

City of Pinole

2023 YEAR IN REVIEW & 2024 LOOK AHEAD

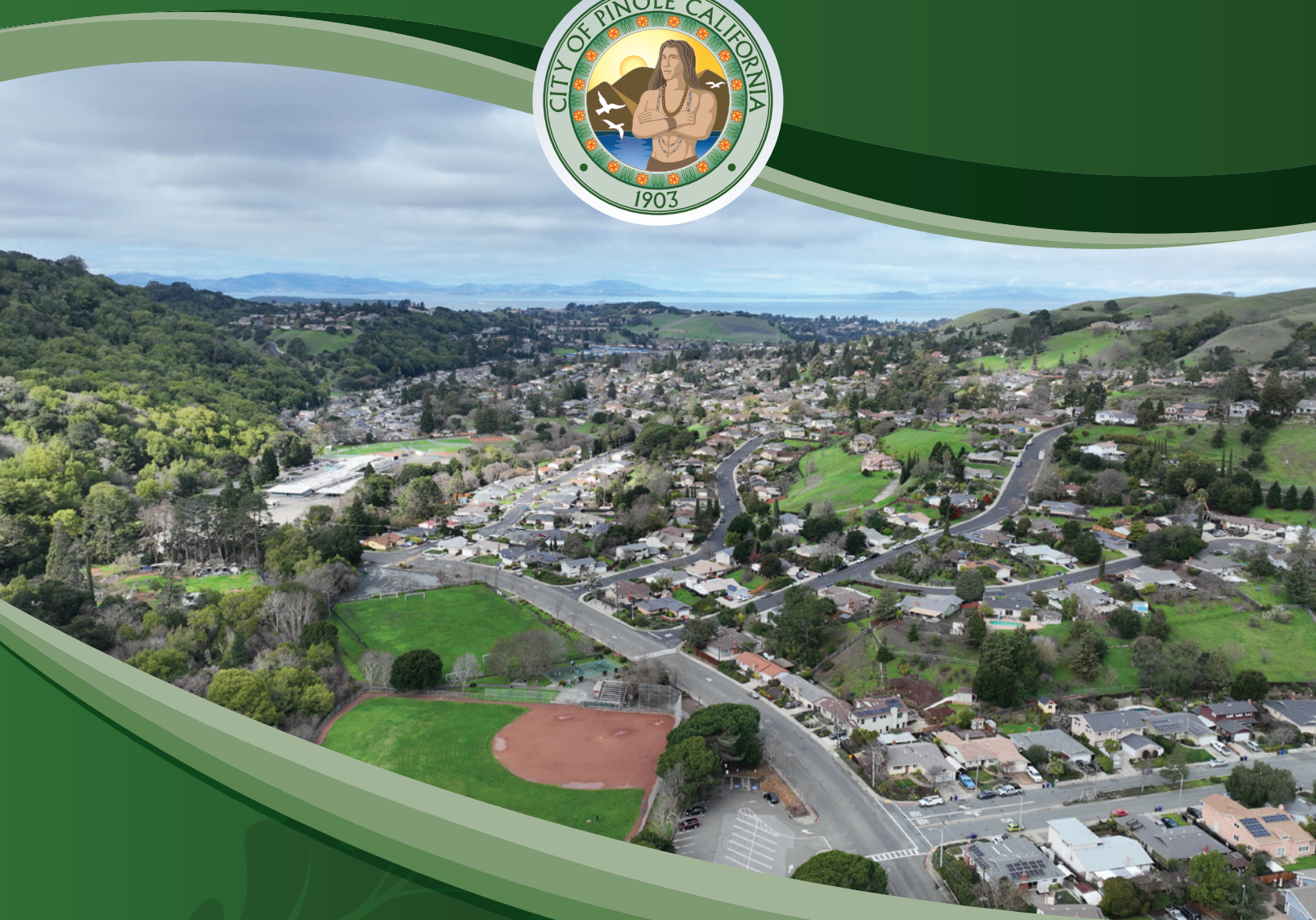




TABLE OF CONTENTS




Introduction.....	3
A Full-Service City.....	4
Strategic Plan.....	4
Key Accomplishments in 2023	5
Key Activities Planned for 2024.....	12

CONTACT US

City staff is honored to serve the residents of Pinole. Please become engaged; follow the City's programs and events on the City website and on the City's social media; and contact the City with any questions or comments.

City of Pinole
City Manager's Department
2131 Pear Street,
Pinole, CA 94564

Tel: (510) 724-9000
Email: cityhall@ci.pinole.ca.us
Web: www.ci.pinole.ca.us

   @CityOfPinole

INTRODUCTION

2023 was a year bursting with exciting changes at the City of Pinole. In 2023, Pinole experienced many “firsts” including its first ever Earth Walk and Pinole Pride event, where the City celebrated its 120th birthday. The City met several goals, including the completion of a successful transition of the fire service model to Contra Costa Fire Protection District, while maintaining a solid financial position and further expanded the ways in which we engage with the community. The City looks forward to 2024, which will be another productive year with new City Manager leadership focused on modernization, planning implementation, and dynamic community engagement.





A FULL-SERVICE CITY

The City of Pinole is a “full-service” city, meaning that the City provides all of the traditional municipal services (police, land use management, public works, and parks and recreation) to its residents. The City of Pinole also provides residents with some non-traditional municipal services, such as wastewater treatment and childcare. Providing a wide range of services is a source of pride and presents opportunities.

The City operates under a “Council – Manager” structure, in which the City Council establishes the City’s laws and key policies (Strategic Plan, budget, General Plan, etc.), and the City Manager and staff carry out the laws and policies and implement City programs.

The majority of City staff is involved in providing core public-facing City services, such as policing, public works (maintenance of streets, facilities, parks etc.), land use and building permitting, and wastewater treatment. Other City staff provide additional public-facing services, such as recreation, community events, senior services, cable television programming, and childcare services. Some City staff provide support (financial, legal, human resources, information technology, and records management) to the public-facing services.

The City of Pinole has completed a significant reorganization that started in July 2021, which provides additional resources to and focus on public works, community development, community services, information technology, and communication and engagement. You can find more information in the Fiscal Year (FY) 2023/24 Operating and Capital Budget.

STRATEGIC PLAN

In February 2020, the City Council adopted the City of Pinole Strategic Plan 2020 – 2025, and in April 2023 the plan was updated by City Council. The Strategic Plan expressed the City’s vision, mission, and goals, as follows.

VISION

Pinole is a safe, vibrant, and innovative community with small town charm and high quality of life.

MISSION

Pinole will be efficient, ethical, and effective in delivering quality services with community involvement and fiscal stewardship.

GOALS

- Safe and Resilient
- Financially Stable
- Vibrant and Beautiful
- High Performance

The Strategic Plan also identified 22 individual strategies (special projects) for staff to complete over a five-year timeframe to position the City to achieve the vision, mission, and goals. The City is on track to completing its strategies within the timeframe.

The City is fulfilling its mission of being efficient, ethical, and effective and is continuing to increase the safety, vibrancy, and innovation of the community. However, there are more requests for public services from members of the community than the City’s current financial resources can provide. In order to provide additional services, the City will need to identify new resources or partnerships for service provision.



KEY ACCOMPLISHMENTS IN 2023

Expanded City Events and Programs

This year the City of Pinole has hosted a number of successful events and outreach programs. The Police Department safely executed its biggest ever Halloween-themed National Night Out in Fernandez Park. Pinole Pride and Pinole Earth Walk were the newest events which drew hundreds of visitors to enjoy festivities which celebrated Pinole's 120th Anniversary, LGBTQ Pride, Juneteenth, and Earth Day. The City brought back its ever popular Summer Concerts and Movies in the Park series since pre-COVID times. The City leveraged its partnerships to expand the Senior Food Program, launch the Youth Anti-Tobacco Program and reduce its carbon footprint through MCE's "Deep Green" program.

Increased Communication and Engagement

In 2022, the City began a focused, ongoing effort to better communicate with and engage the community. Over the past year, the City has increased its reach with the biweekly e-newsletter, "The Pulse," as well as social media to inform community members about City activities and invited community members to provide their input on many City decisions and programs.

Improved Service and Efficiency

After almost two years of planning and implementation, the City of Pinole has upgraded its permitting and licensing system to improve efficiency and flexibility within departments. The City has also begun building a new website, which will offer expanded functionality to make it easier for residents to access services online. The new website is scheduled to go-live in Spring 2024.

Maintained Strong Financial Position

The City continued to maintain a strong financial position through fiscal year (FY) 2022/23 and the remainder of calendar year 2023. The City's revenues are sufficient to cover normal operating costs. The City made additional deposits into its General Reserve, per the General Reserve Policy. As noted above, although the City's revenues are sufficient to cover normal operating costs, the revenues and reserves are not sufficient to cover the City's two large unfunded liabilities, deferred maintenance of capital assets (streets, sidewalks, parks, City buildings, etc.) and other post-employment benefits (OPEB), primarily retired City employee medical coverage. If the City and community would like to invest in these areas, they will need to identify new revenue sources in the future. The City has hired a grant writing company to identify, prepare, and manage Citywide grant opportunities.

KEY DEPARTMENT ACCOMPLISHMENTS

City Council

- Recognized numerous individuals, community organizations, and events for their contributions to Pinole and society (Police Officer of the Year; Firefighter of the Year; Black History Month; Lunar New Year; Nowruz; Women's History Month; American Red Cross Month; Public Service Employee Recognition Week; Municipal Clerks Week; National Police Week; Earth Day; LGBTQIA Pride Month; Juneteenth; Filipino Independence Day; Emergency Medical Services Week; Blood Cancer Awareness Month; Mental Health Awareness Month; Breast Cancer Awareness Month; Pancreatic Cancer Awareness Month; Indigenous Peoples' Day; National Hispanic/Latinx Heritage Month; United Against Hate Week; World Town Planning Day; Three (3) Centenarian recognitions; Pinole Valley High School Achievements in Football, Soccer, Softball, Tennis, State Best Athletic Director, Poetry Out Loud Champion, and California High School Speech Association Student of the Year; and many others)
- Adopted the 2023-2031 Housing Element
- Approved a \$3.2M loan to fund a 33-unit housing complex (Satellite Affordable Housing Association) for veterans and their families
- Reopened Fire Station 74 and commenced the new contract agreement with the Contra Costa County Fire Protection District (Con Fire) to provide fire and emergency medical response services
- Provided direction for the development of the Parks Master Plan
- Continued work on the Climate Action and Adaptation Plan
- Continued work on Long-Term Financial Plan strategies
- Attended community events: Earth Walk, Pinole Pride, the Classic Car Show, Movies & Music in the Park, National Night Out, Veterans Day Ceremony, and Holiday Tree Lighting
- Provided direction on the capital projects prioritization methodology
- Updated the Procurement Policy to require the use of Union Shops for City print work
- Awarded a construction contract for safety improvements at Tennent Ave/Pear & Plum Streets
- Approved a contract agreement to assist the City with implementation of Year 1 of the adopted Economic Development Strategy
- Awarded a contract to complete an energy conservation, generation and storage assessment
- Established a City Seal Ad Hoc Subcommittee to create a new set of City seal and logo designs
- Authorized the development of an Environmental Preferable Purchasing Policy and Program
- Adopted resolutions taking positions on key policy issues (Urging Contra Costa County to enact measures to phase out oil and gas; supporting Senate Bill (SB) 691 regarding dyslexia risk screening; expressing concerns regarding the Delta Conveyance Project (Delta Tunnel); and supporting the right to vote while incarcerated)
- Adopted ordinances changing City laws on certain key issues (authorizing Con Fire to conduct fire and emergency medical response services within the City; authorizing access to state and federal level fingerprint based criminal history for City job applicants including volunteers, contract employees and certain licenses; updating nuisance abatement procedures; and amended permitted hours and conditions of construction during weekends)





Police

- Continued innovative employee wellness programs and training including "Our Community Listens" training by Bob Champman, restorative and decompression program, and virtual EMDR
- Initiated revision of City of Pinole Emergency Operations Plan (EOP) and standing up of fully functional Emergency Operations Center (EOC)
- Expanded our existing community outreach efforts with Halloween Trunk or Treat and Bicycle Rodeo
- Met Department patrol and dispatch 2023 staffing goals
- Enhanced police services with patrol information and technology upgrade (MDCs) and enhanced training platforms (PoliceOne Academy and Lexipol Daily Training Bulletins)

Fire

- Successfully transitioned to the new fire and emergency medical service agreement with Con Fire, playing a pivotal role in reopening Fire Station 74
- Completed significant additional wildfire mitigation through brush removal
- Collaborated with Con Fire and Public Works to complete the fire access/evacuation road between Galbreth Road and Rancho Road



Community Development

- Filled open Community Development positions, including in-house Chief Building Official, Building Inspector, and Code Enforcement Officer
- Completed upgrade of the City's permitting and licensing system
- Arranged presentations to City Council from various organizations involved in public banks and inform City Council of next steps that the City could take to pursue establishing a public bank in Pinole
- Recommended the scope and activities of a public art program
- Continued to develop and refine forms, policies and procedures related to building and planning permits
- Issued an RFP for vendor scanning services to initiate Department's move to paperless records
- Performed inspections and processed building permits for significant new residential development projects, including for construction of 179 units of 100% affordable housing for seniors at 600 Roble ("Vista Woods" project), 33 units of 100% affordable housing for veterans at 811 San Pablo ("SAHA" project) and 154 units of condominium housing at 2151 Appian Way ("Appian Village" project)
- Closely coordinated with ConFire on the transition from Pinole Fire to ConFire, with respect to processing of building permits
- Continued to implement GreenHalo waste management/recycling tracking system in order to automate the management, verification, and filing of construction waste recovery reports
- Completed update of the City's Housing Element and received certification from the State Housing and Community Development
- Submitted for reimbursement for over \$225,000 in grant funds for planning-related work
- Developed and presented a framework for outdoor dining/parklet regulations to the City Council
- Re-initiated the development impact fee update study
- Initiated work with the Planning Commission Ad-Hoc committee on developing objective design and development standards
- Contracted for and initiated seasonal code enforcement weed abatement activities
- Ensured that tobacco retailers complied with application requirements including providing education and enforcement of flavored tobacco to all 21 tobacco retailers, education to hundreds of citizens through tabling at three major City functions
- Partnered with the Police Department to enforce code requirements regarding massage establishments
- With the Finance Department, assisted with research on environmental purchasing policies/practices
- Conducted outreach related to single use plastics including hosting an Expo and seeking resident and business input through a survey and drafted recommendations for single use plastic regulations
- Continued work to prepare the City's first Climate Action and Adaptation Plan (CAAP), including hosting a Open House in January and pop-up Community Workshops in October
- Initiated development of a Pilot Program for Enhanced Energy Efficiency Rebates program in collaboration with Contra Costa County
- Collaborated with City Manager's Department and Community Services Department on Earth Month activities and programming
- Supported Public Works with community engagement for the Active Transportation Plan
- Established organics collection at City buildings
- EV car show at NNO and Fire Wings Pilot. Applied for Prohousing Designation with the State Department of Housing and Community Development
- Began to Implement Year 1 action items from the Economic Development Strategy, including launching an economic development-specific marketing program and a number of preliminary Business Retention/Expansion/Attraction efforts
- Administered the Pinole Perks Community Gift Card program





Community Services

- Recorded ten "Beat of Pinole" Mayors recordings that required a total of 60 hours of recording and 150 hours of editing
- Partnered with Code Enforcement to produce 3 public service announcements that involved a total of 18 hours of recording and 45 hours of editing
- Facilitated, produced and aired over 134 government meetings and 16 community events serving tens of thousands of residents
- Purchased new sets of portable production low energy LED lights for PCTV operations
- Staff completed FAA drone license requirements to enhance public marketing of public events.
- Commenced the development of the Park Master Plan with RJM Design Group
- Coordinated and expanded annual community events, such as the summer movies and music in the park, egg hunt, Community Service Day, United Against Hate Week, and Tree Lighting
- Implemented two new events, Earth Day and Pride celebration
- Completed the Request for Proposal for the Swim Center Operation and Management
- The Anti-Tobacco Recreation Coordinator position was filled
- Expanded the Holiday Craft Fair to host 50 vendors throughout the entire Senior Center facility. The fair had the largest attendance seen with over 300 people present
- Resumed day trips at the Pinole Senior Center. The trips held in August, October, and December sold out within one week of the trip sales opening
- Completed the installation of a brand-new commercial dishwasher and steamer in conjunction with the modernization of the Senior Center kitchen
- Facilitated outreach and communication to all Pinole schools in the development of the Youth Anti-Tobacco Program and opportunities for collaboration and student involvement
- Successful youth community events such as Eggstravaganza, Rec Expo, and hosting youth games at the National Night Out
- Increased marketing of programming through Kids Expo, additional banners, and marketing of programs at the community events by inviting the instructors to participate
- The Tiny Tots program was able to complete a successful summer session in 2023. The children enjoyed their time "Under the Sea"
- In fall, the Tiny Tots program introduced a new unit focusing on Community Helpers. In the past we focused on fire safety and firefighters but expanded our lessons to contain many other community helpers as well. The children enjoyed learning about the different jobs people perform throughout the community in the new unit
- We started off our program year with two full classes for our fall session despite staffing challenges. We have one Pre-K class at capacity and one Early Learning class at capacity. Each day the children arrive with a smile and leave with a smile!

Public Works

- Filled various open positions: Public Works Specialist, two Maintenance Workers and a Maintenance Mechanic
- Completed and adopted Local Road Safety Plan (LRSP)
- Started Active Transportation Plan (ATP) process; awarded contract to GHD
- Completed traffic safety improvements on Tennent Ave at Pear and Plum St.
- Completed digester repair work
- Started performing energy efficiency, generation, and storage assessments for all City facilities; contract awarded to Tetra Tech
- Completed upgrades to playground surface areas at Fernandez Park and Pinole Valley Park
- Completed disposition of surplus City properties: Collins House and Pinole Shores II
- Completed Community Engagement process for the Community Corner
- Completed pilot project to install high-capacity solar trash bins at two select locations
- Started negotiations with Republic Services to establish next solid waste management franchise agreement
- Awarded CIP Project SS2201 (Phase 1) Sanitary Sewer Rehabilitation construction contract for Pinon-1
- Started Pavement condition survey for the year 2023-2024; funded by PTAP 24 grant from MTC
- Completed capital projects in the current CIP:
 - Safety Improvements at Appian and Marlesta
 - Electric Vehicle charging station
 - Hazel Street storm water improvements
- Started Capital Projects in the Current CIP:
 - Recycled Water Feasibility Assessment
 - Municipal Broadband Feasibility Assessment
 - Storm water master plan
- Prepared and adopted new prioritization methodology to develop Capital Improvement Plan FY 2023/24 - 2027/28
- Completed ADA curb ramp and Rehabilitation of Creekside Trail from Sarah Ct to the pedestrian bridge
- Placed 12 tons of asphalt and crack sealed 3,000 feet of road surface
- Refreshed 1,000 linear feet of red curb
- Applied for and received numerous grants to fund capital projects



City Manager

- Initiated and completed several projects from the Information Technology (IT) Plan, which is a Strategic Plan strategy
- Implemented new cybersecurity measures and training
- Carried out the Communication and Engagement Plan, which is a Strategic Plan strategy
- Expanded communication and engagement with the community using new tools and techniques
- Increased the City's e-newsletter (The Pulse) audience by over 7,000%
- Organized the City's first Pinole Earth Walk
- Organized the "United We Heal" community soundbath for United Against Hate Week
- Established the Website Task Force; managed the initial phases of building the new website, including wireframes and content migration
- Created written policies and procedures on numerous administrative matters
- Assisted with facilitating the Fire Department's successful transition to Con Fire

City Attorney

- Finalized agreement with ConFire for consolidation of fire services, and draft ordinance updating Fire Code for consolidation
- Staff lead for the Municipal Code Update Subcommittee and prepared ordinances adjusting construction hours in the City of Pinole, regulating single-use plastics, and regulating campaign signage on public property
- Completed negotiation and drafting of a Citywide Project Labor Agreement with the Contra Costa Building and Construction Trades Council
- Advised on transition of City Manager, appointment of Interim City Manager, and recruitment of Permanent City Manager
- Managed existing litigation and claim resolution process to limit city exposure and liability and efficiently resolve legal disputes

City Clerk

- Implemented a new agenda management and streaming platform for public meetings
- Implemented a new Commissioner Appreciation event
- Conducted recruitment process for various City advisory commissions
- Maintained the City Council legislative record including processing of 99 resolutions, 6 ordinances and 59 proclamations
- Improved tracking procedures for contract routing, claims, and other legal notices
- Oversaw and facilitated response to 135 public records requests
- Partnered with the American Red Cross to host a staff and community blood drive



Finance

- Expanded the long-term financial forecast from a 5-year to a 20-year time period to capture the impacts of long-term obligations including pension and capital projects
- Worked with consultant on financial strategic planning to develop the long-term financial plan and identify potential revenue generating opportunities
- Lead effort to bring on consulting firms to assist the City with grants services including identifying grant opportunities, writing and submitting applications, and managing grants
- Completed an analysis on the projected lifespan of the funds in the Section 115 pension trust to determine how many years the remaining funds will be available to offset the rise in future pension costs
- Began working with a new auditing firm to perform the year-end financial audit in accordance with the City's practice to rotate auditors every three to five years

Human Resources

- Completed labor negotiations with PPEA, AFSCME Local 1 and AFSCME Local 512 and developed/implemented successor MOUs adopted by City Council in FY23/24
- Enhanced pay and benefits to more competitive levels through market analysis and labor negotiations
- Enhanced the City's higher education tuition reimbursement and incentive program
- Enhanced the employee wellness program to include year-round events and incentives
- Planned and facilitated numerous events for the City's annual Public Service Employee Recognition Week
- Coordinated and facilitated nine (9) employee trainings with 20 total participants.
- Offered 12 employee wellness events with 300 total participants
- Conducted 29 recruitments, reviewing over 900 applications received

KEY ACTIVITIES PLANNED FOR 2024

In 2023, the City expanded its events and programs, increased communication and engagement, improved service and efficiency, and maintained a strong financial position.

2023 was a year of advancing some key City initiatives. The City will continue its work in these areas in 2024. Below are some key activities planned by City Departments for 2024.

City Council

- Recognize additional individuals, community organizations, and events for their contributions to Pinole
- Appoint a new City Manager
- Provide direction and adopt updates to the City Street Condition and Pavement Management Program
- Address revenue short falls identified in the Long-Term Financial Plan and determine how to address the City's unfunded liabilities
- Establish a process to quickly respond to advocacy opportunities regarding proposed State legislation
- Provide direction to staff on a Fourth of July 2024 event
- Direct staff on the redevelopment of "Community Corner" (lot on the corner of San Pablo Avenue and Tennent Avenue)
- Adopt and begin to implement Climate Action and Adaptation Plan, the Parks Master Plan and the Active Transportation Plan
- Implement General Plan, Housing Element and other adopted plans
- Provide funding and direction on transportation safety capital projects



Police

- Continue to provide innovative and progressive police services
- Continue to implement pioneering community outreach efforts, such as Halloween-themed National Night Out event and Project HOPE-Homeless Intervention.
- Continue to enhance officer training and wellness programs to improve the quality of life for officers and strengthen the relationship with the community
- Finalize the City of Pinole Emergency Operations Plan (EOP) and stand up a fully functional Emergency Operations Center (EOC)
- Complete implementation of Next Generation 911 in our West Bay Communications Center
- Implement a Police Drone program to enhance our abilities to provide the community of Pinole with effective and efficient police services
- Implement a modified 4/10 schedule, which research indicates positively impacts employee well-being, reduces overtime, and provides additional staff during peak workload periods
- Stand-up the Community Emergency Response Team (CERT) program

Community Development

- Launch the City's new permitting and licensing system to the public
- Launch automated solar permitting to the public
- With the Community Services Department, work with Pinole Artisans and others to develop a Mural Program
- Initiate vendor scanning services support move to paperless records
- Evaluate status of current residential rental inspection program and make recommendations for improvements
- Process building permits for significant new residential development projects, including for construction 154 units of condominium housing at 2151 Appian Way ("Appian Village" project) and 29 units of apartment housing at 2801 Pinole Valley Road ("BCRE" project)
- Work with the new owner of Pinole Square (Tara Hills Safeway) on redevelopment of the site
- As directed by the Council, prepare regulations for parklets and/or enhanced outdoor dining regulations
- With the Planning Commission, develop a Percent for Art Ordinance
- Complete updates to the City's Safety and Health/Environmental Justice Elements and present to City Council for adoption



- With the Finance Department, prepare and present the development impact fee update study for adoption by Council
- Complete development of objective design and development standards and present to City Council for adoption
- Evaluate required/desired updates to the General Plan, Specific Plan and Zoning Ordinance and Old Town Design Guidelines
- Continue to work with the developer of the industrial parcel "Pinole Shores II" on development of the site
- Continue to enhance and improve Code Enforcement processes such as preparation of a variety of handouts and informational videos
- Complete and begin implementation of the City's first Climate Action and Adaptation Plan (CAAP)
- Present recommendations for single use plastic regulations
- Continue to partner with SEI to engage a Climate Corps Fellow to provide assistance for sustainability initiatives
- Implement Year 1 activities in the Housing Element including initiating a variety of Zoning Ordinance amendments, conducting outreach to housing developers and housing service providers and developing a Housing Fund policy
- Conduct outreach and collect data related to just cause eviction regulations
- Survey Pinole businesses for their interest in the Pinole Perks community gift card program
- Complete implementation of Year 1 action items and begin Year 2 action items from the Economic Development Strategy
- Survey Pinole businesses regarding their employee recruitment needs and return to Council with a proposal for a job fair to meet the businesses' needs

Community Services

- Complete the PCTV Master Plan
- Implement the Partnership/Sponsorship policy
- Complete development of Park Master Plan
- Continue partnership with the Contra Costa and Solano Food Bank to provide food resources to the community
- Fill vacant positions throughout the department
- Review and update facility rental policies and procedures
- Reopen recreation facilities for private event rentals
- Continue to review and expand community events to increase participation
- Continue several modernization projects at the Senior Center including the replacement of the Main Hall floor
- Host a Senior Expo Fair with local senior resource vendors at the Senior Center
- Implement additional member incentives such as member only special events to generate and expand general membership
- Continue the development of the program with the Youth Ambassadors in facilitating peer-to-peer education workshops for local youth to participate in
- Advance communication about the Youth Anti-Tobacco Program to not only students, but parents, school administrators, and the community in discouraging the rates of youth smoking in Pinole
- Provide Youth Ambassador opportunities to more students in the 2024/25 school year in which more Pinole students could actively be involved in the future development of the program, tailoring educational practices to best resonate with the Pinole community
- Prioritize Leader In Training program to recruit for future Rec Leader positions



- Create more youth events such as Parents Night Out, Parent and Child Canvas Painting class, Sweetheart dance
- Increase youth leadership opportunities, provide services for families of young children so they can spend quality time together away, and create events that foster bonding time with parent and youth
- The Tiny Tots program will be introducing a new subject to our summer theme rotation. We will be exploring a “camping” theme in 2024. Activities are already being planned to create a fun-filled summer session
- Tiny Tots staff is exploring offering single day events at the facility for children and families to enjoy
- In spring, the Tiny Tots program is planning to reopen the Pre-K afternoon class and expand the Pre-K morning class capacity once new staff members arrive on board

Public Works

- Complete and adopt Active Transportation Plan (ATP)
- Fill vacant staff positions (CIP /Environmental Manager and Associate Engineer)
- Complete traffic safety improvements at various intersections and corridors
- Continue to expand implementation of the capital asset management system, Beehive
- Begin Property and Facilities Master Plan
- Request funding and select vendor for Wastewater Treatment Plan facility master plan
- Complete disposition of remaining surplus City property (Faria House)
- Complete negotiation and establish next solid waste management franchise agreement
- Complete capital projects in the current CIP
 - Appian Way complete streets

- Arterial Rehabilitation
- Pinole Valley road Improvements
- Brandt Street improvements
- Sanitary Sewer Rehabilitation
- Senior Center Auxiliary parking lot
- Design and construction of Bay Trail Gap closure
- Pedestrian improvements at Railroad crossing at Tennent Ave
- Recycled water feasibility assessment
- Municipal broadband feasibility assessment
- Storm water Master Plan
- Wastewater Treatment Plant Effluent Outfall
- Wastewater Treatment Plant Secondary Clarifier
- Center Column Rehabilitation

City Manager

- Implement a City-wide VOIP phone system
- Implement a new City website, with improved navigation and features
- Implement a resident engagement technology platform, as part of the new website, that enable the public to sign-up for notifications, request work tickets, and access streamlined online services
- Launch the City of Pinole custom app to further enhance two-way communication and engagement with the community
- Continue outreach to increase engagement, build trust, and foster open communication with members of the community via public events and face-to-face meetings
- Implement new communication and engagement policies and procedures
- Work with the City Council to create a new City logo and implement a style guide for all City communications
- Complete the Strategic Plan strategy of developing an interagency legislative advocacy program

City Attorney

- Facilitate process and prepare ordinance regulating single use plastics in the City of Pinole
- Continue to facilitate and advise on real property dispositions and development projects
- Advise on all aspects of revenue generating measures including potential 2024 ballot measure
- Assist in recruitment and hiring of Permanent City Manager
- Manage to resolution existing claims

City Clerk

- Implement online filing software for financial disclosure forms (Form 700s) which are required by the Fair Political Practices Commission
- Continue implementation of agenda management software and expand use to Boards and Commissions
- Improve application procedures for Boards and Commissions by implementing an online application process that would also retain and track volunteer interest for future recruitments
- Create handbook for City Council and Commissioners
- Adopt updated City-wide Retention Schedule
- Work on updating City Clerk Department administrative policies and procedures

Finance

- Continue to enhance community engagement on fiscal matters using technology solutions like the Balancing Act
- Continue to enhance fiscal transparency in presentations, reports, and information provided on the Finance Department's web page
- Collaborate with other City departments to launch the online payment system to the public
- Finalize the long-term financial plan and implement long-term fiscal sustainability measures
- Assist with identifying financing mechanisms for major capital improvement projects
- Review and update all financial policies

Human Resources

- Facilitate an executive search effort to hire a new City Manager
- Explore options for reducing the City's OPEB liability through labor negotiations
- Develop a supervisory academy in partnership with other cities in West County
- Implement "stay" interviews with annual performance evaluation process
- Implement outreach effort to increase employee knowledge of benefit offerings and value
- Survey employee benefits satisfaction levels and implement effective modifications
- Digitize employee personnel files
- Develop safety emergency action plans for identified workplace risks



We invite you to

Get Involved!

Available ang mga serbisyo sa pagsasalin. Mag-email sa amin upang ipaalam sa amin ang tungkol sa iyong mga pangangailangan.

酒店提供翻譯服務。畀我哋發電子郵件，畀我哋知您的需求。

Los servicios de traducción están disponibles. Envíenos un correo electrónico para informarnos acerca de sus necesidades

Email fepps@ci.pinole.ca.us to request translation services.

City Hall
2131 Pear Street, Pinole, CA 94564 - Map

Tel: (510) 724-9000
Email: cityhall@ci.pinole.ca.us
Web: www.ci.pinole.ca.us

   @CityOfPinole

Email CityHall@ci.pinole.ca.us to subscribe to the City Manager's Report.