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CITY COUNCIL

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

PINOLE CITY COUNCIL MEETING AGENDA

TUESDAY
August 17, 2021
VIA ZOOM TELECONFERENCE

6:00 P.M.

DUE TO THE STATE OF CALIFORNIA'S DECLARATION OF EMERGENCY – THIS MEETING IS BEING HELD PURSUANT TO AUTHORIZATION FROM GOVERNOR NEWSOM'S EXECUTIVE ORDERS – CITY COUNCIL AND COMMISSION MEETINGS ARE NO LONGER OPEN TO IN-PERSON ATTENDANCE.

How to Submit Public Comments:

Written Comments: All comments received **before 3:00 pm the day of the meeting** will be posted on the City's website on the agenda page (Agenda Page Link) and provided to the City Council prior to the meeting. Written comments will not be read aloud during the meeting.

Email comments to comment@ci.pinole.ca.us
Please indicate which item on the agenda you are commenting on in the subject line of your email.

To Participate in Public Comment During the Meeting:

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.
- 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.

WAYS TO WATCH THE MEETING

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

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

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

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

Note: Staff reports are available for inspection on the City Website at www.ci.pinole.ca.us. You may also contact the City Clerk via e-mail at hiopu@ci.pinole.ca.us .

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

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

2. 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.

3. 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.*

NO CLOSED SESSION

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

5. 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

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations
   1. Friends of the Pinole Creek Watershed 20th Anniversary
B. Presentations / Recognitions
   1. West Contra Costa Unified School District Presentation on Fall Reopening by Superintendent Dr. Hurst and School Board Trustee Jamela Smith-Folds

7. 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 Meeting of June 1, 2021 and June 15, 2021

B. Receive the July 17, 2021 - August 13, 2021 List of Warrants in the Amount of $2,476,134.46, the July 23, 2021 Payroll in the Amount of $492,572.13 and the August 6, 2021 Payroll in the Amount of $434,091.50

C. Resolution Confirming Continued Existence of Local Emergency **[Action: Adopt Resolution per Staff Recommendation (Casher)]**

D. Receive the Quarterly Investment Report for the Fourth Quarter Ending June 30, 2021 **[Action: Receive Report (Guillory)]**

E. Receive the Quarterly Report on Implementation of the Strategic Plan for Fiscal Year (FY) 2020-21 Fourth Quarter **[Action: Receive Report (Murray)]**

F. Fiscal Year (FY) 2021-22 Fourth Quarter Report on Implementation of Capital Improvement Plan (CIP) Projects **[Action: Receive Report (Kaur)]**

G. Adopt a Resolution Approving an Amendment to the On-Call Contract with 4Leaf, Inc. to Add a Task Order, Increase the Budget for Building and Permit Technician Services to $185,000 and Fire Prevention and Inspection Services to $240,000, and Appropriate Funding **[Action: Adopt Resolution per Staff Recommendation (Laughlin/Wynkoop)]**

H. Adopt a Resolution Declaring Six Police Vehicles and Two Pieces of Office Equipment as Surplus **[Action: Adopt Resolution per Staff Recommendation (Gang)]**

I. Resolution to Participate in Discussions Regarding an East Bay Wildfire Prevention and Vegetation Management Joint Powers Agency **[Action: Adopt Resolution per Staff Recommendation (Wynkoop)]**

J. Resolution Approving an Amendment to the City Manager's Employment Contract **[Action: Adopt Resolution per Staff Recommendation (Casher)]**

K. Resolution Authorizing the City Manager to Execute an Agreement with Cerrell to Create a Communication and Engagement Plan **[Action: Adopt Resolution per Staff Recommendation (Murray)]**

L. Resolution to Amend the City Council Meeting Procedures to Include an Indigenous Land Acknowledgement at the Beginning of City Council Meetings **[Action: Adopt Resolution per Staff Recommendation (Iopu]**

M. Adopt a Resolution Approving a Revised Management Compensation and Benefits Plan for Management and Confidential Employees **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

8. PUBLIC HEARINGS

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

NONE

9. OLD BUSINESS

A. Rescind and Reconsider Resolution 2021-35 Condemning Donald Trump **[Action: Consider Adoption of Resolution per Staff Recommendation (Murray)]**

B. Effectiveness of Current Code Enforcement Program **[Action: Receive Report (Laughlin)]**

10. NEW BUSINESS

A. American Rescue Plan Act (ARPA) Funds and Additional Fiscal Year (FY) 2021-22 Appropriations Process **[Action: Consider Approval of Staff Recommendation (Guillory)]**

B. Appoint a Council Member and Up to Two (2) Alternates to Serve as Voting Delegates at the League of California Cities Annual Conference **[Action: By Minute Order Appoint Delegate and Alternates and Provide Direction on League Resolutions (De La Rosa)]**

11. REPORTS & COMMUNICATIONS

A. Mayor Report
   1. Announcements

B. Mayoral & Council Appointments

C. City Council Committee Reports & Communications

D. Council Requests for Future Agenda Items

E. City Manager Report / Department Staff

F. City Attorney Report

12. ADJOURNMENT to the Regular City Council Meeting of September 7, 2021 in Remembrance of Amber Swartz.

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

POSTED: August 12, 2021 at 5:00 P.M.

_____

Heather Iopu, CMC
City Clerk

Return to Agenda

CITY COUNCIL MEETING
MINUTES
June 1, 2021

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

The City Council Meeting was held via Zoom videoconference and broadcast from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Martínez-Rubin called the Regular Meeting of the City Council to order at 6:03 p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

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

B. STAFF PRESENT

Andrew Murray, City Manager
Heather Iopu, City Clerk
Eric Casher, City Attorney
Hector De La Rosa, Assistant City Manager
Chris Wynkoop, Fire Chief

City Clerk Iopu announced the agenda was posted on Friday May 28, 2021 at 10:00 a.m. All legally required notice was provided.

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

3. 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
Pursuant to Gov. Code § 54957.6
Agency designated representatives: City Manager Murray, Assistant City Manager De La Rosa, City Attorney Casher, Gregory Ramirez (IEDA)
Employee organizations: AFSCME Local 1, IAFF

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

At 6:38 p.m. Mayor Martinez-Rubin reconvened the meeting to open session. There was no reportable action.

5. 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.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Alfred Twu, Cameron Sasai, David Ruport, Debbie Long, Irma Ruport**, **Maria Alegria**, **Michael Baum.** and **Lori Miller, Roy Swearingen**, **Sheila Jackson, Rafael Menis**, **Dimari** and **Fiona Epps**, and **Sal Spataro.**

At this time the City Council held a Moment of Silence in honor of Memorial Day and in recognition of the victims of the 1921 Greenwood District Massacre in Tulsa, Oklahoma.

Mayor Martinez-Rubin asked the City Manager to respond to the public comments regarding the possibility of completing the Brandt Court cul-de-sac and potential street improvements outside of this meeting. She also asked the City Attorney to provide an update related to the Planning Commission's recent decision regarding a development application on Brandt Court.

City Attorney Eric Casher provided an overview of a recent application for a home to be relocated and built on Brandt Court and clarified there was no legal requirement for the developer to build out that portion of the cul-de-sac. The Planning Commission decision on the project was final, the opportunity for an appeal had expired, and administrative remedy to appeal to the City Council no longer existed, with the project to be built as proposed absent a bulb-out cul-de-sac.

Mayor Pro Tem Salimi asked for a status report on the Car Show and City Manager Andrew Murray reported the organizer of the Car Show and City staff were working on the permits for the event. The organizers continued to plan to host the event in the City of Pinole and any new information would be brought to the City Council.

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

1. Recognizing June as Pride Month

The City Council read the Proclamation recognizing the month of June as Pride Month aloud and Council members provided information on The Trevor Project.

2. Recognizing June 19, 2021 as Juneteenth Day

The City Council read the Proclamation recognizing June 19, 2021 as Juneteenth Day aloud and welcomed the recognition of history.

B. Presentations / Recognitions

1. Presentation from Bay Area Rapid Transit (BART) by Board President Lateefah Simon

BART Director Lateefah Simon clarified she was no longer the President of the BART Board since that title was currently held by Mark Foley. She provided a PowerPoint presentation of the BART

2021 Update and answered questions and comments from the Council. She also clarified the status of BART's short- and long-term expansion plans, how Pinole could work with BART to ensure its voice was heard at the regional level, initiatives to sync all transit systems, recognition of the services provided by Western Contra Costa Transit Authority (WestCAT), accessible transit, potential reconsideration of the West Contra Costa Transportation Advisory Committee (WCCTAC) study, details related to the Clipper Card®, Apple Pay, and BART's Small Business Program, BART's allocation from the American Rescue Plan Act (ARPA), and the impacts telecommuting had on ridership. She hoped to return with a status update on a quarterly basis. She added that BART would be holding budget hearings and information would be posted on the BART website.

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Rafael Menis**.

The City Council thanked Director Simon for the presentation, her leadership, and BART's efforts to continue safety and cleanliness efforts on its trains.

2. "Diversifying Pinole History: A Visual Storytelling Community Project" Presentation by Dyana Wing So, Pinole Historical Museum

Dyana Wing So provided a PowerPoint presentation on "Diversifying Pinole History: A Visual Storytelling Community Project" which emerged out of several months volunteering with the Pinole Historical Museum on ways to engage young people in the West Contra Costa Unified School District (WCCUSD) interested in history, civic engagement, journalism and diversity topics. She answered questions and comments from the Council and advised this was a grassroots effort and a pilot program with six to eight students currently in the review process. More diverse participation was desired.

The City Council thanked Ms. So for the presentation and emphasized the importance that minority business owners were successful in the City and to be able to bid on public projects. Staff confirmed a list of Pinole's business license data was public information and could be shared with Ms. So.

Mayor Martinez-Rubin also asked staff to provide Ms. So the information on Kitchen at 812, a non-profit food business incubator which could be another way to access small businesses that may want to be interviewed for the project.

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Jeff Rubin.**

3. Presentation on Local History by Corrina Gould, Tribal Chair for Confederated Villages of Lisjan and Co-Founder, Sogorea Te Land Trust

Corrina Gould, Spokesperson and Tribal Chair, provided a PowerPoint presentation on the true history of the Confederated Villages of Lisjan and Ohlone Tribes, the background of the Sogorea Te Land Trust, the first Urban Indigenous Women led land trust in the country, and the effort working with many different cities to create recognition in their territories by creating relationships with city councils through land acknowledgment and resolutions. She responded to numerous

questions and comments from the Council about creating a relationship with the City of Pinole, land acknowledgement, and the criteria for Senate Bill (SB) 18.

The City Council thanked Ms. Gould for the presentation and looked forward to additional presentations and future discussions on how to incorporate the history of native peoples in the City's parks via signage and education.

7. 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 Meeting of April 6, 2021.

B. Receive the May 15, 2021 – May 28, 2021 List of Warrants in the Amount of $597,952.61 and the May 28, 2021 Payroll in the Amount of $419,215.80.

C. Resolution Confirming Continued Existence of Local Emergency **[Action: Adopt Resolution per Staff Recommendation (Casher)]**

D. Receive Revised Final Proposed Long-Term Financial Plan for Fiscal Year (FY) 2021/22 – FY 2025-26 **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

E. Receive a Report on City of Pinole Expenses That Were Reimbursed by the Cares Act Funding Allocated to the City **[Action: Receive Report (Guillory)]**

F. Authorizing the City Manager to Execute Task Order #2 with RSG, Inc. In the Amount Not to Exceed $41,500 for Ongoing Coordination and Negotiations of Commercial Real Estate Broker Services for the Sale of Several Former Redevelopment and Housing Assets **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

Mayor Martinez-Rubin referenced Item 7A, Page 5 of the Minutes of the April 6, 2021 Meeting and the statement under the Mayor's Report she had attended a meeting of the WCCUSD. She corrected that statement to reflect that she had attended a meeting of the West Contra Costa Mayors' and Supervisors' Association during which time a presentation had been made by then Superintendent Murphy about the WCCUSD.

Mayor Martinez-Rubin also referenced Item 7D, Revised Proposed Long-Term Financial Plan for Fiscal Year (FY) 2021/22 – FY 2025-26, identified the demographics and cultural information related to the City of Pinole, and pointed out the absence of 21.4 percent of persons with Latino/Hispanic background, which should be included in the Plan following the percentage of Other Races in Pinole.

Council member Murphy thanked staff and everyone involved for the modifications to the Revised Proposed Long-Term Financial Plan as part of Item 7D, a document he encouraged everyone to read given its importance. He also referenced Item 7E and clarified with City Manager Murray

the next steps regarding the Coronavirus Aid, Relief, and Economic Security Act (CARES) funding that had been allocated to the City, who noted the COVID-19 Small Business Assistance Program had no items pending but if the City Council wanted to extend the program and add new funding it would be through new City Council action which could be discussed as part of the budget to be presented to the City Council at the June 15 meeting.

ACTION: Motion by Mayor Pro Tem Salimi/Council member Toms to Approve Consent Calendar Items A-F, subject to the revisions requested by the Mayor for Item 7A.

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

8. 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 parté communication that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.

None

9. OLD BUSINESS

A. Resolution Approving Letter of Understanding Between the Cities of Pinole and Hercules, Regarding Disbursement of the Assets From Escrow Account Cost Agreement – Pinole/Hercules WW Treatment Plant – Upgrade **[Action: Adopt Resolution per Staff Recommendation (Miller)]**

City Attorney Eric Casher presented the staff report.

The following speaker submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Debbie Long.**

Council member Toms asked whether the City was under contract with a contractor and if that was a guaranteed amount or an estimate, and if not, whether there would be a contingency amount when going out to bid for repairs, or wait for disbursement until the project was entirely completed, and Mr. Murray provided an overview of the discussions between Hercules and Pinole noting that staff was confident the disbursement of assets from the escrow account would cover Hercules' share. Staff was comfortable closing out the cost sharing and escrow accounts based on the figures in the staff report with the assumptions fully protecting the City of Pinole and its ratepayers.

Council member Murphy clarified with Mr. Murray the details of the escrow account to share costs between Hercules and Pinole for WW Treatment Plant-Upgrade and the upgrades to the plant as defined

Mr. Casher also clarified the details of the fiscal agreement between the two parties.

Return to Agenda

ACTION: Motion by Mayor Pro Tem Salimi/Council member Tave to Adopt Resolution Approving Letter of Understanding Between the Cities of Pinole and Hercules, Regarding Disbursement of the Assets From Escrow Account Cost Agreement – Pinole/Hercules WW Treatment Plant-Upgrade.

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

B. Discussion of Request To Amend The City Council Meeting Procedures To Include An Indigenous Land Acknowledgement at the Beginning of City Council Meetings **[Action: Discuss and Provide Direction (Casher)]**

City Attorney Casher presented the staff report. Proposed language had been included in the staff report for City Council consideration and if approved staff would return with a resolution and amendment to the City Council meeting procedures to include the proposed land acknowledgement language as directed by the City Council.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Rafael Menis, Jason Kishineff,** and **Sal Spataro,**

The City Council thanked staff for the proposed language; suggested the Mayor or a guest could read the land acknowledgement prior to each meeting to ensure it did not become routine; with a recommendation the language would be reviewed annually to keep it current.

City Attorney Casher confirmed the document would be a living document to be reviewed annually with the opportunity to revisit the land acknowledgement and make refinements.

City Attorney Casher further clarified, when asked, that the Council meeting agenda was in the form as it appeared in the Council meeting procedures and the land acknowledgement would be in the published agenda and could be included in other sections that would be applicable, which would have to return for City Council consideration and approval. Whether or not the land acknowledgement language should also be included on Planning Commission agendas was up to the City Council and he was uncertain to what extent the City Council procedures provided for such direction which could be clarified before the next City Council meeting.

The City Council also discussed using the broader term for the Ohlone people which could simplify the verbiage, and if the land acknowledgement was revisited each year it could be fine-tuned and modified as the Council saw fit. It was noted that the WCCUSD Board meeting agendas started with the opening of the meeting, Pledge of Allegiance, land acknowledgement and then Roll Call.

City Clerk Iopu reported the City Council served as the gold standard and example for the rest of the City's Boards and Commissions and whatever action the City Council took could be shared with the staff of the other Boards and Commissions who could add the land acknowledgement to their agendas as well. She would facilitate the next steps with those other bodies.

Return to Agenda

ACTION: Motion by Mayor Pro Tem Salimi/Council member Toms to Approve the City Council Meeting Procedures to Include an Indigenous Land Acknowledgement at the Beginning of City Council Meetings.

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

10. NEW BUSINESS

None

11. REPORTS & COMMUNICATIONS

A. Mayor Report
1. Announcements

Mayor Martinez-Rubin reported she had attended the West Contra Costa County Mayors' and Supervisors' meeting and East Bay Division sponsored by the League of California Cities, and briefed the Council on all discussions.

B. Mayoral & Council Appointments
1. Create 2021 Interview Ad Hoc Subcommittee of the City Council for Community Service and TAPS Committee Appointments **[Action: Create Ad Hoc Committee by Minute Order (Iopu)]**

City Clerk Iopu provided a brief summary of the recruitment process for vacancies on City Boards/ Commissions. The Council was asked to create a two-member Interview Ad Hoc Subcommittee to coordinate with the City Clerk's Office to conduct interviews and to serve until the end of 2021, with the membership to be reconsidered in December as part of the City Council assignment list.

Council members Murphy and Tave expressed the willingness to serve on the Interview Ad Hoc Subcommittee.

ACTION: Motion by Mayor Martinez-Rubin/Council member Toms to Appoint Council members Murphy and Tave to Serve on the Interview Ad Hoc Subcommittee of the City Council to Interview Members of the Public for the Community Service and TAPS Committees.

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

C. City Council Committee Reports & Communications

Mayor Pro Tem Salimi reported he had attended a WCCTAC meeting and briefed the Council on the discussions. He had also attended a meeting of the Solano County Transportation Agency at which time he had met the Executive Director and advised of the City of Pinole's willingness to work with the Agency regarding BART's expansion plans. He invited his fellow Councilmembers to engage in the conversation with the rest of Solano County to improve transportation as a group.

Council member Murphy expressed his appreciation for Pride Month and the raising of the Pride Flag in the City of Pinole. He announced a League of California Cities Environmental Policy Committee meeting had been scheduled for June 3 from 1:30 to 4:30 p.m., and detailed the issues to be discussed with more information on the agency website. He would be holding his Coffee Conversation on June 20 at 9:00 a.m. with more information to be provided at the next meeting of the City Council. He also invited everyone to participate in a Zoom conversation scheduled for June 10 at 5:30 p.m. with Commissioner Pedro Toledo of the California Re-Districting Commission and briefed the Council on the topics to be discussed, with additional information on the Commission website, his personal website, and on social media. He wished everyone a Happy Pride Month and Happy Juneteenth.

Council member Tave reported he had also participated in the East Bay Division meeting sponsored by the League of California Cities and briefed the Council on the topics of discussion. He otherwise encouraged the public to engage with the Council and staff, and to review the City's Capital Improvement Plan (CIP) and road repair reports and be sure to raise any issues so that the community's needs were reflected in the CIP. He also reported on the status of COVID-19 restrictions which were due to be relaxed on June 15 and urged the public to be kind and respectful with mask wearing and social distancing.

Council member Tave referenced agenda Item 9A, which effectively closed the Pinole/Hercules WW Treatment Plant out and provided an update on his work and advocacy with the West Contra Costa Integrated Waste Management Authority (WCCIWMA). He also reported the Town Hall for Pinole Fair Government had gone well.

Council member Toms reported she would participate in the June 16 Town Hall for Pinole Fair Government and detailed the topics to be discussed; a presentation had been made on May 19 on Measure X from all Contra Costa County Fire Chiefs and she briefed the Council on the discussions and provided the e-mail contact information for public comments to be submitted to the Measure X Committee; the League of California Cities would meet with the Housing and Economic Development Committee on June 3; and the Pinole Valley High School Parent Teacher Association (PTA) would be holding a vehicle parade for recent graduates between Pinole Valley High School and Fernandez Park starting at 10:00 a.m. on June 4.

D. Council Requests for Future Agenda Items

Mayor Pro Tem Salimi requested a future agenda item to draft a letter and send it to the Measure X Committee in favor of the City of Pinole and identify the points Councilmember Toms had highlighted, to be signed by the entire City Council. He also advised as part of the upcoming Finance Subcommittee meeting he would be making a request for the Brandt Court completion of the cul-de-sac to be part of the CIP. Also, he requested the motion be brought back related to the Letter of Condemnation of former President Donald Trump, with language clarification regarding the use of the term condemnation. He had abstained from voting on the issue two weeks prior and asked that the term condemnation be defined since it had created confusion.

Consensus was given for a letter to be sent to the Measure X Committee to consider making fire services a high priority for the Measure X expenditures (with Commissioner Toms to work with the Fire Chief on potential language, to be considered at the next meeting of the City Council).

City Attorney Casher clarified the ways in which the term condemnation could be used and the way it had been used in the resolution regarding former President Trump.

Mayor Pro Tem Salimi again asked that the Letter of Condemnation of former President Trump be brought back to the City Council for another vote given the clarification that had been provided by the City Attorney since he would like the opportunity to vote again.

City Attorney Casher explained that the City Council may consider a motion to rescind the prior action approving the Letter of Condemnation of former President Trump to allow a Future Agenda Item to consider rescinding the prior action taken and adoption of a new resolution. He also clarified the process for motions to reconsider for the purposes of the discussion.

Consensus was given for a Future Agenda Item Request to bring back the resolution that had approved a Letter of Condemnation of former President Trump.

On the discussion, City Attorney Casher confirmed consensus for a Future Agenda Item to bring back the resolution which had approved a Letter of Condemnation of former President Donald Trump and advised that consideration of a motion to rescind the resolution required a two-thirds vote of the Council. The item would be brought back as a motion to reconsider to include a resolution and the Council would then have the opportunity to discuss the language in the resolution at a subsequent meeting.

Council member Murphy requested a Future Agenda Item to describe the definition of condemnation but Mayor Martinez-Rubin advised that information would be part of the staff report to accompany the resolution.

Council member Murphy requested a Future Agenda Item for a presentation from AC Transit to be scheduled after the budget process. Consensus given.

Council member Tave requested a Future Agenda Item to discuss a strategy for the rehabilitation of bad roads. Consensus given with the item to be considered later in the year.

Council member Tave requested a Future Agenda Item for a memorandum providing further clarity on Measure S 2006, Measure S 2014, and the Utility Users Tax, as to how the monies were collected, what they were collected for, and whether it made sense to have a broader tax, and Mayor Martinez-Rubin suggested consideration of a workshop which could provide an increase in awareness of what taxation and revenues were for cities and allow the public the opportunity to learn and provide input. Consensus given for the process outlined by the Mayor to be scheduled sometime in the next year.

Mayor Martinez-Rubin requested a Future Agenda Item for WestCAT General Manager Charles Anderson to be invited to make a presentation and update on WestCAT concurrent with the presentation on how transportation agencies were meshing with current discussions conducted among the members of the Blue Ribbon Transit and Recovery Task Force. Consensus given.

Return to Agenda

Mayor Martinez-Rubin requested a Future Agenda Item to have the City Council allow time to have a presentation by the individuals currently proposing a Joint Powers' Agency (JPA) for Wildfire Prevention. Consensus given.

E. City Manager Report / Department Staff

City Manager Murray announced the tentative list of upcoming agenda items at the next City Council meeting scheduled for June 15.

F. City Attorney Report

None

12. ADJOURNMENT to the Regular City Council Meeting of June 15, 2021 in Remembrance of Amber Swartz.

At 10:59 p.m. Mayor Martinez-Rubin adjourned the meeting to the Regular City Council Meeting of June 15, 2021 in Remembrance of Amber Swartz.

Submitted by:

_____

Heather Iopu, CMC
City Clerk

Approved by City Council:

Return to Agenda

CITY COUNCIL MEETING
MINUTES
June 15, 2021

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

The City Council Meeting was held via Zoom videoconference and broadcast from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Mayor Martínez-Rubin called the Regular Meeting of the City Council to order at 5:00 p.m. and led the Pledge of Allegiance.

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

A. COUNCILMEMBERS PRESENT

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

B. STAFF PRESENT

Andrew Murray, City Manager
Heather Iopu, City Clerk
Assistant City Attorney Alex Mog
Hector De La Rosa, Assistant City Manager
Misha Kaur, Senior Project Manager
Tamara Miller, Development Services Director/City Engineer
Markisha Guillory, Finance Director

City Clerk Iopu announced the agenda had been posted on June 11, 2021 at 6:00 p.m. All legally required notice was provided with revised reports subsequently published for Items 7B and 7E.

Following an inquiry to the Council, Mayor Pro Tem Salimi reported a potential conflict with Item 7D due to the location of his residence and asked Assistant City Attorney Mog to provide clarification regarding his potential conflict of interest.

Assistant City Attorney Mog reported the Fair Political Practices Commission (FPPC) had provided the City Attorney's Office an advice letter regarding the Faria House and stated that Mayor Martinez-Rubin and Mayor Pro Tem Salimi would not have a conflict of interest under the Political Reform Act and decisions regarding whether or not to fund the renovation of the Faria House.

3. 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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code § 54957
Title: City Manager

B. CONFERENCE WITH LABOR NEGOTIATORS
Government Code § 54957.6
Title: City Manager
Agency designated representatives: City Manager Murray, Assistant City Manager De La Rosa, City Attorney Casher, Gregory Ramirez (IEDA)
Employee organization: Larry Menth IAFF

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

At 7:34 p.m. Mayor Martinez-Rubin reconvened the meeting to open session and announced there was no reportable action from the Closed Session.

5. 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.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Cordell Hindler, David Ruport, Debbie Long, Ivette Ricco, Rafael Menis, Roy Swearingen,** and **Sal Spataro.**

6. RECOGNITIONS / PRESENTATIONS / COMMUNITY EVENTS

A. Proclamations

None

B. Presentations / Recognitions
1. Employee Recognition

City Manager Murray provided a PowerPoint presentation of Employee Recognition of City employees who had either retired or were new hires in 2021 in the Community Development, Police, and Fire Departments, with all employees recognized for their milestones.

The City Council also expressed its appreciation and wished well all retirees and welcomed the new City employees.

7. 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.

The following speaker submitted written comments related to item 7E that were read aloud and

will be filed with the agenda packet for this meeting: **Rafael Menis**

A. Approve the Minutes of the Meeting of April 20, 2021.

B. Receive the May 29, 2021 – June 11, 2021 List of Warrants in the Amount of $125,083.41 and the June 11, 2021 Payroll in the Amount of $570,164.58.

C. Resolution Confirming Continued Existence of Local Emergency**. [Action: Adopt Resolution per Staff Recommendation (Casher)]**

D. Resolution Approving a Purchase and Sale Agreement by and Between the City of Pinole and E.J.Y. Smith for the Sale of Property Located at 612 Tennant Avenue (APN: 401-142-011) and Authorizing the City Manager to Execute the PSA and an Affordable Housing Regulatory Agreement in Such Form as Approved by the City Attorney and the City Manager **[Action: Adopt Resolution per Staff Recommendation (De La Rosa)]**

E. Adopt a Resolution Approving a Revised Compensation and Benefits Plan for Management and Confidential Employees **[Action: Adopt Resolution per Staff Recommendation (Murray)]**

City Manager Murray provided clarification on Item 7E related to the terms of the Plan with additional follow-up conversations available to Mr. Menis.

Mayor Pro Tem Salimi requested Item 7E be removed from the Consent Calendar for discussion, and reported he would recuse himself from voting on Item 7D due to a potential conflict of interest given the proximity of his residence.

Council member Murphy requested Item 7C be removed from the Consent Calendar for discussion. He asked the City Manager to provide an update on the local emergency with Mr. Murray reporting the City Attorney intended a future agenda item to discuss the resolution of local emergency as to what it had enabled the City to do, what had changed recently in terms of State regulations and what it would mean for the City to no longer recognize the local emergency. He reported that all of the City's recreation programs and facilities had essentially reopened on a limited basis. City Hall Offices were open to walk-in customers although many services were still performed by appointment only.

Assistant City Manager Hector De La Rosa provided an update on the specific status and limitations for the City's recreation programs.

Mayor Pro Tem Salimi clarified with Mr. Murray the details of Exhibit A as part of Item 7E, specifically the established salary ranges. He requested a total compensation benchmark for Item 7E to also include information as to how the salaries compared to the compensation benchmark study in terms of the median salary range. He offered a motion to conduct the compensation benchmark study prior to the City Council's action to approve Item 7E. Once that information was available, he wanted to see the salary range match the studies and at the very least reach the median, particularly if the salaries were found to be below the median range.

City Manager Murray explained the City Council was not limited and may change the future salary ranges. He hoped to have the compensation plan updated today since it was tied into compliance with State regulations. He recommended the City Council move forward with the adoption of the current version in Item 7E and then provide direction on recommended changes. Also, as part of the upcoming discussion of Item 10F, the City Council may discuss the possibility of expanding the funding for a total compensation benchmark study to include the management compensation plan classifications.

Assistant City Manager De La Rosa added the City was in the process of preparing a total compensation plan for all staff other than management staff. Including management staff could cost another $11,000 to $12,000 beyond the $22,000 that had already been approved. Results from a total compensation plan could take four to six weeks.

City Manager Murray clarified the discussion would be a Closed Session item as related to personnel matters and labor negotiations and direction would be sought from the Council, with staff to return with a Revised Management Compensation Plan for consideration during an open session. Staff would confirm with the consultant conducting the initial study whether or not they could include a total compensation benchmark and also confirm scheduling to better define the timeline when that information would be brought back.

Mayor Pro Tem Salimi hoped to see the information by October 2021.

ACTION: Motion by Council members Toms/Tave to Approve Consent Calendar Items A, B, C, and E.

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

ACTION: Motion by Councilmember Toms/Mayor Martinez-Rubin to Approve Consent Calendar Item D.

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

8. 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 parté communication that is the subject of a Public Hearing must disclose the communication on the record prior to the start of the Public Hearing.

None

9. OLD BUSINESS

None

10. NEW BUSINESS

A. Approve the City of Pinole Fiscal Year (FY) 2021-22 through 2025-26 Five-Year Capital Improvement Plan and Adopt the FY 2021-22 Capital Budget **[Action: Adopt Resolution per Staff Recommendation (Miller)]**

Senior Project Manager Misha Kaur provided a PowerPoint presentation of the City of Pinole's Fiscal Year (FY) 2021-22 through 2025-26 Five-Year Capital Improvement Plan and FY 2021-22 Capital Budget.

The following speakers submitted written comments that were read aloud and will be filed with the agenda packet for this meeting: **Susyn Normington, Alexander Jason, Allen Faria, Angela Schneider, Arnold J. Ode, Avram Gimbel, Belinda Espinosa, Ben Doyle, Bob Moore, Bruce and Sandra Beyaert, Carole Whitmarsh, Cathy Murray, Chris Wimmer, Christina Saballos, Chuck Dadisman, Cynthia Christian, Colleen Tipp, Cindy Sprinkel, Darlene Davidson, Deanna Brownlee, Diane DeSilva-Dyer, Dolores Faria Lucas, Donald Bastin, Dyana Wing So, Earl Combs, E. Villareal, Mariotti Family, Erin Hallisy, Estela DePaz, Eugene Stone, Francine Silver, Frederic Hollister, Gary Tipp, George R. Vincent, Ivette Ricco, Janice Torbet, Jeff Rubin, Jennifer Cote, Payne Family, Joann Gannotti, Joel L. Gannotti, John Schilt, John V. Robinson, John Ziesenhenne, Jonay Brownlee, Juliana Jason, Kathleen Kelley, Christina and Roy Javellana, Kurt Pless, Laurelle Martin, Linda Jane Kole, Lino Amaral, Mary Drazba, Mary Egger, Melissa Lawton, Michael Lefebvre, Michele Prather, Michelle Rosales, Natalie Lenz-Acuna, Nita Jason, Pam Patzlaff, Paula Harvey, Peter Murray, Rafael Menis, Robin Raber-Luna, Ronnie Fallaha, Sal Spataro, Sandy and Greg Glantz, Sharon Lefebvre, Shirley Ramos, Steve Linstad, Steven James, Steve Morrow** and **Warner and Mary McMains.**

City Manager Murray, Senior Project Manager Kaur, Assistant City Manager De La Rosa, and Development Services Director/City Engineer Tamara Miller responded to comments and questions from the Council on the presentation, specifically questions related to the Faria House Renovations, grant fund opportunities, details of the Measure S 2006 and Measure S 2014 Five-Year Funding Plans adopted in 2019 and attached to the agenda item, status of Americans with Disabilities Act (ADA) improvements completed or planned in the future, need for the Council to prioritize competing projects with the Council asked to approve funding for one year of the CIP and the concepts of the CIP over five years with staff able to work on additional definitions for the out years for long-term planning processes, and with the Council asked to provide direction on what the capital budget and expenses would be for this year to allow staff to prepare a capital plan for the next four years. Staff advised the documents would likely change pending the results of the assessment analysis.

Staff also identified $42 million as the minimum needed for the City to repair its roads to an average Pavement Condition Index (PCI) of 85, which was the City Council's target standard as part of its long-term financial planning process, and the City Council wanted to know where the revenue would come from which had been discussed as part of the Long-Term Financial Plan. Clarification was also provided on the history and status of the Brandt Court cul-de-sac, Rule20A funds, and clarified the budget would need to be revised once the City received its American Rescue Plan Act (ARPA) funds. The use of Park Dedication Fees, other fund balances which the

City Council had the opportunity to use for other projects, Emergency Power for Critical City Facilities, Tree Maintenance Program, and the Beautification Ad Hoc Committee recommendations, which were all unfunded projects were highlighted.

Given the lateness of the hour, Mayor Martinez-Rubin advised a motion to extend the meeting was required. She hoped the City Council would be able to complete the discussion of Item 10A although the remaining agenda items would likely be continued to a Special City Council Meeting.

ACTION: Motion by Council member Murphy/Mayor Martinez-Rubin to Extend the City Council Meeting to 11:30 p.m.

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

Further responding to the Council, City Manager Murray reported the Finance Subcommittee had recommended that some of the Beautification Ad Hoc Committee recommendations be included in the Operating Budget, and had recommended $60,000 be included in the budget for the non-capital recommendations, to include an education awareness campaign, art program, and community clean-up event. The items had been included in the Operating Budget.

Director Miller also provided an overview of the Park Master Plan, potential consideration of an informal community garden which could be formalized through the Park Master Plan, informally or formally and/or both with options to be presented to the City Council in the future. Grant funding had been earmarked for the bocce ball courts and auxiliary parking lot adjacent to the Senior Center and the City must reach 90 percent design completion for the project by December 31, 2021 to comply with the requirements of the State grant. The background of the Fowler House and a prior Council Ad Hoc Committee recommendation to use the former Fowler House as a parking lot and to move forward with the bocce ball court were highlighted. While it may be feasible to repurpose the grant for some other purpose, staff would have to clarify that information. Staff also clarified that Measure S funding would be necessary for the project since the bocce ball court would exceed the grant funding available.

Details of the electric vehicle charging stations were also provided with $20,000 earmarked for the project with a grant from Marin Clean Energy (MCE), with the number of charging stations to depend on the location and with all charging stations to be open to the public. The cost of solar as part of the auxiliary parking lot was being discussed and evaluated by staff as part of the design for the project, and would return to the Council as the project scope evolved.

ACTION: Motion by Council members Murphy/Tave to Extend the City Council Meeting to 12:00 a.m.

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

As to the potential for building municipal broadband, City Manager Murray reported the Finance Subcommittee discussed the subject and staff recommended this topic be addressed by the consultant who would prepare the Economic Development Strategy, with municipal broadband to be developed as a business development tool for private businesses and a revenue generating mechanism for the City. The Finance Subcommittee decided not to take action and rely on the Economic Development Strategy.

Director Miller provided further details on the City's sidewalk program and stated the Council had committed $20,000 a year as part of the Measure S Funding Plan. She also clarified the General Plan had made a commitment to provide all weather access on some fire roads in the open space areas.

The City Council expressed its appreciation to staff and the Finance Subcommittee for the work on the CIP and Capital Budget documents, thanked staff for adding the unfunded project list and recognized staff was waiting for guidance regarding use of the ARPA funds.

At this time, Mayor Martinez-Rubin asked the City Council to discuss the Unfunded Project List and provide consensus for each item.

Mayor Martinez-Rubin made a motion, seconded by Council member Toms to move the Faria House Funding to the Funded List and appropriate $1.5 million from the General Fund Balance.

On the motion, Mayor Martinez-Rubin explained that her motion did not mean the money would be spent, she recognized more work would be required to refine the actual costs, did not suggest the use of Measure S funds, but supported contributions towards that fund balance including one-time funds as part of redevelopment.

City Manager Murray confirmed there was an unassigned fund balance in the General Fund separate from Measure S that could be used for any lawful purpose. The City had received funds from the sale of former redevelopment properties and it was anticipated the General Fund would receive proceeds from future sales of remaining former redevelopment properties in an amount that exceeded $1.5 million over the life of redevelopment. There would be adequate funds in Measure S funds as well.

Council member Tave suggested that $1.5 million was the equivalent of the Measure S funds and while he could support a hazmat study, security system and improvements to the building to allow someone to walk inside, he recommended a reduced number.

Director Guillory provided the estimated total in the three funds being discussed for FY 2021-22.

Council member Toms supported funding for the Faria House, the high-capacity solar powered compacting trash bins at City parks and adding broadband to the unfunded project list. The ADA ramps on the list qualified for other funding sources and could remain on the unfunded list.

Council member Murphy prioritized emergency power for critical city facilities, installation of the high-capacity solar powered compacting trash bins at City parks, and the electric vehicle charging stations in City lots from the unfunded project list to the funded list.

Council member Tave concurred with the comments but would rather see the City Council set aside funding that could actually execute the projects.

City Manager Murray clarified the proceeds from the sale of former redevelopment properties would net the City the same portion of the proceeds it received from a normal property tax, which was around 19 percent. Those monies would come back to the City in the General Fund and could be spent on anything.

Assistant City Manager De La Rosa provided updated figures on the sale of former redevelopment properties.

ACTION: Motion by Mayor Martinez-Rubin/Council member Toms to Move the Faria House Funding to the Funded List and Appropriate $1.5 Million from the General Fund Balance.

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

ACTION: Motion by Council members Tave/Murphy to Extend the City Council Meeting to 12:30 a.m.

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

Mayor Pro Tem Salimi asked that the Brandt Court cul-de-sac be added to the CIP. From the Unfunded Project List, he supported adding the Faria House renovations and the installation of high intensity/activated crossWALK (HAWK) to the Funded List.

Council member Tave identified the following projects on the Unfunded List he wanted to see added to the Funded List, UF001,Faria House Renovations; UF003, Emergency Power for Critical Facilities; UF004, Charging Stations in City Lots; UF007, Dog Park Restroom Replacement; UF009, Eucalyptus Grove Restoration; UF010, Fernandez Park Grandstand Improvement; UF011, Repave Trails; UF012, ADA Ramps; UF015, Installation of High Intensity Activated CrossWALK (HAWK); UF016, Pavement Maintenance; UF023, Tree Master Plan; UF024, Installation of High Capacity Trash Bins; and UF026, All Access Weather Roads. He also supported the addition of the Brandt Court cul-de-sac, municipal broadband and recycled water projects to the Funded List.

Council member Murphy also supported UF001, UF003, UF024, and UF025, Installation of Solar at City Facilities and recommended new project Nos. UF028, Municipal Broadband, UF029, Brandt Court Cul-de-sac and UF030, Recycled Water.

Mayor Martinez-Rubin offered a motion, seconded by Council member Murphy to move the items the majority of the City Council had overlapped to be moved from the Unfunded List to the Funded

List (identified as Project Nos. UF001, Faria House Renovations, UF003, Emergency Power for Critical Facilities, and UF024, Installation of High Capacity Trash Bins.)

Council member Murphy offered an amendment to the motion to add new Project Nos. UF028, Municipal Broadband and UF029, Brandt Court Cul-de-sac to the CIP as Unfunded projects.

Council member Toms suggested UF030, Recycled Water also should be added to the Unfunded List and there was consensus to add the project to the Unfunded List.

The motion was restated with Council member Murphy making a new motion, seconded by Mayor Martinez-Rubin to Add UF001, Faria House Renovations, UF003, Emergency Power for Critical Facilities, and UF024, Installation of High Capacity Trash Bins to the Funded CIP for FY 2021-22.

On the motion, City Manager Murray advised that staff would eventually need to know the funding amounts to be allocated for each item and cost estimates. He recommended a placeholder could be added and the projects could be moved to the Funded List.

Further discussing the motion and in response to the staff comments, rather than identify appropriation amounts in the motion, Council member Tave recommended staff return once the cost estimates had been identified, although the Mayor noted there was adequate information to identify the appropriation amounts at this time.

Mr. Murray confirmed the City Council may appropriate the amount of funding for any of the projects as part of the CIP. Moving projects to the Funded List meant appropriating funding for Faria House Renovations, for instance, and while a cost estimate had already been identified for a specified scope of work for that project, any change in the scope would have to be defined. At this time there was no idea of a cost estimate for UF003, Emergency Power for Critical Facilities since an assessment of City facilities had yet to be done.

The City Council discussed potential appropriations for UF003, Emergency Power for Critical Facilities with consensus for an appropriation of $200,000. The City Council continued to discuss possible appropriations for UF001 and UF024.

Council member Murphy expressed the willingness to withdraw his motion and propose a new motion. He requested additional information from staff related to UF024 and asked the number of trash bins that would be provided as part of the project. He requested additional information related to the continued discussions of the Faria House Renovations.

Mayor Martinez-Rubin pointed out the funding for UF001, Faria House Renovations was available this year, referenced the public support for the project, and did not want to defer the project.

Council member Murphy clarified when asked by the Mayor Pro Tem that his current motion was not to fund any of the projects at this time.

Mayor Martinez-Rubin offered an amendment to the motion to have the projects previously identified as UF001, Faria House Renovations, be funded in the amount of $1.5 million; UF003, Emergency Power for Critical Facilities be funded in the amount of $200,000; and UF024, Installation of High Capacity Trash Bins be funded in the amount of $425,000.

Council member Murphy stated he would withdraw his motion at this time but when asked by the City Clerk he restated his original motion for consideration.

ACTION: Motion by Council members Murphy/Toms to Add UF001, Faria House Renovations; UF003, Emergency Power for Critical Facilities; and UF024, Installation of High Capacity Trash Bins to the Funded CIP for FY 2021-22.

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

ACTION: Motion by Council members Toms/Tave to Add UF028, Municipal Broadband; UF029, Brandt Court; and UF030, Recycled Water to the Unfunded List.

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

ACTION: Motion by Mayor Martinez-Rubin/Mayor Pro Tem Salimi to Extend the City Council Meeting to 1:00 a.m.

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

Mayor Martinez Rubin offered a motion, seconded by Council member Toms to appropriate $1.4 million for UF001, Faria House Renovations; appropriate $200,000 for UF003, Emergency Power for Critical Facilities (Funding Source: Unassigned Fund Balance); and appropriate $425,000 for UF024, Installation of High Capacity Trash Bins (Funding Source: Solid Waste Fund).

The City Council discussed the motion, appropriation amounts and funding sources and there was concern with the appropriation proposed for the Faria House, a City-owned property that had fallen into disrepair. Although there was a recommendation from Council member Murphy to vote on the Faria House separately, the Mayor and Council member Toms pointed out the project had been deferred for years for many reasons, with clarification that if the funds were allocated over a period of years more funds would have to be appropriated due to escalating costs. Council member Tave disagreed that the appropriation for the Faria House from the General Fund was appropriate, and while he recognized the importance of the building he urged careful consideration of the expenditure of City funds.

ACTION: Motion by Mayor Martinez-Rubin/Council member Toms to Appropriate $1.4 Million for UF001, Faria House Renovations; Appropriate $200,000 for UF003, Emergency Power for Critical Facilities (Funding Source: Unassigned Fund Balance) and Appropriate $425,000 for UF024, Installation of High Capacity Trash Bins (Funding Source: Solid Waste Fund).

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

Assistant City Attorney Mog clarified the City Council had already approved a motion to add UF028, Municipal Broadband; UF029, Brandt Court; and UF030, Recycled Water to the Unfunded List and it was not necessary to add any numbers at this time.

Mayor Pro Tem Salimi offered a motion, seconded by Council member Tave to add UF029, Brandt Court to the Funded List.

On the motion, Council member Tave recommended an appropriation of $120,000 as a placeholder for UF029 Brandt Court, and the Council discussed the pros and cons of completing the Brandt Court cul-de-sac and received information from staff on the history of Brandt Court.

On the discussion, Assistant Attorney Mog understood there was an amendment by Council member Tave to the motion offered by the Mayor Pro Tem to add UF029 Brandt Court to the Funded List, for the repavement of Brandt Court, with funding in the amount of $120,000 (Funding Source: Unassigned General Fund Balance).

Mayor Pro Tem Salimi accepted the amendment to the motion and clarified the $120,000 was only for the pavement although the community sought the completion of the cul-de-sac, which he continued to advocate.

ACTION: Motion by Mayor Pro Tem Salimi/Council member Tave to Add UF029, Brandt Court to the Funded List for the Repavement of Brandt Court, with funding in the amount of $120,000 (Funding Source: Unassigned General Fund Balance).

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

Assistant City Attorney Mog advised the Council may make a motion to add the reconstruction of the Brandt Court cul-de-sac to the Funded List with an amount, and whether or not the City was able to purchase the property for that amount depended on a number of factors.

Mayor Pro Tem Salimi did not want to identify a specific amount if the issue required Closed Session discussion.

Assistant City Attorney Mog noted to be included on the Funded List the project would require a funding amount. It did not mean the number was a commitment on the City's part to spend that amount given the Council may amend the budget and may not agree to a purchase agreement in the amount specified.

City Manager Murray suggested the dollar amount would be handled through Closed Session negotiations. He recommended the project be added to the Funded Project List with a placeholder amount that would not commit the City to anything; Director Miller provided additional information and sought direction from the Council whether to pursue a centered or a left-handed court for Brandt Court; and Mayor Pro Tem Salimi stated a preference for a centered court as desired by the neighbors.

Mayor Pro Tem Salimi offered a motion, seconded by Council member Murphy to Complete the Brandt Court cul-de-sac (UF029) in the amount of $50,000 (Funding Source: Unfunded Fund Balance).

Council member Toms could not support the motion since the acquisition of right-of-way (ROW) required significant staff time at great expense that benefitted a small number of neighbors. She suggested the existing rolled curb served its function and was adequate for emergency access.

ACTION: Motion by Mayor Pro Tem Salimi/Council member Murphy to Complete the Brandt Court cul-de-sac (UF029) in the amount of $50,000 (Funding Source: Unfunded Fund Balance).

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

ACTION: Motion by Council member Toms/Mayor Pro Tem Salimi to Extend the City Council Meeting to 1:15 a.m.

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

Council member Murphy offered a motion, seconded by Mayor Pro Tem Salimi to Add UF028, Municipal Broadband to the Funded List with an Appropriation Amount of $60,000 (Funding Source: Measure S).

Director Miller reported the ARPA would be focused on broadband.

ACTION: Motion by Council member Murphy/Mayor Pro Tem Salimi to Add UF028, Municipal Broadband to the Funded List with an Appropriation Amount of $60,000 (Funding Source: Measure S).

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

Council member Tave offered a motion, seconded by Mayor Pro Tem Salimi to Add UF030, Recycled Water to the Funded List with an Appropriation Amount of $200,000 (Funding Source: Unassigned Fund Balance).

Mayor Martinez-Rubin suggested the appropriation amount be reduced to $100,000 and Assistant City Attorney Mog advised that ARPA funds may be available for this project.

City Manager Murray was not clear on the deliverables for UF028 and UF030 other than the Council direction to staff to come back with a plan on what could be done with the identified amount of funding. The projects were not well defined nor costs identified. Staff would have to come back with a schedule given the additional projects added to obtain direction from the Council since he was uncertain staff could achieve the projects in one year.

Council member Toms suggested either a consultant or an on-call engineer be considered to advance the projects, which could be discussed as part of the operating budget.

ACTION: Motion by Council member Tave/Mayor Pro Tem Salimi to Add UF030, Recycled Water to the Funded List with an Appropriation Amount of $200,000 (Funding Source: Unassigned General Fund Balance).

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

City Clerk Iopu advised another motion would be required to adopt the resolution in the staff report including the approval of the amendments that had been made individually.

Assistant City Attorney Mog stated the resolution had combined the Five-Year Capital Improvement Budget Plan and the Capital Budget. He recommended the resolution shown in Attachment C to the staff report be revised with modifications to Page 1, Section 2 with the appropriations to match the items previously approved by the City Council at this meeting. The motion would be to adopt the proposed resolution with changes to reflect the previous additions requested by the City Council during this meeting.

ACTION: Motion by Mayor Martinez-Rubin/Council member Toms to Adopt a Resolution Approving the Fiscal Years 2021-22 Through 2025-26 Five-Year Capital Improvement Budget Plan and Adopting the Fiscal Year 2021-22 Capital Budget, subject to the changes approved by the City Council.

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

Mr. Murray clarified the motion was the approval of the CIP, as amended by the City Council per the discussion, which did not have to come back, with the adopted CIP to be shared with the City Council, and if the Council wanted to make any clarifying changes it could do so as a future agenda item.

ACTION: Motion by Council member Murphy/Mayor Pro Tem Salimi to Extend the City Council Meeting to 1:30 a.m.

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

Mayor Martinez-Rubin offered a motion, seconded by Council member Tave to continue Agenda Items 10B through 10F to a Special Meeting of the City Council scheduled for June 29, 2021.

Council member Murphy recommended a Special Meeting of the City Council on a Saturday or a Special Meeting scheduled for June 26, 2021, but Mayor Martinez-Rubin stated the Special Meeting schedule for June 29 had been on the Council forecast and had been posted on the City website and she preferred that meeting date.

ACTION: Motion by Mayor Martinez-Rubin/Council member Tave to Continue Agenda Items 10B through 10F to a Special Meeting of the City Council scheduled for June 29, 2021.

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

B Fiscal Year (FY) 2020-21 Annual Review of Utility User's Tax (UUT) and Adoption of Resolution Modifying Household Income Eligibility Thresholds for Utility Users' Tax Exemptions for FY 2021-2022 [**Action: Adopt Resolution per Staff Recommendations (Guillory)]**

C. Review and Approve Master Fee Schedule **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

D. Adopt a Resolution Establishing the Fiscal Year (FY) 2021-22 Appropriations Limit **[Action: Adopt Resolution per Staff Recommendation (Guillory)]**

E. Approve Financial and Investment Policies for Fiscal Year 2021-22 **[Action: Adopt Resolution per Staff recommendation (Guillory)]**

F. Review Final Proposed Fiscal Year (FY) 2021-22 Operating and Capital Budget **[Action: Adopt Resolution Approving Final Proposed FY 2021-22 Operating and Capital Budget per Staff Recommendation (Guillory)]**

Items 10B through 10F were continued to a Special Meeting of the City Council scheduled for June 29, 2021.

11. REPORTS & COMMUNICATIONS

A. Mayor Report

1. Announcements

Mayor Martinez-Rubin announced her attendance at the Mayors' Conference with Contra Costa County Supervisor Diane Burgis having proposed an amendment to the County Ordinance related to fireworks; and participated in the Revenue Taxation Policy Committee sponsored by the League of California Cities with agreement on a study of the effects of pocket temporary population shifts and how they may affect the dollar amount allocated by the State for road and street related projects. She had also attended a meeting of the Western Contra Costa Transit Authority (WestCAT) with an update provided on the work of the Blue Ribbon Transit Recovery Task Force and how it may impact WestCAT. She reminded everyone that although the State had reopened everything on June 15, there was still a pandemic and she urged everyone to remain compliant with public health guidelines.

B. Mayoral & Council Appointments

None

C. City Council Committee Reports & Communications

Council member Murphy reminded everyone that Contra Costa Health Services had a mobile vaccine clinic, with more information available on the County website; the regularly scheduled Marin Clean Energy (MCE) Board meeting had been canceled for the month but he encouraged residents who may need it to consider the MCE Cares Program and he invited the public to participate in a 350 Contra Costa panel for Leadership on Climate Resilience, a Local Government Perspective on Monday June 21 from 5:00 to 6:30 p.m.. He also commended the City Council for being ahead of the curve on Juneteenth which had now been designated a federal holiday.

Council member Tave reported that the West Contra Costa Integrated Waste Management Authority (WCCIWMA) had held a recent mattress drop-off event and thanked the community for its participation. Another hazardous waste event had been scheduled in the City of Hercules and he provided a flyer to the City Manager for circulation to the City Council. He had also attended a League of California Cities Government Transparency Labor Committee (GTLC) meeting and briefed the Council on the discussions, with information from the presentation provided to City staff to be distributed to the City Council.

Council member Toms stated she would provide a report on her attendance of the Housing Committee at the next City Council meeting. She announced a cooling center had been provided in the City of Hercules at 151 Linus Pauling Drive from 8:00 a.m. to 5:00 p.m., Thursday and Friday and possibly Wednesday; and the Pinole Police Department would participate in the Law Enforcement Torch Run for the Special Olympics on June 22.

D. Council Requests for Future Agenda Items

Council member Tave requested a future agenda item for the preparation of a support letter for Assembly Bill (AB) 570, Dependent Parent Health Coverage. Consensus given.

Mayor Martinez-Rubin requested a future agenda item for Fire Chief Wynkoop and Police Chief Gang to look at the County Ordinance related to fireworks and report back to the City Council whether or not it would be reasonable to create or modify an ordinance tailored to the City of Pinole. Consensus given.

E. City Manager Report / Department Staff

City Manager Murray announced the phased approach reopening efforts related to COVID-19, thanked staff for the preparation of the CIP, and looked forward to the continued discussions of the budget on June 29.

F. City Attorney Report

None

12. ADJOURNMENT to a Special City Council Meeting of June 29, 2021 in Remembrance of Amber Swartz.

At 1:30 a.m. Mayor Martinez-Rubin adjourned the meeting to the Special City Council Meeting of June 29, 2021 in Remembrance of Amber Swartz.

Submitted by:

_____

Heather Iopu, CMC
City Clerk

Approved by City Council:

Return to Agenda

7B
WARRANT LISTING
By Vendor Name

City of Pinole, CA

Payment Dates 7/17/2021 - 8/13/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 4LE00 - 4LEAF, INC.					
JI909A35	96842	07/30/2021	212-462-42101	BUILDING INSPECTOR II-CHRIS PALLARES APRIL 2021	16,815.00
JI909A36	96842	07/30/2021	212-462-42101	BUILDING INSPECTOR II-CHRIS PALLARES MAY 2021	15,219.71
JI909A37	96903	08/06/2021	212-462-42101	BLDG INSPET II/PERMIT TECH PALLARES/NUNES JUNE 21	24,319.83
				Vendor 4LE00 - 4LEAF, INC. Total:	**56,354.54**
Vendor: 2223 - AARON JORGENSEN					
080421 REFUND	96939	08/13/2021	209-557-36403	REQUEST TO CANCEL SWIM LESSON REGISTRATION	58.00
				Vendor 2223 - AARON JORGENSEN Total:	**58.00**
Vendor: ACM07 - ACME PACIFIC REPAIRS, INC.					
77494	96940	08/13/2021	100-231-42107	RANGE OVEN REPAIRS	300.00
				Vendor ACM07 - ACME PACIFIC REPAIRS, INC. Total:	**300.00**
Vendor: 1568 - ADSPHERE INC					
29734	96941	08/13/2021	500-642-42101	SEWER RATE INCREASE POSTCARDS	3,835.99
				Vendor 1568 - ADSPHERE INC Total:	**3,835.99**
Vendor: AIR10 - AIRGAS USA, LLC					
9981072852	96775	07/23/2021	100-231-42107	RENT CYL MED LARGE AIR	81.00
				Vendor AIR10 - AIRGAS USA, LLC Total:	**81.00**
Vendor: ALH01 - ALHAMBRA & SIERRA SPRINGS					
5025519 070621	96776	07/23/2021	500-641-42201	WWTP DRINKING WATER SERVICE JUNE 2021	142.29
5025531 070621	96776	07/23/2021	100-343-42108	CORP YARD DRINKING WATER SERVICE JUNE 2021	99.84
				Vendor ALH01 - ALHAMBRA & SIERRA SPRINGS Total:	**242.13**
Vendor: 2215 - ALLIANCE GRAPHICS, INC.					
89737	96843	07/30/2021	100-221-44410	PD EMBROIDERY	14.23
				Vendor 2215 - ALLIANCE GRAPHICS, INC. Total:	**14.23**
Vendor: 2063 - ALLIANT INSURANCE SERVICES, INC.					
1683387	96777	07/23/2021	100-231-46201	ALLIANT MOBILE VEHICLE PROGRAM POLICY RENEW 21/22	4,712.00
				Vendor 2063 - ALLIANT INSURANCE SERVICES, INC. Total:	**4,712.00**
Vendor: AME52 - AMERICAN MESSAGING SERVICE, LLC					
W4102378VH	96942	08/13/2021	525-118-43101	FD MESSAGING SERVICE AUGUST 2021	43.76
				Vendor AME52 - AMERICAN MESSAGING SERVICE, LLC Total:	**43.76**
Vendor: 2221 - ANGELA CLEMES					
080321 REFUND	96943	08/13/2021	209-555-36405	REFUND CANCELLED HOOP IT UP CAMP	122.00
				Vendor 2221 - ANGELA CLEMES Total:	**122.00**
Vendor: 2005 - ANIMAL DAMAGE MANAGEMENT, INC					
4316C	96778	07/23/2021	100-345-42108	PV/FERNANDEZ PARK BIMONTHLY PEST CONTROL	250.00
				Vendor 2005 - ANIMAL DAMAGE MANAGEMENT, INC Total:	**250.00**
Vendor: 2218 - ANTHONY LUNARDINI					
100521 NATIONAL NIGHT OUT	96844	07/30/2021	100-221-42514	DJ SERVICES FOR NATIONAL NIGHT OUT	800.00
				Vendor 2218 - ANTHONY LUNARDINI Total:	**800.00**

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: ARA01 - ARAMARK UNIFORM SERVICES					
063021 860022857	96845	07/30/2021	100-222-44410	PD UNIFORM SERVICE JUNE 2021	54.45
063021 860105970	96845	07/30/2021	100-343-44410	CORP YARD UNIFORM SERVICE JUNE 2021	1,169.53
063021 939388000	96845	07/30/2021	100-231-42107	WPCP/FD UNIFORM SERVICE JUNE 2021	132.45
063021 939388000	96845	07/30/2021	500-641-44410	WPCP/FD UNIFORM SERVICE JUNE 2021	1,036.14
				Vendor ARA01 - ARAMARK UNIFORM SERVICES Total:	**2,392.57**
Vendor: ARM04 - ARMOR LOCKSMITH SERVICES					
75374	96904	08/06/2021	100-343-42108	KEYS FOR ROB	21.90
75503	96904	08/06/2021	100-345-42108	LIBRARY NEW LOCKS ON BATHROOMS	237.16
75508	96904	08/06/2021	209-553-42108	SENIOR CENTER KITCHEN CABINET	19.28
75568	96779	07/23/2021	100-345-42108	LOCKS LIBRARY BATHROOMS	40.76
75595	96779	07/23/2021	100-343-42108	YARD LOCKS/KEY BREAKS	54.77
				Vendor ARM04 - ARMOR LOCKSMITH SERVICES Total:	**373.87**
Vendor: 2228 - ARTHUR BEDIKIAN					
080521 REFUND	96944	08/13/2021	100-000-31510	REFUND OVERPAYMENT OF 2021 BUSINESS LICENSE	149.00
				Vendor 2228 - ARTHUR BEDIKIAN Total:	**149.00**
Vendor: 2211 - ASPIRING FIRE OFFICERS					
3387	96780	07/23/2021	106-231-42301	EMERGENCY SCENE SIMULATIONS WORKSHOP	5,500.00
3389	96780	07/23/2021	100-231-42301	EMERGENCY SCENE SIMS/INTERVIEWS/COUNSELING	2,000.00
				Vendor 2211 - ASPIRING FIRE OFFICERS Total:	**7,500.00**
Vendor: ABA01 - ASSOCIATION OF BAY AREA GOVERNMENTS					
AR026086	96905	08/06/2021	100-117-42401	ABAG MEMEBERSHIP FY 21/22	5,293.00
				Vendor ABA01 - ASSOCIATION OF BAY AREA GOVERNMENTS Total:	**5,293.00**
Vendor: ATT01 - AT&T					
000016579755	96781	07/23/2021	525-118-43101	MIS AT&T CALNET SERVICE 5/10-6/9/21	679.50
000016583234	96781	07/23/2021	525-118-43101	FD AT&T CALNET SERVICE 5/10-6/9/21	1,093.80
000016583240	96781	07/23/2021	525-118-43101	PW AT&T CALNET SERVICE 5/11-6/10/21	662.48
000016583241	96781	07/23/2021	525-118-43101	ADMIN AT&T CALNET SERVICE 5/11-6/10/21	2,103.17
000016583242	96781	07/23/2021	525-118-43101	RECREATION AT&T CALNET SERVICE 5/11-6/10/21	811.56
000016583243	96781	07/23/2021	525-118-43101	CDD AT&T CALNET SERVICE 5/11-6/10/21	236.10
000016583245	96781	07/23/2021	525-118-43101	EOC AT&T CALNET SERVICE 5/11-6/10/21	177.63
000016583768	96781	07/23/2021	525-118-43101	AP AT&T CALNET SERVICE 5/11-6/10/21	210.64
000016641327	96781	07/23/2021	525-118-43101	PD AT&T CALNET SERVICE 5/20-6/19/21	2,055.10
000016723113	96906	08/06/2021	525-118-43101	MIS AT&T CALNET SERVICE 6/10-7/9/21	956.61
000016726600	96906	08/06/2021	525-118-43101	FD AT&T CALNET SERVICE 6/11-7/10/21	739.74
000016726606	96906	08/06/2021	525-118-43101	PW AT&T CALNET SERVICE 6/11-7/10/21	766.10
000016726607	96906	08/06/2021	525-118-43101	ADMIN AT&T CALNET SERVICE 6/11-7/10/21	2,102.20
000016726608	96906	08/06/2021	525-118-43101	REC DEPT AT&T CALNET SERVICE 6/11-7/10/21	824.59

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
000016726609	96906	08/06/2021	525-118-43101	CDD AT&T CALNET SERVICE 6/11-7/10/21	234.62
000016726611	96906	08/06/2021	525-118-43101	EOC AT&T CALNET SERVICE 6/11-7/10/21	177.63
000016727134	96906	08/06/2021	525-118-43101	ACCOUNTS PAYABLE AT&T CALNET SERVICE 6/11-7/10/21	210.64
000016784721	96846	07/30/2021	525-118-43101	PD AT&T CALNET SERVICE 6/20-7/19/21	2,076.93
				Vendor ATT01 - AT&T Total:	**16,119.04**
Vendor: BAR40 - BARRY EVANS STUDIO					
9687	96782	07/23/2021	100-110-42101	PHOTOS/SESSIONS CITY MANAGER/MAYOR/TREASURER	436.26
9687	96782	07/23/2021	100-111-42101	PHOTOS/SESSIONS CITY MANAGER/MAYOR/TREASURER	436.25
9687	96782	07/23/2021	100-113-42101	PHOTOS/SESSIONS CITY MANAGER/MAYOR/TREASURER	436.26
				Vendor BAR40 - BARRY EVANS STUDIO Total:	**1,308.77**
Vendor: BAY04 - BAY AREA BARRICADE SVC.					
0022581	96783	07/23/2021	200-342-42108	K MARKER POST ONLY PEXCO	497.83
0023131	96783	07/23/2021	500-641-42107	PARKING BUMPER 48" CEMENT W/REBAR PINS	36.16
0023132	96783	07/23/2021	500-641-42107	STICKERS	111.95
				Vendor BAY04 - BAY AREA BARRICADE SVC. Total:	**645.94**
Vendor: 2027 - BEEHIVE INDUSTRIES, LLC.					
2188	96847	07/30/2021	100-341-42510	PROGRESS BILL NO. 3 OF 5	7,897.50
2333	96847	07/30/2021	100-341-42510	BEEHIVE SUBSCRIPTION ANNUAL RENEWAL FY 21/22	19,500.00
				Vendor 2027 - BEEHIVE INDUSTRIES, LLC. Total:	**27,397.50**
Vendor: ESP01 - BELINDA ESPINOSA					
072921	96848	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICARE REIMBURSEMENT	437.30
				Vendor ESP01 - BELINDA ESPINOSA Total:	**437.30**
Vendor: 2093 - BEST BEST & KRIEGER LLP					
910292	96849	07/30/2021	100-116-42101	CALPERS SERVICES JUNE 2021	6,325.00
				Vendor 2093 - BEST BEST & KRIEGER LLP Total:	**6,325.00**
Vendor: BIR05 - BIRITE FOODSERVICE DISTRIBUTORS					
6120044	96784	07/23/2021	209-552-43811	SENIOR CENTER PPE GLOVES/MASKS/WIPES/SANITIZER	301.40
6120045	96784	07/23/2021	209-552-43804	SENIOR CENTER FOOD SUPPLIES	563.86
6124136	96784	07/23/2021	209-552-43804	SENIOR CENTER FOOD DELIVERY LUNCH PROGRAM	1,544.66
6127872	96784	07/23/2021	209-552-43804	SENIOR CENTER LUNCH PROGRAM FOOD SUPPLIES	1,008.76
6139250	96907	08/06/2021	209-552-43804	SENIOR CENTER LUNCH PROGRAM FOOD SUPPLIES	837.44
6142826	96907	08/06/2021	209-552-43804	SENIOR CENTER LUNCH PROGRAM FOOD SUPPLIES	19.15
6143363	96907	08/06/2021	209-552-43804	SENIOR CENTER LUNCH PROGRAM FOOD SUPPLIES	778.88
				Vendor BIR05 - BIRITE FOODSERVICE DISTRIBUTORS Total:	**5,054.15**
Vendor: BLU03 - BLUE LAGOON POOL SERVICE					
15754	96850	07/30/2021	209-557-42108	SUMMER POOL SERVICE	1,540.00
				Vendor BLU03 - BLUE LAGOON POOL SERVICE Total:	**1,540.00**

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: BOU01 - BOUND TREE MEDICAL, LLC					
84124821	96851	07/30/2021	100-231-42104	AMIODARONE 150MG 3ML VIAL	52.50
				Vendor BOU01 - BOUND TREE MEDICAL, LLC Total:	**52.50**
Vendor: DEN09 - BRIAN DENIS					
070621 REIMBURSEMENT	96785	07/23/2021	500-642-42514	DOT PHYSICAL REIMBURSEMENT	79.50
				Vendor DEN09 - BRIAN DENIS Total:	**79.50**
Vendor: 1654 - BRINK'S INCORPORATED					
11588446	96852	07/30/2021	100-115-42101	TRANSPORTATION SERVICE JUNE 2021	186.60
				Vendor 1654 - BRINK'S INCORPORATED Total:	**186.60**
Vendor: 2226 - B-UNIQUE					
072921 REFUND	96945	08/13/2021	100-000-31510	REFUND BUSINESS LICENSE OVERPAYMENT	13.75
				Vendor 2226 - B-UNIQUE Total:	**13.75**
Vendor: CAL04 - CALCON SYSTEMS,INC.					
49263	96853	07/30/2021	500-641-42107	SERVICE CALL 6/17/21 RTU #8	785.00
				Vendor CAL04 - CALCON SYSTEMS,INC. Total:	**785.00**
Vendor: CAL97 - CALIFORNIA BUILDING STANDARDS COMMISION					
4/1-6/30/21 FEE REPORT	96786	07/23/2021	212-462-34211	BLDG STANDARDS ADMIN SPECIAL APR-JUN 2021	167.40
				Vendor CAL97 - CALIFORNIA BUILDING STANDARDS COMMISION Total:	**167.40**
Vendor: PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM					
100000016476113	96854	07/30/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 674	109,319.58
100000016476123	96854	07/30/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 675	128,085.42
100000016476133	96854	07/30/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 25716	234.00
100000016476142	96854	07/30/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 25717	691.33
100000016476149	96854	07/30/2021	100-117-41004	ANNUAL UNFUNDED ACCRUED LIABILITY PLAN ID 27205	429.50
				Vendor PER03 - CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTM Total:	**238,759.83**
Vendor: CAL01 - CALTEST ANALYTICAL LAB					
622747	96787	07/23/2021	500-641-44305	ROUTINE MONITORING	883.30
				Vendor CAL01 - CALTEST ANALYTICAL LAB Total:	**883.30**
Vendor: 2234 - CARISSA POEHNERT					
080521 REFUND	96946	08/13/2021	209-555-36405	REFUND SEWING SESSION 1 CLASS	48.00
				Vendor 2234 - CARISSA POEHNERT Total:	**48.00**
Vendor: CAR30 - CAROLLO ENGINEERS INC					
FB12488-5	96908	08/06/2021	500-642-47201	SANITARY SEWER COLLECTION SYSTEM MASTER PLAN	9,607.50
				Vendor CAR30 - CAROLLO ENGINEERS INC Total:	**9,607.50**
Vendor: CCP03 - CCP INDUSTRIES					
IN02786864	96788	07/23/2021	500-641-44410	NITRILE POWDER FREE GLOVES	242.59
IN02786866	96788	07/23/2021	500-641-44410	NITRILE POWDER FREE GLOVES	155.81
IN0278855	96788	07/23/2021	500-641-44410	WINTER JACKET FLUORESCENT YELLOW/GREEN	111.90
IN02802638	96855	07/30/2021	100-343-44410	N95 PARTICULATE RESPIRATOR MASKS	337.12
IN02803520	96855	07/30/2021	100-343-44410	DEWALT PERFORMANCE MECHANIC WORK GLOVES	105.08
				Vendor CCP03 - CCP INDUSTRIES Total:	**952.50**

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2060 - CENTRAL CONCRETE SUPPLY CO., INC.					
17862585	96789	07/23/2021	200-342-47205	3/4" BASE ROCK	62.43
				Vendor 2060 - CENTRAL CONCRETE SUPPLY CO., INC. Total:	**62.43**
Vendor: 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC					
C&HIS21-03_1 20/21	96947	08/13/2021	100-222-42101	CASE REVIEWS/CONSULT/TRAVEL/REPORTS	11,345.81
C&HIS21-03_1 21/22	96947	08/13/2021	100-222-42101	CASE REVIEWS/CONSULTS/INVESTIGATIONS/REPORTS 7/21	2,125.76
				Vendor 2229 - CHAPLIN AND HILL INVESTIGATIVE SERVICES LLC Total:	**13,471.57**
Vendor: CIT08 - CITY MECHANICAL, INC					
73837	96856	07/30/2021	100-343-42108	CITY HALL HVAC PM AGREEMENTS	1,397.68
73867	96856	07/30/2021	100-222-42108	SAFETY BUILDING HVAC SERVICE CALL	495.58
73902	96856	07/30/2021	100-343-42108	CITY HALL HVAC T&M SERVICE CALL	1,150.74
73993	96856	07/30/2021	209-553-42108	SENIOR CENTER HVAC PM AGREEMENTS	832.66
74093	96856	07/30/2021	100-343-42108	CITY HALL HVAC FINAL BILLING	1,084.00
74094	96856	07/30/2021	100-343-42108	CITY HALL HVAC FINAL BILLING	2,130.00
74342	96856	07/30/2021	209-554-42108	PYC PLBG FINAL BILLING	1,600.00
74569	96948	08/13/2021	209-553-42108	TINY TOTS HVAC PM AGREEMENT	303.63
74586	96948	08/13/2021	209-553-42108	TINY TOTS SERVICE CALL	549.31
				Vendor CIT08 - CITY MECHANICAL, INC Total:	**9,543.60**
Vendor: FAI04 - CITY OF FAIRFIELD					
4617	96790	07/23/2021	100-221-42301	PD APRIL 2021 RANGE USE FEES	490.00
				Vendor FAI04 - CITY OF FAIRFIELD Total:	**490.00**
Vendor: CIT10 - CITY OF SAN PABLO					
0033302	96909	08/06/2021	100-222-42105	CAD-RMS QUARTERLY BILLING QUARTER 4 FY 20/21	21,840.25
				Vendor CIT10 - CITY OF SAN PABLO Total:	**21,840.25**
Vendor: 2219 - CJEVOLUTION, LLC					
1	96949	08/13/2021	100-221-42304	FROM ROCK TO BOTTOM TO REBIRTH-PRESENTATION	1,500.00
				Vendor 2219 - CJEVOLUTION, LLC Total:	**1,500.00**
Vendor: COM20 - COMCAST					
070921 FD	96791	07/23/2021	100-231-43105	FD BUSINESS CABLE SERVICE 7/14-8/13/21	10.67
071421CH	96857	07/30/2021	100-117-43105	CITY HALL BUSINESS CABLE SERVICE 7/19-8/18/21	29.84
071421FD	96910	08/06/2021	100-231-43105	FD BUSINESS CABLE 7/19-8/18/21	49.55
071621PD	96857	07/30/2021	100-222-43105	PD BUSINESS CABLE SERICE 7/21-8/20/21	170.84
				Vendor COM20 - COMCAST Total:	**260.90**
Vendor: CON56 - CONCENTRA MEDICAL CENTERS					
71763349	96792	07/23/2021	100-116-42101	DOT PHYSICAL RECERT A.WILSON	79.50
				Vendor CON56 - CONCENTRA MEDICAL CENTERS Total:	**79.50**
Vendor: CON13 - CONTRA COSTA COUNTY AUDITOR-CONTROLLER					
2122-0013	96858	07/30/2021	100-110-42401	LAFCO NET COST FY 21/22	4,751.44
				Vendor CON13 - CONTRA COSTA COUNTY AUDITOR-CONTROLLER Total:	**4,751.44**

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: CON98 - CONTRA COSTA COUNTY LAW & JUSTICE SYS.					
LJIS 21-PIN	96911	08/06/2021	100-222-42201	ACCJIN SHARED COSTS FY 20/21	2,403.07
				Vendor CON98 - CONTRA COSTA COUNTY LAW & JUSTICE SYS. Total:	**2,403.07**
Vendor: CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT					
704113	96912	08/06/2021	200-342-42101	TRAFFIC SIGNAL MAINTENANCE JUNE 2021	3,716.12
				Vendor CCC13 - CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT Total:	**3,716.12**
Vendor: CCC16 - CONTRA COSTA COUNTY SHERIFF'S OFFICE					
21-43	96913	08/06/2021	100-222-42101	FUGITIVE UNIT/EXTRADITIONS	485.00
				Vendor CCC16 - CONTRA COSTA COUNTY SHERIFF'S OFFICE Total:	**485.00**
Vendor: 2230 - COOKE AND ASSOCIATES, INC					
192698	96950	08/13/2021	100-222-42101	IN CUSTODY SERVICES 7/12/21	757.75
				Vendor 2230 - COOKE AND ASSOCIATES, INC Total:	**757.75**
Vendor: 1539 - CORDICO PSYCHOLOGICAL CORPORATION					
5040	96793	07/23/2021	100-221-42101	PRE-EMP PSYCH EVAL-A. EUBANKS	400.00
5064	96914	08/06/2021	100-221-42304	CRITICAL INCIDENT SERVICES JULY 2021	1,800.00
				Vendor 1539 - CORDICO PSYCHOLOGICAL CORPORATION Total:	**2,200.00**
Vendor: COR12 - CORELOGIC SOLUTIONS LLC					
82082471	96794	07/23/2021	525-118-42510	REALQUEST GEOGRAPHIC PACKAGE MAY 2021	674.41
82087650	96794	07/23/2021	525-118-42510	REALQUEST GEOGRAPHIC PACKAGE JUNE 2021	662.41
				Vendor COR12 - CORELOGIC SOLUTIONS LLC Total:	**1,336.82**
Vendor: 1445 - CORTEZ TIRES AND AUTO REPAIR					
17570	96795	07/23/2021	100-221-42107	PD 2019 FORD EXPLORER NEW TIRE	229.12
17571	96795	07/23/2021	100-221-42107	PD 2008 FORD CROWN VICTORIA HEATER CORE	600.00
17598	96795	07/23/2021	100-221-42107	PD 2018 FORD FUSION ALIGNMENT	60.00
17610	96795	07/23/2021	100-221-42107	PD 2019 FORD EXPLORER BRAKES/OIL CHANGE	761.51
17611	96795	07/23/2021	100-221-42107	PD UNIT 831 SPARE REPLACEMENT	244.74
17630	96795	07/23/2021	100-221-42107	PD 2013 FORD EXPLORER NEW TIRES	458.75
17631	96795	07/23/2021	100-221-42107	PD 2014 FORD EXPLORER NEW TIRES	1,295.64
				Vendor 1445 - CORTEZ TIRES AND AUTO REPAIR Total:	**3,649.76**
Vendor: 2220 - CRESCO EQUIPMENT RENTALS					
5426111-0001	96915	08/06/2021	100-342-42514	INSULATED BUCKET TRUCK	1,853.88
				Vendor 2220 - CRESCO EQUIPMENT RENTALS Total:	**1,853.88**
Vendor: CRO06 - CROCKETTS PREMIER AUTOBODY					
RO 43278	96916	08/06/2021	100-222-42107	STORAGE COSTS 2018 FORD FUSION	3,000.00
				Vendor CRO06 - CROCKETTS PREMIER AUTOBODY Total:	**3,000.00**
Vendor: CSI01 - CSI FORENSIC SUPPLY					
3343	96796	07/23/2021	100-222-42514	PD INVESTIGATION SUPPLIES	173.79
				Vendor CSI01 - CSI FORENSIC SUPPLY Total:	**173.79**
Vendor: 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC					
2106030	96797	07/23/2021	106-343-47201	PRELIMINARY ENGINEERING AND DESIGN SERVICES	9,448.00
2106031	96797	07/23/2021	325-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES	11,920.00
2106032	96797	07/23/2021	500-641-42101	PRELIMINARY ENGINEERING AND DESIGN SERVICES	25,407.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
2106033	96797	07/23/2021	377-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES	16,275.00
2106034	96797	07/23/2021	325-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES	2,114.00
2106036	96797	07/23/2021	325-342-47205	PRELIMINARY ENGINEERING AND DESIGN SERVICES	37,970.00
				Vendor 2080 - CSW-STUBER-STROEH ENGINEERING GROUP INC Total:	**103,134.00**
Vendor: COO13 - DANA COOK					
072921	96859	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICAL REIMBURSEMENT	514.83
				Vendor COO13 - DANA COOK Total:	**514.83**
Vendor: HUG01 - DANNY HUGHES					
072921	96860	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICAL REIMBURSEMENT	90.30
				Vendor HUG01 - DANNY HUGHES Total:	**90.30**
Vendor: DEP02 - DEPARTMENT OF CONSERVATION					
4/1-6/30/21 FEE REPORT	96798	07/23/2021	212-462-33215	STRONG INSTRUMENTATION AND SEISMIC MAPPING FEE 4TH	342.67
				Vendor DEP02 - DEPARTMENT OF CONSERVATION Total:	**342.67**
Vendor: DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE					
518398	96917	08/06/2021	100-221-42101	JUNE 2021 FINGERPRINT APPS	183.00
518398	96917	08/06/2021	100-221-42110	JUNE 2021 FINGERPRINT APPS	465.00
				Vendor DEP01 - DEPARTMENT OF JUSTICE/ACCOUNTING OFFICE Total:	**648.00**
Vendor: 2225 - DIANA TRUJILLO					
080421 REFUND	96951	08/13/2021	209-555-36405	REFUND CANCELLED ALL SORTS OF SPORTS CAMP	296.00
				Vendor 2225 - DIANA TRUJILLO Total:	**296.00**
Vendor: 1443 - DIESEL DIRECT WEST, INC.					
84070291	96799	07/23/2021	100-10601	CORPYARD UNLEADED GAS 500.4 GALLONS 6/15/21	2,000.90
84079109	96799	07/23/2021	100-10601	CORP YARD UNLEADED GAS 500.6 GALLONS 6/22	2,038.78
84088510	96799	07/23/2021	100-10601	CORP YARD UNLEADED GAS 500 GALLONS 6/29/21	2,036.59
84096253	96799	07/23/2021	100-10601	CORP YARD UNLEADED GAS 456.6 GALLONS 7/6/21	1,888.39
84105656	96799	07/23/2021	100-10601	CORP YARD UNLEADED GAS 501 GALLONS 7/13/21	2,044.31
84105687	96861	07/30/2021	500-10601	WPCP USLD CLEAR DIESEL 1,001.2 GALLONS 7/13/21	4,135.23
84114569	96861	07/30/2021	100-10601	CORP YARD UNLEADED GAS 500 GALLONS 7/20/21	1,978.00
				Vendor 1443 - DIESEL DIRECT WEST, INC. Total:	**16,122.20**
Vendor: DMV02 - DMV					
080521 FEES	96952	08/13/2021	100-221-42514	USED VEHICLES FEES LIC 1193310/1081726	204.00
				Vendor DMV02 - DMV Total:	**204.00**
Vendor: 2231 - DORIS ORTIZ					
080921 REFUND	96953	08/13/2021	100-221-33218	REFUND ALCOHOL PERMIT	75.00
				Vendor 2231 - DORIS ORTIZ Total:	**75.00**
Vendor: 2198 - DOWN RANGE INVESTMENTS, LLC					
24380	96862	07/30/2021	100-231-44410	STEEL PLATES/SIDE PANELS	5,604.21
				Vendor 2198 - DOWN RANGE INVESTMENTS, LLC Total:	**5,604.21**
Vendor: 2233 - DUONG TRAN					
080521 REFUND	96954	08/13/2021	209-555-36405	REFUND ALL SORTS OF SPORTS CAMP	296.00
				Vendor 2233 - DUONG TRAN Total:	**296.00**

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: EAS27 - EAST BAY REGIONAL COMM SYSTEM AUTHORITY					
20220131	96863	07/30/2021	100-221-42101	OPERATING & SERVICE PAYMENTS PD & FD FY 21/22	39,420.00
20220131	96863	07/30/2021	105-231-42101	OPERATING & SERVICE PAYMENTS PD & FD FY 21/22	15,120.00
			Vendor EAS27 - EAST BAY REGIONAL COMM SYSTEM AUTHORITY Total:		**54,540.00**
Vendor: EBM01 - EBMUD					
13648-062921	96955	08/13/2021	100-343-43102	2161 Plum St--Parking Lot Irrigation	84.20
20575-072621	96955	08/13/2021	100-345-43102	2690 BOX CANYON RD-IRRIGATION USE ONLY	157.51
20576-080421	96955	08/13/2021	100-345-43102	2948 VON DOOLEN CT-IRRIGATION USE ONLY	116.87
24589-063021	96955	08/13/2021	100-345-43102	592 Marlesta Rd--Irrigation Use Only	1,512.82
26819-062821	96955	08/13/2021	100-345-43102	2501 Pfeiffer Way--Irrigation Use Only	155.36
29821-063021	96955	08/13/2021	209-552-43102	2500 Charles St--Senior Center	897.10
29852-063021	96955	08/13/2021	209-552-43102	2500 Charles St--Senior Center	726.31
31771-062921	96955	08/13/2021	100-343-43102	2691 APPALOOSA TRAIL-IRRIGATION USE ONLY	155.36
31772-063021	96955	08/13/2021	100-343-43102	2785 SIMAS AVE--IRRIGATION USE ONLY	196.40
31773-072621	96955	08/13/2021	100-343-43102	2887 SIMAS AVE--IRRIGATION USE ONLY	217.51
31774-062921	96955	08/13/2021	100-343-43102	3001 Simas Ave--Irrigation Use Only	84.20
31775-062921	96955	08/13/2021	100-343-43102	3061 Simas Ave--Irrigation Use Only	84.20
32000-063021	96955	08/13/2021	201-343-43102	2361 San Pablo Ave--Offices--Old Bank Building	565.60
32187-062921	96955	08/13/2021	100-343-43102	2601 Charles St--Irrigation Use Only	55.74
32364-061721	96955	08/13/2021	100-345-43102	1267 ADOBE RD-HAZEL DOWNER-THORNTON PICNIC GROVE	108.12
32606-061721	96955	08/13/2021	100-345-43102	1270 ADOBE RD-CARETAKER'S SHED FOR PINOLE PARK	55.74
32841-072721	96955	08/13/2021	100-345-43102	3790 PINOLE VALLEY RD-IRRIGATION USE ONLY	7,064.40
34462-061721	96955	08/13/2021	100-345-43102	3450 SAVAGE AVE-IRRIGATION USE ONLY	55.74
35474-062221	96955	08/13/2021	209-559-43102	2937 Pinole Valley Rd--Tennis Court Restrooms	55.74
35748-062121	96955	08/13/2021	209-553-43102	2454 SIMAS AVE-TINY TOTS	38.62
35748-062121	96955	08/13/2021	209-557-43102	2454 SIMAS AVE-TINY TOTS	1,248.58
39199-070721	96955	08/13/2021	500-642-43102	05005 HYDRAND PERMIT-CONSTRUCTION	770.78
40499-062921	96955	08/13/2021	100-343-43102	1230 Pinole Valley Rd--Irrigation Use Only	55.74
40787-062921	96955	08/13/2021	201-343-43102	2361 San Pablo Ave--Irrigation Use Only	55.74
41397-062921	96955	08/13/2021	100-343-43102	1601 Marlesta Rd--Irrigation Use Only	55.74
44461-063021	96955	08/13/2021	100-110-43102	2131 Pear St--Offices--City Hall	2.62
44461-063021	96955	08/13/2021	100-111-43102	2131 Pear St--Offices--City Hall	6.28
44461-063021	96955	08/13/2021	100-112-43102	2131 Pear St--Offices--City Hall	5.75
44461-063021	96955	08/13/2021	100-115-43102	2131 Pear St--Offices--City Hall	17.05
44461-063021	96955	08/13/2021	100-116-43102	2131 Pear St--Offices--City Hall	5.75
44461-063021	96955	08/13/2021	100-117-43102	2131 Pear St--Offices--City Hall	46.02
44461-063021	96955	08/13/2021	100-343-43102	2131 Pear St--Offices--City Hall	82.00
44461-063021	96955	08/13/2021	200-342-43102	2131 Pear St--Offices--City Hall	14.64
44461-063021	96955	08/13/2021	212-461-43102	2131 Pear St--Offices--City Hall	5.54

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
44461-063021	96955	08/13/2021	212-462-43102	2131 Pear St--Offices--City Hall	14.75
44461-063021	96955	08/13/2021	285-464-43102	2131 Pear St--Offices--City Hall	4.39
44461-063021	96955	08/13/2021	505-119-43102	2131 Pear St--Offices--City Hall	4.39
45474-063021	96955	08/13/2021	100-110-43102	2131 Pear St--Offices--City Hall	7.07
45474-063021	96955	08/13/2021	100-111-43102	2131 Pear St--Offices--City Hall	16.97
45474-063021	96955	08/13/2021	100-112-43102	2131 Pear St--Offices--City Hall	15.55
45474-063021	96955	08/13/2021	100-115-43102	2131 Pear St--Offices--City Hall	46.10
45474-063021	96955	08/13/2021	100-116-43102	2131 Pear St--Offices--City Hall	15.55
45474-063021	96955	08/13/2021	100-117-43102	2131 Pear St--Offices--City Hall	124.43
45474-063021	96955	08/13/2021	100-343-43102	2131 Pear St--Offices--City Hall	221.72
45474-063021	96955	08/13/2021	200-342-43102	2131 Pear St--Offices--City Hall	39.59
45474-063021	96955	08/13/2021	212-461-43102	2131 Pear St--Offices--City Hall	14.99
45474-063021	96955	08/13/2021	212-462-43102	2131 Pear St--Offices--City Hall	39.87
45474-063021	96955	08/13/2021	285-464-43102	2131 Pear St--Offices--City Hall	11.88
45474-063021	96955	08/13/2021	505-119-43102	2131 Pear St--Offices--City Hall	11.88
53826-062421	96955	08/13/2021	310-348-43102	2677 Pinole Valley Rd--Irrigation Use Only	1,012.54
54167-063021	96955	08/13/2021	100-345-43102	1600 Primrose Lane--Irrigation Use Only	670.24
54181-061621	96955	08/13/2021	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	707.56
54182-061721	96955	08/13/2021	100-231-43102	3790 PINOLE VALLEY RD-FIRE STATION	289.34
54625-063021	96955	08/13/2021	209-558-43102	601 Tennent Ave--Memorial Hall	289.34
56324-072721	96955	08/13/2021	100-345-43102	3790 PINOLE VALLEY ROAD IRRIGATION USE ONLY	3,432.94
64589-062921	96955	08/13/2021	100-345-43102	659 Tennent Ave--Parks & Gardens--Blackies Storage	55.74
64595-063021	96955	08/13/2021	209-554-43102	635 Tennent Ave--Pinole Youth Center/CTV	87.67
64595-063021	96955	08/13/2021	505-119-43102	635 Tennent Ave--Pinole Youth Center/CTV	87.67
64596-063021	96955	08/13/2021	100-345-43102	2310 Park St--Fernandez Park Baseball Field	5,867.88
65167-063021	96955	08/13/2021	201-343-43102	2100 San Pablo Ave--Offices--Faria House	342.78
65168-063021	96955	08/13/2021	201-343-43102	2100 San Pablo Ave--Irrigation Use Only	61.72
65169-063021	96955	08/13/2021	201-343-43102	2100 San Pablo Ave--Offices--Faria House	101.46
65183-063021	96955	08/13/2021	201-343-43102	2361 San Pablo Ave--Old Bank Building	55.74
65190-062921	96955	08/13/2021	201-343-43102	813 Fernandez Ave--Irrigation Use Only	55.74
65395-063021	96955	08/13/2021	100-345-43102	1095 Nob Hill Ave--Parks & Gardens--Meadow Park	1,777.56
65422-063021	96955	08/13/2021	500-641-43102	80 TENNENT AVE--WASTE WATER TREATMENT PLANT	695.18
65553-063021	96955	08/13/2021	100-343-43102	2301 1/2 San Pablo Ave--Irrigation Use Only	84.20
65569-062821	96955	08/13/2021	209-558-43102	601 Tennent Ave--Memorial Hall	90.18
65922-062921	96955	08/13/2021	100-343-43102	636 Tennent Ave--Irrigation Use Only	55.74
65923-063021	96955	08/13/2021	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	565.60
65924-063021	96955	08/13/2021	100-222-43102	880 Tennent Ave--Public Safety Facility/Building	1,246.35
65924-063021	96955	08/13/2021	100-223-43102	880 Tennent Ave--Public Safety Facility/Building	276.97
65924-063021	96955	08/13/2021	100-231-43102	880 Tennent Ave--Public Safety Facility/Building	1,246.34

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
66363-063021	96955	08/13/2021	100-345-43102	1818 Canyon Dr--Irrigation Use Only	753.42
66529-062821	96955	08/13/2021	100-345-43102	656 Pinole Shores Dr--Irrigation Use Only	84.20
66531-062821	96955	08/13/2021	100-343-43102	800 PINOLE SHORES DR-IRRIGATION USE ONLY	155.36
66532-062921	96955	08/13/2021	100-343-43102	901 Pinole Shores Dr--Irrigation Use Only	84.20
66535-062921	96955	08/13/2021	100-343-43102	1001 Pinole Shores Dr--Irrigation Use Only	84.20
66536-063021	96955	08/13/2021	100-343-43102	2401 Del Monte Way--Irrigation Use Only	55.74
66640-062921	96955	08/13/2021	100-343-43102	726 San Pablo Ave--Irrigation Use Only	84.20
66641-063021	96955	08/13/2021	100-343-43102	880 San Pablo Ave--Irrigation Use Only	281.54
66642-062821	96955	08/13/2021	100-343-43102	1400 San Pablo Ave--Irrigation Use Only	84.20
66643-062921	96955	08/13/2021	100-343-43102	2000 San Pablo Ave--Irrigation Use Only	84.20
70108-062921	96955	08/13/2021	310-347-43102	1303 Pinole Valley Rd--Irrigation Use Only	725.50
71919-062921	96955	08/13/2021	100-343-43102	2329 Orleans Dr--Irrigation Use Only	55.74
87765-061721	96955	08/13/2021	100-345-43102	2520 APPIAN WAY-IRRIGATION USE ONLY	240.70
88057-062521	96955	08/13/2021	100-343-43102	1960 Sarah Dr--Irrigation Use Only	240.70
88506-061621	96955	08/13/2021	100-345-43102	1470 FITZGERALD DR-IRRIGATION USE ONLY	155.36
				Vendor EBM01 - EBMUD Total:	**37,674.64**
Vendor: FED01 - FEDEX					
7-423-21365	96800	07/23/2021	100-112-42201	PD & CITY CLERK SHIPPING	13.18
7-423-21365	96800	07/23/2021	100-222-42201	PD & CITY CLERK SHIPPING	10.28
				Vendor FED01 - FEDEX Total:	**23.46**
Vendor: FIS01 - FISHER SCIENTIFIC					
0460472	96864	07/30/2021	500-641-44306	SLUDGE JUDGE ULTRA-MIDDLE	174.11
3353856	96864	07/30/2021	500-641-44305	ELITE PIPET STAND	51.03
3833760	96864	07/30/2021	500-641-42107	SLUDGE JUDGE ULTRA-MIDDLE	58.03
4180944	96864	07/30/2021	500-641-44305	ELITE .05-5ML	275.36
8986694	96864	07/30/2021	500-641-44306	200UL TIP RACK 960/PK	28.89
9090434	96864	07/30/2021	500-641-44305	FISHER LONG-STEM THERMOMETER	63.35
9376278	96864	07/30/2021	500-641-44306	200UL TIP RACK	-17.81
9472697	96864	07/30/2021	500-641-44305	POT IODIDE SOL 5%	126.64
				Vendor FIS01 - FISHER SCIENTIFIC Total:	**759.60**
Vendor: FOR02 - FORENSIC SERVICES DIVISION					
PINPD-2106	96918	08/06/2021	100-222-42101	FORENSIC TOXICOLOGY BILLABLE SERVICES JUNE 2021	791.00
PIPD-221	96960	08/13/2021	100-221-42101	BLOOD WITHDRAWALS APR-JUN 2021	524.16
				Vendor FOR02 - FORENSIC SERVICES DIVISION Total:	**1,315.16**
Vendor: 1979 - GALAXY PRESS					
34495	96865	07/30/2021	100-222-42201	PD NCR FORMS	208.90
34541	96865	07/30/2021	100-341-42201	BUSINESS CARDS J. ALDRED	87.89
				Vendor 1979 - GALAXY PRESS Total:	**296.79**
Vendor: GAT07 - GATEWAY PINOLE VISTA, LLC					
AUGUST 2021 LEASE PAYMENT	96866	07/30/2021	201-343-42513	AUGUST 2021 1340 FITZGERALD DRIVE LEASE PVC	100.00
				Vendor GAT07 - GATEWAY PINOLE VISTA, LLC Total:	**100.00**

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: GLO08 - GLOBALSTAR					
18172833	96961	08/13/2021	525-118-43101	ORBIT 150 WIRELESS PLAN 7/16-8/15/21	112.63
				Vendor GLO08 - GLOBALSTAR Total:	**112.63**
Vendor: GRA03 - GRAINGER					
9922005583	96867	07/30/2021	500-641-44306	WIRE TUBE AND PIPE BRUSH	31.94
9924921290	96867	07/30/2021	500-641-44306	GREASE PUMP	433.93
9927613381	96867	07/30/2021	500-641-44306	NYLON PIPE BRUSH	33.09
9927613399	96867	07/30/2021	500-641-44306	WIRE TUBE AND PIPE BRUSH	-31.94
9936690503	96867	07/30/2021	500-641-44306	PLASTIC SHOWER HEAD	115.55
9952627710	96867	07/30/2021	100-345-42108	PUSH BUTTONS/TIMER/ELECTROMAGNETIC LOCK	1,784.49
9953747616	96867	07/30/2021	500-641-42107	THREAD TO BARB ADAPTERS	18.65
9955955944	96867	07/30/2021	500-641-42107	PORTABLE TWO WAY RADIOS	88.70
9959924698	96919	08/06/2021	100-345-42108	DUAL POWER SUPPLY	384.34
9962557683	96919	08/06/2021	500-641-42107	SELECTOR SWITCH KNOB	40.39
				Vendor GRA03 - GRAINGER Total:	**2,899.14**
Vendor: 1112 - GRAY-BOWEN-SCOTT					
21147	96801	07/23/2021	325-342-47205	PM SERVICES: DESIGN PHASE OF SPA BRIDGE REPLACMNT	4,438.75
				Vendor 1112 - GRAY-BOWEN-SCOTT Total:	**4,438.75**
Vendor: GRE19 - GREEN VALLEY TRACTOR					
01-25959	96962	08/13/2021	100-345-42107	MOWER GEARBOX REPLACEMENT	1,584.62
				Vendor GRE19 - GREEN VALLEY TRACTOR Total:	**1,584.62**
Vendor: KEN14 - GREG KENNEDY RN					
95	96802	07/23/2021	100-231-42101	FD EMS CQI DUTIES MAY 2021	2,000.00
96	96963	08/13/2021	100-231-42101	FD EMS CQI DUTIES JUNE 2021	2,000.00
				Vendor KEN14 - GREG KENNEDY RN Total:	**4,000.00**
Vendor: HAC01 - HACH COMPANY					
12543021	96868	07/30/2021	500-641-44305	SENSOR CAP REPLACEMENT	399.66
12544908	96920	08/06/2021	500-641-44305	IODINE STD SOLN 1000ML	41.54
12551959	96964	08/13/2021	500-641-44305	ORP STD SOLN, ZOBELLS, 500ML	135.32
				Vendor HAC01 - HACH COMPANY Total:	**576.52**
Vendor: HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC					
006M5843	96921	08/06/2021	500-641-42107	PRESSURE GAUGE 15PSI	88.76
				Vendor HAR01 - HARRINGTON INDUSTRIAL PLASTIC, LLC Total:	**88.76**
Vendor: HIL03 - HILLTOP FORD					
FOCS351296	96922	08/06/2021	100-221-42107	PD 2013 FORD EXPLORER-FUSE FOR STERRING COLUMN	569.85
				Vendor HIL03 - HILLTOP FORD Total:	**569.85**
Vendor: HOM01 - HOME DEPOT CREDIT SERVICE					
6035 3225 0315 0413 072121	96965	08/13/2021	100-222-44306	AGENCY WIDE HOME DEPOT PURCHASES	19.53
6035 3225 0315 0413 072121	96965	08/13/2021	100-343-44306	AGENCY WIDE HOME DEPOT PURCHASES	140.69
6035 3225 0315 0413 072121	96965	08/13/2021	100-343-44306	AGENCY WIDE HOME DEPOT PURCHASES	29.04
6035 3225 0315 0413 072121	96965	08/13/2021	100-345-44306	AGENCY WIDE HOME DEPOT PURCHASES	801.11
6035 3225 0315 0413 072121	96965	08/13/2021	207-344-42514	AGENCY WIDE HOME DEPOT PURCHASES	20.05
6035 3225 0315 0413 072121	96965	08/13/2021	207-344-42514	AGENCY WIDE HOME DEPOT PURCHASES	23.39
				Vendor HOM01 - HOME DEPOT CREDIT SERVICE Total:	**1,033.81**

Return to Agenda

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 1746 - HOPE WILLIAMS					
080221 REFUND	96966	08/13/2021	209-555-36405	REFUND FOR CANCELLED SEWING SESSION 1	20.00
080321 REFUND	96966	08/13/2021	209-557-36403	REQUEST TO CANCEL SWIM SESSION 4 & 5	116.00
				Vendor 1746 - HOPE WILLIAMS Total:	**136.00**
Vendor: HOR05 - HORIZON					
1R285297	96923	08/06/2021	100-345-42108	SOLENOID ASSEMBLY	156.20
				Vendor HOR05 - HORIZON Total:	**156.20**
Vendor: IDE04 - IDEXX DISTRIBUTION, INC.					
3086231106	96869	07/30/2021	500-641-44305	VESSELS/ENTEROLERT 100ML	2,212.85
				Vendor IDE04 - IDEXX DISTRIBUTION, INC. Total:	**2,212.85**
Vendor: IED02 - IEDA, INC.					
23440	96803	07/23/2021	100-116-42101	LABOR RELATIONS CONSULTING FEES JULY 2021	2,354.00
				Vendor IED02 - IEDA, INC. Total:	**2,354.00**
Vendor: IMA01 - IMAGE SALES, INC.					
0070496-IN	96804	07/23/2021	100-222-42201	PD ID CARDS/BADGES	33.43
				Vendor IMA01 - IMAGE SALES, INC. Total:	**33.43**
Vendor: MEL05 - JAMES MELVIN					
072921	96870	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICAL REIMBURSEMENT	141.50
				Vendor MEL05 - JAMES MELVIN Total:	**141.50**
Vendor: 1630 - JOHN AND CLAIRE INVESTIGATIONS					
1230	96871	07/30/2021	100-222-42101	PD BACKGROUND CHECK EUBANKS	1,711.80
				Vendor 1630 - JOHN AND CLAIRE INVESTIGATIONS Total:	**1,711.80**
Vendor: HAR29 - JOHN HARDESTER					
072921	96872	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICAL REIMBURSEMENT	90.78
				Vendor HAR29 - JOHN HARDESTER Total:	**90.78**
Vendor: 1641 - JOSUE ARDON					
071621 DEPOSIT	96873	07/30/2021	100-222-42201	FILMING, EDITING 1080P RESOLUTION NATL NIGHT OUT	350.00
				Vendor 1641 - JOSUE ARDON Total:	**350.00**
Vendor: MIS01 - JULIAN MISRA					
072921	96874	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICARE REIMBURSEMENT	437.30
				Vendor MIS01 - JULIAN MISRA Total:	**437.30**
Vendor: KEL09 - KELLER CANYON LANDFILL					
4212-000030279	96875	07/30/2021	500-641-44302	WPCP SLUDGE REMOVAL 7/2-7/15/21	6,725.76
4212-000030316	96924	08/06/2021	500-641-44303	WPCP SLUDGE REMOVAL 7/19-7/31/21	4,832.24
				Vendor KEL09 - KELLER CANYON LANDFILL Total:	**11,558.00**
Vendor: COP02 - KENETH COPPO					
072921	96876	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICAL REIMBURSEMENT	1,203.65
				Vendor COP02 - KENETH COPPO Total:	**1,203.65**
Vendor: KEN09 - KENNEDY AND ASSOCIATES, INC.					
21-079	96805	07/23/2021	212-462-42101	BUILDING PERMIT SUPPORT MAY 2021	291.25
21-080	96805	07/23/2021	212-462-42101	BUILDING PERMIT SUPPORT PVR ARCO MAY 2021	116.50
				Vendor KEN09 - KENNEDY AND ASSOCIATES, INC. Total:	**407.75**

WARRANT LISTING

Payment Dates: 7/17/2021 - 8/13/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2181 - KOFF & ASSOCIATES INC.					
013450	96806	07/23/2021	100-116-42101	TOTAL COMPENSATION STUDY JUNE 2021	4,360.00
				Vendor 2181 - KOFF & ASSOCIATES INC. Total:	**4,360.00**
Vendor: KUB00 - KUBWATER RESOURCES, INC.					
10466	96877	07/30/2021	500-641-44303	ZETAG TOTES	16,404.70
				Vendor KUB00 - KUBWATER RESOURCES, INC. Total:	**16,404.70**
Vendor: LAN01 - LANER ELECTRIC SUPPLY,INC					
919091	96807	07/23/2021	100-343-44306	SATCO LIGHTING SUPPLIES	25.36
919091.1	96807	07/23/2021	100-343-44306	22W CORN HID MED 2700K 2880 LM	497.83
				Vendor LAN01 - LANER ELECTRIC SUPPLY,INC Total:	**523.19**
Vendor: LAN15 - LANGUAGE LINE SERVICES					
10269873	96808	07/23/2021	100-223-42101	OVER THE PHONE INTERPRETATION	48.80
				Vendor LAN15 - LANGUAGE LINE SERVICES Total:	**48.80**
Vendor: LAR04 - LARRY WALKER ASSOCIATES					
00243.11-5	96809	07/23/2021	500-641-42101	ONGOING NPDES PERMIT ASSISTANCE FOR WPCP	1,248.50
00243.11-6	96878	07/30/2021	500-641-42101	ONGOING NPDES PERMIT WPCP JUNE 2021	3,075.00
				Vendor LAR04 - LARRY WALKER ASSOCIATES Total:	**4,323.50**
Vendor: LIN18 - LINCOLN AQUATICS					
D8738555	96925	08/06/2021	209-557-42108	SEAT FOR H-1000 CHAIR	199.75
				Vendor LIN18 - LINCOLN AQUATICS Total:	**199.75**
Vendor: CUR03 - LN CURTIS & SONS					
CM27375	96879	07/30/2021	100-231-44410	MIDNIGHT NAVY TACTICAL PANTS	-203.04
INV499171	96879	07/30/2021	100-231-42104	50 AMP HOUR BATTERY FOR REVEL SCOUT	545.94
INV499486	96879	07/30/2021	100-221-47101	WINDOW TACTICAL SHIELD	2,680.00
INV499981	96879	07/30/2021	100-221-47101	STRIKE SHIELD/CARRY BAG	1,042.13
INV501587	96879	07/30/2021	100-231-44410	MIDNIGHT NAVY TACTICAL PANTS	416.68
PINV634922	96879	07/30/2021	100-221-47101	WINDOW TACTICAL SHIELD/STRIKE SHIELD/CARRY BAG	3,678.27
PINV648677	96879	07/30/2021	100-231-44410	NOMEX PREMIER FORESTRY PANTS	2,072.06
PINV649097	96879	07/30/2021	100-231-44410	SMOKE JUMPER BOOTS	1,506.58
				Vendor CUR03 - LN CURTIS & SONS Total:	**11,738.62**
Vendor: 2212 - LONG VU					
071521	96810	07/23/2021	100-000-31510	REFUND OVERPAYMENT 2021 LICENSE	101.00
				Vendor 2212 - LONG VU Total:	**101.00**
Vendor: 2217 - LUZ NUNEZ					
072721 REFUND	96880	07/30/2021	209-555-36405	REFUND ALL SORTS OF SPORTS	270.00
				Vendor 2217 - LUZ NUNEZ Total:	**270.00**
Vendor: MAC04 - MACK TREE CO					
TREE WORK/REMOVAL JUNE 20...	96811	07/23/2021	106-345-47203	LOUIS FRANCIS PARK TREE REMOVAL 501 BANTRY	3,795.00
				Vendor MAC04 - MACK TREE CO Total:	**3,795.00**
Vendor: 1566 - MANAGEMENT PARTNERS, INC.					
INV09458	96812	07/23/2021	106-231-42514	PINOLE EMER OPS PLAN UPDATE ACTIVITY 2	15,000.00
				Vendor 1566 - MANAGEMENT PARTNERS, INC. Total:	**15,000.00**

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2222 - MARIBEL PASILLAS					
080321 REFUND	96967	08/13/2021	209-557-36403	REQUEST TO CANCEL SWIM SESSION 5	58.00
				Vendor 2222 - MARIBEL PASILLAS Total:	**58.00**
Vendor: 1545 - MARITZA SANCHEZ					
072021 PETTY CASH	96813	07/23/2021	100-221-42514	PD PETTY CASH REIMBURSEMENT	197.09
				Vendor 1545 - MARITZA SANCHEZ Total:	**197.09**
Vendor: DRA01 - MARY DRAZBA					
072921	96881	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICAL REIMBURSMENT	314.22
				Vendor DRA01 - MARY DRAZBA Total:	**314.22**
Vendor: ROB21 - MARY ROBERTS					
072921	96882	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
				Vendor ROB21 - MARY ROBERTS Total:	**220.20**
Vendor: 2227 - MAYRA ESCALERA					
080421 REFUND	96968	08/13/2021	209-557-36403	REQUEST TO CANCEL SWIM LESSON	58.00
				Vendor 2227 - MAYRA ESCALERA Total:	**58.00**
Vendor: MCM05 - MCMASTER-CARR SUPPLY C0.					
60422959	96883	07/30/2021	500-641-44306	5 GALLON OIL PAILS	1,039.00
60793270	96883	07/30/2021	500-641-44306	SCREWS	166.28
60807566	96883	07/30/2021	500-641-44306	ZINC-PLATED STEEL GREASE FITTING	117.86
61098733	96883	07/30/2021	500-641-42107	MULTIPURPOSE 6061 ALUMINUM, 1/4" THICK X 2-1/2" WI	101.07
61409336	96926	08/06/2021	500-641-42107	EASY-INSTALL SINGLE SNAP GRIPS	29.92
61579866	96926	08/06/2021	500-641-42107	PIANO HINGE WITH HOLES/NYLON INSERT LOCKNUTS	105.24
				Vendor MCM05 - MCMASTER-CARR SUPPLY C0. Total:	**1,559.37**
Vendor: 2214 - MELANIE OLSEN					
071921 REFUND	96814	07/23/2021	209-555-36405	VOLLEYBALL CAMP CANCELLED/PAID IN JUNE 2021	296.00
				Vendor 2214 - MELANIE OLSEN Total:	**296.00**
Vendor: MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION					
2021010559	96815	07/23/2021	100-114-42102	GENERAL SERVICES - COMMUNITY DEVELOPMENT	4,010.00
2021040366	96815	07/23/2021	100-114-42102	CITY ATTORNEY SERVICES	18,721.10
2021040367	96815	07/23/2021	100-114-42102	CITY COUNCIL MEETINGS	2,522.00
2021040368	96815	07/23/2021	100-114-42102	GENERAL SERVICES - PUBLIC WORKS	1,210.00
2021040369	96815	07/23/2021	100-114-42102	GENERAL SERVICES - POLICE	540.00
2021040371	96815	07/23/2021	100-114-42102	GENERAL SERVICES - CODE ENFORCEMENT	2,358.00
2021040372	96815	07/23/2021	100-114-42102	GENERAL SERVICES - COMMUNITY DEVELOPMENT	3,648.00
2021040373	96815	07/23/2021	100-114-42102	GENERAL SERVICES - RECREATIONAL	810.00
2021040374	96815	07/23/2021	100-114-42102	PUBLIC RECORDS ACT REQUESTS	1,096.28
2021040375	96815	07/23/2021	100-114-42102	RISK MANAGEMENT	2,190.00
2021040376	96815	07/23/2021	100-114-42102	GENERAL SERVICES - FINANCE DEPT	1,945.00
2021040377	96815	07/23/2021	100-114-42102	GENERAL SERVICES - CITY CLERK	240.00
2021040379	96815	07/23/2021	100-114-42102	PINOLE/HERCULES WASTE WATER UPGRADE PROJECT	2,916.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
2021040380	96815	07/23/2021	100-114-42102	SUCCESSOR AGENCY - ADMINISTRATIVE MATTERS	234.50
2021040381	96815	07/23/2021	100-114-42102	HOUSING SUCCESSOR - RDA AFFORDALE HOUSING	402.00
2021040382	96815	07/23/2021	100-114-42102	CLAIM AGAINST PG&E FOR DELAYS TO PROJECT CONSTRUCT	2,974.50
2021040383	96815	07/23/2021	100-114-42102	PINOLE SHORES II - CR	1,701.00
2021040384	96815	07/23/2021	100-114-42102	BALLOT MEASURE - FIRE SAFETY PARCEL TAX	202.50
2021040385	96815	07/23/2021	100-114-42102	COVID-19	1,322.54
2021040386	96815	07/23/2021	100-114-42102	MVP CONSTRUCTION LLC DISPUTE	8,812.09
2021040387	96815	07/23/2021	100-114-42102	SUCCESSOR AGENCY - RDA SURPLUS PROPERTIES	4,930.00
2021050541	96815	07/23/2021	100-114-42102	CITY ATTORNEY SERVICES	15,127.39
2021050543	96815	07/23/2021	100-114-42102	CITY COUNCIL MEETINGS	2,314.00
2021050544	96815	07/23/2021	100-114-42102	PUBBLIC RECORDS ACT REQUESTS	240.00
2021050545	96815	07/23/2021	100-114-42102	RISK MANAGEMENT	2,675.00
2021050546	96815	07/23/2021	100-114-42102	PINOLE SHORES II - CR	2,227.50
2021050547	96815	07/23/2021	100-114-42102	BALLOT MEASURE - FIRE SAFETY PARCEL TAX	435.50
2021050548	96815	07/23/2021	100-114-42102	COVID-19	1,119.99
2021050549	96815	07/23/2021	100-114-42102	GENERAL SERVICES - FINANCE DEPT	2,070.00
2021050550	96815	07/23/2021	100-114-42102	GENERAL SERVICES - PUBLIC WORKS	510.00
2021050551	96815	07/23/2021	100-114-42102	CLAIM AGAINST PG&E FOR DELAYS TO PROJECT CONSTRUCT	1,511.50
2021050552	96815	07/23/2021	100-114-42102	MVP CONSTRUCTION LLC DISPUTE	334.90
2021050553	96815	07/23/2021	100-114-42102	GENERAL SERVICES - CITY CLERK	210.00
2021050554	96815	07/23/2021	100-114-42102	GENERAL SERVICES - CITY ATTORNEY MISC	283.50
2021050555	96815	07/23/2021	100-114-42102	GENERAL MATTERS - WPCP (WASTEWATER FUND)	1,134.00
2021050556	96815	07/23/2021	100-114-42102	PINOLE/HERCULES WASTE WATER UPGRADE PROJECT	1,689.00
2021050557	96815	07/23/2021	100-114-42102	GENERAL SERVICES - POLICE	210.00
2021050559	96815	07/23/2021	100-114-42102	GENERAL SERVICES - COMMUNITY DEVELOPMENT	5,983.00
2021050560	96815	07/23/2021	100-114-42102	GENERAL SERVICES - FIRE	120.00
2021050561	96815	07/23/2021	100-114-42102	GENERAL SERVICES - RECREATIONAL	1,783.00
2021050562	96815	07/23/2021	100-114-42102	HOUSING SUCCESSOR - RDA AFFORDABLE HOUSING	2,767.00
2021050563	96815	07/23/2021	100-114-42102	SUCCESSOR AGENCY - RDA SURPLUS PROPERTIES	7,276.00
2021060276	96884	07/30/2021	100-114-42102	GENERAL SERVICES-LABOR AND EMPLOYMENT	3,840.00
			Vendor MEY01 - MEYERS NAVE, A PROFESSIONAL CORPORATION Total:		**116,646.79**
Vendor: 1311 - M-GROUP					
2002547	96969	08/13/2021	212-20343	CITY OF PINOLE ASSOCIATE PLANNER SERVICES MAY 2021	287.50
2002547	96969	08/13/2021	212-20344	CITY OF PINOLE ASSOCIATE PLANNER SERVICES MAY 2021	402.50
2002547	96969	08/13/2021	212-461-42101	CITY OF PINOLE ASSOCIATE PLANNER SERVICES MAY 2021	7,906.25

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
2002613	96969	08/13/2021	212-20344	2801 PVR ENVIRONMENTAL SERVICES JUNE 2021	1,465.00
				Vendor 1311 - M-GROUP Total:	**10,061.25**
Vendor: 1139 - MICHAEL BAKER INTERNATIONAL, INC.					
040421 PROJECT 162224	96818	07/23/2021	212-461-42101	IMPACT FEE AND USER FEE STUDY APRIL 2021	400.00
040421 PROJECT 162224	96818	07/23/2021	212-462-42101	IMPACT FEE AND USER FEE STUDY APRIL 2021	400.00
1118795	96818	07/23/2021	212-461-42101	IMPACT FEE AND USER FEE STUDY MAY 2021	1,580.00
1118795	96818	07/23/2021	212-462-42101	IMPACT FEE AND USER FEE STUDY MAY 2021	1,580.00
1122126	96885	07/30/2021	209-551-42101	IMPACT AND USER FEE STUDIES JUNE 2021	6,225.00
1122126	96885	07/30/2021	505-119-42101	IMPACT AND USER FEE STUDIES JUNE 2021	4,607.50
				Vendor 1139 - MICHAEL BAKER INTERNATIONAL, INC. Total:	**14,792.50**
Vendor: 2216 - MICHAEL MCQUEEN					
072621 REFUND	96886	07/30/2021	723-20302	PD P20-1307 ASSET FORFEITURE	1,747.00
				Vendor 2216 - MICHAEL MCQUEEN Total:	**1,747.00**
Vendor: 1115 - MICHELLE FITZER					
072921	96887	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
				Vendor 1115 - MICHELLE FITZER Total:	**220.20**
Vendor: 2213 - MII TRAINING INNOVATIONS, LLC					
01	96819	07/23/2021	100-221-42301	PD TRAINING PROGRAM ASSISTANCE	1,000.00
				Vendor 2213 - MII TRAINING INNOVATIONS, LLC Total:	**1,000.00**
Vendor: MUN10 - MUNICIPAL EMERGENCY SERVICES INC.					
IN1593794	96820	07/23/2021	100-231-44410	INDUSTRIAL BATTERIES/SCBA FLOW TESTS	812.66
IN1599123	96927	08/06/2021	100-231-44410	HFRP TAIL COAT/PANT	9,590.39
				Vendor MUN10 - MUNICIPAL EMERGENCY SERVICES INC. Total:	**10,403.05**
Vendor: MUN07 - MUNICIPAL POOLING AUTH.					
INV001896	96928	08/06/2021	100-110-41005	EAP PROGRAM APR-JUN 2021	46.68
INV001896	96928	08/06/2021	100-111-41005	EAP PROGRAM APR-JUN 2021	46.68
INV001896	96928	08/06/2021	100-112-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	100-115-41005	EAP PROGRAM APR-JUN 2021	35.01
INV001896	96928	08/06/2021	100-116-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	100-117-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	100-221-41005	EAP PROGRAM APR-JUN 2021	221.73
INV001896	96928	08/06/2021	100-222-41005	EAP PROGRAM APR-JUN 2021	35.01
INV001896	96928	08/06/2021	100-223-41005	EAP PROGRAM APR-JUN 2021	151.71
INV001896	96928	08/06/2021	100-231-41005	EAP PROGRAM APR-JUN 2021	116.70
INV001896	96928	08/06/2021	100-341-41005	EAP PROGRAM APR-JUN 2021	23.34
INV001896	96928	08/06/2021	100-343-41005	EAP PROGRAM APR-JUN 2021	81.69
INV001896	96928	08/06/2021	100-465-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	105-221-41005	EAP PROGRAM APR-JUN 2021	70.02
INV001896	96928	08/06/2021	105-231-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	106-222-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	106-231-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	204-227-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	209-551-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	209-552-41005	EAP PROGRAM APR-JUN 2021	23.34
INV001896	96928	08/06/2021	209-553-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	209-554-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	212-461-41005	EAP PROGRAM APR-JUN 2021	11.67
INV001896	96928	08/06/2021	212-462-41005	EAP PROGRAM APR-JUN 2021	23.34
INV001896	96928	08/06/2021	500-641-41005	EAP PROGRAM APR-JUN 2021	93.36

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
INV001896	96928	08/06/2021	500-642-41005	EAP PROGRAM APR-JUN 2021	35.01
INV001896	96928	08/06/2021	505-119-41005	EAP PROGRAM APR-JUN 2021	23.34
INV001991	96821	07/23/2021	100-110-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	632.31
INV001991	96821	07/23/2021	100-110-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	2,045.78
INV001991	96821	07/23/2021	100-111-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	7,960.40
INV001991	96821	07/23/2021	100-111-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	25,755.07
INV001991	96821	07/23/2021	100-112-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	4,823.28
INV001991	96821	07/23/2021	100-112-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	15,605.24
INV001991	96821	07/23/2021	100-113-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	56.21
INV001991	96821	07/23/2021	100-113-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	181.15
INV001991	96821	07/23/2021	100-115-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	7,435.68
INV001991	96821	07/23/2021	100-115-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	24,057.41
INV001991	96821	07/23/2021	100-116-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	4,991.03
INV001991	96821	07/23/2021	100-116-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	16,147.99
INV001991	96821	07/23/2021	100-221-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	54,729.46
INV001991	96821	07/23/2021	100-221-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	177,071.72
INV001991	96821	07/23/2021	100-222-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	6,769.99
INV001991	96821	07/23/2021	100-222-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	21,903.62
INV001991	96821	07/23/2021	100-223-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	22,627.83
INV001991	96821	07/23/2021	100-223-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	73,210.09
INV001991	96821	07/23/2021	100-231-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	33,093.20
INV001991	96821	07/23/2021	100-231-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	107,069.77
INV001991	96821	07/23/2021	100-341-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	9,204.31
INV001991	96821	07/23/2021	100-341-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	29,779.64
INV001991	96821	07/23/2021	100-342-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	1,421.53
INV001991	96821	07/23/2021	100-342-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	4,599.90
INV001991	96821	07/23/2021	100-343-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	11,917.55
INV001991	96821	07/23/2021	100-343-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	38,558.05
INV001991	96821	07/23/2021	100-465-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	1,623.19
INV001991	96821	07/23/2021	100-465-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	5,251.67
INV001991	96821	07/23/2021	105-221-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	16,153.41
INV001991	96821	07/23/2021	105-221-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	52,262.75
INV001991	96821	07/23/2021	105-231-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	6,842.73

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
INV001991	96821	07/23/2021	105-231-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	22,138.99
INV001991	96821	07/23/2021	106-222-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	1,328.19
INV001991	96821	07/23/2021	106-222-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	4,297.22
INV001991	96821	07/23/2021	106-231-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	3,938.92
INV001991	96821	07/23/2021	106-231-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	12,744.00
INV001991	96821	07/23/2021	205-227-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	136.39
INV001991	96821	07/23/2021	205-227-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	441.28
INV001991	96821	07/23/2021	209-551-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	6,295.58
INV001991	96821	07/23/2021	209-551-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	20,368.71
INV001991	96821	07/23/2021	209-552-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	3,130.32
INV001991	96821	07/23/2021	209-552-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	10,127.83
INV001991	96821	07/23/2021	209-553-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	1,553.53
INV001991	96821	07/23/2021	209-553-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	5,026.30
INV001991	96821	07/23/2021	209-554-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	3,042.30
INV001991	96821	07/23/2021	209-554-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	9,843.06
INV001991	96821	07/23/2021	212-461-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	6,178.39
INV001991	96821	07/23/2021	212-461-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	19,989.56
INV001991	96821	07/23/2021	212-462-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	5,329.67
INV001991	96821	07/23/2021	212-462-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	17,243.61
INV001991	96821	07/23/2021	317-345-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	224.07
INV001991	96821	07/23/2021	317-345-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	724.96
INV001991	96821	07/23/2021	500-641-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	19,051.41
INV001991	96821	07/23/2021	500-641-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	61,638.94
INV001991	96821	07/23/2021	500-642-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	3,521.96
INV001991	96821	07/23/2021	500-642-41009	2021-2022 ANNUAL INSURANCE PREMIUMS	4,671.67
INV001991	96821	07/23/2021	500-642-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	15,114.74
INV001991	96821	07/23/2021	505-119-46201	2021-2022 ANNUAL INSURANCE PREMIUMS	11,394.94
INV002007	96928	08/06/2021	100-221-46201	UNMET LIABILITY DEDUCTIBLE - JUNE 2021	20,689.25
INV002007	96928	08/06/2021	100-343-46201	UNMET LIABILITY DEDUCTIBLE - JUNE 2021	6,039.25
				Vendor MUN07 - MUNICIPAL POOLING AUTH. Total:	**1,081,174.00**
Vendor: MYE01 - MYERS STEVENS & TOOHEY CO					
1362227	96929	08/06/2021	100-221-41008	PD LONG TERM DISABILITY JUNE 2021	415.80
1362227	96929	08/06/2021	100-223-41008	PD LONG TERM DISABILITY JUNE 2021	258.00

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
1362227	96929	08/06/2021	105-221-41008	PD LONG TERM DISABILITY JUNE 2021	148.50
1362227	96929	08/06/2021	204-227-41008	PD LONG TERM DISABILITY JUNE 2021	29.70
				Vendor MYE01 - MYERS STEVENS & TOOHEY CO Total:	**852.00**
Vendor: OFF10 - OFFICE OF THE SHERIFF-CORONER- CCC					
21/22 PINOLE	96888	07/30/2021	100-223-42106	ARIES MAINTENANCE FY 21/22	8,770.00
				Vendor OFF10 - OFFICE OF THE SHERIFF-CORONER- CCC Total:	**8,770.00**
Vendor: O'R01 - O'REILLY AUTOMOTIVE, INC					
062821 STATEMENT	96889	07/30/2021	100-221-42107	CITY AUTO PARTS/SUPPLIES ACCOUNT PAID IN FULL	172.54
062821 STATEMENT	96889	07/30/2021	207-344-42107	CITY AUTO PARTS/SUPPLIES ACCOUNT PAID IN FULL	50.45
062821 STATEMENT	96889	07/30/2021	500-641-42107	CITY AUTO PARTS/SUPPLIES ACCOUNT PAID IN FULL	176.47
072821 STATEMENT	96970	08/13/2021	100-343-44306	CITY AOUT PARTS/SUPPLIES ACCOUNT PAID IN FULL	163.33
072821 STATEMENT	96970	08/13/2021	100-345-44306	CITY AOUT PARTS/SUPPLIES ACCOUNT PAID IN FULL	140.69
072821 STATEMENT	96970	08/13/2021	207-344-44306	CITY AOUT PARTS/SUPPLIES ACCOUNT PAID IN FULL	36.18
				Vendor O'R01 - O'REILLY AUTOMOTIVE, INC Total:	**739.66**
Vendor: OTI01 - OTIS ELEVATOR COMPANY					
100400451948	96971	08/13/2021	209-554-42108	YOUTH CENTER ELEVATOR MAINTENANCE AUGUST 2021	172.29
100400452487	96822	07/23/2021	100-343-42108	CH MONTHLY ELEVATOR MAINTENANCE SERVICE AUG 2021	116.86
100400452523	96971	08/13/2021	100-231-42108	SAFETY BUILDING MAINTENANCE AUGUST 2021	116.81
				Vendor OTI01 - OTIS ELEVATOR COMPANY Total:	**405.96**
Vendor: PAC41 - PACIFIC ECORISK					
17525	96890	07/30/2021	500-641-44305	NPDES TOXICITY TESTING WPCP 6/7-13/21	3,410.00
				Vendor PAC41 - PACIFIC ECORISK Total:	**3,410.00**
Vendor: PAC55 - PACIFIC SITE MANAGEMENT					
60675	96823	07/23/2021	100-222-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	122.50
60675	96823	07/23/2021	100-231-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	327.50
60675	96823	07/23/2021	100-343-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	174.40
60675	96823	07/23/2021	100-345-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	5,619.33
60675	96823	07/23/2021	200-342-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	326.00
60675	96823	07/23/2021	201-343-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	532.60
60675	96823	07/23/2021	209-552-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	198.00
60675	96823	07/23/2021	209-553-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	206.00
60675	96823	07/23/2021	209-557-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	206.00
60675	96823	07/23/2021	310-347-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	60.00
60675	96823	07/23/2021	310-348-42108	MONTHLY LANDSCAPE MAINTENANCE JULY 2021	65.00
				Vendor PAC55 - PACIFIC SITE MANAGEMENT Total:	**7,837.33**

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: ATH02 - PATRICIA ATHENOUR					
072921	96891	07/30/2021	100-117-41101	AUGUST 2021 MEDICARE REIMBURSEMENT	220.20
				Vendor ATH02 - PATRICIA ATHENOUR Total:	**220.20**
Vendor: LON02 - PATRICIA LONG					
062121 CWLD CLASS	96892	07/30/2021	209-552-43802	CWLD CLASS JUNE 21	19.60
				Vendor LON02 - PATRICIA LONG Total:	**19.60**
Vendor: CLA17 - PAUL CLANCY					
072921	96893	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICAL REIMBURSEMENT	463.25
				Vendor CLA17 - PAUL CLANCY Total:	**463.25**
Vendor: PET91 - PETER JANKE					
072921 ESTIMATE	96930	08/06/2021	100-222-42514	PD WOMEN'S LOCKER ROOM CABINET	733.75
				Vendor PET91 - PETER JANKE Total:	**733.75**
Vendor: PGE01 - PG&E					
070821-3834	96931	08/06/2021	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	30.46
071121-1801	96972	08/13/2021	209-553-43103	2454 SIMAS AVE REC CTR & POOL	12.62
071321-0498	96972	08/13/2021	100-231-43103	3790 PINOLE VALLEY RD FIRESTATION	654.27
071321-4157	96972	08/13/2021	100-222-43103	809 CITY HALL	18.99
071321-6043	96972	08/13/2021	100-231-43103	3790 PINOLE VALLEY RD	25.52
071421-0883	96931	08/06/2021	100-222-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	186.38
071421-0883	96931	08/06/2021	100-223-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	37.28
071421-0883	96931	08/06/2021	100-231-43103	800 TENNENT AVE PUBLI C SAFETY FACILITY	149.10
071421-1156	96972	08/13/2021	209-554-43103	635 TENNENT AVE YOUTH CTR/CATV	22.86
071421-1156	96972	08/13/2021	505-119-43103	635 TENNENT AVE YOUTH CTR/CATV	34.30
071421-1462	96972	08/13/2021	209-552-43103	2500 CHARLES ST SENIOR CENTER	195.93
071421-3029	96931	08/06/2021	100-345-43103	1270 ADOBE RD @ OUTSIDE BATHROOMS	137.82
071421-7186	96972	08/13/2021	209-558-43103	601 TENNENT AVE PUBLIC MEETING HALL	10.76
071421-8716	96931	08/06/2021	500-641-43103	SEWAGE PLNT-FT OF TENNENT	2,200.08
071621-5137	96931	08/06/2021	209-557-43103	2450 SIMAS AVE SWIM CTR	1,012.34
071921-0217	96931	08/06/2021	100-345-43103	TENNENT & PARK ST CLUB HOUSE	20.79
071921-0813	96931	08/06/2021	200-342-43103	2149 1/2 APPIAN WAY TRAFFIC SIGNAL	55.71
071921-0923	96931	08/06/2021	100-110-43103	2131 PEAR ST	88.35
071921-0923	96931	08/06/2021	100-111-43103	2131 PEAR ST	116.25
071921-0923	96931	08/06/2021	100-112-43103	2131 PEAR ST	127.87
071921-0923	96931	08/06/2021	100-115-43103	2131 PEAR ST	318.51
071921-0923	96931	08/06/2021	100-116-43103	2131 PEAR ST	93.00
071921-0923	96931	08/06/2021	100-117-43103	2131 PEAR ST	1,034.58
071921-0923	96931	08/06/2021	100-343-43103	2131 PEAR ST	1,927.35
071921-0923	96931	08/06/2021	200-342-43103	2131 PEAR ST	337.11
071921-0923	96931	08/06/2021	212-461-43103	2131 PEAR ST	139.49
071921-0923	96931	08/06/2021	212-462-43103	2131 PEAR ST	351.06
071921-0923	96931	08/06/2021	285-464-43103	2131 PEAR ST	116.25
071921-2506	96931	08/06/2021	215-341-43103	701 Pinon/2489 San Pablo-Electric CHGS	33.87
071921-2969	96931	08/06/2021	201-343-43103	600 TENNENT AVE BLACKIES STORAGE	21.02

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Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
071921-3537	96931	08/06/2021	100-343-43103	659 TENNENT AVE PARKING LOT LIGHTS	78.22
071921-3850	96931	08/06/2021	100-345-43103	601 TENNENT AVE CARETAKER'S SHED	135.61
071921-3914	96931	08/06/2021	100-345-43103	FERNANDEZ PARK BALLPARK LIGHTING	90.44
071921-4065	96931	08/06/2021	209-559-43103	2937 PINOLE VALLEY RD TENNIS CT LIGHTS	459.17
071921-4368	96931	08/06/2021	200-342-43103	APPIAN WAY & TARA HILLS TRAFFIC SIGNAL	130.67
071921-4612	96931	08/06/2021	201-343-43103	2100 SAN PABLO AVE FARIA HOUSE	43.49
071921-4951	96931	08/06/2021	201-343-43103	2279 1/2 PARK ST	11.35
071921-5274	96931	08/06/2021	201-343-43103	2361 SAN PABLO AVE OLD BANK BUILDING	53.84
071921-6969	96931	08/06/2021	201-343-43103	2361 SAN PABLO AVE PARKING LOT LIGHTS	107.21
071921-7509	96931	08/06/2021	200-342-43103	TARA HILLS DR 500 FT APPIAN WAY TRAFFIC SIGNAL	60.17
071921-7964	96931	08/06/2021	310-348-43103	2680 PINOLE VALLEY RD MEDIAN IRRIGATION SHOPPING C	11.41
071921-9985	96931	08/06/2021	201-343-43103	NEAR 795 FERNANDEZ PARKING LOT LIGHTS	147.08
072021-0081	96931	08/06/2021	200-342-43103	2501 SAN PABLO AVE TRAFFIC CONTROLLER	80.47
072021-0209	96931	08/06/2021	200-342-43103	S/E CORNER SAN PABLO AVE & TENNENT TRAFFIC SIGNAL	83.38
072021-2615	96931	08/06/2021	100-345-43103	S/E CORNER OF ROGERS & NOB HILL SPRINKLER SYSTEM	10.51
072021-2793	96931	08/06/2021	200-342-43103	1451 FITZGERALD DR TRAFFIC SIGNAL	87.16
072021-3311	96931	08/06/2021	200-342-43103	PINOLE VALLEY RD & HENRY TRAFFIC CONTROLLER	111.93
072021-4193	96931	08/06/2021	200-342-43103	HWY 80 PINOLE VALLEY RD TRAFFIC CONTROLLER	60.84
072021-5127	96931	08/06/2021	500-642-43103	893 1/2 SAN PABLO AVE PUMP STATION	125.35
072021-5374	96931	08/06/2021	200-342-43103	1220 PINOLE VALLEY RD TRAFFIC SIGNAL	99.66
072021-5387	96931	08/06/2021	100-345-43103	588 MARLESTA RD LOUIS FRANCIS PARK	38.02
072021-7114	96931	08/06/2021	200-342-43103	2429 SAN PABLO AVE	76.22
072021-8086	96931	08/06/2021	200-342-43103	N/S BORDER CITY OF PINOLE	114.59
072021-9824	96931	08/06/2021	310-347-43103	1303 PINOLE VALLEY RD TRAFFIC CONTROL SVC	112.93
072121-1121	96931	08/06/2021	200-342-43103	DEL MONTE & SAN PABLO TRAFFIC CONTROL LIGHT	72.78
072121-1233	96931	08/06/2021	200-342-43103	SAN PABLO AVE TRAFFIC SIGNAL	89.06
072121-2620	96931	08/06/2021	200-342-43103	N/W CORNER APPIAN WAY & FITZGERALD DR TRAFFIC SIG	106.23
072121-8687	96931	08/06/2021	200-342-43103	FITZGERALD DR IFO LONG JOHN SILVERS TRAFFIC SIGNAL	93.54
072721-2222	96972	08/13/2021	100-345-43103	STREET AND HIGHWAY LIGHTING	49.39
072721-2222	96972	08/13/2021	200-342-43103	STREET AND HIGHWAY LIGHTING	13,595.21
072721-2222	96972	08/13/2021	310-347-43103	STREET AND HIGHWAY LIGHTING	280.00
072721-2222	96972	08/13/2021	310-348-43103	STREET AND HIGHWAY LIGHTING	400.00
072721-8511	96972	08/13/2021	100-345-43103	W/S PINOLE SHORES DR-SPRINKLER CONTROLLER	11.98

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
072721-9929	96972	08/13/2021	201-343-43103	790 PINOLE SHORES DR-NEW METAL BUILDING	71.82
072821-4256	96972	08/13/2021	500-641-43103	11 TENNANT AVE	69,045.86
072821-4430	96972	08/13/2021	100-345-43103	S/O MARLESTA 1ST POLE-SPRINKLER CONTROLLER	10.77
072821-7547	96972	08/13/2021	100-222-43103	880 Tennent Ave-Public Safety Facility	4,059.96
072821-7547	96972	08/13/2021	100-223-43103	880 Tennent Ave-Public Safety Facility	811.99
072821-7547	96972	08/13/2021	100-231-43103	880 Tennent Ave-Public Safety Facility	3,247.98
072821-9961	96972	08/13/2021	209-552-43103	2500 CHARLES ST-SENIOR CENTER	3,899.43
072921-6521	96972	08/13/2021	200-342-43103	IFO 971 SAN PABLO AVE-TRAFFIC SIGNAL CONTROL	93.99
072921-6897	96972	08/13/2021	200-342-43103	PINOLE VALLEY RD & ESTATES AVE-TRAFFIC LIGHT CTRL	62.96
080221-1093	96972	08/13/2021	500-642-43103	W END/HAZEL AVE SEWAGE PLANT	134.25
080421-0887	96972	08/13/2021	200-342-43103	PINON AVE & SAN PABLO AVE TRAFFIC SIGNAL	78.91
080421-2182	96972	08/13/2021	200-342-43103	OAKRIDGE/SAN PABLO AVE TRAFFIC SIGNAL	67.30
				Vendor PGE01 - PG&E Total:	**108,123.05**
Vendor: JAR01 - PINOLE GOODYEAR					
031526	96934	08/06/2021	105-231-47104	FD 2014 FORD TRUCK OIL CHANGE/WIPER BLADES	145.97
				Vendor JAR01 - PINOLE GOODYEAR Total:	**145.97**
Vendor: PIT06 - PITNEY BOWES					
8000-9090-0084-1234 071821	96824	07/23/2021	100-117-42203	7/6 POSTAGE METER REFILL	1,683.00
				Vendor PIT06 - PITNEY BOWES Total:	**1,683.00**
Vendor: 1013 - PRECISION CONCRETE CUTTING					
51811	96825	07/23/2021	106-342-47204	SIDEWALK OFFSET REPAIR	20,000.00
				Vendor 1013 - PRECISION CONCRETE CUTTING Total:	**20,000.00**
Vendor: 1009 - PRECISION IT CONSULTING					
11665	96826	07/23/2021	525-118-42101	NEW HYPERV HOST FOR PD	7,000.00
11666	96826	07/23/2021	525-118-42101	PD FIREWALL UPGRADE	7,000.00
11667	96826	07/23/2021	525-118-42101	SENIOR CENTOR NETWORK UPGRADE	1,470.00
11668	96826	07/23/2021	525-118-42101	PYC NETWORK UPGRADE	1,610.00
11678	96826	07/23/2021	525-118-42101	AGREEMENT PRECISION 360 GOLD	14,500.00
11678	96826	07/23/2021	525-118-42105	AGREEMENT PRECISION 360 GOLD	820.00
11678	96826	07/23/2021	525-118-42105	AGREEMENT PRECISION 360 GOLD	995.00
11678	96826	07/23/2021	525-118-42106	AGREEMENT PRECISION 360 GOLD	368.25
11679	96826	07/23/2021	525-118-42101	MICROSOFT OFFICE 365 GCC G3 JUNE 2021	2,712.00
11706	96974	08/13/2021	525-118-42510	ACROBAT LICENSE FOR PERMIT DESK	433.63
11707	96974	08/13/2021	525-118-47102	MONITOR FOR DISPATCH 22 INCHES	297.40
				Vendor 1009 - PRECISION IT CONSULTING Total:	**37,206.28**
Vendor: PRI18 - PRIORITY 1 PUBLIC SAFETY EQUIPMENT					
8216	96827	07/23/2021	106-221-47101	PD 2020 SUV #803 SAFETY EQUIPMENT INSTALLATION	16,336.45
				Vendor PRI18 - PRIORITY 1 PUBLIC SAFETY EQUIPMENT Total:	**16,336.45**

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: QUI11 - QUINCY ENGINEERING, INC.					
20-2830.00-14	96935	08/06/2021	325-342-47205	RO1710 PRELIMINARY DESIGN SERVICES FOR SPA BRIDGE	41,887.21
				Vendor QUI11 - QUINCY ENGINEERING, INC. Total:	**41,887.21**
Vendor: 2025 - RAY MORGAN COMPANY, LLC.					
3380165	96894	07/30/2021	525-118-42107	COPIER CONTRACT BASE/USAGE CHARGES 6/15-7/14/21	1,093.90
				Vendor 2025 - RAY MORGAN COMPANY, LLC. Total:	**1,093.90**
Vendor: RIC20 - RICHMOND SANITARY SERVICE					
2020-21 GARBAGE LEVY	96895	07/30/2021	100-117-34222	GARBAGE LEVY SUMMARY FY 2020-2021	-22,149.55
2020-21 GARBAGE LEVY	96895	07/30/2021	100-20021	GARBAGE LEVY SUMMARY FY 2020-2021	129,428.34
				Vendor RIC20 - RICHMOND SANITARY SERVICE Total:	**107,278.79**
Vendor: ROS08 - RSG, INC.					
I007441	96828	07/23/2021	285-464-42101	AFFORDABLE HOUSING RFPDEVELOPER SELECTION JUN2021	598.75
I007454	96828	07/23/2021	750-463-42101	REAL ESTATE OPEN LISTING BROKER SERVICES JUNE 2021	630.00
				Vendor ROS08 - RSG, INC. Total:	**1,228.75**
Vendor: J&O01 - RUBBER DUST INC.					
141431	96829	07/23/2021	500-642-42107	WPCP BRAKE BOOSTER R/R	377.18
				Vendor J&O01 - RUBBER DUST INC. Total:	**377.18**
Vendor: 1679 - SAFEBUILT, LLC					
69300	96830	07/23/2021	100-231-42101	PLAN CHECK SERVICES APRIL 2021	2,130.00
69300	96830	07/23/2021	212-462-42101	PLAN CHECK SERVICES APRIL 2021	3,333.91
69974	96830	07/23/2021	100-231-42101	PLAN CHECK SERVICES MAY 2021	1,710.00
69974	96830	07/23/2021	212-462-42101	PLAN CHECK SERVICES MAY 2021	2,083.75
70322	96830	07/23/2021	100-231-42101	PLAN CHECK SERVICES JUNE 2021	2,220.00
70322	96830	07/23/2021	212-462-42101	PLAN CHECK SERVICES JUNE 2021	2,604.96
PIN-210131	96830	07/23/2021	100-231-42101	PLAN CHECK SERVICES JAN 2021	690.00
PIN-210131	96830	07/23/2021	212-462-42101	PLAN CHECK SERVICES JAN 2021	1,014.07
				Vendor 1679 - SAFEBUILT, LLC Total:	**15,786.69**
Vendor: SEC01 - SECRETARY OF STATE					
081121 NOTARY	96975	08/13/2021	100-117-42301	NOTARY EXAM/APPLICATION	40.00
				Vendor SEC01 - SECRETARY OF STATE Total:	**40.00**
Vendor: 1714 - SHERRI D. LEWIS					
CC01PINOLE-FY2021/22	96896	07/30/2021	100-112-42101	PREPARE FINANCE SUBCOMMITTEE MEETING 5/12/21	562.50
CC03PINOLE-FY2021/22	96896	07/30/2021	100-112-42101	PREPARE CITY COUNCIL MTGS 6/1-6/15/21	1,687.50
				Vendor 1714 - SHERRI D. LEWIS Total:	**2,250.00**
Vendor: SHR02 - SHRED DEFENSE INC					
40454	96976	08/13/2021	100-222-42101	PD ON SITE PULVERIZATION SERVICES 6/24/21	166.40
				Vendor SHR02 - SHRED DEFENSE INC Total:	**166.40**

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
Vendor: 2224 - SONE PORTER					
073021 REFUND	96977	08/13/2021	209-553-36401	REFUND FALL FEES TINY TOTS EARLY LEARNERS	486.00
				Vendor 2224 - SONE PORTER Total:	**486.00**
Vendor: SON08 - SONSRAY MACHINERY, LLC.					
W06133-12	96978	08/13/2021	100-345-42107	ALTERNATOR REPAIR	1,569.50
				Vendor SON08 - SONSRAY MACHINERY, LLC. Total:	**1,569.50**
Vendor: SQU00 - SQUARE DEAL GARAGE					
35643	96831	07/23/2021	100-343-42107	PW 2008 FORD F250OIL CHANGE/BRAKES/TUNE UP/BALL JO	3,309.83
35929	96979	08/13/2021	100-221-42107	OIL CHANGE PD 2019 FORD ESCAPE	74.01
35935	96979	08/13/2021	100-343-42107	CH 2020 PRIUS OIL CHANGE	93.21
				Vendor SQU00 - SQUARE DEAL GARAGE Total:	**3,477.05**
Vendor: STA56 - STAILING S&S RV REPAIRS					
6760-836	96897	07/30/2021	100-221-42107	PD OIL CHANGE-VIN 836	48.25
				Vendor STA56 - STAILING S&S RV REPAIRS Total:	**48.25**
Vendor: STA42 - STAPLES BUSINESS CREDIT					
1636936862 20/21	96980	08/13/2021	100-112-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	178.52
1636936862 20/21	96980	08/13/2021	100-116-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	250.16
1636936862 20/21	96980	08/13/2021	100-117-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	264.32
1636936862 20/21	96980	08/13/2021	100-117-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	104.34
1636936862 20/21	96980	08/13/2021	100-222-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	78.67
1636936862 20/21	96980	08/13/2021	100-222-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	50.18
1636936862 20/21	96980	08/13/2021	100-222-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	24.76
1636936862 20/21	96980	08/13/2021	100-222-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	339.70
1636936862 20/21	96980	08/13/2021	100-222-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	148.41
1636936862 20/21	96980	08/13/2021	100-231-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	167.91
1636936862 20/21	96980	08/13/2021	100-341-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	11.84
1636936862 20/21	96980	08/13/2021	100-341-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	79.22
1636936862 20/21	96980	08/13/2021	100-341-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	56.48
1636936862 20/21	96980	08/13/2021	100-341-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	47.18
1636936862 20/21	96980	08/13/2021	212-462-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	79.22
1636936862 20/21	96980	08/13/2021	212-462-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	31.35
1636936862 20/21	96980	08/13/2021	212-462-42201	7/25 STATEMENT CITY WIDE OFFICE SUPPLIES	118.78
1636936862 21/22	96980	08/13/2021	100-117-42201	7/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	87.78
1636936862 21/22	96980	08/13/2021	100-222-42201	7/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	156.25
1636936862 21/22	96980	08/13/2021	100-222-42201	7/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	11.45
1636936862 21/22	96980	08/13/2021	100-222-42201	7/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	202.60

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
1636936862 21/22	96980	08/13/2021	100-222-42201	7/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	34.93
1636936862 21/22	96980	08/13/2021	100-231-42201	7/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	87.78
1636936862 21/22	96980	08/13/2021	212-462-42201	7/25/21 STATEMENT CITY WIDE OFFICE SUPPLIES	81.64
				Vendor STA42 - STAPLES BUSINESS CREDIT Total:	**2,693.47**
Vendor: SYA01 - SYAR INDUSTRIES,INC.					
835628	96832	07/23/2021	200-342-47205	EZ STREET ASPHALT-BULK	447.70
				Vendor SYA01 - SYAR INDUSTRIES,INC. Total:	**447.70**
Vendor: 1709 - T J K M					
0051320	96833	07/23/2021	325-342-47205	LOCAL ROAD SAFETY PLAN	3,089.31
				Vendor 1709 - T J K M Total:	**3,089.31**
Vendor: 1253 - TARAH ORNELAS					
636	96936	08/06/2021	209-552-43809	SENIOR CENTER NEWSLETTER PRINTING AUGUST 2021	299.35
				Vendor 1253 - TARAH ORNELAS Total:	**299.35**
Vendor: KRI01 - TERRI KRIEGER					
072921	96898	07/30/2021	100-117-41101	AUGUST 2021 RETIREE MEDICARE REIMBURSEMENT	220.20
				Vendor KRI01 - TERRI KRIEGER Total:	**220.20**
Vendor: EDJ01 - THE ED JONES CO., INC.					
48357	96834	07/23/2021	100-231-42514	FD BADGES	868.30
				Vendor EDJ01 - THE ED JONES CO., INC. Total:	**868.30**
Vendor: TRA01 - TRANS BAY INSURANCE					
4214	96899	07/30/2021	100-110-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	0.56
4214	96899	07/30/2021	100-111-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	7.08
4214	96899	07/30/2021	100-112-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	4.29
4214	96899	07/30/2021	100-113-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	0.05
4214	96899	07/30/2021	100-115-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	6.62
4214	96899	07/30/2021	100-116-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	4.44
4214	96899	07/30/2021	100-221-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	48.69
4214	96899	07/30/2021	100-222-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	6.02
4214	96899	07/30/2021	100-223-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	20.13
4214	96899	07/30/2021	100-231-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	29.44
4214	96899	07/30/2021	100-341-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	8.19
4214	96899	07/30/2021	100-342-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	1.26

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
4214	96899	07/30/2021	100-343-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	10.60
4214	96899	07/30/2021	100-465-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	1.44
4214	96899	07/30/2021	105-221-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	14.37
4214	96899	07/30/2021	105-231-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	6.09
4214	96899	07/30/2021	106-222-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	1.21
4214	96899	07/30/2021	106-231-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	3.50
4214	96899	07/30/2021	205-227-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	0.12
4214	96899	07/30/2021	209-551-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	5.60
4214	96899	07/30/2021	209-552-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	2.78
4214	96899	07/30/2021	209-553-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	1.38
4214	96899	07/30/2021	209-554-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	2.71
4214	96899	07/30/2021	212-461-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	5.50
4214	96899	07/30/2021	212-462-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	4.74
4214	96899	07/30/2021	317-345-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	0.20
4214	96899	07/30/2021	500-641-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	16.95
4214	96899	07/30/2021	500-642-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	4.16
4214	96899	07/30/2021	505-119-42506	PUBLIC EMPLOYEES BLANKET BOND-HONESTY BLANKET BOND	3.13
				Vendor TRA01 - TRANS BAY INSURANCE Total:	**221.25**
Vendor: TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA					
263397-202106-1	96835	07/23/2021	525-118-42510	PD PERSON SEARCHES JUNE 2021	94.30
263397-202107-1	96981	08/13/2021	525-118-42510	PD PERSON SEARCHES JULY 2021	88.50
				Vendor TRA20 - TRANSUNION RISK AND ALTERNATIVE DATA Total:	**182.80**
Vendor: UND01 - UNDERGROUND SERVICE ALERT					
1242652021	96982	08/13/2021	500-642-42514	2021 MEMBERSHIP FEE	1,823.29
				Vendor UND01 - UNDERGROUND SERVICE ALERT Total:	**1,823.29**
Vendor: UNI38 - UNIVAR USA INC					
48918293	96836	07/23/2021	500-641-44303	SOD BISULFITE 25% BULK NSF LIQ	5,973.50

WARRANT LISTING **Payment Dates: 7/17/2021 - 8/13/2021**

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
49008552	96836	07/23/2021	500-641-44303	SOD HYPO 12.5% LIQUICHLOR K2 BULK NSF LIQ	3,539.10
49253585	96836	07/23/2021	500-641-44303	SOD HYPO 12.5% LIQUICHLOR K2 BULK NSF LIQ	3,330.19
49271529	96836	07/23/2021	500-641-44303	SOD BISULFITE 25% BULK NSF LIQ	4,271.07
49284136	96836	07/23/2021	500-641-44303	SOD HYPO 12.5% LIQUICHLOR K2 BULK NSF LIQ	3,799.26
49287444	96836	07/23/2021	500-641-44303	SOD BISUFLITE 25% BULK NSF LIQ	4,282.40
				Vendor UNI38 - UNIVAR USA INC Total:	**25,195.52**
Vendor: UNI07 - UNIVERSAL BUILDING SVCS.					
262467	96837	07/23/2021	100-343-42108	CITY HALL CUSTODIAL SUPPLIES	187.58
262468	96837	07/23/2021	100-222-42108	PD CUSTODIAL SUPPLIES	187.58
262594	96837	07/23/2021	100-222-42108	PD CUSTODIAL SUPPLIES	51.76
262719	96837	07/23/2021	100-343-44306	CORP YARD CUSTODIAL SUPPLIES	612.05
489968	96837	07/23/2021	100-343-42108	CITY HALL MONTHLY JANITORIAL SERVICE JUNE 2021	1,151.00
489969	96837	07/23/2021	100-222-42108	PD/PUBLIC SAFETY BLDG MONTHLY JANITORIAL JUNE 2021	2,352.00
489970	96837	07/23/2021	209-557-42108	SWIM CENTER MONTHLY JANITORIAL SVC JUNE 2021	716.44
489971	96837	07/23/2021	100-231-42514	FD MONTHLY JANITORIAL SERVICE JUNE 2021	196.34
489976	96837	07/23/2021	500-641-42108	WPCP MONTHLY JANITORIAL SERVICE JUNE 2021	508.00
				Vendor UNI07 - UNIVERSAL BUILDING SVCS. Total:	**5,962.75**
Vendor: USB06 - US BANK					
072221 STATEMENT	96983	08/13/2021	100-20018	CITY CREDIT CARD BILLING	20,301.34
449165166	96937	08/06/2021	525-118-42107	CANON COPIER PAYMENTS	2,501.86
				Vendor USB06 - US BANK Total:	**22,803.20**
Vendor: VAL04 - VALLEJO FIRE EXTINGUISHER					
90621	96838	07/23/2021	100-222-42514	PD FIRE EXTINGUISHER MAINTENANCE	492.08
				Vendor VAL04 - VALLEJO FIRE EXTINGUISHER Total:	**492.08**
Vendor: VER02 - VERIZON WIRELESS					
9884160445	96900	07/30/2021	525-118-43101	WIRELESS PHONES/MONITORS 6/16-7/15/21	4,821.69
				Vendor VER02 - VERIZON WIRELESS Total:	**4,821.69**
Vendor: VIS01 - VISION SERVICE PLAN					
812619259	96901	07/30/2021	100-110-41003	VISION PREMIUMS JULY 2021	74.44
812619259	96901	07/30/2021	100-111-41003	VISION PREMIUMS JULY 2021	74.44
812619259	96901	07/30/2021	100-112-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	100-113-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	100-115-41003	VISION PREMIUMS JULY 2021	55.83
812619259	96901	07/30/2021	100-116-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	100-221-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	100-221-41003	VISION PREMIUMS JULY 2021	316.37
812619259	96901	07/30/2021	100-222-41003	VISION PREMIUMS JULY 2021	55.83
812619259	96901	07/30/2021	100-223-41003	VISION PREMIUMS JULY 2021	241.93
812619259	96901	07/30/2021	100-231-41003	VISION PREMIUMS JULY 2021	297.76
812619259	96901	07/30/2021	100-341-41003	VISION PREMIUMS JULY 2021	55.83
812619259	96901	07/30/2021	100-343-41003	VISION PREMIUMS JULY 2021	130.27
812619259	96901	07/30/2021	100-465-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	105-221-41003	VISION PREMIUMS JULY 2021	111.66
812619259	96901	07/30/2021	105-231-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	106-222-41003	VISION PREMIUMS JULY 2021	18.61

Return to Agenda

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
812619259	96901	07/30/2021	106-231-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	209-551-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	209-552-41003	VISION PREMIUMS JULY 2021	37.22
812619259	96901	07/30/2021	209-554-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	212-461-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	212-462-41003	VISION PREMIUMS JULY 2021	18.61
812619259	96901	07/30/2021	500-641-41003	VISION PREMIUMS JULY 2021	167.49
812619259	96901	07/30/2021	500-642-41003	VISION PREMIUMS JULY 2021	55.83
812619259	96901	07/30/2021	505-119-41003	VISION PREMIUMS JULY 2021	37.22
812619259	96901	07/30/2021	998-20106	VISION PREMIUMS JULY 2021	37.22
812840259	96901	07/30/2021	100-110-41003	VISION PREMIUMS AUGUST 2021	74.44
812840259	96901	07/30/2021	100-111-41003	VISION PREMIUMS AUGUST 2021	74.44
812840259	96901	07/30/2021	100-112-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	100-113-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	100-115-41003	VISION PREMIUMS AUGUST 2021	55.83
812840259	96901	07/30/2021	100-116-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	100-221-41003	VISION PREMIUMS AUGUST 2021	297.76
812840259	96901	07/30/2021	100-221-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	100-222-41003	VISION PREMIUMS AUGUST 2021	55.83
812840259	96901	07/30/2021	100-223-41003	VISION PREMIUMS AUGUST 2021	204.71
812840259	96901	07/30/2021	100-231-41003	VISION PREMIUMS AUGUST 2021	241.93
812840259	96901	07/30/2021	100-341-41003	VISION PREMIUMS AUGUST 2021	55.79
812840259	96901	07/30/2021	100-343-41003	VISION PREMIUMS AUGUST 2021	130.27
812840259	96901	07/30/2021	100-465-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	105-221-41003	VISION PREMIUMS AUGUST 2021	111.66
812840259	96901	07/30/2021	105-231-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	106-222-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	106-231-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	209-551-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	209-552-41003	VISION PREMIUMS AUGUST 2021	37.22
812840259	96901	07/30/2021	209-554-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	212-461-41003	VISION PREMIUMS AUGUST 2021	18.61
812840259	96901	07/30/2021	212-462-41003	VISION PREMIUMS AUGUST 2021	-18.57
812840259	96901	07/30/2021	500-641-41003	VISION PREMIUMS AUGUST 2021	167.49
812840259	96901	07/30/2021	500-642-41003	VISION PREMIUMS AUGUST 2021	55.83
812840259	96901	07/30/2021	505-119-41003	VISION PREMIUMS AUGUST 2021	37.22

WARRANT LISTING

Payment Dates: 7/17/2021 - 8/13/2021

Payable Number	Payment Number	Payment Date	Account Number	Description (Payable)	Amount
812840259	96901	07/30/2021	998-20106	VISION PREMIUMS AUGUST 2021	37.22
				Vendor VIS01 - VISION SERVICE PLAN Total:	**3,796.44**
Vendor: VWR01 - VWR INTERNATIONAL, LLC.					
8805428559	96938	08/06/2021	500-641-44305	VWR TAPE AUTOCLAV LEAD FREE	58.82
				Vendor VWR01 - VWR INTERNATIONAL, LLC. Total:	**58.82**
Vendor: WKH00 - W K HYDRAULICS INC					
7208	96839	07/23/2021	100-343-44306	FITTINGS/OIL	125.15
				Vendor WKH00 - W K HYDRAULICS INC Total:	**125.15**
Vendor: WES01 - WESTERN EXTERMINATOR CO.					
072821 STATEMENT	96984	08/13/2021	100-221-42108	CITYWIDE EXTERMINATOR SERVICES JULY 2021	103.25
072821 STATEMENT	96984	08/13/2021	100-343-42108	CITYWIDE EXTERMINATOR SERVICES JULY 2021	69.00
072821 STATEMENT	96984	08/13/2021	100-343-42108	CITYWIDE EXTERMINATOR SERVICES JULY 2021	171.00
072821 STATEMENT	96984	08/13/2021	209-552-42108	CITYWIDE EXTERMINATOR SERVICES JULY 2021	71.00
072821 STATEMENT	96984	08/13/2021	209-553-42108	CITYWIDE EXTERMINATOR SERVICES JULY 2021	97.00
072821 STATEMENT	96984	08/13/2021	209-554-42108	CITYWIDE EXTERMINATOR SERVICES JULY 2021	116.65
072821 STATEMENT	96984	08/13/2021	209-558-42108	CITYWIDE EXTERMINATOR SERVICES JULY 2021	108.50
				Vendor WES01 - WESTERN EXTERMINATOR CO. Total:	**736.40**
Vendor: 1520 - WEX BANK					
72728233	96840	07/23/2021	100-221-44301	PD CHEVRON/TEXACO FUEL PURCHASES	50.01
				Vendor 1520 - WEX BANK Total:	**50.01**
Vendor: XER01 - XEROX CORPORATION					
013893380	96902	07/30/2021	525-118-42107	CITY HALL 1ST FLOOR XEROX AGREEMENT JUNE 2021	436.15
013893381	96902	07/30/2021	525-118-42107	PYC XEROX AGREEMENT JUNE 2021	206.72
0139140206	96985	08/13/2021	525-118-42107	SENIOR CENTER XEROX AGREEMENT JUNE 2021	214.66
				Vendor XER01 - XEROX CORPORATION Total:	**857.53**
Vendor: 1912 - ZOHO CORPORATION					
67253187	96841	07/23/2021	525-118-42510	MANAGE ENGINE ANNUAL SUBSCRIPTION 2021-2022	645.00
				Vendor 1912 - ZOHO CORPORATION Total:	**645.00**
				Grand Total:	**2,476,134.46**

Report Summary

Fund Summary

Fund	Payment Amount
100 - General Fund	1,527,797.26
105 - Measure S -2006	113,175.04
106 - MEASURE S-2014	92,490.27
200 - Gas Tax Fund	20,662.20
201 - Restricted Real Estate Maintenance Fund	2,327.19
204 - Police Grants	41.37
205 - Traffic Safety Fund	577.79
207 - NPDES Storm Water Fund	130.07
209 - Recreation Fund	89,312.59
212 - Building & Planning	130,030.73
215 - Measure C and J Fund	33.87
285 - Housing Land Held for Resale	731.27
310 - Lighting & Landscape Districts	2,667.38
317 - Pinole Valley Caretaker Fund	949.23
325 - City Street Improvements	101,419.27
377 - Arterial Streets Rehabilitation Fund	16,275.00
500 - Sewer Enterprise Fund	293,899.59
505 - Cable Access TV	16,241.59
525 - Information Systems	64,921.31
723 - Police Evidence Trust	1,747.00
750 - Recognized Obligation Retirement Fund	630.00
998 - Payroll Clearing	74.44
Grand Total:	**2,476,134.46**

Account Summary

Account Number	Account Name	Payment Amount
100-000-31510	Other Tax/Business License	263.75
100-10601	Gas Tanks/Corp Yard	11,986.97
100-110-41003	Emp Benefits/Vision Care	148.88
100-110-41005	Emp Benefits/Employee A...	46.68
100-110-41009	Emp Benefits/Workers C...	632.31
100-110-42101	Prof Svcs/Professional Ser...	436.26
100-110-42401	Dues & Pub/Memberships	4,751.44
100-110-42506	Admin Exp/Bonds	0.56
100-110-43102	Utilities/Water	9.69
100-110-43103	Utilities/Electricity & Pow...	88.35
100-110-46201	Insurance/General Liability	2,045.78
100-111-41003	Emp Benefits/Vision Care	148.88
100-111-41005	Emp Benefits/Employee A...	46.68
100-111-41009	Emp Benefits/Workers C...	7,960.40
100-111-42101	Prof Svcs/Professional Ser...	436.25
100-111-42506	Admin Exp/Bonds	7.08
100-111-43102	Utilities/Water	23.25
100-111-43103	Utilities/Electricity & Pow...	116.25
100-111-46201	Insurance/General Liability	25,755.07
100-112-41003	Emp Benefits/Vision Care	37.22
100-112-41005	Emp Benefits/Employee A...	11.67
100-112-41009	Emp Benefits/Workers C...	4,823.28
100-112-42101	Prof Svcs/Professional Ser...	2,250.00
100-112-42201	Office Expense	191.70
100-112-42506	Admin Exp/Bonds	4.29
100-112-43102	Utilities/Water	21.30
100-112-43103	Utilities/Electricity & Pow...	127.87
100-112-46201	Insurance/General Liability	15,605.24
100-113-41003	Emp Benefits/Vision Care	37.22
100-113-41009	Emp Benefits/Workers C...	56.21
100-113-42101	Prof Svcs/Professional Ser...	436.26

Account Summary

Account Number	Account Name	Payment Amount
100-113-42506	Admin Exp/Bonds	0.05
100-113-46201	Insurance/General Liability	181.15
100-114-42102	Prof Svcs/Attorney Servic...	116,646.79
100-115-41003	Emp Benefits/Vision Care	111.66
100-115-41005	Emp Benefits/Employee A...	35.01
100-115-41009	Emp Benefits/Workers C...	7,435.68
100-115-42101	Prof Svcs/Professional Ser...	186.60
100-115-42506	Admin Exp/Bonds	6.62
100-115-43102	Utilities/Water	63.15
100-115-43103	Utilities/Electricity & Pow...	318.51
100-115-46201	Insurance/General Liability	24,057.41
100-116-41003	Emp Benefits/Vision Care	37.22
100-116-41005	Emp Benefits/Employee A...	11.67
100-116-41009	Emp Benefits/Workers C...	4,991.03
100-116-42101	Prof Svcs/Professional Ser...	13,118.50
100-116-42201	Office Expense	250.16
100-116-42506	Admin Exp/Bonds	4.44
100-116-43102	Utilities/Water	21.30
100-116-43103	Utilities/Electricity & Pow...	93.00
100-116-46201	Insurance/General Liability	16,147.99
100-117-34222	Fees/Administrative Fees	-22,149.55
100-117-41004	Emp Benefits/PERS Retir...	238,759.83
100-117-41005	Emp Benefits/Employee A...	11.67
100-117-41101	Retiree Benefits/Medical-...	4,573.93
100-117-42201	Office Expense	456.44
100-117-42203	Office Exp/Shipping & Mai..	1,683.00
100-117-42301	Travel & Training/Conf-Re...	40.00
100-117-42401	Dues & Pub/Memberships	5,293.00
100-117-43102	Utilities/Water	170.45
100-117-43103	Utilities/Electricity & Pow...	1,034.58
100-117-43105	Utilities/Cable	29.84
100-20018	Accounts Payable/CalCard	20,301.34
100-20021	Accounts Payable/Garbag...	129,428.34
100-221-33218	Permits/Conditional Use ...	75.00
100-221-41003	Emp Benefits/Vision Care	651.35
100-221-41005	Emp Benefits/Employee A...	221.73
100-221-41008	Emp Benefits/Long Term ...	415.80
100-221-41009	Emp Benefits/Workers C...	54,729.46
100-221-42101	Prof Svcs/Professional Ser...	40,527.16
100-221-42107	Prof Svcs/Equipment Mai...	4,514.41
100-221-42108	Prof Svcs/Building-Structu...	103.25
100-221-42110	Prof Svcs/Fingerprinting	465.00
100-221-42301	Travel & Training/Conf-Re...	1,490.00
100-221-42304	Travel & Training/Officer...	3,300.00
100-221-42506	Admin Exp/Bonds	48.69
100-221-42514	Admin Exp/Special Depart	1,201.09
100-221-44301	Other Materials Supp/Fuel	50.01
100-221-44410	Safety Clothing	14.23
100-221-46201	Insurance/General Liability	197,760.97
100-221-47101	FF&E/Equipment	7,400.40
100-222-41003	Emp Benefits/Vision Care	111.66
100-222-41005	Emp Benefits/Employee A...	35.01
100-222-41009	Emp Benefits/Workers C...	6,769.99
100-222-42101	Prof Svcs/Professional Ser...	17,383.52
100-222-42105	Prof Svcs/Network Maint...	21,840.25
100-222-42107	Prof Svcs/Equipment Mai...	3,000.00
100-222-42108	Prof Svcs/Building-Structu...	3,209.42
100-222-42201	Office Expense	4,052.63

Account Summary

Account Number	Account Name	Payment Amount
100-222-42506	Admin Exp/Bomds	6.02
100-222-42514	Admin Exp/Special Depart	1,399.62
100-222-43102	Utilities/Water	1,246.35
100-222-43103	Utilities/Electricity & Pow...	4,265.33
100-222-43105	Utilities/Cable	170.84
100-222-44306	Other Materials Supp/Ma...	19.53
100-222-44410	Safety Clothing	54.45
100-222-46201	Insurance/General Liability	21,903.62
100-223-41003	Emp Benefits/Vision Care	446.64
100-223-41005	Emp Benefits/Employee A...	151.71
100-223-41008	Emp Benefits/Long Term ...	258.00
100-223-41009	Emp Benefits/Workers C...	22,627.83
100-223-42101	Prof Svcs/Professional Ser...	48.80
100-223-42106	Prof Svcs/Software Maint...	8,770.00
100-223-42506	Admin Exp/Bonds	20.13
100-223-43102	Utilities/Water	276.97
100-223-43103	Utilities/Electricity & Pow...	849.27
100-223-46201	Insurance/General Liability	73,210.09
100-231-41003	Emp Benefits/Vision Care	539.69
100-231-41005	Emp Benefits/Employee A...	116.70
100-231-41009	Emp Benefits/Workers C...	33,093.20
100-231-42101	Prof Svcs/Professional Ser...	10,750.00
100-231-42104	Prof Svcs/Paramedic Servi...	598.44
100-231-42107	Prof Svcs/Equipment Mai...	513.45
100-231-42108	Prof Svcs/Building-Structu...	444.31
100-231-42201	Office Expense	255.69
100-231-42301	Travel & Training/Conf-Re...	2,000.00
100-231-42506	Admin Exp/Bonds	29.44
100-231-42514	Admin Exp/Special Depart	1,064.64
100-231-43102	Utilities/Water	2,808.84
100-231-43103	Utilities/Electricity & Pow...	4,107.33
100-231-43105	Utilities/Cable	60.22
100-231-44410	Safety Clothing	19,799.54
100-231-46201	Insurance/General Liability	111,781.77
100-341-41003	Emp Benefits/Vision Care	111.62
100-341-41005	Emp Benefits/Employee A...	23.34
100-341-41009	Emp Benefits/Workers C...	9,204.31
100-341-42201	Office Expense	282.61
100-341-42506	Admin Exp/Bonds	8.19
100-341-42510	Admin Exp/Software Purch	27,397.50
100-341-46201	Insurance/General Liability	29,779.64
100-342-41009	Emp Benefits/Workers C...	1,421.53
100-342-42506	Admin Exp/Bonds	1.26
100-342-42514	Admin Exp/Special Depart	1,853.88
100-342-46201	Insurance/General Liability	4,599.90
100-343-41003	Emp Benefits/Vision Care	260.54
100-343-41005	Emp Benefits/Employee A...	81.69
100-343-41009	Emp Benefits/Workers C...	11,917.55
100-343-42107	Prof Svcs/Equipment Mai...	3,403.04
100-343-42108	Prof Svcs/Building-Structu...	7,808.77
100-343-42506	Admin Exp/Bonds	10.60
100-343-43102	Utilities/Water	2,642.83
100-343-43103	Utilities/Electricity & Pow...	2,005.57
100-343-44306	Other Materials Supp/Ma...	1,593.45
100-343-44410	Safety Clothing	1,611.73
100-343-46201	Insurance/General Liability	44,597.30
100-345-42107	Prof Svcs/Equipment Mai...	3,154.12
100-345-42108	Prof Svcs/Building-Structu...	8,472.28

Account Summary

Account Number	Account Name	Payment Amount
100-345-43102	Utilities/Water	22,264.60
100-345-43103	Utilities/Electricity & Pow...	505.33
100-345-44306	Other Materials Supp/Ma...	941.80
100-465-41003	Emp Benefits/Vision Care	37.22
100-465-41005	Emp Benefits/Employee A...	11.67
100-465-41009	Emp Benefits/Workers C...	1,623.19
100-465-42506	Admin Exp/Bonds	1.44
100-465-46201	Insurance/General Liability	5,251.67
105-221-41003	Emp Benefits/Vision Care	223.32
105-221-41005	Emp Benefits/Employee A...	70.02
105-221-41008	Emp Benefits/Long Term ...	148.50
105-221-41009	Emp Benefits/Workers C...	16,153.41
105-221-42506	Admin Exp/Bonds	14.37
105-221-46201	Insurance/General Liability	52,262.75
105-231-41003	Emp Benefits/Vision Care	37.22
105-231-41005	Emp Benefits/Employee A...	11.67
105-231-41009	Emp Benefits/Workers C...	6,842.73
105-231-42101	Prof Svcs/Professional Ser...	15,120.00
105-231-42506	Admin Exp/Bonds	6.09
105-231-46201	Insurance/General Liability	22,138.99
105-231-47104	FF&E/Vehicles	145.97
106-221-47101	FF&E/Equipment	16,336.45
106-222-41003	Emp Benefits/Vision Care	37.22
106-222-41005	Emp Benefits/Employee A...	11.67
106-222-41009	Emp Benefits/Workers C...	1,328.19
106-222-42506	Admin Exp/Bonds	1.21
106-222-46201	Insurance/General Liability	4,297.22
106-231-41003	Emp Benefits/Vision Care	37.22
106-231-41005	Emp Benefits/Employee A...	11.67
106-231-41009	Emp Benefits/Workers C...	3,938.92
106-231-42301	Travel & Training/Conf-Re...	5,500.00
106-231-42506	Admin Exp/Bonds	3.50
106-231-42514	Admin Exp/Special Depart	15,000.00
106-231-46201	Insurance/General Liability	12,744.00
106-342-47204	Improvements/Sidewalks	20,000.00
106-343-47201	Improvements/Building	9,448.00
106-345-47203	Improvements/Parks	3,795.00
200-342-42101	Prof Svcs/Professional Ser...	3,716.12
200-342-42108	Prof Svcs/Building-Structu...	823.83
200-342-43102	Utilities/Water	54.23
200-342-43103	Utilities/Electricity & Pow...	15,557.89
200-342-47205	Improvements/Streets	510.13
201-343-42108	Prof Svcs/Building-Structu...	532.60
201-343-42513	Admin Exp/Rent	100.00
201-343-43102	Utilities/Water	1,238.78
201-343-43103	Utilities/Electricity & Pow...	455.81
204-227-41005	Emp Benefits/Employee A...	11.67
204-227-41008	Emp Benefits/Long Term ...	29.70
205-227-41009	Emp Benefits/Workers C...	136.39
205-227-42506	Admin Exp/Bonds	0.12
205-227-46201	Insurance/General Liability	441.28
207-344-42107	Prof Svcs/Equipment Mai...	50.45
207-344-42514	Admin Exp/Special Depart	43.44
207-344-44306	Other Materials Supp/Ma...	36.18
209-551-41003	Emp Benefits/Vision Care	37.22
209-551-41005	Emp Benefits/Employee A...	11.67
209-551-41009	Emp Benefits/Workers C...	6,295.58
209-551-42101	Prof Svcs/Professional Ser...	6,225.00

Account Summary

Account Number	Account Name	Payment Amount
209-551-42506	Admin Exp/Bonds	5.60
209-551-46201	Insurance/General Liability	20,368.71
209-552-41003	Emp Benefits/Vision Care	74.44
209-552-41005	Emp Benefits/Employee A...	23.34
209-552-41009	Emp Benefits/Workers C...	3,130.32
209-552-42108	Prof Svcs/Building-Structu...	269.00
209-552-42506	Admin Exp/Bonds	2.78
209-552-43102	Utilities/Water	1,623.41
209-552-43103	Utilities/Electricity & Pow...	4,095.36
209-552-43802	Program Cost/Class Fees	19.60
209-552-43804	Program Cost/Food Progr...	4,752.75
209-552-43809	Program Cost/Newsletter	299.35
209-552-43811	Program Cost/Supplies	301.40
209-552-46201	Insurance/General Liability	10,127.83
209-553-36401	Recreation Chg/Program ...	486.00
209-553-41005	Emp Benefits/Employee A...	11.67
209-553-41009	Emp Benefits/Workers C...	1,553.53
209-553-42108	Prof Svcs/Building-Structu...	2,007.88
209-553-42506	Admin Exp/Bonds	1.38
209-553-43102	Utilities/Water	38.62
209-553-43103	Utilities/Electricity & Pow...	12.62
209-553-46201	Insurance/General Liability	5,026.30
209-554-41003	Emp Benefits/Vision Care	37.22
209-554-41005	Emp Benefits/Employee A...	11.67
209-554-41009	Emp Benefits/Workers C...	3,042.30
209-554-42108	Prof Svcs/Building-Structu...	1,888.94
209-554-42506	Admin Exp/Bonds	2.71
209-554-43102	Utilities/Water	87.67
209-554-43103	Utilities/Electricity & Pow...	22.86
209-554-46201	Insurance/General Liability	9,843.06
209-555-36405	Recreation Chg/Summer P..	1,348.00
209-557-36403	Recreation Chg/Swim Fee	290.00
209-557-42108	Prof Svcs/Building-Structu...	2,662.19
209-557-43102	Utilities/Water	1,248.58
209-557-43103	Utilities/Electricity & Pow...	1,012.34
209-558-42108	Prof Svcs/Building-Structu...	108.50
209-558-43102	Utilities/Water	379.52
209-558-43103	Utilities/Electricity & Pow...	10.76
209-559-43102	Utilities/Water	55.74
209-559-43103	Utilities/Electricity & Pow...	459.17
212-20343	Developer Deposit/Vista ...	287.50
212-20344	Developer Deposit/2801 P..	1,867.50
212-461-41003	Emp Benefits/Vision Care	37.22
212-461-41005	Emp Benefits/Employee A...	11.67
212-461-41009	Emp Benefits/Workers C...	6,178.39
212-461-42101	Prof Svcs/Professional Ser...	9,886.25
212-461-42506	Admin Exp/Bonds	5.50
212-461-43102	Utilities/Water	20.53
212-461-43103	Utilities/Electricity & Pow...	139.49
212-461-46201	Insurance/General Liability	19,989.56
212-462-33215	Permit/Seismic (Strong M...	342.67
212-462-34211	Fees/CA State Building Fee	167.40
212-462-41003	Emp Benefits/Vision Care	0.04
212-462-41005	Emp Benefits/Employee A...	23.34
212-462-41009	Emp Benefits/Workers C...	5,329.67
212-462-42101	Prof Svcs/Professional Ser...	67,778.98
212-462-42201	Office Expense	310.99
212-462-42506	Admin Exp/Bonds	4.74

Account Summary

Account Number	Account Name	Payment Amount
212-462-43102	Utilities/Water	54.62
212-462-43103	Utilities/Electricity & Pow...	351.06
212-462-46201	Insurance/General Liability	17,243.61
215-341-43103	Utilities/Electricity & Pow...	33.87
285-464-42101	Prof Svcs/Professional Ser...	598.75
285-464-43102	Utilities/Water	16.27
285-464-43103	Utilities/Electricity & Pow...	116.25
310-347-42108	Prof Svcs/Building-Structu...	60.00
310-347-43102	Utilities/Water	725.50
310-347-43103	Utilities/Electricity & Pow...	392.93
310-348-42108	Prof Svcs/Building-Structu...	65.00
310-348-43102	Utilities/Water	1,012.54
310-348-43103	Utilities/Electricity & Pow...	411.41
317-345-41009	Emp Benefits/Workers C...	224.07
317-345-42506	Admin Exp/Bonds	0.20
317-345-46201	Insurance/General Liability	724.96
325-342-47205	Improvements/Streets	101,419.27
377-342-47205	Improvements/Streets	16,275.00
500-10601	Gas Tanks/Corp Yard	4,135.23
500-641-41003	Emp Benefits/Vision Care	334.98
500-641-41005	Emp Benefits/Employee A...	93.36
500-641-41009	Emp Benefits/Workers C...	19,051.41
500-641-42101	Prof Svcs/Professional Ser...	29,730.50
500-641-42107	Prof Svcs/Equipment Mai...	1,640.34
500-641-42108	Prof Svcs/Building-Structu...	508.00
500-641-42201	Office Expense	142.29
500-641-42506	Admin Exp/Bonds	16.95
500-641-43102	Utilities/Water	695.18
500-641-43103	Utilities/Electricity & Pow...	71,245.94
500-641-44302	Other Materials Supp/Slu...	6,725.76
500-641-44303	Other Materials Supp/Ch...	46,432.46
500-641-44305	Other Materials Supp/Lab...	7,657.87
500-641-44306	Other Materials Supp/Ma...	2,090.90
500-641-44410	Safety Clothing	1,546.44
500-641-46201	Insurance/General Liability	61,638.94
500-642-41003	Emp Benefits/Vision Care	111.66
500-642-41005	Emp Benefits/Employee A...	35.01
500-642-41009	Emp Benefits/Workers C...	8,193.63
500-642-42101	Prof Svcs/Professional Ser...	3,835.99
500-642-42107	Prof Svcs/Equipment Mai...	377.18
500-642-42506	Admin Exp/Bonds	4.16
500-642-42514	Admin Exp/Special Depart	1,902.79
500-642-43102	Utilities/Water	770.78
500-642-43103	Utilities/Electricity & Pow...	259.60
500-642-46201	Insurance/General Liability	15,114.74
500-642-47201	Improvements/Building	9,607.50
505-119-41003	Emp Benefits/Vision Care	74.44
505-119-41005	Emp Benefits/Employee A...	23.34
505-119-42101	Prof Svcs/Professional Ser...	4,607.50
505-119-42506	Admin Exp/Bonds	3.13
505-119-43102	Utilities/Water	103.94
505-119-43103	Utilities/Electricity & Pow...	34.30
505-119-46201	Insurance/General Liability	11,394.94
525-118-42101	Prof Svcs/Professional Ser...	34,292.00
525-118-42105	Prof Svcs/Network Maint...	1,815.00
525-118-42106	Prof Svcs/Software Maint...	368.25
525-118-42107	Prof Svcs/Equipment Mai...	4,453.29
525-118-42510	Admin Exp/Software Purch	2,598.25

Account Summary

Account Number	Account Name	Payment Amount
525-118-43101	Utilities/Telephone	21,097.12
525-118-47102	FF&E/Computer Equipme...	297.40
723-20302	Deposits Payable/Police E...	1,747.00
750-463-42101	Prof Svcs/Professional Ser...	630.00
998-20106	Sal & Ben Payable/Vision ...	74.44
	Grand Total:	**2,476,134.46**

Project Account Summary

Project Account Key	Payment Amount
None	2,476,134.46
Grand Total:	**2,476,134.46**

Approved By: _____ Date: 8/12/2021

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CITY COUNCIL REPORT

7C

DATE: August 17, 2021

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

BY: ALEX MOG, ASSISTANT CITY ATTORNEY

SUBJECT: RESOLUTION CONFIRMING CONTINUED EXISTENCE OF LOCAL EMERGENCY

RECOMMENDATION

Staff recommends that the City Council adopt a resolution confirming the continued existence of a local emergency.

BACKGROUND

On March 18, 2020, the City Manager, acting as Director of Emergency Services, proclaimed a local emergency pursuant to California Government Code Section 8630 and Pinole Municipal Code Chapter 2.32. The emergency declaration was based on public health and safety concerns for persons and property within the City as a consequence of the global spread of novel coronavirus 2019 ("COVID-19"), including confirmed cases in Contra Costa County, as well as, the Contra Costa County Department of Health's shelter in place order dated March 16, 2020. The City Council subsequently adopted a resolution affirming the City Manager's emergency declaration.

The California Emergency Services Act requires the City Council to review the need for continuing the local emergency at least once every 60 days. Although the local emergency does not end until terminated by the City Council, the Pinole Municipal Code requires the City Council to review the need for continuing the local emergency every 14 days. The City Council has confirmed the continued existence of the local emergency multiple times since the emergency was first declared. Staff anticipates that the City Council's September 7 meeting will include an item to discuss whether or not to terminate the local emergency.

DISCUSSION

Over a year after the COVID-19 pandemic began, the fight against the spread of COVID-19 is ongoing. While significant progress had been made in controlling COVID-19, the emergence of the highly contagious "Delta-Variant" has reversed

much of the progress. Case counts are rising quickly, especially among the unvaccinated population.

Current Case Trends

There have now been over 81,000 cases of COVID-19 within the County and approximately 841 deaths, which is a steady increase over the last month. The case rate within the County for vaccinated individuals is approximately 10 new case per day per 100,000 people. The case rate within the County for unvaccinated individuals is approximately 46 cases per day per 100,000, which is almost ten times the rate as a month ago.

In Pinole, the rate of new cases over the last 14 days is approximately 370 new cases per 100,000 people. This is an dramatic increase over the last month, when the case rate was approximately 50 new cases per 100,000. This significant increase is consistent with trends throughout Contra Costa County and California of rising case rates. This trend is caused by the spread of the COVID-19 Delta Variant, which is highly contagious, especially among the unvaccinated population.

Vaccines

Administration of the COVID-19 vaccine has been very successful in Contra Costa County, but progress has mostly stopped. The County estimates that over 80% of residents over the age of 12 have now received the first dose of the vaccine, and around 75% are fully vaccinated. Over 1.53 million vaccinations have already been administered in the County. These numbers have only increased slightly over the last month.

As of April 15 everyone over the age of 16 is eligible to receive a COVID-19 vaccine in California. Appointments can be made through the County at cchealth.org/coronavirus or by calling 1-833-829-2626, as well as at https://myturn.ca.gov/. In addition, individuals can make appointments through their health care provider or certain local pharmacies, including Walgreens and CVS.

Role of Emergency Declaration

Under State law and the Municipal Code, the City may declare an emergency to respond to conditions of disaster or of extreme peril to the safety of persons and property within Pinole. There are three main reasons for a City to adopt an emergency declaration. First, an emergency declaration gives the City the power to adopt emergency rules and waive certain otherwise applicable procedural requirements. For example, the City has used this power to allow businesses to obtain temporary use permits to operate outside without going through the normal process established by the Zoning Code. The City also used these powers to adopt an eviction moratorium, prior to the enactment of a similar moratorium by the County and State.

Second, an emergency declaration is usually necessary for the City to access certain types of State and Federal emergency funding. This requirement is common for natural disasters and other types of localized emergencies. Because of the widespread nature of the COVID-19 pandemic, State and Federal financial assistance related to COVID-19 has been provided without a requirement that the City maintain a general emergency declaration.

Third, an emergency declaration sends a message to the public that unusual conditions exists that actively threaten the public health, safety or welfare in the community. This is a primary reason for continuing the COVID-19 local emergency declaration. Continuing to renew the emergency declaration helps communicate to the public that the COVID-19 emergency persists. Although case rates are decreasing, and the rate of vaccine administration is increasing, public health officials have advised that this progress is vulnerable to reversal. Public health officials state that it is critical for the public to continue to practice pandemic safety measures, such as wearing masks and practicing social distancing when in public, even if vaccinated.

The Governor and Contra Costa County Department of Public Health lifted many of the existing restrictions and social distancing requirements on June 15, but some kept others in place. Effective August 3, 2021, the Contra Costa Health Officer issued an order once again requiring masks to be worn while indoors in public spaces. Additionally, both the State and County's emergency declarations remain in effect. We recommend the City Council continue to renew the emergency declaration at this time and reconsider whether to terminate the declaration at an upcoming meeting.

If the proposed resolution is adopted, the City Council will confirm the continued existence of the local emergency. In accordance with state law and the Municipal Code, the City Council will review the emergency declaration periodically until the conditions warrant a termination of the emergency declaration.

FISCAL IMPACT

There is no direct fiscal impact from the adoption of the resolution ratifying a local emergency.

ATTACHMENTS

A. Resolution Confirming Continued Existence of Local Emergency

3856207.1

ATTACHMENT A

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE CONFIRMING THE CONTINUED EXISTENCE OF A LOCAL EMERGENCY DUE TO COVID-19

WHEREAS, Government Code Section 8630 and Pinole Municipal Code Section 2.32.060 authorize the Director of Emergency Service to proclaim a local emergency when conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a city exist if the City Council is not in session and provides that the City Council shall ratify the proclamation within seven days thereafter; and

WHEREAS, in accordance with Government Code Section 8630 and Pinole Code Section 2.32.060, the Director of Emergency Services proclaimed the existence of a local emergency caused by the Novel Coronavirus (COVID-19), a respiratory disease first identified in China that may result in serious illness or death that is easily transmissible from person to person, on March 18, 2020; and

WHEREAS, on March 24, 2020, the City Council ratified and confirmed the proclamation of the existence of a local emergency issued by the Director of Emergency Services; and

WHEREAS, pursuant to Government Code Section 8630 and Pinole Municipal Code Section 2.32.060, the City Council must periodically review the need for continuing the local emergency; and

WHEREAS, the conditions that prompted the original declaration of a local emergency continue to exist; and

WHEREAS, the recitals contained in Resolution No. 2020-13, adopted by the City Council on March 24, 2020, are incorporated into this Resolution as if stated herein; and

WHEREAS, there have now been over 81,000 cases of COVID-19 and approximately 840 deaths within the County; and

WHEREAS, the case rate within the County for vaccinated individuals is approximately 10 new case per day per 100,000 people and the case rate within the County for unvaccinated individuals is approximately 50 cases per day per 100,000; and

WHEREAS, case rates are increasing rapidly in Contra Costa County and throughout the state because of the spread of the COVID-19 Delta Variant, which is highly contagious, especially among the unvaccinated population; and

WHEREAS, in order to maintain progress in containing the spread of COVID-19, the public must continue to practice appropriate safety measures; and

ATTACHMENT A

WHEREAS, the public health and safety concerns for persons and property within the City as a consequence of the global spread of COVID-19 continue to exist; and

WHEREAS, the health, safety, and welfare of Pinole residents, businesses, visitors, and staff is of utmost importance to the City and additional future measures may be needed to protect the community; and

WHEREAS, the City may require additional assistance in the future, and a formal declaration of emergency allows the City to access resources in a timely manner in a timely fashion; and

WHEREAS, the City Council finds that conditions of extreme peril to the safety of persons and property within the territorial limits of the City related to COVID-19 pandemic continue in existence; and

WHEREAS, the City Council finds that extraordinary measures are required to protect the public health, safety, and of persons and property within the City that are or are likely to be beyond the control or capability of the services, personnel, equipment, and facilities of the City; and

WHEREAS, the City Council have continued existence of a local emergency periodically since it was first declared on March 18, 2020; and

WHEREAS, the City Council desires to confirm the continued existence of a local emergency within Pinole due to COVID-19.

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

1. The local emergency declared by Resolution No. 2020-13 due to the COVID-19 Pandemic continues to exist within the City of Pinole.

2. During the existence of the declared local emergency, the powers, functions, and duties of the City Manager, acting as Director of Emergency Services, and the emergency organization of this City shall be those prescribed by State law and by ordinances and resolutions of the City of Pinole.

3. The declaration of local emergency shall remain in effect until such time that the Council determines that the emergency conditions have been abated.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 20th day of July, 2021, by the following vote:

AYES: COUNCILMEMBERS:

ATTACHMENT A

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 20th day of July, 2021.

_____

Heather Iopu, CMC
City Clerk

3856228.1

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CITY COUNCIL REPORT

7D

DATE: AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR
ROY SWEARINGEN, CITY TREASURER

SUBJECT: RECEIVE THE QUARTERLY INVESTMENT REPORT FOR THE FOURTH QUARTER ENDING JUNE 30, 2021

RECOMMENDATION

Staff recommends that the City Council receive the Quarterly Investment Report for the fourth quarter ending June 30, 2021.

BACKGROUND

The City of Pinole Investment Policy requires that a Quarterly Investment Report be submitted to the City Council. The attached Investment Report for the quarter ended June 30, 2021 conforms to the City's Investment Policy as well as all applicable State and federal requirements, particularly 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 across all City funds. The cash and investment balances across all City funds are "pooled" for investment purposes, with the exception of the General Reserve, which is discussed further below. Interest earned on investments is allocated to the various funds based on the cash balances of those funds.

The City also maintains a Pension Section 115 Trust that was established for the purpose of setting aside resources to offset anticipated significant 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, which is separate from the City's general Investment Policy under which pooled cash is invested.

REVIEW AND ANALYSIS

All investments held at June 30, 2021 conform to the City's Investment Policy and all applicable State and federal requirements. The City's investment objectives, in order of priority, shall be safety, which is investing in the highest quality securities, liquidity, which can be converted into cash and necessary to meet cash flow disbursement requirements, and yield, which is earning a higher yield.

Fourth Quarter Investment Report Summary

As of June 30, 2021, the ending balance of total funds was $55,255,828, an increase of $7,638,350 from the previous quarter, which totaled $47,587,478. Typically, the City experiences swings in cash inflow and outflow due to the seasonality of large receipts, such as property taxes, and disbursements, such as annual contract expenditures that are due in full at the beginning of the fiscal year. The City will have sufficient cash flow to meet the next six months of estimated expenditures.

The investment activity included investments of State of California's Local Agency Investment Fund (LAIF) funds. The LAIF balance increased by $137,112 to $29,582,478. LAIF earned an average yield of 0.262% for April through June, down from an average yield of 0.357% for January through March. The LAIF rate continues to trend downward.

There were no investment purchases made during the quarter. One certificate of deposit matured and was redeemed for $249,824; the cash remains in the General Reserve.

The total investment portfolio yielded 1.018% for the fourth quarter, down from the 1.029% yielded in the third quarter.

Staff is exploring engaging a consulting firm to assist the City with investment management in an effort to maximize returns on idle funds.

Investment Instruments

The City Treasurer and Finance Director select 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, 2021 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 the investment pool.

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 aggregate yield of the City's investment portfolio for the quarter ended June 30, 2021 is summarized in Attachment A. LAIF yields have decreased over the past year and are lower than long-term investment yields in most cases. 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.

The Federal Reserve has kept interest rates relatively unchanged since March 2020. The Federal Funds yield has historically been similar to LAIF's yield (Pooled Money Investment Account (PMIA)). Currently the Federal Funds yield is below LAIF.

Investment Strategy

The City utilizes a passive investment management approach by buying and holding securities until maturity. A "laddered maturity" investment strategy is applied to the long-term portion of our 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 modifications to best achieve the objectives laid out in the Investment Policy.

Pension Section 115 Trust

The Pension Section 115 Trust comprises 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, 2021 is included in attachment (B) to this report.

FISCAL IMPACT

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

ATTACHMENTS

A- Investment Report - Quarter Ending June 30, 2021

B- Pension Section 115 Trust Investment Report – Quarter Ending June 30, 2021

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ATTACHMENT A

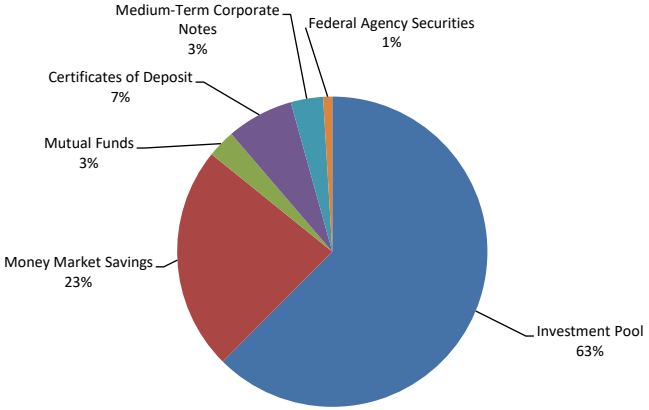
CITY OF PINOLE
INVESTMENT REPORT JUNE 2021
PORTFOLIO SUMMARY

Investments	Par Value	Market Value	Book Value	% of Portfolio	Days to Maturity	Yield	Weighted Average Maturity
Investment Pool - LAIF	29,437,856	29,582,478	29,582,478	56.09%	1	0.262	1
Investment Pool - CalTrust	3,365,865	3,365,865	3,365,865	6.38%	1	0.165	0
Money Market Savings	12,306,374	12,306,374	12,306,374	23.33%	1	0.027	0
Mutual Funds	1,535,250	1,535,250	1,535,250	2.91%	1	0.995	0
Certificates of Deposit	3,594,000	3,671,828	3,671,828	6.96%	747	1.555	4
Medium-Term Corporate Notes	1,750,000	1,778,815	1,778,815	3.37%	315	2.657	4
Federal Agency Securities	500,000	498,780	498,780	0.95%	1,441	0.680	14
Subtotal Investments	$ 52,489,344	$ 52,739,390	52,739,390	100.00%	418	1.018	4
					Average Years:		**1.1**
Cash							
Mechanics Bank - Vendor Checking *	1,272,150	1,272,150	1,272,150		1		
Bank of the West - Payroll Checking *	522,055	522,055	522,055		1		
Bank of the West - Checking (Credit Card Clearing) *	692,233	692,233	692,233		1		
Subtotal Cash	2,486,438	2,486,438	2,486,438		1		
Total Cash and Investments	**$ 54,975,782**	**$ 55,225,828**	**$ 55,225,828**				

*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 PORTFOLIO
JUNE 2021



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CITY OF PINOLE
INVESTMENT REPORT June 2021
PORTFOLIO DETAILS

Type / Account Number	CUSIP	Issuer	Investment Description	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)	Pooled Treasury - State of California	LAIF	999-10201	29,437,856	29,582,478	29,582,478	0.262	0.262	1	N/A		1
		CalTrust - Short Term Fund (City)	Pooled Treasury - Joint Power Financing Authority	CalTrust	999-10202	24,535	24,535	24,535	0.120	0.120	1	N/A		0
		CalTrust - Medium Term Fund (City)	Pooled Treasury - Joint Power Financing Authority	CalTrust	999-10203	3,341,329	3,341,329	3,341,329	0.210	0.210	1	N/A		0
			Subtotal and Average			32,803,721	32,948,343	32,948,343	0.197	0.197	1			0
Money Market Savings														
		Mechanics Bank	Money Market Savings (City)	City	999-10102	10,372,848	10,372,848	10,372,848	0.040	0.040	1	N/A		0
		Bank of the West	Money Market Savings - Police Evidence Trust	City	999-10104	107,766	107,766	107,766	0.010	0.010	1	N/A		0
84501100	999491905	Wells Fargo Bank	Money Market - WPCP Escrow	Wells Fargo	503-10302	1,825,761	1,825,761	1,825,761	0.030	0.030	1	N/A		0
			Subtotal and Average			12,306,374	12,306,374	12,306,374	0.027	0.027	1			0
Mutual Funds														
19-516680		U.S. Bank	Accrued Income - City Reserve	US Bank	150-10110	20,269	20,269	20,269	1.980	1.980	1	N/A		0
19-516680	31846V203	1st American Government Obligation Fund	Mutual Fund Shares - Class "D" - City Reserve	US Bank	150-10110	1,514,980	1,514,980	1,514,980	0.010	0.010	1	N/A		0
			Subtotal and Average			1,535,250	1,535,250	1,535,250	0.995	0.995	1			0
Certificates of Deposit														
19-516680	02007GLR2	Ally Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	251,997	251,997	1.800	1.760	439	N/A	9/12/2022	2
19-516680	064520BG3	Bank of Princeton	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	250,988	250,988	0.500	0.500	1,279	N/A	12/30/2024	6
19-516680	05580ATL8	Bmw Bank North America	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	252,933	252,933	1.800	1.760	531	N/A	12/13/2022	3
19-516680	140420A59	Capital One Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	248,000	248,327	248,327	1.600	1.600	34	N/A	8/3/2021	0
19-516680	29976DQ86	Everbank Jacksonville FL	Certificates of Deposit - City Reserves	US Bank	150-10110	125,000	125,216	125,216	1.500	1.500	43	N/A	8/12/2021	0
19-516680	38149MAY9	Goldman Sachs BK USA New York	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	257,341	257,341	2.600	2.480	705	N/A	6/5/2023	3
19-516680	58404DFE6	Medallion Bk Salt Lake City	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	253,783	253,783	1.700	1.670	446	N/A	9/19/2022	2
19-516680	59013KCZ7	Merrick Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	249,000	256,841	256,841	1.650	1.600	821	N/A	9/29/2023	4
19-516680	61690UGW4	Morgan Stanley Bank Na	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	257,355	257,355	2.600	2.480	706	N/A	6/6/2023	3
19-516680	61760AF46	Morgan Stanley Private Bk Natlassn	Certificates of Deposit - City Reserves	US Bank	150-10110	246,000	257,355	257,355	2.600	2.480	706	N/A	6/6/2023	3
19-516680	70212VAB4	Partners Bk helena Ark	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	248,351	248,351	0.600	0.600	1,461	N/A	6/30/2025	7
19-516680	84223QAN7	Southern Bankcorp Bank	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	251,160	251,160	0.500	0.500	1,213	N/A	10/25/2024	6
19-516680	856285QG9	State Bk Indiana New York N Y	Certificates of Deposit - City Reserves	US Bank	150-10110	250,000	252,235	252,235	1.000	0.990	1,457	N/A	6/26/2025	7
19-516680	85916VDN2	Sterling Bank of Poplar Bluff	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	254,692	254,692	1.650	1.600	810	N/A	9/18/2023	4
19-516680	949495AF2	Wells Fargo Bank Natl Bk West	Certificates of Deposit - City Reserves	US Bank	150-10110	247,000	253,254	253,254	1.850	1.800	548	N/A	12/30/2022	3
			Subtotal and Average			3,594,000	3,671,828	3,671,828	1.597	1.555	747			4
Medium-Term Corporate Notes														
19-516680	478160BT0	Johnson Johnson	2.05% Corporate MTN 3/1/23 - City Reserves	US Bank	150-10110	750,000	769,140	769,140	2.050	2.000	609	AAA	3/1/2023	9
19-516680	594918BW3	Microsoft Corp	2.40 % Corporate MTN 02/06/22- City Reserves	US Bank	150-10110	500,000	505,905	505,905	2.370	2.370	221	AAA	2/6/2022	2
19-516680	94988J5T0	Wells Fargo Bank Na	3.625 % Corporate MTN 10/22/21- City Reserves	US Bank	150-10110	500,000	503,770	503,770	3.625	3.600	114	A+	10/22/2021	1
			Subtotal and Average			1,750,000	1,778,815	1,778,815	2.682	2.657	315			4
Federal Agency Securities														
19-516680	3133ELH80	Federal Farm Credit Bks	.680% Agency Bond 6/10/25	US Bank	150-10110	500,000	498,780	498,780	0.680	0.680	1,441	AA+	6/10/2025	14
			Subtotal and Average			500,000	498,780	498,780	0.680	0.680	1,441			14
			Investment Portfolio Total and Average			**$ 52,489,344**	**$ 52,739,390**	**$ 52,739,390**	**1.030**	**1.018**	**418**			**4**

Average Years : 1.1

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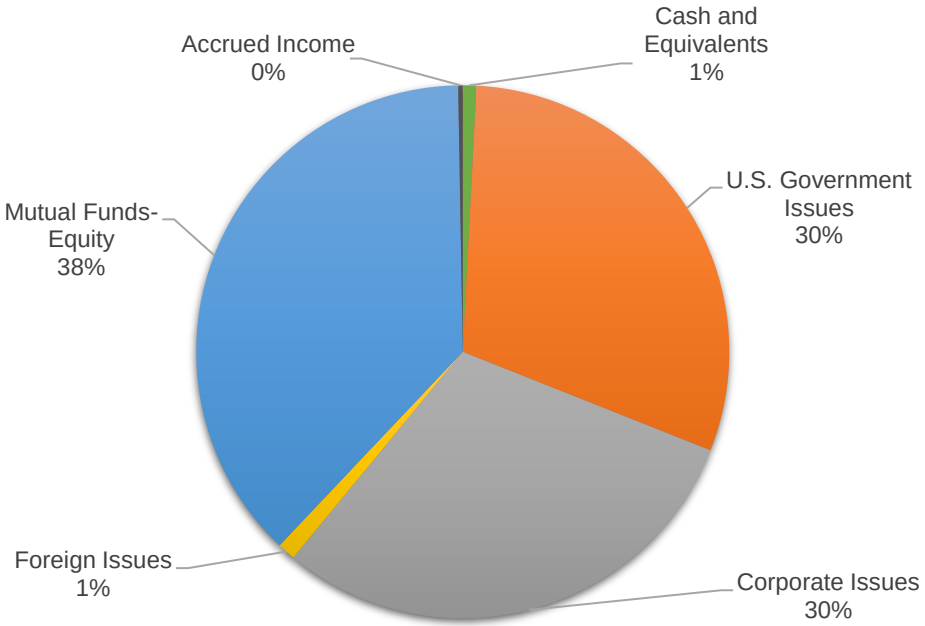
ATTACHMENT B

CITY OF PINOLE
INVESTMENT REPORT JUNE 2021
PENSION TRUST SECTION 115 PORTFOLIO SUMMARY

Investments	Market Value	Book Value	% of Market	Yield
Cash and Equivalents	165,268	165,268	0.82%	0.020
U.S. Government Issues	6,074,004	5,978,735	30.20%	1.820
Corporate Issues	6,021,022	5,940,759	29.94%	3.350
Foreign Issues	220,481	205,903	1.10%	3.460
Mutual Funds-Equity	7,574,632	5,683,107	37.67%	1.190
Total Assets	**20,055,406**	**17,973,772**	**99.73%**	**2.050**
Accrued Income	54,926	54,926	0.27%	
Grand Total	**$ 20,110,333**	**$ 18,028,699**	**100%**	



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CITY COUNCIL REPORT

7E

DATE AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: RECEIVE THE QUARTERLY REPORT ON IMPLEMENTATION OF THE STRATEGIC PLAN FOR FISCAL YEAR (FY) 2020-21 FOURTH QUARTER

RECOMMENDATION

City staff recommends that the City Council receive the quarterly report on implementation of the Strategic Plan.

BACKGROUND

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance) and 22 individual strategies (special projects) to complete over a five-year timeframe.

In August 2020, the City created the Strategic Plan Implementation Action Plan (IAP), which identified the timeframe on which each Strategic Plan strategy would be implemented. The City Council revisited the IAP in January 2021 and approved an updated version, which specified completion dates for each of the strategies (attached). During the January 2021 discussion of the IAP, staff recommended that staff provide a quarterly report on the status of the implementation of the Strategic Plan strategies, akin to the quarterly reports that staff provides to the Council on the City budget and City investments. Council agreed to this recommendation.

REVIEW & ANALYSIS

Below find a table listing the four goals and 22 strategies contained within the Strategic Plan, along with the start and completion dates for each agreed upon in the January 2021 IAP. Each strategy has been coded with a green, yellow, or red dot to indicate whether the City is on track to achieve the beginning and completion dates specified in the January 2021 IAP. Green indicates that the City is on track to achieve the beginning and completion dates; yellow indicates that the City is on track to achieve either the beginning or completion date; and red indicates that the City is not on track to achieve either the beginning or completion date. The City is on track, as of the fourth quarter of FY 2020-21, to achieve the beginning and completion dates of almost all of the strategies.

Goal and Strategy	Updated Year to Begin Strategy January 30, 2021	Updated Year to Complete Strategy January 30,2021	FY 2020-21 Third Quarter Status for Begin and Complete Strategy
Goal 1: Safe and Resilient Pinole			
Strategy 1. Conduct a citywide asset condition assessment.	Year 1	Year 5	
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	Year 1	Year 1	
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	Year 3	Year 3	
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	Year 1	Year 2	
Goal 2: Financially Stable Pinole			
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	Year 1	Year 1	Complete
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	Year 1	Year 2	
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	Year 2	Year 2	
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	Year 2	Year 3	
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	Year 1	Year 5	
Goal 3: Vibrant and Beautiful Pinole			
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	Year 1	Year 4	

Goal and Strategy	Updated Year to Begin Strategy January 30, 2021	Updated Year to Complete Strategy January 30,2021	FY 2020-21 Third Quarter Status for Begin and Complete Strategy
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	Year 4	Year 4	
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	Year 1	Year 1	
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	Year 1	Year 2	
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	Year 2	Year 4	
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	Year 1	Year 1	
Goal 4. High Performance Pinole			
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	Year 1	Year 2	
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	Year 1	Year 1	Complete
Strategy 3. Review citywide implementation of best practices and improve processes.	Year 2	Year 5	

Goal and Strategy	Updated Year to Begin Strategy January 30, 2021	Updated Year to Complete Strategy January 30,2021	FY 2020-21 Third Quarter Status for Begin and Complete Strategy
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	Year 1	Year 2	
Strategy 5. Develop a public engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	Year 1	Year 2	
Strategy 6. Develop a comprehensive information technology Strategic Plan.	Year 1	Year 1	
Strategy 7. Develop an interagency legislative advocacy program.	Year 2	Year 2	

Below is a summary of the status of the strategies that are coded yellow:

- Update the emergency preparedness and response plan – City staff is working with a consultant to create an updated Emergency Operations Plan (EOP), and will complete that effort in Year 2 (FY 2021-22)
- Conduct a review and update of the City's code enforcement and property maintenance programs – City staff has begun to review the code enforcement and property maintenance programs, but did not complete that review process in Year 1 (FY 2020-21)
- Develop a comprehensive information technology Strategic Plan – Precision IT, the City's information technology services provider, has created a draft information technology plan, which will be completed in Year 2 (FY 2021-22)

FISCAL IMPACT

There is no fiscal impact related to receiving this report.

ATTACHMENTS

Attachment A Implementation Action Plan, January 2021

City of Pinole

Strategic Plan 2020 – 2025

Implementation Action Plan

August 2020
Revised January 2021

City of Pinole Strategic Plan 2020 – 2025 Implementation Action Plan (IAP)

This Implementation Action Plan is a living document and serves as the blueprint to implement the Strategic Plan. This document is a tool that should be updated on a regular basis. Management Team members may choose to review progress on a scheduled basis, and periodically report progress to the City Council, employees, and other stakeholders. Prudent implementation requires "circling back" and fine-tuning the plan based on experience. It contains the key steps, prioritization, time frame, team, and success indicators to implement the Strategic Plan elements.

The categories within this IAP are:

- Year to begin the strategy (Year 1, 2, 3, 4, or 5)
  - Year 1 is FY 2020-21
  - Year 2 is FY 2021-22
  - Year 3 is FY 2022-23
  - Year 4 is FY 2023-24
  - Year 5 is FY 2024-25
- Updated year to begin strategy
- Updated year to complete strategy
- Key implementation steps
- Lead staff position for the strategy
- Other team members involved for the strategy
- Whether resources (dollars or staff time) are available to complete strategy
- Success indicators and comments

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 1:* Safe and Resilient Pinole**								
Strategy 1. Conduct a citywide asset condition assessment.	**Year 1**	**Year 1**	**Year 5**	• Acquire asset management software - underway • Complete/review inventory of all city assets (facilities, property, equipment, etc.) • Conduct condition assessments • Review results with Executive Team • Distribute condition assessment report to staff • Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Public Works Manager, Senior Project Manager	Yes (funding appropriated for some related expenses, but not all)	• Establish maintenance standards • Report annually on the condition of city assets • Create long-term plan for capital asset management
Strategy 2. Update the emergency preparedness and response plan (including results of the facilities and equipment assessment).	**Year 1**	**Year 1**	**Year 1**	• Review the city's emergency preparedness and response plan • Revise/update the plan based on best practices • Attach the condition assessment report to the plan	Fire Chief	Police Chief	Yes (funds in current budget for this project estimated at $50,000)	• Publish an updated Pinole EOP • Establish tabletop schedule and track drills
Strategy 3. Explore restoring the community emergency response team (CERT) program and conducting annual tabletop exercises and community drills.	**Year 3**	**Year 3**	**Year 3**	• Assess and document the city's needs for the CERT program • Establish and implement preferred approach (e.g., city operated, volunteer-based, partnership with other agency) • Identify resources that are needed to restore the program (funding, staff, training materials, volunteers, equipment, etc.)	Fire Chief	Police Chief	Yes	• Inventory CERT across the City • Schedule and conduct drills

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Review, prioritize, and implement as appropriate the 2019 fire service study recommendations.	**Year 1**	**Year 1**	**Year 2**	• Review the results and recommendations of the 2019 fire service study (planned for September 2020) • Provide City staff recommendations to Council • Identify resources needed to implement top priorities • Develop an implementation action plan for the recommendations • Provide updates to implementation	Fire Chief	City Manager	Yes (resources are available to review the results and recommendations, but no funding has been appropriated to implement any service expansions)	• Implementation of Council-approved recommendations

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 2:* Financially Stable Pinole**								
Strategy 1. Develop a long-term financial plan (LTFP) and use it to guide budget and financial decisions (including policies regarding reserves and management of liabilities).	**Year 1**	**Year 1**	**Year 1**	• Create project plan to develop LTFP • Prepare 10-year financial forecast • Identify budget and organizational strategies for long-term sustainability • Engage community (education and strategies, service levels) • Engage executive team on developing plan • Based on best practices, include policies for managing the city's reserves and liabilities • Present LTFP to Council for adoption	Finance Director	Potential consultant support Executive Team	Yes	• LTFP adopted by council • Making decisions consistent with plan • Report on annual compliance with financial reserves and liabilities' policies • Ability to live within the forecast • Update plan every two years
Strategy 2. Conduct a comprehensive fee study to ensure cost recovery of current and potential service fees. (Evaluate implementing an online payment platform.)	**Year 1**	**Year 1**	**Year 2**	• Collect sample fee schedules from peer agencies • Analyze cost of providing fee-based services (including completing updated overhead cost allocation plan and incorporating that data) • Calculate and document fully burdened in-house service costs for each fee • Review and update, if appropriate, the City's financial policy on fee-based services and cost recovery • Update fees, based on the city's cost-recovery goals • Distribute new fee schedule to staff and upload to the city's website	Finance Director	Executive Team	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	NOTES: Development Services – need nexus study first Recreation, PCTV Fire completed

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 3. Establish a program to evaluate grant opportunities and capacity.	**Year 2**	**Year 2**	**Year 2**	• Determine organizational structure/home and process for evaluating and pursuing grant opportunities • Identify priority service areas for pursuing grants • Determine staff assignments • Review grant application and administration best practices • Develop criteria for determining whether to pursue grants • Prepare annual report summarizing grants to pursue and the status of administration	City Manager	Executive Team	Yes	• Total dollars awarded • Administration cost by percent of total grant • Grant funded projects completed • Monetary value of benefits/outcomes created directly by grant and indirectly as a result of grant
Strategy 4. Explore an array of revenue generation opportunities to recover costs.	**Year 2**	**Year 2**	**Year 3**	• Determine revenue needs to cover city expenditures (see goal 2, strategy 1) • Identify options (see goal 2, strategy 1 and strategy 2) • Prioritize pursuit of revenue options • Determine ease of implementation • Bring recommendations to Council	Finance Director	Executive Team	Yes	• Periodically review costs for services and the percent of costs recovered through fees and charges.
Strategy 5. Develop a disciplined approach to funding infrastructure maintenance and improvements.	**Year 3**	**Year 1**	**Year 5**	• Create Long-Term Capital Asset Management Plan and integrate with Capital Improvement Plan	Development Services Director / City Engineer	Finance Director	Yes	• CIP implementation • CIP gaps

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 3:* Vibrant and Beautiful Pinole**								
Strategy 1. Update the General Plan and Three Corridors Specific Plan.	**Year 1**	**Year 1**	**Year 4**	• Updating the Housing Element in FY 2020 – 2021 • Update the residential housing design guidelines • Recommend changes as needed • Review updates with the executive team • Finalize updates	Development Services Director / City Engineer		Yes (received a grant to fund the Housing Element and residential design guidelines update)	• Adopted plan documents
Strategy 2. Develop/create a comprehensive strategy to encourage streamlining the rehabilitation and re-use of undeveloped or under-developed properties.	**Year 4**	**Year 4**	**Year 4**	• Review current process for rehabilitating and re-using undeveloped or underdeveloped properties • Identify and remove process delays and steps that lack value • Update city policies as needed	Development Services Director / City Engineer and Assistant City Manager		Yes	• Track redevelopment and reuse timeframes

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 3. Partner with regional for- and non-profit housing organizations to provide an array of housing options consistent with community income levels.	**Year 1**	**Year 1**	**Year 1**	• Identify and meet with potential partner housing organizations • Collaborate on developing housing units, both through financial assistance and zoning requirements, consistent with state and regional targets • Work closely with neighborhoods to vet housing proposals and plan to construction to ensure consistency with neighborhood character.	Development Services Director / City Engineer and Assistant City Manager		Yes (staff is available to work on this strategy, but the City has limited financial resources to contribute toward the construction of new housing)	• Track the number of new housing partners • Track the number of housing units created

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a comprehensive economic development strategy that includes a focus on downtown redevelopment to activate the core of the community as a destination for the region (including gateway and wayfinding signage as well as branding).	**Year 1**	**Year 1**	**Year 2**	• Identify the city's economic development lead staff person • Create project plan to create economic development strategy • Identify the city's economic development goals with City Council and potential subcommittee with key partners (including funding resources that will be needed to achieve each economic development goal and strategy) • Document strategies related to each goal • Specify ways to enhance the city's signage and branding	Assistant City Manager	City Manager, Development Services Director / City Engineer, and Planning Manager	Yes (staff is available to work on this strategy, but no funds have been appropriated for consulting services that might be needed to complete the strategy)	• Track tax dollars • Track square footage of business industry by type

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 5. Partner regionally to improve and enhance transportation circulation, including public transit, cars, bikes, and pedestrians.	**Year 2**	**Year 2**	**Year 4**	• Cultivate and actively engage partnerships on bike and ped planning activities • Identify the City's transportation circulation goals and review and update City transportation and circulation plans as needed • Determine how regional partners can assist with improvement - MTC, WCCTAC and WESTCAT • Evaluate the effectiveness of these partnerships • Make adjustments as needed	Development Services Director / City Engineer		Yes	Actively involved with WCCTAC

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Conduct a review and update of the City's code enforcement and property maintenance programs with a focus on increased beautification efforts and investment in community amenities, business districts, and nuisance abatement.	**Year 1**	**Year 1**	**Year 1**	• Review the city's code enforcement and property maintenance programs • Develop recommendations including proactive enforcement based on Council priorities • Prioritize the rental property maintenance program and inspection process • Review recommended updates with the executive team • Finalize updates • Communicate updates to staff and the public	Planning Manager	City Attorney	Yes (new FTE approved by Council in FY 2019-2020)	• Track complaints • Track number of blighted properties improved • Develop and track business district condition inventories • Timeframe to open and close a case (determine metric and close cases in a timely fashion)

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
***Goal 4.* High Performance Pinole**								
Strategy 1. Develop an employee attraction, retention, and development plan. a. Analyze the City's classification and compensation system and update as needed.	**Year 1**	**Year 1**	**Year 2**	• Create project plan to create employee attraction, retention, and development plan • Consider incorporation of succession planning component • Document the city's goals for employee attraction, retention, and development • Identify strategies to attract and retain talent • Identify what works in departments • Develop key performance indicators to track success • Monitor and report on results • Conduct a citywide classification and compensation study • Identify compensation improvements and prioritize recommendations • Evaluate compensation recommendations against the LTFP	Human Resources Director	Executive Team	Yes	• Workforce satisfaction and productivity

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 2. Conduct a citywide organization review to optimize efficiencies.	**Year 1**	**Year 1**	**Year 1**	• Solicit proposals from qualified consultants • Conduct a citywide organizational review • Analyze organizational structure, breadth of City activities, staffing and resource levels, and span of control • Identify opportunities to streamline operations, and optimize efficiency and effectiveness • Distribute results to staff • Prioritize recommendations • Implement changes	City Manager	Consultant	No (no funds have been appropriated for consulting services that will likely be needed to complete the strategy)	• Implement recommended changes
Strategy 3. Review citywide implementation of best practices and improve processes.	**Year 2**	**Year 2**	**Year 5**	• Establish framework through which all City activities and each department's policies, procedures, and services are reviewed on a recurring basis relative to best practices and improvement opportunities • Identify and prioritize policies and procedures to review and update (dept/citywide)	City Manager	Executive Team	Yes	• Document and track efficiencies • Ongoing – touches all areas (i.e. personnel rules). Share and report on updates as occurs.

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 4. Develop a strategic communication plan (i.e., public information officer, messaging, marketing, technical implementation).	**Year 1**	**Year 1**	**Year 2**	• Define the purpose and goals of a communication plan • Assign staff to create communication plan • Solicit input from key stakeholder groups (internal and external) • Create draft plan and review the plan with city leadership • Adopt the plan • Distribute the plan to city staff	City Manager	Development Services Director / City Engineer's team and an analyst (PD to implement plan to start)	Yes	• Track "good" news stories • Survey the community about their knowledge City information

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 5. Develop a publi engagement plan. a. Develop policies and practices that provide a framework for diverse community members to connect, interact, and proactively participate. b. Explore opportunities for meaningful youth participation in city and community life. c. Develop a robust volunteer and internship program.	**Year 1**	**Year 1**	**Year 2**	• Create project plan to create engagement plan • Review existing tools and engagement practices • Establish a policy adopting public engagement principles • Develop a volunteer and youth engagement approach • Implement engagement across the organization based on the principles	City Manager	City Clerk	Yes	• Track number of participants and hours of public engagement annually.

Goal / Strategy	Year to Begin Strategy Per Final August 19, 2020	Updated Year To Begin Strategy	Updated Year To Complete Strategy	Key Implementation Steps	Lead Staff Position	Other Team Members Involved	Resources Available (Yes/No)	Success Indicators and Comments
Strategy 6. Develop a comprehensive information technology Strategic Plan.	**Year 1**	**Year 1**	**Year 1**	• Assess the city's current use of technology • Obtain feedback from city staff about technology needs (through surveys, focus groups, etc.) • List the most critical challenges facing the city, to determine technological priorities • Research possible solutions and associated costs for each priority • Document priorities, solutions (both products to purchase and services to outsource), and costs • Review the technology plan with staff	Assistant City Manager	IT service providers	Yes	• Implementation of IT Plan recommendations (Note: Plan will have a 3-5-year timeframe)
Strategy 7. Develop an interagency legislative advocacy program.	**Year 2**	**Year 2**	**Year 2**	• Identify the City's legislative policy goals on an annual basis • Work with a lobbyist and implement legislative priorities consistent with the City's interests and Strategic Plan • Monitor results	City Manager		Yes	• Track legislation opposed and supported annually.

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CITY COUNCIL REPORT

7F

DATE: AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MISHA KAUR, SR. PROJECT MANAGER

SUBJECT: FISCAL YEAR (FY) 2020/21 FOURTH QUARTER REPORT ON IMPLEMENTATION OF CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS

RECOMMENDATION

Staff recommends that the City Council receive the Fiscal Year (FY) 2020/21 Fourth Quarter Report on implementation of Capital Improvement Plan (CIP) projects.

BACKGROUND

The CIP is a multi-year tentative plan/forecast of the City's capital improvement projects. The City creates an updated CIP each year based on condition assessments and maintenance needs of the City's current capital assets, the desire for new capital assets, and available funding. The first year of the CIP is the proposed capital project plan and capital budget for that fiscal year.

The projects in the CIP fall into the following broad categories, which align with the City's major types of capital assets: facilities, parks, sewer collection and treatment, stormwater, and roads.

The Administration and Engineering Division in the Public Works Department is responsible for identifying and completing City capital projects. In FY 2020/21, the City began providing a quarterly report on the status of implementation of the capital projects contained in the CIP.

REVIEW & ANALYSIS

The City's adopted CIP (Attachment A) contains mostly construction projects and a few master planning projects. The master plans included in the CIP will aid the City in

identifying and prioritizing construction projects and will identify funding opportunities for future projects.

Projects in the CIP are broken down into five major phases:

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

- Planning: The assigned project manager determines the feasibility of the project, which involves development of scope, preliminary schedule, funding requirements, and stakeholder identification.

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

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

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

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

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

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

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

- Monitoring: Throughout the project lifecycle, staff oversees and monitors the project. Construction projects involve construction management, contract compliance, and project management services which include technical and administrative tasks. Staff is also responsible for grant administration for projects that are funded by grants.

- Closure: Once construction projects are complete, the as-built drawings are filed for future reference. Closeout activities involve completing project related paperwork including filing the notice of completion with the Contra Costa County Recorder's office. For master plans, the final plan is presented to City Council.

Attachment B is a summary of the phase of each project in the FY 2020/21 through FY 2024/25 CIP as of the end of the fourth quarter of FY 2020/21. Project initiation is indicated in a light gold tone, planning is depicted in an orange tone, execution is shown in a light green tone, and closure is indicated in dark green.

FISCAL IMPACT

Projects have budgeted sources of funds which have been previously approved by City Council. There is no fiscal impact associated with this status update.

ATTACHMENT(S)

A. Adopted Capital Improvement Plan for FY 2020/21 through FY 2024/25
B. Project Status Street

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ATTACHMENT A

CITY OF PINOLE

CAPITAL IMPROVEMENT PLAN

FY 2020/21 - 2024/25

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CAPITAL IMPROVEMENT PLAN

FY 2020/21 - 2024/25

CITY COUNCIL

Roy Swearingen, Mayor

Norma Martinez-Rubin, Mayor Pro Tem

Pete Murray, Councilmember

Vincent Salimi, Councilmember

Anthony Tave, Councilmember

CITY MANAGER

Andrew Murray

DEVELOPMENT SERVICES DIRECTOR

Tamara Miller

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Overview

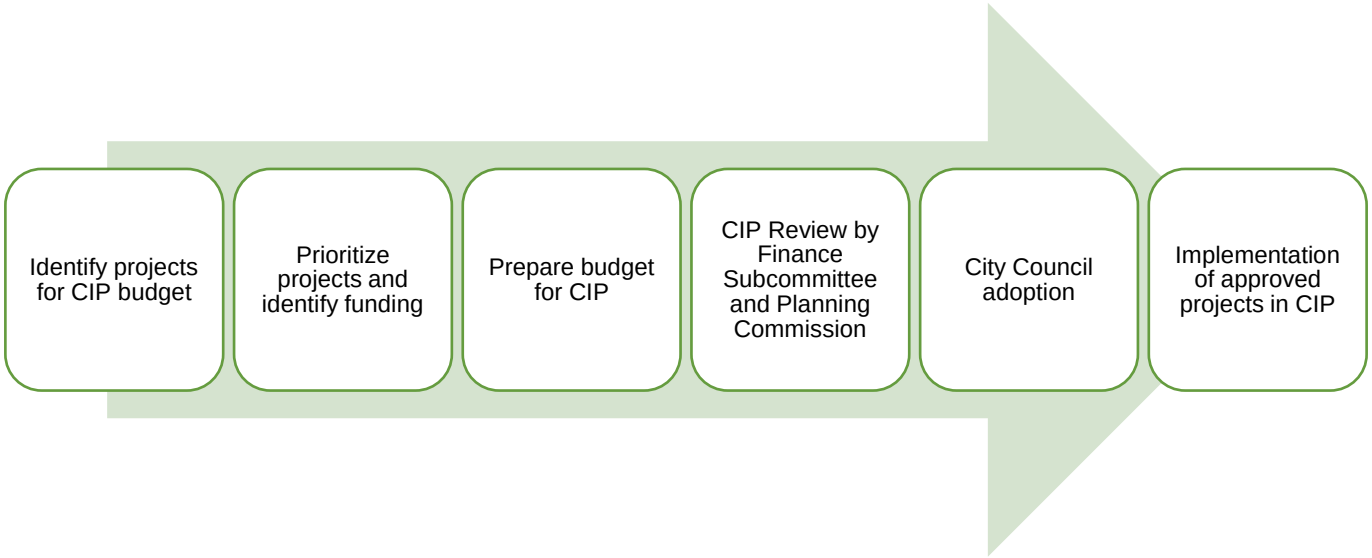
The Capital Improvement Plan (CIP) is a multi-year planning tool used to identify and implement the City's capital needs over the upcoming five-year period. The CIP aligns the needs with appropriate funding, scheduling, and implementation. This document is a working blueprint for building and sustaining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

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

The CIP is reviewed and updated annually for capital projects and programs that support City goals and objectives including priorities identified in the 2020-2025 Strategic Plan of developing a disciplined approach to funding infrastructure maintenance and improvements. The CIP is reviewed by the Planning Commission for consistency with the General Plan and the Finance subcommittee. Project priority and selection is based on specific criteria, such as:

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

The process for developing the CIP involves the following steps:



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Project Funding

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

The CIP is funded primarily with funds restricted for specific purposes. Below are various funding sources and their restrictions.

Funding Sources

Fund #	Fund Name	Description
106	Measure S 2014	Accounts for 2014 voter-approved half-cent Local Use Tax which levies 0.5% each on all merchandise. Although these are unrestricted General Fund revenues, the 2014 Use Taxes have been allocated by the City Council to fund Infrastructure Projects as their highest funding priority.
200	Gas Tax	Accounts for the Highway Users Tax (HUTA) State imposed excise taxes on gasoline and diesel fuel sales within the City limits. Gas Tax funds are restricted for use in the construction, improvement and maintenance of public streets.
215	Measure J	Accounts for special override sales tax revenues collected by Contra Costa Transportation Authority (CCTA) and reapportioned to cities for local street projects.
PGE	Rule 20A	Through Rule 20A, the California Public Utilities Commission requires Pacific Gas and Electric (PG&E) to set aside funds annually to finance the undergrounding of overhead electrical facilities located on public streets within the City of Pinole.
276	Growth Impact Fees	Accounts for development fees collected to mitigate the impact of new development.
325	City Street Improvements	Accounts for funds set aside by the City of Pinole to fund street improvement projects.
327	Park Grants	Accounts for grants and reimbursements from the state and federal government and other agencies related to parks.
377	Arterial Street Rehabilitation	Accounts for funds set aside by the City of Pinole to fund arterial street rehabilitation projects.
500	Sewer Enterprise	Accounts for fees charged to residents and businesses for sewer utilities. Fees are used to operate the Pinole-Hercules Water Pollution Control Plant which services the Pinole and Hercules areas.

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CIP Funding Sources FY 2020-21

SOURCES BY FUND	FY 2020-21	FY 2020-21 w/o Rule 20A
106 – Measure S 2014	$1,694,242	$1,694,242
200 – Gas Tax	$1,054,395	$1,054,395
215 – Measure J	$586,000	$586,000
PG&E – Rule 20A	$2,557,658	-
276 – Growth Impact Fees	$8,000	$8,000
325 – City Street Improvements	$1,335,698	$1,335,698
327 – Park Grants	$189,758	$189,758
377 – Arterial Streets Rehabilitation	$643,281	$643,281
500 – Sewer Enterprise Fund	$1,725,700	$1,725,700
TOTAL	**$9,794,732**	**$7,237,074**

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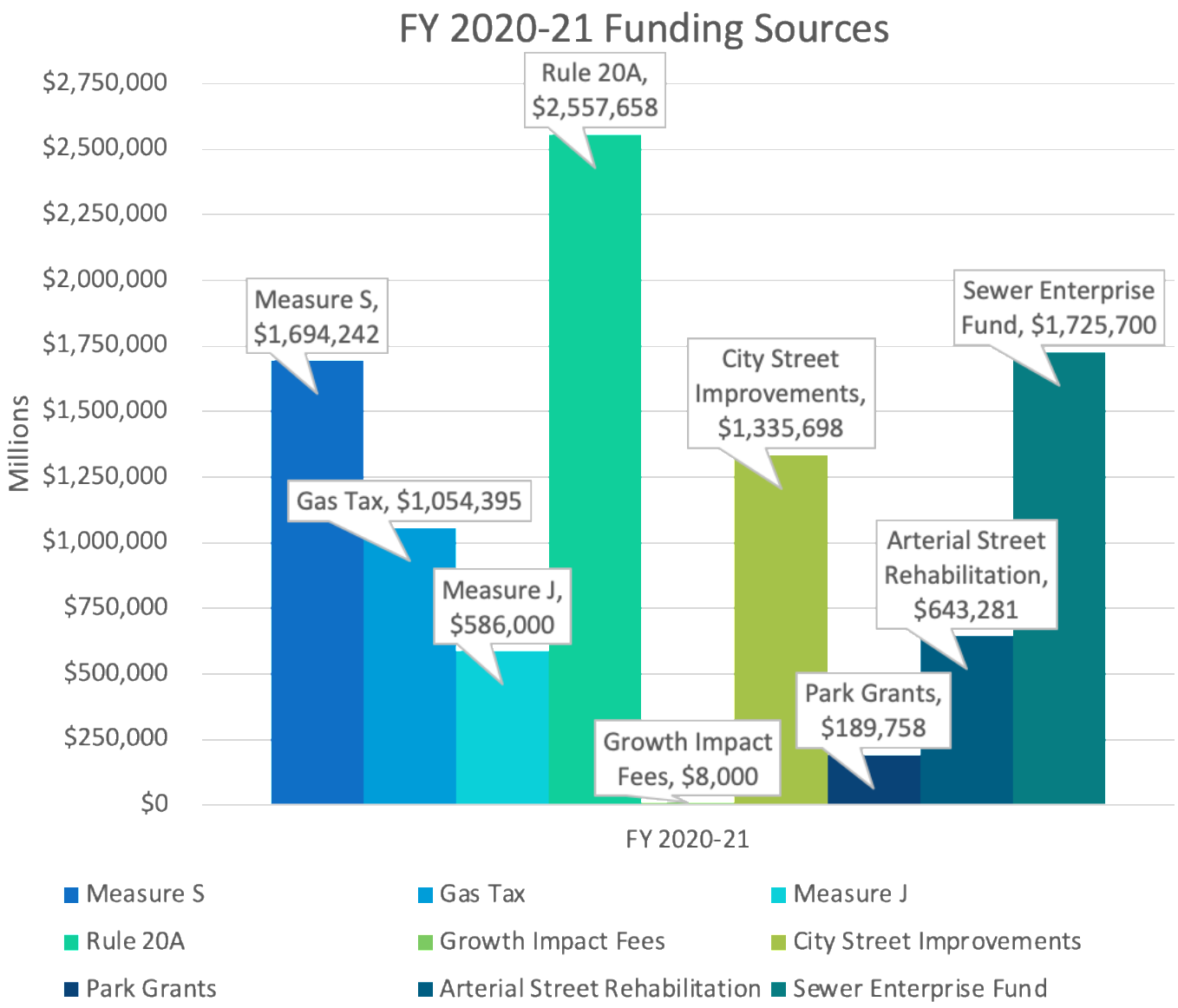

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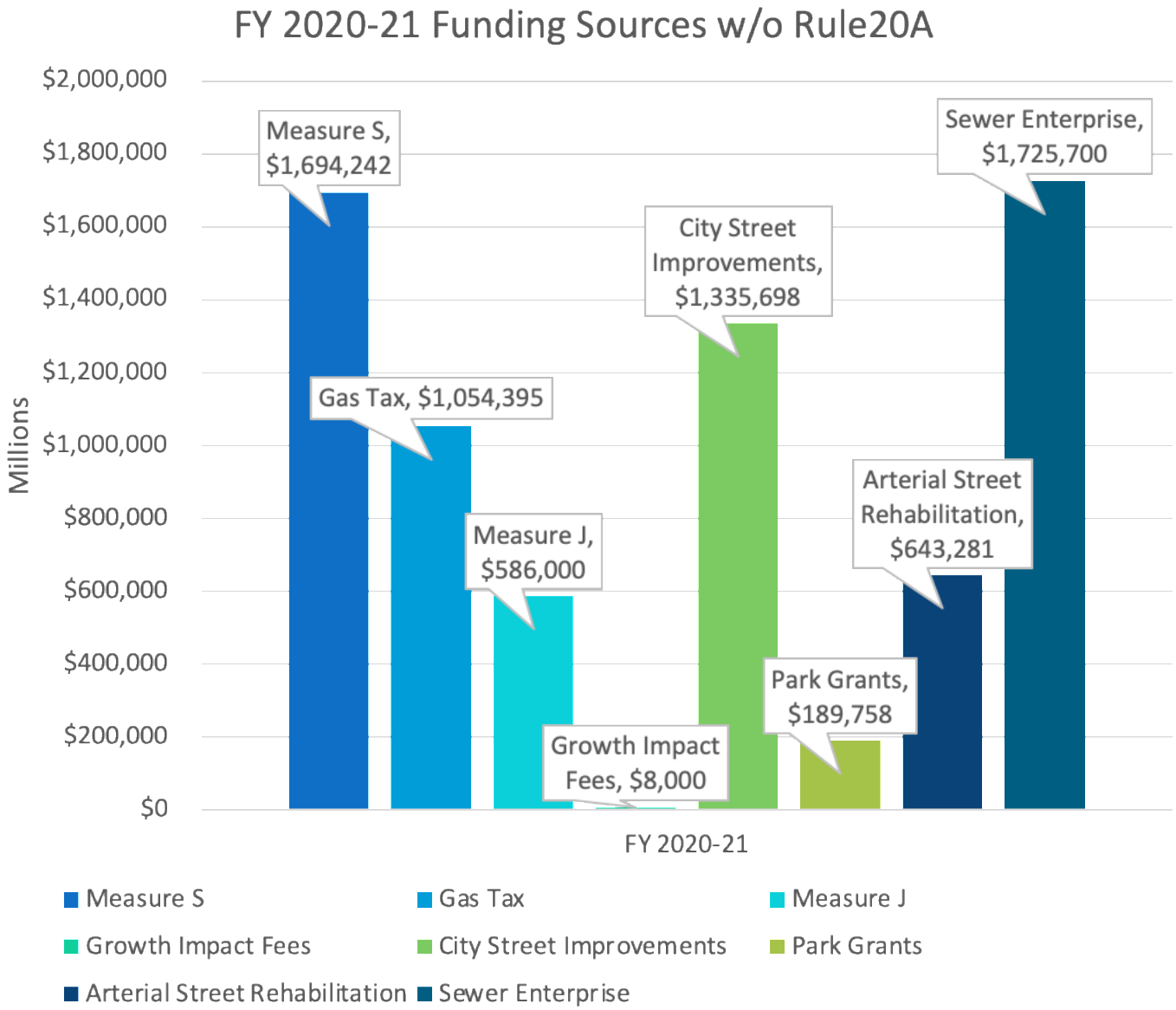

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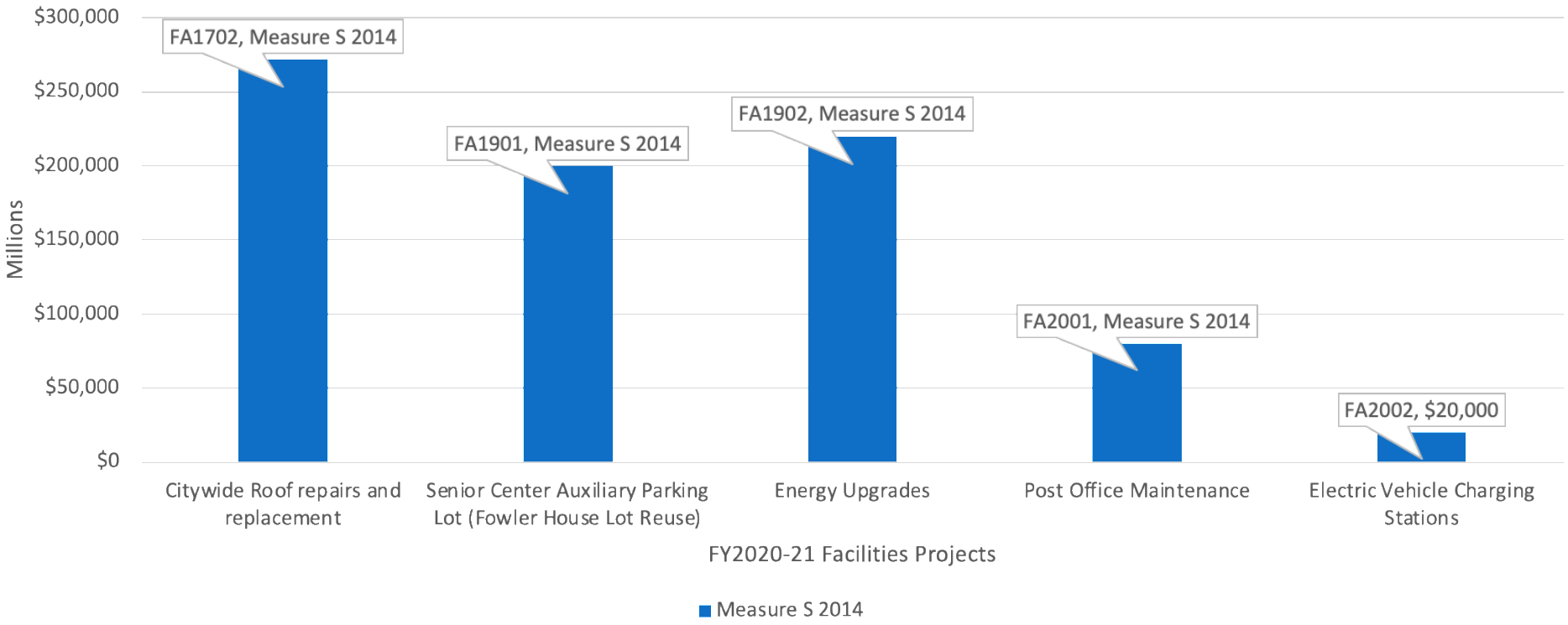
FACILITIES PROJECTS: FY 2020-21



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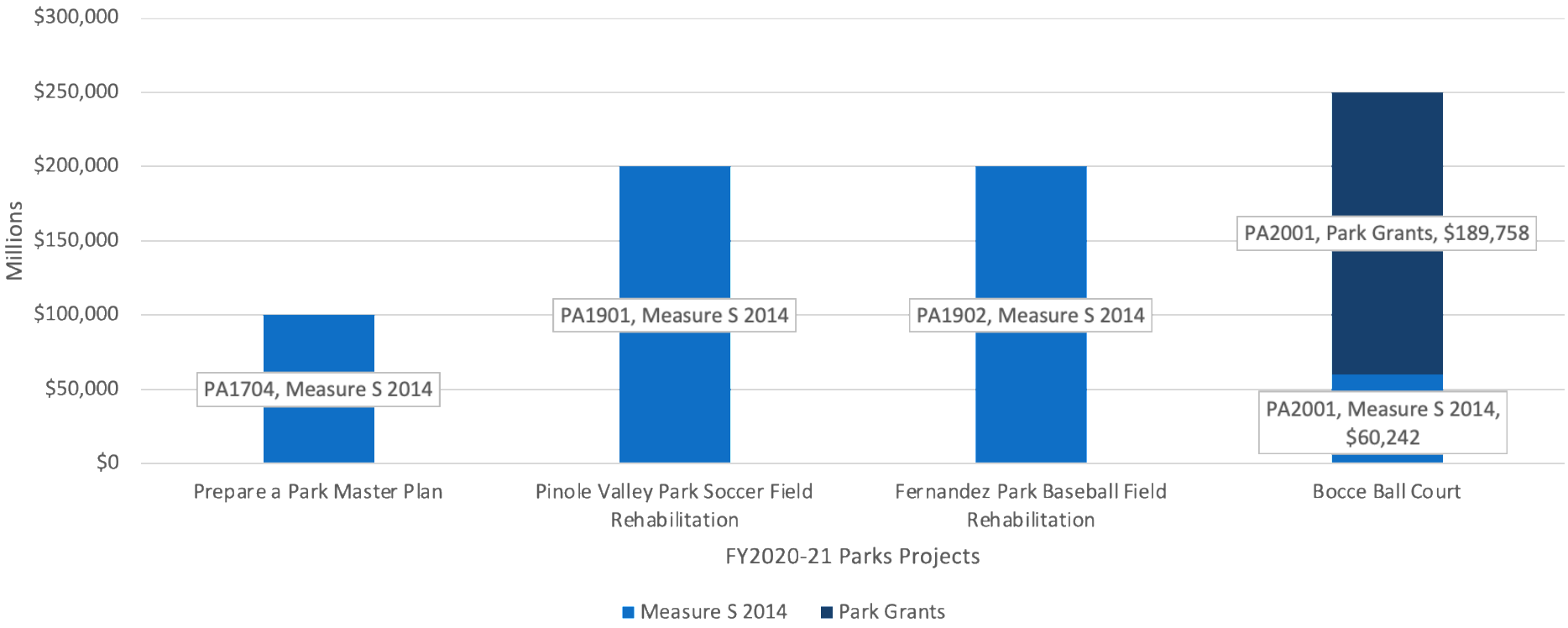
PARKS PROJECTS: FY 2020-21



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SANITARY SEWER PROJECTS: FY 2020-21

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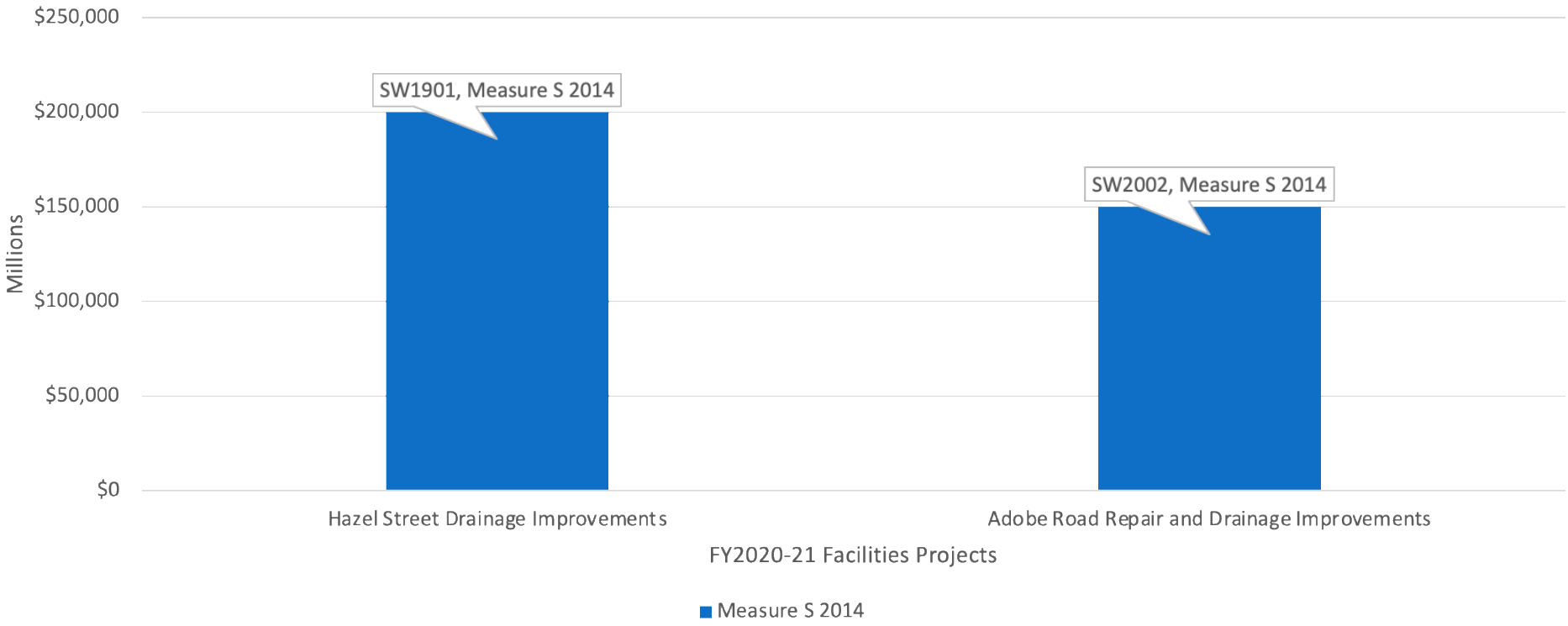
STORMWATER PROJECTS: FY 2020-21



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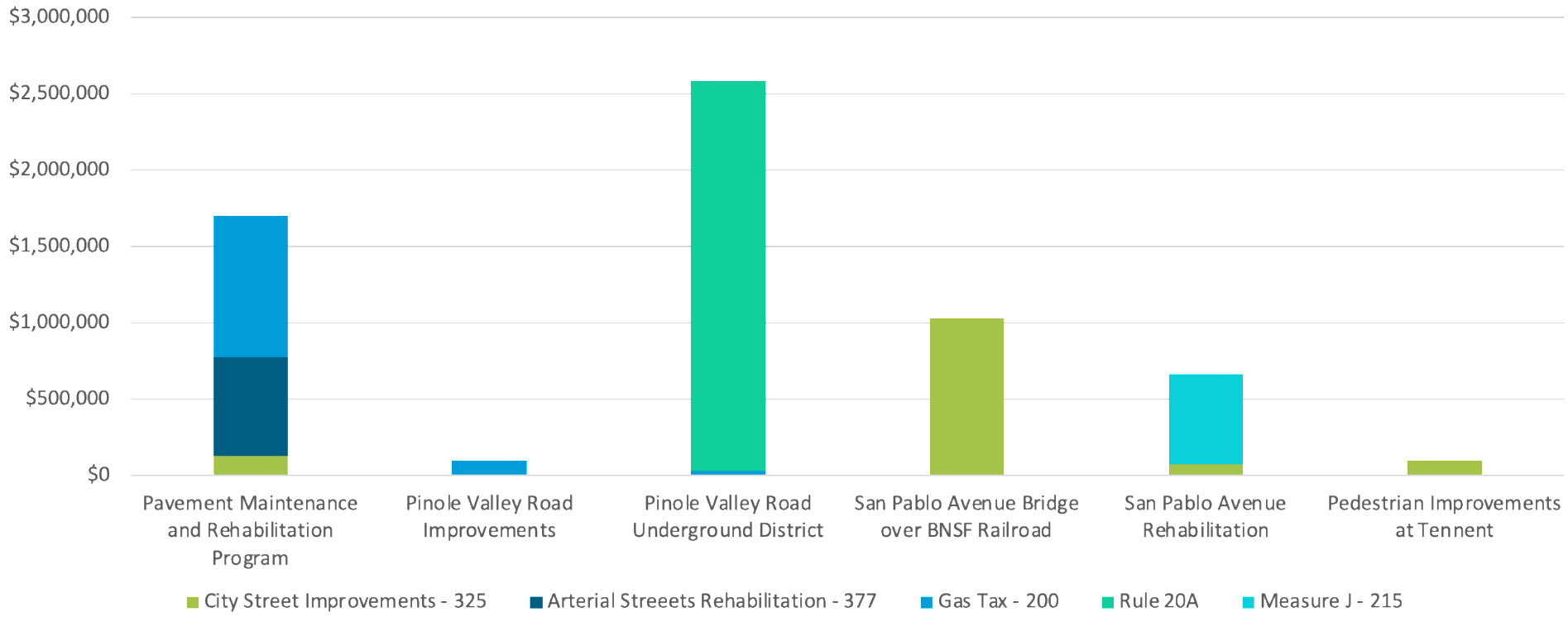
ROAD PROJECTS: FY 2020-21



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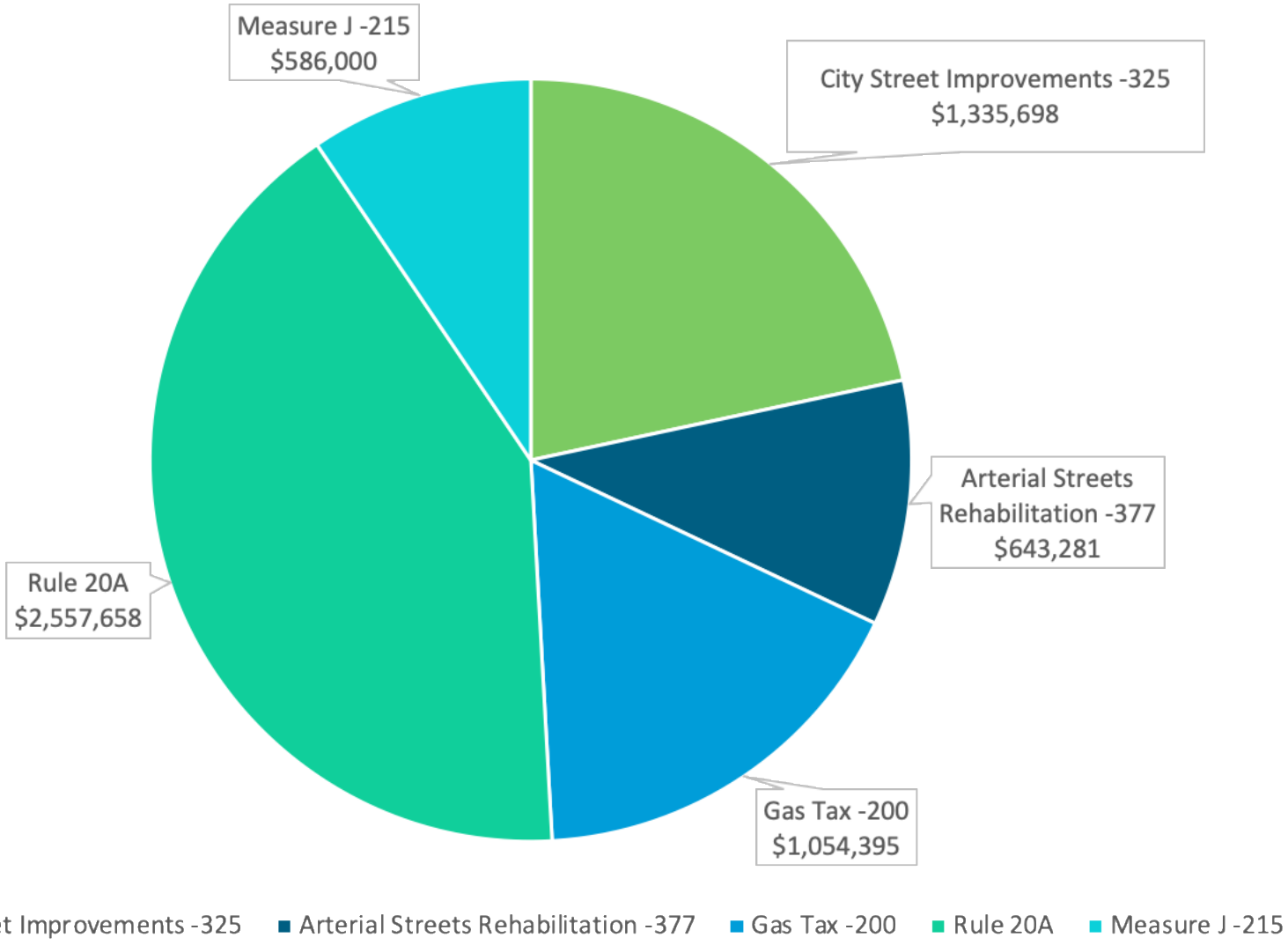
FUNDING DETAIL: ROAD PROJECTS FY 2020-21



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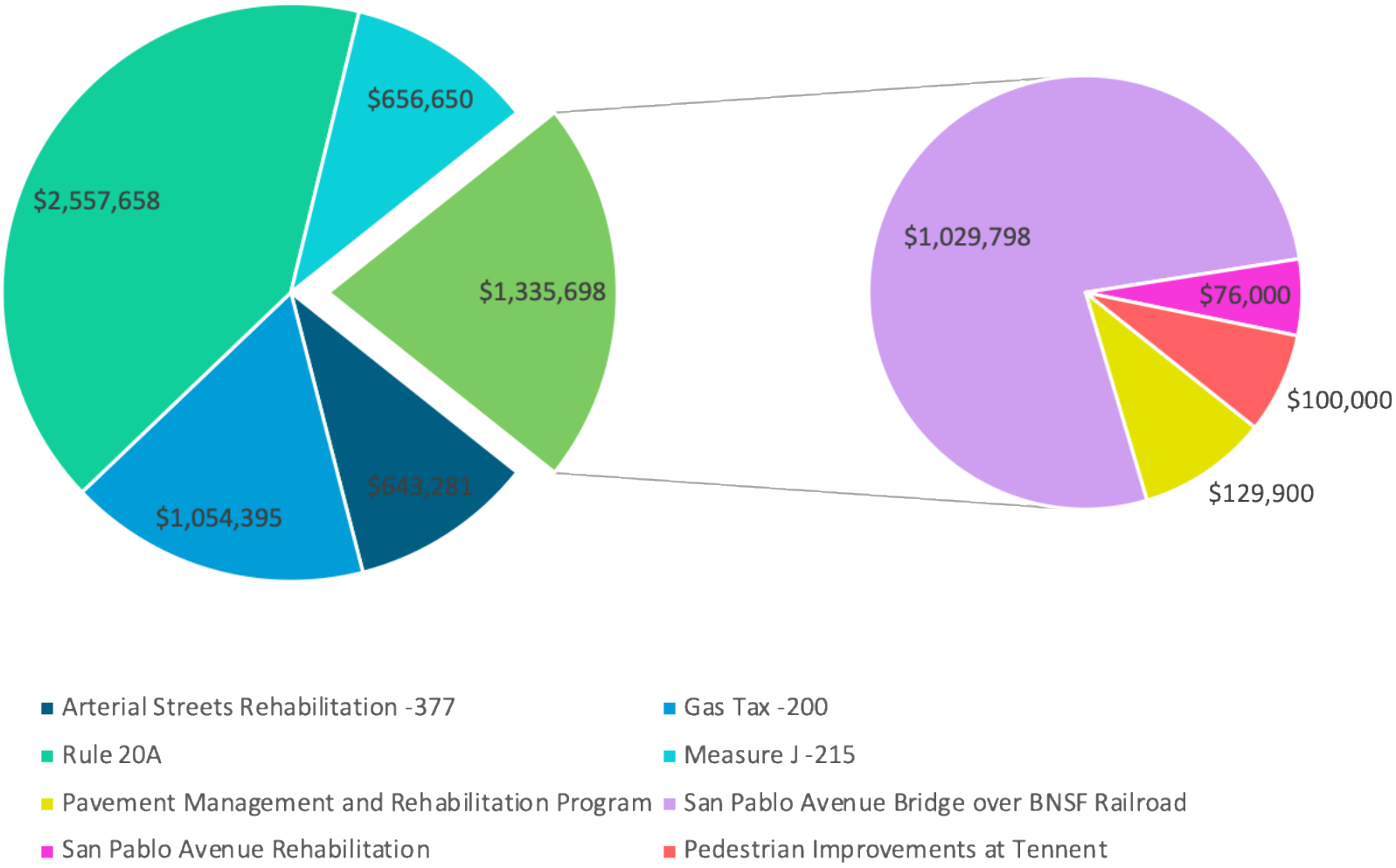
ROAD PROJECTS: CITY STREET IMPROVEMENTS FUND 325



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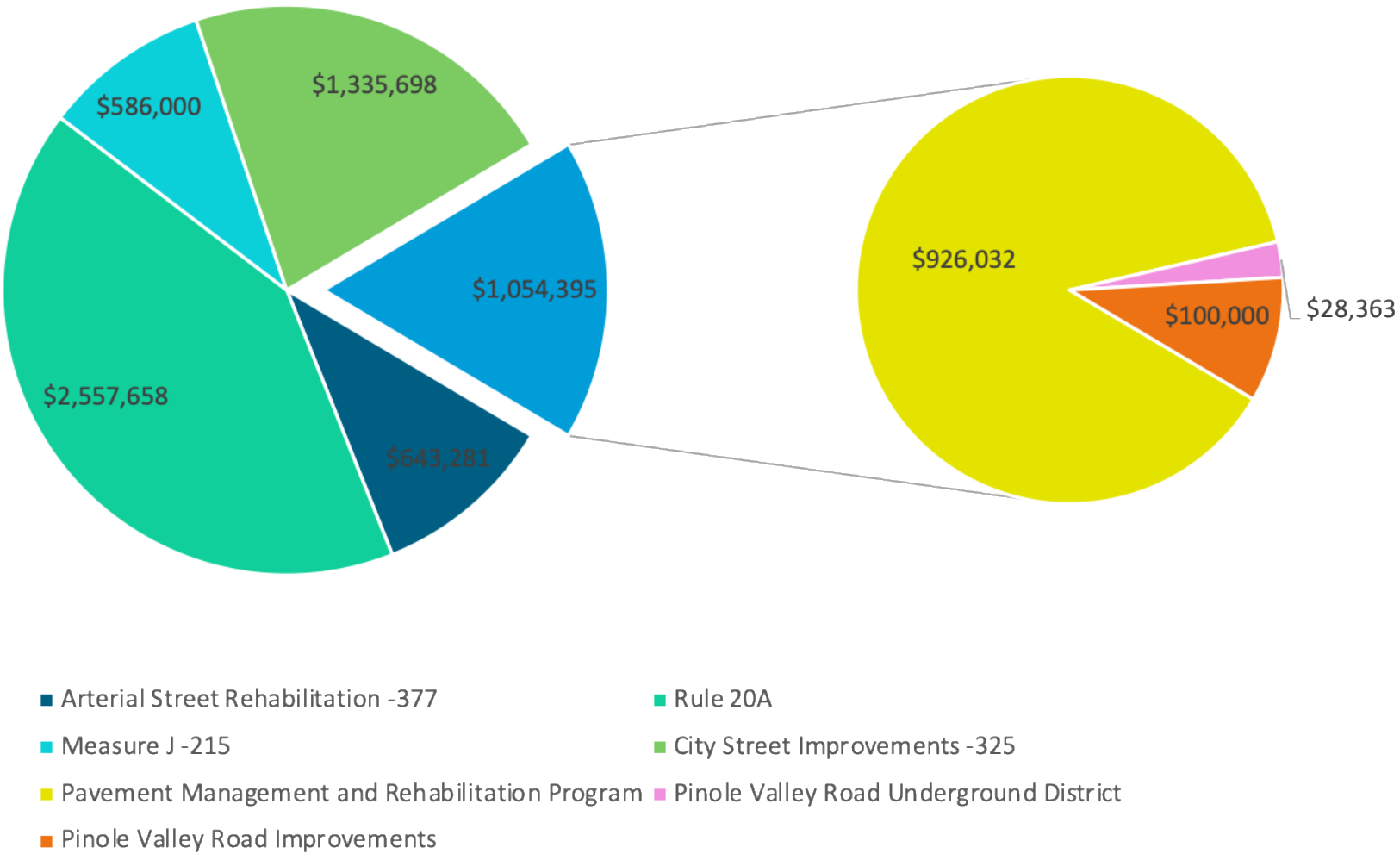
ROAD PROJECTS: GAS TAX FUND-200



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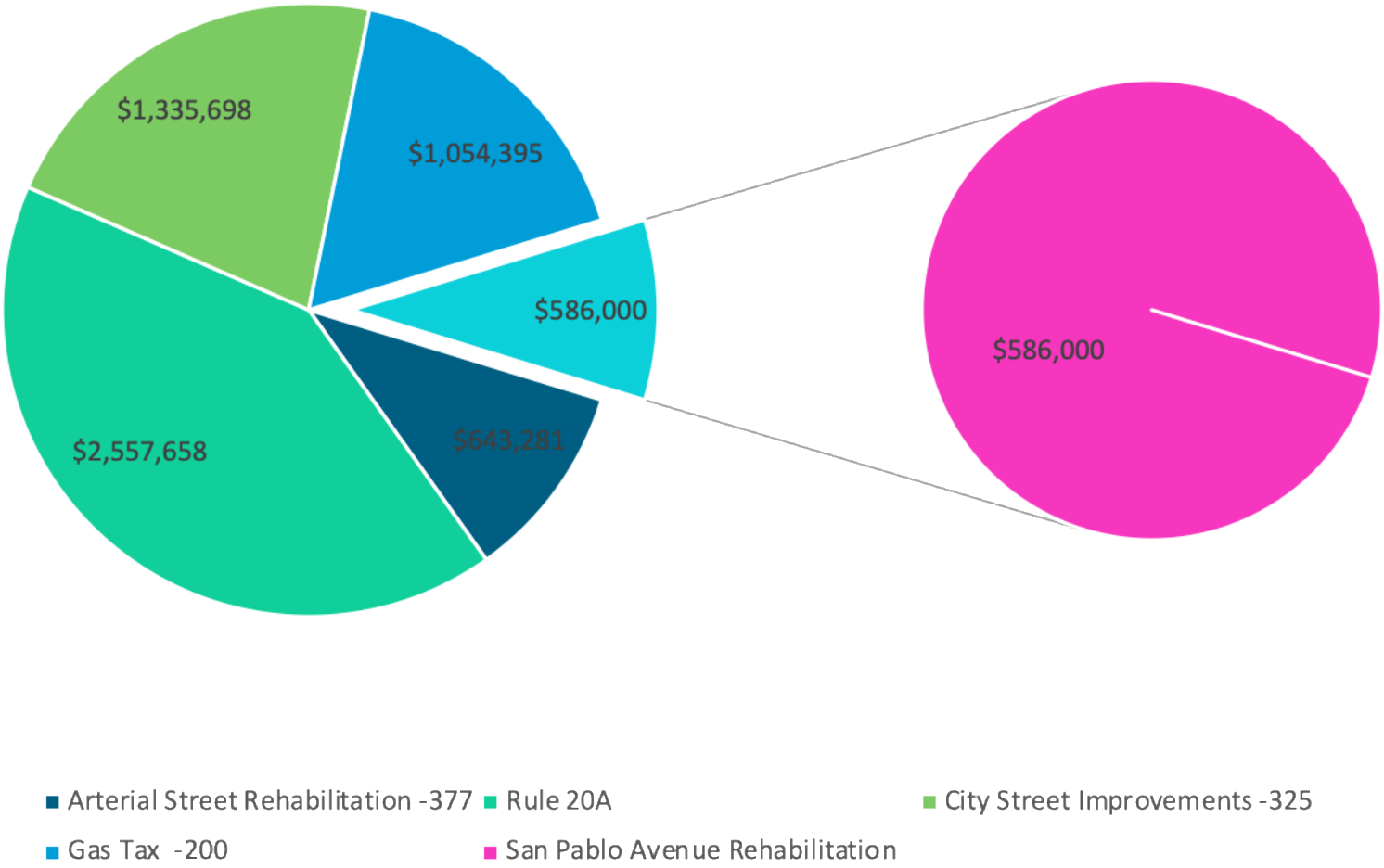
ROAD PROJECTS: MEASURE J FUND-215



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CITY OF PINOLE
FY2020-21 THROUGH FY2024-25
FIVE-YEAR CAPITAL IMPROVEMENT PLAN

FUNDING SUMMARY

SOURCES BY FUND	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	5-Year Total
106 - Measure S 2014	$1,694,242	$285,000				$1,979,242
200 - Gas Tax	$1,054,395					$1,054,395
215 - Measure J	$586,000				$120,000	$706,000
PGE - Rule 20A	$2,557,658					$2,557,658
276 - Growth Impact Fees	$8,000					$8,000
325 - City Street Improvements	$1,335,698	$246,905				$1,582,604
327 - Park Grants	$189,758					$189,758
377 - Arterial Streets Rehabilitation	$643,281					$643,281
500 - Sewer Enterprise Fund	$1,725,700					$1,725,700
Sources Total	**$9,794,732**	**$531,905**	**$ -**	**$ -**	**$120,000**	**$10,446,638**
Unfunded Total		**$1,667,896**	**$ -**	**$ -**	**$ -**	**$1,667,896**
Total Sources Required	**$9,794,732**	**$2,199,801**	**$ -**	**$ -**	**$120,000**	**$12,114,534**

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FIVE-YEAR CAPITAL IMPROVEMENT PLAN: FY 2020-21 THROUGH FY 2024-25

FACILITIES										
PRJ #	USES BY PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Budget Unit	Account #	FY 2020-21 Funds	Funding Source
FA1702	Citywide Roof repairs and replacement	$272,000	$140,000				Facilities	106-343-47201	$272,000	Measure S 2014
FA1703	Paint City Hall (Inside and Outside)		$70,000				Facilities	106-343-47201	$0	Measure S 2014
FA1901	Senior Center Auxiliary Parking Lot (Fowler House lot reuse)	$200,000					Facilities	106-343-47201	$200,000	Measure S 2014
FA1902	Energy Upgrades	$220,000					Facilities	106-343-47201	$220,000	Measure S 2014
FA2001	Post Office Maintenance	$80,000					Facilities	106-343-47201	$80,000	Measure S 2014
FA2002	Electric Vehicle Charging Stations	$20,000					Facilities	106-343-47201	$20,000	Measure S 2014
PARKS										
PRJ #	USES BY PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Budget Unit	Account #	FY 2020-21 Funds	Funding Source
PA1704	Prepare a Park Master Plan	$100,000					Parks	106-343-47201	$100,000	Measure S 2014
PA1901	Pinole Valley Park Soccer Field Rehabilitation	$200,000					Parks	106-345-47203	$200,000	Measure S 2014
PA1902	Fernandez Park Baseball Field Rehabilitation	$200,000					Parks	106-345-47203	$200,000	Measure S 2014
PA2001	Bocce Ball Court	$250,000					Parks	106-345-47203 327-xxx-47203	$60,242 $189,758	Measure S 2014 Park Grants
SANITARY SEWER										
PRJ #	USES BY PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Budget Unit	Account #	FY 2020-21 Funds	Funding Source
SS1702	Sewer Pump Station Rehabilitation	$1,200,000					Sewer Collection	500-642-47201	$1,200,000	Sewer Enterprise
SS2001	Sanitary Sewer Collection System Master Plan	$425,700					Sewer Collection	500-642-47201	$425,700	Sewer Enterprise
SS2002	Water Pollution Control Plant Lab Remodel	$100,000					Sewer Treatment	500-641-47201 500-641-47201	$50,000 $50,000	Sewer Enterprise City of Hercules
STORMWATER										
PRJ #	USES BY PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Budget Unit	Account #	FY 2020-21 Funds	Funding Source
SW1901	Hazel Street Drainage Improvements	$200,000					Stormwater	106-344-47206 276-344-47206	$192,000 $8,000	Measure S 2014 Impact Fees
SW2001	Roble Road Drainage Improvements		$200,000				Stormwater	276-344-47206	$0	Impact Fees
SW2002	Adobe Road Repair and Drainage Improvements	$150,000					Stormwater	106-344-47206	$150,000	Measure S 2014
SW1703	Storm Drainage Master Plan		$75,000				Stormwater	106-344-42101	$0	Measure S 2014

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FIVE-YEAR CAPITAL IMPROVEMENT PLAN: FY 2020-21 THROUGH FY 2024-25 (CONTINUED)

ROADS										
PRJ #	USES BY PROJECT	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Budget Unit	Account #	FY 2020-21 Funds	Funding Source
RO1707	Pavement Maintenance and Rehabilitation Program	$1,699,213					Roads	325-342-47205 377-342-47205 200-342-47205	$129,900 $643,281 $926,032	City Street Improvements Arterial Rehabilitation Gas Tax - RMRA
RO1708	Pinole Valley Road Improvements	$100,000					Roads	200-342-47205	$100,000	Gas Tax
RO1709	Pinole Valley Road Underground District	$2,586,021					Roads	200-342-47205 Rule 20A	$28,363 $2,557,658	Gas Tax Rule 20A
RO1710	San Pablo Avenue Bridge over BNSF Railroad **	$1,029,798	$1,664,801				Roads	325-342-47205 325-342-47205	$150,695 $879,103	WCCTAC STMP Fees State Funding: HBP Program
RO1714	HAWK at Appian Way and Marlesta - *Deferred*					$120,000	Roads	215-342-47205	$0	Measure J/(TLC)
RO1801	San Pablo Avenue Rehabilitation	$662,000					Roads	325-342-47205 215-342-47205	$76,000 $586,000	City Street Improvements Measure J/(OBAG 2)
RO1802	Hazel Street Gap Closure (Sunnyview)		$50,000				Roads	276-344-47205	$0	Impact Fees
RO1902	Pedestrian Improvements at Tennent (Engineering and planning Only) - Bay Trail Gap	$100,000					Roads	325-342-47205	$100,000	WCCTAC STMP Fees
	Uses by Project Total	**$9,794,732**	**$2,199,801**	**$0**	**$0**	**$120,000**				

LEGEND:

- Items highlighted in blue are unfunded projects.
- Items highlighted in orange indicate a project or project funding is carried over from prior fiscal year.
- Items highlighted in purple are new projects, or new funding allocations in FY 2020-21.
- Project numbers: **FA** = Facilities; **PA** = Parks; **SS** = Sanitary Sewer; **SW** = Storm Water; **RO** = Roads.

**Caltrans funded total project cost is $16.8 million and extends beyond the proposed Plan years.

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Citywide Roof Repairs and Replacement**

Description: Roof Repair and Replacement on buildings identified by inspection.

Justification: The City hires contract services to repair and/or replace roofs on City Facilities. A comprehensive inspection was performed on all facilities in early 2015 and identified several of the roofs which need to be repaired or replaced. The roofs at City hall and the Public Safety building need to be replaced.

Project Number: FA1702

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2022

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$412,000
Equipment:	
Contingency:	
Total:	**$ 412,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$272,000	$140,000	-	-	-
	-	-	-	-	-	-
Total	**-**	**$272,000**	**$140,000**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Paint City Hall**

Description: Paint City Hall building (interior and exterior)

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

Project Number: FA1703

Projected Timing:

Estimated Start Date:	July 2021
Estimated End Date:	June 2022

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$70,000
Equipment:	
Contingency:	
Total:	**$ 70,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	-	$70,000	-	-	-
	-	-	-	-	-	-
Total	**-**	**-**	**$70,000**	**-**	**-**	**-**

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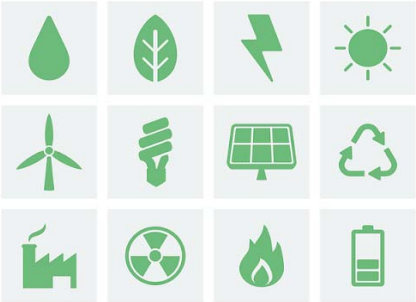
City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Energy Upgrades**

Description: Replace HVAC at City Hall and Senior Center
(formerly known as Project #: FA1706 and FA1801)

Justification: The HVAC systems at City Hall and Senior Center have reached the end of its useful life. In March 2020, Engie Services Inc. was retained by the City to assess and provide recommendations on energy conservation and generation improvements at City Hall, Senior Center, and other City facilities. A portion of the roof at the Senior Center will also need be replaced.



Project Number: FA1902

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$220,000
Equipment:	
Contingency:	
Total:	**$ 220,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	220,000	-	-	-	-
	-	-	-	-	-	-
Total	**-**	**220,000**	**-**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Senior Center Auxilary Parking Lot (Fowler House Lot Reuse)**

Description: Repurpose the former Fowler House lot located at 2548 Charles Avenue for additional parking.

Justification: The parcel is surrounded by municipal parking lots serving recreational use as well as Old Town Pinole. The Fowler House Re-Use Committee evaluated uses for the lot and determined the best use for the property is a parking lot.

Project Number: FA1901

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$200,000
Equipment:	
Contingency:	
Total:	**$ 200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$200,000	-	-	-	-
	-	-	-	-	-	-
Total	**-**	**$200,000**	**-**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Post Office Maintenance**

Description: Maintenance of the Post Office building located at 2101 Pear Street.

Justification: Per lease agreement with United States Post Office, the City is responsible for facilitiy maintenance, which includes painting all interior and exterior surfaces and maintenance of the parking lot.

Project Number: FA2001

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$80,000
Equipment:	
Contingency:	
Total:	**$ 80,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$80,000	-	-	-	-
	-	-	-	-	-	-
Total	**-**	**$80,000**	**-**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Electric Vehicle Charging**

Description: Installation of electric vehicle charging stations at City facilities.

Justification: Charging stations will support increased adoption and use of zero emission vehicles. An assessment of City facilities coupled with grant funding opportuntiies will determine the most suitable location(s) for installation of charging stations.

Project Number: FA2002

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$20,000
Equipment:	
Contingency:	
Total:	**$ 20,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$20,000	-	-	-	-
	-	-	-	-	-	-
Total	**-**	**$20,000**	**-**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Prepare a Park Master Plan**

Description: A master plan for parks will aid the City in developing a strategic approach to park maintenance and operation.

Justification: Master planning allows the City to quantify and qualify the existing park system, identify deficiencies, develop financial analysis of the cost to maintain, operate, and if opportunity arises, expand the park system. Master planning also identifies funding opportunties for projects and positions the City to strategically respond to grant solicitations.

CITY OF PINOLE
PARK MASTER PLAN

Project Number: PA1704

Projected Timing:

Estimated Start Date: July 2020
Estimated End Date: June 2021

Total Estimated Cost:

Planning and Design:	$ 100,000
Engineering and Administrative:	
Construction:	
Equipment:	
Contingency:	
Total:	**$ 100,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$100,000	-	-	-	-
Total	**-**	**100,000**	**-**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Pinole Valley Park Soccer Field Rehabilitation**

Description: Rehabilitate Pinole Valley Park soccer field.

Justification: Soccer fields are a high use area of the Pinole Park system and warrant routine rehabilitation to enhance play.

Project Number: PA1901

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	200,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	200,000	-	-	-	-
Total	**-**	**200,000**	**-**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Fernandez Park Baseball Field Rehabilitation**

Description: Rehabilitate Fernandez Park baseball field.

Justification: Baseball fields are a high use area of the Pinole Park system and warrant routine rehabilitation to enhance play.

Project Number: PA1902

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	200,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	200,000	-	-	-	-
Total	**-**	**200,000**	**-**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Bocce Ball Court**

Description: Installation of a Bocce Ball Court to provide the opportunity to play Bocce Ball year round.

Justification: There is strong community interest in adding a bocce ball court in the City of Pinole. The location of the Court is TBD. The City intends to use utilize State of California Department of Parks and Recreation Per Capita Grant Program funds for this project.

Project Number: PA2002

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	
Engineering and Administrative:	
Construction:	$250,000
Equipment:	
Contingency:	
Total:	**$ 250,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Park Grants - 327	-	$189,758	-	-	-	-
Measure S 2014 - 106	-	$60,242	-	-	-	-
Total	-	**$250,000**	-	-	-	-

Return to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: Sanitary Pump Station Rehabilitation

Description: Perform an overall assessment of the two sewer pump stations. Address issues identified by the assessment including improvements to the structure and controls at Hazel Street to facilitate construction on a through road.

Justification: Both the existing pump stations have reached the end of their useful life and need to be rehabilitated.

Project Number: SS1702

Projected Timing:

Estimated Start Date:	October 2020
Estimated End Date:	August 2022

Total Estimated Cost:

Planning and Design:	$	22,500
Engineering/Administrative:	$	150,000
Construction:	$	884,000
Equipment:	$	-
Contingency:	$	143,500
Total:	**$**	**1,200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Sewer Enterprise Fund- 500	-	$1,200,000	-	-	-	-
		-				
Total	**-**	**$1,200,000**	**-**	**-**	**-**	**-**

Return to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Sanitary Sewer Collection System Master Plan**

Description: Update the 2008 Sanitary Sewer Master Plan

Justification: Master planning is critical to identify when and where infrastructure upgrades or improvements will be needed to accomodate growth such that the wastewater needs of the residents and businesses can be effectively served. The update will allow the City to develop a prioritized capital plan which will provide the best utilization of capital funds.

Project Number: SS2001

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	$	425,700
Engineering and Administrative:	$	-
Construction:	$	-
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**425,700**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Sewer Enterprise Fund- 500	-	$425,700	-	-	-	-
Total	**-**	**$425,700**	**-**	**-**	**-**	**-**

Return to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Water Pollution Control Plant Lab Remodel**

Description: Remodel of the WPCP lab

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

Project Number: SS2002

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	100,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**100,000**

Funding Source:

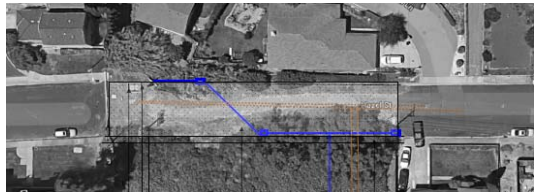
	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Sewer Enterprise Fund- 500	-	$50,000	-	-	-	-
City of Hercules		$50,000				
Total	**-**	**$100,000**	**-**	**-**	**-**	**-**

Return to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Hazel Street Storm Drainage Improvements**

Description: Convert existing stormwater collection open channel to underground pipe and add drainage



Justification: The existing system is an open trench and needs to be converted to an underground conveyance system to facilitate construction of a through road. Converting the system to underground also aids in compliance with the MSP4 by reducing the potential of contaminants including litter from entering the stormwater system.

Project Number: SW1901

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:		
Engineering and Administrative:	$	20,000
Construction:	$	160,000
Equipment:		
Contingency:	$	20,000
Total:	**$**	**200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$192,000	-	-	-	-
Growth Impact Fees - 276	-	$8,000	-	-	-	-
Total	**-**	**$200,000**	**-**	**-**	**-**	**-**

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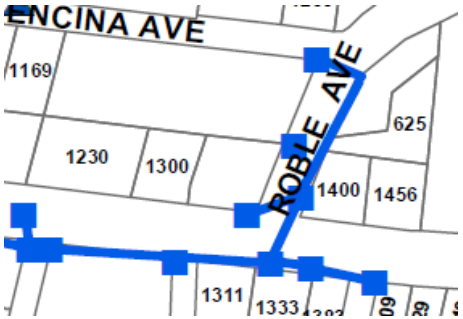
City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Roble Road Storm Drainage Improvements**

Description: Assess collection system at Roble and Encina for capacity and hydraulic profile and upgrade system as warranted.

Justification: The existing system appears to have capacity issues that warrant review and upgrade.



Project Number: SW2001

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:		
Engineering and Administrative:	$	20,000
Construction:	$	160,000
Equipment:		
Contingency:	$	20,000
Total:	**$**	**200,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Growth Impact Fees - 276		-	$200,000	-	-	-
***Unfunded**						
Total	**-**	**-**	**$200,000**	**-**	**-**	**-**

Return to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Adobe Road Storm Drainage Improvements**

Description: Install culvert. Regrade area and restore road surface.

Justification: Adobe Road experienced a failure due to drainage impacts. The drainage in the area needs to be controlled to allow the road to be rebuilt.

Project Number: SW2002

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2021

Total Estimated Cost:

Planning and Design:		
Engineering and Administrative:	$	15,000
Construction:	$	120,000
Equipment:		
Contingency:	$	15,000
Total:	**$**	**150,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106	-	$150,000	-	-	-	-
Total	**-**	**$150,000**	**-**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Storm Drainage Master Plan**

Description: Prepare a storm drainage master plan

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

Project Number: SW1703

Projected Timing:

Estimated Start Date:	July 2020
Estimated End Date:	June 2023

Total Estimated Cost:

Planning and Design:	$	75,000
Engineering and Administrative:	$	-
Construction:	$	-
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**75,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Measure S 2014 - 106		-	$75,000	-	-	-
Total	**-**	**-**	**$75,000**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Pavement Maintenance and Rehabilitation Program**

Description: Road maintenance and rehabilitation projects

Justification: Pavement maintenance and rehabilitation projects are programmed using asset management software focussing on a "fix it first" decsion matrix. The most recent Pavement Management Report dated March 2019 includes a condtion assessment for each segment of roadway in Pinole. The Report helps identify roads, that because of their Pavement Condition Index (PCI), should receive pavement maintenance or rehabilitation with the intent of extending the useful life of the road. In the Report, the overall system PCI was 67. The desirable overall system PCI is 80. Funding availability is limited and insufficient to adequately maintain the PCI of the entire existing road system. The overall system PCI will continue decline with the available funding.

Current Pending Projects: Visit https://www.ci.pinole.ca.us/pavement to view the latest information

Project Number: RO1707

Projected Timing:

Estimated Start Date: 2020
Estimated End Date: 2021

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
City Street Improvements - 325 *	-	$129,900	-	-	-	-
Arterial Street Rehab - 377 *	-	$643,281	-	-	-	-
Gas Tax (RMRA/SB1 Funds) - 200 **	-	$926,032	-	-	-	-
Total	**-**	**$1,699,213**	**-**	**-**	**-**	**-**

* Original funding source is Measure S 2014

** RMRA/SB1 funding is estimated pending confirmation of actual sources available.

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: Pinole Valley Road Improvements

Description: Improvements on Pinole Valley Road at completion of Pinole Valley High School construction.

Justification: As part of the high school construction project WCCUSD provided road improvements along the school frontage. Improvements to Pinole Valley Road - from Shea to Granada - will extend the useful life of the pavement. The existing pavement score is high in this area, so a slurry seal would be the recommended treatment.

Project Number: RO1708

Projected Timing:

Estimated Start Date:	2020
Estimated End Date:	2021

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	5,000
Construction:	$	87,000
Equipment:	$	-
Contingency:	$	8,000
Total:	**$**	**100,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Gas Tax - 200	-	$100,000	-	-	-	-
Total	**-**	**$100,000**	**-**	**-**	**-**	**-**

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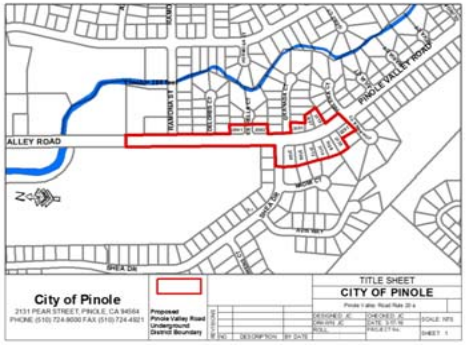
City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Pinole Valley Road Underground District**



Description: Undergrounding utilities on Pinole Valley Road to complement the Pinole Valley High School Project.

Justification: The underground district will allow the City of Pinole to use Rule 20A credits, funds paid by PG&E to the PUC, to underground overhead utilitiy lines. As part of the underground project, the City will need to add a streetlight that must be funded outside the Rule20A program. The project will be coordinated with the Pinole Valley Road Improvement Project.

Project Number: RO1709

Projected Timing:

Estimated Start Date: 2017
Estimated End Date: 2021

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Rule 20A Credits	-	$2,557,658	-	-	-	-
Gas Tax - 200	-	$28,363	-	-	-	-
Measure J - 215	$315,552	-	-	-	-	-
Total	**$315,552**	**$2,586,021**	**-**	**-**	**-**	**-**

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **San Pablo Avenue Bridge over BNSF Railroad**

Description: Replace San Pablo Avenue Bridge (Bridge # 28C0062)

Justification: The San Pablo Avenue Bridge is an integral part of the area's transportation system. The age of the bridge and the condition assessment support replacement. Further, the existing bridge does not meet the current standards for pedestrian access. Caltrans has placed the Bridge in their funding plan and programmed $879,103 in funding for 88.5% of the design and environmental cost. The estimated cost for the bridge replacement has increased to $37,775,600. We have reapplied for additional funding and are awaiting a revised budget allocation of 88.5% of the overall cost. This project is partially funded by the CCTA TLC Program.

Project Number: RO1710

Projected Timing:

Estimated Start Date:	2017
Estimated End Date:	Beyond 5 year term

Total Estimated Cost:

Planning and Design:	$ 2,494,600
Construction:	$ 35,181,000
R/W	$ 100,000
Total:	**$ 37,775,600**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed	Beyond Proposed
City Street Improvements - 325 *		$ 150,695	246,905		-	-	$1,202,399
State Contribution		$ 879,103	-	-	-	-	
Measure J (TLC) - 215**	$ 100,059		-	-	-	-	$ 286,941
Funding Shortfall - State			1,417,896				$ 31,145,739
Funding Shortfall - Local Match		-		-	-	-	$ 2,345,862
Total	**$100,059**	**$1,029,798**	**$1,664,801**	-	-	-	**$34,980,941**

* WCCTAC STMP funds

Return to Agenda

City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **HAWK at Appian and Marlesta**

Description: Install a **H**igh-Intensity **A**ctivated Cross **W**al**k** (HAWK) Beacon

Justification: The intersection of Appian and Marlesta experiences high traffic volumes that can be hazardous for pedestrians. As a result, a HAWK, or High Intensity Activated Cross Walk Beacon , will increase pedestrian visibility and safety. This project is partially funded by the CCTA TLC Program.

Project Number: RO1714

Projected Timing:

Estimated Start Date:	2024
Estimated End Date:	2025

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	15,600
Construction:	$	109,000
Equipment:	$	-
Contingency:		
Total:	**$**	**124,600**

Funding Source:

		Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
City Street Improvements - 325 *	$	4,600	-	-	-	-	-
Measure J (TLC) - 215 *		-	-	-	-	-	$ 120,000
Total	**$**	**4,600**	**-**	**-**	**-**	**-**	**$ 120,000**

* Funded $120,000 by the CCTA TLC Program.

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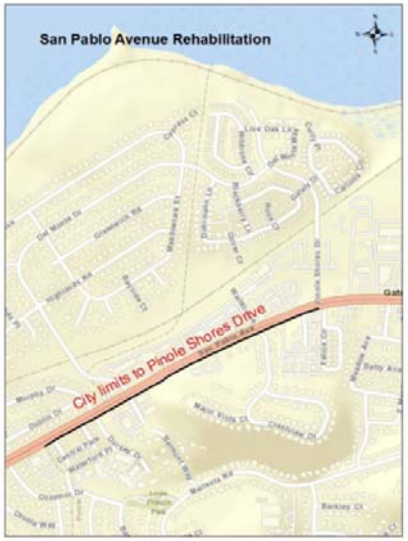
City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **San Pablo Avenue Rehabilitation**

Description: Cold mill 2 1/2 inches of asphalt concrete pavement and replace with new HMA, reconstruct ~13 curb ramps, replaced damaged sidewalk, and close sidewalk gap.

Justification: The Pavement Management Report completed March 2019 provides a Pavement Condition Index (PCI) for most roads within Pinole of 62; a decrease from 70 in January of 2016. The Report helps arterials to be rehabilitated using the "Fix it First" approach. Due to the importance of San Pablo Avenue as an arterial, it is desirable to maintain the PCI at a minimum of 70. Currently, the average PCI on San Pablo Avenue is 63.



Project Number: RO1801

Projected Timing:

Estimated Start Date:	2020
Estimated End Date:	2021

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	662,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**662,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
City Street Improvements - 325	-	$76,000	-	-	-	-
Measure J (OBAG 2) - 215 *	-	$586,000	-	-	-	-
Total	**-**	**$662,000**	**-**	**-**	**-**	**-**

* Funded $586,000 by the CCTA OBAG 2 Program.

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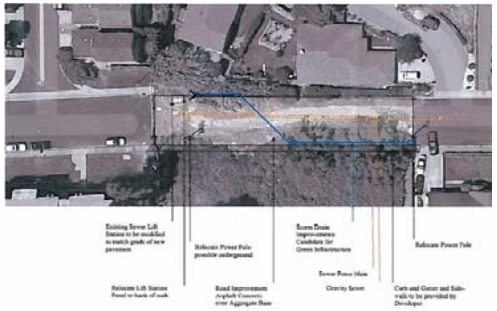
City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Hazel Street Gap Closure (Sunnyview)**



Description: Hazel Street Four-lot Subdivision Project: Roadway improvements

Justification: A developer has proposed to develop on a vacant lot identified as APN 402-013-060 at the end of Hazel Street. The project proposes the subdivsion of the lot into four new parcels and development of single family residences on each new parcel, and execution of a development agreement to make public improvements, including the extension of Hazel Street for roadway connection to Sunnyview Drive - West end of Hazel St.

Project Number: RO 1802

Projected Timing:

Estimated Start Date:	2021
Estimated End Date:	2022

Total Estimated Cost:

Planning and Design:	$	-
Engineering and Administrative:	$	-
Construction:	$	50,000
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**50,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
Impact Fees	-	-	$50,000	-	-	-
Total	-	-	**$50,000**	-	-	-

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City of Pinole
Capital Improvement Plan
Fiscal Years 2020-21 through 2024-25

Project: **Pedestrian Improvements at Tennent near RXR**

Description: Improvements to Tennent Avenue at the Railroad Crossing to facilitate the movement of bicycles and pedestrians adjacent to vehicle traffic.

Justification: The Bay Trail project recently finished by EBRPD nearly connects the Bay Trail through Pinole. There remains one very small gap on Tennent Avenue from Bayfront Park to Railroad Avenue. This area currently consists of asphalt paving with additional width for pedestrians. This project will improve the crossing controls.

Project Number: RO1902

Projected Timing:

Estimated Start Date:	2020
Estimated End Date:	2021

Total Estimated Cost:

Planning and Design:	$	50,000
Engineering and Administrative:	$	50,000
Construction:	$	-
Equipment:	$	-
Contingency:	$	-
Total:	**$**	**100,000**

Funding Source:

	Prior Actual	FY 2020-21 Proposed	FY 2021-22 Proposed	FY 2022-23 Proposed	FY 2023-24 Proposed	FY 2024-25 Proposed
WCCTAC STMP Fees	-	$ 100,000	-	-	-	-
Total	-	**$ 100,000**	-	-	-	-

ATTACHMENT B

FISCAL YEAR (FY) 2020/21 FOURTH QUARTER REPORT ON IMPLEMENTATION OF CAPITAL IMPROVEMENT PLAN (CIP) PROJECTS		
FACILITIES		
PRJ #	USES BY PROJECT	STATUS
FA1702	Citywide Roof repairs and replacement	Pending initiation
FA1703	Paint City Hall (Inside and Outside)	Pending initiation
FA1901	Senior Center Auxiliary Parking Lot (Fowler House lot reuse)	Execution
FA1902	Energy Upgrades	Execution
FA2001	Post Office Maintenance	Planning
FA2002	Electric Vehicle Charging Stations	Planning
PARKS		
PRJ #	USES BY PROJECT	STATUS
PA1704	Prepare a Park Master Plan	Pending initiation
PA1901	Pinole Valley Park Soccer Field Rehabilitation	Pending initiation
PA1902	Fernandez Park Baseball Field Rehabilitation	Execution
PA2001	Bocce Ball Court	Pending initiation
SANITARY SEWER		
PRJ #	USES BY PROJECT	STATUS
SS1702	Sewer Pump Station Rehabilitation	Pending initiation
SS2001	Sanitary Sewer Collection System Master Plan	Execution
SS2002	Water Pollution Control Plant Lab Remodel	Pending initiation
STORM WATER		
PRJ #	USES BY PROJECT	STATUS
SW1901	Hazel Street Drainage Improvements	Execution
SW2001	Roble Road Drainage Improvements	Pending initiation
SW2002	Adobe Road Repair and Drainage Improvements	Pending initiation
SW1703	Storm Drainage Master Plan	Pending initiation
ROADS		
PRJ #	USES BY PROJECT	STATUS
RO1707	Pavement Maintenance and Rehabilitation Program	Closure
RO1708	Pinole Valley Road Improvements	Pending initiation
RO1709	Pinole Valley Road Underground District	Execution
RO1710	San Pablo Avenue Bridge over BNSF Railroad	Execution
RO1714	HAWK at Appian Way and Marlesta	Execution
RO1801	San Pablo Avenue Rehabilitation	Execution
RO1802	Hazel Street Gap Closure (Sunnyview)	Pending initiation
RO1902	Pedestrian Improvements at Tennent (Engineering and planning Only) - Bay Trail Gap	Execution

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CITY COUNCIL REPORT

7G

DATE: **AUGUST 17, 2021**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **MICHAEL LAUGHLIN, CONTRACT COMMUNITY DEVELOPMENT MANAGER**
CHRIS WYNKOOP, FIRE CHIEF

SUBJECT: **ADOPT A RESOLUTION APPROVING AN AMENDMENT TO THE ON-CALL CONTRACT WITH 4LEAF, INC TO ADD A TASK ORDER AND INCREASE THE BUDGET FOR BUILDING AND PERMIT TECHNICIAN SERVICES TO $185,000 AND FIRE PREVENTION AND INSPECTION SERVICES TO $240,000 AND APPROPRIATE FUNDING**

RECOMMENDATION

It is recommended that the City Council:

1. Adopt a resolution approving an amendment to the On-Call contract with 4Leaf, Inc to issue a Task Order and increase the budget for building and permit technician services to an amount not to exceed $185,000 and for fire prevention and inspection services to an amount not to exceed $240,000; and

2. Appropriate funds for this purpose.

BACKGROUND

On November 13, 2018, the City Council approved Resolution No. 2018-101 approving on-call contract services for several consulting firms including 4Leaf for a period of four years ending November 13, 2022, with the understanding that any contract amendments involving new task orders in excess of $45,000 be presented to the City Council for approval.

REVIEW & ANALYSIS

As the Council is aware, the City has been using contract building services and fire inspection services for at least the last three years. This arrangement has worked well to provide flexible experienced staffing.

For the Development Services Department (now Community Development Department), 4Leaf has provided building inspection services and has recently provided permit technician services to fill the recent permit technician vacancies. Two permanent permit

technicians have now been hired.

For the Fire Department, 4Leaf provides fire prevention and inspection services to the city. This includes:

a. Fire plan checks;
b. Inspections for new development projects;
c. State-mandated inspections for schools, daycare operations, medical facilities, residential care facilities, motels, apartment buildings, fuel stations, repair shops, and assembly occupancies of 50+ persons; and
d. The newly added responsibility of issuance and oversight of operational permits for businesses as required by the Fire Code.

The city needs additional permit technician and fire prevention and inspection services beyond what is included in the FY 2021/22 budget. City staff recommends that 4Leaf perform these services for the following reasons:

1. The current contract Building Inspector has been with the City for a year and one-half;
2. The city has benefitted from recent permit technician services; and
3. The current Deputy Fire Marshal/Inspector has been with the city for four years.

Staff has been satisfied with the performance of 4Leaf, Inc. employees. They are qualified and provide the City with the needed professional services.

FISCAL IMPACT

City Staff estimates that $185,000 will be a sufficient amount for 4Leaf to perform building inspection and permitting-related services for the current fiscal year. $100,000 is included in the current budget for building inspection services. City staff anticipates that costs for this service will total $151,380 for the entire fiscal year. This does not include funding that was needed to engage 4Leaf for temporary Permit Technician services during the recent vacancies. City staff anticipates that the City will need $33,120 for these services over the course of the entire fiscal year, including utilizing a temporary Permit Technician for 6-8 more weeks to assist the recently-hired full-time staff in reducing the building permit backlog. Building inspection and permitting costs are paid from permit fees.

City Staff estimates that $240,000 will be needed to have 4Leaf perform fire prevention and inspection related services for the current fiscal year. 4Leaf services are budgeted for the FY 2021/22 at $200,000. The Fire Department has assigned additional duties to the contract Deputy Fire Marshal/Inspector position to include issuance and oversight of fire operational permits for applicable businesses. These additional duties, and the associated start-up costs of same, account for the additional budget request. The fire prevention and inspection services contract costs are offset through the permit process and paid out of the Fire Department Professional Services fund 42-101. For FY 2020-

21, over $70,000 were collected among fire plan review, annual fire inspection, and fire operational permit fees. It is projected that over $100,000 will be recovered for these services in FY 2021-22 to further offset the service contract.

ATTACHMENTS

A. Resolution
B. 4Leaf, Inc Contract Amendment Task Order

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ATTACHMENT A

RESOLUTION NO. 2021-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING AN AMENDMENT TO THE ON CALL CONTRACT WITH 4LEAF AND ISSUING A TASK ORDER FOR STAFF AUGMENTATION IN AN AMOUNT NOT TO EXCEED $185,000 FOR BUILDING INSPECTION AND PERMIT TECHNICIAN SERVICES AND $240,000 FOR FIRE PREVENTION AND INSPECTION SERVICES AND AUTHORIZING THE FINANCE DIRECTOR TO AMEND THE ADOPTED BUDGET TO ALLOCATE FUNDS FROM THE GENERAL FUND UNENCUMBERED FUND BALANCE

WHEREAS, building inspection, permit technician, fire prevention and fire Inspection services are essential City functions; and

WHEREAS, the City has utilized 4Leaf for many years for fire prevention, fire inspection building inspection and building permit technician services; and

WHEREAS, on November 13, 2018, the City Council approved an on-call contract with 4Leaf for a period of four (4) years ending November 13, 2022, with the understanding that any contract amendments more than $45,000 be presented to the City Council for approval; and

WHEREAS, the anticipated cost for this amendment for 4Leaf to provide staff augmentation is expected to be $185,000 for building inspection and permit technician services and $240,000 for fire prevention and fire inspection services; and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Pinole does hereby take the following actions:

1. Authorize the City Manager to execute an amendment to the on-call contract with 4-Leaf and issue a Task Order for staff augmentation in an amount not to exceed $185,000 for building inspection and permit technician services and $240,000 for fire prevention and inspection services, in a form approved by the City Attorney.
2. Authorize the Finance Manager to amend the adopted budget to allocate $185,000 from the General Fund unencumbered fund balance to Planning/Building Fund 212 to pay for this contract amendment.
3. Authorize the Finance Manager to amend the adopted budget to allocate $240,000 from the General Fund unencumbered fund balance to the Fire Professional Services Fund 42-101 to pay for this contract amendment.
4. The City Manager is authorized and directed to take such other actions as are necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 17th day of August 2021**,** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 17th day of August 2021.

_____
Heather Iopu, CMC
City Clerk

ATTACHMENT B

SECOND AMENDMENT TO THE CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF PINOLE AND 4LEAF, INC.

This Second Amendment (the "Second Amendment") to the Consulting Services Agreement dated November 20th, 2018 (the "Agreement"), between the City of Pinole, a general law city and municipal corporation, ("City") and 4LEAF, INC. ("Consultant") (together sometimes referred to as "Parties") is approved as of the date executed below.

Effect of Amendment. The terms and conditions of this Amendment are intended by the Parties to modify the Agreement, as previously modified by the Amendment to the Consulting Services Agreement between the City and Consultant dated November 20, 2018 (the "First Amendment"). To the extent there is any inconsistency between the terms of this Second Amendment and the terms of the Agreement and/or its Appendix, the terms of this Second Amendment shall control.

Exhibit A and B of the Agreement are amended to include the following:

Task Order:

To provide Building Inspection and Permit Technician Services through June 30, 2022, in an amount not to exceed $185,000 .

To provide Fire Prevention/Inspection Services through June 30, 2022, in an amount not to exceed $240,000.

With the exception of the foregoing, all other terms and conditions in the Agreement, as previously amended, remain in force and effect.

Signatures on Following Page

The Parties have executed this Amendment to the Agreement as of the date signed by the City.

City of Pinole

_____
Andrew Murray, City Manager

Dated: _____

Contractor

_____

Dated: _____

Attest:

_____
Heather Iopu, City Clerk

Approved as to Form:

_____
Eric S. Casher, City Attorney

Return to Agenda

CITY COUNCIL REPORT

7H

DATE: AUGUST 17, 2021

TO: MAYOR AND CITY COUNCIL MEMBERS

FROM: NEIL H. GANG, CHIEF OF POLICE

SUBJECT: ADOPT A RESOLUTION DECLARING SIX POLICE VEHICLES AND TWO PIECES OF OFFICE EQUIPMENT AS SURPLUS

RECOMMENDATION

It is recommended that the City Council approve a Resolution declaring six Police vehicles and two pieces of equipment as surplus.

BACKGROUND

The Police Department currently has several vehicles with high mileage and extensive repair history and need them to be disposed of by auction and through dismantling. In addition, two pieces of equipment are no longer being used by Police Department staff due to age and serviceability.

DISCUSSION

The Police Department utilizes marked patrol vehicles and unmarked vehicles when providing police services in the City of Pinole. The Police Department currently has six vehicles with high mileage and extensive repair history. Two of the vehicles have been used as parts sources to keep other vehicles operational and will be dismantled through one of our vehicle repair vendors.

The Police Department utilizes equipment for documenting and processing evidence including video cameras, and formerly used a fumigation hood and cabinet. One of the video cameras, a Sony Handycam Digital 8 format is outdated and has been replaced with current video recording devices. The Kewaunee Fume Hood is no longer used and is not working properly.

The patrol vehicles being declared as surplus in attachment B have been replaced by new vehicles. The equipment items listed in attachment C are no longer used by the Police Department and are declared surplus.

Return to Agenda

FISCAL IMPACT

It is unknown at this time how much the City will receive for the vehicles and office equipment when they are auctioned. All money received will be deposited in Police vehicle purchasing accounts to offset the cost of the new vehicles.

ATTACHMENTS

Attachment A – Resolution
Attachment B – Surplus City Vehicle List
Attachment C – Surplus office equipment

Return to Agenda

ATTACHMENT A

RESOLUTION NO. 2021 –

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, DECLARING SIX POLICE VEHICLES AND TWO PIECES OF EQUIPMENT AS SURPLUS

WHEREAS, the City of Pinole Police Department has six vehicles that are no longer useable by the Department; and

WHEREAS, the Police Department has two pieces of equipment that are no longer useable; and

WHEREAS, all Police equipment will be removed from the Police vehicles and they will be sent to an auction company contracted by the City of Pinole; and

WHEREAS, the Sony Handycam and Kewaunee Fume Hood will be sent to propertyroom.com auction; and

WHEREAS, all proceeds from the sale of vehicles and equipment will be deposited in Police Vehicle and equipment purchasing accounts.

NOW THEREFORE, BE IT RESOLVED that the Pinole City Council does hereby declare the vehicles listed on Attachment B as surplus and authorizes their sale at auction or dismantlement and the office equipment listed on Attachment C as surplus and authorizes its pick-up by propertyroom.com.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the **17th day of August 2021** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 17th day of August 2021.

_____

Heather Iopu,CMC
City Clerk

Return to Agenda

ATTACHMENT B

Unit #	Year	Make	Model	*Mileage	Color	Plate #	VIN#
803A	2011	Ford	Crown Victoria	79,315	Blk/Wht	E1301237	2FABP7BV7BX185891
804	2011	Ford	Crown Victoria	90,254	Blk/Wht	E1301235	2FABP7BV9BX185892
839	2008	Dodge	Charger	68,009	Black	6DDX996	2B3LA43H48H252300
840/803B	2008	Ford	Crown Victoria	103,416	Black	E1289886	2FAFP71V48X160149
808	2009	Ford	Crown Victoria	67,702	Blk/Wht	E1329148	2FABP7BV3AX107199
852	2007	Pontiac	Grand Prix	82,578	Gray	5ZUX652	2G2WP552071127234

ATTACHMENT C

Sony Handycam	Ser# 1041554	Pinole # 002123
Kewaunee Fume Hood and cabinet	Ser# R917568	Pinole # 000558

Return to Agenda

CITY COUNCIL REPORT

7I

DATE: AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: CHRIS WYNKOOP, FIRE CHIEF

SUBJECT: RESOLUTION TO PARTICIPATE IN DISCUSSIONS REGARDING AN EAST BAY WILDFIRE PREVENTION AND VEGETATION MANAGEMENT JOINT POWERS AGENCY

RECOMMENDATION

Staff recommends that City Council consider a resolution, proposed by the East Bay Wildfire Prevention and Vegetation Management Joint Powers Authority (JPA), committing City personnel to participate in discussions regarding the formation of the JPA.

INTRODUCTION

On July 6, 2021, a representative of the East Bay Wildfire Prevention and Vegetation Management JPA formation committee made a presentation to Council asking that Council make staff and/or officials available to participate in discussions related to the formation of the JPA. The proposed JPA is not a formed entity yet; the request is for a Council resolution committing City representatives to join discussions about JPA formation.

BACKGROUND

At the July 6, 2021 Council meeting, the East Bay Wildfire Prevention and Vegetation Management JPA formation committee proposed that, in the face of increasing threats from wildfire, a regional approach to keep residents in the East Bay Hills and surrounding communities protected from wildfire may be of benefit.

DISCUSSION

The JPA committee's presentation focused on the fact that a large portion of the East Bay region, throughout the East Bay Hills from Hercules to Fremont, including areas in Pinole, are within CalFire designated high-risk danger zones. Consequently, the JPA committee suggested that regional coordination may prove both more effective and more efficient in developing and implementing best practices, as well as sharing expertise and other resources. They requested that the City adopt a resolution to participate in discussions related to the formation of the JPA. The resolution would not commit the City to participation in the JPA per se. Rather, it would commit the City to making staff and/or

officials available to participate in negotiations and meetings convened by a coalition of local stakeholders to discuss the matter. The resolution being proposed (Attachment A) is based on a model resolution provided by the JPA formation committee.

FISCAL IMPACT

There is no fiscal impact related to considering this item or accepting a resolution for same.

ATTACHMENTS

Attachment A — A Resolution of the City Council of the City of Pinole, County of Contra Costa, State of California, to Participate in Discussions Regarding an East Bay Wildfire Prevention and Vegetation Management Joint Powers Agency.

Return to Agenda

ATTACHMENT A

RESOLUTION NO. 2021-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, TO PARTICIPATE IN DISCUSSIONS REGARDING AN EAST BAY WILDFIRE PROTECTION VEGETATION MANAGEMENT JOINT POWERS AGENCY

WHEREAS, the series of historic wildfires throughout California and the Western United States in recent years demonstrates the potential for devastating local effects as well as throughout the region, including loss of life, habitat destruction, economic impacts, infrastructural damage, and public health hazards associated with air quality, among others, and

WHEREAS, reactive approaches to fire management and containment are deployed during times of crisis, thus overextending local and state resources, and

WHEREAS, the spread of wildfire does not respect political or jurisdictional boundaries, resulting in burn areas and air quality impacts from smoke extending throughout the region, and

WHEREAS, a large portion of the East Bay region, including the East Bay Hills from Hercules to Fremont, including areas in Pinole, are within CalFire designated high-risk danger zones, and

WHEREAS, a more coordinated approach and investment in wildfire prevention and vegetation management may help to mitigate the number and severity of wildfire events, and

WHEREAS, regional coordination may prove both more effective and more efficient in developing and implementing best practices, as well as sharing expertise and other resources, and

WHEREAS, the East Bay Region contains more than 20 municipalities, counties, and fire districts, including the City of Pinole, that may all benefit from a coordinated fire management approach.

NOW, THEREFORE, BE IT RESOLVED THAT, the City Council of the City of Pinole does hereby agree to make staff and/or officials available to participate in negotiations and meetings convened by a coalition of local stakeholders to consider formation of a regional East Bay Wildfire Protection Vegetation Management Joint Powers Agency to address fire safety in the East Bay Area.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pinole held on the 17th day of August 2021**,** by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 17th day of August 2021.

_____
Heather Iopu, CMC
City Clerk

Return to Agenda

CITY COUNCIL REPORT

7J

DATE: AUGUST 17, 2021

TO: HONORABLE MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

SUBJECT: RESOLUTION APPROVING AN AMENDMENT TO THE CITY MANAGER'S EMPLOYMENT CONTRACT

RECOMMENDATION

Consider adopting a resolution approving an amendment to the City Manager's employment contract.

BACKGROUND

In 2019, the City Council appointed Andrew Murray to serve as City Manager effective as of January 6, 2020. The City and Mr. Murray entered into an employment contract with a three-year term (the "Employment Contract"). Under the terms of the Employment Contract, Mr. Murray's initial annual base salary was set at $225,000. The Employment Contract provides that Mr. Murray is entitled to cost of living salary increases equal to that provide to the AFSCME bargaining unit. Additionally, the Agreement provides that the City Council shall review and evaluate Mr. Murray's performance after the initial six (6) months of employment, as well as at least once every twelve (12) months. The City Council may use the results of these performance evaluations to adjust Mr. Murray's annual base salary.

DISCUSSION

The City Council has conducted periodic performance evaluations of Mr. Murray since his initial appointment as City Manager approximately eighteen (18) months ago. Following the conclusion of an evaluation of Mr. Murray in June 2021, the City Council decided to award Mr. Murray a merit increase in his annual base salary to be effective July 1, 2021. The City Council and Mr. Murray began negotiating the salary increase through the appointed labor negotiator in closed session at the June 29, 2021 City Council meeting, and continued those negotiations through the July 20, 2021 City Council meeting. The City Council and Mr. Murray agreed to a five percent (5%) increase in Mr. Murray's annual base salary effective July 1, 2021Mr. Murray will continue to receive cost of living salary increases equal to that provide to the AFSCME bargaining unit. The City Council and Mr. Murray also agreed that Mr. Murray would not be considered for another salary adjustment until July 1, 2022.

FISCAL IMPACT

If approved, the City Manager's annual base compensation will increase by five percent (5%) effective July 1, 2021, which is equal to approximately $12,000.

ATTACHMENTS

A. Resolution Approving an Amendment to the City Manager's Employment Contract

B. First Amendment to Employee Contract

3853570.2

ATTACHMENT A

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE APPROVING AN AMENDMENT TO THE CITY MANAGER'S EMPLOYMENT CONTRACT

WHEREAS, in 2019, the City Council appointed Andrew Murray to serve as City Manager effective as of January 6, 2020; and

WHEREAS, the City and Mr. Murray entered into an employment contract with a three-year term (the "Employment Contract"); and

WHEREAS, under the terms of the Employment Contract, Mr. Murray's initial annual base salary was set at $225,000; and

WHEREAS, the City Council has conducted periodic performance evaluations of Mr. Murray since his initial appointment as City Manager approximately eighteen (18) months ago; and

WHEREAS, following the conclusion of the City Manager's performance evaluation in June, the City Council decided to award Mr. Murray a merit increase in his annual base salary; and

WHEREAS, the City Council and Mr. Murray began negotiating the salary increase at the June 29, 2021 City Council meeting, and continued those negotiations through the July 20, 2021 City Council meeting; and

WHEREAS, the City Council desires to award Mr. Murray a five percent (5%) merit increase in his annual base salary, effective as of July 1, 2021; and

WHEREAS, Mr. Murray will continue to receive cost of living salary increases equal to that provide to the AFSCME bargaining unit, as provided for by the Employment Contract.

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

1. The above recitals are true and correct, and are incorporated herein.

2. The City Council approves an amendment to the City Manager's Employment Contract to provide the City Manager with a five percent (5%) merit increase in his annual base salary effective July 1, 2021.

3. The Mayor is authorized to execute the amendment to the City Manager's Employment Contract, in a form approved by the City Attorney.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 17th day of August, 2021, by the following vote:

Return to Agenda

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was introduced, passed, and adopted on the 17th day of August, 2021.

_____

Heather Iopu, CMC
City Clerk

ATTACHMENT B

FIRST AMENDMENT TO THE AGREEMENT FOR EMPLOYMENT OF ANDREW MURRAY

This First Amendment to the Agreement for the Employment of Andrew Murray (the "First Amendment) is made and entered into by and between the City of Pinole ("the City"), a California general law city, and Andrew Murray, an individual ("MURRAY" or "Employee"). This First Amendment will become effective as specified herein.

RECITALS

WHEREAS, the City and MURRAY previously entered into that certain Agreement for the Employment of Andrew Murray effective as of December 9, 2019 (the "Agreement"); and

WHEREAS, the City Council desires to provide MURRAY with a five percent (5%) merit increase in his annual base salary effective as of July 1, 2021; and

WHEREAS, the City and MURRAY began negotiating this compensation increase on June 29, 2021; and

WHEREAS, the City and MURRAY now wish to amend the Agreement as specified herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the City and MURRAY agree as follows:

1. **Compensation**. Section 6, Compensation, of the Agreement is amended to include the following:

"d. Effective July 1, 2021, the annual base salary paid to MURRAY shall increase by five percent (5%). Such increase shall be in addition to any cost of living increases MURRAY is entitled to pursuant to Section 6(b). MURRAY shall not be eligible for another salary adjustment until July 1, 2022."

2. **Effective Date.** This First Amendment will become effective on the date this Amendment is approved by the City Council and executed by the Mayor, or the Mayor Pro Tem in the absence of the Mayor, and MURRAY.

3. **Effect.** Except as expressly provided for herein, all other terms and conditions of the Agreement shall remain in full force and effect.

SIGNATURES ON FOLLOWING PAGE

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IN WITNESS WHEREOF, The Parties have executed this First Amendment of the date last written above.

THE CITY OF PINOLE

By: _____
Norma Martinez-Rubin, Mayor

Date: _____

Attest:

_____
Heather Iopu, CMC, City Clerk

Approved as to Form:

_____
Eric S. Casher, City Attorney

MURRAY

By: _____
Andrew Murray

Date: _____

3813205.2

Return to Agenda

CITY COUNCIL REPORT

7K

DATE AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CERRELL TO CREATE A COMMUNICATION AND ENGAGEMENT PLAN

RECOMMENDATION

Staff recommends that the City Council adopt a resolution authorizing the City Manager to execute an agreement with Cerrell to create a Communication and Engagement Plan.

BACKGROUND

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance), and 22 individual strategies (special projects) to complete over a five-year timeframe. Two strategies are to “develop a strategic communication plan” and “develop a public engagement plan.” Several other Strategic Plan strategies also relate to communication and public engagement. City departments currently perform a variety of different communication and public engagement activities.

In April 2021, the City issued a request for proposals (RFP, attached) to create a Communication and Engagement Plan. The RFP was distributed to members of the California Association of Public Information Officials (CAPIO), the main industry association in the State for public sector communication, and through the City’s normal public communication channels. The City received proposals from the following organizations:

- Allegra;
- Cerrell;
- Envirocom;
- Institute for Local Government; and
- Tripepi Smith.

A team of City staff representing various City departments reviewed the proposals. The City subsequently requested additional information from all five firms regarding the following five deliverables:

- An assessment of the City's current communication and engagement tools/practices;
- Recommendations regarding communication and engagement tools/practices, including tools/practices for volunteerism;
- A Communication and Engagement Plan that specifies the tools/practices that the City will use, including a high-level description of procedures for how to best use the recommended communication and engagement tools/practices; and
- Development of the City brand, including message and graphics/style guide.

The City noted to the firms that it is not currently looking for ongoing or campaign-specific public affairs services or website/IT hosting.

The following three firms responded to the request for additional information:

- Cerrell;
- Envirocom; and
- Institute for Local Government.

The City staff team reviewed the revised proposals from the three firms (attached) and unanimously concluded that Cerrell proposed the most responsive services with the greatest value. The City staff team interviewed the Cerrell project team and spoke with the references that Cerrell provided, after which the City staff team decided to recommend that the City Council approve an agreement with Cerrell.

REVIEW & ANALYSIS

As described in its proposal, Cerrell has done extensive communication and engagement work with municipalities. The firm's proposal evinced that it had closely reviewed the City's current communication and engagement tools and identified some areas for improvement. The proposal also illustrated a broad set of tools that the City could use for a variety of communication and engagement purposes. The firm is aware of the City's desire to provide opportunities for volunteerism and to make optimal use of PCTV. The firm also proposed to address internal and crisis communication, both of which City staff believes are important.

Cerrell proposed to perform the scope of work for $55,000. City staff would recommend that the professional services agreement have a not-to-exceed budget of $75,000, which is what the FY 2021/22 operating and capital budget includes for this work, so that Cerrell's scope could be expanded. City staff believes that the scope should particularly be expanded to provide additional opportunities for members of the public to provide input on the development of the plan, beyond what Cerrell's proposal includes, which primarily focuses on key stakeholder input.

FISCAL IMPACT

The FY 2021/22 Operating and Capital Budget includes $75,000 for a consultant to perform this work.

ATTACHMENTS

Attachment A:	Resolution Exhibit 1 – Consulting Services Agreement between the City of Pinole and Cerrell
Attachment B:	City of Pinole Request for Proposals, Communication and Engagement Plan
Attachment C:	Cerrell Communication and Engagement Proposal July 20, 2021
Attachment D:	Envirocom Response Regarding Communication and Engagement Plan, and Branding and Marketing
Attachment E:	Institute for Local Government Communication and Engagement Plan Updated Response to RFP

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ATTACHMENT A

RESOLUTION NO. 2021-___

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CERRELL TO CREATE A COMMUNICATION AND ENGAGEMENT PLAN

WHEREAS, in February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025; and

WHEREAS, two strategies within the Strategic Plan are to "develop a strategic communication plan" and "develop a public engagement plan;" and

WHEREAS, several other Strategic Plan strategies also relate to communication and public engagement; and

WHEREAS, in April 2021, the City issued a request for proposals (RFP) to professional services firms to create a Communication and Engagement Plan; and

WHEREAS, a team of City staff representing various City departments reviewed the proposals submitted and unanimously concluded that Cerrell proposed the most responsive services with the greatest value;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Pinole does hereby authorize the City Manager to execute an agreement in substantially the same form as that attached hereto as Exhibit 1 with Cerrell to create a Communication and Engagement Plan for the City.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 17th day of August 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 17th day of August 2021.

_____

Heather Iopu, CMC
City Clerk

Exhibit 1

CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF PINOLE AND CERRELL

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and Cerrell ("Consultant") (together sometimes referred to as the "Parties") as of August 18, 2021 (the "Effective Date") in Pinole, California.

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on the Effective Date and shall end on August 31, 2022, and Consultant shall complete the work described in Exhibit A by that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.

1.2 Standard of Performance. Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a professional manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.

1.3 Assignment of Personnel. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

1.4 Time. Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant an amount not to exceed 75,000, for all work set forth in Exhibit A and all reimbursable expenses incurred in performing the work. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder,

including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement, and the applicable sections of Exhibit D.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills, i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
- The Consultant's signature.

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Final Payment. City shall pay the last 10% of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

2.4 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement,

unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

2.5 Hourly Fees. Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule attached hereto as Exhibit B.

2.6 Reimbursable Expenses. Reimbursable expenses are specified in Exhibit B, and shall not exceed _____ ($_____). Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

2.7 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.8 Payment Upon Termination. In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

2.9 Authorization to Perform Services. The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in Exhibit C, and only under the terms and conditions set forth therein.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers'

Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS ($1,000,000.00) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the City. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS ($1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or GL 0002 (ed.1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1. No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

4.3 Professional Liability Insurance.

4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS ($1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed $150,000 per claim.

4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

a. The retroactive date of the policy must be shown and must be before the date of the Agreement.

b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.

d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

4.4.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

4.4.3 Notice of reduction in or cancellation of coverage. A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. In the event that any

coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.

4.4.4 Additional insured; primary insurance. A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that the City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

4.4.5 Deductibles and self-insured retentions. Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

4.4.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.4.7 Variation. The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall indemnify, defend with counsel reasonably acceptable to the City, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 Consultant No Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder including but not limited to the California Labor Code and the prevailing wage requirements set forth in Exhibit D.

7.3 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 Licenses and Permits. Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

7.5 Pinole Business License. Consultant shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to City proof of such business license prior to beginning work under this Agreement. Work under

this Agreement cannot begin until the City receives proof that Consultant has obtained a City of Pinole business license.

7.6 Nondiscrimination and Equal Opportunity. Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

8.1 Termination. City may cancel this Agreement upon thirty (30) calendar days and without cause upon written notification to Consultant pursuant to this section and the applicable sections of Exhibit D.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 Extension. City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall be specified in writing by the City. Consultant understands and agrees that if City issues such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.3 Consultant's Identity and Personnel. The person identified on page one as the CONSULTANT's Key Personnel will be the key person for the performance of services under this AGREEMENT. CONSULTANT's additional key personnel who will work on the PROJECT are identified in Exhibit B. Any addition or deletion of a firm (whether working as a joint venture partner or subconsultant), or any change in key personnel may be made only upon prior written approval by CITY. CONSULTANT shall notify CITY of any proposed change of ownership or fundamental structure in CONSULTANT's firm. Within thirty (30) calendar days of such notice, CITY shall notify CONSULTANT whether CITY will

approve such changed firm or personnel to continue providing services under this AGREEMENT or whether CITY will terminate this AGREEMENT. Nothing in this provision shall be construed to limit CITY's right to terminate this AGREEMENT for cause or without cause as set forth in Article I, Section C of this AGREEMENT. Subcontracts between the CONSULTANT and any subconsultants will be subject to review and approval of CITY's representative.

If CONSULTANT reassigns or reduces the commitment of any such key personnel, CONSULTANT shall provide a suitable replacement, subject to the approval of CITY, and CONSULTANT shall provide a reasonable number of unbilled hours of work for such replacement personnel to the extent required to bring the personnel up to speed.

8.4 Amendments. The parties may amend this Agreement only by a writing signed by all the parties and consistent with the requirements set forth in Exhibit D.

8.5 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City. See the applicable sections of Exhibit D for additional requirements.

8.6 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

8.7 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

8.7.1 Immediately terminate the Agreement;

8.7.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

8.7.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or

8.7.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties and pursuant to the applicable sections of Exhibit D.

9.2 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement consistent with the applicable sections of Exhibit D.

9.3 Inspection and Audit of Records. Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City pursuant to the applicable sections of Exhibit D. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS ($10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

10.1 Attorneys' Fees. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 Venue. In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.

10.3 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 No Implied Waiver of Breach. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

10.6 Use of Recycled Products. Consultant shall endeavor to prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

10.7 Conflict of Interest. Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et.seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

Consultant will comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code (on file in the City Clerk's Office) and the requirements set forth in Exhibit D. It is incumbent upon the Consultant or Consultant's firm to notify the City pursuant to section 10.10 Notices of any staff changes relating to this Agreement.

a. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant(s), unless as indicated in Subsection b, will be performing a very limited and closely supervised function, and, therefore, are unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection b.

_____
Initialed by City Attorney's Office

b. In accomplishing the scope of services of this Agreement, Consultant(s) will be performing a specialized or general service for the City, and there is substantial likelihood that Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following Consultant(s) shall be subject to the Disclosure Category "1-5" of the City's Conflict of Interest Code:

_____ _____

_____ _____

10.8 Solicitation. Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by _____ who shall act as the City's representative. All correspondence shall be directed to or through _____ or his or her designee.

10.10 Notices. Any written notice to Consultant shall be sent to:

_____
_____
_____

Any written notice to City shall be sent to:

_____
_____
_____

10.11 Professional Seal. Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.

10.12 Integration; Incorporation. This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.

10.13 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the Effective Date.

CITY OF PINOLE	CONSULTANT
_____	_____
Andrew Murray, City Manager	[NAME, TITLE]
	Consultant's City of Pinole Business License # _____

Attest:

_____
City Clerk

Approved as to Form:

_____
Eric S. Casher, City Attorney

EXHIBIT A

SCOPE OF SERVICES

The Consultant's scope of services will include the scope of work listed on pages 4-14 of the Consultant's proposal of July 20, 2021 and any modifications or additions agreed to by the Parties.

EXHIBIT B

COMPENSATION SCHEDULE AND HOURLY FEES

The fees charged by Consultant for work performed on an hourly basis shall not exceed the amounts shown in the hourly rate sheet contained on page 30 of the Consultant's proposal of July 20, 2021.

EXHIBIT C

CITY-FURNISHED FACILITIES

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

EXHIBIT D

ADDITIONAL CONTRACT REQUIREMENTS

None

ATTACHMENT B

CITY OF PINOLE

REQUEST FOR PROPOSALS

COMMUNICATION AND ENGAGEMENT PLAN

Proposal Submission Deadline
April 30, 2021 at 3:00 P.M.

I. Introduction

The City of Pinole is a diverse community of approximately 20,000 residents situated in West Contra Costa County on the east side of San Francisco Bay. Pinole is approximately 30 miles northeast of San Francisco and 20 miles north of Oakland along I 80. Pinole has a lovely natural setting and is noted for its architectural heritage.

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025. The Strategic Plan identified four goals for the City (safe and resilient, financially stable, vibrant and beautiful, and high performance), and 22 individual strategies (special projects) to complete over a five-year timeframe. Two strategies are to "develop a strategic communication plan" and "develop a public engagement plan." Several other Strategic Plan strategies also relate to communication and public engagement. City departments currently perform a variety of different communication and public engagement activities. The City will soon assign a specific staff person with responsibility for coordinating communication and engagement on a citywide basis.

The City of Pinole is issuing this request for proposals (RFP) to solicit proposals from qualified firms to create a communication and engagement plan.

II. Scope of Work

The City desires a communication and engagement plan that identifies the tools, mechanisms, and procedures that the City should use to effectively communicate information to residents and businesses as well as engage residents and businesses in two-way dialog and participation in community and civic affairs.

The firm selected to create the strategy ("consultant") will perform a scope of work that will include the following:

- Identify and build upon the City's current communication and engagement tools, mechanisms, and practices;
- Identify the community's communication and engagement needs and optimal future communication and engagement condition; and
- Develop a communication and engagement plan that establishes the necessary tools, mechanisms, and practices to achieve the optimal future condition.

The consultant should consider the following when creating the scope of work for the project and the communication and engagement plan itself:

- The City's location in the Bay Area and diverse, multilingual population
- The City's interested and engaged residents and businesses
- The desire for equitable, inclusive, and representative communication and dialog on City issues
- The varying preferences of residents and businesses for different communication channels and issues of a digital divide

- The desire to provide multiple opportunities to residents and businesses to engage with City officials and staff, including through volunteerism
- The need for the City to have unified and consistent messages and practices across departments while allowing departments to continue their existing specialized successful communication and engagement programs
- The communication and engagement practices that are legally required of a full-service City
- The significant number of digital communication tools that are now available and their appropriateness for use by public agency staff
- The City's cable television station, which serves as a communication channel by broadcasting public meetings and service announcements and serves as an original content creator
- The desire to create a brand for the City and to undertake placemaking
- The Strategic Plan strategies that relate to communication and engagement, including updates of the City's Emergency Operations Plan (EOP); potential restoration of the community emergency response team (CERT) program; development of economic development, capital improvement, long-term financial, land use, and information technology plans; and development of an intergovernmental affairs program
- The desire for residents and businesses to have opportunities to provide input to the development of the communication and engagement plan

III. Submittal Requirements

Proposals must meet the following requirements in order to be considered responsive to this RFP.

Proposals shall include the following sections and information, in the sequence listed.

1) Cover Letter

The proposal must include a cover letter signed by a person authorized by the firm to submit the proposal and bind the firm to contract obligations. The cover letter shall include the person's name and title; firm name, address, telephone number, email address, and website; and name, telephone number, and email address of the firm's point of contact for the proposal. The cover letter must contain a statement indicating that the proposal is valid for ninety days following the proposal due date.

2) Qualifications

The proposal must describe the firm's qualifications to perform the scope of work, including a brief history of the firm; location of headquarters and field offices; length of time in business providing relevant services; pertinent experience; special expertise; and resources that the firm can bring to the project.

3) Key Personnel

The proposal must include the names, qualifications, and experience of the staff that the firm proposes to assign to the project and the role that each individual will play in providing services, including specifically identifying the firm's principal-in-charge and project manager for the project. If the firm operates from more than one location, the proposal shall specify the office to which this project will be assigned. The proposal shall also identify all subconsultants that the firm proposes to engage, including their specific role.

4) Scope of Work

The proposal shall include the firm's proposed scope of work with key tasks, deliverables, and timeline. The City is open to various methodologies and approaches to the scope of work that can help the City effectively achieve representative, communitywide communication and engagement.

5) Fee Proposal

The proposal shall include the fee proposed by the firm to complete the scope. The fee proposal shall include a schedule showing the hourly rates for staff and any other direct costs that are likely to occur. The fee proposal shall also include the number of hours and resulting staff cost as well as non-staff costs for each key task/deliverable.

6) References

The proposal shall contain a list of three organizations, to serve as references, for which the firm has completed a project similar to a communication and engagement plan within the last five years. For each of the three organizations, the proposal shall include the name of organization (client) and project; name, title, telephone number, and email address of the project manager at the client organization; and a brief description of the scope of work and deliverable, date, and duration of the project, and fee.

7) Conflicts and Terminations

The proposal shall describe any existing or potential conflicts of interest that may arise from the firm's work on this project. The proposal shall also describe any instances in which the firm's work on a contract with a public agency has been terminated by the agency within the past five years.

8) Standard Agreement

The proposal shall include a statement by the firm that it has reviewed the City's Standard Consulting Services Agreement (attached) and is willing to execute an agreement with those terms, including insurance requirements, for this project. If the firm has any reservations about the terms of the Standard Consulting Services Agreement, the proposal shall include a description of the firm's reservations and the firm's proposal to address the term of concern through an alternate approach.

Firms shall submit their proposal as an attachment to an email with the subject line "Communication and Engagement Plan Proposal" sent to amurray@ci.pinole.ca.us no later than April 30, 2021 at 3:00 PM, Pacific Time.

IV. Proposal Evaluation and Consultant Selection

The City will evaluate firms on the basis of the proposal (qualifications, key personnel, scope, and fee) and reference checks. Upon the City's review of proposals, the City may invite firms for interviews.

V. Miscellaneous Provisions

Tentative Project Schedule

Request for Proposals Issued	April 5, 2021
Proposals Due	April 30, 2021 (3:00 PM)
Evaluation and Selection Completed	May 2021
Contract Executed and Project Begins	June 2021
Project Completed	October 2021

The City reserves the right to accept or reject any or all proposals or to waive any defects or irregularities in the proposals or selection process. No representation is made hereby that any contract will be awarded pursuant to this RFP. Receipt of a proposal by the City does not constitute a contract with the City. All costs incurred in the preparation of the proposal and subsequent material will be borne by the proposer. All quotes, inquiries, responses, correspondence, proposals, reports, charts, displays, schedules, exhibits, and other documentation or other information submitted to the City in response to this RFP will become the property of the City and a matter of public record. The City retains the right to abandon the proposal process at any time prior to the actual execution of a contract with no financial or other responsibility in the event of such abandonment. The City reserves the right to negotiate all final terms and conditions of any agreement entered into. The City further reserves the right to make such investigation as it deems necessary to determine the ability of proposers to furnish the required services, and proposers shall furnish all such information for this purpose as the City may request. The firm awarded the contract will be required to have a City of Pinole business license.

Please submit any questions regarding this RFP to amurray@ci.pinole.ca.us.

VI. Attachments

Attachment A – City of Pinole Standard Consulting Services Agreement

Return to Agenda

CONSULTING SERVICES AGREEMENT BETWEEN
THE CITY OF PINOLE AND
[NAME OF CONSULTANT]

THIS AGREEMENT for consulting services is made by and between the City of Pinole ("City") and _____ ("Consultant") (together sometimes referred to as the "Parties") as of _____, 20__ (the "Effective Date") in Pinole, California.

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on the Effective Date and shall end on _____, and Consultant shall complete the work described in Exhibit A by that date, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as provided for in Section 8.

1.2 Standard of Performance. Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession. Consultant shall prepare all work products required by this Agreement in a professional manner and shall conform to the standards of quality normally observed by a person practicing in Consultant's profession.

1.3 Assignment of Personnel. Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

1.4 Time. Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Section 1.1 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant an amount not to exceed _____, for all work set forth in Exhibit A and all reimbursable expenses incurred in performing the work. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement, and the applicable sections of Exhibit D.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- Serial identifications of progress bills, i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- At City's option, for each work item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person doing the work, the hours spent by each person, a brief description of the work, and each reimbursable expense;
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder, as well as a separate notice when the total number of hours of work by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours, which shall include an estimate of the time necessary to complete the work described in Exhibit A;
- The Consultant's signature.

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Final Payment. City shall pay the last 10% of the total sum due pursuant to this Agreement within sixty (60) days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.

2.4 Total Payment. City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

2.5 Hourly Fees. Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the following fee schedule attached hereto as Exhibit B.

2.6 Reimbursable Expenses. Reimbursable expenses are specified in Exhibit B, and shall not exceed _____ ($_____). Expenses not listed in Exhibit B are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.

2.7 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

2.8 Payment Upon Termination. In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs incurred to that date.

2.9 Authorization to Perform Services. The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in Exhibit C, and only under the terms and conditions set forth therein.

Section 4. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects to the City. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS ($1,000,000.00) per accident. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the Labor Code shall be solely in the discretion of the City. The insurer, if insurance is provided, or the Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against the City and its officers, officials, employees, and volunteers for loss arising from work performed under this Agreement.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS ($1,000,000.00) per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including the use of owned and non-owned automobiles.

4.2.2 Minimum scope of coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (ed. 11/88) or GL 0002 (ed.1/73) covering comprehensive General Liability and Insurance Services Office form number GL 0404 covering Broad Form Comprehensive General Liability. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 (ed. 12/90) Code 1. No endorsement shall be attached limiting the coverage.

4.2.3 Additional requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

a. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

b. Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

4.3 Professional Liability Insurance.

4.3.1 General requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS ($1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed $150,000 per claim.

4.3.2 Claims-made limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

a. The retroactive date of the policy must be shown and must be before the date of the Agreement.

b. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the Agreement or the work, so long as commercially available at reasonable rates.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.

d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

4.4 All Policies Requirements.

4.4.1 Acceptability of insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 Verification of coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf.

4.4.3 Notice of reduction in or cancellation of coverage. A certified endorsement shall be attached to all insurance obtained pursuant to this Agreement stating that coverage shall not be suspended, voided, canceled by either party, or reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the City. In the event that any coverage required by this section is reduced, limited, cancelled, or materially affected in any other manner, Consultant shall provide written notice to City at Consultant's earliest possible opportunity and in no case later than ten (10) working days after Consultant is notified of the change in coverage.

4.4.4 Additional insured; primary insurance. A certified endorsement at least as broad as Insurance Services Office form number CG 20 10 (11/85 ed.) shall be attached to all policies stating that the City and its officers, employees, agents, and volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of activities performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by the Consultant in the course of providing services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or volunteers.

A certified endorsement shall be attached to all policies stating that coverage is primary insurance with respect to the City and its officers, officials, employees and volunteers, and that no insurance or self-insurance maintained by the City shall be called upon to contribute to a loss under the coverage.

4.4.5 Deductibles and self-insured retentions. Consultant shall disclose to and obtain the approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement.

During the period covered by this Agreement, only upon the prior express written authorization of Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond, guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

4.4.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.4.7 Variation. The City may approve a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that the City's interests are otherwise fully protected.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES. Consultant shall indemnify, defend with counsel reasonably acceptable to the City, and hold harmless the City and its officials, officers, employees, agents, and volunteers from and against any and all losses, liability, claims, suits, actions, damages, and causes of action arising out of any personal injury, bodily injury, loss of life, or damage to property, or any violation of any federal, state, or municipal law or ordinance, to the extent caused, in whole or in part, by the willful misconduct or negligent acts or omissions of Consultant or its employees, subcontractors, or agents, by acts for which they could be held strictly liable, or by the quality or character of their work. The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the City or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. It is understood that the duty of Consultant to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by City of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the

payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Section 6. STATUS OF CONSULTANT.

6.1 Independent Contractor. At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subparagraph 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

6.2 Consultant No Agent. Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractors shall comply with all laws applicable to the performance of the work hereunder including but not limited to the California Labor Code and the prevailing wage requirements set forth in Exhibit D.

7.3 Other Governmental Regulations. To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.

7.4 Licenses and Permits. Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing,

Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.

7.5 Pinole Business License. Consultant shall obtain a City of Pinole business license according to the terms of Title 5 of the City of Pinole Municipal Code and deliver to City proof of such business license prior to beginning work under this Agreement. Work under this Agreement cannot begin until the City receives proof that Consultant has obtained a City of Pinole business license.

7.6 Nondiscrimination and Equal Opportunity. Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement. Consultant shall comply with all applicable federal, state, and local laws, policies, rules, and requirements related to equal opportunity and nondiscrimination in employment, contracting, and the provision of any services that are the subject of this Agreement, including but not limited to the satisfaction of any positive obligations required of Consultant thereby.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

8.1 Termination. City may cancel this Agreement upon thirty (30) calendar days and without cause upon written notification to Consultant pursuant to this section and the applicable sections of Exhibit D.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

8.2 Extension. City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall be specified in writing by the City. Consultant understands and agrees that if City issues such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the City, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.3 Consultant's Identity and Personnel. The person identified on page one as the CONSULTANT's Key Personnel will be the key person for the performance of services

under this AGREEMENT. CONSULTANT's additional key personnel who will work on the PROJECT are identified in Exhibit B. Any addition or deletion of a firm (whether working as a joint venture partner or subconsultant), or any change in key personnel may be made only upon prior written approval by CITY. CONSULTANT shall notify CITY of any proposed change of ownership or fundamental structure in CONSULTANT's firm. Within thirty (30) calendar days of such notice, CITY shall notify CONSULTANT whether CITY will approve such changed firm or personnel to continue providing services under this AGREEMENT or whether CITY will terminate this AGREEMENT. Nothing in this provision shall be construed to limit CITY's right to terminate this AGREEMENT for cause or without cause as set forth in Article I, Section C of this AGREEMENT. Subcontracts between the CONSULTANT and any subconsultants will be subject to review and approval of CITY's representative.

If CONSULTANT reassigns or reduces the commitment of any such key personnel, CONSULTANT shall provide a suitable replacement, subject to the approval of CITY, and CONSULTANT shall provide a reasonable number of unbilled hours of work for such replacement personnel to the extent required to bring the personnel up to speed.

8.4 Amendments. The parties may amend this Agreement only by a writing signed by all the parties and consistent with the requirements set forth in Exhibit D.

8.5 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique professional competence, experience, and specialized professional knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the personal reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the City. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the City. See the applicable sections of Exhibit D for additional requirements.

8.6 Survival. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

8.7 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, the following:

8.7.1 Immediately terminate the Agreement;

8.7.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

8.7.3 Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or

8.7.4 Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both parties and pursuant to the applicable sections of Exhibit D.

9.2 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement consistent with the applicable sections of Exhibit D.

9.3 Inspection and Audit of Records. Any records or documents that Section 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City pursuant to the applicable sections of Exhibit D. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS ($10,000.00), the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of three (3) years after final payment under the Agreement.

Section 10 MISCELLANEOUS PROVISIONS.

10.1 Attorneys' Fees. If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which

that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 Venue. In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.

10.3 Severability. If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

10.4 No Implied Waiver of Breach. The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.

10.5 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the parties.

10.6 Use of Recycled Products. Consultant shall endeavor to prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.

10.7 Conflict of Interest. Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a "conflict of interest," as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Sections 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous twelve (12) months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous twelve months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of Government Code §1090 *et.seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of Government Code § 1090 and, if applicable, will be disqualified from holding public office in the State of California.

Consultant will comply with all conflict of interest laws and regulations including, without limitation, City's Conflict of Interest Code (on file in the City Clerk's Office) and the requirements set forth in Exhibit D. It is incumbent upon the Consultant or Consultant's firm to notify the City pursuant to section 10.10 Notices of any staff changes relating to this Agreement.

a. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant(s), unless as indicated in Subsection b, will be performing a very limited and closely supervised function, and, therefore, are unlikely to have a conflict of interest arise. No disclosures are required for any officers, employees, and/or agents of Consultant, except as indicated in Subsection b.

_____
Initialed by City Attorney's Office

b. In accomplishing the scope of services of this Agreement, Consultant(s) will be performing a specialized or general service for the City, and there is substantial likelihood that Consultant's work product will be presented, either written or orally, for the purpose of influencing a governmental decision. As a result, the following Consultant(s) shall be subject to the Disclosure Category "1-5" of the City's Conflict of Interest Code:

_____ _____

_____ _____

10.8 Solicitation. Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by _____ who shall act as the City's representative. All correspondence shall be directed to or through _____ or his or her designee.

10.10 Notices. Any written notice to Consultant shall be sent to:

_____
_____
_____

Any written notice to City shall be sent to:

_____
_____
_____

10.11 Professional Seal. Where applicable in the determination of the City, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.

10.12 Integration; Incorporation. This Agreement, including all the exhibits attached hereto, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All exhibits attached hereto are incorporated by reference herein.

10.13 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the Effective Date.

CITY OF PINOLE

_____
Michelle Fitzer, City Manager

CONSULTANT

_____
[NAME, TITLE]

Consultant's City of Pinole Business License #:_____

Attest:

_____
City Clerk

Approved as to Form:

_____
Eric S. Casher, City Attorney

EXHIBIT A

SCOPE OF SERVICES

.

EXHIBIT B

COMPENSATION SCHEDULE AND HOURLY FEES

EXHIBIT C
CITY-FURNISHED FACILITIES

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

EXHIBIT D

ADDITIONAL CONTRACT REQUIREMENTS

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ATTACHMENT C

COMMUNICATION AND ENGAGEMENT

July 20, 2021

CERRELL

Strategy. Action. Results.

CERRELL
Strategy. Action. Results.

July 20, 2021

Mr. Andrew Murray
City Manager, City of Pinole
2131 Pear St.
Pinole, CA 94564
Sent via email amurray@ci.pinole.ca.us

Dear Mr. Murray:

Cerrell is pleased to submit our response to the City of Pinole's RFP to create a Communication and Engagement Plan. We are excited about the opportunity to work closely with the City to develop a roadmap for enhancing its communications and building a more engaged community.

Since our founding in 1966, Cerrell has built countless strategic communications programs for local governments throughout Southern California. Our trademark approach – **Strategy. Action. Results.** – has helped cities, counties, water districts and schools achieve their goals.

Regardless of the subject matter, Cerrell has been at the forefront of government communications for decades. We have a passion for working with government officials, taking complex or controversial issues, simplifying them, and launching external engagement and communications programs. Our programs mobilize diverse communities, and bring transparency and accessibility to City-run programs and hearings, to ensure robust participation and that all voices within a community will be heard on a given issue.

From airport noise to COVID-19 relief funds for small Minority Business Enterprises, to a countywide park needs assessment to communicating to diverse constituents about curbside recycling, as well as crisis communications on officer involved shootings and public education programs related to revenue measures, we've successfully partnered with Southern California cities both large and small to engage, educate and activate constituents.

Whether it's crafting strategic messages, gaining earned media hits (print, radio, TV), bolstering website presence, building brand guidebooks, improving social media effectiveness and interactions, targeting wider audiences in multiple languages, or helping proactively prepare for and/or reactively mitigate a crisis, our team has the issue experts with the proven experience to meet any challenge.

We understand the challenges and opportunities facing the City as it looks to strengthen its strategic communications. We are confident that we are uniquely qualified to work with the City in developing a plan that will provide a roadmap for effective communications for many years to come.

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opportunity to share our vision, experience and approach for a program to enhance your communications and engagement with residents, and help to move your City forward in realizing its vision. Please feel free to reach out to use at brandon@cerrell.com or john@cerrell.com with any questions. We hope we're ultimately selected and would welcome the opportunity to work with you.

Best,

Brandon Stephenson
Chief Strategic Officer
(310) 795-3142

John Anderson
Public Affairs Manager
(818) 288-5616

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SCOPE OF WORK

In 2019, the City of Pinole embarked on an ambitious path to develop a comprehensive Strategic Plan for 2020-2025 to detail the City's vision, mission, goals and strategies. This Plan, passed by the City Council in early 2020, was developed through an extensive engagement and research process that included input from City leaders and staff, as well as external stakeholders and community members.

This thoughtful and inclusive process demonstrated to residents how valued their opinions are, as the City provided multiple opportunities for comment. This resulted in a plan that truly reflects the sentiments of those that live, work and play in Pinole, including their aspirations for the City, and insights about its accomplishments, challenges and opportunities.

Through this open and engaging process, the City developed a framework for achieving the goals it laid out as well for reporting progress to ensure accountability.

The City's strategic planning process revealed the value that residents feel they get from living in Pinole, particularly from its strong sense of community, excellent school system, citizen involvement, open space and small-town feel. They also expressed a need for more consistent communication with community members and additional community engagement opportunities.

A comprehensive and actionable Communications and Engagement Plan can help Pinole further its mission of "delivering quality services with community involvement and fiscal stewardship."

As part of this effort, we're also prepared to work with the City on the development of a refreshed brand, one that reflects the City's mission and values.

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Building on the important work the City has already done, our process will emphasize transparency, including the City's diverse voices as we build a tailored plan to meet the City's goals of improved communication and interaction with its residents.

Cerrell excels at engaging diverse audiences and helping municipalities create customized plans and communications to reach those audiences, no matter their geographic location. We innately understand how to work with government entities, and can seamlessly integrate with your team to deliver results on Day 1. With our expertise and the City's team local knowledge, together we will build an effective and actionable plan.

Our collaborative approach begins by determining the City's key audiences as well as short, medium, and long-term goals and objectives for City communications and engagement activities. Through this process, we'll identify strategies to better convey these priorities to internal and external audiences.

Our assessment will emphasize evaluating the City's existing communications infrastructure and protocols, as well as brand and graphic standards. Our methods will include strategic analysis of existing systems as well as interviews with leaders and stakeholders. Through this interactive process, we will help the City continue to build stronger trust and connections in the community. Ultimately, our findings will inform brand image and identity assessment recommendations.

Following our analysis, Cerrell will create a strategic plan that will outline an overall vision for the City's communications and engagement. This will include specific tactics and tools, recommendations on structure, and an updated brand and graphic standard.

Below we have detailed our envisioned program.

DELIVERABLE #1: ASSESSMENT OF THE CITY'S CURRENT COMMUNICATION AND ENGAGEMENT TOOLS/PRACTICES

WEEKS 1-8 WEEKS FROM START

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ETINGS

Given the current public health guidelines, Cerrell will schedule a virtual kick-off meeting to provide introductions, define team roles and responsibilities, establish a regular check-in with identified team members and develop a tracking system for our timeline and deliverables.

D.O.S. ANALYSIS

Cerrell will begin our work by conducting a D.O.S. (Dangers, Opportunities, Strengths) analysis of the City, including all communication channels, website and online presence. We will also review the City's external relationships and how City staff and elected leaders regularly engage with the community, and the opportunities that exist for residents to participate in various City processes, including weighing in on important City decisions and programs. This facet of our program will also assess the City's current outreach activities and strategies, press coverage and use of owned media channels.

Our comprehensive D.O.S. will examine:

- **How the city regularly communicates with its audiences**
- **What general communications/ messaging materials already exist**
- **Current press coverage, releases and general media audit**
- **How communications materials are distributed**
- **How social media is being utilized, operated, etc.**
- **How does the City engage with constituents and stakeholders**
- **What channels are available for residents to provide input to the City**
- **What are the satisfaction levels in the City and how do residents rate the City's performance**
- **What is the strength of the City's overall brand, including when it was created and what factors were used in its creation**

We will take a critical look at the consistency of the City's messaging and engagement metrics across all channels and if the frequency and tone of the communications resonates with the public as intended. This will include things like visits to the City's website associated with social media posts or earned media, and level of engagement with the City's online channels. This analysis will help identify gaps in the City's communications and messaging in order to improve and enhance message, website and social media development, and overall strengthening of the City's brand.

We will also thoroughly assess the City's relationships with local community groups and influential stakeholders. For example, on the City's webpage under the Community Services subpage, the City lists a number of groups and organizations that provide services to the residents of Pinole and surrounding communities.

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hopes to gain from this assessment and provide in our final analysis is, what is the City's relationship with these groups beyond listing them on their webpage – are there regular interactions? What benefits can be provided to the community through more regular involvement with these organizations and how do we foster this?

QUALITATIVE ANALYSIS

Through the development of its Strategic Plan, the City learned a great deal about residents' assessment of the City, where it excels, and where improvements are needed. Cerrell will use this information to guide our analysis and build on that information with additional research.

As part of our comprehensive review of the City's communications and outreach efforts, we will conduct interviews with key City staff members involved in communications and engagement efforts to gauge their feelings on the effectiveness of both internal and external communications, and how they think it can be improved.

We will also solicit feedback from key stakeholders on the development of the plan. Conversations with relevant stakeholders and community leaders can add a valuable perspective to this analysis. Determining how influential stakeholders receive information from the City, if at all, and their opinions about the City's communications and community engagement activities, can provide an important qualitative perspective that will augment our D.O.S. analysis.

Through direct engagement with 10-15 stakeholders representing the City's diverse interests, we can begin to understand how external audiences view the City and its place in the community. As previously mentioned, the City has a depth of active organizations provided on its website. Cerrell will begin with this list, and refine it based on feedback from the City team.

Cerrell will develop a list of questions/message points to guide these conversations. Once finalized, we'll schedule, plan and execute these stakeholder meetings, recording meeting minutes and creating a database to track relationships and responses. Our team has conducted these listening sessions in several communications planning programs, and has found them to be invaluable in ensuring community feedback is reflected in the City's strategic planning.

After the analysis and interviews are completed, the Cerrell team, in collaboration with City staff, would analyze all findings, identify key strengths and positive attributes that make the City unique and devise a plan for sharpening the City's brand image and communications efforts. This will help determine priorities and goals for the final plan. We will present a report with our combined findings to the City team and conduct a meeting to review the finds and use them to help set the priorities and goals for the development of the Communications and Engagement Plan.

DELIVERABLES #2 AND 3: RECOMMENDATIONS FOR COMMUNICATION AND ENGAGEMENT TOOLS AND THE DEVELOPMENT OF A COMMUNICATION AND ENGAGEMENT PLAN

WEEKS 9-16

DEVELOPMENT OF STRATEGIC COMMUNICATIONS AND ENGAGEMENT PLAN

Cerrell will use our findings from the assessment to create a comprehensive strategic communications and engagement plan, including specific tactics, updated brand standards and graphic design tools and strategies for enhancing engagement with the City's diverse residents.

The plan will begin with a detailed outline of the City's goals, as determined in our meetings and through our comprehensive analyses. We will provide an overview of our recommendations, and a detailed roadmap of how the City can achieve its goals. This plan will be actionable – not just a high-level guide, but specific proposals that are realistic and achievable.

We envision that the plan will consist of the following elements:

- City brand and identity
- Strategic communications, digital communications and marketing
- Traditional communications strategy
- Crisis communications
- Internal communications recommendations
- Resident engagement opportunities
- Maintaining stakeholder engagement and building trusting relationships

STRATEGIC COMMUNICATIONS, DIGITAL COMMUNICATIONS AND MARKETING STRATEGY:

A key component of the plan will be ideas for strengthening the City's external communications. The City reaches its constituents and prominent external stakeholders through a variety of communications channels and methods. Accordingly, we will incorporate into our plan best practices and strategy around the following communications and marketing tactics.

- **Digital Communications and Marketing:** Cerrell understands the importance of not just creating comprehensive online tools, but also ensuring that all digital content is "thumb-stopping." Because more people access the Internet via smartphone than ever before, we would provide

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ns for making sure that all digital content is visually interesting enough to capture viewers' attentions, even on mobile platforms.

- **Social Media and Electronic Communications:** The City's various departments maintain current and robust social media accounts. We would create a protocol for internal and external social media use by developing formalized social media policies and procedures. We would also streamline active social media accounts so that posts are cohesive and coordinated across City departments. To proactively plan posts, we suggest creating targeted content calendars for all channels.

A central part of this section will be the detailing of strategies to ensure high levels of engagement on the City's various platforms, including how to increase interaction with the City's social media posts and drive traffic to the City's website. It's important that the City goes beyond passively posting information, and ensures they are communicating timely and interesting information that motivates people to act.

Social Media Planning Tool Recommendation: We recommend the City deploy the tool Planable to enhance its social media planning and execution. Planable is the command center of social media campaigns, bringing all of your departments and content in the same place.

Features Include:

- Your social content in the same place, perfectly organized and visually rich
- Preview the content exactly like it would look after publishing so no misunderstandings can happen
- Feedback exchange and real-time iteration
- Approvals, with one single click, dead simple
- Schedule, to all your social pages, on Facebook, Twitter, LinkedIn, and Instagram
- The perfect calendar to plan your content
- Arrange all of your Instagram content easily in Grid View
- Invite all the team mates, clients and external stakeholders with specific roles & permissions
- Create, plan, and scheduled Instagram Stories

Social Media Analytics and Listening Tool Recommendation: It's not enough to just post to social media – you also need to monitor and listen to conversations about your City and its reputation. With a social listening and analytics tool you can respond faster to residents, and tackle issues immediately. We recommend the City implement a tool such as Awario to monitor every corner of the Web for mentions of you City and relevant keywords in real time, ensuring you are the first to know about the conversations that can impact your brand — so you can react to them promptly, before anyone else. Unlike many monitoring tools which only track social media platforms, Awario also monitors web results including message boards, blogs and traditional media outlets. A critical feature is its sentiment analysis which will alert you when conversation online involving the City of Pinole turns negative so you can get in front of a potential crisis.

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gy and Recommendations: The City's website provides a valuable resource for constituents, visitors, businesses and anyone else looking for information on Pinole. We would provide recommendations for consolidating information listed on the City's website, as well as ways in which the City can make the website more easily navigable. In this vein, we would suggest incorporating more simplistic and professional design elements to improve the functionality of the website platform.

- **Content Creation:** In order to attract and retain the attention of constituents, it is crucial that the City strategically share interesting and relevant content for all communications channels. The strategic communications plan would support City staff in revitalizing content for these channels.

TRADITIONAL COMMUNICATIONS: In addition to assisting the City with its digital communications and with reaching constituents through online platforms, Cerrell understands the importance of executing full-fledged public relations and traditional media strategies. These methods require constant innovation, creative content and careful strategy to be effective. To that end, Cerrell will include best practices and policies for the following traditional media tactics in the strategic communications plan:

- **Blog Posts:** Cerrell would create a protocol for the City regarding the content of blogs, frequency of blog posts, and management of the blog account. These blog posts – shared on multiple platforms like the City website, social media, newsletters – should be brief pieces that highlight interesting perspectives of Pinole, such as eccentric historical stories or stakeholder profiles. Blog posts present a great opportunity for the City to share unique insights in a more informal way while maintaining complete message control.
- **TV Station Programming:** Pinole Community Television is a valuable existing resource that the City has to reach the public. Cerrell's recommendations will include how the City can strategically use its TV channel to enhance its communications with residents. This could include using various formats – public service announcements, news footage, longer-form programming – to both inform the public on impactful news and personalize issues by featuring content that will resonate emotionally with residents.
- **E-Newsletters:** The City already has an existing e-newsletter program, including the City Manager's Report, to proactively engage and educate constituents. Cerrell would work with the City to

KTVN covered CNCA's Nevada Infrastructure Concrete Conference, educating viewers on new cement technologies.

Watch the full interview:
https://bit.ly/2Mgakq0

Hollywood Burbank Airport Tour with local affiliates from CBS, NBC, KTLA, ABC and Spectrum News.

Watch the full video:
https://bit.ly/36q8ZDx

Los Angeles Times

Will California's small businesses survied another COVID-19 surge without more held?

LA Times article spotlighting LISC LA's LA Regional COVID-19 Fund grant program

Read the full article:
https://lat.ms/2Yz3n5P

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o maximize and improve these tools, including incorporating more imagery and graphic depictions and minimizing lengthy text to help messages resonate better with stakeholders.

- **Media Relations:** Critical to the success of any strategic communications plan is implementing media relations tactics that maximize the City's position with key local reporters. Cerrell will incorporate the following into the plan:

  - ***Proactive Media Relations:*** Engaging in proactive media relations efforts, with the goal of increasing brand awareness for the City's newly constructed image and most prominent initiatives, is a crucial component of any external communications program. Activities could include, but are not limited to:

    - Media relationship management and strategy, including coordination of editorial board meetings.
    - Developing a plan for reporter relationship building to ensure that key local media outlets are aware of the great work the City is doing to promote various initiatives.
    - Creation of a media events calendar based on annual City activities and long-term policy milestones.
    - Drafting and distributing media advisories and/or press releases around key milestones or special events occurring in Pinole.

EVALUATE AND UPDATE INTERNAL COMMUNICATIONS: It is crucial to develop and maintain internal communications processes to ensure staff are on the same page and to quickly inform them of any updates. We would present options for innovative tools and technologies that are proven to enhance collaboration, efficiency and productivity within teams.

RESIDENT ENGAGEMENT OPPORTUNITIES: A key component from the development of its Strategic Plan was the desire for increased engagement opportunities for Pinole's residents. To that end and based on the findings from our initial assessment and interviews, Cerrell will provide recommendations for the City to develop a structured resident engagement program that offers ongoing, regular opportunities for the community to provide feedback to the City on its performance and programs. While our exact recommendations will be guided by our analysis, tactics could include:

- Hosting a regular series with City leaders, such as Coffee with a Cop, or Coffee with the City Manager. This can safely be held virtually, either

through Zoom or a similar platform, or on Facebook or Instagram Live.

- Identifying speaking engagements for City staff and/or leadership such as with the Chamber of Commerce or leading civic organizations
- Offering consistent community meetings, perhaps quarterly or even monthly, that provide a space for residents to offer direct feedback to City staff and leaders. These could focus on specific topics, depending on the City's priorities.
- Developing consistent protocol for soliciting feedback on new City programs and initiatives. This includes outlining exactly how the City will gather the views of its residents when launching a new program, either through workshops or community meetings, so the City can maintain consistency across its departments.
- Having once-yearly resident satisfaction surveys to gauge the effectiveness of the City's communications and outreach efforts.
- Developing ad hoc or citizen committees or taskforces to drive public engagement on City initiatives such as restoring the community emergency response team (CERT) program or updating the emergency preparedness and response plan.
- Provide guidance on platforms for City residents to select their preferences for volunteering opportunities and receive tailored updates as opportunities are available. The volunteer tool will allow for City staff to track engagements through a volunteer dashboard, conduct surveys and communicate opportunities with user friendly interfaces.

Survey and Feedback Tool Recommendations: We recommend the implementation of two resident feedback and survey tools. The first, FlashVote combines expert survey consulting and software into an automated scientific survey service for governments. No more guessing what residents want or think. No more speculation and disagreements among officials. FlashVote is effortless for staff and fun for residents. The results are usually generated within 48 hours, and the information that is generated can better inform staff and the elected officials who lead the City on where the community stands and why.

The second tool, Social Pinpoint, excels in the planning and development space through a drag and drop mapping tool for engaging the community in projects which allows them to add categorized feedback to a live map gathering GIS data and stakeholder input. This can strengthen your relationship with your community and stakeholders in order to reach better planning outcomes.

Volunteer Tool Recommendation: Depending the City's budget there are a variety of volunteer tools capable of simplifying volunteer management freeing up staff time and enhancing the engagement experience for residents. On the entry level, we recommend a tool such as Volunteer Hub which provides cost-

Return to Agendature rich volunteer management software. If the City desires a fully customizable tool, we recommend engaging Samaritan Technologies for a state-of-the-art platform fit to Pinole's unique needs.

STAKEHOLDER ENGAGEMENT: It will be critical for the City to maintain an ongoing dialogue with influential community leaders in order to build a more inclusive community. These leaders have their finger on the pulse of the community's sentiment about the City and key issues. It is important that they are involved in the City and educated on its programs and efforts on a consistent basis.

Cerrell will provide specific recommendations on how to maintain this open dialogue. One idea is to create a taskforce made up of leading community organizations that meets regularly to provide feedback to the City, but also to hear updates from City staff and leaders. This formalized group would provide these leaders with ownership over the process and demonstrates how highly the City values their input.

DELIVERABLE #4: DEVELOPMENT OF BRAND, MESSAGES AND GRAPHICS/STYLE GUIDE

WEEKS 17-24

CITY BRAND AND IDENTITY: A city's brand directly impacts the perceptions of it, what it stands for and what it can accomplish. Communications tactics and strategies can most effectively elevate a city when they are built on a foundation of clear, concise and purposeful branding.

Using insight gained from the assessment, we will develop a refreshed brand with accompanying messages and a graphic/style guide for use throughout all media channels and collateral materials. In collaboration with staff, we will provide alternative logos and other graphics to represent the City's values and goals, and which could strengthen its brand and reinforce better brand consistency.

In addition, it is vital that the City communicate with one voice, and that all communications, both internal and external, reflect the City's core mission and goals. Cerrell will make recommendations on how to develop and socialize a set of core messages that will position the City to meet its goals and tailor them to be concise, consistent and most importantly, impactful. The messages should emphasize the hallmarks and vision of the City – safe, vibrant, innovative, small-town feel, high quality of life.

Through the brand development phase of the program, we will:

- Build upon the Comprehensive Economic Development Strategy the City is currently undertaking
- Review of community input, messaging, target audiences and existing work to coordinate a brand

strategy with the City

- Language that provides a clear understanding of who the City is, its mission and values, and what services it provides
- Develop a suite of graphics for the City's use, including but not limited to: a new logo, key messages, graphic images, document headers, footers, or other relevant design material that suits the body of work

The best example of what we can deliver is our June 2020 work with Los Angeles County and the City of Los Angeles on the LA Regional COVID-19 Recovery Fund. Our client, LISC LA, was selected to administer the LA Regional COVID-19 Recovery Fund, a $100 million grant program to provide financial relief to small businesses, microentrepreneurs, and non-profits during the pandemic. We led a multipronged, multilingual communications, marketing and outreach program to support LISC's goal of equitable distribution of the grants among diverse communities in the region.

To promote the Fund, our task was to design a clean and recognizable logo that aligned with the national LISC brand. To accompany the logo, we developed a style guide for LISC and its partners to use when promoting the Fund, complete with alternate logos, color palette, font families, and photography recommendations.

PROJECT MANAGEMENT

Through regular team meetings, conference calls and video sessions as needed, Cerrell will provide status updates on all the program components, ensuring the timely completion of individual benchmarks. The cadence of these meetings will be determined in our kick-off meeting, but we suggest bi-monthly meetings through the life of the program, with additional check-ins as needed.

TIMELINE

We have provided the below high-level timeline of activities of our program, from kick-off to delivery and presentation of the final Communication and Engagement Plan. The exact dates and deliverables will be determined during our kick-off meeting, should we be chosen as your partner on this program.

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August – September: Begin Engagement and Analysis | Deliverable 1

- Kick-off meeting/goal-setting
- Develop detailed work-plan
- Conduct D.O.S. analysis
- Work with City team to develop list of internal and external stakeholders
- Conduct interviews w/ targeted stakeholders to gather input on Community and Engagement Plan

October – November: Deliver Analysis and Develop Communication and Engagement Plan | Deliverables 2 & 3

- Provide final analysis, including D.O.S. and stakeholder input to City team for feedback
- Use analysis to begin drafting Communication and Engagement Plan
- Draft plan, with regular City check-ins
- Deliver draft Communication and Engagement Plan with recommended communication and engagement tools/practices to City team

December – January: Plan Refinement and Brand Development | Deliverable 4

- Gather input from designated City team members
- Refine plan based on feedback
- Present final plan to City team and City leaders as necessary
- Development of brand, including message and graphics/style guide upon completion of Comprehensive Economic Development Strategy

FEE PROPOSAL

For this project, running from August through January 2022, we propose a not-to-exceed total of $55,000, which includes our time, services and design work. Cerrell's costs are based on our government rate schedule that reflects a 15% discount from our standard rates, and we are more than happy to work with you on an appropriate billing structure. Our proposed program can be scaled up or down depending on the City's budget.

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REFERENCES

San Bernardino Community College District

Angel Rodriguez
Director of Marketing, Public Affairs and Government Relations
arodriguez@sbccd.edu
(909) 382-4012

DATES OF SERVICE: 2017 – 2020

DESCRIPTION OF SERVICES PERFORMED: The District has hired Cerrell multiple times to strengthen the Board's communications and assess the Districts' brand. The program started with a one-day crisis communications and media training program for the District's Board. Based on the success of this program, Cerrell worked with the District to refresh it crisis communications plan to prepare the District's administration for any man-made or natural disaster. This was especially important in the wake the December 2015 terrorist attack in the community. As the final component of our program, Cerrell conducted an extensive stakeholder engagement program to assess the strengths and challenges associated with the District's brand identify. We conducted extensive outreach to the District's stakeholders – elected officials, community and business leaders, teachers, administrators, students – and delivered to the Superintendent a recommended course of action from a brand awareness program to attract more students and to solidify the District's place in the Inland Empire's educational community. The District used Cerrell's strategic guidance and brand recommendation to recently launch a new brand that should enhance its reputation and attract more students to its programs.

City of Los Alamitos

Chet Simmons
City Manager
csimmons@cityoflosalamitos.org
(562) 431-3538

DATES OF SERVICE: June – November 2020

DESCRIPTION OF SERVICES PERFORMED: Facing a significant budget shortfall, the City hired Cerrell to communicate the urgency of the City's financial situation to Los Alamitos' diverse constituents and the need for additional funding through a revenue measure. Cerrell designed and implemented a comprehensive public education and communications program to engage the Los Alamitos community through traditional and digital communications, including a robust direct mail program. Measure Y was ultimately passed with approximately 51% of the vote.

Cerrell also worked with Chet Simmons as the Assistant City Manager in the City of Westminster, supporting the City in educating its residents about a sales tax measure in 2016, and providing continued communications with residents about how sales tax revenue was being used for community improvements and enhancements.

City of Burbank

Justin Hess
City Manager
jhess@burbankca.gov
(818) 238-5810

DATES OF SERVICE: March 2018 – November 2018

DESCRIPTION OF SERVICES PERFORMED: The City of Burbank engaged Cerrell for a nine-month public engagement

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dents and businesses on the fiscal situation and upcoming ballot measures that could provide much needed revenue. We educated Burbank's constituents on the City's short- and long-term financial challenges, and how funding shortfalls could impact local quality of life services, to ensure voters were educated in advance of the June and November 2018 elections. Cerrell's integrated outreach and communications program engaged Burbank constituencies in an authentic way, explaining the City's two-step process to secure its financial through the passage of two revenue measures. Measure T passed with more than 80% of the vote and Measure P passed with more than 60% of the vote.

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CERRELL

QUALIFICATIONS

As one of the nation's most respected and successful full-service public affairs and public relations firms, Cerrell has been delivering the results our clients need for over five decades. Our experience designing and implementing robust communications and outreach programs for municipalities and government agencies is unmatched.

We work with our clients to strengthen communities and create opportunities. Our team connects our clients to the stakeholders they need to engage and mobilize, helping them positively impact even the most marginalized populations. We do this by crafting and telling their story through communications and public engagement efforts.

Founded in 1966, Cerrell has worked on some of the most consequential projects that have shaped the region and the state. We have helped our clients improve equitable access to health care and social services, expand sensible development, housing and mobility options, and enhance essential neighborhood services on behalf of local governments, strengthening the region's diverse communities.

Cerrell's approach to its work takes into account the wants and needs of the communities we work with, to find not just a solution that benefits our clients but all stakeholders involved.

We understand how to work with government entities, having successfully developed and executed multilingual outreach programs for many cities and public agencies throughout California.

We pride ourselves on understanding the unique needs of our clients and the diverse audiences they need to reach. Rather than a one-size-fits-all approach to outreach and communications, we believe that a team of experts, who can authentically communicate with key stakeholders and the public, is critical to every project's success.

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government-focused projects Cerrell has managed over our 54 years include:

- Alameda Corridor Transportation Authority
- Anaheim Elementary School District
- Anaheim Union High School District
- Capistrano Unified School District
- City of Anaheim
- City of Burbank
- City of Cerritos
- City of Claremont
- City of Costa Mesa
- City of Culver City
- City of Downey
- City of Duarte
- City of El Monte
- City of Encinitas
- City of Glendale
- City of Hemet
- City of Huntington Beach
- City of Los Alamitos
- City of Monrovia
- City of Montclair
- City of Montebello
- City of Norwalk
- City of San Dimas
- City of South El Monte
- City of West Hollywood
- City of Westlake Village
- City of Westminster
- County of Los Angeles Departments of Public Works and Rec & Parks
- Hacienda La Puente Unified School District
- Hollywood Burbank Airport
- Lancaster School District
- Los Angeles Unified School District
- Mammoth Community Water District
- Metropolitan Water District
- Orange County Water District
- San Bernardino Community College District
- Sanitation Districts of Los Angeles County
- Southern California Association of Governments
- West Basin Municipal Water District

For each of these programs, we've tackled different challenges in different geographies, interacting with California's diverse constituencies through a variety of engagement techniques. The one constant has been what we've delivered to our government clients – an engaged, educated constituency that participates in transparent processes and provides invaluable feedback on a wide range of issues, helping shape public policy concepts for the consideration of policy makers.

For all of our local government programs, we customize our program to figure out what types of traditional and digital engagement activities will work best to reach, educate and activate our intended constituency universe. Our services include:

- STRATEGIC PROGRAM DEVELOPMENT
- PUBLIC EDUCATION & ENGAGEMENT
- MESSAGE & MATERIALS CREATION
- EARNED & SOCIAL MEDIA
- PROACTIVE PUBLIC RELATIONS/ PIO SUPPORT
- MEDIA & CRISIS TRAINING
- CRISIS COMMUNICATIONS
- DIGITAL/MULTIMEDIA CONTENT CREATION

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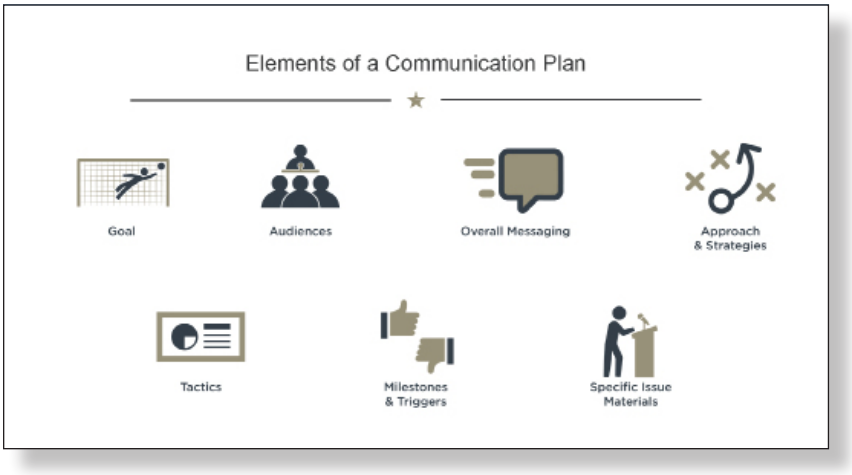
The following case studies illustrate the depth of our experience and our ability to successfully engage diverse communities, and more importantly get the results our local government clients need.

SAN BERNARDINO CC DISTRICT (SBCCD)

As the San Bernardino Community College District (District) has faced significant reputational challenges, they've turned to Cerrell on several occasions to provide strategic counsel and communications expertise to manage potential crisis situations and protect the District's brand.



CLIENT TESTIMONIAL

"In public higher education, we open doors of opportunity by reaching potential students, connecting with donors, collaborating with employers, and communicating with policymakers. Engaging multiple audiences with diverse interests is complex, but with Cerrell's partnership, we have taken our communications strategy to the next level. We have worked with Cerrell on numerous projects since 2017, and as a result, we have deepened our relationships and impact in the communities we serve."

Angel Rodriguez, SBCCD Senior Director of Marketing, Public Affairs & Government Relations

The District first retained Cerrell to help it respond more effectively and proactively to media challenges and crisis scenarios. The District had just recovered from an accreditation battle and there was a nationwide fear of Immigration and Customs Enforcement. Cerrell provided senior leadership and the board of Trustees with a full-day, in-depth crisis communications and media relations training. The custom-made training module included case studies, realistic scenarios and a hands-on practice session to prepare all participants for how to interact with the press and communicate during a crisis.

Based on the success of this program, Cerrell was brought back to update the District's crisis communications resources, including its crisis communications plan. This project ultimately provided strategic guidance and a clear protocol for handling reputational threats and real-time crises based on a number of man-made and natural disaster scenarios.

Cerrell was retained again when the District sought to create a more unifying brand as part of its five-year strategic plan to attract and maintain students, talented faculty and staff, as well as enhance business

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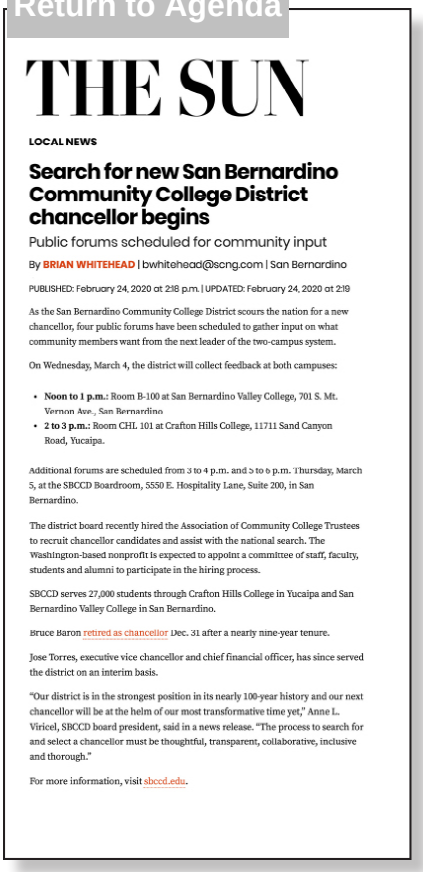


THE SUN

LOCAL NEWS

Search for new San Bernardino Community College District chancellor begins

Public forums scheduled for community input

By BRIAN WHITEHEAD | bwhitehead@scng.com | San Bernardino

PUBLISHED: February 24, 2020 at 2:18 p.m. | UPDATED: February 24, 2020 at 2:19

As the San Bernardino Community College District scours the nation for a new chancellor, four public forums have been scheduled to gather input on what community members want from the next leader of the two-campus system.

On Wednesday, March 4, the district will collect feedback at both campuses:

- **Noon to 1 p.m.:** Room B-100 at San Bernardino Valley College, 701 S. Mt. Vernon Ave., San Bernardino
- **2 to 3 p.m.:** Room CHL 101 at Crafton Hills College, 11711 Sand Canyon Road, Yucaipa.

Additional forums are scheduled from 3 to 4 p.m. and 5 to 6 p.m. Thursday, March 5, at the SBCCD Boardroom, 5550 E. Hospitality Lane, Suite 200, in San Bernardino.

The district board recently hired the Association of Community College Trustees to recruit chancellor candidates and assist with the national search. The Washington-based nonprofit is expected to appoint a committee of staff, faculty, students and alumni to participate in the hiring process.

SBCCD serves 27,000 students through Crafton Hills College in Yucaipa and San Bernardino Valley College in San Bernardino.

Bruce Baron retired as chancellor Dec. 31 after a nearly nine-year tenure.

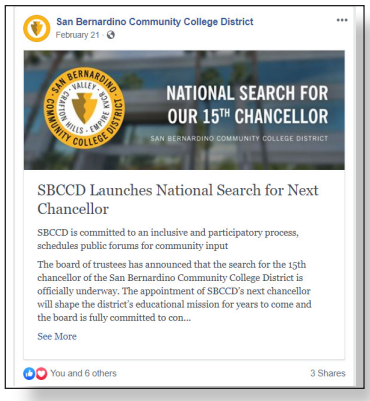
Jose Torres, executive vice chancellor and chief financial officer, has since served the district on an interim basis.

"Our district is in the strongest position in its nearly 100-year history and our next chancellor will be at the helm of our most transformative time yet," Anne L. Viricel, SBCCD board president, said in a news release. "The process to search for and select a chancellor must be thoughtful, transparent, collaborative, inclusive and thorough."

For more information, visit sbccd.edu.

and community partnerships. Using quantitative online surveys and qualitative interviews and focus groups of students, faculty and influential stakeholders in the Inland Empire, we determined opportunities to strengthen the District's brand through the creation of a new logo and enhanced communications around the District's inclusive mission.

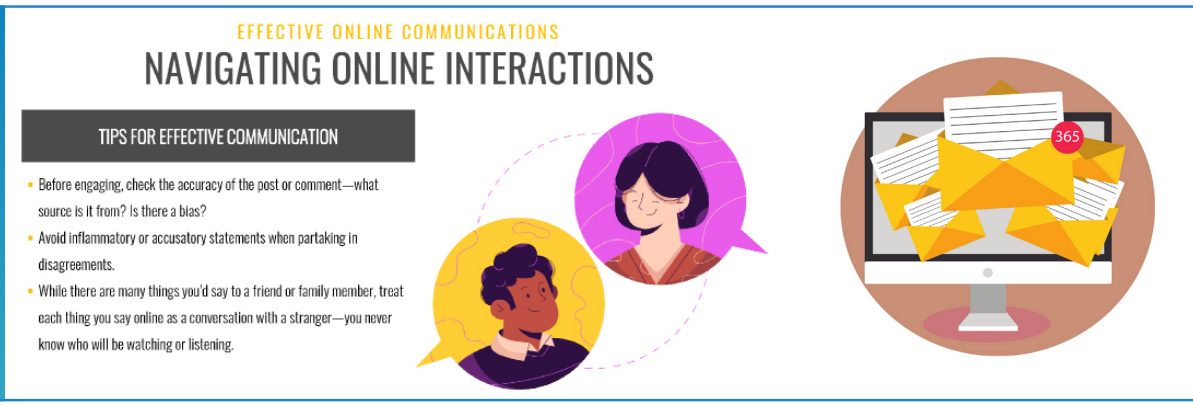
With the pending retirement of the District's Chancellor, there was concern about potential negative PR that could impact the positive narrative and goodwill the District had created over the past several years. Cerrell launched a three-month proactive communications



strategy to frame the Chancellor's retirement in the most positive light possible, creating a narrative that celebrated his tenure while elevating the profile of the new Board leadership and Interim Chancellor during the national search for a permanent replacement. Our efforts ultimately helped to protect SBCCD's brand among staff, faculty, students, community members and external stakeholders.

As the District was about to start the 2020-21 school year, and in light of distance learning requirements brought on by COVID-19 and the international social justice movement, its leadership recognized that faculty needed training on how to effectively communicate online. Cerrell built a custom, virtual training program attended by more than 350 staff and faculty from both community colleagues that highlighted the need to communicate respectfully and productively to protect each individual's reputation and the reputation of the colleges and District as whole.

VIRTUAL TRAINING



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CITY OF DUARTE

After declaring a fiscal emergency because of an ongoing $1.2 structural deficit and diminishing reserves, the City of Duarte hired Cerrell to create and launch a public education program around Measure D/Duarte Public Safety-Essential Services Measure. This ¾ cent sales tax measure would create $2.6 million in new local revenue to both protect the City's long-term finances, as well as ensure the continued delivery of high-quality public safety services, streets and sidewalk repairs, parks and recreation programs and facilities, as well as youth and senior services.

Working closely with the City's team, we developed a unique brand, "Duarte for All," to position the City Council as forward-thinking leaders that worked collectively to reduce costs and protect essential services while placing a measure on the ballot to ensure the long-term financial health of the City. Our "Duarte for All" program included traditional public education tactics – bilingual fact sheets, direct mail, website landing page, social media, content for the City's printed and electronic newsletters, outreach to stakeholder groups to further disseminate our messages – with innovative communication tactics such as videos educating voters on how to vote using LA County's new voting system and facts about Measure D, as well as the placement of paid ads in local business trade publications.

Our robust eight-month program ensured we reached every corner of the Duarte community multiple times using multiple communications channels, positioning voters to make an informed choice on Election Day. Duarte residents passed the measure in March, 2020.

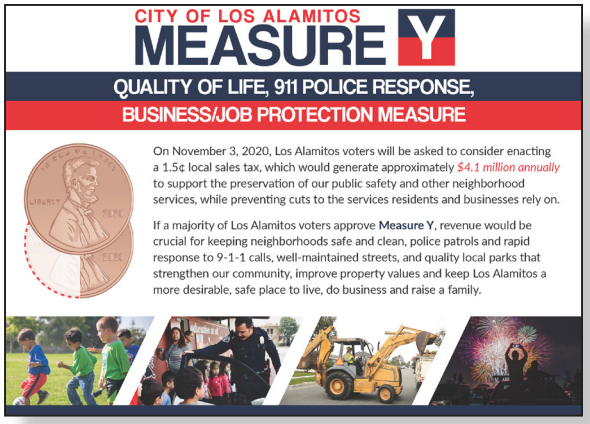
Presenting at a series of Voter Education Workshops held in Duarte, CA for Measure D, the Duarte Public Safety/ Essential Services Measure.

CITY OF LOS ALAMITOS

Cerrell worked with the City of Los Alamitos to execute a robust, bilingual public education program for Measure Y, the Los Alamitos Quality of Life, 911 Police Response, Business/Job Protection Measure. Beginning in June 2020 and running through the November 3 election, we developed and implemented a comprehensive public education program designed to educate Los Alamitos' diverse community.

Due to the pandemic, there were limited options available for stakeholder outreach and community engagement. In addition to creating traditional collateral materials– a palm card with fast facts about Measure Y, FAQ and fact sheet – and conducting phone/email outreach, we worked with the City to host socially-distanced community events and pop-up information booths in the local parks to directly engage constituents. A central piece of the education program was proactively delivering our materials to residents. Cerrell created the theme, graphics, and language for four bilingual mail pieces, which were delivered to all registered households in Los Alamitos. Each mail piece had a unique theme: state of the City, quality of life services, public safety services, and voting information. This was in addition to a door-hanger program that communicated general election and Measure Y information to all households throughout the City. To add an additional layer to the program, we created a Measure Y landing page on the City's website with consistent social media messages driving people to the page's information and updates.

Our comprehensive public education program successfully engaged the Los Alamitos community through traditional and digital communications. We educated residents about why the City placed Measure Y on the ballot and how additional revenues would help protect essential City services. Even with survey research showing less than half of residents would vote yes, Measure Y was ultimately passed with approximately 51% of the vote.



CITY OF BURBANK

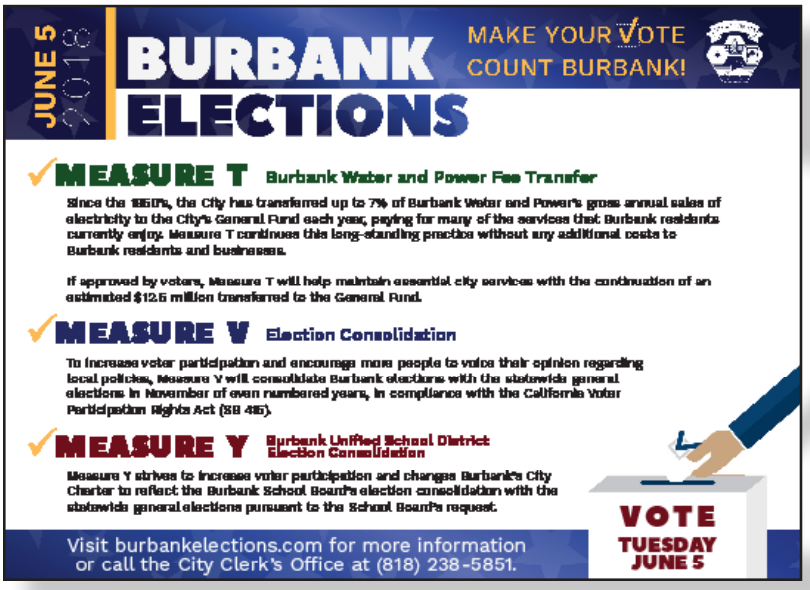
Facing the challenge of balancing exceptional quality of life services with fiscal responsibility and an anticipated $27.4 million funding shortfall, the City of Burbank engaged Cerrell for a nine-month public engagement program to educate residents and businesses on the fiscal situation and upcoming ballot measures that could provide much needed revenue.

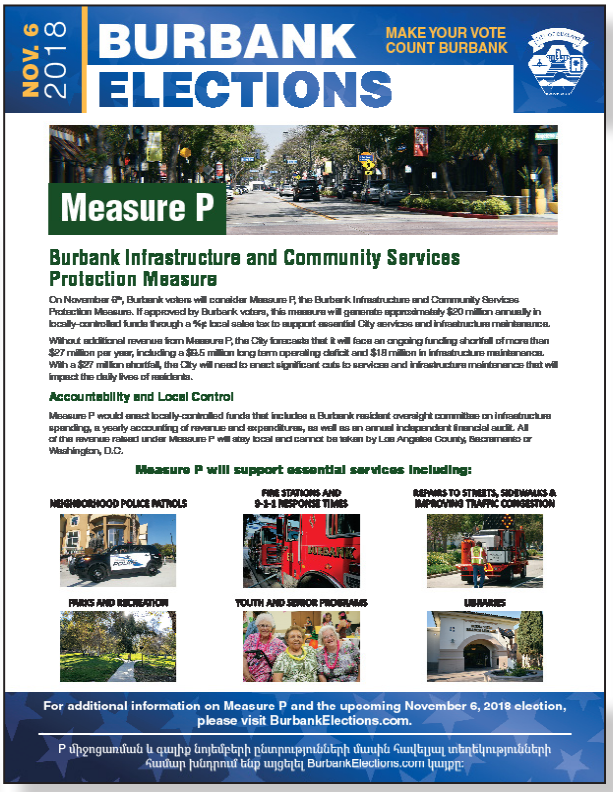
Cerrell designed a robust public education program demonstrating the importance of dedicated local funding and the seriousness of the City's fiscal emergency. Through a multilingual public education and engagement program, Cerrell raised awareness among residents about why the City considered these measures, the state of the City's finances, and how additional revenues would enhance and protect the City's coveted services.

Our work included the creation of a public education brand to "Secure Burbank's Future" that ran throughout all materials. We designed a fact sheet and frequently asked question sheet, both of which were translated into the three prevalent languages spoken in the City – English, Spanish and Eastern Armenian – as well as developed a PowerPoint presentation, multimedia video, utility bill insert, direct mail piece for all residents and social media content.

In addition, Cerrell engaged a comprehensive universe of approximately 80 key community organizations, business associations, religious groups, civic groups, non-profits, public and social services organizations, educational associations entertainment groups and unions.

Ultimately, Measure T passed with more than 80% of the vote and Measure P passed with more than 60% of the vote.





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CERRELL

KEY PERSONNEL

Brandon Stephenson
Strategic Counsel

John Anderson
Project Manager

Jordan Burns
Project Support

The backbone of every Cerrell project is our team. We assemble our best and most skilled professionals that have the experience for the specific scope of work.

For Pinole, our team has unmatched expertise with local government engagement and strategic communications programs, collectively bringing decades of experience in the types of programs Pinole is seeking. Each member of our team has significant experience working with municipalities and public agencies, and are familiar with the messages, strategies and tactics that are most effective for public entities and resonate most strongly with their audiences.

Equally as important, the team that pitches work is the team that does the work. We never do a “bait-and-switch” with clients by listing a team on a proposal and then switching them out. Every employee listed in this proposal is available to accomplish their respective roles throughout the duration of the project.

Please note that all members of the firm stand ready if additional public affairs, media relations, community engagement or crisis work is required. Overall, Cerrell’s team of 14 public affairs professionals reflects California’s diversity and excels at providing unmatched public affairs services.

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Brandon Stephenson
STRATEGIC COUNSEL

Education
Bachelor of Arts, Political Studies
Pitzer College

Years with Cerrell
16 years

Years of Experience
20 years

Specialty Areas
- Campaign Management
- Strategic Planning
- Stakeholder Engagement and Mobilization
- Message Development
- Media Relations

Professional Summary

Brandon specializes in developing winning communications strategies and mobilizing client supporters to influence decision-makers and the media at the local, state and federal levels. For more than a decade, he has successfully managed political and public education campaigns, and created grassroots advocacy and media relations programs for the firm's clients.

Brandon has worked on, led or provided strategic counsel for every public education program and advocacy campaign related to ballot measures since he joined the firm in 2005.

Project Experience
City of Anaheim (2012-13)
Cerrell was retained by the City of Anaheim after growing community unrest relating to officer-involved shootings. Working with the City Manager's office, Public Information Officer and Anaheim's Police Department, Brandon built a program to increase the City's interactions with the City's diverse stakeholder groups. Through listening sessions, the City started to gain a greater understanding of long-standing frustrations in the community about representation.

Cerrell strengthened the City's communications capabilities and successfully enhanced the City's position with residents and businesses. Additionally, we created the crisis communications strategies and tactics that continue to help the City successfully navigate challenging circumstances.

San Bernardino Community College District (2017-2020)
The San Bernardino Community College District has continued to turn to Cerrell to provide strategic counsel, and communications and outreach expertise, to elevate the District's brand. As project manager, Brandon led several communications/crisis trainings and planning sessions for the District. His team also undertook an external communications and stakeholder engagement program regarding the District's brand. The District sought to create a more unifying brand as part of its five-year strategic plan to attract and maintain students and talented faculty and staff, as well as enhance business and community partnerships. Using quantitative online surveys and qualitative interviews and focus groups involving students, faculty and influential stakeholders in the Inland Empire, we determined opportunities to strengthen the District's brand through the creation of a new logo and enhanced communications around the District's inclusive mission.

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John Anderson
PROJECT MANAGER

Education
Bachelor of Arts, Political Science
University of California,
Los Angeles

Years with Cerrell
8 years

Years of Experience
8 years

Specialty Areas
- Digital Strategy
- Database Management
- Outreach Strategy
- Comms Campaigns
- Strategic Planning

Professional Summary

John specializes in bridging the gap between familiar communication mediums and online community engagement. Through his extensive community outreach experience, John has developed public education materials and implemented community outreach programs for public and private sector clients. John also frequently creates digital advertisements and materials and manages social media content, tracking, and analytics for clients. His digital media work has been featured in regional and local papers and websites across California.

Project Experience
Hollywood Burbank Airport (2019-2020)
Over the course of 18 months, Hollywood Burbank Airport turned to Cerrell to manage two of its communications and outreach programs, with John leading both projects. The first project, a series of in-person workshops to gather stakeholder and community input on a replacement terminal project, included stakeholder engagement, workshop management, media relations, and paid media placements in traditional and online platforms. Our work secured high levels of participation from elected officials and stakeholders in Burbank, Glendale, LA and Pasadena.

Cerrell also managed media relations and external communications for seven public meetings involving a contentious issue on increasing aircraft noise in the Southern San Fernando Valley. We coordinated an Airplane Noise Task Force, a 14-member group of local and federal elected officials established to develop recommendations to alleviate the aircraft noise in the Valley. Because of the pandemic, we had to pivot from in-person hearings and meetings to a bilingual virtual stakeholder hearing so the Task Force could finish its work and communicate its recommendations to the FAA.

City of Duarte – Measure D (2020)
John was the day-to-day lead on Cerrell's program with the City of Duarte for their March 2020 sales tax ballot measure. He's created the "Duarte for All" brand to positively frame the City's efforts to secure a strong future through the declaration of a fiscal emergency.

Our Measure D program highlighted the City's delivery of quality services and fiscal stewardship, and how the forecasted budget shortfall could impact City services. Our robust eight-month program ensured we reached every corner of the Duarte community multiple times using multiple communications channels, positioning voters to make an informed choice on Election Day, with voters approving the measure.

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Strategy. Action. Results.

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Jordan Burns
PROJECT SUPPORT

Education
Bachelor of Science,
Public Relations
Bachelor of Arts, Spanish
University of Texas at Austin

Years with Cerrell
< 1 year

Years of Experience
4 years

Specialty Areas
- Media Relations
- Strategic Communications
- Advanced Spanish
- Crisis Management
- Bilingual Messaging

Professional Summary

Jordan is a communications professional with years of experience in public relations, political and crisis communications.

Jordan provides senior leadership to Cerrell's clients, developing communications strategies, managing crises, coordinating stakeholder engagement and securing media coverage.

Project Experience
City of Los Angeles (2019-2021)
Jordan comes to Cerrell from the communications office of Los Angeles Mayor Eric Garcetti, where she led communications strategy and media relations on a variety of policy areas, including entertainment, international affairs, technology, LGBTQIA+, and economic development.

During her time at the Mayor's Office, Jordan also worked on the implementation of campaigns to help promote and elevate the work that the Mayor's Office is doing for the city, including being the communications lead on the office's multilingual messaging program, delivering translated key COVID-19 messaging from the Mayor to the local multilingual media community.

Other programs Jordan helped implement include RENEW, or the Mayor's Racial Equity & Newly Empowered Workplaces task force, which builds off his Executive Directive 27, and brought together a broad partnership with private sector leaders around a pledge to advance racial equity in their workforces.

Jordan also helped launch LA Optimized, which was created to help local small businesses recover from COVID-19 by expanding their e-commerce capabilities and growing their online presence.

She also was additionally part of the team of Black Mayor's staff who created a proposal of tangible policy actions that the City can take to help foster racial equity in Los Angeles, many of which are currently being implemented, or are in the process to be.

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Appendix A: Hourly Rate Sheet

Communication and Engagement Response for City of Pinole

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Strategy. Action. Results.

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Cerrell Associates, Inc.
Schedule of Hourly Rates
Effective as of January 1, 2021

	Standard Rate	Non-Profit / Government Discounted Rate (15%)
Hal Dash, Chairman and CEO	$400	$340
Trevor Daley, President	$350	$298
Brandon Stephenson, Chief Strategic Officer	$300	$255
Marc Mitchell, Vice President	$300	$255
Amy Rosenfeld, Vice President	$300	$255
Steve Bullock, Chief Financial Officer	$275	$234
Anthony Chica, Public Affairs Director	$275	$234
John Anderson, Public Affairs Manager	$250	$213
Jordan Burns, Sr. Account Executive	$225	$191
Megan Kay, Sr. Account Executive	$225	$191
Alina Ambrosino, Account Executive	$175	$149
Sofia de la Vega, Account Executive	$175	$149
Noam Leead, Account Executive	$175	$149
Lena Nguyen, Account Coordinator	$100	$85
Administrative Assistants/Research Assistants	$85	$72
Interns	$35	$30

*Hourly rates subject to change by company annual adjustments and individual rate change due to employee promotion.

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LISC LA - 2020 COMMUNICATIONS PLAN STRATEGY

(Messaging, Media Tactics, & Stakeholder Engagement)

Prepared By: Cerrell Associates

Date: 5/13/20

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OVERVIEW

LISC LA has excelled at identifying and meeting the challenges facing low-income people of color in underrepresented communities. These communities need access to opportunities and capital, affordable housing and healthcare, living wage jobs, and youth leadership programs, amongst other opportunities that stimulate economic growth of the region and build wealth. LISC LA, with its many partners, resources, and programs is an impressive and robust organization and operation, yet its reach doesn't extend as far as it could.

With local governments and corporations seeing increased pressure to address these issues that disproportionately affect low-income communities of color, now is the time to elevate LISC LA as an expert on these pressing topics. A higher profile will position LISC LA as a leader in building healthy, sustainable, and equitable communities, attract partners/corporations and make LISC LA a more effective voice for the underrepresented communities it serves.

GOALS

The primary goal is to raise LISC LA's public profile in the region through implementation of a comprehensive, positive public relations and communications strategy . This will include the following main subset of objectives:

1. Highlight LISC LA's existing and upcoming programs / in order to further enhance the organization's mission and public image in the region.
2. Position LISC LA as a "go-to" thought leader on homelessness, affordable housing, and community and economic development for underrepresented communities in the region.
3. Position LISC LA as a "must have partner" by nonprofit developers, community development focused nonprofits, and small business technical assistance providers such as regional chambers of commerce, smaller CDFI's, economic development organizations, and local city/county governments.

STRATEGIES

1. Create and refine internal and external framing/messaging of LISC LA's operations, capabilities, strengths, and desires for 2020 - focusing on why LISC LA's work is critical.
2. Promote LISC LA's objectives, services, and programs by creating and pushing out messaging and materials through both earned and owned media channels (with the potential to add ideal paid media opportunities).
3. Devote time to relationship building/stakeholder engagement in both the public/municipal and private space in order to gain partnerships as well as grow and diversify LISC LA's LAC (with more non-bank corporate partners).

The following pages include several sets of core messages, followed by recommendations for earned media, owned media, and advocacy for LISC LA in 2020.

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Strategy 1. CORE MESSAGES/TALKING POINTS

Core messages are intended to provide LISC LA with messaging that can be used throughout materials creation, keeping it clear and consistent for both internal and external audiences. The following core messages are broken down into four categories, “LISC LA Background”, “LISC LA Today / Timely Relevance”, “LISC LA’s Strengths / Scope of Work”, and “LISC LA Accomplishments / Resources”.

LISC LA Background

These core messages highlight who LISC LA is, given a CDFI can be a confusing entity, and make LISC LA’s broad range of programs and services more digestible to external audiences:

- LISC LA is one of 31 offices of the Local Initiatives Support Corporation (LISC), a national non-profit organization and community development financial institution (CDFI) supporting cities and rural areas throughout the country.

- By working with local leaders to invest in housing, health, education, public safety, and employment in communities that need it most, LISC LA works to provide the basic needs that must be tackled at once so that progress in one community is not undermined by neglect in another.

- LISC LA has equipped under-resourced and marginalized communities with the capital, strategy and know-how to become places where people can thrive. LISC LA has engaged over 26 community partners working across 15 disadvantaged neighborhoods to complete projects and programs geared towards improving local economic, physical, and social wellbeing.

- With over 40 years of experience catalyzing opportunity with the people and in the places that will continue to be most disrupted by the COVID-19 pandemic, LISC LA has the knowledge of seasoned community partners, and aptitude for expediency to uplift underserved communities and the small businesses within them in times of need.

LISC LA Today / Timely Relevance

These core messages highlight how even in economic downturn, LISC LA can lean on its diversified portfolio, sticking to the organization's mission which becomes in a sense even more clear / spotlighted in times of great need in the communities LISC LA serves.

- COVID-19 has only underscored the importance of Community Development Financial Institutions (CDFI’s) like LISC LA who have long been working in the underrepresented communities disproportionately impacted by the pandemic.

- The deep-seated inequities experienced by communities and businesses of color, particularly Blacks and Hispanics in South LA, keep these communities from obtaining economic equity. COVID-19 continues to illustrate the grim truths of disproportionate costs to disadvantaged communities, a key driver for LISC LA’s work as a CDFI.

- As local governments and industry leaders work towards small business resilience and recovery, LISC LA stands to ensure minority owned and women owned businesses as well as disadvantaged businesses are folded into the equation - offering them opportunities and access to capital they need in order to keep their businesses afloat during and after the pandemic.

- LISC LA has been providing COVID-19 resources and access to capital in several forms, one being through generous funding from Wells Fargo. Using these funds, LISC LA has developed a toolkit that offers innovative small business solutions to local governments, as well as hosted a webinar series to support mom and pop shops - providing them with information on emergency financial resources, in-language support, and creative strategies to keep their doors open.

- In addition to these COVID-19 resources, LISC LA has a separate / unique partnership with Kiva to expand financial opportunities for under-served entrepreneurs and small businesses. Kiva, the online loan crowdfunding platform enables entrepreneurs to access 0% interest small business loans up to $10,000, and uses social underwriting - a borrower's character, relationships, and reputation - instead of their credit scores or assets to access business capital. LISC LA has a Kiva Accelerator Fund to match borrower campaigns $1 for $1.

- LISC LA has also been active in implementation of LISC national efforts to provide minority and women owned businesses, veteran owned businesses, and other disadvantaged businesses enterprises and/or nonprofits with loans, grants, and other forms of economic assistance and access to information. Funds such as the LISC Rapid Relief and Resiliency Fund (which aims to raise $100 million), the Verizon Small Business Recovery Fund ($7.5 million investment), and SBA Paycheck Protection Program assistance set out to do just that during the COVID-19 pandemic.

- While all communities, businesses and families undergo changes during times of economic downturn, the needs of the most vulnerable remain the same, and LISC LA continues to uphold its commitment to equity, working in underinvested communities and communities of color that deserve the same attention, resources and seat at the table – especially in times of need.

LISC LA's Strengths / Scope of Work

These core messages highlight what LISC LA does well, and weaves in services and upcoming programs that LISC LA offers and/or is going to offer. The idea is to combine LISC LA's robust service areas / scope of work in a way that is more easily digestible to internal and external audiences.

- LISC LA works to provide opportunities in historically under-serviced communities of color. By providing access to knowledge and information, economic training and assistance in the form of unique loans & grants, and programs that build capacity and grow the next generation of diverse leaders - LISC LA builds thriving and more equitable communities in the region.

- LISC LA's leadership and team are both knowledgeable and interconnected, actively participating in the industry space, and bringing decades of nonprofit / CDFI experience and strong community partnerships and funding to the table. Most importantly LISC LA brings a deep-seeded, authentic passion for elevating the communities who have been routinely left out of the socio-economic equation.

- As a trusted, respected intermediary in the region for under-served communities, LISC LA continues to partner with other (both private and public) industry leaders in areas such as affordable housing, economic development, community health, and leadership development in order to ensure more equitable and profitable diverse communities.

Affordable Housing

- LISC LA is committed to working with community groups and developers dedicated to preservation and development of affordable and sustainable housing projects in the region. LISC LA provides a variety of flexible housing lending products designed to help local groups bring development projects to fruition, with loans and funds covering every phase of development, from predevelopment to permanent financing.

- Since its inception in 1987, LISC LA has leveraged $2.1 billion and deployed $855 million in grants and loans to support the development of over 10,515 affordable housing units and 1.9 million square feet of commercial, retail, and community space across the Los Angeles region, stabilizing both individual families and whole communities.

- LISC LA also works on capacity building within the affordable housing space - providing expert technical assistance throughout the real estate development process, especially in the early pre-development phase before site acquisition and financing is secured. This includes asset management training to help leadership refine their skills as well as sharing best practices and investing in faith-based leaders, organizations, and small, minority lead development teams.

- A very successful capacity building program in the affordable housing space has been the Housing Development Training Institute (HDTI) Fundamentals and Advanced HDTI programs across LISC offices in California. These programs have increased the development capacity of community-based nonprofit development organizations, supply of affordable housing, and have fostered a network of forward thinking housing management professionals.

Economic Development

- LISC LA works to foster economic inclusion by leading and participating in efforts to advance a place-based economic-development agenda, rooted in equity and inclusion. LICA LA knows that when local economies are diverse, and entrepreneurs of color are given equal opportunities, communities thrive.

- LISC LA is committed to working on economic development in the under-represented communities LISC serves, as small businesses are the heart of a vibrant local economy. LISC's small business loan program offers financing to small, for-profit businesses for everything from acquisition to equipment to working capital.

- LISC LA also builds partnerships and programs such as Ascend LA to strengthen the pipeline to access municipal supply chain contracts for historically disadvantaged businesses. Public procurement is one of the most powerful tools that local governments can apply to foster more equitable local economies - with billions of dollars of public works projects slated for development in the next 10 years.

- In Los Angeles, the community is beginning to see public/private partnerships and policy leaders seeking greater accountability, but more needs to be done to help diverse businesses attain procurement contracts. Right now the value of contracts received by businesses within the South Los Angeles Transit Empowerment Zone (SLATE-Z) represents less than one-tenth of one percent of the annual procurement spend. This is despite the fact that 30% of the 800 firms in SLATE Z are certified to do business with the City of Los Angeles.

- Procurement is the first step, but business success and longevity is the next. As a leader in financial capability, LISC LA provides training and knowledge sharing opportunities throughout the Los Angeles market - overseeing four Financial Opportunity Centers in the region and providing the tools and insights needed to keep diverse businesses going.

- Diverse small business preservation is equally important as business success for minority owned, women owned, and disadvantaged small business owners. As business owners look to retire, LISC LA helps keep them open and thriving by working with community and municipal stakeholders in an effort to transition legacy businesses into employee owned enterprises.

- LISC LA has also been placing AmeriCorps members, passionate and dedicated volunteers working with local development partners, in the field since 1994, and utilizes the New Markets Support Company, one of LISC's affiliates, to syndicate federal New Markets Tax Credits in order to energize retail corridors, clean up brownfield sites and reinforce investment in housing, schools and neighborhood services.

- One of LISC LA's goals is to bring the Los Angeles community closer to economic equity - and it starts by ensuring diverse representation in the region's business community. The community thrives when entrepreneurs of color and women are given access to information, opportunities, and capital - creating prosperity and jobs within the community, and bringing us one step closer to diminishing the wealth gap.

Healthy Communities

- LISC LA is committed to helping underserved communities get what they need to become and stay healthy. Through promotion of affordable, green housing, safety, strong education, job opportunities and financial stability, LISC LA takes a holistic approach that factors in all elements of community health and wellbeing.

- LISC LA works to support the capacity of our many partners to help ensure that the physical and social environments in our neighborhoods are designed to promote healthy lifestyles. We do this in a few ways including grants, capacity building programs, and actionable initiatives in the communities that need it most.

- LISC LA provides HUD Section 4 Capacity Building Grants to affordable housing developers and non-profit organizations looking to improve health outcomes in their communities, as well as established a Health and Housing Initiative that includes actionable policies, programs, and strategies developers can implement to help improve health determinants for residents and incentivize healthy behavior and opportunities.

- LISC LA also partners with the NFL Foundation “Grassroots” program and ESPN’s RePlay program to help schools and community organizations build and/or rehab football fields and activate vacant or underutilized spaces - all in an effort to improve community health and wellbeing.

Leadership Development

- At the heart of LISC LA is leadership development - both within LISC LA itself and of course in the communities they serve. LISC LA understands the importance of investing in community leaders and building a legacy of emerging community development professionals in the region.

- The Housing Initiative Program (LA-HIP) for example was created to build the capacity of our local affordable housing field by investing in the next generation of practitioners, advocates, and leaders. LISC LA implements LA-HIP as an AmeriCorps summer opportunity to introduce emerging and experienced leaders to the field of community development while providing LISC LA’s local partner organizations a talent pipeline to accomplish key programmatic goals.

- LISC LA also offers leadership opportunities within LISC LA’s own organization through their Local Advisory Committee (LAC). LISC LA has some amazing civic and corporate community leaders serving as members on their LAC. Their involvement and counsel ensures the integrity and success of LISC LA’s work, and they have grown as community leaders by doing so.

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LISC LA ACCOMPLISHMENTS

These proof points below can be used to support the core messages above, and once again define LISC LA as both a thought leader and trusted partner in the region. The facts and statistics below have been pulled from LISC LA's 2019 Annual Report to show more timely relevance.

LISC LA should be proud to have aided in the development of hundreds of new homes, support diverse small businesses and entrepreneurs of color, create more jobs, build upon community health and wellbeing, and further invest in our communities through increasing development capacity in the following ways:

Affordable Housing

- Allocated $30.7 million in lending to affordable housing and lines of credit lending resulting in 412 new affordable housing units
- Trained 56 students across California, with 31 in the LA region, through Advanced HDTI
- Trained 175 participants through the Faith-Based HDT

Economic Development

- Started implementation of two major economic development programs:
  - Ascend Los Angeles (LA)
  - South Los Angeles Economic Inclusion Demonstration Project
- Provided $1.6 million in lending to advance economic development / small businesses

Healthy Communities

- Launched more than a dozen partnerships with health systems, including more than $140 million in funding coming from Kaiser Permanente and Sentara Healthcare.

Community Leadership

- Hosted 11 training sessions to increase capacity of community development among residents in Los Angeles.
- Accepted the third cohort of ten Rubinger Fellows who are leveraging $40k awards to carry out community development projects throughout the country.

Education

- Forged a $10 million partnership with the Citi Foundation to create a workforce development program that will serve 10k workers.
- Provided over $22 million in loans and guarantees to finance the expansion and renovation of high-achieving charter schools across the country.

Financial Stability

- Served over 540 clients through the LA region Financial Opportunity Center network to improve the financial literacy of low to moderate income community members.

Opportunity Zones

- Managed a $2.8 million Opportunity Zones investment, which is part of a larger initiative that will create 400 good-paying jobs.
- Allocated over $865,000 in grants to 19 different organizations to boost opportunities and services for residents in the Los Angeles region
- Served 23 participants in the Asset Management Training Institute.

Sports & Recreation

- Reached $61 million in investment over the past 20 years, with $3 million in 2019, in partnership with the NFL Foundation Grassroots program to restore 370+ football fields.
- Created the ESPN Homecourt program that has invested $575,000 into dozens of neighborhood basketball courts, in addition to serving 300k young people through Hoops in the Hood.
- Restored 13 play spaces in 5 cities with a total of $600,000 in investment.
- Though Play Ball Again, 25 baseball parks were restored across Puerto Rico after they were torn down by the hurricanes in 2017.

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Strategy 2. EARNED MEDIA

In pursuing earned media opportunities, it's important to proactively craft pitches and conduct outreach to a curated list of print and online regional reporters, writers, editorial boards, and radio stations. Tactics can include, but are not limited to:

Editorial Boards & Reporter Briefings

A meeting with an editorial board or a reporter is a great opportunity to build a relationship with a publication's leadership. Conversations are more in-depth, allowing reporters and editors to get to know your organization which can generate multiple stories over time. The following list is a sampling of key local and regional outlets to which LISC should proactively pitch or set-up virtual meetings

Local Outlets:

- CALMatters: California news, politics and policy
  - California Divide: a statewide media collaboration to raise awareness on income inequality and poverty in California
    - Reports on: housing, workforce, immigration, health, education
- LAist: Southern California news and culture
  - Business/economy, community health, immigration
- Los Angeles Business Journal - business-related news, including nonprofit/workforce
- Los Angeles Times - general news, community health, policy, economy
- Orange County Register - many opinion articles about income inequality in OC
- Inglewood Today - specific reporters to target on Black and Hispanic interests/issues
- LA Sentinel - staple on Black news/press, communities of color, equity issues
- LA Weekly - general news potential, with podcast opportunity

Press Releases

LISC LA should provide key media outlets with the latest LISC LA news, as well as its reactions to the latest external developments. In addition to creation, LISC LA should conduct personal follow-up via telephone and email to increase likelihood of media interest/picking up a story.

Multilingual & Multicultural Media Outreach

LISC LA can use media contacts to pursue coverage by multilingual media, including Spanish language and Asian media outlets to ensure the widest audience possible is reached - and to ensure your audience matches the demographic that LISC LA serves. LISC LA can pitch these reporters around successes and personal stories during and/or after big programs like Ascend LA.

Outlets / Reporters:

- LA Sentinel - weekly African-American community-focused newspaper in Southern CA
  - Brian Carter - Staff Writer
- Black Voices Now - creative content & news about African-American community in CA
  - Hardy Brown - Website Editor
- La Opinión - Spanish-language news outlet in Southern California

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    - Ana Nieto - Business Reporter
- Hoy - Spanish-language news outlet in Southern CA
    - Selene Rivera - Political, Education, Immgiration, and Health and Community Reporter
- Rafu Shimpo - Japanese-American newspaper based in Little Tokyo
    - J.K. Yamamoto - Staff Writer
- Asian Journal - Los Angeles - leading Filipino community interest newspaper
    - Christina Oriel - Editor in Chief
- Korea Times - Korean-language daily newspaper based in Los Angeles
    - Kijun Kwon - Managing Editor

Op-Eds

LISC LA can develop and place op-eds to broaden LISC LA's reach/audience, while maintaining a level of message control. Op-eds can be included in both earned and owned media (newsletters, blog posts).

Op-Ed ideas:

- How communities of color can recuperate from economic recession caused by COVID-19
- How to bridge the gap of resources for minority and female entrepreneurs
- Fighting academic inequities for Los Angeles youth during COVID-19
- Preventing further health disparities among communities of color as seen by COVID-19
- Connecting nonprofit, public and private leaders together to help the local economy
- Culturally competent solutions to economic inequality and development in Los Angeles
- Growing leadership from within communities of color / DEI importance and rates of contract procurement

On-Air Outreach

LISC LA can craft pitches and conduct media outreach to a variety of local radio stations as well as podcasts. These opportunities will increase LISC LA's exposure as well as allow LISC LA's leadership to position themselves and the organization as a regional thought leader.

Radio:

- Los Angeles/Southern California news and culture focused radio shows
    - KPCC : AirTalk ; Take Two
    - KCRW : Press Play with Madeleine Brand
    - KFI AM 640 : Gary and Shannon ; John and Ken On Demand

Podcasts:

- Minority/Female Entrepreneurs, Small Business
    - MBA: Minority Business Access:
        - Gaining access to capital, and hope to achieve entrepreneurial goals
    - I Make a Living:
        - Candid conversations about self-employment / small businesses owners
    - Breaking Down Your Business:

        - Tackles small business questions by interviewing actual owners
        - Focuses on very specific industry questions, such as marketing, networking, accounting
- Affordable Housing
    - Gimme Shelter by CALMatters
        - Explores causes of affordable housing crisis in California
        - Collaboration between Los Angeles Times & CALMatters
    - Affordable Housing Podcast by Eden Housing
        - Bringing together CA leaders to discuss affordable housing crisis
        - Occasional episodes, but worth reaching out to Eden Housing
- Community Health
    - PopHealth Podcast
        - explore challenges facing the healthcare system and features healthcare professionals, elected officials shaping policy and thought leaders with innovative solutions (based in southern California)
- Youth Development
    - This Week in California Education by EdSource
        - Discuss most current education issues within the state, often intersecting with immigration, income inequality issues, etc...
    - Inclusive Education Podcast
        - Discusses ways to make education system and communities truly inclusive (based in CA)

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Strategy 3. OWNED MEDIA

Creating compelling owned media is critical to elevating LISC LA's profile among the public and the media. The following represents examples of owned media tactics that LISC LA can adopt for 2020 brand and profile elevation in the region:

Newsletter Content/ Blogs

LISC LA can create content that not only highlights LISC LA's services, but incorporates thought pieces that will help LISC LA become an industry leader such as:

- Reflecting on webinar series and panelists' advice to local businesses & government
- Impact of logistics industry on economic development
- Overview of LISC LA programming and communities it reaches (2020 goals, plans, objectives)
- What role will LISC LA specifically play in revitalizing the economy post-COVID-19
- Success stories around LISC LA initiatives, partner programs, and other trainings
- Additional pieces on LISC LA leadership / community participation

Videos

LISC LA can create informational type videos to better inform their audience and/or people who are directed to their website. After video creation it's important that LISC LA pin to all LISC LA pages (and boost online via paid but limited and targeted ads), plus incorporate videos in LISC LA owned media.

Topics/Styles:

- Creating an overview video of what LISC LA does as a whole (using the core messages and proof points developed) to help audiences better understand LISC LA and what/how a CDFI functions.
    - **Graphic / Voice Over**: This style would be much more appealing to view and push out through owned media channels. That being said, it would require the use of basic video editing software (if you have the time/capabilities).

- Creating videos per topic, introducing each tab in the "What We Do" section of LISC LA's website (affordable housing, economic development, healthy communities, leadership growth, etc…). This would serve as a good overview of LISC LA's capabilities and outcomes thus far.
    - **Repurposing Materials / Promo**: LISC could request video footage from interviews and podcasts to use on LISC social channels and type up a promo about how LISC LA initiatives, programs, and training help build diverse communities of opportunity.

- Feature past and current recipients/participants in LISC LA programs, including external partners to introduce initiatives and build LISC LA's credibility through third-parties.
    - **Video Recording / Q&A:** Tunua talking, potentially with someone who went through a recent LISC LA program or partner program (i.e. Ascend)

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Social Media

LISC LA can increase utilization of social media in order to bolster presence, followers, and interactions with key industry players on all social media platforms. Best practices would include:

- Targeting key audience demographics and crafting content directly towards serving communities
    - Participant Driven - Content that clearly state targeted communities
    - Partner Driven - Content that highlights LISC LA's vast network of public and private leaders within their issue spaces

- Managing and monitoring conversation around key topics LISC leads on, such as affordable housing, access to capital, small businesses, community health and more.
    - Identifying conversations for LISC to participate in and establish itself as a leader
        - Participant Driven - calls to support local businesses, petitions building signatures in LISC-led topics
    - Using hashtags that relate to target audience or desired outcomes for each LISC LA programming
    - Tagging partners and important stakeholders in posts / thanking them as well
    - Repurposing photos / graphics if you don't have new ones / visuals are key (generally get more engagement)

Speaking Opportunities

LISC LA should identify and secure public speaking opportunities and participation in virtual and/or in-person conferences for LISC LA leadership and/or appropriate members. Below are opportunities in 2020 that LISC LA may want to pursue:

Upcoming Events (virtual or not):

- May 8 - Center for Nonprofit Management: Virtual CEO Confidential - Coffee with Peers
- May 19 - LA Law Library - Business Series: Government Contracts: Steady Income for Your Business
    - Helping small businesses land government contracts
    - Good place to plug Ascend LA
- May 26 & 28/June 2 & 4 - COVID-19's Impact on Housing Credit Development and Compliance Virtual Series
    - Explore COVID-19's impact on investment, development, compliance, and policy
- May 27-28 - Engage for Good 2020
    - Virtual conference for social impact professionals from top corporate and nonprofit brands.
- June 16 - Health Equity Conference
    - A conference for those who are dedicated to bringing quality health care and services to the most underserved, and often under-represented, portions of the rural population.

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- August 6 - National Health Center Week Health & Resource Fair
    - Community resources booths offering resources and services
- September 2-4 - CA Association for Local Economic Development Conference 2020
    - Conference that focuses on relationship building, strategic planning, and connecting organizations to key resources.
- September 9 - Affordable Housing Congressional Forum
    - Provide insight into the critical issues facing affordable multifamily housing
- September 21 - So Cal Grantmakers Conference
    - Brings together funders to connect and learn about nonprofit trends
- September 24 - 2020 Los Angeles State of Reform Health Policy Conference
    - Will bring together health practitioners, thought leaders, and policy makers
- October 15 & 16 - Southern CA Association of Non Profit Housing Conference 2020
- December 3 & 4 - 2020 CA Economic Summit
    - Bring together private, public and civic leaders from across California to create solutions to simultaneously grow the economy, improve environmental quality and increase opportunity for all.

Events LISC LA Could Host (virtual or not):

- Small Business Networking Event
    - Small business owners can come together with an introduction from Tunua with structured and free discussions at LISC office or corporate partner-sponsored space (or virtually)
- Resource Webinar
    - What resources does LISC provide for community organizations to continue to operate during the various phases of COVID reopening

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Strategy 4. PAID MEDIA (Additional Costs)

LISC LA can use paid media to generate web traffic, driving awareness and engagement – all in an effort to elevate LISC LA's profile. By directing paid advertisements to reach business leaders and professionals in related industries – as well as relevant outlets, reporters, and the public – LISC LA can build credibility and status. Examples of high-value paid media tactics include:

Advertorials

Paid editorials in the appropriate outlets can convey LISC LA's message in a way that is more likely to draw attention. Unlike op-eds, paid advertorials are guaranteed to run. One idea is to see if Wells Fargo or JP Morgan Chase would sponsor an ad around ASCEND LA or other program in which you're looking to attract corporate or other business partners. Outlets include:

- Los Angeles Business Journal
- California Business Journal
- Orange County Business Journal
- Southern California Association of Realtors

Targeted Social Media Advertising

LISC LA can elevate their profile and upcoming initiatives with a campaign of promoted posts on social media platforms, targeting specific groups/demographics – all with the intention of pushing out LISC LA's owned content on upcoming initiatives.

- ASCEND LA
    - Identifying small, minority/women-owned businesses that are looking for ways to grow
    - Graphics (pictures/videos) of the main takeaways from ASCEND & why it's important/necessary for your business
    - Encourage program partners to share and post the graphics and posts about the program as well (partner driven in this way)

- Webinar Series - Local Govt Response, Keeping Shops on the Block
    - Share link to recorded webinar with a screenshot of participants and/or presentation
    - Promote each panelist with graphic & short bio to garner interest
    - Real-time updates: share content (i.e. important quotes from panelists, key questions) while webinar is happening with relevant hashtags
        - #CallforData, #KeepSouthLAOpen, #SmallLandowners

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Strategy 5. STAKEHOLDER ENGAGEMENT

Developing partnerships with regional business groups, civic, and elected leaders can improve LISC LA's regional presence and bring in potential LAC members.

Strategic Partnerships:

Los Angeles Area Chamber of Commerce

- Networking Mixers:
  - May 6 - Virtual Mixer Celebrating Cinco de Mayo
  - Additional Mixers (come up more spontaneously)
- Nonprofit Council - become a member and engage in mixers and events to meet a wide variety of potential corporate partners
  - Encourages collaboration between nonprofit and LA business community
  - Increased awareness in LA business community
  - Influence LA Chamber advocacy agenda

Los Angeles Business Council - focuses on topics including economic development, housing, transportation and homelessness

- Annual summits on housing crisis, small business, transportation workforce
  - Attend and possibly speak on panels of relevant topics (ex: small business)

Southern California Minority Supplier Development Council - Southern California affiliate of the National Minority Supplier Development Council to promote economic equality and growth for minority businesses

- August 27 - Minority Business Opportunity Day - in Los Angeles, attend
  - Possibility of a exhibiting booth
- Attend conferences, mixers and networking events to gain further connections
  - May 13 - MBE BizTalk: When Shift Hits the Fan: Tips for Small Business Owners During a Pandemic
  - Additional conferences, mixers etc...(come up more spontaneously)

Center for Nonprofit Management - Offers resources, seminars, events, and a network to help grow your nonprofit.

- Center for Nonprofit Management: Virtual 501(c)onference: Facing Crisis Together - June 2-4, 2020
- Offers a paid membership with access to more resources and networking, ranging from an individual membership for $95 to a Platinum level membership for $3,500.

Response to Request for Proposals

regarding

Communication and Engagement Plan, and Branding and Marketing

Prepared for
City of Pinole
2131 Pear Street
Pinole, CA 94564

Submitted by

Envirocom Communications Strategies, LLC
13804 Bancroft Avenue
San Leandro, California 94578

Surlene G. Grant, Principal
sggrant@envirocommunications.com
(510) 352-7826 office
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Photo: Surlene Grant and City of Pinole website

July 21, 2021

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COVER LETTER

13804 Bancroft Avenue
SAN LEANDRO, CA 94578
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July 20, 2021

Andrew Murray, City Manager
City of Pinole
2131 Pear Street
Pinole, CA 94564
Transmitted via email to amurray@ci.pinole.ca.us

Dear Mr. Murray:

I appreciate the opportunity to share information with you about Envirocom Communications Strategies, LLC in anticipation developing a comprehensive Communication and Engagement Plan and branding concepts and services for the City of Pinole. Envirocom provides robust, contemporary and responsive communication services. Our existing clientele include government agencies and non-profit organizations, as well as private sector clients. As a matter of fact, I worked with Kaiser Permanente on the Gateway Project at their medical office facility in Pinole.

Envirocom stands out for our work with identifying methods of involving stakeholders, representing agencies and telling stories in an inclusive manner. Envirocom's niche is with public involvement and community engagement in ethnically, economically and socially diverse communities.

For this particular pursuit, Envirocom will collaborate with D & A Communications for the specific tasks related to brand development. D&A Communications is presented as a subcontractor for this endeavor. Envirocom and D&A often work together in similar endeavors and are currently working together on various projects, including the Port of Oakland's "Everyone's Port" program.

As Principal of Envirocom, I have more than 20 years of experience in managing and implementing public involvement, community relations, public affairs, media relations and public relations programs. I have created several community engagement plans. In recent years, I worked with the City of Oakland's Department of Transportation (OakDOT) team to create and implement an outreach plan for that city's two-year Capital Improvement Program budget. The outcome was a nationally-recognized effort for the delivery of and equity-based capital improvement program in Oakland.

PARTIAL LIST OF PUBLIC ENGAGEMENT AND OUTREACH PLANS SURLENE GRANT DEVELOPED

- **Port of Oakland Seaport Air Quality 2020 and Beyond Plan**
- **East Palo Alto General Plan**
- **San Leandro General Plan**
- **Dumbarton Dialogue Project**
- **BART to Livermore**
- **City of Oakland Capital Improvement Plan**
- **Howard Terminal *proposed* Ballpark CBA**
- **Oakland International Airport**
- **Federal Title VI for both BART and the Port of Oakland**

For this work with the City of Pinole, I will be the project lead and day-to-day contact. In addition to working with D & A Communications, Envirocom has the availability of graphic designer and graphic recorders, language interpreter or other support, and can make such services available depending on the final scope of work.

I trust from the attached material that you will recognize the strength and value Envirocom brings for a project such as this. Thank you for the opportunity to provide you with this information. I look forward to speaking with you more about the services we can provide. Please contact me at (510) 352-7826 or via email at sggrant@envirocommunications.com for additional information and conversations regarding this response.

Regards,

Surlene G. Grant, Principal

Attachments:

Samples of Work

- City and Port of Oakland Truck Management Plan Outreach Plan
- Alameda County Public Works Agency Project Outreach Plan

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QUALIFICATIONS AND KEY PERSONNEL

Enviro*com* Communications Strategies, LLC is a communications, media and government relations consulting firm with an emphasis on developing successful strategies for public involvement and outreach, meeting facilitation, media relations, crisis communications, special promotions and marketing, and environmental justice concerns.

Established in 1999, **Enviro*com*** is a woman-owned certified DBE/SLEB located in San Leandro, CA. **Surlene Grant**, principal consultant, brings more than 20 years of experience with private, public and non-profit sectors implementing and managing communications activities.

Enviro*com*'s philosophy is to provide a link or "proverbial bridge" between those who are sponsoring the design or capital improvement project, and those for whom the project benefits or impacts. **Enviro*com*** works with ethnically, economically and socially diverse communities to develop the vision and to define equitable solutions and mitigations.

Enviro*com* brings experience with effective message development and delivery; meeting design and facilitation; consensus building and goal setting, all with a clear path to program implementation. Our approach is to work with stakeholders to access and create an environment in which participants are heard and involved in a process that minimizes risk, establishes a sense of fairness, inclusion and empowerment, and provides sustainable results for the key stakeholders.

RELEVANT SERVICES

- **Strategy Development**
- **Project Management and Oversight**
- **Government Affairs and Agency Coordination**
- **Community Relations and Public Involvement**
- **Meeting Facilitation, Planning and Logistics**
- **Project-specific Outreach Programs**
- **Media Relations and Training**
- **Conflict Resolution and Consensus Building**
- **Public Educations and Awareness Campaigns**
- **Writing and Editing of Collateral Materials**
- **Crisis Communications**

CLIENTS (*partial listing*)

Port of Oakland ~ Alameda County Public Works Agency ~ Oakland Athletics ~ Luster National ~ BRIDGE Housing, Inc. ~ Bay Area Alliance for Sustainable Development ~ Caltrans ~ Holliday Development, LLC ~ Ricondo & Associates ~ BART ~ City of Oakland ~ Housing Authority of Marin County ~ City of East Palo Alto ~ City of Dublin (CA) ~City of Dayton, Ohio, Department of Aviation ~ John Stewart Company ~ Swinerton Inc. ~ Lincoln Childcare Center ~ JRDV Urban International ~ Ecology & Environment ~ARUP ~Napa County Transportation & Planning Agency ~Union Pacific Railroad ~ CDM Smith ~ Kimley Horn Associates ~ Kaiser Permanente ~ Sustainable Agriculture and Education (SAGE) ~ Association of Bay Area Governments (ABAG)

AWARDS (*partial listing*)

2017 APA Northern Calif. Award of Merit, East Palo Alto General Plan Update / Westside Area Plan
2017 APA Northern Calif. Award of Merit, San Leandro General Plan Update

CONTACT

SURLENE GRANT, PRINCIPAL **sggrant@envirocommunications.com** **(510) 352-7826 office / (510) 418-7826 cell**

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EXPERIENCE

- ✓ 20+ Years
- ✓ Accomplished with Project Community Outreach and Engagement Plans
- ✓ Noted Forum and Meeting Facilitator, Conflict Management
- ✓ Advisor to Executive Staff, Elected Officials, and Boards of Directors

EDUCATION

- ✓ **DEI Certification** University of South Florida
- ✓ M.A. Management John F. Kennedy University, Calif.
- ✓ B.S. Journalism Northwestern University, Illinois

RECOGNITIONS

2014 Woman of Distinction, American Business Woman Association

2016 Mayor's Community Service Award (San Leandro)

2017 18th Assembly District "Local Hero" Award

SURLENE G. GRANT

SUMMARY OF EXPERIENCE

Surlene Grant is a senior level government affairs and public relations professional with experience in the private, public and non-profit sectors. Her expertise includes project management, public policy analysis, stakeholder engagement with diverse stakeholders and multi-lingual communities. She has developed comprehensive outreach plans, strategic plans and innovative programs, managed media relations and crisis communications, delivered numerous community events, programs and services, and produced a variety of project related multi-media collateral. She is a sought-after facilitator and communicator who can connect with people at various levels. Her collaborative design skills allow her to work fluidly among executives and elected officials, grass-root activists, union leaders, residents, advocates and others.

Ms. Grant has served as a spokesperson and advisor to mayors, city managers and department heads and worked as a consultant to many local and state agencies. Ms. Grant has a long list of projects. Her most current endeavors include:

- ✓ Stakeholder Engagement to develop the Community Benefits Agreement for the *proposed* Howard Terminal Ballpark (Oakland A's, City of Oakland)
- ✓ Engagement, Logistical Planning and Facilitation for the Seaport Air Quality 2020 and Beyond Plan (Port of Oakland)
- ✓ Media and public relations services, and meeting facilitation for Alameda County Public Works Agency

Away from her consulting and vocational activities, she served from 1998-2008 as a member of the San Leandro City Council – including two terms as vice mayor. Her tenure included serving as chairperson of the Economic Development Committee for almost a decade. (In Fall 2020, the "Surlene G. Grant" community room was built and named in honor of her service in San Leandro.) Her formal education in journalism and organizational development, and her professional experience with public relations, combined with her elected experience brings a rare perspective of roles and responsibilities; how positions can complement each other, and how organizations function.

From the public agency realm, Ms. Grant is knowledgeable of public agency budgets, special district operations, capital improvement funding, policy implementation, public process and procedures, the Brown Act and other public transparency requirements.

Professional Affiliations – *partial list*

- ✓ Board of Directors, San Leandro Chamber of Commerce, Member
- ✓ Unity in the Community - San Leandro, Chairperson and Co-Founder
- ✓ Black Women Organized for Political Action, State Board Member
- ✓ Stephanie Brown Cadet Foundation, Chairperson
- ✓ San Leandro African American Business Council, Founding Member
- ✓ City of San Leandro Budget Review Task Force 2021

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DAVIS AND ASSOCIATES COMMUNICATIONS

D&A is a San Francisco-based, full-service communications firm founded and rooted in San Francisco, serving the Bay Area for 25 continuous years. D&A creates integrated communications strategies to inform, build support, shape and shift perceptions, and encourage two-way conversations between our clients and their stakeholders.

D & A's principal, **Darolyn Davis**, is an award-winning communications professional with more than 35 years of experience. She is known for developing and leading integrated communications strategies for public outreach and engagement programs to diverse communities throughout the Bay Area and California. Her knowledge of the inner workings of local communities, combined with statewide and national public relations experience and certified training in public participation from the International Association for Public Participation (IAP2), gives her a unique advantage in designing campaigns that shift behavior and shape perceptions. Under Darolyn's leadership, D&A Communications has spearheaded communications strategies and programs for a diverse array of clients, such as the SFPUC, Plan Bay Area, MTC, ABAG, SFMTA, SFCTA, the Port of Oakland and the Port of San Francisco, among others. Darolyn serves as the lead strategist on all major accounts, working with her clients to build community consensus, raise awareness, solicit support, and to shift perceptions about important policies, programs, and issues.

The D&A team takes a comprehensive approach to community and public relations with a full spectrum of services, including: quantitative and qualitative research; community engagement and public outreach; branding and messaging; integrated media relations leveraging media relationships and an innovative approach to content that enable us to drive coverage and social sharing across a multitude of platforms and publishers; website development, graphic design, and video production; marketing and advertising; event planning; and crisis communications services.

D&A focuses on outcomes—not just outputs, establishing clear goals, developing strategies, and implementing tactics to achieve measurable results in partnership with our clients.

Project Example

Branding: Transforming an Iconic Brand to Raise SFMTA's Profile

D&A created a visual brand strategy that aligned with the SFMTA's goals, brand values and the needs of its commuters. This helped the agency create a consistent, cohesive visual brand to build understanding, loyalty and trust among its diverse stakeholders. The brand strategy included four components:

1. **Brand Architecture:** As a multimodal transit agency, SFMTA needed help organizing its brands and services. D&A worked with the agency to create a brand architecture framework, presenting the agency's services as a simple, unified set to increase public awareness and satisfactory usage of services. It allowed staff to introduce new services and programs in a way that fits seamlessly across divisions and brands, informing the development of various marketing materials, including a new website, built by our longtime partners and proposed subconsultants.

2. **Logo Design:** D&A designed three logo options and a brand statement to represent the SFMTA, based on perception findings and the agency's goals. In collaboration with SFMTA, we conducted focus groups with key audiences—Chinese speakers, Muni riders, and voters—to gather feedback about the brand statement and visual concepts. Participants, who were recruited to represent a mix of genders, ages,

neighborhoods, and Muni ridership frequency, were most receptive to the familiar seeming "Muni M" option. Participants also shared that they preferred the new SFMTA parent brand logos, understood what SFMTA was trying to accomplish, and were open to change. D&A then finalized the new "M" logo and brand statement infusing focus group and agency leadership feedback.

3. **Change Management Strategy:** D&A created a change management strategy to help SFMTA successfully implement the agency's rebrand internally and externally. From creating an inventory of SFMTA's existing branded materials to creating branded presentations, D&A provided strategic guidance and support at every stage of a phased approach.

4. **SFMTA Brand Guide:** D&A created a new SFMTA Brand Guide to help SFMTA employees and partners develop consistent, accurate, and branded communications materials with the new look and feel. The Guide and its collateral templates helps agency stakeholders create brochures, newsletters, advertisements, digital materials, transit passes, swag, flyers, business cards, presentations, and more.

Results: Outcomes, Not Outputs

On May 1, 2018, the SFMTA launched the new brand to the public in conjunction with the release of its new strategic plan. The new logo, the "M," which is a version of the Muni M, represents SFMTA's roots and San Francisco's transit-first policy, while still reflecting a modern and more inclusive transportation sensibility. It also helps that "M" is frequently used in other large cities to symbolize transit services. The rebrand was well-received among the agency's stakeholders, including employees, of which 70 percent said they "liked it" or "liked it a lot."

BACKGROUND AND APPROACH

City of Pinole seeks professional services for the assessment and development of communications and public engagement plan; as well as development of branding to support the City's Comprehensive Economic Development Strategy.

The ultimate goal of the Communications and Engagement Plan is to provide coordinated efforts to respond to the needs of diverse external and internal publics throughout the City. This plan will allow the City to communicate to residents, businesses, visitors and others with different levels of involvement from informing to decision making depending on the needed outcomes.

The plan would achieve the stated goals to:

- Identify and build upon the City's current communication and engagement tools, mechanisms, and practices;
- Identify the needs for the community's future communication and engagement, including consideration for tools and practices for volunteerism;
- Recommend the necessary tools, mechanisms, and practices to achieve the optimal communications and public involvement.
- Incorporate message development and serve as a complement to the Economic Development Strategy.

Creating a plan starts with learning about and understanding the community. Envirocom's approach is to make sure that the Community Engagement Plan is tailored and developed for the specific community with its unique characteristics, culture, demographics and resources available. We start each plan development process with stakeholder interviews and research regarding a community and an assessment – which in turn will reveal what is unique to that community, what resources are available, who the audience is, and so forth. Once that information is collected, it is used to define the various segment of the CEP – from languages in the materials, to locations of public meetings, or development of special events. The CEP is then created and serves as a road map for the City to use.

In responding to the specific request of the City of Pinole to ensure that the CEP in complementary to the Economic Development Strategy and the branding program, Envirocom will work with D&A Communications to ensure that questions asked in the stakeholder interviews will also serve to inform the branding. In addition, depending on the ultimate branding objectives – such as development of a logo or slogan, etc., there may be additional surveying and focus groups held as part of the branding program.

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SCOPE OF WORK

This scope is prepared taking into the account of the current public health and social conditions, limiting the amount of direct participation individuals have with each other. Thus, the assumption is that meetings will continue to be held virtually and remotely through most of 2021.

TASK 1 – BACKGROUND ANALYSIS; STAKEHOLDER GROUP MEETINGS

This task will provide for the background information needed to develop the plan. Envirocom will reach out to those stakeholders who have been or most likely will be involved with city to better understand what their impressions are of the city, where there could be improvement, what is going well, and so forth. From there we will look at the community itself: who lives, works, plays and visits the city. Once we have a sense of who constitutes the community, and the key obstacles to successful engagement, we can draft the Communications and Engagement Plan

1.1 Stakeholder interviews (12) and Small Group Meetings (4):

- Pulling from a diverse group of community, neighborhood and civic leaders, the Envirocom team will seek information to assess the current communications efforts. Envirocom will conduct interviews through one-on-one conversations and small group meetings. The findings will contribute to the development of the plan and will help inform equitable communication tools to employ in the plan. Envirocom will work with the City Manager's office to identify key people with whom to reach initially, such as –
    - Community Based Organizations
    - community leaders and groups
    - neighborhood and residential organizations
    - business and commercial stakeholders, such as Chambers of Commerce

- Through these conversations, Envirocom will be able to identify key stakeholders to involve in the process and the best methods and tools for communications. The meeting and conversations will be with internal city staff as well as external public. What do people think of the current strategies? What is working / not working when the City interfaces with external public. What can be better? These questions are among the several that will be asked. A summary of the conversations and finding will be prepared. However, specific attribution will not be given so that people will participate more freely.

1.2 Community Profile

The community profile will let us know who we are hoping to engage. The Community Profile is a "snapshot" of the various languages, income levels, ethnic group populations, community assets and resources, and other characteristics of Pinole. Envirocom proposes to create such a profile and compile limited demographic research/data collection on potentially affected communities, specifically related to minority, low-income, and limited-English-proficiency populations. Using available demographic research/data collection to identify by characteristic and geography, potentially affected communities, specifically related to minority, low-income, and limited-English-proficiency populations, BIPOC and others. This information, will set in place the equity indicators necessary to determine responsiveness of the Public Engagement Plan.

TASK 1 Deliverable(s)

- **An assessment of the City's current communication and engagement tools/practices**
- Key Stakeholder, organizational or one-on-one Interviews (up to 24). Meetings and interviews conducted virtually.
- Development of questions reviewed and approved by client
- Document groups and individuals contacted
- Meeting Summary notes (if desired)

TASK 2 – COMMUNICATION AND ENGAGEMENT PLAN DEVELOPMENT

The plan will carry the objectives of inclusive outreach and programming across City departments and divisions, with a specific focus to Economic Development. Envirocom will prepare the plan to provide holistic, iterative opportunities to inform, consult, listen to, collaborate and empower stakeholders and the public. The CEP will establish methods to receive timely and constructive recommendations and meaningful input from the public, and provide insight in establishing two-way communications.

The plan will suggest goals and objectives; how input is received and information is shared; identify key points for the community stakeholders to participate in decision making activities and in developing recommendations, and more. The plan will be inclusive in focus and responsive to the City's diversity by looking at such things as familiar and comfortable places to meet, with tools and language that is easily understood – from vocabulary and nomenclature, to languages and dialect other than English.

It is anticipated that the plan will recommend the types of interactions (e.g., informational sessions, tours, roundtables, special meetings, etc.), appropriate frequency for each format, and recommended facilitation techniques. Identify how social media and technology will play a role in the plan. Identify measures, tools, activities, best practices, primary languages, and methods of communication. In addition to conventional approaches, the plan may take into consideration the new and transitioning ways of working and communicating that we are using as a result of the pandemic.
The plan will provide a framework for consistent long-term community engagement.

Once the plan is drafted, then to ensure that it is responsive, we will circle back to some of the community leaders, stakeholders engaged earlier to review and share the outcomes of our work. If modifications are needed, we will make them. In the end, we will have created collaboratively a CEP with the very public we want to include in the programing and outreach. It becomes a plan that is supported by internal and external stakeholders.

TASK 2 Deliverables

- **Recommendations regarding communication and engagement tools/practices, including tools/practices for volunteerism**

- **A Communication and Engagement Plan that specifies the tools/practices that the City will use, including a high-level description of procedures for how to best use the recommended communication and engagement tools/practices**
  - Public Engagement Plan Draft (2 iterations)
  - Public Engagement Plan Final

TASK 3 – DEVELOPMENT OF BRANDING/ MESSAGING

Davis & Associates Communications as a subcontractor to Envirocom will take the lead in developing the branding. D&A will consult with the City Administrator, Economic Development Staff and external organizations such as the Chamber of Commerce, recreational and leisure organizations, educational organization and others.

Services and scope depend on needs. Typical engagement for branding services could potentially include: Development of a survey tools, hosting focus groups, a public opinion poll / survey, brand awareness style guide including fonts, colors, web design, graphic and photographic styles, MS Office templates, social media and Zoom templates, signage and wayfinding graphics, etc. and strategic recommendations.

TASK 3 Deliverable(s)

- **Development of brand, including message and graphics/style guide (note that the City is undertaking a Comprehensive Economic Development Strategy, so the development of the City's brand and related graphics might need to wait until the Strategy is complete, so that any brand-related recommendations of that Strategy can be considered in the development of the brand as part of the Communication and Engagement Plan)**
  - Key Stakeholder, organizational or one-on-one Interviews
  - Focus Groups (up to 8)
  - Development of questions for polling and surveying reviewed and approved by client
  - Meeting Summary
  - Strategic Recommendations

TASK 4 - PROJECT ADMINISTRATION/ MANAGEMENT AND INFORMATION MEETINGS

Kick off meeting / Project Administration, Planning and Project Internal Team Meetings

- Meetings with city staff to identify key milestones, resources and delineate deliverables. Refine Scope and budget.
- Routine project coordination and information meetings with city staff. Outline project perimeters and deliverables. Activities necessary for the contract administration and internal project management.

TASK 4 Deliverable(s)

- Bi-Weekly meetings with Project Administrator (by phone pending public health notices)

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SCHEDULE

Time	Activity
Month 1	• Project start – Kick off meeting • Refine Schedule and Work Plan • Identify Key Stakeholders and Groups • Determine Questions and Surveys
Month 2-4	• Community Profile • Stakeholder Interviews • Branding information • Focus Groups • Draft CEP • Branding Strategies
Month 4-6	• Delivery of Final Documents

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FEES

RATES

Surlene Grant – Principal	$250 / hour
Senior Strategist, Co-Facilitator	$185 / hour
Outreach Specialist	$126 /hour
Project Assistant	$75 / hour

PROJECT BUDGET

Projected Budget: $74,968

City of Pinole
Public Engagement and Communications Plan(s) Development
20-Jul-21

		Envirocom Consulting						
Tasks	***Description***	Principal (SGG)	Strategist Co-Facilitator	Outreach Specialist	Admin Assit		Total Hours	Total Fees
	Rate	$250	$185	$126	$75			
Task 1	Background Analysis / Stakeholder Interviews (12) /Focus Groups (4)	44		18	18		80	$14,618
Task 2	Public Engagement Plan	24	10				34	$7,850
task 3	Branding Development*	20						$5,000
Task 4	Project Admin	24					24	$6,000
	total hours	112	10	18	18		138	$33,468.00
	All labor by category	$28,000	$1,850	$2,268	$1,350			
	TOTAL LABOR							**$33,468**
	ODC - EXPENSES							
	***Davis & Associates (subcontractor)**							$34,000
	Graphic Faciliator (1 time)							$2,000
	Meeting Supplies (pads/charts, etc)							$100
	Travel /mileage (IRS rate; parking fees)							$250
	Graphic Artist / design							$5,000
	Translation Services (client)							$0
	Misc printing / duplicating / postage/delivery							$150
	TOTAL EXPENSES							**$41,500**
							Envirocom TOTAL:	**$74,968**

The information provided for the scope, tasks and budget are subject to refinement based on further conversations and discussion with the client.

Assumptions:

- Client will be responsible for translation services for public meetings and materials. Envirocom will manage such services if directed and fees for such services as approved as additional costs

CONFIDENTIALITY

Envirocom holds all client interactions and written documents in the strictest of confidence. We will not release any information without the expressed consent of the client. We ask for this same level of confidentiality from the client.

GENERAL ASSUMPTIONS

Public Noticing

Notifications of any meeting or procedure requiring compliance of the Brown Act, or other sunshine and transparency regulations, legal noticing and advertisement will be the responsibility the City of Pinole to ensure conformance and fulfilment of the obligation(s).

Prompt Payment

Prompt payment of all invoices submitted from Envirocom Communications Strategies, LLC to the client is expected. Invoices shall be considered late if not paid within 60 days of submittal to the client and subject to a 10% interest fee on the balance due for every month that the payment is not paid.

COVID-19 and Public Health Pandemic

Fulfillment of this scope may be directly impacted by local, state or federal declarations regarding the state of emergency. It is assumed that all meetings may be virtual for the duration of this engagement. Should in-person meetings be necessary, they will be done in accordance with public health mandates regarding social-distance and face coverings at a minimal. Consultant has the right to opt-out of any in-person meetings based on perceived public safety of number of attendees, location, local exposure rates, etc.

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SAMPLE COMMUNICATIONS PLANS

There are a number of ways to set up a Communications and Engagement Plan. The final document depends on the audience, the end-user and how the plan will be used. In the moment, without having spoken to the client about how they perceive using the Communications and Engagement Plan, Envirocom anticipates a deliverable of a final plan similar to what was created for the Port of Oakland Truck Management Plan. The tasks and labor hours reflect time for such an endeavor. The TMP Outreach Plan is attached and can be found here. Highlights added to the attachment are mine.

However, if one is looking for a step-by-step guide "checklist" kind of guide, I envision something similar to the Outreach Plan, I created for the Alameda County Public Works Agency. (Attached)

CITY OF OAKLAND

PORT OF OAKLAND

Public Engagement Plan for Development of the West Oakland Truck Management Plan

Prepared by: Patricia McGowan, City of Oakland
Environmental Coordinator for the Oakland Army Base project;
Laura Arreola, Port of Oakland, Community Affairs;
and Andrea Gardner, Port of Oakland, Environmental Programs and Planning
July 31, 2018

1.0 Introduction

This Public Engagement Plan for Development of the West Oakland Truck Management Plan ("PEP") has been prepared by the City of Oakland ("City") and the Port of Oakland ("Port") in order to: inform and consult with the public for development of a West Oakland Truck Management Plan ("TMP"); enhance the City's and the Port's dialogue with residents, businesses, and truck drivers; provide effective ways to receive and incorporate input and recommendations regarding the effects of trucks on local streets, residential neighborhoods, and businesses in West Oakland; and comply with Title VI of the Civil Rights Act of 1964 which states 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 subjected to discrimination under any program or activity receiving Federal financial assistance."

This PEP outlines the City's and the Port's strategies and actions to engage minority and limited-English proficient ("LEP") populations and all others who live or work in West Oakland so that they have full, fair, and meaningful access to authentically participate in the preparation of the TMP. Authentic participation means that the engagement is two-way and meaningful. At times, the community members will be engaged in a manner to provide input to the TMP; at other times, they will be engaged to receive information.

This PEP has been developed by the City and the Port with input from: community based organizations and businesses in West Oakland; the US Department of Transportation Office of Civil Rights; and Envirocom Communications Strategies, LLC. In addition, input has been obtained from interviews and meetings with numerous City and Port departments, including: the Mayor's Office of Community Engagement; City Administrator's Department of Race and Equity; City Council District 3; Oakland Department of Planning and Building; Oakland Department of Economic and Workforce Development; Project Delivery of Oakland Public Works; and Port of Oakland departments of Environmental Programs

and Planning, Social Responsibility, and Government Affairs. Finally, this PEP was influenced by the City's and the Port's review of PEPs from other public agencies.

2.0 Background of the West Oakland Truck Management Plan

2.1 Scope of the West Oakland Truck Management Plan

The scope of the West Oakland TMP is described in Mitigation Measure 4.3-7 of the Standard Conditions of Approval/Mitigation Monitoring and Reporting Program ("SCA/MMRP") for the Oakland Army Base (OAB) Redevelopment Project, adopted by the Board of Port Commissioners in 2012 and the Oakland City Council in July 2013. It states: ***The City and the Port shall continue and shall work together to create a truck management plan designed to reduce the effects of transport trucks on local streets***. In this case, "transport trucks" means the trucks serving the Port of Oakland and the trucks that will serve the facilities that will be built at the former Oakland Army Base.

The TMP is intended to: reduce the effects from circulation and parking by trucks serving the Port and the former OAB on local streets, residential neighborhoods, and businesses in West Oakland; improve communication with the trucking community about where trucks are and are not allowed to drive and park; increase safety near truck routes; and build community knowledge about trucks serving the Port, the former OAB, and the industrial businesses in West Oakland. The TMP will build on the Comprehensive Truck Management Plan ("CTMP") developed by the Port in 2009.

The TMP will contain a planning framework and an implementation approach.

- Planning framework: Identification of issues, analysis, options, and recommendations for the following:
  - Truck Movement and Safety
  - Truck Parking
  - Signage and Communication
  - Enforcement
- Implementation approach: Strategies will be identified along with specific actions, general costs, funding options, responsible agency(ies), and timing.

In addition to Mitigation Measure 4.3-7, the SCA/MMRP adopted by the City Council contains Mitigation Measure Public Outreach 1 (MM PO-1), which outlines a public review process for certain plans, including the TMP. MM PO-1 requires a 45-day announcement prior to release of the draft TMP and a minimum 17-day review period of the draft TMP. The requirements of MM PO-1 will be adhered to and integrated into the overall project schedule for the TMP.

2.2 Guiding Principles and Goals of this Public Engagement Plan

Public participation for the TMP will involve stakeholders in the planning process from the beginning and will provide multiple ongoing opportunities for input in the decision-making process. Public participation principles include the following.

- The Port and the City will consult with community-based organizations, including the West Oakland Environmental Indicators Project, on outreach activities related to new research and data on trucks in West Oakland. Additionally, new research and data will serve to inform the TMP.
- The desired outcome of engagement methods is for the TMP to be informed by community input as well as to have a more educated and informed community base who are willing and prepared to participate and inform relevant public agencies.
- The public will have access to the decision process and decision makers; will be provided the opportunity to give input throughout the process, including on the final TMP document; and will receive direct feedback on how their input helped to influence the TMP.

The goals of the PEP are derived directly from the guiding principles:

- To be inclusive: to actively facilitate the involvement of the West Oakland community, especially racial and ethnic groups and people that are traditionally hard to reach.
- To consult: to work jointly with the community throughout the development of the TMP; to receive input on priorities, issues, concerns, opportunities, and possible solutions from the people who live or work in the areas most impacted by trucks; and to discuss options, test out ideas, and find solutions.
- To be responsive: to use public input to develop an effective TMP which contains specific actions to address the problems.
- To disseminate: to build a common baseline of knowledge among the community and policy makers about trucks serving the Port and the former OAB; to share with the public the scope and rationale for the TMP and how it fits into the City's and the Port's mitigation program for development of the OAB.

3.0 Approach for Public Engagement Plan for the development of the Truck Management Plan

The overall approach for public engagement is based on a series of public information, consultation, and public participation activities to engage, seek input and advice, and respond to input from West Oakland residents, workers, businesses, community groups/neighborhood/business organizations, trucking businesses, under-represented community members, and other stakeholders regarding the impact of trucks serving the Port and the former OAB on local streets and neighborhoods and potential solutions to avoid, minimize, or mitigate those impacts. City and Port staff will organize and oversee this process. Consultation with community based organizations ("CBO's") and other stakeholders will occur throughout the process to promote equity and reach out to under-represented communities; to help design the public engagement process before and during public workshops; to advise on revising the public engagement if needed during the process; and to develop draft recommendations.

The following sections provide more detail on the approach to be used to implement the PEP.

3.1 Project Area and Affected Communities

a. Based on public input throughout the numerous planning processes regarding Port and OAB development since 2000, the area impacted by trucks on local streets is defined geographically as: West Oakland between I-880 and I-980 to the west and east, respectively, and I-580 and I-880 to the north and south, respectively; plus, the industrial portion of Jack London Square ("JLS") between I-880 and the Embarcadero, west of Martin Luther King Jr. Way.

b. Demographic data for West Oakland is shown in Table 1 below, along with demographic data for the City of Oakland and Alameda County. The data is from the 2015 American Community Survey for Alameda County, Oakland, and West Oakland. The West Oakland data is composed of the following 13 census tracts: 4014, 4015, 4016, 4017, 4018, 4022, 4024, 4025, 4026, 4027, 4105, 9819, and 9820.

Table 1. Demographic Data for West Oakland (13 Census Tracts) and Surrounding Areas

2015 Census Estimates	West Oakland 2015 Estimates	Oakland 2015 Estimates	Alameda County 2015 Estimates	
Population:	**26,061**	**408,073**	**1,584,983**	
Race				
Caucasian	19.8%	26.9%	33.0%	
African American	45.3%	25.4%	11.3%	
Asian	12.6%	16.0%	27.5%	
Hispanic	16.1%	26.1%	22.6%	
Pacific Islander	0.5%	0.6%	0.8%	
Native American	0.7%	0.4%	0.3%	
Two or more races	5.0%	4.6%	4.4%	
Housing Units	11,495	171,087	589,858	
Owner-occupied	20.6%	36.8%	50.0%	294,644
Renter-Occupied	69.7%	55.8%	44.8%	264,263
Vacant	9.6%	7.4%	5.2%	30,951
Median Income	$18,589	$56,589	$75,619	
% of families at or below poverty	32.90%	19.8%	12.5%	
Educational Attainment for residents age 25+	17,659	255,467	1,013,784	
High School	38.6%	27.7	16.8%	
College w/o degree	33.7%	21.7	12.9%	
College with degree	27.7%	50.6	34.2%	
Language Spoken 1				
English Only	69.4%	60.5%	56.5%	
Spanish Only	6.1%	10.8%	7.4%	
Chinese	5.8%	5.3%	4.9%	

1. Primary language spoken at home

3.2 Racial Impact Analysis

a. The census data for West Oakland show that approximately 80% of the population of West Oakland is comprised of people of color, including African Americans, Hispanics, and Asians, compared to approximately 73% in Oakland and 67% in Alameda County.

b. The census data show that approximately 70% of West Oakland residents are renters, which is a notably higher percentage than throughout the City of Oakland and Alameda County.

c. The census data show that the median income of residents of West Oakland is approximately one-third of the median income for City of Oakland residents and about one-quarter of the median income for Alameda County residents.

d. Based on this census data, the outreach will be designed to prioritize reaching the African American, Hispanic, and Asian residents of West Oakland. It will also be focused on effectively reaching low income residents and renters.

3.3 Racial and Social Equity Outcomes

a. The public engagement process will help strengthen relationships, understanding, and respect between the City and the Port and the West Oakland communities.

b. The TMP will improve the physical environment in West Oakland by reducing the physical effects on the community of trucks serving the Port and serving the facilities to be built on City and Port property at the former OAB. To do this, the existing physical conditions will be documented to the extent data is readily available and input about these impacts will be sought from the people who live and work in West Oakland, especially from African American, Hispanic, and Asian residents/workers.

c. The public engagement process will inform how the TMP will prioritize action items for reducing impacts from Port and OAB trucks on the areas of West Oakland where the impacts are the most significant on African American, Hispanic, and Asian residents/workers.

3.4 Best Practices to be used in this Public Engagement Process

A range of best practices are available that can be used in the public engagement process; some of these options are listed below. The Port and the City will identify and implement applicable and appropriate public engagement practices at each stage of the development of the TMP. The public engagement processes could include some of the following practices.

a. Clearly identify the problems/issues the community is coming together to solve.
b. Clearly identify the decisions that community insights will influence.
c. Consult with CBOs regarding the design of the engagement process and incorporate their recommendations into the engagement process.

d. Use outreach strategies that are varied and tailored to meet the needs of the area by meeting people where they are and when they are available and using outreach staff that can communicate effectively with the various communities of the area.

e. Use a variety of potential methods to get the word out; for example, online/social media; through publications; through public repositories (e.g., libraries and community centers); through CBOs and their outreach methods; and attending CBO meetings and other public meetings.

f. Use newspapers that are specific to the cultural groups and LEP populations of the affected area.

g. Use a variety of engagement methods: public meetings and events, individual meetings with community leaders and groups, targeted interviews, and surveys.

h. Start the broad range of engagement methods early; do not wait for the public meetings. Start early with multiple ways for communicating and for providing input.

i. Provide a variety of methods to accept input, such as online, email, telephone, letters, and meetings.

j. Remove barriers to participating in the engagement process and create a welcoming environment. This includes accommodating the languages of the stakeholders and removing barriers to participation, such as location, time, transportation, childcare, inaccessibility, and power dynamics.

k. Informational materials should have graphics, use minimal text, and use simple language.

l. Informational materials should be distributed at locations frequented by local residents and businesses.

m. Use technology (e-mail, social media, apps, and websites) appropriately and as a supplement to other outreach.

n. Ensure that outreach to CBOs includes a broad range of groups representing diverse participants and viewpoints.

o. Evaluate periodically if the public engagement is working by assessing, not only the number of participants, but also their diversity; adjust the engagement as necessary.

p. Summarize input and key themes and share them with decision makers.

q. Acknowledge receipt of input and comments, ask follow-up questions, give input serious consideration and follow-up, and respond to suggestions by showing how input and comments were incorporated or explaining why they were not.

r. Build relationships and maintain contact with the community and report back throughout the process, for example by maintaining a list of stakeholders who have made comments or expressed interest and ensuring they receive information on an ongoing basis.

3.5 Public Outreach Tools/Activities & Engagement Methods

There is no simple solution or one size fits all approach to identifying an effective engagement method. The project team is consulting with CBOs and with key stakeholders regarding the best ways to engage, communicate with, and receive input from the people affected by transport trucks. To be most effective, there will be a range of complementary methods so that we engage a wide range of stakeholders and make the planning efforts as accessible as possible. The Port and the City will identify applicable and appropriate outreach methods for the TMP, which may include the following.

a. Public workshops.
b. Community and business surveys, questionnaires, and polls.
c. Community forums and events, such as CBOs and other local neighborhood, resident, and business associations.
d. Internet-based engagement.
    i. Dedicated webpage for the TMP, including schedule of events
    ii. Announcements via City and Port websites and social media
    iii. Use of social media and e-mail to encourage people to go to the City's and the Port's websites, to attend public meetings, and to provide their input
    iv. Online community surveys and polls
e. Printed materials that are user-friendly.
f. Use of maps and photographs of the project area to solicit input on issues, concerns, and improvements people would like to see. Post these maps and graphics on-line.
g. E-mailed public meeting/workshop announcements to each CBOs standard e-mail address, to representatives of each CBO, and to all others who request such notification.
h. Use of e-mail as an educational tool and to encourage attendance at public meetings/other events.
i. Development of short surveys/questionnaires to targeted stakeholder groups.
j. Posting notices of public meetings with information on other ways to participate at community centers and public buildings in West Oakland.
k. Repositories of information housed in public places like community centers and libraries.
l. Materials distributed to CBOs to encourage them to announce the TMP meetings at their upcoming meetings and post the meeting notices and informational materials on their websites.
m. City Council newsletters, electronic outlets, and list serves.
n. Use of local newspapers and other media to announce public meetings, provide background information, and spread the word on ways to participate.
o. Use of multiple easy ways to provide input, including an email address, a phone number with voicemail, and a mailing address.

3.6 Stakeholders in This Process

a. The general public in the affected area, including residents and business owners, plus citizens who interact with the affected area such as users of the public library, senior center, schools, and other public and private facilities in the area.

b. Racial and ethnic groups who live or work in the affected area, use the public facilities in the area, and patronize or work at the businesses in the affected area.

c. CBOs, including neighborhood groups, business groups, advocacy groups, and non-profit agencies. To date, the list of identified CBOs includes the following.

   i. West Oakland Community Advisory Group ("WOCAG") (Generally meets on the 4th Thursday of each month, 6-8pm, West Oakland Senior Center; group has a specific charge regarding the OAB project.)
   ii. West Oakland Commerce Association
   iii. West Oakland Environmental Indicators Project ("WOEIP")
   iv. West Oakland Business Alert group
   v. West Oakland Economic Development Working Group
   vi. Jack London Improvement District
   vii. Jack London District Association
   viii. West Oakland Merchants
   ix. West Oakland Neighbors
   x. Prescott Neighborhood Council
   xi. Lower Bottoms Neighborhood Association
   xii. Village Bottoms Neighborhood Association
   xiii. South of the Nimitz Improvement Council ("SONIC")
   xiv. EBALDC/Mandela Gateway Tenants, California Hotel, San Pablo Area Revitalization Collaborative ("SPARC")
   xv. Oak Center Neighborhood Association
   xvi. Hoover Resident Action Council
   xvii. Acorn Tenants Association
   xviii. City Towers Tenants Association
   xix. Sylvester Rutledge Tenant Association
   xx. Neighborhood Crime Prevention Council ("NCPC") Five on the West Side Beat 2X/5X Lowell/Acorn
   xxi. NCPC Beat 7X and West Oakland Neighbors
   xxii. NCPC Beat 2Y/5Y Prescott
   xxiii. Acorn Safety Meeting
   xxiv. West Oakland Core Team
   xxv. Oakland Housing Authority
   xxvi. St. Mary's Center
   xxvii. Port of Oakland Trucker Work Group

xxviii. The official Stakeholder list from MM PO-1 of the SCA/MMRP
xxix. West Oakland Senior Center
xxx. Center for Independent Living of Oakland
xxxi. West Oakland Green Initiative
xxxii. Green for All
xxxiii. Ella Baker Center
xxxiv. Attitudinal Healing Connection
xxxv. Prescott Joseph Center
xxxvi. West Oakland Community Collaborative
xxxvii. West Oakland Teen Center
xxxviii. St. Vincent de Paul
xxxix. West Oakland Urban Farm and Park (City Slicker Farms)
xl. Civicorps
xli. People's Community Market
xlii. West Oakland Jobs Resource Center
xliii. Rose Foundation for Communities and the Environment
xliv. Oakland Climate Action Coalition

d. Private sector businesses in the affected area, including but not limited to:

i. Truck drivers, trucking companies, and licensed motor carriers registered with the Port
ii. Trucking businesses in West Oakland and JLS
iii. Companies in the affected area that use trucks for their operations
iv. Lease holders and current and future tenants at the Port and OAB, including Prologis, CCIG, Oakland Maritime Support Services ("OMSS"), Custom Alloy Scrap Sales ("CASS"), California Waste Solutions ("CWS"), Dreisbach, and CenterPoint.
v. Employers in the area
vi. Businesses in the area that serve the Port, serve customers of the Port, or serve residents of the area

e. Public sector agencies located in the affected area that use trucks for their operations, including but not limited to:

i. East Bay Municipal Utility District ("EBMUD")
ii. US Postal Service (West Oakland offices)
iii. U.S. Customs
iv. Pacific Gas & Electric ("PG&E")
v. California Department of Transportation

f. Public agencies or public entities that interact with the affected area, including but not limited to:

   i. City of Oakland, City Council District 3
   ii. Office of Alameda County Supervisor District 5
   iii. City of Oakland Planning Department, Public Works Department, Police Department, and Department of Transportation
   iv. Port of Oakland Environmental Programs and Planning Division, Maritime Division, Social Responsibility Division, and Government Affairs Division
   v. Bay Area Air Quality Management District ("BAAQMD")
   vi. U.S. Environmental Protection Agency ("EPA")
   vii. California Air Resources Board ("CARB")
   viii. Alameda County Department of Public Health
   ix. Places of worship and religious organizations
   x. Senior centers and community centers
   xi. Local schools, including:
      1. West Oakland Middle School, Hoover School, MLK Jr. School, PLACE at Prescott School, Lafayette Elementary
      2. Student Program for Academic and Athletic Transitioning ("SPAAT") at McClymonds High School
      3. Ralph Bunche Academy (High School)
      4. Vincent Academy

3.7 Public Workshops

A minimum of five community workshops, sponsored and led by the City and the Port, have been planned; more will be held if it is determined that they are needed. In addition, the City and the Port may participate in meetings and workshops held by the stakeholders listed above. The City and Port will consider the following in planning the workshops.

- Consider having the workshops be sponsored by elected officials or CBOs.
- Announce workshops approximately four weeks prior to the workshop date with reminder announcements closer to the workshop date.
- Consider using polling at public workshops as a way of getting input from all attendees.
- Use visualization techniques, such as maps, charts, and table-top displays.
- Offer language interpretation services for public workshops upon request.
- Use interactive methods to engage meeting attendees and build relationships.
- Incorporate stakeholder feedback from prior workshops.

Community Workshop 1: Establish objectives, provide information (including visuals) about the basics of the TMP, provide some technical background, and identify key issues and impacts. Topics to be covered include the following:

- OAB redevelopment and Mitigation Measure 4.3-7
- Truck management actions underway since 2005, including Maritime Air Quality Improvement Plan ("MAQIP") and CTMP
- Explanation of the scope of the TMP
- Outline of the public process and the timing
- What the TMP will cover and will not cover, in order to manage expectations
- Background/context of the issues, using maps, charts, etc.
- Public identification of community strengths, concerns about trucks in West Oakland, and ideas for solutions
- Follow-up questions to evaluate understanding of identified key issues, suggestions, and concerns
- Summary of key issues, suggestions, and feedback

Community Workshop 2: Review background from Community Workshop 1 for participants who did not attend the first workshop; then undertake a site visit (a mobile workshop) to look at key issues directly in the community. Discuss the key issues observed and possible solutions.

Community Workshop 3: Provide an opportunity for out-brief and learning. Show how the public input from Workshops 1 and 2 was used to guide data gathering and technical analysis. This workshop will begin with a brief presentation on the first two workshops, followed by information stations using graphics and maps designed for direct interaction between planners and stakeholders regarding the preliminary results of the analysis to date. The desired outcome of the workshop and the input provided will help further refine the elements of the TMP.

Community Workshop 4: Present draft solutions based on input from previous workshops for public discussion, input, and prioritization. Photos, maps, and similar graphics will be used to illustrate solutions.

Community Workshop 5: Presentation and discussion of the Draft TMP.

3.8 Meeting Places, Times, and Communication Strategy

Through input from CBOs and other key stakeholders, along with knowledge of the area, the City and the Port will consider the following when planning workshop places and times.

3.8.1 Workshop Logistics

Key aspects of the workshop logistics are listed below. These elements of workshop planning will help create successful events that support the PEP goals.

a. Hold workshops on weekday evenings or Saturday mornings. Sunday afternoons can be considered. This will be discussed with CBOs and key stakeholders to pick dates and times which are convenient for as many people as possible.

b. Coordinate dates with other key events: Council meetings, Board of Port Commissioners meetings, major public events like holidays, public school calendar, and large sporting events.

c. Address Americans with Disabilities Act accessibility, convenience for residents and businesses to attend, language accessibility including interpreters if needed and translation of key documents, if requested. Languages for announcement of public meetings and interpreters will be determined based on community demographics. Information will be translated, based on requests. If material is not printed in a particular language, there will be, for example, a statement in the predominant languages that says, "If you would like this information in (language XX) please contact (510) ###-####."

d. Notify participants on meeting announcements about the availability of disability and language services.

3.8.2 Possible Workshop Locations

Choose locations which are accessible to people with disabilities, are close to and easy for the stakeholders to get to, are convenient to public transportation, are large enough for the expected turnout, have good acoustics, and have an appropriate layout and equipment to meet as one large group and in smaller breakout groups. Potential locations include the following.

a. West Oakland Public Library Auditorium
b. West Oakland Teen Center
c. West Oakland Senior Center
d. Oakland Housing Authority meeting room
e. DeFremery Center
f. Sullivan community center
g. Mt. Zion Missionary Baptist Church
h. Taylor Memorial United Methodist Church
i. West Oakland Urban Farm and Park
j. Lincoln Family Center
k. Oakland City Hall

3.8.3 Increasing Workshop Participation

The Port and the City will make use of multiple strategies to advertise the workshops and encourage participation. Applicable strategies from among the following will be considered.

a. E-mail meeting announcements/flyers to CBOs, other stakeholders, anyone who requests receiving such announcements, and the official "Stakeholder list" per MM PO-1.
b. Attend the recurring meetings of CBOs.
c. Direct outreach to CBOs to encourage their attendance at the workshops.
d. Post workshop notices on the TMP website hosted by the City.
e. Post notices on approved social media outlets.

f. Provide outreach through the Port's Trucker Work Group, including the bi-monthly meetings and e-mail list.
g. Place newspaper announcements, including in minority-language papers.
h. Distribute materials at locations in the area that residents and businesses frequent.
i. Announce the workshops through Council District 3 newsletter.

4.0 Staff Resources

Implementation of the PEP for the TMP will require support and participation from both City and Port staff as well as specialized consultant resources. Specific staff and roles are listed below.

a. Port of Oakland Staff:
    i. Andrea Gardner: Associate Environmental Planner/Scientist, Environmental Programs and Planning; lead Port planner for TMP
    ii. Diane Heinze: Supervisor, Environmental Programs and Planning; senior planner
    iii. Ralph Reynoso: Wharfinger, Maritime Division; trucking industry subject matter expert
    iv. Laura Arreola: Community Engagement Liaison, Social Responsibility Division; Port community engagement lead
    v. Richard Sinkoff: Director, Environmental Programs and Planning; management and oversight

b. City of Oakland Staffing:
    i. Patricia McGowan: Environmental Coordinator, Department of Planning & Building; lead City planner for the TMP
    ii. Joe Wang: Supervising Transportation Engineer, Department of Transportation; transportation subject matter expert
    iii. Officer Stephen Hewison, Oakland Police; commercial enforcement division
    iv. William Gilchrist, Director, Department of Planning & Building; management and oversight
    v. Elizabeth Lake, Deputy City Administrator of Real Estate & Major Projects; management and oversight

c. Consultants:
    i. Surlene Grant, Envirocom Communications Strategies, LLC: communications and community engagement consultant
    ii. Aaron Elias, Senior Engineer, Kittelson and Associates: transportation consultant
    iii. Alex Garbier, Transportation Analyst, Kittelson and Associates: transportation consultant

5.0 Schedule for Public Engagement

a. Refinement of this PEP with City and Port staff, using input from CBOs and key stakeholders: initially June-September 2017, and ongoing as needed.

b. Implementation of the initial steps of this PEP, including: initial outreach to key stakeholders; developing an e-mail list; determining the first meeting location and date; preparing the meeting announcement; developing the first meeting agenda, background information, and other materials; and developing the website: June-September 2017.

c. Hold public workshops. The schedule of public workshops will be refined, but is expected to occur October and December 2017, and April, July, and October 2018.

d. Engagement specifically defined in MM PO-1 requires: updates regarding the development of MM PO-1 subject plans, including the TMP, at "quarterly stakeholder meetings" (see definition in SCA/MMRP); 45-day announcement to specified "stakeholder" list prior to release of the Draft TMP; a minimum 17-day public comment period on the Draft TMP; and informational presentation to the City Council within 90 days of the City Administrator's approval of the final TMP.

6.0 Performance Measures and Evaluation of Public Engagement

The Port and the City will evaluate public engagement to assess outcomes of outreach in terms of number of people attending, geographic areas, diversity including race and ethnicity, language of attendees, disability, and other factors. After each public engagement, be it a small group meeting or the larger community meetings, the Port and City team will take notes of what went well and what needs improvement (if anything) and make adjustments accordingly. An evaluation will be done to assess the effectiveness of the engagement process and methods prior to the release of the draft TMP. The assessment will: report on implemented methods of outreach and engagement; identify the areas in which we are achieving our targets; and identify areas where there are gaps. Public engagement methods will be refined to address areas of outreach deficiency prior to the proposed Community Workshop 5, when City and Port staff will present and discuss the draft TMP.

Specific performance evaluation techniques may include one or more of the following.

a. Outputs (e.g. number of meetings held; number of ads placed; number of publications in which notices are distributed; number of language and disability access requests honored; number of comments acknowledged; number of comments summarized and raised with decision makers; number of comments incorporated)
b. Inputs (e.g. number of comments; quality of comments; number of new commenters/attendees)
c. Numbers of participants (e.g. workshop attendees, commenters)
d. Representativeness (e.g. participation from residents, business owners, workers, community organizations, public sector organizations)
e. Diversity of participants (e.g. age, race, language, disability, income, geography)
f. Which types of outreach reached people and encouraged them to attend (how they heard about it; which venue they attended; how they submitted input)

g. Which methods people used to submit input (in person, email, online, phone, individual meeting)

h. Whether community input corresponded to, and was coordinated with, key milestones and phases in the planning process

i. Whether potential stakeholders were fully identified, especially those with key equities in the TMP, and whether their interests became known and were acted upon

j. Whether the role of public involvement in the TMP is clearly known by stakeholders and includes mechanisms for ongoing, rolling feedback to the City and the Port

k. Participant satisfaction (e.g., with convenience [location, time, accessibility, etc.] of meetings/communications; effectiveness [clarity, adequacy, timeliness] of communications; variety of communications; ease of input; respect for input demonstrated; level of consideration of and responses to input; fairness), evaluated potentially through paper and/or online surveys

l. Whether the results of public participation are communicated to people who were involved in public planning process and to relevant decision-makers, to demonstrate how public input is used

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East 14th Street/ Mission Boulevard Corridor Improvement Community Outreach Plan (Plan to update 1/17/2020)

PROJECT CONTACTS: **Design and Pre Construction:** Art Carrera, **Project Engineer**: Amber Lo (510) 670-5485
Construction: Bill Lepere

PROJECT DESCRIPTION AND BACKGROUND:
This is the 2nd phase of a three-phased project to make safety and aesthetic improvements to the corridor from 162nd Avenue to I-238. The improvement project will improve multi-modal access, strengthen community identity and revitalize the corridor.
Major project: improved sidewalks, raised median, bike lanes and bike racks, bulb-outs, street trees, stormwater treatment, utility undergrounding, fiber optic conduit, decorative street furnishings, public art.

This project will serve Edendale Middle school and the Ashland Cherryland business district.

This project is funded by Measure B/BB, which requires ACTC involvement in all public outreach efforts.

Challenges: Business entrances and exit during construction and after (identifying illegal doorways), traffic, access, translation, parking loss, potential business closure. Identify what to do if something happens with power.

PROJECT KEY DATES SCHEDULE (subject to change)

5/21	Contract Advertised
8/6	Contract Awarded
10/2019	Construction to start (pending negotiations. It will start in October or January 2020)
10/2019	Possible Groundbreaking

OUTREACH ACTIVITY / TASKS	*Responsible Party*	*Status / notes*	*Due Date*
PRE-Construction Activities			
Contact and Inform Key Stakeholders **Identify key Stakeholders** **Create Project Contact List** *(key "partners" listed below)* • Ashland Cherryland Healthy Community Collaborative • Edendale Elementary / School District • Reach Ashland Youth Center • Alameda CDA	**Monica – LLA**	Assemble various lists provided by ACPWA and enhance with other known contacts. Contact list will be used to disseminate information at key points, and for selected invites to events.	June 30, 2019

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OUTREACH ACTIVITY / TASKS	Responsible Party	Status / notes	Due Date
Supervisors (Nate Miley – his district for Phase II) Provide all meeting notices, fact sheets, PowerPoint presentation and press releases to District 4 staff for their information and for their distribution to constituents and interested parties	**Halimah**	Halimah to be primary contact with Supervisor's office. LLA will provide materials requested. LLA / Surlene will support meetings as requested.	On-going
Neighboring City Officials (Mayor and all Council) San Leandro and Hayward	**LLA /Surlene**	Add to contact list, Invite to key events	June 30 for contact list
Key Staff and board members of Funding Partners: ACTC, Caltrans (SB1); Bay Area Air Quality Management District. State Senator Bob Wieckowski , State Assembly member Quirk; Supervisor Wilma Chan and other County Supervisors;	**LLA**	Add to contact list, Invite to key events	June 30 for contact list
AC Transit (any other utilities, etc.)	**ACPWA**	Add to contact list, Invite to key events	June 30 for contact list
San Lorenzo School District – Edendale Middle School	**LLA**		
Determine Languages needed – any Communities of Concern identified	**LLA**	Info will help to prepare adequate outreach materials	
PUBLIC INFORMATION AND COMMUNITY OUTREACH MATERIALS			
NOTE: LLA will prepare public information collaterals. ACPWA will mail them, post them to social media sites, and in case of traffic /transportation projects get information to 511.org, Waze, Google maps, etc.	***Halimah / ACPWA will give info to Ashwin Swenson (social media) or Guy Ashley for the news media (County's PIO)***		
Translation of any of the below	**To be determined**	LLA to determine demographics and language needs – specifically of business owners in project area and languages spoken at school	Pending
Poster board and displays	**LLA**	To take to various meeting and community festival	June 5, 2019
Press Release development	**LLA**	To be developed after award of contract and information available about construction schedule	Oct – prior to construction
Press Release distributed	**ACPWA/ Halimah**	Halimah to process and to provide to sources based on practice	To be determined
Newspaper / E-press / Social Media calendar announcement - creations	**LLA**	*Draft developed*	To be determined
Newspaper / E-press / Social Media calendar announcement - distribution	**ACPWA**	*To provide to Ashwin*	

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OUTREACH ACTIVITY / TASKS	*Responsible Party*	*Status / notes*	*Due Date*
Newsletter	**LLA**	*E- newsletter – Content developed by Shawn.*	Periodic updates
Post Card mailer / handbill for residents and businesses **- creation**	**LLA**		
Post Card mailer / handbill -- **distribution**	**ACPWA for mailing / LLA for community door-to-door distribution**		**3-4 weeks ahead of construction**
Fact Sheet / FAQ Sheet	**LLA**	**Initial draft is done**	**Pending – June 8 for the FamFest**
Project Website Content and page	**LLA**	Same materials as press release or meeting notice above	June 5 and on-going
Peach Jar (schools)	**LLA**	New (to us) information platform used by schools to inform parents and families of programs and updates. LLA to work with Stanton School to see if they use this system	
Next door	**To be determined**	Who in County team can post to Next Door?	
Website posting	**ACPWA Webmaster**		June 5 and on-going
Facebook messaging	**ACPWA Webmaster**	*May be done by LLA*	Pending
Twitter	**ACPWA Webmaster**	*May be done by LLA*	Pending
511.org / "Waze / Google	**Halimah**	*Not applicable for this project*	
Other???			
OUTREACH AND NOTIFICATION TO BUSINESSES AND RESIDENTS			
Translation (*repeated here as a reminder)*	**To be determined**	LLA to determine demographics and language needs – specifically of business owners in project area and languages spoken at school	Pending
Letters or notices distributed to property owners One month before work is to start 72 hours before impact to their particular business / parcel / resident	**LLA/ ACPWA / Construction Contractor**	LLA to work on the text and language. LLA to create the advance notice material. ACPWA and LLA to work on 72-hour notice. Contractor to distribute	September 2019

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OUTREACH ACTIVITY / TASKS	*Responsible Party*	*Status / notes*	*Due Date*
ents: • Personal contact/outreach to affected property owners within the project area • Mail confirmation notice to residents located within the vicinity of project area if problematic access • Contractor to place "detour" "businesses open" signs	**LLA/ ACPWA**	**LLA to do initial assessment regarding problem areas.** ACPWA construction or ROW staff to work with property owners regarding access and schedule **determine level of contact with other businesses -** **Recommend door-to-door drops with each one**	May / June for early assessment July forward for entire project September forward for noticing, **if Oct. start**
GROUND BREAKING – At Start October 2019 or January 2020			
Identify Location	**LLA/ ACPWA**		
Create invitations / save the date	**LLA**		
Develop program – who will speak, etc.	**LLA / with sign off from HA/ ACPWA**		
Secure entertainment and notify speakers, other program details	**LLA / HA**		
Secure equipment – tents, chairs, AV Equipment	**LLA/ ACPWA with Contractor**		
Send out invitations / media and press releases	**LLA /ACPWA – HA and office services**		
COMMUNITY MEETINGS – PRE MEETING ACTIVITIES			
NOTE: Currently there are no ACPWA Public Meetings Planned for ths project. The team will latch onto existing community and public meetings **Those activities listed will be done in preparation of any public presentations to ensure team is prepared**.			
Identify and secure site	**LLA**		
Verify reservation and confirmation	**LLA**		
Point person for meeting and location	**LLA (or Halimah depending on first contact)**		
Room set up	**LLA**		
Meeting design and flow	**LLA / SG and ACPWA team**		

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OUTREACH ACTIVITY / TASKS	Responsible Party	Status / notes	Due Date
Sign in Sheets	**LLA**		
Determine and prepare reports and other background materials	**ACPWA project team**		
Surveys/handouts	**LLA / ACPWA**		
Comment forms / sheets	**LLA**		
Power Point	**ACPWA**		
"internal" direction or station signs	**LLA**		
Evaluation forms	**LLA**		
Printing of Meeting Materials	**ACPWA**		
Delivery of Meeting Materials			
Special equipment needs (ORDER IF NOT ON HAND) • Flip Charts • Easels • Audio-visual • Projectors • Screens • Monitors / Lap tops			
Refreshments ordered	**LLA**		
Order any give-away items	**LLA**		
Prepare External g signage and directional arrows	**LLA /ACPWA**		
COMMUNITY MEETING -- DAY OF PREP ACTIVITIES			
On Site Kit: • Name tags • Markers • Pens/Pencils • Sign in sheets • Laser Pointer	**LLA**		

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OUTREACH ACTIVITY / TASKS	Responsible Party	Status / notes	Due Date
g supplies such as Post it Notes / Dots/ flag	**LLA / Team**		
Room set up (logistical placement) Table and chairs arrangement	**LLA working with facilities staff**		
Supplies –"just in case" prepared: Tape, tacks, scissors, etc.	**LLA**	***"travel" to-go bag***	
Give away items delivers			
Refreshments Picked up and set up /Delivery			
Child care	**LLA**		
On-site translation	**LLA with County**		
Photo release/ photo approval form			
Cameras for photos of sessions			
Videographer			
CONSTRUCTION PHASE			
Identify Key Stakeholders – include those listed in earlier phase, all properties impacted • Alameda County Board of Supervisor, Nate Miley, District 4 • Alameda County Transportation Commission (ACTC) for Measure B/BB funds • Ashland Cherryland Healthy Communities Collaborative • CDA • East Bay Bikes • Emergency Services (hospitals, fire, sheriff, CHP, etc.) • School Districts/Colleges ▪ San Lorenzo School District ▪ Edendale Middle School • City of San Leandro • City of Hayward • Transit, Utilities, etc.			
BOARD OF SUPERVISORS – DISTRICT OFFICE Provided all meeting notices, fact sheets, PowerPoint presentation and press releases to District 4 staff for their			

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OUTREACH ACTIVITY / TASKS	Responsible Party	Status / notes	Due Date
d for their distribution to constituents and interested parties.			
Communicate Project Construction Schedule to Stakeholders *(electronic for email blast and hard copy for posting)* Revisit community associations, neighborhood groups, schools, committees, etc., to present construction schedule, sequencing, impacts, etc. Send letter/invitation to attend District 4 meetings to all to residents, businesses, property owners, and stakeholders vis USPS, email and/or GovDelivery Mail notifications 2-4 weeks in advance Door-to-door notices Contractor to provide 10 day information to team regarding impacts (no parking, demolition, etc. to residents, businesses, and property owners throughout project's duration	**LLA w/ ACPWA**		
Contact (w/ confirmation) affected services [e.g. Postal (USPS), Paramedics, Fire, Sheriffs, CHP, Waste Management	**ACPWA**		

Community Meetings, including but not limited to:
• Existing community meetings and/or advisory committees
  ▪ Ashland Cherryland Community – Agenda Item
  ▪ Edendale Middle School (PTA)
• Chambers of Commerce
• Community Open House
 	
Meeting Notifications:			

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OUTREACH ACTIVITY / TASKS	Responsible Party	Status / notes	Due Date
ute meeting invitation via USPS and email to residents, businesses and project stakeholders and email subscribers • Post notice to the ACPWA project webpage and County's Event Calendar • Social Media advertisement of meeting Articles/Announcements in local papers and publications			
Project Signage • Project information sign (i.e., "Your Tax Dollars at Work") with ACPWA logo, ACTC (Measure B/BB) funding partner logo, and phone number. • Changeable Message Signs posted two weeks in advance with construction events (such as road closure, detour, night work, etc.) and dates/time • Provide "Open During Construction" signage for businesses • Other signage as identified by project engineer and/or stakeholders			
Outreach and Notifications to Residents ACPWA Right of Way Services staff will contact property owners within the project limits/area via Personal contact with each property owner to discuss impacts and obtain necessary permits. • Personal contact/outreach to affected property owners within the project area • Mail confirmation notice to residents located within the vicinity of project area			

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OUTREACH ACTIVITY / TASKS	Responsible Party	Status / notes	Due Date
Project Webpage Create project-specific webpage and update project status including: • Digital informational materials (fact sheet, FAQ, presentations, meeting invitations, etc.) • Construction schedule (when available) • Contact Information for Project Engineer			

Press Release / Media Outreach
Communicate project information, community meeting notifications and project status through media outlets and others, including (but not limited to):
 	
• Local media outlets
  ▪ Bay Area News Service (disseminates to all local media outlets)
  ▪ San Leandro Times
• County Facebook and Twitter
• ACTC Watchdog Group
		Measure B/BB project – be sure to include outreach materials	

Project Information Materials (Printed and Digital)
 	
• Project Fact Sheet
• Frequently Asked Questions
• Letters to property owners, residents and businesses
 	
• **Display Boards for Community Meetings**
  ▪ Rendering – Project with Features Included
  ▪ Bike/Ped Facilities and impacts to right of way
  ▪ PLATT Map with each home (Right of Way Department)
		Fact sheet in progress;
		Measure B/BB funds included – need to include ACTC information on all printed materials
		
		Send notification letters to residents prior to September Open House	

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OUTREACH ACTIVITY / TASKS	Responsible Party	Status / notes	Due Date
Road closure/Construction information through: • Agency webpage (both project information page and road closure mapping tool) ▪ County ITD to do social media announcements/status updates on daily basis beginning with closure notice two weeks in advance, one week in advance, and daily throughout closure. • Stakeholders, including Board of Supervisors, District 4, ACTC • Contractor to provide 10-day advance notice of impacts (no parking, demolition, etc. to residents, businesses, and property owners throughout project's duration			
PROJECT PHOTOS (BEFORE, DURING & AFTER)			
(PROJECT) RIBBON CUTTING CEREMONY – AT END			
APPLY FOR (VARIOUS) PROJECT AWARDS			

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City of Pinole

Communication and Engagement Plan

Response to RFP Originally Submitted
Friday, April 30, 2021
3:00 PM PDT

Updated Response to RFP Submitted
Tuesday, July 20, 2021
5:00 PM PDT

July 20, 2021

Andrew Murray
City Manager
2131 Pear St,
Pinole, CA 94564

RE: City of Pinole Communication and Engagement Plan Proposal

Dear Mr. Murray:

The Institute for Local Government, InterEthnica and Uptown Studios are honored to submit an updated proposal to assist the City of Pinole in developing a Communications and Public Engagement Plan. This Team brings deep experience and expertise in local government, communications, equity, branding, and public engagement. Our extensive experience in the Bay Area and with similarly sized jurisdictions across California provide important context for our work.

Our methodology reflects the unique goals and assets of the City of Pinole and its residents and businesses, and will result in a tailored approach to the planning process that reflects your values. We will design a process that is focused on meeting the City's goals, budget, and staff resources. We will leverage existing resources and assets and integrate strategies that support the City's need for efficiency as a small but nimble municipality.

Based on our combined experience and our strong desire to help advance the City's mission to build successful communications and public engagement strategies with a strong and recognizable brand, we hope you will accept this proposal.

Thank you for the opportunity to respond to this RFP. This proposal is valid for thirty days following the proposal due date.

Sincerely,

Erica L. Manuel
Erica L. Manuel
CEO & Executive Director
INSTITUTE FOR LOCAL GOVERNMENT
1400 K Street, Suite 205
Sacramento, CA 95814
Tel: 916-201-5029
Email: emanuel@ca-ilg.org
Web: www.ca-ilg.org

Julia Salinas
Julia Salinas
Senior Manager of Equity & Community Engagement
INSTITUTE FOR LOCAL GOVERNMENT

Tel: 415-583-8325
Email: jsalinas@ca-ilg.org

POINT OF CONTACT FOR THE PROPOSAL

2. Location & History

Location

Institute for Local Government - Prime Consultant:

Headquarters: Sacramento, CA
Primary Field Office for this Contract: El Cerrito, CA
Length of Time in Business Providing Relevant Services: 66 years

InterEthnica - Sub-Consultant:

Headquarters: San Francisco, CA
Length of Time in Business Providing Relevant Services: 17 years

Uptown Studios - Sub-Consultant:

Headquarters: Sacramento, CA
Length of Time in Business Providing Relevant Services: 29 years

History: The Institute for Local Government

For 66 years, the Institute for Local Government (ILG) has worked with local agencies to help them solve complex issues ranging from sustainability to ethics to public engagement. ILG believes in promoting good government at the local level by providing practical, impartial, and easy-to-use resources for California communities.

ILG is the official non-profit affiliate of the League of California Cities, the California State Association of Counties, and the California Special Districts Association. This important affiliation affords ILG a unique perspective and an unparalleled understanding of and relationships with thousands of city, county and special district elected officials, administrators, key staff, and local stakeholders in virtually every community in California. Local officials rely on ILG to assist their communities and help them grapple with difficult and sometimes contentious issues.

Inclusive public engagement is a cornerstone of ILG's work and expertise. Whether it is supporting and connecting with local leadership programs as a pipeline to engage specific populations such as youth, business representatives, or residents with limited English proficiencies; or partnering with local community-based organizations to inform, design and implement customized public engagement processes to tackle digital divides, ILG's inclusive public engagement approach has helped dozens of cities achieve policy success.

ILG's trademarked TIERS (Think-Initiate-Engage-Review-Shift) program is a five-pillar framework developed by ILG that any local government can use to plan, execute, and evaluate authentic public engagement efforts regardless of budget and resources. This framework provides a foundation for public engagement that can work when developing plans or/and in concert with existing roadmaps and action plans to bolster a city's efforts and achieve real results.

The TIERS program is just one reason why local officials and community stakeholders view ILG as a trusted and objective resource for delivering high-quality public engagement services on complex issues. Our work with the TIERS framework has shown us the value of customizing messaging and public engagement planning to meet city's goals and community's specific needs.

ILG has statewide reach, broad local and regional networks, and strong relationships with a multiplicity of local governments. ILG has worked on some of the most difficult public policy issues facing local governments in California – but our strength is in our ability to customize our engagement planning, implementation, and messaging to match the unique culture of a specific community.

Special Expertise, Experience, and Resources for this Project: The Institute for Local Government

ILG has extensive expertise in designing and executing public outreach and engagement plans for city governments and leading training and capacity-building efforts to enable governments to succeed in this work. By working closely with the City of Pinole, we will ensure that best practices from our TIERS framework and key learnings from working with other jurisdictions are integrated into your Communications and Community Engagement Plan. By working with ILG, the City of Pinole will have greater access to our learning network of California local governments through our training programs and webinars focused on community engagement.

Julia Salinas, ILG's Senior Manager for Equity and Community Engagement is uniquely equipped to lead this project based on her experience working closely with various city governments, helping them evaluate their public outreach and engagement strategies, facilitate workshops and focus groups to inform this work, and facilitate strategic planning processes with City officials and community leaders. Julia is a resident of the East Bay and is very familiar with the demographics and nuances of the region.

History: InterEthnica

Since 2004, InterEthnica has created strategic communications and engagement plans designed to reach diverse populations throughout the San Francisco Bay Area. InterEthnica's team of cultural consultants has a proven track record of working on high-profile projects for Bay Area government agencies. Our strengths are a combination of award-winning communications, engagement, and graphic and digital design, full-service market research, outreach and stakeholder engagement, translation, interpretation, copywriting, and transcreation.

For over 15 years, we've crafted communications plans and implemented projects utilizing equitable strategies, and culturally appealing tools that are tailored and easily understood and practical for the end-users. Our team understands equity – not only as professionals and academics but from lived experiences – and we work with passion and diligence to ensure project teams are effectively reaching and engaging with diverse stakeholders.

We design marketing plans that include public and stakeholder engagement and brand strategies based on client communications and existing research that includes descriptions of practical and interactive research, outreach, and engagement approaches used to encourage participation in focus groups or roundtable discussions and a list of outreach strategies designed to elicit meaningful input from the diverse community members. Our plans are designed to be an interactive document that is flexible to accommodate client ideas

and input from designated team members throughout the life of the project and identifies outreach tools, methods, and strategies designed to engage target audiences.

We recognize barriers to reaching communities of interest and introduce strategic tactics and tools designed to surmount obstacles and introduce creative environments wherein participants feel welcome and comfortable being their true selves and honestly expressing their thoughts and ideas. Implementing a process of authentic listening and feedback strengthens the communities' trust in our client's project. Each interaction with the community is carefully designed to facilitate a culturally nuanced outreach process that reaches and engages speakers of many languages. All feedback received from the community from focus groups, roundtable meetings, and outreach events are well-documented in written, visual, and when appropriate in audio formats.

InterEthnica has implemented successful, multicultural, multilingual, creative, innovative, and fun outreach strategies from creating mascots, like the Vision Zero Hero, or utilizing fortune cookie messaging and virtual reality on behalf of projects, including SFTMA's Vision Zero, MTC's Plan Bay Area, SF Planning's Housing Affordability Strategies and Housing Element Update 2022, SF Rec and Park Willie Woo Woo Wong and Portsmouth Square Redevelopment Projects, and countless more!

Special Expertise, Experience, and Resources for this Project: InterEthnica

InterEthnica will integrate extensive expertise in multicultural communications into the strategies of City of Pinole's Communications and Public Engagement Plan. We will also bring our organization's capacity to conduct broad community outreach to inform the plan so that the diverse voices and experiences of the people of Pinole are reflected.

History: Uptown Studios

Established in 1992, Uptown Studios, Inc. offers a full range of marketing services to support any visual communications needs our clients may have. Our extensive experience as a creative management team ensures our ability in handling a job from concept through final delivery. Our in-house team of professionals has developed a strong working relationship with many cities, counties, nonprofits, state agencies, and other municipalities.

Uptown Studios is involved with our community. We consistently donate work and our time to local nonprofits and cause-related issues. We are socially responsible for the work we do. Our main goal is in our tag line "Designs for Social Change." Through the years, our commitment to the community has only deepened our intentions. We choose projects that will help grow healthy communities and work with groups to create change in fun and engaging ways.

Special Expertise, Experience, and Resources for this Project: Uptown Studios

Uptown Studios, Inc. has been working with local and statewide agencies since 1992 to create branding, strategies, develop key messaging and update and manage logos and branding. We have a team of 21 creative professionals that are here to see to all the needs described within the RFP. We have the team to

research, discover and develop your new branding and all the look and feel for any campaigns around the launch of a new or refined branding. We each have been trained in the techniques of Human Centered Design, which means that we will delve deeply into the target audience and build empathy with their needs and desires and come up with some unique and compelling branding for you. We are here to advise and recommend tactics that will work to build community. We have a full-time video team that can get the content out and our social media management and Google Ads team will utilize any design projects multiple ways, so you will get a bigger use out of each project. We have a full-time print manager that will handle and assist in the ordering of any ad specialty items necessary for a successful campaign, and a proposal will be sent for approval before any order is placed. Our design team is well experienced in creating digital templates, such as fillable PDFs, design and developing eblast templates and more. Once the style guide is completed our Art Director will host a training for your team on how to utilize the extensive guide to your team. Our team has the years of experience and the credentials to excel at this work - and give you results and a product that you will be proud of for years to come.

3. Key Personnel

Staffing Overview

As the prime consultant, ILG will be the primary contact and project manager for the contract. ILG will lead the design and implementation of all tasks with the exception of Deliverable 2C to conduct broader community engagement, which will be led by InterEthnica with ILG oversight. Branding would be led by the Uptown team. Throughout the duration of the project, InterEthnica and Uptown will contribute their expertise through strategic advising on overall project approach, key recommendations, and drafting communications strategies for the Communications and Engagement (CE) Plan. InterEthnica or Uptown will also provide graphic design services for the written CE Plan (Deliverable 4).

Institute for Local Government -- Prime Consultant:

Primary Office Location for this Contract: El Cerrito, CA
Main Office Location: Sacramento, CA

Name, Title	Project Role	Details
Erica Manuel, CEO and Executive Director	Principal-in-Charge	ILG CEO & Executive Director. Available to provide executive-level strategic counsel on an as-needed basis.
Julia Salinas, Senior Manager of Equity and Community Engagement	Project Manager	Primary contact and project manager. Manage scope, schedule, and budget. Design project approach and lead execution of all tasks.
Hanna Stelmakhovych, Program Manager	Project Staff	Provide day-to-day support with project implementation. Help coordinate execution of all tasks.

InterEthnica -- Sub-Consultant:

Office Location: San Francisco, CA

Name	Project Role	Details
Lisa Abboud	Principal-in-Charge	Develop equitable public outreach and engagement tools, and strategies. Design and facilitate groups and workshops.
Deborah Oh	Associate Principal	Plan, manage, and conduct analytical research, consult on development of multicultural communication plan, and implement graphic and UX Design.

Mona Abboud	Senior Project Manager, Cultural Anthropologist	Consult on equity and cultural resonance of communications plan. Develop and manage intercept surveys.

Uptown Studios -- Sub-Consultant:

Office Location: Sacramento, CA

Name	Project Role	Details
Tina Reynolds	Principal-in-Charge	Lead branding efforts. (*See Uptown Studios **Organizational Chart** for full list of branding and design staff, based on needs.)*

Institute for Local Government Team

Julia Salinas

Senior Manager of Equity and Community Engagement

Julia brings 15 years of experience in public outreach and engagement to the Institute for Local Government. She is passionate about bringing stakeholders together to develop shared visions, engage marginalized voices, and ensure equitable outcomes. She loves to help organizations develop goals and strategies, understand the impact of their work, and continuously improve their outcomes. She worked for the City and County of San Francisco for nearly ten years where she facilitated inter-departmental and cross-sector collaboration, community engagement, equity-focused policy development, strategic planning, and evaluation for a variety of City departments.

Julia received her graduate degree from the University of Washington Evans School of Public Policy and Governance. Through her graduate studies, she worked on neighborhood planning and public engagement evaluation efforts for the Seattle Department of Neighborhoods and San Francisco Planning Department. Prior to graduate school, Julia worked at CirclePoint and the Peninsula Conflict Resolution Center as a consultant for San Francisco Bay Area local governments, working to educate and engage community stakeholders in local public decision-making. She graduated from Oberlin College with a BA in Environmental Studies, during which time she worked at a nonprofit, community foundation, and county planning commission focusing on sustainability and revitalization efforts in Cleveland, Ohio.

Relevant Project Examples

San Francisco Police Department's Community Policing Strategic Plan

In response to the US Department of Justice assessment of policing practices in San Francisco, Julia designed a strategic planning process to identify needs and priorities for improved community policing

practices. Working closely with the Commander of the SFPD Community Engagement Division, Julia facilitated bi-weekly meetings with a working group of community stakeholders to inform the planning process. She designed and executed research to inform the planning process, including facilitation of SWOT analysis sessions, best practice research, and internal and external stakeholder survey efforts. Julia led all aspects of the project, including client management and supervision of a junior analyst.

SFMTA's Language Assistance Plan and Public Participation Plan
Julia designed and managed an extensive research effort to determine optimal outreach methods for the San Francisco Municipal Transportation Agency (SFMTA) to use in informing Limited-English Proficient populations of San Francisco about public transportation changes. Julia led an RFQ process and contract negotiations, developed the project scope, and managed the consultant team for a highly complex, 9-month project. Julia designed the process for conducting multilingual surveys, focus groups, and interviews with nonprofit service providers. She supported secondary data analysis (e.g. analyzing Census data), drafted sections of the final report, and reviewed consultant deliverables, budget, and timeline. Julia presented ongoing project updates and the final report to SFMTA policymakers and staff.

San Francisco Planning Department
Julia planned and executed an in-depth evaluation of the Dept's public outreach and engagement strategies. She drafted and conducted community and staff surveys, focus groups, and interviews; analyzed data; drafted and presented research findings and recommendations for new guidelines and implementation measures.

Seattle Department of Neighborhoods and Dept. of Planning and Development
Julia developed and executed a plan for stakeholder input into a visioning process for the Seattle Neighborhood District Council. She conducted focus groups and interviews with community leaders, city staff, and civic engagement practitioners, developed an online survey for wider participation, and analyzed and presented results to the Citywide District Council.

Hanna Stelmakhovych

Program Manager

Hanna has over seven years of experience working with local government agencies on a variety of community engagement issues including immigrant integration, language access, housing, climate resilience and air quality. Hanna was integral in developing the ILG TIERS Framework as well as the Bay Area Air Quality Management District's recent update report on the status of implementation of its five-year public engagement plan. She facilitates stakeholder groups for AB 617 communities in the San Joaquin Valley and leads ILG's TIERS Public Engagement Learning Lab workshops. Prior to joining ILG in 2017, Hanna served two AmeriCorps terms at the American Red Cross where she developed volunteer engagement manuals and engaged local communities in disaster preparedness and emergency planning. Hanna holds a degree in Government, the graduate Certificate in Collaborative Governance from Sacramento State University and the certificate in Project Management. She is currently pursuing her MPA from Sac State and conducting qualitative thesis research on engaging community opposition to housing projects.

Erica L. Manuel

CEO & Executive Director

Erica has over 20 years of experience helping public, private and nonprofit organizations implement innovative policies to provide strong leadership, advance climate resilience, support economic development, engage communities, and drive positive change. In her role as ILG's executive director, she wears many hats - from facilitating community conversations in AB 617 communities, to supporting ILG's communications and development work.

Prior to joining ILG in 2019, Erica served as a senior leader at the Sacramento Municipal Utility District, an appointee of Governor Schwarzenegger, and a public relations executive with Edelman Public Relations, among others. Erica spent nearly 10 years as a strategic communications consultant for Fortune 500 companies. Erica studied at Stanford University, Boston College's Carroll Graduate School of Management and Northwestern University's Kellogg Center for Nonprofit Management. She is also certified in Nonprofit Management, Dignity Infused Community Engagement (DICE), Corporate Social Responsibility and GRI Sustainability Reporting.

InterEthnica Team

Lisa Abboud

Principal

As the principal of InterEthnica, Lisa has ensured that equity is the foundation of all of our projects since 2004. Lisa has over 20 years of experience engaging with the diverse communities InterEthnica works with on behalf of public agencies through development of innovative research and communication plans. Among her notable successes are campaigns in stakeholder engagement, meeting facilitation and training, marketing, and management of all aspects of events and informational campaigns supporting educational and social causes and nonprofit organizations. She oversees the development and cultural adaptation of designs targeting multicultural communities, including Limited English Proficient audiences, at the local, regional, and statewide levels. As a highly skilled and experienced meeting facilitator and focus group moderator, Lisa is known for successfully leading groups on contentious topics, with participants of opposing viewpoints, and with topic-sensitive populations. She gleans insights that give project teams a deep understanding of their target audiences and participant perspective and enhances the trust between the public and government agencies.

Lisa has been chosen as part of the team to write the Transit Equity Assessment on behalf of San Francisco Planning, a document that outlines the importance of ensuring equitable engagement processes. Lisa is the trusted multicultural consultant for the SFCTA, SF Port, SF Planning, SFMTA, SF Department of Elections, and SF Department of Environment. Lisa is a graduate of San Francisco State University in Liberal Studies and holds an advanced certification in community-based social marketing (CBSM). She is bilingual in Arabic and English.

Deborah Oh

Associate Principal

Deborah is a multicultural researcher, analytical strategist, and gifted engagement strategist and consultant with specialized experience designing campaigns that engage and reach low-income, limited English proficient (LEP) communities. Deborah applies her experience as a researcher, graphic and UX designer, and community-based social marketer to create strategic approaches to community engagement campaigns, research, and graphic design that result in understanding and creating change. She is proud of her strategies that drive behavior change, like the one used to reduce litter among the park users in Salinas through development of a multilingual campaign and activities that resonated across a diverse set of languages, ages, and park users.

Deborah leverages her deep experience with graphic and UX (user experience) designs to help our clients develop campaigns and experiences with the diversity of users in mind, ensuring that equity is promoted throughout the design process, utilizing empathetic and agile design principals, exemplified in her efforts as creative director for the City of Tacoma, Environmental Services: Solid Waste Division using research insights to execute culturally appropriate, transcreation of solid waste informational materials in 6 languages. Deborah studied International Relations with a focus on Latin America at Stanford University and earned a bachelor's in international relations, minor in studio art. Deborah is a graduate of UC Berkeley's Professional Program in Graphic Design, a certified UX Designer, and holds an advanced certification in Community-Based Social Marketing (CBSM). She speaks English, Spanish, and Korean.

Mona Abboud

Senior Project Manager & Equity Consultant
Certified Focus Group Moderator

Mona is experienced in managing extensive multilingual research, translation, and production projects and serves our clients as a cultural and equity consultant, ensuring that project planning, strategies, and implementation effectively utilize process equity.

Mona's background as a cultural anthropologist coupled with her experience guiding equitable discussions with and on behalf of our clients led her to be chosen as a co-author of the Transit Equity Assessment on behalf of SF Planning. Mona is the senior project manager for the development of the San Francisco Voter Information Pamphlet and election materials, where she ensures the equitable access of voting materials. She recently served as the lead researcher and cultural consultant for SF Planning's Housing Affordability Strategies' focus groups and has since been chosen as a research panelist to departments and organizations across the Bay Area, like SPUR.

Mona served as the senior project manager and research strategist for the City of Tacoma's multifamily research and transcreation project where she led our team of researchers and graphic designers to execute focus groups, culturally nuanced design, and UX consulting in 6 languages and has since been asked to speak about the importance of multilingual research to nationwide organizations, like The Recycling Partnership.

Mona earned degrees with the highest distinction of honors in Socio-Cultural Anthropology, Political Science, and Law & Society. She graduated summa cum laude from UC San Diego where she wrote an award-winning honors thesis titled Racial Disparities in Plea Bargaining, served as the college's Diversity Equity

and Inclusion representative, and is a guest lecturer on understanding equity to a variety of community colleges in Southern California. Mona is a certified UX Designer, holds an advanced certification in community based social marketing (CBSM), is a certified Focus Group Moderator with a Certificate of Proficiency in Qualitative Research, and is spring 2021 candidate for a Certificate of Proficiency in Market Research Methodologies and Applications from the Burke Institute.

Uptown Studios Team

\Tina Reynolds

President/Innovation

Holder of the “Big Picture,” Tina brings her extensive design career and connections to this project.

Since 1976, Tina has been creating marketing materials that promote behavior change through practices of social marketing and Human-Centered Design. She also plans on working for another 100 years. Tina is responsible for all aspects of running Uptown Studios. To ensure that your project is engaging and successful, she will meet with you and project stakeholders all while staying involved throughout the entire process. A properly branded campaign will bring about the awareness that you are looking to attain. We want to create campaigns that are inviting, look like the target audience, and will create a better community.

In addition to Tina’s extensive experience running Uptown Studios, she has also positioned herself as the great community collaborator. She is an expert at identifying teams and opportunities for groups to collaborate.

The Uptown tag line, “Designs for Social Change,” is just one example of their commitment to use the powers of
design and communications to improve our society, create campaigns that build behavior change, and strengthen critical systems that positively support the evolution of our community’s future. Behavior change and knowledge-based campaigns are at the core of the expertise at Uptown Studios. Under Tina’s leadership, Uptown Studios creates engaging and compelling brands that resonate with each of the defined target audiences and move them toward behavior change.

4. Scope of Work

The City of Pinole's goal is to develop a strategic Communications and Engagement (CE) Plan that outlines tools, mechanisms, and procedures for the City to effectively communicate information and engage residents and businesses in a way that encourages two-way dialogue and active participation in community and civic affairs. The City wishes to build upon current tools and practices that are successful, while also identifying additional tactics to achieve desired outcomes and include them in the CE Plan.

The ILG-InterEthnica Team brings deep experience and expertise in communications, equity, branding, and public engagement. Our methodology will reflect the unique goals and assets of the City of Pinole and its residents and businesses, and will result in a tailored approach to the CE planning process that truly reflects your values.

Our Team will employ a customized approach to developing the City's CE Plan that will ensure the process is:

- **Flexible and Efficient:** We will design an assessment and planning process that is tailored to the City's goals, budget, and staff resources. We will leverage existing resources and assets and consider strategies that support the City's need for efficiency as a small, nimble municipality. The tasks outlined below can be adjusted as desired by the City of Pinole.
- **Participatory:** Our process will be tailored to engage key stakeholders in the planning process through targeted, multi-modal engagement methods that ensure buy-in from City staff and community members. A fully participatory process minimizes risk, manages reputation, and increases the likelihood of successful implementation and results.
- **Equity-driven:** We believe in equity -- not just in name, but in practice. We will develop a process that ensures marginalized voices, the hard-to-reach, and broader community needs are reflected in the CE Plan through targeted community engagement. We seek meaningful input and engagement from more than just the "usual suspects."
- **Focused:** Our process will be laser-focused to align with your Strategic Plan and other City priorities (e.g. volunteerism), while still leaving space for the discovery of emerging community needs and solutions.
- **Implementation-oriented:** This plan will be actionable. We will focus on outlining the structures, policies, and processes needed for successful implementation so you have a clear roadmap for how to proceed, how to track progress, and how to measure results.
- **Integrated Best Practices:** We will develop a plan that integrates best practices and lessons learned from the field of branding, communications, and public engagement, based on our team's expertise doing this work locally, regionally, and nationally. But we will tailor our recommendations to meet the specific needs, goals, and resources of the City of Pinole.

Deliverable	Possible Timeline (to be updated per City timeline and scope)
1: Project Plan	September 2021
2: Current Tools and Practices Assessment	Sept – Nov 2021 (depending on scope)

3: Recommendations regarding Communication and Engagement Tools and Practices	December 2021
4: Communications and Engagement (CE) Plan	Jan – Feb 2021 *(see samples of past work and proposed design in the **attachments**)*
5: Administration	Ongoing
6. Branding Services	TBD *(see **sample branding activities** and timeline attachment)*

Deliverable 1: Project Plan

Develop a detailed project plan that outlines the overall planning process for creating the City of Pinole's Communications and Engagement (CE) Plan. Articulate desired goals and outcomes for the CE Plan. Ensure the project plan is guided by City of Pinole's goals, available staff and consultant resources, and consultant expertise. Include detailed tasks, timelines, roles, and resources required to execute the planning process – including consultant and City staff responsibilities.

Deliverable 2: Current Tools and Practices Assessment

Conduct a thorough assessment of current communications and engagement tools and practices across City departments. The assessment will inventory and evaluate current practices and identify CE principles, goals, and strategies. The ILG/InterEthnica/Uptown Team recommends gathering input from City staff and community stakeholders, determining a level of engagement that works for the City's goals and budget for the CE planning process. The following tasks outline the breadth of possible tasks to conduct the assessment. Task 2A is the minimum effort to conduct the assessment and Tasks 2A-2C is the maximum effort.

The assessment and planning process will include the following goals:

1. Evaluate current practices: identifying strengths, weaknesses, needs, challenges, and opportunities for communications and public engagement for the City of Pinole.
2. Identify communication and engagement principles and desired outcomes and indicators -- to understand where we want to be (optimal future condition) and how we will measure progress to get there.
3. Identify and prioritize goals and strategies to create an actionable plan for CE.
4. Solicit reflections on staff and community identity and values (to inform future branding efforts).
5. Initiate branding activities based on input received.

Participatory Approach Overview (aligned with Tasks 2B and 2C):

If goals and resources allow, both the Current Tools and Practices Assessment and the CE Plan will be informed by understanding stakeholder experiences and needs, issues of interest, community identity and values, and methods of outreach and engagement that work for the local community. Key topics in the assessment and planning process will focus on priorities selected by the City of Pinole, e.g. volunteerism and topics from the City of Pinole Strategic Plan.

The ILG-InterEthnica Team will engage staff and community stakeholders in the assessment and planning process, in accordance with established goals and resources. The Team will leverage existing avenues of

participation to engage City and community representatives, such as inter-departmental meetings and active City commissions and boards. City staff stakeholders include representatives from a cross-section of City departments, such as senior leadership and key staff that manage communications and engagement. Community stakeholders include business and neighborhood associations, and community-based, faith-based, and youth organizations. Community stakeholders should also include the voices of those not typically engaged, that represent the demographic diversity of Pinole residents, especially marginalized populations. We recommend focusing on equity and inclusion so that the CE Plan results in successful outcomes for all community members.

Task 2A: Interview Key Staff and Review Documents

Interview key City staff and review documents. Understand current communications and public engagement goals, tools, and practices. Understand current monitoring and evaluation practices. Draft a summary that provides an overview of findings.

If only Task 2A is conducted for this Deliverable, we can adjust the scope and budget for this task to address all 3 goals above (evaluate current practices and identify principles, indicators, goals, and strategies). Otherwise, these goals will be addressed through execution of Task 2B and Task 2C.

Task 2B: Engage Stakeholders in Assessment and Planning

We will adjust the breadth and depth of stakeholder engagement in the planning process based on City of Pinole's goals, timeline, and resources available. We will vary the format and number of sessions based on goals for participation, number of participants, English language abilities, and comfort with online technologies (if conducted virtually). For example, workshop sessions can include large-group discussion, facilitated break-out groups, and online brainstorm and prioritization tools such as virtual whiteboards and live surveys. We will include an opportunity for participants to provide feedback on each engagement so that the City can continuously learn and improve during the planning process and beyond.

Proposed Series of Engagements:
The proposed series of engagements includes two staff workshops and two community stakeholder workshops in the order below and can be expanded or narrowed based on goals and available resources.

Staff Workshop #1:
Engage the City's senior leadership and key staff in a planning workshop:

- Provide a summary of communications/public engagement current practices
- Present background on the general value/benefit of communications and public engagement
- Present background on the value and process of developing outcomes and indicators to guide planning
- Solicit evaluation of current CE based on experience: strengths, weaknesses, needs, challenges, and opportunities
- Brainstorm principles, outcomes, and indicators as a group
- Solicit reflections on staff and community identity and values (to inform future branding efforts)

Community Stakeholder Workshop #1:
Engage community representatives in a planning workshop and/or conduct separate stakeholder interviews:

- Present an overview of the CE planning process and goals and the City's current CE practices

- Discuss the value/benefit of communications and public engagement
- Brainstorm principles, outcomes and indicators, strengths, weaknesses, needs, challenges, and opportunities related to communications and public engagement
- Solicit feedback on the needs/issues most important to the community
- Solicit reflections on community identity and values (to inform future branding efforts)
- Solicit input on how to engage the community on City of Pinole Strategic Plan priorities and volunteerism

Staff Workshop #2:

- Present an evaluation of CE and community priorities, based on information gathered so far
- Present consultant recommendations based on CE evaluation and CE best practices
- Ask City staff to identify and prioritize goals and strategies to achieve outcomes

Community Stakeholder Workshop #2:

- Present draft goals and strategies to community stakeholders
- Solicit feedback from community stakeholders (e.g. gaps and priorities for CE based on their experience)

The written deliverable for this task is a set of meeting notes organized by topics and themes.

Task 2C: Engage Broader Community in CE Planning

If in line with the City of Pinole's goals and resources, InterEthnica will facilitate informal focus groups and/or conduct an intercept survey with community members that typically are not engaged.

We will achieve the following:

- Identify any gaps in participation, target audiences, and conduct intercept surveys to ensure balanced inclusion of these voices
- Solicit input on needs and topics of importance, effective outreach and engagement methods, and community identity and values (to inform future branding efforts)
- Focus on marginalized populations, including Limited-English Speaking individuals, low-income populations, and Black, Indigenous, and People of Color
- Focus engagement on historically under-represented neighborhoods and on topics that are most pressing for the City of Pinole
- Conduct sessions and interviews in native language of participants where relevant
- Leverage existing communication channels while testing new outreach methods
- Conduct engagement prior to the final staff and community stakeholder workshops to inform goal-setting and prioritization
- Tailor engagement to have maximum reach and impact on the identified target audiences and meticulously track engagement

The most effective outreach and engagement is implemented by people and organizations that are trusted by the target community. We will leverage our deep relationships with community-based organizations (CBOs)and their communities to identify opportunities for partnerships and engage with a diverse range of audiences. When developing and leveraging our partnerships with CBOs, faith-based organizations (FBOs), schools, and community leaders, we will map out the communities they serve to identify our projected reach and determine any potential gaps. We will also provide a variety of methods for input to meet community members where they are at.

The written deliverable for this task is a set of meeting notes organized by topics and themes and/or summary of survey findings and raw results.

Deliverable 3: Recommendations Regarding Communication and Engagement Tools and Practices

This deliverable will include drafting the consultant team's recommendations for the City of Pinole communication and engagement tools and practices, including volunteerism. This task will be guided by the results of the Current Tools and Practices Assessment (Deliverable 2) so that it reflects the priorities identified by the City of Pinole and its staff and community stakeholders. Recommendations will be drafted based on consultant expertise and additional research, as needed. The recommendations will inform the CE Plan.

Deliverable 4: Communication and Engagement Plan

We will draft the CE Plan, reflecting staff and stakeholder input and consultant team recommendations, and with direction by City of Pinole leadership. The plan outline will reflect the goals of the City of Pinole and include the following sections, as desired:

1. CE Plan Goals and Process
2. Current Practices Overview and Evaluation
3. Principles, Outcomes, and Indicators
4. Goals and Prioritized Strategies, including specific tools, practices, and operational models
5. Implementation and Accountability Plan

The Implementation and Accountability Plan will include a set of recommendations for how to implement the CE plan, including resource allocation, internal coordination structures, ongoing monitoring and evaluation, and public transparency/accountability. We will meet with key City stakeholders to inform the implementation plan and present the plan to key stakeholders.

The plan will also reflect input from City staff and community stakeholders on community identity and values, to inform future branding efforts.

Deliverable 5: Project Administration

Ongoing project administration is critical to ensure the project meets the established scope, schedule, and budget and results in successful project outcomes. This deliverable includes:

- Weekly meetings between the client and consultant project managers to ensure successful project progress and outcomes.
- Ongoing communications regarding project management.
- Preparation of invoices and progress reports.

Note: the budget for this deliverable will depend on the final project scope and timeline.

Deliverable 6: Branding Services

The updated request for more information about branding services is being included as a separate deliverable for ease of review, though the branding activities and scope should be developed in concert with the overall communications and community engagement strategy.

The goal of this branding plan is to develop positive brand awareness and create a cohesive visual identity and brand strategies.

The likely objective of the eventual plan is to develop brand awareness, understand the brand equity, and develop a brand strategy to address City goals. We would recommend leveraging the CE focus groups (and possibly expanding them) to find out what the target audience thinks of the current branding. With this research through Human-Centered Design, the Uptown Studios Marketing team will create a deeper understanding of what brand strategies will resonate with the audience and increase engagement with residents and businesses. This research will also include competitive analysis, SWOT analysis, brand equity analysis, researching existing data, marketing trends, brand exploratory, and brand inventory. This research will drive decisions for the brand strategy that will be developed to possibly rebrand and implement any other branding strategies to increase brand awareness.

This strategy development will include evaluation of brand equity, recommendations, development of brand story, values, personality, positioning, and promise. It will outline how to implement internally based on the strategies developed. From this strategy, Uptown Studios will update branding, logos, and materials accordingly. The marketing team will also meet with City staff and stakeholders to go over strategies and train about how to implement the recommended plan through training.

Uptown has developed a proposed six-month branding timeline that includes key activities that could be accomplished to meet your goals. See **Sample Branding Activities** attachment. Please note that the activities proposed and the timeframes includes are just examples – they should be modified and customized based on the actual timelines, budget, and goals. The Uptown team can be very flexible and seeks to meet the City's needs.

5. Fee Proposal

NOTE: The CE Plan budget is included below. The sample branding activities budget is included in the attachments.

		ILG Staff (Direct Hours)			InterEthica (Direct Hours)					
Deliverable Descriptions	Roles	Senior Project Manager Julia Salinas $190	Project Staff Hanna Stelmakhovych $170	Principal Erica Manuel $250	Principal Lisa Abboud $200	Associate Principal Deborah Oh $180	Senior Project Manager Mona Abboud $175	Total Hours by Task	Direct Costs	Task Totals
Deliverable 1: Project Plan										
Note: Effort will vary based on breadth of project scope.	ILG: Lead IE: Strategic Advising	15	5	5	5					
Subtotal Deliverable 1		**15**	**5**	**5**	**5**	**0**	**0**	**30**		$5,950
Deliverable 2: Current Tools and Practices Assessment (Tasks 2A-2C)										
Task 2A: Interview Key Staff and Review Documents										
Note: Task 2A scope and budget would increase if Tasks 2B-2C are not executed.	ILG: Lead IE: Strategic Advising	30	20	2	5					
Subtotal Task 2A		**30**	**20**	**2**	**5**	**0**	**0**	**57**		$10,600
Task 2B: Engage Stakeholders in Assessment and Planning (optional)										
Assumptions: Facilitate 2 Staff Workshops and 2 Community Workshops. Outreach and translation not included in budget but can be added. Direct costs assume virtual meetings and use of interactive online meeting tools. Assumes 25 hrs/workshop.	ILG: Lead IE: Strategic Advising	50	50	5	5				$200	
Subtotal Task 2B		**50**	**50**	**5**	**5**	**0**	**0**	**110**	$200	$20,450
Task 2C: Engage Broader Community in CCE Planning (optional)										
Community Focus Groups: Assumptions: Facilitate 3 focus groups (in native languages if necessary); Assuming 30 attendees, $50/person stipends; virtual meetings assuming no in-person facility/food costs; Assumes 30 hrs for recruitment at $125/hr (direct cost)	IE: Lead ILG: Coordination, Oversight	5	5		25	25	25		$5,250	$20,925
Community Survey: Assumptions: Intercept survey, assuming $10 gift cards for ~85 respondents, 12 hrs for outreach staff at $95/hr (included as hard cost)	IE: Lead ILG: Coordination, Oversight	5	5		2	2	12		$2,000	$6,660
Research Report							40			$7,000
Subtotal Task 2C		**10**	**10**	**0**	**27**	**27**	**77**	**151**	$7,250	$34,585
Deliverable 3: Recommendations regarding Communication and Engagement Tools and Practices										
	ILG: Lead IE: Co-lead	30	20	5	20	15	5			
Subtotal Task 5		**30**	**20**	**5**	**20**	**15**	**5**	**95**		$17,925
Deliverable 4: Draft CCE Plan										
	ILG: Lead IE: Strategic Advising, Co-writing, Report Formatting & Graphic Design	40	20	5	20	20	5			
Subtotal Deliverable 4		**40**	**20**	**5**	**20**	**20**	**5**	**110**		$20,725
Deliverable 5: Administration										
Client communications, weekly check-in meetings, contract administration. Effort will vary based on final project scope and budget.		25	10	5	5	5				
Subtotal Deliverable 5		**25**	**10**	**5**	**5**	**5**	**0**	**50**		$9,600
Total Hours		**200**	**135**	**27**	**87**	**67**	**87**	**603**		
Total Professional Services (Including Task 2A only, estimated at $15K and reduced Administration budget)										**$66,200**
Total Professional Services (Including Tasks 2A-2C)		$ 38,000	$ 22,950	$ 6,750	$ 17,400	$ 12,060	$ 15,225		$ 7,450	**$ 119,835**

6. References

NOTE: Relevant samples of past work are included in the attachments to this proposal.

Reference 1

Consultant Team: InterEthnica and Julia Salinas (previously SF Controller's Office City Performance Unit)

Client: San Francisco Municipal Transportation Agency

Project Name: SFMTA Language Assistance Plan and SFMTA Public Participation Plan

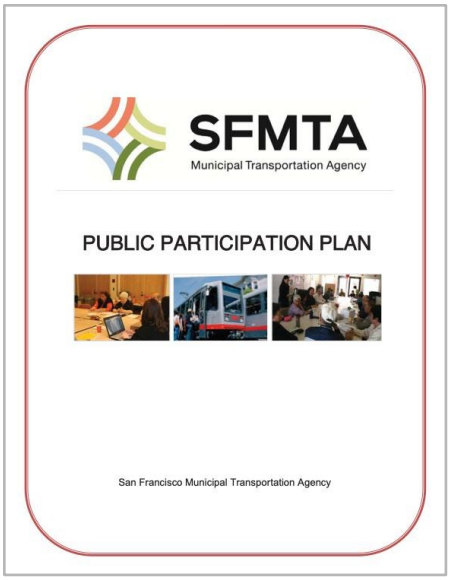
Project Manager: Kathleen Sakelaris, Regulatory Affairs Manager, SFMTA, kathleen.sakelaris@sfmta.com, Office: (415) 701-4339

Project Description: As an internal consultant for SFMTA, Julia Salinas designed and managed a community research effort to determine optimal communications and engagement methods for the SFMTA to use in reaching community stakeholders, the general public, and Limited-English Proficient populations. This research resulted in two agency-wide plans for the SFMTA: their Language Assistance Plan and Public Participation Plan. Julia designed a process for conducting multilingual surveys, in-language focus groups, and interviews with nonprofit service providers. Julia developed an analysis plan to glean insights from the findings for integration into the final plans. Research, analysis, and writing was conducted by a consultant team including InterEthnica, who facilitated multiple focus groups in Spanish, Chinese, Vietnamese, Tagalog, and Russian languages. Julia presented research findings and recommendations to SFMTA policymakers and staff and finalized the plans. Additionally, InterEthnica was responsible for the graphic design and layout of the LAP PPP.

Duration: 9 month project completed in 2016

Deliverables: Community Research Plan, Focus Group Facilitation and Written Findings, Final Language Assistance Plan and Public Participation Plan

Cost: InterEthnica: $30,000, City Performance Unit: $125,000



Reference 2

Organization: Bay Area Air Quality Management District (BAAQMD)

Project Name: *Our Shared Journey toward Meaningful Public Engagement: Where We've Been and How We're Navigating the Road Ahead Together* Report - a community update on the implementation of the Public Participation Plan.

Project Manager: Kristen Law, Community Engagement Manager 415-749-4653, klaw@baaqmd.gov

Project Description: In 2013, the BAAQMD' developed a five-year Public Participation Plan based on facilitating extensive staff and community stakeholder input through interviews and workshops to inform the plan. In 2019, BAAQMD hired ILG to develop a visual progress report to update the community on public participation activities and outcomes since the plan's inception.

Deliverables:

2020 Public Participation Plan Community Update

Duration: October 2019 – November 2020

Cost: $30,000

Reference 3

Organization: San Francisco Recreation and Parks Department

Project Name: Willie "Woo Woo" Wong Playground Renovations Multilingual Community Engagement and Public Participation Plan

Project Description: The San Francisco Recreation and Park Department (SFRPD) was in search of a comprehensive public participation plan for the renovation of the Willie "Woo Woo" Wong Playground that

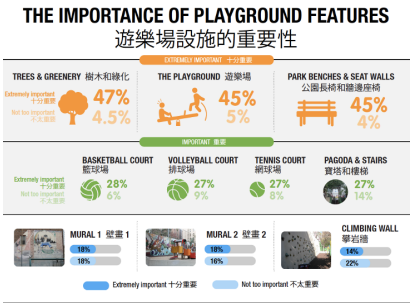
included creative and culturally resonant outreach strategies to engage, inform, and elicit input from the local Chinese community. InterEthnica was tasked with developing and implementing the Multilingual Community Engagement and Public Participation Plan (PPP), an inclusive strategy on improving the park facilities and fulfilling the needs of the community in renovating this very popular, highly used, historic park in the heart of Chinatown.

Project Manager: Cara Ruppert, Project Manager, 415-581-2547, Cara.Ruppert@sfgov.org

Duration: June 2015 – June 2017

Deliverables: Multilingual Community Engagement and Public Participation Plan, 200 intercept interviews in Chinese and English, observational surveys, roundtable and community meetings, community workshops, and in-language deliverables to actively engage community members.

Cost: $70,000



Reference 4

Organization: County of Sacramento

Project Name: Census 2020

Project Description: Getting Sacramento County residents counted in 2020.

The Sacramento County Complete Count 2020 Census effort was an outreach, marketing and awareness campaign designed to ensure an accurate and complete count of all people living in Sacramento County in the 2020 United States Census. Sacramento County receives approximately $1/2 billion annually in federal funding for important programs that support health, education, transportation, agriculture and more.

Campaign Strategy:

- Create a grassroots campaign to reach hard-to-count community members.
- Provide artwork and messaging to community leaders who then share information with their organization and community.
- Build engagement with community leaders and CBOs to help them strengthen their voice and the information they shared about the 2020 Census.
- Create a resource hub with accurate information about the 2020 Census.

Uptown Studios Role:

- Developed a campaign that was appealing to Sacramento County's hard-to-count populations.
- Created a strategy that allowed for the distribution of materials with limited resources.
- Designed and developed a campaign website specific to Sacramento County's 2020 Census efforts.
- Created messaging that resonated with community members with diverse backgrounds.
- Designed advertisements and videos.
- Managed social media channels.
- Created and disseminated Census 2020 eblast campaign to engage and encourage committee members to share important information about the Census.

Project Manager: Judy Robinson, Sustainability Manager - 2020 Census Manager County of Sacramento, 827 7th Street, Room 326, Sacramento, CA 95814, 916-874-4551, robinsonju@saccounty.net

Duration: 2018-2020

Deliverables: Uptown Studios developed all communications pieces to be shared throughout Sacramento County. Developed a website at www.norcalcensus.org, flyers, bookmarks, social media content and weekly eblasts. The goal of our work was to provide the community-based organizations with the tools they needed to communicate efficiently and accurately about the 2020 Census.

Design Samples/Community Toolkit: https://norcalcensus.org/resources/

7. Conflicts & Terminations/Standard Agreement

Section 7: Conflict and Terminations

The Institute of Local Government has no current, ongoing, or pending direct or indirect interest, which poses an actual, apparent, or potential conflict of interest with our ability to fulfill the duties of the aforementioned project. The Institute for Local Government has never worked on a contract with a public agency that has been terminated by that agency.

Section 8: Standard Agreement

The Institute for Local Government has reviewed the City's Standard Consulting Services Agreement and is willing to execute an agreement with those terms, including insurance requirements, for this project. ILG has no reservations about the terms of the Standard Consulting Services Agreement.

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Offeror's Contact Name: Tina Reynolds
Cell: (916) 599-2504 Email: tina@uptownstudios.net

ILG & InterEthnica

UPTOWN STUDIOS TEAM

LEADERSHIP TEAM

Tina Reynolds,
President/Innovation

Jonathan Simpson,
CFO/Contract Manager

Mackenzie McKinney,
Creative Director

MARKETING TEAM

Lizzie Carroll,
Marketing Director

Morgan Seitz**, MAIN CONTACT**
Marketing Project Manager

Andrea Chavez, Research & Content Development

Brennan Grout, SEO/Google Analytics

CREATIVE TEAM

Bex Rielly, Creative Project Manager

Noel Riggs, Sr. Designer/Art Director
Kara Primm, Graphic Designer

VIDEO/ANIMATION/PHOTO TEAM

Kristen Stauss,
Video Project Manager
Human-Centered Design
Research/Outreach

Ryan Logan,
Director of Photography

Brad Johnson,
Lighting Tech/Drone Operator

WEB TEAM

Jaime Fernandez,
Web Project Manager

James Navarro,
Project Assistant

Brent Stromberg,
Sr Web Developer

April Auger
Sr. Web Developer/Designer

Tyler Stauss, April Auger
Web Developers

ADMINISTRATIVE

Jill Bruschera,
Research/Outreach

Uptown Studios
DESIGNS FOR SOCIAL CHANGE

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SAMPLE BRANDING ACTIVITIES & TIMELINE

Deliverable	Details and Resources	Frequency	Desired Outcomes
Research and Development			
Primary Research	Based on conversations with the client, this will include message and brand equity testing with stakeholders and audience members in the form of Human-Centered Design focus groups	Sept and Oct 2021	Determine the target audience's wants and needs, how they will engage with certain types of messaging, and what will encourage them to participate
Secondary Research	This stage of research will include competitive analysis, SWOT analysis, brand equity analysis, researching existing data, and marketing trends	Sept and Oct 2021	Drive creative and tactic decisions for the brand strategy that are culturally relevant and impactful
Brand Exploratory and Inventory	This portion of the research will include gathering and reviewing existing brand materials	Sept and Oct 2021	Determine an understanding of what the audience thinks and feels about the brand and act toward it in order to better understand the sources of brand equity, as well as possible barriers
Survey	Utilize already established software or newsletters or create a survey design on a program like Google Form or Survey Monkey	Sept and Oct 2021	Gage the temperature of the overall target audience or community. Reserving this method for follow-up data about brand equity that may be missed in primary or secondary research
Strategy			
Branding Strategy	Develop a strategy based on the research findings to best engage the audience. Strategy will include brand story, including values, personality, positioning and promise, and strategies and tactics for implementing new brand (execution est for March, 2022 - September, 2022)	Sept - Nov 2021	Create a road map for the client and Uptown Studios Marketing team to execute implementation of brand strategies based on research to achieve the objectives outlined above

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Key Messaging Strategy	Provide guidance for further message development including what types of messages should be coming from the client and each Department (execution est for March 2022 - September 2022)	Nov 2021 - Dec 2022	Create a road map to execute implementation of brand strategies
Deliverable Execution			
Logo Development	Based on research and analysis, update all appropriate logos for the client and programs, to be determined in the strategies	Oct 2021 - Dec 2022	Updated logos and brand to reflect brand and messaging strategies, to be implemented according to the strategy developed by Uptown Studios
Materials Development	Based on developed brand strategy, Uptown Studios will develop materials for brand execution	Dec 2021 - Feb 2022	Including by not limited to; specialty items like apparel, vehicle applications and digital templates like PowerPoint and social media. Materials will be developed to carry the chamber team through strategy execution from March 2022 - September 2022
Training for Staff	Based on developed brand strategy, Uptown Studios will meet once with the client staff/ stakeholders/volunteers to go over new brand strategies and recommended uses	Feb 2022	An understanding by the client staff/stakeholders/volunteers on how to implement brand strategy and launch rebrand to achieve objectives, as outlined above

Uptown Studios
DESIGNS FOR SOCIAL CHANGE

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SAMPLE BRANDING ACTIVITIES BUDGET *(to be refined once scope is determined)*

Deliverable	Details and Resources	Frequency	Projected Cost
Research and Development			
Primary Research	Meetings with the client team Two Human-Centered Design focus groups with stakeholders and audience	Sept and Oct 2021	$10,000
Secondary Research	This stage of research will include competitive analysis, SWOT analysis, brand equity analysis, researching existing data, and marketing trends executed by Uptown Studios' marketing team	Sept and Oct 2021	$5,000
Brand Exploratory and Inventory	Gather and review existing brand materials, executed by Uptown Studios' marketing and creative teams	Sept and Oct 2021	$5,000
Survey	Utilize already established software or newsletters or create a survey design on a program like Google Form or Survey Monkey	Sept and Oct 2021	$2,000
Research and Development Sub Total			**$22,000**
Strategy			
Branding Strategy	Develop a strategy based on the research findings to best engage the audience (execution est for March 2022 - September 2022)	Sept - Nov 2021	$5,000

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Key Messaging Strategy	Provide guidance for further message development including what types of messages should be coming from the client and each department (execution est for March 2022 - September 2022)	Nov 2021 - Dec 2022	$3,000
Strategy Sub Total			**$8,000**
Deliverable Execution			
Logo Development	Update all appropriate logos for the client and programs, to be determined in the strategies	Oct 2021 - Dec 2022	$10,000
Materials Development	Based on developed brand strategy, Uptown Studios will develop materials for brand execution Style Guide	Dec 2021 - Feb 2022	$10,000
Training for Staff	Based on developed brand strategy, Uptown Studios will meet once with the client staff/stakeholders/ volunteers to go over new brand strategies and recommended uses	Feb 2022	$1,800
Deliverable Execution Sub Total			**$21,800**
PROPOSAL TOTAL			**$51,800**

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Our Shared Journey Toward Meaningful Community Engagement:

Where We've Been & How We're Navigating the Road Ahead Together

Bay Area Air Quality Management District

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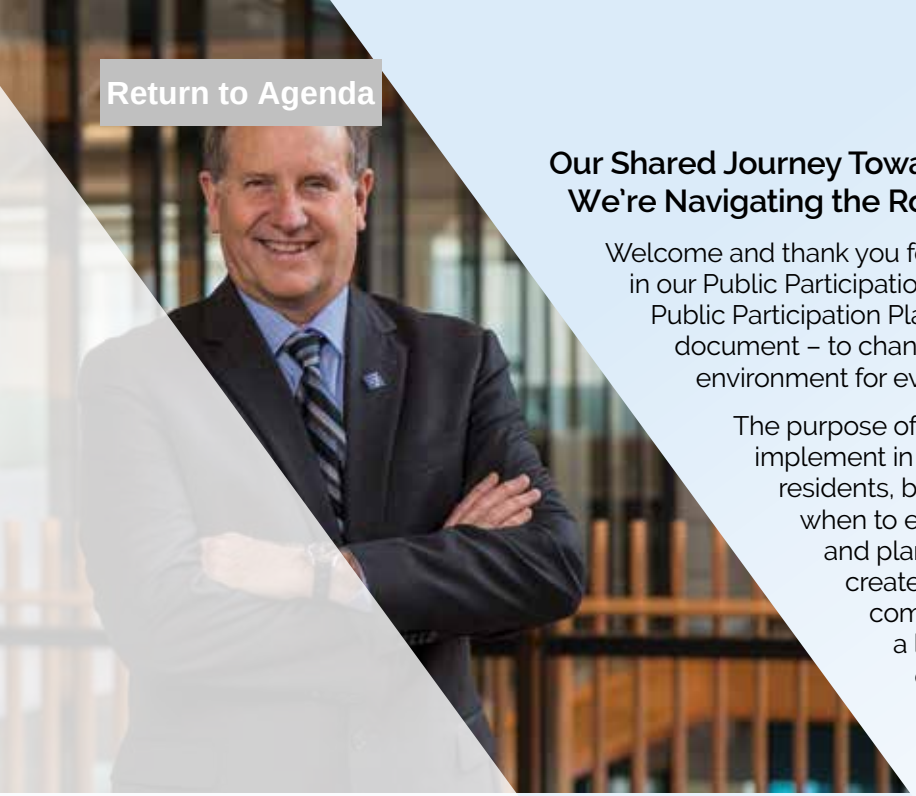

Welcome Letter

"We remain committed to authentic community engagement."

Our Shared Journey Toward Meaningful Community Engagement: Where We've Been & How We're Navigating the Road Ahead Together

Welcome and thank you for your interest in the Air District's community engagement guidelines as outlined in our Public Participation Plan. In December 2013, the Air District's Board authorized implementation of our Public Participation Plan. The Plan was a first of its kind document for the Air District intended to be a living document – to change and grow as the Air District continues its mission to create a healthy breathing environment for every Bay Area resident.

The purpose of the Plan was to identify strategies and best practices the Air District would implement in order to enhance our public engagement process, making it easier for Bay Area residents, businesses, local governments and other interested stakeholders to know how and when to engage with the Air District and to stay informed of outcomes of Air District projects and plans. Air District staff worked with a dedicated group of external stakeholders to create an extensive list of Implementation Actions that would significantly improve our communication and engagement with stakeholders. Implementing the Plan has been a long journey filled with many successes and valuable lessons learned through collaborative work and engagement with our diverse stakeholders to improve air quality throughout the Bay Area.

As we begin taking steps toward updating our community engagement guidelines, we felt this is an appropriate moment to pause and reflect on our community engagement thus far. I am excited to introduce, *Our Shared Journey Toward Meaningful Community Engagement: Where We've Been & How We're Navigating the Road Ahead Together.* In this document we summarize Plan implementation and highlight how we have evolved our engagement processes and where we see ourselves going. The agency has come a long way, but we recognize that we still have a lot to improve upon. We are inspired by quality outcomes produced through our recent collaborative work, and we remain committed to authentic community engagement. To that end, we will work to deepen and expand the ways we engage and partner with our community and stakeholders.

We hope you find this document useful. We dedicate this document to the community members and stakeholders who work with us to ensure our engagement practices are equitable and inclusive and lead to outcomes that protect and improve public health, air quality and the global climate.

Jack Broadbent
Executive Officer/Air Pollution Control Officer

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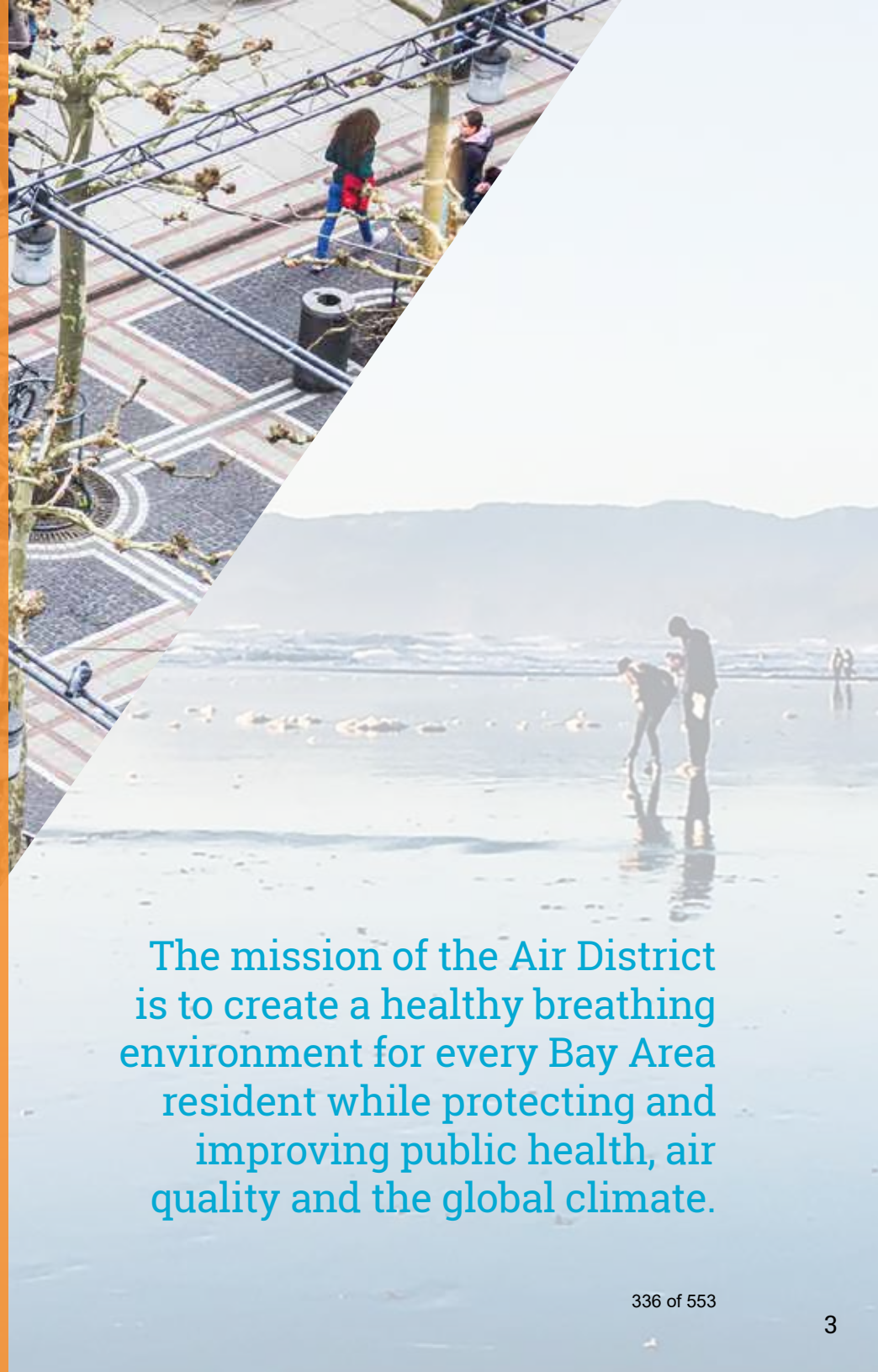
Introduction

In 2010, the Air District conducted an assessment to understand the linguistic diversity of the Bay Area so we could be better equipped and more proactive in providing information in multiple languages. The assessment revealed the need for more comprehensive and tailored engagement with the diverse communities we serve. In keeping with our engagement values of inclusivity, accessibility and transparency, we established an external Stakeholder Advisory Task Force (Task Force) comprised of representatives from community-based organizations, environmental groups and industry representatives. Together with Air District staff, the Task Force embarked on the ambitious task to develop an innovative and comprehensive Public Participation Plan (Plan). After the Plan's approval in 2013, the Air District moved forward with implementing the 45 recommended actions over the timeframe of five years with the explicit goal of expanding and improving our engagement strategies.

As community engagement expectations evolve, so does our approach. This document provides an opportunity for us to update our community on the progress we've made so far, while reaffirming our commitment to deep and authentic community engagement that focuses on inclusive and equitable practices. We are proud of the work we've done together and are excited to reinforce our public participation principles while setting the course for our continued journey toward a Bay Area with healthy air for every resident.



The mission of the Air District is to create a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality and the global climate.

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Why Community Engagement Matters

Community engagement is incredibly important to the Air District. We are committed to having meaningful engagement with all the communities we serve to help ensure that we apply an equitable approach to our decision making. We strive to improve air quality for every person who lives in the Bay Area. To do that, we need to connect with our community members, understand their values and identify community-informed solutions that work for all of us.

The Air District intentionally seeks opportunities to connect with community members that have been historically excluded, discriminated against, under-represented or under-resourced so they can participate, provide feedback and shape the decisions that impact their lives. We firmly believe that inclusive and equitable processes enable the kind of policy solutions that bolster community power, improve regional conditions and increase public health outcomes.

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Mission, Core Values and Principles that Guide our Work

All departments and workgroups within the Air District are committed to implementing the actions framed in the Plan, but the Community Engagement Team is specially tasked with coordinating engagement across departments and with the community to oversee the Air District's progress implementing the Plan. Our team works closely with the diverse communities we serve to develop collaborative relationships and find creative avenues for meaningful engagement. The mission of the Air District is to create a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality and the global climate. This mission is directly reflected in the Community Engagement Team's core values:

EQUITY & INCLUSION

We value the knowledge and experiences of all people who live in the San Francisco Bay Area and seek opportunities to share decision-making with people most impacted by our programs.

TRANSPARENCY

We believe that clarity about decision-making and clear avenues for meaningful community engagement will build trust and maximize accountability.

ENVIRONMENTAL JUSTICE

We recognize a special responsibility to ensure opportunities for people who have been historically excluded or discriminated against to shape decisions and influence Air District outcomes that impact their lives.

REPONSIVENESS

We prioritize lived-experience and believe that our programming will have the greatest impact when it reflects the experience, skills and knowledge of the people who will be most impacted by the decisions made.

CULTURALLY AFFIRMING

We celebrate the diverse communities in the Bay Area and strive to develop engagement practices that lift up to the unique values and needs of each community we serve.

> "There are so many different neighborhoods, different types of people, and different generations to consider – there needs to be collaboration on all these levels.
>
> – Participating Stakeholder

Return to Agenda

Meaningful community engagement is not easy but it is vitally important to achieving our vision for an inclusive, engaged and healthy Bay Area. That's why our Community Engagement team strives to:

- Ensure that our programs, policies and services are high quality and culturally appropriate
- Build trust between diverse stakeholders and affirm community knowledge and power
- Deepen our understanding of the issues that matter to diverse communities throughout the Bay Area
- Inform the public about the Air District and local air quality concerns

Nine public engagement principles framed our engagement activities after the adoption of the Plan. These principles were originally developed by the Stakeholder Advisory Task Force after a thorough review of public participation best practices that had been adopted and implemented by similar agencies nationwide. The principles helped guide our public participation process to ensure equitable engagement of all community members and partners. Even though the field of public engagement is evolving, these principles remain relevant today.

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> “Having the community involved is not just about economics or the bottom line. It’s also about doing what’s right for the health and wellbeing of the entire community.
>
> – Participating Stakeholder

These public engagement principles provided a strong foundation for the Task Force and Air District staff. Together, we expanded on them by developing a complementary Range of Public Participation (Range) in the 2013 Plan that provided even more clarity about various levels of participation. The Range chart should be read like a continuum that goes from left to right. The farther right you move along the Range, the greater your level of community participation and engagement. Example strategies that fall within each range are listed below the icons. Because there is no one-size-fits-all approach to engagement, each level along the Range has intrinsic value depending on the unique goals of a specific outreach and engagement effort.

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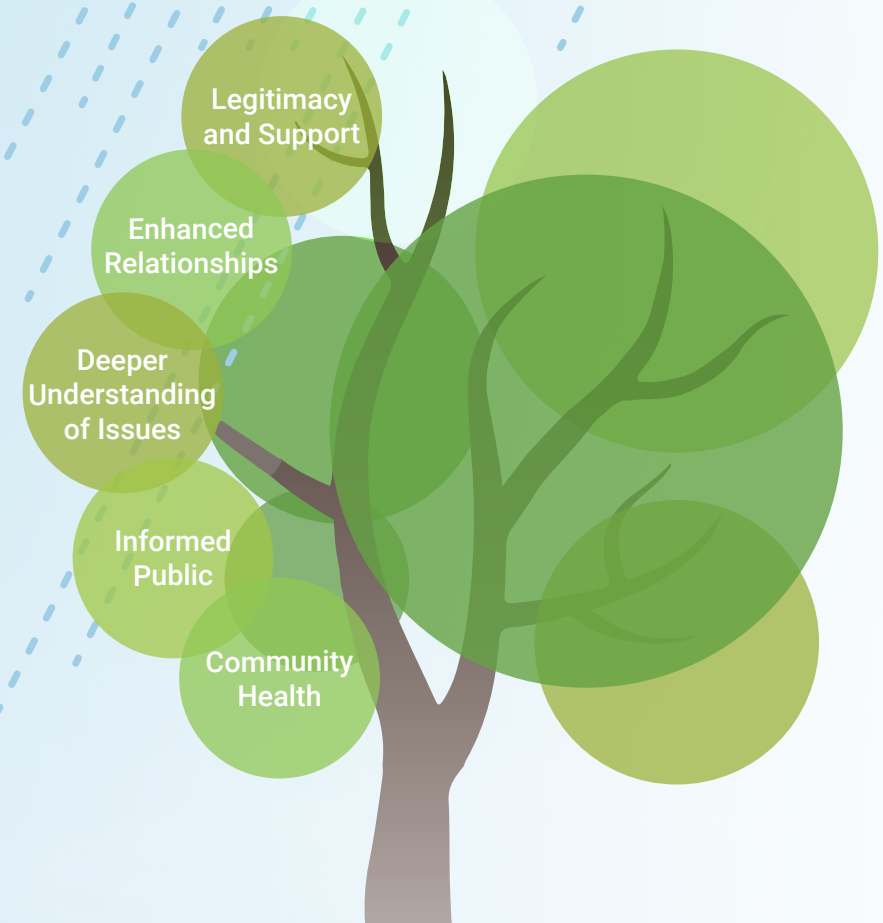
The Air District believes that incorporating key ingredients to success, such as being proactive and transparent, identifying core values and supplying sufficient resources, will lead to greater outcomes.

Building a solid foundation for engagement is critical to a successful effort. While the Public Participation Principles and Range provide that structure for the Air District, our ingredients for success help achieve stronger outcomes.

INGREDIENTS TO SUCCESS

Proactive and Transparent • Culture of Belonging • Increased Capacity
Sufficient Resources • Clear Decision-Making and Participation Process

GREATER OUTCOMES



STRONG VALUES

Equity & Inclusion • Transparency
Responsiveness • Environmental Justice
Culturally Affirming

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Community Engagement: A Continuous Learning Opportunity

We are privileged to have partnered with the community to put our principles, values and mission into practice to implement the 45 actions recommended in the Public Participation Plan. We have completed 29 actions. Thirteen actions are ongoing or in progress. The table to the right represents the strong collaboration and the hard work of our community partners, stakeholders, industry and agency representatives and so many more. Only three actions are left to begin, and we are grateful for the continued commitment of all involved to see this through to its successful completion.

CATEGORY	Total Actions	Complete	In Progress	Not Started
Communications	20	14	6	0
Website Improvements	15	10	3	2
Air Quality Complaint System	4	3	1	0
Community Outreach	3	1	1	1
Multilingual Accessibility	3	1	2	0
TOTAL	45	29	13	3

The table above highlights our status at the end of the implementation period (2018). This time coincided with AB 617 implementation in the community and required a redirection of efforts. We plan to examine the "in progress" and "not started" action items in the next iteration of our community engagement strategies. See Appendix B for more information on each action.

> "While the agency and its staffers are subject matter experts, community members can also serve as content delivery experts. We can help simplify and deliver technical content so the rest of our community will understand it.
>
> – Participating Stakeholder

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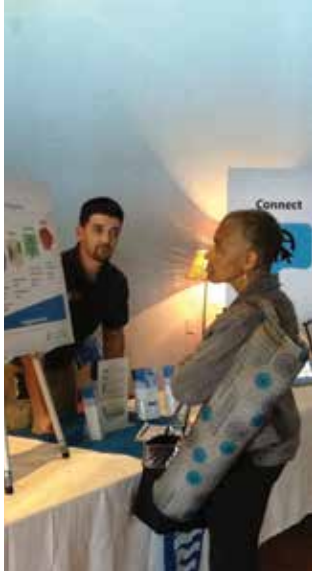

> What works for community engagement? The #1 thing is transparency. What are you doing? What is the outcome? Why are you here? #2 is data. What are you trying to solve? When is it? #3 is the input from the community and making sure that we are part of the solution as well.

– Participating Stakeholder

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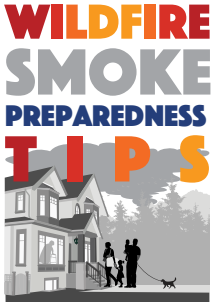
From Inform to Partner: Stories of Public Participation in Practice

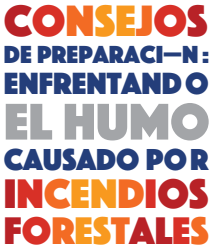
The stories that follow bring these numbers to life by sharing promising practices and lessons learned from a variety of the public participation categories along the Range. In each of these stories, we share examples of how the Air District included community members and other stakeholders in planning and decision-making through a variety of engagement actions. Community engagement strategies like those described below help ensure that Air District actions are responsive to community concerns and foster sustained engagement and accountability.

Inform: Providing Critical Information to Protect Public Health during Unprecedented Wildfires

During the catastrophic wildfires in the fall of 2018 and 2019, the air quality in the Bay Area rose to unprecedented unhealthy levels. Many community members reached out to the Air District with questions and our web traffic increased by almost 1,000 percent. Our team worked diligently to provide timely and accurate air quality updates that were responsive to public concerns.

The Air District Communications, Meteorology and Measurement and Web teams worked together to evaluate, report and share information with the public. To reach as many people as possible, we utilized a variety of outreach channels, including: baaqmd.gov and sparetheair.org websites; press releases and advisory notices; media interviews; Spare the Air Alert texts and emails; and social media posts. We also worked closely with Bay Area public health officers and coordinated with other organizations and Air Districts to provide frequent and accurate information to the public.





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It was critical to share timely updates with the community at-large that were inclusive and ensured access to materials and information in multiple languages.

- We developed a Wildfire Smoke Preparedness Tips brochure and translated it into Spanish, Chinese, Tagalog, and Vietnamese then posted it on Air District websites. We also provided it to county public health officers for use at evacuation centers and on their websites, among other distribution channels.
- We translated the web alert banner on our website into Spanish.
- We are in the process of translating all our general alert banners and other messaging into Spanish, Vietnamese, Chinese and Tagalog.
- Our Communications Office regularly works with in-language media to provide spokespersons for Spanish and Chinese media outlets.

Due to smoke impacts from fires, a Spare the Air Alert is in effect 10/28, Learn more: www.sparetheair.org.
Oct 27, 12:48 PM

Informed by our 2018 wildfire response, we made important improvements that allowed us to be more responsive during the Kincade Fire in 2019. The goal of our 'inform' engagement was to ensure the community had access to critical real-time air quality information, associated risks and preventive measures to help residents stay safe. For example:

- We developed embedded air quality maps and launched a special Wildfire Safety webpage.
- We increased network bandwidth to accommodate high website traffic days to ensure consistent, reliable access to valuable information.
- We helped neighboring communities stay informed through joint media briefings.

Involve: Clean Air Plan

In April 2017, the Air District adopted its Clean Air Plan: Spare the Air, Cool the Climate. This plan provides regional strategies to protect public health and the climate. To develop the Clean Air Plan, our staff engaged key stakeholders and community members to gather input and understand perspectives on the proposed control measures and climate strategies. We kept our values of equity and inclusion top of mind as we worked to ensure that community members had multiple opportunities to get involved. We hosted more than 35 public workshops, open houses and other meetings at various Bay Area locations.

We shared meeting notices in multiple languages and held meetings at accessible locations near public transit to make sure community members with limited English proficiency or limited transportation options could participate.

In addition to workshops, we convened subject-matter experts and multi-stakeholder working groups comprised of state agencies, local governments, non-profits and others to discuss greenhouse gas emission inventories, reduction strategies and control measures for the Air District to implement.

We are grateful to the multitude of stakeholders and community members who partnered with us and attended our workshops. The depth of knowledge from the subject-matter experts led to a better plan and expanded partnerships. We continue to call on their expertise as we implement the plan and develop new policies and programs like our Innovation Challenge for Greening Buildings. The community workshops expanded and strengthened our relationships with local community groups throughout the region. Their wisdom helped shape how the plan was rolled out, and we continue to rely on these relationships for implementation at the community level. For example, community groups have helped support and expand an online community engagement platform called Community Climate Solutions throughout our region. This tool empowers people who live in the Bay Area to take direct action to reduce their carbon footprint.

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> “For the community to have change, you need to give them the power and the tools to create change.
>
> – Participating Stakeholder

Collaborate: Community Air Risk Evaluation Program

Overall air pollution continues to decrease in the Bay Area. Unfortunately, not all communities benefit equally from the cleaner air. Our most vulnerable communities still experience higher pollution levels and we are working to address that with the community's help. A strong example of collaborative participation was the Air District's effort to assemble a Community Air Risk Evaluation (CARE) Task Force to identify measures that reduce air pollution and associated health risks in Bay Area communities. The CARE Task Force included community organizations, health professionals, regulated industry and research institutions, and was part of the Air District's Community Air Risk Evaluation (CARE) Program that helps identify the populations most vulnerable to air pollution so we can collaboratively develop strategies to reduce adverse health impacts.

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The Air District regularly convened the CARE Task Force to review, discuss and help guide technical studies, mitigation strategies and other key program elements. Anticipating that the recommendations would likely require cross-jurisdictional collaboration, we also invited agency representatives from county health and planning departments to join the group and help us formulate the solutions. The insights from this broad-based group were particularly valuable in discussing research studies and proposing new regulations. Our convenings provided numerous opportunities for community members to have a constructive dialogue around health inequities and regional concerns about recent air quality assessments.

We are grateful to our community partners and stakeholders for helping to shape the CARE Program. The Air District was proactive in working with the CARE Task Force early in the process to ensure that the CARE community boundaries included the data that was important to the community, such as health outcomes, levels of ozone, toxics and particulate matter (PM2.5). We use these maps to prioritize funding and ensure that communities most in need receive resources and incentives. This collaborative approach was built on trust and a collective desire to pursue innovative ways to improve air quality and laid the foundation for some of the strong relationships we have now with key community advocates.

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Looking Ahead

Shared Leadership

The Air District aims to create inclusive opportunities for engagement. We are inspired by the lessons we've learned through community outreach and engagement and firmly believe that inclusive and equitable processes enable solutions that bolster community power and strengthen public health outcomes. Our work continues and we're expanding our efforts to reduce air pollution at the local level through community-driven planning and implementation. Shared leadership is a new and exciting approach to community engagement where Air District staff and community members will work together to achieve better outcomes for programs and policies. Shared leadership means that community members will share power and decision-making authority with the Air District.

SHARED LEADERSHIP IN ACTION

As the Air District implemented the Public Participation Plan, shared leadership emerged as the right approach to reduce exposure to air pollution in neighborhoods most impacted by poor air quality. This approach was a natural evolution of the many partnerships we'd already created with the community and a visible representation of the mutual respect and trust that has emerged between the Air District and the community as a result. Our commitment to shared leadership is embodied in the AB 617 Community Health Protection Program. The Air District and community steering committees co-lead and share in decision-making to ensure that benefits from air quality efforts are shaped and shared by the people most impacted by the decisions. Inspired by lessons learned and expanded efforts at the local level, this program is one of many the Air District is implementing to partner with community members to make decisions about our air and health.

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"Shared leadership is a unique approach because the community is not looking to the Air District for all the answers. The community is also trying to find solutions; find different ways that we can clean up the air, find new ways we have not explored before because it was not economically feasible.

– Participating Stakeholder

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Our hope is that this new approach will help us develop even stronger partnerships, greater trust and better air quality outcomes for all. This is a collaborative effort that requires re-assessing our engagement strategies. One step the Air District has already taken to strengthen our culture of belonging for all people who engage with us is our recent adoption of a resolution condemning racism and injustice and affirming diversity, equity, access and inclusion.[1]

In addition, we commit to:

1. Train Air District staff and community partners on racial disparities in air pollution vulnerability, community engagement, environmental justice, racial equity and implicit bias.
2. Include condemning racism and injustice and affirming diversity, equity, access and inclusion in future partnership agreements and charters and ensure a process for holding each other accountable.
3. Offer regular opportunities to build empathy and compassion for community members through storytelling.
4. Partner with local youth leaders and youth-serving organizations to ensure meaningful and authentic youth leadership in reducing air pollution.

1. https://www.baaqmd.gov/~/media/files/board-of-directors/adopted-resolutions/2020/2020_08_equity_and_inclusion_resolution-pdf.pdf?la=en

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Commitment to Learning and Community Engagement

For the Air District, community engagement is not a destination; it's a journey that we take together. We are committed to continuous learning and improvement that allows our engagement approaches to evolve with our community and its people. We're excited to learn from the community as we go and we look forward to partnering with community to help shape our long-term outreach and engagement activities.

With guidance from our community partners, we are proud to shift toward greater inclusion of historically disengaged and marginalized groups, more authentic dialogue and more community-driven solutions and actions. We are eager to turn to the community for solutions that will enable community-level transformation.

We began this journey together in 2013 and the Air District remains committed to authentic community engagement. We're looking ahead to a promising future of shared leadership where we will continue to hold ourselves to high standards and inclusive activities. The ingredients to our success will be:

- Proactive and transparent approaches
- Clear decision-making opportunities
- A welcoming environment that recognizes belonging as a core value
- Capacity building for community members and the Air District team
- Resources and support for ongoing engagement

We extend our heartfelt gratitude to the community for your partnership, collaboration, involvement and expertise thus far. Together we have already accomplished so much and there is more we can achieve together.

Let's continue to strive for a healthy breathing environment for every Bay Area resident. Let's continue to live our shared values of inclusive and equitable engagement. Let's work together to ensure that our programs, projects and their benefits are shaped and shared by all. Let's continue to lead the way locally and nationally by championing new and innovative ways of promoting authentic public participation that will improve our community's air quality and health. Let's create the Bay Area that we know is possible.

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Our Journey Continues

How to Participate

In 2020-2021 we will bring together community members and key stakeholders to revisit and expand our community engagement approaches. To stay informed, subscribe to the Public Participation Plan e-mail list: https://www.baaqmd.gov/plans-and-climate/public-participation-plan

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Appendix A: 2013 Public Participation Plan Stakeholder Advisory Task Force Roster

The Air District invited community members, environmental activists, government agencies and industry members to the Stakeholder Advisory Task Force. Members listed below, or a designated alternate, attended at least one meeting of the Task Force. The Air District is deeply grateful to the Stakeholder Advisory Task Force for helping us develop our first Public Participation Plan.

Wafaa Aborashed, Bay Area Healthy 880 Communities San Leandro

Jenny Bard, American Lung Association

Guy Bjerke, Western States Petroleum Association

Henry Clark, West County Toxics Coalition

Randy Colosky, West Oakland Air Monitors

Ms. Margaret Gordon, West Oakland Environmental Indicators Project (Alternate: Brian Beveridge)

Marianna Grossman, Sustainable Silicon Valley (Alternate: Linda Meiss)

Marie Harrison, Green Action (Alternate: Tessie Esther)

Gillian Hayes, Santa Rosa City Planner

Stan Hayes, Air District Advisory Council Vice-Chair

Charlene Henderson, Black Coalition on AIDS

Edward Kangeter, Custom Alloy Scrap Sales

John Knox White, Transform

Le Tim Ly, Chinese Progressive Association (Alternate: Antonio Diaz)

Jane Martin, Alameda County Health Department

Ken Mendelbaum, Families for Clean Air (Alternate: Susan Goldsborough)

Paloma Pavel, Breakthrough Communities (Alternate: Carl Anthony)

Kathy Renfrow, Monument Community Partnership

Tom Rivard, San Francisco Department of Health

Dave Robinson, AB&I Foundry

Rosina Roibal, Bay Area Environmental Health Collaborative

Janice Schroeder, West Berkeley Alliance (Alternate: Denny Larson)

June Wallace, California Donor Transplant Network

Janet Whittick, California Council for Environmental and Economic Balance

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Appendix B: Public Participation Plan Status Snapshot

Phase 1 (2013-2014)	Phase 2 (2015-2016)	Phase 3 (2017-2018)	COMMUNICATIONS: Workshops, Symposiums, Hearings, Meetings		
			Air District Actions	**Engagement Category**	**Status**
•			Provide sign-up sheets for e-mail notification available at all public meetings, workshops and outreach events. Clear and simple descriptions of the e-mail notification lists will be provided at public events and prominently featured online.	Inform	✓
•			Collaboratively set agendas for any Task Force meetings or meetings with community groups; distribute meeting notes after meetings; and ensure action items occur in a timely manner.	Collaborate	✓
•			Develop useful brochures available in additional languages as identified in the Limited English Proficient (LEP) assessment.	Inform	✓
•			Develop appropriate, effective, and targeted public participation approaches for projects requiring an enhanced public participation process.	Comment	✓
•			Meet with stakeholders early in public participation processes, incorporating input as appropriate.	Comment	✓
•			Develop standard templates for educational and informational materials, such as meeting and workshop notices, public comment solicitation notices and fact sheets.	Inform	✓
•			Develop a clear statement on the type of public input the Air District is seeking for the project and how the input will be used. This statement will be used in informational materials and explained in person at public meetings creating realistic stakeholder expectations.	Comment	✓
•			Implement a 30-day public notice period except in cases in which local, state or federal statutes require different noticing periods.	Inform	✓
•			Explore the formation of a Community Council or other forum for residents to discuss and review air quality issues in the nine-county Bay Area.	Collaborate	*Ongoing effort*
•			Develop educational materials that explain standard public noticing practices and public input opportunities conducted by the Air District. This information will be designed to provide public guidance for engaging with the Air District during a public participation process.	Inform / Connect	*Ongoing effort*

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Phase 1 (2013-2014)	Phase 2 (2015-2016)	Phase 3 (2017-2018)	COMMUNICATIONS: Workshops, Symposiums, Hearings, Meetings		
			Air District Actions	**Engagement Category**	**Status**
	•		For draft permit evaluations undergoing a public review process, the Air District will include references to regulations that the permit is addressing, and how to find more information on that regulation.	Inform / Connect	✓
	•		Develop a process for following-up on comments delivered verbally at public meetings.	Comment	✓
	•		When developing new printed materials, documents and web content, the Air District will utilize reader-friendly, accessible language and content tailored for stakeholders.	Inform / Connect	✓
	•		Create a database with all interested parties contact information collected electronically, via sign-in sheets and over the phone. This database will be used to contact interested parties when meetings and projects of interest are announced.	Connect	*Ongoing effort*
	•		Provide notification of the project outcome to all individuals who have submitted comments during a public comment period.	Inform / Connect	*Ongoing effort*
	•		Develop guidelines for enlisting community assistance in outreach efforts. These regularly updated guidelines will ensure outreach partners maintain neutrality in conducting outreach.	Inform / Connect	*Ongoing effort*
	•		Develop a standard template for response to comments. The response to comments will provide a short statement on how the information was considered, used or not used.	Inform / Connect	*In progress*
	•		Use professional and impartial facilitators as appropriate for task force meetings, public meetings about complex projects or meetings where high public attendance is expected.	Collaborate	Not started
		•	Work to make the public comment process for permits easier to understand.	Comment	✓
		•	Consider hosting regional symposiums to create dialogue and discuss air quality issues in the Bay Area.	Collaborate	*Ongoing effort*

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Phase 1 (2013-2014)	Phase 2 (2015-2016)	Phase 3 (2017-2018)	WEBSITE IMPROVEMENTS		
			Air District Actions	Engagement Category	Status
•			Evaluate and edit content on the Air District website for clarity and accessibility.	Connect	✓
•			Develop a user friendly online, agency-wide calendar to post information, public participation activities and events.	Connect	✓
•			Include instructions for requesting materials in other languages on the Air District website.	Connect	✓
•			Post Hearing Board meeting agendas, final orders and quarterly reports on the Hearing Board webpage.	Connect	✓
•			Rebuild main website, www.baaqmd.gov. The rebuild will aim to make the website easier to use and navigate.	Connect	✓
•			Where possible, use multiple types of media (podcasts, videos, pictures) for more effective communication with the public.	Inform / Connect	✓
•			In designing the new website, conduct meetings with stakeholders to get feedback.	Connect	✓
•			Develop, test and deploy a public-facing web interface tool. This new tool will allow Bay Area residents to access information regarding their neighborhood air quality. In addition, the tool will include information from the CARE program, air quality forecasts, and select permitting data.	Connect	✓
•			Develop a list of commonly used terms in Air District work and translate these terms in multiple languages as identified in the LEP assessment ensuring consistent and accurate translation across many languages.	Inform / Connect	*Ongoing effort*

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WEBSITE IMPROVEMENTS

Phase 1 (2013-2014)	Phase 2 (2015-2016)	Phase 3 (2017-2018)	Air District Actions	Engagement Category	Status
•			Expand and improve multilingual language information on the website by consistently adding and updating the Spanish language portal and adding additional portals as identified in the LEP assessment.	Inform	*Ongoing effort*
•			Create a webpage on www.baaqmd.gov dedicated to communicating the health impacts of air quality.	Connect	*In progress*
	•		Create a weekly list of permit applications and post on the Air District website. The public will either access the list from the website or will be able to sign up to receive automatic email notification of the list. The Air District will investigate the feasibility of making the lists searchable by facility or county. In addition, a sign-up feature will be added to the Air District's website for the permit applications list.	Inform / Connect	✓
	•		Permit application list email notification will include information regarding the Air District's Permit Ombudsman and how to submit comment to the Ombudsman. The public will be able to contact the Permit Ombudsman with any questions or concerns regarding an Air District permit application. Communication with the Permit Ombudsman will become part of the Air District's official public record.	Inform / Connect	✓
	•		Create a policy for responding to and tracking e-mails and phone calls received from the public.	Connect	*Ongoing effort*
	•		Post a centralized list of current public input opportunities online.	Inform / Connect	Not started

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AIR QUALITY COMPLAINT SYSTEM

Phase 1 (2013-2014)	Phase 2 (2015-2016)	Phase 3 (2017-2018)	Air District Actions	Engagement Category	Status
•			Provide feedback to all wood smoke complainants in the form of an end-of-season summary.	Inform	✓
•			Develop new materials on Air District complaint processes. These materials will be made easily accessible online and available at public meetings and workshops.	Inform	✓
•			Implement an online complaint system.	Connect	✓
	•		Explore the development and implementation of a centralized, multilingual phone system.	Inform	*Ongoing effort*

COMMUNITY OUTREACH

Phase 1 (2013-2014)	Phase 2 (2015-2016)	Phase 3 (2017-2018)	Air District Actions	Engagement Category	Status
•			Identify and engage with community-based organizations that serve the Bay Area LEP community to ensure LEP stakeholders are informed of Air District actions.	Partner	✓
•			Participate in events hosted by community-based organizations that serve LEP communities.	Partner	*Ongoing effort*
•			Host a yearly public meeting to review annual Air District progress.	Collaborate	Not started

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Phase 1 (2013-2014)	Phase 2 (2015-2016)	Phase 3 (2017-2018)	MULTILINGUAL ACCESSIBILITY		
			Air District Actions	**Engagement Category**	**Status**
•			In some areas around the Bay there are significant differences in population size between the top ranked non-English language spoken in the area and other non-English languages spoken. The Air District will consider these population differences, as well as geographic scope of projects and stakeholder interest, when considering language translation needs in its regulatory development, permitting and planning processes.	Inform / Connect	✓
•			Seek to make executive summaries of new draft proposed regulations available on the District's website and at public meetings in languages for LEP populations. Materials in other languages will be made available upon request and the Air District will develop a protocol for informing the non-English speaking audience of its actions.	Inform	*Ongoing effort*
•			The Air District has begun conducting outreach to broaden contacts with social organizations that serve multilingual and LEP communities throughout the Bay Area, and will work to present information to these social organizations in-language to increase awareness of the Air District and its actions in LEP communities. Outreach staff will continue improving and expanding notice lists throughout the region.	Inform / Connect	*Ongoing effort*

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BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

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SCAG™

INNOVATING FOR A BETTER TOMORROW

SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS

PUBLIC PARTICIPATION PLAN

ADOPTED SEPTEMBER 2018

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The SCAG Region

Adelanto
Agoura Hills
Alhambra
Aliso Viejo
Anaheim
Apple Valley
Arcadia
Artesia
Avalon
Azusa
Baldwin Park
Banning
Barstow
Beaumont
Bell
Bell Gardens
Bellflower
Beverly Hills
Big Bear Lake
Blythe
Bradbury
Brawley
Brea
Buena Park
Burbank
Calabasas
Calexico
Calimesa
Calipatria
Camarillo
Canyon Lake
Carson
Cathedral City
Cerritos
Chino
Chino Hills
Claremont
Coachella
Colton
Commerce
Compton
Corona
Costa Mesa
Covina
Cudahy
Culver City
Cypress
Dana Point
Desert Hot Springs
Diamond Bar
Downey
Duarte
Eastvale
El Centro
El Monte
El Segundo
Fillmore
Fontana
Fountain Valley
Fullerton
Garden Grove
Gardena
Glendale
Glendora
Grand Terrace
Hawaiian Gardens
Hawthorne
Hemet
Hermosa Beach
Hesperia
Hidden Hills
Highland
Holtville
Huntington Beach
Huntington Park
Imperial
Indian Wells
Indio
Industry
Inglewood
Irvine
Irwindale
Jurupa Valley
La Cañada Flintridge
La Habra
La Habra Heights
La Mirada
La Palma
La Puente
La Quinta
La Verne
Laguna Beach
Laguna Hills
Laguna Niguel
Laguna Woods
Lake Elsinore
Lake Forest
Lakewood
Lancaster
Lawndale
Loma Linda
Lomita
Long Beach
Los Alamitos
Los Angeles
Lynwood
Malibu
Manhattan Beach
Maywood
Menifee
Mission Viejo
Monrovia
Montclair
Montebello
Monterey Park
Moorpark
Moreno Valley
Murrieta
Needles
Newport Beach
Norco
Norwalk
Ojai
Ontario
Orange
Oxnard
Palm Desert
Palm Springs
Palmdale
Palos Verdes Estates
Paramount
Pasadena
Perris
Pico Rivera
Placentia
Pomona
Port Hueneme
Rancho Cucamonga
Rancho Mirage
Rancho Palos Verdes
Redlands
Redondo Beach
Rialto
Riverside
Rolling Hills
Rolling Hills Estates
Rosemead
San Bernardino
San Buenaventura
San Clemente
San Dimas
San Fernando
San Gabriel
San Jacinto
San Juan Capistrano
San Marino
Santa Ana
Santa Clarita
Santa Fe Springs
Santa Monica
Santa Paula
Seal Beach
Sierra Madre
Signal Hill
Simi Valley
South El Monte
South Gate
South Pasadena
Stanton
Temecula
Temple City
Thousand Oaks
Torrance
Tustin
Twentynine Palms
Upland
Vernon
Victorville
Villa Park
Walnut
West Covina
West Hollywood
Westlake Village
Westminster
Westmorland
Whittier
Wildomar
Yorba Linda
Yucaipa
Yucca Valley

Overview

WHAT IS SCAG?

The Southern California Association of Governments (SCAG) is the metropolitan planning organization (MPO) for the six-county Southern California region, including the counties of Imperial, Los Angeles, Orange, San Bernardino, Riverside, and Ventura. From the beaches to the high desert, the six-county region in Southern California spans 38,000 square miles, 191 cities and a population of over 19 million. The SCAG region is among the largest and most diverse in the world, with a unique combination of languages, ethnicities and cultures.

SCAG is responsible for developing long range transportation plans and programs for the region. An example is the Regional Transportation Plan/ Sustainable Communities Strategy (RTP/SCS), the agency's primary responsibility, which details how the region will address its transportation and growth challenges and opportunities over the next 20+ years in order to achieve its regional emissions standards and greenhouse gas reduction targets.

In addition, SCAG serves as the foremost data clearinghouse and information hub for the region, conducting research and analysis in pursuit of regional planning goals.

WHY DOES SCAG HAVE A PUBLIC PARTICIPATION PLAN?

Input and engagement from the across the region is critical in planning for such a large and diverse region. SCAG relies on public participation as the essential element to the ground-up and integrated approach to SCAG's planning. The people who live, work and play here have varying, and sometimes conflicting, needs and priorities. Their voices must be heard if we are to develop planning policies that truly meet the needs of the region. To that end, SCAG is committed to conducting robust public outreach and engagement, as outlined in this Public Participation Plan.

Updating our Public Participation Plan has given SCAG the chance to reflect on our approach, and take into consideration the ways communication and information-sharing have changed since the last update in 2014. The changes in this update were designed to make the plan more accessible to a general audience, and more adaptable in anticipation of evolving technologies and practices. The organization of the document is a little different: To make it less formal and easier to navigate, we've structured the content as answers to a series of questions. We have also separated out the dense technical and legal language– if you are looking for details about statutory requirements and particulars about processes, you can find them in the appendices. The updated plan includes more context, explaining SCAG's key operations and guiding principles for public participation. We also include and adapt to public feedback on our current strategies and methods for public engagement.

This plan details SCAG's goals, strategies, and processes for providing the public and stakeholders with opportunities to understand, follow, and actively participate in the regional planning process. When we discuss "the public," we are referring to any person who lives, works or plays in the region. When we use the word "stakeholder," we are describing someone affiliated with an entity that has an official role in the regional transportation planning process.

SCAG will use this plan as a guideline for developing outreach strategies for various programs that have a public outreach component.

SCAG's Public Participation Plan will help ensure that SCAG effectively seeks early and ongoing input from people and organizations throughout the region, and effectively addresses the evolving transportation, land-use, and environmental needs of Southern Californians now and for generations to come.

WHAT DO WE HOPE TO ACHIEVE FROM PUBLIC ENGAGEMENT?

SCAG's public participation efforts aim to:

- Ensure that a wide range of perspectives are heard so that planning outcomes reflect the interests and values of the region's diverse communities. To that end, SCAG will engage and consider the needs of traditionally underrepresented and/or underserved populations, such as low-income, minority, the disabled, and limited English proficient (LEP) populations or individuals (for whom English is not their primary language and who have a limited ability to read, write, speak or understand English).
- Provide opportunities for the public and stakeholders across the region to engage in meaningful dialogue during the decision-making process.
- Clearly define the purpose of each outreach method at each stage and how feedback will be used to shape the plan and/or program.
- Motivate more feedback from stakeholders, partners, and the public by making it easy, convenient, and accessible to comment on plans and programs.
- Reduce geographic barriers by providing public participation opportunities online and via teleconference and videoconference.
- Show how public and stakeholder viewpoints and preferences were incorporated, communicate the final decisions made, and identify how the received input affected those decisions.
- Encourage stakeholders and members of the public to remain engaged through the decision-making process, the implementation phase and beyond.
- Coordinate effectively on public participation processes with other agencies, both locally and statewide, to support integrated and complementary planning activities at all levels.

WHAT PRINCIPLES GUIDE SCAG'S OUTREACH?

Meaningful public participation is a cornerstone of regional planning and one of SCAG's key priorities. In all outreach work, the agency holds itself to high standards according to SCAG's core values of transparency, leading by example and creating positive impacts in the region. Regardless of how communication technologies and specific tools for engagement continue to evolve, SCAG is committed to following these outreach principles:

- Administer a transparent and clearly communicated process for public participation.
- Ensure that opportunities for public involvement are accessible to all communities.
- Provide information that is clear, concise, and current, making use of visualization and other techniques to enhance understanding.
- Respect and consider all feedback received from members of the public, partners and stakeholders.
- Adapt new communications strategies and technologies for public outreach.
- Provide engagement opportunities that meet and exceed statutory requirements to ensure broad participation in SCAG's planning activities.
- Demonstrate how public input is addressed in SCAG plans, programs and policies.

UIDE SCAG'S PUBLIC PARTICIPATION PROCESS?

SCAG, as a public agency and metropolitan planning organization, is subject to federal and state requirements which emphasize providing continuous and equitable opportunities for public involvement. Below is an overview of the major requirements for SCAG's public outreach; a detailed description of each is available in Appendix A (page 18)

Federal Requirements

- **Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU)**, signed into law in 2005 as Public Law 109-59, authorized funds for Federal-aid highways, highway safety programs, transit program and other purposes and established federal metropolitan transportation planning requirements, 23 USC 134 et seq.
- **Federal Metropolitan Planning Regulations**, 23 CFR Part 450 et seq.
- **Americans with Disabilities Act of 1990**, 42 USC 126 and 49 CFR 27.19.
- **Executive Order 12372** — Intergovernmental Review of Federal Programs. Signed July 14, 1982 by President Ronald Reagan.
- **Executive Order 12898** — Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations. Signed February 11, 1994 by President William J. Clinton.
- **Executive Order 13166** — Improving Access to Services for Persons with Limited English Proficiency. Signed August 11, 2000 by President William J. Clinton.
- **Federal Clean Air Act of 1970**, 42 USC 85 and 40 CFR Parts 50-99.
- **Fixing America's Surface Transportation Act (FAST Act)**, Public Law as passed by Congress and signed by President Barack Obama on December 4, 2015.
- **Moving Ahead for Progress in the 21st Century Act (MAP-21)** signed into law in 2012, requires metropolitan planning organizations to provide opportunities for public involvement.
- **Public Works and Economic Development Act of 1965**, 42 USC 38 and 13 CFR 305.
- **Title VI of the Civil Rights Act of 1964**, prohibits discrimination on the basis of race, color or national origin in carrying out planning and programming activities

State Requirements

- California Public Records Act, California Government Code Section 6250 et seq., requires disclosure of records to the public upon request.
- Ralph M. Brown Act, California Government Code Section 54950 et seq., governs the public's right to attend and participate in meetings.
- State Transportation Planning Law, California Government Code Section 65080 et seq. which incorporates the requirements of California Senate Bill 375 (Steinberg 2008) enacted in 2008 that requires SCAG to develop a Sustainable Communities Strategy as part of the Regional Transportation Plan, as well as requires SCAG as a council of governments to undertake the Regional Housing Needs Assessment (RHNA) process.
- California Environmental Quality Act (CEQA), Public Resources Code 21000-2118, and CEQA Guidelines, California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000– 15387, generally require lead agencies to inform decision makers and the public about the potential environmental impacts of proposed projects, and to reduce those environmental impacts to the extent feasible.

S IN SCAG'S PLANNING PROCESS?

SCAG represents the whole six-county region in all its geographic and demographic diversity. SCAG is committed to engaging, and utilizing input from, a range of constituents and stakeholders.

This commitment includes tailoring communications and information-sharing to a range of different levels of experience with, and understanding of, the principles of metropolitan planning.

(Note: When we discuss "the public," we are referring to any person who lives, works or plays in the region. When we use the word "stakeholder," we are describing someone affiliated with an entity that has an official role in the regional transportation planning process.)

Public

General Public — SCAG plans for all those who live, work and play in the region, with particular consideration to the accessibility needs of underserved groups such as minority and low-income populations, elderly and retired persons, children, limited English proficiency populations, and people with disabilities.

Stakeholders

Community Organizations — SCAG seeks to engage community groups such as environmental advocates, special interest nonprofit agencies, neighborhood groups, homeowner associations, and charitable organizations.

Public Agencies — SCAG solicits input from, and often collaborates closely with, public organizations like local transportation providers, air quality management districts, public health agencies, water districts, county transportation commissions, the region's ports, educational institutions, federal land management agencies, and other agencies at the state and federal level.

Business Community — SCAG actively engages many private-sector entities whose work intersects with transportation and land use planning, including private transportation providers, freight shippers, consulting firms, technology developers, and business and professional associations.

Elected Officials — SCAG seeks engagement with elected representatives at all levels, such as neighborhood councils, mayoral offices and city councils, county supervisor boards and state and federal legislators.

Tribal Governments or Nations

Tribal Governments or Nations — SCAG engages in consultation with the region's tribal governments and nations, sustaining effective government-to-government collaboration on transportation planning and ensuring that tribal sovereignty is observed and protected.

(A full list of our stakeholders and interested parties is included in Appendix A.)

HOW DO WE ENGAGE THE PUBLIC?

SCAG is committed to providing access to accurate, understandable, pertinent, and timely policy, program, and technical information to facilitate effective public participation in the agency's decision-making process. SCAG aims to increase early and meaningful participation through targeted outreach strategies. There are numerous opportunities for continuing involvement in the work of SCAG through the following methods.

General Public Participation Approach

Programs that have a public outreach component will use these methods as a guide in developing individual, project-specific public participation plans tailored according to scope and audience.

PUBLIC MEETINGS & EVENTS

- Customized presentations offered to existing groups and organizations
- Workshops co-hosted with community groups, business associations and other partners
- Engagement with community-based organizations in low-income and minority communities for targeted outreach
- Sponsorship of topical forums or summits with partner agencies or universities, with the media or other community organizations (e.g. Demographic Workshop, Economic Summit)
- Opportunities for public input directly to policy board members
- Outreach at locations, destinations, or events where people are already congregating (e.g. transit hubs, farmers markets, community festivals, universities)

PUBLIC MEETINGS & EVENTS - METHODS

- Open houses
- Themed workshops (to help avoid information overload)
- Question-and-answer sessions with planners and/or policy committee members
- Break-out sessions for smaller group discussions on multiple topics
- Interactive exercises
- Customized presentations with designated opportunities for feedback
- Vary time of day (day/evening) and days of week (weekday, weekend) for workshops
- Conduct meeting entirely in alternative language
- Provide videoconferencing or virtual meeting options such as webscasting
- Demonstration events to showcase project components

VISUALIZATION METHODS

- Maps
- Charts, illustrations, photographs, photograph simulations
- Artist renderings and drawings
- Table-top interactive displays and models
- Website content and interactive tools and/or games
- PowerPoint slideshows

METHODS

- Electronic surveys via web (accessed remotely or at public workshops via tablets or laptops)
- Intercept interviews where people congregate, such as at transit hubs (e.g., Orange County's ARTIC, Los Angeles Union Station, etc.) or farmers markets
- Printed surveys distributed at meetings, transit hubs, on-board transit vehicles, etc.

COMMENTING METHODS

- Polls/surveys (electronic or paper)
- Paper comment cards
- Online comment cards
- Post it notes or stickers
- Marking up maps or document text
- Phone calls or voicemails directly to staff or to a dedicated hotline
- Email sent to SCAG staff or via our online contact form
- Physically mailed letters
- Public comments can be given anonymously

METHODS FOR COMMUNICATING THE IMPACT OF PUBLIC COMMENTS

- Summarize key themes of public comments in staff reports to SCAG's standing policy committees, working groups and to SCAG's main governing board, the Regional Council
- Newsletters and other emails to participants to report final outcomes
- Updated and interactive web content

Public Participation Opportunities

SCAG regularly holds meetings and events, open to the public, where people are welcome to make comments. A comprehensive calendar of upcoming opportunities for public involvement is available on SCAG's website, www.scag.ca.gov.

To provide opportunities for people to participate or comment from locations throughout the region, SCAG's main office in Los Angeles and each regional office are equipped with state-of-the-art videoconferencing systems. SCAG provides multiple videoconferencing sites in Coachella Valley, Palmdale and South Bay to provide additional opportunities for participation in SCAG meetings and workshops. SCAG also utilizes web and audio conferencing and often connects to videoconferencing locations throughout the state.

REGULAR MEETINGS

SCAG's Regional Council — All of SCAG's plans and programs are adopted by its Regional Council, an 88-member governing board of elected officials, including city representatives from throughout the region, at least one representative from each county Board of Supervisors, and a representative of the Southern California Native American Tribal Governments. The region is divided into districts of roughly equal population in order to provide diverse, broad-based representation. The Regional Council meets once a month and meetings are open to the public. Regional Council meetings are typically held on the first Thursday of the month on or about 12:15 p.m. Specific meeting dates and times can be found on SCAG's website, as well as agenda materials which are posted 72 hours in advance. Members of the public are welcome to attend and provide input, either by submitting a comment on an individual agenda item or making general comments by submitting a comment card at the start of the meeting.

SCAG's Policy Committees — SCAG's policy-making process is guided by the work of three Policy Committees: Transportation Committee (TC); Community, Economic and Human Development (CEHD) Committee; and Energy and Environment Committee (EEC). Members of the Regional Council are appointed to one of the policy committees for two-year terms. Most of the discussion and debate on the "nuts and bolts" of a policy issue occurs in the committees. Issues to be considered by the Regional Council must come through one or more of the committees. As opposed to Regional Councilmembers, members of policy committees do not have to be elected officials. The policy committee meetings typically occur in the morning on the same day of the Regional Council meetings. Members of the public are welcome to attend and provide input, either by submitting a comment on an individual agenda item or making general comments by submitting a comment card at the start of the meeting.

Return to Agenda

Committees, Subcommittees, Task Forces and Working Groups — These are board committees and focus groups convened to work on specific topic areas and vet highly technical matters. For example, the Technical Working Group (TWG) is an advisory peer group formed to provide SCAG staff with a venue to vet technical matters as they relate to SCAG's development of its regional plans, including the RTP/SCS. For the 2016 RTP/SCS, multiple working groups were convened including: Active Transportation Working Group, Public Health Working Group, and Natural/Farm Lands Working Group. The Legislative/Communications and Membership Committee, which is made up of Regional Council members, provides guidance and recommendations to the Regional Council regarding legislative matters impacting the region and policy direction on SCAG's communications and outreach strategies.

Special Public Meetings, Conferences, and Forums — Public meetings on specific issues are held as needed. If statutorily required, formal public hearings are conducted, and publicly noticed. SCAG typically provides public notice through posting information on SCAG's website, and, if appropriate, through e-mail notices and news releases to local media outlets. Materials to be considered at SCAG public hearings are posted on SCAG's website, and are made available to interested persons upon request.

Workshops, Community Forums, and Other Events — SCAG conducts workshops, community forums, and other events to keep the public informed and involved in various high-profile transportation projects and plans, and to elicit feedback from the public, partners, and stakeholders. SCAG holds meetings throughout the six-county region to solicit comments on major plans and programs, such as the RTP/SCS. Meetings are located and scheduled to maximize public participation (including evening meetings). For major initiatives and events, SCAG typically provides notice through posting information on SCAG's website, and, if appropriate, through e-mail notices and news releases to local media outlets. At least once every year, SCAG convenes its General Assembly to bring together the official representatives of SCAG's member agencies and help set SCAG's course for the coming year.

Targeted Mailings — SCAG maintains a database of local government officials and staff, and other public agency staff and interested persons. The database allows SCAG to send targeted mailings (largely via email) to ensure the public, partners, and stakeholders are kept up to date on specific issues of interest.

HOW DO WE REACH OUT TO THE PUBLIC?

Public Outreach Channels

DIGITAL CHANNELS

Website — SCAG's maintains its website, www.scag.ca.gov, to ensure that the public, partners, and stakeholders are kept informed about SCAG's plans and programs and upcoming meetings. SCAG aims to ensure that its website is user-friendly and provides clear information. The website offers the public the opportunity to sign up for further information and updates via email. It also provides SCAG staff contact information.

Email — SCAG SPOTLIGHT, the official newsletter of the Regional Council, and SCAG UPDATE, the agency's regular newsletter offering details on current agency programs and events. (Newsletters are archived online at www.scag.ca.gov.)

Social media — SCAG maintains an active social media presence on Twitter (@SCAGnews) and Facebook (@scagmpo). These accounts are regularly updated to share agency announcements, upcoming event details and new developments in SCAG's plans and programs.

TARGETED MAILINGS/FLYERS

» Work with community-based organizations to distribute flyers

» Email to targeted database lists

» Place notices on-board transit vehicles and at transit hubs

- Press releases
- Invite reporters to news briefings
- Meet with editorial staff
- Opinion pieces/commentaries
- Explore advertising opportunities in local newspapers
- Visit minority media outlets to encourage use of SCAG press releases
- Place speakers on radio/TV talk shows
- Public Service Announcements on radio and TV
- Written notices published in local newspapers

INTERNET/ELECTRONIC ACCESS TO INFORMATION

- Dynamic websites with updated content
- Videos explaining plans, programs, or concepts
- Maintain regular presence on social media outlets
- Podcast interviews
- Live broadcasts and archived recordings of public events
- Electronic duplication of open house/ workshop materials
- Interactive website with surveys, commenting areas
- Access to planning data (such as maps, charts, background on travel models, forecasts, census data, research reports)
- Provide information in advance of public meetings

TARGETED NOTIFICATIONS

- Blast e-mails
- Notices widely disseminated through partnerships with local government and community-based organizations
- Electronic newsletters
- Social media such as Twitter and Facebook
- Local media
- Notices placed on-board transit vehicles and at transit hubs
- Submit articles for publication in community/professional/corporate newsletters

METHODS FOR INVOLVING TRADITIONALLY UNDERSERVED/UNDERREPRESENTED COMMUNITIES

- Engagement with community-based organizations to co-host meetings and remove barriers to participation by offering such assistance as child care or translation services
- Flyers on transit vehicles and at transit hubs
- Outreach in the community (e.g., at churches, health centers, schools etc.)
- Use of community and minority media outlets to announce participation opportunities

METHODS FOR INVOLVING LIMITED-ENGLISH PROFICIENT POPULATIONS

- Translate select documents into the four largest Limited English Proficiency (LEP) languages – Spanish, Chinese, Korean and Vietnamese, making these documents available for download on the agency's website.
- Have translators, including bilingual staff members, available for public meetings and workshops as needed, with 72-hour advance notice
- Survey LEP participants at public hearings to assess the effectiveness of the agency's language services and whether alternate services may need to be employed
- Disseminating notices of availability and press releases to print, radio and broadcast media serving minority communities
- Research and engage online LEP communities and groups

METHODS FOR ENGAGING TRIBAL GOVERNMENTS AND FEDERAL LAND MANAGEMENT AGENCIES

SCAG is currently in the process of documenting our formal procedures for how we engage with tribal governments and federal land management agencies.

AMS HAVE ESTABLISHED PUBLIC PARTICIPATION PROCEDURES?

Regional Transportation Plan/Sustainable Communities Strategy

The Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) represents the vision for Southern California's future, including policies, strategies, and projects for advancing the region's mobility, economy, and sustainability. The RTP/SCS details how the region will address its transportation and land use challenges and opportunities in order to achieve its air quality emissions standards and greenhouse gas reduction targets. An update of an existing RTP/SCS is required every four years, and SCAG is currently undertaking the development of the 2020 RTP/SCS to provide Southern California with a comprehensive vision for its transportation future to the year 2045.

Developing the long-range plan for the SCAG region takes between two and three years to complete and involves working with six county transportation commissions, 15 sub-regional organizations, 191 cities, and numerous other stakeholder organizations and the public. The 2020 RTP/SCS involves goal setting, target setting, growth forecasting, financial projections, scenario development and analysis, and significant issues exploration.

Throughout the 2020 RTP/SCS development, SCAG's Regional Council; Community, Economic, and Human Development Committee; Energy and Environment Committee; and Transportation Committee will consider the challenges and opportunities facing our region and how to best address them, while considering public input.

The process will need to be flexible and is subject to change as needed to reflect and respond to the input received as SCAG moves through the steps of updating the plan. SCAG will update its details regularly to help direct interested SCAG residents and organizations to participate in key actions or decisions being made. Details will be on the plan website at www.scagrtpscs.org.

(For additional information on the RTP/SCS public participation procedures, see Appendix B.)

Program Environmental Impact Report for the RTP/SCS

Pursuant to the California Environmental Quality Act (CEQA), SCAG will prepare a Program Environmental Impact Report (PEIR) to evaluate the potential environmental impacts associated with the implementation of the 2020 RTP/SCS. The PEIR will focus on a region-wide assessment of existing conditions and potential impacts as result of the 2020 RTP/SCS, as well as broad policy alternatives and program-wide mitigation measures.

The PEIR will serve as an informational document to inform decision-makers and the public of the potential environmental consequences of approving the proposed plan by analyzing the projects and programs on a broad regional scale, not at a site-specific level of analysis. Site specific analysis by the lead agency will occur as each project is defined and goes through individual project-level environmental review.

SCAG will hold various scoping meetings and workshops throughout the PEIR development process to solicit input from SCAG stakeholders and the public. SCAG will ensure the PEIR is accessible to the public for review and comment.

(For additional information on the PEIR public participation procedures, see Appendix B.)

Environmental Justice Program

Pursuant to regulatory compliance, SCAG has developed a policy to ensure that environmental justice principles are an integral part of its transportation and land use planning process, including the RTP/SCS. SCAG's environmental justice program has two main elements: technical analysis and public outreach. The two major elements of the program contribute to the development of the Environmental Justice (EJ) Appendix of SCAG's RTP/SCSs (SCAG staff is currently working on the 2020 RTP/SCS), which conducts a technical analysis of EJ issues of the region and discusses outreach strategies, and SCAG's role as a resource for local jurisdictions to help address EJ issues in their respective communities (i.e. SCAG can be a data resource and provide guidance on EJ technical analysis processes for local jurisdictions that develop an EJ General Plan Element or incorporate EJ-related policies, goals, and objectives into their General Plans per SB 1000 requirements).

The overall environmental justice outreach process encourages SCAG stakeholders and the public, with many opportunities to be involved, to discuss and address environmental justice issues and shape SCAG's environmental justice program.

en public outreach with SCAG stakeholders on EJ-related issues, SCAG staff proposed an Environmental Justice Working Group (EJWG) and held the first meeting in May 2018. The purpose of the EJWG is to kick-start SCAG's ongoing EJ Program and develop a platform for SCAG stakeholders to discuss EJ topic on a continuous basis, not just during the development of the most current RTP/SCS.

(For additional information on the Environmental Justice public participation procedures, see Appendix B.)

Regional Housing Needs Assessment

SCAG is required to make updates to the eight-year Regional Housing Needs Assessment (RHNA), as mandated by state housing law. The RHNA quantifies the need for housing within each jurisdiction. Communities use the RHNA in land use planning, prioritizing local resource allocation, and in deciding how to address identified existing and future housing needs resulting from population, employment and household growth.

Both the RTP/SCS and RHNA use the local input survey, which collects information from each local jurisdiction, as the basis for future demographic projections, including household growth. The next RHNA cycle, also known as the 6th cycle, will cover the planning period of October 2021 through October 2029. The latest that SCAG can adopt the 6th RHNA allocation is October 2020, but SCAG is looking at alternative schedules for an earlier adoption date, possibly to coordinate with the adoption of the 2020 RTP/SCS.

As part of its public outreach for the RHNA process, SCAG will hold public meetings, workshops and public hearings at different points in the RHNA process to receive verbal and written input. SCAG staff will also coordinate with sub-regional COGs and other groups to update local jurisdictions and other stakeholders on the RHNA process and allocation.

Federal Transportation Improvement Program

SCAG's Federal Transportation Improvement Program (FTIP) is the short-term capital listing of all transportation projects proposed over a six-year period. The listing, which is prepared every two years, identifies specific funding sources and funding amounts for each project. The proposed transportation projects are funded through a variety of federal, state and local sources. Projects consist of improvements such as, highway improvements, transit, high occupancy vehicle lanes, signal synchronization, intersection improvements, bikeways, and freeway ramps to name a few. The FTIP must include all transportation projects that are federally funded, and/or regionally significant regardless of funding source or whether subject to any federal action.

Projects in the FTIP are submitted to SCAG by the six County Transportation Commissions. SCAG analyzes the projects to ensure that they are consistent with state and federal requirements. Federal law requires the FTIP be consistent with the RTP.

SCAG works with transit operators and county transportation commissions on developing the FTIP. The public participation process and coordination is a tiered process within the SCAG region, beginning at the county level with each transportation commission developing their own transportation improvement program (TIP). There are several opportunities for the public to review and comment on projects and programs during the development of each county TIP and approval of the SCAG FTIP.

(For additional information on the FTIP public participation procedures, see Appendix B.)

Overall Work Program

Funding for SCAG's metropolitan planning activities are documented in an annual Overall Work Program, or OWP, pursuant to federal requirements. The OWP is developed each fiscal year, and details the agency's planning and budgetary priorities for the following fiscal year. SCAG's federal and state funding partners (FHWA, FTA and Caltrans) must approve SCAG's OWP each year before it takes effect.

(For additional information on the OWP public participation procedures, see Appendix B.)

Evaluation

WHY DOES SCAG EVALUATE PUBLIC PARTICIPATION ACTIVITIES?

SCAG regularly monitors its communication and outreach activities in order to ensure that public and stakeholder concerns and input are directly addressed in its policies and programs, as well as to find areas for improvement. Additionally, these measurements are used to ensure public outreach outcomes are in compliance with state and federal requirements.

In developing this updated Public Participation Plan, we sought feedback from stakeholders and the public on our current outreach and engagement practices. In a survey distributed digitally during the development of this plan, we asked respondents to let us know which of our public participation activities are most effective, and how we can improve our efforts.

Major survey takeaways include:

- Respondents ranked email as their most frequently used SCAG communication channel by a clear margin. Local media announcements were reported as the most infrequently used.
- When asked about the most effective ways for SCAG to keep them engaged, those surveyed overwhelmingly supported email communications: 62% expressed a preference for "Regular, monthly e-mail newsletters with brief snippets of information" and 23% chose "Infrequent direct email on a singular issue" over alternative choices like social media and online video content.
- 81% of respondents reported feeling that they have adequate access and opportunity to comment on SCAG's plans and publications.
- 94% of respondents reported being either "somewhat satisfied" or "very satisfied" by SCAG's responsiveness to inquiries and comments.
- ·More than 75% of respondents indicated support for SCAG collecting demographic data (such as age, race, or primary language) in public engagement efforts to support more inclusive outreach.
- Additional comments requested more frequent and up-to-date information sharing on digital channels, and multiple respondents expressed a desire for more frequent, or better publicized, opportunities to provide input (beyond board meetings and on the Regional Transportation Plan).

This plan moves to address this feedback by placing a greater emphasis on online engagement efforts, particularly via email, and more clearly outlining SCAG's regular public comment opportunities. The survey input will also inform some of our future evaluation methods, incorporating demographic data as a metric because of the expressed stakeholder support.

SCAG will continue to periodically survey the public and stakeholders to assess the effectiveness of the procedures and strategies contained in the Public Participation Plan, to ensure a full and open participation process.

MEASURE?

- SCAG measures the outcomes of a diverse array of public participation activities with context-sensitive evaluation methods that tailor goals to each project.
- Benchmarks used to gauge success in public outreach include but are not limited to:
- Number of meetings or events held
- Number of meeting/event attendees
- Amount spent on outreach elements
- Media coverage
- Type and quantity of materials presented
- Email distribution numbers, including open and click-through rates
- Digital metrics including web traffic and social media engagement
- Impressions (estimates of digital and print exposure)
- Demographic data, shared voluntarily, such as race/ethnicity, gender and age
- The following chart shows the measurements activities that correspond with previously stated public participation goals.

Goal	Example Metrics
Ensure that a wide range of perspectives are heard so that planning outcomes reflect the interests and values of the region's diverse communities. To that end, SCAG will engage and consider the needs of traditionally underrepresented and/or underserved populations, such as low-income, minority, the disabled, and Limited English Proficiency populations.	Number of meetings held in traditionally under-represented communities; availability of translation services and materials; availability of accommodations for seeing and hearing impaired; location accessibility.
Provide opportunities for the public and stakeholders across the region to engage in meaningful dialogue during the decision-making process, and clearly define the purpose of each type of outreach at each stage and how feedback will be used to shape the plan and/or program.	Number of meetings held in each county; how outreach methods are tailored to meet the needs of specific projects and/or communities; type and quality of materials presented; recurring surveys and opportunities for public evaluation of SCAG's outreach efforts.
Motivate more feedback from stakeholders, partners, and the public by making commenting on plan and programs convenient and accessible.	Number and scope of media advertisements for public comment opportunities; response rate to email blasts and other digital communication methods; SCAG website hits; and number of comments collected at meetings, online and through mail.
Evaluate and incorporate public and stakeholder viewpoints and preferences into final decisions where appropriate and possible, communicate the decisions made and how the received input affected those decisions.	Documentation of how public and stakeholder comments were addressed in final decisions, policies and plans; communication with commenting stakeholders informing them of how their input was addressed.
Encourage stakeholders and members of the public to remain engaged through the decision-making process, the implementation phase and beyond.	Recurring surveys and opportunities for public comment on public participation plans, and publish annual public outreach report measuring success and ways of improvement for the next year.

G DEFINE SUCCESS?

- SCAG uses qualitative and quantitative methods to evaluate the success of its public participation strategies. Depending on the scope and location of the project or activity, SCAG measures feedback through:
- Setting clear, measurable outcomes.
- Establishing benchmarks to gauge success (i.e. 75% of respondents rated a workshop at 4 or higher on a six-point scale).
- Reviewing past processes, activities, and evaluations to see what actions the agency took as a result, noting lessons learned.
- Identifying and simplifying public involvement techniques that produce more cost-effective decisions.
- Evaluating public participation plans with surveys and opportunity for public comment.
- Highlight yearly public outreach successes and areas for improvement in annual accomplishments report.
- Measuring impact of digital outreach strategies by documenting number of hits on website, social media (Twitter and Facebook), and number of followers, shares, retweets, tweets, direct tweets, mentions etc.
- Measuring growth of distribution lists size, and number of requests to join distribution lists.
- Counting number of attendees, comments received and press mentions for project specific open houses, meetings & workshops.
- Counting number of registrations compared to actual attendance at events.
- Counting registrations and log-ins for webinars.
- Documenting the distribution, press mentions, number of calls, and comments for physical outreach materials such as direct mailings and flyers.
- Documenting press mentions, number of calls, and comments related to press releases.
- Tracking how often SCAG is mentioned in media such as news articles, blog posts, TV news etc. Other aspects to document are: circulation/popularity of news outlet; whether reference is positive or negative; content and number of comments on article/blogpost; number of times article/blog post has been shared; and what projects/programs are being mentioned.
- Scientific polling to obtain metrics regarding the effectiveness of its outreach.
- Reporting to agency leadership on level of success with respect to public participation using these methods.

WHAT SHOULD YOU DO NOW?

Find Information

Web & Video — SCAG's website, www.scag.ca.gov, serves as the comprehensive resource for SCAG's programs and policy initiatives, agendas for Regional Council and Policy Committee meetings, fact sheets and calendar of SCAG events. Live and archived video of Regional Council meetings and other SCAG-related video productions are available in the SCAG-TV section.

Data Library — SCAG has a wide range of data and web tools to help you access regional planning data, statistics and research information. We also have an extensive GIS library, which provides free access to a diverse collection of geographic and spatial data. SCAG's data have been used by interested parties for a variety of purposes including: data and communication resources for elected officials; businesses and residents; community planning and outreach; economic development; visioning initiatives; and grant application support.

Group Presentations — SCAG's planning staff are available to conduct presentations to community and stakeholder groups. Presentations can be tailored to address a specific topic, area of concern, or provide a general overview of how SCAG works on many different issues. Request a SCAG presentation to your organization or community through our online contact form at www.scag.ca.gov/about/Pages/ContactUs.aspx.

E-Newsletters — SCAG SPOTLIGHT is the official newsletter of the Regional Council. It includes information on recent Regional Council actions, an update from SCAG's Executive Director and news on upcoming events. SCAG UPDATE is the agency's regular newsletter, which offers updates on agency programs and events. To view or subscribe to SCAG's e-newsletters, visit www.scag.ca.gov.

Social Media — SCAG is active on several social networking sites to help expand awareness of SCAG and broaden interest in its regional planning work. Engage with SCAG and stay current with news and events by following the agency on Facebook at @scagmpo or on Twitter at @SCAGnews.

Multilingual Access — SCAG seeks to ensure that diverse populations are involved in the regional planning process. With a minimum advance notice of 72 hours, SCAG makes available translation assistance at its workshop and public meetings. SCAG translates key outreach materials into Spanish, Chinese, Korean, and Vietnamese, and makes them available on the SCAG website: www.scag.ca.gov.

Share Input

SCAG welcomes the public to address the Regional Council and Policy Committees at every monthly meeting. Meetings for special subcommittees also include time for public comments. Visit the Public Participation Form on the SCAG website at www.scag.ca.gov to weigh in on important issues in Southern California. Locations for SCAG's main office and regional offices are listed below:

» **Main Office:** 900 Wilshire Blvd., Suite 1700, Los Angeles, CA 90017

» **Imperial County Office:** 1503 N. Imperial Avenue, Suite 104, El Centro, CA 92243

» **Orange County Office:** 600 S. Main Street, Suite 906, Orange, CA 92863

» R**iverside County Office:** 3403 10th Street, Suite 805, Riverside, CA 92501

» **San Bernardino County Office:** 1170 W. 3rd Street, Suite 140, San Bernardino, CA 92410

» **Ventura County Office:** 950 County Square Drive, Suite 101, Ventura, CA 93003

If you have general comments or questions please feel free to email us at: contactus@scag.ca.gov.

Regional Affairs Staff and Offices

To address the challenges of coordinating participation activities and events across 38,000 square miles of the region, SCAG established regional offices in the counties of Imperial, Orange, Riverside, San Bernardino and Ventura. Each office is staffed by a Regional Affairs Officer who coordinates SCAG activities for each county.

LEGAL PUBLIC PARTICIPATION REQUIREMENTS

Federal Planning Requirements

As the MPO designated for the six-county metropolitan planning area (MPA), SCAG is responsible under federal and state transportation planning law, to develop a metropolitan transportation plan, referred to by SCAG as the Regional Transportation Plan (RTP) and a transportation improvement program (TIP), referred to as the Federal Transportation Improvement Program (FTIP).

The 2005 "Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users" (SAFETEA-LU) set forth public participation requirements for MPOs in developing these transportation plans. Specifically, SAFETEA-LU required MPOs to develop, in collaboration with interested parties, a Public Participation Plan that would provide reasonable opportunities for all parties to participate and comment on regional transportation plans. The transportation reauthorization bill "Moving Ahead for Progress in the 21st Century" (MAP-21) continues an emphasis on providing early and continuous opportunities for public involvement.

In carrying out its planning work, SCAG must comply with federal metropolitan planning law and regulations (23 U.S.C. Section 134 et seq. and 23 CFR Part 450 et seq.) and state transportation planning law (Cal Gov. Code Section 65080 et seq.) which incorporates the requirements of California Senate Bill 375 (Steinberg 2008). SCAG is further committed to developing and updating its regional transportation plans in accordance with the following requirements, including but not limited to: California Environmental Quality Act (CEQA) and Guidelines; Federal Clean Air Act; American with Disabilities Act of 1990 (ADA); Title VI of the Civil Rights Act; Executive Order 12898 regarding Environmental Justice; Executive Order 13166 regarding Improving Access to Services for Persons with Limited English Proficiency; Executive Order 13175 regarding Consultation and Coordination with Indian Tribes.

SCAG's Public Participation Plan procedures will follow and must comply with the following federal planning regulations set forth under 23 C.F.R. Section 450.316:

1. The MPO shall develop and use a documented participation plan that defines a process for providing citizens, affected public agencies, representatives of public transportation employees, freight shippers, providers of freight transportation services, private providers of transportation, representatives of users of public transportation, representatives of users of pedestrian walkways and bicycle transportation facilities, representatives of the disabled, business and other interested parties with reasonable opportunities to be involved in the metropolitan transportation planning process.

2. The participation plan shall be developed by the MPO in consultation with all interested parties and shall, at a minimum, describe explicit procedures, strategies, and desired outcomes for:

   - **(i)** Providing adequate public notice of public participation activities and time for public review and comment at key decision points, including but not limited to a reasonable opportunity to comment on the proposed metropolitan transportation plan and the TIP;
   - **(ii)** Providing timely notice and reasonable access to information about transportation issues and processes;
   - **(iii)** Employing visualization techniques to describe metropolitan transportation plans and TIPs;
   - **(iv)** Making public information (technical information and meeting notices) available in electronically accessible formats and means, such as the World Wide Web;

ny public meetings at convenient and accessible locations and times;

- » **(vi)** Demonstrating explicit consideration and response to public input received during the development of the metropolitan transportation plan and the TIP;
- » **(vii)** Seeking out and considering the needs of those traditionally underserved by existing transportation systems, such as low-income and minority households, who may face challenges accessing employment and other services;
- » **(viii)** Providing an additional opportunity for public comment, if the final metropolitan transportation plan or TIP differs significantly from the version that was made available for public comment by SCAG and raises new material issues which interested parties could not reasonably have foreseen from the public involvement efforts;
- » **(ix)** Coordinating with the statewide transportation planning public involvement and consultation processes under subpart (ii) of this part [regarding Consultation]; and
- » **(x)** Periodically reviewing the effectiveness of the procedures and strategies contained in the participation plan to ensure a full and open participation process.

3. When significant written and oral comments are received on the draft metropolitan transportation plan and TIP (including the financial plans) as a result of the participation process in this section or the interagency consultation process required under the EPA transportation conformity regulations (40 CFR part 93), a summary, analysis, and report on the disposition of comments shall be made as part of the final metropolitan transportation plan and TIP.
4. A minimum public comment period of 45 calendar days shall be provided before the initial or revised participation plan is adopted by SCAG. Copies of the approved participation plan shall be provided to the FHWA and the FTA for informational purposes and shall be posted on the World Wide Web, to the maximum extent practicable.

CONSULTATION REQUIREMENTS & ACTIVITIES

SCAG must consult, as appropriate, with State and local agencies responsible for land use management, natural resources, environmental protection, conservation, and historic preservation concerning the development of the RTP. The consultation shall involve, as appropriate:

1. Comparison of transportation plans with State conservation plans or maps, if available; or
2. Comparison of transportation plans to inventories of natural or historic resources, if available.

SCAG's consultation requirements under federal planning regulations are set forth under 23 C.F.R. Section 450.316(b)-(e) as follows:

1. In developing metropolitan transportation plans and TIPs, the MPO should consult with agencies and officials responsible for other planning activities within the MPA that are affected by transportation (including State and local planned growth, economic development, environmental protection, airport operations, or freight movements) or coordinate its planning process (to the maximum extent practicable) with such planning activities. In addition, metropolitan transportation plans and TIPs shall be developed with due consideration of other related planning activities within the metropolitan area, and the process shall provide for the design and delivery of transportation services within the areas that are provided by:
   - » Recipients of assistance under title 49 U.S.C. Chapter 53;
   - » Governmental agencies and non-profit organizations (including representatives of the agencies and organizations) that receive Federal assistance from a source other than the U.S. Department of Transportation to provide non-emergency transportation services; and
   - » Recipients of assistance under 23 U.S.C. 204.
2. When the MPA includes Indian Tribal lands, the MPO shall appropriately involve Indian Tribal government(s) in the development of the metropolitan transportation plan and the TIP.
3. When the MPA includes Federal public lands, the MPO shall appropriately involve the Federal land management agencies in the development of the metropolitan transportation plan and TIP.
4. MPOs shall, to the extent practicable, develop a documented process(es) that outlines roles, responsibilities, and key decision points for consulting with other governments and agencies, as defined in paragraphs 1- 3 of this section, which may be included in the agreement(s) developed under Section 450.314 [metropolitan planning agreements].

ctivities are accomplished primarily through SCAG Policy Committees, other committees, subcommittees, task forces, and working groups. SCAG's Policy Committees (Transportation Committee, Energy and Environment Committee and Community, Economic and Human Development Committee) are primarily made up of local elected officials. There are several issue-specific, as well as mode-specific, committees, subcommittees, task forces and working groups that are on-going as well as some that are created for a specific purpose and specific timeframe. All of these groups provide input to SCAG who thereafter forwards their recommendations to the policy committees. Examples include the Aviation Technical Advisory Committee, Technical Working Group, Transit Technical Advisory Committee, Modeling Task Force, Transportation Conformity Working Group and several Regional Planning Working Groups (on subjects including active transportation, environmental justice, public health and sustainable communities). Subsequent to the adoption of the 2012-2035 RTP/SCS, SCAG convened six subcommittees: Active Transportation, Goods Movement, High-Speed Rail and Transit, Public Health, Sustainability, and Transportation Finance. Membership on these groups includes elected officials as well as stakeholder agency representatives. The stakeholders had a direct pipeline to SCAG's planning processes through these groups. In anticipation of the development for the 2020 RTP/SCS, SCAG formed two additional Regional Planning Working Groups, one focused on issues of safety and another on mobility innovation.

SCAG conducts meetings with planning staff from all 197 member jurisdictions and provides individual city council briefings when requested. Also, SCAG conducts several workshops prior to releasing the Draft RTP/SCS involving stakeholders to ensure that their input on major issues is addressed in the plan. In addition, SCAG meets with State and local agencies responsible for land use management, natural resources, environmental protection and others.

SCAG also utilizes the sub-regional council of governments (COG) structure to distribute information and solicit input on the content as well as the planning and programming process from local stakeholders.

SCAG mails out a notice of the Draft RTP and FTIP availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final RTP and FTIP. Comments and responses are fully documented and reflected in the final RTP.

SCAG reviews and considers all public comments in the regional transportation planning process, and provides additional opportunity for public comment on the revised plan if the final plan differs significantly from the draft plan that was previously made public.

SCAG engages Tribal Governments in the RTP and FTIP processes through Tribal Government representation on SCAG's governing board and policy committees. SCAG also engages with the various Federal Land Management Agencies (FLMAs) during the RTP and PEIR processes. SCAG is currently in the process of documenting its outreach procedures with Tribal Governments and FLMAs.

TITLE VI AND ENVIRONMENTAL JUSTICE

Consideration of Environmental Justice in the transportation planning process originates from Title VI of the Civil Rights Act of 1964 (Title VI). Title VI establishes the need for transportation agencies to disclose to the public the benefits and burdens of proposed projects on minority populations. Title VI states that "No person in the United States shall, on the ground of race, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Additionally, Title VI not only bars intentional discrimination, but also unjustified disparate impact discrimination. Disparate impacts result from policies and practices that are neutral on their face (i.e., there is no evidence of intentional discrimination), but have the effect of discrimination on protected groups. The understanding of civil rights has expanded to include low-income communities, as further described below.

In the 1990's, the federal executive branch issued orders on Environmental Justice that amplified Title VI, in part by providing protections on the basis of income as well as race. These directives, which included President Clinton's Executive Order 12898 (1994) and subsequent U.S. Department of Transportation (DOT) and Federal Highway Administration (FHWA) orders (1997 and 1998, respectively), along with a 1999 DOT guidance memorandum, ordered every federal agency to make Environmental Justice part of its mission by identifying and addressing the effects of all programs, policies and activities on underrepresented groups and low-income populations. Reinforcing Title VI, these measures ensure that every federally funded project nationwide consider the human environment when undertaking the planning and decision-making process.

On August 4, 2011, 17 federal agencies signed the "Memorandum of Understanding on Environmental Justice and Executive Order 12898." The signatories, including the U.S. Department of Transportation (DOT), agreed to develop Environmental Justice strategies to protect the health of people living in communities overburdened by pollution and to provide the public with annual progress reports on their efforts. The MOU advances agency responsibilities outlined in the 1994 Executive Order 12898 and directs

agencies to make Environmental Justice part of its mission and to work with other agencies on Environmental Justice issues as members of the Interagency Working Group on Environmental Justice.

In response to this MOU, DOT revised its Environmental Justice Strategy. The revisions reinforce the DOT's programs and policies related to Environmental Justice and strengthen its efforts to outreach to minority and low-income populations. In addition, in July 2012, the Federal Transit Authority (FTA) issued two Circulars on Title VI and Environmental Justice to clarify the requirements and offer guidance. FTA Circular 4702.1A, Title VI Requirements and Guidelines for Federal Transit Administration Recipients provides information required in the Title VI Program, changes the reporting requirement from every four years to every three years, and adds a requirement for mapping and charts to analyze the impacts of the distribution of State and Federal public transportation funds. The FTA Circular 4703.1, Environmental Justice Policy Guidance for Federal Transit Administration Recipients (Docket number FTA-2011-0055) provides recommendations to MPOs (and other recipients of FTA funds) on how to fully engage Environmental Justice populations in the public transportation decision-making process; how to determine whether Environmental Justice populations would be subjected to disproportionately high and adverse human health or environmental effects as a result of a transportation plan, project, or activity; and how to avoid, minimize, or mitigate these effects. The Circular does not contain any new requirements, policies or directives. Nonetheless, SCAG complies with the framework provided to integrate the principles of Environmental Justice into its decision-making processes.

Under federal policy, all federally funded agencies must make Environmental Justice part of their mission and adhere to three fundamental Title VI/Environmental Justice principles:

1. To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations.
2. To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process.
3. To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

In addition to Federal requirements, SCAG must comply with California Government Code Section 11135, which states that, "no person in the State of California shall, on the basis of sex, race, color, religion, ancestry, national origin, ethnic group identification, age, mental disability, physical disability, medical condition, genetic information, marital status, or sexual orientation, be unlawfully denied full and equal access to the benefits of, or be unlawfully subjected to discrimination under, any program or activity that is conducted, operated, or administered by the state or by any state agency that is funded directly by the state, or receives any financial assistance from the state."

The State of California also provides guidance for those involved in transportation decision-making to address Environmental Justice. In 2003, the California Department of Transportation (Caltrans) published the Desk Guide on Environmental Justice in Transportation Planning and Investments to provide information and examples of ways to promote Environmental Justice. The Desk Guide identified requirements for public agencies, guidance on impact analyses, recommendations for public involvement, and mitigation.

Finally, SCAG has in place a Title VI Program which was adopted in September 2017. The Title VI Program includes a process for investigating Title VI complaints as well as a copy of the agency's Language Assistance Plan for Limited English Proficient (LEP) Populations. The key elements of the LEP Plan include: (1) Oral translators versed in Spanish, Chinese and Korean available upon request for meeting and workshops; (2) selected RTP materials available in English, Spanish, Chinese, Korean and Vietnamese languages; and (3) utilization of a specialty outreach consultant to engage with the LEP and minority communities. SCAG will continue these efforts for the 2020 RTP/SCS cycle. More information about the agency's Title VI Program and LEP Plan is available on the SCAG website at: http://www.scag.ca.gov/participate/Pages/CivilRights.aspx.

State Planning Requirements

Under California law, each metropolitan planning organization is required to adopt a public participation plan, for development of the sustainable communities strategy and an alternative planning strategy (if one is developed), that includes all of the following:

1. Outreach efforts to encourage the active participation of a broad range of stakeholder groups in the planning process, consistent with SCAG's adopted Public Participation Plan;

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n with congestion management agencies, transportation agencies, and transportation commissions;

3. Workshops throughout the region (a minimum of three public workshops in each county with a population of 500,000 or more) to provide the public with the information and tools necessary to provide a clear understanding of the issues and policy choices;
4. Preparation and circulation of a draft SCS, and APS if one is prepared, not less than 55 days before adoption of a final RTP;
5. At least three public hearings on the draft SCS in the RTP, and APS if one is prepared, held in different parts of the region, if feasible;
6. A process for enabling members of the public to provide a single request to receive notices, information and updates.

Further, SCAG must conduct at least two informational meetings in each county within the region for members of the board of supervisors and city councils on the SCS and APS, if any. The purpose of the meeting shall be to present a draft of the SCS to the members of the board of supervisors and city council members in that county and to solicit and consider their input and recommendations.

INTERESTED PARTIES

SCAG intends to encourage involvement of a broad range of people and organizations in the RTP/SCS planning process by reaching out to a wide variety of potential participants.

Per state law, SCAG has expanded its list of Interested Parties which includes the public, stakeholders and tribal governments, to whom we conduct outreach.

The following list of Interested Parties are target audiences SCAG aims to reach in the region:

- affordable housing advocates
- business organizations
- city managers
- community development representatives
- commercial property interests
- community-based organizations
- educational community and institutions
- elderly and retired persons
- elected officials
- environmental advocates
- federal land management agencies
- freight shippers
- general public
- governmental agencies and non-profit organizations that receive Federal assistance from a source other than the Department of Transportation (DOT) to provide non-emergency transportation services and recipients of assistance under section 204 of Title 23 U.S.C.
- health and wellness representatives
- home builder representatives
- homeowner associations
- landowners
- Limited English Proficiency populations
- minority and low-income populations
- neighborhood and community groups
- neighborhood councils
- organizations serving rural area residents
- planners
- private providers of transportation
- private sector
- providers of freight transportation services
- public agencies
- public health and wellness representatives
- public sector
- representatives of the disabled
- representatives of transportation agency employees
- representatives of users of pedestrian walkways and bicycle transportation facilities
- representatives of users of public transit
- special interest non-profit agencies
- subregional organizations such as Councils of Governments
- transit operators
- transportation advocates
- Tribal Governments
- women's organizations
- schools and school-based groups

NNING AND INTERAGENCY CONSULTATION

SCAG's three Policy Committees (Transportation Committee, Energy & Environment Committee and Community, Economic & Human Development Committee) include members appointed to represent the 15 subregional organizations in the SCAG region. Further, the numerous subcommittees, technical advisory committees, working groups, and the AB 1246 process (Cal. Pub. Util. Code §130059) facilitate SCAG's ability to provide a framework for ground-up planning and more frequent and ongoing participation by interested parties at all stages of the process.

Within the AB 1246 process, the multi-county designated transportation planning agency (i.e. SCAG) shall convene at least two meetings annually of representatives from each of the county transportation commissions, the agency, and the Department of Transportation for the purposes below.

1. To review and discuss the near-term transportation improvement programs prior to adoption by the county transportation commissions.
2. To review and discuss the Regional Transportation Plan prior to adoption by SCAG pursuant to Chapter 2.5 (commencing with Section 65080) of Title 7 of the Government Code.
3. To consider progress in the development of a region wide and unified public transit system.
4. To review and discuss any other matter of mutual concern.

The region-wide Transportation Agencies CEOs Group is currently fulfilling the function of the AB 1246 process.

SCAG has a memorandum of understanding (MOU) with the South Coast Air Quality Management District (SCAQMD) on transportation and air quality conformity consultation procedures for the South Coast Air Basin and for the Riverside County portions of the Salton Sea Air Basin and the Mojave Desert Air Basin. Parties to the MOU include: SCAQMD, Los Angeles County Metropolitan Transportation Authority, Orange County Transportation Authority, Riverside County Transportation Commission, San Bernardino County Transportation Authority, California Department of Transportation (Caltrans), California Air Resource Board, and the Federal Highway Administration.

Likewise, SCAG has an MOU for transportation and air quality conformity consultation procedures with the Ventura County Air Pollution Control District (VCAPCD) for the Ventura County portion of the South Central Coast Air Basin (SCCAB). Parties to the MOU include: VCAPCD, Ventura County Transportation Commission, Caltrans, California Air Resources Board, Federal Highway Administration and the Federal Transit Administration.

To support interagency coordination and fulfill the interagency consultation requirements of the Federal Transportation Conformity Rule, SCAG hosts and participates in the Southern California Transportation Conformity Working Group (TCWG). The group meets on a regular basis to address and resolve regional issues pertaining to transportation conformity for the RTP and FTIP; RTP and TIP amendments; and the region's air quality management plans. The TCWG also is the forum for interagency consultation on project-level particulate matter (PM) hot-spot analysis. SCAG serves as the regional PM hot spot analysis clearinghouse and maintains records on all projects on the TCWG page on SCAG's website: http://www.scag.ca.gov/programs/Pages/TCWG.aspx

Participants in the Southern California TCWG include representatives from federal, state, regional and sub-regional agencies such as the United States Environmental Protection Agency (both national and regional representatives), Federal Highway Administration, Federal Transit Administration, California Air Resources Board, California Department of Transportation, Air Quality Management Districts, County Transportation Commissions, Transportation Corridor Agencies, and SCAG.

PROGRAMS WITH ESTABLISHED PUBLIC PARTICIPATION PROCEDURES

Regional Transportation Plan/Sustainable Communities Strategy

The Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) represents the vision for Southern California's future, including policies, strategies, and projects for advancing the region's mobility, economy, and sustainability. The RTP/SCS details how the region will address its transportation and land use challenges and opportunities in order to achieve its air quality emissions standards and greenhouse gas reduction targets. SCAG updates the RTP/SCS every four years, as required by law, and SCAG is currently undertaking the development of the 2020 RTP/SCS to provide Southern California with a comprehensive vision for its transportation future to the year 2045.

California Senate Bill 375 (Steinberg, Chapter 728, 2008 Statutes) requires SCAG and other MPOs to engage the region in the development process of the SCS or an Alternative Planning Strategy (APS) through outreach efforts and a series of workshops and public hearings. For the SCAG region, these workshops and public hearings include workshops for local elected officials and workshops in each county in the region (at least 16 public workshops). SCAG will also conduct public hearings on the Draft 2020 RTP/SCS in different parts of the region.

SCAG prepares several technical companion documents for RTP/SCS updates. These include a Program Environmental Impact Report on the RTP/SCS per CEQA guidelines and transportation air quality conformity analyses (to ensure clean air mandates are met) per federal Clean Air Act requirements. Certain revisions to the RTP/SCS may warrant a revision or update to these technical documents.

SCAG also prepares an equity analysis of RTP/SCS updates to determine whether minority and low- income communities in the region share equitably in the benefits of the regional transportation plan without bearing a disproportionate share of the burdens. As an assessment of the region's long-range transportation investment strategy, this analysis is conducted at a regional, program-level scale. This assessment of the long-range plan is intended to satisfy federal requirements under Title VI of the Civil Rights Act and federal policies and guidance on environmental justice. For each update of the RTP/SCS, SCAG prepares a public participation plan that provides more information on how the equity analysis will be conducted throughout that update of the RTP/SCS. For additional information on the Environmental Justice public participation procedures, see pages 32-33 of this Appendix B.)

UPDATING AND REVISING THE RTP/SCS

A complete update of an existing RTP/SCS is required at least once every four years. The RTP/SCS also may be revised in between major updates under certain circumstances, as described below.

RTP/SCS Update

This is a complete update of the most current RTP/SCS, which is prepared pursuant to state and federal requirements. RTP/SCS updates include extensive public consultation and participation involving hundreds of SCAG residents, public agency officials, and stakeholder groups over many months. SCAG's Regional Council and policy committees and other members of the public play key roles in providing feedback on the policy and investment strategies identified in the plan. Local and Tribal governments, transit operators and other federal, state and regional agencies also actively participate in the development of an RTP/SCS update via existing working groups and ad hoc forums.

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An amendment is a major revision to the RTP/SCS, including adding or deleting a project and major changes in project costs, completion year dates, and/or design concept and scope (e.g., changing project locations or the number of through traffic lanes). An amendment requires public review and comment and is ultimately presented to SCAG's Regional Council for final approval. An amendment must demonstrate financial constraint and a finding that the change is consistent with federal transportation conformity mandates.

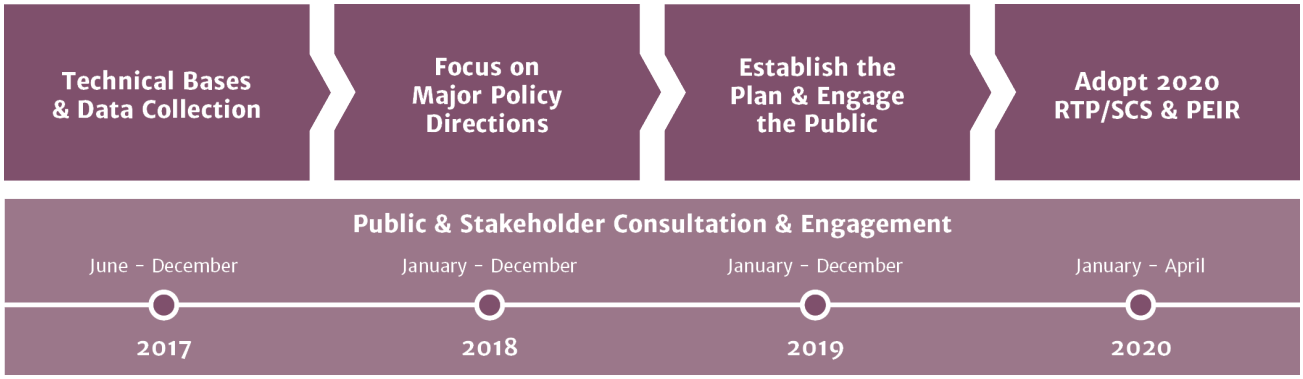
RTP/SCS Administrative Modification

This is a minor revision to the RTP/SCS for minor changes to project phase costs, funding sources, and/or initiation dates. An administrative modification does not require public review and comment, demonstration that the project can be completed based on expected funding, nor a finding that the change is consistent with federal transportation conformity requirements. As with an RTP/SCS amendment, changes to projects that are included in the RTP/SCS's financially unconstrained strategic plan may be changed without going through this process.

2020 RTP/SCS Update Process and Schedule

Developing the long-range plan for the SCAG region takes between two and three years to complete and involves working with six county transportation commissions (from the counties of Imperial, Los Angeles, Orange, Riverside, San Bernardino and Ventura), nine sub-regional councils of governments, 191 cities, and countless other stakeholder organizations and the public. The 2020 RTP/SCS involves goal setting, target setting, growth forecasting, financial projections, scenario development and analysis, and significant issues exploration. Considered at a high level, the 2020 RTP/SCS update will be completed in four phases: 1) Technical Bases & Data Collection; 2) Focus on Major Policy Directions; 3) Establish the Plan & Engage the Public; 4) Adopt 2020 RTP/SCS & PEIR (timeline illustrated in the graphic below.) Throughout the process, SCAG staff will engage the public and local, regional, and state partners to develop the 2020 RTP/SCS to meet current and future transportation needs over the next 25 years. Development of the 2020 RTP/SCS will be guided by an existing federal, state, and regional policy framework consisting of FAST Act/MAP-21, the California Transportation Plan and other relevant statewide plans, and the existing 2016 RTP/SCS.

In addition to the overall RTP/SCS development, SCAG also develops alternative scenarios for the



Sustainable Communities Strategies to illustrate the outcomes of different policy and investment choices and identify pathways to meeting GHG reduction targets set by the California Air Resources Board. In preparation of the 2020 SCS Scenarios, SCAG will be engaging directly with community-based organizations and offering participation support to other organizations that are interested in informing scenario development. SCAG will also be developing a robust engagement tool to be used by the general public and promoted through SCAG's regular outreach methods mentioned above on page 10 in order to collect nuanced input on investment and policy priorities.

Throughout the 2020 RTP/SCS development, SCAG's Regional Council; Community, Economic, and Human Development Committee; Energy and Environment Committee; and Transportation Committee will consider the challenges and opportunities facing the SCAG region and how to best address them, while considering public input.

The process for the 2020 RTP/SCS development will need to be flexible and is subject to change, as needed, to reflect and respond to the input received as SCAG moves through the steps of updating the plan. To help direct interested SCAG residents and organizations to participate in key actions or decisions being taken, any changes as well as additional detail will be posted on the www.scagrtpscs.org website.

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KEY TASKS AND MILESTONES

Step	Tasks	Details	Completion
1	**Update Planning Assumptions**	» Review and update regional vision, goals, objectives, and performance measures.	Spring 2018 – Summer 2019
2	**Update Data (through the new horizon year)**	» Update future population, household, and employment growth forecasts. » Update land use assumptions. » Assess projected land uses and identify major growth corridors. » County Transportation Commissions review and update project lists.	Spring 2017 – Winter 2019
3	**Transportation Financial Analysis**	» Update revenue forecast. » Define cost of multimodal transportation system needs, including operating and maintenance of the existing and future system, plus new and improved facilities and services. » Discuss funding tradeoffs. » Identify potential funding gap (i.e. limits so that revenues = expenditures).	Winter 2018 – Fall 2019
4	**Land Use/ Transportation Scenarios Development**	» Define land use scenarios. Also, assess land use options and compare options to existing local policies. » Define transportation network scenarios. » Assess scenarios against performance targets. » Obtain stakeholder and public feedback on the scenarios and incorporate input.	Spring 2018 – Spring 2019
5	**Issues Exploration**	» Work with stakeholders to explore issues such as public health, active transportation, and natural/farm lands. » Incorporate recommendations into the plan (e.g. policies).	Winter 2017 – Summer 2019
6	**Preferred Scenario**	» Based on stakeholder and public input, identify preferred land use and transportation investment strategy. » Assess preferred scenario against GHG targets. » Preferred scenario approved by Regional Council.	Spring 2019
7	**Program Environmental Impact Report**	» Estimate the impact of transportation and land uses on air quality and greenhouse gas emissions within the region.	Fall 2018 – Summer 2019
8	**Release Draft 2020 RTP/SCS and Program Environmental Impact Report**	» Regional Council approves the release of the draft 2020 RTP/SCS and associated PEIR.	September 2019
9	**Public Outreach and Comment Period**	» Acquire public input on the draft 2020 RTP/SCS and PEIR and respond to public comments.	September 2019 – November 2019
10	Approve Draft 2020 RTP/SCS and Program Environmental Impact Report	» Regional Council reviews for certification PEIR for the 2020 RTP/SCS and review for approval the final 2020 RTP/SCS.	April 2020

hat while the dates outlined in the above summary are specific to SCAG's development of the 2020 RTP/SCS, the tasks and milestones are applicable to SCAG's general process for developing a RTP/SCS.

PROGRAM ENVIRONMENTAL IMPACT REPORT

SCAG will prepare a Program Environmental Impact Report (PEIR) beginning in the fall of 2018 through summer 2019. The PEIR will evaluate the potential environmental impacts associated with the implementation of the 2020 RTP/SCS.

The 2020 PEIR will focus on a region-wide assessment of existing conditions and potential impacts, as well as broad policy alternatives and program-wide mitigation measures. Potential or probable environmental effects of individual projects included in the 2020 RTP/SCS Project List will not be specifically analyzed in the PEIR. The PEIR will serve as a first-tier document for later CEQA review of individual projects included in the program. For large scale planning approvals (such as the RTP/ SCS), where project-level environmental analyses will subsequently be prepared for specific projects broadly identified within a PEIR, the site-specific analysis can be deferred until the project-level environmental document is prepared, provided deferral does not prevent adequate identification of significant effects of the planning approval at hand.

SCAG, as the lead agency of the 2020 RTP/SCS, is required to file all CEQA notices related to the PEIR (i.e. Notice of Preparation (NOP), Notice of Availability (NOA), Notice of Determination (NOD)) to the Office of Planning and Research and with the county clerk in each county within the project boundaries (which includes Imperial, Los Angeles, Orange, Riverside, San Bernardino, and Ventura Counties) for public review for 30-60 days. All CEQA notices are also e-mailed out to SCAG stakeholders through SCAG's e-mailing list and posted at SCAG's main office in Los Angeles and regional satellite offices in each of the other five counties for the full comment period to solicit public comments. Public comments received during the NOP stage, the first stage in developing an environmental document of the CEQA process, will be incorporated into the Draft PEIR and public comments received during the NOA stage, the second stage, will be responded to in the Final PEIR. This process ensures public comments are collected and addressed per CEQA requirements.

In summary, the PEIR will serve as an informational document to inform decision-makers and the public of the potential environmental consequences of approving the proposed plan by analyzing the projects and programs on a broad regional scale, not at a site-specific level of analysis. Site-specific analysis will occur as each project is defined and goes through individual project-level environmental review.

REGIONAL HOUSING NEEDS ASSESSMENT

In addition to the tasks outlined above to develop the 2020 RTP/SCS, SCAG is required to update the eight-year Regional Housing Needs Assessment (RHNA). The RTP/SCS must demonstrate on a regional level, areas sufficient to house all the population of the region, including the eight-year projection of the RHNA.

Both the RTP/SCS and RHNA use the local input survey, which collects information from each local jurisdiction, as the basis for future demographic projections, including household growth. The next RHNA cycle, also known as the 6th cycle, will cover the planning period October 2021 through October 2029. The latest SCAG can adopt the 6th RHNA allocation is October 2020, but SCAG is looking at alternative schedules for an earlier adoption date, possibly to coordinate with the adoption of the 2020 RTP/SCS.As with the SCAG's development of the 2020 RTP/SCS, there will be several opportunities for the public to be involved in the RHNA process including through public meetings and hearings.

FEDERAL TRANSPORTATION IMPROVEMENT PROGRAM

Federal Transportation Improvement Plan

SCAG's Federal Transportation Improvement Program (FTIP) is a capital listing of all transportation projects proposed over a six-year period. The listing, adopted every two years, identifies specific funding sources and funding amounts for each project. The FTIP must include all transportation projects that are federally funded, and/or regionally significant, regardless of funding source or whether subject to any federal action.

The FTIP includes improvements to projects on the state highway, local arterial, bridge, public transit, rail, bicycle, pedestrian, safety, maintenance, operational and planning projects to name a few. The projects are submitted to SCAG by the six County Transportation Commissions. SCAG analyzes the projects to ensure that they are consistent with state and federal requirements. Federal law requires the FTIP be consistent with the RTP.

utlines SCAG's strategies, procedures and techniques for public participation on the FTIP. SCAG intends to update this section of the Appendix as needed prior to commencing each FTIP cycle to reflect appropriate changes.

1. FTIP Public Participation Process in the SCAG Region

SCAG has a Memorandum of Understanding (MOU) with transit operators and each of the County Transportation Commissions (CTCs) within the SCAG Region. These MOUs specify the role of the transit operators and CTCs with respect to approval of transportation projects utilizing federal, state highway, and transit funds within their respective jurisdiction. The County Transportation Commissions are also responsible for transportation programming and short-range planning in their respective counties. The County Transportation Commissions transmit their approved County TIP to SCAG. The public participation process and coordination is a tiered process within the SCAG region. This tiered process initiates the public participation process at the CTC's county TIP development stage, which occurs long before the development of the SCAG FTIP.

There are several opportunities for the public to review and comment on projects and programs during the development of each county TIP and approval of the SCAG FTIP. These public participation opportunities are described below.

A. Project Identification

Public participation begins at the local agency level by identifying projects and associated work scopes based on local and regional transportation needs. Newly identified projects are commonly placed on funding needs lists, funding plans or capital improvement program plans and programs that identify projects to be funded. These lists, plans and programs are adopted by local agency boards (mostly elected officials) in meetings open to the general public. Stakeholders, interest groups and the general public have the opportunity to review and comment on these projects and local plans prior to local agency board approvals.

B. Project Funding

The general public, interested parties and stakeholders have an opportunity to review and comment on projects and programs during the allocation of funds by local agencies including cities, counties, special districts, and county transportation commissions (CTCs).

The process of assigning specific funding sources to projects normally occurs in meetings open to the general public by public policy boards. For example, the CTCs in the SCAG region conduct a "call for projects" when funding under their control (federal, state and/or local) is available for programming. Local agencies apply and compete for available funding based on adopted eligibility guidelines consistent with federal, state and local county requirements. Candidate projects usually have gone through an initial public review process and are included in local agency capital improvement needs programs or plans. The CTCs work through their respective committee review process to develop a list of projects recommended for funding and adoption by each respective policy board. CTCs review committees are comprised of local agency staff (stakeholders and interested parties), and in some cases include public elected officials. Review committee meetings are publicly noticed. The recommended project lists approved by the committees are forwarded to the respective policy boards for approval. Projects proposed for funding are made available for review by the general public, stakeholders and interested parties in advance of adoption by the CTCs policy boards. All allocation of funds by the policy boards occur in publicly-noticed meetings open to the general public.

The allocation of public funds to projects by other entities meet the public review requirements that are consistent with the federal, state and/or local laws that govern the allocation of the funds.

Transportation Improvement Program (TIP) Development

The CTCs develop their respective TIPs based on FTIP Guidelines prepared by SCAG in consultation with the CTCs, SCAG's TCWG and federal and state agencies staff, with approval by SCAG's Regional Council. The CTCs' submittal of their county TIP to SCAG is their county implementation plan, which is incorporated in its entirety into the SCAG FTIP. All projects programmed in County TIPs have been previously approved for funding by the entity responsible for allocating the project funds. When submitting County TIPs to SCAG, each CTC is required to adopt a financial resolution which certifies that it has the resources to fund the projects in the TIP and affirms its commitment to implement all projects. The financial resolution is approved by each policy board in publicly noticed meetings open to the general public.

D. SCAG FTIP Development

SCAG develops the FTIP for the six-county region based on the County TIPs prepared and submitted by the CTCs described above in Section C. The Draft SCAG FTIP is noticed for a minimum 30-day public review, and public hearings are held at the SCAG office and, where possible, these public hearings will be available via videoconference, teleconference, or via the web. SCAG also conducts public outreach efforts through social media outlets. The Draft SCAG FTIP documents are made available for review and comment by stakeholders, interested parties and the general public through the SCAG website at http://ftip.scag.ca.gov/Pages/default.aspx and at public libraries throughout the six-county region prior to the public hearing. The list of libraries are posted on SCAG's FTIP web page.

In addition to the public hearings, SCAG committees and working groups also review and discuss the draft FTIP. These SCAG groups include the Executive Administration Committee, the Transportation Committee (TC), the Transportation Conformity Working Group (TCWG), and the Energy and Environment Committee (EEC). The SCAG Regional Council takes final action when they adopt the FTIP.

E. FTA Program of Projects

The designated recipient of FTA Section 5307 funds must develop a Program of Projects (POP). The POP is a list of proposed FTA funded projects that must undergo a public review process. Guidance provided by FTA allows the FTIP to function as the POP as long as the public is notified through SCAG's public notice that the FTIP public review process satisfies the public participation requirements of the POP. Once the FTIP is approved, the document will function as the POP for recipients of FTA funds in the SCAG region. SCAG's public participation process for the FTIP is intended to satisfy FTA Section 5307 funding recipients' public participation process for the POP.

F. SCAG FTIP Updates

The FTIP can be amended throughout its term. This process is similar to developing the formal FTIP. Proposed amendments to the adopted FTIP are submitted by the CTCs to SCAG. After SCAG has completed its analysis of the proposed change(s) to the FTIP ensuring consistency with the various programming rules and regulations, SCAG electronically posts the proposed change(s) for a 10-day public review and comment period on the SCAG website at http://ftip.scag.ca.gov/Pages/default.aspx

In addition to posting the amendment information on the web, a notice is sent to the TCWG as part of the FTIP amendment public review process.

P Public Participation strategies, procedures and techniques

A. Enhance Website Capabilities:

I. Utilize SCAG's website to provide information, announce draft and final program releases encourage feedback and comments from the public, make draft and final programs and corresponding documents available, provide contact information, inform of upcoming events and meetings, post meeting agendas and minutes.

II. Ensure that the information available is timely, easy-to-understand and accessible and that the website is compliant with the 1990 Americans with Disabilities Act.

B. Update Contact Databases and Advisory Groups:

I. Review and update mailing lists for outreach efforts.

II. Expand contact databases to include all Interested Parties identified in the Plan.

C. Coordinate Outreach Efforts with other Stakeholder Organizations:

I. Support interagency coordination by continuing to host and participate in the monthly TCWG meetings.

II. Mail Notice of Draft FTIP availability to the stakeholders at the local, state and federal level to solicit their comment and input to the final FTIP. Ensure that the public comment period for the program is at least 30 days.

III. Participate in regular meetings with the county transportation commissions in the coordination of the draft and final FTIP.

D. Conduct Public Hearings:

I. Announce public hearings in printed materials, on SCAG's website.

II. Hold public meetings at convenient and accessible locations and times.

III. Conduct at least two public hearings on the draft FTIP.

IV. Explore new opportunities using state-of-the-art communications and information technology for reaching remote audiences.

E. Maintain a Log of Outreach Efforts:

I. Maintain a log of all agency-wide outreach presentations.

II. Review and consider all public comments in the regional transportation planning process.

III. Record, track and maintain a log of comments and SCAG's response to the comments

IV. Respond to all comments received in a timely manner.

3. Annual Listing of Projects

Federal regulations require SCAG to develop an annual listing of projects (including investments in pedestrian walkways and bicycle transportation facilities) for which federal funds were obligated in the preceding program year. SCAG, in consultation and coordination with the State, county transportation commissions, and public transportation operators throughout the SCAG region, compiles the information and produces the annual listing of projects. The annual listing of obligated projects may be found on the SCAG website at: http://ftip.scag.ca.gov/Pages/default.aspx.

ments

For the FTIP, the following summarizes the categories of amendments identified by FHWA for the FTIP. The public participation requirements for each amendment type are illustrated in Figure 1.

A. Category 1. Administrative Modification

An administrative modification includes minor changes to project cost, schedule, and project description changes without affecting the scope, and/or funding sources. Please see the Federal Statewide Transportation Improvement Program (FSTIP) and Federal Transportation Improvement program (FTIP) Amendment and Administrative Modification Procedures for a complete definition of an administrative modification and eligibility.

B. Category 2. Amendment – Changes that do not impact the existing conformity determination.

The Amendment category may include changes that are not eligible under an administrative modification.

C. Category 3. Amendment – Relying on the existing Conformity Determination.

This amendment may include adding a project or a project phase to the program. This amendment category consists of projects that are modeled and are included in the regional emissions analysis.

D. Category 4. Formal Amendment – New Conformity Determination.

This amendment may include adding or deleting projects that are not currently included in the regional emissions analysis or part of the existing conformity determination. This amendment may involve adding or deleting projects that must be modeled for their air quality impacts: significantly changing the design concept, scope; or schedule of an existing project.

E. Category 5. Technical Amendment

Changes to project information not required to be included in the FTIP per federal requirements. Changes are not subject to an administrative modification or an amendment such as changes to project codes, and changes to correct typographical errors. These technical corrections do not impact project scope or cost.

Amendment Category	Public Hearing Requirements	Public Review Period (# of days)
1 Administrative	N/A	N/A
2 Amendment Changes that do not impact the existing conformity determination	No	1
3 Amendment relying on existing conformity determination	No	10
4 Formal — Requires a new conformity determination	Yes	30

NT AND ADMINISTRATIVE MODIFICATION APPROVAL PROCEDURES

SCAG Executive Director Authority

FTIP AMENDMENT PROCEDURES

As part of the TIP approval process, the SCAG Regional Council granted authority to SCAG's Executive Director or designee to approve Federal Transportation Improvement Program (FTIP) amendments and associated conformity determination and to transmit to the state and federal agencies amendments to the most currently approved FTIP. These amendments must meet the following criteria:

» Changes that do not affect the regional emissions analysis.

» Changes that do not affect the timely implementation of the Transportation Control Measures.

» Changes that do not adversely impact financial constraint.

» Changes consistent with the adopted Regional Transportation Plan.

FTIP amendments triggered by an RTP amendment must be approved by the Regional Council.

FTIP ADMINISTRATIVE MODIFICATION PROCEDURE

The SCAG Regional Council has the discretion to delegate authority to SCAG's Executive Director to approve FTIP Administrative Modifications to the Federal State Transportation Improvement Program (FSTIP) consistent with approved FSTIP/FTIP Administrative Modification and Amendment Procedures and as may be amended. Administrative Modifications are minor project changes that qualify under the FSTIP/FTIP Administrative Modification and Amendment Procedures. Because FTIP Administrative Modifications are considered minor changes, public review is not required.

The following procedures apply to this delegation of authority:

» SCAG will send copies of the approved administrative modification to Caltrans, FHWA, and FTA.

» Once the administrative modification is approved by SCAG, the administrative modification will be deemed part of the Federal State Transportation Improvement Program (FSTIP).

» SCAG will demonstrate in a subsequent amendment that the net financial change from each administrative modification has been accounted for.

» Caltrans will conduct periodic reviews of SCAG's administrative modification process to confirm adherence to the procedures. Noncompliance with the procedures will result in revocation of the MPO's delegation.

ENVIRONMENTAL JUSTICE PROGRAM

In 1994, Executive Order 12898 directed every federal agency to make environmental justice part of its mission by identifying and addressing the effects of all programs, policies, and activities on minority and low-income populations. Reinforcing Title IV of the Civil Rights Act of 1964, which addresses minority populations, this executive order ensures that every federally-funded project nationwide consider the human environment when undertaking the planning and decision-making process.

As the Metropolitan Planning Organization for six Southern California counties, SCAG developed a policy to ensure that environmental justice principles are an integral part of the transportation planning process, including the Regional Transportation Plan and Sustainable Communities Strategy (RTP/SCS). Additionally, as a government agency that receives federal funding, SCAG is required to conduct an environmental justice analysis for its RTP/SCS. SCAG's environmental justice program has two main elements: technical analysis and public outreach. As part of SCAG's environmental justice program, the agency also:

» Provides early and meaningful public access to decision-making processes for all interested parties, including minority and low-income populations;

» Seeks out and considers the input of traditionally underrepresented groups, such as minority and low-income populations, in the regional transportation planning process;

» Takes steps to propose mitigation measures or consider alternative approaches for the SCAG region when disproportionately high and adverse impacts on minority or low-income populations are identified; and

» Continues to evaluate and respond to environmental justice issues that arise during and after the implementation of SCAG's regional plans.

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additional companion documents, or appendices, to help support or add to the RTP/SCS. The environmental justice technical analysis and public outreach methodology are included in the RTP/SCS Environmental Justice (EJ) Appendix.

Early and continuous public outreach and input from SCAG's environmental justice stakeholders help SCAG prioritize and address needs in the region. Public outreach for environmental justice issues will be conducted concurrently with the RTP/SCS public outreach and development process. SCAG will hold various kick-off meetings, outreach workshops, focus group meetings and interviews throughout the RTP/SCS development process. Specifically, SCAG will hold:

» At least one (1) kick-off meeting at the beginning of the RTP/SCS development at the SCAG Headquarters located at Downtown Los Angeles (DTLA);

» At least four (4) outreach workshops during the RTP/SCS development and EJ Appendix development process. At least two (2) of the meetings will be held at SCAG's DTLA Headquarters while at least two (2) will be held in other geographical areas based on needs expressed by stakeholders;

» Several focus group discussions with various SCAG stakeholders to discuss EJ topics and concerns and the development of the EJ Appendix; and

» Interviews for SCAG stakeholders that cannot attending focus group meetings to discuss EJ topics and concerns and the development of the EJ Appendix.

In addition to public workshops held during the RTP/SCS EJ Appendix development process, Environmental Justice Working Group (EJWG) meetings will also be held on an ongoing basis every two to three months to help facilitate continuous discuss opportunities on EJ-related topics. Membership of the EJWG represents a cross-section of stakeholders in the EJ community, including advocacy groups (i.e. affordable housing, public health, transit riders, environmental conservation, etc.), regional/sub-regional agencies (i.e. County Transportation Commissions, Tribal Governments, AQMDs, etc.), local jurisdictions (i.e. City/County staff throughout SCAG region who are interested or are taking steps to address EJ topics in their local jurisdiction), and other stakeholders (i.e. non-governmental organizations, community based organizations, goods movement related groups like rail, airports, seaports, and logistic centers, and academic representatives from local universities/colleges who've done research on EJ topics). Some discussion topics include, but are not limited to introduction and implementation of relevant and recently passed legislation (i.e. SB 1000, AB 617), public health impacts like air quality, access to parks and open space, mortality rates and noise impacts on EJ communities, impacts of gentrification on low income communities and local businesses, and lack of transit access and impacts on EJ communities.

All public meetings and workshops aim to be accessible to all groups and individuals interested or concerned with environmental justice. In efforts to make these meetings and workshops more accessible, meeting and workshop materials can be provided in different languages to engage individuals who are not proficient in English. Preliminary meeting details like date, time, and location of meetings will be available to the public approximately 30 days before the meeting date to allow for adequate planning and meeting agendas will be provided at least 72 hours in advance of the meetings online and at all meeting locations. Videoconferencing at SCAG's regional offices (in Imperial, Orange, Riverside, San Bernardino, and Ventura Counties) will be made available to ensure all populations within the SCAG region can be reached. Some meetings will also include webinar capabilities to be able to allow more SCAG stakeholders to participate.

Comments and input gathered during the public outreach process will be documented and incorporated into relevant and appropriate documents, like the current RTP/SCS Environmental Justice Appendix. In the case of the RTP/SCS Environmental Justice Appendix, there will be additional opportunities to provide input like during public outreach workshops and the draft release of the RTP/SCS EJ Appendix for public review.

The overall environmental justice outreach process encourages the public, with many opportunities to share their input and be involved, to discuss and address environmental justice issues and shape SCAG's environmental justice program.

K PROGRAM

Funding for SCAG's metropolitan planning activities are documented in an annual Overall Work Program (OWP) (also known as a Unified Planning Work Program), pursuant to federal requirements, 23 CFR 450.308(b)-(c), and Caltrans guidance.

The OWP is developed each fiscal year, and details the agency's planning and budgetary priorities for the following fiscal year. SCAG's federal and state funding partners (FHWA, FTA and Caltrans) must approve SCAG's OWP each year before it takes effect.

The following describes SCAG's strategies, procedures and techniques with respect to public participation on the OWP.

1. Adopt OWP Preparation Schedule and Work Programs Outcomes: **(September-October)**
   - » Regional Council adopts the OWP preparation schedule and work program outcomes for the coming fiscal year.
2. Conduct a Budget Workshop: **(February)**
   - » SCAG staff conducts a Budget Workshop for the Regional Council and members of the public.
3. Distribute Draft OWP: **(March)**
   - » The Regional Council approves the Comprehensive Budget which includes the draft OWP. The draft OWP is distributed to all Regional Council members and the Regional Council approves the release of the document for a minimum 45-day public comment and review period. The draft OWP is also placed on SCAG's website.
4. Distribute the Draft OWP for Public Comments: **(March)**
   - » Staff reaches out to over 300 City Planners, Planning Directors and other Planning representatives within the SCAG region, including subregional coordinators, CTCs and transit operators, encourages their feedback on the draft OWP, and notifies them of the availability of the draft document on SCAG's website.
5. Review and Consider Comments Received in the Final OWP Deliberations: **(April)**
   - » Staff reviews and considers all public comments in the OWP planning process.
   - » Staff records, tracks and maintains a log of comments and SCAG's response to the comments.
6. Adopt the Final Comprehensive Budget and Resolution Authorizing the Submittal to Funding Partners: **(April)**
   - » The Regional Council adopts the Final Comprehensive Budget and Resolution authorizing the submittal of the Final OWP to Caltrans and other funding agencies as necessary for approval. Caltrans must submit the recommended Final OWP to FHWA/FTA by June 1 of each year.

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CITY COUNCIL REPORT

7L

DATE: **AUGUST 17, 2021**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **HEATHER IOPU, CITY CLERK**

SUBJECT: **RESOLUTION TO AMEND THE CITY COUNCIL MEETING PROCEDURES TO INCLUDE AN INDIGENOUS LAND ACKNOWLEDGEMENT AT THE BEGINNING OF CITY COUNCIL MEETINGS**

RECOMMENDATION

Staff recommends the City Council approve a resolution amending the City Council Meeting Procedures to add an indigenous land acknowledgement at the beginning of City Council meetings.

BACKGROUND

On December 15, 2020, at the request of Councilmember Murphy, the City Council approved a future agenda item directing staff to prepare a presentation for the City Council to consider amending the City Council Meeting Procedures to add an indigenous land acknowledgement. On March 2, 2021, the City Council received a report on draft language for a land acknowledgement, provided direction to staff on proposed revisions, and made a request to receive a local history presentation.

The City Council received a local history presentation earlier in the meeting on June 1, 2021, to inform the discussion of the land acknowledgment item. The City Council held discussion regarding the proposed language for the land acknowledgement and provided direction to staff to return to Council with an amendment to the Council procedures that would incorporate those changes.

DISCUSSION

If approved and memorialized in the form of an amendment to the City Council Meeting Procedures, the agreed upon statement of land acknowledgement would be read by the Mayor at the beginning of every regular meeting of the City Council.

Staff proposes placing the land acknowledgement as item two (2) of the agenda. The revised agenda format and land acknowledgment language to be recited by the Mayor is reflected in the updated Council Procedures Resolution, under Order of Business (See Attachment A).

Some additional, non-substantive formatting revisions were made to the Council Procedures such as re-numbering. All changes to the prior resolution are tracked in Attachment B.

FISCAL IMPACT

There is no direct fiscal impact other than the staff time required to prepare a Resolution, and amendment to the City Council Meeting Procedures.

ATTACHMENT(S)

A. Proposed Resolution – Clean Version
B. Resolution -Tracked Changes
C. Staff Report - June 1, 2021

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ATTACHMENT A

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING AND SETTING FORTH COUNCIL MEETING PROCEDURES FOR THE PREPARATION AND POSTING OF AGENDAS AND THE CONDUCT OF MEETINGS

The Pinole City Council hereby repeals all prior resolutions related to the conduct of meetings, including Resolution 103-2003; 178-2003, 2005-02, 2007-07, 2007-86, 2008-74, 2009-124, 2012-08, 2012-127, 2014-67, and 2015-109, 2016-100, 2017-13, 2017-72, 2018-113, 2019-03, 2020-114, and 2021-28 and resolves as follows:

1. Regular Meetings. Pursuant to Section 2.12.010 of the Municipal Code, a regular meeting of the Pinole City Council shall be held at 6:00 p.m. on the first and third Tuesdays of every month at the Council Chambers, 2131 Pear Street in Pinole, California. Items are placed on the agenda under the respective section headings. Public Hearings are scheduled to commence on or around 7 p.m. pursuant to the Municipal Code.

2. Closed Sessions of the Pinole City Council will customarily be held at 6 p.m. before the regular business items on the City Council agenda. The Closed Session is scheduled to be concluded by or before 7 p.m. If all business cannot be completed during that time, the items will either be held over to the next meeting, or Council may convene back into Closed Session following all the business items that evening.

3. Posting of Meeting Agenda. At least seventy-two (72) hours before a regular meeting, and twenty-four (24) hours before a special meeting of the City Council, the City Clerk shall post on the bulletin board located outside of City Hall, the agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

4. Council Action Limited. The Council shall not take action on any item not appearing on the posted agenda unless:

A. It is determined by a two-thirds (2/3) vote of the Council, or if less than two-thirds (2/3) of the Council is present, the unanimous vote of the members present, that the need to take action arose after the posting of the agenda.
B. It is determined by a majority vote of the Council that an emergency situation as described in Government Code Section 54956.5 necessitated prompt action due to the disruption or threatened disruption of public facilities.
C. The item was posted for a prior meeting less than five (5) days previously and continued to the meeting where action is being taken.

5. Posting Notices for Special Meetings. The call and notice of special meetings shall be posted at least twenty-four (24) hours on the bulletin board located outside of City Hall.

6. Agenda Preparation. The City Manager will in coordination with the Mayor identify the items that will be included on each specific City Council agenda. Items may include those requested as future agenda items by the City Council and those needed by City staff to carry out City functions. Staff will endeavor not to include more items on a single agenda than the Council can reasonably address during a single meeting. Items requested as future agenda items by the City Council will be placed on a Council meeting agenda as soon as staff has had sufficient time to conduct any necessary preparations for the item. The City Manager may schedule items requested by Council as future agenda items based on specific time sensitivity or natural timing of the item. The City Council can establish a date certain for a future agenda item when it approves a future agenda item. Cut-off time for placing items on the agenda shall be Wednesday, thirteen

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days preceding each regular Tuesday meeting, with the final agenda to be prepared by 5:00 pm of the Thursday preceding the meeting.

7. Order of Business. Promptly at the hour appointed for each regular meeting, the members of the Council, the City Clerk, City Attorney and City Manager, the Police Chief or his designee and such other staff members as are necessary shall assemble in the Council Chambers or some other publicly announced location. A statement of conflict must be disclosed by an official who has a conflict prior to consideration of the decision by publicly identifying in detail the financial interest that causes the conflict; recusing himself /herself from discussion and voting, and leaving the room until the decision has been reached (GC Section 87200).

AGENDA FORMAT

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

2. LAND ACKNOWLEDGMENT

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

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

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

4. CONVENE TO A CLOSED SESSION

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

EXAMPLES:

A. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to GC §54597.6
City Labor Negotiator:
Employee Organizations:

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to GC §54597
Public Employee Performance Evaluation:

OPEN SESSION WILL COMMENCE UPON COMPLETION OF CLOSED SESSION DISCUSSIONS, WHICH MAY OCCUR BEFORE 7:00 PM

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

6. CITIZENS TO BE HEARD (Public Comments)

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

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matters for consideration at a future meeting.

7. RECOGNITIONS / PRESENTATIONS / COMMUNITY ANNOUNCEMENTS

A. Proclamations
B. Presentations/Recognitions

8. 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.

9. 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.***

10. OLD BUSINESS

11. NEW BUSINESS

12. REPORTS & COMMUNICATIONS

A. Mayor
   1. Announcements

B. Mayoral and Council Appointments

C. City Council Reports and Communications

D. Council Requests for Future Agenda Items and Other Staff Follow-Up

E. City Manager and Department Staff

F. City Attorney Report

13. ADJOURNMENT

END OF AGENDA FORMAT

The foregoing order of business may be suspended at any Council meeting by a majority vote of the members in attendance.

8. Approval of Minutes. A true copy of the minutes of proceedings of regular and special meetings not theretofore approved, as the same shall be entered in the journal of proceedings, shall be provided by the City Clerk to each Council member at least twenty-four (24) hours before regular meetings. Unless otherwise ordered by the Council, the City Clerk shall prepare and produce action minutes of the meetings, which may be approved without a public reading of the same. The minutes as approved by the Council shall be the permanent official

record of the proceedings of the City Council.

9. Tape Recordings. Council meetings are televised live on Pinole's Local Community Access Channel (Channel 26). Tape recordings of Council meetings are kept in order to assist in the preparation of minutes. After the prepared minutes have been approved, video tape recordings shall be retained pursuant to the Citywide Records Retention Policy.

10. Rules of Order. The following definitions and rules shall govern the proceedings and order of business of the Council:

a. Reports. Under the item of business entitled "Reports", the Council may receive reports from Council Members or the City Manager, which are intended to be limited to approximately two (2) minutes from each individual. Summaries of Council liaison (i.e., advisory committees and regional agencies) assignment meetings will be submitted by Council Members to the City Clerk periodically and be included as attachments to Council agendas and reflected in the minutes. The City Manager shall include a report on anticipated agenda items for the next meeting.

b. Consent Calendar. Items listed under the "Consent Calendar" are considered to be routine and noncontroversial and will be enacted, approved, received or adopted by one motion in the form as shown on the agenda. A member of the public or Council member(s) wishing to comment on an item, may do so before action is taken. If an item is removed from the Consent Calendar for discussion or response to questions, the items shall be removed from the Consent Calendar, and an action taken to approve the balance of the Consent Calendar. Immediately following, the items removed for discussion should be considered separately for action by Council.

c. Citizens To Be Heard. Members of the public may address the Council on any item of interest that is within the jurisdiction of the Council. Individuals who want to speak should complete a card giving his/her name and the item number or description. Individuals will be heard during the Council's consideration of the item. If the item is not listed on the agenda, describe the subject matter on the card and it will be called under Citizens to be Heard, (Public Comment). Time limit is 3 minutes, subject to modification by the Mayor. Individuals may not share or offer time to another speaker.

d. Public Hearings shall consist of matters wherein published notice has been given and where public hearings are required by law and such matters as the Council may deem necessary or desirable to schedule for public hearings. Anyone wishing to speak regarding a Public Hearing should fill out a speaker card prior to the completion of the staff presentation and submit it to the City Clerk. Individuals may not share or offer time to another speaker. The order of business for Public Hearings is as follows:

I. All persons wishing to speak for or against a matter which has been set for Public Hearing are requested to complete a card giving his/her name and address, and to hand the card to the City Clerk as early as possible in the meeting. The cards can be found on the Clerk's desk or on a table located in the back of the Council Chambers.

II. The speakers shall address remarks to and through the Mayor.

III. Persons addressing the Council shall state their name, the city in which

they reside, the interest they represent, if any, and shall state on which side of the argument they wish to be heard

IV. Prior to opening the Public Hearing, the Mayor may request a staff report and presentation.

V. All persons wishing to be heard shall confine their remarks to the merits of the matter being considered and shall refrain from references to personalities.

VI. Applicant/Appellant (10 minutes), subject to adjustment by the Mayor - The applicant or his/her representative shall first address the Council and shall, in his/her first address, state all relevant reasons and present all relevant evidence on behalf of the application.

VII. Opponent (5 minutes), subject to adjustment by the Mayor – The primary opponent representative to a project/application shall address the Council second and shall state all relevant reasons and present all relevant evidence on behalf of the opposition.

VIII. The Mayor shall next request the Clerk to read or acknowledge any written communication received on the application.

IX. Public Comments will be (3 minutes per speaker), subject to adjustment by the Mayor. Any persons wishing to speak either in favor of, in opposition to, or simply to comment on the application shall next be recognized by the Mayor in the order in which they present themselves.

X. After all persons desiring to speak on the application have completed their presentation and any written communications have been acknowledged, the applicant will be permitted 5 minutes to close the argument by presenting matter in rebuttal on presentation made in opposition to the application.

XI. If the applicant, in rebuttal, presents new evidence not covered in the original presentation, persons who have previously spoken on the application may be granted an opportunity to comment on the new evidence only.

XII. The applicant shall have the right to close the argument.

XIII. The Public Hearing shall then be concluded on the part of the public and brought to the Council level for discussion and decision. There is no further comment permitted from the audience unless requested by the Council.

XIV. In matters set for Public Hearing before the City Council, the Mayor reserves the right to limit the length of time for argument.

e. Appeals. Appeals shall be presented to the Council through the City Clerk and/or as required by law. Persons other than parties to the appeal may speak only by permission of the Council. The process for appellant/opposition speakers shall be the same as outlined above for Public Hearings.

f. Public Discussion

I. Permission - Any person addressing the Council shall first secure the permission of the presiding officer.
II. Not A Debate - Public discussion should not be used to elicit a debate between Council members or staff and the public.
III. Time Limits - The Council may establish time limits for the consideration of any agenda item as well as establish an overall time period for the consideration of any matter.
IV. Public Discussion During Council Deliberation - Public discussion shall be allowed following the staff report and Council questions and discussion. Speakers shall be allowed three minutes each, subject to modification by the Mayor.
V. Limit on Public Discussion After Motion to Terminate Deliberation - No discussion shall be permitted after a motion, which would terminate further deliberation, has been adopted.

11. Council Deliberation.

I. Presiding Officer May Deliberate - The Mayor may deliberate from the chair, subject only to such limitations of deliberation as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges as a member of the Council by reason of his/her acting as the Mayor.

II. Getting the Floor - Improper References to be Avoided - Every member desiring to speak shall address the Mayor, and upon recognition shall confine himself/herself to the question under deliberation, avoiding negative references to personalities and indecorous language.

III. Interruptions - A Council member, once recognized, shall not be interrupted when speaking unless it is to call said member to order, or as herein otherwise provided. If a member, while speaking, be called to order, said member shall cease speaking until the question or order be determined, and if in order, said member shall be permitted to proceed.

IV. Motion to Reconsider - A motion to reconsider any action taken by the Council may be made only on the date such action was taken or the next meeting of the Council. Such motion must be made by one who voted on the prevailing side, and may be made at any time or while a member has the floor and have precedence over all other motions; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same other motion at a subsequent meeting

of the Council or a motion to rescind.

V. Repeal or Amendment of Action Requiring More Than a Majority Vote - Any ordinance or resolution which is passed or adopted and which, as part of its terms, requires more than a majority vote of the Council in order to pass, a motion pursuant to such an ordinance or resolution shall require a vote of the same percent of the Council to repeal or amend the ordinance or resolution.

VI. Motion to Table - A motion to lay on the table is not debatable and shall preclude all amendments or deliberation of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon a motion of a member voting with the majority.

VII. Motion to Call for Question or Continue to a Date Specific - A motion to call for the question or continue the matter to a specific date shall preclude all amendments to or deliberation of the subject under consideration and is not debatable.

VIII. Statement of Position - When a motion to call for the question is adopted, each member of the Council may briefly state his/her position on the matter before roll call or call for the next item of business.

IX. Privilege of Closing Deliberation - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the deliberations or making the final statement. Further, it shall be the privilege of the Mayor to close debate where the Mayor determines that further debate is not advancing deliberations.

X. Division of Question - If the question contains two (2) or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.

XI. Second Required - All motions except for nominations and a point of order shall require a second.

XII. Miscellaneous - All other matters not covered by these rules shall be decided by a majority of the Council. Roberts' Rules of Order may be used for guidance. Further, this Resolution supersedes any prior resolutions relating to the conduct of Council meetings.

12. Council Requests for Future Agenda Items and Other Staff Follow-Up – Under this agenda item, any Council Member may make a motion that an item be scheduled for discussion at a future City Council meeting or that staff conduct a specific follow-up task. The request must be approved by a majority vote of the Council in order to be carried out. The Council Member raising the request shall specify the type of follow-up they seek, among the following: staff provide information on a topic to Council in a memorandum; staff schedule a presentation to Council by an outside party at a future Council meeting; staff schedule a report to Council by staff at a future Council meeting; staff schedule an agenda item at a future Council

meeting for staff to receive direction from Council on an issue; and staff present proposed City legislation/policy (resolution or ordinance) to Council at a future Council meeting. Council requests that staff conduct a special project that would require substantial staff time and/or substantial other City resources will be brought to Council as a future Council agenda item for staff to receive direction from Council on how to resource and prioritize the special project within the City workplan.

13. Meetings will be adjourned at 11:00 p.m., unless Council approves a motion to extend the meeting to address specific items not yet taken up on the agenda.

PASSED AND ADOPTED this **17th** day of **August 2021**, by the following vote:

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

I hereby certify that the foregoing resolution was introduced, passed and adopted on this 17th day of August 2021.

_____
Heather Iopu, CMC
City Clerk

ATTACHMENT B

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, AMENDING AND SETTING FORTH COUNCIL MEETING PROCEDURES FOR THE PREPARATION AND POSTING OF AGENDAS AND THE CONDUCT OF MEETINGS

The Pinole City Council hereby repeals all prior resolutions related to the conduct of meetings, including Resolution 103-2003; 178-2003, 2005-02, 2007-07, 2007-86, 2008-74, 2009-124, 2012-08, 2012-127, 2014-67, and 2015-109, 2016-100, 2017-13, 2017-72, 2018-113, 2019-03, ~~and~~ 2020-114, and 2021-28 and resolves as follows:

1. Regular Meetings. Pursuant to Section 2.12.010 of the Municipal Code, a regular meeting of the Pinole City Council shall be held at 6:00 p.m. on the first and third Tuesdays of every month at the Council Chambers, 2131 Pear Street in Pinole, California. Items are placed on the agenda under the respective section headings. Public Hearings are scheduled to commence on or around 7 p.m. pursuant to the Municipal Code.

2. Closed Sessions of the Pinole City Council will customarily be held at 6 p.m. before the regular business items on the City Council agenda. The Closed Session is scheduled to be concluded by or before 7 p.m. If all business cannot be completed during that time, the items will either be held over to the next meeting, or Council may convene back into Closed Session following all the business items that evening.

3. Posting of Meeting Agenda. At least seventy-two (72) hours before a regular meeting, and twenty-four (24) hours before a special meeting of the City Council, the City Clerk shall post on the bulletin board located outside of City Hall, the agenda containing a brief general description of each item of business to be transacted or discussed at the meeting.

4. Council Action Limited. The Council shall not take action on any item not appearing on the posted agenda unless:

A. It is determined by a two-thirds (2/3) vote of the Council, or if less than two-thirds (2/3) of the Council is present, the unanimous vote of the members present, that the need to take action arose after the posting of the agenda.
B. It is determined by a majority vote of the Council that an emergency situation as described in Government Code Section 54956.5 necessitated prompt action due to the disruption or threatened disruption of public facilities.
C. The item was posted for a prior meeting less than five (5) days previously and continued to the meeting where action is being taken.

5. Posting Notices for Special Meetings. The call and notice of special meetings shall be posted at least twenty-four (24) hours on the bulletin board located outside of City Hall.

6. Agenda Preparation. The City Manager will in coordination with the Mayor identify the items that will be included on each specific City Council agenda. Items may include those requested as future agenda items by the City Council and those needed by City staff to carry out City functions. Staff will endeavor not to include more items on a single agenda than the Council can reasonably address during a single meeting. Items requested as future agenda items by the City Council will be placed on a Council meeting agenda as soon as staff has had sufficient time to conduct any necessary preparations for the item. The City Manager may schedule items requested by Council as future agenda items based on specific time sensitivity or natural timing of the item. The City Council can establish a date certain for a future agenda item when it approves a future agenda item. Cut-off time for placing items on the agenda shall be Wednesday, thirteen days preceding each regular Tuesday meeting, with the final agenda to be prepared by 5:00 pm

of the Thursday preceding the meeting.

7. Order of Business. Promptly at the hour appointed for each regular meeting, the members of the Council, the City Clerk, City Attorney and City Manager, the Police Chief or his designee and such other staff members as are necessary shall assemble in the Council Chambers or some other publicly announced location. A statement of conflict must be disclosed by an official who has a conflict prior to consideration of the decision by publicly identifying in detail the financial interest that causes the conflict; recusing himself /herself from discussion and voting, and leaving the room until the decision has been reached (GC Section 87200).

AGENDA FORMAT

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

2. LAND ACKNOWLEDGMENT

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

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

~~3~~4. CONVENE TO A CLOSED SESSION
Citizens may address the Council regarding a Closed Session *item prior to the Council adjourning into the Closed Session, by first providing a speaker card to the City Clerk.*

EXAMPLES:

A. CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to GC §54597.6
City Labor Negotiator:
Employee Organizations:

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to GC §54597
Public Employee Performance Evaluation:

OPEN SESSION WILL COMMENCE UPON COMPLETION OF CLOSED SESSION DISCUSSIONS, WHICH MAY OCCUR BEFORE 7:00 PM

~~4~~5. RECONVENE IN OPEN SESSION TO ANNOUNCE RESULTS OF CLOSED SESSION

~~5~~6. CITIZENS TO BE HEARD (Public Comments)
Citizens may speak under any item not listed on the Agenda*. The time limit is 3 minutes for City Council items and is subject to modification by the Mayor. Individuals may not share or offer time to another speaker. Pursuant to provisions of the Brown Act, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future meeting.*

~~6~~7. RECOGNITIONS / PRESENTATIONS / COMMUNITY ANNOUNCEMENTS

A. Proclamations
B. Presentations/Recognitions

~~7~~8. 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.

~~8~~9. 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.***

~~9~~10. OLD BUSINESS

~~AGENDA FORMAT~~

~~10~~11. NEW BUSINESS

~~11~~12. REPORTS & COMMUNICATIONS

A. Mayor
   1. Announcements

B. Mayoral and Council Appointments

C. City Council Reports and Communications

D. Council Requests for Future Agenda Items and Other Staff Follow-Up

E. City Manager and Department Staff

F. City Attorney Report

~~12~~13. ADJOURNMENT

END OF AGENDA FORMAT

~~ORDER OF BUSINESS~~

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The foregoing order of business may be suspended at any Council meeting by a majority vote of the members in attendance.

~~8~~1. Approval of Minutes. A true copy of the minutes of proceedings of regular and

special meetings not theretofore approved, as the same shall be entered in the journal of proceedings, shall be provided by the City Clerk to each Council member at least twenty-four (24) hours before regular meetings. Unless otherwise ordered by the Council, the City Clerk shall prepare and produce action minutes of the meetings, which may be approved without a public reading of the same. The minutes as approved by the Council shall be the permanent official record of the proceedings of the City Council.

~~2~~9. Tape Recordings. Council meetings are televised live on Pinole's Local Community Access Channel (Channel 26). Tape recordings of Council meetings are kept in order to assist in the preparation of minutes. After the prepared minutes have been approved, video tape recordings shall be retained pursuant to the Citywide Records Retention Policy.

~~3~~10. Rules of Order. The following definitions and rules shall govern the proceedings and order of business of the Council:

a. Reports. Under the item of business entitled "Reports", the Council may receive reports from Council Members or the City Manager, which are intended to be limited to approximately two (2) minutes from each individual. Summaries of Council liaison (i.e., advisory committees and regional agencies) assignment meetings will be submitted by Council Members to the City Clerk periodically and be included as attachments to Council agendas and reflected in the minutes. The City Manager shall include a report on anticipated agenda items for the next meeting.

b. Consent Calendar. Items listed under the "Consent Calendar" are considered to be routine and noncontroversial and will be enacted, approved, received or adopted by one motion in the form as shown on the agenda. A member of the public or Council member(s) wishing to comment on an item, may do so before action is taken. If an item is removed from the Consent Calendar for discussion or response to questions, the items shall be removed from the Consent Calendar, and an action taken to approve the balance of the Consent Calendar. Immediately following, the items removed for discussion should be considered separately for action by Council.

c. Citizens To Be Heard. Members of the public may address the Council on any item of interest that is within the jurisdiction of the Council. Individuals who want to speak should complete a card giving his/her name and the item number or description. Individuals will be heard during the Council's consideration of the item. If the item is not listed on the agenda, describe the subject matter on the card and it will be called under Citizens to be Heard, (Public Comment). Time limit is 3 minutes, subject to modification by the Mayor. Individuals may not share or offer time to another speaker.

d. Public Hearings shall consist of matters wherein published notice has been given and where public hearings are required by law and such matters as the Council may deem necessary or desirable to schedule for public hearings. Anyone wishing to speak regarding a Public Hearing should fill out a speaker card prior to the completion of the staff presentation and submit it to the City Clerk. Individuals may not share or offer time to another speaker. The order of business for Public Hearings is as follows:

I. All persons wishing to speak for or against a matter which has been set for Public Hearing are requested to complete a card giving his/her name and address, and to hand the card to the City Clerk as early as possible in the meeting. The cards can be found on the Clerk's desk or on a table

located in the back of the Council Chambers.

II. The speakers shall address remarks to and through the Mayor.

III. Persons addressing the Council shall state their name, the city in which they reside, the interest they represent, if any, and shall state on which side of the argument they wish to be heard

IV. Prior to opening the Public Hearing, the Mayor may request a staff report and presentation.

V. All persons wishing to be heard shall confine their remarks to the merits of the matter being considered and shall refrain from references to personalities.

VI. Applicant/Appellant (10 minutes), subject to adjustment by the Mayor - The applicant or his/her representative shall first address the Council and shall, in his/her first address, state all relevant reasons and present all relevant evidence on behalf of the application.

VII. Opponent (5 minutes), subject to adjustment by the Mayor – The primary opponent representative to a project/application shall address the Council second and shall state all relevant reasons and present all relevant evidence on behalf of the opposition.

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XI. If the applicant, in rebuttal, presents new evidence not covered in the original presentation, persons who have previously spoken on the application may be granted an opportunity to comment on the new evidence only.

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XIII. The Public Hearing shall then be concluded on the part of the public and brought to the Council level for discussion and decision. There is no further comment permitted from the audience unless requested by the

Council.

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III. Time Limits - The Council may establish time limits for the consideration of any agenda item as well as establish an overall time period for the consideration of any matter.
IV. Public Discussion During Council Deliberation - Public discussion shall be allowed following the staff report and Council questions and discussion. Speakers shall be allowed three minutes each, subject to modification by the Mayor.
V. Limit on Public Discussion After Motion to Terminate Deliberation - No discussion shall be permitted after a motion, which would terminate further deliberation, has been adopted.

~~4~~11. Council Deliberation.

I. Presiding Officer May Deliberate - The Mayor may deliberate from the chair, subject only to such limitations of deliberation as are by these rules imposed on all members, and shall not be deprived of any of the rights and privileges as a member of the Council by reason of his/her acting as the Mayor.

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III. Interruptions - A Council member, once recognized, shall not be interrupted when speaking unless it is to call said member to order, or as herein otherwise provided. If a member, while speaking, be called to order, said member shall cease speaking until the question or order be determined, and if in order, said member shall be permitted to proceed.

IV. Motion to Reconsider - A motion to reconsider any action taken by the Council may be made only on the date such action was taken or the next

meeting of the Council. Such motion must be made by one who voted on the prevailing side, and may be made at any time or while a member has the floor and have precedence over all other motions; it shall be debatable. Nothing herein shall be construed to prevent any member of the Council from making or remaking the same other motion at a subsequent meeting of the Council or a motion to rescind.

V. Repeal or Amendment of Action Requiring More Than a Majority Vote - Any ordinance or resolution which is passed or adopted and which, as part of its terms, requires more than a majority vote of the Council in order to pass, a motion pursuant to such an ordinance or resolution shall require a vote of the same percent of the Council to repeal or amend the ordinance or resolution.

VI. Motion to Table - A motion to lay on the table is not debatable and shall preclude all amendments or deliberation of the subject under consideration. If the motion shall prevail, the consideration of the subject may be resumed only upon a motion of a member voting with the majority.

VII. Motion to Call for Question or Continue to a Date Specific - A motion to call for the question or continue the matter to a specific date shall preclude all amendments to or deliberation of the subject under consideration and is not debatable.

VIII. Statement of Position - When a motion to call for the question is adopted, each member of the Council may briefly state his/her position on the matter before roll call or call for the next item of business.

IX. Privilege of Closing Deliberation - The Council member moving the adoption of an ordinance or resolution shall have the privilege of closing the deliberations or making the final statement. Further, it shall be the privilege of the Mayor to close debate where the Mayor determines that further debate is not advancing deliberations.

X. Division of Question - If the question contains two (2) or more divisible propositions, the presiding officer may, and upon request of a member shall, divide the same.

XI. Second Required - All motions except for nominations and a point of order shall require a second.

XII. Miscellaneous - All other matters not covered by these rules shall be decided by a majority of the Council. Roberts' Rules of Order may be used for guidance. Further, this Resolution supersedes any prior resolutions relating to the conduct of Council meetings.

~~5~~12. Council Requests for Future Agenda Items and Other Staff Follow-Up – Under this agenda item, any Council Member may make a motion that an item be scheduled for discussion at a future City Council meeting or that staff conduct a specific follow-up task. The request must be approved by a majority vote of the Council in

order to be carried out. The Council Member raising the request shall specify the type of follow-up they seek, among the following: staff provide information on a topic to Council in a memorandum; staff schedule a presentation to Council by an outside party at a future Council meeting; staff schedule a report to Council by staff at a future Council meeting; staff schedule an agenda item at a future Council meeting for staff to receive direction from Council on an issue; and staff present proposed City legislation/policy (resolution or ordinance) to Council at a future Council meeting. Council requests that staff conduct a special project that would require substantial staff time and/or substantial other City resources will be brought to Council as a future Council agenda item for staff to receive direction from Council on how to resource and prioritize the special project within the City workplan.

~~6~~13. Meetings will be adjourned at 11:00 p.m., unless Council approves a motion to extend the meeting to address specific items not yet taken up on the agenda.

PASSED AND ADOPTED this **20th** day of **April 2021**, by the following vote:

AYES:	COUNCILMEMBERS: **Murphy, Salimi, Toms**
NOES:	COUNCILMEMBERS: **Tave**
ABSENT:	COUNCILMEMBERS: **Martínez-Rubin**
ABSTAIN:	COUNCILMEMBERS: **None**

I hereby certify that the foregoing resolution was introduced, passed and adopted on this ~~20~~17th day of ~~April~~ August 2021.

_____
Heather Iopu, CMC
City Clerk

Return to Agenda

ATTACHMENT C

CITY COUNCIL REPORT

9B

DATE: JUNE 1, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: ERIC CASHER, CITY ATTORNEY

SUBJECT: DISCUSSION OF REQUEST TO AMEND THE CITY COUNCIL MEETING PROCEDURES TO INCLUDE AN INDIGENOUS LAND ACKNOWLEDGEMENT AT THE BEGINNING OF CITY COUNCIL MEETINGS

RECOMMENDATION

Staff recommends the City Council discuss amending the City Council Meeting Procedures to add an indigenous land acknowledgement at the beginning of City Council meetings.

BACKGROUND

On December 15, 2020, at the request of Councilmember Murphy, the City Council approved a future agenda item directing staff to prepare a presentation for the City Council to consider amending the City Council Meeting Procedures to add an indigenous land acknowledgement. On March 2, 2021, the City Council received a report on draft language for a land acknowledgement, provided direction to staff on proposed revisions, and made a request to receive a local history presentation. The City Council will receive a local history presentation earlier in the meeting on June 1st to inform the discussion of the land acknowledgment.

DISCUSSION

A land acknowledgement is a formal statement that recognizes and respects indigenous people as traditional stewards of the land, and the enduring relationship that exists between indigenous people and their traditional territories.

Land acknowledgements are fairly common, and when adopted by a City Council are typically read into the record by the Mayor at the beginning of City Council meetings. The City and County of San Francisco, for example, formally incorporated a land

acknowledgement statement into their Board of Supervisors meetings. Following the call to order and roll call, the President of the Board of Supervisors reads a land acknowledgement statement that recognizes the indigenous peoples who lived on the land that is now San Francisco.

It is a common practice in land acknowledgements to recognize the specific peoples who occupied the land, along with including an ongoing objective to remain aware of the historical and current cultural significance of the land, as well as create accountability to indigenous people.

Staff recommends that City Council consider the following language that was drafted by Councilmember Murphy, and revised based on feedback received during the March 2nd meeting, to serve as the City of Pinole's land acknowledgement statement:

> *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.*

If approved and memorialized in the form of an amendment to the City Council Meeting Procedures, the proposed language above would be read by the Mayor at the beginning of every regular meeting of the City Council. Staff seeks direction from the City Council regarding approval of the proposed language, and if approved, Staff will return with a Resolution and an amendment to the City Council Meeting Procedures to include the land acknowledgement.

FISCAL IMPACT

There is no direct fiscal impact other than the staff time required to prepare a Resolution, and amendment to the City Council Meeting Procedures.

ATTACHMENT(S)

None.

3664573.2

Return to Agenda

CITY COUNCIL REPORT

7M

DATE: AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER

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 approving a revised Compensation and Benefits Plan for Management and Confidential Employees ("Plan").

BACKGROUND

The City Council adopted a City of Pinole Compensation and Benefits Plan for Management and Confidential Employees ("Plan") on November 17, 2020. On January 19, 2021 and June 15, 2021, the City Council approved revisions to the Plan, which specified the hourly pay rate for all classifications covered under the Plan, incorporated a higher rate of leave accrual for the Fire Battalion Chief classification based on its higher number of annual hours worked, and established the salary ranges for the Community Development Director and the Public Works Director classifications. Staff is now recommending some additional revisions to the Plan.

REVIEW AND ANALYSIS

City staff has determined that some additional modifications to the Plan are necessary to address changes in the City's organizational structure and other employment matters that require clarification.

The proposed revisions to the Plan are as follows:

- Section 3 – adds management and confidential classifications that were approved as part of the FY 2021/22 budget (Community Services Director, Deputy City Clerk, and Human Resources Director). Also adds the Assistant to the City Manager classification, which the Organizational Assessment recommended. That position is not currently funded.

- Section 8 – prior to the adoption of the Plan, all staff in management and confidential job classifications had been employed under Individual Employment Agreements (IEAs). The intent of the Plan was that at some point management

and confidential employees would transition to the Plan. The revisions to this Section reflect the management and confidential employees who have transitioned to the Plan since the June 15, 2021 revisions.

- Section 14 – includes the addition of the Community Services Director and Human Resources Director job classification as eligible for Administrative Leave.

- Section 21 B (Long Term Disability Rates) – City staff recognized that the Plan did not clearly describe an employment benefit that the Police Lieutenant is currently enrolled in - PORAC's Long Term Disability Plan (LTD). The revision to this Section will allow the employee to continue to enroll and receive the benefits under the PORAC LTD Plan.

- Section 27(B) & (C) (Auto Allowance) – clarifies the City's intention that employees with IEA's that voluntarily transition to the Plan will not lose any benefits. Clarifies who is eligible for a monthly car allowance versus mileage reimbursement.

- Section 31 (Professional Development) – adds a provision that had been common in IEAs that the City would pay for professional association memberships as well as appropriate training.

- Exhibit A Management Group Salary Ranges – includes the proposed salary ranges for the classifications being newly added to the Plan.

FISCAL IMPACT

City staff does not expect there to be any fiscal impact due to the proposed revisions to the Plan as the salary for the classifications, other than the Assistant to the City Manager, have been incorporated into the FY 2021/22 Budget.

ATTACHMENTS

A. Resolution
   Exhibit A - Compensation and Benefits Plan for Management and Confidential Employees – Revised August 17, 2021
B. Compensation and Benefits Plan for Management and Confidential Employees – Revised August 17, 2021 (Redline)

Return to Agenda

ATTACHMENT A

RESOLUTION NO. 2021-___

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 a City of Pinole Compensation and Benefits Plan for Management and Confidential Employees ("Plan") on November 17, 2020; and

WHEREAS, the City Council adopted revisions to the Plan on January 19, 2021, and on June 15, 2021, to add benefits currently available to Management and Confidential employees and to clarify other employment matters; and

WHEREAS, City staff is proposing further revisions to the Plan to recognize job classification approved as part of the FY 2021-22 Budget, and which were contemplated in the Organization assessment Study and the salary range for the Assistant to the City Manager classification; and

WHEREAS, revisions to the Plan also reflect the management and confidential employees who have transitioned to the Plan since the June 15, 2021, revision of the Plan; 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 Management and Confidential Employees, attached hereto as Exhibit A and incorporated herein by this reference, effective August 17, 2021.

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 17th day of August 2021 by the following vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 17th day of August 2021.

_____
Heather Iopu, CMC
City Clerk

EXHIBIT A

CITY OF PINOLE

COMPENSATION AND BENEFITS PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

Effective Date November 17, 2020
Revised January 19, 2021
Revised June 15, 2021
Revised August 17, 2021

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CITY OF PINOLE COMPENSATION AND BENEFITS PLAN
MANAGEMENT AND CONFIDENTIAL EMPLOYEES

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CITY OF PINOLE
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 management and confidential personnel of the City. Accordingly, the City sets forth this "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 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.

- Assistant City Manager
- Assistant to the City Manager
- Community Development Director
- Community Services Director
- Deputy City Clerk
- Development Services Director / City Engineer
- Finance Director
- Fire Battalion Chief
- Fire Chief
- Human Resources Director
- Human Resources Specialist
- Planning Manager
- Police Chief
- Police Lieutenant
- Public Works Director
- Public Works Manager

- Recreation Manager
- Wastewater Treatment Plant Manager

SECTION 4. AT-WILL STATUS

All 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.

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.

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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.

Until such a time that all management and confidential classifications identified in Section 3 have fully transitioned to this Plan, the following establishes the intended groups and classes of employment pursuant to Government Code Section 20636(e), for the purposes of substantiating CalPERS compensation. The classifications below maintain eligibility to receive cost of living and pay range adjustments described in this Plan or the City's labor agreement with the American Federation of State, County, and Municipal Employees ("AFSCME") as described. Classifications are only eligible for one cost of living adjustment.

- AFSCME: Assistant City Manager and Fire Chief.

  Effective the first day of the first full pay period following July 1, 2018, the identified classifications shall receive a 3.0% wage increase.

  Effective the first day of the first full pay period following July 1, 2019, the identified classifications shall receive a 3.0% wage increase.

Effective the first day of the first full pay period following July 1, 2020, the identified classifications shall receive a 3.0% wage increase.

- This Management Compensation Plan: Finance Director, Community Development Director, Community Services Director, Human Resources Director, Police Chief, Police Lieutenant, Public Works Manager, Public Works Director, Planning Manager, Human Resources Specialist, Fire Battalion Chief, Assistant to the City Manager, Deputy City Clerk, Recreation Manager, and Wastewater Treatment Plant Manager, in addition to all classifications that are fully transitioned to this plan and all employees hired into a management or confidential classification on or after November 17, 2020.

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 employees covered under this Plan.

In the event that the City terminates the employment of any 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.

ARTICLE THREE: BENEFITS

SECTION 12. 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.

SECTION 13. 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
- 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 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. 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 14. ADMINISTRATIVE LEAVE

A. 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
- 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

Unless otherwise provided under this section, all other 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.

SECTION 15. 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 16. 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:

Years of Service	Hours Accrued Per Year	Maximum Accrual (Hours)
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 17. 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, at the retiree's preferred family status, as follows:

- Employees hired before July 1, 2010 shall be:
  - eligible to continue in the CalPERS Health Plan and receive a City contribution toward their retiree health premium equal to that provided to current active employees, in accordance with Government Code Section 22892
  - offered the option to elect to participate in the vesting program as defined below (described by Government Code Section 22893) as soon after the program implementation as allowed per CalPERS regulations
- Employees hired on or after July 1, 2010 shall receive a City contribution toward their retiree health premium in an amount as described by Government Code Section 22893 (the PERS vesting schedule).

The percentage of employer contribution toward retiree health premiums is determined annually by CalPERS and shall be based on the member's completed years of credited service (excluding any purchased service credits) at retirement as shown in the table below. Employees must have a minimum of five (5) years of service with the City of Pinole and 10 years of total CalPERS service credit to be eligible for this benefit.

Credited Years of Service	Percentage of Employer Contribution
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 18. 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. 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. LIFE INSURANCE

A. Life Insurance Provided

The City agrees to provide term life insurance and accidental death and dismemberment insurance in the amount of $40,000 each per year/per employee. Selection of the carrier shall be at the discretion of the City.

SECTION 21. DISABILITY INSURANCE

A. Disability Insurance Provided

The City agrees to provide the State Disability Insurance program to employees covered by this Plan.

B. Disability Insurance Premium Rates

- **Short Term Disability Rates**

  The City shall provide, at its own expense, short-term disability insurance of two-thirds of salary ($463 per week maximum benefit) with a 29-day waiting period.

- **Long Term Disability Rates**

  The City shall provide, at its own expense, long term disability insurance of two-thirds of salary up to $3,000 per month ($2,001 maximum benefit) with a 90-day waiting period.

  The City shall make coverage available to Police Safety employee interested in participating in Peace Officers' Research Association of California (PORAC) long-term disability plan lieu of the City's LTD Plan. The City shall provide, at its own expense, the monthly premium payments for the PORAC's LTD Plan. Employee is responsible for any monthly premium payment if the PORAC LTS Plan exceeds the cost of the City's LTD Plan.

C. Disability Insurance Option for Upgrade

Employees have the option to upgrade the plan to provide two-thirds of salary up to $5,000 per month at employee expense provided that all employees covered under this Plan opt for this upgraded coverage with said expense taken as a payroll deduction and provided the selected carrier agrees to this change.

SECTION 22. 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 23. 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.

SECTION 24. 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%.

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%.

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 25. DEFERRED COMPENSATION – 457 PLAN

The City shall make a 457 plan available for employees covered by the Plan to contribute to through payroll deduction.

SECTION 26. 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.

The uniform allowance will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December. Newly hired employees shall be eligible for a pro-rated start-up allowance.

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 27. 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 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 28. 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 29. 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.

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SECTION 30. LONGEVITY PAY

Consistent with the Pinole Police Employees Association's Longevity Pay, the Police Lieutenant classification will be eligible for Longevity Pay amounting to 3% of the employee's base straight-time pay once they have reached 15 years of service.

SECTION 31. 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
Effective 07/06/2020
Revised 08/17/2021

MANAGEMENT* @ 07/06/2020	Minimum Annual Salary	Minimum Hourly Rate	Maximum Annual Salary	Maximum Hourly Rate
Assistant City Manager	$192,893	$92.7370	$234,463	$112.7225
Police Chief	$192,893	$92.7370	$234,463	$112.7225
Development Services Director/City Engineer	$183,708	$88.3212	$223,298	$107.3547
Community Development Director	$167,007	$80.2918	$202,999	$97.5957
Finance Director	$167,007	$80.2918	$202,999	$97.5957
Fire Chief	$167,007	$80.2918	$202,999	$97.5957
Human Resources Director	$167,007	$80.2918	$202,999	$97.5957
Public Works Director	$167,007	$80.2918	$202,999	$97.5957
Community Services Director	$144,517	$69.4793	$175,661	$84.4524
Fire Battalion Chief	$144,517	$69.4793	$175,661	$84.4524
Planning Manager	$144,517	$69.4793	$175,661	$84.4524
Police Lieutenant	$131,379	$63.1630	$159,692	$76.7750
Wastewater Treatment Plant Manager	$119,436	$57.4212	$145,174	$69.7952
Public Works Manager	$106,165	$51.0409	$129,044	$62.0404
Recreation Manager	$106,165	$51.0409	$129,044	$62.0404
Assistant to City Manager	$106,165	$51.0409	$129,044	$62.0404
Deputy City Clerk	$81,132	$39,0057	$98,616	$47.4119
Human Resources Specialist	$67,280	$32.3462	$81,779	$39.3168

ATTACHMENT B

CITY OF PINOLE

COMPENSATION AND BENEFITS PLAN FOR MANAGEMENT AND CONFIDENTIAL EMPLOYEES

Effective Date November 17, 2020
Revised January 19, 2021
Revised June 15, 2021
Revised August 17, 2021

CITY OF PINOLE COMPENSATION AND BENEFITS PLAN
MANAGEMENT AND CONFIDENTIAL EMPLOYEES

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CITY OF PINOLE
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 management and confidential personnel of the City. Accordingly, the City sets forth this "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 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.

- Assistant City Manager
- Assistant to the City Manager
- Community Development Director
- Community Services Director
- Deputy City Clerk
- Development Services Director / City Engineer
- Finance Director
- Fire Battalion Chief
- Fire Chief
- Human Resources Director
- Human Resources Specialist
- Planning Manager
- Police Chief
- Police Lieutenant
- Public Works Director
- Public Works Manager

- Recreation Manager
- Wastewater Treatment Plant Manager

SECTION 4. AT-WILL STATUS

All 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.

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.

Until such a time that all management and confidential classifications identified in Section 3 have fully transitioned to this Plan, the following establishes the intended groups and classes of employment pursuant to Government Code Section 20636(e), for the purposes of substantiating CalPERS compensation. The classifications below maintain eligibility to receive cost of living and pay range adjustments described in this Plan or the City's labor agreement with the American Federation of State, County, and Municipal Employees ("AFSCME") as described. Classifications are only eligible for one cost of living adjustment.

- AFSCME: Assistant City Manager and~~,~~ ~~Development Services Director / City Engineer,~~ Fire Chief~~, Planning Manager, Police Chief, Police Lieutenant, Public Works Manager, and Recreation Manager~~.

  Effective the first day of the first full pay period following July 1, 2018, the identified classifications shall receive a 3.0% wage increase.

Effective the first day of the first full pay period following July 1, 2019, the identified classifications shall receive a 3.0% wage increase.

Effective the first day of the first full pay period following July 1, 2020, the identified classifications shall receive a 3.0% wage increase.

- This Management Compensation Plan: Finance Director, Community Development Director, Community Services Director, Human Resources Director, Police Chief, Police Lieutenant, Public Works Manager, Public Works Director, Planning Manager, Human Resources Specialist, Fire Battalion Chief, Assistant to the City Manager, Deputy City Clerk, Recreation Manager, and Wastewater Treatment Plant Manager, in addition to all classifications that are fully transitioned to this plan and all employees hired into a management or confidential classification on or after November 17, 2020.

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 employees covered under this Plan.

In the event that the City terminates the employment of any 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.

ARTICLE THREE: BENEFITS

SECTION 12. 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.

SECTION 13. 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. ~~When worked, the~~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
• 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 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. 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 14. ADMINISTRATIVE LEAVE

A. 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
- 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

Unless otherwise provided under this section, all other 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.

SECTION 15. 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 16. 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:

Years of Service	Hours Accrued Per Year	Maximum Accrual (Hours)
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 17. 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, at the retiree's preferred family status, as follows:

- Employees hired before July 1, 2010 shall be:
  - eligible to continue in the CalPERS Health Plan and receive a City contribution toward their retiree health premium equal to that provided to current active employees, in accordance with Government Code Section 22892
  - offered the option to elect to participate in the vesting program as defined below (described by Government Code Section 22893) as soon after the program implementation as allowed per CalPERS regulations
- Employees hired on or after July 1, 2010 shall receive a City contribution toward their retiree health premium in an amount as described by Government Code Section 22893 (the PERS vesting schedule).

The percentage of employer contribution toward retiree health premiums is determined annually by CalPERS and shall be based on the member's completed years of credited service (excluding any purchased service credits) at retirement as shown in the table below. Employees must have a minimum of five (5) years of service with the City of Pinole and 10 years of total CalPERS service credit to be eligible for this benefit.

Credited Years of Service	Percentage of Employer Contribution
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 18. 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. 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. LIFE INSURANCE

A. Life Insurance Provided

The City agrees to provide term life insurance and accidental death and dismemberment insurance in the amount of $40,000 each per year/per employee. Selection of the carrier shall be at the discretion of the City.

SECTION 21. DISABILITY INSURANCE

A. Disability Insurance Provided

The City agrees to provide the State Disability Insurance program to employees covered by this Plan.

B. Disability Insurance Premium Rates

- **Short Term Disability Rates**

The City shall provide, at its own expense, short-term disability insurance of two-thirds of salary ($463 per week maximum benefit) with a 29-day waiting period.

- **Long Term Disability Rates**

The City shall provide, at its own expense, long term disability insurance of two-thirds of salary up to $3,000 per month ($2,001 maximum benefit) with a 90-day waiting period.

The City shall make coverage available to Police Safety employee interested in participating in Peace Officers' Research Association of California (PORAC) long-term disability plan lieu of the City's LTD Plan. The City shall provide, at its own expense, the monthly premium payments for the PORAC's LTD Plan. Employee is responsible for any monthly premium payment if the PORAC LTS Plan exceeds the cost of the City's LTD Plan.

C. Disability Insurance Option for Upgrade

Employees have the option to upgrade the plan to provide two-thirds of salary up to $5,000 per month at employee expense provided that all employees covered under this Plan opt for this upgraded coverage with said expense taken as a payroll deduction and provided the selected carrier agrees to this change.

SECTION 22. 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 23. 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.

SECTION 24. 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%.

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%.

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 25. DEFERRED COMPENSATION – 457 PLAN

The City shall make a 457 plan available for employees covered by the Plan to contribute to through payroll deduction.

SECTION 26. 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.

The uniform allowance will be paid twice annually, one-half (1/2) in June and one-half (1/2) in December. Newly hired employees shall be eligible for a pro-rated start-up allowance.

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 27. 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 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

~~All employees hired on or after November 17, 2020 will not receive an automobile 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 28. 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 29. 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 30. LONGEVITY PAY

Consistent with the Pinole Police Employees Association's Longevity Pay, the Police Lieutenant classification will be eligible for Longevity Pay amounting to 3% of the employee's base straight-time pay once they have reached 15 years of service.

SECTION 31. 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
Effective 07/06/2020
Revised ~~06/15/2021~~08/17/2021

MANAGEMENT* @ 07/06/2020	Minimum Annual Salary	Minimum Hourly Rate	Maximum Annual Salary	Maximum Hourly Rate
Assistant City Manager	$192,893	$92.7370	$234,463	$112.7225
Police Chief	$192,893	$92.7370	$234,463	$112.7225
Development Services Director/City Engineer	$183,708	$88.3212	$223,298	$107.3547
Community Development Director	$167,007	$80.2918	$202,999	$97.5957
Finance Director	$167,007	$80.2918	$202,999	$97.5957
Fire Chief	$167,007	$80.2918	$202,999	$97.5957
Human Resources Director	$167,007	$80.2918	$202,999	$97.5957
Public Works Director	$167,007	$80.2918	$202,999	$97.5957
Community Services Director	$144,517	$69.4793	$175,661	$84.4524
Fire Battalion Chief	$144,517	$69.4793	$175,661	$84.4524
Planning Manager	$144,517	$69.4793	$175,661	$84.4524
Police Lieutenant	$131,379	$63.1630	$159,692	$76.7750
Wastewater Treatment Plant Manager	$119,436	$57.4212	$145,174	$69.7952
Public Works Manager	$106,165	$51.0409	$129,044	$62.0404
Recreation Manager	$106,165	$51.0409	$129,044	$62.0404
Assistant to City Manager	$106,165	$51.0409	$129,044	$62.0404
Deputy City Clerk	$81,132	$39,0057	$98,616	$47.4119
Human Resources Specialist	$67,280	$32.3462	$81,779	$39.3168

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CITY COUNCIL REPORT

9A

DATE: AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: ANDREW MURRAY, CITY MANAGER
HEATHER IOPU, CITY CLERK

SUBJECT: RESCIND AND RECONSIDER RESOLUTION 2021-35 CONDEMNING DONALD TRUMP

RECOMMENDATION

Staff recommends that the City Council consider a motion to rescind and reconsider Resolution 2021- 35, per Council direction.

BACKGROUND

At the January 19, 2021 City Council meeting, Council member Devin Murphy requested a resolution at a future meeting condemning former President Donald Trump for his role in inciting the Capital Riot on January 6, 2021. The City Council gave its consensus.

At the May 18, 2021 Council meeting, the City Council approved Resolution 2021-35 Condemning Former President Donald J. Trump in the January 6 2021 Capital Insurrection (See Attachment C).

Subsequently, at the June 1, 2021 Council meeting, a future agenda item was requested by Mayor Pro Tem Salimi, and consensus of the Council was given, to bring back a future agenda item to consider rescinding Resolution 2021-35 and adopting a new resolution in order to allow for a new vote and discussion of the resolution language.

REVIEW & ANALYSIS

A two-thirds vote of the City Council is required to rescind a previously adopted resolution. Once rescinded by a motion and two-thirds approval vote, the Council may then consider adoption of a new resolution (See Attachment A). The proposed

language of the new resolution is identical to the language presented at the May 18, 2021 meeting, with the addition of the necessary references to rescinding the prior resolution.

FISCAL IMPACT

None.

ATTACHMENT(S):

A. New Resolution
B. Staff Report, May 18, 2021
C. May 18, 2021 Resolution

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ATTACHMENT A

RESOLUTION NO. 2021-XX

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, RESCINDING AND REPLACING RESOLUTION 2021-35, AND CONDEMNING FORMER PRESIDENT DONALD J. TRUMP IN THE JANUARY 6, 2021 CAPITAL INSURRECTION

WHEREAS, on May 18, 2021 the City Council approved Resolution 2021-35 and subsequently directed staff to bring the Resolution back to Council to rescind and reconsider; and

WHEREAS, on January 6, 2021 the U.S. Senate was ratifying the Electoral College results; and

WHEREAS, former President Trump hosted and attended the “Save America Rally” at which he claimed President Joe Biden was an “illegitimate President”, and encouraged his supporters to “fight like hell…”; and

WHEREAS, former President Trump encouraged his supporters to walk down to the Capitol; and

WHEREAS, hours later those supporters broke through the barricades and stormed the Capitol building, endangering Senators, Congressional Representatives, their aides, and Capitol Hill maintenance staff, who had to evacuate for their safety; and

WHEREAS, rioters defaced the Capitol building, shattering glass, breaking down doors, and drawing graffiti; and

WHEREAS, rioters assaulted United States Capitol Police officers, and Officer Brian Sicknick was injured after being hit in the head with a fire extinguisher, and later died; and

WHEREAS, a peaceful transition of power is an essential part of American democracy; former President Trump intentionally acted to disrupt the peaceful transition of power.

NOW, THEREFORE BE IT RESOLVED BY THE PINOLE CITY COUNCIL THAT:

1. We rescind previously adopted Resolution 2021-35
2. We reaffirm the importance of the peaceful transition of power in a democracy
3. We condemn former President Donald J. Trump for inciting the January 6, 2021 Capital Riot disrupting the peaceful transition of power

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 17th day of August, 2021 by the following vote:

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

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 17th day of August, 2021.

_____

Heather Iopu, CMC
City Clerk

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ATTACHMENT B

CITY COUNCIL REPORT

7D

DATE: **MAY 18, 2021**

TO: **MAYOR AND COUNCIL MEMBERS**

FROM: **ANDREW MURRAY, CITY MANAGER**
HEATHER IOPU, CITY CLERK

SUBJECT: **RESOLUTION CONDEMNING DONALD TRUMP**

RECOMMENDATION

Staff recommends the City Council consider approval of the resolution.

BACKGROUND

At the January 19, 2021 City Council meeting, Council member Devin Murphy requested a resolution at a future meeting condemning former President Donald Trump for his role in inciting the Capital Riot on January 6, 2021. The City Council gave its consensus.

REVIEW & ANALYSIS

Per the direction of the City Council, staff has prepared a resolution for review and consideration.

FISCAL IMPACT

None.

ATTACHMENT(S):

A. Resolution

ATTACHMENT C

RESOLUTION NO. 2021-35

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PINOLE, COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA, CONDEMNING FORMER PRESIDENT DONALD J. TRUMP IN THE JANUARY 6, 2021 CAPITAL INSURRECTION

WHEREAS, on January 6, 2021 the U.S. Senate was ratifying the Electoral College results; and

WHEREAS, former President Trump hosted and attended the "Save America Rally" at which he claimed President Joe Biden was an "illegitimate President", and encouraged his supporters to "fight like hell…"; and

WHEREAS, former President Trump encouraged his supporters to walk down to the Capitol; and

WHEREAS, hours later those supporters broke through the barricades and stormed the Capitol building, endangering Senators, Congressional Representatives, their aides, and Capitol Hill maintenance staff, who had to evacuate for their safety; and

WHEREAS, rioters defaced the Capitol building, shattering glass, breaking down doors, and drawing graffiti; and

WHEREAS, rioters assaulted United States Capitol Police officers, and Officer Brian Sicknick was injured after being hit in the head with a fire extinguisher, and later died; and

WHEREAS, a peaceful transition of power is an essential part of American democracy; former President Trump intentionally acted to disrupt the peaceful transition of power.

NOW, THEREFORE BE IT RESOLVED BY THE PINOLE CITY COUNCIL THAT:

1. We reaffirm the importance of the peaceful transition of power in a democracy
2. We condemn former President J. Trump for inciting the January 6, 2021 Capital Riot disrupting the peaceful transition of power

PASSED AND ADOPTED at a regular meeting of the Pinole City Council held on the 18th day of May, 2021 by the following vote:

AYES:	COUNCILMEMBERS:	**Martínez-Rubin, Murphy, Tave**
NOES:	COUNCILMEMBERS:	**None**
ABSENT:	COUNCILMEMBERS:	**None**
ABSTAIN:	COUNCILMEMBERS:	**Salimi, Toms**

I hereby certify that the foregoing resolution was regularly introduced, passed, and adopted on the 18th day of May, 2021.

Heather Iopu, CMC
City Clerk

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CITY COUNCIL REPORT

9B

DATE: AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MICHAEL P. LAUGHLIN, CONTRACT COMMUNITY DEVELOPMENT MANAGER
JUSTINE SIDIE, CODE ENFORCEMENT OFFICER

SUBJECT: EFFECTIVENESS OF CURRENT CODE ENFORCEMENT PROGRAM

RECOMMENDATION

Staff recommends that the City Council receive a presentation from staff regarding the current code enforcement program model and its accomplishments.

BACKGROUND

At its meeting of February 2, 2021, the City Council approved a future agenda item on the effectiveness of the City's current code enforcement program model.

In the early 2000's, the City's code enforcement activities were housed within the Community Development Department and carried out by City building inspectors. From 2008-2019, the city hired a vendor to provide code enforcement services. These services were initially overseen by the Police Department, from 2008-2010. From 2010-2019, the services were overseen by the Development Services Department. In February 2020, the city made the Code Enforcement Officer position a full-time City staff position within the Development Services Department. In 2020, code enforcement took over the weed abatement program.

As noted, the City's code enforcement function was, until recently, housed in the Development Services Department, and is now housed in the Community Development Department per the City's reorganization. Having code enforcement services under the Development Services Department has worked well since the types of complaints and violations addressed by code enforcement typically relate to nuisance conditions, land use, and building code compliance.

For residential properties, the most common violations include overgrown vegetation and weeds or general property maintenance items. Another common violation is outdoor storage. The third most common violation is work without permits. For commercial properties, the most common violations are landscape and site maintenance, graffiti and

temporary banner use. In most cases, owners are responsive to the notices of violation or a second notice. Compliance is generally obtained prior to the institution of fines.

PROGRAM INFORMATION

The main responsibilities of the Code Enforcement Officer include:

- Inspecting residential and commercial properties for property maintenance violations, health and safety violations, zoning violations, and building violations.
- Educating the public on city ordinances and State laws.
- Working closely with the Police and Fire Departments, particularly assisting the Fire Department with all fire season and weed abatement procedures to ensure compliance and reduce fire danger.

The City's code enforcement program becomes aware of potential violations through citizen complaints and observation by City staff when they are in the field. Once a violation is confirmed, it is logged in to the City database and appropriate next steps are taken. Unless the issue is an immediate health and safety hazard, the City is legally required to provide reasonable due process and time for violations to be corrected. The resolution goal of all code enforcement cases is early voluntary compliance. Typically, the following steps are taken to resolve a violation:

- Courtesy Notice informs property owner of violation(s) and provides 14 business days to comply.
- Notice and Order, 2nd notice, informs property owner of appeal rights, citations and City abatement procedures. Allows an additional 14 business days to comply.
- Issuance of citations, 1st = $100 per violation. 2nd = $200 per violation. 3rd = $500 per violation. Each citation allows 30 days to comply. The 4th and continuing citations are issued daily and are $500 per violation.
- Issuance of an Abatement Warrant allows city employees and contractors onto the property to abate violation(s).

Fines assessed have increased considerably since 2008. The dollar amount of annual citations written is as follows:

- 2008-2010
    - Average annual total fines: $537.00.
- 2011-2019
    - Average annual total fines = $5,863.00
- 2020-2021
    - Average annual total fines = $159,830.00

Since code enforcement activity varies from year to year, fines assessed are difficult to predict. However, it is important to note that fines collected do offset the cost of providing this beneficial service. The benefits of code enforcement to the community include:

- Eliminating health and safety hazards.
- Reducing fire risk.
- Decreasing of blight conditions.
- Maintaining of property values.
- Encouraging commercial investment.

CASELOAD AND ACCOMPLISHMENTS

Based on the records kept since 2008, the following table shows the average number of cases opened, the number of inspections conducted, and the number of closed cases:

	2008-2010 under Police Dept.*, contracted	**2011-2019 under CCD, contracted**	**2020-2021 under CDD, City staff****
Opened Cases (Annual Average)	877	203	669
Inspections (Annual Average)	494.5	157	1234
Closed Cases (Annual Average)	862.5	206.5	665

* Approximately two full time employees
**One full time employee

As shown in the table above, code enforcement and weed abatement activity volume has varied through the years depending on staffing and the types of violations pursued. With the addition of weed abatement activities, the number of cases has increased. However, City staff believes that the volume can be adequately addressed by the current one full-time Code Enforcement Officer. Code enforcement activity is highest in the spring and summer months due to weed abatement noticing, inspections and follow-up. The use of full or part-time contract staff during the spring and summer months would help the code enforcement caseload so that is more manageable for the current Code Enforcement Officer.

Staff believe that the code enforcement program has been successful since the program was brought back in-house and staffed by a full-time city Code Enforcement Officer. The appearance of the community is being maintained and improved, and violations are typically noticed and resolved quickly. Staff also finds that the program has been successful under the Development Services Department and believes that the program will continue to be successful in the Community Development Department. With fewer divisions to manage, the Community Development Director will be able to provide the necessary oversight and support.

FISCAL IMPACT

There is no fiscal impact to receiving this report. Code enforcement services are currently funded through the existing general fund, with partial or substantial offset from citation revenue.

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CITY COUNCIL REPORT

10A

DATE: AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: MARKISHA GUILLORY, FINANCE DIRECTOR

SUBJECT: AMERICAN RESCUE PLAN ACT (ARPA) FUNDS AND ADDITIONAL FISCAL YEAR 2021/22 APPROPRIATIONS PROCESS

RECOMMENDATION

City staff recommends that the City Council receive a report on the Finance Subcommittee recommendations and provide direction to staff on the appropriations process for the American Rescue Plan Act (ARPA) funds allocated to the City of Pinole, and for additional Fiscal Year (FY) 2021/22 appropriations.

BACKGROUND

At its meeting on August 10, 2021, the Finance Subcommittee met to discuss the appropriations process for the American Rescue Plan Act (ARPA) funds allocated to the City of Pinole, and for additional Fiscal Year (FY) 2021/22 appropriations, and to provide its recommendations which are outlined in the review and analysis section below. These recommendations will be presented to the City Council, at its meeting on August 17, 2021, for its input and direction to staff.

The American Rescue Plan Act (ARPA) of 2021, signed into law on March 11, 2021, is a $1.9 trillion economic stimulus package enacted in response to the COVID-19 pandemic. The ARPA includes the Coronavirus State and Local Fiscal Recovery Funds program, which provides $350 billion in emergency funding for eligible state, local, territorial, and tribal governments to mitigate the fiscal and public health impacts of the COVID-19 pandemic on communities, individuals, and businesses.

The City of Pinole's allocation was determined to be $4,605,010 based on a formula that considered several factors, including population. According to the guidelines established by the U.S. Department of the Treasury, governments will receive their allocations in two installments in equal amounts, one year apart. Pinole received its first installment of $2,302,505 in July 2021. The second installment is expected to be received one year later in July 2022.

Additionally, the City Council adopted a number of additional appropriations that were added to the FY 2021/22 budget. The Council elected to fund these appropriations

using General Fund and Measure S fund balances. In an effort to address other operating and capital needs using said sources of funds, the appropriations process will include additional FY 2021/22 appropriations.

The goal is to develop an appropriations process and expenditure plan that align with ARPA rules for allowable uses of the funds, and include community input, staff input, and City Council direction. Additionally, the goal is for the appropriation process to guide additional appropriations that will be added to the FY 2021/22 budget using General Fund and Measure S fund balances.

REVIEW AND ANALYSIS

American Rescue Plan Act

The following is an overview of the guidelines established by the U.S. Department of the Treasury for allowable uses of the American Rescue Plan Act (ARPA) funds. The City should adhere to these guidelines as it develops the appropriation process and, ultimately, the ARPA expenditure plan.

The ARPA includes the Coronavirus State and Local Fiscal Recovery Funds program, which provides $350 billion in emergency funding for eligible state, local, territorial, and tribal governments to mitigate the fiscal and public health impacts of the COVID-19 pandemic on communities, individuals, and businesses.

The U.S. Department of Treasury established the following primary categories of eligible uses of ARPA funds:

- **Public Health:** Support public health efforts to mitigate and prevent the spread of COVID-19;
- **Negative Economic Impacts:** Address negative economic impacts, including providing assistance to households, small businesses, impacted industries, and economic recovery;
- **Premium Pay:** Provide premium pay for essential workers;
- **Infrastructure:** Invest in water, sewer, and broadband infrastructure; and
- **Revenue Replacement:** Replace revenue lost in the public sector, using the funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.

Ineligible uses of ARPA funds include:

- Directly or indirectly use to offset tax reductions or delay a new tax or tax increase; and
- Deposit of funds into a pension fund.

All ARPA funds must be used for costs incurred during the period of performance that began on March 3, 2021. The funds must be obligated by the City Council by December 31, 2024, and expended by December 31, 2026. Any unused portion of the funds must be returned to the U.S. Department of the Treasury.

Additional FY 2021/22 Appropriations

The City Council added a number of appropriations to the FY 2021/22 budget beyond what was contained in the Revised Final Proposed Fiscal Year (FY) 2021/22 Operating and Capital Budget. The Council elected to fund these appropriations using General Fund and Measure S fund balances.

The City Council expressed the desire to soon consider other additional appropriations for FY 2021/22.

Finance Subcommittee Recommendations on Appropriations Process

At its meeting on August 10, 2021, the Finance Subcommittee met to discuss the appropriations process for the American Rescue Plan Act (ARPA) funds allocated to the City of Pinole, and for additional Fiscal Year (FY) 2021/22 appropriations, and to provide its recommendations, as follows:

- Engage an outside consultant to facilitate two budget workshops;
- In addition to electronic communication, send mailers to all households in Pinole to expand outreach and encourage participation;
- Host two budget workshops outside of the normal City Council meetings, preferably on Saturdays:
    - The first workshop will involve brainstorming ideas on allocating ARPA funds and additional FY 2021/22 appropriations, then narrowing down the top ideas for further consideration and analysis;
    - The second workshop will involve decision-making by the City Council on the top ideas identified during the first workshop; and
- Consider using interactive technology (with functionalities, such as polling and voting) in advance of or during workshops to enhance community engagement.

These recommendations are being presented to the City Council for its input and direction.

FISCAL IMPACT

The City Council's discussion and recommendation of an appropriation process for the ARPA funds and additional FY 2021/22 appropriations does not itself have any fiscal impact on the City. Once the City Council decides on ARPA appropriations, FY

2021/22 Operating Budget will be amended to incorporate approved expenditures to be funded by the $2,302,505 of ARPA funds received. The second installment of $2,302,505 will be allocated in the FY 2022/23 Operating Budget. Also, the FY 2021/22 budget will be amended to include any additional General Fund appropriations approved by the City Council.

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CITY COUNCIL REPORT

10B

DATE: AUGUST 17, 2021

TO: MAYOR AND COUNCIL MEMBERS

FROM: HECTOR DE LA ROSA, ASSISTANT CITY MANAGER

SUBJECT: APPOINT A COUNCIL MEMBER AND UP TO TWO ALTERNATES TO SERVE AS VOTING DELEGATES AT THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE

RECOMMENDATION

It is recommended that, by minute order, the City Council:

1) Appoint a Council Member as the voting delegate and two alternate voting delegates to vote on the League of California Cities annual conference resolutions.
2) Provide direction to the selected voting delegate and alternates to either support or not support the League resolutions.

BACKGROUND

The League of California Cities bylaws provide that any agency-submitted resolutions be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

Every year the League of California Cities hosts an annual conference. On the last day of the conference each agency's Voting Delegate has a vote on the resolutions presented for consideration.

In years past, the Mayor and/or a Council Member who registered to attend the conference was designated by the Council as Pinole's Voting Delegate. The voting customarily occurs during the General Assembly which will be held on the last day of the conference, which this year will be Friday September 24, 2021.

REVIEW & ANALYSIS

This year, there are two resolutions that have been introduced for consideration at the Annual Conference.

- ***Resolution #1 – Fair and Equitable Distribution of the Bradley Burns 1% Local Sales Tax from In-State Online Purchases***

The resolution is sponsored by the City of Rancho Cucamonga and supported by the cities of Apple Valley, El Cerrito, La Canada Flintridge, La Verne, Lakewood, Moorpark, Placentia, and Sacramento.

This resolution is in response to the need for a fair and equitable distribution of sales and use tax from online in-state purchases. This action was triggered when one of the world's largest online retailers changed the legal ownership status of its fulfillment centers. Instead of having its fulfillment centers owned and operated by a third-party vendor, they are now directly owned by the company. This change has resulted in the reallocation of sales and use tax from the countywide pool based on a point of delivery to the jurisdiction in which the fulfillment center is located.

- **History of Online Sales and Use Distribution**

Sales tax is a major revenue source for most California cities. Commonly known as the local 1% Bradley-Burns tax, since the 1950's, cities have traditionally received 1 cent on every dollar of a sale made at the store, restaurant, car dealer, or other location within a jurisdiction's boundaries.

Over the years, however, this simple tax structure has evolved into a much more complex set of laws and allocation rules. Many of these rules relate to whether or not a retailer has a physical location in California, is an online in-state or out-of-state retailer, if the transaction is being shipped from out of state or in-state, and whether the given transaction is subject to sales tax, or to use tax – both have the same 1% value, but each applies in separate circumstances.

With the growth of online shopping, due to the pandemic, many counties have seen an increase in sales tax going to the countywide pool that is shared with all jurisdictions in that County. This increase is at the price of a lack of growth and even decline of shopping at brick and mortar locations.

With the recent reallocation of sales tax from countywide pools to the location of where the fulfillment center is located, the issue surrounding sales tax allocation in the modern era has brought to light again. Many, if not most cities will never have the opportunity have a warehouse fulfillment center due to lack of space or not being situated along a major travel corridor.

This resolution does not propose to eliminate online sales tax distribution to jurisdiction where a fulfillment center is located but rather to recognize that jurisdictions without fulfillment centers also experience impacts from traffic, air quality and compromised safety, as well as the negative impact on brick-and-mortar businesses struggling to compete with the sharp increase in online shopping.

The sponsoring agency and the agencies supporting the resolution, believe that by once again starting the conversation and moving toward the development of laws and policies that can result in seeing all cities benefit from the growth taxes generated through online sales.

It is for these reasons, that the agencies call on the State Legislature to pass legislation that provides for a fair and equitable distribution of the Bradley Burns 1% local sales tax from in-state online purchases, based on data where products are shipped to, and that rightfully takes into consideration the impacts that fulfillment centers have on host cities but also provides a fair share to California cities that do not and/or cannot have a fulfillment center within their jurisdiction.

The Resolution on its own does not shift sales tax revenues. The Resolution requests Cal Cities to utilize online sales tax data to identify a fair and equitable distribution formula that accounts for the broad impacts' fulfillment centers involved in online retail have on the cities that host them. The Resolution does not prescribe the revenue distribution split, nor does it prescribe the impacts, positive and negative, of distribution networks.

- ***Resolution #2 – Seeks appropriation of funding to the California Public Utilities Commission (CPUC) to inspect Railroad lines and ensure cleanliness and public safety of communities abutting the Railroad Right of Way***

The resolution is sponsored by the City of South Gate and supported by the cities of Bell Gardens, Bell, Commerce, Cudahy, El Segundo, Glendora, Huntington Park, La Mirada, Long Beach Lynwood, Montebello, Paramount, and Pico Rivera.

- **Background Information**

Cities with railroad right-of-way within their jurisdictions have experienced an increase in illegal dumping, graffiti, and homeless encampments along the rail lines. Since the railroad right of way is private property, cities cannot access the area to remove bulky items, trash, clean graffiti or remove encampments. The cities must call and arrange for either city staff to access the site or have the rail operator schedule a cleanup. This can take weeks to accomplish, in the meantime residents or businesses that are within a few hundred feet of the line must endure the blight and smell. Trash is often blown from the railroad right-of-way into residential homes or into the streets, resulting in a quality-of-life issue for the communities.

Rail operators have admitted that they have insufficient funds set aside to clean up or sufficiently police these right-of-way areas, despite reporting a net income of over $13 billion in 2020.

While the Federal Railroad Administration (FRA) has primary oversight of rail operations, they delegate that obligation to the State of California for lines within our State. The administration of that oversight falls under the California Public Utilities Commission (CPUC). The CPUC has 41 inspectors covering 6,000 miles of railroad lines in the State of California. Their primary task is ensuring equipment, bridges and rail lines are operationally safe and their budget does not include funding or resources to oversee whether rail operators are properly managing the right-of-way areas.

This resolution calls for the Governor and the Legislature to work with the League and other stakeholders to provide adequate regulatory authority and necessary funding to assist cities with railroad right-of-way areas so as to adequately deal with illegal dumping, graffiti and homeless encampments that proliferate along the rail lines and result in public safety issues.

Attached, as part of the Conference Resolution Packet, is more detailed information on the resolutions. Following appointment of the City's Voting Delegate and alternates, along with a discussion on the resolutions, the Council shall direct the City's Voting Delegate to either support or not support the resolutions.

FISCAL IMPACTS

There is no direct fiscal impact to the City of Pinole related to these resolutions.

ATTACHMENTS

A 2021 League of California Cities Voting Packet
B 2021 League of California Cities Annual Conference Resolution Packet

LEAGUE OF CALIFORNIA CITIES

ATTACHMENT A

Council Action Advised by August 31, 2021

June 16, 2021

TO: City Managers and City Clerks

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference & Expo – September 22-24, 2021

Cal Cities 2021 Annual Conference & Expo is scheduled for September 22-24, 2021 in Sacramento. An important part of the Annual Conference is the Annual Business Meeting (during General Assembly) on Friday, September 24. At this meeting, Cal Cities membership considers and acts on resolutions that establish Cal Cities policy.

In order to vote at the Annual Business Meeting, your city council must designate a voting delegate. Your city may also appoint up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity.

Please complete the attached Voting Delegate form and return it to Cal Cities office no later than Wednesday, September 15. This will allow us time to establish voting delegate/alternate records prior to the conference.

Please note: Our number one priority will continue to be the health and safety of participants. We are working closely with the Sacramento Convention Center to ensure that important protocols and cleaning procedures continue, and if necessary, are strengthened. Attendees can anticipate updates as the conference approaches.

- **Action by Council Required.** Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. When completing the attached Voting Delegate form, please attach either a copy of the council resolution that reflects the council action taken, or have your city clerk or mayor sign the form affirming that the names provided are those selected by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

- **Conference Registration Required.** The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration will open mid-June at www.cacities.org. In order to cast a vote, at least one voter must be present at the Business Meeting and in possession of the voting delegate card. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the Voting Delegate Desk. This will enable them to receive the special sticker on their name badges that will admit them into the voting area during the Business Meeting.

- **Transferring Voting Card to Non-Designated Individuals Not Allowed.** The voting delegate card may be transferred freely between the voting delegate and alternates, but

only between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the Business Meeting, they may *not* transfer the voting card to another city official.

- **Seating Protocol during General Assembly.** At the Business Meeting, individuals with the voting card will sit in a separate area. Admission to this area will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate. If the voting delegate and alternates wish to sit together, they must sign in at the Voting Delegate Desk and obtain the special sticker on their badges.

The Voting Delegate Desk, located in the conference registration area of the Sacramento Convention Center, will be open at the following times: Wednesday, September 22, 8:00 a.m. – 6:00 p.m.; Thursday, September 23, 7:00 a.m. – 4:00 p.m.; and Friday, September 24, 7:30 a.m.– 11:30 a.m. The Voting Delegate Desk will also be open at the Business Meeting on Friday, but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for completing the voting delegate and alternate form and returning it to the League's office by Wednesday, September 15. If you have questions, please call Darla Yacub at (916) 658-8254.

Attachments:
- Annual Conference Voting Procedures
- Voting Delegate/Alternate Form

LEAGUE OF CALIFORNIA CITIES

CITY:_____

2021 ANNUAL CONFERENCE
VOTING DELEGATE/ALTERNATE FORM

Please complete this form and return it to Cal Cities office by Wednesday, September 15, 2021. Forms not sent by this deadline may be submitted to the Voting Delegate Desk located in the Annual Conference Registration Area. Your city council may designate one voting delegate and up to two alternates.

To vote at the Annual Business Meeting (General Assembly), voting delegates and alternates must be designated by your city council. Please attach the council resolution as proof of designation. As an alternative, the Mayor or City Clerk may sign this form, affirming that the designation reflects the action taken by the council.

Please note: Voting delegates and alternates will be seated in a separate area at the Annual Business Meeting. Admission to this designated area will be limited to individuals (voting delegates and alternates) who are identified with a special sticker on their conference badge. This sticker can be obtained only at the Voting Delegate Desk.

1. VOTING DELEGATE

Name: _____

Title: _____

2. VOTING DELEGATE - ALTERNATE

Name:_____

Title:_____

3. VOTING DELEGATE - ALTERNATE

Name: _____

Title: _____

PLEASE ATTACH COUNCIL RESOLUTION DESIGNATING VOTING DELEGATE AND ALTERNATES OR

ATTEST: I affirm that the information provided reflects action by the city council to designate the voting delegate and alternate(s).

Name: _____ Email _____

Mayor or City Clerk_____ Date_____ Phone_____
(circle one) (signature)

Please complete and return by Wednesday, September 15, 2021 to:
Darla Yacub, Assistant to the Administrative Services Director
E-mail: dyacub@cacities.org
Phone: (916) 658-8254

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LEAGUE OF CALIFORNIA CITIES

Annual Conference Voting Procedures

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.

2. **Designating a City Voting Representative.** Prior to the Annual Conference, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the Voting Delegate Form provided to the Cal Cities Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the Voting Delegate Desk in the conference registration area. Voting delegates and alternates must sign in at the Voting Delegate Desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the Business Meeting.

4. **Signing Initiated Resolution Petitions**. Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the Credentials Committee at the Voting Delegate Desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and be registered with the Credentials Committee. The voting card may be transferred freely between the voting delegate and alternates, but may not be transferred to another city official who is neither a voting delegate or alternate.

6. **Voting Area at Business Meeting.** At the Business Meeting, individuals with a voting card will sit in a designated area. Admission will be limited to those individuals with a special sticker on their name badge identifying them as a voting delegate or alternate.

7. **Resolving Disputes**. In case of dispute, the Credentials Committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the Business Meeting.

ATTACHMENT B

Annual Conference Resolutions Packet

2021 Annual Conference Resolutions

September 22 - 24, 2021

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INFORMATION AND PROCEDURES

RESOLUTIONS CONTAINED IN THIS PACKET: The League of California Cities (Cal Cities) bylaws provide that resolutions shall be referred by the president to an appropriate policy committee for review and recommendation. Resolutions with committee recommendations shall then be considered by the General Resolutions Committee at the Annual Conference.

This year, two resolutions have been introduced for consideration at the Annual Conference and referred to Cal Cities policy committees.

POLICY COMMITTEES: Three policy committees will meet virtually one week prior to the Annual Conference to consider and take action on the resolutions. The sponsors of the resolutions have been notified of the time and location of the meetings.

GENERAL RESOLUTIONS COMMITTEE: This committee will meet at 1:00 p.m. on Thursday, September 23, to consider the reports of the policy committees regarding the resolutions. This committee includes one representative from each of Cal Cities regional divisions, functional departments, and standing policy committees, as well as other individuals appointed by the Cal Cities president. Please check in at the registration desk for room location.

CLOSING LUNCHEON AND GENERAL ASSEMBLY: This meeting will be held at 12:30 p.m. on Friday, September 24, at the SAFE Credit Union Convention Center.

PETITIONED RESOLUTIONS: For those issues that develop after the normal 60-day deadline, a petition resolution may be introduced at the Annual Conference with a petition signed by designated voting delegates of 10 percent of all member cities (48 valid signatures required) and presented to the Voting Delegates Desk at least 24 hours prior to the time set for convening the Closing Luncheon & General Assembly. This year, that deadline is 12:30 p.m., Thursday, September 23. Resolutions can be viewed on Cal Cities Web site: www.cacities.org/resolutions.

Any questions concerning the resolutions procedures may be directed to Meg Desmond mdesmond@calcities.org.

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GUIDELINES FOR ANNUAL CONFERENCE RESOLUTIONS

Policy development is a vital and ongoing process within Cal Cities. The principal means for deciding policy on the important issues facing cities is through Cal Cities seven standing policy committees and the board of directors. The process allows for timely consideration of issues in a changing environment and assures city officials the opportunity to both initiate and influence policy decisions.

Annual conference resolutions constitute an additional way to develop Cal Cities policy. Resolutions should adhere to the following criteria.

Guidelines for Annual Conference Resolutions

1. Only issues that have a direct bearing on municipal affairs should be considered or adopted at the Annual Conference.

2. The issue is not of a purely local or regional concern.

3. The recommended policy should not simply restate existing Cal Cities policy.

4. The resolution should be directed at achieving one of the following objectives:

   (a) Focus public or media attention on an issue of major importance to cities.

   (b) Establish a new direction for Cal Cities policy by establishing general principals around which more detailed policies may be developed by policy committees and the board of directors.

   (c) Consider important issues not adequately addressed by the policy committees and board of directors.

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KEY TO ACTIONS TAKEN ON RESOLUTIONS

Resolutions have been grouped by policy committees to which they have been assigned.

Number	Key Word Index	Reviewing Body Action		
		1	2	3

1 - Policy Committee Recommendation to General Resolutions Committee
2 - General Resolutions Committee
3 - General Assembly

HOUSING, COMMUNITY & ECONOMIC DEVELOPMENT POLICY COMMITTEE

		1	2	3
2	Securing Railroad Property Maintenance			

REVENUE & TAXATION POLICY COMMITTEE

		1	2	3
1	Online Sales Tax Equity			

TRANSPORTATION, COMMUNICATION & PUBLIC WORKS POLICY COMMITTEE

		1	2	3
2	Securing Railroad Property Maintenance			

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KEY TO ACTIONS TAKEN ON RESOLUTIONS *(Continued)*

Resolutions have been grouped by policy committees to which they have been assigned.

KEY TO REVIEWING BODIES

1. Policy Committee
2. General Resolutions Committee
3. General Assembly

ACTION FOOTNOTES

* Subject matter covered in another resolution

** Existing League policy

*** Local authority presently exists

KEY TO ACTIONS TAKEN

A	Approve
D	Disapprove
N	No Action
R	Refer to appropriate policy committee for study
a	Amend+
Aa	Approve as amended+
Aaa	Approve with additional amendment(s)+
Ra	Refer as amended to appropriate policy committee for study+
Raa	Additional amendments and refer+
Da	Amend (for clarity or brevity) and Disapprove+
Na	Amend (for clarity or brevity) and take No Action+
W	Withdrawn by Sponsor

Procedural Note:
The League of California Cities resolution process at the Annual Conference is guided by the Cal Cities Bylaws.

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1. **RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES ("CAL CITIES") CALLING ON THE STATE LEGISLATURE TO PASS LEGISLATION THAT PROVIDES FOR A FAIR AND EQUITABLE DISTRIBUTION OF THE BRADLEY BURNS 1% LOCAL SALES TAX FROM IN-STATE ONLINE PURCHASES, BASED ON DATA WHERE PRODUCTS ARE SHIPPED TO, AND THAT RIGHTFULLY TAKES INTO CONSIDERATION THE IMPACTS THAT FULFILLMENT CENTERS HAVE ON HOST CITIES BUT ALSO PROVIDES A FAIR SHARE TO CALIFORNIA CITIES THAT DO NOT AND/OR CANNOT HAVE A FULFILLMENT CENTER WITHIN THEIR JURISDICTION**

Source: City of Rancho Cucamonga
Concurrence of five or more cities/city officials:
Cities: Town of Apple Valley; City of El Cerrito; City of La Canada Flintridge; City of La Verne; City of Lakewood; City of Moorpark; City of Placentia; City of Sacramento
Referred to: Revenue and Taxation Policy Committee

WHEREAS, the 2018 U.S. Supreme Court decision in *Wayfair v. South Dakota* clarified that states could charge and collect tax on purchases even if the seller does not have a physical presence in the state; and

WHEREAS, California cities and counties collect 1% in Bradley Burns sales and use tax from the purchase of tangible personal property and rely on this revenue to provide critical public services such as police and fire protection; and

WHEREAS, in terms of "siting" the place of sale and determining which jurisdiction receives the 1% Bradley Burns local taxes for online sales, the California Department of Tax and Fee Administration (CDTFA) determines "out-of-state" online retailers as those with no presence in California that ship property from outside the state and are therefore subject to use tax, not sales tax, which is collected in a countywide pool of the jurisdiction where the property is shipped from; and

WHEREAS, for online retailers that have a presence in California and have a stock of goods in the state from which it fulfills orders, CDTFA considers the place of sale ("situs") as the location from which the goods were shipped such as a fulfillment center; and

WHEREAS, in early 2021, one of the state's largest online retailers shifted its ownership structure so that it is now considered both an in-state and out-of-state retailer, resulting in the sales tax this retailer generates from in-state sales now being entirely allocated to the specific city where the warehouse fulfillment center is located as opposed to going into a countywide pool that is shared with all jurisdictions in that County, as was done previously; and

WHEREAS, this all-or-nothing change for the allocation of in-state sales tax has created winners and losers amongst cities as the online sales tax revenue from the retailer that was once spread amongst all cities in countywide pools is now concentrated in select cities that host a fulfillment center; and

WHEREAS, this has created a tremendous inequity amongst cities, in particular for cities that are built out, do not have space for siting a 1 million square foot fulfillment center, are not located along a major travel corridor, or otherwise not ideally suited to host a fulfillment center; and

WHEREAS, this inequity affects cities statewide, but in particular those with specific circumstances such as no/low property tax cities that are extremely reliant on sales tax revenue as well as cities struggling to meet their RHNA obligations that are being compelled by the State to rezone precious commercial parcels to residential; and

WHEREAS, the inequity produced by allocating in-state online sales tax revenue exclusively to cities with fulfillment centers is exasperated even more by, in addition to already reducing the amount of revenue going into the countywide pools, the cities with fulfillment centers are also receiving a larger share of the dwindling countywide pool as it is allocated based on cities' proportional share of sales tax collected; and

WHEREAS, while it is important to acknowledge that those cities that have fulfillment centers experience impacts from these activities and deserve equitable supplementary compensation, it should also be recognized that the neighboring cities whose residents are ordering product from that center now receive no revenue from the center's sales activity despite also experiencing the impacts created by the center, such as increased traffic and air pollution; and

WHEREAS, the COVID-19 pandemic greatly accelerated the public's shift towards online purchases, a trend that is unlikely to be reversed to pre-pandemic levels; and

NOW, THEREFORE, BE IT RESOLVED that Cal Cities calls on the State Legislature to pass legislation that provides for a fair and equitable distribution of the Bradley Burns 1% local sales tax from in-state online purchases, based on data where products are shipped to, and that rightfully takes into consideration the impacts that fulfillment centers have on host cities but also provides a fair share to California cities that do not and/or cannot have a fulfillment center within their jurisdiction.

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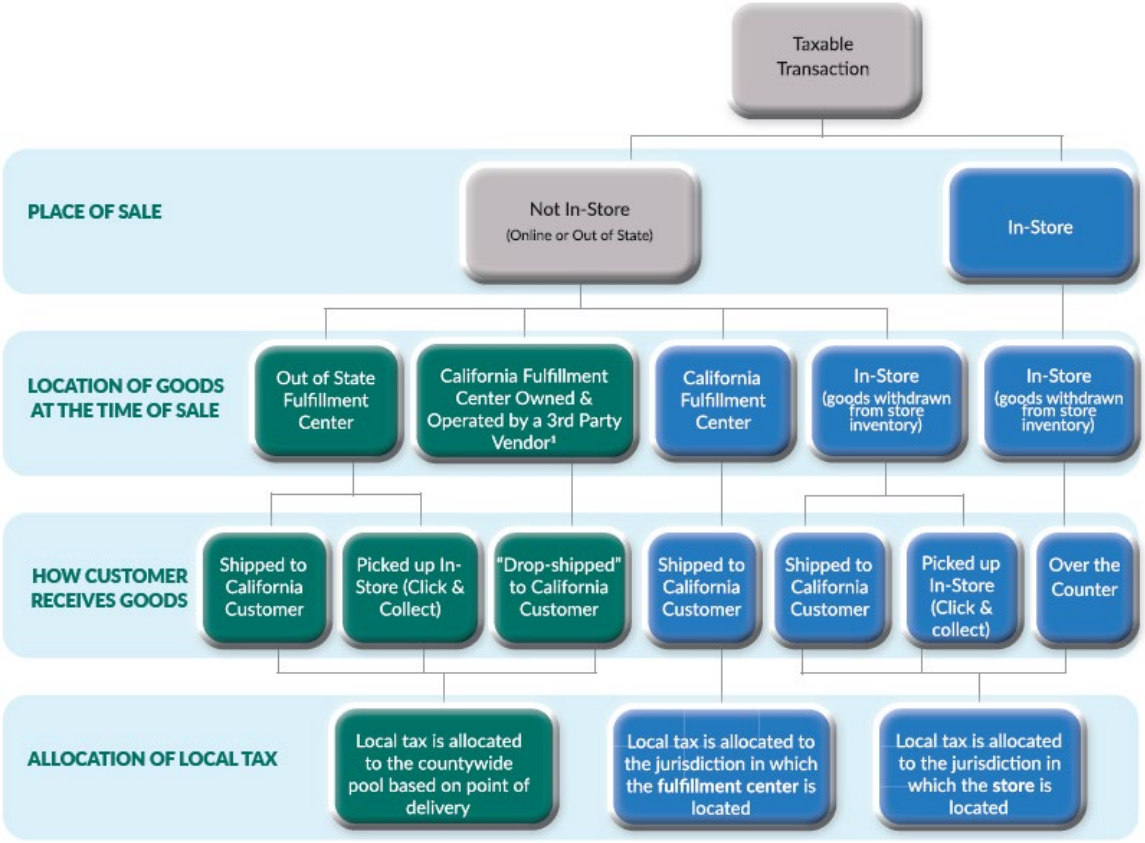
Background Information to Resolution

Source: City of Rancho Cucamonga

Background:
Sales tax is a major revenue source for most California cities. Commonly known as the local 1% Bradley-Burns tax, since the 1950's, cities have traditionally received 1 cent on every dollar of a sale made at the store, restaurant, car dealer, or other location within a jurisdiction's boundaries.

Over the years, however, this simple tax structure has evolved into a much more complex set of laws and allocation rules. Many of these rules relate to whether or not a given transaction is subject to sales tax, or to use tax – both have the same 1% value, but each applies in separate circumstances. The California Department of Tax and Fee Administration (CDTFA) is responsible for administering this system and issuing rules regarding how it is applied in our state.

The following chart created by HdL Companies, the leading provider of California sales tax consulting, illustrates the complex structure of how sales and use tax allocation is done in California, depending on where the transaction starts, where the goods are located, and how the customer receives the goods:



[1] *In this scenario the retailer does not own a stock of goods in California and sales orders are negotiated/processed out of state. An out of state company is not required to hold a seller's permit for an in-state third party warehouse if they do not own a stock of goods at the time of sale.*

With the exponential growth of online sales and the corresponding lack of growth, and even decline, of shopping at brick and mortar locations, cities are seeing much of their sales tax

growth coming from the countywide sales tax pools, since much of the sales tax is now funneled to the pools.

Recently, one of the world's largest online retailers changed the legal ownership of its fulfillment centers. Instead of having its fulfillment centers owned and operated by a third-party vendor, they are now directly owned by the company. This subtle change has major impacts to how the 1% local tax is allocated. Following the chart above, previously much of the sales tax would have followed the green boxes on the chart and been allocated to the countywide pool based on point of delivery. Now, much of the tax is following the blue path through the chart and is allocated to the jurisdiction in which the fulfillment center is located. (It should be noted that some of the tax is still flowing to the pools, in those situations where the fulfillment center is shipping goods for another seller that is out of state.)

This change has created a situation where most cities in California – more than 90%, in fact – are experiencing a sales tax revenue loss that began in the fourth quarter of calendar year 2021. Many cities may not be aware of this impact, as the fluctuations in sales tax following the pandemic shutdowns have masked the issue. But this change will have long-term impacts on revenues for all California cities as all these revenues benefiting all cities have shifted to just a handful of cities and counties that are home to this retailer's fulfillment centers.

This has brought to light again the need to address the issues in how sales and use taxes are distributed in the 21st century. Many, if not most cities will never have the opportunity have a warehouse fulfillment center due to lack of space or not being situated along a major travel corridor. These policies especially favor retailers who may leverage current policy in order to negotiate favorable sales tax sharing agreements, providing more money back to the retailer at the expense of funding critical public services.

With that stated, it is important to note the many impacts to the jurisdictions home to the fulfillment centers. These centers do support the ecommerce most of us as individuals have come to rely on, including heavy wear and tear on streets – one truck is equal to about 8,000 cars when it comes to impact on pavement – and increased air pollution due to the truck traffic and idling diesel engines dropping off large loads. However, it is equally important that State policies acknowledge that entities without fulfillment centers also experience impacts from ecommerce and increased deliveries. Cities whose residents are ordering products that are delivered to their doorstep also experience impacts from traffic, air quality and compromised safety, as well as the negative impact on brick-and-mortar businesses struggling to compete with the sharp increase in online shopping. These cities are rightfully entitled to compensation in an equitable share of sales and use tax. We do not believe that online sales tax distribution between fulfillment center cities and other cities should be an all or nothing endeavor, and not necessarily a fifty-fifty split, either. But we need to find an equitable split that balances the impacts to each jurisdiction involved in the distribution of products purchased online.

Over the years, Cal Cities has had numerous discussions about the issues surrounding sales tax in the modern era, and how state law and policy should be revisited to address these issues. It is a heavy lift, as all of our cities are impacted a bit differently, making consensus difficult. We believe that by once again starting the conversation and moving toward the development of laws and policies that can result in seeing all cities benefit from the growth taxes generated through online sales, our state will be stronger.

It is for these reasons, that we should all aspire to develop an equitable sales tax distribution for online sales.

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LETTERS OF CONCURRENCE

Resolution No. 1

July 19, 2021

Cheryl Viegas Walker, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Walker:

The Town of Apple Valley strongly supports the City of Rancho Cucamonga's effort to submit a resolution for consideration by the General Assembly at Cal Cities 2021 Annual Conference in Sacramento.

Current policies by the California Department of Tax and Fees (CDTFA) require that the one percent Bradley Burns local tax revenue from in-state online retailers be allocated to the jurisdiction from which the package was shipped from, as opposed to going into a countywide pool as is the practice with out-of-state online retailers. Earlier this year, one of the largest online retailers shifted its ownership structure and now operates as an in-state online retailer as well as out-of-state online retailer. Whereas, all sales tax revenue generated by this retailer's sales previously went into a countywide pool and was distributed amongst the jurisdictions in the pool. Now the revenue from in-state sales goes entirely to the city where the fulfillment center is located, and the packages shipped from. Cities that do not have a fulfillment center now receive no revenue from this retailer's online in-state sales transactions, even when the packages are delivered to locations within the cities' borders and paid for by residents in those locations. Cities that border jurisdictions with fulfillment centers also experience its impacts such as increased truck traffic, air pollution and declining road conditions.

This all-or-nothing practice has created clear winners and losers amongst cities as the online sales tax revenue from large online retailers that was once spread amongst all cities in countywide pools is now concentrated in select cities fortunate enough to host a fulfillment center. This has created a growing inequity amongst California cities, which only benefits some and is particularly unfair to cities who have no chance of ever obtaining a fulfillment center, such as those that are built out or are not situated along major travel corridors. No/low property tax cities that rely on sales tax revenue are especially impacted as well as cities struggling to meet their RHNA allocations that are being pressured by Sacramento to rezone precious commercial parcels to residential.

The current online sales tax distribution policies are inherently unfair and exasperate the divide between the winners and losers. Ultimately, the real winners may be the retailers, who leverage these policies to negotiate favorable sales tax sharing agreements from a small group of select cities understandably wanting to host fulfillment centers. The current online sales tax distribution policies unfairly divide local agencies, exacerbate already difficult municipal finances, and in the end result in a net loss of local government sales tax proceeds that simply serve to make private sector businesses even more profitable at the expense of everyone's residents.

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We can do better than this. And we should all aspire to develop an equitable sales tax distribution of online sales that addresses the concerns noted above.

For these reasons, the Town of Apple Valley concurs that the resolution should go before the General Assembly. If you have any questions regarding the Town's position in this matter, please do not hesitate to contact the Town Manager at 760-240-7000 x 7051.

Sincerely,

Curt Emick
Mayor

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July 21, 2021

Cheryl Viegas Walker, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Letter of Support for the City of Rancho Cucamonga's Resolution for Fair and Equitable Distribution of the Bradley Burns 1% Local Sales Tax

Dear President Walker:

The City of El Cerrito supports the City of Rancho Cucamonga's effort to submit a resolution for consideration by the General Assembly at the Cal Cities 2021 Annual Conference in Sacramento.

Current policies by the California Department of Tax and Fees (CDTFA) require that the 1 percent Bradley Burns local tax revenue from in-state online retailers be allocated to the jurisdiction from which the package was shipped from, as opposed to going into a countywide pool as is the practice with out-of-state online retailers. Earlier this year, one of the largest online retailers shifted its ownership structure and now operates as an in-state online retailer as well as out-of-state online retailer. Previously, all sales tax revenue generated by this retailer's sales went into a countywide pool and was distributed amongst the jurisdictions in the pool; now the revenue from in-state sales goes entirely to the city where the fulfillment center is located and the packages are shipped from. Cities that do not have a fulfillment center now receive no revenue from this retailer's online in-state sales transactions, even when the packages are delivered to locations within the cities' borders and paid for by residents in those locations. Cities that border jurisdictions with fulfillment centers also experience its impacts such as increased truck traffic, air pollution, and declining road conditions.

This all-or-nothing practice has created clear winners and losers amongst cities as the online sales tax revenue from large online retailers that was once spread amongst all cities in countywide pools is now concentrated in select cities fortunate enough to host a fulfillment center. This has created a growing inequity amongst California cities, which only benefits some and is particularly unfair to cities such as El Cerrito who have no chance of ever obtaining a fulfillment center as we are a built out, four square mile, small city. Additionally, cities not situated along major travel corridors and no/low property tax cities that rely on sales tax revenue are especially impacted, as well as cities struggling to build much needed affordable housing that may require rezoning commercial parcels in order to meet their RHNA allocations.

The current online sales tax distribution policies are inherently unfair and exasperate the divide between the winners and losers. Ultimately, the real winners may be the retailers, who leverage these policies to negotiate favorable sales tax sharing agreements from a small group of select cities understandably wanting to host fulfillment centers. The current online sales tax distribution policies serve to divide local agencies, exacerbate already difficult municipal finances, and in the end results in a net loss of local government sales tax proceeds that simply serve to make private sector businesses even more profitable at the expense of everyone's residents. We can do better, and we should all aspire to develop an equitable sales tax distribution of online sales that addresses the concerns noted above.

For these reasons, the City of El Cerrito concurs that the resolution should go before the General Assembly.

Sincerely,

Paul Fadelli, Mayor
City of El Cerrito

cc: El Cerrito City Council
City of Rancho Cucamonga

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City Council
Terry Walker, Mayor
Keith Eich, Mayor Pro Tem
Jonathan C. Curtis
Michael T. Davitt
Richard B. Gunter III

July 14, 2021

Ms. Cheryl Viegas Walker, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Walker:

The City of La Cañada Flintridge strongly supports the City of Rancho Cucamonga's effort to introduce a resolution for consideration by the General Assembly at CalCITIES' 2021 Annual Conference in Sacramento.

Current policies by the California Department of Tax and Fees (CDTFA) require that the 1% Bradley Burns local tax revenue (sales tax) from in-state online retailers be allocated to the jurisdiction from which the package was shipped, as opposed to going into a countywide pool, as is the practice with out-of-state online retailers. Earlier this year, one of the largest online retailers shifted its ownership structure and now operates as an in-state online retailer as well as an out-of-state online retailer. Whereas all sales tax revenue generated by this retailer's sales previously went into a countywide pool and was distributed amongst the jurisdictions in the pool, now the revenue from in-state sales goes entirely to the jurisdiction where the fulfillment center is located and the packages shipped from. Cities that do not have a fulfillment center now receive no revenue from this retailer's online in-state transactions even though their packages are delivered to locations within those cities' borders and paid for by residents in those locations. Cities that abut jurisdictions with fulfillment centers experience fulfillment centers' impacts just as much, such as increased truck traffic, air pollution and declining road conditions.

This all-or-nothing practice has created clear winners and losers amongst cities as the online sales tax revenue from large online retailers, that was once spread amongst all cities in countywide pools, is now concentrated in select cities fortunate enough to host a fulfillment center. This benefits only those few hosting jurisdictions and is particularly unfair to cities who have no chance of ever hosting a fulfillment center, such as those that are built out or are not situated along major travel corridors. No/low property tax cities that rely heavily on sales tax revenue are especially impacted as well as cities struggling to meet their RHNA allocations that are being pressured by Sacramento to rezone precious commercial parcels to residential.

The current online sales tax distribution policies are inherently unfair and exasperate the divide between the winners and losers. Ultimately, the real winners may be the retailers who leverage these policies to negotiate favorable sales tax sharing agreements from a small group of select cities understandably eager to host fulfillment centers. The current online sales tax distribution policies unfairly divide local agencies, exacerbate already difficult municipal finances and, in the end, result in a net loss of local government sales tax proceeds that simply serve to make private

One Civic Center Drive, La Cañada Flintridge, CA 91011 • (818) 790-8880 • Fax (818) 790-7536
www.lcf.ca.gov

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sector businesses even more profitable at the expense of cities' residents. We should all aspire to develop an equitable sales tax distribution of online sales that addresses the concerns noted above.

For these reasons, the City of La Cañada Flintridge concurs that the proposed resolution should go before the General Assembly.

Sincerely,

Terry M. Walker

Terry Walker
Mayor

CITY OF LA VERNE
CITY HALL
3660 "D" Street, La Verne, California 91750-3599
www.cityoflaverne.org

July 19, 2021

Cheryl Viegas Walker, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Walker:

The City of La Verne strongly supports the City of Rancho Cucamonga's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

Current policies by the California Department of Tax and Fees (CDTFA) require that the 1 percent Bradley Burns local tax revenue from in-state online retailers be allocated to the jurisdiction from which the package was shipped from, as opposed to going into a countywide pool as is the practice with out-of-state online retailers. Earlier this year, one of the largest online retailers shifted its ownership structure and now operates as an in-state online retailer as well as out-of-state online retailer. Whereas all sales tax revenue generated by this retailer's sales previously went into a countywide pool and was distributed amongst the jurisdictions in the pool, now the revenue from in-state sales goes entirely to the city where the fulfillment center is located, and the packages shipped from. Cities that do not have a fulfillment center now receive no revenue from this retailer's online in-state sales transactions, even when the packages are delivered to locations within the cities' borders and paid for by residents in those locations. Cities that border jurisdictions with fulfillment centers also experience its impacts such as increased truck traffic, air pollution, and declining road conditions.

This all-or-nothing practice has created clear winners and losers amongst cities as the online sales tax revenue from large online retailers that was once spread amongst all cities in countywide pools is now concentrated in select cities fortunate enough to host a fulfillment center. This has created a growing inequity amongst California cities, which only benefits some and is particularly unfair to cities which have no chance of ever obtaining a fulfillment center, such as those that are built out or are not situated along major travel corridors. No/low property tax cities that rely on sales tax revenue are

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especially impacted as well as cities struggling to meet their RHNA allocations that are being pressured by Sacramento to rezone precious commercial parcels to residential.

The current online sales tax distribution policies are inherently unfair and exacerbate the divide between the winners and losers. Ultimately, the real winners may be the retailers, who leverage these policies to negotiate favorable sales tax sharing agreements from a small group of select cities understandably wanting to host fulfillment centers. The current online sales tax distribution policies unfairly divide local agencies, exacerbate already difficult municipal finances, and in the end, result in a net loss of local government sales tax proceeds that simply serve to make private sector businesses even more profitable at the expense of everyone's residents. We can do better than this. And we should all aspire to develop an equitable sales tax distribution of online sales that addresses the concerns noted above.

For these reasons, the City of La Verne concurs that the resolution should go before the General Assembly.

Sincerely,

Bob Russi
City Manager
City of La Verne

Vice Mayor

Ariel Pe
Council Member

Vicki L. Stuckey
Council Member

Todd Rogers
Council Member

Jeff Wood
Mayor

July 15, 2021

Cheryl Viegas Walker, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Walker:

The City of Lakewood strongly supports the City of Rancho Cucamonga's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

Current policies by the California Department of Tax and Fees (CDTFA) require that the 1 percent Bradley Burns local tax revenue from in-state online retailers be allocated to the jurisdiction from which the package was shipped from, as opposed to going into a countywide pool as is the practice with out-of-state online retailers. Earlier this year, one of the largest online retailers shifted its ownership structure and now operates as an in-state online retailer as well as out-of-state online retailer. Whereas, all sales tax revenue generated by this retailer's sales previously went into a countywide pool and was distributed amongst the jurisdictions in the pool, now the revenue from in-state sales goes entirely to the city where the fulfillment center is located, and the packages shipped from. Cities that do not have a fulfillment center now receive no revenue from this retailer's online in-state sales transactions, even when the packages are delivered to locations within the cities' borders and paid for by residents in those locations. Cities that border jurisdictions with fulfillment centers also experience its impacts such as increased truck traffic, air pollution and declining road conditions.

This all-or-nothing practice has created clear winners and losers amongst cities as the online sales tax revenue from large online retailers that was once spread amongst all cities in countywide pools is now concentrated in select cities fortunate enough to host a fulfillment center. This has created a growing inequity amongst California cities, which only benefits some and is particularly unfair to cities that have no chance of ever obtaining a fulfillment center, such as those that are built out or are not situated along major travel corridors. No/low property tax cities that rely on sales tax revenue are especially impacted as well as cities struggling to meet their RHNA allocations that are being pressured by Sacramento to rezone precious commercial parcels to residential.

The current online sales tax distribution policies are inherently unfair and exasperate the divide between the winners and losers. Ultimately, the real winners may be the retailers, who leverage these policies to negotiate favorable sales tax sharing agreements from a small group of select cities understandably wanting to host fulfillment centers. The current online sales tax distribution policies unfairly divide local agencies, exacerbate already difficult municipal finances, and in the end result in a net loss of local government sales tax proceeds that simply serve to make private sector businesses even more profitable at the expense of everyone's residents. We can do better than this. And we should all aspire to develop an equitable sales tax distribution of online sales that addresses the concerns noted above.

For these reasons, the City of Lakewood concurs that the resolution should go before the General Assembly.

Sincerely,

Jeff Wood
Mayor

Lakewood

5050 Clark Avenue, Lakewood, CA 90712 • (562) 866-9771 • Fax (562) 866-0505 • www.lakewoodcity.org • Email: service1@lakewoodcity.org

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CITY OF MOORPARK

799 Moorpark Avenue, Moorpark, California 93021
Main City Phone Number (805) 517-6200 | Fax (805) 532-2205 | moorpark@moorparkca.gov

July 14, 2021 **TRANSMITTED ELECTRONICALLY**

Cheryl Viegas-Walker, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Walker:

The City of Moorpark strongly supports the City of Rancho Cucamonga's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

Current policies of the California Department of Tax and Fees (CDTFA) require that the one percent Bradley Burns local tax revenue from in-state online retailers be allocated to the jurisdiction from which the package was shipped, as opposed to going into a countywide pool as is the practice with out-of-state online retailers. Earlier this year, one of the largest online retailers shifted its ownership structure and now operates both as an in-state online retailer and as an out-of-state online retailer. Whereas all sales tax revenues generated by this retailer's sales previously went into countywide pools and were distributed amongst the jurisdictions in the pool, sales tax revenues from in-state sales now go entirely to the city where the fulfillment center is located and the package is shipped from. Cities that do not have a fulfillment center now receive no sales tax revenue from this retailer's online in-state sales transactions, even when the packages are delivered to locations within the cities' borders and paid for by residents in those locations. Cities that border jurisdictions with fulfillment centers also experience its impacts such as increased truck traffic, air pollution, and deteriorating road conditions.

This all-or-nothing practice has created clear winners and losers amongst cities as the online sales tax revenues from large online retailers that were once spread amongst all cities in countywide pools are now concentrated in select cities fortunate enough to host a fulfillment center. This has created a growing inequity amongst California cities, which only benefits some and is particularly unfair to cities who have no chance of ever obtaining a fulfillment center, such as those that are built out or are not situated along major travel corridors. No/low property tax cities that rely on sales tax revenue are especially impacted, as well as

JANICE S. PARVIN Mayor | DR. ANTONIO CASTRO Councilmember | CHRIS ENEGREN Councilmember | DANIEL GROFF Councilmember | DAVID POLLOCK Councilmember

cities struggling to meet their RHNA allocations that are being pressured by Sacramento to rezone limited commercial properties for residential land uses.

The current online sales tax distribution policies are inherently unfair and exasperate the divide between the winners and losers. Ultimately, the real winners may be the retailers, who leverage these policies to negotiate favorable sales tax sharing agreements from a small group of select cities understandably wanting to host fulfillment centers. The current online sales tax distribution policies unfairly divide local agencies, exacerbate already difficult municipal finances, and ultimately result in a net loss of local government sales tax proceeds that simply serve to make private sector businesses more profitable at the expense of everyone's residents. We can do better than this, and we should all aspire to develop an equitable sales tax distribution of online sales that addresses the concerns noted above.

For these reasons, the City of Moorpark concurs that the resolution should go before the General Assembly at the 2021 Annual Conference in Sacramento.

Sincerely,

Janice S. Parvin
Mayor

cc: City Council
City Manager

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Mayor
CRAIG S. GREEN

Mayor Pro Tem
CHAD P. WANKE

Councilmembers:
RHONDA SHADER
WARD L. SMITH
JEREMY B. YAMAGUCHI

The People are the City

City Clerk:
ROBERT S. MCKINNELL

City Treasurer
KEVIN A. LARSON

City Administrator
DAMIEN R. ARRULA

401 East Chapman Avenue – Placentia, California 92870

July 14, 2021

Cheryl Viegas Walker, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Walker:

The City of Placentia strongly supports the City of Rancho Cucamonga's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

Current policies by the California Department of Tax and Fees (CDTFA) require that the 1 percent (1%) Bradley Burns local tax revenue from in-state online retailers be allocated to the jurisdiction from which the package was shipped from, as opposed to going into a countywide pool as is the practice with out-of-state online retailers. Earlier this year, one of the largest online retailers shifted its ownership structure and now operates as an in-state online retailer as well as out-of-state online retailer. Whereas, all sales tax revenue generated by this retailer's sales previously went into a countywide pool and was distributed amongst the jurisdictions in the pool, now the revenue from in-state sales goes entirely to the city where the fulfillment center is located, and the packages shipped from. Cities that do not have a fulfillment center now receive no revenue from this retailer's online in-state sales transactions, even when the packages are delivered to locations within the cities' borders and paid for by residents in those locations. Cities that border jurisdictions with fulfillment centers also experience its impacts such as increased truck traffic, air pollution and declining road conditions.

This all-or-nothing practice has created clear winners and losers amongst cities as the online sales tax revenue from large online retailers that was once spread amongst all cities in countywide pools is now concentrated in select cities fortunate enough to host a fulfillment center. This has created a growing inequity amongst California cities, which only benefits some and is particularly unfair to cities who have no chance of ever obtaining a fulfillment center, such as those that are built out or are not situated along major travel corridors. No/low property tax cities that rely on sales tax revenue are especially impacted as well as cities struggling to meet their RHNA allocations that are being pressured by Sacramento to rezone precious commercial parcels to residential.

The current online sales tax distribution policies are inherently unfair and exasperate the divide between the winners and losers. Ultimately, the real winners may be the retailers, who leverage these policies to negotiate favorable sales tax sharing agreements from a small group of select cities understandably wanting to host fulfillment centers. The

current online sales tax distribution policies unfairly divide local agencies, exacerbate already difficult municipal finances, and in the end result in a net loss of local government sales tax proceeds that simply serve to make private sector businesses even more profitable at the expense of everyone's residents. We can do better than this. And we should all aspire to develop an equitable sales tax distribution of online sales that addresses the concerns noted above.

For these reasons, the City of Placentia concurs that the resolution should go before the General Assembly. Should you have any questions regarding this letter, please contact me at (714) 993-8117 or via email at administration@placentia.org.

Sincerely,

Damien R. Arrula
City Administrator

City of
SACRAMENTO
Office of the City Manager

Leyne Milstein
Assistant City Manager

City Hall
915 I Street, Fifth Floor
Sacramento, CA 95814-2604
916-808-5704

July 19, 2021

Cheryl Viegas Walker, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Dear President Walker:

The City of Sacramento strongly supports the City of Rancho Cucamonga's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

Current policies by the California Department of Tax and Fees (CDTFA) require that the one percent Bradley Burns local tax revenue from in-state online retailers be allocated to the jurisdiction from which the package was shipped from, as opposed to going into a countywide pool as is the practice with out-of-state online retailers. Earlier this year, one of the largest online retailers shifted its ownership structure and now operates as an in-state online retailer as well as out-of-state online retailer. Whereas all sales tax revenue generated by this retailer's sales previously went into a countywide pool and was distributed amongst the jurisdictions in the pool, now the revenue from in-state sales goes entirely to the city where the fulfillment center is located, and the packages shipped from. Cities that do not have a fulfillment center now receive no revenue from this retailer's online in-state sales transactions, even when the packages are delivered to locations within the cities' borders and paid for by residents in those locations. Cities that border jurisdictions with fulfillment centers also experience its impacts such as increased truck traffic, air pollution and declining road conditions.

This all-or-nothing practice has created clear winners and losers amongst cities as the online sales tax revenue from large online retailers that was once spread amongst all cities in countywide pools is now concentrated in select cities fortunate enough to host a fulfillment center. This has created a growing inequity amongst California cities, which only benefits some and is particularly unfair to cities who have no chance of ever obtaining a fulfillment

City of
SACRAMENTO
Office of the City Manager

Leyne Milstein
Assistant City Manager

City Hall
915 I Street, Fifth Floor
Sacramento, CA 95814-2604
916-808-5704

center, such as those that are built out or are not situated along major travel corridors. No/low property tax cities that rely on sales tax revenue are especially impacted as well as cities struggling to meet their Regional Housing Needs Allocation (RHNA) that are being pressured by Sacramento to rezone precious commercial parcels to residential.

The current online sales tax distribution policies are inherently unfair and exasperate the divide between the winners and losers. Ultimately, the real winners may be the retailers, who leverage these policies to negotiate favorable sales tax sharing agreements from a small group of select cities understandably wanting to host fulfillment centers. The current online sales tax distribution policies unfairly divide local agencies, exacerbate already difficult municipal finances, and in the end, result in a net loss of local government sales tax proceeds that simply serve to make private sector businesses even more profitable at the expense of everyone's residents. We can do better than this. And we should all aspire to develop an equitable sales tax distribution of online sales that addresses the concerns noted above.

For these reasons, the City of Sacramento concurs that the resolution should go before the General Assembly.

Sincerely,

Leyne Milstein (Jul 19, 2021 14:48 PDT)

Leyne Milstein
Assistant City Manager

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League of California Cities Staff Analysis on Resolution No. 1

Staff: Nicholas Romo, Legislative Affairs, Lobbyist

Committee: Revenue and Taxation

Summary:
This Resolution calls on the League of California Cities (Cal Cities) to request the Legislature to pass legislation that provides for a fair and equitable distribution of the Bradley Burns 1% local sales tax from in-state online purchases, based on data where products are shipped to, and that rightfully takes into consideration the impacts that fulfillment centers have on host cities but also provides a fair share to California cities that do not and/or cannot have a fulfillment center within their jurisdiction.

Background:
The City of Rancho Cucamonga is sponsoring this resolution to *"address the issues in how sales and use taxes are distributed in the 21st century."*

The City notes that *"sales tax is a major revenue source for most California cities. Commonly known as the local 1% Bradley-Burns tax, since the 1950's, cities have traditionally received 1 cent on every dollar of a sale made at the store, restaurant, car dealer, or other location within a jurisdiction's boundaries. Over the years, however, this simple tax structure has evolved into a much more complex set of laws and allocation rules. Many of these rules relate to whether or not a given transaction is subject to sales tax, or to use tax – both have the same 1% value, but each applies in separate circumstances.*

Recently, one of the world's largest online retailers changed the legal ownership of its fulfillment centers. Instead of having its fulfillment centers owned and operated by a third-party vendor, they are now directly owned by the company. This subtle change has major impacts to how the 1% local tax is allocated.

This change has created a situation where most cities in California – more than 90%, in fact – are experiencing a sales tax revenue loss that began in the fourth quarter of calendar year 2021. Many cities may not be aware of this impact, as the fluctuations in sales tax following the pandemic shutdowns have masked the issue. But this change will have long-term impacts on revenues for all California cities as all these revenues benefiting all cities have shifted to just a handful of cities and counties that are home to this retailer's fulfillment centers."

The City's resolution calls for action on an unspecified solution that *"rightfully takes into consideration the impacts that fulfillment centers have on host cities but also provides a fair share to California cities that do not and/or cannot have a fulfillment center within their jurisdiction,"* which aims to acknowledge the actions taken by cities to alleviate poverty, catalyze economic development, and improve financial stability within their communities through existing tax sharing and zoning powers.

Ultimately, sponsoring cities believe *"that by once again starting the conversation and moving toward the development of laws and policies that can result in seeing all cities benefit from the growth taxes generated through online sales, our state will be stronger."*

Sales and Use Tax in California

The Bradley-Burns Uniform Sales Tax Act allows all local agencies to apply its own sales and use tax on the same base of tangible personal property (taxable goods). This tax rate currently is fixed at 1.25% of the sales price of taxable goods sold at retail locations in a local jurisdiction, or purchased outside the jurisdiction for use within the jurisdiction. Cities and counties use this 1% of the tax to support general operations, while the remaining 0.25% is used for county transportation purposes.

In California, all cities and counties impose Bradley-Burns sales taxes. California imposes the sales tax on every retailer engaged in business in this state that sells taxable goods. The law requires businesses to collect the appropriate tax from the purchaser and remit the amount to the California Department of Tax and Fee Administration (CDTFA). Sales tax applies whenever a retail sale is made, which is basically any sale other than one for resale in the regular course of business. Unless the person pays the sales tax to the retailer, they are liable for the use tax, which is imposed on any person consuming taxable goods in the state. The use tax rate is the same rate as the sales tax rate.

Generally, CDTFA distributes Bradley-Burns tax revenue based on where a sale took place, known as *a situs-based system*. A retailer's physical place of business—such as a retail store or restaurant—is generally the place of sale. "Sourcing" is the term used by tax practitioners to describe the rules used to determine the place of sale, and therefore, which tax rates are applied to a given purchase and which jurisdictions are entitled to the local and district taxes generated from a particular transaction.

California is primarily an origin-based sourcing state – meaning tax revenues go to the jurisdiction in which a transaction physically occurs if that can be determined. However, California also uses a form of destination sourcing for the local use tax and for district taxes (also known as "transactions and use taxes" or "add-on sale and use taxes"). That is, for cities with local add-on taxes, they receive their add-on rate amount from remote and online transactions.

Generally, allocations are based on the following rules:

- The sale is sourced to the place of business of the seller - whether the product is received by the purchaser at the seller's business location or not.
- If the retailer maintains inventory in California and has no other in state location, the source is the jurisdiction where the warehouse is situated. *This resolution is concerned with the growing amount of online retail activity being sourced to cities with warehouse/fulfillment center locations.*
- If the business' sales office is located in California but the merchandise is shipped from out of state, the tax from transactions under $500,000 is allocated

via the county pools. The tax from transactions over $500,000 is allocated to the jurisdiction where the merchandise is delivered.

- When a sale cannot be identified with a permanent place of business in the state, the sale is sourced to the allocation pool of the county where the merchandise was delivered and then distributed among all jurisdictions in that county in proportion to ratio of sales. *For many large online retailers, this has been the traditional path.*

Online Sales and Countywide Pools

While the growth of e-commerce has been occurring for more than two decades, led by some of the largest and most popular retailers in the world, the dramatic increase in online shopping during the COVID-19 pandemic has provided significant revenue to California cities as well as a clearer picture on which governments enjoy even greater benefits.

In the backdrop of booming internet sales has been the steady decline of brick-and-mortar retail and shopping malls. For cities with heavy reliance on in-person retail shopping, the value of the current allocation system has been diminished as their residents prefer to shop online or are incentivized to do so by retailers (during the COVID-19 pandemic, consumers have had no other option but to shop online for certain goods). All the while, the demands and costs of city services continue to grow for cities across the state.

As noted above, the allocation of sales tax revenue to local governments depends on the location of the transaction (or where the location is ultimately determined). For in-person retail, the sales tax goes to the city in which the product and store are located - a customer purchasing at a register. For online sales, the Bradley Burns sales tax generally goes to a location other than the one where the customer lives – either to the city or county where an in-state warehouse or fulfillment center is located, the location of in-state sales office (ex. headquarters) or shared as use tax proceeds amongst all local governments within a county based on their proportionate share of taxable sales.

Under current CDTFA regulations, a substantial portion of local use tax collections are allocated through a countywide pool to the local jurisdictions in the county where the property is put to its first functional use. The state and county pools constitute over 15% of local sales and use tax revenues. Under the pool system, the tax is reported by the taxpayer to the countywide pool of use and then distributed to each jurisdiction in that county on a pro-rata share of taxable sales. If the county of use cannot be identified, the revenues are distributed to the state pool for pro-rata distribution on a statewide basis.

Concentration of Online Sales Tax Revenue and Modernization

Sales tax modernization has been a policy goal of federal, state, and local government leaders for decades to meet the rapidly changing landscape of commercial activity and ensure that all communities can sustainably provide critical services.

For as long as remote and internet shopping has existed, policy makers have been concerned about their potential to disrupt sales and use tax allocation procedures that underpin the funding of local government services. The system was designed in the early twentieth century to ensure that customers were paying sales taxes to support local government services within the community where the transactions occurred whether they resided there or not. This structure provides benefit to and recoupment for the public resources necessary to ensure the health and safety of the community broadly.

City leaders have for as long been concerned about the loosening of the nexus between what their residents purchase and the revenues they receive. Growing online shopping, under existing sourcing rules, has led to a growing concentration of sales tax revenue being distributed to a smaller number of cities and counties. As more medium and large online retailers take title to fulfillment centers or determine specific sales locations in California as a result of tax sharing agreements in specific cities, online sales tax revenue will be ever more concentrated in a few cities at the control of these companies. Furthermore, local governments are already experiencing the declining power of the sales tax to support services as more money is being spent on non-taxable goods and services.

For more on sales and use tax sourcing please see Attachment A.

State Auditor Recommendations

In 2017, the California State Auditor issued a report titled, "The Bradley-Burns Tax and Local Transportation Funds, noting that:

"Retailers generally allocate Bradley Burns tax revenue based on the place of sale, which they identify according to their business structure. However, retailers that make sales over the Internet may allocate sales to various locations, including their warehouses, distribution center, or sales offices. This approach tends to concentrate Bradley Burns tax revenue into the warehouses' or sales offices' respective jurisdictions. Consequently, counties with a relatively large amount of industrial space may receive disproportionately larger amounts of Bradley Burns tax, and therefore Local Transportation Fund, revenue.

The State could make its distribution of Bradley Burns tax revenue derived from online sales more equitable if it based allocations of the tax on the destinations to which goods are shipped rather than on place of sale."

The Auditor's report makes the following recommendation:

"To ensure that Bradley-Burns tax revenue is more evenly distributed, the Legislature should amend the Bradley-Burns tax law to allocate revenues from Internet sales based on the destination of sold goods rather than their place of sale."

In acknowledgement of the growing attention from outside groups on this issue, Cal Cities has been engaged in its own study and convening of city officials to ensure pursued solutions account for the circumstances of all cities and local control is best protected. These efforts are explored in subsequent sections.

Cal Cities Revenue and Taxation Committee and City Manager Working Group
In 2015 and 2016, Cal Cities' Revenue and Taxation Policy Committee held extensive discussions on potential modernization of tax policy affecting cities, with a special emphasis on the sales tax. The issues had been identified by Cal Cities leadership as a strategic priority given concerns in the membership about the eroding sales tax base and the desire for Cal Cities to take a leadership role in addressing the associated issues. The policy committee ultimately adopted a series of policies that were approved by the Cal Cities board of directors. Among its changes were a recommended change to existing sales tax sourcing (determining where a sale occurs) rules, so that the point of sale (situs) is where the customer receives the product. The policy also clarifies that specific proposals in this area should be carefully reviewed so that the impacts of any changes are fully understood. See "Existing Cal Cities Policy" section below.

Cal Cities City Manager Sales Tax Working Group Recommendations
In the Fall of 2017, the Cal Cities City Managers Department convened a working group (Group) of city managers representing a diverse array of cities to review and consider options for addressing issues affecting the local sales tax.

The working group of city managers helped Cal Cities identify internal common ground on rapidly evolving e-commerce trends and their effects on the allocation of local sales and use tax revenue. After meeting extensively throughout 2018, the Group made several recommendations that were endorsed unanimously by Cal Cities' Revenue and Taxation Committee at its January, 2019 meeting and by the board of directors at its subsequent meeting.

The Group recommended the following actions in response to the evolving issues associated with e-commerce and sales and use tax:

Further Limiting Rebate Agreements: The consensus of the Group was that:

- Sales tax rebate agreements involving online retailers should be prohibited *going forward*. They are inappropriate because they have the effect of encouraging revenue to be shifted away from numerous communities and concentrated to the benefit of one.
- Any type of agreement that seeks to lure a retailer from one community to another within a market area should also be prohibited *going forward*. Existing law already prohibits such agreements for auto dealers and big box stores.

Shift Use Tax from Online Sales, including from the South Dakota v. Wayfair Decision Out of County Pools: The Group's recommendation is based first on the principle of "situs" and that revenue should be allocated to the jurisdiction where the use occurs. Each city and county in California imposed a Bradley Burns sales and use tax rate

under state law in the 1950s. The use tax on a transaction is the rate imposed where the purchaser resides (the destination). These use tax dollars, including new revenue from the South Dakota v. Wayfair decision, should be allocated to the destination jurisdiction whose Bradley Burns tax applies and not throughout the entire county.

- Shift of these revenues, from purchases from out of state retailers including transactions captured by the South Dakota v. Wayfair decision, out of county pools to full destination allocation on and after January 1, 2020.
- Allow more direct reporting of use taxes related to construction projects to jurisdiction where the construction activity is located by reducing existing regulatory threshold from $5 million to $100,000.

Request/Require CDTFA Analysis on Impacts of Sales Tax Destination Shifts: After discussion of numerous phase-in options for destination sourcing and allocation for sales taxes, the Group ultimately decided that a more complete analysis was needed to sufficiently determine impacts. Since the two companies most cities rely on for sales tax analysis, HdL and MuniServices, were constrained to modeling with transaction and use tax (district tax) data, concerns centered on the problem of making decisions without adequate information. Since the CDTFA administers the allocation of local sales and use taxes, it is in the best position to produce an analysis that examines:

- The impacts on individual agencies of a change in sourcing rules. This would likely be accomplished by developing a model to examine 100% destination sourcing with a report to the Legislature in early 2020.
- The model should also attempt to distinguish between business-to-consumer transactions versus business-to-business transactions.
- The model should analyze the current number and financial effects of city and county sales tax rebate agreements with online retailers and how destination sourcing might affect revenues under these agreements.

Conditions for considering a Constitutional Amendment that moves toward destination allocation: Absent better data on the impacts on individual agencies associated with a shift to destination allocation of sales taxes from CDTFA, the Group declined to prescribe if/how a transition to destination would be accomplished; the sentiment was that the issue was better revisited once better data was available. In anticipation that the data would reveal significant negative impacts on some agencies, the Group desired that any such shift should be accompanied by legislation broadening of the base of sales taxes, including as supported by existing Cal Cities policy including:

- Broadening the tax base on goods, which includes reviewing existing exemptions on certain goods and expanding to digital forms of goods that are otherwise taxed; and
- Expanding the sales tax base to services, such as those commonly taxed in other states.

This Resolution builds upon previous work that accounts for the impacts that distribution networks have on host cities and further calls on the organization to advocate for changes to sales tax distribution rules.

The Resolution places further demands on data collected by CDTFA to establish a "fair and equitable distribution of the Bradley Burns 1% local sales tax from in-state online purchases." Such data is proposed to be collected by SB 792 (Glazer, 2021). More discussion on this topic can be found in the "Staff Comments" section.

Staff Comments:

Proposed Resolution Affixes Equity Based, Data Driven Approach to Existing Cal Cities Policy on Sales Tax Sourcing

The actions resulting from this resolution, if approved, would align with existing policy and efforts to-date to modernize sales tax rules. While not formalized in existing Cal Cities policy or recommendations, city managers and tax practitioners generally have favored proposals that establish a sharing of online sales tax revenues rather than a full destination shift. City leaders and practitioners across the state have acknowledged during Cal Cities Revenue and Taxation and City Manager's working group meetings that the hosting of fulfillment centers and ancillary infrastructure pose major burdens on local communities including detrimental health and safety impacts. This acknowledgement has moved mainstream proposals such as this one away from full revenue shifts towards an equity-based, data driven approach that favors revenue sharing. This Resolution would concretely affix this approach as Cal Cities policy.

More Data is Needed to Achieve Equity Based Approach

A major challenge is the lack of adequate data to model the results of shifting in-state online sale tax revenues. Local government tax consultants and state departments have limited data to model the effects of changes to sales tax distribution because their information is derived only from cities that have a local transactions and use tax (TUT). Tax experts are able to model proposed tax shifts using TUTs since they are allocated on a destination basis (where a purchaser receives the product; usually a home or business). However, more than half of all cities, including some larger cities, do not have a local TUT therefore modeling is constrained and incomplete.

Efforts to collect relevant sales tax information on the destination of products purchased online are ongoing. The most recent effort is encapsulated in SB 792 (Glazer, 2021), which would require retailers with online sales exceeding $50 million a year to report to CDTFA the gross receipts from online sales that resulted in a product being shipped or delivered in each city. The availability of this data would allow for a much more complete understanding of online consumer behavior and the impacts of future proposed changes to distribution. SB 792 (Glazer) is supported by Cal Cities following approval by the Revenue and Taxation Committee and board of directors.

Impact of Goods Movement Must Be Considered

As noted above, city leaders and practitioners across the state acknowledge that the hosting of fulfillment centers and goods movement infrastructure pose major burdens on local communities including detrimental health, safety, and infrastructure impacts. Not least of which is the issue of air pollution from diesel exhaust. According to California Environmental Protection Agency (Cal EPA):

"Children and those with existing respiratory disease, particularly asthma, appear to be especially susceptible to the harmful effects of exposure to airborne PM from diesel exhaust, resulting in increased asthma symptoms and attacks along with decreases in lung function (McCreanor et al., 2007; Wargo, 2002). People that live or work near heavily-traveled roadways, ports, railyards, bus yards, or trucking distribution centers may experience a high level of exposure (US EPA, 2002; Krivoshto et al., 2008). People that spend a significant amount of time near heavily-traveled roadways may also experience a high level of exposure. Studies of both men and women demonstrate cardiovascular effects of diesel PM exposure, including coronary vasoconstriction and premature death from cardiovascular disease (Krivoshto et al., 2008). A recent study of diesel exhaust inhalation by healthy non-smoking adults found an increase in blood pressure and other potential triggers of heart attack and stroke (Krishnan et al., 2013) Exposure to diesel PM, especially following periods of severe air pollution, can lead to increased hospital visits and admissions due to worsening asthma and emphysema-related symptoms (Krivoshto et al., 2008). Diesel exposure may also lead to reduced lung function in children living in close proximity to roadways (Brunekreef et al., 1997)."

The founded health impacts of the ubiquitous presence of medium and heavy-duty diesel trucks used to transport goods to and from fulfillment centers and warehouses require host cities to meet increased needs of their residents including the building and maintenance of buffer zones, parks, and open space. While pollution impacts may decline with the introduction of zero-emission vehicles, wide scale adoption by large distribution fleets is still in its infancy. Furthermore, the impacts of heavy road use necessitate increased spending on local streets and roads upgrades and maintenance. In addition, many cities have utilized the siting of warehouses, fulfillment centers, and other heavy industrial uses for goods movements as key components of local revenue generation and economic development strategies. These communities have also foregone other land uses in favor of siting sales offices and fulfillment networks.

All said, however, it is important to acknowledge that disadvantaged communities (DACs) whether measured along poverty, health, environmental or education indices exist in cities across the state. For one example, see: California Office of Environmental Health Hazard Assessment (OEHHA) CalEnviroScreen. City officials may consider how cities without fulfillment and warehouse center revenues are to fund efforts to combat social and economic issues, particularly in areas with low property tax and tourism-based revenues.

The Resolution aims to acknowledge these impacts broadly (this analysis does not provide an exhaustive review of related impacts) and requests Cal Cities to account for them in a revised distribution formula of the Bradley Burns 1% local sales tax from in-state online purchases. The Resolution does not prescribe the proportions.

Clarifying Amendments

Upon review of the Resolution, Cal Cities staff recommends technical amendments to provide greater clarity. *To review the proposed changes, please see Attachment B.*

Fiscal Impact:
Significant but unknown. The Resolution on its own does not shift sales tax revenues. In anticipation and mitigation of impacts, the Resolution requests Cal Cities to utilize online sales tax data to identify a fair and equitable distribution formula that accounts for the broad impacts fulfillment centers involved in online retail have on the cities that host them. The Resolution does not prescribe the revenue distribution split nor does it prescribe the impacts, positive and negative, of distribution networks.

Existing Cal Cities Policy:

- Tax proceeds collected from internet sales should be allocated to the location where the product is received by the purchaser.
- Support as Cal Cities policy that point of sale (situs) is where the customer receives the product. Specific proposals in this area should be carefully reviewed so that the impacts of any changes are fully understood.
- Revenue from new regional or state taxes or from increased sales tax rates should be distributed in a way that reduces competition for situs-based revenue. (Revenue from the existing sales tax rate and base, including future growth from increased sales or the opening of new retail centers, should continue to be returned to the point of sale.)
- The existing situs-based sales tax under the Bradley Burns 1% baseline should be preserved and protected.
- Restrictions should be implemented and enforced to prohibit the enactment of agreements designed to circumvent the principle of situs-based sales and redirect or divert sales tax revenues from other communities, when the physical location of the affected businesses does not change. Sales tax rebate agreements involving online retailers are inappropriate because they have the effect of encouraging revenue to be shifted away from numerous communities and concentrated to the benefit of one. Any type of agreement that seeks to lure a retailer from one community to another within a market area should also be prohibited going forward.
- Support Cal Cities working with the state California Department of Tax and Fee Administration (CDTFA) to update the county pool allocation process to ensure that more revenues are allocated to the jurisdiction where the purchase or first use of a product occurs (usually where the product is delivered). Use Tax collections from online sales, including from the South Dakota v Wayfair Decision, should be shifted out of county pools and allocated to the destination jurisdiction whose Bradley Burns tax applies and not throughout the entire county.

Support:
The following letters of concurrence were received:

Town of Apple Valley
City of El Cerrito
City of La Canada Flintridge
City of La Verne
City of Lakewood

City of Moorpark
City of Placentia
City of Sacramento

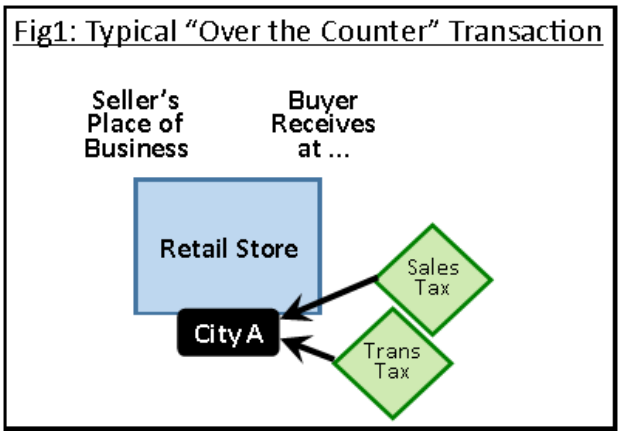


Fig1: Typical "Over the Counter" Transaction
Seller's Place of Business
Buyer Receives at ...
Retail Store
City A
Sales Tax
Trans Tax

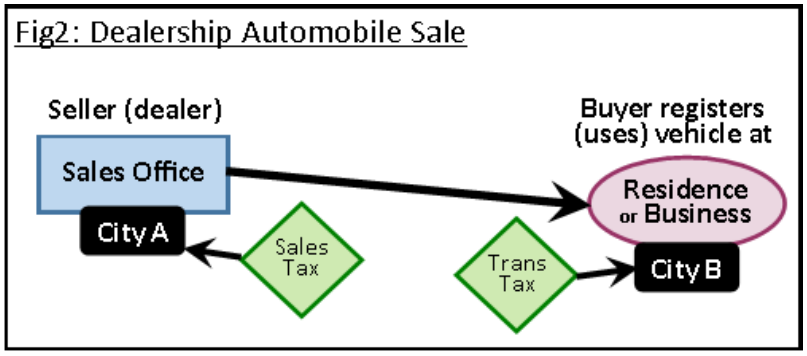


Fig2: Dealership Automobile Sale
Seller (dealer)
Sales Office
City A
Sales Tax
Buyer registers (uses) vehicle at
Residence or Business
Trans Tax
City B

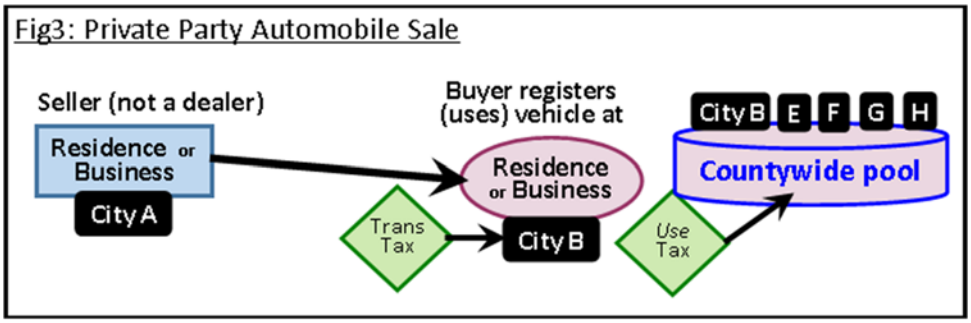
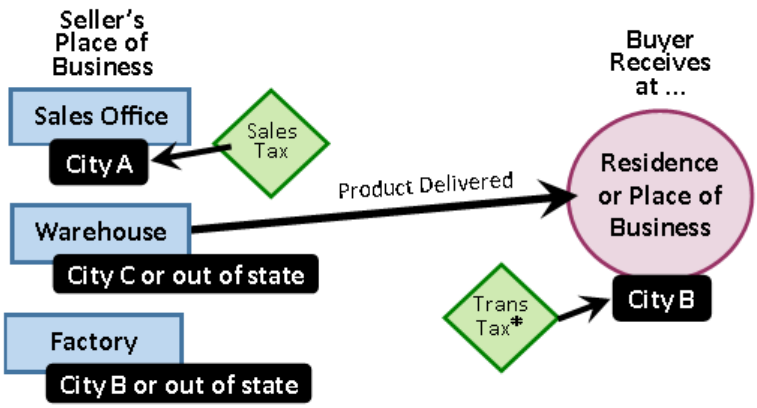


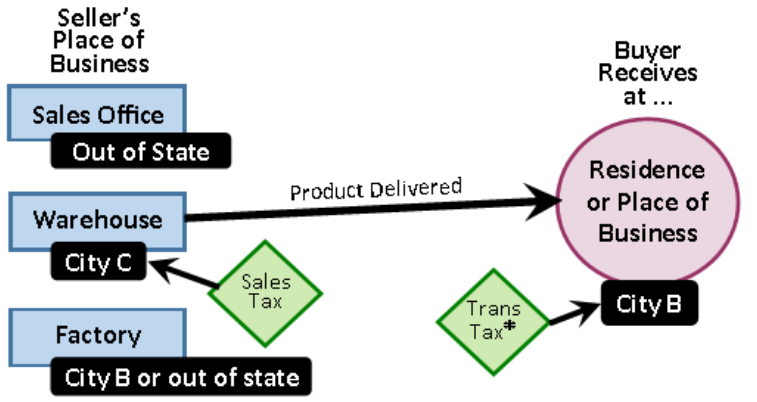
Fig3: Private Party Automobile Sale
Seller (not a dealer)
Residence or Business
City A
Trans Tax
Buyer registers (uses) vehicle at
Residence or Business
City B
Use Tax
City B E F G H
Countywide pool

Fig4: Remote (Online) Sale—In-State Business Office

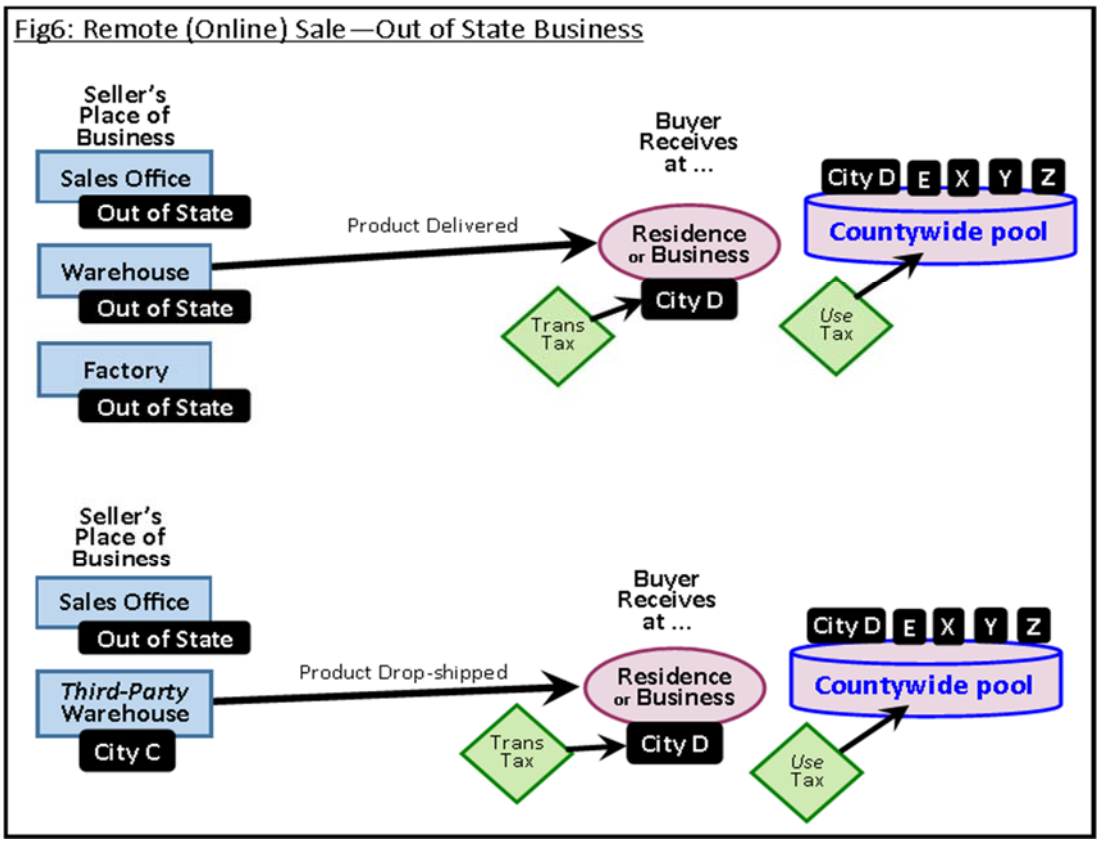


*If the seller is in the same Transactions and Use Tax "district" as the buyer, then the seller is responsible for collecting and remitting the tax. If the buyer is in a different district, the buyer is responsible.

Fig5: Remote (Online) Sale—In-State Warehouse, Out-of-State Sales Office



*If the seller is in the same Transactions and Use Tax "district" as the buyer, then the seller is responsible for collecting and remitting the tax. If the buyer is in a different district, the buyer is responsible.



GUIDELINES FOR ALLOCATION OF LOCAL TAX - ONLINE AND IN-STORE			
Place of Sale	**Location of Goods at the Time of Sale**	**How Customer Receives Goods**	**Allocation of Tax**
Online – Order is placed or downloaded outside California	California Fulfillment Center	Shipped to California Customer	Local tax is allocated to the jurisdiction in which the fulfillment center is located
Online – Order is placed or downloaded in California	California Fulfillment Center	Shipped to California Customer	Per CDTFA Regulation 1802, local tax is allocated to the jurisdiction where the order is placed
Online	Out of State Fulfilment Center	Shipped to California Customer	Local tax is allocated to the countywide pool based on point of delivery
Online	Out of State Fulfilment Center	Picked Up In-Store (Click & Collect)	Local tax is allocated to the countywide pool based on point of delivery
Online	California Fulfillment Center Owned and Operated by Third Party Vendor	Drop-Shipped to California Customer	Local tax is allocated to the countywide pool based on point of delivery
Online	In-Store (Goods withdrawn from store inventory)	Shipped to California Customer	Local Tax is allocated to the jurisdiction where the store is located
Online	In-Store (Goods withdrawn from store inventory)	Picked Up In-Store (Click & Collect)	Local Tax is allocated to the jurisdiction where the store is located
In-Store	In-Store (Goods withdrawn from store inventory)	Over the Counter	Local Tax is allocated to the jurisdiction where the store is located

Courtesy of HdL Companies

CaliforniaCityFinance.com

Tax Incentive Programs, Sales Tax Sharing Agreements

In recent years, especially since Proposition 13 in 1978, local discretionary (general purpose revenues) have become more scarce. At the same time, options and procedures for increasing revenues have become more limited. One outcome of this in many areas has been a greater competition for sales and use tax revenues. This has brought a rise in arrangements to encourage certain land use development with rebates and incentives which exploit California's odd origin sales tax sourcing rules.

The typical arrangement is a sales tax sharing agreement in which a city provides tax rebates to a company that agrees to expand their operations in the jurisdiction of the city. Under such an arrangement, the company generally agrees to make a specified amount of capital investment and create a specific number of jobs over a period of years in exchange for specified tax breaks, often property tax abatement or some sort of tax credit. In some cases, this has simply taken the form of a sales office, while customers and warehouses and the related economic activity are disbursed elsewhere in the state. In some cases the development takes the form of warehouses, in which the sales inventory, owned by the company, is housed.[6]

Current sales tax incentive agreements in California rebate amounts ranging from 50% to 85% of sales tax revenues back to the corporations.

Today, experts familiar with the industry believe that between 20% to 30% of local Bradley-Burns sales taxes paid by California consumers is diverted from local general funds back to corporations; over $1 billion per year.

The Source of Origin Based Sourcing Problems

Where other than over-the-counter sales are concerned origin sourcing often causes a concentration of large amounts of tax revenue in one location, despite the fact that the economic activity and service impacts are also occurring in other locations.

The large amounts of revenue concentrated in a few locations by California's "warehouse rule" origin sourcing causes a concentration of revenue far in excess of the service costs associated with the development.

In order to lure jobs and tax revenues to their communities, some cities have entered into rebate agreements with corporations. This has grown to such a problem, that 20% to 30% of total local taxes paid statewide are being rebated back to corporations rather than funding public services.

Moving to Destination Sourcing: The Concept[7]

A change from origin sourcing rules to destination sourcing rules for the local tax component of California's sales tax would improve overall revenue collections and distribute these revenues more equitably among all of the areas involved in these transactions.

A change from origin based sourcing to destination based sourcing would have no effect on state tax collections. However, it would alter the allocations of local sales and use tax revenues among local agencies. Most retail transactions including dining, motor fuel purchases, and in-store purchases would not be affected. But in cases where the property is received by the purchaser in a different jurisdiction than where the sales agreement was negotiated, there would be a different allocation than under the current rules.

[6] See Jennifer Carr, "Origin Sourcing and Tax Incentive Programs: An Unholy Alliance" Sales Tax Notes; May 27, 2013.

[7] The same issues that are of concern regarding the local sales tax do not apply to California's Transactions and Use Taxes ("Add-on sales taxes") as these transactions, when not over the counter, are generally allocated to the location of use or, as in the case of vehicles, product registration. There is no need to alter the sourcing rules for transactions and use taxes.

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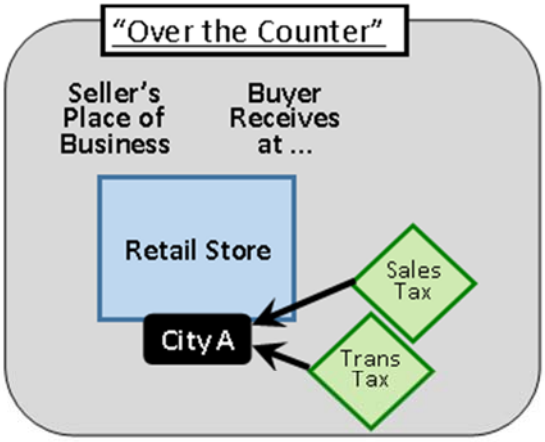
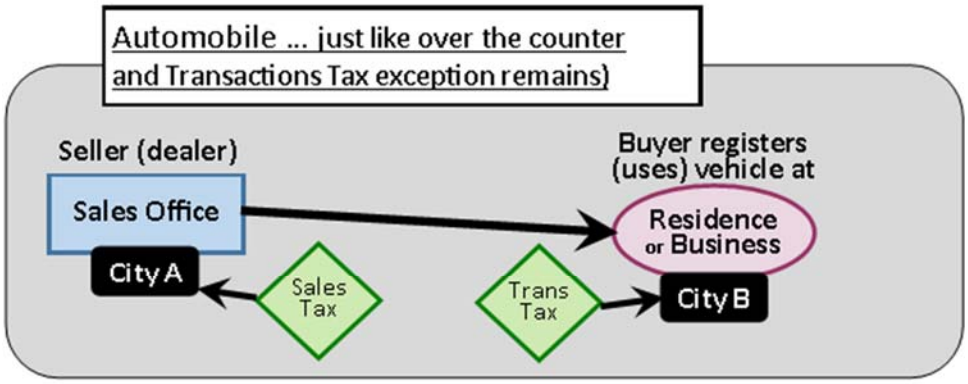
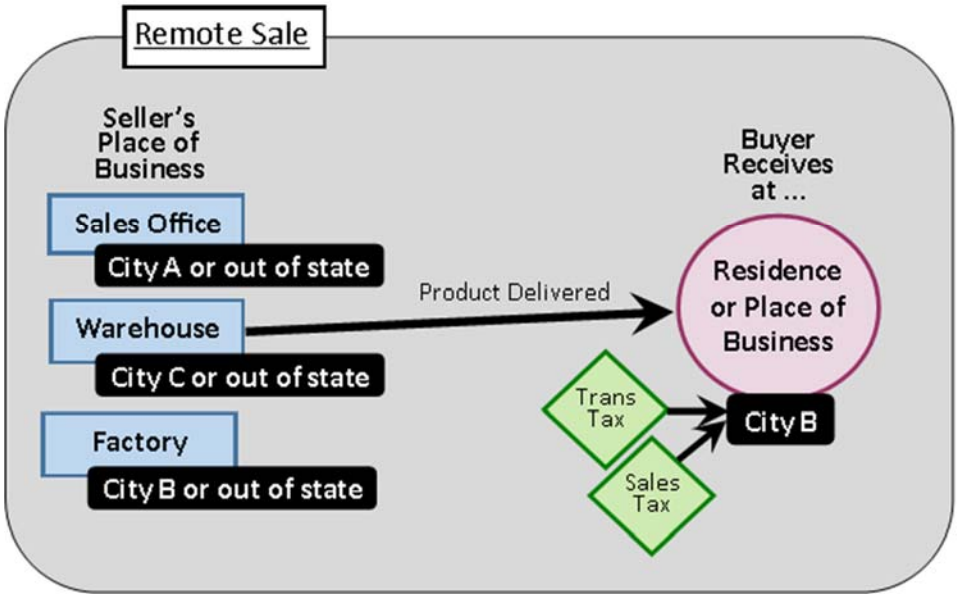
Destination Sourcing Scenario 1: Full-On







CaliforniaCityFinance.com

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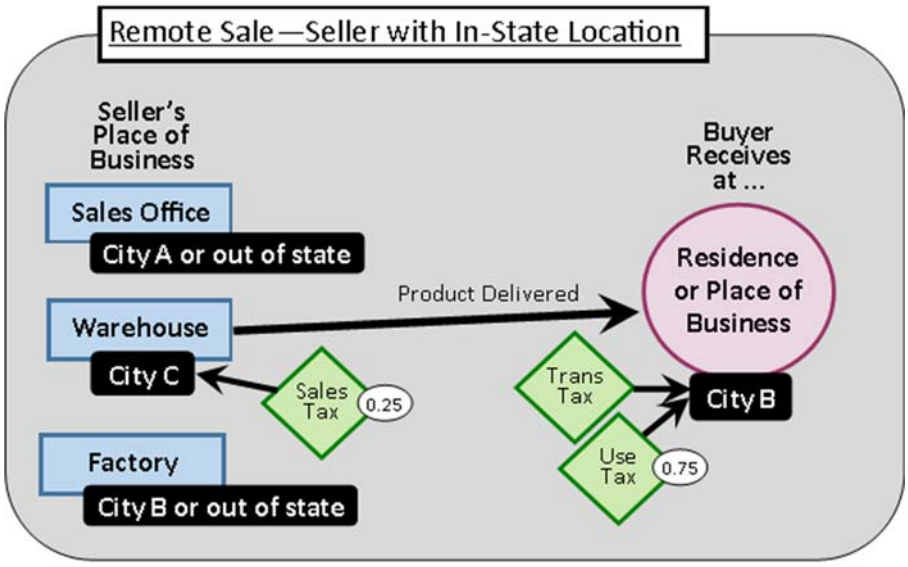
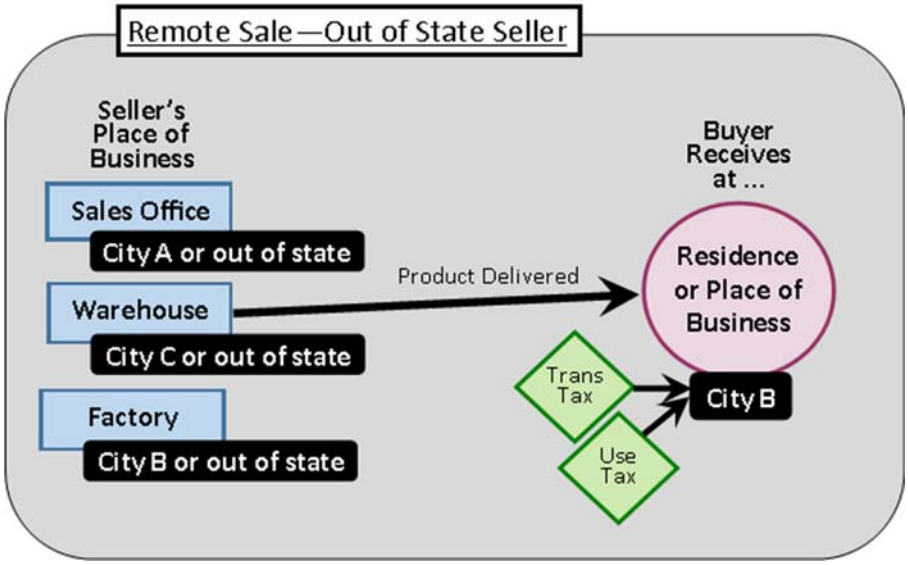
Destination Sourcing Scenario 2: Split Source

- Same as now for "over the counter" and automobile.
- Leave 0.25% on current seller if instate (origin)
- Could be phased in.





mjgc

RESOLUTION OF THE LEAGUE OF CALIFORNIA CITIES ("CAL CITIES") CALLING ON THE STATE LEGISLATURE TO PASS LEGISLATION THAT PROVIDES FOR A FAIR AND EQUITABLE DISTRIBUTION OF THE BRADLEY BURNS 1% LOCAL SALES TAX FROM IN-STATE ONLINE PURCHASES, BASED ON DATA WHERE PRODUCTS ARE SHIPPED TO, AND THAT RIGHTFULLY TAKES INTO CONSIDERATION THE IMPACTS THAT FULFILLMENT CENTERS HAVE ON HOST CITIES BUT ALSO PROVIDES A FAIR SHARE TO CALIFORNIA CITIES THAT DO NOT AND/OR CANNOT HAVE A FULFILLMENT CENTER WITHIN THEIR JURISDICTION

WHEREAS, the 2018 U.S. Supreme Court decision in *Wayfair v. South Dakota* clarified that states could charge and collect tax on purchases even if the seller does not have a physical presence in the state; and

WHEREAS, California cities and counties collect 1% in Bradley Burns sales and use tax from the purchase of tangible personal property and rely on this revenue to provide critical public services such as police and fire protection; and

WHEREAS, in terms of "siting" the place of sale and determining which jurisdiction receives the 1% Bradley Burns local taxes for online sales, the California Department of Tax and Fee Administration (CDTFA) determines "out-of-state" online retailers as those with no presence in California that ship property from outside the state and are therefore subject to use tax, not sales tax, which is collected in a countywide pool of the jurisdiction where the property is shipped from; and

WHEREAS, for online retailers that have a presence in California and have a stock of goods in the state from which it fulfills orders, CDTFA considers the place of sale ("situs") as the location from which the goods were shipped such as a fulfillment center; and

WHEREAS, in early 2021, one of the state's largest online retailers shifted its ownership structure so that it is now considered both an in-state and out-of-state retailer, resulting in the sales tax this retailer generates from in-state sales now being ~~entirely~~ allocated to ~~the specific city~~ cities where ~~the~~ warehouse fulfillment centers ~~is~~ are located as opposed to going into ~~a~~ countywide pools that ~~is~~ are shared with all jurisdictions in those counties ~~that County~~, as was done previously; and

WHEREAS, this all-or-nothing ~~change for the~~ allocation of in-state sales tax has created winners and losers amongst cities as the online sales tax revenue ~~from the retailer~~ that was once spread amongst all cities in countywide pools is now concentrated in select cities that host ~~a~~ fulfillment centers; and

WHEREAS, this has created a tremendous inequity amongst cities, in particular for cities that are built out, do not have space for siting ~~a 1 million square foot~~ fulfillment centers, are not located along a major travel corridor, or otherwise not ideally suited to host a fulfillment center; and

WHEREAS, this inequity affects cities statewide, but in particular those with specific circumstances such as no/low property tax cities that are extremely reliant on sales tax revenue as well as cities struggling to meet their Regional Housing Needs Allocation (RHNA) obligations that are being compelled by the State to rezone precious commercial parcels to residential; and

WHEREAS, the inequity produced by allocating in-state online sales tax revenue exclusively to cities with fulfillment centers is exasperated even more by, in addition to already reducing the amount of revenue going into the countywide pools, the cities with fulfillment centers are also receiving a larger share of the dwindling countywide pool as it is allocated based on cities' proportional share of sales tax collected; and

WHEREAS, while it is important to acknowledge that those cities that have fulfillment centers experience impacts from these activities and deserve equitable supplementary compensation, it should also be recognized that the neighboring cities whose residents are ordering products from **those** ~~**that**~~ centers now receive no **Bradley Burns** revenue ~~**from the center's sales activity**~~ despite also experiencing the impacts created by them ~~center~~, such as increased traffic and air pollution; and

WHEREAS, the COVID-19 pandemic greatly accelerated the public's shift towards online purchases, a trend that is unlikely to be reversed to pre-pandemic levels; and

NOW, THEREFORE, BE IT RESOLVED that Cal Cities calls on the State Legislature to pass legislation that provides for a fair and equitable distribution of the Bradley Burns 1% local sales tax from in-state online purchases, based on data where products are shipped to, and that rightfully takes into consideration the impacts that fulfillment centers have on host cities but also provides a fair share to California cities that do not and/or cannot have a fulfillment center within their jurisdiction.

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2. A RESOLUTION CALLING UPON THE GOVERNOR AND THE LEGISLATURE TO PROVIDE NECCESARY FUNDING FOR CUPC TO FUFILL ITS OBLIGATION TO INSPECT RAILROAD LINES TO ENSURE THAT OPERATORS ARE REMOVING ILLEGAL DUMPING, GRAFFITI AND HOMELESS ENCAMPMENTS THAT DEGRADE THE QAULITY OF LIFE AND RESULTS IN INCREASED PUBLIC SAFETLY CONCERNS FOR COMMUNITIES AND NEIGHBORHOODS THAT ABUTT THE RAILROAD RIGHT-OF-WAY.

Source: City of South Gate
Concurrence of five or more cities/city officials:
Cities: City of Bell Gardens; City of Bell; City of Commerce; City of Cudahy; City of El Segundo; City of Glendora; City of Huntington Park; City of La Mirada; City of Long Beach; City of Lynwood; City of Montebello; City of Paramount; City of Pico Rivera
Referred to: Housing, Community and Economic Development; and Transportation, Communications and Public Works

WHEREAS, ensuring the quality of life for communities falls upon every local government including that blight and other health impacting activities are addressed in a timely manner by private property owners within its jurisdictional boundaries for their citizens, businesses and institutions; and

WHEREAS, Railroad Operators own nearly 6,000 miles of rail right-of-way throughout the State of California which is regulated by the Federal Railroad Administration and/or the California Public Utilities Commission for operational safety and maintenance; and

WHEREAS, the California Public Utilities Commission (CPUC) is the enforcing agency for railroad safety in the State of California and has 41 inspectors assigned throughout the entire State to inspect and enforce regulatory compliance over thousands of miles of rail line; and

WHEREAS, areas with rail line right-of-way within cities and unincorporated areas are generally located in economically disadvantaged zones and/or disadvantaged communities of color where the impact of blight further lowers property values and increases the likelihood of unsound sanitary conditions and environmental impacts upon them; and

WHEREAS, many communities are seeing an increase in illegal dumping, graffiti upon infrastructure and homeless encampments due to the lax and inadequate oversight by regulatory agencies; and

WHEREAS, local governments have no oversight or regulatory authority to require operators to better maintain and clean their properties as it would with any other private property owner within its jurisdictional boundaries. Thus such local communities often resort to spending their local tax dollars on cleanup activities or are forced to accept the delayed and untimely response by operators to cleaning up specific sites, and;

WHEREAS, that railroad operators should be able to provide local communities with a fixed schedule in which their property will be inspected and cleaned up on a reasonable and regular schedule or provide for a mechanism where they partner with and reimburse local governments for an agreed upon work program where the local government is enabled to remove items like illegal dumping, graffiti and encampments; and

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WHEREAS, the State has made it a priority to deal with homeless individuals and the impacts illegal encampments have upon those communities and has a budgetary surplus that can help fund the CPUC in better dealing with this situation in both a humane manner as well a betterment to rail safety.

RESOLVED, at the League of California Cities, General Assembly, assembled at the League Annual Conference on September 24, 2021, in Sacramento, that the League calls for the Governor and the Legislature to work with the League and other stakeholders to provide adequate regulatory authority and necessary funding to assist cities with these railroad right-of-way areas so as to adequately deal with illegal dumping, graffiti and homeless encampments that proliferate along the rail lines and result in public safety issues. The League will work with its member cities to educate federal and state officials to the quality of life and health impacts this challenge has upon local communities, especially those of color and/or environmental and economic hardships.

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Background Information to Resolution

Source: City of South Gate

Background:
The State of California has over 6,000 miles of rail lines, with significant amount running through communities that are either economically disadvantaged and/or disadvantaged communities of color. While the Federal Railroad Administration (FRA) has primary oversight of rail operations, they delegate that obligation to the State of California for lines within our State. The administration of that oversight falls under the California Public Utilities Commission (CPUC). The CPUC has only 41 inspectors covering those 6,000 miles of railroad lines in the State of California. Their primary task is ensuring equipment, bridges and rail lines are operationally safe.

The right-of-way areas along the rail lines are becoming increasingly used for illegal dumping, graffiti and homeless encampments. Rail operators have admitted that they have insufficient funds set aside to clean up or sufficiently police these right-of-way areas, despite reporting a net income of over $13 billion in 2020. CPUC budget does not provide the resources to oversee whether rail operators are properly managing the right-of-way itself.

The City of South Gate has three rail lines traversing through its city limits covering about 4 miles. These lines are open and inviting to individuals to conduct illegal dumping, graffiti buildings and structures along with inviting dozens of homeless encampments. As private property, Cities like ourselves cannot just go upon them to remove bulky items, trash, clean graffiti or remove encampments. We must call and arrange for either our staff to access the site or have the rail operator schedule a cleanup. This can take weeks to accomplish, in the meantime residents or businesses that are within a few hundred feet of the line must endure the blight and smell. Trash is often blown from the right-of-way into residential homes or into the streets. Encampments can be seen from the front doors of homes and businesses.

South Gate is a proud city of hard working-class residents, yet with a median household income of just $50,246 or 65% of AMI for Los Angeles County, it does not have the financial resources to direct towards property maintenance of any commercial private property. The quality of life of communities like ours should not be degraded by the inactions or lack of funding by others. Cities such as South Gate receive no direct revenue from the rail operators, yet we deal with environmental impacts on a daily basis, whether by emissions, illegal dumping, graffiti or homeless encampments.

The State of California has record revenues to provide CPUC with funding nor only for safety oversight but ensuring right-of-way maintenance by operators is being managed properly. Rail Operators should be required to set aside sufficient annual funds to provide a regular cleanup of their right-of-way through the cities of California.

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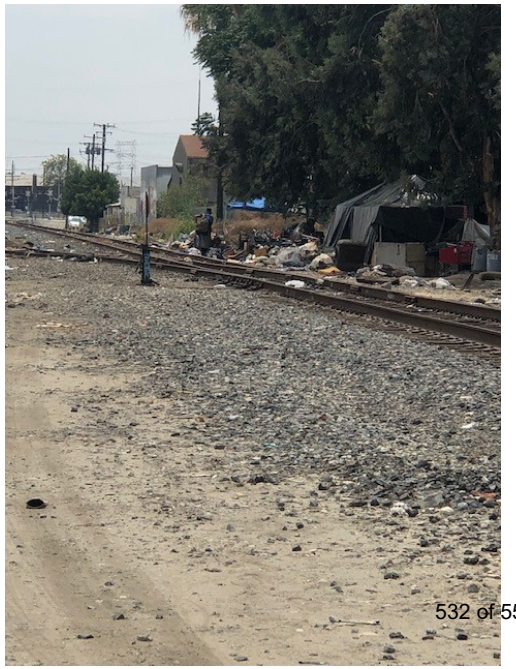

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LETTERS OF CONCURRENCE

Resolution No. 2

City of BELL GARDENS
7100 Garfield Avenue • Bell Gardens, CA 90201 • 562-806-7700 • www.bellgardens.org

CITY OF SOUTH GATE ANNUAL CONFERENCE RESOLUTION

July 21, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: City of South Gate Annual Conference Resolution

President Walker:

The City of Bell Gardens supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

The City's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantage communities of color that are home to the State's freight rail lines. While supportive of the economic base the industry serves to the State, their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. These impact of these activities further erode the quality of life for our communities, increase blight, increase unhealthy sanitation issues and negatively impact our ability to meet State water quality standards under the MS4 permits.

As members of the League our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Marco Barcena at 562-7761 if you have any questions.

Sincerely,

Marco Barcena
Mayor

CC: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

City of Bell Gardens
7100 Garfield Avenue • Bell Gardens, CA 90201 • 562-806-7700 • www.bellgardens.org

CITY OF SOUTH GATE ANNUAL CONFERENCE RESOLUTION

July 20, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: City of South Gate Annual Conference Resolution

President Walker:

As a Councilwoman with the City of Bell Gardens, I support the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

The City of South Gate's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantage communities of color that are home to the State's freight rail lines. While supportive of the economic base the industry serves to the State, their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. These impact of these activities further erode the quality of life for our communities, increase blight, increase unhealthy sanitation issues and negatively impact our ability to meet State water quality standards under the MS4 permits.

As members of the League our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Lisseth Flores at (562) 806-7763 if you have any questions.

Sincerely,

Lisseth Flores

Lisseth Flores
Councilwoman

CC: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

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CITY OF SOUTH GATE ANNUAL CONFERNCE RESOLUTION

July 15, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: City of South Gate Annual Conference Resolution

President Walker:

The city of Bell supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

The City's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantage communities of color that are home to the State's freight rail lines. While supportive of the economic base the industry serves to the State, their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. These impact of these activities further erode the quality of life for our communities, increase blight, increase unhealthy sanitation issues and negatively impact our ability to meet State water quality standards under the MS4 permits.

As members of the League our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Paul Philips, City Manager at 323-588-6211, if you have any questions.

Sincerely,

Alicia Romero
Mayor

CC: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division,

6330 Pine Avenue, Bell, California 90201 • Phone (323) 588-6211 Fax (323) 771-9473

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CITY OF COMMERCE

July 20, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Railroad Oversight Annual Conference Resolution

President Walker:

The City of Commerce supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League of California Cities' ("League") 2021 Annual Conference in Sacramento.

The City's resolution seeks to address a critical issue within communities, especially disadvantaged communities of color that are home to the State's freight rail lines. While I am supportive of the economic base the railroad industry serves to the State, their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. The impact of these activities further erode the quality of life for our communities, increase blight, increase unhealthy sanitation issues and negatively impact our ability to meet State water quality standards under the MS4 permits.

As members of the League, our City values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Edgar Cisneros, City Manager, via email at ecisneros@ci.commerce.ca.us or at 323-722-4805, should you have any questions.

Sincerely,

Mayor Leonard Mendoza

CC: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

2535 Commerce Way • Commerce, California 90040 • (323) 722-4805 • FAX (323) 726-6231

Return to Agenda

CITY OF **CUDAHY** CALIFORNIA

Incorporated November 10, 1960

5220 Santa Ana Street
Cudahy, California 90201
(323)773-5143

July 21, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: City of South Gate Annual Conference Resolution

Dear President Walker:

The City of Cudahy supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

The City of South Gate's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantage communities of color that are home to the State's freight rail lines. While supportive of the economic base the industry serves to the State; their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. These impacts of these activities further erode the quality of life for our communities, increase blight, increase unhealthy sanitation issues and negatively impact our ability to meet State water quality standards under the MS4 permits.

As members of the League our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. If you have any questions, please do not hesitate to call my office at 323-773-5143.

Sincerely,

Jose Gonzalez
Mayor

CC: Chris Jeffers, City Manager, City of South Gate

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City of El Segundo

Office of the Mayor

July 16, 2021

Elected Officials:

Drew Boyles, Mayor
Chris Pimentel Mayor Pro Tem
Carol Pirsztuk, Council Member
Scot Nicol, Council Member
Lance Giroux, Council Member
Tracy Weaver, City Clerk
Matthew Robinson, City Treasurer

Appointed Officials:

Scott Mitnick, City Manager
Mark D. Hensley, City Attorney

Department Directors:

Barbara Voss Deputy City Manager
Joseph Lillio, Finance
Chris Donovan, Fire Chief
Charles Mallory, Information Technology Services
Melissa McCollum, Community Services
Rebecca Redyk, Human Resources
Denis Cook, Interim Development Services
Jamie Bermudez, Interim Police Chief
Elias Sassoon, Public Works

www.elsegundo.org
www.elsegundobusiness.com
www.elsegundo100.org

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: City of South Gate Annual Conference Resolution

President Walker:

The City of El Segundo supports the Los Angeles County Division's City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

The City's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantage communities of color that are home to the State's freight rail lines. While supportive of the economic base the industry serves to the State, their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. The impact of these activities further erodes the quality of life for our communities, increases blight, increases unhealthy sanitation issues, and negatively impacts our ability to meet State water quality standards under the MS4 permits.

As members of the League, our City values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact El Segundo Public Works Director Elias Sassoon at 310-524-2356, if you have any questions.

Sincerely,

Drew Boyles
Mayor of El Segundo

CC: City Council, City of El Segundo
Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org
Jeff Kiernan, League Regional Public Affairs Manager (via email)

350 Main Street, El Segundo, California 90245-3813
Phone (310) 524-2302 Fax (310) 322-7137

CITY OF GLENDORA CITY HALL (626) 914-8200
116 East Foothill Blvd., Glendora, California 91741
www.ci.glendora.ca.us

July 14, 2021

Cheryl Viegas Walker, President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

SUBJECT: SUPPORT FOR THE CITY OF SOUTH GATE'S ANNUAL CONFERENCE RESOLUTION

Dear President Walker:

The City of Glendora is pleased to support the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League of California Cities' 2021 Annual Conference in Sacramento.

The City of South Gate's resolution seeks to address a critical issue that many communities, small and large, are experiencing along active transportation corridors, particularly rail lines. Given the importance and growth of the ports and logistics sector, and the economic support they provide, we need to do more to ensure that conflicts are appropriately addressed and mitigated to ensure they do not become attractive nuisances. Our cities are experiencing increasing amounts of illegal dumping (trash and debris) and the establishment of encampments by individuals experiencing homelessness along roadways, highways and rail lines. Such situations create unsafe conditions – safety, health and sanitation – that impact quality of life even as we collectively work to address this challenge in a coordinated and responsible manner.

As members of the League of California Cities, Glendora values the policy development process provided to the General Assembly and strongly support consideration of this issue. Your attention to this matter is greatly appreciated. Should you have any questions, please feel free to contact Adam Raymond, City Manager, at araymond@cityofglendora.org or (626) 914-8201.

Sincerely,

Karen K. Davis
Mayor

C: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

Office of the Mayor

July 21, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

Re: Resolution No. 2021-18 Supporting City of South Gate Annual Conference Resolution

President Walker:

The City of Huntington Park (City) supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento. Enclosed is Resolution No. 2021-18 adopted by the City Council of the City of Huntington Park.

The City's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantage communities of color that are home to the State's freight rail lines. While supportive of the economic base the industry serves to the State, their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. These impacts of these activities further erode the quality of life for our communities, increase blight, increase unhealthy sanitation issues and negatively affect our ability to meet State water quality standards under the MS4 permits.

As members of the League, our City values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact our City Manager, Ricardo Reyes, at 323-582-6161, if you have any questions.

Sincerely,

Graciela Ortiz
Mayor, City of Huntington Park

CC: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

Enclosure(s)

CITY OF LA MIRADA
DEDICATED TO SERVICE

13700 La Mirada Boulevard
La Mirada, California 90638
P.O. Box 828
La Mirada, California 90637-0828
Phone: (562) 943-0131 Fax: (562) 943-1464
www.cityoflamirada.org

July 19, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, California 95814

SUBJECT: LETTER OF SUPPORT FOR CITY OF SOUTH GATE'S PROPOSED RESOLUTION AT CALCITIES ANNUAL CONFERENCE

President Walker:

The City of La Mirada supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

The City of South Gate's resolution seeks to address a critical issue within communities that are home to the State's freight rail lines. While the City of La Mirada is supportive of the economic base the railroad industry serves to the State, the rail lines have become places where illegal dumping and a growing homeless population are significant problems. The negative impact of these illegal activities decreases the quality of life for the La Mirada community, increases blight and unhealthy sanitation issues, and negatively impacts the City's ability to meet State water quality standards under the MS4 permits.

As members of the League, the City of La Mirada values the policy development process provided to the General Assembly. We appreciate your consideration on this issue. Please feel free to contact Assistant City Manager Anne Haraksin at (562) 943-0131 if you have any questions.

Sincerely,

CITY OF LA MIRADA

Ed Eng
Mayor

cc: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

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July 22, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Support for City of South Gate Resolution—Cleanup Activities on Rail Operator Properties

Dear President Walker,

On behalf of the City of Long Beach, I write to support the City of South Gate's proposed resolution for the League of California Cities' (League) 2021 Annual Conference. This resolution seeks to direct the League to adopt a policy urging State and federal governments to increase oversight of rail operators' land maintenance. The City is a proponent of increased maintenance along railways and believes a League advocacy strategy would help expedite regional responses.

The COVID-19 pandemic has exacerbated the public health and safety concerns on rail rights-of-way, as trash, debris, and encampments have increased exponentially. These challenges erode the quality of life for our communities, increase blight, and contribute to public health and sanitation issues. To address these concerns, the City has engaged directly with regional partners to prioritize ongoing maintenance and cleanups, and has invested $4 million in the Clean Long Beach Initiative as part of the City's Long Beach Recovery Act to advance economic recovery and public health in response to the COVID-19 pandemic.

The City of South Gate's proposed resolution would further advance these efforts for interjurisdictional coordination. The increased oversight proposed by the resolution will help support better coordination and additional resources to address illegal dumping and encampments along private rail operator property. This is a critical measure to advance public health and uplift our most vulnerable communities. For these reasons, the City supports the proposed League resolution.

Sincerely,

THOMAS B. MODICA
City Manager

cc: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

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OFFICE OF THE
MAYOR
MARISELA SANTANA

City of
LYNWOOD
Incorporated 1921

11330 Bullis Road, Lynwood, CA 90262
(310) 603-0220 x 200

CITY OF SOUTH GATE ANNUAL CONFERNCE RESOLUTION

July 20, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: City of South Gate Annual Conference Resolution

President Walker:

The City of Lynwood supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

The City's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantage communities of color that are home to the State's freight rail lines. While supportive of the economic base the industry serves to the State, their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. These impact of these activities further erode the quality of life for our communities, increase blight, increase unhealthy sanitation issues and negatively impact our ability to meet State water quality standards under the MS4 permits.

As members of the League our city values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Ernie Hernandez at (310) 603-0220 ext. 200, if you have any questions.

Sincerely,

Marisela Santana, Mayor

CC: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

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July 19, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: Resolution in Support of City of South Gate Annual Conference Resolution

President Walker:

The City of Montebello (City) supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento. Attached is the Resolution to be considered for adoption by the City Council of the City of Montebello at our July 28, 2021, City Council meeting.

The City's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantage communities of color that are home to the State's freight rail lines. While supportive of the economic base the industry serves to the State, their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. The impact of these activities further erodes the quality of life for our communities, increase blight, increase unhealthy sanitation issues and negatively impact our ability to meet State water quality standards under the MS4 permits.

As members of the League, our City values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact our City Manager, René Bobadilla, at 323-887-1200, if you have any questions.

Sincerely,

Kimberly Cobos Cawthorne

Kimberly Cobos-Cawthorne
Mayor, City of Montebello

CC: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

THE CITY
Safe, Healthy, and Attractive

BRENDA OLMOS
Mayor

VILMA CUELLAR STALLINGS
Vice Mayor

ISABEL AGUAYO
Councilmember

LAURIE GUILLEN
Councilmember

PEGGY LEMONS
Councilmember

July 19, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: SUPPORT FOR ANNUAL LEAGUE OF CITIES CONFERENCE GENERAL ASSEMBLY RESOLUTION

President Walker:

The City of Paramount supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento. The proposed resolution is attached

South Gate's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantage communities of color that are home to the State's freight rail lines. While supportive of the economic boon the freight industry serves to the State, their rail line rights of way have often become places where illegal dumping is a constant problem and where our growing homeless populations reside. The impact of these activities further erode the quality of life for our communities, increase blight, increase unhealthy sanitation issues and negatively impact our ability to meet State water quality standards under the MS4 permits.

As a member of the California League of Cities, the City of Paramount values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact City Manager John Moreno at (562) 220-2222 if you have any questions.

Return to Agenda

City of Pico Rivera
OFFICE OF THE CITY MANAGER
6615 Passons Boulevard · Pico Rivera, California 90660
(562) 801-4371
Web: www.pico-rivera.org e-mail: scastro@pico-rivera.org

Steve Carmona
City Manager

City Council
Raul Elias
Mayor
Dr. Monica Sánchez
Mayor Pro Tem
Gustavo V. Camacho
Councilmember
Andrew C. Lara
Councilmember
Erik Lutz
Councilmember

CITY OF SOUTH GATE ANNUAL CONFERENCE RESOLUTION

July 14, 2021

Cheryl Viegas Walker
President
League of California Cities
1400 K Street, Suite 400
Sacramento, CA 95814

RE: City of South Gate Annual Conference Resolution

President Walker:

The City of Pico Rivera supports the City of South Gate's effort to submit a resolution for consideration by the General Assembly at the League's 2021 Annual Conference in Sacramento.

The City's resolution seeks to address a critical issue within communities, especially those of economic disadvantage and disadvantaged communities of color that are home to the State's freight rail lines. While supportive of the economic base the industry serves to the State; their rail lines have often become places where illegal dumping is a constant problem and our growing homeless population call home. The impact of these activities further erodes the quality of life for our communities, increases blight, increases unhealthy sanitation issues, and negatively impacts our ability to meet State water quality standards under the MS4 permits.

As members of the League, our City values the policy development process provided to the General Assembly. We appreciate your time on this issue. Please feel free to contact Steve Carmona at (562) 801-4405 if you have any questions.

Sincerely,

City Manager
City of Pico Rivera

CC: Blanca Pacheco, President, Los Angeles County Division c/o
Jennifer Quan, Executive Director, Los Angeles County Division, jquan@cacities.org

League of California Cities Staff Analysis on Resolution No. 2

Staff: Damon Conklin, Legislative Affairs, Lobbyist
Jason Rhine, Assistant Director, Legislative Affairs
Caroline Cirrincione, Policy Analyst

Committees: Transportation, Communications, and Public Works
Housing, Community, and Economic Development

Summary:
The City of South Gate submits this resolution, which states the League of California Cities should urge the Governor and the Legislature to provide adequate regulatory authority and necessary funding to assist cities with railroad right-of-way areas to address illegal dumping, graffiti, and homeless encampments that proliferate along the rail lines and result in public safety issues.

Background:
California Public Utilities Commission (CPUC) Railroad Oversight
The CPUC's statewide railroad safety responsibilities are carried out through its Rail Safety Division (RSD). The Railroad Operations and Safety Branch (ROSB), a unit of RSD, enforces state and federal railroad safety laws and regulations governing freight and passenger rail in California.

The ROSB protects California communities and railroad employees from unsafe practices on freight and passenger railroads by enforcing rail safety laws, rules, and regulations. The ROSB also performs inspections to identify and mitigate risks and potential safety hazards before they create dangerous conditions. ROSB rail safety inspectors investigate rail accidents and safety-related complaints and recommend safety improvements to the CPUC, railroads, and the federal government as appropriate.

Within the ROSB, the CPUC employs 41 inspectors who are federally certified in the five Federal Railroad Administration (FRA) railroad disciplines, including hazardous materials, motive power and equipment, operations, signal and train control, and track. These inspectors perform regular inspections, focused inspections, accident investigations, security inspections, and complaint investigations. In addition, the inspectors address safety risks that, while not violations of regulatory requirements, pose potential risks to public or railroad employee safety.

CPUC's Ability to Address Homelessness on Railroads
Homeless individuals and encampments have occupied many locations in California near railroad tracks. This poses an increased safety risk to these homeless individuals of being struck by trains. Also, homeless encampments often create unsafe work environments for railroad and agency personnel.

While CPUC cannot compel homeless individuals to vacate railroad rights-of-way or create shelter for homeless individuals, it has the regulatory authority to enforce measures that can reduce some safety issues created by homeless encampments. The disposal of waste materials or other disturbances of walkways by homeless individuals can create tripping hazards in the vicinity of railroad rights-of-way. This would cause violations of Commission GO 118-A, which sets standards for walkway surfaces alongside railroad tracks. Similarly, tents, wooden structures, and miscellaneous debris in homeless encampments can create violations of

Commission GO 26-D, which sets clearance standards between railroad tracks, and structures and obstructions adjacent to tracks.

Homelessness in California
According to the 2020 Annual Homeless Assessment Report (AHAR) to Congress, there has been an increase in unsheltered individuals since 2019. More than half (51 percent or 113,660 people) of all unsheltered homeless people in the United States are found in California, about four times as high as their share of the overall United States population.

Many metro areas in California lack an adequate supply of affordable housing. This housing shortage has contributed to an increase in homelessness that has spread to railroad rights-of-way. Homeless encampments along railroad right-of-way increase the incidents of illegal dumping and unauthorized access and trespassing activities. Other impacts include train service reliability with debris strikes, near-misses, and trespasser injuries/fatalities. As of April 2021, there have been 136 deaths and 117 injuries reported by the Federal Railroad Administration over the past year. These casualties are directly associated with individuals who trespassed on the railroad.

Cities across the state are expending resources reacting to service disruptions located on the railroad's private property. It can be argued that an increase in investments and services to manage and maintain the railroad's right-of-way will reduce incidents, thus enhancing public safety, environmental quality, and impacts on the local community.

State Budget Allocations – Homelessness
The approved State Budget includes a homelessness package of $12 billion. This consists of a commitment of $1 billion per year for direct and flexible funding to cities and counties to address homelessness. While some details related to funding allocations and reporting requirements remain unclear, Governor Newsom signed AB 140 in July, which details key budget allocations, such as:

- $2 billion in aid to counties, large cities, and Continuums of Care through the Homeless Housing, Assistance and Prevention grant program (HHAP);
- $50 million for Encampment Resolution Grants, which will help local governments resolve critical encampments and transitioning individuals into permanent housing; and
- $2.7 million in onetime funding for Caltrans Encampment Coordinators to mitigate safety risks at encampments on state property and to coordinate with local partners to connect these individuals to services and housing.

The Legislature additionally provided $2.2 billion specifically for Homekey with $1 billion available immediately. This funding will help local governments transition individuals from Project Roomkey sites into permanent housing to minimize the number of occupants who exit into unsheltered homelessness.

With regards to this resolution, the State Budget also included $1.1 billion to clean trash and graffiti from highways, roads, and other public spaces by partnering with local governments to pick up trash and beautify downtowns, freeways, and neighborhoods across California. The program is expected to generate up to 11,000 jobs over three years.

Cities Railroad Authority
A city must receive authorization from the railroad operator before addressing the impacts made by homeless encampments because of the location on the private property. Additionally, the city

must coordinate with the railroad company to get a flagman to oversee the safety of the work crews, social workers, and police while on the railroad tracks.

A city may elect to declare the encampment as a public nuisance area, which would allow the city to clean up the areas at the railroad company's expense for failing to maintain the tracks and right-of-way. Some cities are looking to increase pressure on railroad operators for not addressing the various homeless encampments, which are presenting public safety and health concerns.

Courts have looked to compel railroad companies to increase their efforts to address homeless encampments on their railroads or grant a local authority's application for an Inspection and Abatement Warrant, which would allow city staff to legally enter private property and abate a public nuisance or dangerous conditions.

In limited circumstances, some cities have negotiated Memoranda of Understandings (MOU) with railroad companies to provide graffiti abatement, trash, and debris removal located in the right-of-way, and clean-ups of homeless encampments. These MOUs also include local law enforcement agencies to enforce illegally parked vehicles and trespassing in the railroad's right-of-way. MOUs also detailed shared responsibility and costs of providing security and trash clean-up. In cases where trespassing or encampments are observed, the local public works agency and law enforcement agency are notified and take the appropriate measures to remove the trespassers or provide clean-up with the railroad covering expenses outlined in the MOU.

Absent an MOU detailing shared maintenance, enforcement, and expenses, cities do not have the authority to unilaterally abate graffiti or clean-up trash on a railroad's right-of-way.

Fiscal Impact:
If the League of California Cities were to secure funding from the state for railroad clean-up activities, cities could potentially save money in addressing these issues themselves or through an MOU, as detailed above. This funding could also save railroad operators money in addressing concerns raised by municipalities about illegal dumping, graffiti, and homeless encampments along railroads.

Conversely, if the League of California Cities is unable to secure this funding through the Legislature or the Governor, cities may need to consider alternative methods, as detailed above, which may include significant costs.

Existing League Policy:
Public Safety:
Graffiti
The League supports increased authority and resources devoted to cities for abatement of graffiti and other acts of public vandalism.

Transportation, Communications, and Public Works
Transportation
The League supports efforts to improve the California Public Utilities Commission's ability to respond to and investigate significant transportation accidents in a public and timely manner to improve rail shipment, railroad, aviation, marine, highway, and pipeline safety

Housing, Community, and Economic Development
Housing for Homeless
Homelessness is a statewide problem that disproportionately impacts specific communities. The state should make funding and other resources, including enriched services, and outreach and case managers, available to help assure that local governments have the capacity to address the needs of the homeless in their communities, including resources for regional collaborations.

Homeless housing is an issue that eludes a statewide, one-size-fits-all solution, and collaboration between local jurisdictions should be encouraged.

Staff Comments:
Clarifying Amendments
Upon review of the Resolution, Cal Cities staff recommends technical amendments to provide greater clarity. To review the proposed changes, please see Attachment A.

The committee may also wish to consider clarifying language around regulatory authority and funding to assist cities with these efforts. The resolution asks that new investments from the state be sent to the CPUC to increase their role in managing and maintaining railroad rights-of-ways and potentially to cities to expand their new responsibility.

The committee may wish to specify MOUs as an existing mechanism for cities to collaborate and agree with railroad operators and the CPUC on shared responsibilities and costs.

Support:
The following letters of concurrence were received:
City of Bell Gardens
City of Bell
City of Commerce
City of Cudahy
City of El Segundo
City of Glendora
City of La Mirada
City of Paramount
City of Pico Rivera
City of Huntington Park
City of Long Beach
City of Lynwood
City of Montebello

ATTACHMENT A

2. A RESOLUTION CALLING UPON THE GOVERNOR AND THE LEGISLATURE TO PROVIDE ~~NECCESARY~~ NECESSARY FUNDING FOR ~~CUPC~~ THE CALIFORNIA PUBLIC UTILITIES COMMISSION (CPUC) TO FUFILL ITS OBLIGATION TO INSPECT RAILROAD LINES TO ENSURE THAT OPERATORS ARE REMOVING ILLEGAL DUMPING, GRAFFITI AND HOMELESS ENCAMPMENTS THAT DEGRADE THE ~~QAULITY~~ QUALITY OF LIFE AND RESULTS IN INCREASED PUBLIC ~~SAFETLY~~ SAFETY CONCERNS FOR COMMUNITIES AND NEIGHBORHOODS THAT ABUT~~T~~ THE RAILROAD RIGHT-OF-WAY.

Source: City of South Gate
Concurrence of five or more cities/city officials
Cities: City of Bell Gardens; City of Bell; City of Commerce; City of Cudahy; City of El Segundo; City of Glendora; City of Huntington Park; City of La Mirada; City of Long Beach; City of Lynwood; City of Montebello; City of Paramount; City of Pico Rivera
Referred to: Housing, Community and Economic Development; and Transportation, Communications and Public Works

WHEREAS, ensuring the quality of life for communities falls upon every local government including that blight and other health impacting activities are addressed in a timely manner by private property owners within its jurisdictional boundaries for their citizens, businesses and institutions; and

WHEREAS, Railroad Operators own nearly 6,000 miles of rail right-of-way throughout the State of California which is regulated by the Federal Railroad Administration and/or the ~~California Public Utilities Commission~~ CPUC for operational safety and maintenance; and

WHEREAS, the ~~California Public Utilities Commission (~~CPUC~~)~~ is the enforcing agency for railroad safety in the State of California and has 41 inspectors assigned throughout the entire State to inspect and enforce regulatory compliance over thousands of miles of rail line; and

WHEREAS, areas with rail line right-of-way within cities and unincorporated areas are generally located in economically disadvantaged zones and/or disadvantaged communities of color where the impact of blight further lowers property values and increases the likelihood of unsound sanitary conditions and environmental impacts upon them; and

WHEREAS, many communities are seeing an increase in illegal dumping, graffiti upon infrastructure and homeless encampments due to the lax and inadequate oversight by regulatory agencies; and

WHEREAS, local governments have no oversight or regulatory authority to require operators to better maintain and clean their properties as it would with any other private property owner within its jurisdictional boundaries. Thus such local communities often resort to spending their local tax dollars on cleanup activities or are forced to accept the delayed and untimely response by operators to cleaning up specific sites, and;

WHEREAS, that railroad operators should be able to provide local communities with a fixed schedule in which their property will be inspected and cleaned up on a reasonable and regular schedule or provide for a mechanism where they partner with and reimburse local governments for an agreed upon work program where the local government is enabled to remove items like illegal dumping, graffiti and encampments; and

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WHEREAS, the State has made it a priority to deal with homeless individuals and the impacts illegal encampments have upon those communities and has a budgetary surplus that can help fund the CPUC in better dealing with this situation in both a humane manner as well as a betterment to rail safety.

RESOLVED, at the League of California Cities, General Assembly, assembled at the ~~League~~ Cal Cities Annual Conference on September 24, 2021, in Sacramento, that ~~the~~ Cal Cities ~~League~~ calls for the Governor and the Legislature to work with ~~the~~ Cal Cities ~~League~~ and other stakeholders to provide adequate regulatory authority and necessary funding to assist cities with these railroad right-of-way areas so as to adequately deal with illegal dumping, graffiti and homeless encampments that proliferate along the rail lines and result in public safety issues. ~~The~~ Cal Cities ~~League~~ will work with its member cities to educate federal and state officials to the quality of life and health impacts this challenge has upon local communities, especially those of color and/or environmental and economic hardships.