if the motion included both banner programs.

Council member Murphy understood the City had a banner program established and the motion, as stated, was to discuss that and take potential action to expand it.

City Clerk Bell noted Council member Martinez-Rubin's yes vote was conditioned. With the clarification, she asked Council member Martinez-Rubin to clarify her vote.

Council member Martinez-Rubin asked which banner program had been established.

Council member Murphy deferred to the City Manager who made the presentation on the banner program.

City Manager Young explained the banner program was still under finalization and it could be brought back with some potential options including the two directions she mentioned if that was the direction of the City Council.

Council member Martinez-Rubin suggested the motion could be amended to clarify that both banner programs would be presented.

On the motion, Mayor Pro Tem Tave noted the vote had been called and the motion was on the floor. He asked to continue with the City's business.

ACTION: Motion by Council member Murphy/Mayor Sasai to bring back a discussion and take additional steps on a banner program and additional opportunities for a banner program that may include an additional appropriation.

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

ACTION: Motion by Mayor Sasai/Mayor Pro Tem Tave to request a proclamation to declare October 25, 2025 as Larry Itliong Day.

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

E. City Manager Report / Department Staff

City Manager Young reported the City had conducted a survey about the Safety, Health and Environmental Justice Element and community members were encouraged to participate. She thanked staff for the General Plan Workshop and all community members who attended and she hoped for continued interest. She also reported the first Pinole Accessible Living (PAL) Workshop had been held with the second workshop scheduled for September 4, 2025, from Noon to 1:00 p.m. at the Senior Center, to be hosted by Chief Building Official Keith Marks who would discuss what required a building permit.

Art Walk had been a success and City Manager Young thanked everyone who had participated, particularly the work of her staff including Administrative Coordinator Bhandari, Pinole Artisans, local businesses and the City staff and Council members who had attended. Additionally, the next Coastal Cleanup had been scheduled for September 20, 2025 at Bayfront Park and she would purchase coffee again for those who picked up more garbage than she did, and school was back in session with days getting shorter and darker and everyone was asked to drive with care and adhere to posted speed limits.

City Manager Young clarified in response to Council member Murphy that she did not have a report on Public Works Department operations, but could send it out to the City Council and the report could be provided to the public at the next City Council meeting.

F. City Attorney Report: None

PUBLIC COMMENTS OPENED (Items 7A through 7F)

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

PUBLIC COMMENTS CLOSED

8. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. World Suicide Prevention Day and Suicide Prevention Week

The City Council read into the record a proclamation recognizing September 10, 2025 as World Suicide Prevention Day and September 8 through 14, 2025 as Suicide Prevention Week.

Mayor Sasai asked that anyone experiencing a crisis or who may be having suicidal thoughts, contact 988 or visit 988california.org and the National Suicide Prevention Lifeline, which provided resources 24/7 across the state and country.

2. Rosh Hashanah

The City Council read into the record a proclamation recognizing September 22 through 24, 2025, as Rosh Hashanah.

3. Constitution Day

The City Council read into the record a proclamation recognizing September 17, 2025 as Constitution Day.

4. Building Staff Appreciation Day

The City Council read into the record a proclamation recognizing September 1, 2025 as Building Staff Appreciation Day with the proclamation presented to Community Development Director Lilly Whalen and her staff.

Community Development Director Lilly Whalen thanked the City Council for the proclamation recognizing the staff of the Building Division, a small but mighty team that cared for the Pinole community. She was pleased to have such amazing staff. She reminded everyone the Chief Building Official would present a PAL Workshop at the Senior Center on September 4, 2025, from Noon to 1:00 p.m. on the requirements for building permits. There would be a focus on seniors and aging in place with the workshop to be recorded and posted on PCTV and the City website.

PUBLIC COMMENTS OPENED (Item 8)

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

PUBLIC COMMENTS CLOSED

Mayor Sasai declared a recess at 8:44 p.m. The City Council meeting reconvened at 8:56 p.m. with all Council members present at the dais and Council member Martinez-Rubin attending remotely.

B. Presentations

1. Citizen Academy Presentation

City Manager Young provided a PowerPoint presentation on the Citizens Academy, which had been approved as a Community Engagement Initiative in 2022. She highlighted the following: Other City Examples of Citizens Academies (Non-Law Enforcement) for the cities of Vallejo, Alameda and American Canyon; a recap of the free-to-attend event with the academy having been open to the public, with limited seating, and while capped at 30 applicants there was also a wait list. The sessions were held in-person, with four staff members having attended in their free time and with the entire Executive Team present for most of the sessions. Topics discussed were also highlighted along with the attendees, survey responses, outcomes and potential improvements to be considered for the next academy.

Responding to questions from the City Council, City Manager Young clarified the following:

- The topics discussed, as outlined in the PowerPoint presentation, clarified the designation of a 5 STAR Ambassador was for those participants who scored 100 percent or close to it on the final exam and those who attended all three sessions. The types of questions from the community involved a wide range. As an example, when the Police Chief discussed the Police Department there had been questions about the number of officers and how the City could provide more traffic officers.

Governance had been briefly discussed as well as the fact the City was a General Law City with a Council/Manager form of government as part of the introductory session. (Martinez-Rubin)

PUBLIC COMMENTS OPENED

Irma Ruport reported that she had emailed the City Manager a week before the academy was held when she learned the academy was already full and 30 participants had already been selected. She questioned the fact that only 30 participants had been selected when the room used for the sessions could have held more than 100 people. She also referenced the email response from the City Manager, who stated PCTV would not be present and no Council members would participate. She questioned why one Council member had shown up and others had not. She asked the City Manager if she could attend and was informed she could not participate. She questioned a City-hosted event that had deliberately omitted a class of people that could not attend such as the disabled and seniors. She resented the fact the information presented during the academy, while valid, was controlled, with the narrative controlled and if someone had deep questions those questions could have been submitted. She asked what questions the 30 participants had asked and suggested if the resources of PCTV were not going to be used by the City, she would advocate for the City to eliminate PCTV. Rather, PCTV should be used to maximize City events. She suggested the City Manager was holding the City underwater and was not being transparent. She also disliked when Council members contradicted themselves and emphasized the taxpayers who voted for them.

Rafael Menis, commented it seemed as if there were two core functions for the academy; one staff having explained to the community various things about how the City ran and operated its departments, rules and the like, and the other half involved citizens asking questions both about the topics discussed and broader questions related to the functioning of the City as a whole. He asked if there was some way to separate out those two so there could be a City of Pinole One-on-One Course that could be broadcast more broadly, and a hybrid in-person, on-line Q&A session to avoid space limitations and constraints but also provide access to a broader range of the public and not just those who were able to attend in-person or could attend in-person but not within the physical limitations of the space. He was uncertain why the academy was limited to 30 people and he understood there was a 30 percent drop-off between the initial enrollment and the final graduation. He suspected if a more hybrid approach was available there may have been a higher graduation rate.

Mr. Menis also commented about the cost of the event and suggested it would be helpful to have a more detailed breakdown before the City decided what to charge for future events. He noted that charging any amount for such an event in the future would exclude lower income members of the community unable to afford to attend. Additionally, he was unable to attend any of the academy events since they were scheduled during work hours and he asked how the scheduling had been done for the first academy and how the scheduling would be planned in the future.

Sheila Grist echoed the comments from Ms. Ruport and Mr. Menis, particularly the breakdown on the cost. She understood the City allocated \$50,000 for the event and charged participants \$25. She asked if the \$25 included the entire binder participants could take home. Also, she suggested the questions from the participants and answers should be published at some point so they would not ask the same questions and get the same answers at future sessions.

Anthony Vossbrink also echoed the comments of the previous speakers in terms of instructive comments for improvements to the program. He reported he had not been notified of the academy until the last minute from someone's email and could not find the event having been publicly promoted or advertised in any detail in terms of an R.S.V.P., advanced registration or whether reservations were required, which would have been nice to know. He suggested the process should have been more succinct and spelled out in advance, particularly given the cost of the event and the highly paid staff involved. He also suggested after attending the first couple of sessions imposing a \$25 fee was a little late and that component should have been planned and thought out in advance, with clear cut goals and objectives that were publicized to the general public. He was unable to attend the academy and thought he could participate but two door keepers informed him sign-up was required in advance with no way to get in and listen. He suggested people should have been allowed to at least come in and listen to the discussions. He was uncertain of the City's objective with the Citizens Academy and questioned whether it had been politicized and used as a recruitment arm for some type of volunteer-ship or something else, since many of the participants were commercial type people with businesses in the City or those affiliated with public or government jobs.

PUBLIC COMMENTS CLOSED

Council member Toms commented the Citizens Academy had been publicized through several channels and the number of participants had been limited to allow discussion in the Council Chambers. She confirmed she had sat in the back of the room for the last session for the last hour to observe since she had heard criticism about the program and wanted to observe. She noticed there had been good discussions. She asked the City Manager whether the participants would be as eager to participate if they were being televised. She suggested the smaller group fostered a lot of personal discussion but she would not be opposed to having the presentations recorded, which could be useful. She also understood there was no charge for materials but that had been an idea that came up for the future. She noted Council members used laptops during Council meetings and materials could be made available online to avoid the material costs. Changes to the program could be made for the next session but she found the first Citizens Academy had been very successful and the first group of people had been happy to participate. She would like to see whether participants were interested in serving on various City Commissions.

City Manager Young clarified no one had been charged a fee and a \$25 material fee had not been needed. The overall cost for the program was very minimal. Existing materials had been used, the slides were printed out, and the sessions involved primarily the Executive Team, none of whom took that much time. The reference to \$50,000 as a cost for the event had come from a reference on the City website, when the City Council had initially discussed the types of programs the City may like to see happen should there be additional Measure I funds, and the \$50,000 was a guestimate for a far more robust program than what the City ended up moving forward with given the desire to be good stewards of the City's budget.

Mayor Sasai congratulated staff on the program. He commented on his other work in civic engagement with the community and emphasized the importance of citizens to understand what it meant to be part of City government; how to engage with staff and the City Council and understand the workings of City Hall.

Mayor Sasai reported that he had been notified a number of participants in the Citizens Academy had applied to City Commissions, which he found to be a big win. He suggested what citizens were rediscussing now was transparency and what happened during the sessions. He thanked Council member Toms for being present and stated he had been unable to attend any sessions. He asked the City Manager to provide the City Council with the slides from the presentations.

City Manager Young advised the information had been posted on the City website but she could forward a link to the City Council.

PUBLIC COMMENTS CLOSED

9. CONSENT CALENDAR

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

- A. Approve the Minutes of the Regular City Council Meeting on July 15, 2025.
- B. Receive the July 12, 2025 - August 29, 2025 List of Warrants in the Amount of \$6,527,369.42, and the July 18, 2025 Payroll in the Amount of \$566,917.49, the August 1, 2025 Payroll in the Amount of \$533,417.49, the August 15, 2025 Payroll in the Amount of \$563,571.65, and the August 29, 2025 Payroll in the Amount of \$543,378.62.
- C. Adopt a Resolution Approving the Reclassification of Laboratory Analyst II.
Action: Adopt Resolution per Staff Recommendation (Stacy Shell, Charlene Davis)
- D. Approve an Amendment to the Employment Agreement for the City Manager.
Action: Adopt a Resolution per Staff Recommendation (Stacy Shell)
- E. Approve an Amendment to the Employment Agreement for the City Clerk. **Action: Adopt Resolution per Staff Recommendation. (Stacy Shell)**
- F. Reallocation of Remaining Funds for Technical Assistance on Single-Use Plastics Ordinance Implementation in Fiscal Year 25/26. **Action: Adopt Resolution per Staff Recommendation (Lilly Whalen, Kapil Amin)**
- G. Adopt a Resolution Amending the City of Pinole Master Fee Schedule to Establish a New Parking Violation Fine Related to Parking Near Intersections in Violation of Assembly Bill 413. **Action: Adopt Resolution per Staff Recommendation (Eric Casher, Melissa Klawuhn, Heba El-Guindy)**
- H. Adopt Resolution Accepting STMP Funds of \$645,000 and OBAG Funds of \$1,020,000 for CIP Project RO1902 Pedestrian Improvements at Tennent – Bay

Trail and Authorize the City Manager to Execute Necessary Agreement and Documents to Receive These Awarded Grant Funds. **Action: Adopt Resolution per Staff Recommendation (Heba El-Guindy)**

- I. Appoint Councilmembers as Voting Delegates for the 2025 League of California Cities Annual Conference General Assembly Meeting. **Action: Appoint Councilmembers per Staff Recommendation (Heather Bell)**

Mayor Sasai referenced Items 9D and 9E and reported pursuant to Government Code Section §54953(c)(3), both items were recommendations to provide the City Manager and the City Clerk with a three percent Cost-of-Living Adjustment (COLA) in accordance with their Employment Agreements. These items had a fiscal impact of \$3,078 to the General Fund, as the City Clerk's COLA had not been incorporated into the Fiscal Year 2025/26 budget.

PUBLIC COMMENTS OPENED

Rafael Menis stated most of his comments on the Consent Calendar had been provided in writing in advance of the meeting and responses had been provided by staff. He thanked staff for taking the time to respond to his written questions. As to Items 9D and 9E, he noted the City Manager's COLA increase had been accounted for in the budget but the City Clerk's COLA had not. He was curious as to which was the intended outcome in the systems the Finance Department staff set up. Since it had been linked and negotiated at the time of the budget, there would be a three percent COLA for the AFSCME bargaining unit, which should have triggered both the City Manager and the City Clerk, and he asked if there had been an error and sought clarification.

Mayor Sasai advised staff would get back to Mr. Menis with an answer to his question.

PUBLIC COMMENTS CLOSED

ACTION: Motion by Council members Toms/Murphy to adopt Consent Calendar Items 9A through 9I, as shown.

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

10. PUBLIC HEARINGS

- A. Adopt a Resolution Confirming the Assessments and Ordering the Levy for the Pinole Valley Road Landscape and Lighting Assessment District for Fiscal Year 2025/2026. **Action: Adopt Resolution per Staff Recommendation (Heba El-Guindy)**

Mayor Sasai stated as the City Clerk reported, the item would be continued to the City Council meeting of September 16, 2025. He asked for a motion to continue the item to a date certain of September 16, 2025.

ACTION: Motion by Mayor Pro Tem Tave/Council member Murphy to continue the public hearing to consider a Resolution Confirming the Assessments and Ordering the Levy for the Pinole Valley Road Landscape and Lighting Assessment District for Fiscal Year 2025/2026, to a date certain of September 16, 2025.

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

11. OLD BUSINESS: None

12. NEW BUSINESS: None

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

Only open to members of the public who did not speak under the first Citizens to be Heard, Agenda Item 6.

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

Anthony Vossbrink asked that his comments not be cut off since cutting him off in the middle of a sentence was rude, unprofessional and discriminatory against one member of the public versus another and may be because he was unable to attend the meeting in person. He asked the City Council about a June/July expense for travel and training for City Treasurer Roy Swearingen. He understood a check had been issued for an expense close to \$5,000. He asked for a report on what had been attended and what had been learned, with a report back to the community.

Mr. Vossbrink also reported the timers for the public restrooms in City parks needed to be changed since the restrooms were being locked early while it was still daylight, which issue had been raised with several people on staff, a member of the City Council and the City Manager. He also asked of the status of increased security at Bayfront Park and referenced an incident where a woman had been brutally attacked.

Mayor Sasai encouraged Mr. Vossbrink to put his comments in writing to staff and copy them to the City Council.

Mayor Sasai asked that the meeting adjourn in memory of Ricky Delos Reyes, a treasured member of the community and member of the St. Joseph Church community and a school volunteer. He read into the record a statement issued by St Joseph Church about Mr. Delos Reyes' contributions to the church. He had been blessed to know Mr. Delos Reyes and know how loving and generous he could be.

14. ADJOURNMENT to the Regular Meeting of September 16, 2025 in Remembrance of Amber Swartz and Ricky Delos Reyes.

At 9:35 p.m., Mayor Sasai adjourned the meeting to a Regular City Council Meeting on September 16, 2025 in Remembrance of Amber Swartz and Ricky Delos Reyes.

Submitted by:

Heather Bell, CMC

City Clerk

Approved by City Council:



City of Pinole, CA

9B

WARRANT LISTING

By Vendor Name

Payment Dates 8/30/2025 - 9/12/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 3088 - AMBER SMITH					
08202025	108223	09/05/2025	209-554-36405	FULL REFUND VOLLEBALL PROGRAM	198.00
Vendor 3088 - AMBER SMITH Total:					198.00
Vendor: SRP01 - AMERICAN RIVER COLLEGE					
26-099 ARC PSC	108264	09/12/2025	100-221-42301	FIELD TRAINING OFFICER UPDATE DOMINGUEZ	97.00
Vendor SRP01 - AMERICAN RIVER COLLEGE Total:					97.00
Vendor: 2454 - AMY EUBANKS					
09082025	108265	09/12/2025	100-221-42302	REIMBURSEMENT MEALS AND MILEAGE	25.97
09082025	108265	09/12/2025	100-221-42303	REIMBURSEMENT MEALS AND MILEAGE	233.00
Vendor 2454 - AMY EUBANKS Total:					258.97
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
9717C	108224	09/05/2025	100-345-42108	PEST CONTROL PV PARK AND FERNANDEZ PARK	375.00
Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:					375.00
Vendor: 2250 - ANNA LEA FRANSON					
1123	108266	09/12/2025	100-222-42514	HALLOWEEN FACE AND BODY ART FOR NATIONAL NIGH...	800.00
Vendor 2250 - ANNA LEA FRANSON Total:					800.00
Vendor: ATT01 - AT&T					
000023953002	108225	09/05/2025	525-118-43101	PHONE POLICE DEPT.	695.90
579164	108267	09/12/2025	100-222-42514	LEA TRACKING PD	95.00
Vendor ATT01 - AT&T Total:					790.90
Vendor: 2976 - AUTUMN PRESS, INC.					
847537-1	108226	09/05/2025	214-346-47105	BROCHURES	1,859.05
Vendor 2976 - AUTUMN PRESS, INC. Total:					1,859.05
Vendor: BAR40 - BARRY EVANS STUDIO					
9987	108227	09/05/2025	100-110-42514	PHOTO FOR MAYOR PORTRAIT	192.94
Vendor BAR40 - BARRY EVANS STUDIO Total:					192.94
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
7067600	108228	09/05/2025	209-552-43804	FOOD PROGRAM PSC	73.92
7067601	108228	09/05/2025	209-552-42108	FOOD PROGRAM PSC	379.03
7067602	108228	09/05/2025	209-552-43804	FOOD PROGRAM PSC	1,126.82
7072106	108228	09/05/2025	209-552-43804	FOOD PROGRAM PSC	57.67
Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:					1,637.44
Vendor: 1654 - BRINK'S INCORPORATED					
12999420	108268	09/12/2025	100-115-42101	TRANSPORTATION SERVICE	340.96
Vendor 1654 - BRINK'S INCORPORATED Total:					340.96
Vendor: CAL04 - CALCON SYSTEMS, INC.					
59929	108269	09/12/2025	500-641-42107	SERVICE CALL WPCP	2,904.48
Vendor CAL04 - CALCON SYSTEMS, INC. Total:					2,904.48
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000018034694	108271	09/12/2025	100-115-42101	GASB-68 FEES	700.00
100000018040804	108270	09/12/2025	100-117-41004	ANNUAL UNFUNDED ACCRUED LIAB MISC CLASSIC	150,524.33
100000018040815	108270	09/12/2025	100-117-41004	ANUAL UNFUNDED ACCRUED LIAB SAFETY CLASSIC	195,781.83
100000018040824	108270	09/12/2025	100-231-41004	ANNUAL UNFUNDED ACCRUED LIAB PEPRA FIRE	519.75

WARRANT LISTING				Payment Dates: 8/30/2025 - 9/12/2025	
Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
100000018040832	108270	09/12/2025	100-117-41004	ANNUAL UNFUNDED ACCRUED LIAB SAFETY PEPRA POLICE	2,396.08
100000018040841	108270	09/12/2025	100-117-41004	ANNUAL UNFUNDED ACCRUED LIAB MISC PEPRA	1,909.00
Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:					351,830.99
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
732721	108272	09/12/2025	500-641-44305	CHEMICALS FOR LAB WPCP	628.90
Vendor CAL01 - CALTEST ANALYTICAL LAB Total:					628.90
Vendor: CDW01 - CDW GOVERNMENT INC.					
AF69X8C	108273	09/12/2025	525-118-47106	SAMSUNG MONITOR	670.82
AF7CV7V	108273	09/12/2025	525-118-47106	STARTECH DUPLICATOR DOCK	225.44
Vendor CDW01 - CDW GOVERNMENT INC. Total:					896.26
Vendor: CIT08 - CITY MECHANICAL, INC					
117417	108274	09/12/2025	100-222-42108	HVAC PUBLIC SAFETY BLDG.	47,860.00
117530	108229	09/05/2025	100-343-42108	HVAC TM SERVICE CALL CY	337.50
117744	108229	09/05/2025	100-343-42108	HVAC MAINTENANCE POST OFFICE	1,080.00
Vendor CIT08 - CITY MECHANICAL, INC Total:					49,277.50
Vendor: FAI04 - CITY OF FAIRFIELD					
231757	108275	09/12/2025	100-221-42511	RANGE USE FEES	744.00
Vendor FAI04 - CITY OF FAIRFIELD Total:					744.00
Vendor: CIV01 - CIVIC CENTER TOWING- TRANSPORT- ROAD SERVICE					
564872	108276	09/12/2025	100-221-42107	TOWING FEES	110.00
565863	108276	09/12/2025	100-221-42107	TOWING VEHICLE WOY CIR AND SCANLAN WAY	405.00
Vendor CIV01 - CIVIC CENTER TOWING- TRANSPORT- ROAD SERVICE Total:					515.00
Vendor: 3032 - CLAYTON J. MITCHELL PHOTOGRAPHY					
2227	108277	09/12/2025	100-221-42514	STAFF PHOTOS PD	984.00
Vendor 3032 - CLAYTON J. MITCHELL PHOTOGRAPHY Total:					984.00
Vendor: 2289 - CLEAN WORLD GREASE TRAP SERVICES					
08921	108278	09/12/2025	209-552-43810	SERVICE CLEAN TRAPS PSC	175.00
Vendor 2289 - CLEAN WORLD GREASE TRAP SERVICES Total:					175.00
Vendor: COM20 - COMCAST					
0050875-08182025	108230	09/05/2025	525-118-43105	CABLE CH	29.79
0210511-08162025	108279	09/12/2025	100-222-43105	CABLE PD	249.73
0413784-08182025	108230	09/05/2025	525-118-43106	INTERNET TINY TOT	181.44
Vendor COM20 - COMCAST Total:					460.96
Vendor: COM28 - COMMUNITY VIOLENCE SOLUTIONS					
08222025	108280	09/12/2025	100-222-42101	CHILDREN'S INTERVIEW CENTER FY25-26 PD	1,069.03
Vendor COM28 - COMMUNITY VIOLENCE SOLUTIONS Total:					1,069.03
Vendor: CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT					
FY2526-SEP	108281	09/12/2025	100-231-42101	FIRE PROTECTION SERVICES SEPTEMBER 2025	195,321.60
FY2526-SEP	108281	09/12/2025	105-231-42101	FIRE PROTECTION SERVICES SEPTEMBER 2025	153,005.98
FY2526-SEP	108281	09/12/2025	106-231-42101	FIRE PROTECTION SERVICES SEPTEMBER 2025	152,604.09
Vendor CON09 - CONTRA COSTA COUNTY FIRE PROTECTION DISTRICT Total:					500,931.67
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82267746	108282	09/12/2025	525-118-42510	REALQUEST SOFTWARE	746.41
Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:					746.41
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
29387	108283	09/12/2025	100-222-42107	OIL CHANGE AND VEHICLE INPS CAR 809 PD	528.27
29388	108283	09/12/2025	100-222-42107	VEHICLE INSPECTION AND OIL CHANGE	454.46
29502	108283	09/12/2025	100-222-42107	TIRE PACKAGE CAR 802 PD	340.44

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
29528	108283	09/12/2025	100-222-42107	ALTERNATOR CAR 811 PD	849.18
29546	108283	09/12/2025	100-222-42107	OIL CHANGE CAR 803 PD	70.00
29555	108283	09/12/2025	100-222-42107	VEHICLE INSPECTION BROKEN WINDOWS CONTROL CAR 801	248.19
29639	108283	09/12/2025	100-221-42107	SEAT BELS AND OIL CHANGE CAR 810 PD	263.06
Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:					2,753.60
Vendor: 3089 - COURTNEY BONE					
08112025	108231	09/05/2025	209-20307	SECURITY DEPOSIT REFUND 8/9/25 FERNANDEZ PARK	210.00
Vendor 3089 - COURTNEY BONE Total:					210.00
Vendor: CSM01 - CSMFO					
INV-1318	108232	09/05/2025	100-115-42514	CSMFO AWARDS PROGRAM	175.00
Vendor CSM01 - CSMFO Total:					175.00
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
86732378	108233	09/05/2025	100-10601	GASOLINE UNL CY	2,437.51
86732390	108233	09/05/2025	500-10601	CLEAR RENEWABLE DIESEL WPCP	4,229.62
86745265	108284	09/12/2025	100-10601	GASOLINE UNL CY	2,607.83
Vendor 1443 - DIESEL DIRECT WEST, INC. Total:					9,274.96
Vendor: DOL01 - DOLAN'S LUMBER					
AUGUST 2025	108234	09/05/2025	100-343-44306	80QK CONCRETE MIX	41.79
Vendor DOL01 - DOLAN'S LUMBER Total:					41.79
Vendor: EBM01 - EBMUD					
303032-08222025	108235	09/05/2025	310-348-43102	2677 Pinole Valley Rd-- Irrigation Use Only	173.84
388057-08252025	108235	09/05/2025	100-343-43102	1960 Sarah Dr--Irrigation Use Only	250.90
435474-08212025	108235	09/05/2025	100-343-43102	2937 Pinole Valley Rd--Tennis Court Restrooms	81.92
464595-08282025	108285	09/12/2025	209-554-43102	635 Tennent Ave--Pinole Youth Center/CTV	57.18
464595-08282025	108285	09/12/2025	505-119-43102	635 Tennent Ave--Pinole Youth Center/CTV	57.17
464596-08282025	108285	09/12/2025	100-345-43102	2310 Park St--Fernandez Park Baseball Field	17,016.53
465190-08262025	108285	09/12/2025	201-343-43102	813 Fernandez Ave--Irrigation Use Only	55.71
465395-08282025	108285	09/12/2025	100-345-43102	1095 Nob Hill Ave--Parks & Gardens--Meadow Park	2,255.82
465422-08282025	108285	09/12/2025	500-641-43102	80 TENNENT AVE--WASTE WATER TREATMENT PLANT	1,781.97
465553-08262025	108285	09/12/2025	100-343-43102	2301 1/2 San Pablo Ave-- Irrigation Use Only	84.84
465569-08282025	108285	09/12/2025	100-343-43102	601 Tennent Ave--Memorial Hall	117.87
465922-08282025	108285	09/12/2025	100-343-43102	636 Tennent Ave--Irrigation Use Only	55.61
465923-08282025	108285	09/12/2025	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	761.41
465924-08282025	108285	09/12/2025	100-222-43102	880 Tennent Ave--Public Safety Facility/Building	1,515.89
465924-08282025	108285	09/12/2025	100-223-43102	880 Tennent Ave--Public Safety Facility/Building	336.87
465924-08282025	108285	09/12/2025	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	1,515.90
466363-08272025	108285	09/12/2025	100-345-43102	1818 Canyon Dr--Irrigation Use Only	1,431.81
513648-08262025	108285	09/12/2025	100-343-43102	2161 Plum St--Parking Lot Irrigation	152.10
524589-08282025	108285	09/12/2025	100-345-43102	592 Marlesta Rd--Irrigation Use Only	2,459.48

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529821-08282025	108285	09/12/2025	209-552-43102	2500 Charles St--Senior Center	932.61
529852-08282025	108285	09/12/2025	209-552-43102	2500 Charles St--Senior Center	3,338.17
532187-08262025	108285	09/12/2025	100-343-43102	2601 Charles St--Irrigation Use Only	55.46
540499-08282025	108285	09/12/2025	100-343-43102	1230 Pinole Valley Rd--Irrigation Use Only	55.71
541397-08282025	108285	09/12/2025	100-343-43102	1601 Marlesta Rd--Irrigation Use Only	55.12
544461-08282025	108285	09/12/2025	100-110-43102	2131 Pear St--Offices--City Hall	4.07
544461-08282025	108285	09/12/2025	100-111-43102	2131 Pear St--Offices--City Hall	9.76
544461-08282025	108285	09/12/2025	100-112-43102	2131 Pear St--Offices--City Hall	8.95
544461-08282025	108285	09/12/2025	100-115-43102	2131 Pear St--Offices--City Hall	26.51
544461-08282025	108285	09/12/2025	100-116-43102	2131 Pear St--Offices--City Hall	8.95
544461-08282025	108285	09/12/2025	100-117-43102	2131 Pear St--Offices--City Hall	71.56
544461-08282025	108285	09/12/2025	100-343-43102	2131 Pear St--Offices--City Hall	127.51
544461-08282025	108285	09/12/2025	200-342-43102	2131 Pear St--Offices--City Hall	22.77
544461-08282025	108285	09/12/2025	212-461-43102	2131 Pear St--Offices--City Hall	8.62
544461-08282025	108285	09/12/2025	212-462-43102	2131 Pear St--Offices--City Hall	22.93
544461-08282025	108285	09/12/2025	285-464-43102	2131 Pear St--Offices--City Hall	6.83
544461-08282025	108285	09/12/2025	505-119-43102	2131 Pear St--Offices--City Hall	6.83
545474-08282025	108285	09/12/2025	100-110-43102	2131 Pear St--Offices--City Hall	9.52
545474-08282025	108285	09/12/2025	100-111-43102	2131 Pear St--Offices--City Hall	22.84
545474-08282025	108285	09/12/2025	100-112-43102	2131 Pear St--Offices--City Hall	20.94
545474-08282025	108285	09/12/2025	100-115-43102	2131 Pear St--Offices--City Hall	62.05
545474-08282025	108285	09/12/2025	100-116-43102	2131 Pear St--Offices--City Hall	20.94
545474-08282025	108285	09/12/2025	100-117-43102	2131 Pear St--Offices--City Hall	167.51
545474-08282025	108285	09/12/2025	100-343-43102	2131 Pear St--Offices--City Hall	298.47
545474-08282025	108285	09/12/2025	200-342-43102	2131 Pear St--Offices--City Hall	53.30
545474-08282025	108285	09/12/2025	212-461-43102	2131 Pear St--Offices--City Hall	20.18
545474-08282025	108285	09/12/2025	212-462-43102	2131 Pear St--Offices--City Hall	53.68
545474-08282025	108285	09/12/2025	285-464-43102	2131 Pear St--Offices--City Hall	15.99
545474-08282025	108285	09/12/2025	505-119-43102	2131 Pear St--Offices--City Hall	15.99
554167-08282025	108285	09/12/2025	100-345-43102	1600 Primrose Lane--Irrigation Use Only	800.43
554625-08282025	108285	09/12/2025	100-343-43102	601 Tennent Ave--Memorial Hall	343.91
565167-08272025	108285	09/12/2025	201-343-43102	2100 San Pablo Ave--Offices--Faria House	63.23
565169-08282025	108285	09/12/2025	201-343-43102	2100 San Pablo Ave--Offices--Faria House	95.13
570108-08272025	108285	09/12/2025	310-347-43102	1303 Pinole Valley Rd--Irrigation Use Only	1,402.94
610134-08272025	108285	09/12/2025	201-343-43102	2100 SAN PABLO AVE-IRRIGATION USE ONLY	88.79
Vendor EBM01 - EBMUD Total:					38,481.02
Vendor: 1803 - ELSA ZAVALA					
09052025	108287	09/12/2025	209-20308	SECURITY DEPOSIT REFUND	845.00
					PSC RENTAL 08/30/2025
Vendor 1803 - ELSA ZAVALA Total:					845.00
Vendor: FAS02 - FASTENAL					
CASA180830	108288	09/12/2025	500-641-44306	BALL VALVE WPCP	151.11
Vendor FAS02 - FASTENAL Total:					151.11
Vendor: 1612 - FIRST VANGUARD RENTALS & SALES					
1-514420	108236	09/05/2025	209-551-42515	LIGHT TOWER	696.38
Vendor 1612 - FIRST VANGUARD RENTALS & SALES Total:					696.38
Vendor: 2179 - G3 ENGINEERING, INC.					
2025-8390	108237	09/05/2025	500-641-44306	KIT SHAFT REPAIRS WPCP	6,820.71
Vendor 2179 - G3 ENGINEERING, INC. Total:					6,820.71

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Vendor: 2457 - GEOLINKS					
BD0256918	108289	09/12/2025	525-118-43106	CLEAR FIBER DIA CORP YARD AND WPCP	499.00
Vendor 2457 - GEOLINKS Total:					499.00
Vendor: 2244 - GYM DOCTORS					
00170882	108290	09/12/2025	100-221-42304	SERVICE CALL 08/21/25	569.13
Vendor 2244 - GYM DOCTORS Total:					569.13
Vendor: HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC					
006P1107	108291	09/12/2025	500-641-44306	SUPPLIES FOR REPAIRS WPCP	361.02
Vendor HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC Total:					361.02
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
AUGUST 2025	108238	09/05/2025	100-222-42108	CITYWIDE SUPPLIES PURCHASES	-18.53
AUGUST 2025	108238	09/05/2025	100-222-42108	CITYWIDE SUPPLIES PURCHASES	89.51
AUGUST 2025	108238	09/05/2025	100-342-42514	CITYWIDE SUPPLIES PURCHASES	281.50
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	222.78
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	69.47
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	63.40
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	63.29
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	60.59
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	47.75
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	47.55
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	259.91
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	94.97
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	133.23
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	7.20
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	-74.28
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	150.50
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	176.46
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	70.52
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	17.94
AUGUST 2025	108238	09/05/2025	100-343-44306	CITYWIDE SUPPLIES PURCHASES	210.16
AUGUST 2025	108238	09/05/2025	100-345-44306	CITYWIDE SUPPLIES PURCHASES	641.02
AUGUST 2025	108238	09/05/2025	100-345-44306	CITYWIDE SUPPLIES PURCHASES	53.31
AUGUST 2025	108238	09/05/2025	207-344-42514	CITYWIDE SUPPLIES PURCHASES	47.72
AUGUST 2025	108238	09/05/2025	209-552-44306	CITYWIDE SUPPLIES PURCHASES	210.17
AUGUST 2025	108238	09/05/2025	209-553-44306	CITYWIDE SUPPLIES PURCHASES	30.49
AUGUST 2025	108238	09/05/2025	209-553-44306	CITYWIDE SUPPLIES PURCHASES	13.89

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AUGUST 2025	108238	09/05/2025	500-641-44306	CITYWIDE SUPPLIES PURCHASES	117.00
AUGUST 2025	108238	09/05/2025	500-641-44306	CITYWIDE SUPPLIES PURCHASES	91.70
Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:					3,179.22
Vendor: HOR05 - HORIZON					
1R352983	108292	09/12/2025	100-345-44306	SUPPLIES FOR REPAIRS	135.10
Vendor HOR05 - HORIZON Total:					135.10
Vendor: IED02 - IEDA, INC.					
25065	108293	09/12/2025	100-116-42101	LABOR RELATIONS FEES SEPTEMBER 2025	2,740.42
Vendor IED02 - IEDA, INC. Total:					2,740.42
Vendor: 3025 - INSURANCE AND BENEFITS TRUST OF THE PORAC					
AUGUST 2025	108239	09/05/2025	100-221-41008	LONG TERM DISABILITY PPEA AUGUST 2025	598.50
AUGUST 2025	108239	09/05/2025	100-223-41008	LONG TERM DISABILITY PPEA AUGUST 2025	305.10
AUGUST 2025	108239	09/05/2025	105-221-41008	LONG TERM DISABILITY PPEA AUGUST 2025	63.00
JULY 2025	108239	09/05/2025	100-221-41008	LONG TERM DISABILITY PPEA JULY 2025	598.50
JULY 2025	108239	09/05/2025	100-223-41008	LONG TERM DISABILITY PPEA JULY 2025	322.50
JULY 2025	108239	09/05/2025	105-221-41008	LONG TERM DISABILITY PPEA JULY 2025	63.00
OCTOBER 2025	108294	09/12/2025	100-221-41008	LONG TERM DISABILITY PPEA OCTOBER 2025	661.50
OCTOBER 2025	108294	09/12/2025	100-223-41008	LONG TERM DISABILITY PPEA OCTOBER 2025	305.10
OCTOBER 2025	108294	09/12/2025	105-221-41008	LONG TERM DISABILITY PPEA OCTOBER 2025	63.00
SEPTEMBER 2025	108239	09/05/2025	100-221-41008	LONG TERM DISABILITY PPEA SEPT. 2025	598.50
SEPTEMBER 2025	108239	09/05/2025	100-223-41008	LONG TERM DISABILITY PPEA SEPT. 2025	305.10
SEPTEMBER 2025	108239	09/05/2025	105-221-41008	LONG TERM DISABILITY PPEA SEPT. 2025	63.00
Vendor 3025 - INSURANCE AND BENEFITS TRUST OF THE PORAC Total:					3,946.80
Vendor: JWE01 - J. W. ENTERPRISES - NORTH					
268124	108240	09/05/2025	100-551-42511	PORTABLE TOILET RENTAL	144.83
Vendor JWE01 - J. W. ENTERPRISES - NORTH Total:					144.83
Vendor: 1285 - JACKSON LEWIS P.C.					
8267581	108241	09/05/2025	100-116-42102	WORKPLACE INVESTIGATIONS PD	1,860.00
8267582	108241	09/05/2025	100-116-42102	WORKPLACE INVESTIGATIONS PD	1,767.00
8351864	108241	09/05/2025	100-116-42102	ERMA INVESTIGATIONS	66.00
8351866	108241	09/05/2025	100-116-42102	ERMA INVESTIGATIONS PD	66.00
8368978	108241	09/05/2025	100-116-42102	ERMA PD	1,416.00
8387407	108241	09/05/2025	100-116-42102	ERMA PD	132.00
8407004	108241	09/05/2025	100-116-42102	ERMA PD	4,561.50
8430459	108241	09/05/2025	100-116-42102	ERMA PD	33.00
8453100	108241	09/05/2025	100-116-42102	ERMA PD	1,690.50
8453145	108241	09/05/2025	100-116-42102	ERMA PD	3,718.00
8469734	108241	09/05/2025	100-116-42102	ERMA PD	1,069.50
8469735	108241	09/05/2025	100-116-42102	ERMA PD	862.50
8523946	108241	09/05/2025	100-116-42102	ERMA PD	931.50
8523963	108241	09/05/2025	100-116-42102	ERMA PD	483.00
8568668	108241	09/05/2025	100-116-42102	ERMA PD	379.50
8592822	108241	09/05/2025	100-116-42102	ERMA PD	2,128.00
8635731	108241	09/05/2025	100-116-42102	ERMA PD	497.00

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8705173	108241	09/05/2025	100-116-42102	ERMA PD	1,562.00
8774650	108241	09/05/2025	100-116-42102	ERMA PD	1,100.50
Vendor 1285 - JACKSON LEWIS P.C. Total:					24,323.50
Vendor: JAN92 - JAN-PRO OF THE GREATER BAY AREA					
30588	108295	09/12/2025	209-554-42108	JANITORIAL SERVICE SEPTEMBER 2025 PYC	497.63
30589	108295	09/12/2025	209-552-42108	JANITORIAL SERVICES SEPTEMBER 2025 PSC	460.48
30590	108295	09/12/2025	209-552-43810	JANITORIAL SERVICES SEPTEMBER 2025 PSC KITCHEN	442.56
30591	108295	09/12/2025	209-553-42108	JANITORIAL SERVICES SEPTEMBER 2025 TINY TOTS	531.51
Vendor JAN92 - JAN-PRO OF THE GREATER BAY AREA Total:					1,932.18
Vendor: 3090 - JASMINE SYPHO					
08112025	108243	09/05/2025	209-20307	SECURITY DEPOSIT REFUND 08/02/25 FERNANDEZ PARK	210.00
Vendor 3090 - JASMINE SYPHO Total:					210.00
Vendor: 1488 - JENNIFER WITSCHI					
09082025	108296	09/12/2025	100-221-42302	REIMBURSEMENT MEALS AND UBER	109.95
09082025	108296	09/12/2025	100-221-42303	REIMBURSEMENT MEALS AND UBER	233.00
Vendor 1488 - JENNIFER WITSCHI Total:					342.95
Vendor: 2977 - JOSE A. VARGAS					
08262025	108244	09/05/2025	209-20012	SECURITY ERVICES FOR RENTAL 9/6/25 PSC	840.00
Vendor 2977 - JOSE A. VARGAS Total:					840.00
Vendor: 3053 - JOSE LUIS GRAY					
08242025	108297	09/12/2025	100-222-42302	REIMBURSEMENT MILEAGE TO POLICE ACADEMY	551.60
09072025	108297	09/12/2025	100-222-42302	REIMBURSEMENT MILEAGE TO POLICE ACADEMY	496.44
Vendor 3053 - JOSE LUIS GRAY Total:					1,048.04
Vendor: 3094 - KEENAN & ASSOCIATES					
322593	108245	09/05/2025	100-343-42301	TRAFFIC SAFETY TRAINING	1,557.00
Vendor 3094 - KEENAN & ASSOCIATES Total:					1,557.00
Vendor: 2850 - KELCEY YOUNG					
09032025	108298	09/12/2025	100-116-42101	RECRUITMENT INCENTIVE MOVING COSTS	2,819.89
Vendor 2850 - KELCEY YOUNG Total:					2,819.89
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000034311	108299	09/12/2025	500-641-44302	SLUDGE REMOVAL WPCP	5,205.83
Vendor KEL09 - KELLER CANYON LANDFILL Total:					5,205.83
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
24-133	108246	09/05/2025	100-341-42101	PLAN CHECKING MS651-01	116.50
25-068	108300	09/12/2025	207-344-42101	STORMWATER SUPPORT	1,760.71
25-092	108300	09/12/2025	207-344-42101	STORMWATER SUPPORT	2,958.33
25-129	108300	09/12/2025	207-344-42101	STORMWATER SUPPORT	1,879.80
Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:					6,715.34
Vendor: ODO03 - KIMBERLY YOUNG					
09032025	108301	09/12/2025	500-641-42401	CWEA LABORATORY ANALYST GRADE 3 TEST REIMBURSEMENT	254.00
Vendor ODO03 - KIMBERLY YOUNG Total:					254.00
Vendor: KNO03 - KNORR SYSTEMS, INC.					
281325	108302	09/12/2025	209-557-42108	REAPIRS AT SWIM POOL CHEMICAL CONTROLLER	10,861.65
Vendor KNO03 - KNORR SYSTEMS, INC. Total:					10,861.65

WARRANT LISTING

Payment Dates: 8/30/2025 - 9/12/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
13251	108247	09/05/2025	500-641-44303	ZETAG BAGS WPCP	26,172.72
Vendor KUB00 - KUBWATER RESOURCES, INC. Total:					26,172.72
Vendor: LAN15 - LANGUAGE LINE SERVICES					
11700557	108303	09/12/2025	100-223-42101	OVER THE PHONE INTERPRETATION PD	105.28
Vendor LAN15 - LANGUAGE LINE SERVICES Total:					105.28
Vendor: 1253 - LIL' FROG CREATIONS					
1235	108248	09/05/2025	209-552-43809	NEWSLETTER PRINTING PSC SEPTEMBER 2025	382.38
Vendor 1253 - LIL' FROG CREATIONS Total:					382.38
Vendor: 3091 - LINDA BRANDT					
08192025	108249	09/05/2025	209-20307	SECURITY DEPOSIT REFUND 8/17 FERNANDEZ PARK	210.00
Vendor 3091 - LINDA BRANDT Total:					210.00
Vendor: CUR03 - LN CURTIS & SONS					
INV986133	108304	09/12/2025	100-221-44410	UNIFORM MOREY	1,499.40
INV986152	108304	09/12/2025	100-221-44410	UNFIORM GUERRERO	1,499.40
Vendor CUR03 - LN CURTIS & SONS Total:					2,998.80
Vendor: 3092 - MARCOS CAMPOS					
08202025	108250	09/05/2025	209-20308	SECURITY DEPOSIT RENTAL REFUND 8/16/25 PSC	845.00
Vendor 3092 - MARCOS CAMPOS Total:					845.00
Vendor: 1708 - NUTRIENT AG SOLUTIONS, INC.					
57920466	108251	09/05/2025	100-345-44306	SOIL SEEDS SUPPLIES	6,582.20
Vendor 1708 - NUTRIENT AG SOLUTIONS, INC. Total:					6,582.20
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
AUGUST 2025	108305	09/12/2025	100-343-44306	CITYWIDE PURCHASES	43.49
AUGUST 2025	108305	09/12/2025	100-343-44306	CITYWIDE PURCHASES	41.85
AUGUST 2025	108305	09/12/2025	100-343-44306	CITYWIDE PURCHASES	206.84
AUGUST 2025	108305	09/12/2025	100-343-44306	CITYWIDE PURCHASES	70.52
AUGUST 2025	108305	09/12/2025	100-343-44306	CITYWIDE PURCHASES	64.99
AUGUST 2025	108305	09/12/2025	500-641-44306	CITYWIDE PURCHASES	39.67
AUGUST 2025	108305	09/12/2025	500-641-44306	CITYWIDE PURCHASES	211.77
Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:					679.13
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100402041375	108306	09/12/2025	505-119-42108	MAINTENANCE SERVICE SEPT. 2025 PYC/PCTV	197.08
Vendor OTI01 - OTIS ELEVATOR COMPANY Total:					197.08
Vendor: PGE01 - PG&E					
1093-08282025	108307	09/12/2025	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	822.22
1121-08182025	108252	09/05/2025	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	113.73
1233-08182025	108252	09/05/2025	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	124.94
1798-08262025	108307	09/12/2025	200-342-43103	2935 PINOLE VALLEY RD. TRAFFIC SIGNAL	213.48
2222-08072025	108252	09/05/2025	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39
2222-08072025	108252	09/05/2025	200-342-43103	STREET AND HIGHWAY LIGHTING	14,676.31
2222-08072025	108252	09/05/2025	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
2222-08072025	108252	09/05/2025	310-348-43103	STREET AND HIGHWAY LIGHTING	400.00
2620-081820255	108252	09/05/2025	200-342-43103	N/W CORNER APIIAN WAY & FITZGERALD DR TRAFFIC SIG	160.05

WARRANT LISTING

Payment Dates: 8/30/2025 - 9/12/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
2793-08152025	108252	09/05/2025	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	132.02
3879-08252025	108307	09/12/2025	200-342-43103	N COR RAMONA ST AND PINOLE VALLEY RD	168.38
4256-08252025	108307	09/12/2025	500-641-43103	11 TENNANT AVE	89,819.97
5127-08152025	108252	09/05/2025	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	173.72
5387-08152025	108252	09/05/2025	100-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	55.61
6521-08262025	108307	09/12/2025	200-342-43103	IFO 971 SAN PABLO AVE-TRAFFIC SIGNAL CONTROL	146.72
6897-08262025	108307	09/12/2025	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	93.82
7547-08252025	108307	09/12/2025	100-222-43103	880 Tennent Ave-Public Safety Facility	5,733.73
7547-08252025	108307	09/12/2025	100-223-43103	880 Tennent Ave-Public Safety Facility	1,146.75
7547-08252025	108307	09/12/2025	100-231-43103	880 Tennent Ave-Public Safety Facility	4,586.98
8511-08222025	108252	09/05/2025	100-345-43103	W/S PINOLE SHORES DR-SPRINKLER CONTROLLER	13.44
8687-08182025	108252	09/05/2025	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	154.64
9929-08222025	108252	09/05/2025	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	133.11
9961-08252025	108307	09/12/2025	209-552-43103	2500 CHARLES ST-SENIOR CENTER	4,995.28
				Vendor PGE01 - PG&E Total:	124,194.29
Vendor: 1009 - PRECISION IT CONSULTING					
15465	108308	09/12/2025	525-118-42510	MICROSOFT USAGE FOR AUGUST	3,881.55
15466	108308	09/12/2025	525-118-42105	DATTO BDR SUBSCRIPTION	1,815.00
15471	108308	09/12/2025	525-118-42510	ACROBAT LICENSE	90.64
				Vendor 1009 - PRECISION IT CONSULTING Total:	5,787.19
Vendor: 2388 - PRESTIGE PRINTING AND GRAPHICS					
104287	108253	09/05/2025	100-111-42201	HABER BUSINESS CARDS IT DEPT.	97.63
104429	108309	09/12/2025	100-341-42201	BUSINESS CARDS FOR NAZMIEH HUEBNER	97.59
				Vendor 2388 - PRESTIGE PRINTING AND GRAPHICS Total:	195.22
Vendor: 2985 - PURETEC INDUSTRIAL WATER					
2336454	108310	09/12/2025	500-641-44305	LAB DI WATER SYSTEM WPCP	48.00
				Vendor 2985 - PURETEC INDUSTRIAL WATER Total:	48.00
Vendor: 2065 - RDO EQUIPMENT CO.					
W2948574	108254	09/05/2025	100-345-42107	RAPTORR BOOM ARM MO MOWER CY	607.50
				Vendor 2065 - RDO EQUIPMENT CO. Total:	607.50
Vendor: 2817 - REDWOOD PUBLIC LAW, LLP					
15696	108255	09/05/2025	100-20011	891 TARA HILLS CODE ENFORCEMENT ACTION	488.00
15697	108255	09/05/2025	100-20011	APPIAN VILLAGE	42.00
15698	108255	09/05/2025	100-20011	CITY ATTORNEY SERVICES	20,233.34
15699	108255	09/05/2025	100-20011	CITY COUNNCIL MEETINGS	4,263.00
15700	108255	09/05/2025	100-20011	FARIA HOUSE DISPOSITION	1,463.50
15701	108255	09/05/2025	100-20011	GENERAL SERVICES CITY CLERK	172.50
15702	108255	09/05/2025	100-20011	GENERAL SERVICES CODE ENFORCEMENT	1,687.00
15703	108255	09/05/2025	100-20011	GENERAL SERVICES COMMUNITY DEVELOP	2,318.50
15704	108255	09/05/2025	100-20011	GENERAL SERVICES FINANCE	552.00

WARRANT LISTING

Payment Dates: 8/30/2025 - 9/12/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
15705	108255	09/05/2025	100-20011	GENRAL SERVES LABOR AND EMPLOYMENT	1,210.00
15706	108255	09/05/2025	100-20011	GENERAL SERVICES POLICE	2,501.50
15707	108255	09/05/2025	100-20011	GENERAL SERVICES PUBLIC WORKS	4,642.95
15708	108255	09/05/2025	100-20011	GENERAL SERVICES RECREATIONAL	207.00
15709	108255	09/05/2025	100-20011	PCB LITIGATION	246.00
15710	108255	09/05/2025	100-20011	PUBLIC RECORDS ACT	3,723.00
15711	108255	09/05/2025	100-20011	RISK MANAGEMENT	183.00
15712	108255	09/05/2025	100-20011	VISTA WOODS PROJECT	124.50
16467	108255	09/05/2025	100-20011	APPIAN VILLAGE	870.00
16468	108255	09/05/2025	100-20011	CITY ATTORNEY SERVICES	26,466.50
16469	108255	09/05/2025	100-20113	CITY COUNCIL MEETINGS	2,368.00
16470	108255	09/05/2025	100-20011	GENERAL SERVICES CITY CLERK	177.50
16471	108255	09/05/2025	100-20011	GENERAL SERVICES CODE ENFORCEMENT	2,959.00
16472	108255	09/05/2025	100-20011	GENERAL SERVICES COMMUNITY DEVELOPMENT	7,172.50
16473	108255	09/05/2025	100-20011	GENERAL SERVICES FINANCE	677.50
16474	108255	09/05/2025	100-20011	GENERAL SERVICES LABOR AND EMPLOYMENT	7,700.50
16475	108255	09/05/2025	100-20011	GENERAL SERVICES POLICE	690.00
16476	108255	09/05/2025	100-20011	GENERAL SERVES PUBLIC WORKS	9,356.50
16477	108255	09/05/2025	100-20011	GENERAL SERVICES RECREATIONAL	938.00
16478	108255	09/05/2025	100-20011	PINOLE PD SINGH COMPLAINT	8,895.26
16479	108255	09/05/2025	100-20011	PUBLIC RECORDS ACT	682.00
16480	108255	09/05/2025	100-20011	RISK MANAGEMENT	689.50
16481	108255	09/05/2025	100-20011	SUCCESSOR AGENCY	106.50
16482	108255	09/05/2025	100-20011	VISTA WOODS PROJECT	884.00
Vendor 2817 - REDWOOD PUBLIC LAW, LLP Total:					114,691.05
Vendor: 2632 - SHIPLEY POOL SERVICE					
13464	108311	09/12/2025	209-557-42108	MONTHLY POOL SERVICES	3,521.22
Vendor 2632 - SHIPLEY POOL SERVICE Total:					3,521.22
Vendor: STA42 - STAPLES BUSINESS CREDIT					
JULY 2025	108312	09/12/2025	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	66.13
JULY 2025	108312	09/12/2025	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	192.15
JULY 2025	108312	09/12/2025	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	195.55
JULY 2025	108312	09/12/2025	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	45.28
JULY 2025	108312	09/12/2025	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	20.72
JULY 2025	108312	09/12/2025	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	81.62
JULY 2025	108312	09/12/2025	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	51.10
JULY 2025	108312	09/12/2025	100-111-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	84.59
JULY 2025	108312	09/12/2025	100-115-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	105.06
JULY 2025	108312	09/12/2025	100-222-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	85.84
JULY 2025	108312	09/12/2025	100-222-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	480.13
JULY 2025	108312	09/12/2025	209-552-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	308.26

WARRANT LISTING

Payment Dates: 8/30/2025 - 9/12/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
JULY 2025	108312	09/12/2025	209-553-42514	CITYWIDE OFFICE SUPPLIES PURCHASES	97.67
JULY 2025	108312	09/12/2025	209-553-42514	CITYWIDE OFFICE SUPPLIES PURCHASES	20.93
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	129.53
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	12.76
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	6.13
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	86.98
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	28.54
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	146.51
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	19.47
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	284.50
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	2,505.00
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	1,523.99
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	1,113.97
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	876.42
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	554.41
JULY 2025	108312	09/12/2025	212-461-42201	CITYWIDE OFFICE SUPPLIES PURCHASES	365.75
Vendor STA42 - STAPLES BUSINESS CREDIT Total:					9,488.99
Vendor: STE20 - STERICYCLE, INC.					
8011808771	108313	09/12/2025	100-221-42101	MEDICAL WASTE PD	69.61
Vendor STE20 - STERICYCLE, INC. Total:					69.61
Vendor: 2969 - TERMINIX COMMERCIAL					
462849648	108258	09/05/2025	100-343-42108	PEST CONTROL 3700 PVR	124.00
462852047	108258	09/05/2025	209-553-42108	PEST CONTROL TINY TOTS	76.00
462852047	108258	09/05/2025	209-557-42108	PEST CONTROL TINY TOTS	76.00
463105319	108314	09/12/2025	100-222-42108	PEST CONTROL PUBLIC SAFETY BLDG.	180.00
463301630	108314	09/12/2025	209-552-42108	PEST CONTROL PSC	174.00
463329895	108314	09/12/2025	209-554-42108	PEST CONTROL PYC	170.00
Vendor 2969 - TERMINIX COMMERCIAL Total:					800.00
Vendor: 3028 - THE PARTY ARTISTS					
000340	108315	09/12/2025	209-551-42515	ENTERTAINMENT DEPOSIT FOR TREE LIGHTING EVENT	375.00
Vendor 3028 - THE PARTY ARTISTS Total:					375.00
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC.					
263397-202508-1	108316	09/12/2025	100-222-42106	DATA RESEARCH PD	160.50
Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA SOLUTIONS, INC. Total:					160.50
Vendor: 3095 - TRENCHFREE INC					
09022025	108259	09/05/2025	100-000-31510	OVERPYAMENT BL23-09551	258.00
Vendor 3095 - TRENCHFREE INC Total:					258.00
Vendor: 3063 - UBEO WEST, LLC.					
563027937	108260	09/05/2025	525-118-42107	CITYWIDE COPIERS MAINTENANCE AND SUPPLIES	1,761.24
Vendor 3063 - UBEO WEST, LLC. Total:					1,761.24

WARRANT LISTING

Payment Dates: 8/30/2025 - 9/12/2025

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: USP02 - UNITED STATES POSTAL SVC					
08282025	108222	09/02/2025	209-551-42514	POSTAGE FEE FOR FALL AND WINTER MAILER	1,726.48
Vendor USP02 - UNITED STATES POSTAL SVC Total:					1,726.48
Vendor: UNI38 - UNIVAR USA INC					
53278662	108261	09/05/2025	500-641-44303	SOD HYPO LIQUICHLOR BULK	16,289.68
Vendor UNI38 - UNIVAR USA INC Total:					16,289.68
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
20030	108317	09/12/2025	209-554-42108	JANITORIAL SUPPLIES PYC	89.94
21094	108317	09/12/2025	100-222-42108	JANITORIAL SUPPLIES PD	247.53
21202	108262	09/05/2025	100-343-42108	JANITORIAL SUPPLIES CY	369.25
539085	108317	09/12/2025	209-557-42108	JANITORIAL SERVICES AUGUST 2025 SWIM CENTER	2,229.00
539086	108317	09/12/2025	500-641-42108	JANITORIAL SERVICES AUGUST 2025 WPCP	559.00
Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:					3,494.72
Vendor: USB06 - US BANK					
AUGUST 2025	108318	09/12/2025	100-20018	CITYWIDE CREDIT CARD PURCHASES	28,441.64
Vendor USB06 - US BANK Total:					28,441.64
Vendor: 2828 - VESTIS					
860105970-07312025	108319	09/12/2025	100-342-44410	MONTHLY STATEMENT-GENERAL MAINTENANCE	343.62
860105970-07312025	108319	09/12/2025	100-343-44410	MONTHLY STATEMENT-GENERAL MAINTENANCE	1,749.33
860105970-07312025	108319	09/12/2025	500-642-44410	MONTHLY STATEMENT-GENERAL MAINTENANCE	1,030.85
939388000-08302025	108319	09/12/2025	209-552-43804	LAUNDRY SERVICES WPCP AND PSC	219.94
939388000-08302025	108319	09/12/2025	209-552-43804	LAUNDRY SERVICES WPCP AND PSC	188.33
939388000-08302025	108319	09/12/2025	209-552-43804	LAUNDRY SERVICES WPCP AND PSC	188.33
939388000-08302025	108319	09/12/2025	209-552-43804	LAUNDRY SERVICES WPCP AND PSC	188.33
939388000-08302025	108319	09/12/2025	500-641-44410	LAUNDRY SERVICES WPCP AND PSC	632.42
939388000-08302025	108319	09/12/2025	500-641-44410	LAUNDRY SERVICES WPCP AND PSC	507.04
939388000-08302025	108319	09/12/2025	500-641-44410	LAUNDRY SERVICES WPCP AND PSC	486.97
939388000-08302025	108319	09/12/2025	500-641-44410	LAUNDRY SERVICES WPCP AND PSC	470.16
Vendor 2828 - VESTIS Total:					6,005.32
Vendor: WKH00 - W K HYDRAULICS INC					
11380	108263	09/05/2025	100-345-44306	ISO 46 5 GALLON	127.20
Vendor WKH00 - W K HYDRAULICS INC Total:					127.20
Vendor: WCC01 - WCCTAC					
21834	108320	09/12/2025	215-342-42401	JPA FY25-26 WORK PROGRAM	57,421.00
Vendor WCC01 - WCCTAC Total:					57,421.00
Grand Total:					1,458,486.37

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	851,207.51
105 - Measure S -2006	153,257.98
106 - MEASURE S-2014	152,604.09
200 - Gas Tax Fund	16,060.16
201 - Restricted Real Estate Maintenance Fund	435.97
207 - NPDES Storm Water Fund	6,646.56
209 - Recreation Fund	38,270.25
212 - Building & Planning	7,759.37
214 - Solid Waste Fund	1,859.05
215 - Measure C and J Fund	57,421.00
285 - Housing Land Held for Resale	22.82
310 - Lighting & Landscape Districts	2,256.78
500 - Sewer Enterprise Fund	159,810.53
505 - Cable Access TV	277.07
525 - Information Systems	<u>10,597.23</u>
Grand Total:	1,458,486.37

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business Lice...	258.00
100-10601	Gas Tanks/Corp Yard	5,045.34
100-110-42514	Admin Exp/Special Depa...	192.94
100-110-43102	Utilities/Water	13.59
100-111-42201	Office Expense	834.77
100-111-43102	Utilities/Water	32.60
100-112-43102	Utilities/Water	29.89
100-115-42101	Prof Svcs/Professional Se..	1,040.96
100-115-42201	Office Expense	105.06
100-115-42514	Admin Exp/Special Depa...	175.00
100-115-43102	Utilities/Water	88.56
100-116-42101	Prof Svcs/Professional Se..	5,560.31
100-116-42102	Prof Svcs/Attorney Servi...	24,323.50
100-116-43102	Utilities/Water	29.89
100-117-41004	Emp Benefits/PERS Retir...	350,611.24
100-117-43102	Utilities/Water	239.07
100-20011	Accounts Payable/Miscel...	112,323.05
100-20018	Accounts Payable/CalCa...	28,441.64
100-20113	Sal & Ben Payable/SIT Wi..	2,368.00
100-221-41008	Emp Benefits/Long Term...	2,457.00
100-221-42101	Prof Svcs/Professional Se..	69.61
100-221-42107	Prof Svcs/Equipment Ma...	778.06
100-221-42301	Travel & Training/Conf-R...	97.00
100-221-42302	Travel & Training/Milea...	135.92
100-221-42303	Travel & Training/M Meal A..	466.00
100-221-42304	Travel & Training/Officer...	569.13
100-221-42304	Admin Exp/Equipment R...	744.00
100-221-42511	Admin Exp/Special Depa...	984.00
100-221-44410	Safety Clothing	2,998.80
100-222-42101	Prof Svcs/Professional Se..	1,069.03
100-222-42106	Prof Svcs/Software Main...	160.50
100-222-42107	Prof Svcs/Equipment Ma...	2,490.54
100-222-42108	Prof Svcs/Building-Struc...	48,358.51
100-222-42201	Office Expense	565.97
100-222-42302	Travel & Training/Milea...	1,048.04
100-222-42514	Admin Exp/Special Depa...	895.00
100-222-43102	Utilities/Water	1,515.89
100-222-43103	Utilities/Electricity & Po...	5,733.73

Account Summary		
Account Number	Account Name	Payment Amount
100-222-43105	Utilities/Cable	249.73
100-223-41008	Emp Benefits/Long Term...	1,237.80
100-223-42101	Prof Svcs/Professional Se..	105.28
100-223-43102	Utilities/Water	336.87
100-223-43103	Utilities/Electricity & Po...	1,146.75
100-231-41004	Emp Benefits/PERS Retir...	519.75
100-231-42101	Prof Svcs/Professional Se..	195,321.60
100-231-43102	Utilities/Water	2,277.31
100-231-43103	Utilities/Electricity & Po...	4,586.98
100-341-42101	Prof Svcs/Professional Se..	116.50
100-341-42201	Office Expense	97.59
100-342-42514	Admin Exp/Special Depa...	281.50
100-342-44410	Safety Clothing	343.62
100-343-42108	Prof Svcs/Building-Struc...	1,910.75
100-343-42301	Travel & Training/Conf-R...	1,557.00
100-343-43102	Utilities/Water	1,679.42
100-343-44306	Other Materials Supp/M...	2,090.92
100-343-44410	Safety Clothing	1,749.33
100-345-42107	Prof Svcs/Equipment Ma...	607.50
100-345-42108	Prof Svcs/Building-Struc...	375.00
100-345-43102	Utilities/Water	23,964.07
100-345-43103	Utilities/Electricity & Po...	118.44
100-345-44306	Other Materials Supp/M...	7,538.83
100-551-42511	Admin Exp/Equipment R...	144.83
105-221-41008	Emp Benefits/Long Term...	252.00
105-231-42101	Prof Svcs/Professional Se..	153,005.98
106-231-42101	Prof Svcs/Professional Se..	152,604.09
200-342-43102	Utilities/Water	76.07
200-342-43103	Utilities/Electricity & Po...	15,984.09
201-343-43102	Utilities/Water	302.86
201-343-43103	Utilities/Electricity & Po...	133.11
207-344-42101	Prof Svcs/Professional Se..	6,598.84
207-344-42514	Admin Exp/Special Depa...	47.72
209-20012	Accounts Payable/Contr...	840.00
209-20307	Deposits Payable/Recrea...	630.00
209-20308	Deposits Payable/Recrea...	1,690.00
209-551-42514	Admin Exp/Special Depa...	1,726.48
209-551-42515	Admin Exp/Special Events	1,071.38
209-552-42108	Prof Svcs/Building-Struc...	1,013.51
209-552-42201	Office Expense	308.26
209-552-43102	Utilities/Water	4,270.78
209-552-43103	Utilities/Electricity & Po...	4,995.28
209-552-43804	Program Cost/Food Prog...	2,043.34
209-552-43809	Program Cost/Newsletter	382.38
209-552-43810	Program Cost/Center Ma..	617.56
209-552-44306	Other Materials Supp/M...	210.17
209-553-42108	Prof Svcs/Building-Struc...	607.51
209-553-42514	Admin Exp/Special Depa...	118.60
209-553-44306	Other Materials Supp/M...	44.38
209-554-36405	Recreation Chg/Internal ...	198.00
209-554-42108	Prof Svcs/Building-Struc...	757.57
209-554-43102	Utilities/Water	57.18
209-557-42108	Prof Svcs/Building-Struc...	16,687.87
212-461-42201	Office Expense	7,653.96
212-461-43102	Utilities/Water	28.80
212-462-43102	Utilities/Water	76.61
214-346-47105	FF&E/Equipment (not-c...	1,859.05
215-342-42401	Dues & Pub/Membershi...	57,421.00

Account Summary

Account Number	Account Name	Payment Amount
285-464-43102	Utilities/Water	22.82
310-347-43102	Utilities/Water	1,402.94
310-347-43103	Utilities/Electricity & Po...	280.00
310-348-43102	Utilities/Water	173.84
310-348-43103	Utilities/Electricity & Po...	400.00
500-10601	Gas Tanks/Corp Yard	4,229.62
500-641-42107	Prof Svcs/Equipment Ma...	2,904.48
500-641-42108	Prof Svcs/Building-Struc...	559.00
500-641-42401	Dues & Pub/Membershi...	254.00
500-641-43102	Utilities/Water	1,781.97
500-641-43103	Utilities/Electricity & Po...	89,819.97
500-641-44302	Other Materials Supp/SI...	5,205.83
500-641-44303	Other Materials Supp/C...	42,462.40
500-641-44305	Other Materials Supp/La...	676.90
500-641-44306	Other Materials Supp/M...	7,792.98
500-641-44410	Safety Clothing	2,096.59
500-642-43103	Utilities/Electricity & Po...	995.94
500-642-44410	Safety Clothing	1,030.85
505-119-42108	Prof Svcs/Building-Struc...	197.08
505-119-43102	Utilities/Water	79.99
525-118-42105	Prof Svcs/Network Main...	1,815.00
525-118-42107	Prof Svcs/Equipment Ma...	1,761.24
525-118-42510	Admin Exp/Software Pur...	4,718.60
525-118-43101	Utilities/Telephone	695.90
525-118-43105	Utilities/Cable	29.79
525-118-43106	Utilities/Internet	680.44
525-118-47106	FF&E/Computer Equipm...	896.26
	Grand Total:	1,458,486.37

Project Account Summary

Project Account Key	Payment Amount
None	1,458,486.37
Grand Total:	1,458,486.37

APPROVED BY: _____

DATE: _____



CITY COUNCIL REPORT

9.C.

DATE: SEPTEMBER 16, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov
SUBJECT: FY 2024/25 FOURTH QUARTER INVESTMENT REPORT

RECOMMENDATION

Staff recommends that the City Council receive the Quarterly Investment Report for the fourth quarter (ending June 30, 2025).

BACKGROUND

The City of Pinole Investment Policy requires that a Quarterly Investment Report be submitted to the City Council. The City's investments, as shown in the attached Investment Report for the quarter ending June 30, 2025, conform to the City's Investment Policy as well as all applicable State and federal requirements, including California Government Code Section 53646.

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

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

REVIEW AND ANALYSIS

Investment Policy

All investments held at June 30, 2025 conform to the City's Investment Policy and all applicable State and federal requirements. The City's investment objectives, in order of priority, are safety, which is investing in the highest quality securities; liquidity, which is the ability to convert the investment to cash as necessary to meet cash flow requirements; and yield, which is earning a higher return.

Investment Strategy

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

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

Fourth Quarter Investment Summary

As of June 30, 2025, total cash and investments increased by \$886,444 from the previous quarter, from \$52,027,284 to \$52,913,728. Typically, the City experiences swings in cash inflow and outflow due to the seasonality of large receipts, such as property taxes, and large disbursements, like debt service that is paid semiannually. The City will have sufficient cash flow to meet the next six months of estimated expenditures.

Investment Instruments

The Finance Director, in consultation with the City Treasurer, selects the instruments in which to invest the City’s funds, in order to best meet the objectives laid out in the City’s Investment Policy. The balances held in different investment instruments at June 30, 2025 are noted in Attachment A. The bulk of the City’s investment funds are invested in the State of California’s Local Agency Investment Fund (LAIF), because of the safety and liquidity of that investment.

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

Investment Yield and Duration

The weighted average yield of the City’s investment portfolio for the quarter ended June 30, 2025 is summarized in Attachment A. The total investment portfolio yielded 4.227% for the fourth quarter (April-June 2025), slightly up from the 4.185% yielded in the previous quarter (January-March 2025).

For the fourth quarter, LAIF earned an average annual yield of 4.269%, down from an average annual yield of 4.313% for the third quarter.

The General Reserve, which holds the longer-term investments, earned an average annual yield of 3.880%, slightly up from the 3.643% average annual yield in the third quarter. Four certificates of deposit and one federal agency security matured and redeemed for cash: BMW Bk North Ame, First Technology Federal Credit, Partners Bk Helena Ark, State Bk Indiana Chicago II, and Federal Farm Credit Bks. No new investment instruments were purchased during the fourth quarter.

Section 115 Trust

The Section 115 Trust is comprised of a diversified portfolio of investments consistent with the Trust's objectives and liquidity requirements. The funds are invested on behalf of the City by Public Agency Retirement Services (PARS). The portfolio summary for the quarter ending June 30, 2025 is included in Attachment B to this report.

FISCAL IMPACT

There is no fiscal impact as a result of receiving the Fourth Quarter Investment Report.

ATTACHMENTS

- A. Investment Report-Quarter Ending June 30, 2025
- B. Pension Trust Investment Report-Quarter Ending June 30, 2025

**CITY OF PINOLE
INVESTMENT REPORT JUNE 2025
PORTFOLIO SUMMARY**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield	Weighted Average Maturity
Investment Pool - LAIF	23,987,102	24,015,846	24,015,846	48.00%	1	4.269	0
Investment Pool - CalTrust	3,631,411	3,631,411	3,631,411	7.26%	1	4.135	0
Money Market Savings	12,483,118	12,483,118	12,483,118	24.95%	1	4.490	0
Mutual Funds	7,924,691	7,924,691	7,924,691	15.84%	1	3.952	0
Certificates of Deposit	993,000	997,499	997,499	1.99%	193	5.064	1
Medium-Term Corporate Notes	1,000,000	977,070	977,070	1.95%	438	2.100	9
Federal Agency Securities	-	-	-	0.00%	0	0.000	0
Subtotal Investments	\$ 50,019,321	\$ 50,029,634	\$ 50,029,634	100.00%	127	4.227	2

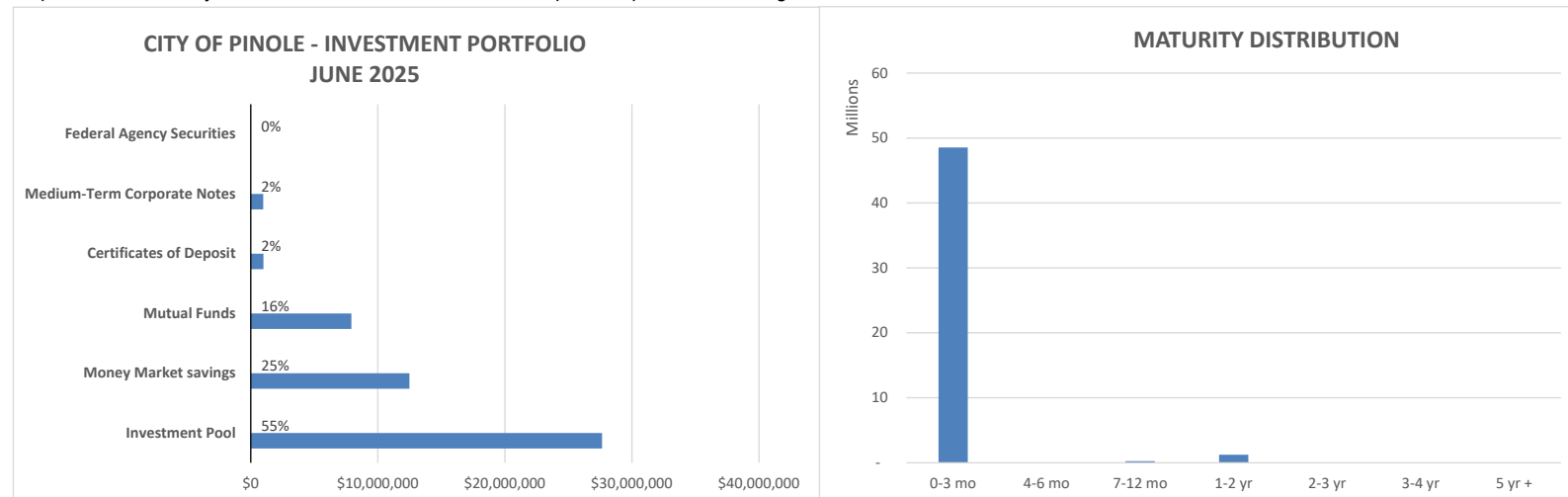
Average Years to Maturity: 0.3

Cash							
Mechanics Bank - Vendor Checking *	1,035,397	1,035,397	1,035,397		1		
BMO - Payroll Checking *	1,138,387	1,138,387	1,138,387		1		
BMO - Checking (Credit Card Clearing) *	710,309	710,309	710,309		1		
Subtotal Cash	2,884,093	2,884,093	2,884,093		1		

Total Cash and Investments \$ 52,903,415 \$ 52,913,728 \$ 52,913,728

*Not included in yield calculations

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

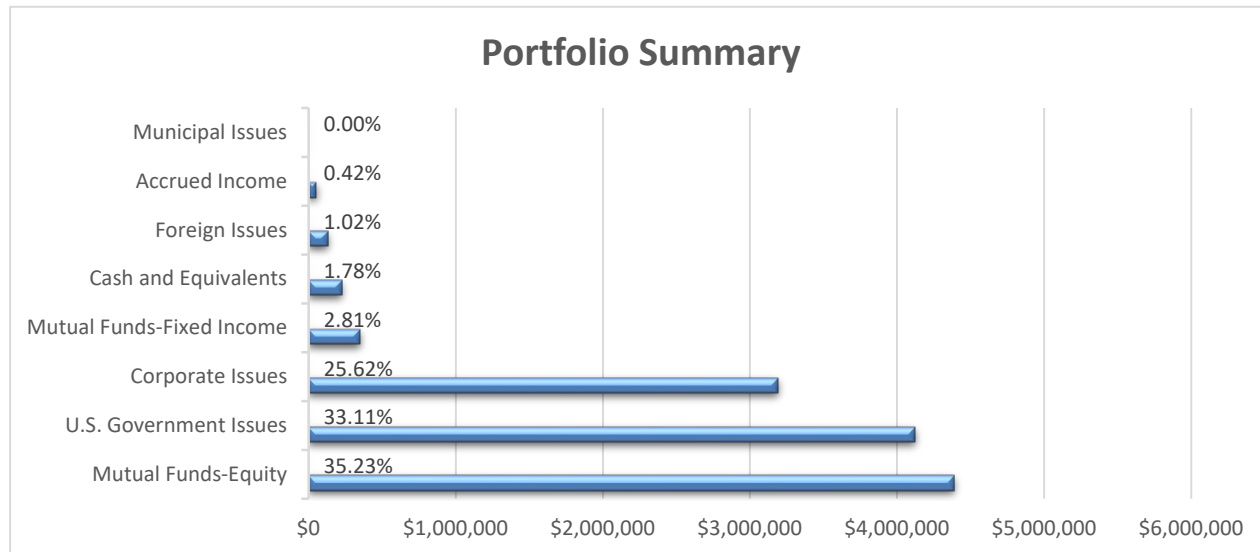


CITY OF PINOLE
INVESTMENT REPORT JUNE 2025
PORTFOLIO DETAILS

Type / Account Number	CUSIP	Issuer	Manager	GL Acct #	Par Value	Market Value	Book Value	Rate	Yield	Days to Maturity	S&P Rating	Maturity Date	Weighted Average Maturity
Investment Pool													
		Local Agency Investment Fund (LAIF)	LAIF	999-10201	23,987,102	24,015,846	24,015,846	4.269	4.269	1	N/A		0
		CalTrust - Short Term Fund (City)	CalTrust	999-10202	27,860	27,860	27,860	4.290	4.290	1	N/A		0
		CalTrust - Medium Term Fund (City)	CalTrust	999-10203	3,603,551	3,603,551	3,603,551	3.980	3.980	1	N/A		0
					27,618,513	27,647,257	27,647,257	4.180	4.231	1			0
Money Market Savings													
		Mechanics Bank	City	999-10102	11,251,967	11,251,967	11,251,967	4.530	4.530	1	N/A		0
		Mechanics Bank	City	500-10311	1,123,342	1,123,342	1,123,342	4.520	4.520	1	N/A		0
		BMO	City	999-10104	107,809	107,809	107,809	0.010	0.010	1	N/A		0
					12,483,118	12,483,118	12,483,118	3.020	4.490	1			0
Mutual Funds													
19-516680		U.S. Bank	US Bank	150-10110	33,327	33,327	33,327	1.980	1.980	1	N/A		0
19-516680	31846V203	1st American Government Obligation Fund	US Bank	150-10110	7,891,363	7,891,363	7,891,363	3.960	3.960	1	N/A		0
					7,924,691	7,924,691	7,924,691	2.970	3.952	1			0
Certificates of Deposit													
19-516680	01025RAG4	Alabama Cr Un	US Bank	150-10110	248,000	250,321	250,321	5.000	4.950	357	N/A	6/22/2026	2
19-516680	30960QAP2	Farmers Insurance Group Fed	US Bank	150-10110	248,000	248,124	248,124	5.250	5.250	21	N/A	7/21/2025	0
19-516680	53052LAW9	Liberty Fed Cr Un Evansville	US Bank	150-10110	248,000	248,102	248,102	5.300	5.300	14	N/A	7/14/2025	0
19-516680	910286GR8	United Fid Bk FSB Evansville I	US Bank	150-10110	249,000	250,952	250,952	4.800	4.760	379	N/A	7/14/2026	2
					993,000	997,499	997,499	5.088	5.064	193			1
Medium-Term Corporate Notes													
19-516679	037833DN7	Apple Inc.	US Bank	150-10110	1,000,000	977,070	977,070	2.050	2.100	438	AA+	9/11/2026	9
					1,000,000	977,070	977,070	2.050	2.100	438			9
Federal Agency Securities													
					-	-	-	0.000	0.000	-			0
					\$ 50,019,321	\$ 50,029,634	\$ 50,029,634	3.461	4.227	127			2
												Average Years :	0.3

CITY OF PINOLE
INVESTMENT REPORT JUNE 2025
SECTION 115 TRUST PORTFOLIO SUMMARY

Investments	Market Value	Book Value	% of Market	Yield
Cash and Equivalents	222,006	222,006	1.79%	5.020
U.S. Government Issues	4,119,983	4,291,382	33.11%	4.100
Corporate Issues	3,188,380	3,179,773	25.62%	5.190
Foreign Issues	127,325	124,962	1.02%	5.080
Municipal Issues	-	-	0.00%	-
Mutual Funds-Equity	4,383,322	3,969,966	35.23%	1.330
Mutual Funds-Fixed Income	349,945	344,826	2.81%	6.230
Total Assets	12,390,961	12,132,915	99.58%	3.490
Accrued Income	51,967	51,967	0.42%	
Grand Total	\$ 12,442,928	\$ 12,184,881	100%	





CITY COUNCIL REPORT

9.D.

DATE: SEPTEMBER 16, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov
SUBJECT: FY 2024/25 FOURTH QUARTER FINANCIAL REPORT AND YEAR-END ADJUSTMENTS

RECOMMENDATION

Staff recommends that the City Council receive the Fiscal Year (FY) 2024/25 Fourth Quarter Financial Report and adopt a resolution authorizing year-end budget adjustments.

BACKGROUND

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

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

The Fourth Quarter Financial Report (Attachments B and C) details financial activity through the fourth quarter of the FY 2024/25, ending June 30, 2025. It presents preliminary year-end results. Further adjustments may be necessary as a result of the City's year-end audit process.

REVIEW AND ANALYSIS

The City Council adopted the FY 2024/25 budget, authorizing revenues totaling \$49.7 million, and expenditures totaling \$96.1 million. The budget projection assumed a net use of fund balance of \$46.3 million for all funds combined. The majority of the use of fund balance is for several large, multi-year capital improvement projects, notably in the wastewater enterprise fund.

The adopted General Fund budget included revenues totaling \$28.2 million and expenditures totaling \$37.2, and the use of unassigned fund balance of \$9 million to fund several Council-directed initiatives as well as several capital improvement projects.

During the FY 2024/25 mid-year budget review (second quarter), the City Council adopted budget amendments, bringing total General Fund revenues to \$28.7 million, total General Fund expenditures to \$37.2 million, resulting in a net use of fund balance of \$8.6 million.

The City is projecting to close FY 2024/25 with General Fund revenues totaling \$29.1 million and expenditures totaling \$31.5 million, and an estimated ending fund balance of \$5.6 million.

As a part of the year-end closing, the City reviews all financial activity and identify if any adjustments are necessary. Staff has determined that the Recreation and PCTV Funds require increased General Fund subsidies (transfers) in order to maintain positive balances. The transfers will be funded through the unassigned fund balance within the General Fund, which includes allocations from Measure S and Measure I. Details of the proposed adjustments are outlined in the following fiscal impact section.

All financial activity for FY 2024/25 is detailed in the Fourth Quarter Financial Report (Attachment B). Budgeted and actual revenues, expenditures, and estimated beginning and ending fund balance for each City fund is listed in the Financial Summary (Attachment C).

FISCAL IMPACT

In this FY 2024/25 Fourth Quarter Financial Report, staff recommends budget adjustments as summarized below. Funds will be appropriated from unassigned fund balance.

- Net increase in General Fund (Fund 100) revenues of \$600,000.
- Net increase in Measure S 2006 Fund (Fund 105) expenditures of \$150,000.
- Net increase in Measure S 2014 Fund (Fund 106) expenditures of \$293,958.
- Net increase in Measure I 2024 (Fund 107) expenditures of \$600,000.
- Net increase in Recreation Fund (Fund 209) revenue (transfer in) of \$769,669.
- Net increase in Cable Access TV Fund (Fund 505) revenue (transfer in) of \$274,289.

ATTACHMENTS

- A. Resolution
- B. FY 2024-25 Fourth Quarter Financial Report
- C. FY 2024-25 Fourth Quarter Financial Summary by Fund

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING THE FISCAL YEAR 2024/25 OPERATING AND CAPITAL BUDGET TO INCORPORATE ADDITIONAL APPROPRIATIONS

WHEREAS, the City Council did adopt the Fiscal Year (FY) 2024/25 Budget for City Operations by Resolution number 2024-51 on June 25, 2024; and

WHEREAS, the City Manager has presented proposed recommendations for modification of the adopted budget and programs of service for the City of Pinole Operations for FY 2024/25 at the regular City Council Meeting held on September 16, 2025; and

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

WHEREAS, the City Council has solicited public input on the proposed modifications to the FY 2024/25 Operations and Capital Budget; and

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

Modifications to the budget, including any requisite use of appropriate Fund Balance, for the City of Pinole for Fiscal Year 2024/25 commencing July 1, 2024 and ending June 30, 2025 are hereby approved and adopted as follows:

Fund	Expenditure Adjustment (Transfer Out)	Revenue Adjustment (Transfer In)
General Fund (100)	\$ 600,000	
Measure S 2006 Fund (105)	\$ 150,000	
Measure S 2014 Fund (106)	\$ 293,958	
Measure I 2024 Fund (107)	\$ 600,000	
General Fund (100)		\$ 600,000
Recreation Fund (209)		\$ 769,669
Cable TV Access Fund (505)		\$ 274,289

PASSED AND ADOPTED this 16th day of September 2025, by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this **16th** day of **September, 2025**.

Heather Bell, CMC
City Clerk

City of Pinole

FY 2024/25 Fourth Quarter Financial Report



Prepared by Finance Department

September 16, 2025

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Financial Summary by Fund29

Introduction

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

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

The Fourth Quarter Financial Report details financial activity through the fourth quarter of the FY 2024/25, July 1, 2024 through June 30, 2025. It also provides projected year-end results, which are subject to adjustments during the year-end financial audit.

The City's full budget document, FY 2024/25 Operating and Capital Budget, and other financial reports, can be found on the City's website at <https://www.pinoles.gov/financial-reports/>.

General Fund Overview

The FY 2024/25 budget is a status quo budget, meaning that the revenue sources and service and staffing levels included in the budget are similar to those included in the prior year's budget. The City remains in a stable financial position and is able to fund its operating and capital expenditures through annual, recurring funding sources. The budget does include the use of unassigned fund balance (residual, unrestricted funds) primarily for several one-time, Council-directed initiatives, which is an acceptable use of unrestricted funds. Additionally, the City maintains a separate General Reserve Fund, which is required by the City's Cash Reserve Policy to maintain a reserve balance equal to 50% of total ongoing General Fund operating expenditures. To close the budget gap for FY 2024/25, the City Council approved a one-time transfer of \$843,790 from the General Reserve to balance the budget. The General Reserve fund balance will be approximately \$9.9 million after the transfer is processed, which is approximately 42% of total ongoing General Fund operating expenditures.

At its meeting on June 25, 2024, the City Council adopted the FY 2024/25 budget, which included the use of the General Fund's unassigned fund balance to fund several Council-directed initiatives as well as several capital improvement projects. The FY 2024/25 adopted budget includes the use of General Fund (including Measure S 2006 and 2014) unassigned fund balance for a net deficit of \$9 million.

During the FY 2024/25 mid-year budget review (second quarter), the City Council adopted budget amendments, bringing total General Fund revenues to \$28.7 million, total General Fund expenditures to \$37.2 million, resulting in a net use of fund balance of \$8.6 million.

The majority of the use of fund balance is for several large, multi-year capital improvement projects. It is important to note that the total estimated costs of some capital projects are budgeted in year one (FY 2024/25) of the Capital Improvement Plan (CIP) although some projects may take several years to complete. The total costs are budgeted up front to earmark the full amount of funding needed to complete the CIP projects.

The City is projecting to close FY 2024/25 with total revenues totaling \$29.1 million and expenditures totaling \$31.5 million, and an estimated ending fund balance of \$5.6 million. The table below summarizes the General Fund budget to actuals for FY 2024/25.

General Fund (including Measure S 2006 and 2014, and Measure I 2024)	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 28,219,433	\$ 28,664,114	\$ -	\$ 28,664,114	\$ 29,101,070	\$ 29,101,070	102%	\$ 29,101,070
Expenditures	37,215,683	37,227,311	1,043,958	38,271,269	30,016,262	30,451,029	80%	31,494,987
Net surplus/deficit	(8,996,250)	(8,563,197)	(1,043,958)	(9,607,155)	\$ (915,192)	\$ (1,349,957)		(2,393,916)
Beginning Fund Balance	7,978,729	7,978,729		7,978,729				7,978,729
Ending Fund Balance	\$ (1,017,521)	\$ (584,468)		\$ (1,628,426)				\$ 5,584,813

General Fund Revenue

The City Council authorized General Fund revenues of \$28,219,433 for FY 2024/25. During the mid-year budget review, the General Fund revenue budget was revised to \$28,664,114. The amendments included an increase of \$600,000 for the new voter approved half-cent sales tax measure (Measure I). Actual revenues for FY 2024/25 totaled \$29,101,070, 102% of the amended budget. The table below summarizes General Fund revenue activity for FY 2024/25.

Category	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals	% of Amended Budget	Projected Year-End
Property Taxes	\$ 6,168,067	\$ 6,168,067	\$ -	\$ 6,168,067	\$ 6,209,280	101%	\$ 6,209,280
Sales and Use Taxes	4,536,436	4,459,156	-	4,459,156	4,483,714	101%	4,483,714
Sales and Use Taxes - Measure S 2006	2,581,000	2,550,000	-	2,550,000	2,488,123	98%	2,488,123
Sales and Use Taxes - Measure S 2014	2,581,000	2,550,000	-	2,550,000	2,481,928	97%	2,481,928
Sales and Use Taxes - Measure I 2024	-	600,000	-	600,000	612,233	102%	612,233
Utility Users Tax	2,285,000	2,285,000	-	2,285,000	2,657,156	116%	2,657,156
Franchise Taxes	850,000	850,000	-	850,000	910,745	107%	910,745
Other Taxes: TOT	460,000	400,000	-	400,000	322,889	81%	322,889
Other Taxes: Business License	464,599	464,599	-	464,599	486,344	105%	486,344
Intergovernmental Taxes	2,402,673	2,402,673	-	2,402,673	2,431,824	101%	2,431,824
Public Safety Charges	1,774,307	1,774,307	-	1,774,307	1,960,443	110%	1,960,443
Total Other Revenue	847,561	891,522	-	891,522	877,904	98%	877,904
Revenue Total:	24,950,643	25,395,324	-	25,395,324	25,922,582	102%	25,922,582
Transfer In from Section 115 Trust	2,425,000	2,425,000		2,425,000	2,334,698	96%	2,334,698
Transfer In from General Reserve	843,790	843,790		843,790	843,790	0%	843,790
Revenue/Sources Total:	\$ 28,219,433	\$ 28,664,114	\$ -	\$ 28,664,114	\$ 29,101,070	102%	\$29,101,070

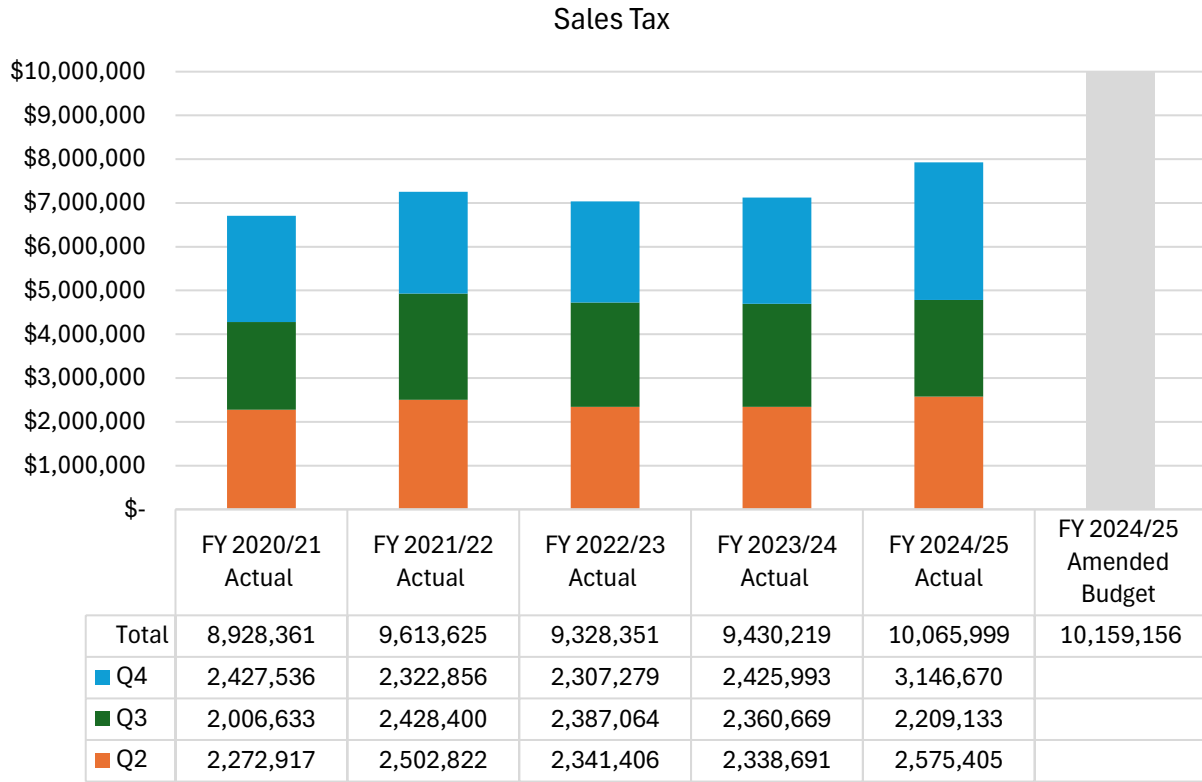
The following section provides detailed explanations of FY 2024/25 financial activities for each revenue category, as well as historical trend data.

Sales Tax

Sales tax is the City's largest general revenue stream at 34% of total General Fund revenues. This category includes the main General Fund, Measure S 2006, Measure S 2014, and Measure I 2024. Pinole voters approved the half-cent sales tax measure (Measure I) in the November 2024 municipal election. Measure I took effect on April 1, 2025 and has generated \$612,233 during FY 2024/25. For FY 2024/25, sales tax revenue totaled \$10,065,999, 99.1% of the budget.

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

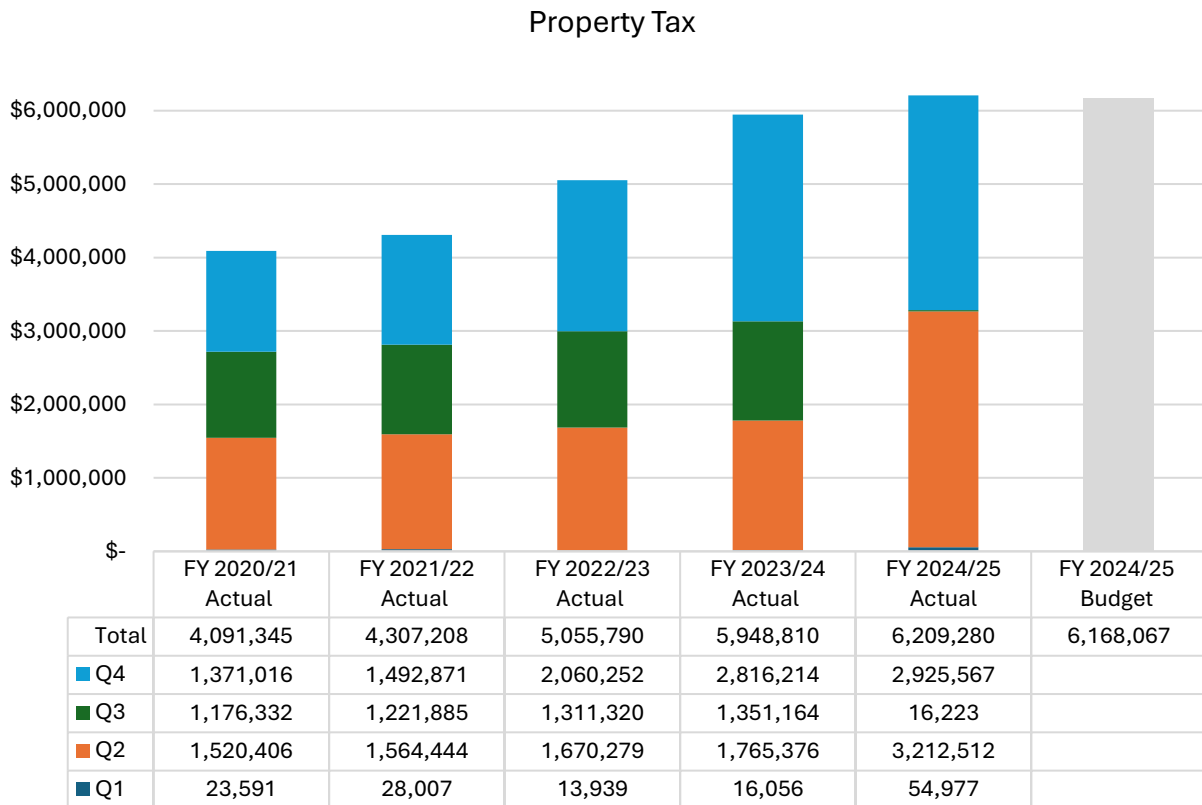
- Overall sales tax receipts, excluding reporting anomalies, increased 1.4% compared to the same period in 2024.
- General consumer goods sales declined by 7%.
- Electronics and appliance sales decreased, while home furnishings retailers had growth.
- Pinole's share of the Contra Costa County sales tax pool declined by 2%.
- Casual dining remained stable, while quick-service restaurants had a 3% increase.
- The recent reopening of a convenience store/gas station contributed to higher sales tax receipts from food and fuel-service stations.
- Taxable sales across the Bay Area rose slightly by 0.5%.



Property Tax

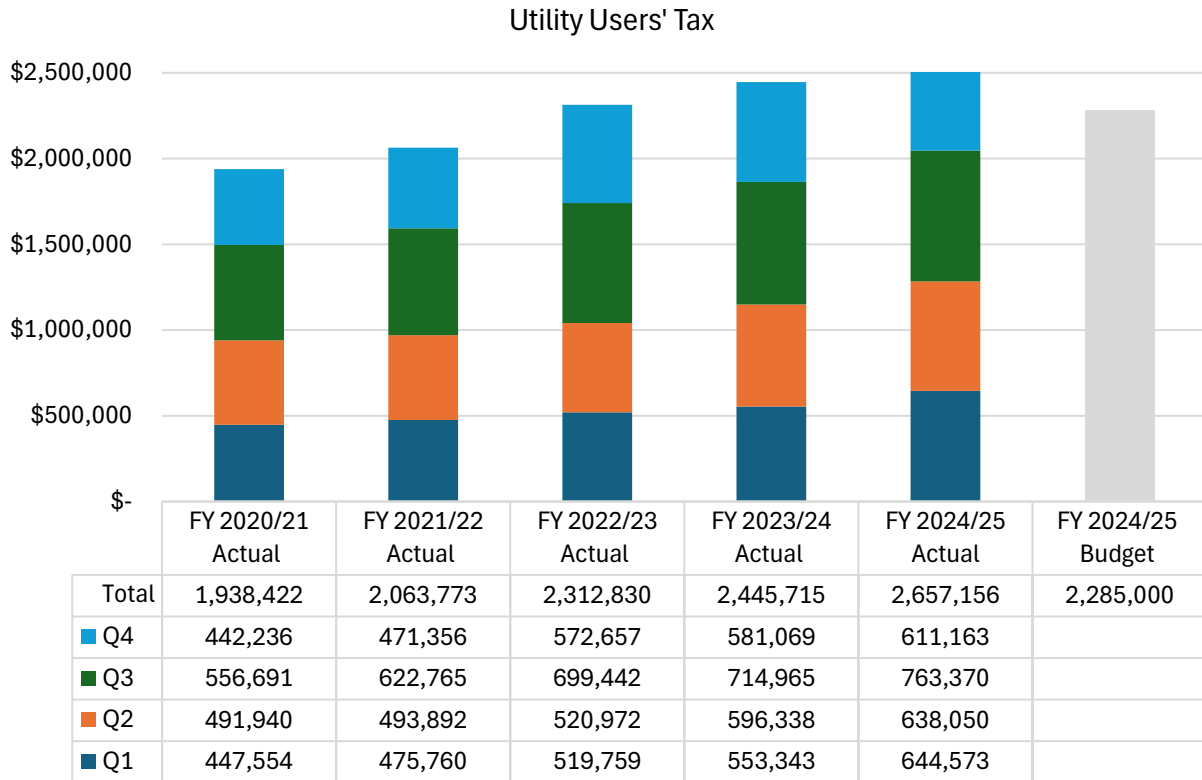
Property tax is the City's second largest revenue stream at 22% of total General Fund revenues. It is comprised of four segments – secured, unsecured, supplemental, and transfer tax. The largest segment is secured property tax. It is received in three installments in December (55%), April (40%), and June of each year (5%). Secured property tax revenue includes the basic 1% property tax. For FY 2024/25, revenue collected was \$6,209,280, 101% of the amended budget.

Between March 1 and June 30, 2025, there were 47 single family residential sales in Pinole. The average sale price was \$706,610, while the median price was \$710,000. This median price reflects an 8.18% decline compared to the previous quarter yet remains unchanged from same period in 2024.



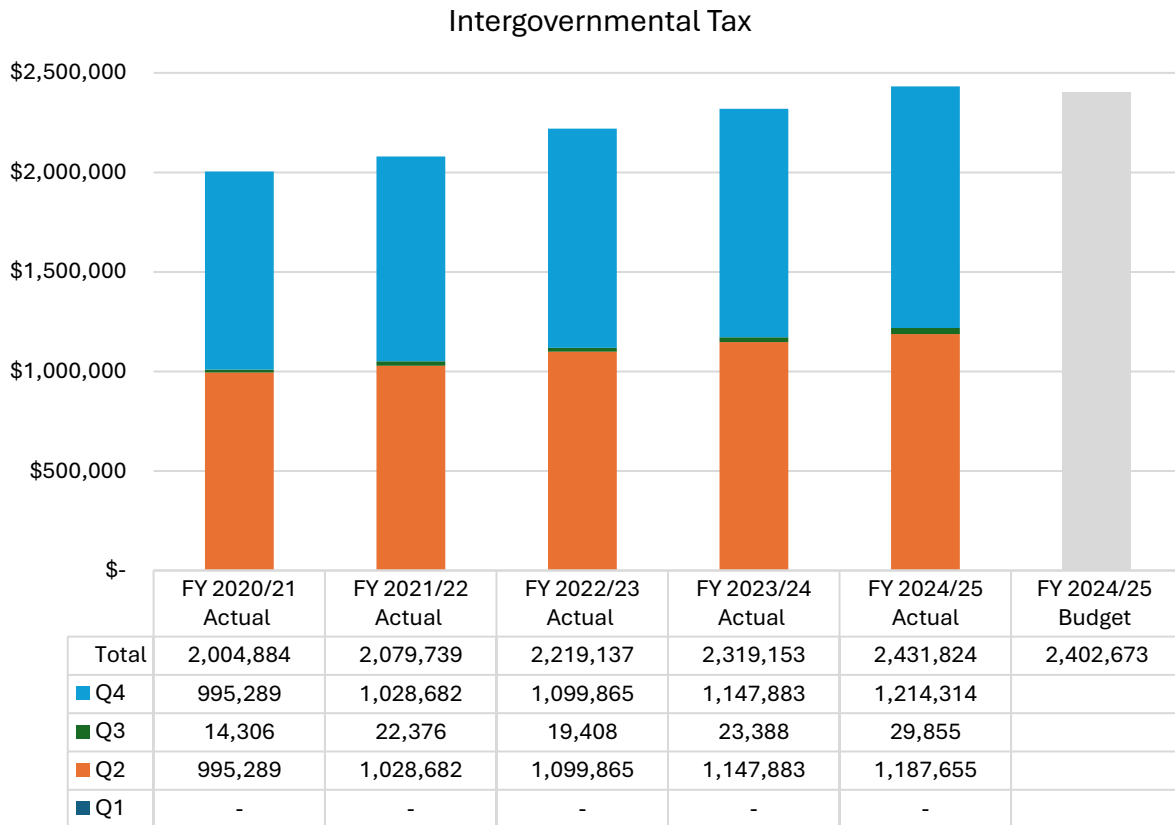
Utility Users' Tax

Utility Users' Tax (UUT) of 8% is levied on telecommunication, electricity, gas, and mobile telephones. For FY 2024/25, UUT revenue collected was \$2,657,156, 116% of the amended budget. The variance was primarily due to electricity and gas receipts exceeding projections.



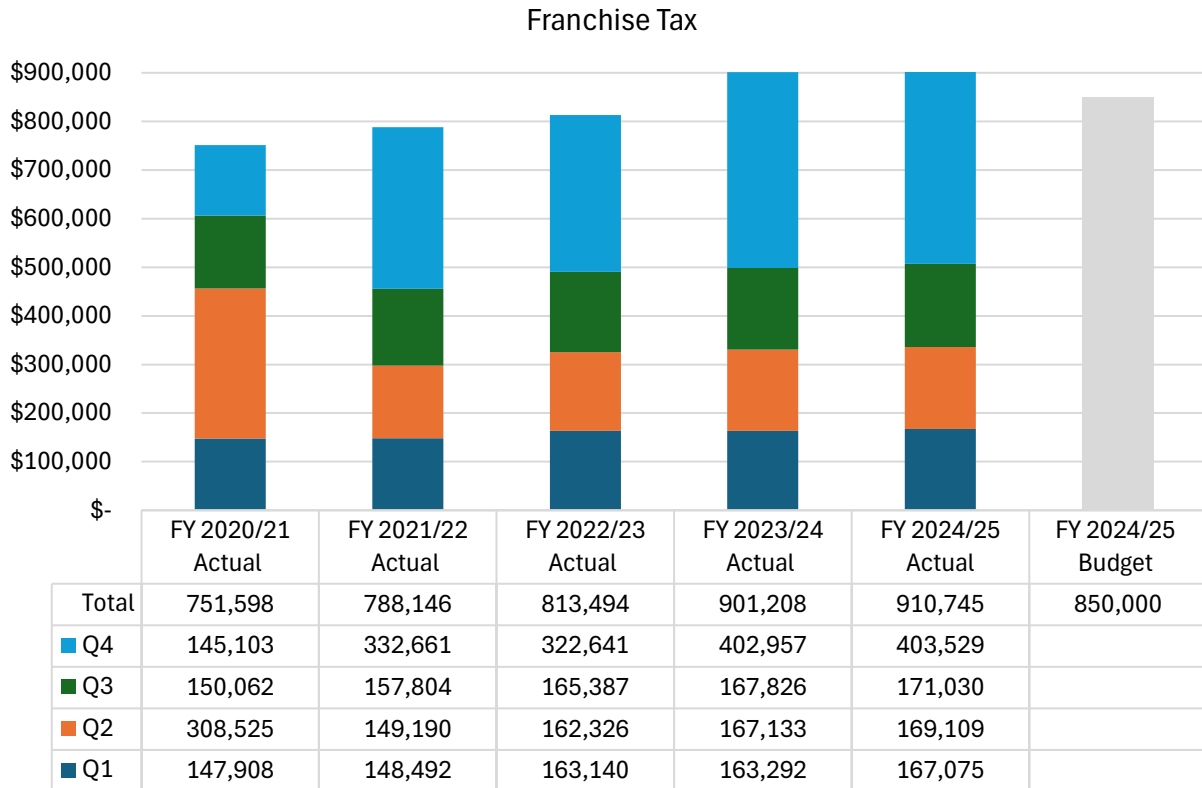
Intergovernmental Tax

Intergovernmental Tax is comprised of the Motor Vehicle License Fee (VLF), which is the City's share of motor vehicle license fees levied, collected, and apportioned by the State. This category also includes the Homeowners Property Tax Relief, which is a reimbursement from the State to offset loss of property tax for the state-imposed homeowner exemption. For FY 2024/25, revenue collected was \$2,431,824, 101% of the amended budget.



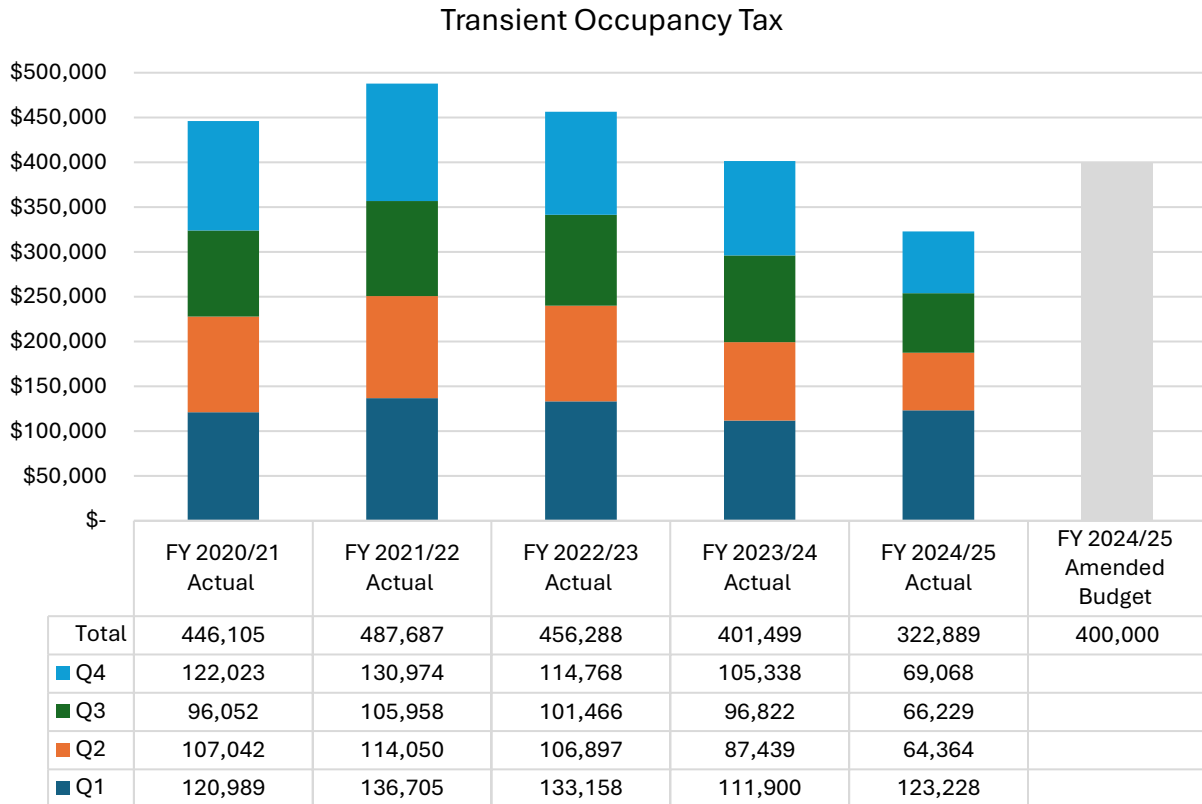
Franchise Tax

Franchise Tax is levied on gas (1%), electricity (2%), cable (5%), and refuse (10%). For FY 2024/25, revenue collected was \$910,745, 107% of the budget. The variance was primarily due to electricity and refuse receipts exceeding projections.



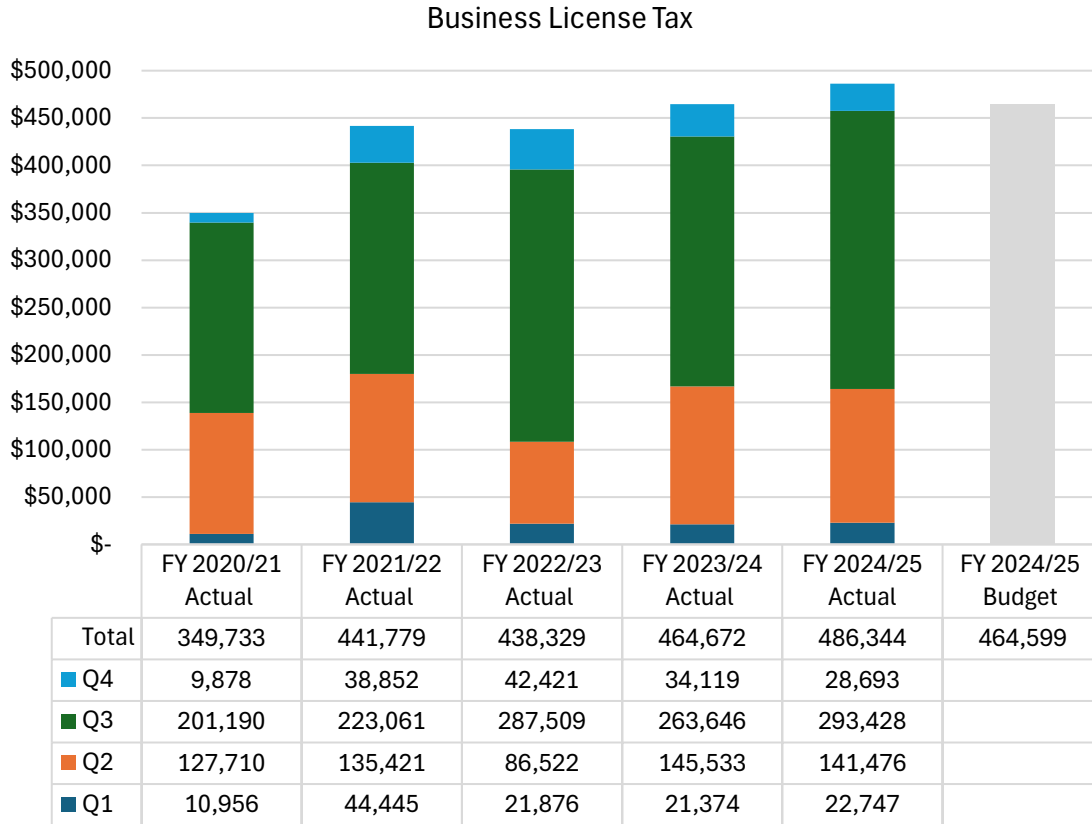
Transient Occupancy Tax (TOT)

Transient Occupancy Tax (TOT), also known as the “hotel tax,” is levied at 10% on persons staying 30 days or less in a motel or lodging facility within City limits. For FY 2024/25, revenue collected was \$322,889, 81% of the amended budget. The variance is due to an outstanding payment from a hotel. Staff is working to collect the outstanding balance.



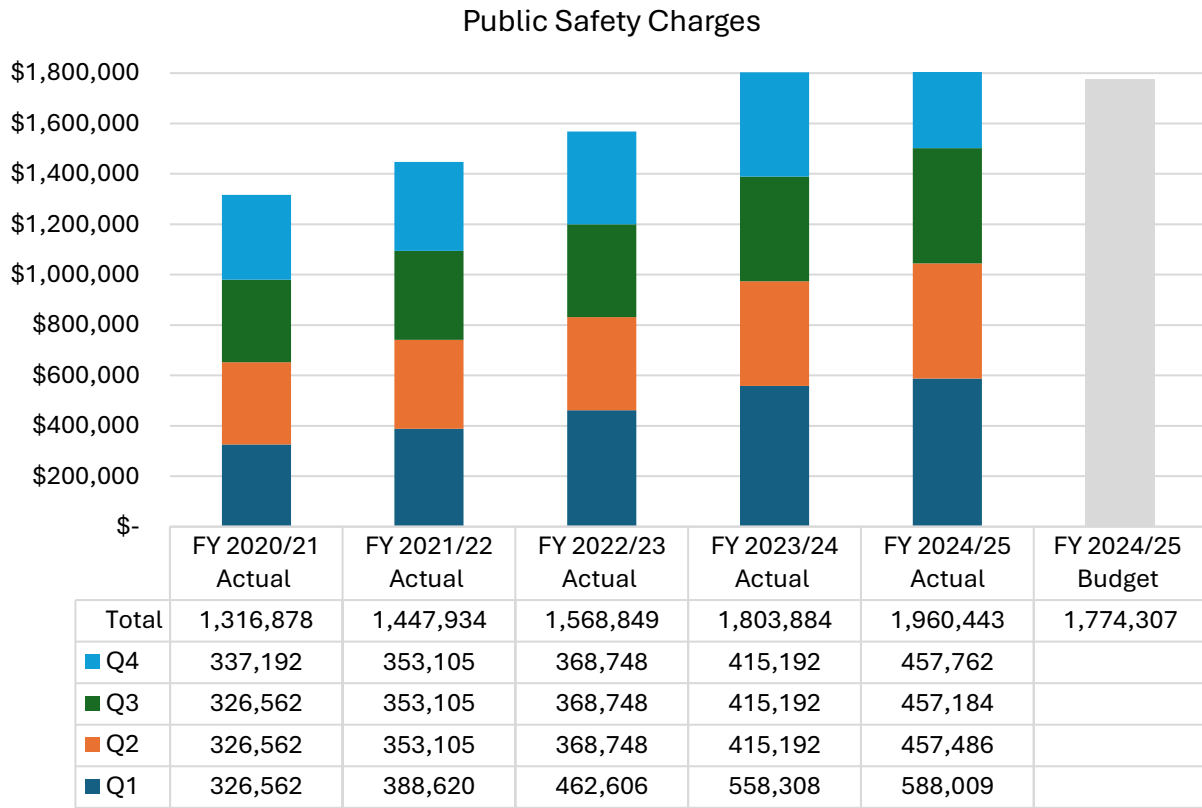
Business License Tax

Business License Tax is assessed on all businesses doing business within City limits. For FY 2024/25, revenue collected was \$486,344, 105% of the amended budget.



Public Safety Charges

Public safety charges are received for dispatch services provided to the cities of Hercules and San Pablo under an Intergovernmental Service Sharing agreement. For FY 2024/25, actual receipts were \$1,960,443, 110% of the amended budget. The amount collected exceeded projections due to the receipt of the balance from the prior fiscal during the first quarter.



Other Revenue

Other revenue includes permits, fees, fines and forfeitures, rental income, proceeds from the sale of property, investment income, and grants. All revenues in this category totaled \$877,904, 98% of the budget. Actual revenues were slightly below budget primarily due to lower than projected review and abatement fees. Interest income was also lower due to lower idle cash.

Transfers In

The transfer in comes from the Section 115 Trust to offset the increase in pension costs in the General Fund. For FY 2024/25, the actual amount of the transfer was \$2,334,698.

Also, the City Council approved a one-time transfer of \$843,790 to the General Fund from the General Reserve to balance the budget for FY 2024/25.

General Fund Expenditures

The City Council authorized General Fund expenditures of \$37,215,683 for FY 2024/25. During the mid-year budget review, the General Fund expenditures budget was revised to \$37,227,311. Actual expenditures plus encumbrances for FY 2024/25 totaled \$30,451,029, 80% of the amended budget. Year-end total expenditures are projected to be \$31,494,987 including a proposed budget amendment of \$1,043,958. This amendment increases transfers (operating subsidies) to the Recreation and PCTV Funds in order to balance the funds. The tables below summarize General Fund expenditure activity for the fiscal year.

Department	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
City Council	\$ 202,339	\$ 241,089	\$ -	\$ 241,089	\$ 178,856	\$ 178,856	74%	\$ 178,856
City Manager	683,857	683,431	-	683,431	633,487	633,487	93%	633,487
City Clerk	717,294	731,224	-	731,224	748,413	748,413	102%	748,413
City Treasurer	10,148	10,148	-	10,148	10,474	10,474	103%	10,474
City Attorney	297,031	297,031	-	297,031	340,238	340,238	115%	340,238
Finance Department	971,117	974,117	-	974,117	1,023,677	1,023,677	105%	1,023,677
Human Resources	888,867	925,991	-	925,991	961,453	961,453	104%	961,453
Non-Departmental	3,257,051	3,257,051	1,043,958	4,301,009	3,967,108	3,967,108	92%	5,011,066
Police Department	12,358,037	12,354,609	-	12,354,609	12,021,855	12,021,855	97%	12,021,855
Fire Department	6,433,461	6,433,461	-	6,433,461	6,363,486	6,363,486	99%	6,363,486
Public Works	10,368,528	10,258,988	-	10,258,988	2,802,853	3,215,431	31%	3,215,431
Community Development	585,788	600,338	-	600,338	555,375	577,564	96%	577,564
Community Services	442,165	459,833	-	459,833	408,987	408,987	89%	408,987
Expenditure Total:	\$ 37,215,683	\$ 37,227,311	\$ 1,043,958	\$ 38,271,269	\$ 30,016,262	\$ 30,451,029	80%	\$ 31,494,987

The following are explanations of significant expenditure variances from budgeted amounts by department. Although certain departments exceeded their budgets, total expenditures were 80% of the amended budget.

- City Clerk expenditures were 102% of the amended budget primarily due to medical costs exceeding the projection.
- City Attorney expenditures were 115% of the amended budget primarily due to reimbursements from other funds for legal services being lower than the projection.
- Finance expenditures were 105% of the amended budget primarily due to a revision in the methodology for allocating the CalPERS unfunded liability to individual positions.
- Human Resources expenditures were 104% of the amended budget primarily due to the primarily due to a revision in the methodology for allocating the CalPERS unfunded liability to individual positions.

FY 2024/25 Fourth Quarter Financial Report
General Fund Expenditures

Category	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustment s	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Salaries & Wages	\$ 10,343,285	\$ 10,331,587		\$ 10,331,587	\$ 10,502,238	\$ 10,502,238	102%	\$10,502,238
Benefits	7,399,988	7,399,988		7,399,988	7,573,521	7,573,521	102%	\$ 7,573,521
Professional/Admin Services	9,482,105	9,697,070		9,697,070	8,827,367	9,208,185	95%	\$ 9,208,185
Other Operating	322,711	322,711		322,711	459,971	459,971	143%	\$ 459,971
Materials and Supplies	185,033	168,230		168,230	221,279	221,279	132%	\$ 221,279
Interdepartmental Charges	(719,548)	(690,318)		(690,318)	(317,241)	(317,241)	46%	\$ (317,241)
Asset/Capital Outlay	8,004,702	7,800,635		7,800,635	547,407	601,356	8%	\$ 601,356
Debt Service	636,107	636,107		636,107	640,421	640,421	101%	\$ 640,421
Transfers Out	1,561,300	1,561,300	1,043,958	2,605,258	1,561,300	1,561,300	60%	\$ 2,605,258
Expenditure Total:	\$ 37,215,683	\$ 37,227,311	\$ 1,043,958	\$ 38,271,269	\$ 30,016,262	\$ 30,451,029	80%	\$31,494,987

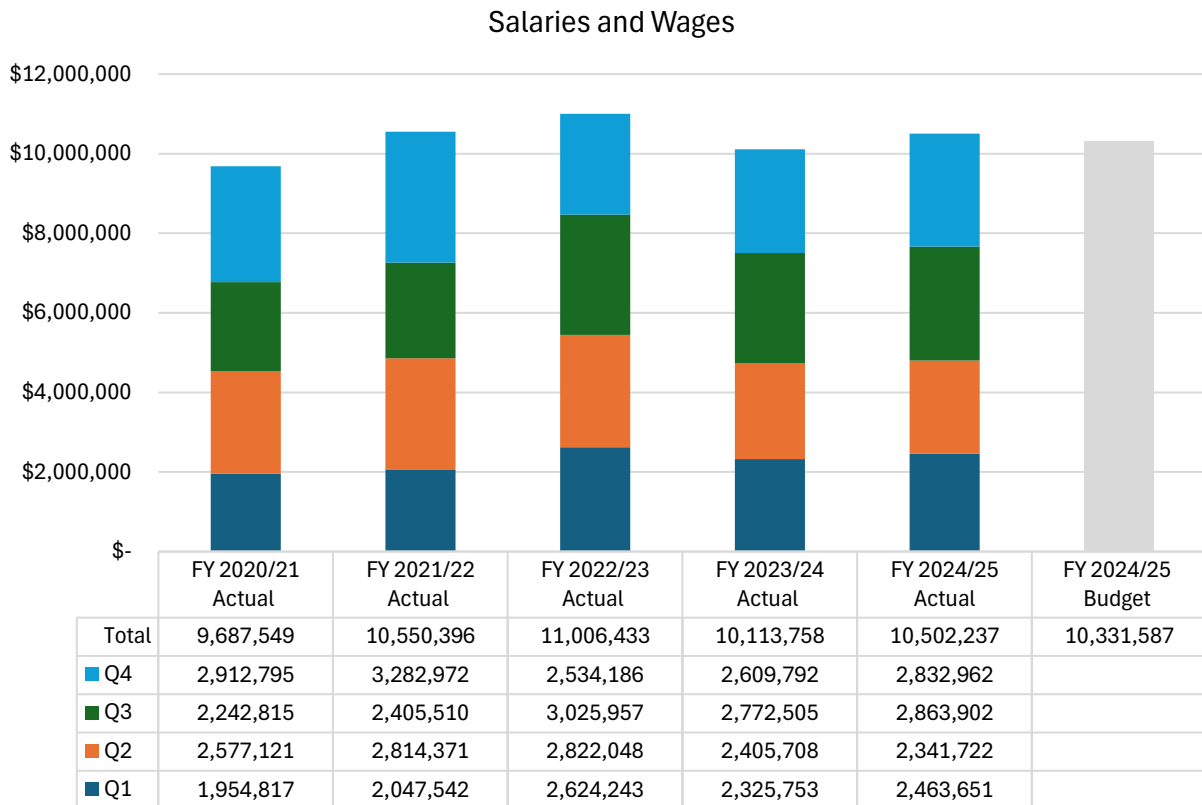
The following are explanations of significant expenditure variances from budgeted amounts by category.

- Salaries were 102% of the amended budget primarily due to one-time vacation and sick leave payouts to employees who separated from the City.
- Benefits were 102% of the amended budget primarily due to retiree medical reimbursements exceeding the projection.
- Other operating (utilities) was 143% of the amended budget primarily due to electricity & power costs exceeding the projection.
- Materials and supplies were 132% of the amended budget primarily due to fuel and maintenance supplies exceeding the projections.
- Debt service was 101% of the amended budget due to the administration costs exceeding the projection.

The following section provides detailed explanations of FY 2024/25 financial activities for each expenditure category, as well as historical trend data.

Salaries and Wages

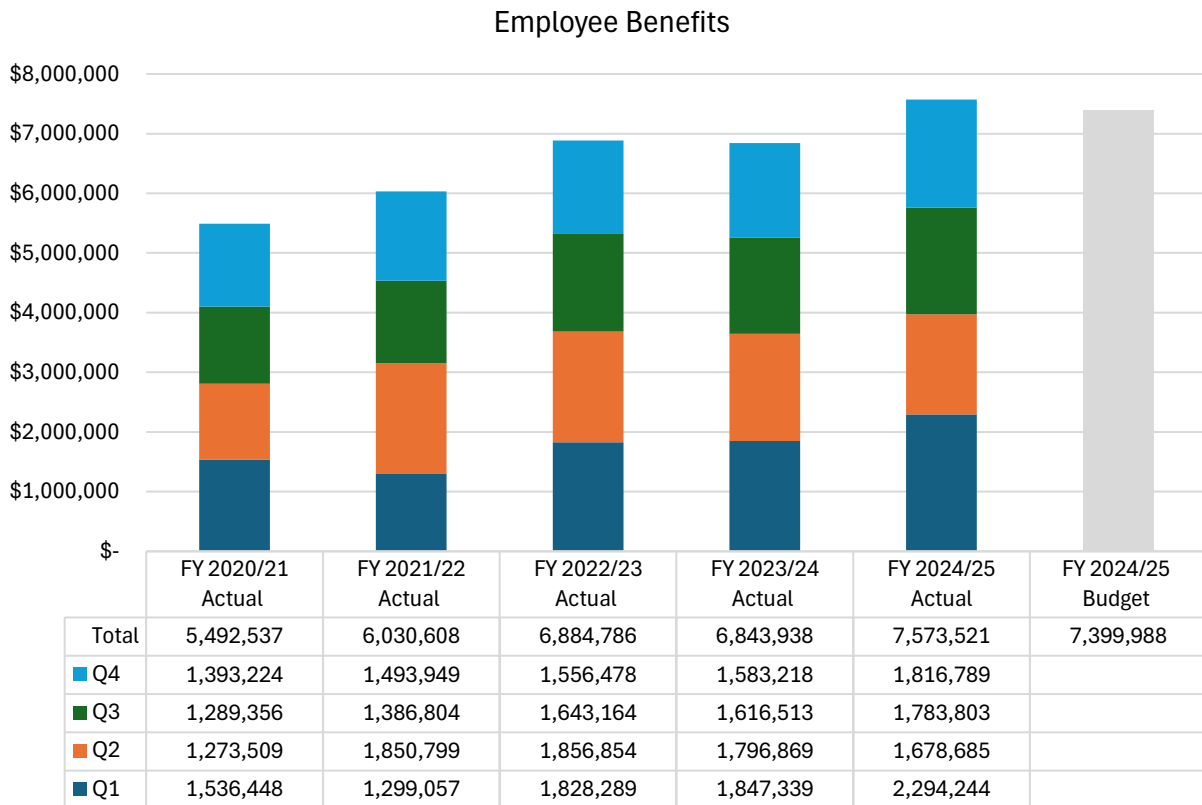
The FY 2024/25 budget includes salaries and wages based on the City's staffing level of 115 full-time equivalents (FTEs), and salary increases for different classifications already agreed upon in the City's current labor memorandums of understanding (MOUs). The budget includes a savings factor equal to 3% of total annual salary and benefits expenditures to account for savings resulting from position vacancies. For FY 2024/25, salaries and wages were \$10,502,237, 102% of the amended budget. The variance was primarily due to one-time vacation and sick leave payouts to employees who separated from the City.



Employee Benefits

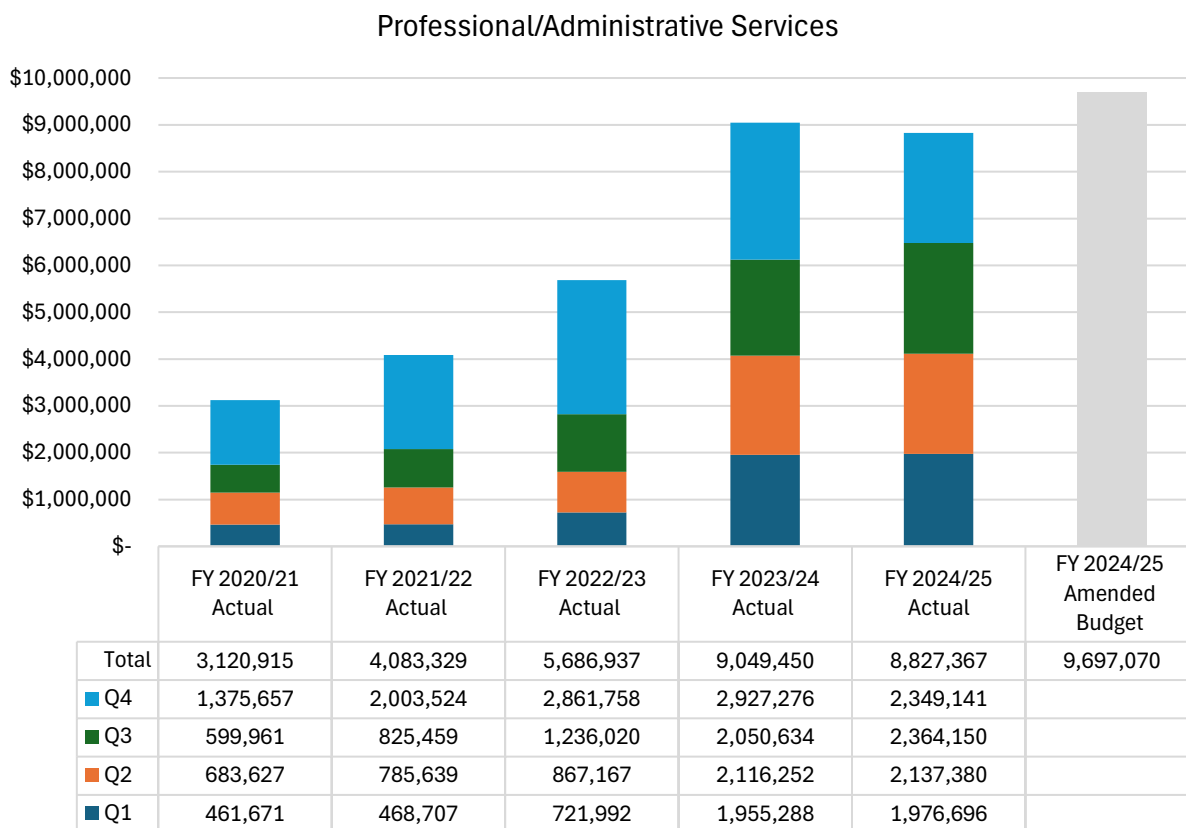
The cost of retirement benefits is the City's annual required contribution for employees' pension to the California Public Employees' Retirement System (CalPERS). The City's annual required contribution is determined by an annual actuarial valuation report, the most recent of which is as of July 2023. The budget reflects the net cost to the City (the required total contribution minus the employee contributions). All classic employees currently contribute the required employee contribution plus a portion of the employer's contribution for a total of 15%.

Other benefits include employee medical/dental/vision care, workers' compensation, and others. For FY 2024/25, benefits were \$7,573,521, 102% of the amended budget. The variance is primarily due to retiree medical reimbursements exceeding projections.



Professional and Administrative Services

Professional and administrative services include consulting services, legal services, temporary services, network and software maintenance, and equipment and building maintenance. Contract services with other government agencies, such as the Contra Costa County Fire Protection District and County animal services and library services, are also included in professional services. For FY 2024/25, expenditures including encumbrances were \$8,827,367, 95% of the amended budget.



Other Operating Expenses

Other operating expenses is primarily utilities. For FY 2024/25, expenditures were \$459,971, 143% of the amended budget. The variance was primarily due to electricity & power costs exceeding projections.

Materials and Supplies

Materials and supplies include fuel, supplies, and maintenance materials. For FY 2024/25, expenditures were \$221,279, 132% of the amended budget. The variance was primarily due to fuel and maintenance supply costs exceeding projections.

Interdepartmental Charges

Interdepartmental charges include indirect costs for personnel costs allocated to other funds, information systems, legal charges, and general liability. For FY 2024/25, expenditures were -\$317,241. Reimbursements from other funds were offset by general liability costs which exceeded projections.

Asset/Capital Outlay

Asset/capital outlay includes non-major asset acquisition and improvements, such as computer equipment and furniture, as well as several major capital projects to be funded by the General Fund unassigned fund balance. For FY 2024/25, asset/capital outlay expenditures including encumbrances were \$601,356, 8% of the amended budget. Expenditures were low due to the timing of capital projects.

Each fiscal year, capital needs are assessed and prioritized through the CIP planning process. Capital improvement projects are detailed in a separate Five-Year Capital Improvement Plan (CIP): <https://www.pinoles.gov/wp-content/uploads/2024/08/Final-Proposed-FY-2024-45-through-2028-29-CIP-6-18-24.pdf>.

Debt Service

Debt service includes the payment of debt for the 2006 pension obligation bonds (POBs) that were issued to finance the City's unfunded accrued actuarial liability with CalPERS.

Transfers Out

Transfers out include transfers from the General Funds to other funds to support Recreation programs, Pinole Community Television (PCTV), vehicle and equipment replacement, and road repair and maintenance funds. Transfers were \$1,561,300, 100% of the amended budget. Since the Recreation and PCTV funds closed the fiscal year with expenditures exceeding revenues, additional operating subsidies are necessary to maintain their positive balance. Therefore, staff recommends increasing the transfers to the Recreation Fund by \$769,669 and to the PCTV Fund by \$274,289.

Non-General Funds

The following analysis provides explanations of the financial activity for select non-general funds.

Special Revenue Funds

Gas Tax Fund (Fund 200)

The Gas Tax Fund accounts for revenue from State excise taxes on gasoline and diesel fuel sales (referred to as the Highway Users Tax Account (HUTA)) as well as revenue from the Road Repair and Accountability Act of 2017 (SB1) (referred to as the Road Maintenance and Rehabilitation Account (RMRA)). Gas Tax Fund resources are restricted for use in the construction and maintenance of public streets. These funds support both annual operating and capital projects. For FY 2024/25, revenues were \$1,193,549, 114% of the amended budget. Expenditures including encumbrances were \$612,078, 28% of the amended budget. Actual expenditures were low due to the timing of budgeted capital projects.

Gas Tax Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,046,400	\$ 1,046,400		\$ 1,046,400	\$ 1,193,549	114%	\$ 1,193,549
Expenditures	2,203,189	2,203,189	-	2,203,189	612,078	28%	612,078
Net surplus/deficit	(1,156,789)	(1,156,789)	-	(1,156,789)	\$ 581,472		581,472
Beginning Fund Balance	1,589,060	1,589,060		1,589,060			1,589,060
Ending Fund Balance	\$ 432,271	\$ 432,271		\$ 432,271			\$ 2,170,532

Public Safety Augmentation Fund (Fund 203)

The Public Safety Augmentation Fund (PSAF) accounts for monies allocated by the County Auditor-Controller under Proposition 172 from the statewide 0.5% sales tax based on a share of statewide taxable sales. These funds are used for public safety personnel costs and safety equipment purchases. For FY 2024/25, revenues were \$243,262, 97% of the amended budget. Sales tax receipts were slightly lower than projected. Expenditures were \$466,627, 85% of the amended budget.

Public Safety Augmentation Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 249,855	\$ 249,855		\$ 249,855	\$ 243,262	97%	\$ 243,262
Expenditures	546,413	546,413		546,413	466,627	85%	466,627
Net surplus/deficit	(296,558)	(296,558)	-	(296,558)	\$ (223,365)		(223,365)
Beginning Fund Balance	359,962	359,962		359,962			359,962
Ending Fund Balance	\$ 63,404	\$ 63,404		\$ 63,404			\$ 136,597

Supplemental Law Enforcement Services Fund (Fund 206)

The Supplemental Law Enforcement Services Fund (SLESF) accounts for funds received from the County under AB 3229, which enacted the Citizens Option for Public Safety (COPS) Program, through which the City receives \$100,000 annually. In addition to the \$100,000

annual payment, the City receives a Growth Allocation payment. The funds are used for officer personnel costs and safety equipment purchases. For FY 2024/25, revenues were \$209,567, 120% of the amended budget. Expenditures were \$253,148, 86% of the amended budget.

Supplemental Law Enforcement Services Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 175,000	\$ 175,000		\$ 175,000	\$ 209,567	120%	\$ 209,567
Expenditures	294,962	294,962	-	294,962	253,148	86%	253,148
Net surplus/deficit	(119,962)	(119,962)	-	(119,962)	\$ (43,581)		(43,581)
Beginning Fund Balance	303,559	303,559		303,559			303,559
Ending Fund Balance	\$ 183,597	\$ 183,597		\$ 183,597			\$ 259,977

NPDES Storm Water Fund (Fund 207)

The NPDES Storm Water Fund accounts for assessments collected by the County via property tax bills and provided to the City for stormwater programs pursuant to the National Pollutant Discharge Elimination System (NPDES) regulations, a federally mandated program. Assessments are levied at \$35 per Equivalent Runoff Unit (ERU). Revenues are received in December, April, and June through property tax assessments. For the FY 2024/25, revenues were \$232,480, 92% of the amended budget. Expenditures were \$442,587, 117% of the amended budget. The overage was attributable to one-time costs for the storm drain master plan and project management support.

NPDES Storm Water Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 253,272	\$ 253,272		\$ 253,272	\$ 232,480	92%	232,480
Expenditures	379,829	379,829		379,829	442,587	117%	442,587
Net surplus/deficit	(126,557)	(126,557)	-	(126,557)	\$ (210,107)		(210,107)
Beginning Fund Balance	(123,627)	(123,627)		(123,627)			(123,627)
Ending Fund Balance	\$ (250,184)	\$ (250,184)		\$ (250,184)			\$ (333,734)

Recreation Fund (Fund 209)

The Recreation Department Fund accounts for funds received from fees for participation in recreational programs. While the recreation programs of the Community Services Department have operated on a limited basis in some areas, program participation and facility rentals are starting to increase. For FY 2024/25, program revenues were \$853,636, 125% of the amended budget. Community Services received a \$167,050 contribution from the West Contra Costa Youth Soccer League to renovate the soccer field and a \$10,000 contribution to go toward youth programs. These amounts are reflected in the amended budget and actuals. Expenditures were \$2,361,001, 90% of the amended budget. Expenditures exceeded revenues by \$769,669; therefore, staff recommends increasing the General Fund subsidy by this amount to balance the fund.

FY 2024/25 Fourth Quarter Financial Report
Non-General Funds

Recreation Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues							
Program Revenue	\$ 504,356	\$ 681,406	\$ -	\$ 681,406	\$ 853,836	125%	\$ 853,836
Transfers In	751,300	751,300	769,669	1,520,969	751,300	100%	1,520,969
Total Revenues	1,255,656	1,432,706	769,669	2,202,375	1,605,136	112%	2,374,805
Expenditures	2,380,256	2,611,306	-	2,611,306	2,361,001	90%	2,361,001
Net surplus/deficit	(1,124,600)	(1,178,600)	769,669	(408,931)	\$ (755,866)		13,803
Beginning Fund Balance	(13,804)	(13,804)		(13,804)			(13,804)
Ending Fund Balance	\$ (1,138,404)	\$ (1,192,404)		\$ (422,735)			\$ (0)

Building and Planning Fund (Fund 212)

The Building & Planning Fund accounts for funds received from fees and permits for building and planning services. Fees are collected to recover the cost primarily related to inspections and plan checks performed. For FY 2024/25, revenues were \$1,691,159, 122% of the amended budget. The excess revenue is mainly attributable to a \$350,000 Energy Resources Conservation grant. Expenditures were \$2,048,426, 96% of the amended budget.

Building and Planning Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,415,526	\$ 1,381,026	\$ -	\$ 1,381,026	\$ 1,691,159	122%	\$ 1,691,159
Transfers In	67,000	67,000	-	67,000	-	0%	-
Total Revenues	\$ 1,482,526	\$ 1,448,026	\$ -	\$ 1,448,026	\$ 1,691,159	117%	1,691,159
Expenditures	2,039,558	2,143,158	-	2,143,158	2,048,426	96%	2,048,426
Net surplus/deficit	(557,032)	(695,132)	-	(695,132)	\$ (357,268)		(357,268)
Beginning Fund Balance	(2,226,679)	(2,226,679)		(2,226,679)			(2,226,679)
Ending Fund Balance	\$ (2,783,711)	\$ (2,921,811)		\$ (2,921,811)			\$ (2,583,947)

Refuse Management Fund (Fund 213)

The Refuse Management Fund accounts for resources received from the City's franchise waste hauler, Republic Services, from a monthly fee imposed under AB 939 on all residential customers in Pinole. These revenues are restricted to programs and activities that promote recycling of solid waste and source reduction. For FY 2024/25, revenues were \$67,061, 102% of the amended budget. Expenditures were \$131,958, 71% of the budget.

Refuse Management Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 66,060	\$ 66,060		\$ 66,060	\$ 67,061	102%	\$ 67,061
Expenditures	187,102	187,102		187,102	131,958	71%	131,958
Net surplus/deficit	(121,042)	(121,042)	-	(121,042)	\$ (64,896)		(64,896)
Beginning Fund Balance	31,420	31,420		31,420			31,420
Ending Fund Balance	\$ (89,622)	\$ (89,622)		\$ (89,622)			\$ (33,476)

Solid Waste Fund (Fund 214)

The Solid Waste Fund accounts for funds received from Republic Services from a monthly fee it assesses on customer rates for solid waste services. These funds are set aside for future solid waste capital projects and for a rate stabilization fund. For FY 2024/25, revenues were \$632,187, 172% of the amended budget. The excess revenues resulted from higher than projected receipts and interest earnings due to the high cash balance. Expenditures were \$241,109, 139% of the amended budget. The overage was due to professional and legal

services related to the franchise fee study and agreement, for which the City was reimbursed.

Solid Waste Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 368,000	\$ 368,000		\$ 368,000	\$ 632,187	172%	\$ 632,187
Expenditures	173,666	173,666		173,666	241,109	139%	241,109
Net surplus/deficit	194,334	194,334	-	194,334	\$ 391,078		391,078
Beginning Fund Balance	2,915,815	2,915,815		2,915,815			2,915,815
Ending Fund Balance	\$ 3,110,149	\$ 3,110,149		\$ 3,110,149			\$ 3,306,893

Measure J Fund (Fund 215)

The Measure J Fund accounts for special sales tax revenues collected by the Contra Costa Transportation Authority (CCTA) and reapportioned to the cities for local street projects. The City must submit a checklist each year to confirm compliance with a Growth Management Program in order to receive these funds. Estimates of annual funding are provided by the CCTA, and jurisdiction allocations are based on a formula that considers both population and road mileage. Additionally, the fund accounts for funds received from State grants, including the Transportation Land-Use Connections (TLC) grant, One Bay Area Grant (OBAG), and Highway Safety Improvement Program (HSIP) grant. For FY 2024/25, revenues were \$665,580, 58% of the amended budget. Revenue was lower because grant expenditures are reimbursed after they have been incurred. Expenditures were \$357,288, 21% of the amended budget. Actual expenditures were low due to the timing of budgeted capital projects.

Measure J Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,152,257	\$ 1,152,257		\$ 1,152,257	\$ 665,580	58%	\$ 665,580
Expenditures	1,705,126	1,705,126		1,705,126	357,288	21%	357,288
Net surplus/deficit	(552,869)	(552,869)	-	(552,869)	\$ 308,292		308,292
Beginning Fund Balance	2,357,194	2,357,194		2,357,194			2,357,194
Ending Fund Balance	\$ 1,804,325	\$ 1,804,325		\$ 1,804,325			\$ 2,665,486

Development Growth Impact Fund (Fund 276)

The Growth Impact Fund accounts for development fees collected to mitigate the impact of new development. Specifically, it provides for the expansion, design, construction, or upgrade to facilities, roadways, and equipment. The City collects impact fees for police, fire protection, municipal, community, wastewater, roadways, and drainage. For FY 2024/25, revenue from interest earned on the cash balance was \$178,624. No development impact fee revenue was received because fees are collected after occupancy of new developments. Expenditures were \$342,037, 21% of the amended budget. Actual expenditures were low due to the timing of budgeted capital projects.

Development Growth Impact Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 1,039,594	\$ -	\$ -	\$ -	\$ 178,624	0%	\$ 178,624
Expenditures	1,623,000	1,623,000		1,623,000	342,037	21%	342,037
Net surplus/deficit	(583,406)	(1,623,000)	-	(1,623,000)	\$ (163,413)		(163,413)
Beginning Fund Balance	3,503,560	3,503,560		3,503,560			3,503,560
Ending Fund Balance	\$ 2,920,155	\$ 1,880,560		\$ 1,880,560			\$ 3,340,147

Housing Assets for Resale Fund (Fund 285)

The Housing Assets for Resale Fund accounts for activities associated with administering housing programs of the former Pinole Redevelopment Agency, use of Housing Set Aside funds, and the provision of affordable housing within the community. For FY 2024/25, revenue from interest was \$176,892. Expenditures were \$193,576, 60% of the budget.

Housing Assets for Resale Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 55,000	\$ 55,000		\$ 55,000	\$ 176,892	322%	\$ 176,892
Expenditures	323,243	323,243		323,243	193,576	60%	193,576
Net surplus/deficit	(268,243)	(268,243)	-	(268,243)	\$ (16,683)		(16,683)
Beginning Fund Balance	8,267,770	8,267,770		8,267,770			8,267,770
Ending Fund Balance	\$ 7,999,527	\$ 7,999,527		\$ 7,999,527			\$ 8,251,087

Lighting and Landscape District Fund (Fund 310)

The Lighting and Landscape District Fund accounts for assessments to property owners to maintain median lighting and landscaping within the Pinole Valley Road North and South areas. Revenue is received in December, April, and June with property tax payments. For FY 2024/25, revenue was \$59,561, 93% of the amended budget. Expenditures were \$36,785, 43% of the amended budget.

Landscape and Lighting District Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 63,911	\$ 63,911		\$ 63,911	\$ 59,561	93%	\$ 59,561
Expenditures	85,175	85,175		85,175	36,785	43%	36,785
Net surplus/deficit	(21,264)	(21,264)	-	(21,264)	\$ 22,776		22,776
Beginning Fund Balance	76,278	76,278		76,278			76,278
Ending Fund Balance	\$ 55,014	\$ 55,014		\$ 55,014			\$ 99,053

Capital Project Funds

City Street Improvement Fund (Fund 325)

The City Street Improvements Fund accounts for an annual \$250,000 transfer from Measure S 2014 for street improvement projects. Additionally, it accounts for funds received from various grants, including the Highway Bridge Program (HBP) grant, Strategic Management Planning Program (STMP) grant, and Transportation Development Act (TDA) grant. For FY 2024/25, revenues were \$440,549 (including the General Fund transfer), 21% of the amended budget. Receipts were lower than projected because grant revenue is received on a reimbursement basis, after expenditures have been incurred. Expenditures were \$519,088, 14% of the amended budget. Actual expenditures are low due to the timing of budgeted capital projects.

FY 2024/25 Fourth Quarter Financial Report
Non-General Funds

City Street Improvement Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 2,064,683	\$ 2,064,683		\$ 2,064,683	\$ 440,549	21%	\$ 440,549
Expenditures	3,687,304	3,687,304		3,687,304	519,088	14%	519,088
Net surplus/deficit	(1,622,621)	(1,622,621)	-	(1,622,621)	\$ (78,540)		(78,540)
Beginning Fund Balance	2,051,278	2,051,278		2,051,278			2,051,278
Ending Fund Balance	\$ 428,657	\$ 428,657		\$ 428,657			\$ 1,972,739

Arterial Streets Rehabilitation Fund (Fund 377)

The Arterial Streets Rehabilitation Fund accounts for an annual \$250,000 transfer from Measure S 2014 for street rehabilitation projects. For FY 2024/25, revenue was \$250,000 which was the transfer in from the General Fund. There were no expenditures due to the timing of budgeted capital projects.

Arterial Streets Rehabilitation Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 250,000	\$ 250,000		\$ 250,000	\$ 250,000	100%	\$ 250,000
Expenditures	895,000	895,000		895,000	-	0%	618
Net surplus/deficit	(645,000)	(645,000)		(645,000)	\$ 250,000		249,382
Beginning Fund Balance	1,003,071	1,003,071		1,003,071			1,003,071
Ending Fund Balance	\$ 358,071	\$ 358,071		\$ 358,071			\$ 1,252,453

Enterprise Funds

Sewer Enterprise Fund (Fund 500)

The Sewer Enterprise Fund accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Wastewater Treatment Plant, which serves the Pinole and Hercules areas. Revenue from charges for services are received with the property tax assessments in December, April, and June. For FY 2024/25, revenues were \$9,809,303, 95% of the amended budget. Expenditures were \$10,332,763, 27% of the amended budget. Actual expenditures are low due to the timing of budgeted capital projects.

Sewer Enterprise Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 10,364,403	\$ 10,364,403		\$ 10,364,403	\$ 9,809,303	95%	\$ 9,809,303
Expenditures	37,771,365	37,771,365	-	37,771,365	10,332,763	27%	10,332,763
Net surplus/deficit	(27,406,962)	(27,406,962)	-	(27,406,962)	\$ (523,459)		(523,459)
Beginning Fund Balance	21,657,361	21,657,361		21,657,361			21,657,361
Ending Fund Balance	\$ (5,749,601)	\$ (5,749,601)		\$ (5,749,601)			\$ 21,133,902

Cable Access TV Fund (Fund 505)

The Cable Access TV Fund accounts for revenue received from cable franchise fees, video production and broadcast charges, and Public, Educational, and Governmental (PEG) access fees. PEG access fees are designated for equipment purchases. Transfers from the General Fund also help support the operating costs. For FY 2024/25, operating revenues (excluding the General Fund subsidy) were \$174,175, 84% of the amended budget. Expenditures were \$610,584, 82% of the amended budget. Expenditures exceeded revenues

by \$274,289; therefore, staff recommends increasing the General Fund subsidy by this amount to balance the fund.

Cable Access TV Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Revenues	\$ 368,533	\$ 368,533	\$ 274,289	\$ 642,822	\$ 334,175	91%	\$ 608,464
Expenditures	829,463	748,883	-	748,883	610,584	82%	610,584
Net surplus/deficit	(460,930)	(380,350)	274,289	(106,061)	\$ (276,409)		(2,120)
Beginning Fund Balance	2,120	2,120		2,120			2,120
Ending Fund Balance	\$ (458,809)	\$ (378,229)		\$ (103,940)			\$ (0)

Information Systems Fund (Fund 525)

The Information Systems Fund is an internal service fund used to account for activities that provide technology goods or services to other City funds and departments on a cost-reimbursement basis.

Information Technology Fund	FY 2024/25 Original Budget	FY 2024/25 Revised Budget	Proposed Adjustments	FY 2024/25 Amended Budget	FY 2024/25 YTD Actuals w/ Encumb.	% of Amended Budget	Projected Year-End
Expenditures	1,572,339	1,596,569	-	1,596,569	1,509,964	95%	1,509,964
Indirect Cost Allocations	(1,572,533)	(1,596,763)	-	(1,596,763)	(1,384,784)	87%	(1,384,784)
Net surplus/deficit	(194)	(194)	-	(194)	125,180		125,180
Beginning Fund Balance	(3,129)	(3,129)		(3,129)			(3,129)
Ending Fund Balance	\$ (3,323)	\$ (3,323)		\$ (3,323)			\$ 122,051

Financial Summary by Fund

The Fourth Quarter Financial Summary by Fund (Attachment B) summarizes all City funds' revenues, expenditures, and estimated beginning and ending fund balances. It includes preliminary year-end financial results, which are subject to adjustments during the year-end financial audit.



Fourth Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 6/30/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
General Fund (including Measure S 2006, Measure S 2014, and Measure I 2024)										
Revenue										
311- Property Taxes	6,168,067	6,168,067		6,168,067	6,209,280		6,209,280	41,213	101%	6,209,280
312- Sales and Use Taxes	4,536,436	4,459,156		4,459,156	4,483,714		4,483,714	24,558	101%	4,483,714
312- Sales and Use Taxes-Meas S 2006	2,581,000	2,550,000		2,550,000	2,488,123		2,488,123	(61,877)	98%	2,488,123
312- Sales and Use Taxes-Meas S 2014	2,581,000	2,550,000		2,550,000	2,481,928		2,481,928	(68,072)	97%	2,481,928
312- Sales and Use Taxes-Meas I 2024	-	600,000		600,000	612,233		612,233	12,233	102%	612,233
313- Utility Users Tax (UUT)	2,285,000	2,285,000		2,285,000	2,657,156		2,657,156	372,156	116%	2,657,156
314- Franchise Taxes	850,000	850,000		850,000	910,745		910,745	60,745	107%	910,745
315- Other Taxes	924,599	864,599		864,599	809,233		809,233	(55,366)	94%	809,233
Other Tax/Transient Occupancy Tax (TOT)	460,000	400,000		400,000	322,889		322,889	(77,111)	81%	322,889
Other Tax/Business License	464,599	464,599		464,599	486,344		486,344	21,745	105%	486,344
321- Intergovernmental Taxes	2,402,673	2,402,673		2,402,673	2,431,824		2,431,824	29,151	101%	2,431,824
322- Federal Grants	-	33,461		33,461	37,653		37,653	4,192	113%	37,653
323- State Grants	95,882	95,882		95,882	111,260		111,260	15,378	116%	111,260
324- Other Grants	47,025	47,025		47,025	47,913		47,913	888	102%	47,913
332- Permits	251,700	251,700		251,700	322,024		322,024	70,324	128%	322,024
341- Review Fees	25,500	25,500		25,500	847		847	(24,653)	3%	847
342- Other Fees	65,854	65,854		65,854	118,865		118,865	53,011	180%	118,865
343- Abatement Fees	47,000	47,000		47,000	23,891		23,891	(23,109)	51%	23,891
351- Fines and Forfeiture	15,550	26,050		26,050	34,535		34,535	8,485	133%	34,535
361- Public Safety Charges	1,774,307	1,774,307		1,774,307	1,960,443		1,960,443	186,136	110%	1,960,443
370- Interest and Investment Income	200,000	200,000		200,000	(8,620)		(8,620)	(208,620)	-4%	(8,620)
381- Rental Income	81,450	81,450		81,450	93,218		93,218	11,768	114%	93,218
383- Reimbursements	11,500	11,500		11,500	74,044		74,044	62,544	644%	74,044
384- Other Revenue	5,100	5,100		5,100	20,945		20,945	15,845	411%	20,945
392- Proceeds from Sale of Property	1,000	1,000		1,000	1,327		1,327	327	133%	1,327
Revenue Total:	24,950,643	25,395,324	-	25,395,324	25,922,582	-	25,922,582	527,258	102%	25,922,582
399- Pension Trust 115 Transfer	2,425,000	2,425,000	-	2,425,000	2,334,698		2,334,698	(90,302)	96%	2,334,698
399-General Reserve Transfer	843,790	843,790	-	843,790	843,790		843,790	-	0%	843,790
Sources Total:	28,219,433	28,664,114	-	28,664,114	29,101,070	-	29,101,070	436,956	102%	29,101,070
Fund: 100- General Fund										
Expenditures										
Division: 110- City Council Total:	202,339	241,089		241,089	178,856		178,856	62,233	74%	178,856
Division: 111- City Manager Total:	683,857	683,431		683,431	633,487		633,487	49,944	93%	633,487
Division: 112- City Clerk Total:	717,294	731,224		731,224	748,413		748,413	(17,189)	102%	748,413
Division: 113- City Treasurer Total:	10,148	10,148		10,148	10,474		10,474	(326)	103%	10,474
Division: 114- City Attorney Total:	297,031	297,031		297,031	340,238		340,238	(43,207)	115%	340,238
City Attorney Services	581,131	581,131		581,131	554,815		554,815	26,316	95%	554,815
City Attorney Indirect Cost Allocations	(284,100)	(284,100)		(284,100)	(214,577)		(214,577)	(69,523)	76%	(214,577)
Division: 115- Finance Department Total:	966,217	969,217		969,217	1,022,357		1,022,357	(53,140)	105%	1,022,357
Division: 116- Human Resources Total:	888,867	925,991		925,991	961,453		961,453	(35,462)	104%	961,453
Division: 117- General Government Total:	1,059,644	1,059,644		1,059,644	1,765,387		1,765,387	(705,743)	167%	1,765,387
Total Administrative:	4,825,397	4,917,775	-	4,917,775	5,660,664	-	5,660,664	(742,890)	115%	5,660,664
Division: 221- Police Operations Total:	6,952,098	6,929,440		6,929,440	6,922,768		6,922,768	6,672	100%	6,922,768
Division: 222- Police Support Services Total:	1,582,951	1,582,951		1,582,951	1,393,873		1,393,873	189,079	88%	1,393,873
Division: 223- Dispatch WBCC Total:	2,548,869	2,568,099		2,568,099	2,627,590		2,627,590	(59,491)	102%	2,627,590
Division: 231- Fire Total:	3,582,500	3,582,500		3,582,500	3,605,366		3,605,366	(22,866)	101%	3,605,366
Total Public Safety:	14,666,418	14,662,990	-	14,662,990	14,549,597	-	14,549,597	113,393	99%	14,549,597
Division: 341- Administration/Engineering Total:	622,287	362,747		362,747	454,352		454,352	(91,605)	125%	454,352
Division: 342- Road Maintenance Total:	486,573	492,101		492,101	367,974	2,888	370,862	121,239	75%	370,862
Division: 343- Facility Maintenance Total:	929,920	924,392		924,392	821,237	38,119	859,356	65,037	93%	859,356
Division: 345- Park Maintenance Total:	356,460	356,460		356,460	457,277		457,277	(100,817)	128%	457,277
Public Works Total:	2,395,240	2,135,700	-	2,135,700	2,100,840	41,006	2,141,846	(6,146)	100%	2,141,846
Division: 461- Planning Total:	17,148	17,148		17,148	10,915		10,915	6,233	64%	10,915
Division: 465- Code Enforcement Total:	399,687	372,187		372,187	414,780		414,780	(42,593)	111%	414,780
Division: 466- Economic Development Total:	148,953	123,953		123,953	86,394	22,189	108,583	15,370	88%	108,583
Community Development Total:	565,788	513,288	-	513,288	512,090	22,189	534,279	(20,991)	104%	534,279
Division: 551- Recreation Administration Total:	3,500	3,500		3,500	2,481		2,481	1,019	71%	2,481
Division: 560- Library Services Total:	202,430	202,430		202,430	198,455		198,455	3,975	98%	198,455
Division: 561 Animal Control Services Total:	220,935	220,935		220,935	199,216		199,216	21,719	90%	199,216
Community Services Total:	426,865	426,865	-	426,865	400,152	-	400,152	26,713	94%	400,152
Debt Service:	636,107	636,107		636,107	640,421		640,421	(4,314)	101%	640,421
Operating Transfer Out:	777,800	777,800		777,800	777,800		777,800	-	100%	777,800
Expenditure Total:	24,293,615	24,070,525	-	24,070,525	24,641,564	63,195	24,704,760	634,235	103%	24,704,760



Fourth Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 6/30/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 105 - Measure S -2006										
Expenditures										
Division: 115- Finance Department Total:	2,450	2,450		2,450	60		60	2,390	2%	60
Division: 221- Police Operations Total:	1,147,981	1,147,981		1,147,981	962,008		962,008	185,973	84%	962,008
Division: 231- Fire Total:	1,478,192	1,478,192		1,478,192	1,430,079		1,430,079	48,113	97%	1,430,079
Division: 342- Road Maintenance Total:	1,750,000	1,750,000		1,750,000	-		-	1,750,000	0%	-
Division: 343- Facility Maintenance Total:	1,530,000	1,530,000		1,530,000	-		-	1,530,000	0%	-
Expenditures Total:	5,908,623	5,908,623	-	5,908,623	2,392,147	-	2,392,147	3,516,476	40%	2,392,147
Fund: 106 - Measure S-2014										
Expenditures										
Division: 110- City Council Total:	-	-		-	-		-	-	0%	-
Division: 115- Finance Department Total:	2,450	2,450		2,450	1,260		1,260	1,190	51%	1,260
Division: 118- Information Systems Total:	-	-		-	-		-	-	0%	-
Total Administrative:	2,450	2,450	-	2,450	1,260	-	1,260	1,190	51%	1,260
Division: 221- Police Operations Total:	-	-		-	-		-	-	0%	-
Division: 222- Police Support Services Total:	126,138	126,138		126,138	115,617		115,617	10,521	92%	115,617
Division: 231- Fire Total:	1,372,769	1,372,769		1,372,769	1,328,041		1,328,041	44,728	97%	1,328,041
Total Public Safety:	1,498,907	1,498,907	-	1,498,907	1,443,658	-	1,443,658	55,249	96%	1,443,658
Division: 341- Admin/Engineering Total:	229,895	379,895		379,895	108,373	161,261	269,635	110,260	71%	269,635
Division: 342- Road Maintenance Total:	854,730	854,730		854,730	128,774	53,949	182,723	672,007	21%	182,723
Division: 343- Facility Maintenance Total:	1,898,663	1,898,663		1,898,663	304,067	128,413	432,480	1,466,183	23%	432,480
Division: 344- NPDES Storm Drain Total:	1,450,000	1,450,000		1,450,000	133,150	27,949	161,098	1,288,902	11%	161,098
Division: 345- Park Maintenance Total:	260,000	260,000		260,000	27,649		27,649	232,351	11%	27,649
Public Works Total:	4,693,288	4,843,288	-	4,843,288	702,013	371,571	1,073,585	3,769,703	22%	1,073,585
Division: 466- Economic Development Total:	20,000	87,050		87,050	43,286		43,286	43,764	50%	43,286
Community Development Total:	20,000	87,050	-	87,050	43,286	-	43,286	43,764	50%	43,286
Division: 551- Recreation Admin Total:	-	8,834		8,834	8,834		8,834	-	100%	8,834
Division: 553- Tiny Tots Total:	15,300	24,134		24,134	-		-	24,134	0%	-
Division: 554- Youth Center Total:	-	-		-	-		-	-	0%	-
Community Services Total:	15,300	32,968	-	32,968	8,834	-	8,834	24,134	27%	8,834
Sub-Total:	6,229,945	6,464,663	-	6,464,663	2,199,051	371,571	2,570,622	3,894,041	40%	2,570,622
Operating Transfer Out:	783,500	783,500	1,043,958	1,827,458	783,500		783,500	1,043,958	43%	1,827,458
Expenditure Total:	7,013,445	7,248,163	1,043,958	8,292,121	2,982,551	371,571	3,354,122	4,937,999	40%	4,398,080
General Fund and Measure S Expenditure Total:	37,215,683	37,227,311	1,043,958	38,271,269	30,016,262	434,766	30,451,029	7,820,241	80%	31,494,987
General Fund and Measure S Net Results:	(8,996,250)	(8,563,197)	(1,043,958)	(9,607,155)	(915,192)	(434,766)	(1,349,958)	(8,257,197)	14%	(2,393,916)
Fund Balance July 1, 2024	7,978,729	7,978,729		7,978,729	7,978,729					7,978,729
Estimated Fund Balance June 30, 2025	(1,017,521)	(584,468)		(1,628,426)	7,063,537					5,584,813
Fund: 150 - General Reserve										
370- Interest and Investment Income	309,000	309,000		309,000	485,089		485,089	176,089	157%	485,089
Revenue Total:	309,000	309,000	-	309,000	485,089	-	485,089	176,089	157%	485,089
499- Transfer Out Total:	843,790	843,790		843,790	843,790		843,790	-	0%	843,790
General Reserve Net Results:	(534,790)	(534,790)	-	(534,790)	(358,701)		(358,701)	176,089	67%	(358,701)
Fund Balance July 1, 2024	10,266,058	10,266,058		10,266,058	10,266,058					10,266,058
Estimated Fund Balance June 30, 2025	9,731,268	9,731,268		9,731,268	9,907,357					9,907,357
Fund: 160 - Equipment Reserve										
392- Sale of Property	-	-		-	-		-	-	0%	-
Revenue Total:	-	-	-	-	-	-	-	-	0%	-
399- Transfers In Total:	150,000	150,000		150,000	150,000		150,000	-	100%	150,000
Sources Total:	150,000	150,000	-	150,000	150,000	-	150,000	-	100%	150,000
Expenditures										
Division: 341- Admin and Engineering Total:	-	-		-	7,234		7,234	(7,234)	0%	7,234
Division: 342- Road Maintenance Total:	120,000	141,275		141,275	150,632		150,632	(9,357)	107%	150,632
Division: 345- Park Maintenance Total:	80,000	80,000		80,000	69,950		69,950	10,050	87%	69,950
Division: 461- Planning Total:	5,000	5,000		5,000	-		-	5,000	0%	-
Division: 462- Building Total:	-	47,744		47,744	47,744		47,744	1	100%	47,744
Division: 551- Recreation Admin Total:	-	23,872		23,872	23,872		23,872	0	100%	23,872
Expenditures Total:	205,000	297,891	-	297,891	299,432	-	299,432	(1,541)	101%	299,432
Equipment Reserve Net Results:	(55,000)	(147,891)		(147,891)	(149,432)	-	(149,432)	(1,541)	101%	(149,432)
Fund Balance July 1, 2024	378,780	378,780		378,780	378,780					378,780
Estimated Fund Balance June 30, 2025	323,780	230,889		230,889	229,348					229,348



Fourth Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 6/30/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 200 - Gas Tax Fund										
321- Intergovernmental Taxes	1,033,764	1,033,764		1,033,764	1,050,778		1,050,778	17,014	102%	1,050,778
370- Interest and Investment Income	5,000	5,000		5,000	93,339		93,339	88,339	1867%	93,339
383- Reimbursements	7,636	7,636		7,636	49,432		49,432	41,796	647%	49,432
Revenue Total:	1,046,400	1,046,400	-	1,046,400	1,193,549	-	1,193,549	(147,149)	114%	1,193,549
Expenditures										
Division: 341- Admin and Engineering Total:	-	-		-	-		-	-	0%	-
Division: 342- Road Maintenance Total:	2,203,189	2,203,189		2,203,189	607,039	5,039	612,078	1,591,111	28%	612,078
Expenditures Total:	2,203,189	2,203,189	-	2,203,189	607,039	5,039	612,078	1,591,111	28%	612,078
Gas Tax Fund Net Results:	(1,156,789)	(1,156,789)		(1,156,789)	586,511	(5,039)	581,472	1,738,261	-50%	581,472
Fund Balance July 1, 2024	1,589,060	1,589,060		1,589,060	1,589,060					1,589,060
Estimated Fund Balance June 30, 2025	432,271	432,271		432,271	2,175,570					2,170,532
Fund: 201 - Restricted Real Estate Maintenance Fund										
342- Other Fees	3,175	3,175		3,175	-		-	(3,175)	0%	-
381- Rental Income	36,816	36,816		36,816	-		-	(36,816)	0%	-
384- Other Revenue	-	-		-	-		-	-	0%	-
Revenue Total:	39,991	39,991	-	39,991	-	-	-	39,991	0%	-
Expenditures										
Division: 343- Facility Maintenance Total:	26,000	26,000		26,000	17,228		17,228	8,772	66%	17,228
Expenditures Total:	26,000	26,000	-	26,000	17,228	-	17,228	8,772	66%	17,228
Restricted Real Estate Maint Fund Net Results:	13,991	13,991		13,991	(17,228)		(17,228)	(31,220)	-123%	(17,228)
Fund Balance July 1, 2024	133,438	133,438		133,438	133,438					133,438
Estimated Fund Balance June 30, 2025	147,429	147,429		147,429	116,210					116,210
Fund: 203 - Public Safety Augmentation Fund										
321- Intergovernmental Taxes	239,855	239,855		239,855	233,909		233,909	(5,946)	98%	233,909
370- Interest and Investment Income	10,000	10,000		10,000	9,352		9,352	(648)	94%	9,352
Revenue Total:	249,855	249,855	-	249,855	243,262	-	243,262	(6,593)	97%	243,262
Expenditures										
Division: 221- Police Operations Total:	546,413	546,413		546,413	466,627		466,627	79,786	85%	466,627
Expenditures Total:	546,413	546,413	-	546,413	466,627	-	466,627	79,786	85%	466,627
Public Safety Augmentation Fund Net Results:	(296,558)	(296,558)		(296,558)	(223,365)		(223,365)	73,193	75%	(223,365)
Fund Balance July 1, 2024	359,962	359,962		359,962	359,962					359,962
Estimated Fund Balance June 30, 2025	63,404	63,404		63,404	136,597					136,597
Fund: 205 - Traffic Safety Fund										
351- Fines and Forfeitures	45,000	45,000		45,000	19,078		19,078	(25,922)	42%	19,078
370- Interest and Investment Income	1,500	1,500		1,500	15,098		15,098	13,598	1007%	15,098
384- Other Revenue	-	-		-	-		-	-	0%	-
Revenue Total:	46,500	46,500	-	46,500	34,176	-	34,176	(12,324)	73%	34,176
Expenditures										
Division: 227- Police Grants Total:	21,845	21,845		21,845	15,566		15,566	6,279	71%	15,566
Division: 342- Road Maintenance Total:	35,000	35,000		35,000	775		775	34,225	2%	775
Expenditures Total:	56,845	56,845	-	56,845	16,341	-	16,341	40,504	29%	16,341
Traffic Safety Fund Net Results:	(10,345)	(10,345)		(10,345)	17,835		17,835	28,180	-172%	17,835
Fund Balance July 1, 2024	290,591	290,591		290,591	290,591					290,591
Estimated Fund Balance June 30, 2025	280,246	280,246		280,246	308,427					308,427
Fund: 206 - Supplemental Law Enforcement Svc Fund										
323- State Grants	165,000	165,000		165,000	194,663		194,663	29,663	118%	194,663
370- Interest and Investment Income	10,000	10,000		10,000	14,904		14,904	4,904	149%	14,904
Revenue Total:	175,000	175,000	-	175,000	209,567	-	209,567	34,567	120%	209,567
Expenditures										
Division: 227- Police Grants Total:	294,962	294,962		294,962	253,148		253,148	41,814	86%	253,148
Expenditures Total:	294,962	294,962	-	294,962	253,148	-	253,148	41,814	86%	253,148
Sup Law Enforce Svc Fund Net Results:	(119,962)	(119,962)		(119,962)	(43,581)	-	(43,581)	76,381	36%	(43,581)
Fund Balance July 1, 2024	303,559	303,559		303,559	303,559					303,559
Estimated Fund Balance June 30, 2025	183,597	183,597		183,597	259,977					259,977



Fourth Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 6/30/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 207 - NPDES Storm Water Fund										
321- Intergovernmental Taxes	253,272	253,272		253,272	232,332		232,332	(20,940)	92%	232,332
332- Licenses and Permits	-	-		-	-		-	-	0%	-
370- Interest and Investment Income	-	-		-	147		147	147	0%	147
399- Operating Transfer In	-	-		-	-		-	-	0%	-
Revenue Total:	253,272	253,272	-	253,272	232,480	-	232,480	(20,792)	92%	232,480
Expenditures										
Division: 342- Road Maintenance Total:	7,974	7,974		7,974	7,192		7,192	782	90%	7,192
Division: 344- NPDES Storm Drain Total:	371,855	371,855		371,855	435,395		435,395	(63,540)	117%	435,395
Expenditures Total:	379,829	379,829	-	379,829	442,587	-	442,587	(62,758)	117%	442,587
NPDES Storm Water Fund Net Results:	(126,557)	(126,557)		(126,557)	(210,107)		(210,107)	(83,550)	166%	(210,107)
Fund Balance July 1, 2024	(123,627)	(123,627)		(123,627)	(123,627)					(123,627)
Estimated Fund Balance June 30, 2025	(250,184)	(250,184)		(250,184)	(333,734)					(333,734)
Fund: 209 - Recreation Fund										
Division: 551- Recreation Administration	109,246	276,296		276,296	262,927		262,927	(13,368)	95%	262,927
Division: 552- Senior Center	196,300	196,300		196,300	220,465		220,465	24,165	112%	220,465
Division: 553- Tiny Tots	112,010	112,010		112,010	153,745		153,745	41,735	137%	153,745
Division: 554- Youth Center	7,800	17,800		17,800	102,606		102,606	84,806	576%	102,606
Division: 555- Day Camp	-	-		-	-		-	-	-	-
Division: 557- Swim Center	79,000	79,000		79,000	107,392		107,392	28,392	136%	107,392
Division: 558- Memorial Hall	-	-		-	6,701		6,701	6,701	0%	6,701
Division: 559- Tennis	-	-		-	-		-	-	0%	-
Revenue Total:	504,356	681,406	-	681,406	853,836	-	853,836	172,430	125%	853,836
Operating Transfers in:	751,300	751,300	769,669	1,520,969	751,300		751,300	(769,669)	49%	1,520,969
Sources Total	1,255,656	1,432,706	769,669	2,202,375	1,605,136	-	1,605,136	(597,239)	73%	2,374,805
Expenditures										
Division: 117- General Government Total:	7,500	7,500		7,500	8,049		8,049	(549)	107%	8,049
Division: 551- Recreation Administration Total:	887,733	1,068,283		1,068,283	1,075,262		1,075,262	(6,979)	101%	1,075,262
Division: 552- Senior Center Total:	663,944	677,444		677,444	534,625		534,625	142,819	79%	534,625
Division: 553- Tiny Tots Total:	257,431	270,931		270,931	246,545		246,545	24,386	91%	246,545
Division: 554- Youth Center Total:	358,107	381,607		381,607	304,293		304,293	77,315	80%	304,293
Division: 557- Swim Center Total:	205,540	205,540		205,540	192,228		192,228	13,312	94%	192,228
Expenditures Total:	2,380,256	2,611,306	-	2,611,306	2,361,001	-	2,361,001	250,304	90%	2,361,001
Recreation Fund Net Results:	(1,124,600)	(1,178,600)	769,669	(408,931)	(755,866)	-	(755,866)	(346,935)	185%	13,803
Fund Balance July 1, 2024	(13,804)	(13,804)		(13,804)	(13,804)					(13,804)
Estimated Fund Balance June 30, 2025	(1,138,404)	(1,192,404)		(422,735)	(769,669)					(0)
Fund: 212 - Building & Planning										
322- Federal Grants	-	-		-	350,000		350,000	350,000	0%	350,000
323- State Grants	40,000	40,000		40,000	41,360		41,360	1,360	103%	41,360
332- Permits	476,916	476,916		476,916	488,478		488,478	11,562	102%	488,478
341- Review Fees	403,275	368,775		368,775	336,930		336,930	(31,845)	91%	336,930
342- Other Fees	433,117	433,117		433,117	432,238		432,238	(879)	100%	432,238
344- Impact Fees	29,218	29,218		29,218	-		-	(29,218)	0%	-
351- Fines and Forfeiture	20,000	20,000		20,000	41,652		41,652	21,652	208%	41,652
370- Interest and Investment Income	7,000	7,000		7,000	500		500	(6,500)	7%	500
383- Reimbursements	-	-		-	-		-	-	0%	-
384- Other Revenue	6,000	6,000		6,000	-		-	(6,000)	0%	-
Revenue Total:	1,415,526	1,381,026	-	1,381,026	1,691,159	-	1,691,159	310,133	122%	1,691,159
Operating Transfers In:	67,000	67,000		67,000	-		-	(67,000)	0%	-
Sources Total	1,482,526	1,448,026	-	1,448,026	1,691,159	-	1,691,159	243,133	117%	1,691,159
Expenditures										
Division: 461- Planning Total:	683,669	826,169		826,169	777,042	24,375	801,417	24,752	97%	801,417
Division: 462- Building Inspection Total:	1,355,889	1,316,989		1,316,989	1,222,635	24,375	1,247,010	69,980	95%	1,247,010
Expenditures Total:	2,039,558	2,143,158	-	2,143,158	1,999,677	48,750	2,048,426	94,732	96%	2,048,426
Building & Planning Net Results:	(557,032)	(695,132)	-	(695,132)	(308,518)	(48,750)	(357,268)	337,865	51%	(357,268)
Fund Balance July 1, 2024	(2,226,679)	(2,226,679)		(2,226,679)	115,802					(2,226,679)
Estimated Fund Balance June 30, 2025	(2,783,711)	(2,921,811)		(2,921,811)	(192,716)					(2,583,947)



Fourth Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 6/30/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 213 - Refuse Management Fund										
323- State Grants	60,060	60,060		60,060	66,971		66,971	6,911	112%	66,971
370- Interest and Investment Income	6,000	6,000		6,000	90		90	(5,910)	2%	90
Revenue Total:	66,060	66,060	-	66,060	67,061	-	67,061	1,001	102%	67,061
Expenditures										
Division: 346- Waste Reduction Total:	187,102	187,102		187,102	131,958		131,958	55,144	71%	131,958
Expenditures Total:	187,102	187,102	-	187,102	131,958	-	131,958	55,144	71%	131,958
Refuse Management Fund Net Results:	(121,042)	(121,042)	-	(121,042)	(64,896)		(64,896)	56,146	54%	(64,896)
Fund Balance July 1, 2024	31,420	31,420		31,420	31,420					31,420
Estimated Fund Balance June 30, 2025	(89,622)	(89,622)		(89,622)	(33,476)					(33,476)
Fund: 214 - Solid Waste Fund										
323- State Grants	-	-		-	-		-	-	0%	-
370- Interest and Investment Income	8,000	8,000		8,000	155,294		155,294	147,294	1941%	155,294
383- Reimbursements	360,000	360,000		360,000	476,894		476,894	116,894	132%	476,894
Revenue Total:	368,000	368,000	-	368,000	632,187	-	632,187	264,187	172%	632,187
Expenditures										
Division: 341- Administration/Engineering Total:	-	-		-	57,935		57,935	(57,935)	0%	57,935
Division: 342- Road Maintenance Total:	173,666	173,666		173,666	128,352		128,352	45,314	74%	128,352
Division: 346- Waste Reduction Total:	-	-		-	54,823		54,823	(54,823)	0%	54,823
Expenditures Total:	173,666	173,666	-	173,666	241,109	-	241,109	(67,443)	139%	241,109
Solid Waste Fund Net Results:	194,334	194,334	-	194,334	391,078	-	391,078	196,744	201%	391,078
Fund Balance July 1, 2024	2,915,815	2,915,815		2,915,815	2,915,815					2,915,815
Estimated Fund Balance June 30, 2025	3,110,149	3,110,149		3,110,149	3,306,893					3,306,893
Fund: 215 - Measure C and J Fund										
322- Fed Grant/Misc	-	-		-	115,802		115,802	115,802	0%	115,802
323- State Grant/Misc	722,619	722,619		722,619	-		-	(722,619)	0%	-
324- Other Grants	421,638	421,638		421,638	436,601		436,601	14,963	104%	436,601
370- Interest and Investment Income	8,000	8,000		8,000	113,177		113,177	105,177	1415%	113,177
Revenue Total:	1,152,257	1,152,257	-	1,152,257	665,580	-	665,580	(486,677)	58%	665,580
Expenditures										
Division: 117- General Government Total:	-	-		-	-		-	-	0%	-
Division: 341- Administration/Engineering Total:	201,919	201,919		201,919	146,848		146,848	55,071	73%	146,848
Division: 342- Road Maintenance Total:	1,501,207	1,501,207		1,501,207	128,718	81,722	210,440	1,290,767	14%	210,440
Division: 343- Facility Maintenance Total:	2,000	2,000		2,000	-		-	2,000	0%	-
Expenditures Total:	1,705,126	1,705,126	-	1,705,126	275,566	81,722	357,288	1,347,838	21%	357,288
Measure C and J Fund Net Results:	(552,869)	(552,869)	-	(552,869)	390,014	(81,722)	308,292	861,161	-56%	308,292
Fund Balance July 1, 2024	2,357,194	2,357,194		2,357,194	2,357,194					2,357,194
Estimated Fund Balance June 30, 2025	1,804,325	1,804,325		1,804,325	2,747,208					2,665,486
Fund: 216 - Rate Stabilization Fund										
370- Interest and Investment Income	-	-		-	11,168		11,168	11,168	0%	11,168
383- Reimbursements	-	-		-	-		-	-	0%	-
Revenue Total:	-	-	-	-	11,168	-	11,168	11,168	0%	11,168
Expenditures Total:	-	-	-	-	-	-	-	-	0%	-
Rate Stabilization Fund Net Results:	-	-	-	-	11,168	-	11,168	11,168	0%	11,168
Fund Balance July 1, 2024	216,046	216,046		216,046	216,046					216,046
Estimated Fund Balance June 30, 2025	216,046	216,046		216,046	227,215					227,215
Fund: 225 - Asset Seizure-Adjudicated Fund										
351- Fines and Forfeiture	-	-		-	393		393	393	0%	393
370- Interest and Investment Income	-	-		-	1,027		1,027	1,027	0%	1,027
Revenue Total:	-	-	-	-	1,420	-	1,420	1,420	0%	1,420
Expenditures										
Division: 221- Police Operations Total:	20,544	20,544		20,544	-		-	20,544	0%	-
Expenditures Total:	20,544	20,544	-	20,544	-	-	-	20,544	0%	-
Asset Seizure-Adjudicated Fund Net Results:	(20,544)	(20,544)	-	(20,544)	1,420		1,420	21,964	-7%	1,420
Fund Balance July 1, 2024	18,835	18,835		18,835	18,835					18,835
Estimated Fund Balance June 30, 2025	(1,709)	(1,709)		(1,709)	20,255					20,255



Fourth Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 6/30/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 226 - CASp Certification and Training Fund										
342- Other Fees	-	-	-	-	7,786	-	7,786	7,786	0%	7,786
Revenue Total:	-	-	-	-	7,786	-	7,786	7,786	0%	7,786
Expenditures Total:	-	-	-	-	398	-	398	(398)	0%	398
CASp Certification and Training Fund Net Results:	-	-	-	-	7,388	-	7,388	7,388	0%	7,388
Fund Balance July 1, 2024	49,439	49,439	-	49,439	49,439	-	-	-	-	49,439
Estimated Fund Balance June 30, 2025	49,439	49,439	-	49,439	56,827	-	-	-	-	56,827
Fund: 276 - Growth Impact Fund										
344- Impact Fees	1,039,594	-	-	-	-	-	-	-	0%	-
370- Interest and Investment Income	-	-	-	-	178,624	-	178,624	178,624	0%	178,624
Revenue Total:	1,039,594	-	-	-	178,624	-	178,624	178,624	0%	178,624
Expenditures										
Division: 343- Facility Maintenance Total:	700,000	700,000	-	700,000	341,162	-	341,162	358,838	49%	341,162
Division: 344- NPDES Storm Drain Total:	58,000	58,000	-	58,000	-	-	-	58,000	0%	-
Division: 345- Park Maintenance Total:	265,000	265,000	-	265,000	876	-	876	264,125	0%	876
Division: 642- Sewer Collections Total:	600,000	600,000	-	600,000	-	-	-	600,000	0%	-
Expenditures Total:	1,623,000	1,623,000	-	1,623,000	342,037	-	342,037	1,280,963	21%	342,037
Growth Impact Fund Net Results:	(583,406)	(1,623,000)	-	(1,623,000)	(163,413)	-	(163,413)	1,459,587	10%	(163,413)
Fund Balance July 1, 2024	3,503,560	3,503,560	-	3,503,560	3,503,560	-	-	-	-	3,503,560
Estimated Fund Balance June 30, 2025	2,920,155	1,880,560	-	1,880,560	3,340,147	-	-	-	-	3,340,147
Fund: 285 - Housing Land Held for Resale										
370- Interest and Investment Income	50,000	50,000	-	50,000	176,892	-	176,892	126,892	354%	176,892
383- Reimbursements	-	-	-	-	-	-	-	-	0	-
384- Other Revenue	-	-	-	-	-	-	-	-	0%	-
392- Sale of Property	-	-	-	-	-	-	-	-	0%	-
393- Loan/Bond Proceeds	5,000	5,000	-	5,000	-	-	-	(5,000)	0%	-
Revenue Total:	55,000	55,000	-	55,000	176,892	-	176,892	121,892	322%	176,892
Expenditures										
Division: 347- Planning Total:	47,376	47,376	-	47,376	52,369	-	52,369	(4,993)	111%	52,369
Division: 464- Housing Administration Total:	275,867	275,867	-	275,867	141,207	-	141,207	134,660	51%	141,207
Expenditures Total:	323,243	323,243	-	323,243	193,576	-	193,576	129,667	60%	193,576
Housing Land Held for Resale Net Results:	(268,243)	(268,243)	-	(268,243)	(16,683)	-	(16,683)	251,560	6%	(16,683)
Fund Balance July 1, 2024	8,267,770	8,267,770	-	8,267,770	8,267,770	-	-	-	-	8,267,770
Estimated Fund Balance June 30, 2025	7,999,527	7,999,527	-	7,999,527	8,251,087	-	-	-	-	8,251,087
Fund: 310 - Lighting & Landscape Districts										
321- Intergovernmental Taxes	56,411	56,411	-	56,411	59,561	-	59,561	3,150	106%	59,561
383- Reimbursements	7,500	7,500	-	7,500	-	-	-	(7,500)	0%	-
Revenue Total:	63,911	63,911	-	63,911	59,561	-	59,561	(4,350)	93%	59,561
Expenditures										
Division: 347- Landscape & Lighting PVR North Total:	39,795	39,795	-	39,795	23,059	-	23,059	16,736	58%	23,059
Division: 348- Landscape & Lighting PVR South Total:	45,380	45,380	-	45,380	13,726	-	13,726	31,654	30%	13,726
Expenditures Total:	85,175	85,175	-	85,175	36,785	-	36,785	48,390	43%	36,785
Lighting & Landscape Districts Net Results:	(21,264)	(21,264)	-	(21,264)	22,776	-	22,776	44,040	-107%	22,776
Fund Balance July 1, 2024	76,278	76,278	-	76,278	76,278	-	-	-	-	76,278
Estimated Fund Balance June 30, 2025	55,014	55,014	-	55,014	99,053	-	-	-	-	99,053
Fund: 317 - Pinole Valley Caretaker Fund										
381- Rental Income	15,000	15,000	-	15,000	-	-	-	(15,000)	0%	-
Revenue Total:	15,000	15,000	-	15,000	-	-	-	(15,000)	0%	-
Expenditures										
Division: 345- Park Maintenance Total:	14,942	14,942	-	14,942	-	-	-	14,942	0%	-
Expenditures Total:	14,942	14,942	-	14,942	-	-	-	14,942	0%	-
Pinole Valley Caretaker Fund Net Results:	58	58	-	58	-	-	-	(58)	0%	-
Fund Balance July 1, 2024	(983)	(983)	-	(983)	(983)	-	-	-	-	(983)
Estimated Fund Balance June 30, 2025	(925)	(925)	-	(925)	(983)	-	-	-	-	(983)



Fourth Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 6/30/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 324 - Public Facilities Fund										
Expenditures										
Division: 343- Facility Maintenance Total:	60,000	60,000		60,000	-		-	60,000	0%	-
Division: 345- Park Maintenance Total:	10,000	10,000		10,000	-		-	10,000	0%	-
Expenditures Total:	70,000	70,000	-	70,000	-	-	-	70,000	0%	-
Public Facilities Fund Net Results:	(70,000)	(70,000)	-	(70,000)	-		-	70,000	0%	-
Fund Balance July 1, 2024	541,649	541,649		541,649	541,649					541,649
Estimated Fund Balance June 30, 2025	471,649	471,649		471,649	541,649					541,649
Fund: 325 - City Street Improvements										
322- Federal Grants	41,394	41,394		41,394	32,541		32,541	(8,853)	79%	32,541
323- State Grants	-	-		-	-		-	-	0%	-
324- Other Grants	1,773,289	1,773,289		1,773,289	157,626		157,626	(1,615,663)	9%	157,626
332- Permits	-	-		-	381		381	381	0%	381
383- Reimbursements	-	-		-	-		-	-	0%	-
Revenue Total:	1,814,683	1,814,683	-	1,814,683	190,549	-	190,549	(1,624,134)	11%	190,549
Operating transfers in Total:	250,000	250,000		250,000	250,000		250,000	-	100%	250,000
Sources Total:	2,064,683	2,064,683	-	2,064,683	440,549		440,549	(1,624,134)	21%	440,549
Expenditures										
Division: 342- Road Maintenance Total:	3,687,304	3,687,304		3,687,304	114,282	404,807	519,088	3,168,216	14%	519,088
Expenditures Total:	3,687,304	3,687,304	-	3,687,304	114,282	404,807	519,088	3,168,216	14%	519,088
City Street Improvements Net Results:	(1,622,621)	(1,622,621)	-	(1,622,621)	326,267	(404,807)	(78,540)	1,544,081	5%	(78,540)
Fund Balance July 1, 2024	2,051,278	2,051,278		2,051,278	2,051,278					2,051,278
Estimated Fund Balance June 30, 2025	428,657	428,657		428,657	2,377,545					1,972,739
Fund: 377 - Arterial Streets Rehabilitation Fund										
322- Federal Grants	-	-		-	-		-	-	0%	-
Revenue Total:	-	-	-	-	-	-	-	-	0%	-
Operating transfers in Total:	250,000	250,000		250,000	250,000		250,000	-	100%	250,000
Sources Total:	250,000	250,000	-	250,000	250,000	-	250,000	-	100%	250,000
Expenditures										
Division: 342- Road Maintenance Total:	895,000	895,000		895,000	-	618	618	894,382	0%	618
Expenditures Total:	895,000	895,000	-	895,000	-	618	618	894,382	0%	618
Arterial Streets Rehabilitation Fund Net Results:	(645,000)	(645,000)	-	(645,000)	250,000	(618)	249,382	894,382	-39%	249,382
Fund Balance July 1, 2024	1,003,071	1,003,071		1,003,071	1,003,071					1,003,071
Estimated Fund Balance June 30, 2025	358,071	358,071		358,071	1,253,071					1,252,453
Fund: 500 - Sewer Enterprise Fund										
363- Sewer Enterprise Charges	10,164,403	10,164,403		10,164,403	8,806,616		8,806,616	(1,357,787)	87%	8,806,616
370- Interest and Investment Income	200,000	200,000		200,000	986,146		986,146	786,146	493%	986,146
383- Reimbursements	-	-		-	16,541		16,541	16,541	0%	16,541
384- Other Revenue	-	-		-	-		-	-	0%	-
392- Proceeds from Sale of Property	-	-		-	-		-	-	0%	-
Revenue Total:	10,364,403	10,364,403	-	10,364,403	9,809,303	-	9,809,303	(555,100)	95%	9,809,303
Expenditures										
Division: 117- General Government Total:	-	-		-	16,471		16,471	(16,471)	0%	16,471
Division: 641- Sewer Treatment Plant/Shared Total:	11,911,529	11,911,529		11,911,529	5,008,545	120,148	5,128,692	6,782,837	43%	5,128,692
Division: 642- Sewer Collections Total:	24,163,267	24,163,267		24,163,267	3,280,316	1,359,944	4,640,260	19,523,008	19%	4,640,260
Division: 643- Sewer Projects/Shared Total:	85,000	85,000		85,000	-		-	85,000	0%	-
Division: 644- WPCP Equipment/Debt Service Total:	1,611,568	1,611,568		1,611,568	547,340		547,340	1,064,228	34%	547,340
Expenditures Total:	37,771,365	37,771,365	-	37,771,365	8,852,671	1,480,091	10,332,763	27,438,602	27%	10,332,763
Sewer Enterprise Fund Net Results:	(27,406,962)	(27,406,962)	-	(27,406,962)	956,632	(1,480,091)	(523,459)	26,883,502	2%	(523,459)
Fund Balance July 1, 2024	21,657,361	21,657,361		21,657,361	21,657,361					21,657,361
Estimated Fund Balance June 30, 2025	(5,749,601)	(5,749,601)		(5,749,601)	22,613,993					21,133,902



Fourth Quarter Financial Summary by Fund

City of Pinole, CA

For FY2024/25 Period Ending: 6/30/25

	Original Budget	Revised Budget	Proposed Adjustments	Amended Budget	YTD Actual	Encumbrances	Total	Variance Favorable (Unfavorable)	Percent Used	Projected Year-End
Fund: 505 - Cable Access TV										
314- Franchise Taxes	26,486	26,486		26,486	13,567		13,567	(12,919)	51%	13,567
365- Cable TV Charges	179,047	179,047		179,047	160,458		160,458	(18,589)	90%	160,458
370- Interest and Investment Income	-	-		-	-		-	-	0%	-
384- Other Revenue	3,000	3,000		3,000	150		150	(2,850)	5%	150
Revenue Total:	208,533	208,533	-	208,533	174,175	-	174,175	(34,358)	84%	174,175
Operating transfers in Total:	160,000	160,000	274,289	434,289	160,000		160,000	(274,289)	37%	434,289
Sources Total	368,533	368,533	274,289	642,822	334,175	-	334,175	(308,647)	52%	608,464
Expenditures										
Division: 119- Cable Access TV Total:	829,463	748,883		748,883	610,584		610,584	138,298	82%	610,584
Expenditures Total:	829,463	748,883	-	748,883	610,584	-	610,584	138,298	82%	610,584
Cable Access TV Net Results:	(460,930)	(380,350)	274,289	(106,061)	(276,409)	-	(276,409)	(170,349)	261%	(2,120)
Fund Balance July 1, 2024										
	2,120	2,120		2,120	2,120					2,120
Estimated Fund Balance June 30, 2025	(458,809)	(378,229)		(103,940)	(274,289)					(0)
Fund: 525 - Information Systems										
393- Debt Proceeds	-	-	-	-	-	-	-	-	0%	-
Sources Total:	-	-	-	-	-	-	-	-	0%	-
Expenditures										
Division: 118- Information Systems Total:	1,572,339	1,596,569		1,596,569	1,367,817	142,147	1,509,964	86,605	95%	1,509,964
Expenditures Total:	1,572,339	1,596,569	-	1,596,569	1,367,817	142,147	1,509,964	(86,605)	95%	1,509,964
Indirect cost allocations Total:	(1,572,533)	(1,596,763)		(1,596,763)	(1,384,784)		(1,384,784)	211,979	87%	(1,384,784)
Information Systems Net Results:	(194)	(194)	-	(194)	(16,967)	142,147	125,180	125,374	-64532%	125,180
Fund Balance July 1, 2024										
	(3,129)	(3,129)		(3,129)	(3,129)					(3,129)
Estimated Fund Balance June 30, 2025	(3,323)	(3,323)		(3,323)	(20,096)					122,051
Fund: 700 - Pension Fund										
370- Interest and Investment Income	700,000	700,000		700,000	1,264,160		1,264,160	564,160	181%	1,264,160
Revenue Total:	700,000	700,000	-	700,000	1,264,160	-	1,264,160	564,160	181%	1,264,160
Expenditures										
Division: 115- Finance Total:	50,000	50,000		50,000	71,694		71,694	(21,694)	143%	71,694
Transfers Out Total:	2,425,000	2,425,000		2,425,000	2,334,698		2,334,698	90,302	96%	2,334,698
Expenditures Total:	2,475,000	2,475,000	-	2,475,000	2,406,392		2,406,392	(68,608)	97%	2,406,392
Pension Fund Net Results:	(1,775,000)	(1,775,000)	-	(1,775,000)	(1,142,232)		(1,142,232)	632,768	64%	(1,142,232)
Fund Balance July 1, 2024										
	13,585,182	13,585,182		13,585,182	13,585,182					13,585,182
Estimated Fund Balance June 30, 2025	11,810,182	11,810,182		11,810,182	12,442,949					12,442,949



CITY COUNCIL REPORT

9.E.

DATE: SEPTEMBER 16, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov
SUBJECT: ADOPT A RESOLUTION TO AMEND THE PENSION INVESTMENT POLICY

RECOMMENDATION

Staff recommends that the City Council adopt a resolution approving the revised Pension Investment Policy. The update incorporates the Other Post-Employment Benefits (OPEB) Trust and changes the investment strategy applied to funds in the trust.

BACKGROUND

It is a best practice in public finance and recommendation of the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) that public agencies regularly review and update as appropriate their financial policies. Consistent with best practices, the City either reconfirms or updates its financial and investment policies as part of the annual budget process or as necessary. The financial policies are intended to set guidelines on how the City will manage its financial resources as well as to provide direction for financial decision-making.

The Pension Investment Policy serves to define a comprehensive investment strategy for assets held in the Section 115 Trust, and to outline prudent and acceptable parameters in which funds in the trust are to be managed.

During the FY 2025/26 budget process, the City Council adopted a resolution to create a subaccount within the current Section 115 Trust to set aside funds for Other Post-Employment Benefits (OPEB).

With this addition, staff recommends updating the policy to include the OPEB Trust and renaming it the Pension and Other Post-Employment Benefits (OPEB) Investment Policy.

Furthermore, staff proposes shifting the investment strategy from a customized strategy to a moderate strategy, as detailed in the following section.

REVIEW AND ANALYSIS

As noted above, the City Council adopted a resolution during the FY 2025/26 budget process to establish an OPEB subaccount within the existing Section 115 Trust. To reflect this change, staff recommends revising the policy's title and language to include the OPEB Trust.

Currently, the trust's assets are invested under a customized investment strategy, aligned with

the *moderately conservative* strategy. To better leverage potential higher returns over the intermediate term and enhance the sustainability of trust funds, staff recommends adopting a *moderate* investment strategy.

The table below compares asset allocations under the current and proposed strategies.

<i>Current</i>	<i>Proposed</i>
Customized Strategy	Moderate Strategy
Equity: 25-45% Fixed Income: 45-75% Cash: 0-20%	Equity: 40-60% Fixed Income: 40-60% Cash: 0-20%
Highlights: • Less exposure to market swings • Steady income due to heavier allocation to bonds and dividend-paying assets • More suitable for shorter time horizons	Highlights: • Balanced growth potential due to equity exposure to benefit market gains • Diversification spreads risk across asset classes • More suitable for medium-term time horizon

FISCAL IMPACT

There is no fiscal impact in adopting the resolution.

ATTACHMENTS

- A. Resolution
- B. Proposed Pension and OPEB Investment Policy (clean)
- C. Proposed Pension and OPEB Investment Policy (redlined)

RESOLUTION NO 2025-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING
THE REVISED PENSION INVESTMENT POLICY TO INCORPORATE THE OTHER
POST-EMPLOYMENT BENEFITS (OPEB) TRUST AND TO CHANGE THE
INVESTMENT STRATEGY**

WHEREAS, the City of Pinole has financial policies, including investment policies, which govern management of the City's fiscal resources; and

WHEREAS, it is a best practice in public finance and a recommendation of the National Advisory Council on State and Local Budgeting (NACSLB) and the Government Finance Officers Association (GFOA) that cities regularly review and update as appropriate their financial policies; and

WHEREAS, City staff presented proposed financial and investment policies for fiscal year (FY) 2025/26 to the City Council for adoption at the Council meeting held on April 16, 2025; and

WHEREAS, the City's Pension Investment Policy defines a comprehensive investment strategy for assets held in the Section 115 Trust, and outlines prudent and acceptable parameters in which funds in the trust are to be managed; and

WHEREAS, the City Council adopted a resolution to establish an Other Post-Employment Benefits (OPEB) Trust at the Council meeting on June 3, 2025; and

WHEREAS, the City established the OPEB Trust as a subaccount within the existing Section 115 Trust; and

WHEREAS, staff recommend updating the Pension Investment Policy to incorporate the Other Post-Employment Benefits (OPEB) Trust and shift to a moderate investment strategy; and

WHEREAS, staff propose updating the policy's title to the Pension and Other Post-Employment Benefits (OPEB) Investment Policy.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Pinole hereby approves the City of Pinole Pension and Other Post-Employment Benefits (OPEB) Investment Policy updated September 16, 2025, attached hereto as Exhibit 1.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 16th day of September 2025 by the following vote:

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

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 16th day of September 2025.

Heather Bell, CMC
City Clerk

City of Pinole
PENSION AND OTHER POST-EMPLOYMENT BENEFITS (OPEB)
INVESTMENT POLICY

I. Introduction

The City of Pinole (the “City”) has established the City of Pinole Employee Benefit Pension Plan (the “Plan”), a Section 115 Trust. The goal of the Plan’s investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System (“CalPERS”) and Other Post-Employment Benefits (OPEB) provided by the City for those eligible employees who meet the specified age and service requirements.

II. Statement of Purpose

The purpose of this Pension and OPEB Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension and OPEB funds are to be managed.

The primary objectives of this policy are to:

- Facilitate the process of ongoing communication between the Plan Sponsor and its plan fiduciaries;
- Confirm the Plan’s investment goals and objectives and management policies applicable to the investment portfolio;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account’s short and long-term needs that is consistent with the account’s investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of its designated investment managers;
- Help maintain a long-term perspective when market volatility is caused by short-term market movements.

III. Roles and Responsibilities

Governing Authority

The pension and OPEB investment program of the City of Pinole (“the City”) shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City’s Pension and OPEB Investment Policy, and applicable California Government Code Sections.

Delegation of Authority

The management responsibility for the pension investment program is hereby delegated to the City Manager and/or designee as Plan Administrator who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

Duties and Responsibilities (Refer to Appendix for who serves in these roles)

Plan Administrator

The Plan Administrator for the City of Pinole is responsible for:

- Confirming the accuracy of this Investment Guidelines Document, in writing.
- Advising Trustee and Investment Manager of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

Trustee

The plan Trustee is responsible for:

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

Investment Manager

The Investment Manager is responsible for:

- Assisting the Plan Administrator with the development and maintenance of this Investment Policy document.
- Meeting with the Plan Administrator to review portfolio structure, holdings, and performance.
- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this Policy.
- Researching and monitoring investment advisers and investment vehicles.
- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.
- Recommending changes to any of the above.

- Periodically reviewing the suitability of the investments, and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.
- Informing the Plan Administrator if changes occur in personnel that are responsible for portfolio management or research.

Standards of Care

Prudence

The standard of prudence to be used by investment officers shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The “prudent person” standard states that,

“Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

IV. Asset Allocation

The goal of the Plan’s investment program is to provide a reasonable level of growth, which will result in sufficient assets to pay a portion of the present and future obligations of the Plan. The following objectives are intended to assist in achieving this goal:

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.
- The Plan’s assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Plan Sponsor allocates its assets (asset allocation) with a

strategic perspective of the capital markets.

<i>Investment Time Horizon:</i>	Intermediate-term
<i>Anticipated Cash Flows:</i>	Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS and healthcare costs. Typically, increases in rates come with a one-year advance warning; however the Plan Administrator may request disbursement of assets at any time.
<i>Investment Objective:</i>	The primary objective is to generate a reasonable level of growth over time. The assets in this Plan will eventually be used to fund Pension Plan and OPEB obligations.
<i>Risk Tolerance:</i>	<i>Moderate</i> – The account’s risk tolerance has been rated moderate, which demonstrates that the account can accept price fluctuations to pursue its investment objectives.

Strategic Asset Allocation

As of the date of this Pension and OPEB Investment Policy adoption, the asset allocation ranges for the City of Pinole Employee Benefit Pension and OPEB Plan is as follows:

<i>Strategic Asset Allocation Ranges</i>		
Cash	Fixed Income	Equity
0-20%	40%-60%	40%-60%
Target: 2%	Target: 48%	Target: 50%

Market conditions may cause the account’s asset allocation to vary from the stated range from time to time. The Investment Manager will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with the Plan’s objectives.

V. Investment Guidelines

Security Guidelines

Equities

With the exception of limitations and constraints described above, the Investment Manager may allocate assets of the equity portion of the account among various market capitalizations (large, mid, small) and investment styles (value, growth).

Further, the Investment Manager may allocate assets among domestic and international developed and emerging market equity securities.

Total Equities	40%-60%
<i>Equity Style (Growth Assets)</i>	<i>Range</i>
Domestic Equity	15%-39%
International Equity (incl. Developed and Emerging Market Equity)	1%-25%
Other (REIT and Global Infrastructure)	0%-15%

Fixed Income

In the fixed income portion of the account, the Investment Manager may allocate assets among various sectors and industries, as well as varying maturities and credit quality that are consistent with the overall goals and objectives of the portfolio.

Total Fixed Income	40%-60%
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*High Yield securities may be purchased, but they will be held using a diversified exchange traded fund, or mutual fund vehicle.

If individual fixed income securities are purchased for the Plan, the following guidelines will be adhered to in the management of the fixed income segment:

Eligible Investments

- Debt obligations of the U.S. Government, its agencies, and Government Sponsored Enterprises
- Mortgage-Backed Securities (MBS)
- Asset Backed Securities (ABS)
- Collateralized Mortgage Obligations (CMO)
- Commercial Mortgage-Backed Securities (CMBS)
- Corporate debt securities issued by U.S. or foreign entities including, but not limited to, limited partnerships, equipment trust certificates and enhanced equipment trust certificates
- Eligible instruments issued pursuant to SEC Rule 144(a)
- Municipal Bonds
- Fixed Income mutual funds
- Eligible instruments issued pursuant to SEC Rule 144a (only if the Client is a documented Qualified Institutional Buyer ; QIB)

Quality

The individual securities portfolio will maintain a minimum weighted average

effective quality of A- at all times. At the time of purchase, individual securities shall have a minimum effective quality rating of BBB-.

For purposes of determining an effective rating, when three agencies rate a security (S&P, Moodys, Fitch) the middle rating will be used. When only two of the three agencies rate a security the lower of the two ratings will be used. When only one agency rates a security that rating will be used.

Duration

The Investment Manager will maintain the portfolio duration within +/- 25% of the Bloomberg US Aggregate Bond Index duration at all times for the individual securities portfolio of the bond segment.

Diversification

- No more than 5% of the portfolio assets may be invested in any individual issuer, with the exception of securities issued or guaranteed by the U.S. Government, its agencies, and Government Sponsored Enterprises. These restrictions do not apply to fixed funds or exchange-traded funds (ETFs).
- No more than 30% of the portfolio may be invested in securities issued under Rule 144A* without registration rights (no limit on Rule 144a* securities with registration rights).

* Note: Rule 144A is an administrative rule under the SEC allowing, under certain circumstances, for qualified institutional investors to trade certain securities with other institutional investors without registering the trade with the SEC. Specifically, the rule allows private companies, both domestic and international, to sell unregistered securities, also known as Rule 144 securities, to qualified institution buyers (QIBs) through a broker-dealer.

Performance Benchmarks

The performance of the total Plan shall be measured over a three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments. The performance shall be compared to the return of the total portfolio blended benchmark shown below.

Total Portfolio Blended Benchmark

30.0%	Russell 3000 Index
15.0%	MSCI-ACWI Ex-US Index
2.5%	MSCI World Core Infrastructure Index
2.5%	MSCI US REIT Index
44.25%	Bloomberg US Aggregate Bond Index

3.75% ICE BofA High Yield Index
2.0% 90-Day Treasury Bill Index

Security Selection

The Investment Manager may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, and exchange-traded funds. In addition, to the extent permissible, the Investment Manager is authorized to invest in shares of mutual funds in which the Investment Manager serves as advisor or sub-adviser.

Investment Limitations

The following investment transactions are prohibited:

- Direct investments in precious metals (precious metals mutual funds and exchange-traded funds are permissible).
- Venture Capital
- Short sales*
- Purchases of Letter Stock, Private Placements, or direct payments
- Leveraged Transactions*
- Commodities Transactions Puts, calls, straddles, or other option strategies*
- Purchases of real estate, with the exception of REIT mutual funds or ETFs
- Derivatives, with exception of ETFs*

**Permissible in diversified mutual funds and exchange-traded funds*

VI. Reporting Requirements

Quarterly reports shall be submitted by the Investment Manager to the Plan Administrator of the City of Pinole. These reports will be submitted by the City's Treasurer or designee to the City Council.

APPENDIX

Plan Sponsor Account Information as of the date this pension investment policy is adopted:

Plan Sponsor:	City of Pinole
Plan Administrator:	City Manager and/or designee
Governance:	Pinole City Council
Plan Name ("Plan")	City of Pinole Employee Benefits Pension Plan
Trustee:	US Bank
Type of Account	Pension and OPEB Plan
ERISA Status:	Not subject to ERISA
Investment Manager:	US Bank, as discretionary trustee, has delegated investment management responsibilities to PFM Asset Management ("Investment Manager"), an SEC-registered investment adviser
Investment Authority:	Except as otherwise noted, the Trustee, US Bank, has delegated investment authority to PFM Asset Management, an SEC- registered investment adviser. Investment Manager has full investment discretion over the managed assets in the account. Investment Manager is authorized to purchase, sell, exchange, invest, reinvest and manage the designated assets held in the account, all in accordance with account's investment objectives, without prior approval or subsequent approval of any other party(ies).

City of Pinole
PENSION AND OTHER POST-
EMPLOYMENT BENEFITS (OPEB)
INVESTMENT POLICY

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I. Introduction

The City of Pinole (the "City") has established the City of Pinole Employee Benefit Pension Plan (the "Plan"), a Section 115 Trust. The goal of the Plan's investment program is to provide a reasonable level of growth which will result in sufficient assets to offset a portion of the present and future obligations of retirement benefits provided by the California Public Employees Retirement System ("CalPERS") and Other Post-Employment Benefits (OPEB) provided by the City for those eligible employees who meet the specified age and service requirements.

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II. Statement of Purpose

The purpose of this Pension and OPEB Investment Policy is to establish a comprehensive strategy for assets invested under the Plan, and outline prudent and acceptable parameters in which pension and OPEB funds are to be managed.

The primary objectives of this policy are to:

- Facilitate the process of ongoing communication between the Plan Sponsor and its plan fiduciaries;
- Confirm the Plan's investment goals and objectives and management policies applicable to the investment portfolio;
- Provide a framework to construct a well-diversified asset mix that can potentially be expected to meet the account's short and long-term needs that is consistent with the account's investment objectives, liquidity considerations and risk tolerance;
- Identify any unique considerations that may restrict or limit the investment discretion of its designated investment managers;
- Help maintain a long-term perspective when market volatility is caused by short-term market movements.

III. Roles and Responsibilities

Governing Authority

The pension and OPEB investment program of the City of Pinole ("the City") shall be operated in conformance with federal, state, and other legal requirements. All funds will be invested in accordance with the City's Pension and OPEB Investment Policy, and applicable California Government Code Sections.

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Delegation of Authority

The management responsibility for the pension investment program is hereby delegated to the City Manager and/or designee as Plan Administrator who shall monitor and review all investments for consistency with this investment policy. No person may engage in an investment transaction except as provided under the limits of this policy. The City Council may delegate its investment decision making and execution authority to an investment advisor. The advisor shall follow the policy and such other written instructions as are provided.

Deleted: or Assistant City Manager

Duties and Responsibilities (Refer to Appendix for who serves in these roles)

Plan Administrator

The Plan Administrator for the City of Pinole is responsible for:

- Confirming the accuracy of this Investment Guidelines Document, in writing.
- Advising Trustee and Investment Manager of any change in the plan/account's financial situation, funding status, or cash flows, which could possibly necessitate a change to the account's overall risk tolerance, time horizon or liquidity requirements; and thus would dictate a change to the overall investment objective and goals for the account.
- Monitoring and supervising all service vendors and investment options, including investment managers.
- Avoiding prohibited transactions and conflicts of interest.

Trustee

The plan Trustee is responsible for:

- Valuing the holdings.
- Collecting all income and dividends owed to the Plan.
- Settling all transactions (buy-sell orders).

Investment Manager

The Investment Manager is responsible for:

- Assisting the Plan Administrator with the development and maintenance of this Investment Policy document.
- Meeting with the Plan Administrator to review portfolio structure, holdings, and performance.
- Designing, recommending and implementing an appropriate asset allocation consistent with the investment objectives, time horizon, risk profile, guidelines and constraints outlined in this Policy.
- Researching and monitoring investment advisers and investment vehicles.

- Purchasing, selling, and reinvesting in securities held in the account.
- Monitoring the performance of all selected assets.
- Voting proxies, if applicable.
- Recommending changes to any of the above.
- Periodically reviewing the suitability of the investments, and being available at such other times within reason at your request.
- Preparing and presenting appropriate reports.
- Informing the Plan Administrator if changes occur in personnel that are responsible for portfolio management or research.

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Standards of Care

Prudence

The standard of prudence to be used by investment officers shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development.

The “prudent person” standard states that,
 “Investments shall be made with judgment and care under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.”

Ethics and Conflict of Interest

Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial decisions.

IV. Asset Allocation

The goal of the Plan’s investment program is to provide a reasonable level of growth, which will result in sufficient assets to pay a portion of the present and future obligations of the Plan. The following objectives are intended to assist in

achieving this goal:

- The Plan should seek to earn a return in excess of its policy benchmark over the life of the Plan.
- The Plan’s assets will be managed on a total return basis which takes into consideration both investment income and capital appreciation. While the Plan Sponsor recognizes the importance of preservation of capital, it also adheres to the principle that varying degrees of investment risk are generally rewarded with compensating returns. To achieve these objectives, the Plan Sponsor allocates its assets (asset allocation) with a strategic perspective of the capital markets.

Investment Time Horizon:	Intermediate-term
Anticipated Cash Flows:	Assets in the Plan will seek to mitigate the impact of future rate increases from CalPERS <u>and healthcare costs</u> . Typically, increases in rates come with a one-year advance warning; however the Plan Administrator may request disbursement of assets at any time.
Investment Objective:	The primary objective is to generate a reasonable level of growth over time. The assets in this Plan will eventually be used to fund Pension Plan <u>and OPEB</u> obligations.
Risk Tolerance:	<u>Moderate</u> – The account's risk tolerance has been rated moderate, which demonstrates that the account can accept price fluctuations to pursue its investment objectives.

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Strategic Asset Allocation

As of the date of this Pension and OPEB Investment Policy adoption, the asset allocation ranges for the City of Pinole Employee Benefit Pension and OPEB Plan is as follows:

Strategic Asset Allocation Ranges		
Cash	Fixed Income	Equity
0-20%	40%-60%	40%-60%
Target: 2%	Target: 48%	Target: 50%

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Market conditions may cause the account's asset allocation to vary from the stated range from time to time. The Investment Manager will rebalance the portfolio no less than quarterly and/or when the actual weighting differs substantially from the strategic range, if appropriate and consistent with the Plan's objectives.

V. Investment Guidelines

Security Guidelines

Equities

With the exception of limitations and constraints described above, the Investment Manager may allocate assets of the equity portion of the account among various market capitalizations (large, mid, small) and investment styles (value, growth). Further, the Investment Manager may allocate assets among domestic, international developed and emerging market equity securities.

Total Equities	40% - 60%
Equity Style (<u>Growth Assets</u>)	Range
Domestic Equity	15% - 39%
International Equity (incl. <u>Developed and</u> Emerging Market <u>Equity</u>)	1% - 25%
<u>Other</u> (<u>REIT and Global Infrastructure</u>)	0%- 15%

Fixed Income

In the fixed income portion of the account, the Investment Manager may allocate assets among various sectors and industries, as well as varying maturities and credit quality that are consistent with the overall goals and objectives of the portfolio.

Total Fixed Income	40% - 60%
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*High Yield securities may be purchased, but they will be held using a diversified exchange traded fund, or mutual fund vehicle.

If individual fixed income securities are purchased for the Plan, the following guidelines will be adhered to in the management of the fixed income segment:

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Eligible Investments

- Debt obligations of the U.S. Government, its agencies, and Government Sponsored Enterprises
- Mortgage-Backed Securities (MBS)
- Asset Backed Securities (ABS)
- Collateralized Mortgage Obligations (CMO)
- Commercial Mortgage-Backed Securities (CMBS)
- Corporate debt securities issued by U.S. or foreign entities including, but not limited to, limited partnerships, equipment trust certificates and enhanced equipment trust certificates
- Eligible instruments issued pursuant to SEC Rule 144(a)
- Municipal Bonds
- Fixed Income mutual funds
- Eligible instruments issued pursuant to SEC Rule 144a (only if the Client is a documented Qualified Institutional Buyer : QIB)

Quality

The individual securities portfolio will maintain a minimum weighted average effective quality of A- at all times. At the time of purchase, individual securities shall have a minimum effective quality rating of BBB-.

For purposes of determining an effective rating, when three agencies rate a security (S&P, Moodys, Fitch) the middle rating will be used. When only two of the three agencies rate a security the lower of the two ratings will be used. When only one agency rates a security that rating will be used.

Duration

The Investment Manager will maintain the portfolio duration within +/- 25% of the Bloomberg US Aggregate Bond Index duration at all times for the individual securities portfolio of the bond segment.

Diversification

- No more than 5% of the portfolio assets may be invested in any individual issuer, with the exception of securities issued or guaranteed by the U.S. Government, its agencies, and Government Sponsored Enterprises. These restrictions do not apply to fixed funds or exchange-traded funds (ETFs).
- No more than 30% of the portfolio may be invested in securities issued under Rule 144A* without registration rights (no limit on Rule 144a* securities with registration rights).

* Note: Rule 144A is an administrative rule under the SEC allowing, under certain circumstances, for qualified institutional investors to trade certain securities with other

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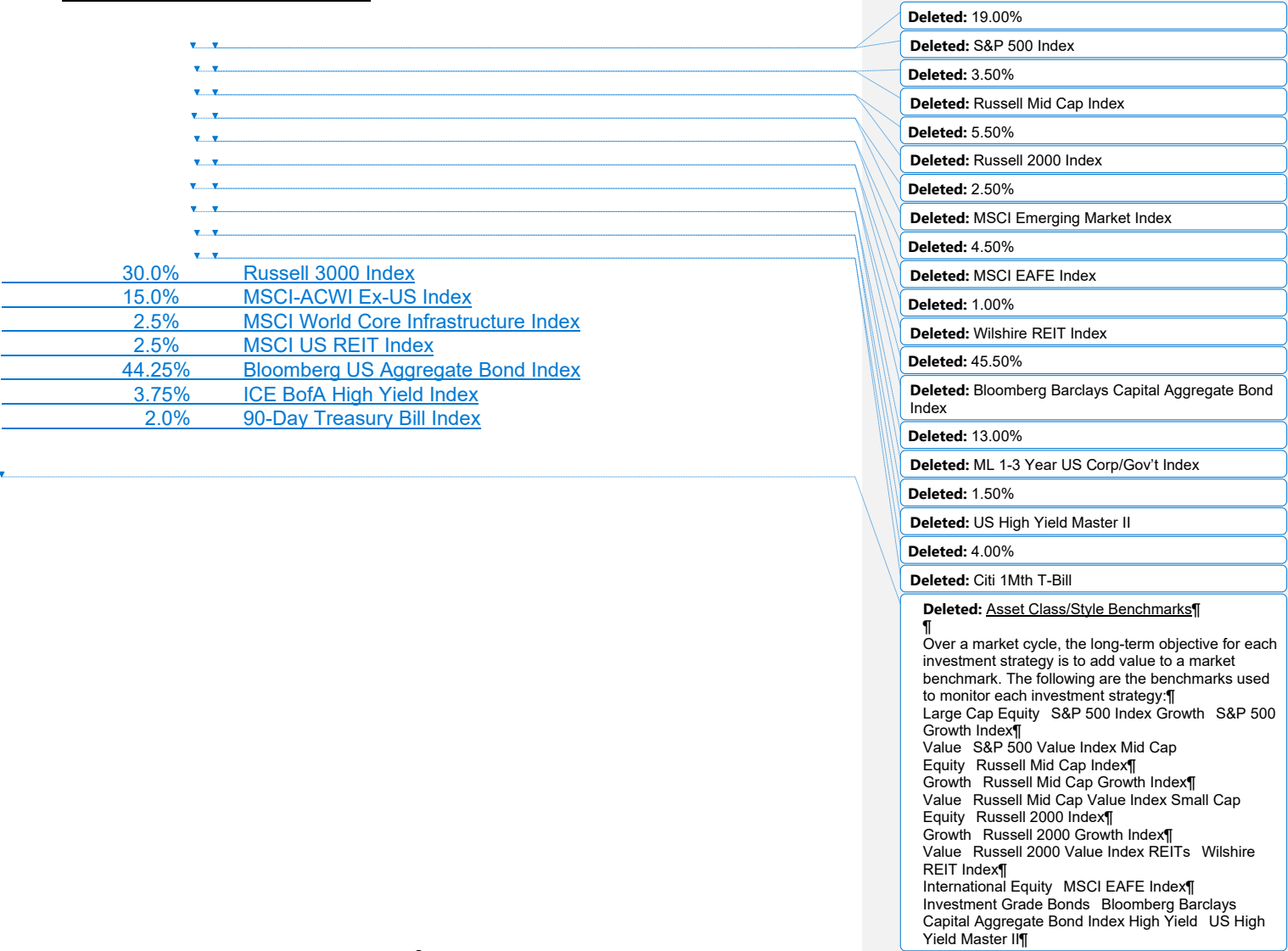
institutional investors without registering the trade with the SEC. Specifically, the rule allows private companies, both domestic and international, to sell unregistered securities, also known as Rule 144 securities, to qualified institution buyers (QIBs) through a broker-dealer.

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Performance Benchmarks

The performance of the total Plan shall be measured over a three and five-year periods. These periods are considered sufficient to accommodate the market cycles experienced with investments. The performance shall be compared to the return of the total portfolio blended benchmark shown below.

Total Portfolio Blended Benchmark



Security Selection

The Investment Manager may utilize a full range of investment vehicles when constructing the investment portfolio, including but not limited to individual securities, mutual funds, and exchange-traded funds. In addition, to the extent permissible, the Investment Manager is authorized to invest in shares of mutual funds in which the Investment Manager serves as advisor or sub-adviser.

Investment Limitations

The following investment transactions are prohibited:

- Direct investments in precious metals (precious metals mutual funds and exchange-traded funds are permissible).
- Venture Capital
- Short sales*
- Purchases of Letter Stock, Private Placements, or direct payments
- Leveraged Transactions*
- Commodities Transactions Puts, calls, straddles, or other option strategies*
- Purchases of real estate, with the exception of [REIT mutual funds or ETFs](#),
- Derivatives, with exception of ETFs*

Deleted: REITs

**Permissible in diversified mutual funds and exchange-traded funds*

VI. Reporting Requirements

Quarterly reports shall be submitted by the Investment Manager to the Plan Administrator of the City of Pinole. These reports will be submitted by the City's Treasurer or designee to the City Council.

APPENDIX

Plan Sponsor Account Information as of the date this pension investment policy is adopted:

Plan Sponsor:	City of Pinole
Plan Administrator:	City Manager and/or designee
Governance:	Pinole City Council
Plan Name ("Plan")	City of Pinole Employee Benefits Pension Plan
Trustee:	US Bank
Type of Account	Pension and OPEB Plan
ERISA Status:	Not subject to ERISA
Investment Manager:	US Bank, as discretionary trustee, has delegated investment management responsibilities to PFM Asset Management ("Investment Manager"), an SEC-registered investment adviser
Investment Authority:	Except as otherwise noted, the Trustee, US Bank, has delegated investment authority to PFM Asset Management , an SEC- registered investment adviser. Investment Manager has full investment discretion over the managed assets in the account. Investment Manager is authorized to purchase, sell, exchange, invest, reinvest and manage the designated assets held in the account, all in accordance with account's investment objectives, without prior approval or subsequent approval of any other party(ies).

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CITY COUNCIL REPORT

9.F.

DATE: SEPTEMBER 16, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Melissa Klawuhn, Police Chief, mklawuhn@pinole.gov
SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF PINOLE AUTHORIZING THE RECEIPT AND EXPENDITURE OF \$50,000 IN CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) GRANT FUNDS TO FACILITATE THE SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) #26-006945

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution which will authorize the acceptance of \$50,000 in grant funds awarded to the City of Pinole and administered by the California Office of Traffic Safety (Attachment B-submitted grant application).

BACKGROUND

The California Office of Traffic Safety (OTS) is situated within the California State Transportation Agency and is responsible for developing and implementing a highway safety program that addresses the behavioral factors influencing road safety. The goal of the annual program is to prevent serious injury and death resulting from motor vehicle crashes, ensuring that all roadway users arrive at their destinations safely. Through the review of local, county, and state crash data, OTS helps individual cities compare their traffic safety statistics with those of cities of a similar population size.

According to data comparison by OTS, the City of Pinole's traffic incident rankings highlight areas of concern when compared to similarly sized cities. With a population of about 19,000 residents and situated along the busy Interstate 80 corridor, Pinole experiences a high volume of daily traffic, which raises the risk of collisions, speeding, and impaired driving incidents. The city's diverse community, including families, school-aged children, elderly residents, and local businesses, is directly affected by traffic-related dangers. DUI-related crashes pose a significant threat to public safety, especially to pedestrians, cyclists, and motorists sharing the roads.

The Pinole Police Department has only 29 sworn officers who perform a variety of duties, including traffic enforcement. This limited staffing makes it challenging to conduct DUI checkpoints without incurring overtime costs, as diverting officers from their regular tasks can compromise other vital public safety efforts. Moreover, the scarce traffic enforcement resources make it harder to prevent reckless driving, which puts vulnerable road users like schoolchildren and elderly pedestrians at risk.

To address these issues, the Pinole Police Department applied for OTS funding to cover specialized training for officers and overtime pay to support DUI checkpoints. These resources

are essential for enhancing traffic safety, lowering collision rates, and reducing impaired driving in the community. By enhancing traffic safety efforts, bolstering DUI enforcement, and increasing public awareness through the requested grant funds, the Pinole Police Department aims to reduce injuries and fatalities, ultimately making roads safer for all community members.

The Pinole Police Department will continue to prioritize equity in all aspects of its traffic safety efforts. This includes increasing DUI enforcement in high-risk areas where crashes disproportionately affect vulnerable communities, expanding public outreach with culturally and linguistically appropriate messaging, and aligning traffic safety resources with the needs of historically underserved neighborhoods. Additionally, the department will maintain a community-first approach, ensuring residents' voices are heard and incorporated into safety strategies. By applying an equity lens, the Pinole Police Department aims to improve public trust and create a safer, more accessible transportation environment for all residents.

REVIEW AND ANALYSIS

To combat speeding, DUI-related crashes and pedestrian safety issues, the Pinole Police Department proposes a multifaceted project that includes officer training and the implementation of DUI checkpoints. These resources will enhance the department's ability to conduct targeted traffic enforcement operations, focusing on high-crash zones, DUI-prone areas, and roadways with frequent speeding violations, particularly during peak risk hours such as nighttime and weekends. By increasing enforcement presence in these areas, officers will be able to identify and remove impaired drivers, enforce speed limits, and reduce dangerous driving behaviors, ultimately decreasing the number of traffic-related injuries and fatalities.

To further enhance enforcement efforts, the Pinole Police Department will conduct two DUI checkpoints aimed at identifying and deterring impaired drivers. These checkpoints will be held in high-risk locations based on crash data and DUI arrest trends, ensuring maximum impact in reducing alcohol- and drug-related collisions. Additionally, officers will receive specialized training in DUI detection and traffic enforcement strategies, equipping them with the necessary skills to effectively identify impaired drivers and enforce traffic laws more efficiently. The Pinole Police Department will conduct additional targeted traffic enforcement, distracted driving enforcement, and pedestrian and bike safety enforcement. Utilizing enhanced traffic safety equipment and community engagement, the Pinole Police Department aims to educate drivers on the dangers of impaired and reckless driving while reinforcing the importance of roadway safety. The department will integrate public outreach initiatives, social media messaging, and community partnerships to promote responsible driving behavior. By combining strategic enforcement, high-visibility patrols, and public awareness efforts, the department seeks to reduce traffic-related injuries and fatalities while fostering a safer and more responsible driving culture in Pinole.

FISCAL IMPACT

Accepting this grant will result in a positive fiscal impact. The total project cost is \$50,000, with no match required.

ATTACHMENTS

A. Resolution

- B. Submitted Grant Application
- C. Draft Agreement

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE AUTHORIZING THE RECEIPT AND EXPENDITURE OF \$50,000 IN CALIFORNIA OFFICE OF TRAFFIC SAFETY (OTS) GRANT FUNDS TO FACILITATE THE SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) #26-006945

WHEREAS, (City of Pinole) (herein referred to as APPLICANT) applied to the California Office of Traffic Safety grant program (herein referred to as PROGRAM), for funding to address the priority areas established by the National Highway Traffic Safety Administration; and

WHEREAS, the Pinole Police Department is charged with providing for the safety and security of the people within City limits and beyond; and

WHEREAS, there are substantial traffic safety challenges on Pinole roadways that negatively impact that safety and security; and

WHEREAS, increased education and enforcement regarding impaired and other unsafe driving practices can reduce those negative impacts; and

WHEREAS, funding the overtime, equipment, and other expenses associated with this education and enforcement presents a fiscal challenge for the City; and

WHEREAS, the Pinole Police Department and the California Office of Traffic Safety (OTS) have collaborated to establish goals and objectives for the 2025-2026 Federal Fiscal Year to have a positive impact on traffic safety challenges in Pinole; and

WHEREAS, APPLICANT has applied for and received an offer of an OTS Selective Traffic Enforcement Program (STEP) Grant #26-006945, providing funding in furtherance of these goals and objectives.

NOW, THEREFORE, BE IT RESOLVED that the Chief of Police for the Pinole Police Department or his/her designee is authorized to execute on behalf of the City of Pinole, the attached agreement, including any extensions or amendments thereof and any subsequent contract with the state in relation thereto.

IT IS AGREED that any liability arising out of the performance of this contract, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OTS disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the **16th** day of **September, 2025** 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 **16th** day of **September, 2025**

Heather Bell, CMC
City Clerk

Application Information

Application No: 26-006945			
Application Type: STEP	Agency (City or County): Pinole	Department (Police Dept, DA Office, etc): Pinole Police Department	
Authorized Representative: Amy Eubanks	Additional Contact Email:	DUNS/SAM Number: FX2RHAL9KGG8	
DUNS/SAM Expiration Date:	DUNS/SAM Registered Address: 2131 Pear Street	DUNS/SAM City: Pinole	
DUNS/SAM ZIP+4: 94564-1774			

Application Summary

Grants Made Easy Application Titles and Descriptions are pre-populated. For General Grants, provide the Application Title and Application Description.

Application Title:

Selective Traffic Enforcement Program (STEP)

Application Description:

Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.

Problem Statement

Describe the problem(s) to be addressed utilizing current data, do not include state or national information.

1. Describe the city, county, or jurisdiction this grant will impact.

Problem Statement:

The City of Pinole, California, is a suburban community located in the San Francisco Bay Area, within Contra Costa County. Situated along the northeastern shore of San Pablo Bay, Pinole features a mix of rolling hills, residential neighborhoods, and commercial corridors. The city is strategically positioned along Interstate 80, a major transportation artery that connects the San Francisco Bay Area with Sacramento and beyond. Additionally, San Pablo Avenue serves as a key local thoroughfare, providing access to neighboring cities such as Hercules and Richmond.

Pinole has a population of approximately 19,000 residents, reflecting a diverse demographic composition. The city is home to a mix of racial and ethnic backgrounds, including White, Hispanic or Latino, African American, and Asian communities. This diversity contributes to a rich cultural fabric and a variety of local businesses, schools, and community events.

Public safety in Pinole is provided by the Pinole Police Department, which is responsible for law enforcement, crime prevention, and traffic safety initiatives throughout the city. Fire and emergency medical services are delivered by the Contra Costa Fire Protection District, ensuring rapid response to fire incidents, medical emergencies, and disaster situations. With its convenient location, strong public services, and engaged community, Pinole continues to be a desirable place to live and work within the Bay Area.

2. Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats)

Problem Statement:

The City of Pinole faces significant challenges in traffic safety, underscored by recent collision data and resource constraints within its police department. According to the California Office of Traffic Safety (OTS), Pinole's traffic incident rankings indicate areas of concern when compared to cities of similar size. The Pinole Police Department (PPD) operates with a limited number of sworn officers—currently 29—who are tasked with a broad range of responsibilities, including traffic enforcement. This staffing level makes it challenging to conduct DUI checkpoints without incurring overtime expenses, as reallocating officers from their regular duties would compromise other critical public safety functions.

Additionally, the department's current fleet lacks a sufficient number of police motorcycles, which are essential for effective traffic enforcement patrols. Motorcycles offer greater maneuverability and the ability to navigate congested areas more efficiently than standard patrol vehicles, thereby enhancing the department's capacity to enforce traffic laws and respond to incidents promptly.

To address these issues, the PPD is seeking funding to acquire an additional police motorcycle, a radar trailer equipped with a message board, specialized training for officers, and overtime compensation to facilitate three DUI checkpoints. These resources are vital to improving traffic safety, reducing collision rates, and mitigating the incidence of impaired driving within the community.

3. Define the target population the grant intends to serve and how they are affected by the problem(s).

Problem Statement:

The target population for this grant includes all residents, commuters, and visitors traveling through the City of Pinole. With a population of approximately 19,000 residents and a location along the busy Interstate 80 corridor, Pinole experiences a high volume of daily traffic, increasing the risk of collisions, speeding, and impaired driving incidents. The city's diverse community, including families, school-aged children, elderly residents, and local businesses, is directly impacted by traffic-related dangers. DUI-related crashes pose a significant threat to public safety, particularly to pedestrians, cyclists, and motorists who share the road. Additionally, limited traffic enforcement resources make it difficult to deter reckless driving behaviors, disproportionately affecting vulnerable road users such as schoolchildren and elderly pedestrians. By enhancing traffic safety measures, increasing DUI enforcement, and expanding public awareness through the requested grant resources, the Pinole Police Department aims to reduce injuries and fatalities, ultimately creating safer roadways for everyone in the community.

Traffic Data Summary:

City Applicants: Complete the table below using the most current local data and update the 20XX years in the table (do not use the OTS Rankings or SWITRS).
County or State Applicants: Complete the table below using SWITRS data and update the 20XX years in the table.

Crash Type	2022				2023				2024			
	Crashes		Victims		Crashes		Victims		Crashes		Victims	
Fatal	1		1		0		0		1		0	
Injury	24		24		26		26		13		13	
	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured	Fatal	Injury	Killed	Injured
Alcohol - Involved												
Hit & Run												
Nighttime (2100-0259 hours)												
Top 3 Primary Crash Factors									Fatal	Injury	Killed	Injured
#1 -												
#2 -												
#3 -												

Proposed Solution

Equity:

The Pinole Police Department is committed to addressing equity in its traffic safety efforts by implementing community-oriented strategies that promote safe streets, public health, and overall community well-being. Recognizing the diverse nature of Pinole, the department actively works to engage with residents, build trust, and tailor enforcement and outreach efforts to the unique needs of the city’s population, including low-income families, commuters, and non-motorized road users. Through community meetings, expanded outreach initiatives, and a data-driven approach to policing, the department ensures that traffic safety interventions are both inclusive and responsive to the city’s evolving challenges.

If awarded funds through the OTS grant program, the Pinole Police Department will continue to prioritize equity in all aspects of its traffic safety initiatives. This includes increasing DUI enforcement in high-risk areas where crashes disproportionately impact vulnerable communities, expanding public outreach efforts with culturally and linguistically appropriate messaging, and aligning traffic safety resources with the needs of historically underserved neighborhoods. Additionally, the department will maintain a community-first approach, ensuring that residents’ voices are heard and incorporated into safety strategies. By operating with an equity lens, Pinole PD seeks to reduce preventable traffic fatalities and injuries, enhance public trust, and create a safer, more accessible transportation environment for all residents.

Strategies:

The Pinole Police Department (PPD) is committed to addressing the city's growing traffic safety concerns through a strategic enforcement and public awareness approach. To combat speeding, DUI-related crashes, and pedestrian safety issues, the department proposes a multifaceted project that includes the acquisition of a police motorcycle, a radar trailer with a message board, officer training, and the implementation of three DUI checkpoints. These resources will enhance PPD's ability to conduct targeted traffic enforcement operations, focusing on high-crash zones, DUI-prone areas, and roadways with frequent speeding violations, particularly during peak risk hours such as nighttime and weekends. By increasing enforcement presence in these areas, officers will be able to identify and remove impaired drivers, enforce speed limits, and reduce dangerous driving behaviors, ultimately decreasing the number of traffic-related injuries and fatalities.

The acquisition of a police motorcycle will allow officers to conduct more effective traffic enforcement patrols, particularly in areas where maneuverability and rapid response are crucial. Motorcycles are a critical tool for addressing speeding violations and improving overall roadway safety by providing officers with increased mobility and visibility. Additionally, a radar trailer equipped with a message board will serve as both an enforcement tool and an educational resource, alerting drivers to their speed and reinforcing safe driving habits. The radar trailer will be strategically placed in high-risk locations to deter speeding and improve public compliance with traffic laws.

To further enhance enforcement efforts, PPD will conduct three DUI checkpoints aimed at identifying and deterring impaired drivers. These checkpoints will be held in high-risk locations based on crash data and DUI arrest trends, ensuring maximum impact in reducing alcohol- and drug-related collisions. Additionally, officers will receive specialized training in DUI detection and traffic enforcement strategies, equipping them with the necessary skills to effectively identify impaired drivers and enforce traffic laws more efficiently.

Through targeted enforcement, enhanced traffic safety equipment, and community engagement, PPD aims to educate drivers on the dangers of impaired and reckless driving while reinforcing the importance of roadway safety. The department will integrate public outreach initiatives, social media messaging, and community partnerships to promote responsible driving behavior. By combining strategic enforcement, high-visibility patrols, and public awareness efforts, PPD seeks to reduce traffic-related injuries and fatalities while fostering a safer and more responsible driving culture in Pinole.

Agency Qualifications:

Yes, the Pinole Police Department (PPD) has adequate staffing levels to successfully complete the requested activities under this grant. The department has a dedicated team of sworn personnel with appropriate training and experience to conduct DUI checkpoints, enforce traffic laws, and implement high-visibility enforcement operations. Additionally, PPD has dedicated management analysts who are experienced in grant reporting and administration, ensuring compliance with all grant requirements, tracking expenditures, and submitting necessary reports in a timely manner.

The department's program staff includes officers who have undergone specialized training in DUI detection, traffic enforcement, and checkpoint operations, enabling them to effectively identify impaired drivers and enforce roadway safety measures. Should additional training be required, PPD is committed to providing officers with the necessary resources to enhance their expertise in traffic safety enforcement. On the fiscal side, the City of Pinole's administrative staff has extensive experience managing grant funds, overseeing budgetary compliance, and ensuring financial accountability in accordance with grant guidelines.

Regarding contract procurement, the City of Pinole follows a structured and transparent contracting process to ensure efficient and timely execution of grant-related activities. The city is committed to entering into a contract within four weeks of the grant award, ensuring that all necessary agreements and approvals are in place to support the implementation of the proposed project without delay.

Community Collaboration and Engagement

Provide a description of the community collaboration and engagement activities that will be conducted and/or participated in by your department and addresses traffic safety. Community collaboration and engagement allows for the appropriate department personnel to engage in conversations to both share information and receive input from the community members regarding traffic safety.

Community Collaboration and Engagement:

The Pinole Police Department (PPD) is committed to fostering strong community collaboration and engagement to enhance traffic safety awareness and education. Through ongoing initiatives, the department ensures that community members have opportunities to share concerns, receive important traffic safety information, and actively participate in public safety efforts. One key engagement activity is "Coffee with a Cop," a regularly hosted event that allows residents to meet with officers in an informal setting to discuss local concerns, including speeding, school zone safety, DUI enforcement, and pedestrian traffic issues. These events provide valuable insight into community priorities and allow for direct dialogue between law enforcement and residents.

PPD also prioritizes traffic safety education by engaging with young drivers, parents, and students through school presentations and public outreach efforts. These educational sessions cover critical topics such as safe pedestrian behaviors, bicycle safety, DUI prevention, and responsible driving practices. By working directly with students and families, the department aims to instill safe driving habits early and reduce traffic-related risks for young community members. Additionally, PPD collaborates with local businesses, civic organizations, and neighborhood groups to promote public awareness campaigns focused on DUI prevention, distracted driving, and adherence to traffic laws.

The proposed police motorcycle and radar trailer with a message board will serve as high-visibility enforcement and community outreach tools, reinforcing the department's commitment to traffic safety education. The motorcycle will enhance the department's ability to conduct targeted traffic enforcement patrols in high-risk areas, while the radar trailer will be deployed in school zones and high-traffic areas to alert drivers to their speed and encourage safer driving habits. These tools will also be used at public events, school functions, and safety fairs to distribute educational materials, promote safe driving campaigns, and raise awareness about DUI enforcement.

Through consistent community engagement, educational outreach, and active participation in local events, PPD aims to strengthen public trust, encourage safe driving behaviors, and work collaboratively with residents to make Pinole's roadways safer for everyone.

Goals

Description
Reduce the number of persons killed in traffic crashes.
Reduce the number of persons injured in traffic crashes.
Reduce the number of pedestrians killed in traffic crashes.
Reduce the number of pedestrians injured in traffic crashes.
Reduce the number of bicyclists killed in traffic crashes.
Reduce the number of bicyclists injured in traffic crashes.
Reduce the number of persons killed in alcohol-involved crashes.
Reduce the number of persons injured in alcohol-involved crashes.
Reduce the number of persons killed in drug-involved crashes.
Reduce the number of persons injured in drug-involved crashes.
Reduce the number of persons killed in alcohol/drug combo-involved crashes.
Reduce the number of persons injured in alcohol/drug combo-involved crashes.
Reduce the number of motorcyclists killed in traffic crashes.
Reduce the number of motorcyclists injured in traffic crashes.
Reduce hit & run fatal crashes.
Reduce hit & run injury crashes.
Reduce nighttime (2100 - 0259 hours) fatal crashes.
Reduce nighttime (2100 - 0259 hours) injury crashes.
Custom Description

Objectives

Included	Target Number	Description
Yes	1	Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.
Yes	4	Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.

Yes	1	Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.
Yes	5	Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.
Yes	1	Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.
No	0	Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).
No	0	Send law enforcement personnel to the DRE Recertification training.
No	0	Send law enforcement personnel to SFST Instructor training.
No	0	Send law enforcement personnel to DRE Instructor training.
Yes	3	Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.
No	0	Conduct DUI Saturation Patrol operation(s).
No	0	Conduct Court Sting operation(s) to cite individuals driving to and from the court after having their driver's license suspended or revoked.
No	0	Conduct Warrant Service operation(s) targeting multiple DUI offenders who fail to appear in court.
No	0	Conduct Stakeout operation(s) that employ law enforcement officers to observe repeat DUI offender probationers with suspended or revoked driver licenses.
Yes	4	Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.
No	0	Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.
No	0	Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.
No	0	Conduct Nighttime (1800-0559) Click It or Ticket enforcement operation(s).
No	0	Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.
No	0	Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.
No	0	Conduct Know Your Limit campaigns with an effort to reach members of the community.
Yes	4	Participate in highly visible collaborative DUI Enforcement operations.
Yes	8	Participate in highly visible collaborative Traffic Enforcement operations.
No	0	Send law enforcement personnel to DUI Checkpoint Planning and Management training.
No	0	Conduct specialized enforcement operations focusing specifically on street racing and sideshow activities.
No	0	Conduct Illegal Street Racing and Modified Vehicle training classes for law enforcement personnel.
No	0	Identify grant funded, straight time personnel. Include any vacancies or staff changes that have occurred. For any vacancies, include the status of filling the vacancy.

Yes	12	Participate in community collaboration and engagement activities to engage in conversations regarding traffic safety to both share information and receive input from the community members.
No	0	Utilize the oral fluid drug screening device at roadside to assist with identifying drug use during DUI investigations. Report on the use, accomplishments, or challenges associated with the use of the oral fluid drug screening device.
No	0	Send law enforcement personnel to a POST certified implicit bias training, such as; Implicit Bias and Community Policing, Principles Policing, or Beyond Bias.
Included	Target Number	Custom Description
Yes	5	RADAR OPERATOR TRAINING DESIGNED TO TRAIN LAW ENFORCEMENT OFFICERS IN THE PROPER AND EFFICIENT USE OF TRAFFIC RADAR. THE COURSE IS ON COMPLIANCE WITH CVC 40802 AND INCLUDES (1) SPEED AND ENFORCEMENT (2) HISTORY AND THEORY (3) LAWS AND COURT DECISIONS (4) STATIONARY RADAR OPERATION (5) MOVING RADAR OPERATION (6) RADAR EFFECTS (7) VISUAL SPEED DETERMINATION (8) RADAR EVIDENCE (9) PRACTICAL EXERCISES AND FIELD TESTING (10) COURTROOM TESTIMONY (11) WRITTEN EXAMINATION *Note: Required for peace officers issuing speed violation citations using radar speed measuring devices and where a traffic and engineering survey is beyond five years.
Yes	5	RADAR-LASER OPERATOR (LIDAR) TRAINING ENROLLMENT RESTRICTED TO LAW ENFORCEMENT PERSONNEL WHO HAVE ALREADY BEEN RADAR CERTIFIED PRIOR TO ENROLLMENT. DESCRIBES THE PRINCIPLES GOVERNING LIDAR (LIGHT, DISTANCE, AND RANGING) DESIGN AND OPERATION, USING AS AN ENFORCEMENT TOOL, AND HOW TO PRESENT PROPER TESTIMONY AND EVIDENCE IN COURT. PREREQUISITE: SUCCESSFUL COMPLETION OF THE 24 HOUR RADAR OPERATOR COURSE. (CCR 1081 (A)(28)).

Method of Procedure

Phase 1 - Program Preparation:

- The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- Conduct all training needed to implement the program, in the first quarter.
- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of \$5,000 more (including tax and shipping) must comply with Buy America.
- In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements

Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

Phase 1 - Program Preparation Addendum:

Phase 2 - Program Operations:

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process. The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

Phase 2 - Program Operations Addendum:

Phase 3 - Data Collection:

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

Phase 3 - Data Collection Addendum:

Budget

Personnel Costs

Hourly Rates - When requesting hours for personnel, enter them as straight time or overtime (for Enforcement Overtime, please use section below) and include the amount of hours that they will spend on grant operations. Example: Personnel getting paid 100% by the grant working a full year at \$41.00 per hour would be entered as Straight time, 2080 Units, \$41.00 Unit cost or Rate, and 100% Percent Paid by Grant. This gives a total of \$85,280.00 for the year.

Benefits – If requesting benefits for personnel, enter all benefits as a separate line item for each. Start the Item Name with the word 'Benefits', enter the corresponding straight time or overtime total amount in the Unit Cost or Rate, and enter the Benefits Rate to have the system calculate Benefit Costs. $(\text{Unit Cost}) \times (\text{Benefits Rate}) = \text{Benefit Costs}$. To properly relate benefits to the correct personnel line item use the Display Order field, for example use 100.0 for Display Order for the personnel line item and 100.1 for Display Order for the associated Benefits.

Display Order	Cost Category	Item Name	Position Type	Benefit Rate	Unit Cost or Rate	Units	Percent Paid by Grant	Calculated Cost to Grant
1.0	A. Personnel Costs	Officer	Straight time		\$115.69	342	100.00%	\$39,565.98
Display Order	Cost Category	Enforcement Activity		Item Name		Unit Cost or Rate	Units	Calculated Cost to Grant
2.0	A. Personnel Costs	DUI/DL Checkpoints		DUI/DL Checkpoints		\$4,769.02	3	\$14,307.06
Personnel Costs:		\$53,873.04						

Travel Expenses

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
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Travel Expenses: \$0.00

Contractual Services

Do not include brand names or names of specific organizations.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
300.0	C. Contractual Services	Phlebotomist	\$100.00	30	\$3,000.00

Contractual Services: \$3,000.00

Equipment (must have Unit Cost of at least \$10,000 including tax and shipping)

Do not include brand names or names of specific organizations.

Please include an equipment quote in the Upload Documents Tab.

NOTE : When creating a new "Equipment" budget item, the *Standard Language Item* drop down list may not be available. When this is the case, complete only the required fields and save the budget item. Once saved, select the *Edit* button (pencil icon); the *Standard Language Item* drop down list will be available for selection. Alternatively, if not requesting a *Standard Language Item*, please utilize the *Custom Narrative* field to enter an appropriate narrative.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
400.0	D. Equipment	Police Motorcycle	\$40,000.00	1	\$40,000.00
500.0	D. Equipment	Changeable Message Sign Trailer with Radar	\$25,000.00	1	\$25,000.00

Equipment: \$65,000.00

Other Direct Costs (must have Unit Cost of less than \$10,000, including tax and shipping)

Do not include brand names or names of specific organizations.

NOTE : When creating a new "Other Direct Cost" budget item, the *Standard Language Item* drop down list may not be available. When this is the case, complete only the required fields and save the budget item. Once saved, select the *Edit* button (pencil icon); the *Standard Language Item* drop down list will be available for selection. Alternatively, if not requesting a *Standard Language Item*, please utilize the *Custom Narrative* field to enter an appropriate narrative.

Display Order	Cost Category	Item Name	Unit Cost or Rate	Units	Calculated Cost to Grant
600.0	E. Other Direct Costs	DUI Checkpoint Supplies	\$2,500.00	1	\$2,500.00
700.0	E. Other Direct Costs	Training Courses	\$5,000.00	1	\$5,000.00

Other Direct Costs: \$7,500.00

Indirect Costs

NOTE - Entry for Indirect Cost is different than prior years. Please read instructions carefully.

Item Name should indicate the % and the types of costs subject to the Indirect Cost Rate e.g. 15% of Salaries and Benefits. Enter one Unit Cost equal to the estimated Indirect Costs.

Indirect Cost Rate must be supported by a federally approved indirect cost rate letter and uploaded to the application.

Display Order	Cost Category	Item Name	Units	Unit Cost or Rate	Calculated Cost to Grant
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Indirect Costs: \$0.00

Total Requested Funding: \$129,373.04

Narrative Review

Review and update Narrative for Budget Items

Cost Category	Item	Narrative	Custom Narrative
A. Personnel Costs	Officer	Non-overtime hours for law enforcement operations conducted by appropriate department personnel. Hours may include wages or authorized absences, such as annual leave and sick leave, provided they are accrued during the grant term.	1 OFC-ARIDE - 102 hours 5 OFCs-RADAR - 24 hours 5 OFCs-LIDAR - 8hrs 5 OFCs-DUI - 16hrs
A. Personnel Costs	DUI/DL Checkpoints	Overtime for grant funded law enforcement operations conducted by appropriate department personnel.	
C. Contractual Services	Phlebotomist	To draw and collect blood samples during OTS funded grant operations from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law.	
D. Equipment	Police Motorcycle	Fully equipped motorcycle to be used for grant purposes. Costs may include communication equipment, emergency equipment package, safety bars and modifications and accessories.	
D. Equipment	Changeable Message Sign Trailer with Radar	Fully equipped changeable message sign trailer(s) with a radar device and digital display that is portable and fully programmable and will determine and display the speed of vehicles or post traffic safety information and messages during OTS funded operations.	
E. Other Direct Costs	DUI Checkpoint Supplies	On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device Supplies, PAS Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.	
E. Other Direct Costs	Training Courses		Cost of classes RADAR, LIDAR, ARIDE, SFST

Upload Documents (Optional)

Please try to include all information in the application itself, but if necessary, upload additional documents here

Document Name	Update Date/Time
Application Report 2025-01-31 22:28:46.pdf	1/31/2025 2:28 PM

Evaluation, Support, and Submittal

Evaluation, Support, and Submittal

Method of Evaluation:

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

Administrative Support:

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

Total Requested Funding:

\$129,373.04

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)			
2. NAME OF AGENCY Pinole		3. Grant Period From: 10/01/2025 To: 09/30/2026	
4. AGENCY UNIT TO ADMINISTER GRANT Pinole Police Department			
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.			
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$50,000.00 Allocation is contingent upon availability of federal funds.			
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: - Schedule A – Problem Statement, Goals and Objectives and Method of Procedure - Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) - Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) - Exhibit A – Certifications and Assurances - Exhibit B* – OTS Grant Program Manual - Exhibit C – Grant Electronic Management System (GEMS) Access *Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov. We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.			
8. Approval Signatures			
A. GRANT DIRECTOR NAME: Melissa Kiawuhn TITLE: Chief of Police EMAIL: mklawuhn@pinole.gov PHONE: (510) 724-8957 ADDRESS: 880 Tennent Avenue Pinole, CA 94564 <i>(Signature)</i> <i>(Date)</i>		B. AUTHORIZING OFFICIAL NAME: Melissa Kiawuhn TITLE: Chief of Police EMAIL: mklawuhn@pinole.gov PHONE: (510) 724-8957 ADDRESS: 880 Tennent Avenue Pinole, CA 94564 <i>(Signature)</i> <i>(Date)</i>	
C. FISCAL OFFICIAL NAME: Markisha Guillory TITLE: Finance Director EMAIL: mguillory@pinole.gov PHONE: (510) 724-9823 ADDRESS: 2131 Pear Street Pinole, CA 94564 <i>(Signature)</i> <i>(Date)</i>		D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Stephanie Dougherty TITLE: Director EMAIL: stephanie.dougherty@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive Suite 300 Sacramento, CA 95758 <i>(Signature)</i> <i>(Date)</i>	

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM #: FX2RHAL9KGG8 REGISTERED ADDRESS: 2131 Pear Street CITY: Pinole ZIP+4: 94564-1774
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$50,000.00
				AMOUNT ENCUMBERED BY THIS DOCUMENT		
				\$50,000.00		
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		
				\$ 0.00		
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
				\$50,000.00		

1. PROBLEM STATEMENT

Describe the city, county, or jurisdiction this grant will impact.

The City of Pinole, California, is a suburban community located in the San Francisco Bay Area within Contra Costa County. It lies along the northeastern shore of San Pablo Bay and features a mix of residential neighborhoods, commercial corridors, and open spaces. Interstate 80, a major regional freeway, passes through the city and serves as a critical transportation corridor for commuters and commercial traffic. San Pablo Avenue is another primary route connecting Pinole to neighboring cities such as Hercules and Richmond.

Pinole is home to approximately 19,000 residents and reflects a diverse demographic composition, including White, Hispanic or Latino, African American, and Asian communities. This diversity contributes to a vibrant local culture and a variety of community institutions and small businesses. The Pinole Police Department (PPD) provides law enforcement services within city limits, while the Contra Costa Fire Protection District provides fire and emergency medical services. With strong public infrastructure and a growing population, Pinole remains a desirable place to live, work, and travel.

Describe the problem(s) to be addressed, supported by current and relevant crash data. (most recent calendar year data/stats).

The City of Pinole continues to experience a significant number of traffic-related incidents that threaten the safety of residents and travelers. The Pinole Police Department responds to frequent calls for service involving suspected DUI drivers, reckless driving, and hit-and-run crashes. These traffic violations remain a persistent concern and place pressure on limited enforcement resources.

From 2022 to 2024, DUI-related calls for service rose from 19 in 2022 to 36 in 2024, representing a nearly 90 percent increase. Arrests for DUI ranged from 23 in 2022 to 28 in 2023 and 20 in 2024. As of July 10, 2025, there have already been 14 DUI-related calls and 12 arrests. Similarly, calls for reckless driving under Vehicle Code 23103 CVC remain consistently high: 120 calls in 2022, 117 in 2023, 118 in 2024, and 74 in the first half of 2025. Hit-and-run incidents also show a troubling pattern. In 2022, there were 93 calls for hit-and-run crashes, with 45 traffic crash reports filed. This number increased in 2023 to 152 calls and 61 reports, and in 2024 to 155 calls with 45 reports. As of mid-2025, 83 calls for hit-and-run have been received and 27 traffic crash reports have been filed.

Define the target population the grant intends to serve and how they are affected by the problem(s).

The grant will serve all residents, visitors, and commuters who travel through the City of Pinole. With its location along Interstate 80 and proximity to regional job centers, Pinole experiences high traffic volumes each day, increasing exposure to hazardous driving behaviors. The city's diverse population includes families, school-aged children, seniors, and essential workers who rely on safe roadways for daily travel. Many residents live in neighborhoods adjacent to high-speed corridors or walk to school, work, or transit, making them especially vulnerable to the consequences of reckless or impaired driving.

Limited staffing and equipment prevent PPD from maintaining a continuous presence on the roads, which increases risk for pedestrians, bicyclists, and motorists alike. The high number of DUI-related calls, reckless driving incidents, and hit-and-run crashes highlights the urgency of intervention. By supporting high-visibility enforcement and public education, the proposed project will directly benefit those most at risk, reduce crashes, and improve the overall safety and quality of life in Pinole.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.
9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:**Target Number**

1. Issue a news release announcing the kick-off of the grant by December 31st. The kick-off news releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 7 days prior to the issuance date of the release.

1

2. Participate and report data (as required) in the following campaigns; Quarter 1: National Pedestrian Safety Month, National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: National Speed Prevention Campaigns, NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.

12

3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.

12

4. Send law enforcement personnel to the NHTSA Standardized Field Sobriety Testing (SFST) (minimum 16 hours) POST-certified training.

2

5. Send law enforcement personnel to the NHTSA Advanced Roadside Impaired Driving Enforcement (ARIDE) 16 hour POST-certified training.

2

6. Send law enforcement personnel to the Drug Recognition Expert (DRE) training (classroom and field training must be completed).

1

7. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.

2

8. Conduct DUI Saturation Patrol operation(s).

4

9. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.

5

10. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	1
11. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	1
12. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
13. Participate in highly visible collaborative DUI Enforcement operations.	1
14. Participate in highly visible collaborative Traffic Enforcement operations.	1

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- Conduct all training needed to implement the program, in the first quarter.
- Purchase all grant related supplies and materials to implement the program, in the first quarter.
- Items with a unit cost of \$5,000 more (including tax and shipping) must comply with Buy America.
- In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements

Issue a news release approved by the OTS PIO announcing the kick-off of the grant by December 31 and after the grant is signed and executed, but no sooner than October 1, the start of the grant year. The kick-off release must be approved by the OTS PIO. If you are unable to meet the December 31 deadline to issue a kick-off press release, communicate reasons to your OTS grant coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Send all PowerPoint presentations, online presentations and trainings for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator. Certified training courses are EXEMPT from the approval process.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the OTS grant coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, news releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator when any material is distributed to the media and public, such as a news release, educational material, or link to social media post.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS grant coordinator.
- News releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are EXEMPT from the OTS PIO approval process.

The OTS PIO and your OTS grant coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).

- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are EXEMPT from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your OTS grant coordinator with the embargoed date and time or with “INTERNAL ONLY: DO NOT RELEASE” message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult the OTS PIO and copy your OTS grant coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS grant coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any news releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received OTS PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- For additional guidance, refer to the [OTS Grants Materials Approval Process Guidelines](#) and [OTS Grants Media Approval Process FAQs](#) on the OTS website.
- Contact the OTS PIO or your OTS grant coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
 - Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
 - Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
 - Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the “Final Evaluation” section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary

of the grant’s accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT
This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
164AL-26	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$30,000.00
402PT-26	20.600	State and Community Highway Safety	\$18,000.00
405e DDL-26	20.616	Distracted Driving Laws	\$2,000.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				
DUI/DL Checkpoints	164AL-26	\$7,500.00	2	\$15,000.00
DUI Saturation Patrols	164AL-26	\$1,850.00	4	\$7,400.00
Collaborative DUI Enforcement	164AL-26	\$1,850.00	1	\$1,850.00
Traffic Enforcement	402PT-26	\$1,850.00	5	\$9,250.00
Distracted Driving Enforcement	405e DDL-26	\$2,000.00	1	\$2,000.00
Pedestrian and Bicycle Enforcement	402PT-26	\$1,500.00	1	\$1,500.00
Traffic Safety Educational Presentations	402PT-26	\$500.00	2	\$1,000.00
Collaborative Traffic Enforcement	402PT-26	\$1,850.00	1	\$1,850.00
Category Sub-Total				\$39,850.00
B. TRAVEL EXPENSES				
In State Travel	402PT-26	\$4,400.00	1	\$4,400.00
				\$0.00
Category Sub-Total				\$4,400.00
C. CONTRACTUAL SERVICES				
Phlebotomist	164AL-26	\$100.00	30	\$3,000.00
Category Sub-Total				\$3,000.00
D. EQUIPMENT				
				\$0.00
Category Sub-Total				\$0.00
E. OTHER DIRECT COSTS				
DUI Checkpoint Supplies	164AL-26	\$2,750.00	1	\$2,750.00
Category Sub-Total				\$2,750.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$50,000.00

BUDGET NARRATIVE

PERSONNEL COSTS

DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Collaborative DUI Enforcement - Overtime for grant funded Collaborative DUI Enforcement operations conducted by appropriate department personnel

Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Distracted Driving Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.

Traffic Safety Educational Presentations - Overtime for grant funded traffic safety educational presentations conducted by appropriate department personnel.

Collaborative Traffic Enforcement - Overtime for grant funded Collaborative Traffic Enforcement operations conducted by appropriate department personnel

TRAVEL EXPENSES

In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the OTS Traffic Safety Law Enforcement Forum. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.

CONTRACTUAL SERVICES

Phlebotomist - To draw and collect blood samples during OTS funded grant operations from suspected DUI drivers on scene as evidence in support of DUI convictions in a court of law.

EQUIPMENT

-

OTHER DIRECT COSTS

DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device Supplies, PAS Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed.

INDIRECT COSTS

-

STATEMENTS/DISCLAIMERS

There will be no program income generated from this grant.

Nothing in this "agreement" shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

The OTS grant funded activities must be separate from the CHP Cannabis Tax Fund Grant Program activities and maintained under separate accounting/tracking/other codes (example: the same DUI checkpoint may not be funded by both the CHP and the OTS).

**Appendix A to Part 1300—Certifications and Assurances for Highway Safety Grants
(23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)**

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d](#) et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, (23 U.S.C. 324 et seq.), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794](#) et seq.), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101](#) et seq.), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#)

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (e) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT order 1050.2A) [\[A\]](#) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the

form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:

- a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or

- rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to subrecipients as well as States)

The State will comply with provisions of the Hatch Act ([5 U.S.C. 1501-1508](#)), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING

(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION

(applies to subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS—PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and

its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of

records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement ([23 U.S.C. 313](#)) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE **(applies to subrecipients as well as States)**

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with [Executive Order 13043](#), Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with [Executive Order 13513](#), Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.



CITY COUNCIL REPORT

9.G.

DATE: SEPTEMBER 16, 2025

TO: MAYOR AND COUNCIL MEMBERS

FROM: Lilly Whalen, Community Development Director, 510-724-9832,
lwhalen@pinole.gov

SUBJECT: ADOPT A RESOLUTION ACCEPTING THE CLEAN CALIFORNIA
DESIGNATION AND DIRECTING THE CITY MANAGER TO ACCEPT
FUNDING FROM CALTRANS

RECOMMENDATION

It is recommended that the City Council:

1. Adopt a resolution accepting the City of Pinole's designation as a Clean California Community, a recognition that honors the dedication of residents, volunteers, schools, nonprofits, civic groups, businesses, and City staff whose collective efforts have kept Pinole clean, green, and vibrant; and
2. Authorize the City Manager to accept any associated funding from Caltrans in support of the City's ongoing Clean California initiatives, ensuring these community partnerships continue to thrive.

BACKGROUND

The Clean California Initiative, launched by Governor Gavin Newsom in 2021, is a sweeping statewide effort led by Caltrans to remove litter, create jobs, and revitalize public spaces. To date, the program has removed over 3 million cubic yards of litter and installed more than 600 public art and beautification projects statewide.

In addition to these efforts, the initiative created the Clean California Community Designation Program, which recognizes communities that exemplify environmental stewardship and meet at least 10 of 15 program criteria.

On February 18, 2025, Dr. Cecile Carson (Keep California Beautiful) and Gabi Polo (Keep America Beautiful, Western Region) presented the program to the Pinole City Council. The City subsequently completed and submitted its application on May 27, 2025 (Attachment B).

In September 2025, [Governor Gavin Newsom announced](#) that only 30 communities statewide had earned the Clean California Community designation. Pinole is proud to be among this select group, recognized for meeting the program's rigorous criteria as part of the Governor's broader Clean California Initiative. Special recognition is given to Friends of Pinole Creek

Watershed (FOPCW) volunteers and organizers who have provided invaluable leadership in advancing Pinole's community clean-up, beautification, and greening initiatives.

REVIEW AND ANALYSIS

The City of Pinole has been officially designated as a Clean California Community following completion of the designation application in May 2025. This recognition reflects years of ongoing community commitment, volunteer action, and City-led initiatives that already met and exceeded the program's requirements.

Unlike many communities that begin their Clean California journey by signing the pledge and then working toward the required activities, Pinole was able to easily demonstrate compliance across required designation criteria thanks to the sustained efforts of residents, nonprofit groups and organizations, schools, and City departments.

The City would like to recognize the Friends of Pinole Creek Watershed (FOPCW) for their tireless dedication to keeping our community clean. Their sustained efforts were instrumental in helping Pinole meet designation criteria across multiple areas, including but not limited to, clean-ups, progress tracking, and greening and beautification projects.

The [designation criteria](#) highlighted in the application and corresponding City accomplishments are as follows:

- Sign the Pledge – The City of Pinole formally signed and submitted the Clean California Community Pledge on May 27, 2025.
- Litter Assessment – The City, as a subawardee of the USEPA Region 9 BIL-funded San Francisco Bay Water Quality Improvement Fund, is conducting a street litter and debris assessment in partnership with Sacramento State and Earth Team, using the On-Land Visual Trash Assessment (OVTA) protocol in FY 2024–25 and FY 2025–26.
- Cleanups – Pinole organizes and supports cleanup efforts including an annual Coastal Cleanup Day, where in 2024 volunteers collected 612 lbs. of trash, two tires, wood debris, and a shopping cart along the shoreline. The City also provides cleanup request forms and supplies to residents.
- Measure Progress – At cleanup events, pounds of waste collected and volunteer participation are tracked. Data are also collected during Dumpster Day events through coordination with Republic Services on bin hauls.
- Community Education – Through implementation of the City's Climate Action and Adaptation Plan (CAAP) Goal SW-1 and SB 1383 requirements, the City has expanded outreach on waste reduction, recycling, and organics diversion. Partners such as RecycleMore and local schools help deliver this education at public events like Earth Walk.
- Infrastructure – Using SB 1383 local assistance funds, the City is procuring and installing three-stream receptacles (trash, recycling, compost) at City facilities and high-traffic public areas.
- Enforcement – In 2024, the City adopted a Single-Use Plastics and Bag Ordinance to reduce disposable waste and encourage reusable alternatives. Enforcement of this ordinance begins July 1, 2025.
- Greening & Beautification – At Earth Walk 2025, the City commissioned a local artist to refurbish and paint a historic piano, which is now displayed in Fernandez Park. Pinole

also maintains landscaped medians and green corridors, while the Friends of Pinole Creek Watershed maintain a thriving native plant garden at the Pinole Library.

- Collection Drives – The City hosts an annual Dumpster Day (next scheduled: October 2025) where residents can self-haul bulky items for proper disposal, reducing illegal dumping.
- Partnerships – Pinole is developing a Reusable Foodware Directory to highlight businesses that accept customer-provided containers under AB 619. The City is also offering technical assistance, sanitation guidance, and promotional support for participating businesses.

Through this designation, the City of Pinole becomes one of only 30 communities statewide to have achieved full Clean California Community status—a distinction granted to a select few who have demonstrated exceptional commitment to environmental stewardship and beautification. Across the state, Governor Newsom’s Clean California Initiative has cleared more than 3.4 million cubic yards of litter—enough to fill over 136,000 garbage trucks, or to line over 500 miles of Interstate 5 from Sacramento to San Diego. In addition, the initiative has supported the installation of 639 pieces of art on highways, delivered 314 beautification projects (191 completed to date), enlisted over 72,000 volunteers, and created 18,000 job opportunities. For full details, see [Governor Newsom’s recent press release](#).

Benefits: Designation as a Clean California Community brings both recognition and tangible resources to the City of Pinole and its residents. Specific benefits include:

- Personalized Signage: Custom signage featuring the Clean California Community designation seal will be delivered and City will be cause to be posted at highly visible areas, proudly showcasing Pinole’s achievement.
- Statewide Recognition: Pinole will be recognized on official State of California websites, in statewide social media campaigns, and through coordinated media outreach with state partners.
- Promotional Rights: The City may officially promote itself as a Clean California Community committed to the statewide Zero Litter Goal, reinforcing our commitment to environmental stewardship.
- Priority Access to Resources: Pinole will have priority access to national grant opportunities and educational materials.
- Automatic Membership: As part of the designation, Pinole gains automatic membership with Keep California Beautiful, a statewide nonprofit dedicated to supporting communities in achieving litter reduction and beautification goals.

These benefits will further enhance the City’s ongoing cleanup, beautification, and outreach programs while elevating Pinole’s visibility and leadership within the region and across California.

Next Steps: The following are anticipated immediate next steps:

- Clean California Community signage is currently in production and will be delivered in the coming weeks.
- **Staff will schedule a future Council agenda item to unveil the signage and**

celebrate this designation with the community.

- Adoption of the resolution will formally authorize the City Manager to accept any funding made available by Caltrans to support local Clean California efforts.

The City of Pinole's designation as a Clean California Community is more than an award — it is a celebration of the people who make the City special. This achievement reflects the countless hours of work by residents, volunteers, civic groups, schools, nonprofits, businesses, and City staff who together have built a culture of stewardship and pride.

In conclusion, by adopting this resolution, the City Council formally accepts this honor on behalf of the entire community, acknowledges the partnerships and dedication that made it possible, and authorizes the City Manager to accept Caltrans funding to sustain and grow these efforts. This designation shines a spotlight on Pinole as one of only a select few communities across California recognized for its leadership in creating cleaner, greener, and more beautiful public spaces.

FISCAL IMPACT

There is no negative fiscal impact associated with adoption of this resolution. Acceptance of the Clean California Community designation does not obligate the City to provide any funds.

Should funding be made available through Caltrans as part of the designation, the City Manager's authorization to accept those funds will allow Pinole to support ongoing cleanup, beautification, and public education programs at no additional cost to the General Fund. Any revenues received will be used to enhance existing programs such as cleanup events, waste reduction education, enforcement activities, and public art or beautification projects.

ATTACHMENTS

- A. Resolution
- B. Pinole Submittal - Clean CA Designation

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, CALIFORNIA,
ACCEPTING THE CITY'S CLEAN CALIFORNIA COMMUNITY DESIGNATION AND
AUTHORIZING THE CITY MANAGER TO ACCEPT ASSOCIATED FUNDING FROM
CALTRANS**

WHEREAS, the City of Pinole has long been sustained by the energy, dedication, and pride of its people — residents, volunteers, neighborhood associations, schools, nonprofits, faith organizations, and local businesses who join together to care for our community; and

WHEREAS, these collective efforts — from weekend cleanup crews and environmental student clubs, to local civic groups, artists, and business partners — have created a culture of stewardship where everyone plays a role in keeping Pinole clean, green, and welcoming; and

WHEREAS, the State of California, through Governor Gavin Newsom's Clean California Initiative, established the Clean California Community designation to honor places that exemplify environmental leadership and civic pride; and

WHEREAS, on February 18, 2025, representatives from Keep California Beautiful and Keep America Beautiful shared the vision of this program with the Pinole City Council, affirming the importance of recognizing the work already being carried out in our city; and

WHEREAS, Pinole's application, submitted in May 2025, documented not only the City's commitment to environmental sustainability, but also the everyday contributions of residents and partners who together achieved all of the required program criteria, including cleanup events, litter assessment, enforcement of anti-waste ordinances, beautification projects, education programs, and partnerships with local businesses; and

WHEREAS, in September 2025, Governor Newsom announced a small number of communities across California had been awarded the Clean California Community designation, and Pinole is proud to be among this group of 30 — a reflection of the heart and determination of those who make our city shine; and

WHEREAS, the Friends of Pinole Creek Watershed (FOPCW) have demonstrated exceptional commitment to environmental stewardship, and their leadership in clean-ups, progress measurement, and beautification projects was vital to Pinole's recognition as a Clean California Community; and

WHEREAS, the designation acknowledges not only what has been accomplished, but also what lies ahead: the continued collaboration of residents, volunteers, civic groups, nonprofits, and the City itself to preserve Pinole's natural beauty and strengthen community pride.

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

SECTION 1: Accepts its official designation as a Clean California Community, a recognition earned through the tireless efforts and generosity of its people; and

SECTION 2: Expresses deep gratitude to all residents, volunteers, schools, nonprofits, civic groups, businesses, and partners who have dedicated their time and talents to building a cleaner, greener, more beautiful Pinole; and

SECTION 3: Authorizes the City Manager to accept any funding from Caltrans in support of the City's ongoing Clean California efforts, ensuring that these programs continue to flourish for the benefit of future generations; and

SECTION 4: Solemnly pledges to uphold the principles of the Clean California Community program by fostering a community marked by cleanliness, sustainability, civic pride, and collective action, so that Pinole remains a clean, green, and vibrant community for the betterment of all residents.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 16th day of September, 2025, 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 16th day of September, 2025

Heather Bell, CMC
City Clerk

Pinole, CA - Clean California Designation Documentation

Criteria	Description	Support Item
Sign the Pledge Community signs the Clean California Community Pledge.	☒ The City of Pinole submitted the Clean California Community Pledge on 5/27/2025, formally committing to a cleaner, more beautiful community.	
Litter Assessment Community conducts a litter assessment to identify areas of improvement.	☒ Pinole is a subawardee of the USEPA Region 9 BIL-funded SF Bay Water Quality Improvement Fund. In partnership with Sacramento State and Earth Team, Pinole is conducting a street litter and debris assessment via the On-Land Visual Trash Assessment (OVTA) protocol in FY 2024-25 and FY 2025-26.	Litter Assessment Scope of Work
Cleanups Community participates in cleanup events.	☒ Pinole's website offers a cleanup request form for residents. The City provides cleanup supplies and disposal assistance. Annual Coastal Cleanup Day (next: Sept 2025) is City-led; in 2024, volunteers collected 612 lbs of trash, two tires, wood debris, and a shopping cart along the Bay!	Community Cleanup Events
Measure Progress Community measures progress by collecting data (e.g., cleanup results).	☒ At each Coastal Cleanup Day, the City tracks pounds of waste and number of volunteers. For example, in 2024, over 600 lbs of debris were removed. The City also tracks waste volumes during Dumpster Day events by coordinating with Republic Services on bin hauls.	Social Media Post
Community Education Community promotes education to prevent litter and dumping.	☒ To meet Pinole's recently adopted Climate Action and Adaptation Plan(CAAP) Goal SW-1 (reduce organics to landfill by 75% by 2025), Pinole works with outreach partners like RecycleMore. At public events (e.g., Earth Walk), waste sorting and reuse are promoted. In Summer 2025, the City will launch SB 1383-funded outreach to educate residents and businesses on proper organic waste disposal.	Earth Day 2024 Pinole's local assistance award and narrative
Infrastructure Community provides waste and recycling infrastructure in public spaces.	☒ Using SB 1383 local assistance funding, Pinole is procuring three-stream (trash, recycling, compost) receptacles for installation at City facilities and in high-traffic public areas.	Quote from Recycle Away
Enforcement Community enforces litter and dumping laws and ordinances.	☒ In 2024, the City adopted a single-use plastics and bag ordinance to reduce waste and encourage reusables. Enforcement begins July 1, 2025, following an outreach and education phase.	Single Use Plastic Reduction in Pinole

Greening & Beautification Community supports beautification efforts, such as murals or native landscaping.	☒ During Earth Walk 2025, the City commissioned a local artist to refurbish and paint a historic piano, now installed under the gazebo at Fernandez Park for public enjoyment. Pinole also maintains green corridors through landscaping in medians and parks and the Friends of Pinole Creek Watershed ensures that the native plant garden at the Pinole Library thrives.	Refurbished/ Painted Piano at Earth Walk
Collection Drives Community organizes collection events for waste or hazardous materials.	☒ The City hosts an annual Dumpster Day at Pinole Valley Park (next scheduled: October 2025), allowing residents to self-haul bulk waste. Republic Services provides and removes roll-off bins to ensure responsible disposal and reduce illegal dumping.	Dumpster Day 2024
Partnerships Community collaborates with partners to reduce litter and beautify spaces.	☒ Pinole is developing a reusable foodware directory to highlight local businesses that accept customer-provided containers under AB 619. The City will offer technical assistance, sanitation guidance, window decals, and social media recognition for participating businesses.	FAQ #10 under Information for Businesses



CITY COUNCIL REPORT

9.H.

DATE: SEPTEMBER 16, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Markisha Guillory, Finance Director, 510-724-9823, MGuillory@pinole.gov
SUBJECT: UPDATED RESOLUTION AUTHORIZING EXAMINATION OF SALES OR
TRANSACTIONS AND USE TAX RECORDS

RECOMMENDATION

Staff recommends that the City Council adopt the updated resolution (Attachment A), authorizing the examination of sales or transactions and use tax records encompassing all City-imposed local sales and use tax measures.

BACKGROUND

The California Department of Tax and Fee Administration (CDTFA) is responsible for administering and collecting sales and use taxes. Pursuant to Ordinance Numbers 2006-07, 2014-03, and 2024-11 the CDTFA performs these functions for the City's local sales and use tax measures, including Measure S (2006), Measure S (2014), and Measure I (2024).

The City Council authorizes designated employees and representatives of the City to examine confidential sales or transactions and use tax records maintained by the CDTFA.

This resolution authorizes designated City personnel, including the City Manager, Finance Director, Community Development Director, and other individuals as designated by the City Manager, to access and examine these records. It also extends this authorization to the City's sales tax consultant, Hinderliter de Llamas & Associates (HdL).

REVIEW AND ANALYSIS

The proposed resolution ensures the City's continued compliance with state regulations governing access to confidential sales and use tax records. This includes authorizing access to and examination of these records by designated City personnel and the City's sales tax consultant, HdL.

FISCAL IMPACT

Adopting this resolution will have no fiscal impact. The City maintains existing contracts with both the CDTFA and HdL, under which it compensates these entities for the collection, administration, and examination of sales and use taxes.

ATTACHMENTS

A. Resolution

RESOLUTION NO. 2025-

A Resolution of the City Council of the City of Pinole Authorizing Examination of Sales or Transactions and Use Tax Records

WHEREAS, pursuant to Ordinance Number 322, the City of Pinole (City) entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of sales and use taxes; and

WHEREAS, pursuant to Ordinance Numbers 2006-07, 2014-03 and 2024-11, Revenue and Taxation Code section 7270, the City entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of transactions and use taxes; and

WHEREAS, the City Council of the City of Pinole deems it desirable and necessary for authorized officers, employees and representatives of the City to examine confidential sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected by the Department for the City pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Department records, and Section 7056.5 of the California Revenue and Taxation Code establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales or transactions and use tax records of the Department;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PINOLE HEREBY
RESOLVES AS FOLLOWS:**

Section 1. That the City Manager, Finance Director, Community Development Director, or other officer or employee of the City designated in writing by the City Manager to the California Department of Tax and Fee Administration is hereby appointed to represent the City with authority to examine sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected for the City by the Department pursuant to the contract between the City and the Department.

Section 2.

The information obtained by examination of Department records shall be used only for purposes related to the collection of City sales or transactions and use taxes by the Department pursuant to that contract.

Section 3. That Hinderliter de Llamas & Associates is hereby designated to examine the sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected for the City by the Department. The person or entity designated by this section meets all of the following conditions, which are also included in the contract between the City and the Hinderliter de Llamas & Associates:

- a) has an existing contract with the City to examine those sales or transactions and use tax records;



CITY COUNCIL REPORT

9.I.

DATE: SEPTEMBER 16, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Stacy Shell, Human Resources Director, 510-741-3864, sshell@pinole.gov
SUBJECT: ADOPT A RESOLUTION APPROVING A REVISED COMPENSATION AND BENEFITS PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

RECOMMENDATION

City staff recommends that the City Council adopt a resolution (Attachment A) approving a revised Compensation and Benefits Plan for Management and Confidential Employees.

BACKGROUND

The City Council adopted the City of Pinole Compensation and Benefits Plan for Management and Confidential Employees (the "Plan") on November 17, 2020. On numerous occasions since that adoption date, the City Council has approved revisions to the Plan which provided salary and employee benefit modifications, in addition to classification plan changes as they relate to the work performed by this employee group. Staff is now recommending some additional revisions to the Plan.

REVIEW AND ANALYSIS

City staff has determined that additional modifications to the Plan are necessary to address changes in the City's compensation, benefits, and organizational structure and other employment related matters. Staff recommends that the City Council adopt a resolution (Attachment A) approving a revised version of the Plan (Attachment C). A redlined copy of the proposed revised version of the Plan is attached as Exhibit A to the resolution (Attachment B).

The proposed revisions to the Plan are as follows:

- Section 1 (Establishment and Purpose) - Modify employee group to specify "Executive" members.
- Section 3 (Classifications) - Group classifications into Executive/Department Head, Management, and Confidential job categories; add Communications Director, Information Technology Manager, Accountant (Confidential), Accounting Specialist (Confidential), Accounting Technician (Confidential), and Senior Accountant (Confidential).
- Section 4 (At-Will Status and Retreat Rights) - Specify only Executive/Department Head employees are at-will; provide retreat rights for Police Commanders and Police Lieutenants.
- Section 11 (Severance Pay) - Specify only Executive employees are eligible for this provision.

- Section 12 (Out of Class Pay) - Align out-of-class pay provisions with other employee groups.
- Section 13 (Holidays) - Add Christmas Eve, December 24th; modify criteria for other holidays proclaimed by the President or Governor to align with other employee groups.
- Section 14 (Administrative Leave) - Delineate "Executive" and "Management"; include previously adopted classification changes.
- Section 28 (Auto Allowance) - Include Police Commander
- Exhibit "A" - Update the salary ranges of all Executive, Management, and Confidential classifications to reflect a 3% cost of living adjustment effective July 14, 2025.

FISCAL IMPACT

The total cost of the provisions for this revised Compensation and Benefits Plan for Executive, Management, and Confidential Employees for FY 2025/26 is estimated at \$150,979. The total costs are spread over various City funds, depending on each employee's staffing allocation. Previously adopted classification changes were authorized by the City Council during the FY 2024/25 mid-year budget cycle and have no additional fiscal impact.

ATTACHMENTS

- A. Resolution
- B. Executive Management Confidential Compensation Benefit Plan (2025) DRAFT
- C. Executive Management Confidential Compensation Benefit Plan FINAL 9-16-25

RESOLUTION NO. 2025-__

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, APPROVING A REVISED COMPENSATION AND BENEFITS PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

WHEREAS, the City Council adopted the City of Pinole Compensation and Benefits Plan for Management and Confidential Employees (the “Plan”) on November 17, 2020; and

WHEREAS, since the adoption date, the City Council has approved previous revisions to the Plan which provided salary and employee benefit modifications, in addition to classification plan changes as they relate to the work performed by this employee group; and

WHEREAS, City staff is proposing further revisions to the Plan to provide Christmas Eve as a recognized holiday; align at-will status and retreat rights; clarify of out-of-class pay provisions; update to holiday language for consistency with bargaining units; incorporate previously adopted classification changes; and

WHEREAS, City staff is proposing revisions to the Plan's salary ranges to implement a 3% cost of living adjustment effective July 14, 2025; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Pinole does hereby approve the revised City of Pinole Compensation and Benefits Plan for Executive, Management, and Confidential Employees, attached hereto as Exhibit A and incorporated herein by this reference, effective September 16, 2025.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 16th day of September 2025 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 16th day of September 2025.

Heather Bell, CMC

Pinole City Council
Resolution No. 2025-____
Page ____
City Clerk

CITY OF PINOLE

COMPENSATION AND BENEFITS PLAN

FOR

EXECUTIVE, MANAGEMENT AND

CONFIDENTIAL EMPLOYEES

Effective Date November 17, 2020

Revised ~~June 25, 2024~~TBD

CITY OF PINOLE COMPENSATION AND BENEFITS PLAN
EXECUTIVE, MANAGEMENT AND CONFIDENTIAL EMPLOYEES

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CITY OF PINOLE
EXECUTIVE, MANAGEMENT AND CONFIDENTIAL
EMPLOYEES COMPENSATION AND BENEFITS
PLAN

ARTICLE ONE: INTRODUCTION

SECTION 1. ESTABLISHMENT AND PURPOSE

The City of Pinole (“City”) wishes to establish and maintain a plan of compensation and benefits for executive, management and confidential personnel of the City. Accordingly, the City sets forth this “Executive, Management and Confidential Employees Compensation and Benefits Plan” (also known as the “Plan”).

The purpose of this Plan is to establish the compensation and benefits applicable to the City’s executive, management and confidential employees beyond those already approved in the Personnel Rules or other legislative actions of the City Council. Should there be any conflicting provisions between this Plan and the Personnel Rules, the Plan shall supersede.

SECTION 2. ADMINISTRATION OF THE PLAN

The Plan shall be administered by the City Manager or his/her designee. The City Manager shall have the authority to establish and revise policies and procedures to ensure fair and equitable administration of the Plan.

SECTION 3. CLASSIFICATIONS

The following ~~management and confidential~~ classifications are covered by this Plan.

Executive/Department Head

- Assistant City Manager
- Communications Director
- Community Development Director
- Community Services Director
- Development Services Director / City Engineer
- Finance Director
- Fire Chief
- Human Resources Director
- Police Chief
- Public Works Director

Management

- Assistant to the City Manager
- Building Official
- Capital Improvement and Environmental Program Manager

- Deputy City Clerk
- Fire Battalion Chief
- Human Resources Analyst
- Information Technology Manager
- Planning Manager
- Police Commander
- Police Lieutenant
- Public Works Manager
- Recreation Manager
- Wastewater Treatment Plant Manager

Confidential

- Accountant (Confidential)
- Accounting Specialist (Confidential)
- Accounting Technician (Confidential)
- ~~Assistant City Manager~~
- ~~Assistant to the City Manager~~
- ~~Building Official~~
- ~~Capital Improvement and Environmental Program Manager~~
- ~~Community Development Director~~
- ~~Community Services Director~~
- ~~Deputy City Clerk~~
- ~~Development Services Director / City Engineer~~
- ~~Finance Director~~
- ~~Fire Battalion Chief~~
- ~~Fire Chief~~
- ~~Human Resources Analyst~~
- ~~Human Resources Director~~
- Human Resources Specialist
- Human Resources Technician
- ~~—~~
- ~~Planning Manager~~
- ~~Police Chief~~
- ~~Police Commander~~
- ~~Police Lieutenant~~
- ~~Public Works Director~~
- ~~Public Works Manager~~
- ~~Recreation Manager~~
- Senior Accountant (Confidential)
- ~~Wastewater Treatment Plant Manager~~

SECTION 4. AT-WILL STATUS AND RETREAT RIGHTS

All Executive/Department Head employees covered by this Plan are employed on an “at will”

basis. Accordingly, both the City and the employee have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause.

Upon layoff or request by the employee or the City, regular status Police Commanders and Police Lieutenants have the right to retreat to a lower sworn class previously held in the Pinole Police Department. In order to retreat to a lower class, there must be an open position available in the retreat class, or the employee must have more seniority than at least one of the incumbents in the retreat class and request displacement action in writing to the Human Resources Director. If the retreat request is due to a layoff, the written displacement request must be provided to the HR Director within seven (7) days of receipt of notice of layoff. The Police Chief and the City Manager must approve any displacement request. An employee retreating to a lower class shall be placed at the salary step representing the least loss of pay. For purposes of this section, seniority shall be defined as an employee's tenure in a class. When an employee retreats to a lower class, seniority for that class shall include the tenure of all higher classes. Seniority includes time accrued in regular full-time service.

SECTION 5. TRANSITION TO THE PLAN

The terms and conditions regarding compensation and benefits for the employees in classifications covered under this Plan have been set forth in individual employment agreements ("IEA"). This Plan and the provisions herein shall replace any and all IEAs upon the expiration of the IEAs. Conversely, employees may elect to voluntarily transition to the Plan prior to the expiration of their IEA and may do so in a written document signed by both the employee and the City Manager. The written document will state that the employee has voluntarily terminated their IEA and will be covered under the Plan going forward. When an employee transitions from an IEA to the Plan, the City Manager shall set the employee's initial salary under the Plan based on the employee's attainment of the knowledge and skills required by the classification and the employee's performance to-date in carrying out the duties of the classification. If an employee's salary under the IEA is less than the minimum annual salary in the Plan, upon transitioning, the employee's salary shall be at least the minimum annual salary reflected in the Plan. The salaries of all employees in classifications covered under this Plan shall adhere to the ranges for the employee's respective classification as set by the Plan regardless of whether or not the employee is covered by an IEA or the Plan.

SECTION 6. EFFECTIVE DATE

This Plan and any revisions will become effective on the Effective Date stated on the Plan's cover and will continue to be in effect unless otherwise modified by the City Council.

ARTICLE TWO: COMPENSATION

SECTION 7. MANAGEMENT SALARY RANGES

A. Initial Salary

For new employees, the City Manager, or their designee, shall set the salary for individual employees covered by this Plan at the time of their initial appointment, within the established salary range for their classification. New hires may be appointed anywhere within the salary range for their classification.

B. Base Compensation Structure

As provided in Exhibit A, this Plan sets forth the base salary ranges for all classifications covered by this Plan. There shall be no specified or pre-determined “steps” within the salary ranges for employees covered by this Plan. Rather, each classification under this Plan shall be assigned an open salary range containing a 21.6% spread between the minimum and maximum points of the range.

SECTION 8. COST OF LIVING AND PAY RANGE ADJUSTMENTS

At least annually, the City Council will consider a percentage cost of living adjustment to the salary ranges for all classifications covered by this Plan that considers inflationary increases in the cost of living. If the City Council approves a cost-of-living adjustment and an effective date, the minimum and maximum points of each classification’s range shall be increased by the percentage of the adjustment, and the salary of each individual employee covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

From time to time, the City Council will authorize a compensation study of benchmark classifications to identify the market rate competitiveness of salary and benefits provided to employees covered by the Plan. If the City Council approves a market rate adjustment and an effective date, the minimum and maximum points of each below-market classification’s range shall be increase by the percentage of the adjustment, and the salary of each employee assigned to the below-market classification covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

SECTION 9. MERIT INCREASES AND PERFORMANCE EVALUATIONS

A. Basis for Merit Increases

In addition to the cost-of-living adjustment discussed above, an employee covered by this Plan may receive a merit increase, once per year in relation to their anniversary and annual performance appraisal. Merit increases will be based upon the quality of the employee’s performance in the preceding twelve (12) months. Merit increases shall result in an employee advancing within the established salary range for their classification by the amount of the merit

increase.

B. Performance Evaluation Process

Performance evaluations for all employees covered under this Plan are the responsibility of the City Manager, who normally will delegate the responsibility of performance reviews to the covered employee's department head. The process for performance evaluations shall be conducted in accordance with Section 14 in the Personnel Rules, unless expressly provided otherwise below.

A performance evaluation shall be prepared at least annually on each employee's anniversary date.

The evaluation process shall begin with each employee preparing a self-evaluation of their own performance during the prior year. In addition, the employee shall draft proposed goals and objectives for the coming year.

The employee's supervisor shall then evaluate the employee's performance for the prior year. The evaluations of both the employee and supervisor shall focus on:

- (1) the employee's performance of their regular duties and responsibilities; and
- (2) the employee's attainment of specific goals and objectives established for the employee at the beginning of the review period (i.e. one year earlier).

Following completion of the written evaluations, the employee and their supervisor shall meet to discuss both the quality of the employee's performance of their regular duties and responsibilities and the employee's degree of success in accomplishing the specific goals and objectives set for them the previous year. They shall also review the employee's proposed goals and objectives for the coming year.

C. Merit Adjustment Guidelines

Employees may be granted a merit adjustment of up to five percent each year (5.0%) for exemplary performance.

D. Cap on Merit Increases

If an employee's salary is at the top of the salary range for their classification, the employee shall not be eligible for a merit increase.

If an employee's salary is below the top of the salary range for their classification, the employee may receive a merit increase in accordance with the provisions set forth above. If the amount of the merit increase awarded would cause the employee's salary to exceed the top of his/her salary range, then the employee shall receive as a merit increase only that portion of the merit increase that will bring his/her salary to the top of his/her range.

SECTION 10. EQUITY ADJUSTMENTS

The City Manager may authorize an increase to an individual employee's salary to address internal or external salary equity issues. Any equity adjustment shall consider relevant internal

and external equity data in order to effectuate the intent of this section. Any adjusted salary must adhere to the minimum and maximum amounts of the employee's classification range.

SECTION 11. SEVERANCE PAY

Except as specifically noted otherwise, this section shall apply to ~~all~~ executive employees covered under this Plan.

In the event that the City terminates the employment of any executive employee covered by the Plan without cause after the first twelve (12) months of employment, the City shall pay the employee severance, in a sum equal to one (1) month base salary and the value of continuation of health insurance coverage for a period of one (1) month for every year of service, up to a maximum of six (6) months base salary and the value of continuation of health insurance coverage for a period of six (6) months (collectively "Severance"). Such severance is contingent upon the employee signing and delivering a general release of all claims against the City (including without limitation its former and current elected officials, employees, officers and agents). If the employee retires subsequent to separation and receives coverage under the City's retiree health plan within six months of separation, the employee shall reimburse the City for the portion of the Severance associated with the value of continuation of health insurance coverage attributable to post-employment months after which the employee had coverage through the City's retiree health plan. If the employee is terminated for "cause," the City shall not owe any severance under this Plan. The determination of whether there is "cause" for termination shall include but not be limited to those items listed in the Personnel Rules. The term "cause" only relates to the potential to receive severance, and has no bearing on an employee's at-will status.

SECTION 12. OUT OF CLASS PAY

In the event an employee in this unit is assigned and performs the majority of the duties in a higher classification for at least five consecutive work days, they shall be placed at the lowest step of the higher classification that provides at least five percent (5%) above the employee's base rate of pay, so long as the range for the higher classification is not exceeded.

Notwithstanding any other provision of this agreement, the higher-level pay granted under this Section shall not inflate nor otherwise have any impact on any other special pays, allowances, or differentials granted by other portions of this Plan.

- | | |
|-------------------------------|-------------------------------|
| • Third Monday in January | Martin Luther King's Birthday |
| • Third Monday in February | Washington's Birthday |
| • Last Friday in March | Caesar Chavez Day |
| • Last Monday in May | Memorial Day |
| • June 19 | Juneteenth Day |
| • July 4 | Independence Day |
| • First Monday in September | Labor Day |
| • November 11 | Veteran's Day |
| • Fourth Thursday in November | Thanksgiving |
| • Fourth Friday in November | Day after Thanksgiving |
| • <u>December 24</u> | <u>Christmas Eve</u> |
| • December 25 | Christmas |

In the event that any of the aforementioned days falls on a Saturday, the preceding Friday shall be considered a holiday for pay and leave purposes. In the event that any of the aforementioned days falls on a Sunday, the following Monday shall be considered a holiday for pay and leave purposes.

In addition to the official holidays listed above, employees shall receive any day proclaimed by the President or Governor as a public fast, thanksgiving or holiday, and shall be considered a holiday for pay purposes. The granting of any paid time-off due to an Executive Order closing federal offices that is signed by the President of the United States, shall be at the discretion of the City.~~Every day proclaimed by the President or the Governor as a public fast, Thanksgiving, day of mourning, or holiday shall be observed as a holiday for pay purposes.~~

The Fire Battalion Chief shall receive 11.2 hours of straight time pay for each holiday listed above in lieu of receiving paid time off.

In addition, employees covered under this Plan shall receive twelve (12) hours of floating holidays each fiscal year. These hours are not vested and must be taken by June 30th of each year or they will be lost. These hours may not be cashed out. The Fire Battalion Chief shall receive 16.8 hours of floating holiday paid time off.

SECTION 145. ADMINISTRATIVE LEAVE

A. Executive/Department Heads

The following classifications shall be entitled to receive administrative leave at an accrual rate of ninety-six (96) hours per year, accrued incrementally each pay period, and may cash out no more than sixty-four (64) hours each year. Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- Assistant City Manager
- Communications Director
- Community Development Director
- Community Services Director
- Development Services Director/City Engineer
- Finance Director

- Fire Chief
- Human Resources Director
- Police Chief
- Public Works Director

B. All Other Classifications Management

Unless otherwise provided under this section, all other management classifications covered by this Plan shall be entitled to receive administrative leave at an accrual rate of sixty (60) hours per year (84 hours for the Fire Battalion Chief), accrued incrementally each pay period, and may cash out no more than forty (40) hours each year (56 hours for the Fire Battalion Chief). Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- The Accountant, Senior Accountant, Accounting Technician, Accounting Specialist, Human Resources Technician, and Human Resources Specialist are not entitled to receive administrative leave due to non-exempt FLSA status.

SECTION 156. OTHER LEAVES

Employee covered by this Plan shall receive all other leaves (Bereavement, Family and Medical, Jury Duty, Military, etc.) as provided to other Miscellaneous City employees.

SECTION 167. VACATION

A. Rate of Vacation Earned

Employees shall accrue vacation at the following rates, up to the following maximums, for continuous years of service performed:

<u>Years of Service</u>	<u>Hours Accrued Per Year</u>	<u>Maximum Accrual (Hours)</u>
0 – 4	96	192
5 – 9	144	288
10 – 15	160	320
16+	192	384

The Fire Battalion Chief shall accrue vacation and have a maximum accrual cap at 1.4 times the amounts of employees in other classifications covered under the Plan.

The City Manager may grant a new employee a higher annual accrual rate based on years of public service with other agencies or other appropriate factors. If a new employee is granted a higher initial rate of annual accrual, the employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step.

Employees covered by the Plan may cash out up to 52 hours of vacation annually, provided that he/she has a minimum of 20 days (160 hours) accumulated. The Fire Battalion Chief may cash out 72.8 hours of vacation annually, provided that he/she has a minimum of 224 hours accumulated.

Employees that transition from IEAs to the Plan shall accrue vacation at the rate that the employee receives under their IEA at the time of transition. The employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step per the table above. Employees that transition from IEAs to the Plan shall not have any cap on maximum accrual.

SECTION 178. MEDICAL BENEFITS

A. Health Insurance

The City shall make the following contributions toward the employee's health premium:

- Effective January 1, 2020, the City's contribution toward the employee's health premium will equal the 2019 Kaiser rate at each level of coverage.
- Effective January 1, 2021, and every January 1 thereafter, the City's contribution toward the employee's health premium will equal the Kaiser rate for the prior calendar year at each level of coverage.

B. Retiree Medical Insurance

The City will contribute toward retiree health premiums as follows:

Existing City retirees and current City employees hired before September 1, 2010, receive a City contribution toward their retiree health premium equal to that provided to current active employees.

Current City employees hired before September 1, 2010, shall be offered the option to opt into the CalPERS Vesting Program upon retirement. If the employee opts-in to the CalPERS Vesting Schedule Program (GC 22893), the decision is irrevocable (permanent) as CalPERS does not allow the employee to opt out later.

Current City employees hired on or after September 1, 2010, will receive a City contribution toward their retiree health premium in an amount as described by the CalPERS Vesting Program (GC 22893), and summarized in the table below.

The CalPERS Vesting Program is regulated by Government Code 22893 and applies to City employees hired on or after September 1, 2010, and retired City employees hired before September 1, 2010, who voluntarily opt in upon retirement.

Every year CalPERS calculates the State contribution rates towards retiree health premiums, referred to as State Annuitant Contribution Rates. If the rate or vested amount does not cover the entire cost of the health premium, the retired employee is responsible for the difference.

A City retiree is eligible to receive a contribution towards the retiree medical premium if:

1. The City retiree has a minimum of ten (10) years of CalPERS earned service credit to receive 50% of the employer contribution.
 - a. Credited service is compensated CalPERS service time earned (G.C. 20069).

- b. Purchased “Additional Retirement Service Credit (ARSC)” does not qualify as it is not earned service.
2. Five (5) of those ten (10) years of CalPERS earned service credit must be performed at the City of Pinole.
 - a. Each additional CalPERS earned service credit year after the completion of ten years increases the City’s contribution percentage by 5% until the completion of 20 years, at which time the retiring employee is eligible for 100% of the State Annuitant Contribution Rate (100/90 formula).

CalPERS Credited Years of Earned Service	Percentage of City Contribution Based On The State’s Rate
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

C. Medical In-Lieu

Eligible full-time employees with alternate medical insurance shall be allowed to receive payment in lieu of medical insurance as follows:

- One-party coverage: \$225
- Two-party coverage: \$450
- Family coverage: \$600

An employee must show proof of adequate medical insurance coverage under another health plan before the benefit may be received, and annually thereafter. Employees will be subject to provisions of the City's health plans in the event termination of in-lieu benefits and resumption of medical coverage is desired.

Employees electing the medical in-lieu option shall be entitled to an adjustment in the amount received for this option should their coverage status change. It is the duty of the employee to notify Human Resources of any such changes.

SECTION 189. DENTAL INSURANCE

A. Dental Insurance Provided

The City shall pay for the dental insurance premiums for employees covered by this Plan and

their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided dental insurance plan provides for a maximum annual dental payout of \$1,500 total for each employee and their eligible dependents.

B. Orthodontic Insurance Provided

The City shall pay for the orthodontic insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided orthodontic insurance plan provides for a lifetime maximum orthodontic payout of \$1,500 for each employee and for each employee's eligible dependents.

SECTION ~~19~~20. VISION INSURANCE

A. Vision Insurance Provided

The City agrees to pay the premium for full family vision care coverage that provides for one examination, one set of lenses, and one frame per year. Selection of the carrier shall be at the discretion of the City. The City provided plan shall provide for a \$20 co-payment for examination and a \$20 co-payment for materials.

SECTION 20. SECTION 125 FLEXIBLE BENEFIT PLAN

- A. The City shall establish and pay the costs for administering a flexible benefit plan for this employee group. Selection of the benefit provider shall be at the discretion of the City. Effective the first full pay period in January 2024, the City shall make an annual (January 1 of each year) contribution of \$500.00 to a health care reimbursement flexible spending account for each medical plan subscriber. The annual contribution shall be prorated for newly hired or promoted medical plan subscribers.

SECTION ~~21~~2. LIFE INSURANCE

A. Life Insurance Provided

The City agrees to provide term life insurance and accidental death and dismemberment insurance in the amount of one times (1x) the employee's annual base wage salary. Selection of the carrier shall be at the discretion of the City.

SECTION ~~22~~3. DISABILITY INSURANCE

A. Disability Insurance Provided

Effective the first full pay period following May 1, 2024, the City agrees to participate in the California State Disability Insurance (CASDI) program for employees covered by this Plan for short-term disability benefits and shall provide a Long-Term Disability (LTD) benefit to

employees as defined below. The costs of the CASDI program are the responsibility of the employee, paid through payroll deductions.

Long-Term Disability

The City shall provide long term disability insurance of two- thirds of salary up to \$6,000 per month (\$4,000 maximum benefit) with a 90-day waiting period.

Effective the first full pay period following May 1, 2024, employees shall pay the monthly long-term disability insurance premium through bi-weekly, after-tax payroll deduction and the City shall issue insured employees with a long-term disability insurance premium reimbursement each pay period.

The City shall make coverage available to Police Safety employees interested in participating in Peace Officers' Research Association of California (PORAC) long-term disability plan in lieu of the City's LTD Plan. Effective the first full pay period following May 1, 2024, Police Safety employees shall pay the monthly PORAC long-term disability insurance premium through bi-weekly, after-tax payroll deductions and the City shall issue insured employees with a long-term disability insurance premium reimbursement each pay period up to the City's LTD Plan premium. Employee is responsible for any monthly premium payment if the PORAC LTD Plan exceeds the cost of the City's LTD Plan.

SECTION 234. DOMESTIC PARTNER MEDICAL COVERAGE

A. Domestic Partnership and Coverage Defined

A Domestic Partnership is defined pursuant to the California Family Code. The City, in accordance with CalPERS regulations, will allow coverage for registered domestic partners of employees, as qualified dependents, under the medical, dental, and vision health care plans. Prior to any coverage being provided, the employee must provide proof of domestic partnership registration with the California Secretary of State.

SECTION 245. INCENTIVE BENEFITS

A. Educational Degree

During the term of this Plan, the City will pay those employees who have earned degrees from accredited college institutions, additional pay as follows:

- | | |
|-----------------------------------|--------------------|
| • Associate of Art/Science Degree | \$ 75.00 per month |
| • Bachelor of Art/Science Degree | \$150.00 per month |
| • Master of Art/Science Degree | \$225.00 per month |

An employee is only eligible to receive Educational Degree Pay under this section for one degree. An employee is not eligible to receive this pay for multiple degrees and/or disciplines.

This Educational Degree Pay shall only be paid to employees holding a degree beyond that

which is required for their classification, as outlined in the classification description, and if a higher degree is determined to be beneficial by the City Manager, which shall not unreasonably be withheld.

B. Bilingual Pay

The City Manager may assign designated employee(s) to receive a monthly bilingual pay stipend of \$200.00 per month. Such assignment shall be in writing and must be renewed on an annual basis. To be eligible to receive a bilingual pay differential, an employee must:

- Speak the recognized languages spoken in the City service area.
- Agree to utilize their bilingual ability on the job.
- Demonstrate bilingual proficiency satisfactorily to an evaluating agency/individual.
- Agree to maintain the necessary training and certification standards established by the City to continue to receive the bilingual pay stipend.

SECTION 256. RETIREMENT PLAN FOR EMPLOYEES

A. Retirement Plan Defined

The City shall contract with the California Public Employees Retirement System (CalPERS) for the purpose of allowing employees to earn retirement benefits.

B. CalPERS Contract Benefits – Classic Employees

For “Classic” Public Safety (3% @ 55 Plan) and Miscellaneous (2.5% @ 55 Plan) Members, the contract offers the following options:

- Military Buy Back - The choice to participate in the CalPERS Military Buy Back program is solely at the discretion and cost of the employee.
- Third Level 1959 Survivors Benefits
- Single Highest Year Compensation Formula
- Service Credit for Unused Sick Leave

C. CalPERS Employer Contribution Rate Sharing Formula for Classic Employees

The total amount owed by the City to CalPERS related to retirement benefits of City employees and annuitants is composed of the plan total normal cost and the plan total amortized cost, which together are the “Plan Total Cost”. City employees pay an “expected” employee contribution toward the plan total normal cost. Unless otherwise established between the City and employees, the City pays to CalPERS the plan total cost less the expected employee contribution, which is paid to CalPERS by the employee through payroll deduction.

Employees covered under the Plan will pay an amount above the expected employee contribution, calculated as described below.

Public Safety Employees

Employees covered by this Plan that participate in CalPERS as public safety plan Tier 1 (“Classic”) employees will contribute 9% of salary (expected employee contribution) and an additional 12.935% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 public safety plan employees, when expressed as a percentage of payroll, increases in excess of 5.0% over the prior year’s contribution rate, the additional amount above the 5.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 7%, then the City will pay 5% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Effective the full pay period that contains July 1, 2022, the employees’ total CalPERS contribution (combined employee’s contribution and employee’s share of the City’s contribution) shall be reduced to fifteen percent (15%).

Miscellaneous Employees

Employees covered by this Plan that participate in CalPERS as Tier 1 (“Classic”) employees will contribute 8% of salary (expected employee contribution) and an additional 8.388% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 employees, when expressed as a percentage of payroll, increases in excess of 4.0% over the prior year’s contribution rate, the additional amount above the 4.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 6%, then the City will pay 4% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Effective the full pay period that contains July 1, 2022, the employees’ total CalPERS contribution (combined employee’s contribution and employee’s share of the City’s contribution) shall be reduced to fifteen percent (15%).

D. CalPERS Contract Benefits – PEPRA Employees

Individuals first employed by the City on or after January 1, 2013, who are defined as “new members” by the Public Employees’ Pension Reform Act (PEPRA) of 2013, shall be enrolled in the CalPERS.

Employees classified as PEPRA Public Safety members will be enrolled in a 2.7% @ 57 plan. Employees designated as Local Miscellaneous PEPRA members will be enrolled in a 2% @ 62 plan. Employees covered by the Plan enrolled in CalPERS as PEPRA Public Safety or Local Miscellaneous members will be responsible to pay a contribution to CalPERS equal to 50% of the total normal cost for their defined Plan as determined by CalPERS.

SECTION 267. DEFERRED COMPENSATION – 457 PLAN

The City shall make a 457 Plan and ROTH individual retirement account available for employees covered by the Plan to contribute to through payroll deduction.

Effective the full pay period following adoption of this Plan, the City shall provide up to \$100.00 in a dollar for dollar “matching” monthly contribution to the 457 Plan for participating employees.

SECTION 278. CLOTHING AND EQUIPMENT ALLOWANCE

A. Uniform and Safety Equipment Allowance for Public Safety Employees

Fire safety classifications covered by this Plan will receive an annual uniform allowance of \$800 per year for items which are not solely for personal health and safety, to align with the International Association of Firefighters, Local 1230's clothing allowance.

After voluntarily transitioning to this Plan or at the time that an employee's Individual Employment Agreement expires, Fire safety classifications will be entitled to a clothing allowance of \$1,000 per year.

Police safety employees covered by this Plan shall receive an annual uniform allowance of \$1,000 for the purchase and maintenance of uniforms and accessories.

Effective the first full pay period in January 2024, the uniform allowance will be pro-rated and paid each pay period within the calendar year.

Police employees covered by this Plan shall receive an annual safety equipment allowance of \$255 for the purchase of equipment such as a weapon, holster, duty belt, handcuffs, baton, flashlight, etc. The safety equipment allowance shall be paid in the same fashion as the uniform allowance described above.

B. Safety Shoe Allowance

The classifications listed under this section shall receive a safety shoe allowance in the amount of \$200 per year.

- Public Works Manager
- Wastewater Treatment Plant Manager

The allowance provided under this section will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December.

SECTION 289. AUTO ALLOWANCE

A. Police and Fire

The City shall provide the following classifications with a city-owned automobile for use in discharging their duties, subject to all federal and state tax laws. The City shall also provide all expenses related to gasoline, maintenance and insurance of said vehicle. The classifications covered under this subsection shall have the unrestricted use of said vehicle within the State of California and shall not drive outside the state unless receiving prior approval from the City Manager.

- Police Chief
- Police Commander
- Police Lieutenant
- Fire Chief
- Fire Battalion Chief

B. All Other Employees

The City shall provide employees with an automobile allowance in the form of a per mile reimbursement per IRS-approved mileage rates. These payments shall be made in conjunction with the City's normal payroll periods and subject to all federal and state withholding and tax laws. Employees hired on or after November 17, 2020 shall be eligible to receive mileage reimbursement for use of their personal vehicle when conducting City business.

C. Elimination of Auto Allowance

Employees with IEA's who voluntarily transitioned to the Plan, prior to the expiration of their IEA, and who were receiving a monthly auto allowance will continue to receive their monthly auto allowance in lieu of a per mile reimbursement.

SECTION ~~29~~30. CELLPHONE ALLOWANCE

An employee covered under this Plan has the option to obtain a City-issued cellphone for business purposes. If the employee does not elect to receive a City-issued cellphone, the City shall provide the employee with a \$65 monthly stipend. This stipend shall be payable on one pay period each month and be subject to all federal and state withholding and tax laws.

The employee hereby acknowledges and agrees that receipt of this stipend means that any voicemail, text, or e-mail messages received on his or her device that are related to City business are the property of the City and are subject to disclosure in accordance with the Public Records Act and applicable case law. The employee further hereby confirms that he or she will provide authorization for the City to obtain such records from his or her service provider.

SECTION ~~30~~1. FIRE BATTALION CHIEF BACKFILL FOR PARTNER AGENCY

The Fire Battalion Chief classification is distinct among the classifications covered by the Plan in that it performs shift work. The City of Pinole is a party, with the Rodeo-Hercules Fire District and the Contra Costa County Fire Protection District, to the Battalion 7 agreement, through which, among other things, each party provides a Fire Battalion Chief on a rotating shift basis to cover the needs of the entire Battalion 7. From time to time, the Pinole Fire Battalion Chief is required to cover a shift as Battalion Chief for Battalion 7 that is additional to the City's normal shifts. When the City's Fire Battalion Chief covers the Battalion Chief duties for another agency, the Fire Battalion Chief shall receive compensation at a rate of one and one-half times his or her basic hourly salary for the hours worked, not to exceed the amount reimbursed by the other agencies.

SECTION ~~31~~2. LONGEVITY PAY

Effective July 3, 2023, employees in public safety classifications shall be given additional pay computed on their base hourly rate of pay as follows:

- One percent (1%) pay for five (5) full continuous years of City service, or
- Three percent (3%) pay for ten (10) full continuous years of City service.

Effective July 3, 2023, employees in miscellaneous classifications shall be given additional pay computed on their base hourly rate of pay as follows:

- One percent (1%) pay for five (5) full continuous years of City service, or
- Two percent (2%) pay for ten (10) full continuous years of City service, or
- Three percent (3%) pay for fifteen (15) full continuous years of City services.

This benefit shall not compound, nor be compounded by, any other additional compensation.

SECTION 323. PROFESSIONAL DEVELOPMENT

Subject to budgetary constraints, the City will pay for professional memberships, subscriptions, and training subject to the approval of the City Manager. The City will pay the expenses of transportation, food, lodging, and registration for management and confidential employee at meetings and trainings subject to the approval of the City Manager.

EXHIBIT “A” **MANAGEMENT GROUP SALARY RANGES**

~~1% State Disability Insurance Salary Offset, Effective 07/5/1406/20254~~

Management, eff. 05/06/2024	Minimum Annual	Minimum Hourly	Maximum Annual	Maximum Hourly
Assistant City Manager	\$ 214,866.95	\$ 103.3014	\$ 261,278.22	\$ 125.6145
Police Chief	\$ 214,866.95	\$ 103.3014	\$ 261,278.22	\$ 125.6145
Development Services Director/City Engineer	\$ 204,635.14	\$ 98.3823	\$ 248,836.33	\$ 119.6329
Community Development Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Finance Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Fire Chief	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Human Resources Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Public Works Director	\$ 186,032.89	\$ 89.4389	\$ 226,215.99	\$ 108.7577
Police Commander	\$ 177,077.65	\$ 85.1335	\$ 215,326.42	\$ 103.5223
Community Services Director	\$ 169,029.53	\$ 81.2642	\$ 205,539.91	\$ 98.8173
Building Official	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Fire Battalion Chief (contract for services, eff. 03/01/2023)	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Planning Manager	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Police Lieutenant	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Wastewater Treatment Plant Manager	\$ 160,979.68	\$ 77.3941	\$ 195,751.29	\$ 94.1112
Capital Improvement & Environmental Program Manager	\$ 133,040.77	\$ 63.9619	\$ 161,777.57	\$ 77.7777
Public Works Manager	\$ 133,040.77	\$ 63.9619	\$ 161,777.57	\$ 77.7777
Recreation Manager	\$ 118,258.97	\$ 56.8553	\$ 143,802.91	\$ 69.1360
Assistant to the City Manager	\$ 118,258.79	\$ 56.8552	\$ 143,802.69	\$ 69.1359
Human Resources Analyst	\$ 93,778.01	\$ 45.0856	\$ 114,034.07	\$ 54.8241
Deputy City Clerk	\$ 90,374.66	\$ 43.4494	\$ 109,895.58	\$ 52.8344
Human Resources Specialist	\$ 85,252.80	\$ 40.9869	\$ 103,667.40	\$ 49.8401
Human Resources Technician	\$ 77,502.55	\$ 37.2608	\$ 94,243.10	\$ 45.3092

~~4% Cost of Living Increase, Effective 07/01/2024~~

Management, eff. 07/01/2024	Minimum Annual	Minimum Hourly	Maximum Annual	Maximum Hourly
Assistant City Manager	\$ 223,461.63	\$ 107.4335	\$ 271,729.35	\$ 130.6391
Police Chief	\$ 223,461.63	\$ 107.4335	\$ 271,729.35	\$ 130.6391
Development Services Director/City Engineer	\$ 212,820.55	\$ 102.3176	\$ 258,789.79	\$ 124.4182
Community Development Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Finance Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Fire Chief	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Human Resources Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Public Works Director	\$ 193,474.20	\$ 93.0164	\$ 235,264.63	\$ 113.1080
Police Commander	\$ 184,160.75	\$ 88.5388	\$ 223,939.48	\$ 107.6632
Community Services Director	\$ 175,790.71	\$ 84.5148	\$ 213,761.50	\$ 102.7700
Building Official	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Fire Battalion Chief (contract for services, eff. 03/01/2023)	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Planning Manager	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Police Lieutenant	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Wastewater Treatment Plant Manager	\$ 167,418.87	\$ 80.4898	\$ 203,581.34	\$ 97.8756
Capital Improvement & Environmental Program Manager	\$ 138,362.40	\$ 66.5204	\$ 168,248.68	\$ 80.8888
Public Works Manager	\$ 138,362.40	\$ 66.5204	\$ 168,248.68	\$ 80.8888
Recreation Manager	\$ 122,989.14	\$ 59.1294	\$ 149,554.80	\$ 71.9013
Assistant to the City Manager	\$ 122,989.14	\$ 59.1294	\$ 149,554.80	\$ 71.9013
Human Resources Analyst	\$ 97,529.14	\$ 46.8890	\$ 118,595.43	\$ 57.0170
Deputy City Clerk	\$ 93,989.64	\$ 45.1873	\$ 114,291.41	\$ 54.9478
Human Resources Specialist	\$ 88,662.91	\$ 42.6264	\$ 107,814.10	\$ 51.8337
Human Resources Technician	\$ 80,602.65	\$ 38.7513	\$ 98,012.82	\$ 47.1215

CITY OF PINOLE

COMPENSATION AND BENEFITS PLAN

FOR

EXECUTIVE, MANAGEMENT AND

CONFIDENTIAL EMPLOYEES

Effective Date November 17, 2020
Revised September 16, 2025

CITY OF PINOLE COMPENSATION AND BENEFITS PLAN EXECUTIVE, MANAGEMENT AND CONFIDENTIAL EMPLOYEES

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**CITY OF PINOLE
EXECUTIVE, MANAGEMENT AND CONFIDENTIAL
EMPLOYEES COMPENSATION AND BENEFITS
PLAN**

ARTICLE ONE: INTRODUCTION

SECTION 1. ESTABLISHMENT AND PURPOSE

The City of Pinole (“City”) wishes to establish and maintain a plan of compensation and benefits for executive, management and confidential personnel of the City. Accordingly, the City sets forth this “Executive, Management and Confidential Employees Compensation and Benefits Plan” (also known as the “Plan”).

The purpose of this Plan is to establish the compensation and benefits applicable to the City’s executive, management and confidential employees beyond those already approved in the Personnel Rules or other legislative actions of the City Council. Should there be any conflicting provisions between this Plan and the Personnel Rules, the Plan shall supersede.

SECTION 2. ADMINISTRATION OF THE PLAN

The Plan shall be administered by the City Manager or his/her designee. The City Manager shall have the authority to establish and revise policies and procedures to ensure fair and equitable administration of the Plan.

SECTION 3. CLASSIFICATIONS

The following classifications are covered by this Plan.

Executive/Department Head

- Assistant City Manager
- Communications Director
- Community Development Director
- Community Services Director
- Development Services Director / City Engineer
- Finance Director
- Fire Chief
- Human Resources Director
- Police Chief
- Public Works Director

Management

- Assistant to the City Manager
- Building Official
- Capital Improvement and Environmental Program Manager

- Deputy City Clerk
- Fire Battalion Chief
- Human Resources Analyst
- Information Technology Manager
- Planning Manager
- Police Commander
- Police Lieutenant
- Public Works Manager
- Recreation Manager
- Wastewater Treatment Plant Manager

Confidential

- Accountant (Confidential)
- Accounting Specialist (Confidential)
- Accounting Technician (Confidential)
- Human Resources Specialist
- Human Resources Technician
- Senior Accountant (Confidential)

SECTION 4. AT-WILL STATUS AND RETREAT RIGHTS

Executive/Department Head employees covered by this Plan are employed on an “at will” basis. Accordingly, both the City and the employee have the right to terminate the employment relationship at any time, with or without advance notice, and with or without cause.

Upon layoff or request by the employee or the City, regular status Police Commanders and Police Lieutenants have the right to retreat to a lower sworn class previously held in the Pinole Police Department. In order to retreat to a lower class, there must be an open position available in the retreat class, or the employee must have more seniority than at least one of the incumbents in the retreat class and request displacement action in writing to the Human Resources Director. If the retreat request is due to a layoff, the written displacement request must be provided to the HR Director within seven (7) days of receipt of notice of layoff. The Police Chief and the City Manager must approve any displacement request. An employee retreating to a lower class shall be placed at the salary step representing the least loss of pay. For purposes of this section, seniority shall be defined as an employee’s tenure in a class. When an employee retreats to a lower class, seniority for that class shall include the tenure of all higher classes. Seniority includes time accrued in regular full-time service.

SECTION 5. TRANSITION TO THE PLAN

The terms and conditions regarding compensation and benefits for the employees in classifications covered under this Plan have been set forth in individual employment agreements (“IEA”). This Plan and the provisions herein shall replace any and all IEAs upon the expiration of the IEAs. Conversely, employees may elect to voluntarily transition to the Plan prior to the expiration of their IEA and may do so in a written document signed by both the employee and the City Manager. The written document will state that the employee has

voluntarily terminated their IEA and will be covered under the Plan going forward. When an employee transitions from an IEA to the Plan, the City Manager shall set the employee's initial salary under the Plan based on the employee's attainment of the knowledge and skills required by the classification and the employee's performance to-date in carrying out the duties of the classification. If an employee's salary under the IEA is less than the minimum annual salary in the Plan, upon transitioning, the employee's salary shall be at least the minimum annual salary reflected in the Plan. The salaries of all employees in classifications covered under this Plan shall adhere to the ranges for the employee's respective classification as set by the Plan regardless of whether or not the employee is covered by an IEA or the Plan.

SECTION 6. EFFECTIVE DATE

This Plan and any revisions will become effective on the Effective Date stated on the Plan's cover and will continue to be in effect unless otherwise modified by the City Council.

ARTICLE TWO: COMPENSATION

SECTION 7. MANAGEMENT SALARY RANGES

A. Initial Salary

For new employees, the City Manager, or their designee, shall set the salary for individual employees covered by this Plan at the time of their initial appointment, within the established salary range for their classification. New hires may be appointed anywhere within the salary range for their classification.

B. Base Compensation Structure

As provided in Exhibit A, this Plan sets forth the base salary ranges for all classifications covered by this Plan. There shall be no specified or pre-determined “steps” within the salary ranges for employees covered by this Plan. Rather, each classification under this Plan shall be assigned an open salary range containing a 21.6% spread between the minimum and maximum points of the range.

SECTION 8. COST OF LIVING AND PAY RANGE ADJUSTMENTS

At least annually, the City Council will consider a percentage cost of living adjustment to the salary ranges for all classifications covered by this Plan that considers inflationary increases in the cost of living. If the City Council approves a cost-of-living adjustment and an effective date, the minimum and maximum points of each classification’s range shall be increased by the percentage of the adjustment, and the salary of each individual employee covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

From time to time, the City Council will authorize a compensation study of benchmark classifications to identify the market rate competitiveness of salary and benefits provided to employees covered by the Plan. If the City Council approves a market rate adjustment and an effective date, the minimum and maximum points of each below-market classification’s range shall be increase by the percentage of the adjustment, and the salary of each employee assigned to the below-market classification covered by the Plan shall be increased by the percentage of the adjustment effective on the first day of the first pay period on or following the effective date set by the City Council.

SECTION 9. MERIT INCREASES AND PERFORMANCE EVALUATIONS

A. Basis for Merit Increases

In addition to the cost-of-living adjustment discussed above, an employee covered by this Plan may receive a merit increase, once per year in relation to their anniversary and annual performance appraisal. Merit increases will be based upon the quality of the employee’s performance in the preceding twelve (12) months. Merit increases shall result in an employee advancing within the established salary range for their classification by the amount of the merit

increase.

B. Performance Evaluation Process

Performance evaluations for all employees covered under this Plan are the responsibility of the City Manager, who normally will delegate the responsibility of performance reviews to the covered employee's department head. The process for performance evaluations shall be conducted in accordance with Section 14 in the Personnel Rules, unless expressly provided otherwise below.

A performance evaluation shall be prepared at least annually on each employee's anniversary date.

The evaluation process shall begin with each employee preparing a self-evaluation of their own performance during the prior year. In addition, the employee shall draft proposed goals and objectives for the coming year.

The employee's supervisor shall then evaluate the employee's performance for the prior year. The evaluations of both the employee and supervisor shall focus on:

- (1) the employee's performance of their regular duties and responsibilities; and
- (2) the employee's attainment of specific goals and objectives established for the employee at the beginning of the review period (i.e. one year earlier).

Following completion of the written evaluations, the employee and their supervisor shall meet to discuss both the quality of the employee's performance of their regular duties and responsibilities and the employee's degree of success in accomplishing the specific goals and objectives set for them the previous year. They shall also review the employee's proposed goals and objectives for the coming year.

C. Merit Adjustment Guidelines

Employees may be granted a merit adjustment of up to five percent each year (5.0%) for exemplary performance.

D. Cap on Merit Increases

If an employee's salary is at the top of the salary range for their classification, the employee shall not be eligible for a merit increase.

If an employee's salary is below the top of the salary range for their classification, the employee may receive a merit increase in accordance with the provisions set forth above. If the amount of the merit increase awarded would cause the employee's salary to exceed the top of his/her salary range, then the employee shall receive as a merit increase only that portion of the merit increase that will bring his/her salary to the top of his/her range.

SECTION 10. EQUITY ADJUSTMENTS

The City Manager may authorize an increase to an individual employee's salary to address internal or external salary equity issues. Any equity adjustment shall consider relevant internal

and external equity data in order to effectuate the intent of this section. Any adjusted salary must adhere to the minimum and maximum amounts of the employee's classification range.

SECTION 11. SEVERANCE PAY

Except as specifically noted otherwise, this section shall apply to executive employees covered under this Plan.

In the event that the City terminates the employment of any executive employee covered by the Plan without cause after the first twelve (12) months of employment, the City shall pay the employee severance, in a sum equal to one (1) month base salary and the value of continuation of health insurance coverage for a period of one (1) month for every year of service, up to a maximum of six (6) months base salary and the value of continuation of health insurance coverage for a period of six (6) months (collectively "Severance"). Such severance is contingent upon the employee signing and delivering a general release of all claims against the City (including without limitation its former and current elected officials, employees, officers and agents). If the employee retires subsequent to separation and receives coverage under the City's retiree health plan within six months of separation, the employee shall reimburse the City for the portion of the Severance associated with the value of continuation of health insurance coverage attributable to post-employment months after which the employee had coverage through the City's retiree health plan. If the employee is terminated for "cause," the City shall not owe any severance under this Plan. The determination of whether there is "cause" for termination shall include but not be limited to those items listed in the Personnel Rules. The term "cause" only relates to the potential to receive severance, and has no bearing on an employee's at-will status.

SECTION 12. OUT OF CLASS PAY

In the event an employee in this unit is assigned and performs the majority of the duties in a higher classification for at least five consecutive work days, they shall be placed at the lowest step of the higher classification that provides at least five percent (5%) above the employee's base rate of pay, so long as the range for the higher classification is not exceeded.

Notwithstanding any other provision of this agreement, the higher-level pay granted under this Section shall not inflate nor otherwise have any impact on any other special pays, allowances, or differentials granted by other portions of this Plan.

ARTICLE THREE: BENEFITS

SECTION 13. SICK LEAVE

A. Rate of Sick Leave Earned

Employees covered under this Plan shall accrue ninety-six (96) hours of sick leave per year, accrued incrementally each pay period. Any employee employed in the Fire Battalion Chief classification shall accrue sick leave at 1.4 times the amount above, as the Fire Battalion Chief's normal work schedule is 2,912 hours annually, 1.4 times the normal work schedule of all other employees covered by the Plan, which is 2,080 hours annually.

B. Sick Leave Incentive

An employee's sick leave use shall be reviewed by the City at the end of each calendar year. Employees who do not use any sick leave for six (6) consecutive months within the calendar year shall receive an additional four (4) hours of accrued vacation time (5.6 hours for the Fire Battalion Chief). Employees who do not use any sick leave for the entire calendar year (12 months) will receive an additional eight (8) hours of vacation time (11.2 hours for the Fire Battalion Chief).

C. Other Use of Sick Leave

All other conditions regulating sick leave accruals, usage, and family leave contained within the City's duly adopted Personnel Rules shall apply to all employees covered under this Plan.

D. Unused Sick Leave Upon Retirement

Upon retirement from the City, employees with at least five (5) years of continuous City service shall have the option to cash out 25% of unused sick leave in a non-pensionable, lump-sum payment subject to all applicable payroll withholdings.

The balance of unused sick leave shall be utilized to extend CalPERS retirement service credit.

SECTION 14. HOLIDAYS

A. Holiday Pay

The Fire Battalion Chief covered by this Plan has routine scheduled staffing without regard to holidays, and therefore works on holidays as a part of their normal schedule. The employee shall receive, in lieu of holiday time off, eleven and one- fifth (11.2) hours of Holiday Pay at their straight time basic hourly rate for each holiday set forth in Section 13.B below.

B. Holiday Leave

Employees shall receive the following legal paid holidays:

- January 1 New Year's Day

- | | |
|-------------------------------|-------------------------------|
| • Third Monday in January | Martin Luther King's Birthday |
| • Third Monday in February | Washington's Birthday |
| • Last Friday in March | Caesar Chavez Day |
| • Last Monday in May | Memorial Day |
| • June 19 | Juneteenth Day |
| • July 4 | Independence Day |
| • First Monday in September | Labor Day |
| • November 11 | Veteran's Day |
| • Fourth Thursday in November | Thanksgiving |
| • Fourth Friday in November | Day after Thanksgiving |
| • December 24 | Christmas Eve |
| • December 25 | Christmas |

In the event that any of the aforementioned days falls on a Saturday, the preceding Friday shall be considered a holiday for pay and leave purposes. In the event that any of the aforementioned days falls on a Sunday, the following Monday shall be considered a holiday for pay and leave purposes.

In addition to the official holidays listed above, employees shall receive any day proclaimed by the President or Governor as a public fast, thanksgiving or holiday, and shall be considered a holiday for pay purposes. The granting of any paid time-off due to an Executive Order closing federal offices that is signed by the President of the United States, shall be at the discretion of the City.

The Fire Battalion Chief shall receive 11.2 hours of straight time pay for each holiday listed above in lieu of receiving paid time off.

In addition, employees covered under this Plan shall receive twelve (12) hours of floating holidays each fiscal year. These hours are not vested and must be taken by June 30th of each year or they will be lost. These hours may not be cashed out. The Fire Battalion Chief shall receive 16.8 hours of floating holiday paid time off.

SECTION 15. ADMINISTRATIVE LEAVE

A. Executive/Department Heads

The following classifications shall be entitled to receive administrative leave at an accrual rate of ninety-six (96) hours per year, accrued incrementally each pay period, and may cash out no more than sixty-four (64) hours each year. Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- Assistant City Manager
- Communications Director
- Community Development Director
- Community Services Director
- Development Services Director/City Engineer
- Finance Director
- Fire Chief

- Human Resources Director
- Police Chief
- Public Works Director

B. Management

Unless otherwise provided under this section, all management classifications covered by this Plan shall be entitled to receive administrative leave at an accrual rate of sixty (60) hours per year (84 hours for the Fire Battalion Chief), accrued incrementally each pay period, and may cash out no more than forty (40) hours each year (56 hours for the Fire Battalion Chief). Any balance remaining at the end of each calendar year will automatically be paid out at the employees' hourly base pay in effect on that date.

- The Accountant, Senior Accountant, Accounting Technician, Accounting Specialist, Human Resources Technician, and Human Resources Specialist are not entitled to receive administrative leave due to non-exempt FLSA status.

SECTION 16. OTHER LEAVES

Employee covered by this Plan shall receive all other leaves (Bereavement, Family and Medical, Jury Duty, Military, etc.) as provided to other Miscellaneous City employees.

SECTION 17. VACATION

A. Rate of Vacation Earned

Employees shall accrue vacation at the following rates, up to the following maximums, for continuous years of service performed:

<u>Years of Service</u>	<u>Hours Accrued Per Year</u>	<u>Maximum Accrual (Hours)</u>
0 – 4	96	192
5 – 9	144	288
10 – 15	160	320
16+	192	384

The Fire Battalion Chief shall accrue vacation and have a maximum accrual cap at 1.4 times the amounts of employees in other classifications covered under the Plan.

The City Manager may grant a new employee a higher annual accrual rate based on years of public service with other agencies or other appropriate factors. If a new employee is granted a higher initial rate of annual accrual, the employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step.

Employees covered by the Plan may cash out up to 52 hours of vacation annually, provided that he/she has a minimum of 20 days (160 hours) accumulated. The Fire Battalion Chief may cash out 72.8 hours of vacation annually, provided that he/she has a minimum of 224 hours accumulated.

Employees that transition from IEAs to the Plan shall accrue vacation at the rate that the

employee receives under their IEA at the time of transition. The employee's rate will stay the same until the employee advances, based on the years of City service, to the higher accrual step per the table above. Employees that transition from IEAs to the Plan shall not have any cap on maximum accrual.

SECTION 18. MEDICAL BENEFITS

A. Health Insurance

The City shall make the following contributions toward the employee's health premium:

- Effective January 1, 2020, the City's contribution toward the employee's health premium will equal the 2019 Kaiser rate at each level of coverage.
- Effective January 1, 2021, and every January 1 thereafter, the City's contribution toward the employee's health premium will equal the Kaiser rate for the prior calendar year at each level of coverage.

B. Retiree Medical Insurance

The City will contribute toward retiree health premiums as follows:

Existing City retirees and current City employees hired before September 1, 2010, receive a City contribution toward their retiree health premium equal to that provided to current active employees.

Current City employees hired before September 1, 2010, shall be offered the option to opt into the CalPERS Vesting Program upon retirement. If the employee opts-in to the CalPERS Vesting Schedule Program (GC 22893), the decision is irrevocable (permanent) as CalPERS does not allow the employee to opt out later.

Current City employees hired on or after September 1, 2010, will receive a City contribution toward their retiree health premium in an amount as described by the CalPERS Vesting Program (GC 22893), and summarized in the table below.

The CalPERS Vesting Program is regulated by Government Code 22893 and applies to City employees hired on or after September 1, 2010, and retired City employees hired before September 1, 2010, who voluntarily opt in upon retirement.

Every year CalPERS calculates the State contribution rates towards retiree health premiums, referred to as State Annuitant Contribution Rates. If the rate or vested amount does not cover the entire cost of the health premium, the retired employee is responsible for the difference.

A City retiree is eligible to receive a contribution towards the retiree medical premium if:

1. The City retiree has a minimum of ten (10) years of CalPERS earned service credit to receive 50% of the employer contribution.
 - a. Credited service is compensated CalPERS service time earned (G.C. 20069).
 - b. Purchased "Additional Retirement Service Credit (ARSC)" does not qualify as it

is not earned service.

2. Five (5) of those ten (10) years of CalPERS earned service credit must be performed at the City of Pinole.
 - a. Each additional CalPERS earned service credit year after the completion of ten years increases the City's contribution percentage by 5% until the completion of 20 years, at which time the retiring employee is eligible for 100% of the State Annuitant Contribution Rate (100/90 formula).

CalPERS Credited Years of Earned Service	Percentage of City Contribution Based On The State's Rate
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

C. Medical In-Lieu

Eligible full-time employees with alternate medical insurance shall be allowed to receive payment in lieu of medical insurance as follows:

- One-party coverage: \$225
- Two-party coverage: \$450
- Family coverage: \$600

An employee must show proof of adequate medical insurance coverage under another health plan before the benefit may be received, and annually thereafter. Employees will be subject to provisions of the City's health plans in the event termination of in-lieu benefits and resumption of medical coverage is desired.

Employees electing the medical in-lieu option shall be entitled to an adjustment in the amount received for this option should their coverage status change. It is the duty of the employee to notify Human Resources of any such changes.

SECTION 19. DENTAL INSURANCE

A. Dental Insurance Provided

The City shall pay for the dental insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the

City.

The City-provided dental insurance plan provides for a maximum annual dental payout of \$1,500 total for each employee and their eligible dependents.

B. Orthodontic Insurance Provided

The City shall pay for the orthodontic insurance premiums for employees covered by this Plan and their eligible dependents, if desired. Selection of the carrier shall be at the discretion of the City.

The City-provided orthodontic insurance plan provides for a lifetime maximum orthodontic payout of \$1,500 for each employee and for each employee's eligible dependents.

SECTION 20. VISION INSURANCE

A. Vision Insurance Provided

The City agrees to pay the premium for full family vision care coverage that provides for one examination, one set of lenses, and one frame per year. Selection of the carrier shall be at the discretion of the City. The City provided plan shall provide for a \$20 co-payment for examination and a \$20 co-payment for materials.

SECTION 20. SECTION 125 FLEXIBLE BENEFIT PLAN

- A.** The City shall establish and pay the costs for administering a flexible benefit plan for this employee group. Selection of the benefit provider shall be at the discretion of the City. Effective the first full pay period in January 2024, the City shall make an annual (January 1 of each year) contribution of \$500.00 to a health care reimbursement flexible spending account for each medical plan subscriber. The annual contribution shall be prorated for newly hired or promoted medical plan subscribers.

SECTION 22. LIFE INSURANCE

A. Life Insurance Provided

The City agrees to provide term life insurance and accidental death and dismemberment insurance in the amount of one times (1x) the employee's annual base wage salary. Selection of the carrier shall be at the discretion of the City.

SECTION 23. DISABILITY INSURANCE

A. Disability Insurance Provided

Effective the first full pay period following May 1, 2024, the City agrees to participate in the California State Disability Insurance (CASDI) program for employees covered by this Plan for short-term disability benefits and shall provide a Long-Term Disability (LTD) benefit to employees as defined below. The costs of the CASDI program are the responsibility of the

employee, paid through payroll deductions.

Long-Term Disability

The City shall provide long term disability insurance of two- thirds of salary up to \$6,000 per month (\$4,000 maximum benefit) with a 90-day waiting period.

Effective the first full pay period following May 1, 2024, employees shall pay the monthly long-term disability insurance premium through bi-weekly, after-tax payroll deduction and the City shall issue insured employees with a long-term disability insurance premium reimbursement each pay period.

The City shall make coverage available to Police Safety employees interested in participating in Peace Officers' Research Association of California (PORAC) long-term disability plan in lieu of the City's LTD Plan. Effective the first full pay period following May 1, 2024, Police Safety employees shall pay the monthly PORAC long-term disability insurance premium through bi-weekly, after-tax payroll deductions and the City shall issue insured employees with a long-term disability insurance premium reimbursement each pay period up to the City's LTD Plan premium. Employee is responsible for any monthly premium payment if the PORAC LTD Plan exceeds the cost of the City's LTD Plan.

SECTION 24. DOMESTIC PARTNER MEDICAL COVERAGE

A. Domestic Partnership and Coverage Defined

A Domestic Partnership is defined pursuant to the California Family Code. The City, in accordance with CalPERS regulations, will allow coverage for registered domestic partners of employees, as qualified dependents, under the medical, dental, and vision health care plans. Prior to any coverage being provided, the employee must provide proof of domestic partnership registration with the California Secretary of State.

SECTION 25. INCENTIVE BENEFITS

A. Educational Degree

During the term of this Plan, the City will pay those employees who have earned degrees from accredited college institutions, additional pay as follows:

- | | |
|-----------------------------------|--------------------|
| • Associate of Art/Science Degree | \$ 75.00 per month |
| • Bachelor of Art/Science Degree | \$150.00 per month |
| • Master of Art/Science Degree | \$225.00 per month |

An employee is only eligible to receive Educational Degree Pay under this section for one degree. An employee is not eligible to receive this pay for multiple degrees and/or disciplines.

This Educational Degree Pay shall only be paid to employees holding a degree beyond that which is required for their classification, as outlined in the classification description, and if a

higher degree is determined to be beneficial by the City Manager, which shall not unreasonably be withheld.

B. Bilingual Pay

The City Manager may assign designated employee(s) to receive a monthly bilingual pay stipend of \$200.00 per month. Such assignment shall be in writing and must be renewed on an annual basis. To be eligible to receive a bilingual pay differential, an employee must:

- Speak the recognized languages spoken in the City service area.
- Agree to utilize their bilingual ability on the job.
- Demonstrate bilingual proficiency satisfactorily to an evaluating agency/individual.
- Agree to maintain the necessary training and certification standards established by the City to continue to receive the bilingual pay stipend.

SECTION 26. RETIREMENT PLAN FOR EMPLOYEES

A. Retirement Plan Defined

The City shall contract with the California Public Employees Retirement System (CalPERS) for the purpose of allowing employees to earn retirement benefits.

B. CalPERS Contract Benefits – Classic Employees

For “Classic” Public Safety (3% @ 55 Plan) and Miscellaneous (2.5% @ 55 Plan) Members, the contract offers the following options:

- Military Buy Back - The choice to participate in the CalPERS Military Buy Back program is solely at the discretion and cost of the employee.
- Third Level 1959 Survivors Benefits
- Single Highest Year Compensation Formula
- Service Credit for Unused Sick Leave

C. CalPERS Employer Contribution Rate Sharing Formula for Classic Employees

The total amount owed by the City to CalPERS related to retirement benefits of City employees and annuitants is composed of the plan total normal cost and the plan total amortized cost, which together are the “Plan Total Cost”. City employees pay an “expected” employee contribution toward the plan total normal cost. Unless otherwise established between the City and employees, the City pays to CalPERS the plan total cost less the expected employee contribution, which is paid to CalPERS by the employee through payroll deduction.

Employees covered under the Plan will pay an amount above the expected employee contribution, calculated as described below.

Public Safety Employees

Employees covered by this Plan that participate in CalPERS as public safety plan Tier 1

(“Classic”) employees will contribute 9% of salary (expected employee contribution) and an additional 12.935% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 public safety plan employees, when expressed as a percentage of payroll, increases in excess of 5.0% over the prior year’s contribution rate, the additional amount above the 5.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 7%, then the City will pay 5% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Effective the full pay period that contains July 1, 2022, the employees’ total CalPERS contribution (combined employee’s contribution and employee’s share of the City’s contribution) shall be reduced to fifteen percent (15%).

Miscellaneous Employees

Employees covered by this Plan that participate in CalPERS as Tier 1 (“Classic”) employees will contribute 8% of salary (expected employee contribution) and an additional 8.388% of salary (employee’s share of City rate). In the event the Plan Total Cost for the City’s Tier 1 employees, when expressed as a percentage of payroll, increases in excess of 4.0% over the prior year’s contribution rate, the additional amount above the 4.0% increase shall be shared equally between the City and the employee. For example, if the employer contribution rate increases from one year to the next by 6%, then the City will pay 4% of that increase. For the remaining 2%, the City will pay 1% and the employee will pay 1%.

Effective the full pay period that contains July 1, 2022, the employees’ total CalPERS contribution (combined employee’s contribution and employee’s share of the City’s contribution) shall be reduced to fifteen percent (15%).

D. CalPERS Contract Benefits – PEPPRA Employees

Individuals first employed by the City on or after January 1, 2013, who are defined as “new members” by the Public Employees’ Pension Reform Act (PEPPRA) of 2013, shall be enrolled in the CalPERS.

Employees classified as PEPPRA Public Safety members will be enrolled in a 2.7% @ 57 plan. Employees designated as Local Miscellaneous PEPPRA members will be enrolled in a 2% @ 62 plan. Employees covered by the Plan enrolled in CalPERS as PEPPRA Public Safety or Local Miscellaneous members will be responsible to pay a contribution to CalPERS equal to 50% of the total normal cost for their defined Plan as determined by CalPERS.

SECTION 27. DEFERRED COMPENSATION – 457 PLAN

The City shall make a 457 Plan and ROTH individual retirement account available for employees covered by the Plan to contribute to through payroll deduction.

Effective the full pay period following adoption of this Plan, the City shall provide up to \$100.00 in a dollar for dollar “matching” monthly contribution to the 457 Plan for participating employees.

SECTION 28. CLOTHING AND EQUIPMENT ALLOWANCE

A. Uniform and Safety Equipment Allowance for Public Safety Employees

Fire safety classifications covered by this Plan will receive an annual uniform allowance of \$800 per year for items which are not solely for personal health and safety, to align with the International Association of Firefighters, Local 1230's clothing allowance.

After voluntarily transitioning to this Plan or at the time that an employee's Individual Employment Agreement expires, Fire safety classifications will be entitled to a clothing allowance of \$1,000 per year.

Police safety employees covered by this Plan shall receive an annual uniform allowance of \$1,000 for the purchase and maintenance of uniforms and accessories.

Effective the first full pay period in January 2024, the uniform allowance will be pro-rated and paid each pay period within the calendar year.

Police employees covered by this Plan shall receive an annual safety equipment allowance of \$255 for the purchase of equipment such as a weapon, holster, duty belt, handcuffs, baton, flashlight, etc. The safety equipment allowance shall be paid in the same fashion as the uniform allowance described above.

B. Safety Shoe Allowance

The classifications listed under this section shall receive a safety shoe allowance in the amount of \$200 per year.

- Public Works Manager
- Wastewater Treatment Plant Manager

The allowance provided under this section will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December.

SECTION 29. AUTO ALLOWANCE

A. Police and Fire

The City shall provide the following classifications with a city-owned automobile for use in discharging their duties, subject to all federal and state tax laws. The City shall also provide all expenses related to gasoline, maintenance and insurance of said vehicle. The classifications covered under this subsection shall have the unrestricted use of said vehicle within the State of California and shall not drive outside the state unless receiving prior approval from the City Manager.

- Police Chief
- Police Commander
- Police Lieutenant
- Fire Chief
- Fire Battalion Chief

B. All Other Employees

The City shall provide employees with an automobile allowance in the form of a per mile reimbursement per IRS-approved mileage rates. These payments shall be made in conjunction with the City's normal payroll periods and subject to all federal and state withholding and tax laws. Employees hired on or after November 17, 2020 shall be eligible to receive mileage reimbursement for use of their personal vehicle when conducting City business.

C. Elimination of Auto Allowance

Employees with IEA's who voluntarily transitioned to the Plan, prior to the expiration of their IEA, and who were receiving a monthly auto allowance will continue to receive their monthly auto allowance in lieu of a per mile reimbursement.

SECTION 30. CELLPHONE ALLOWANCE

An employee covered under this Plan has the option to obtain a City-issued cellphone for business purposes. If the employee does not elect to receive a City-issued cellphone, the City shall provide the employee with a \$65 monthly stipend. This stipend shall be payable on one pay period each month and be subject to all federal and state withholding and tax laws.

The employee hereby acknowledges and agrees that receipt of this stipend means that any voicemail, text, or e-mail messages received on his or her device that are related to City business are the property of the City and are subject to disclosure in accordance with the Public Records Act and applicable case law. The employee further hereby confirms that he or she will provide authorization for the City to obtain such records from his or her service provider.

SECTION 31. FIRE BATTALION CHIEF BACKFILL FOR PARTNER AGENCY

The Fire Battalion Chief classification is distinct among the classifications covered by the Plan in that it performs shift work. The City of Pinole is a party, with the Rodeo-Hercules Fire District and the Contra Costa County Fire Protection District, to the Battalion 7 agreement, through which, among other things, each party provides a Fire Battalion Chief on a rotating shift basis to cover the needs of the entire Battalion 7. From time to time, the Pinole Fire Battalion Chief is required to cover a shift as Battalion Chief for Battalion 7 that is additional to the City's normal shifts. When the City's Fire Battalion Chief covers the Battalion Chief duties for another agency, the Fire Battalion Chief shall receive compensation at a rate of one and one-half times his or her basic hourly salary for the hours worked, not to exceed the amount reimbursed by the other agencies.

SECTION 32. LONGEVITY PAY

Effective July 3, 2023, employees in public safety classifications shall be given additional pay computed on their base hourly rate of pay as follows:

- One percent (1%) pay for five (5) full continuous years of City service, or
- Three percent (3%) pay for ten (10) full continuous years of City service.

Effective July 3, 2023, employees in miscellaneous classifications shall be given additional pay computed on their base hourly rate of pay as follows:

- One percent (1%) pay for five (5) full continuous years of City service, or

- Two percent (2%) pay for ten (10) full continuous years of City service, or
- Three percent (3%) pay for fifteen (15) full continuous years of City services.

This benefit shall not compound, nor be compounded by, any other additional compensation.

SECTION 33. PROFESSIONAL DEVELOPMENT

Subject to budgetary constraints, the City will pay for professional memberships, subscriptions, and training subject to the approval of the City Manager. The City will pay the expenses of transportation, food, lodging, and registration for management and confidential employee at meetings and trainings subject to the approval of the City Manager.

EXHIBIT “A”
EXECUTIVE, MANAGEMENT, AND CONFIDENTIAL GROUP SALARY RANGES

Effective 07/14/2025



CITY COUNCIL REPORT

10.A.

DATE: SEPTEMBER 16, 2025
TO: MAYOR AND COUNCIL MEMBERS
FROM: Heba El-Guindy, Public Works Director, helguindy@pinole.gov
SUBJECT: CONDUCT PUBLIC HEARING AND ADOPT A RESOLUTION CONFIRMING THE ANNUAL ASSESSMENTS AND ORDERING THEIR COLLECTION FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT OF FISCAL YEAR 2025/26

RECOMMENDATION

Staff recommend that the City Council:

1. Conduct a Public Hearing concerning the levy and collection of assessments for the Pinole Valley Road Landscape and Lighting Assessment District and consider any and all objections to the assessments.
2. Adopt the attached Resolution confirming the assessment as described in the Annual Assessment Report (Report), levying assessments for the fiscal year commencing on July 1, 2025, and ending on June 30, 2026.

BACKGROUND

On July 8, 2008, the City Council adopted Resolution 2008-91 forming the Pinole Valley Road Landscape and Lighting Assessment District (District), ordering maintenance work therein, confirming the diagram and assessment, and providing for the levy of annual assessments. The City has installed improvements within the District on Pinole Valley Road between Henry Avenue and Ramona Street. The purpose of the District is to provide a stable funding source for the ongoing maintenance of the following:

- Traffic signals
- Streetlights
- Median landscaping
- Irrigation for the landscaping
- Electricity to the traffic signals and streetlights
- Graffiti removal

REVIEW AND ANALYSIS

The City Council must take actions each year to levy and collect the assessments for the District. It is proposed that the City Council take action on the following list at this meeting. This action will be accomplished by adopting the attached Resolution.

1. Approve the engineer's annual assessment report.
2. Declare intention to levy and collect assessments.
3. Declare intention to conduct a Public Hearing concerning the levy of assessments.
4. Announce any increase in the maximum assessment.
5. Conduct a Public Hearing.
6. Approve assessment amounts for the fiscal year.
7. Order collection of the assessment amounts.

The Pinole Valley Road Landscape and Lighting Assessment District contains two commercial zones, Zone A and Zone B. The assessment rates for Fiscal Year (FY) 2025/26 for Zone A and Zone B are proposed to be increased from the previous year. The proposed rates for FY 2025/26 are \$567.32 per Assessment Unit (AU) for Zone A and \$617.22 per AU for Zone B. An AU is equivalent to an acre of developable property. The proposed assessment represents an annual inflation rate for each of Zone A and Zone B to reflect the increase in maintenance and servicing costs.

Each fiscal year, the greater of the annual Consumer Price Index (CPI) or a 2% is applied to the Maximum Assessment Rate from the previous year. The April 2025 CPI is 1.3%, therefore a 2% was applied to the Maximum Assessment Rate of FY 2024/25. The Maximum Assessment Rate per unit in FY 2025/26 becomes \$674.34/AU for Zone A and \$636.61/AU for Zone B. As the proposed rates are below the Maximum Assessment Rates, the City is not required to undertake the more comprehensive procedural notice and protest requirements of Proposition 218. The attached Assessment Report provides a complete description of how the maximum assessment and annual inflation factor are calculated.

A Public Hearing is required to allow property owners subject to the assessment the opportunity to provide comment. Notice of the public hearing was published in the manner required by applicable law.

Staff would like to note that the attached Assessment Report was prepared to be consistent with analysis carried out in past years. However, there have been minimal infrastructure improvements for a few years due to the increased costs relative to the available funds. For example, there have been four knocked down streetlights that used to be placed in the center medians on Pinole Valley Road and need to be replaced with several streetlights on both sides of the road to provide adequate illumination for pedestrians and motorists in both directions while minimizing the potential for future knockdowns. To meet such improvement needs in the Pinole Valley Road LLAD, staff is planning to perform more comprehensive review of deficiencies and assessment methodologies in the future. It should also be noted that there is a need to establish a new/separate Residential LLAD for the Appian Village Development Project, located on the east side of Appian Way north of Canyon Drive, as planned by the City and conditioned on the Project.

FISCAL IMPACT

The proposed assessments will be collected for the City for the assessable parcels within the District. The proposed rates for FY 2025/26 are \$567.32 per Assessment Unit (AU) for Zone A and \$617.22 per AU for Zone B. The total District revenue is expected to be \$60,751.51.

ATTACHMENTS

- A. Resolution
- B. LLAD Engineer's Report

RESOLUTION NO. 2025 –

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE CONFIRMING THE ANNUAL ASSESSMENT AND ORDERING THE COLLECTION OF ASSESSMENTS FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT FOR FISCAL YEAR 2025/2026

WHEREAS, the Pinole City Council, pursuant to the terms of the “Landscaping and Lighting Act of 1972” (the “1972 Act”), Division 15, Part 2, Chapter 1, Article 1 of the Streets and Highways Code of the State of California (commencing with Section 22500) did by previous Resolutions initiate proceedings for the special maintenance district known and designated as “The Pinole Valley Road Landscape and Lighting Assessment District” (the “District”). The District is comprised of two Zones (Zone A and Zone B) which are located on Pinole Valley Road between Henry Avenue and Ramona Street; and

WHEREAS, the City’s Public Works Director has prepared the attached Annual Assessment Report (the “Report”) in connection with the proposed collection of assessments upon eligible parcels of land within the District. The Report was prepared to be consistent with past years and based on the estimated costs to operate, maintain and service the improvements located within each Zone of the District; and

WHEREAS, the assessments are not based on the assessed value of the properties but are based on the special benefit conferred upon said eligible parcels from the improvements and the maintenance and operation of the District; and

WHEREAS, the assessments are in compliance with all laws pertaining to the collection of assessments, including Proposition 218; and

WHEREAS, the City Council set a public hearing on September 16th, 2025 to consider the proposed levy of assessments.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. Following notice duly given, the City Council has held a full and fair public hearing regarding the Report and the collection of assessments within the District. The City Council received and considered all written and oral statements, including any and all protests or other communications made or filed by any interested persons. Majority protest was not submitted regarding the proposed assessments.
2. Based upon its review (and any applicable amendments) of the attached Report, the City Council hereby finds and determines that:
 - a. The assessable properties within the District, which are identified in the Report, receive special benefit from the operation, maintenance and servicing of the landscape and lighting improvements.

- b. The net amount to be assessed upon the properties is based on the historical and estimated costs to provide said maintenance and servicing and is apportioned by a formula that fairly distributes the net amount among all assessable parcels in proportion to the estimated special benefit received from the improvements and services.
3. The Report and assessments as presented are hereby confirmed and filed.
4. The City Council hereby orders the maintenance and servicing of the improvements to be made in accordance with the Report and the 1972 Act.
5. The maintenance, operation and servicing of the landscape and lighting improvements shall be performed pursuant to the 1972 Act, and such assessments shall be collected and paid to the City.
6. The City shall deposit all money representing assessments collected on the credit of a fund assigned to the District. Such money shall be expended only for the maintenance, operations and servicing of the landscape and lighting improvements located within the District boundaries.
7. The adoption of this Resolution constitutes the levy of assessments within the District for the fiscal year beginning July 1, 2025, and ending June 30, 2026.
8. A certified copy of this Resolution shall be filed in the office of the City Clerk and shall remain open for public inspection.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on this 16th day of September 2025, 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 16th day of September, 2025.

Heather Bell, CMC
City Clerk



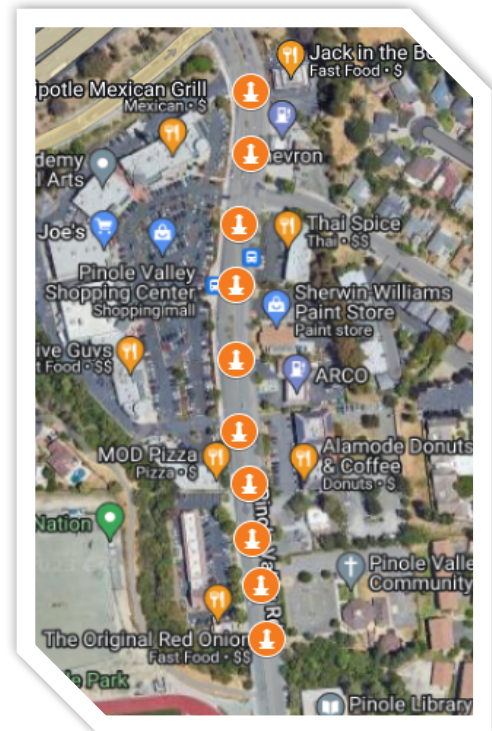
PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT

ENGINEER'S REPORT FY 2025/26

September 16, 2025



ZONE A



ZONE B

ENGINEER'S REPORT AFFIDAVIT

City of Pinole

Contra Costa County, State of California

Pinole Valley Landscape and Lighting

District

The undersigned submits this report as directed by the City Council. This report describes the District including the parcels, budgets, and assessments for Fiscal Year 2025/26, as they existed at the time of the passage of the resolution of intention. Reference is hereby made to the Contra Costa County Assessor's maps for detailed descriptions of the lines and dimensions of parcels within the District.

Dated this 16th day of September, 2025

Heba El-Guindy

Heba El-Guindy, TE
Public Works Director

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INTRODUCTION

The City of Pinole (the "City"), under the provisions of the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "1972 Act") and the provisions of the California Constitution Article XIII D (the "Constitution"), annually levies and collects special assessments from the City's maintenance assessment district designated as:

Pinole Valley Road Landscape and Lighting Assessment District (the "District") to provide and maintain various landscaping and lighting improvements throughout the City that provide special benefits to properties within the City.

The City Council formed the District and provided for the levy and collection of annual assessments to provide ongoing funding for costs and expenses required to service and maintain the landscaping and lighting improvements within the boundaries of the District. The improvements to be provided by the District assessments described herein are made pursuant to the 1972 Act and the substantive and procedural provision of the Constitution.

As part of the District formation, the City of Pinole conducted a Property Owner Protest Ballot proceeding for the proposed levy of a new assessment pursuant to the provisions of the Constitution. In conjunction with this ballot proceeding, the City Council conducted a noticed public hearing to consider public testimonies, comments, and written protests regarding the formation of the District and levy of assessments. Upon conclusion of the public hearing, property owner assessment ballots received were opened and tabulated. The property owner assessment ballot tabulation resulted in a majority approval of the District and assessments of the property owners within the District. The District was formed on July 1, 2008 by Resolution no. 2008-91. The District is located on Pinole Valley Road and consists of two separate zones: Zone A and Zone B.

This Engineer's Report (the "Report") has been prepared pursuant to Chapter 1, Article 4 and Chapter 3 of the 1972 Act, and outlines the improvements, and proposed assessments to be levied in connection with the benefits the properties will receive from maintenance and servicing of landscaping improvements within the District for Fiscal Year (FY) 2025/26.

The word "parcel," for the purposes of this Report, refers to an individual property assigned its own Assessor's Parcel Number ("APN") by the Contra Costa County Assessor's Office. The Contra County Auditor/Controller APN and specific fund numbers to identify properties to be assessed for the District assessments.

This Report consists of five sections and identifies the following items:

- **Plans and Specifications** – The location of the District and the specific improvements to be maintained.
- **Method of Apportionment** – How the District costs are allocated and apportioned to the assessable parcels.
- **Zone Budgets** – The District costs and proposed assessments to be levied for FY 2025/26 for each Zone based upon the special benefit received.
- **District Diagram** – A diagram showing the District and Zone boundaries.
- **Assessment Roll** – A listing of properties to be assessed by APN, Zone, and corresponding assessment amounts.

ASSESSMENT SUMMARY FY 2025/26

	Total Assessable Costs	Total Assessable Units	Proposed Assessment Rate per AU	Maximum Assessment Rate per AU
Zone A	\$41,089.00	52.796	\$567.32	\$674.34
Zone B	\$45,635.00	49.900	\$617.22	\$636.61

Actual assessments are rounded down to the nearest even penny.

SECTION I – PLANS AND SPECIFICATIONS DESCRIPTION OF THE DISTRICT AND BOUNDARIES

The District consists of two separate zones and is located on Pinole Valley Road, between Henry Avenue and Ramona Street. Zone A is to the north of Interstate 80 (I-80) and Zone B is to the south of I-80. Currently, there are a total of 18 commercial parcels within the District, 8 parcels in Zone A and 10 parcels in Zone B.

The number of parcels changed over the years. In FY 2011/12, the number of parcels in Zone A was reduced from 8 to 6 and was reduced in Zone B from 16 to 15 parcels, due to parcel mergers. An annexation occurred in Zone A in FY 2013/14, increasing the parcel count for that Zone to 7 and the Assessable Units ("AU") to 52.972. In FY 2018/19, one parcel was split into two with a slight size reduction, decreasing the AU to 52.796. The number of parcels in Zone B was also reduced from 15 to 10 due to parcel mergers/changes in FY 2013/14 and FY 2014/15. A clerical error was brought to the City's attention in December 2019 which has been transcribed over time and resulted in a higher AU in Zone B. In FY 2020/21, the clerical error was corrected resulting in a lower AU in Zone B.

Please refer to Section V of this Report, Assessment Roll, for details.

IMPROVEMENTS AND SERVICES PROVIDED

Improvements within the District which are maintained and serviced may include but are not limited to: turf, shrubs, plants and trees, other landscaping, street lighting, traffic signals, irrigation and drainage systems, graffiti removal, litter abatement, sidewalks, landscape lighting, masonry walls and associated appurtenances within the public right-of-way and specific easements.

The maintenance of District improvements generally includes, but are not limited to, all materials, equipment, utilities, labor and incidental expenses, including administrative expenses, for the annual operation of the District and maintenance of the improvements. Also included is the performance of occasional repairs and the removal or replacement of improvements, as needed.

The specific improvements being maintained and serviced within each of Zone A and Zone B of the District are defined on the following page:

Zone A Improvements (North of I-80 Freeway)

- Landscaping totaling 16,920 square feet.
- Irrigation system for landscaping and two irrigation controllers.
- Maintenance of street light poles and fourteen streetlights.
- Maintenance of two and a half traffic signals.
- Electrical power for streetlights, traffic signals and irrigation system.
- Weed control and abatement.
- Graffiti abatement.
- Median repairs and contingency for damage.
- Litter abatement and collection.

Zone B Improvements (South of I-80 Freeway)

- Landscaping totaling 18,486 square feet.
- Irrigation system for landscaping and two irrigation controllers.
- Maintenance of street light poles and twenty streetlights.
- Maintenance of one and a half traffic signals.
- Electrical power for streetlights, traffic signals and irrigation system.
- Weed control and abatement.
- Graffiti abatement.
- Median repairs and contingency for damage.
- Litter abatement and collection.

Reference is made to the plans and specifications for the improvements which are on file with the City and are incorporated herein by reference.

SECTION II – METHOD OF APPORTIONMENT

The 1972 Act allows for the establishment of assessment districts by public agencies for the purpose of providing certain public improvements as detailed in Section I of this Report. The 1972 Act also requires that the cost of these improvements and services be assessed based on benefit received rather than by assessed value of the properties being assessed. In accordance with the 1972 Act, Section 22573:

“The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among assessable lots or parcels in proportion to the estimated benefits received by each such lot or parcel from the improvements”

The method of apportionment approved by the City Council is consistent with the 1972 Act and the California Constitution for the allocation of special benefit assessments. The calculation of assessments is based upon the parcel type and the services and improvements provided.

DESCRIPTION OF BENEFIT

Special Benefit

The improvements and associated costs have been allocated to the assessable parcels within the District based upon the special benefit received by those properties, pursuant to the provisions of the 1972 Act. The improvements for which the properties will be assessed have been identified as necessary, were approved by the property owners within the District through Proposition 218 assessment ballot procedure and are in compliance with the development plans and General Plan of the City. As such, the improvements and continuing maintenance and services are strictly the obligation of the properties within the District.

General Benefit

Although the improvements may be visible to passersby or to the public at large, the improvements were installed after approval from the property owners and are for the benefit of properties within the District. It has been determined therefore, any access to or use by properties or individuals outside the District is completely incidental and the costs of operating, maintaining, and servicing said improvements provide no measurable benefit to said outside properties or individuals.

Definition of Special Benefit

The method of apportionment described in this Report is based on the premise that each assessable parcel or unit receives distinct and special benefits from the improvements and services provided, including the visual desirability provided by well-maintained landscaping. In accordance with Article XIII D, Section 4 of the California Constitution:

“Special benefit means a particular and distinct benefit over and above general benefits conferred on real property located in the District or the public at large”

The special benefits associated with local landscape and lighting improvements are:

- Enhanced desirability of properties due to proximity of the improvements.
- Improved aesthetic appeal provided by a positive representation of the community.
- Improved ingress and egress to property resulting in enhanced traffic flow.
- Improved traffic visibility and circulation.
- Improved accessibility for emergency vehicles.
- Reduced vandalism and other criminal activity.
- Enhanced environmental quality provided by adequate green space and other landscaping which helps moderate temperatures, reduce noise pollution and control dust and debris.

ASSESSMENT RANGE FORMULA

It is generally recognized that most budgetary items are impacted by inflation over the years. In accordance with the California Constitution, and Government Section 53739 (b) (1), assessments ***“may be adjusted for inflation pursuant to a clearly defined formula...”*** A formula for an inflationary adjustment is therefore included as part of the maximum assessment for this District and was approved by the property owner(s) at the time of formation. The formula, as described below, allows for annual adjustments to the budget and the assessments.

Generally, any new or increased assessment requires certain noticing and meeting requirements by law, the Government Code excludes certain conditions of a new or increased assessment. These conditions include:

“An assessment that does not exceed an assessment formula or range of assessments previously specified in the notice given to the public...and that was previously adopted by the agency...”

The initial maximum assessment for the District was established at the time of formation and was assessed for the first time during FY 2008/09. The initial maximum assessment for Zone A was \$415.52 per AU. The initial maximum assessment for Zone B was \$390.80 per AU. The initial maximum assessment for each Zone has been adjusted each subsequent fiscal year by the following Assessment Range Formula:

- The Maximum Assessment Rate allowed each fiscal year (the “Adjusted Maximum Assessment Rate”) shall be based on the initial maximum assessment established in FY 2008/09, adjusted annually by the Bureau of Labor Statistics, Consumer Price Index for the month of April, All Urban Consumers, (“CPI”) for the San Francisco/Oakland/San Jose area or two percent (2%), whichever is greater. Should the Bureau of Labor Statistics revise or discontinue the preparation of such index, the City reserves the right to use such a revised index or a comparable system to determine fluctuations in the annual cost of living.
- Each fiscal year, the greater of the annual CPI or a 2%, shall be applied to the Maximum Assessment Rate established the previous fiscal year to calculate the appropriate Adjusted Maximum Assessment Rate for the current fiscal year.
- If the proposed annual assessment rate (assessment per AU) for the upcoming fiscal year is less than or equal to the Adjusted Maximum Assessment Rate established for that fiscal year, then the proposed annual assessment is not considered an increased assessment.

Beginning in the second fiscal year after the formation of the District (FY 2009/10) and each fiscal year since, the Maximum Assessment Rate has been recalculated and a new Adjusted Maximum Assessment Rate has been established for each fiscal year using the Assessment Range Formula described above. Each fiscal year, the greater of CPI or 2% is applied to the Maximum Assessment Rate from last year. The April 2025 CPI is 1.3%, therefore a 2% will be applied to the Maximum Assessment Rate from the last year. The Zone A Maximum Assessment Rate for FY 2025/26 therefore, shall be **\$674.34** per AU. The Zone B Maximum Assessment Rate for FY 2025/26 shall be **\$636.61** per AU. The table below shows the Adjusted Maximum Assessment Rate for each Zone, for each fiscal year since the formation of the District. The Adjusted Maximum Assessment Rates have been calculated independently of the annual budget and proposed assessment rate for the given fiscal year. As stated above, if the proposed annual assessment for any fiscal year does not exceed the Adjusted Maximum Assessment Rate for that year, it is not considered to be an increased assessment under the terms of Proposition 218 or the Government Code.

Zone A LLAD Assessment/CPI History

Fiscal Year	April CPI	Allowable Increase	Actual April CPI Calculation	Adjusted Max. Assessment per AU	Actual Assessment per AU
2008/09	N/A	N/A	N/A	\$415.52	\$415.82
2009/10	0.80%	2.00%	1.020000000	\$423.83	\$415.82
2010/11	1.71%	2.00%	1.020000000	\$432.31	\$415.82

2011/12	2.82%	2.82%	1.028212932	\$444.51	\$394.80
2012/13	2.07%	2.07%	1.020775582	\$453.74	\$394.80
2013/14	2.38%	2.38%	1.023809026	\$464.54	\$377.74
2014/15	2.78%	2.78%	1.027873710	\$477.49	\$377.74
2015/16	2.43%	2.43%	1.024362313	\$489.12	\$377.74
2016/17	2.70%	2.70%	1.026950338	\$502.30	\$377.74
2017/18	3.78%	3.78%	1.037888610	\$521.34	\$377.74
2018/19	3.20%	3.20%	1.032	\$538.02	\$396.32
2019/20	4.0%	4.0%	1.040	\$559.54	\$409.69
2020/21	1.1%	2.0%	1.020	\$570.73	\$422.04
2021/22	3.8%	2.0%	1.020	\$582.14	\$474.90
2022/23	5.0%	5.0%	1.050	\$611.25	\$498.65
2023/24	4.2%	4.2%	1.042	\$636.92	\$535.84
2024/25	3.8%	3.8%	1.038	\$661.12	\$556.20
2025/26	1.3%	2.0%	1.020	\$674.34	\$567.32

Zone B LLAD Assessment/CPI History

Fiscal Year	April CPI	Allowable Increase	Actual April CPI Calculation	Adjusted Max. Assessment per AU	Actual Assessment per AU
2008/09	N/A	N/A	N/A	\$390.80	\$390.80
2009/10	0.80%	2.00%	1.020000000	\$398.62	\$390.80
2010/11	1.71%	2.00%	1.020000000	\$406.59	\$390.80
2011/12	2.82%	2.82%	1.028212932	\$418.06	\$342.04
2012/13	2.07%	2.07%	1.020775582	\$426.75	\$342.04
2013/14	2.38%	2.38%	1.023809026	\$436.91	\$342.04
2014/15	2.78%	2.78%	1.027873710	\$449.09	\$342.04
2015/16	2.43%	2.43%	1.024362313	\$460.03	\$342.04
2016/17	2.70%	2.70%	1.026950338	\$472.43	\$342.04
2017/18	3.78%	3.78%	1.037888610	\$490.32	\$348.06
2018/19	3.20%	3.20%	1.032	\$506.01	\$359.06
2019/20	4.0%	4.0%	1.040	\$526.25	\$392.64
2020/21	1.1%	2.0%	1.020	\$538.78	\$405.68
2021/22	3.8%	2.0%	1.020	\$549.56	\$494.89
2022/23	5.0%	5.0%	1.050	\$577.04	\$519.63
2023/24	4.2%	4.2%	1.042	\$601.28	\$582.97
2024/25	3.8%	3.8%	1.038	\$624.13	\$605.12
2025/26	1.3%	2.0%	1.020	\$636.61	\$617.22

To impose a new assessment or an increased assessment in excess of the Maximum Assessment Rate for the current fiscal year, as provided by the preceding Assessment Range Formula, the City must comply with the provisions of the California Constitution, Article XIII D, Section 4c that requires a public hearing and certain protest procedures including mailed notice of a public hearing and property owner protest balloting. Property owners must approve the proposed new or increased assessment via a property owner protest ballot process before any such new or increased assessment can be imposed.

The definition of new or increased assessments includes any assessment which, 1) did not previously exist or, 2) exceeds a previously approved assessment amount or assessment range formula. Any assessment range formula must have been previously adopted by the agency and approved by the property owners.

ASSESSMENT METHODOLOGY

The benefit formula used to determine the financial obligation for each parcel is based on the improvements benefiting the parcels, as well as the use, or type of each parcel as compared to other parcels that benefit from said improvements. One of the more common approaches to fairly distribute District costs to the benefiting parcels in maintenance districts such as this utilizes a methodology referred to as the Assessment Unit ("AU") method of apportionment. This methodology utilizes various property characteristics such as development status, type of development (land-use) and size (units or acreage) to compare the proportional benefit of each property compared to similar properties benefiting from the improvements.

The District is comprised of one parcel type: commercial. Each commercial parcel receives similar benefit from the improvements due to the relative size of the properties, the specific improvements and proximity of the improvements to the properties. It has been determined that the buildable acreage of each parcel is an appropriate basis in calculating the total AU for that parcel. The individual commercial parcel, acreage is multiplied by a factor of 4.00 to determine the total AU for that parcel. The total Zone AU is then divided into the "Total Balance to Assessment" (as shown in Section III of this Report) to determine the annual assessment rate. The AU for each parcel is then multiplied by the annual assessment rate to determine the annual assessment for each parcel.

SECTION III – ZONE BUDGETS

The estimated budget for the annual maintenance and servicing of the improvements and the proportionate share of administration costs for each Zone have been prepared based on the estimated and recent historical costs of providing said maintenance and services.

ZONE A – PINOLE VALLEY ROAD NORTH FY 2025/26 BUDGET

DIRECT COSTS		
ACCOUNT	DESCRIPTION	BUDGET
310-347-42101	PROFESSIONAL SERVICES	\$12,000
	Contra Costa County Public Works Traffic Signal Maintenance Services	\$10,000
	Caltrans Traffic Signal Maintenance Services	\$2,000
310-347-42108	MAINTENANCE STRUCTURES / IMPROVEMENTS	\$13,500
	Contra Costa County Public Works Traffic Signal Maintenance	\$8,000
	Caltrans Traffic Signal Maintenance	\$3,000
	Pacific Site Management	\$1,500
	Labor, materials, and equipment for maintenance	\$1,000
310-347-43102	UTILITIES	\$8,565
	Water - EBMUD	\$3,800
	Electricity and Power	\$4,765
	<i>Pinole Valley Road – Traffic Control Lights – PG&E</i>	
	<i>Street and Highway Lighting – PG&E</i>	
	CAPITAL REPLACEMENT ACCOUNT ¹	\$3,894
	DIRECT COSTS- SUB TOTAL	\$37,959
INDIRECT COSTS		
	Legal Charges	\$1,050
	County Administration Fees	\$
	Admin Debits (City Administration + Engineer's Report)	\$2,080
	INDIRECT COSTS- SUB TOTAL	\$3,130
	TOTAL COSTS	\$41,089
	TOTAL BALANCE TO ASSESSMENT	\$41,089
	Total Assessable Units (AU)- 8 Parcels	52.796
	2024/25 PROPOSED ASSESSMENT PER AU	\$567.32
	2024/25 MAXIMUM ASSESSMENT PER AU	\$674.34

ZONE B – PINOLE VALLEY ROAD SOUTH FY 2025/26 BUDGET

DIRECT COSTS		
ACCOUNT	DESCRIPTION	BUDGET
310-347-42101	PROFESSIONAL SERVICES	\$6,000
	Contra Costa County Public Works Traffic Signal Maintenance Services	\$5,000
	Caltrans Traffic Signal Maintenance Services	\$1,000
310-347-42108	MAINTENANCE STRUCTURES / IMPROVEMENTS	\$25,000
	Contra Costa County Public Works Traffic Signal Maintenance	\$5,500
	Caltrans Traffic Signal Maintenance	\$3,500
	Pacific Site Management	\$1,000
	Labor, materials, and equipment for maintenance	\$15,000
310-347-43102	UTILITIES	\$8,130
	Water - EBMUD	\$2,800
	Electricity and Power	\$5,330
	<i>Pinole Valley Road Median Irrigation - PG&E</i>	
	<i>Street and Highway Lighting – PG&E</i>	
	CAPITAL REPLACEMENT ACCOUNT ¹	\$3,375
	DIRECT COSTS- SUB TOTAL	\$42,505
INDIRECT COSTS		
	Legal Charges	\$1,050
	County Administration Fees	\$
	Admin Debits (City Administration + Engineer's Report)	\$2,080
	INDIRECT COSTS- SUB TOTAL	\$3,130
	TOTAL COSTS	\$45,635
	TOTAL BALANCE TO ASSESSMENT	\$45,635
	Total Assessable Units (AU)- 10 Parcels	49.90
	2024/25 PROPOSED ASSESSMENT PER AU	\$617.22
	2024/25 MAXIMUM ASSESSMENT PER AU	\$636.61

¹ Capital Replacement Account (CRA) – This line item, shown on the budget page for each Zone, is specifically intended for the use in replacing the lighting poles for streetlights and traffic signals within the District. There are two reasons to consider the replacement of lighting poles. First, there is a finite life span of a standard lighting pole, which is approximately 50 years. Secondly, there must be a contingency plan in place for the possibility that a lighting pole gets damaged or knocked down, either by way of accident or by natural disaster. The current replacement cost of light and pole is estimated at \$15,875.00 for materials and \$4,125.00 for installation for a total of \$20,000.

The estimated cost to replace all streetlight poles after 50 years, as well as a contingency to account for the possibility of a knockdown, accident, or natural disaster is shown below:

Zone	Cost per Pole	Number of Poles	Estimated Life Span (Years)	Knockdown Contingency (\$50 per pole)	Estimated Annual Cost
A	\$20,000.00	10	50	\$500	\$4,880.00*
B	\$20,000.00	12	50	\$600	\$5,856.00*

\$20,000.00 per light pole x 22 poles = \$440,000/50 years = \$8,800 + \$1,936 for Contingency = \$10,736 annually. * Rounded to the nearest \$100's.

The replacement cost of a light and pole increased from \$16,000 to \$20,000 (an increase of 25% over the past year). This estimate is based on quotes obtained in FY 2025/26. The costs will continue to be collected through the assessment amounts as part of the Capital Replacement Fund, as shown in the District Budgets.

DESCRIPTION OF BUDGET ITEMS

- **Building-Structure-Maintenance** – Includes all regularly scheduled labor, material, and equipment required to properly maintain the landscaping improvements, traffic signals, streetlights, poles, and irrigation system. Also includes the cost of:
 - Traffic signal maintenance which is provided by California Department of Transportation (Caltrans) and Contra Costa County Public Works.
 - Landscaping maintenance services provided by Pacific Site Management.
 - Replacement bulbs/luminaires for traffic signals and streetlights.
 - Weed control and graffiti abatement within the District.
- **Water** – Includes the cost of furnishing water required for the proper maintenance of the landscaping.
- **Electricity and Power** – Includes the cost of furnishing electrical energy required for the proper operation of traffic signals, streetlights, and irrigation system.

- **Legal Charges** – Includes the cost of legal services to review reports, resolutions, and public hearing requirements for imposing the LLAD Assessment.
- **Admin Debits** – Includes the cost of all particular departments and staff of the City for providing coordination of annual District administration process, operation, and maintenance of the improvements and responding to public concerns. This line item also includes the cost of preparing the Engineer's report for the administration of the District.

ACCOUNT BALANCES

DISTRICT	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25 Estimated
Fund balance on July 1 st	\$24,203.51	\$30,613.24	\$32,187.78	\$35,952.50	\$43,109.86	\$48,682.16	\$76,277.60
Revenue	\$41,854.22	\$39,746.28	\$57,364.10	\$49,767.90	\$52,256.16	\$57,680.34	\$56,582.61
Expenditures	\$35,444.29	\$38,171.74	\$53,599.38	\$42,610.54	\$46,683.86	\$30,084.90	\$28,211.66
Revenue over/under expenses	\$6,409.73	\$1,574.54	\$3,764.72	\$7,157.36	\$5,572.30	\$27,595.44	\$28,370.95
Fund balance on June 30 th	\$30,613.24	\$32,187.78	\$35,952.50	\$43,109.86	\$48,682.16	\$76,277.60	\$104,648.55

Based on the historical data in the table above, the average expenditures for the District are \$39,258.05. The 1972 Act allows the District assessments to "...include a reserve which shall not exceed the estimated costs of maintenance and servicing to December 10 of the fiscal year, or whenever the city expects to receive its apportionment of special assessments and tax collections from the county, whichever is later." The Reserve Fund will be considered fully funded when the account balance reaches an amount equal to approximately 50% of the annual District costs.

It should be noted that there have been minimal infrastructure improvements for a couple of years due to the increased costs relative to the available funds. For example, there have been four knocked down streetlights that used to be placed in the center medians on Pinole Valley Road and need to be replaced with several streetlights on both sides of the road to provide adequate illumination to pedestrians and motorists in both directions while minimizing the potential for their future knockdowns.

Capital Replacement Assessment (CRA) allocations were based on the percentage of poles in each Zone; approximately 45.5% of the poles in the District are in Zone A, and approximately 54.5% are in Zone B. The methodology noted above will be applied each fiscal year to allocate appropriate amounts to the Reserve Fund and CRA.

If a lighting pole is damaged or knocked down by a vehicle collision, attempts are made to recover the replacement cost through the responsible party. The recovered funds are placed in the CRA for the Zone where the knockdown occurred. A summary of the Capital Replacement Reserve account is shown in the table below.

Zone	Capital Replacement account balance as of 07/01/2024	FY 2024/25 Contribution to Capital Replacement account	Estimated lighting pole recovery costs for FY 2024/25	Estimated lighting pole repair and replacement costs in FY 2024/25	Estimated ending Capital Replacement account balance on 06/30/2025.
A	\$13,267.40	\$2,600.00	-	-	\$15,867.40
B	\$7,227.72	\$3,120.00	-	-	\$10,347.72

*Includes the purchase of a surplus pole for future knockdowns

SECTION IV – ASSESSMENT ROLL

Parcel Identification for each lot or parcel within the District shall be based on available parcel maps and other property data from the Contra Costa County Assessor's office as they existed at the time this Report was prepared and adopted by the City Council.

A listing of parcels assessed within the District for FY 2024/2025, along with the new corresponding assessment amounts, is included on the following page. If any parcel submitted for collection is identified by the County Auditor/Controller to be an invalid parcel number for the current fiscal year, a corrected parcel number and/or new parcel numbers will be identified and resubmitted to the County Auditor/Controller. The assessment amount to be levied and collected for the resubmitted parcel(s) shall be based on the method of apportionment and assessment rate approved in this Report. Therefore, if a single parcel has changed to multiple parcels, the assessment amounts applied to each of the new parcels shall be recalculated and applied according to the approved method of apportionment and assessment rate rather than a proportionate share of the original assessment.

Non-assessable lots or parcels include areas of public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space areas and rights-of-way, including public greenbelts and parkways; utility rights-of-way; common areas; landlocked parcels; small parcels vacated by the County, bifurcated lots and any other property that cannot be developed or has specific development restrictions. These types of parcels are considered to receive little or no benefit from the improvements and are therefore, exempted from assessment.

Zone	APN	Parcel Acreage	Parcel Type	Parcel AU	2025/2026 Assessment per AU	2025/2026 Assessment	Applied Assessment
A	401-211-030	3.62	COM	14.48	\$567.32	\$8,214.79	\$8,214.79
A	401-211-031	1.27	COM	5.08	\$567.32	\$2,881.99	\$2,881.99
A	401-211-032	0.42	COM	1.68	\$567.32	\$953.10	\$953.10
A	401-211-033	0.6	CMV	2.40	\$567.32	\$1,361.57	\$1,361.57
A	401-211-035	0.573	COM	2.292	\$567.32	\$1,300.30	\$1,300.30
A	401-410-005	2.23	COM	8.92	\$567.32	\$5,060.49	\$5,060.49
A	401-410-019	2.006	COM	8.024	\$567.32	\$4,552.18	\$4,552.18
A	401-410-020	<u>2.48</u>	COM	<u>9.92</u>	\$567.32	\$5,627.81	\$5,627.81
		13.199		52.796		\$29,952.23	\$29,952.23
B	360-010-028	0.344	COM	1.376	\$617.22	\$849.30	\$849.30
B	360-010-029	1.738	COM	6.952	\$617.22	\$4,290.91	\$4,290.91
B	360-010-030	0.53	COM	2.12	\$617.22	\$1,308.51	\$1,308.51
B	360-010-031	0.63	COM	2.52	\$617.22	\$1,555.39	\$1,555.39
B	360-010-033	0.43	COM	1.72	\$617.22	\$1,061.62	\$1,061.62
B	360-150-043	1.24	COM	4.96	\$617.22	\$3,061.41	\$3,061.41
B	360-150-044	0.48	COM	1.92	\$617.22	\$1,185.06	\$1,185.06
B	401-310-021	5.683	COM	22.732	\$617.22	\$14,030.65	\$14,030.65
B	401-310-022	0.46	COM	1.84	\$617.22	\$1,135.68	\$1,135.68
B	430-330-027	<u>0.94</u>	COM	<u>3.76</u>	\$617.22	\$2,320.75	\$2,320.75
		12.475		49.900		\$30,799.28	\$30,799.28
	Totals:	25.674		102.696		\$60,751.51	\$60,751.51

Parcel Type: "COM" is a developed commercial property
"CMV" is an undeveloped commercial property.

Zone A – APN 401-410-017 was merged from three former parcels (APN's 401-410-014, 401- 410-015 & 401-410-016) and became active and assessable for FY 2011/12. APN 401-211-34 was annexed into the District for FY 2013/14. APN 401-410-017 was split into 401-410-019 and 020 for FY 2018/19.

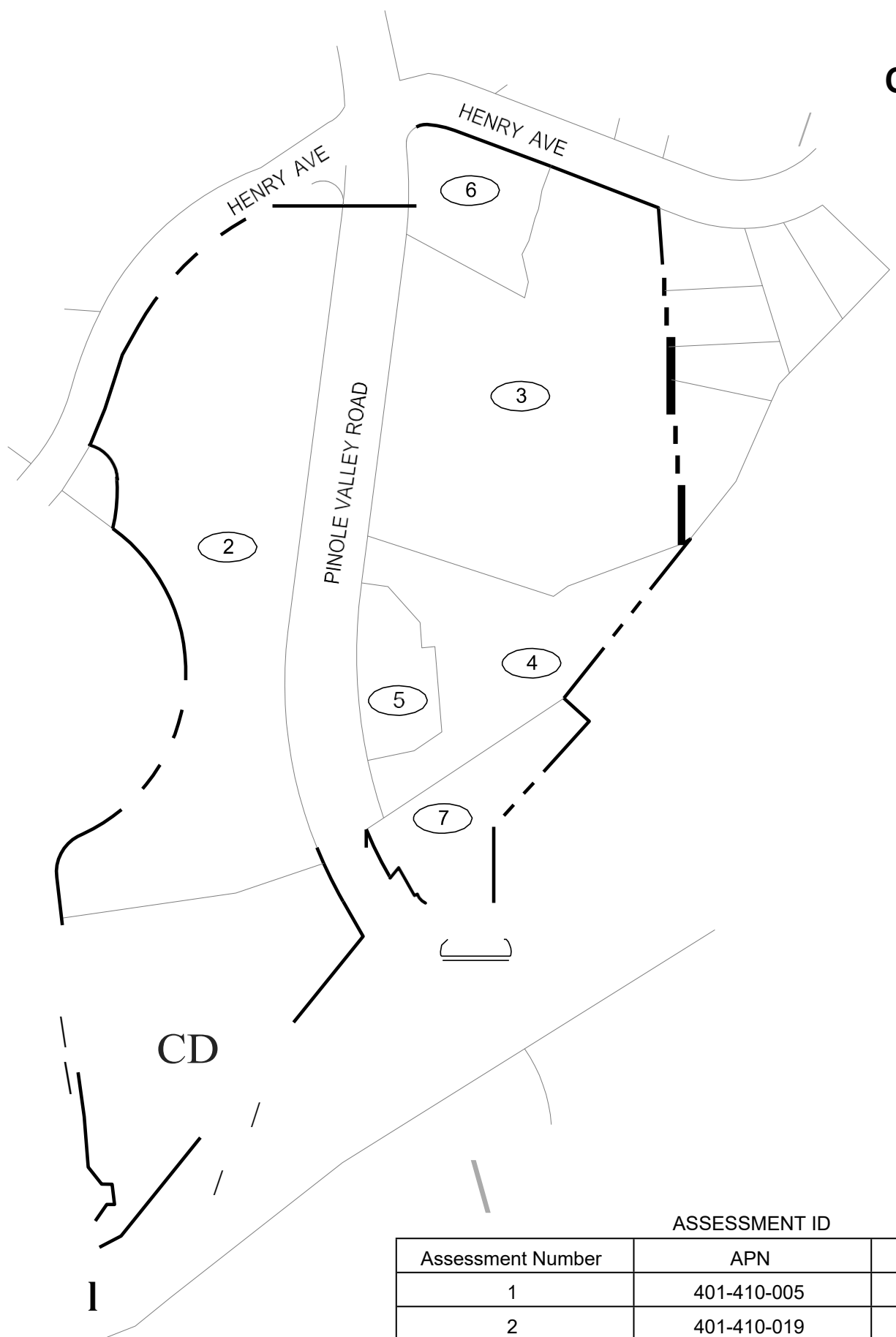
Zone B – APN's 401-310-010 and 401-310-013 were merged into APN 401-310-019. This parcel became active and assessable for FY 2011/12. APN's 401-310-002; 003; 012; 017; 018 & 019 were merged into APN 401-310-021 for FY 2013/14. APN 401-310-018 became parcel 022 for FY 2013/14. APN 430-330-022 merged into APN 401-310- 021 for FY 2014/15.

SECTION V – DISTRICT DIAGRAM

The following pages show the available Assessment Diagrams for The Pinole Valley Road Landscape and Lighting Assessment District (currently Zone A has 8 parcels and Zone B only has 10 parcels). The lines and dimensions shown on maps of the Contra Costa County Assessor are for reference and made part of the Report.

REVISED ASSESSMENT DIAGRAM
PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT
ZONE A

CITY OF PINOLE
COUNTY OF CONTRA COSTA
STATE OF CALIFORNIA



FILED IN THE OFFICE OF THE CITY CLERK OF THE CITY OF PINOLE,
THIS DAY ____ OF ___, 20__.

CITY CLERK
CITY OF PINOLE
CONTRA COSTA COUNTY, CALIFORNIA

I HEREBY CERTIFY THAT THE WITHIN MAP SHOWING THE REVISED ASSESSMENT DIAGRAM FOR THE PINOLE VALLEY ROAD LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT, CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, WAS APPROVED BY THE CITY COUNCIL OF THE CITY OF PINOLE AT A REGULAR MEETING THEREOF, HELD ON THE ____ DAY OF ___, 20__, BY ITS RESOLUTION NO. ____.

CITY CLERK
CITY OF PINOLE
CONTRA COSTA COUNTY, CALIFORNIA

FILED THIS ____ DAY OF ___, 20__ AT THE HOUR OF ____ O'CLOCK ____ M.,
IN BOOK ____ AT PAGE ____ - OF ____ MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS IN

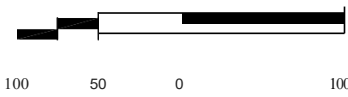
THE OFFICE OF THE COUNTY RECORDER OF THE COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA

COUNTY RECORDER
COUNTY OF CONTRA COSTA

NOTE: FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF EACH PARCEL WITHIN THE DISTRICT, REFER TO THE 2006 COUNTY OF CONTRA COSTA ASSESSOR'S MAPS.



ASSESSMENT ID		
Assessment Number	APN	ZONE
1	401-410-005	A
2	401-410-019	A
3	401-211-020	A
4	401-211-030	A
5	401-211-031	A
6	401-211-032	A
7	401-211-033	A
8	401-211-035	A



SCALE: 1" = 100'
GRAPHIC SCALE

LEGEND

EXISTING ZONE A BOUNDARY

PARCEL LINES

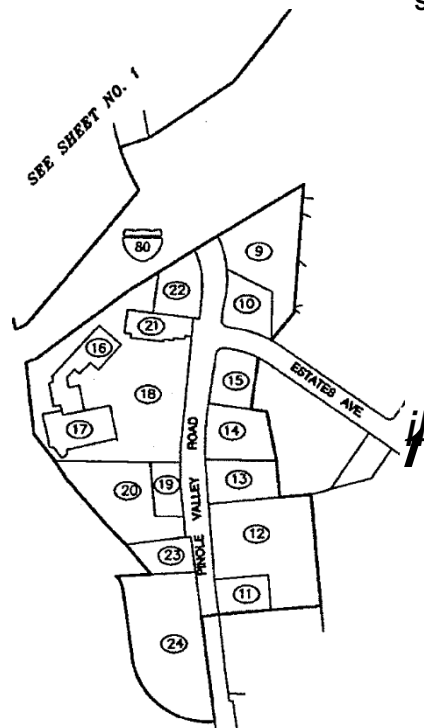
CD

ASSESSMENT NO.

ASSESSMENT DIAGRAM PINOLE VALLEY LANDSCAPE AND LIGHTING ASSESSMENT DISTRICT ZONE B

SHEET 2 OF 2

CITY OF PINOLE
COUNTY OF CONTRA COSTA
STATE OF CALIFORNIA



ASSESSMENT ID

Assessment Number	APN	ZONE
9	360-150-043	B
10	360-150-044	B
11	360-010-028	B
12	360-010-029	B
13	360-010-030	B
14	360-010-031	B
15	360-010-033	B
16	401-310-001	B
17	401-310-003	B
18	401-310-010	B
19	401-310-012	B
20	401-310-013	B
21	401-310-017	B
22	401-310-018	B
23	430-330-022	B
24	430-330-027	B



SCALE 1" = 200'

SCALE 1" = 200'

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PARCE. UNES

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-III-



CITY COUNCIL REPORT

12.A.

DATE: SEPTEMBER 16, 2025

TO: MAYOR AND COUNCIL MEMBERS

FROM: Lilly Whalen, Community Development Director, 510-724-9832,
lwhalen@pinole.gov

SUBJECT: RECEIVE UPDATE FROM CITY'S HOUSING FELLOW ON IMPROVEMENTS TO THE RESIDENTIAL HEALTH AND SAFETY RENTAL INSPECTION PROGRAM, INCLUDING EXPLORATION OF SOFTWARE CONTRACT WITH OPPORTUNITYSPACE, INC. (D.B.A. "TOLEMI")

RECOMMENDATION

Staff recommends that the City Council receive an update from the City's Housing Fellow on progress related to improvements to the Residential Health and Safety Rental Inspection Program, and note that staff is exploring a contract with OpportunitySpace, Inc. (d.b.a. "Tolemi") for proactive rental inventory and inspection software, with execution of any agreement subject to the City Manager's signing authority, sole source approval, and confirmation of budget availability.

BACKGROUND

Council Discussion in 2023

In 2022, the City Council requested a future agenda item to learn more about California's AB 1482 and "just cause" eviction regulations, which the Community Development Department (CDD) presented in early 2023. At that meeting, Council asked for additional data and community input to guide future consideration of regulations regarding renting properties in Pinole. Specifically, Council highlighted the need for more current information on eviction and displacement trends, rent increases, and renter versus homeowner cost burdens. Council also emphasized the importance of gathering direct input from Pinole tenants, landlords, and property managers, and of reviewing comparable efforts in other cities such as El Cerrito. Council further stressed the value of creating a local rental database and identifying funding opportunities to support community engagement and ensure that future policy decisions are grounded in reliable data. When the City applied for the PBF Policy Grant in 2024, these data needs were incorporated into the project design.

PBF Policy Fund Grant

In December of 2024, City Council adopted a Resolution to accept a two-year policy fund grant from the Partnership for the Bay's Future (PBF) to support the implementation of key programs in the City's certified Housing Element and enhance the effectiveness of the Residential Health and Safety Rental Inspection Program. Working with two community partners, the Richmond

Community Foundation (RCF) and the Northern California Land Trust (NCLT), the three primary goals of this grant are to:

1. Develop an Affordable Housing Fund Policy Guide (Policy Guide), and
2. Design and implement a Social Impact Bond and Rehabilitation Assistance Program, and
3. Redesign and relaunch the City's Residential Health and Safety Rental Inspection Program.

In the past six months since the launch of the PBF grant, notable progress has been made on all three program goals:

1. In partnership with NCLT, the City has developed and begun implementing a comprehensive community engagement strategy to ensure the Policy Guide reflects the voices and needs of Pinole's diverse community.
2. Working with both community partners, the City supported the RCF's Technical Assistance grant application to the Bay Area Housing Finance Authority (BAHFA), securing \$50,000 to fund bond counsel services necessary for the issuance of the City's Social Impact Bond and Bond Ordinance. Orrick, Herrington, and Sutcliffe LLP (Orrick) has agreed to provide bond counsel for the program within the grant amount, with any additional billable hours provided on a pro bono basis.
3. Finally, the City has selected a software developer for the rental inventory and inspection program update, developed a proposed scope of work and sole source justification letter, and prepared an implementation strategy. Execution of the software development contract will occur under the City Manager's authority, provided sole source findings are approved and funding is confirmed in the budget.

Residential Health and Safety Rental Inspection Program

The Residential Health and Safety Rental Inspection Program (the "Program") was established in 2006 to protect public health, safety, and welfare by ensuring the proper maintenance of rental housing. The Program is intended to identify and correct substandard or non-compliant housing conditions and to prevent deterioration and blight that can harm property values and quality of life in Pinole (PMC Section 8.30.020).

The Program requires all residential rental property owners—including single-family homes, multi-family units, apartment buildings and hotel/motels—to:

1. Maintain a valid business license each year,
2. Allow the City to inspect the unit once every three years for compliance with applicable City ordinances and housing laws, and
3. Correct any violations identified during inspections.

The overall goal is to support neighborhood stability by addressing blight, maintaining property values, and ensuring tenants have safe housing.

When the Program was first established, it was managed by a dedicated City Rental Housing Inspector. Following the Great Recession, the Program faced ongoing challenges due to limited staffing and the lack of a reliable system to track properties and inspections. For many years, compliance was handled inconsistently through Code Enforcement complaints, business license renewals, or individual inquiries. Program records remain scattered across

spreadsheets and Word documents, with only some more recent data tied to the City's business license system. Staff have also explored whether the City's eTRAKiT system—currently used for Building, Planning, Code Enforcement, Public Works, and Finance—could serve as a rental inventory platform. After a thorough review, it was determined that eTRAKiT cannot support the Program's needs for scheduling, payment, compliance documentation, or public transparency.

In 2023, the Community Development Department partnered with the Finance Department to encourage more property owners—particularly those not inspected within the last three years—to come into compliance. Contract staff were brought on to support this effort. Without a dedicated rental tracking system, staff created a temporary patchwork process using Microsoft Bookings for scheduling, Stripe for payment processing, and the City's permit system to track inspections and compliance.

While this temporary process allowed the City to resume inspections, feedback from staff and participants has shown the temporary system is difficult to use, inefficient, and not suited to the Program's long-term needs. It allows the City to confirm only basic habitability compliance and does not provide meaningful information about the broader condition or public welfare impacts of the City's rental housing stock. Data must still be entered manually, stored in spreadsheets, and is not transparent to the public. In addition, there are no tools or metrics in place to report on broader rental market trends or analytics. Finally, the Program does not have dedicated staff to manage it, and without consistent staffing it cannot be effectively administered.

CDD seeks to introduce rental inventory and inspection software and relaunch the Program as a full cost-recovery model. The goal is to create a system that improves the experience for both the community and staff while also providing stronger data and analytics tools to inform policymakers, the City Council, and the public. The City Attorney's Office has determined that these program modifications fall within the Building Official's authority to issue administrative regulations for implementation and enforcement, provided that such regulations do not take effect until approved by resolution of the City Council following a public hearing (PMC Section 8.30.170).

REVIEW AND ANALYSIS

The goal of the Program update is to make the participation as convenient, cost-effective, and non-intrusive as possible, while also generating useful data for policymakers and the community and building accountability for both tenants and property owners. CDD plans to increase enrollment through a user-friendly software platform that streamlines inspection scheduling, data collection and fee payment. The improved data will help the City share housing policies more precisely, particularly around issues such as evictions, rent nonpayment, and habitability. In summary, the updated Program will strengthen community impact, protect both tenants and property owners, and safeguard the City's rental housing stock from deterioration or predatory investment.

While Pinole has largely avoided recent Bay Area expansion pressures, market indicators—such as eviction rates, property sales, and community member reports—suggest the City is increasingly attracting speculative investment. These are the same trends that have displaced residents and businesses elsewhere in the region. Updating the Program gives Pinole the opportunity to get ahead of these pressures by putting safeguards in place. The goal is to

ensure that, as market changes occur, they support and strengthen the Pinole community rather than displace it.

The City has engaged in extensive outreach to neighboring municipalities with similar programs, gathering insights on a wide range of strategies, goals, and stages of development— from long-standing programs in place for decades to those still in first year of implementation. This effort included direct correspondence with the cities of Stockton, Concord, Antioch, East Palo Alto, Salinas, San Francisco, Monterey, Half Moon Bay, Berkeley, Hayward, and San Jose. The City also reviewed programs in Antioch, Palo Alto, Oakland, Mountain View, Richmond, Santa Monica, Los Angeles, Beverly Hills, Pasadena, and West Hollywood. This outreach provided valuable feedback that has shaped the program design the City plans to present for stakeholder input this fall. A summary of recommendations, along with a comparison of these municipalities' programs, fees, service providers, years in operation and other key metrics, is provided in Attachment B.

The City's research has informed several recommended program modifications to support the smooth implementation of the updated Program. These include:

1. Incorporating a new online platform to streamline and automate rental inspection, business license issuance and fee collection, transitioning to an annual fee structure (as opposed to a triennial fee structure) to ensure more accurate data and make payments more manageable;
2. Restoring the position of a full-time housing inspector to manage the rental inspection and inventory program;
3. Incorporating the actual cost of software and staffing expenses into a new fee schedule to ensure the Program can be run effectively and efficiently
4. Offering in-person, dedicated support office hours to help property owners navigate the new system and encourage enrollment
5. Eliminate paper enrollment options to reduce staff workload and minimize data errors, while ensuring adequate support is available to property owners; and
6. Introducing a self-certification inspection option for qualifying property owners as a compliance incentive and means of reducing staff burden.

Overall, outreach and program analysis consistently underscored that ease-of-use, enrollment support, and cost transparency are essential to the successful implementation and long-term operation of these programs.

New Online Platform

Based on this research, Staff has identified Tolemi as the preferred vendor and is working with the City Attorney's Office and Finance Department to finalize the sole source justification. Execution of the agreement will occur under the City Manager's authority, ensuring implementation remains on schedule and aligned with budgeted resources. Tolemi's software would provide the City with a comprehensive Proactive Rental Inspection and Inventory platform that streamlines workflows for new and renewal rental enrollments, compliance outreach, and inspection management. The platform enables the City to identify out-of-compliance properties, gain a clearer understanding of its housing stock, and use technology to reduce resource burdens while improving program efficiency. Tolemi has provided a Sole

Source Justification Letter (Attachment C) highlighting the unique capabilities of its program, including advanced machine learning and predictive modeling validated through municipal feedback, the integration and standardization of billions of disparate records into a single spatially-enabled application using its proprietary “Swarm” tool, the ability to overcome common municipal data challenges, and user-friendly features such as advanced spatial queries without GIS expertise and customizable scoring models at the parcel, neighborhood, or block group level.

Beyond these analytic tools, Tolemi provides 24/7 customer support for enrollment, a dedicated support specialist for City staff, and robust identification and outreach tools. The platform comes highly recommended by peer cities, including East Palo Alto, Salinas, Monterey, and Half Moon Bay. Staff has determined that Tolemi is the best provider to deliver both the intended ease-of-use and the comprehensive data analytics, information gathering, and market modeling needed by the City, while also providing an accessible public-facing platform for increased program transparency. Attachments D and E are video links from Tolemi. Attachment D is a video demonstration showing how quickly property owners can complete enrollment (approximately nine minutes). Attachment E are video demonstrations of Tolemi’s versatile data analysis tools.

Tolemi will also perform third-party data scrubbing to identify noncompliant rentals and provide alert notifications to enrolled property owners if emergency services or other key contacts are made with their units. The platform can further incorporate programs as desired, such as a self-certification inspection option and a Short-Term Rental Inventory.

Data commonly gathered for rental inventory programs include, but are not limited to: property and unit details (e.g., year built, date of purchase, number of units, square footage, bedrooms and bathrooms), rental information (e.g., current monthly rent, utilities included, additional fees such as parking), occupancy status, number of occupants, subsidy program enrollment, beneficial ownership disclosure, both owner and property management information. Any data gathered may, but is not required to, be incorporated into the public-facing website.

It should be noted that City staff do not intend to collect tenant's demographic data through the Program. Property owners and managers are prohibited by fair housing law from gathering demographic data as it can lead to discrimination. If demographic data is a priority to City Council, the city can develop a “Tenant’s Inventory” which rental occupants can choose to enroll in. A Tenant's Inventory could also be a way to better support tenant advocacy measures. Additional research into this possibility is necessary before staff can make any recommendations.

The City of Pinole is aware of approximately 1,200 rental units operating in the City. Research estimates that there are an additional 300-400 rental units that are unaccounted for. At present, the program collects only limited information— such as the number of rental units, year of construction, and presence of balconies— and does not capture the broader range of data typically included in rental inventory programs. Expanding data collection will provide policymakers, decision-makers, and the public with a clearer understanding of the City’s rental housing stock and support more informed actions moving forward.

An example of the value rental inventory data in policy design can be seen in the City of Monterey’s program. Monterey launched its rental inventory in January of 2024 (Attachment

F). Enrollment data revealed a significant shortage of rental properties with three or more units, which accounted for only 5.5% of the city's total rental stock. City staff recognized this shortage as a potential barrier for middle and upper-middle income families, with broader impacts on the local economy and declining school enrollment. With this information, Monterey can now pursue programs and policies to support property owners in expanding the rental stock to better meet the needs of families.

After receiving input from City Council on September 16 and City Manager approval of the software contract, the next steps for the Program include:

- (1) Community and stakeholder outreach,
- (2) Program design refinements based on Council input at the September 16 meeting,
- (3) Community and stakeholder input collected October-November, and
- (4) Development and testing of a beta site.

On November 18, CDD intends to present Council with results of community and stakeholder outreach and recommended Program administrative regulation modifications for City Council approval through adoption of a Resolution. The Resolution would also adjust rental property business license renewal deadlines from the end of the calendar year to the end of the current fiscal year, providing sufficient time for the program to conduct outreach and support property owners with enrollment.

A potential program timeline is as follows:

September-October 2025

- Beta site development
- Program focus group
- Program modifications

October-December 2025

- Public outreach
- Continued site development
- City Council program approval

January – March 2025

- Continued Public Outreach
- Assistance office hours
- Early enrollment

April – June 2025

- Early enrollment deadline.
- Enrollment assistance office hours

- Data synthesis/analysis

July-August 2025

- First quarterly data report
- Focus group follow-up

August-December 2025

- Contract re-evaluation
- Informed rental policy recommendations.

Staff is proceeding with software implementation under the City Manager’s signing authority, subject to sole source approval and budget confirmation. Council is asked to receive this update and provide any input on program design—particularly regarding program scope, the types of data to be collected, and which data should be made publicly available.

FISCAL IMPACT

The program is intended to operate at no net cost to the General Fund. Staff has budgeted \$40,000 in the current fiscal year to support implementation of a new software system. The annual operating cost for the Tolemi platform—including two websites, customer support, and analytics—is \$39,000. The one-time startup cost of \$8,000 will be covered by the Partnership for the Bay’s Future (PBF) grant, pending City Manager approval of the contract.

Staff will return to Council in November with proposed fee adjustments and the projected cost of a full-time Housing Inspector to achieve full cost recovery. Fee increases and a transition to annual collection are expected to cover ongoing technology costs and support a full-time inspector dedicated to rental inspections, property owner support, and program compliance.

Attachment B provides a breakdown of annual fees collected by similar programs statewide, with emphasis on Bay Area jurisdictions. Attachment G shows Pinole’s current per-unit enrollment fees, preliminary proposed increases, and projected 2026 enrollment fees. Even with these increases, Pinole’s fees will remain below the average identified in Attachment G.

ATTACHMENTS

- A. Tolemi + Pinole CA Rental Inventory Agreement
- B. Neighboring Municipality Program Comparison
- C. Tolemi + Pinole CA Sole Source
- D. Video Link 1
- E. Video Link 2
- F. Monterey Report
- G. Preliminary fee concepts

Agreement

This Agreement outlines the deployment of Tolemi's mobile and web-based applications for City of Pinole ("Client") including associated roles, responsibilities, activities, and deliverables.

Tolemi	Client
OpportunitySpace, Inc. (d.b.a "Tolemi") 295 Devonshire St. 4thFL Boston, MA 02110 T: 800-535-2329 E: info@tolemi.com	City of Pinole 2131 Pear St Pinole, CA 94564 T: [510-724-9000]

I. Objectives

The Client is acquiring the Tolemi platform, along with associated services, to implement a Proactive Rental Inspection and Inventory software including workflows for:

- New Rental Enrollments
- Renewal Rental Enrollments
- Compliance Outreach
- Inspection Management

The Tolemi platform will also:

- Enable the Client to identify out-of-compliance properties
- Improve the Client's understanding of their housing stock
- Leverage technology as a means to alleviate resource constraints

II. Deployment of Services and Ongoing Support

Tolemi will work with the Client's designated points of contact to streamline the deployment of BuildingBlocks. Tolemi will ensure that the applications meets current and future organization needs.

Key program phases, activities, and timing are detailed below. These are subject to change based on the ability of Tolemi to secure access and/or connections to sources of data, to solicit feedback/direction from the

Client may occur concurrently.

Phase 1: Data Integration

- Tolemi and the Client to confirm preliminary set of data to include in BuildingBlocks
- The Client to provide Tolemi access to data or connection(s) to sources/custodians of data
- Tolemi to perform preliminary data audit, geolocation/spatial join, and field mapping to BuildingBlocks application data standard
- Tolemi to integrate data from specified systems and to establish schedule for recurring data updates

Phase 2: Application & Data Diagnostic

- Tolemi to provide documentation of field mapping assumptions for the Client's approval and refine according to the Client's input
- Tolemi to perform comprehensive application diagnostic to evaluate, reconcile, and validate disparate data sets
- Tolemi to execute quality assurance testing of the front-end BuildingBlocks application

Phase 3: Workflow Design and Implementation

- Tolemi to work with Client to understand process requirements
- Client to provide .docx or .XLSX templates of all documents that will need to be automatically generated
- Tolemi to configure the Slate software to meet Clients requirements

Phase 4: Launch

- Tolemi to deploy the Site Rental Inspection and Inventory to production environment
- Tolemi to deploy BuildingBlocks to production environment
- The Client to provide list of named users to receive login credentials to the application
- Tolemi to provide a two-hour user training and up to four hours of one-on-one or small-group onboarding sessions for BuildingBlocks users

Phase 4: Hosting & Support (Ongoing for Term of License)

- Tolemi to host the BuildingBlocks and Slate applications and the underlying database
- Tolemi to provide ongoing customer support via channels including telephone, email, and online chat
- Tolemi to load additional data sets, as specified by the Client, quarterly beginning no less than three months after conclusion of Launch

- Tolemi to deploy upgrades in concert with ongoing maintenance and improvements of the BuildingBlocks and Slate applications

Tolemi will advise the Client in advance of any major changes to this working schedule.

Client agrees to the Terms of Services that govern the use of Tolemi products and services.

III. Term of Engagement

This Agreement is effective as of the date of Client's signature and will continue for a period of TWELVE MONTHS. This Agreement will renew automatically unless Client gives written notice of intent to cancel the agreement at least 30 days prior to the expiration of this agreement. Either party may terminate if the other party materially breaches this Agreement and, after receiving a written notice describing the circumstances of the default, fails to correct the breach within thirty calendar days. Upon any termination or expiration of this Agreement all rights granted to Client are cancelled and revert to Tolemi. Upon termination, you shall cease all administrative use of software, shall surrender all access codes/keys, and destroy all copies of the platform (in whole or in part) in your possession or control.

Tolemi expects to the completion of phase 1 and phase 2 within 12 weeks from the initial kickoff call. This timeline is subject to change based the ability of Tolemi to secure access and/or data, to solicit feedback & direction from the Client, and to gain the requisite approval to launch.

Ongoing web hosting, support, data loading, system maintenance, and upgrades will extend through the period of the License Agreement. Continued access to BuildingBlocks and support beyond the expiration of these Terms is subject to a renewed license fee due at expiration of TWELVE MONTHS from the date of execution of this Agreement.

IV. Pricing

Rental Inspection & Inventory Software

	Price per year
1Y BuildingBlocks Subscription	\$21,000.00
Map-based data analytics and centralization tool	per year

Price per year	
1Y Slate Workflow Subscription	\$18,000.00 per year
Internal and public-facing enrollment tool	
Total per year	\$39,000.00

Tolemi	Client
Signature:	Signature:
Name: Daniel Marconi	Name:
Title: VP of Sales	Title:
Date:	Date:

OpportunitySpace, Inc. (d.b.a. "Tolemi")
295 Devonshire St.
4th Floor
Boston, MA 02109

June 25, 2025

City of Pinole
2131 Pear St
Pinole, CA 94564

To whomever it may concern ,

This letter is to confirm that the BuildingBlocks application is a sole source product, developed and sold exclusively by OpportunitySpace, Inc, d/b/a "Tolemi". Specific aspects of the BuildingBlocks application that, taken collectively, warrant its sole source status are:

- Machine learning and predictive modeling incorporating over 500 data sets dating back up to ten years from across dozens of municipalities
- Feedback loops and field validation by municipal staff to verify and hone models over the past five years
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- Data transformation and validation of over 24 billion records through a proprietary extract, transform, load tool ("Swarm") developed internally specifically to consolidate, standardize, and spatially-join municipal data
- Refinement of Swarm and supporting business processes to address the unique challenges associated with aggregation of municipal data, including but not limited to disparate location identifiers, parent-child parcel relationships, and closed systems
- Capability to run advanced spatial queries outside of GIS software and without GIS training; and
- User-defined scoring models at the parcel- or area- (e.g. neighborhood, block group) level.

If you require additional information such as Trade Secret documentation, please contact me directly at (857) 366-1666 or Andrew@tolemi.com.

Sincerely,

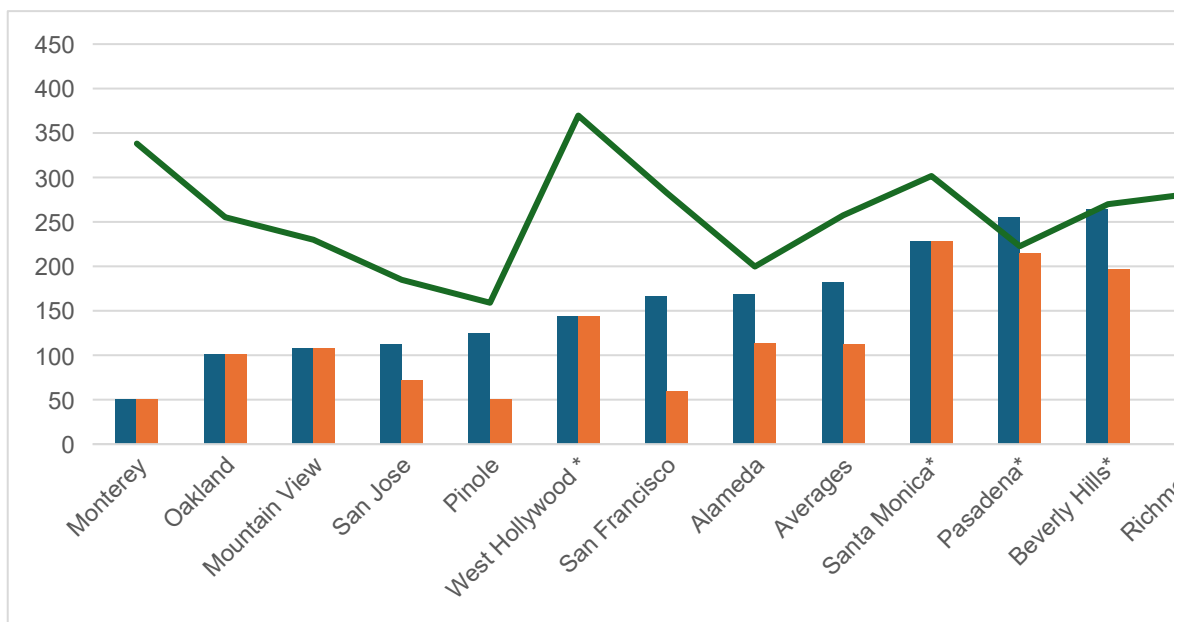
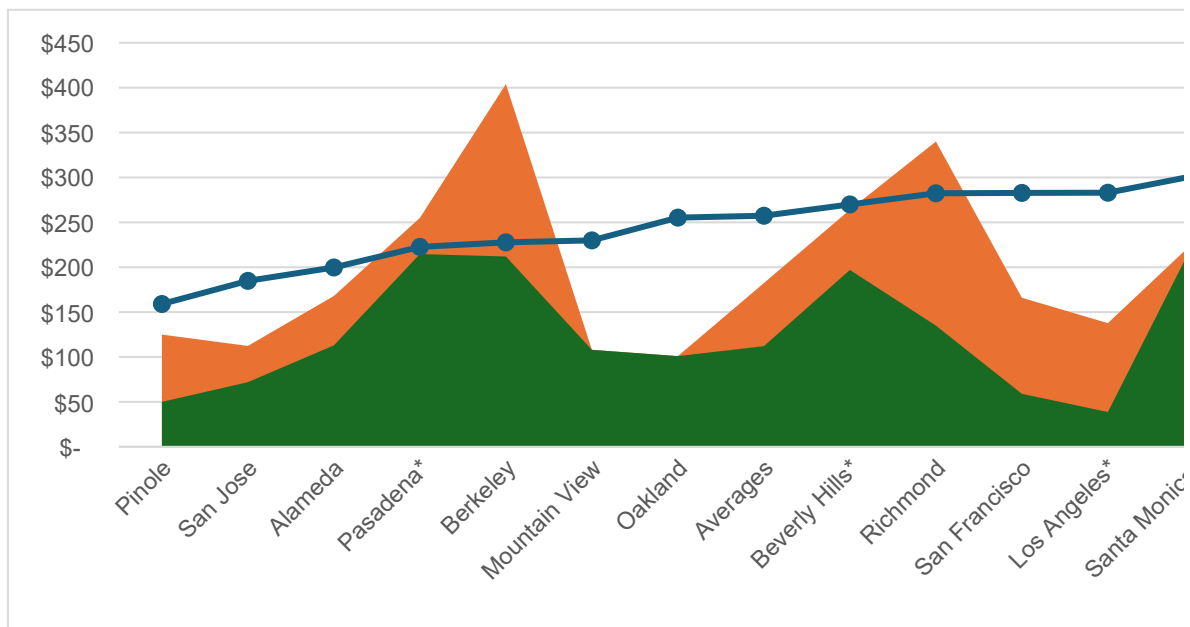


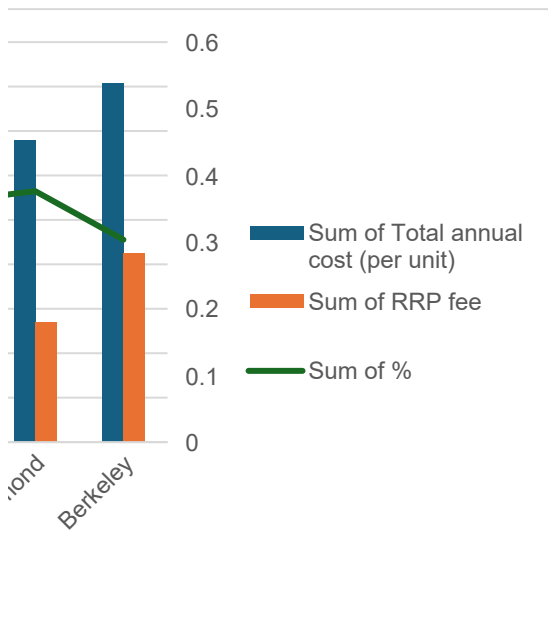
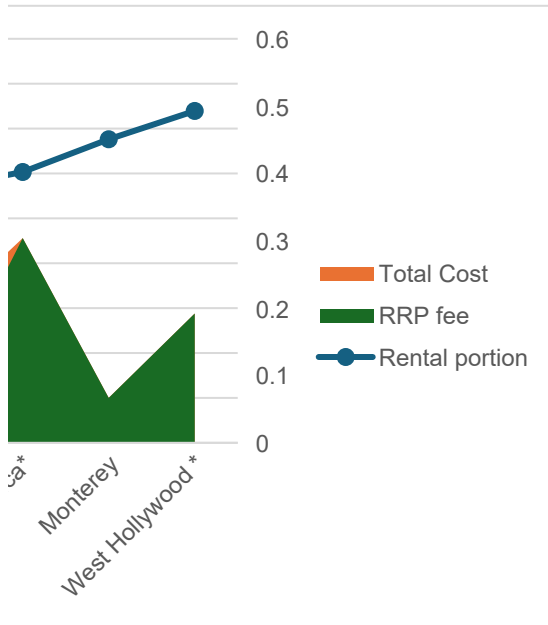
Andrew Kieve
President and Chief Executive Officer

Municipalities	Owner Occupied (property radar)	Non-owner Occupied (property radar)	R/R Fee	per year	Inspection Fee	per year	Rent Stabilization / other fees	per year	Total annual cost (per unit)	Legend	BMU/Alt price reduction	Applicable to	Implementation Discount	Additional Information/Recommendations
Pinole	5,235	1,409	21.2%	\$ 50.00	1	\$ 225.00	0.3333		\$ 125.00	*	Additional County Fees	\$ (113.00)	All Units	
Alameda	16,430	5,964	26.6%	\$ 113.00	1	\$ -	\$ 55.00	1	168.00	*		\$ (159.00)	All units	
Berkeley	21,364	9,316	30.4%	\$ 212.00	1	\$ 60.00	\$ 132.00	1	404.00	++	Discrepancy in property radar data	\$ -	SFH reduced to \$29	Reduced cost first 3 months Self-Cert inspection program alternative: \$48
Concord++	28,980	10,520	26.6%	\$ 47.00	1	\$ 138.00	1		185.00		Program in development (average displayed)	\$ -	All Units	
East Palo Alto	3,097	1,796	36.7%	\$ 92.91	1	\$ -			92.91		n/a	\$ -	All Units	
Half Moon Bay++	4,267	3,796	47.1%	\$ 75.00	1	\$ -	\$ 286.00	1	361.00			\$ -	All Units	2 month fee exemption, one month late fee grace period
Monterey	6,362	5,222	45.1%	\$ 50.00	1	\$ -			50.00			\$ -	All Units	Late fees waived first year <4 units - fee waived currently, will be changing in the future
Mountain View	14,797	6,541	30.7%	\$ 108.00	1				108.00			\$ -	3+ units per property	
Oakland	70,748	36,505	34.0%	\$ 101.00	1	\$ 60.91			101.00			\$ (101.00)	Units built prior to 2015	
Palo Alto	15,538	6,387	29.1%	\$ 92.91	1	\$ -			92.91			\$ -	3+ units per property	Waived for first year
Richmond	17,399	10,507	37.7%	\$ 135.00	1	\$ 102.00	\$ 103.00	1	340.00			\$ (205.00)	all units, rent stabilization fees for units built prior to inspections every three years for <2 units	
San Francisco	138,569	83,877	37.7%	\$ 59.00	1	\$ 107.00	1		166.00			\$ (59.00)	All Units	SF program is tiered
San Jose	195,577	63,965	24.6%	\$ 72.00	1	\$ 37.99	0.1667	\$ 34.00	112.33				3+ units per property	
Beverly Hills*	8,876	4,991	36.0%	\$ 197.00	1	\$ 67.00	1		264.00				>1 built before 1995	
Los Angeles*	261,109	158,244	37.7%	\$ 38.75	1	\$ 67.94	\$ 31.05	1	137.74				>1 units	
Pasadena*	30,895	13,044	29.7%	\$ 214.71	1	\$ 161.00	0.25		254.96				>2 built before 1995	
Santa Ana ++	45,796	21,144	31.6%	\$ 100.00	1	\$ 30.00	1		130.00				All units	
Santa Monica*	14,415	9,698	40.2%	\$ 228.00	1	\$ 228.00			228.00				SFH and condos not owned by corporations are exempt	
West Hollywood *	5,665	5,505	49.3%	\$ 144.00	1	\$ -			144.00				SFH excluded	
Averages	47,638	24,128	34.3%	\$ 112.12	1	\$ 107.07	1	\$ 106.84	1	182.36				
Bay Area Average	41,413	18,908	32.9%	\$ 92.91	1	\$ 60.91	1	\$ 122.00	1	177.40				
Difference	(6,225)	(5,220)	-1%	\$ (19.21)	-	\$ (46.16)	0	15	-	\$ (4.96)				

Row Labels	Rental portion	Total Cost	RRP fee
Pinole	0.212071042	\$ 125	50
San Jose	0.246453368	\$ 112	72
Alameda	0.266321336	\$ 168	113
Pasadena*	0.29686611	\$ 255	214.71
Berkeley	0.303650587	\$ 404	212
Mountain View	0.306542319	\$ 108	108
Oakland	0.34036344	\$ 101	101
Averages	0.343173456	\$ 182	112.1199043
Beverly Hills*	0.359919233	\$ 264	197
Richmond	0.376514011	\$ 340	135
San Francisco	0.377066794	\$ 166	59
Los Angeles*	0.377352731	\$ 138	38.75
Santa Monica*	0.40218969	\$ 228	228
Monterey	0.450794199	\$ 50	50
West Hollywood *	0.492837959	\$ 144	144
Grand Total	0.343474418	\$ 186	1834.579904

Row Labels	Sum of Total annual cost (per unit)	Sum of RRP fee	Sum of %
Monterey	50	50	0.450794199
Oakland	101	101	0.34036344
Mountain View	108	108	0.306542319
San Jose	112.3316667	72	0.246453368
Pinole	125	50	0.212071042
West Hollywood *	144	144	0.492837959
San Francisco	166	59	0.377066794
Alameda	168	113	0.266321336
Averages	182.3605183	112.1199043	0.343173456
Santa Monica*	228	228	0.40218969
Pasadena*	254.96	214.71	0.29686611
Beverly Hills*	264	197	0.359919233
Richmond	340	135	0.376514011
Berkeley	404	212	0.303650587
Grand Total	2647.652185	1795.829904	4.774763542





Municipality	Inventory/Registry	Proactive Inspection
Antioch	In Development	no
Berkeley	Yes	yes
Concord	Yes	yes
East Palo Alto	In Development	no
Half Moon Bay	Yes	no
Hayward	No	yes
Monterey	Yes	no
Mountain View	Yes	yes
Oakland	Yes	In develepment
Palo Alto	Yes	no
Richmond	Yes	yes
Salinas	Yes	no
San Francisco	Yes	yes
San Jose	Yes	yes
Stockton	No	yes

Additional Programs	Developer	Recommended?
yes	n/a	n/a
yes	3di	no comment
yes	3di	no
yes	Tolemi	yes
yes	Tolemi	yes
no	n/a	n/a
no	Tolemi	yes
yes	3di	n/a
yes	3di	yes
no	3di	n/a
yes	Intiutive Municipal Solutin/a	
yes	Tolemi	yes
yes	3di	no
yes	Tolemi	n/a
no	Tolemi	yes

Additional Recommendations

Exempt affordable housing

Self-Certification, avoid paper option

1.5 full time staff dedication to enrollment support

RHNA Dashboard

Staff to provide enrollment assistance office hours

Limited benefit to self-certification as baseline

Program was overturned by Council on grounds of it being too complicated and expensive

Incorporate program fees into existing fees

self-certification option

expensive for property owners. Voter referendum brought matter back to council

1. Program is currently st

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Sincerely,



Andrew Kieve
President and Chief Executive Officer

<https://vimeo.com/993584463>

<https://vimeo.com/tolemi>



Rental Inventory Program Report and Recommended Changes

Monterey City Council
Regular Meeting
January 21, 2025



Background

- Ordinance adopted in November 2023
- Program launched on January 2, 2024 with Tolemi's Slate and BuildingBlocks software applications
- Outreach conducted via direct mail, weekly email updates, radio advertising, print media, social media, and walk-in hours at the Monterey Public Library



Program Overview

- Units registered: 4,200 (737 properties)
- Units exempted: 1,728 (1,398 properties)
- Total compliance: 5,928 of 8,130 estimated rental units (72.9%)
- Year one costs: \$243,354
- Costs recovered: \$196,931 (80.9% cost recovery)



Current Rental Market Snapshot

- Most units:
1-2 bedrooms
- Average rent:
\$2,125

Item	Registered Rental Units					
	Number of Units		Average Rent	Average Additional Fees	Average Sq. Ft.	Average Cost per Sq. Ft.
	Total	% of Total				
Rental Unit Bedrooms						
0	173	7.5%	\$1,566	\$22.14	428	\$3.66
1	996	43.2%	\$1,801	\$21.67	592	\$3.04
2	1,005	43.5%	\$2,362	\$34.69	882	\$2.68
3	113	4.9%	\$3,204	\$32.05	1,355	\$2.36
4	13	0.6%	\$3,623	\$4.00	1,782	\$2.03
5	2	0.1%	\$6,409	\$0.00	2,947	\$2.17
6	3	<0.1%	\$6,493	\$0.00	2,658	\$2.44
7	1	<0.1%	\$9,850	\$0.00	2,631	\$3.74
8	2	<0.1%	\$6,865	\$0.00	1,442	\$4.76
Total/Weighted Average	2,308	100.0%	\$2,125	\$27.71	756	\$2.89

Source: City of Monterey; Tolemi Building Blocks City of Monterey Rental Inventory; EPS.



Rental Market by NCIP Neighborhood

Item	Registered Rental Units	Average Rent [1]	Median Renter Household Income [1]
Neighborhood			
Aguajito Oaks	31	\$2,129	\$74,444
Alta Mesa	4	\$2,768	\$143,021
Casanova Oak Knoll	375	\$2,370	\$70,875
Deer Flats	39	\$2,768	\$143,021
Del Monte Beach	144	\$3,162	\$158,363
Del Monte Grove Laguna Grand	127	\$1,840	\$133,884
Downtown	154	\$1,596	\$52,404
Fishermans Flats	25	\$2,768	\$143,021
Glenwood	475	\$2,170	\$76,139
Monterey Vista	513	\$2,159	\$142,210
New Monterey	1,409	\$2,168	\$72,017
Oak Grove	639	\$1,852	\$95,131
Old Town	888	\$1,888	\$97,277
Skyline	114	\$2,242	\$101,332
Villa Del Monte	631	\$2,342	\$105,963
Citywide Total/Average	5,568	\$2,157	\$98,436

Source: Tolemi; EPS.

[1] Average of the property medians reported by neighborhood.

- Most units: New Monterey
- Fewest units: Alta Mesa
- Highest rent: Del Monte Beach
- Lowest rent: Downtown



Units Owned by Landlord Category

- 72.7% of units owned by small landlords
- 44.9% of units owned by small local landlords
- 27.8% of units owned by small out-of-town landlords

Landlord Type	Units	% of Inventory
Small Local Landlord	1-9 Units	44.9%
Medium Local Landlord	10-19 Units	6.9%
Large Local Landlord	20+ Units	4.7%
Small Out-of-Town Landlord	1-9 Units	27.8%
Medium Out-of-Town Landlord	10-19 Units	0.9%
Large Out-of-Town Landlord	20+ Units	9.8%
Homeowner		5.0%



A Note on Large Out-of-Town Landlords

Staff is aware of a USDOJ complaint against software company RealPage, which is accused of working with property management companies in a rental price-fixing scheme. One of the named property management companies, Greystar, operates in the City. They have registered 149 rental units in properties located at 57 Soledad Dr. (101-110), 825 Casanova Ave. 1, and 831 Casanova Ave.



Average Rent by Landlord Category

No significant difference observed between rents based on the age of units or landlord size and location

Item	Average Gross Rent	Average Rent by Period Built (1)			
		Before 1960	1960-1979	1980-1999	2000-2024
Owner					
Small local landlord	\$1,958	\$1,935	\$1,973	\$1,994	\$1,719
Medium local landlord	\$1,939	\$1,896	\$1,850	\$1,944	\$2,121
Large local landlord	\$2,008	\$2,102	\$1,963	\$1,708	-
Small out-of-town landlord	\$1,923	\$1,883	\$1,948	\$1,967	\$1,770
Medium out-of-town landlord	\$1,800	\$2,003	\$1,675	-	\$1,770
Large out-of-town landlord	\$2,132	\$1,975	\$2,146	-	\$1,746
Homeowner	\$1,770	-	-	-	\$1,770
Total Rental Units	\$1,982	\$1,940	\$2,022	\$1,968	\$1,974

Source: Tolemi; EPS.

[1] Average of the median reported rents in each building within owner/year categories.



Rental Inventory Provides Data Other Online Aggregators Cannot Provide

- Specific data about individual properties
- Precise rent amounts instead of estimates
- Property owner characteristics (location, number of properties)
- Neighborhood and district-specific data
- Code enforcement inspections, permit reports, affordable housing status



Staff Recommendations

- Remove exemption for property owners with three (3) or fewer rental units causing a significant gap in data (29%)
- Remove the 50% fee pass-through



Additional Information Staff Will Collect Beginning in 2025

- Security deposit amounts
- Amounts related to the Ratio Utility Billing System (RUBS)



Tenant Protections for Consideration

One Year Lease Ordinance

- Require landlords to offer a 12-month lease at the outset of tenancy and upon expiration of the prior lease agreement
- Failure to offer a 12-month lease could constitute a defense to an unlawful detainer ensuring tenants cannot be evicted prior to the onset of just cause protections



Tenant Protections for Consideration

Substantial Renovations Clause

- Require landlords to obtain permits and/or show the need to comply with code enforcement orders before undertaking an eviction
- Strengthen owner move-in clause: Provide tenants with remedies if the landlord or qualified family members do not move in within the required time



Next Steps

- Current registration expires June 30, 2025
- City staff will work with current registrants to update existing registrations
- Staff will conduct outreach and assistance beginning in spring 2025



Summary

- 72.6% compliance rate
- Significant data extracted from the program
- Missing data due to non-compliance and exemption
- Seeking Council input on proposed tenant protections



Q&A / Discussion



Preliminary fee concepts as of September 2025 – Subject to Change

Inspection fee (annual)

A modest increase of approximately 15% over current fees is being considered. This adjustment would allow the program to fully fund a dedicated Housing Inspector to manage inspections, enrollment, and compliance. The position would also be available to respond to complaints related to substandard housing conditions. Future fee adjustments may be tied to staffing cost indexes to ensure long-term sustainability.

Rental Inspection Fees	Current Fee (Triennially)	Current Inspection Fee Annually	Proposed per unit Inspection Fee (Annually)
Single Family	\$ 387.00	\$ 129.00	\$ 152
Duplex	\$ 387.00	\$ 129.00	\$ 152
Triplex	\$ 387.00	\$ 129.00	\$ 152
Quadplex	\$ 242.00	\$ 80.67	\$ 95
5+ Units	\$ 242.00	\$ 80.67	\$ 95
Motel	\$ 242.00	\$ 80.67	\$ 95

Software fee (annual)

A new fee is proposed to cover the cost of implementing and maintaining the Tolemi platform. This software will support management of both business licenses and rental inspections, while also maintaining the City's rental housing inventory.

Type	Proposed Annual Tolemi Per-Unit Fee
Single Family	\$ 39.00
Duplex	\$ 32.00
Triplex	\$ 32.00
Quadplex	\$ 32.00
5+ Units*	\$ 29.00
Motel	\$ 23.00

Projected revenue

Revenue estimates are based on known rental units as well as an anticipated 20% increase in identified rentals as the inventory becomes more complete and properties come into compliance.

Type	Total Units (20% above existing known stock)	Annual Rental Inspection Fee- Current	Annual Rental Inspection Fee- Proposed	Annual Tolemi Software Fee Proposed	Annual Business License Fee (Unchanged)
Single Family	400	\$51,600	\$60,800	\$15,600	\$ 67,200.00
Duplex	26	\$3,354	\$3,952	\$832	\$ 5,356.00
Triplex	14	\$1,806	\$2,128	\$448	\$ 3,150.00
Quadplex	58	\$4,679	\$5,510	\$1,856	\$ 14,152.00
5+ Units*	602	\$48,561	\$57,190	\$17,458	\$ 158,326.00
Motel	177	\$14,278	\$16,815	\$4,071	\$ 46,551.00
Total	1,277	\$ 124,278.00	\$ 146,395.00	\$ 40,265.00	\$ 294,735.00

Cost per property type

The combined inspection and software fees would represent an estimated overall increase of about 35% compared to existing inspection fees. Actual costs would vary by property type and number of units. A self-certification option is also being evaluated, which could reduce inspection fees for qualifying property owners. Staff is also exploring ways to balance software costs with business license fees to help offset impacts.