



## CITY COUNCIL REGULAR MEETING AGENDA

Tuesday, December 2, 2025  
7:00 PM

City Council Chamber  
200 Old Bernal Avenue  
Pleasanton, CA 94566

The meeting will be held in-person, broadcast live on Channel 29 and streamed live for viewing at the following links TV30 <https://www.tri-valleytv.org>, the City's website in the Meetings portal (a red dot will indicate a live meeting) <https://www.cityofpleasantonca.gov/>, and the City's YouTube channel: <https://www.youtube.com/user/TheCityofPleasanton>.

**Public participation:** It is requested that members of the public wishing to address the City Council submit a speaker card. When public comment is opened on an agenda item, individuals may speak once per agenda item.

To submit written public comment regarding an open session item on this meeting agenda visit <https://forms.cityofpleasantonca.gov/f/writtenpubliccomment>. Comments will be accepted by the City Clerk's Office until 12:00 p.m. on the day of the Council meeting.

### In Person at Council Chamber:

- Submit a physical speaker card to the City Clerk at the meeting. When your name is called, please provide comment at the podium.

## CALL TO ORDER

- Welcome and Pledge of Allegiance - Cm. Nibert
- Roll Call

Resolution No. 2025-067  
Ordinance No. 2302

## AGENDA AMENDMENTS

### CONSENT CALENDAR

*Items listed on the consent calendar are considered routine in nature and may be enacted by one motion. If discussion is required, that particular item will be removed from the consent calendar and will be considered separately.*

### City Manager

1. Approve meeting minutes of November 4, 2025 and November 10, 2025

### Community and Economic Development

2. Actions of the Zoning Administrator and Planning Commission
3. Adopt a resolution amending the Vineyard Avenue Corridor Specific Plan to allow the installation of gates on private drives under specified circumstances; and introduce an ordinance to modify Planned Unit Development 54 to install an electric

gate at the entrance to Winding Oaks Drive, including findings of conformance to the Vineyard Area Corridor Specific Plan Environmental Impact Report under CEQA Guidelines Section 15162

#### Public Works

4. Reject all bids from the July 16, 2025, and the August 20, 2025, bid solicitations and authorize the City Manager to enter into an agreement with FE Controls Corporation for the Operations Service Center (OSC) Fire Alarm and Notification System Project, CIP No. 23457, the Library Fire Alarm Upgrade Project, CIP No. 26386, and for fire alarm retrofits at the Operations Service Center Livermore-Pleasanton Fire Department (OSC-LPFD) and Pleasanton Police Stations in an amount not to exceed \$742,826.73
5. Authorize the City Manager to enter into a purchase order with Rush Enterprises, Inc. for the purchase of one Ford F-350 truck and two Ford F-550 trucks; and with National Auto Fleet for the purchase of three Ford F-150 Lightning electric pickup trucks, funded through the Water and Sewer Internal Service Funds (Fund 434 and 424) for a total of six vehicles for a combined not-to-exceed amount of \$571,026(inclusive of a 15 percent contingency)

#### **MEETING OPEN TO THE PUBLIC**

6. Public Comment regarding items not listed on the agenda – Speakers are limited to 3 minutes.

#### **PUBLIC HEARINGS AND OTHER MATTERS**

*If necessary to ensure completion of the following items, the Mayor may alter time limits.*

7. Introduction of proposed Memorandum of Understanding between the City of Pleasanton and the Pleasanton City Employees Association/AFSCME Local 955, with term ending March 31, 2028
8. Introduce an Ordinance amending Chapter 18 Zoning of the Pleasanton Municipal Code (PMC) and finding that such amendments are exempt from the California Environmental Quality Act (CEQA) under Guidelines Section 15061(b)(3) (common sense exemption) and amending Chapters 18.08, 18.12, 18.20, 18.22, 18.68, 18.103, 18.104, 18.105, 18.110, 18.116, 18.124, 18.128, 18.132, and 18.144 of the PMC to implement modifications to Design Review, noticing, appeals, and other process streamlining, and rescinding City Council Resolution No. 91-132, as filed under case number P25-0352
9. Receive an update on Economic Development Activity to advance the ONE Pleasanton Strategic Priority: *Building a Community Where Everyone Belongs* E.4 regarding implementation of the updated 2024-2028 Economic Development Strategic Plan

## **MATTERS INITIATED BY COUNCIL**

### **COUNCIL REPORTS**

*Brief reports on conferences, seminars, and meetings attended by the Council*

### **ADJOURNMENT**

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#### **Notice**

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda and items received by the City Clerk's Office by 12:00 p.m. on the day of the meeting provided to a majority of the City Council after distribution of the agenda packet will be available for public inspection on the City's website <https://www.cityofpleasantonca.gov/> and also at the Pleasanton Library located at 400 Old Bernal Ave., Pleasanton, CA 94566.

There is a 90-day limit for the filing of a challenge in the Superior Court to certain City administrative decisions and orders, which require a hearing by law, the receipt of evidence, and the exercise of discretion. The 90-day limit begins on the date the decision is final (Code of Civil Procedure § 1094.6). Further, if you challenge an action taken by the City Council in court, you may be limited, by California law, including but not limited to Government Code §65009, to raising only those issues you or someone else raised in the public hearing, or in written correspondence delivered to the City Council prior to or at the public hearing. The City Council may be requested to reconsider a decision if the request is made prior to the next City Council meeting, regardless of whether it is a regular or special meeting.

#### **Accessible Public Meetings**

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To make a request for a disability-related modification or accommodation (e.g., an assistive listening device), please contact the City Clerk's Office at 123 Main Street, Pleasanton, CA 94566 or (925) 931-5027 at the earliest possible time. If you need translation or interpretation assistance, please provide at least two working days' notice prior to the meeting date.

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**CITY OF PLEASANTON  
CITY COUNCIL  
MINUTES**

**Tuesday, November 4, 2025  
7:00 PM**

**CALL TO ORDER**

Mayor Balch called the Regular Meeting of the City Council to order at the hour of 7:00 p.m. from the Council Chamber located at 200 Old Bernal Avenue.

**ROLL CALL**

Present: Councilmembers Eicher, Gaidos, Nibert, Testa, Mayor Balch  
Absent: None.

**AGENDA AMENDMENTS**

None.

**CONSENT CALENDAR**

Item 5 was removed from the Consent Calendar for further discussion.

Mayor Balch opened public comment. The following individuals provided comment: Gabrielle Welk.

Mayor Balch closed the public comment.

Staff reported that a total of 6 protests were received regarding item 3.

**MOTION:** It was m/s by Councilmember Nibert/Councilmember Gaidos to approve the consent calendar as recommended. Motion passed by the following vote:

Ayes: Councilmembers Eicher, Gaidos, Nibert, Testa, Mayor Balch  
Noes: None  
Absent: None

City Manager

1. Approve meeting minutes October 7, 2025

Recommendation: Approve meeting minutes October 7, 2025.

## Community and Economic Development

### 2. Actions of the Zoning Administrator and Planning Commission

Recommendation: Actions of the Zoning Administrator and Planning Commission.

### 3. Public Hearing - Adopt Ordinance No. 2301 an Ordinance of the City Council of the City of Pleasanton, amending section 5.28.080 system of assessments to permit changes to the manner in which the annual assessment is levied within the Downtown Pleasanton Business Improvement District, and to levy the annual assessment for 2026

Recommendation: Public Hearing - Adopt Ordinance No. 2301 an Ordinance of the City Council of the City of Pleasanton, amending section 5.28.080 system of assessments to permit changes to the manner in which the annual assessment is levied within the Downtown Pleasanton Business Improvement District, and to levy the annual assessment for 2026.

### 4. Accept the public improvements performed by Columbia Electric for the Valley Avenue and Northway Road Traffic Signal Installation Project, CIP No. 23532, and authorize the return of the remaining project funds to the Gas Tax Fund (Fund 160) and the Traffic Impact Fee Fund (Fund 212)

Recommendation:

1. Accept the project as complete and authorize the City Clerk to file a Notice of Completion.
2. Authorize the release of retention in the amount of \$59,134.76 to Columbia Electric, 30 days after the recordation of the Notice of Completion.
3. Authorize the return of the remaining project funding, in the amount of \$137,179 to the fund balance in the Traffic Impact Fee Fund (Fund 212) and the Gas Tax Fund (Fund 160).

## Finance

### 6. Accept the monthly disbursements and investment report for September 2025

Recommendation: Accept claim disbursements in the amount of \$23,416,863 and the investment report for the month of September 2025.

## **MEETING OPEN TO THE PUBLIC**

### 7. Presentation by Alameda County Mosquito Abatement District

Presentation by Ryan Clausitzner with the Alameda County Mosquito Abatement District.

8. Public Comment regarding items not listed on the agenda

Mayor Balch opened public comment. The following individuals provided comment: Rosario Milelli, Terry Young, and Lisa Perry.

Mayor Balch closed the public comment.

**PUBLIC HEARINGS AND OTHER MATTERS**

9. Public Hearing - Hear an appeal of the Planning Commission's determination and adopt a resolution upholding the approval of an application for Administrative Design Review to install six, approximately 15-foot-tall, tennis court lights in the rear yard located at 2207 Martin Avenue, filed under Case No. P25-0236

Recommendation: Adopt a resolution upholding the Planning Commission's determination upholding the Zoning Administrator's determination to approve an application for Administrative Design Review to install six, approximately 15-foot-tall, tennis court lights in the rear yard of a property located at 2207 Martin Avenue, filed under Case No. P25-0236, based on the required findings and subject to the draft Conditions of Approval listed in Attachment 1.

Presentation by Diego Mora, Associate Planner. Presentation by appellant, Michele Peterson.

Presentation by applicant, Ashish Choudhary.

Mayor Balch opened public comment. The following individuals provided comment: Jaya, Bhavna, Crista Shapiro, Alan Shapiro, Rashmi, Jayasuree.

Mayor Balch closed the public comment.

Rebuttal remarks provided by appellant, Michele Peterson. Rebuttal remarks provided by applicant, Ashish Choudhary.

**MOTION:** It was m/s by Testa/Nibert to deny upholding the Planning Commission's determination upholding the Zoning Administrator's determination to approve an application for Administrative Design Review to install six, approximately 15-foot-tall, tennis court lights in the rear yard of a property located at 2207 Martin Avenue, filed under Case No. P25-0236. Motion passed by the following vote:

Ayes: Councilmembers Gaidos, Nibert, Testa

Noes: Councilmember Eicher, Mayor Balch

Absent: None

Mayor Balch called a recess at 9:55 p.m. and reconvened the meeting at 10:04 p.m.

10. **Continued from October 21, 2025** - Authorize the City Manager to execute a professional services agreement with Citygate Associates, LLC for a comprehensive citywide organizational assessment in a not-to-exceed amount of \$249,982

Recommendation: Authorize the City Manager to execute a professional services agreement with Citygate Associates, LLC for a comprehensive citywide organizational assessment in a not-to-exceed amount of \$249,982.

Presentation by Sharon Petrehn, Principal Analyst, and Chad Jackson (Citygate Associates).

Mayor Balch opened public comment. There being no speakers, Mayor Balch closed the public comment.

**MOTION:** It was m/s by Nibert/Eicher to approve the item as recommended. Motion passed by the following vote:

Ayes: Councilmembers Eicher, Gaidos, Nibert, Mayor Balch  
Noes: Councilmember Testa  
Absent: None

At 11:04 p.m. Councilmember Testa left the meeting.

At 11:04 p.m. by majority consensus, the City Council decided to proceed with items 11 and 5 on the agenda.

11. **Continued from October 21, 2025** - Approve the Long-Term Sewer Capital Improvement Plan

Recommendation: Approve the Long-Term Sewer Capital Improvement Plan.

Presentation by David Bruzzone, Utilities Planning Manager, and Chris (Woodard and Curran)

Mayor Balch opened public comment. There being no speakers, Mayor Balch closed the public comment.

**MOTION:** It was m/s by Eicher/Nibert to approve the item as recommended. Motion passed by the following vote:

Ayes: Councilmembers Eicher, Gaidos, Nibert, Mayor Balch  
Noes: None  
Absent: Councilmember Testa

5. Authorize the City Manager to enter into a fourth amendment to the Professional Services Agreement with Mark Thomas & Company, Inc., for an additional \$999,954, for a new total contract amount of \$3,995,644, to complete 100 percent design for Phase 2 of the West Las Positas Multimodal Reconstruction Project (Owens Drive to Santa Rita Road, CIP No. 26514)

Recommendation: Authorize the City Manager to issue the Fourth Amendment to the Professional Services Agreement with Mark Thomas & Company, Inc., for an additional \$999,954, for a new total contract amount of \$3,995,644, to complete 100 percent design for Phase 2 of the West Las Positas Multimodal Reconstruction Project (Owens Drive to Santa Rita Road, CIP No. 26514).

Mayor Balch opened public comment. There being no speakers, Mayor Balch closed the public comment.

**MOTION:** It was m/s by Eicher/Nibert to approve the item as recommended. Motion passed by the following vote:

Ayes: Councilmembers Eicher, Gaidos, Nibert, Mayor Balch

Noes: None

Absent: Councilmember Testa

## **MATTERS INITIATED BY COUNCIL**

Mayor Balch requested an update about the trees on Main Street. City Manager Beaudin provided a verbal update about overall tree maintenance, removal, and replacement plan.

Mayor Balch requested an update on the pension strategy discussion. City Manager Beaudin confirmed it is still on the active Council-approved project list.

## **COUNCIL REPORTS**

Councilmembers reported on regional and local meetings attended.

## **ADJOURNMENT**

Mayor Balch adjourned the meeting at 11:43 p.m.

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Jocelyn Kwong, City Clerk



**CITY OF PLEASANTON  
CITY COUNCIL  
MINUTES**

**Monday, November 10, 2025  
4:00 PM**

**CALL TO ORDER**

Mayor Balch called the Special Meeting Closed Session of the City Council to order at the hour of 4:00 p.m. from the City Council Conference Room located at 200 Old Bernal Avenue.

**ROLL CALL**

Present: Councilmembers Eicher, Gaidos, Nibert, Testa, Mayor Balch

Absent: None.

**Public Comment - Comments are limited to 3 minutes and to only those items listed on the agenda.**

Mayor Balch opened public comment. There being no speakers, Mayor Balch closed the public comment.

**MEETING OPEN TO THE PUBLIC**

1. CONFERENCE WITH LABOR NEGOTIATOR pursuant to Government Code section 54957.6:  
Agency representative: Xaviera Scoggins; Tim Davis (Burke Williams & Sorensen, LLP)  
Employee Organizations:
  - AFSCME Local 955 (Pleasanton City Employees Association)

**REPORT ON CLOSED SESSION**

City Attorney Sodergren stated there was no reportable action.

**ADJOURNMENT**

Mayor Balch adjourned the meeting at 4:52 p.m.

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Jocelyn Kwong, City Clerk

## CITY COUNCIL AGENDA REPORT

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December 2, 2025  
Community and Economic Development

### **TITLE: ACTIONS OF THE ZONING ADMINISTRATOR AND PLANNING COMMISSION**

#### **P25-0573, Kathy Nice**

Application for Administrative Design Review to construct an approximately 368-square-foot single-story addition to an existing single-family home located at 5471 Dudley Court.

#### **Project Information:**

*Existing floor area: 2,144 square feet  
Total floor area with addition: 2,512 square feet  
Lot size: 10,315 square feet  
Existing floor area ratio: 20.78 percent  
Total floor area ratio with addition: 24.35 percent*

Approved. (21 days)

#### **P25-0613, Obaida Almohaidi**

Application for Administrative Design Review to construct an approximately 983-square-foot single-story addition to an existing single-family home located at 4489 Sierrawood Lane.

#### **Project Information:**

*Existing floor area: 1,355 square feet  
Total floor area with addition: 2,338 square feet  
Lot size: 8,707 square feet  
Existing floor area ratio: 15.56 percent  
Total floor area ratio with addition: 26.85 percent*

Approved. (13 days)

#### **P25-0612, John Wright**

Application for Administrative Design Review to construct an approximately 334-square-foot, single-story addition at the rear of an existing residence located at 4809 Pipit Court.

#### **Project Information:**

*Existing floor area: 2,171 square feet  
Total floor area with addition: 2,515 square feet*

*Lot size: 11,300 square feet*  
*Existing floor area ratio: 19.21 percent*  
*Total floor area ratio with addition: 22.25 percent*

Approved. (10 days)

Prepared by:



Derek Farmer  
Assistant Director of  
Community and Economic  
Development

Submitted by:



Ellen Clark  
Director of Community and  
Economic Development

Approved by:



Gerry Beaudin  
City Manager

CITY COUNCIL AGENDA REPORT

December 2, 2025  
Community and Economic Development

**TITLE: ADOPT A RESOLUTION AMENDING THE VINEYARD AVENUE CORRIDOR SPECIFIC PLAN TO ALLOW THE INSTALLATION OF GATES ON PRIVATE DRIVES UNDER SPECIFIED CIRCUMSTANCES; AND INTRODUCE AN ORDINANCE TO MODIFY PLANNED UNIT DEVELOPMENT 54 TO INSTALL AN ELECTRIC GATE AT THE ENTRANCE TO WINDING OAKS DRIVE, INCLUDING FINDINGS OF CONFORMANCE TO THE VINEYARD AREA CORRIDOR SPECIFIC PLAN ENVIRONMENTAL IMPACT REPORT UNDER CEQA GUIDELINES SECTION 15162**

**SUMMARY**

The applicant, Tony and Linda Brunetti, on behalf of the residents of Winding Oaks Drive, propose a Planned Unit Development (PUD) modification to PUD-54 to allow for the installation of a security gate at the entrance of Winding Oaks Drive. Because gates for non-agricultural protection purposes are expressly disallowed in the Vineyard Area Corridor Specific Plan (VACSP) and discouraged by the General Plan, an amendment to the specific plan is required to approve the PUD modification request. Due to recent attempted break-ins, the residents are requesting the gate for security purposes. Winding Oaks Drive is a private street, serving a limited number of properties and with no through connection that would be impeded by the gate installation; these conditions, along with the recent break-in attempts could be considered an "unusual circumstance" that justifies the installation of a gate. Staff recommends that the VACSP be amended to permit gates on private streets in certain "unusual circumstances," and introduce an ordinance to modify PUD 54 to install an electric gate at the entrance to Winding Oaks Drive.

**RECOMMENDATION**

1. Find that the proposed project is within the scope of the Vineyard Area Corridor Specific Plan (VACSP) Environmental Impact Report (EIR). No additional environmental review is required under the California Environmental Quality Act (CEQA) Section 15162 because no substantial changes to the PUD are proposed, no substantial changes have occurred with respect to the circumstances under which the project is undertaken, and no new information of substantial importance shows that the project will have one or more significant effects not discussed in the previous EIR
2. Find that the proposed amendments the VACSP are consistent with the goals and policies of the General Plan
3. Adopt a resolution approving the amendments to the VACSP to allow the installation of gates on private drives at the discretion of the Community and Economic Development Director or their designee
4. Introduce an ordinance to approve the application for a Planned Unit Development Major Modification to PUD-54's approved development plan to install an electric gate at

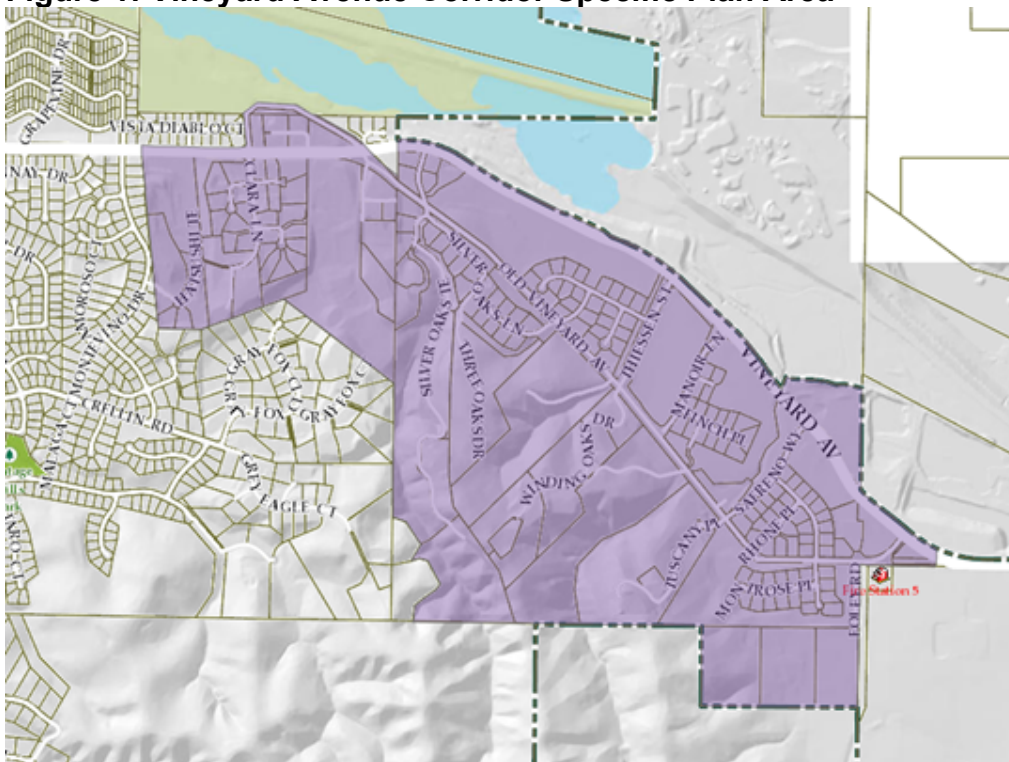
the entrance to Winding Oaks Drive.

## BACKGROUND

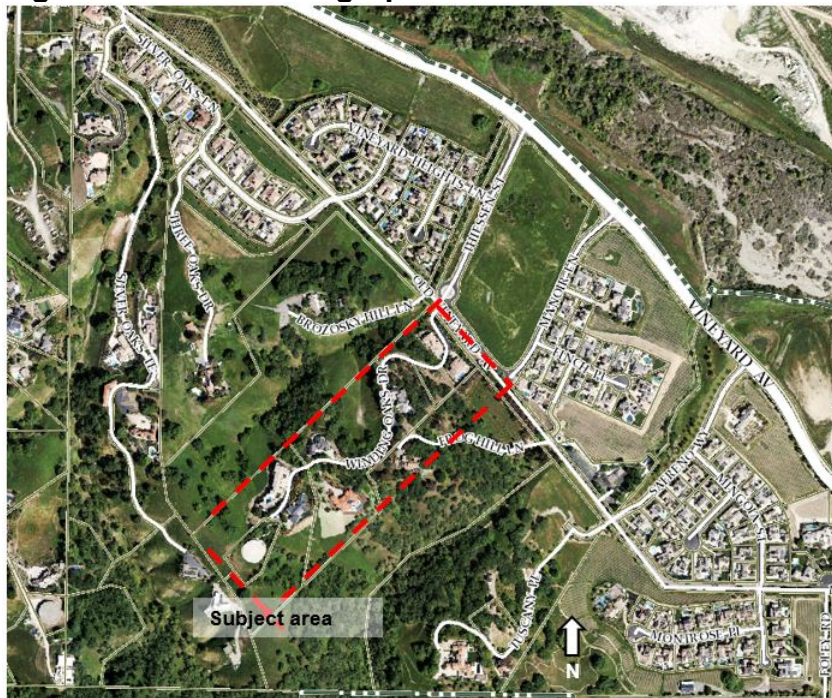
The subject area is located within the Vineyard Area Corridor Specific Plan (VACSP) area (see Figure 1). The VACSP was adopted by the City Council on June 1, 1999, to serve as the primary land use and infrastructure regulatory guide for development of the 384-acre Vineyard Avenue Corridor area located along Vineyard Avenue in southeast Pleasanton. The VACSP establishes the basic land use pattern, development and design standards, circulation network, infrastructure system, environmental measures, and implementation requirements for development. The subject area is designated Hillside Residential/Open space in the VACSP.

The development standards and development plan for the Winding Oaks Drive subdivision were established in PUD-54, which was approved by City Council Ordinance No. 1938 on August 15, 2006. The PUD includes eight single-family homes and one lot for a City water tank. The area has Low-Density Residential and Open Space General Plan Land Use Designations.

**Figure 1: Vineyard Avenue Corridor Specific Plan Area**



**Figure 2: Aerial Photograph**



**Figure 3: Private Street & Trail interface**



### Proposed Project

The applicant proposes installing a security gate at the base of the private street, Winding Oaks Drive. The applicants submitted their application on April 24, 2025, citing concerns about safety and requesting a security gate to create “a controlled access point that not only deters unwanted visitors, but allows our residents to feel safe and secure in their environment.” On July 28, 2025, two homes on Winding Oaks Drive were targeted in attempted break-ins. The applicant reports that no one was harmed, no homes were entered, and the Pleasanton Police Department (PPD) responded quickly.

### **DISCUSSION**

Given the recent attempted break-ins, staff and the PPD are sympathetic to the concerns of the Winding Oaks homeowners and request to install a gate. However, as described below,

the controlling policy language of the VACSP and the General Plan, respectively, prohibits or discourages the installation of gates. Therefore, modifications to both documents would be required to allow the gate.

#### General Plan, Specific Plan, and Zoning

The proposed project is inconsistent with the following General Plan Policies:

- Circulation Element Program 7.4: Calls for the City to “discourage new gated communities.”
- Community Character Element 17.1: Calls for “neighborhoods [to be] open and accessible to one another.”

Although the General Plan discourages gated communities, numerous gated private streets and communities exist throughout Pleasanton. Some gates may have originally been agricultural gates, gates installed before a property was annexed into the City, or gates may have been approved prior to or despite the General Plan program. One such gate is at the base of Silver Oaks Terrace, within one mile of the subject area. Ruby Hill is another gated community off of Vineyard Avenue, and recently, the Merritt project, an age-restricted community, was approved with a gate.

#### Vineyard Avenue Corridor Specific Plan.

The proposed project is inconsistent with the following VACSP programs and design requirements:

- Program 5.3: Discourage the development of further gated communities which inhibit the sense of greater community and make City utility and emergency services more difficult to provide.
- Circulation Plan V(E)(6): Gated developments which preclude public access shall not be permitted unless required for agricultural protection purposes.

To permit the installation of a gate at this location, staff recommends amending Circulation Plan V(E)(6) (page 63 of the VACSP) to read as follows:

Gates, or gated developments, which preclude public access ~~should~~ not be permitted on private streets unless required for agricultural protection purposes there are unusual circumstances justifying the installation of a gate, as determined by the Community and Economic Development Director or their designee.

In addition to providing guidance on processing requests for gates, or gated developments, the proposed language would also be consistent with the General Plan.

Winding Oaks Drive is a private street, serving a limited number of properties and with no through connection that would be impeded by its installation. These conditions and the recent break-in attempts could be considered an “unusual circumstance” that justifies the installation of a gate.

### Planned Unit Development Major Modification

As described in Attachment 2, all of the findings for approval for the PUD Major Modification can be made, including finding that the proposed plan is in the best interest of the public health, safety, and general welfare, the proposal is compatible with the previously developed properties in the vicinity and the natural, topographic features of the site, and adequate public safety measures have been incorporated into the design.

### **ENVIRONMENTAL ASSESSMENT**

The project is within the scope of the Vineyard Avenue Corridor Specific Plan (VACSP) Environmental Impact Report (EIR). No additional environmental review is required under the California Environmental Quality Act (CEQA) Section 15162 because no substantial changes to the Planned Unit Development (PUD) are proposed, no substantial changes have occurred with respect to the circumstances under which the project is undertaken, and no new information of substantial importance shows that the project will have one or more significant effects not discussed in the previous EIR.

### **PLANNING COMMISSION ACTION**

The Planning Commission held a public hearing on September 26, 2025, to review and provide a recommendation to the City Council on the proposed actions. The Planning Commission unanimously recommended approval to the City Council, based on the project's conformance with the PUD findings, the General Plan, and the VASCP, as amended.

### **EQUITY AND SUSTAINABILITY**

This action creates more equity in the approval process for gates within the Vineyard Avenue Corridor Specific Plan area in that it creates criteria for assessment. Allowing the CEDD Director or their designee to evaluate gate installations ensures case-by-case oversight, preventing inequitable outcomes—such as gates that might restrict public access or create social or physical barriers between neighborhoods.

### **OUTREACH**

Notification of this project has been published in *The Valley Times* as an upcoming agenda item for the December 2, 2025, City Council meeting. Additionally, notices of this application were sent to surrounding property owners and tenants within a 1,000-foot radius of the site. At the time this report was prepared, no public comments were received by staff.

### **STRATEGIC PLAN ALIGNMENT**

Approval of this action advances the strategic goal of *Building a Community Where Everyone Belongs* of the ONE Pleasanton Strategic Plan in that allowing reasonable modifications—like gate installations under guided oversight—supports the neighborhood's sense of safety, which can enhance residents' sense of confidence in their community's upkeep and stability.

### **FISCAL IMPACT**

There is no direct fiscal impact associated with the proposed action.

Prepared by:



Emily Carroll, Associate  
Planner

Submitted by:



Ellen Clark, Director of Community and  
Economic Development

Approved by:



Gerry Beaudin, City  
Manager

Attachments:

1. Resolution
2. Ordinance
3. Site Plan

**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PLEASANTON TO APPROVE AN AMENDMENT TO THE VINEYARD AVENUE CORRIDOR SPECIFIC PLAN TO ALLOW THE INSTALLATION OF GATES ON PRIVATE DRIVES AT THE DISCRETION OF THE COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR OR THEIR DESIGNEE. (P25-0294)**

**WHEREAS**, on June 1, 1999, with the adoption of Ordinance 1782, the Vineyard Avenue Corridor Specific Plan (VACSP) was established; and

**WHEREAS**, on August 28, 2025, Tony and Linda Brunetti on behalf of Winding Oaks Drive residents ("Applicant") submitted an application to amend the Vineyard Avenue Corridor Specific Plan to allow the installation of gates on private drives at the discretion of the Community and Economic Development Director or their designee; and

**WHEREAS**, the City of Pleasanton is the lead agency on the Project, and the City Council is the decision-making body for the proposed approval of the Project; and

**WHEREAS**, on October 22, 2025, the Planning Commission held a duly noticed public hearing to consider the Project, all public comments and testimony, and findings; and then recommended approval of the Project to the City Council;

**WHEREAS**, on December 2, 2025, the City Council held a duly-noticed public hearing and considered relevant exhibits, recommendations of the City staff concerning this application, and received testimony from the applicant and interested parties.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON DOES RESOLVE, DECLARE, DETERMINE, AND ORDER THE FOLLOWING:**

**SECTION 1.** The City Council finds that the project is within the scope of the Vineyard Avenue Corridor Specific Plan Environmental Impact Report (EIR). No additional environmental review is required under the California Environmental Quality Act (CEQA) Section 15162 because no substantial changes to the PUD are proposed, no substantial changes have occurred with respect to the circumstances under which the project is undertaken, and no new information of substantial importance shows that the project will have one or more significant effects not discussed in the previous EIR.

**SECTION 2.** The City Council finds that the proposed amendments to the VACSP are consistent with the goals and policies of the General Plan.

**SECTION 3.** The City Council approves Case No. P25-0294, application to amend the Vineyard Avenue Corridor Specific Plan to allow the installation of gates on private drives at the discretion of the Community and Economic Development Director or their designee as shown in Exhibit A, attached hereto and made part of this case by reference;

**SECTION 4.** This resolution shall become effective immediately upon its passage and adoption.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Pleasanton at a regular meeting held on December 2, 2025.

I, Jocelyn Kwong, City Clerk of the City of Pleasanton, California, certify that the foregoing resolution was adopted by the City Council at a regular meeting held on the 2nd day of December 2025, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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Jocelyn Kwong, City Clerk

APPROVED AS TO FORM:

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Daniel G. Sodergren, City Attorney

## Exhibit A:

### EXCERPT FROM VINEYARD AVENUE CORRIDOR SPECIFIC PLAN

about cut-through traffic. The program should also be expanded to consider possible improvements to Vineyard Avenue between Bernal Avenue and Montevino Drive (such as a reduction in the number of travel lanes) in order to reduce the impacts of Vineyard Avenue traffic on nearby residents.

#### E. STREET DESIGN STANDARDS

1. Street cross-sections should be designed as specified in Table V-1 and in accordance with the Public Works Design Guidelines. Adjustments to design standards may be approved in order to preserve existing trees and other significant natural site features in accordance with the PUD development review process.
2. Left-turn lanes and right-turn deceleration lanes shall be provided on the realigned Vineyard Avenue at intersections with the collector loop street and local streets.
3. Direct driveway access to the realigned Vineyard Avenue shall be permitted if necessary only for the Vineyard estate lots.
4. Vehicular access to future homes on Lots 9 and 13 shall be provided by way of a single shared private driveway along the common property line between these two lots.
5. In order to mitigate the impact of noise to an acceptable level along Vineyard Avenue in the northwest portion of the Plan Area, a minimum six-foot high landscaped earth berm shall be constructed along the Vineyard Avenue frontage of Lots 4, 9, 10, 11, and 13 (and Lot 8, if desired by the owner of this developed parcel); and a decorative masonry soundwall with landscaping shall be constructed along the Vineyard Avenue frontage of Lot 1 and designed to complement the existing soundwall and landscaping on the north side of Vineyard Avenue.
6. Gates, or gated developments, which preclude public access, should not be permitted on private streets unless there are unusual circumstances justifying the installation of a gate, as determined by the Community Development Director.
7. Temporary emergency vehicle access roads may be required in areas where planned loop street systems are developed incrementally and where temporary dead-end streets exceed 500 feet in length or the number of homes that they serve exceed 14.

**ORDINANCE NO.****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLEASANTON APPROVING A MAJOR MODIFICATION TO THE APPROVED DEVELOPMENT PLAN FOR PUD-54, TO INSTALL AN ELECTRIC GATE AT THE ENTRANCE TO WINDING OAKS DRIVE, AS FILED UNDER CASE NO. PUD-54-01M.**

**WHEREAS**, on April 25, 2025, Tony and Linda Brunetti on behalf of Winding Oaks Drive residents ("Applicant") applied for a PUD Major Modification approval under Case No. PUD-54-01M to install a gate at the entrance to Winding Oaks Drive ("Property"); and

**WHEREAS**, the Property is designated Low Density Residential and Open Space in the General Plan; and

**WHEREAS**, the Property is located within the PUD-54 area, following the development plan approved by City Council Ordinance 1938; and

**WHEREAS**, on October 22, 2025, with a 5-0 vote, the Planning Commission made the findings, and recommended to the Pleasanton City Council PUD-54-01M be approved; and

**WHEREAS**, on December 2, 2025, the Pleasanton City Council held a duly noticed public hearing on this application and considered all public testimony, agenda reports, and related materials, and the recommendations of City staff and the Planning Commission.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1:** Prior to taking action on the Project, and at a properly noticed public meeting, the City Council reviewed written and oral staff reports, conducted a public hearing on the Project and took testimony, and received into the record all pertinent documents related to the Project (collectively, the "Record Evidence"). The City Council's determination is based on the Record Evidence, which is incorporated into this Ordinance by reference.

**SECTION 2.** The project is within the scope of the Vineyard Avenue Corridor Specific Plan Environmental Impact Report (EIR). No additional environmental review is required under the California Environmental Quality Act (CEQA) Section 15162 because no substantial changes to the PUD are proposed, no substantial changes have occurred with respect to the circumstances under which the project is undertaken, and no new information of substantial importance shows that the project will have one or more significant effects not discussed in the previous EIR.

**SECTION 3:** With respect to the Planned Unit Development application, PUD-54-01M, The City Council makes the following findings and determinations with respect to each of the considerations for approval of a PUD Development Plan as required by Section 18.68.110 of the Pleasanton Municipal Code (PMC):

- 1. Whether the proposed development plan is in the best interest of the public health, safety, and general welfare.**

The City Council finds that the proposed project, as conditioned, meets all applicable City standards concerning public health, safety, and welfare. The proposed gate will be designed to meet the requirements of the California Building Code, California Fire Code, and other applicable codes. As such, the Commission concludes this finding can be made.

**2. Whether the proposed development plan is consistent with the Pleasanton General Plan and any applicable specific plan.**

General Plan Circulation Element Program 7.4, calls for the City to “discourage new gated communities,” and Community Character Element 17.1 calls for “neighborhoods [to be] open and accessible to one another.” Although the General Plan discourages gated communities, their installation is not prohibited, and there are numerous gated private streets and communities throughout Pleasanton that have been approved over time and based on a variety of circumstances and factors justifying their installation. Some gates may have originally been agricultural gates, gates installed before a property was annexed into the City, or gates may have been approved prior to or despite the General Plan program. One such gate is at the base of Silver Oaks Terrace, within one mile of the subject area. Ruby Hill is a gated community located off Vineyard Avenue, and recently, the Merritt project, an age-restricted community, was approved with a gated entrance. As amended by PC Resolution No. 2025-20, the Vineyard Avenue Corridor Specific Plan allows for gates on private streets if there are unusual circumstances justifying the installation. Winding Oaks Drive is a private street serving a limited number of properties, with no through connection that would be impeded by its installation. Together, these site specific conditions, as well as the recent break-in attempt, would be considered an “unusual circumstance” that justifies the installation of a gate, despite the General Plan’s broader policy intent to discourage them. As such, the City Council concludes that this finding can be made.

**3. Whether the proposed development plan is compatible with the previously developed properties in the vicinity and the natural, topographic features of the site.**

The City Council finds that the proposed project is consistent with the existing development, in that there will be limited visual impact. Further, agricultural protection gates are permitted throughout the Vineyard Avenue Corridor Specific Plan area, and as amended by City Council Resolution No. \_\_\_\_\_, the Vineyard Avenue Corridor Specific Plan allows for gates on private streets if there are unusual circumstances justifying the installation. Further, there are security gates at access points to Ruby Hill and a gate at the base of Silver Oaks Terrace. The proposed gate would be in keeping with the amended VACSP and compatible with some of the surrounding subdivisions.

**4. Whether grading in conjunction with the proposed development plan takes into account environmental characteristics and is designed in keeping with the best engineering practices to avoid erosion, slides, or flooring, and to have as minimal an effect upon the environment as possible.**

The City Council finds that there is no impact from grading associated with the proposed gate. Additionally, dust suppression measures will be required as a Condition of Approval.

**5. Whether streets, buildings, and other manmade structures have been designed and located in such a manner to complement the natural terrain and landscape.**

The Council finds the proposal is reasonably sensitive to existing landscaping, maintaining the limited on-site vegetation. As conditioned, the gate will not impact users of the Old Vineyard Avenue Trail or disrupt existing trees or landscaping.

**6. Whether adequate public safety measures have been incorporated into the design or the proposed development plan.**

The proposed project's intent is to enhance the safety of the residents on Winding Oaks Drive by limiting access to the street. As conditioned, the gate will allow first responders to access the court in the event of an emergency. In addition, the proposed gate will be required to meet the requirements of applicable City and State codes. As such, the Council concludes that this finding can be made.

**7. Whether the proposed development plan conforms to the purposes of the PUD district.**

The City Council finds the proposed the proposed project is consistent with the intent of PUD-54. Among the purposes of the PUD designation is to permit flexibility in designing a project compatible with the physical features of the property. In addition, the intent is to maintain adequate privacy, and separation between dwellings. The project will not impact the intent of the district. As such, the Council concludes that this finding can be made.

**SECTION 4:** The City Council approves case PUD-54-01M, the application of Linda and Tony Brunetti for PUD Major Modification approval to install a gate at the entrance to Winding Oaks Drive, subject to the conditions as shown in Exhibit A, attached hereto and made part of this ordinance by this reference.

**SECTION 5.** A summary of this ordinance shall be published once within fifteen (15) days after its adoption in "The Valley Times," a newspaper of general circulation published in the City of Pleasanton, and the complete ordinance shall be posted for fifteen (15) days in the City Clerk's office within fifteen (15) days after its adoption.

**SECTION 6.** This ordinance shall be effective thirty (30) days after its passage and adoption.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Pleasanton on December 2, 2025 by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

---

Jack Balch, Mayor

ATTEST:

---

Jocelyn Kwong, City Clerk

APPROVED AS TO FORM:

---

Daniel G. Sodergren, City Attorney

DRAFT

**EXHIBIT A**  
**DRAFT CONDITIONS OF APPROVAL**

**PUD-54-01M**  
**Winding Oaks Drive**  
**December 2, 2025**

The applicant is hereby notified, as part of this approval, that (s)he is required to satisfy and maintain compliance with the conditions of approval below. Where approval by the Director of Community Development, Planning Division, Director of Engineering/City Engineer, City Attorney, Chief Building and Safety Official, Fire Department or other City staff is required, review shall be for compliance with all applicable conditions of approval, adopted policies and guidelines, ordinances, laws and regulations, and accepted practices related to the approval. In addition to complying with the conditions below, the applicant is required to comply with all applicable federal, state, and local laws that pertain to this project whether or not specifically noted herein.

This approval is granted for a Planned Unit Development Major Modification to PUD-54's approved development plan to install an electric gate at the entrance to Winding Oaks Drive. Development shall be substantially as shown on the project materials listed below:

- a. Project plans, Exhibit B, prepared by Terry Townsend, Architect for Linda and Tony Brunetti dated "Received" on April 24, 2025, and kept on file in the Planning Division of the Community Development Department.

**THIS APPROVAL IS GRANTED SUBJECT TO THE FOLLOWING CONDITIONS:**

1. **APPROVAL AND REVISIONS:** The proposed development shall be in substantial conformance with the "Approved Plans", except as modified by the following conditions. Minor changes to the plans may be allowed subject to the approval of the Director of Community Development if found to be in substantial conformance with the approved exhibits. Planning Division approval is required before any changes are implemented in site design, grading, architectural design, colors or materials, landscape material, etc.
2. **EXPIRATION – RESIDENTIAL PUD MODIFICATION:** The PUD modification approval shall lapse two years from the effective date of this Ordinance.
3. **CONDITIONS OF APPROVAL CHECKLIST:** The applicant shall submit a "Conditions of Approval Checklist" indicating all conditions in Exhibit A have been satisfied, incorporated into the building permit plans or improvements plans, and/or addressed. Said checklist shall be incorporated as one of the first four plan sheets of all building permit and engineering permit plan submittals for review by the City prior to issuance of permits.
4. **APPEAL PERIOD:** The building permit submittal will only be accepted after completion of the appeal period provided in the Municipal Code unless the applicant submits a signed statement acknowledging the plan check fees may be forfeited in the event the approval is overturned on appeal, or the design is significantly changed as a result of the appeal. In no case will a building permit be issued prior to the expiration of the appeal period.
5. **PUD PERIOD:** The building permit submittal will only be accepted after the ordinance approving the Planned Unit Development (PUD) development plan becomes effective, unless the applicant

submits a signed statement acknowledging the plan check fees may be forfeited in the event the ordinance is overturned. In no case will a building permit be issued prior to the PUD ordinance amendment being in effect.

6. **LIABILITY AND INDEMNIFICATION:** To the extent permitted by law, the project applicant shall hold harmless, defend (with counsel acceptable to the City), and indemnify the City, its City Council, its officers, commissions, employee and agents from and against any claim, action, or proceeding brought by a third party against the indemnified parties and/or the applicant to attack, set aside, or void the approval of the project or any permit authorized hereby for the project, including without limitation, reimbursing the City its attorneys' fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its choice.

#### **PLANNING DIVISION – 925-931-5600**

7. **KEYPAD LOCATION:** The keypad shall be positioned where a driver can easily reach the controls without their vehicle obstructing trail users and without their vehicle positioned within the gate swing area. Further, exiting vehicles must pause at the STOP control and wait if trail users are present. The swing of the gate could potentially impact a vehicle stopped at the intersection. The application shall indicate how these conflicts will be addressed prior to issuance of Building Permit.
8. **FINAL INSPECTION:** Final inspection by the Planning Division is required prior to Building Permit Final.
9. **CULTURAL RESOURCES/HUMAN REMAINS:** If any prehistoric or historic artifacts, or other indication of cultural resources are found once the project construction is underway, all work shall stop within 20-meters (66 feet) of the find. A qualified archaeologist shall be consulted for an immediate evaluation of the find prior to resuming groundbreaking construction activities within 20 meters of the find. If the find is determined to be an important archaeological resource, the resource shall be either avoided, if feasible, or recovered consistent with the requirements of the State California Environmental Quality Act (CEQA) Guidelines. In the event that human remains are discovered during grading and construction of the project, work shall stop immediately. There shall be no disposition of such human remains, other than in accordance with the procedures and requirements set forth in California Health and Safety Code Section 7050.5, Public Resources Section 5097.98, and Title 14 California Code of Regulations Section 15064.5. These code provisions require notification of the County Coroner, who may then notify the Native American Heritage Commission, who in turn must notify the persons believed to be most likely descended from the deceased Native American for appropriate disposition of the remains. A similar note shall appear on the building permit and/or improvement plans.

#### **Fees**

10. **FEES:** The applicant shall pay any and all fees to which the property may be subject, prior to issuance of grading and/or building permits, or prior to recordation of the final map, whichever is applicable. The type and amount of the fees shall be those in effect at the time the permit is issued.

#### **BUILDING AND SAFETY DIVISION – 925-931-5300**

11. **BUILDING AND FIRE CLEARANCE:** Prior to issuance of a business license, the applicant shall contact the Building and Safety Division and the Fire Department to ensure the proposed use of

the tenant space meets Building and Fire Code requirements. If required, the applicant shall obtain all appropriate City permits.

## **ENGINEERING DEPARTMENT – LAND DEVELOPMENT – 925-931-5650**

12. CONDITIONS OF APPROVAL: These conditions of approval shall be depicted on a plan sheet(s) in the submitted plans for construction. (Address this condition prior to plan approval)
13. PUBLIC WORKS DIVISION FEES FOR SERVICE: The Public Works Division assesses fees for services including plan-check, permit issuance, and inspection according to the City's adopted Master Fee Schedule. These fees are separate and distinct from fees assessed by the Community Development Department (including Planning and Building Division fees). The applicant is responsible for payment of all Public Works Division fees prior to services rendered or permit issuance, whichever is first. (Address this condition prior to plan approval)
14. ENCROACHMENT PERMIT: Any work performed within the City's right-of-way, City easements, or City-owned property shall be subject to an Encroachment Permit as defined in Pleasanton Municipal Code Chapter 13.04. All encroachment permit work is subject to adopted City of Pleasanton Standard Specifications and Details, and shall be performed by properly-licensed contractors as determined by the City Engineer. Said contractors must provide evidence of proper licensure, insurance and City-issued Business License upon application for a permit. (Address this condition prior to permit issuance)
15. UTILITY ENCLOSURES: Proposed utility enclosures including vaults, meter boxes, splice boxes, and pedestals shall be installed in the public right-of-way, in a public service easement (PSE), or in a utility company specific easement. The locations for utility enclosures shall be considered in the following order of preference: (1) PSE area behind public sidewalk; (2) parkstrip area between the roadway curb & gutter and the sidewalk; (3) within the public sidewalk set flush to grade; (4) within driveway approach areas set flush to the surface with traffic-rated lids. In no case shall an above-ground pedestal or utility cabinet obstruct sight-line visibility for vehicle drivers at intersections or driveways. Above-ground pedestals or utility cabinets are preferred within the side- yard area of a corner residential lot rather than the front-yard. Deviations from this standard must be approved by the City Engineer. (Address this condition prior to plan approval)
16. DRY UTILITIES (ELECTRICITY, CATV, TELECOM): All dry utilities including electricity, telecommunications, cable television, street lights, alarm systems, etc. required to serve the project shall be installed underground from the point-of-connection at the utility purveyor's network to the service point. Aerial drops from utility poles will not be allowed without prior approval of the City Engineer. (Address this condition prior to plan approval)
17. TEMPORARY TRAFFIC CONTROL: Work in the public right-of-way or publicly- accessible easement areas require submittal, review, approval, and implementation of a temporary traffic control plan. The plan shall be in writing and subject to review and approval of the City's Traffic Engineer. The plan must conform to the California Manual on Uniform Traffic Control Devices (CA MUTCD), with specific emphasis on Part 6 "Temporary Traffic Control".

If Flaggers will be utilized, said personnel must be trained in the proper fundamentals of flagging moving traffic before entering the right-of-way. The City may demand to see evidence of said training before allowing said personnel into the right-of-way.

Any alterations to pedestrian paths of travel must conform to current standards for the disabled. Any walking member of the public with a visual impairment (cane or guide dog) must be escorted through the construction zone. (Address this condition during construction)

18. HIGH VISIBILITY SAFETY APPAREL: All workers on foot who are exposed to the hazard of vehicular traffic shall wear warning garments such as vests, jackets, or shirts manufactured in accordance with the requirements of the American National Standards Institute (ANSI)/International Safety Equipment Association (ISEA) 107-2004 Performance Class 2, high visibility safety apparel and headwear, or any updates adopted by Cal OSHA. During hours of darkness, warning garments shall be retroreflective with visibility from a minimum 1,000 feet. (Address this condition during construction)
19. EXCAVATION SAFETY: All excavations must be performed in conformance with California Government Code Section 4216 et seq. No excavation shall occur until proper notice is provided to Underground Service Alert ([usanorth811.org](http://usanorth811.org)) by calling either 811 or 800-642-2444 at least 72-hours prior to the work so buried utilities can be marked. All excavations shall be covered or barricaded to prevent entry when work is inactive. Open excavations in the public right-of-way must be covered by skid-resistant steel plates that are firmly affixed to the surface with leading edges ramped. Excavations 5-feet and deeper require a protective system as defined by Cal-OSHA. If a shoring system or trench boxes will be utilized as the protective system, said system shall either be manufactured and installed according to manufacturer recommendations, or designed by a registered professional engineer and installed according to approved plans. No excavation shall be performed atop or adjacent to a high-risk facility until authorized by the owner of the facility. High-risk facilities are defined as gas transmission pipelines and hazardous liquid pipelines as regulated by the U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration (US DOT PHMSA) (Address this condition during construction)
20. POLLUTANT REDUCTION IN STORMWATER: At no time during construction of the project shall pollutants be allowed to enter, clog, or contaminate storm drain pipe networks or open stormwater channels in violation of Pleasanton Municipal Code §9.14.080 et seq. The applicant shall contain all trash and debris for proper disposal to authorized landfills or recyclers. Erosion control features shall be deployed during the rainy season that extends from October 1st to April 15th each year, or any time rain is forecast outside of this period. Best Management Practices (BMPs) shall be strictly followed. Street sweepers must be employed if soil or debris is tracked onto the public roads from vehicles exiting the site. Standard BMPs are available from the California Stormwater Quality Association (CASQA), the United States Environmental Protection Agency (EPA), Caltrans, and others. Notes and/or illustrations shall be added to the plans that describe the BMPs to be utilized during construction. The use of manufactured erosion control woven blankets and straw wattles that utilize plastic monofilament netting is specifically prohibited. (Address this condition during construction)
21. DUST CONTROL: Dust control measures must be employed during all phases of construction to prevent airborne nuisance to neighboring properties. All stockpiles or unused materials that can create dust shall be covered or removed. Exposed soil areas shall be routinely watered until surfacing materials or landscaping is installed. Use of dust palliatives shall conform to Caltrans Standard Specification Section 18. Any damage caused by airborne dust to neighboring properties shall be cleaned with costs paid by the applicant. If the applicant fails to address dust as directed by the City, the City shall have the right to enter the property to effectuate the correction, with all costs paid by the applicant or levied as

a lien against the applicant's property. (Address this condition during construction)

22. **PROPERTY NUISANCE:** At no time during construction of the project shall the condition of the property become a nuisance as defined in Pleasanton Municipal Code §9.28.020. The City shall have the right to inspect the property for conditions that violate the code standard. If a nuisance is found, the applicant shall immediately submit a plan of correction. Depending on the severity of the nuisance, the City may suspend all construction work until the condition is corrected. Any of the following conditions shall be considered severe: Leaking chemicals that can cause environmental damage; open excavations or any excavation deeper than 4 feet that lacks proper shoring; unsecured materials that can fall to the ground causing damage or injury; open or exposed utilities that could cause electrical shock or contamination of sewer, potable water systems, groundwater wells, or storm drainage networks. If the applicant fails to address the nuisance as directed by the City, the City shall have the right to enter the property to effectuate the correction, with all costs paid by the applicant or levied as a lien against the applicant's property. (Address this condition during construction)
23. **NOISE:** Construction noise is regulated under Pleasanton Municipal Code Chapter 9.04. Noise is prohibited outside of the hours of 8:00 am and 8:00 pm daily except Sundays and holidays when noise is prohibited outside the hours of 10:00 am and 6:00 pm. Noise is defined as a level exceeding 83 dBA at a distance of 25 feet or 86 dBA at any point beyond the boundary of the property under construction. If the applicant fails to address the noise as directed by the City, the City shall have the right to enter the property to effectuate the correction, with all costs paid by the applicant or levied as a lien against the applicant's property. Exceptions to these regulations require a special permit granted by the City for circumstances when strict compliance would be impractical or unreasonable, and contingent upon proper noticing to surrounding property owners that includes the dates and times when noise levels will be exceeded and the specific reasons why an exception to the regulation has been granted. (Address this condition during construction)
24. **DAMAGE TO EXISTING PUBLIC OR PRIVATE IMPROVEMENTS:** The applicant shall repair damage to existing public or private improvements on and near the project site and along the haul route at the applicant's expense if caused by construction activities. (Address this condition prior to acceptance of improvements or issuance of an Occupancy Permit)
25. The City operates a buried public sanitary sewer main within Winding Oaks Drive. The pipe resides within a Public Service Easement (PSE) granted to the City on the referenced final map. The northern gate post appears to conflict with this buried pipe. The City requires ample clearance between permanent structures (such as the gate post) and the public sewer pipe for maintenance access. A minimum of 5' horizontal clearance between the edge of the fence post foundation and the outside wall of the pipe shall be provided.
26. Buried electrical, gas, and telecommunication facilities were constructed in a 24"-wide trench that aligns with the curb-and-gutter along the north side of Winding Oaks Drive. The proposed northern gate post and keypad could potentially conflict with these existing facilities. The applicant shall have the utilities located by the various utility purveyors (PG&E, AT&T, Comcast, etc.) to assure the gate and keypad have adequate clearance to the existing facilities.

## **FIRE DEPARTMENT AND POLICE DEPARTMENT**

PUD-54-01M

27. KNOX BOX AND KEYPAD: Gate must be accessible via both Knox box by-pass key switch and keypad. The keypad code must be provide to the Pleasanton Police Department.
28. FIRE CODE: All construction shall conform to the requirements of the 2016 Pleasanton Fire Code and local ordinances. All required permits shall be obtained prior to work commencement.

**LANDSCAPE ARCHITECTURE DIVISION – 925-931-5672**

29. LANDSCAPING: Detail regarding impact to landscape and irrigation plans shall be included in the building permit plans. Landscape and irrigation must be replaced on-site should any be impacted by the gate placement, at the discretion of the City Landscape Architect. The drawings shall be subject to the review and approval of the City Landscape Architect prior to building permit issuance.

[END]

# ATTACHMENT 3

**Terry J. Townsend**  
 Architect  
 147 Old Bernal Ave., Suite 6  
 Pleasanton, CA 94566  
 Tel: 925-464-5438

## Winding Oaks Gate

Winding Oaks Drive  
 Pleasanton, California

### Notes:

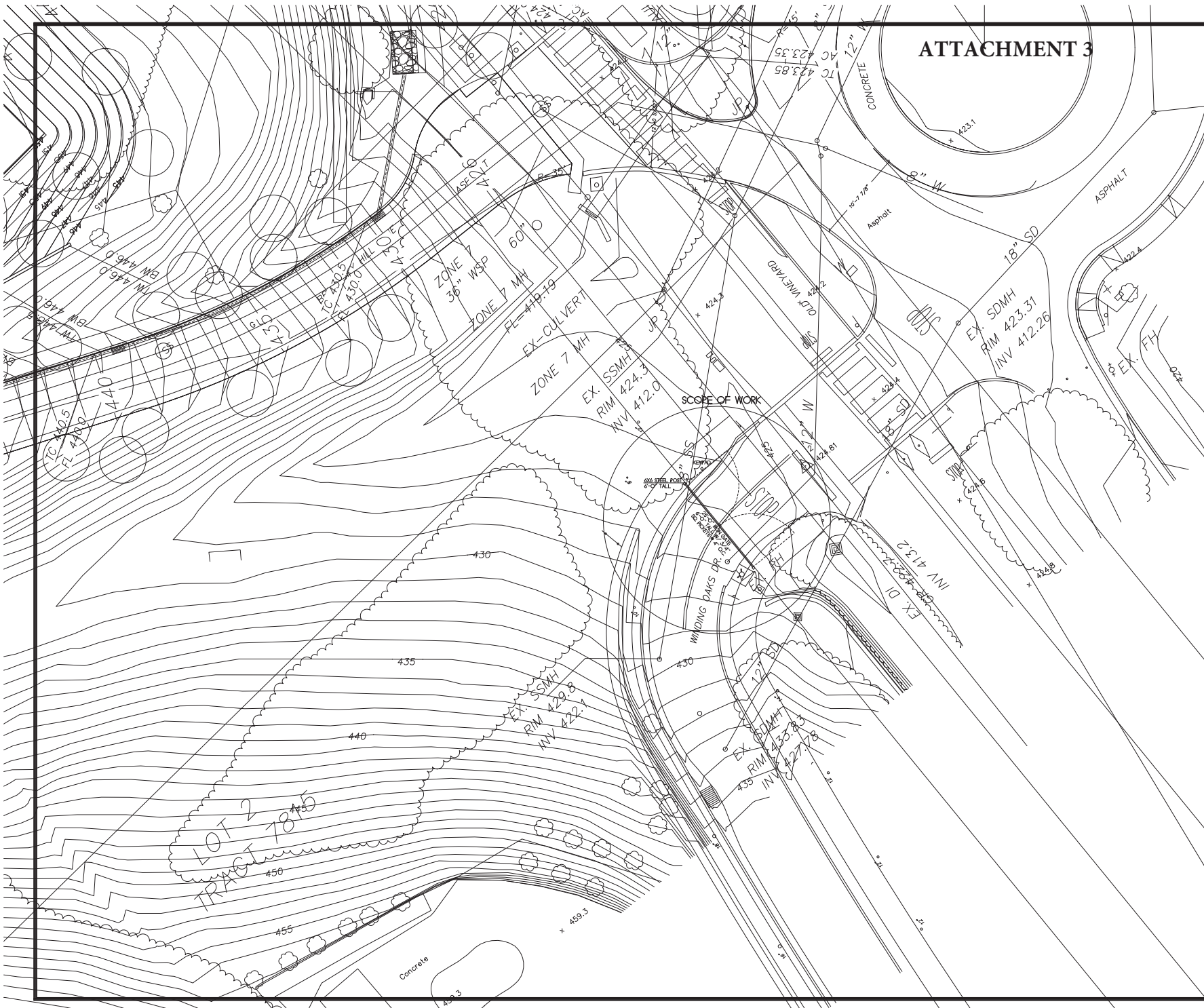
This site plan is not a survey. It is provided for building and site work layout only. The contractor shall verify on site all grades, existing improvements, property lines, easements, setbacks, utilities, and substructures. Where discrepancies occur, contact the Architect.

Install Littermaster LASCO dual operating system w/ one control box and two actuator arms.

Provide Watchman W450 Intercom system on one iron post.

Provide two 60 W solapanels with two regulators and battery back up.

Provide one fire department key switch.



| Rev       | Description | Date |
|-----------|-------------|------|
| Site Plan |             |      |

Site Plan

|             |            |        |   |
|-------------|------------|--------|---|
| Job Number: | 20247      | Sheet: |   |
| Scale:      | 1/8"=1'-0" |        |   |
| Drawn:      | Terry      |        |   |
| Checked:    | Terry      |        |   |
| Date:       | 9-9-24     | Of     | 1 |

A1

CITY COUNCIL AGENDA REPORT

December 2, 2025  
Public Works - Engineering Division

**TITLE: REJECT ALL BIDS FROM THE JULY 16, 2025, AND THE AUGUST 20, 2025, BID SOLICITATIONS AND AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH FE CONTROLS CORPORATION FOR THE OPERATIONS SERVICE CENTER (OSC) FIRE ALARM AND NOTIFICATION SYSTEM PROJECT, CIP NO. 23457, THE LIBRARY FIRE ALARM UPGRADE PROJECT, CIP NO. 26386, AND FOR FIRE ALARM RETROFITS AT THE OPERATIONS SERVICE CENTER LIVERMORE-PLEASANTON FIRE DEPARTMENT (OSC-LPFD) AND PLEASANTON POLICE STATIONS IN AN AMOUNT NOT TO EXCEED \$742,826.73**

**SUMMARY**

This project consists of the retrofit and replacement of the City's existing fire alarm systems at 12 buildings totaling approximately 140,000 square feet at the City's Operations Service Center (OSC), Library, and Police Station. The scope of work also includes minor modifications to the fire sprinkler systems to support fire alarm monitoring and the replacement of the Library's fire sprinkler backflow. A new communication system will be installed at the OSC facilities to enhance emergency response capabilities.

The construction contract includes the design of the retrofit systems and review and approval by the City and the Livermore-Pleasanton Fire Department (LPFD) prior to the start of construction. The Request for Bids was publicly advertised, and proposals were received on October 23, 2025. Staff recommends awarding the construction contract to FE Controls Corporation, located in Fremont, California, in the amount of \$742,826.73.

**RECOMMENDATION**

1. Reject all proposals from the July 16, 2025, and the August 20, 2025, bid solicitations.
2. Award and authorize the City Manager to enter into a construction contract with FE Controls Corporation of Fremont, CA, in the amount of \$742,826.73 for the OSC Fire Alarm & Notification System Project, CIP No. 23457, the Library Fire Alarm Upgrade Project, CIP No. 26386, and for fire alarm retrofits at the Operations Service Center Livermore-Pleasanton Fire Department (OSC-LPFD) and Pleasanton Police Station.
3. Authorize the Director of Public Works to execute a task authorization with an existing on-call architectural or construction management firm in the amount of \$100,000 for design and construction support services.
4. Authorize the Director of Public Works to execute an amendment to the maintenance contract to add new control panels for remote monitoring devices by the City's contracted fire alarm monitoring and maintenance service upon completion of the fire alarm upgrades.
5. Authorize the Director of Public Works or authorized designee to approve and execute contract change orders within a project contingency amount not to exceed \$200,000

(approximately 20 percent), included in the project's funding.

## **BACKGROUND**

Staff identified the need to replace the fire alarm system at the City's Operations Service Center (OSC), which is critical to City operations and community services. The existing fire alarm system is an outdated, zoned system that is no longer in a serviceable condition. It requires the replacement of panels, alarms, horns, and other associated equipment, along with the relocation of devices to meet current standards.

The OSC Fire Alarm & Notification System project, CIP No. 23457, was approved to retrofit the existing fire alarm control system and implement a site-wide communication system, enhancing the City's response to emergencies. In June 2025, CIP No. 23457 was re-approved, and the Library Fire Alarm Upgrade project, CIP No. 26386, was approved as part of the fiscal year (FY) 2025/26 – FY 2029/30 Capital Improvement Program. The Library serves the entire Pleasanton community and serves as a community cooling center. The fire alarm system was identified in 2022 as needing to be upgraded due to its age and the lack of monitoring of the fire sprinklers. Backflow preventers are required for all potable water services for cross-connection protection, and the existing backflow device serving the fire sprinkler system is located underground and must be replaced with an above-ground backflow assembly to meet current standards.

Staff reviewed the scope of work needed to retrofit both fire alarm systems and prepared a single Request for Proposals (RFP) that incorporates the design and work for both locations. In an effort to reduce costs and increase efficiency, the Operations Service Center Livermore-Pleasanton Fire Department (OSC-LPFD) buildings and the Pleasanton Police Station were also added to the RFP scope of work.

The RFP was published on June 13, 2025, with two pre-bid meetings scheduled. Only one responsive proposal was received by the July 16, 2025, deadline; therefore, the City rebid the RFP. The reissued RFP was published on August 2, 2025, with one additional pre-bid meeting scheduled. Four proposals were received on August 20, 2025, that did not meet city requirements. The project was rebid as a formal competitive bid and published on October 4, 2025. Sealed bids were received on October 23, 2025, and read out loud. Six responsive bids were received, ranging from \$742,827 to \$899,999, all of which were under the Engineer's Estimate of \$900,000. The low bid is approximately 17 percent below the estimate.

## **DISCUSSION**

The Fire Alarm Retrofit Project provides a turnkey solution for upgrading four obsolete fire alarm systems at three City campuses (12 buildings and approximately 140,000 square feet). The project includes investigation, design, shop drawings, permits, installation, and testing services. Due to the specialized systems and the requirement for shop drawings, no traditional design documents were prepared. Instead, original building plans were provided to the design and construction team to develop fire alarm shop drawings for permitting and review.

### **Operations Service Center (OSC) - 3333 Busch Road**

The Operations Service Center (OSC), constructed in 1991, consists of eight buildings totaling approximately 86,600 square feet. These buildings house the Public Works Department's

Operations and Maintenance and Utilities and Environmental Services Divisions, and the Pleasanton Police Department's training and storage functions (OSC-PD). The campus is served by a zoned fire alarm system with a non-functioning control panel. Although the buildings are fully sprinklered, this system does not monitor all of the exterior fire risers.

The scope of work at this location includes:

- Relocating the fire alarm control panel (FACP)
- Upgrading to an addressable fire alarm system with remote monitoring
- Adding a one-way voice communication system throughout offices, shops, and exterior areas to enhance emergency response

Two additional OSC buildings, the LPFD Training Center and a one-story classroom (approximately 2,500 square feet, built in 1988), are not sprinklered and are connected to a separate unmonitored fire alarm system that also controls the training tower used for live-burn activities. The scope includes a new addressable system and FACP with remote monitoring, separated from the training tower system, which will remain in place.

Materials staging, waste bins, and contractor parking will be inside the OSC gates near Busch Road, away from neighboring properties. Exterior work will follow city ordinance hours. Limited disruption is expected to staff, with no impact on community services. The training tower, miscellaneous site structures, emergency generator, and fuel tanks are not part of this project.

### **City Library - 400 Old Bernal Avenue**

The Library, constructed in 1988 and remodeled in 2019, is the City's largest building at approximately 30,200 square feet. It is sprinklered and currently served by an outdated, zoned fire alarm system with remote monitoring.

The scope of work at this location includes:

- Relocating the FACP and upgrading to an addressable system
- Adding devices to meet current code
- Replacing the underground backflow assembly with a new above-grade assembly

Interior work will occur outside public hours, and the Library will remain open during regular hours. Impacts on staff will be minimal. Exterior work will follow city ordinance hours. Staging will be secured within contractor-provided fencing, and a fire watch will be required when systems are offline. The adjacent library storage building is not included in this scope.

### **Pleasanton Police Station - 4833 Bernal Avenue**

The Police Station building, constructed in 1983 with additions in 1997, is approximately 20,300 square feet. It includes an elevator, fire sprinklers, and an original fire alarm system monitored by Police Dispatch.

The scope of work at this location includes:

- Upgrading to an addressable fire alarm system

- Providing remote monitoring of the FACP
- Installing new elevator fire alarm devices
- Adding monitoring to the existing fire riser and exterior backflow

Staging will occur within the station's secured perimeter. Waste bin placement and contractor parking will be coordinated with Public Works and the Police Department (PD). Construction crews will access the site through the main entrance, and all personnel will undergo PD background checks. While some staff disruption may occur, no impact is expected on police services. The emergency generator and fuel station are not included in this project.

### Proposals

Staff recommends rejecting the original proposals received under the July 16, 2025, solicitation, which yielded two non-responsive packages.

Staff recommends rejecting the rebid proposals from August 20, 2025. Four proposals were received, and a bid was protested that identified a discrepancy in the evaluation criteria. The evaluation process was removed, and the project was competitively rebid.

Sealed bids were received for the rebid on October 23, 2025, and publicly read out loud. Of the seven packages received, six were deemed responsive bids with all below the engineer's estimate of \$900,000. Staff recommends awarding to FE Controls Corporation with the lowest base bid of \$742,826.73. The Bid Summary is detailed in Attachment 1.

### Schedule

The Fire Alarm Retrofit project will start design investigation and documentation in January 2026, following full execution of the contract. Permit submittals are planned for March 2026. At that time, a construction schedule will be finalized with the contractor, and materials will be ordered. Mobilization is planned at the most critical OSC site in April 2026, followed by the Library and the PD buildings. Construction of the entire project is planned to be completed in October 2026.

### Project Management

The Fire Alarm Retrofit project comprises four projects bundled into one contract, with multiple building permits requiring monitoring on overlapping schedules. Additional support is required due to the varying working hours and construction durations at each location. Staff recommends using existing on-call construction management or architectural professional support services for the Fire Alarm Retrofit project after executing the general contractor contract. The consultant will review the plans, coordinate external reviews and access, and assist in administering and inspecting the project.

### Fire Alarm Monitoring

Upon completion of the work, it is anticipated that the City's contracted remote fire alarm monitoring and maintenance contractor will install new monitoring devices to bring these systems in line with current City standards.

### Permit and Review Fees and Specialty Inspections

Required permit costs and review fees by LPFD will be determined during the design of the updated fire alarm and fire sprinkler systems. It is anticipated that specialty inspection

requirements will also be identified at this stage.

### Contingency

Staff recommends a design and construction contingency of 20 percent of the estimated project costs. A higher contingency is recommended as the project is at the initial scoping phase, and a majority of the work area was not readily available for review by bidders; proposed locations of conduit runs and panels will be determined during the design process within areas currently inaccessible.

## **EQUITY AND SUSTAINABILITY**

This project supports the City's equity and sustainability goals by ensuring safe, reliable, and accessible public facilities for all who work in or visit City buildings. Maintaining modern fire alarm and communication systems enhances community resilience and aligns with the Climate Action Plan (CAP 2.0) goal of promoting safe and sustainable public infrastructure.

## **OUTREACH**

No outreach was conducted during the fire alarm RFP process, as this item is a routine matter of City business. Adjacent neighbors, the school district, and Library patrons will be given notice prior to the start of construction.

## **STRATEGIC PLAN ALIGNMENT**

Approval of this action advances the ONE Pleasanton citywide strategic goals of *Investing in Our Environment – Strategy 1* by implementing the City's four-year Capital Improvement Program (CIP) through the design and construction of budgeted projects (CIP Nos. 23457 and 26386). It also supports *Safeguarding Our City – Strategy 1* by enhancing the City's emergency preparedness capabilities and ensuring that essential public facilities are properly equipped to respond to disasters.

## **FISCAL IMPACT**

The OSC Fire Alarm & Notification System, CIP No. 23457, is funded as part of FY 2022/23 and received additional funding allocation in FY 2024/25. The Library Fire Alarm Upgrade, CIP No. 26386, is funded as part of FY 2025/26. The total programmed amount for both projects is \$1.85 million. The total anticipated project expenditure for the recommended proposal is \$1.25 million, which includes design and construction contingency, soft costs, and on-call professional services. This also includes the addition of the Police Station and LPFD Training Center fire alarm upgrades. A project contingency of 20 percent will address both the unforeseen scope of work identified during the detailed design and permitting phases, as well as the existing conflicts that may arise once the walls and ceilings are opened up during construction. The funding and anticipated project expenditures are detailed in Attachment 2.

Prepared by:



Adam Nelkie, Assistant Dir.  
of Public Works -  
Engineering

Submitted by:



Siew-Chin Yeong, Director of Public  
Works

Approved by:



Gerry Beaudin, City  
Manager

Attachments:

1. Bid Summary
2. Financial Expenditure Summary

| Bid Summary                                                                                                                                |                                     | Bidder                                 | 1                                           | 2                                      | 3                                                                     | 4            |
|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------|---------------------------------------------|----------------------------------------|-----------------------------------------------------------------------|--------------|
| Fire Alarm Retrofit and Communication<br>System at Multiple City Buildings,<br>Project No. 23457 & 26386<br>Re-Bid<br>Bid Date: 10/23/2025 | Engineer's Construction<br>Estimate | FE Controls Corporation<br>Fremont, CA | Wilson General Contracting Inc<br>Tracy, CA | Rex Moore Group, Inc<br>Sacramento, CA | Reliable Monitoring Services<br>(RMS Construction)<br>Signal Hill, CA |              |
|                                                                                                                                            | TOTAL BASE BID:                     | \$ 900,000.00                          | \$742,826.73                                | \$745,000.00                           | \$821,530.00                                                          | \$881,494.00 |

| Bidder                                       | 5                                                   | 6                                | 7 | 8 |
|----------------------------------------------|-----------------------------------------------------|----------------------------------|---|---|
| Nextech Security Solutions<br>Pleasanton, CA | Integra Construction Service, Inc<br>Pleasanton, CA | RCM Fire Protection<br>Tracy, CA |   |   |
| \$825,000.00                                 | \$899,999.00                                        | non-responsive                   |   |   |

**OSC FIRE ALARM & NOTIFICATION SYSTEM, CIP NO. 23457 &  
LIBRARY FIRE ALARM UPGRADE, CIP NO. 26386**

12/02/25

| <b><u>Project Funding to Date</u></b>                                                                         | <b><u>Amount</u></b>      | <b><u>Totals</u></b> |
|---------------------------------------------------------------------------------------------------------------|---------------------------|----------------------|
| <b><i>OSC Fire Alarm &amp; Notification System, CIP No. 23457</i></b>                                         |                           |                      |
| 2022-23 CIP Allocation - Miscellaneous CIP- General Fund (Fund 201)                                           | \$800,000                 |                      |
| 2024-25 CIP Allocation - Miscellaneous CIP- General Fund (Fund 201)                                           | \$300,000                 |                      |
| <b><i>CIP No. 23457 Sub-Total</i></b>                                                                         | <b><i>\$1,100,000</i></b> |                      |
| <br><b><i>Library Fire Alarm Upgrade, CIP No. 26386</i></b>                                                   |                           |                      |
| 2025-26 CIP Allocation -Miscellaneous CIP- General Fund - Per CCAR061725 Item 23 (Fund 201)                   | \$580,000                 |                      |
| 2025-26 CIP Allocation - Public Facilities Impact Fees (PFIF) - Per CCAR061725 Item 23 (Fund 203)             | \$170,000                 |                      |
| <b><i>CIP No. 26386 Sub-Total</i></b>                                                                         | <b><i>\$750,000</i></b>   |                      |
| <b>TOTAL FUNDING TO DATE</b>                                                                                  |                           | <b>\$1,850,000</b>   |
| <br><b><u>Project Expenditures to Date</u></b>                                                                |                           |                      |
| Advertisting, paid under CIP 23457                                                                            | \$1,769                   |                      |
| OSC Site Underground Investigation (Harvey Electric, C#2024625, OSC As-Needed Contract), paid under CIP 23457 | 61,844                    |                      |
| <b>Total Project Expenditures to Date</b>                                                                     | <b>\$63,612</b>           |                      |
| <br><b><u>Anticipated Project Expenditures</u></b>                                                            |                           |                      |
| Pre-Construction                                                                                              | \$60,329                  |                      |
| FE Controls Corporation - Design & Construction Contract                                                      | \$742,827                 |                      |
| Fees & Speciality Inspections                                                                                 | \$48,232                  |                      |
| Post-Construction, Fire Alarm Remote Monitoring System                                                        | \$35,000                  |                      |
| Project Management (On-Call Professional Services)                                                            | \$100,000                 |                      |
| Design & Construction Project Contingency (approx. 20%)                                                       | \$200,000                 |                      |
| <b>Total Anticipated Project Expenditures</b>                                                                 | <b>\$1,186,388</b>        |                      |
| <b>TOTAL PROJECT EXPENDITURES</b>                                                                             |                           | <b>\$1,250,000</b>   |
| <br><b><u>Funding Balance/ (Shortfall)</u></b>                                                                |                           |                      |
| Project Balance                                                                                               |                           | <b>\$600,000</b>     |

CITY COUNCIL AGENDA REPORT

December 2, 2025  
Public Works - Operations Division

**TITLE: AUTHORIZE THE CITY MANAGER TO ENTER INTO A PURCHASE ORDER WITH RUSH ENTERPRISES, INC. FOR THE PURCHASE OF ONE FORD F-350 TRUCK AND TWO FORD F-550 TRUCKS; AND WITH NATIONAL AUTO FLEET FOR THE PURCHASE OF THREE FORD F-150 LIGHTNING ELECTRIC PICKUP TRUCKS, FUNDED THROUGH THE WATER AND SEWER INTERNAL SERVICE FUNDS (FUND 434 AND 424) FOR A TOTAL OF SIX VEHICLES FOR A COMBINED NOT-TO-EXCEED AMOUNT OF \$571,026(INCLUSIVE OF A 15 PERCENT CONTINGENCY)**

**SUMMARY**

The City manages and maintains a fleet of 445 vehicles and essential equipment for citywide operations. As part of the City's Asset Management Plan, and based on vehicle maintenance records, three utility trucks were identified as high-risk due to age, escalating repair costs, and diminished reliability. The three vehicles have exceeded their useful service life and now require engine replacements to remain in operation. Each unit incurs more than \$10,000 in annual maintenance costs, rendering continued operation financially unsustainable. Staff recommends replacing the vehicles with one Ford F-350 truck and two Ford F-550 trucks for heavy-duty tasks. The purchase of one F-350 and the two F-550s triggers California's Advanced Clean Fleets regulation, effective January 1, 2024. The regulation requires the City to purchase three Ford F-150 Lightning electric vehicles (EVs) to ensure compliance. The three Ford F-150 EVs will replace three Ford F-150s (Units 304, 102, and 103) that have exceeded their useful life. These vehicles are critical to Public Works' daily operations, including transporting personnel, hauling equipment, and supporting maintenance and repair services. This ensures the fleet size does not grow while advancing Pleasanton's Climate Action Plan 2.0 goals. Approved funding identified in the FY 2025/26 budget will come from Internal Service Funds, Sewer Fund and Water Fund.

**RECOMMENDATION**

Authorize the City Manager to enter into a purchase order with Rush Enterprises, Inc. for the purchase of one Ford F-350 truck and two Ford F-550 trucks; and with National Auto Fleet for the purchase of three Ford F-150 Lightning electric pickup trucks, funded through the Water and Sewer Internal Service Funds (Fund 434 and 424) for a total of six vehicles for a combined not-to-exceed amount of \$571,026(inclusive of a 15 percent contingency).

**BACKGROUND**

California's Advanced Clean Fleets regulation requires municipalities to transition medium- and heavy-duty fleets to ZEVs (zero-emission vehicles) with a 50 percent mandate in effect since January 2024 and full compliance required by 2027.

Staff, working with the consultant Kayuga Solutions (Kayuga), conducted a high-level asset management analysis of the City's fleet and developed a ten-year Repair and Replacement

Plan. This plan identified all assets scheduled for replacement, taking into account factors such as installation year, useful life, condition, condition rating, and risk rating. The F-250 and F-550s (Units 308, 120, and 109) and the F-150s (Units 304, 102, and 103) were prioritized and ranked as high-risk, requiring immediate replacement. The City's fleet replacement plan is scheduled to retire vehicles reaching the end of their service life by 2025, making these replacements timely and necessary. The City's aging fleet includes one modified F-250 and two F-550 trucks (Units 308, 120, and 109), all of which are more than 20 years old. These vehicles frequently break down, have surpassed their useful life, and require immediate \$20,000 engine replacements.

The plan, which consolidated more than 191,000 municipal assets into a unified database for lifecycle tracking and long-term budgeting, further determined that the City faces an estimated \$15.7 million in fleet replacement costs for Fiscal Year 2025/26. Given available resources, staff is prioritizing the recommended vehicles. This data-driven approach reinforces the need to prioritize replacement of critical vehicles and infrastructure before failure, ensuring operational reliability and financial sustainability.

## **DISCUSSION**

Continuing to operate the existing aged F-250 and two F-550s (Units 308, 120, and 109 vehicles) will have the following risks:

- **Financial Impact:** To remain in service, each vehicle requires a \$20,000 engine replacement, in addition to annual maintenance costs averaging \$10,000 per unit. These costs exceed the value of extending the vehicles' lives.
- **Operational Risk:** Frequent breakdowns increase downtime, causing inefficiency in operation and the inability to deliver services to the residents and community.
- **Safety and Liability:** Operating outdated vehicles increases the risk of roadside breakdowns and heightens the City's liability exposure. Failures during active service could endanger employees and the public, and result in complaints about delayed or disrupted services.
- **Regulatory Risk:** Noncompliance with California's Advanced Clean Fleets regulation could result in fines of up to \$10,000 per vehicle per day, DMV registration holds, or restrictions on fleet operations.

To support Public Works' maintenance and repair operations, the standard F-350s and the F-550s are needed to provide critical towing and load-handling capacity for heavy operations in which ZEVs are not an available option. As required by California's Advanced Clean Fleets to meet the State's 50 percent ZEV mandate, three F-150 Lightning vehicles are required as part of this purchase. These vehicles will replace the existing, aging fleet (Units 304, 102, and 103), which have high maintenance costs, for a total of six (6) vehicles purchased.

**Table 1. Vehicle Cost Breakdown**

| Item                          | Sewer            | Water            | Totals           |
|-------------------------------|------------------|------------------|------------------|
| Vehicle Purchase (2) F-550    | \$105,867        | \$100,379        | \$206,246        |
| Vehicle Purchase (1) F-350    | \$85,962         | -                | \$85,962         |
| Vehicle Purchase (3) F-150 EV | \$136,224        | \$68,112         | \$204,336        |
| 15% Contingency               | \$49,208         | \$25,274         | \$74,482         |
| <b>Total Not-to-Exceed</b>    | <b>\$377,261</b> | <b>\$193,765</b> | <b>\$571,026</b> |

The one F-350 and two F-550 vehicles will be purchased through Rush Enterprises, Inc. under Sourcewell Contract No. 032824-RTG, allowing expedited procurement and competitive pricing. The three Ford F-150 Lightning electric trucks will be purchased through National Auto Fleet under Sourcewell Contract No. 091521-NAF. Sourcewell is a competitively bid cooperative purchasing agreement that ensures contract compliance and pricing competitiveness.

### **EQUITY AND SUSTAINABILITY**

This purchase supports the City's Climate Action Plan 2.0 by integrating electric vehicles and reducing greenhouse gas emissions. The investment promotes equity by providing clean, reliable transportation across departments and reaffirms Pleasanton's leadership in environmental stewardship.

### **OUTREACH**

No additional outreach was conducted. The purchase aligns with the City's long-range fleet and equipment replacement strategy and utilizes an established cooperative purchasing agreement to streamline the procurement process.

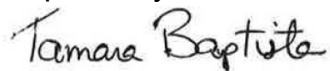
### **STRATEGIC PLAN ALIGNMENT**

Approval of this action advances the Citywide ONE Pleasanton strategic plan goals of *Safeguarding Our City* by supporting public safety, ensuring reliable emergency response through dependable, mission-critical fleet vehicles, and *Investing in Our Environment* by aligning with the City's Climate Action Plan 2.0 by complying with the California's Advanced Clean Fleets regulation, promoting sustainability, and environmental stewardship.

### **FISCAL IMPACT**

The total not-to-exceed amount for purchasing and outfitting one Ford F-350 truck, two Ford F-550 trucks, and three Ford F-150 Lightning electric pickups is \$571,026, inclusive of a 15 percent contingency (see the cost breakdown table above). Sufficient funding is available for these procurements, which were adopted in the FY 2025/26 budget and will come from Internal Service Funds, Sewer Fund 434 (43440130-440107), and the Water Fund 424 (42442101-440107). While the vehicles will be ordered upon City Council approval of this item, the actual expenditures will occur when the vehicles are delivered, inspected, and accepted by the City in the following fiscal years.

Prepared by:



Tamara Baptista, Assistant  
Dir. of Public Works -  
Operations & Maintenance

Submitted by:



Siew-Chin Yeong, Director of Public  
Works

Approved by:



Gerry Beaudin, City  
Manager

Attachments:

1. National Auto Fleet Group Quote 41048
2. Rush Enterprises Quote



# National Auto Fleet Group

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

10/21/2025

Quote ID: **41048**Order Cut Off Date: **TBA**

jon engelbrektsen  
 city of pleasanton  
 mechanics shop

p o box 520

pleasanton, California, 94566

Dear jon engelbrektsen,

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

**Three (3) New/Unused (2026 Ford F-150 Lightning (W1B) Pro 4WD SuperCrew 5.5' Box 145" WB, )** and delivered to your specified location, each for

|                     | One Unit (MSRP) | One Unit    | Total % Savings | Extended Unit's (3) | Total Savings |
|---------------------|-----------------|-------------|-----------------|---------------------|---------------|
| Contract Price      | \$63,455.00     | \$61,171.56 | 3.599 %         | \$183,514.68        | \$6,850.32    |
| 2 Additional Key(s) |                 | \$600.00    |                 | \$1,800.00          |               |
| Tax (10.2500 %)     |                 | \$6,331.58  |                 | \$18,994.74         |               |
| Tire fee            |                 | \$8.75      |                 | \$26.25             |               |
| Total               |                 | \$68,111.89 |                 | \$204,335.67        |               |

- per the attached specifications.

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

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

Sincerely,

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



## **Purchase Order Instructions & Resources**

**Once units are scheduled by OEM, no cancellations are accepted**

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

Email: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

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

### **Additional Resources**

Learn how to track your vehicle: [www.NAFGETA.com](http://www.NAFGETA.com)

Use the upfitter of your choice: [www.NAFGpartner.com](http://www.NAFGpartner.com)

Vehicle Status: [ETA@NationalAutoFleetGroup.com](mailto:ETA@NationalAutoFleetGroup.com)

General Inquiries: [Fleet@NationalAutoFleetGroup.com](mailto:Fleet@NationalAutoFleetGroup.com)

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

**1-855-289-6572**

## Vehicle Configuration Options

|                             |                                                                                                                                                                                                                                             |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ENGINE</b>               |                                                                                                                                                                                                                                             |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                          |
| 997                         | Engine: Dual eMotor - Extended Range Battery, -inc: single onboard charging level 2 peak charging rate of 11.5kW and 131 kWh usable capacity extended range battery                                                                         |
| <b>TRANSMISSION</b>         |                                                                                                                                                                                                                                             |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                          |
| 44L                         | Transmission: Single-Speed, (STD)                                                                                                                                                                                                           |
| <b>WHEELS</b>               |                                                                                                                                                                                                                                             |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                          |
| 643                         | Wheels: 18" Alloy Gloss Black, (STD)                                                                                                                                                                                                        |
| <b>TIRES</b>                |                                                                                                                                                                                                                                             |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                          |
| ___                         | Tires: 275/65R18 A/T, (STD)                                                                                                                                                                                                                 |
| <b>PRIMARY PAINT</b>        |                                                                                                                                                                                                                                             |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                          |
| YZ                          | Oxford White                                                                                                                                                                                                                                |
| <b>SEAT TYPE</b>            |                                                                                                                                                                                                                                             |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                          |
| VS                          | Medium Dark Slate, Vinyl Bucket Heated Front Seats, -inc: 2-way manual driver/passenger w/flow-through console and floor shifter                                                                                                            |
| <b>ADDITIONAL EQUIPMENT</b> |                                                                                                                                                                                                                                             |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                          |
| 17V                         | Tow Technology Package, -inc: Pro Trailer Hitch Assist, Manual-Folding Power Glass Heated Mirrors, turn signal, black skull caps and LED sideview mirror spotlights, 360 Degree Camera, Pro Trailer Backup Assist, trailer reverse guidance |
| 53D                         | Max Trailer Tow Package, -inc: increased tow capability from 7,700 to 10,000 lbs, Trailer Brake Controller                                                                                                                                  |
| 41Y                         | Speed Limitation - 70 MPH Governed Top Speed                                                                                                                                                                                                |
| XLB                         | Rear Electronic Locking Differential (E-Locker), -inc: hill decent control                                                                                                                                                                  |
| 60S                         | 18" Spare Wheel & Tire, -inc: spare tire winch                                                                                                                                                                                              |
| 153                         | Front License Plate Bracket, -inc: Standard in states requiring 2 license plates, optional to all others                                                                                                                                    |
| 96W                         | Tough Bed Spray-In Bedliner                                                                                                                                                                                                                 |
| <b>OPTION PACKAGE</b>       |                                                                                                                                                                                                                                             |
| <b>Code</b>                 | <b>Description</b>                                                                                                                                                                                                                          |
| 110A                        | Equipment Group 110A Standard                                                                                                                                                                                                               |

2026 Fleet/Non-Retail Ford F-150 Lightning Pro 4WD SuperCrew 5.5' Box 145" WB

WINDOW STICKER

|                                                              |                                                                                                                                                                                                                                             |             |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 2026 Ford F-150 Lightning Pro 4WD SuperCrew 5.5' Box 145" WB |                                                                                                                                                                                                                                             |             |
| CODE                                                         | MODEL                                                                                                                                                                                                                                       | MSRP        |
| W1B                                                          | 2026 Ford F-150 Lightning Pro 4WD SuperCrew 5.5' Box 145" WB                                                                                                                                                                                | \$54,780.00 |
| OPTIONS                                                      |                                                                                                                                                                                                                                             |             |
| 997                                                          | Engine: Dual eMotor - Extended Range Battery, -inc: single onboard charging level 2 peak charging rate of 11.5kW and 131 kWh usable capacity extended range battery                                                                         | \$2,000.00  |
| 44L                                                          | Transmission: Single-Speed, (STD)                                                                                                                                                                                                           | \$0.00      |
| 643                                                          | Wheels: 18" Alloy Gloss Black, (STD)                                                                                                                                                                                                        | \$0.00      |
| —                                                            | Tires: 275/65R18 A/T, (STD)                                                                                                                                                                                                                 | \$0.00      |
| YZ                                                           | Oxford White                                                                                                                                                                                                                                | \$0.00      |
| VS                                                           | Medium Dark Slate, Vinyl Bucket Heated Front Seats, -inc: 2-way manual driver/passenger w/flow-through console and floor shifter                                                                                                            | \$0.00      |
| 17V                                                          | Tow Technology Package, -inc: Pro Trailer Hitch Assist, Manual-Folding Power Glass Heated Mirrors, turn signal, black skull caps and LED sideview mirror spotlights, 360 Degree Camera, Pro Trailer Backup Assist, trailer reverse guidance | \$1,950.00  |
| 53D                                                          | Max Trailer Tow Package, -inc: increased tow capability from 7,700 to 10,000 lbs, Trailer Brake Controller                                                                                                                                  | \$1,100.00  |
| 41Y                                                          | Speed Limitation - 70 MPH Governed Top Speed                                                                                                                                                                                                | \$80.00     |
| XLB                                                          | Rear Electronic Locking Differential (E-Locker), -inc: hill decent control                                                                                                                                                                  | \$150.00    |
| 60S                                                          | 18" Spare Wheel & Tire, -inc: spare tire winch                                                                                                                                                                                              | \$175.00    |
| 153                                                          | Front License Plate Bracket, -inc: Standard in states requiring 2 license plates, optional to all others                                                                                                                                    | \$0.00      |
| 96W                                                          | Tough Bed Spray-In Bedliner                                                                                                                                                                                                                 | \$625.00    |
| 110A                                                         | Equipment Group 110A Standard                                                                                                                                                                                                               | \$0.00      |
| Please note selected options override standard equipment     |                                                                                                                                                                                                                                             |             |
| SUBTOTAL                                                     |                                                                                                                                                                                                                                             | \$60,860.00 |
| Advert/ Adjustments                                          |                                                                                                                                                                                                                                             | \$0.00      |
| Manufacturer Destination Charge                              |                                                                                                                                                                                                                                             | \$2,595.00  |
| TOTAL PRICE                                                  |                                                                                                                                                                                                                                             | \$63,455.00 |
| Est City: N/A MPG                                            |                                                                                                                                                                                                                                             |             |
| Est Highway: N/A MPG                                         |                                                                                                                                                                                                                                             |             |
| Est Highway Cruising Range: N/A mi                           |                                                                                                                                                                                                                                             |             |

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

Notes

|  |
|--|
|  |
|  |
|  |
|  |

## Standard Equipment

### MECHANICAL

|                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Engine: Extended Range Battery -inc: single onboard charging level 2 peak charging rate of 11.5kW and 123 kWh usable capacity extended range battery (STD) |
| Transmission: Single-Speed (STD)                                                                                                                           |

### EXTERIOR

|                                     |
|-------------------------------------|
| Wheels: 18" Alloy Gloss Black (STD) |
| Tires: 275/65R18 A/T (STD)          |

### ADDITIONAL EQUIPMENT

|                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transmission w/Driver Selectable Mode                                                                                                                                          |
| Full-Time All-Wheel                                                                                                                                                            |
| 9.61 Axle Ratio                                                                                                                                                                |
| Battery w/Run Down Protection                                                                                                                                                  |
| Class IV Towing Equipment -inc: Hitch and Trailer Sway Control                                                                                                                 |
| Trailer Wiring Harness                                                                                                                                                         |
| 2189# Maximum Payload                                                                                                                                                          |
| GVWR: 8,550 lbs                                                                                                                                                                |
| HD Gas-Pressurized Front Shock Absorbers and Gas-Pressurized Rear Shock Absorbers                                                                                              |
| Front And Rear Anti-Roll Bars                                                                                                                                                  |
| Electric Power-Assist Speed-Sensing Steering                                                                                                                                   |
| Permanent Locking Hubs                                                                                                                                                         |
| Double Wishbone Front Suspension w/Coil Springs                                                                                                                                |
| Trailing Arm Rear Suspension w/Coil Springs                                                                                                                                    |
| Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist, Hill Hold Control and Electric Parking Brake                                        |
| Lithium Ion (li-Ion) Traction Battery w/11.5 kW Onboard Charger, 14.6 Hrs Charge Time @ 220/240V and 2.033 Hrs Charge Time @ 440V                                              |
| Regular Box Style                                                                                                                                                              |
| Tire Mobility Kit                                                                                                                                                              |
| Black Front Bumper w/Black Rub Strip/Fascia Accent and 2 Tow Hooks                                                                                                             |
| Black Rear Step Bumper                                                                                                                                                         |
| Black Side Windows Trim                                                                                                                                                        |
| Black Door Handles                                                                                                                                                             |
| Black Power Heated Side Mirrors w/Manual Folding                                                                                                                               |
| Fixed Rear Window                                                                                                                                                              |
| Deep Tinted Glass                                                                                                                                                              |
| Variable Intermittent Wipers                                                                                                                                                   |
| Aluminum Panels                                                                                                                                                                |
| Running Boards                                                                                                                                                                 |
| Black Grille                                                                                                                                                                   |
| Tailgate Rear Cargo Access                                                                                                                                                     |
| Tailgate/Rear Door Lock Included w/Power Door Locks                                                                                                                            |
| Integrated Storage                                                                                                                                                             |
| Ford Co-Pilot360 - Autolamp Auto On/Off Projector Beam Led Low/High Beam Directionally Adaptive Auto High-Beam Daytime Running Lights Preference Setting Headlamps w/Delay-Off |
| Cargo Lamp w/High Mount Stop Light                                                                                                                                             |
| LED Brakelights                                                                                                                                                                |
| Headlights-Automatic Highbeams                                                                                                                                                 |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Radio w/Seek-Scan, Clock, Speed Compensated Volume Control, Steering Wheel Controls, Voice Activation, Radio Data System and External Memory Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Radio: SiriusXM w/360L -inc: Note: trial length: A 3-month trial subscription is included for all new SiriusXM-equipped Ford vehicles<br>SiriusXM w/360L trial Subscription: Service will automatically stop at the end of your trial subscription period unless you decide to continue service, Trial is non-transferable, If you do not wish to enjoy your trial, you can cancel by calling the number below, All SiriusXM services require a subscription, each sold separately by SiriusXM after the trial period, Service subject to the SiriusXM customer agreement and privacy policy, visit siriusxm.com for complete terms and how to cancel which includes online methods or calling 1-866-635-2349, Some services and features are subject to device capabilities and location availability, Satellite service not available in AK and HI, Certain features and/or content may not be available in vehicles w/SiriusXM w/360L unless an active data connection is enabled in the vehicle, Content varies by SiriusXM subscription plan, All fees, content and features are subject to change, SiriusXM and related logos are trademarks of Sirius XM Radio Inc, and its respective subsidiaries |
| 6 Speakers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Streaming Audio                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Fixed Antenna                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 2 LCD Monitors In The Front                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Real-Time Traffic Display                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Vinyl Bucket Heated Front Seats -inc: 2-way manual driver/passenger w/flow-through console and floor shifter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Driver Seat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Passenger Seat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Manual Tilt/Telescoping Steering Column                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Traction Battery Level, Power/Regen, Traction Battery Temperature, Trip Odometer and Trip Computer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Power Rear Windows                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Front Cupholder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Rear Cupholder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 3 12V DC Power Outlets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Compass                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Proximity Key For Push Button Start Only                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Remote Keyless Entry w/Integrated Key Transmitter and Panic Button                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Cruise Control w/Steering Wheel Controls                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Voice Activated Dual Zone Front Automatic Air Conditioning                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| HVAC -inc: Underseat Ducts and Console Ducts                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Locking Glove Box                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Driver Foot Rest                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Interior Trim -inc: Cabback Insulator, Metal-Look Door Panel Insert and Metal-Look Interior Accents                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Full Cloth Headliner                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Urethane Gear Shifter Material                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Day-Night Auto-Dimming Rearview Mirror                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Driver And Passenger Visor Vanity Mirrors                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Full Floor Console w/Locking Storage, Mini Overhead Console w/Storage, 3 12V DC Power Outlets and 6 Interior 120V AC Power Outlets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Front Map Lights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Fade-To-Off Interior Lighting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Full Vinyl/Rubber Floor Covering                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Plastic Floor Trim                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Cargo Area Concealed Storage                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Cargo Features -inc: Tire Mobility Kit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Cab Mounted Cargo And Cargo Space Lights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Smart Device Remote Engine Start                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Ford Connectivity Package (1-Year Included) -inc: unlimited Wi-Fi hotspot, connected navigation, EV trip planner, pinch-to-zoom capability, live traffic, predictive destinations and route guidance, audio and video streaming, voice assistant and entertainment (karaoke), Included for one-year from warranty start date, Requires activation via Ford app w/credit card authorization; customer may cancel at any time, Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features, Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations, If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan                                                                                                                                                                                                                                                                                                                                                      |

|                                                                                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SYNC 4 w/Enhanced Voice Recognition -inc: 12" center display, information on demand panel, wireless phone connection, cloud connected, AppLink w/App catalog, 911 Assist, wireless Apple CarPlay and Android Auto compatibility, digital owners manual and conversational voice command recognition |
| Instrument Panel Bin, Dashboard Storage, Interior Concealed Storage, Driver / Passenger And Rear Door Bins                                                                                                                                                                                          |
| Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down                                                                                                                                                                                                                                        |
| Delayed Accessory Power                                                                                                                                                                                                                                                                             |
| Power Door Locks w/Autolock Feature                                                                                                                                                                                                                                                                 |
| Driver Information Center                                                                                                                                                                                                                                                                           |
| Trip Computer                                                                                                                                                                                                                                                                                       |
| Outside Temp Gauge                                                                                                                                                                                                                                                                                  |
| Digital Appearance                                                                                                                                                                                                                                                                                  |
| Seats w/Vinyl Back Material                                                                                                                                                                                                                                                                         |
| Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints                                                                                                                                                                                                                  |
| Front Center Armrest                                                                                                                                                                                                                                                                                |
| Perimeter Alarm                                                                                                                                                                                                                                                                                     |
| 3 12V DC Power Outlets and 6 Interior 120V AC Power Outlets                                                                                                                                                                                                                                         |
| AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)                                                                                                                                                                                            |
| ABS And Driveline Traction Control                                                                                                                                                                                                                                                                  |
| Side Impact Beams                                                                                                                                                                                                                                                                                   |
| Dual Stage Driver And Passenger Seat-Mounted Side Airbags                                                                                                                                                                                                                                           |
| Rear Parking Sensors                                                                                                                                                                                                                                                                                |
| BLIS with Trailer Tow Coverage Blind Spot                                                                                                                                                                                                                                                           |
| PCA with AEB and Intersection Assist                                                                                                                                                                                                                                                                |
| Cross-Traffic Alert with Reverse Brake Assist                                                                                                                                                                                                                                                       |
| Ford Co-Pilot360 - Lane-Keeping Assist Lane Keeping Assist                                                                                                                                                                                                                                          |
| Ford Co-Pilot360 - Lane-Keeping Assist Lane Departure Warning                                                                                                                                                                                                                                       |
| Collision Mitigation-Front                                                                                                                                                                                                                                                                          |
| Driver Monitoring-Alert                                                                                                                                                                                                                                                                             |
| Tire Specific Low Tire Pressure Warning                                                                                                                                                                                                                                                             |
| Dual Stage Driver And Passenger Front Airbags                                                                                                                                                                                                                                                       |
| Safety Canopy System Curtain 1st And 2nd Row Airbags                                                                                                                                                                                                                                                |
| Airbag Occupancy Sensor                                                                                                                                                                                                                                                                             |
| Driver And Passenger Knee Airbag                                                                                                                                                                                                                                                                    |
| Mykey System -inc: Top Speed Limiter, Audio Volume Limiter, Early Low Fuel Warning, Programmable Sound Chimes and Beltminder w/Audio Mute                                                                                                                                                           |
| Rear Child Safety Locks                                                                                                                                                                                                                                                                             |
| Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners                                                                                                                                                                                          |
| Reverse Camera Back-Up Camera                                                                                                                                                                                                                                                                       |
| Front Camera w/Washer                                                                                                                                                                                                                                                                               |



# Rush Medium-Duty Truck Centers of California, Inc. dba Rush Truck Center, Ceres

1720 Herndon Rd  
Ceres, CA 95307-4421  
(209) 857-7400

ATTACHMENT 2

## Customer Proposal Letter

City of Pleasanton  
3333 Busch Rd  
Pleasanton, CA 94566

Thank you for trusting us with your business. Please review the proposal below, and if you approve, sign and return to us at your convenience. We look forward to working with you and will continue to do our best to earn your trust now and in the future.

### VEHICLE INFORMATION

Year 2026 Make Ford Model F-550 Stock # TBD Serial # TBD

Additional Vehicle Details: Sourcewell Contract #032824-RTG  
Chassis MSRP: \$62,220 - 1.5% (\$933.3) Sourcewell Discount  
Upfit: \$33,865.35 // DELIVERY \$500.00 // UNIT 109

| Quantity                               |               | Total         |
|----------------------------------------|---------------|---------------|
| Truck Price per Unit                   | \$ 95,652.05  | \$ 95,652.05  |
| F.E.T. (Factory & Dealer Paid)         | \$ 0.00       |               |
| Net Sales Price                        | \$ 95,652.05  | \$ 95,652.05  |
| Optional Extended Warranty(ies)        |               |               |
| State Sales Tax                        | \$ 9,838.17   | \$ 9,838.17   |
| Documentary Fee                        | \$ 80.00      | \$ 80.00      |
| Administration Fee                     | \$ 250.00     | \$ 250.00     |
| Electronic Filing                      | \$ 34.00      | \$ 34.00      |
| Tire Recycling Program                 | \$ 12.75      | \$ 12.75      |
| Total Sales Price                      | \$ 105,866.97 | \$ 105,866.97 |
| Trade Allowance (see DISCLAIMER Below) |               |               |
| Deposit / Down Payment                 |               |               |
| Unpaid Balance Due on Delivery         | \$ 105,866.97 | \$ 105,866.97 |

Sales Representative

Signature

Joshua Garcia

Printed Name

Date

Purchaser

Signature

Printed Name / Title

Date

Accepted by Sales Manager  
or General Manager

Signature

Printed Name

Date

Quote good until 12/5/2025

Note: The above Customer Proposal is a quotation only. Sale terms subject to approval of Sales Manager of Dealer.

DISCLAIMER: Any order based on this Proposal is subject to Customer executing Dealer's standard form Retail Sales Order and other required documents incorporating the above terms. Any documentary fees, FET, state tax, title, registration and license fees subject to adjustment and change. This Proposal is based upon Dealer's current and expected inventory, which is subject to change. Dealer is not obligated to retain any specific vehicles in stock, nor maintain any specific inventory levels. Dealer shall not be obligated to fulfill Proposal in event quoted vehicle(s) is not in stock or available within requested delivery schedule. **Manufacturer has reserved the right to change the price to Dealer of any vehicle not currently in Dealer's stock, without notice to Dealer. If a vehicle identified in this Proposal is not currently in Rush's stock at the time an order is placed by the Customer, Dealer reserves the right to change the vehicle price at any time to reflect any price increases imposed by the Manufacturer.** Dealer shall not be liable for any delay in providing or inability to provide Quoted Vehicle(s). Above listed Trade Value based upon current appraisal of Trade Vehicle(s). Dealer may adjust Trade Value of Trade Vehicle(s) to reflect changes in condition and/or mileage of Trade Vehicle(s) between date of current appraisal and acceptance of the Trade Vehicle by Customer.

<sup>(1)</sup> Includes subscription period for # of specified months. <sup>(2)</sup> Customer's use of RushCare Service is governed by the RushCare User Agreement located at <https://www.rushtruckcenters.com/rushcare-user-agreement>. <sup>(3)</sup> Customer's use of Telematics Services is governed by separate 3<sup>rd</sup> party license terms and Rush is not liable for the Telematic Service. <sup>(4)</sup> Gap Coverage is provided and administered by an independent 3<sup>rd</sup> party provider under a separate contract directly between Customer and the 3<sup>rd</sup> party provider.



Preview Order C267 - F5G 4x2 Reg Chas Cab DRW: Order Summary Time of Preview: 11/05/2025 15:19:06 Receipt: NA

Dealership Name: Rush Truck Center, Ceres

Sales Code : F72919

|                          |                  |                        |                 |
|--------------------------|------------------|------------------------|-----------------|
| Dealer Rep.              | Type Fleet       | Vehicle Line Superduty | Order Code C267 |
| Customer Name PLEASANTON | Priority Code M3 | Model Year 2026        | Price Level 630 |

| DESCRIPTION                    | MSRP    | DESCRIPTION                    | MSRP    |
|--------------------------------|---------|--------------------------------|---------|
| F550 4X2 CHASSIS CAB DRW/169   | \$56895 | PRO POWER ONBOARD - 400W       | \$225   |
| 169 INCH WHEELBASE             | \$0     | TRAILER BRAKE CONTROLLER       | \$300   |
| TOTAL BASE VEHICLE             | \$56895 | AUTO EMERGENCY BRAKE REMOVAL   | \$0     |
| OXFORD WHITE                   | \$0     | WHEEL WELL LINERS - FRONT      | \$180   |
| VINYL 40/20/40 SEATS           | \$0     | 40 GAL AFT OF AXLE FUEL TNK    | \$0     |
| MEDIUM DARK SLATE              | \$0     | 410 AMP DUAL ALTERNATOR        | \$215   |
| PREFERRED EQUIPMENT PKG.660A   | \$0     | EXTERIOR BACKUP ALARM          | \$230   |
| .XL TRIM                       | \$0     | DUAL BATTERY                   | \$0     |
| .AIR CONDITIONING -- CFC FREE  | \$0     | REAR VIEW CAMERA & PREP KIT    | \$515   |
| .AM/FM STEREO MP3/CLK          | \$0     | SPEED LIMITING 75-MPH GOVERNED | \$80    |
| .7.3L DEVCT NA PFI V8 ENGINE   | \$0     | CONN PKG: 1 YR INCL W/FORD APP | \$0     |
| 10-SPEED AUTO TORQSHIFT        | \$0     | SPECIAL DEALER ACCOUNT ADJUSTM | \$0     |
| 225/70R19.5G TRACTION TIRES    | \$190   | SPECIAL FLEET ACCOUNT CREDIT   | \$0     |
| 4.88 RATIO LIMITED SLIP AXLE   | \$395   | FUEL CHARGE                    | \$0     |
| FORD FLEET SPECIAL ADJUSTMENT  | \$0     | NET INVOICE FLEET OPTION (B4A) | \$0     |
| FRONT LICENSE PLATE BRACKET    | \$0     | PRICED DORA                    | \$0     |
| VEHICLE INTEGRATION SYSTEM 2.0 | \$400   | ADVERTISING ASSESSMENT         | \$0     |
| 18000# GVWR PACKAGE            | \$0     | DESTINATION & DELIVERY         | \$2595  |
| 50 STATE EMISSIONS             | \$0     |                                |         |
|                                |         |                                | MSRP    |
| TOTAL BASE AND OPTIONS         |         |                                | \$62220 |
| DISCOUNTS                      |         |                                | NA      |
| TOTAL                          |         |                                | \$62220 |

ORDERING FIN: QD840 END USER FIN: QD840

Customer Name:

Customer Email:

Customer Address:

Customer Phone:



Seller: Knapheide Truck Equipment Center Sacramento  
3550 BOZZANO RD  
STOCKTON, CA 95215-9100  
1 (209) 855-8400  
www.knapheide.com

QUOTE: QU-67-  
1012400-1  
Quote Expiration:  
11/26/2025

**Contact(s):** Gary Tallman (Outside Sales)  
gtallman99@knapheide.com

**Erin Hanson (Inside Sales)**  
ehanson96@knapheide.com  
2098558415

**Customer: Rush Truck Centers**

**ID:** 29178  
**Address:** 1720 HERNDON RD

**Phone:** 2098577400  
**Contact:** Carlos Perez

**Terms:** NET 30 DAYS  
**Bid Spec:**

CERES, CA 95307-4421

**End Customer:** City Of Pleasanton

**Description:** RUGBY DUMP AND KNAPKAP BACKPACK

**Quote Information:**

**Customer Request Date:**  
**Quote Completed Date:** 10/29/2025  
**Date:** 10/29/2025 11:24 AM CDT  
**# of Units:** 1

**Delivery Information:**

**Total Price Includes F.O.B.:**  
**Ship Via:**  
**Ship To:** Rush Truck Centers  
1720 HERNDON RD  
CERES, CA 95307-4421

**Vehicle Information:**

**Make:** Ford  
**Chassis Type:** Chassis Cab  
**Rear Axle Type:** DRW  
**Fuel Type:** Gas  
**GVWR:** 19500

**Model:** F-550  
**Cab Type:** Regular  
**Drivetrain:** 4x2  
**Transmission Type:** Auto

**Year:** 2026  
**Cab to Axle:** 84  
**Engine Size:** 7.3  
**Wheelbase:** 169

| Seq.                                                                                                    | Description                                                                                                                                                                      | Item    | Quantity  | Total       |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----------|-------------|
| 1                                                                                                       | SR4016B 9' 17" FDS BODY PAINTED WHITE<br>DUMP BODY<br>¼ CAB SHIELD<br>LIGHT KIT<br>HOIST<br>9' SUBFRAME<br>INSTALLATION CARTON<br>POWER UNIT<br>WITH SPREADER APRON AND HARDWARE | PACKAGE | 1.00      |             |
| 2                                                                                                       | WFP180B5-LSAC WANCO SIGNBOARD MOUNTED ON TOP OF BACKPACK                                                                                                                         | PACKAGE | 1.00      |             |
| 3                                                                                                       | TOOLBOX B-PACK 85X55X24 W/MNT                                                                                                                                                    | PACKAGE | 1.00      |             |
| 4                                                                                                       | AMBER STROBES, WIRED KEY HOT<br>QTY (2) TL12F MOUNTED TO FRONT GRILLE<br>QTY (2) TL1AX MOUNTED TO REAR ABOVE TAILLIGHTS<br>QTY (2) PSF02FCR SIDE LIGHTS MOUNTED MIDSHIP OF BODY  | PACKAGE | 1.00      |             |
| 5                                                                                                       | (2) L31 BEACONS MOUNTED ON OUTSIDE OF ARROW BOARD ON MOUNTING<br>PLATE WIRED BATTERY HOT                                                                                         | PACKAGE | 1.00      |             |
| Total does not include any applicable taxes or transportation charges unless specifically noted herein: |                                                                                                                                                                                  |         | Subtotal: | \$29,448.13 |
|                                                                                                         |                                                                                                                                                                                  |         | Total:    | \$29,448.13 |

Customer PO

Total Price

**Credit Card Policy:** We accept MasterCard, American Express, Visa, and Discover cards for payment.

**Cancellation Policy:** All cancellation requests must be made in writing. Upon any request for cancellation, any costs incurred by Knapheide during the fulfillment of Orders placed pursuant to this Quote shall be paid at 100%. Payments for cancellation are due in full at time of cancellation and/or upon cancellation of installation. Quoted prices are only guaranteed for orders placed as of the date specified on the Quote unless otherwise stated herein.

**Payment Policy:** Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order. Payment terms for customers with an established credit account will be Net 30 from date of invoice. Seller has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

**Pricing Policy:** All prices reflect the latest price in U.S. Dollars. Any order placed pursuant to this Quote shall be subject to these Terms and Conditions contained herein. These Conditions shall serve to exclude all other terms or conditions of purchase or other conflicting terms or conditions which may be issued, provided or referred to by Customer, all of which are hereby disclaimed or rejected, except insofar as any terms are expressly accepted in writing with an Authorized Knapheide Representative's written signature. Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any deviation therefrom may result in price change. In addition, additional costs may be incurred in the process of fulfilling orders placed pursuant to this Quote and Knapheide reserves the right to adjust costs accordingly, including but not limited to, reprogramming fees, etc. Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order. Seller must be in possession of the vehicle for this order within 90 days of quote acceptance or the order can be subject to price adjustments due to cost increases for materials, labor, and shop supplies.

**Return Policy:** All sales are final. Purchased parts or products are non-returnable.

By signing and accepting this quotation, Customer agrees to accept Knapheide Truck Equipment Center Sacramento terms and conditions as stated above.

|                    |                                                                                 |          |       |
|--------------------|---------------------------------------------------------------------------------|----------|-------|
| _____              | _____                                                                           | _____    | _____ |
| Customer Signature | Print Name                                                                      | Title    | Date  |
| _____              | _____                                                                           | _____    |       |
| Dealer Code        | Dealership                                                                      | Location |       |
| _____              | If the chassis is customer supplied, Knapheide may require a chassis spec sheet |          |       |
| VIN                |                                                                                 |          |       |



# Rush Medium-Duty Truck Centers of California, Inc. dba Rush Truck Center, Ceres

1720 Herndon Rd  
Ceres, CA 95307-4421  
(209) 857-7400

## Customer Proposal Letter

City of Pleasanton  
3333 Busch Rd  
Pleasanton, CA 94566

Thank you for trusting us with your business. Please review the proposal below, and if you approve, sign and return to us at your convenience. We look forward to working with you and will continue to do our best to earn your trust now and in the future.

### VEHICLE INFORMATION

Year 2026 Make Ford Model F-550 Stock # TBD Serial # TBD

Additional Vehicle Details: Sourcewell Contract #032824-RTG  
Chassis MSRP: \$62,205 - 1.5% (933.08) Sourcewell Discount  
Upfit: \$28,902.04 // DELIVERY \$500.00 // UNIT 308

| Quantity                               |               | Total         |
|----------------------------------------|---------------|---------------|
| Truck Price per Unit                   | \$ 90,673.97  | \$ 90,673.97  |
| F.E.T. (Factory & Dealer Paid)         | \$ 0.00       |               |
| Net Sales Price                        | \$ 90,673.97  | \$ 90,673.97  |
| Optional Extended Warranty(ies)        |               |               |
| State Sales Tax                        | \$ 9,327.91   | \$ 9,327.91   |
| Documentary Fee                        | \$ 80.00      | \$ 80.00      |
| Administration Fee                     | \$ 250.00     | \$ 250.00     |
| Electronic Filing                      | \$ 34.00      | \$ 34.00      |
| Tire Recycling Program                 | \$ 12.75      | \$ 12.75      |
| Total Sales Price                      | \$ 100,378.63 | \$ 100,378.63 |
| Trade Allowance (see DISCLAIMER Below) |               |               |
| Deposit / Down Payment                 |               |               |
| Unpaid Balance Due on Delivery         | \$ 100,378.63 | \$ 100,378.63 |

Sales Representative

Signature

Joshua Garcia

Printed Name

Date

Purchaser

Signature

Printed Name / Title

Date

Accepted by Sales Manager  
or General Manager

Signature

Printed Name

Date

Quote good until 12/31/2025

Note: The above Customer Proposal is a quotation only. Sale terms subject to approval of Sales Manager of Dealer.

DISCLAIMER: Any order based on this Proposal is subject to Customer executing Dealer's standard form Retail Sales Order and other required documents incorporating the above terms. Any documentary fees, FET, state tax, title, registration and license fees subject to adjustment and change. This Proposal is based upon Dealer's current and expected inventory, which is subject to change. Dealer is not obligated to retain any specific vehicles in stock, nor maintain any specific inventory levels. Dealer shall not be obligated to fulfill Proposal in event quoted vehicle(s) is not in stock or available within requested delivery schedule. **Manufacturer has reserved the right to change the price to Dealer of any vehicle not currently in Dealer's stock, without notice to Dealer. If a vehicle identified in this Proposal is not currently in Rush's stock at the time an order is placed by the Customer, Dealer reserves the right to change the vehicle price at any time to reflect any price increases imposed by the Manufacturer.** Dealer shall not be liable for any delay in providing or inability to provide Quoted Vehicle(s). Above listed Trade Value based upon current appraisal of Trade Vehicle(s). Dealer may adjust Trade Value of Trade Vehicle(s) to reflect changes in condition and/or mileage of Trade Vehicle(s) between date of current appraisal and acceptance of the Trade Vehicle by Customer.

<sup>(1)</sup> Includes subscription period for # of specified months. <sup>(2)</sup> Customer's use of RushCare Service is governed by the RushCare User Agreement located at <https://www.rushtruckcenters.com/rushcare-user-agreement>. <sup>(3)</sup> Customer's use of Telematics Services is governed by separate 3<sup>rd</sup> party license terms and Rush is not liable for the Telematic Service. <sup>(4)</sup> Gap Coverage is provided and administered by an independent 3<sup>rd</sup> party provider under a separate contract directly between Customer and the 3<sup>rd</sup> party provider.



**Preview Order C266 - F5G 4x2 Reg Chas Cab DRW:** Order Summary Time of Preview: 11/05/2025 14:03:13 Receipt: NA

**Dealership Name:** Rush Truck Center, Ceres

**Sales Code :** F72919

|                                 |                         |                               |                        |
|---------------------------------|-------------------------|-------------------------------|------------------------|
| <b>Dealer Rep.</b>              | <b>Type</b> Fleet       | <b>Vehicle Line</b> Superduty | <b>Order Code</b> C266 |
| <b>Customer Name</b> PLEASANTON | <b>Priority Code</b> M3 | <b>Model Year</b> 2026        | <b>Price Level</b> 630 |

| DESCRIPTION                   | MSRP    | DESCRIPTION                    | MSRP    |
|-------------------------------|---------|--------------------------------|---------|
| F550 4X2 CHASSIS CAB DRW/169  | \$56895 | PRO POWER ONBOARD - 400W       | \$225   |
| 169 INCH WHEELBASE            | \$0     | SPARE TIRE AND WHEEL           | \$350   |
| TOTAL BASE VEHICLE            | \$56895 | JACK                           | \$0     |
| OXFORD WHITE                  | \$0     | WHEEL WELL LINERS - FRONT      | \$180   |
| VINYL 40/20/40 SEATS          | \$0     | 40 GAL AFT OF AXLE FUEL TNK    | \$0     |
| MEDIUM DARK SLATE             | \$0     | 410 AMP DUAL ALTERNATOR        | \$215   |
| PREFERRED EQUIPMENT PKG.660A  | \$0     | EXTRA HEAVY DUTY FRONT END SUS | \$285   |
| .XL TRIM                      | \$0     | EXTERIOR BACKUP ALARM          | \$230   |
| .AIR CONDITIONING -- CFC FREE | \$0     | DUAL BATTERY                   | \$0     |
| .AM/FM STEREO MP3/CLK         | \$0     | REAR VIEW CAMERA & PREP KIT    | \$515   |
| .7.3L DEVCT NA PFI V8 ENGINE  | \$0     | CONN PKG: 1 YR INCL W/FORD APP | \$0     |
| 10-SPEED AUTO TORQSHIFT       | \$0     | SPECIAL DEALER ACCOUNT ADJUSTM | \$0     |
| 225/70R19.5G BSW ALL POSITION | \$0     | SPECIAL FLEET ACCOUNT CREDIT   | \$0     |
| 4.88 RATIO LIMITED SLIP AXLE  | \$395   | FUEL CHARGE                    | \$0     |
| FORD FLEET SPECIAL ADJUSTMENT | \$0     | NET INVOICE FLEET OPTION (B4A) | \$0     |
| FRONT LICENSE PLATE BRACKET   | \$0     | PRICED DORA                    | \$0     |
| PLATFORM RUNNING BOARDS       | \$320   | ADVERTISING ASSESSMENT         | \$0     |
| 18000# GVWR PACKAGE           | \$0     | DESTINATION & DELIVERY         | \$2595  |
| 50 STATE EMISSIONS            | \$0     |                                |         |
|                               |         |                                | MSRP    |
| TOTAL BASE AND OPTIONS        |         |                                | \$62205 |
| DISCOUNTS                     |         |                                | NA      |
| TOTAL                         |         |                                | \$62205 |

**ORDERING FIN:** QD840 **END USER FIN:** QD840

Customer Name:  
Customer Address:

Customer Email:  
Customer Phone:

**Contact(s): Gary Tallman (Outside Sales)**  
gtallman99@knapheide.com

**Erin Hanson (Inside Sales)**  
ehanson96@knapheide.com  
2098558415

**Customer: Rush Truck Centers**

**ID:** 29178  
**Address:** 1720 HERNDON RD  
CERES, CA 95307-4421

**Phone:** 2098577400  
**Contact:** Carlos Perez  
**Contact Phone:** 2095052897  
**Email:** perezc@rushenterprises.com  
**End Customer:** City Of Pleasanton

**Terms:** NET 30 DAYS  
**Bid Spec:** UNIT 308

**Description:** PVMXT-125-HP/BUC/BUA/SS/TBU/LIFTGATE/LIGHTING \*\*\*102"

**Quote Information:**

**Customer Request Date:** 09/25/2025  
**Quote Completed Date:** 09/25/2025  
**Date:** 09/30/2025 11:10 AM CDT  
**# of Units:** 1

**Delivery Information:**

**Total Price Includes F.O.B.:**  
**Ship Via:** Delivered  
**Ship To:** Rush Truck Centers  
1720 HERNDON RD  
CERES, CA 95307-4421

**Vehicle Information:**

**Make:** Ford  
**Chassis Type:** Chassis Cab  
**Rear Axle Type:** DRW  
**Fuel Type:** Diesel  
**GVWR:** 19500

**Model:** F-550  
**Cab Type:** Regular  
**Drivetrain:** 4x2  
**Transmission Type:** Auto

**Year:** 2026  
**Cab to Axle:** 84  
**Engine Size:** 6.7  
**Wheelbase:** 169

| Seq. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Item    | Quantity | Total    |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|----------|
| 1    | PVMXT-125 12' TREADPLATE STEEL PLATFORM<br>SIDE RAILS, END RAILS AND CROSS-SILLS ARE FORMED HIGH STRENGTH STEEL<br>ROPE HOOKS (HOOKS INSTALLED EVERY OTHER CROSSMEMBER)<br>40" HIGH BOLT-ON REINFORCED BULKHEAD (BHRB4094)<br>CLASS V HITCH WITH 7-WAY TRAILER PLUG<br>INCLUDES ICC BUMPER AND MUD FLAPS<br>INCLUDES ALL CLEARANCE AND MARKER LIGHTS<br>K-COAT CORROSION PROTECTION WITH KNAPHEIDE'S EXCLUSIVE 12-STAGE ELECTRO-COATING PRIME PAINT SYSTEM<br>BODY FULLY UNDERCOATED<br>FINISH PAINTED BLACK<br><br>INSTALL FACTORY BACKUP CAMERA<br><br>F88NW9 | PACKAGE | 1.00     | 7,851.95 |
| 2    | QTY (2) STEEL UNDER BODY TOOLBOX 48"L X 18"H X 18"D, T-HANDLE LATCH, BLACK, MOUNTED ONE EACH SIDE WITH ROPE HOOK ACCESS                                                                                                                                                                                                                                                                                                                                                                                                                                         | PACKAGE | 1.00     | 1,621.64 |
| 3    | QTY (2) TBU2014 STEEL UNDER BODY TOOLBOX BEHIND REAR WHEELS 20"L X 14"H X 14"D, T-HANDLE LATCH, BLACK, MOUNTED ONE EACH SIDE                                                                                                                                                                                                                                                                                                                                                                                                                                    | PACKAGE | 1.00     | 970.70   |
| 4    | 40" HIGH STEEL STAKE RACK SET, 94" WIDE, QUIET LATCH, BLACK                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PACKAGE | 1.00     | 2,784.18 |
| 5    | TOMMYGATE 89-20 TP42 RAILGATE, 2000 LB CAPACITY, 42" LOADING DEPTH AND 6" TAPER, BLACK<br>ADD (5) PENNY LIGHTS PER FMVSS-108 LIGHTING GUIDE                                                                                                                                                                                                                                                                                                                                                                                                                     | PACKAGE | 1.00     | 8,350.24 |
| 6    | WHELEN L31 BEACON LIGHT MOUNTED ON TOP OF BULKHEAD WIRED HOT TO UPFITTER SWITCH                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PACKAGE | 1.00     | 991.73   |
| 7    | (2) WHELEN IONT STROBES, WIRED HOT TO UPFITTER SWITCH MOUNTED TO FRONT GRILLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PACKAGE | 1.00     | 899.21   |

|                                                                                                         |                                                                                                                                                                                                                         |          |           |             |
|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|-------------|
| 8                                                                                                       | (4) WHELEN PSF02FCR STRIP LIGHTS<br><br>(4) WHELEN PSF02FCR STRIP LIGHTS INSTALLED (1) EA SIDE OF THE FLATBED CURB AND STREET<br><br>(2) AT THE REAR OF THE TRUCK UNDER THE RAILGATE WIRED HOT AND TO UPFITTER SWITCH   | PACKAGE  | 1.00      | 1,270.80    |
| 9                                                                                                       | RELOCATE FACTORY BACK UP ALARM TIED TO UPFITTER SWITCH AND LABELED                                                                                                                                                      | PACKAGE  | 1.00      | 277.50      |
| 10                                                                                                      | DELIVERY TO CERES                                                                                                                                                                                                       | 34990415 | 1.00      | 114.26      |
| 11                                                                                                      | *****<br>QUOTE SUBJECT TO CHANGE<br>UPON RECEIPT AND INSPECTION OF CUSTOMER<br>SUPPLIED VEHICLE, ADDITIONAL REVISIONS MAY<br>BE DEEMED NECESSARY. AT WHICH POINT,<br>YOU WILL BE NOTIFIED WITH A REVISED QUOTE<br>***** | PACKAGE  | 1.00      |             |
| Total does not include any applicable taxes or transportation charges unless specifically noted herein: |                                                                                                                                                                                                                         |          | Subtotal: | \$25,132.21 |
|                                                                                                         |                                                                                                                                                                                                                         |          | Total:    | \$25,132.21 |

Customer PO

Total Price

Additional Notes: UNIT 308

**Credit Card Policy:** We accept MasterCard, American Express, Visa, and Discover cards for payment.

**Cancellation Policy:** All cancellation requests must be made in writing. Upon any request for cancellation, any costs incurred by Knapheide during the fulfillment of Orders placed pursuant to this Quote shall be paid at 100%. Payments for cancellation are due in full at time of cancellation and/or upon cancellation of installation. Quoted prices are only guaranteed for orders placed as of the date specified on the Quote unless otherwise stated herein.

**Payment Policy:** Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order. Payment terms for customers with an established credit account will be Net 30 from date of invoice. Seller has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

**Pricing Policy:** All prices reflect the latest price in U.S. Dollars. Any order placed pursuant to this Quote shall be subject to these Terms and Conditions contained herein. These Conditions shall serve to exclude all other terms or conditions of purchase or other conflicting terms or conditions which may be issued, provided or referred to by Customer, all of which are hereby disclaimed or rejected, except insofar as any terms are expressly accepted in writing with an Authorized Knapheide Representative's written signature. Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any deviation therefrom may result in price change. In addition, additional costs may be incurred in the process of fulfilling orders placed pursuant to this Quote and Knapheide reserves the right to adjust costs accordingly, including but not limited to, reprogramming fees, etc. Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order. Seller must be in possession of the vehicle for this order within 90 days of quote acceptance or the order can be subject to price adjustments due to cost increases for materials, labor, and shop supplies.

**Return Policy:** All sales are final. Purchased parts or products are non-returnable.

By signing and accepting this quotation, Customer agrees to accept Knapheide Truck Equipment Center Sacramento terms and conditions as stated above.

Customer Signature

Print Name

Title

Date

Dealer Code

Dealership

Location

If the chassis is customer supplied, Knapheide

---

VIN

may require a chassis spec sheet



# Rush Medium-Duty Truck Centers of California, Inc. dba Rush Truck Center, Ceres

1720 Herndon Rd  
Ceres, CA 95307-4421  
(209) 857-7400

## Customer Proposal Letter

City of Pleasanton  
3333 Busch Rd  
Pleasanton, CA 94566

Thank you for trusting us with your business. Please review the proposal below, and if you approve, sign and return to us at your convenience. We look forward to working with you and will continue to do our best to earn your trust now and in the future.

### VEHICLE INFORMATION

Year 2026 Make Ford Model F-350 Stock # TBD Serial # TBD

Additional Vehicle Details: Sourcewell Contract #032824-RTG  
Chassis MSRP: \$55,485 - 1.5% (\$832.28) Sourcewell Discount  
Upfit: \$25,448.66 Delivery; \$500 // UNIT 120

| Quantity                               |              | Total        |
|----------------------------------------|--------------|--------------|
| Truck Price per Unit                   | \$ 77,601.39 | \$ 77,601.39 |
| F.E.T. (Factory & Dealer Paid)         | \$ 0.00      |              |
| Net Sales Price                        | \$ 77,601.39 | \$ 77,601.39 |
| Optional Extended Warranty(ies)        |              |              |
| State Sales Tax                        | \$ 7,987.97  | \$ 7,987.97  |
| Documentary Fee                        | \$ 80.00     | \$ 80.00     |
| Administration Fee                     | \$ 250.00    | \$ 250.00    |
| Electronic Filing                      | \$ 34.00     | \$ 34.00     |
| Tire Recycling Program                 | \$ 8.75      | \$ 8.75      |
| Total Sales Price                      | \$ 85,962.11 | \$ 85,962.11 |
| Trade Allowance (see DISCLAIMER Below) |              |              |
| Deposit / Down Payment                 |              |              |
| Unpaid Balance Due on Delivery         | \$ 85,962.11 | \$ 85,962.11 |

Sales Representative

Signature

Joshua Garcia

Printed Name

Date

Purchaser

Signature

Printed Name / Title

Date

Accepted by Sales Manager  
or General Manager

Signature

Printed Name

Date

Quote good until 12/31/2025

Note: The above Customer Proposal is a quotation only. Sale terms subject to approval of Sales Manager of Dealer.

DISCLAIMER: Any order based on this Proposal is subject to Customer executing Dealer's standard form Retail Sales Order and other required documents incorporating the above terms. Any documentary fees, FET, state tax, title, registration and license fees subject to adjustment and change. This Proposal is based upon Dealer's current and expected inventory, which is subject to change. Dealer is not obligated to retain any specific vehicles in stock, nor maintain any specific inventory levels. Dealer shall not be obligated to fulfill Proposal in event quoted vehicle(s) is not in stock or available within requested delivery schedule. **Manufacturer has reserved the right to change the price to Dealer of any vehicle not currently in Dealer's stock, without notice to Dealer. If a vehicle identified in this Proposal is not currently in Rush's stock at the time an order is placed by the Customer, Dealer reserves the right to change the vehicle price at any time to reflect any price increases imposed by the Manufacturer.** Dealer shall not be liable for any delay in providing or inability to provide Quoted Vehicle(s). Above listed Trade Value based upon current appraisal of Trade Vehicle(s). Dealer may adjust Trade Value of Trade Vehicle(s) to reflect changes in condition and/or mileage of Trade Vehicle(s) between date of current appraisal and acceptance of the Trade Vehicle by Customer.

<sup>(1)</sup> Includes subscription period for # of specified months. <sup>(2)</sup> Customer's use of RushCare Service is governed by the RushCare User Agreement located at <https://www.rushtruckcenters.com/rushcare-user-agreement>. <sup>(3)</sup> Customer's use of Telematics Services is governed by separate 3<sup>rd</sup> party license terms and Rush is not liable for the Telematic Service. <sup>(4)</sup> Gap Coverage is provided and administered by an independent 3<sup>rd</sup> party provider under a separate contract directly between Customer and the 3<sup>rd</sup> party provider.



**Preview Order C268 - F3E 4x2 Reg Chas Cab SRW:** Order Summary Time of Preview: 11/05/2025 16:04:22 Receipt: NA

**Dealership Name:** Rush Truck Center, Ceres

**Sales Code :** F72919

|                                 |                         |                               |                        |
|---------------------------------|-------------------------|-------------------------------|------------------------|
| <b>Dealer Rep.</b>              | <b>Type</b> Fleet       | <b>Vehicle Line</b> Superduty | <b>Order Code</b> C268 |
| <b>Customer Name</b> PLEASANTON | <b>Priority Code</b> M3 | <b>Model Year</b> 2026        | <b>Price Level</b> 630 |

| DESCRIPTION                    | MSRP    | DESCRIPTION                    | MSRP    |
|--------------------------------|---------|--------------------------------|---------|
| F350 4X2 CHASSIS CAB/145       | \$50540 | 50 STATE EMISSIONS             | \$0     |
| .145 INCH WHEELBASE            | \$0     | JOB #1 ORDER                   | \$0     |
| TOTAL BASE VEHICLE             | \$50540 | TRAILER BRAKE CONTROLLER       | \$300   |
| OXFORD WHITE                   | \$0     | INTERIOR WORK SURFACE          | \$140   |
| VINYL 40/20/40 SEATS           | \$0     | CENTER HIGH MOUNT STOP LAMP    | \$100   |
| MEDIUM DARK SLATE              | \$0     | AUTO EMERGENCY BRAKE REMOVAL   | \$0     |
| PREFERRED EQUIPMENT PKG.630A   | \$0     | 350 AMP ALTERNATOR             | \$0     |
| .XL TRIM                       | \$0     | EXTERIOR BACKUP ALARM          | \$230   |
| .AIR CONDITIONING -- CFC FREE  | \$0     | DUAL BATTERY                   | \$210   |
| .AM/FM STEREO MP3/CLK          | \$0     | REAR VIEW CAMERA & PREP KIT    | \$515   |
| .7.3L DEVCT NA PFI V8 ENGINE   | \$0     | SPEED LIMITING 75-MPH GOVERNED | \$80    |
| 10-SPEED AUTO TORQSHIFT        | \$0     | CONN PKG: 1 YR INCL W/FORD APP | \$0     |
| .LT275/65R18E BSW ALL SEASON   | \$0     | SPECIAL DEALER ACCOUNT ADJUSTM | \$0     |
| 4.30 ELECTRONIC-LOCKING AXLE   | \$0     | SPECIAL FLEET ACCOUNT CREDIT   | \$0     |
| JACK                           | \$55    | FUEL CHARGE                    | \$0     |
| FORD FLEET SPECIAL ADJUSTMENT  | \$0     | NET INVOICE FLEET OPTION (B4A) | \$0     |
| FRONT LICENSE PLATE BRACKET    | \$0     | PRICED DORA                    | \$0     |
| VEHICLE INTEGRATION SYSTEM 2.0 | \$400   | ADVERTISING ASSESSMENT         | \$0     |
| PLATFORM RUNNING BOARDS        | \$320   | DESTINATION & DELIVERY         | \$2595  |
| 10500# GVWR PACKAGE            | \$0     |                                |         |
|                                |         |                                | MSRP    |
| TOTAL BASE AND OPTIONS         |         |                                | \$55485 |
| DISCOUNTS                      |         |                                | NA      |
| TOTAL                          |         |                                | \$55485 |

**ORDERING FIN:** QD840 **END USER FIN:** QD840



Seller: Knapheide Truck Equipment Center Sacramento  
3550 BOZZANO RD  
STOCKTON, CA 95215-9100  
1 (209) 855-8400  
www.knapheide.com

QUOTE: QU-67-  
1013379-5  
Quote Expiration:  
11/28/2025

Contact(s): Gary Tallman (Outside Sales)  
gtallman99@knapheide.com

Erin Hanson (Inside Sales)  
ehanson96@knapheide.com  
2098558415

Customer: Rush Truck Centers

ID: 29178  
Address: 1720 HERNDON RD  
  
CERES, CA 95307-4421

Phone: 2098577400  
Contact: Carlos Perez

Terms: NET 30 DAYS  
Bid Spec:

End Customer: City Of Pleasanton

Description: 9' SB WITH OPTIONS

Quote Information:

Customer Request Date:  
Quote Completed Date: 10/29/2025  
Date: 10/29/2025 17:33 PM CDT  
# of Units: 1

Delivery Information:

Total Price Includes F.O.B.:  
Ship Via:  
Ship To: Rush Truck Centers  
1720 HERNDON RD  
CERES, CA 95307-4421

Vehicle Information:

Make: Ford  
Chassis Type: Chassis Cab  
Rear Axle Type: SRW  
Fuel Type: Gas  
GVWR: 10500

Model: F-350  
Cab Type: Regular  
Drivetrain: 4x2  
Transmission Type: Auto

Year: 2025  
Cab to Axle: 60  
Engine Size: 7.3  
Wheelbase: 145

| Seq. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Item    | Quantity | Total |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|----------|-------|
| 1    | MODEL 6108F40 SERVICE BODY<br>9' SERVICE BODY FITS 60" CA SRW CHASSIS<br>PAINTED SINGLE STAGE WHITE<br>ALUMINUM TRIM KIT W/ROCK GUARDS<br>MASTER LOCKING SYSTEM W/CODEABLE PADLOCKS<br>GALVA-GRIP STRAIGHT BUMPER<br>LED CLEARANCE LIGHTS<br>SURFACE MOUNTED LED LIGHTS<br>KNAPHEIDE INTEGRATED REAR STROBES COMBO TAILLIGHTS<br><br>PUNCHED CAB GUARD POWDER COATED WHITE<br><br>CLASS IV RECEIVER HITCH WITH 7-WAY TRAILER PLUG<br><br>INSTALL FACTORY BACKUP CAMERA | PACKAGE | 1.00     |       |
| 2    | WHELEN TACF85 TRAFFIC ADVISOR MOUNTED ON CAB WIRED HOT TO UPFITTER SWITCH                                                                                                                                                                                                                                                                                                                                                                                              | PACKAGE | 1.00     |       |
| 3    | AMBER STROBES, WIRED BATTERY HOT<br>QTY (2) TL12F MOUNTED TO FRONT GRILLE<br>QTY (2) PSF02FCR SIDE LIGHTS MOUNTED MIDSHIP OF BODY                                                                                                                                                                                                                                                                                                                                      | PACKAGE | 1.00     |       |
| 4    | (2) L31 BEACONS MOUNTED ON OUTSIDE OF ARROW BOARD ON MOUNTING PLATE WIRED BATTERY HOT                                                                                                                                                                                                                                                                                                                                                                                  | PACKAGE | 1.00     |       |
| 5    | NP6BW BED AND SIDE LAMPS WIRED HOT TO UPFITTER SWITCH<br><br>(1) BED LIGHTING ON ONE UPFITTER SWITCH<br>(2) WORK LIGHT CURB AND STREETSIDE ON A DIFFERENT SWITCH.<br><br>ALL UPFITTER SWITCHES WIRED HOT TO BATTERY                                                                                                                                                                                                                                                    | PACKAGE | 1.00     |       |

|                                                                                                         |           |             |
|---------------------------------------------------------------------------------------------------------|-----------|-------------|
| Total does not include any applicable taxes or transportation charges unless specifically noted herein: | Subtotal: | \$22,129.24 |
|                                                                                                         | Total:    | \$22,129.24 |

|             |             |
|-------------|-------------|
| Customer PO | Total Price |
|-------------|-------------|

**Credit Card Policy:** We accept MasterCard, American Express, Visa, and Discover cards for payment.

**Cancellation Policy:** All cancellation requests must be made in writing. Upon any request for cancellation, any costs incurred by Knapheide during the fulfillment of Orders placed pursuant to this Quote shall be paid at 100%. Payments for cancellation are due in full at time of cancellation and/or upon cancellation of installation. Quoted prices are only guaranteed for orders placed as of the date specified on the Quote unless otherwise stated herein.

**Payment Policy:** Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order. Payment terms for customers with an established credit account will be Net 30 from date of invoice. Seller has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

**Pricing Policy:** All prices reflect the latest price in U.S. Dollars. Any order placed pursuant to this Quote shall be subject to these Terms and Conditions contained herein. These Conditions shall serve to exclude all other terms or conditions of purchase or other conflicting terms or conditions which may be issued, provided or referred to by Customer, all of which are hereby disclaimed or rejected, except insofar as any terms are expressly accepted in writing with an Authorized Knapheide Representative's written signature. Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any deviation therefrom may result in price change. In addition, additional costs may be incurred in the process of fulfilling orders placed pursuant to this Quote and Knapheide reserves the right to adjust costs accordingly, including but not limited to, reprogramming fees, etc. Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order. Seller must be in possession of the vehicle for this order within 90 days of quote acceptance or the order can be subject to price adjustments due to cost increases for materials, labor, and shop supplies.

**Return Policy:** All sales are final. Purchased parts or products are non-returnable.

By signing and accepting this quotation, Customer agrees to accept Knapheide Truck Equipment Center Sacramento terms and conditions as stated above.

|                    |                                                                                 |          |      |
|--------------------|---------------------------------------------------------------------------------|----------|------|
| Customer Signature | Print Name                                                                      | Title    | Date |
| Dealer Code        | Dealership                                                                      | Location |      |
| VIN                | If the chassis is customer supplied, Knapheide may require a chassis spec sheet |          |      |

CITY COUNCIL AGENDA REPORT

December 2, 2025  
Human Resources

**TITLE: INTRODUCTION OF PROPOSED MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF PLEASANTON AND THE PLEASANTON CITY  
EMPLOYEES ASSOCIATION/AFSCME LOCAL 955, WITH TERM ENDING  
MARCH 31, 2028**

**SUMMARY**

The Memorandum of Understanding (MOU) between the City of Pleasanton and the Pleasanton City Employees Association, AFSCME Local 955 (PCEA), expired on March 31, 2025. Representatives from PCEA and the City of Pleasanton met and conferred in good faith and have agreed on terms for a successor agreement. The City's practice is to introduce the key elements of the proposed MOU, receive input from the public, and allow for open discussion prior to adopting the agreement at the next public meeting.

**RECOMMENDATION**

Staff recommends that the City Council obtain public input and receive comments on the key elements of the tentative agreement negotiated between the Pleasanton City Employees Association/AFSCME Local 955 and the City of Pleasanton. This matter will be included in the agenda for the December 16, 2025, meeting for approval.

**BACKGROUND**

The PCEA represents approximately 204 employees across a wide range of classifications, including clerical positions, police dispatchers, recreation employees, planners, engineers, and maintenance employees in the streets, parks, support services, and utilities divisions. The recently expired MOU with this group covered the period April 1, 2022, through March 31, 2025.

On May 15, 2025, representatives of the City and PCEA began the meet-and-confer process regarding terms and conditions of employment to endeavor to reach an agreement on a successor MOU. The parties met eleven times to discuss the terms and developed a proposed initial agreement with a term ending on March 31, 2028.

**DISCUSSION**

In accordance with the Meyers-Milias-Brown Act, the parties are required to meet and confer in good faith over items covered within the scope of representation, including wages, hours, and other terms and conditions of employment.

A recent compensation study showed that most classifications in this bargaining unit are at or above the market for comparable agencies. However, the City continues to experience retention challenges in certain classifications, as nearby agencies offer competitive compensation structures that appeal to qualified candidates. To maintain competitiveness and support workforce stability, general wage increases and targeted incentives are recommended.

The significant results of the negotiations include:

1. **Term of Agreement:** The term of the proposed agreement is three years, effective as of April 1, 2025, with an expiration date of March 31, 2028.
2. **General Wage Increases:**
  - Effective the first full pay period on or after April 1, 2026 (April 11, 2026), the salary ranges shall be increased by three percent (3%).
  - Effective the first full pay period on or after April 1, 2027 (April 10, 2027), the salary ranges shall be increased by three percent (3%).
3. **Longevity Pay:**
  - Effective the first full pay period on or after April 1, 2026, bargaining unit employees who have completed ten (10) consecutive years of service with the City shall receive longevity pay in the amount of one-thousand dollars (\$1,000.00) (paid biweekly at \$38.46 per pay period) on an annual basis.
  - Effective the first full pay period on or after April 1, 2027, bargaining unit employees who have completed ten (10) consecutive years of service with the City shall receive longevity pay in the amount of one-thousand and one-hundred dollars (\$1,100.00) (paid biweekly at \$42.31 per pay period) on an annual basis.
4. **Certification Pay:** Effective the first full pay period after City Council ratification of a new MOU, Police Dispatchers and Police Dispatch Supervisors who obtain a Peace Officer Standard Training (POST) certificate shall receive:
  - 2.5% certification pay for an intermediate POST certificate.
  - 2.5% certification pay for an advanced POST certificate.
  - Certification Pay will not exceed a total of 5%.
5. **Call Back:** The two-hour minimum for call back was increased to four hours of work or pay, with any additional hours compensated at time-and-a-half. The four-hour minimum does not apply if the call back occurs within two hours of the employee's regular start time, and subsequent call-outs within the same two-hour window are excluded from the minimum overtime guarantee.
6. **Bilingual Pay:** The amount of bilingual pay was increased from \$50 to \$100 per pay period.
7. **Standby Time:** The hours of pay for standby time were increased from 20 to 25 hours. Response time for emergency call-outs for Utilities Systems Operator I/II classifications shall be 45 minutes or less.
8. **Safety Boot Allowance:** The safety boot allowance was increased from \$170 to \$275 per year. In conjunction with the allowance, bargaining unit employees are required to adhere to the Safety Boot Usage Policy, the terms of which will be discussed outside the scope of bargaining.

9. **Meal Pay:** The meal allowance for any employee required to work twelve consecutive hours or beyond in a given work duty period, when directed by their supervisor to continue working without the opportunity for a dinner meal break, increased from \$17 to \$25.

Other Changes: Agreements to language changes were also reached in many other areas of the MOU and are operational in nature. A strike-through copy of the complete draft MOU is included for your review. None of the language changes are intended to create substantive fiscal impacts.

## **CONCLUSION**

This report introduces the key elements of the successor MOU with the Pleasanton City Employees Association/AFSCME Local 955 representing non-management personnel throughout the City of Pleasanton. All agreements reached between the parties during the meet and confer process are tentative until the contract, in its entirety, is ratified by members of the PCEA (completed on November 20, 2025) and approved by the City Council. It is the City of Pleasanton's practice to introduce the key elements of the proposed contract to allow for open discussion prior to Council action at a future meeting.

## **EQUITY AND SUSTAINABILITY**

This is a routine matter of City business.

## **OUTREACH**

This City Council agenda item provides an opportunity for the public to provide input and comments on the key elements of the tentative agreement discussed herein.

## **STRATEGIC PLAN ALIGNMENT**

Approval of this action advances the Citywide strategic goal of Optimizing Our Organization: Organizational Effectiveness by continuously improving the organization's ability to deliver quality services to the public by supporting our employees' professional development, hiring top talent, and encouraging innovation in how we work.

## **FISCAL IMPACT**

The financial impact of implementing the successor Memorandum of Understanding will be reviewed as part of the City's budget update cycle. Staff will incorporate any necessary adjustments into the Mid-Year Budget Update in February 2026 and the Mid-Term Budget Update in May 2026.

Prepared by:



Sandra Williams,  
Management Analyst

Submitted by:



Xaviera Scoggins, Director of Human  
Resources & Labor Relations

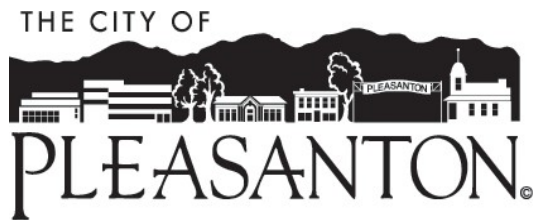
Approved by:



Gerry Beaudin, City  
Manager

Attachments:

1. Proposed PCEA MOU
2. Presentation



## **CITY OF PLEASANTON**

**And**

**AFSCME LOCAL 955**  
(Pleasanton City Employees Association)

## **MEMORANDUM OF UNDERSTANDING**

**April 1, ~~2022~~2025 – March 31, ~~2025~~2028**

# PCEA/AFSCME Local 955 MOU

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## MEMORANDUM OF UNDERSTANDING

Pleasanton City Employees Association, AFSCME, Local 955, AFL-CIO, and representatives of the City of Pleasanton, have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of employees in the representation unit specified in Section 1, have exchanged freely information, opinions and proposals and have endeavored to reach agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding is entered into pursuant to the Meyers-Miliias-Brown Act (Government Code Section 3500, et seq.) and has been jointly prepared by the parties.

This Memorandum of Understanding shall be presented to the City Council and members of AFSCME as the joint recommendations of the undersigned for salary and employee benefit adjustments for the period commencing April 1, ~~2022~~2025 and ending March 31, ~~2025~~2028.

### **Section 1. Recognition**

Pleasanton City Employees Association, AFSCME, Local 955, AFL-CIO, hereinafter referred to as the "PCEA/AFSCME LOCAL 955," the Union, is the formally recognized employee organization for the general employees unit comprised of the classifications listed in the attached salary schedule and certified pursuant to the Employer-Employee Relations procedures and Resolution No. 71- 75, adopted by the City of Pleasanton City Council on April 5, 1971.

### **Section 2. Union Security**

#### **2.1 Dues Deduction**

- ~~A. — Bargaining unit employees may voluntarily join PCEA/AFSCME LOCAL 955 and authorize individual payroll deductions for dues, initiation fees, and general assessments, as well as any other membership benefit program sponsored by the PCEA/AFSCME LOCAL 955 (hereinafter collectively "dues deductions"). The PCEA/AFSCME LOCAL 955 shall be responsible for maintaining records of bargaining unit employees who provide written consent to join PCEA/AFSCME LOCAL 955 and authorize dues deductions. The PCEA/AFSCME LOCAL 955 shall certify to the City the identity of such members and the amount of the dues deductions to be withheld from their paychecks.~~
- ~~B. — The Employer agrees to deduct from the paychecks of each bargaining unit employee who voluntarily authorizes dues deductions as certified by the PCEA/AFSCME LOCAL 955, or pursuant to an authorization form tendered to the Employer by either the PCEA/AFSCME LOCAL 955 or the employee. Any forms tendered to the Employer directly shall have copies provided to the PCEA/AFSCME LOCAL 955 President.~~

~~The City shall deduct from each bargaining unit employee's paycheck the total amount of dues certified by the PCEA/AFSCME LOCAL 955 per month or per pay period as applicable. The Employer shall immediately remit the total amount deducted, together with a list identifying each employee from whom a deduction was made and their mailing address, to the officer designated in writing by the President of the PCEA/AFSCME LOCAL 955 as the person authorized to receive such funds.~~

~~The President of the PCEA/AFSCME LOCAL 955 shall notify the City's Human Resources Department in writing as to the amount of such dues uniformly required of all members of the PCEA/AFSCME LOCAL 955.~~

A. The Union shall regularly provide the City in a manner that has been mutually agreed upon, with the names of employees who have voluntarily consented to or authorized dues deductions be initiated, changed, or discontinued pursuant to this section. The Union will timely submit a spreadsheet in an agreed upon format to Human Resources via email. Requests for dues deductions received by the close of business at least five (5) business days prior to the end of the pay period will be implemented in the following pay period. The Union certifies that it will only send requests to initiate dues deductions for employees who have voluntarily consented to or authorized the deductions.

B. Requests to authorize dues/other deduction(s), or requests to change status regarding such deductions, shall be directed to the Union rather than the City. The City shall rely on the Union's explanations in a certified list, submitted by a representative of the Union who has authority to bind the Union, regarding whether an authorization change in deduction(s) has been requested by the employee. The Union is responsible for providing the City with timely information regarding changes to employees' dues and any other lawful Union-related payroll deduction.

C. The Union is only required to provide the City a copy of the employee's authorization where a dispute arises about the existence or terms of the authorization.

D. P.E.O.P.L.E. \_\_\_\_\_

Employees in classifications represented by the PCEA/AFSCME Local 955 Bargaining Unit may make a voluntary, monetary monthly contribution to P.E.O.P.L.E., said contributions to be deducted from employees' pay by the City and remitted to AFSCME, P.E.O.P.L.E. (Public Employees Organized to Promote Legislative Equality).

~~The Employer will implement any change to a bargaining unit employee's payroll deductions during the first full pay period following notification of such change by the PCEA/AFSCME LOCAL 955.~~

~~C. The employee's earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of the dues check-off authorized. When an employee is in a non-pay status for an entire pay period, no withholding will be made to~~

~~cover that pay period from future earnings. In the case of an employee who is in a non-pay status during only part of the pay period, and the salary is not sufficient to cover the full withholding, no deduction shall be made. Thus all other legal and required deductions have priority over union dues. In addition, in order to meet certain accounting deadlines, all payroll changes connected with the deduction of union dues must be made by the fifteenth (15) of the preceding month.~~

~~D. The PCEA/AFSCME LOCAL 955 may request the City to provide an optional voluntary deduction for members of PCEA/AFSCME LOCAL 955. Such deduction shall be requested by the member in even dollar amounts. The optional PCEA/AFSCME LOCAL 955 deduction shall be made only from the pay due to employees on the first payday of each calendar month. The member may discontinue the optional PCEA/AFSCME LOCAL 955 deduction at any time by contacting their Union Representative. PCEA/AFSCME LOCAL 955 agrees to refund to the City any amounts paid to it in error.~~

E. ~~The PCEA/AFSCME LOCAL 955~~ The Union shall indemnify, defend, and ~~hold~~save the City harmless against any and all claims, demands, suits, ~~proceedings or court orders, or any judgments, or~~ other forms of liability that ~~may~~ arise out of or by reason of this union security section, or action taken or not taken by the City ~~for~~under this Section. This includes, but is not limited to, the ~~purpose of complying with any of the City's Attorneys' fees and costs. The provisions of this check-off agreement. In addition, the PCEA/AFSCME LOCAL 955 shall refund to the City any amounts paid to it in error upon presentation of supporting evidence. However, the PCEA/AFSCME LOCAL 955~~subsection shall not be ~~required to make reimbursements should discovery of the error occur twenty-four (24) months after the occurrence of the error~~subject to the Grievance Procedure.

## 2.2 Maintenance of Membership

All employees in units represented by the Union who are currently paying dues to the Union and all employees in such units who hereafter become members of the Union shall pay dues to the Union for the duration of this MOU and each year thereafter so long as the Union continues to represent the position to which the employee is assigned, unless the employee has exercised the option to cease paying dues in accordance with Section 2.4.

## 2.3 Union Dues Form

Employees may voluntarily elect to complete a Union dues authorization card provided by the Union and to have deducted from their paychecks the membership dues of the Union. Each such dues authorization form referenced above shall include a statement that such authorization may be revoked as provided in Section 2.4 below.

## 2.4 Rescission of Dues Authorization

Employees who wish to voluntarily rescind their membership shall notify the Union in writing in accordance with the AFSCME membership application.

## 2.5 Communicating With Employees

The Union shall be allowed to use designated portions of bulletin boards or display areas in public portions of City buildings or in public portions of offices in which there are employees represented by the Union. Representatives of the Union, not on City time, shall be permitted to place a supply of employee literature in City buildings. Said representatives may distribute employee organization literature in work areas if the nature of the literature and the proposed method of distribution are compatible with the work environment and work in progress. Such placement and/or distribution shall not be performed by on-duty employees.

The Union shall be allowed access to work locations in which it represents employees for the following purposes:

- a. to post literature on bulletin boards;
- b. to arrange for use of a meeting room;
- c. to leave and/or distribute a supply of literature as indicated above;
- d. to represent an employee on a grievance, and/or to contact a union officer on a matter within the scope of representation.

In the application of this provision, it is agreed and understood that in each such instance advance arrangements, including disclosure of which of the above purposes is the reason for the visit, will be made with the departmental representative in charge of the work area, and the visit will not interfere with City services.

## 2.6 Use of City Buildings

The Union may request permission from the City to use City buildings during regular work hours for purposes of contract ratification meetings and union officer elections when:

- a. Such space is available and its use by the Union is scheduled.
- b. There is no additional cost to the City;
- c. It does not interfere with normal City operations;
- d. Employees in attendance are not on duty and not scheduled for duty;
- e. The meetings are on matters within the scope of representation.

~~A.—The maintenance of membership is between the employee and the Union.~~

~~B.—If a bargaining unit employee desires to revoke, cancel or change their prior dues deduction authorization, the Employer shall direct the employee to the PCEA/AFSCME LOCAL 955. Any such dues deduction revocation, cancellation~~

and/or change shall be effective only when submitted by the PCEA/AFSCME LOCAL 955 to the Employer and is subject to the terms and conditions set forth in the original payroll deduction/authorization.

~~C. The City shall furnish, monthly, a list of all employees appointed within classifications contained in Appendix "B" of this MOU. The City shall furnish a list of all newly hired employees and change in status or representation of employees to the Union's President each pay period. The City shall provide contact information in writing, regarding persons newly hired by the City into a PCEA/AFSCME LOCAL 955 represented classification, to the designated Union Official consistent with Section 2.3 C.~~

## ~~2.3~~ Communication with Employees

~~A. Any representative of the Union shall give notice to the Department Head when contacting City employees during the duty period of the employees, provided that solicitation for membership or other internal employee organization business shall be conducted only during the off-duty hours of all employees concerned. Pre-arrangements for routine contact between the Union and the Department Head may be made, and when made shall continue until revoked.~~

~~The Union may designate to the Director of Human Resources and Labor Relations no more than two representatives to discuss grievances with their members. The Union representatives shall be allowed reasonable time at the beginning or end of an employee's normal duty period to discuss the employee's grievance. This use of duty period time by either the Union representative or the employee shall not unduly affect either person's ability to complete their assigned duties. These time limitations shall not be in effect during the conduct of formal grievance hearings.~~

~~B. New Employee Orientation meetings~~

~~This provision applies to all new employees hired into the City in the PCEA/AFSCME Local 955 Bargaining Unit and is intended to comply with AB 119.~~

~~The City will provide the Union with not less than ten (10) calendar days' advance written notice of the time, date, and location of all new employee orientation meetings. Notice will be made by way of email to the Union President and Vice President The Union shall maintain proper order at the meeting, and see that the space is left in a clean and orderly condition.~~

~~The Union will be given up to thirty (30) minutes as part of the new employee orientation meetings to present Union membership information to new employees in the Bargaining Unit.~~

~~The Union representatives who will present information at the new employee orientation meetings may do so on work time. The Union will notify the City of the names of the employees who will be presenting on behalf of the Union.~~

## ~~C. Information Requirements~~

~~The City will provide the Union with a digital file via email to the Union President and Vice President containing the following information for each employee in the PCEA/AFSCME Local 955 Bargaining Unit to the extent the City has the information on file:~~

- ~~• Name~~
- ~~• Job title~~
- ~~• Work location~~
- ~~• Personal telephone number (may be home or cellular as provided by the employee)~~
- ~~• Home address~~
- ~~• Personal email addresses on file with the City (new hires only).~~

~~The above information will be provided to the Union as follows:~~

- ~~• For new hires, within thirty (30) days of hire or by the first pay period of the month following hire~~
- ~~• For every Bargaining Unit employee every one hundred twenty (120) calendar days~~

## ~~2.4 Bulletin Boards~~

~~The Union may use portions of City bulletin boards under the following conditions:~~

- ~~(1) All materials must receive the prior approval of the Director of Human Resources and Labor Relations.~~
- ~~(2) All materials must be dated and must identify the organization that published them.~~

## ~~2.5 Use of City Buildings~~

~~City buildings and other facilities may be made available for use by City employees or the Union or its representatives in accordance with such administrative procedures as may be established by the City Manager or their designated representative.~~

## ~~2.6 Advance Notice~~

~~Except The Union shall, except in cases of emergency as provided below in this subsection, have the Union, if affected, shall be given right to reasonable advance written notice of any ordinance, rule, resolution, rule or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, and shall~~

~~be given the opportunity to meet with the appropriate management representatives prior to adoption.~~body considering the matter.

The listing of an item on a public agenda, or the mailing of a copy of a proposal at least seventy-two (72) hours before the item will be heard, or the delivery of a copy of the proposal at least twenty-four (24) hours before the item will be heard, shall constitute notice.

In ~~case~~cases of emergency ~~which the foregoing procedure is not practical or in the best public interest,~~when the City may adopt or put into practiceCouncil determines it must act immediately ~~without~~ such ~~measures as are required.~~

~~At the earliest practicable date thereafter the Union shall be provided with the notice described in the preceding paragraph~~notice or meeting, it shall give notice and be given an opportunity to meet as soon as practical after its action.

## 2.8 New Employee Orientation

Each newly-hired employee will be permitted to attend, without loss in compensation, a thirty (30) minute new employee orientation, conducted by the Union. The Union representative shall also be permitted to conduct the thirty (30) minute session without loss in compensation.

In the event that the City provides less than ten (10) calendar days' notice or no notice, and the Union is unable to attend the orientation because of the short notice or no notice, the Union may request to meet with new employees entering the PCEA/AFSCME LOCAL 955 bargaining unit.

**The City will** work to arrange a meeting within seven (7) working days of the Union's request for up to thirty (30) minutes (the city has the discretion to allow additional time if available), during regular working hours without loss in compensation. The make-up session is mandatory for the employee and shall be arranged in coordination with the City and conducted by the Union.

The ~~appropriate~~ new employee orientation notice provided to the Union will include the date, time, and location of the orientation. Also the full name, classification, and department of all new employees shall be provided.

Representatives of the Union shall be permitted to make a presentation of up to thirty (30) minutes (the City has the discretion to allow additional time if available), and present written materials, during a portion of the orientation for which attendance is mandatory. No representative of **management** shall be present during the Union's presentation.

The Union may use the City's facilities to conduct the new employee orientation sessions and make-up orientation meetings with newly hired employees in the bargaining unit.

A bargaining unit member attending orientation as a Union representative shall be given paid release time sufficient to cover the Union's presentation and travel time. The Union will provide the names of any employees who they wish to be released at least 48 hours in advance to the ~~Labor Relations~~ Human Relations Manager.

The City Human Resources Department shall monthly furnish an electronic list in a Microsoft Excel file of all new hires to the Union including: full name, job titles, department, work location, work and home telephone number, personal email addresses, and home address on file with the City. The City shall also furnish a list of all the changes in status or representation of employees.

**Compliance with the Law.** The parties agree to comply with applicable state law and agree to negotiate any changes to the law in accordance with the MMBA

## **2.9 Strike/Work Stoppage**

During the term of this MOU, the Union, its members and ~~representatives~~ agree that it and they will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, sickout, or refusal to perform customary duties. In the case of a legally declared lawful strike against a private or public sector employer which has been sanctioned and approved by the labor body or council having jurisdiction, an employee who is in danger of physical harm shall not be required to cross the picket line, provided the employee advises **their** supervisor as soon as possible, and provided further that an employee may be required to cross a picket line where the performance of **their** duties is of an emergency nature and/or failure to perform such duties might cause or aggravate a danger to public health or safety.

The City agrees that there shall be no lock-out of employees.

## **Section 3. No Discrimination**

Neither the City, the Union, nor any person employed by them shall discriminate against any employee, or applicant for employment because of race, color, religion, sex, (including pregnancy, childbirth, breast feeding, or related medical conditions), ancestry and national origin, age, (40 and over), medical condition, ~~pregnancy~~, marital status, disability ~~or~~ (mental and physical), gender identity and gender expression, genetic information, military or veteran status, and sexual orientation. Furthermore, the City shall not discriminate against any employee because of legitimate employee organization activities.

## **Section 4. Representatives and Meetings**

### **4.1 Union Representatives**

The Union shall submit a list of the officers of the Union to the City Manager and notify the City Manager in writing at such time there are any changes in such Union officers.

Union members who are ~~official representatives of~~ on the ~~Union~~ PCEA/AFSCME LOCAL 955 Executive Board shall be given reasonable time off with pay to attend meetings with management representatives, to be present at hearings where such matters within the scope of representation are being considered, and to prepare for meet and confer sessions both prior to and following said sessions. The use of ~~duty paid~~ time for this purpose shall be reasonable and shall not interfere with the performance of City services as determined by the City. ~~No more than three (3) Union members shall be considered official Union representatives for the purposes of this paragraph.~~ On or about January 15 of each year the Union shall submit in writing to the ~~Personnel~~ Human Resources and Labor Relations Director a list of ~~three (3) official Union representatives~~ PCEA/AFSCME LOCAL 955 Executive Board members. The list of official Union representatives may be amended by the Union providing all such amendments are made in writing and submitted to the Director of Human Resources and Labor Relations.

The City will grant the Union's ten (10) member executive board reasonable time off with pay to attend ~~routinely scheduled Joint Labor Management Meetings (see Addendum A)~~ meet and confers, contract negotiations, and one (1) two-hour executive board meeting per month, provided ~~the Joint Labor Management Meeting occurs~~ that they occur during the ~~employee's~~ Union member's regularly scheduled work time.

The City will grant a reasonable number of members of the Union's executive board with reasonable time off to attend mediations, grievance hearings, *Weingarten* meetings, and *Skelly* hearings and the routinely scheduled Joint Labor Management Meetings (see Section 4.2) provided the afore-mentioned meetings occur during the employee's regularly scheduled work time.

#### 4.2 Joint Labor Management Meetings

The City and the Union agree to discuss ongoing labor and management issues. The Committee consists of Union and City representatives and may involve subject matter experts as needed.

Meetings will be scheduled every other month or as mutually agreed upon. Agendas will be submitted in advance to the other party.

Issues to be discussed in this setting may include but are not limited to clarification of City practices and benefits; improvement of communications between the parties; budgetary updates; impact of State or Federal legislation and safety issues including joint training suggestions. Specific project priorities and timelines will be jointly established by the committee.

Matters not appropriate for Committee discussion are grievances and disciplinary matters or matters subject to meet and confer pursuant to the Meyers Miliias Brown Act.

During the term of this MOU (April 1, 2025 – March 31, 2028), the parties agree to confer the Joint-Labor Management Committee to discuss comparable agencies and benchmark classifications to be surveyed. The meeting shall take place not less than six

months prior to expiration of the 2025-2028 MOU. Certain criteria shall include agencies of similar size, similar budget, similar sources of revenue and similar scope of operations.

## **Section 5. City Rights**

The rights of the City include, but are not limited to, the exclusive right to determine the mission of its constituent departments, commissions and boards; set standards of service; determine the procedures and standards of selection for employment and promotion; direct its employees, take disciplinary action for just cause, relieve its employees from duty because of lack of work (per Section 25, Resignation, Reinstatement, and Layoff) or for other legitimate reasons; maintain the efficiency of governmental operations; determine the methods, means and personnel by which government operations are to be conducted; determine the content of job classifications; take all necessary actions to carry out its mission in emergencies; to exercise complete control and discretion over its organization and the technology of performing its work. The City acknowledges that it must meet and confer with the Union before implementing management rights that have an impact on mandatory subjects of bargaining.

## **Section 6. Salaries**

### **6.1 Salary**

Salary Schedules are attached as Appendix BC.

- Effective the first full pay period on <sup>1</sup>/<sub>or</sub> after April 1, ~~2022~~2026 (April ~~2, 2022~~11, 2026), the salary ranges ~~will~~shall be increased by ~~four and one quarter~~three percent (~~4.25~~3%).
- ~~Effective the first full pay period on <sup>1</sup>/<sub>or</sub> after April 1, 2023 (April 1, 2023), the salary ranges will be increased by three percent (3%).~~
- ~~Effective first full pay period on/after April 1, 2024 (April 13, 2024~~10, 2027), the salary ranges shall be increased by three percent (3%).

These ranges represent for each classification the standard rate of pay for full employment and represent the total compensation due employees except for overtime compensation and other benefits specifically provided by the City.

### **6.2 Entrance Salary**

The entrance salary for a new employee entering the City service shall be the minimum salary for the class to which he/she is appointed. The Appointing Authority may, however, authorize original appointment or reinstatement at a rate higher than the minimum rate when the qualifications of the candidate including but not limited to education, experience and training and/or needs of the service warrant.

### **6.3 Conversion of Pay Rates**

Any monthly rate of pay may be converted into any equivalent rate of pay or to any other time basis when, in the judgment of the City Manager, such a conversion is advisable.

#### **6.4                    Salary Advancements**

Full time regular employees serving in a regularly established position and part-time regular employees serving in classifications represented by the Union shall be advanced from the "A" step to the "B" step in their respective classifications after completion of twelve (12) months' full time satisfactory service, in each of the salary steps for the classification until the top of the range is reached. No salary advance shall be made so as to exceed any maximum rate established in the pay plan for the class to which the advanced employee's position is allocated. Advancements shall not be automatic but shall depend upon increased service value of an employee to the City as determined by his/her Department Head. These include length of service, performance record, special training undertaken, or other pertinent evidence. Upon the approval of the City Manager, an employee who demonstrates exceptional performance based upon the criteria in the preceding sentence may be advanced two salary steps. An employee shall not normally be eligible for advancement in pay until they have successfully completed their probationary period or any extension thereof, as provided in Section 21.

A change in an employee's salary because of promotion or demotion establishes a new salary anniversary date for that employee. Salary range adjustments for a classification will not establish a new salary anniversary date for employees serving in that classification.

#### **6.5                    Salary Step When Salary Range is Increased**

Whenever the monthly schedule of compensation for a class is revised, each incumbent in a position to which the revised schedule applies shall be entitled to the step in the revised range which corresponds to the step held by the employee in the previous range.

#### **6.6                    Salary Step After Promotion or Demotion**

When an employee is promoted from a position in one class to a position in a higher class, they shall receive the minimum rate for the higher class; provided, however, that such rate is at least five percent (5%) above their current wage rate. When an employee is demoted, whether such demotion is voluntary or otherwise, that employee's compensation shall be adjusted to the salary prescribed for the class to which they are demoted. The specific rate of pay within the range shall be determined by the City Manager, whose decision shall be final; provided, however, that the employee's rate of pay shall not be set at a lower rate than they would have received had the employee remained in the lower class.

## 6.7 Certification Pay

Effective the first full pay period ~~on~~/after ~~July 1, 2017 (July 1, 2017)~~City Council ratification of a new MOU, employees serving in the classifications of Utilities Systems Operator I, Utilities Systems Operator II, Lead Utilities Systems Operator, Utilities Systems Maintenance Supervisor – Collections, and Chief Utilities Systems Operator who obtain and maintain a State of California Grade 2 Water Distribution License will receive 2.5% Certification Pay.

Effective the first full pay period ~~on~~/after ~~July 1, 2017 (July 1, 2017)~~City Council ratification of a new MOU, employees serving in the classifications of Utilities Systems Operator I, Utilities Systems Operator II, Lead Utilities Systems Operator, Utilities Systems Maintenance Supervisor – Collections, and Chief Utilities Systems Operator who obtain and maintain a State of California Grade 3 Water Distribution License or above will receive an additional 2.5% Certification Pay.

Certification Pay will not exceed a total of 5%.

Effective the first full pay period after City Council ratification of a new MOU, **Police** Dispatchers and **Police** Dispatch Supervisors who obtain an intermediate **Peace Officer** Standard Training (POST) certificate shall be paid 2.5% certification pay.

Effective the first full pay period after City Council ratification of a new MOU, **Police** Dispatchers and **Police** Dispatch Supervisors who obtain an advanced **Peace Officer** Standard Training (POST) certificate shall be paid 2.5% certification pay.

Certification Pay will not exceed a total of 5%.

## 6.8 Longevity

Effective the first full pay period on or after April 1, 2026, bargaining unit employees who have completed ten (10) consecutive years of service with the City shall receive longevity pay in the amount of one-thousand dollars (\$1,000.00) (paid biweekly at \$38.46 per pay period) on an annual basis.

Effective the first full pay period on or after April 1, 2027, bargaining unit employees who have completed ten (10) consecutive years of service with the City shall receive longevity pay in the amount of one-thousand and one-hundred dollars (\$1,100.00) (paid biweekly at \$42.31 per pay period) on an annual basis.

## **Section 7. Hours of Work**

### 7.1 Standard Workweek

The standard workweek for all full time employees shall consist of five (5) consecutive eight (8) hour work days.

**Alternative Workweek**

- A. Alternate workday or workweek periods may be authorized by the Department Head or City Manager to accommodate temporary business needs such as special scheduled events or projects, or work-related certification testing, that may require work on a weekend or different hours than the standard workweek (see section 7.1 for definition of standard workweek). ~~Depending on the event or project, this could involve:~~
- B. Alternative workweeks may also be established by mutual agreement between a Department Head and Employee for a more regular and ongoing basis, subject to City Manager approval. Alternative work schedules may only be used when the Department Head decides that public service and access to city services are not negatively impacted, staffing remains cost effective, no extra overtime costs are created, and the employee's performance is meeting or exceeding expectations.
- C. Represented employees may initiate requests to work alternate work schedules, including staggered work schedules, subject to the approval of the Department Head and City Manager.
- D. Approved schedule changes will begin coinciding with the beginning of a pay period and must conform with appropriate schedules as required by the Fair Labor Standards Act (FLSA) and any applicable laws.
- E. Departments requiring employees to work a non-voluntary alternative schedule shall first solicit volunteers. In the event no volunteers are found, the department shall equally distribute or rotate the assignment among qualified employees.
- F. Notification of non-voluntary schedule changes shall be given to the employee with no less than twenty-one (21) calendar days of notice of such change.

Examples of Alternative Schedules include:

- Altering the workweek to include a workday on Saturday and/or Sunday. In this instance, the employee's alternate day(s) off shall be scheduled at the beginning or end of the employee's remaining workweek, except under circumstances of unusual scheduling, workload, or by mutual agreement with the Department Head, when the day(s) off may be midweek.
- A 9/80 schedule, where an employee works eight (8) 9-hour days and one (1) 8-hour day, and gets an additional day off every other week.
- A 4/10 schedule, where an employee works four (4) 10-hour days each week.
- **For Police Dispatchers and Police Dispatch Supervisors only:**  
Elongating the workday to 9, 10, or ~~10~~12 hours, and shortening the workweek.
- ~~Among qualified employees, who~~ When working a 12-hour workday, Police Dispatchers and Police Dispatch Supervisors shall be afforded equal opportunity, volunteers shall be first solicited for such duty, and three (3) days shall be allowed for this solicitation. Where insufficient volunteers exist after such solicitation, such duty shall be equally distributed among qualified employees, who shall in no case be given less than three (3) weeks' notice of such duty receive two 30-minute meal breaks.

### 7.3 Rest Periods

Employees shall be entitled to take a rest period of fifteen (15) minutes for each half of a full work shift. The City may schedule the time of the rest period to reduce impact on work operations.

## Section 8. Overtime

### 8.1 Overtime Rate

Full time employees who are assigned by their supervisor to work after completion of their work day shall be entitled to overtime compensation for all hours so worked, provided, however, that the overtime rate shall be computed at one and one-half (1-1/2) times the employee's regular rate of pay as calculated to the nearest one-tenth (1/10) of an hour.

### 8.2 Call Back

~~An~~ Effective the first full pay period after City Council ratification of a new MOU, an employee who has departed from the employee's work location and is called back to work shall be entitled to a minimum of ~~two (2)~~ four (4) hours work or, if no work is performed, a minimum of ~~two (2)~~ four (4) hours pay. Such ~~two (2) hour~~ four (4) hours entitlement of pay, and any time worked in excess of ~~two (2)~~ four (4) hours per call back assignment, shall be compensated at time and one-half the employee's regular hourly rate of pay. This minimum entitlement does not apply to employees who are called back to work within two (2) hours of their regular starting time. The ~~two~~ four hour minimum overtime payment shall not apply to subsequent call outs occurring within any two hour period.

### 8.3 After Hours Telephone Response

An employee shall be compensated for responding to City phone calls or texts on work related matters from authorized City personnel after normal work hours. For calls or texting that last up to fifteen (15) minutes, the employee shall be paid fifteen (15) minutes pay. For calls that last fifteen (15) to thirty (30) minutes, the employee shall be paid thirty (30) minutes pay. For calls or texting that last longer than thirty (30) minutes, the employee shall be paid for all time worked calculated to the nearest one-tenth (1/10) of an hour.

Employees in the Information Technology Department may be requested to perform work remotely and after regular work hours rather than be called back to work in accordance with Section 8.2. In such cases, said employees will be paid one (1) hour of pay or actual time worked, whichever is greater.

All compensation shall be paid at the appropriate rate.

### 8.4 Compensatory Time Off (CTO)

Employees may be compensated for overtime worked either by monetary payment or by compensatory time off, at the option of the employee. Compensatory time shall accrue at the rate of one and one-half (1-1/2) times the overtime hours worked. ~~Compensatory time off which accrues in excess of eighty (80) hours must be liquidated by monetary payment.~~ Compensatory time off maximum annual accrual is one hundred (100) hours. After the annual limit is reached any additional overtime hours worked during the year are paid out at one and one-half times (1-1/2) for actual hours worked. All monetary payments for overtime must be paid not later than the next biweekly payroll following the pay period in which the overtime was worked. Utilization of compensatory time off shall be by mutual agreement between the Department Head and the employee. Upon termination, the employee shall be paid for their unused compensatory time. Overtime shall not be assigned on the basis of employee's choice of monetary payment or compensatory time off.

Employees ~~may, twice per year, will not be paid for all~~ permitted to cash out accrued and unused compensatory time, ~~up to an amount not exceeding eighty (80) hours per calendar year. Said payment shall be made on~~ until separation of employment with the first pay day in June and on the first pay day in December. ~~Written requests for payment must be made by the employee fifteen (15) days in advance of the first payday in June and~~ December City.

## 8.5 Bilingual Pay

~~—Effective the first full pay period after July 1, 2014 (July 5, 2014), the City will establish a Bilingual Pay program.~~ The City agrees to pay a premium of fifty dollars (\$50.00) per pay period to employees with bilingual skills, who occupy positions where the City has determined said skills are necessary or desired to serve the Pleasanton community.

Effective the first full pay period on or after April 1, 2026, the amount of bilingual pay will be increased from fifty dollars (\$50.00) to one-hundred dollars (\$100.00) per pay period.

Qualifying languages for bilingual assignment include:

- Spanish
- Mandarin
- Any foreign language as determined by the City
- American Sign Language (ASL)

Upon written recommendation of the Department Head, Human Resources may approve a bilingual assignment once the employee has undergone appropriate testing and been certified as bilingual. The City reserves the right to terminate a bilingual assignment when it is determined that the need for such assignment no longer exists.

## Section 9. Standby Time

Standby time is that amount of specific and predetermined time that an employee is required to be on call in addition to the normal work day and shall be compensated at a rate of pay equal to twenty (20) hours of pay for each seven (7) day period spent on standby. Effective the first full pay period after City Council ratification of a new MOU, the 20 hours of pay will be increased to twenty-five (25) hours. The hours of daily standby duty for water division employees and sanitary sewer division employees shall be 3:30 p.m. to 7:00 a.m. The requirement that employees in the classification of Utilities Systems Operator I and Utilities Systems Operator II work standby shall be set forth in the job descriptions of such classifications.

Response time for emergency call outs for the classifications of Utilities Systems Operator I and Utilities Systems Operator II shall be ~~extended from 30 minutes or less during standby duties to 45 minutes or less during standby duties on a one year trial basis. Emergency call out information (at a minimum but not limited to: time of call, time for response and type of incident) will be gathered during the one year trial and examined by a committee of Utilities Management members and Utilities Systems Operators, including at least one union representative from Utilities, to evaluate the effectiveness and safety of the emergency call back program. The data and committee recommendations will be presented to the Director of Operations Services no later than May 31, 2017. The Director will determine if the change will be adopted as permanent, extended or terminated. The Director's written determination will be provided to the committee and the Union no later than June 30, 2017. The Director's decision will be final~~ 45 minutes or less.

## **Section 10. Training Pay: Police Dispatcher/Community Service Officer/Police Records Clerk**

Police Dispatchers assigned to train new Police Dispatchers as part of a formal departmental training program shall be paid an additional five percent (5%) of their regular hourly rate of pay for each hour of assigned training.

Community Service Officers assigned responsibility to train new Community Service Officers as part of a formal departmental training program shall be paid five percent (5%) of their regular hourly rate of pay for each hour of assigned training.

Police Records Clerks assigned responsibility to train new Police Records Clerks as part of a formal departmental training program shall be paid five percent (5%) of their regular hourly rate of pay for each hour of assigned training.

## **Section 11. Holidays**

### **11.1 Observed Holidays**

The holidays to be observed are as follows:

- a. January 1
- b. The third Monday in January known as "Martin Luther King Day"
- c. The third Monday in February, known as "Washington Day"

- d. The last Monday in May known as "Memorial Day"
- e. July 4
- f. The first Monday in September known as "Labor Day"
- g. The eleventh day of the eleventh month, known as "Veterans Day"
- h. Thanksgiving Day
- i. The Friday following Thanksgiving Day
- j. Christmas Eve Day
- k. December 25

In addition, the Library operation will be closed on Easter Sunday and employees will be given time off as a non-paid holiday. Employees may use available paid leave for time off, or record this day without pay for time off. The City reserves the right to modify this decision in the future to accommodate community and/or organizational concerns, with advance notice to the Union.

## **11.2            Floating Holidays**

Each Bargaining Unit employee shall be credited with the following amount of floating holiday hours on January 1<sup>st</sup> of each year:

Forty (40) hours of floating holidays shall be credited to each employee to be observed on a date mutually agreed to by the individual employee and the Department Head or the Department Head's designee.

Such floating holidays shall be scheduled in advance of the observance of such floating holiday and once scheduled may not be changed unless mutually agreed to by the employee and the Department Head or their designee. Floating holidays shall be taken in the calendar year in which they are credited and may be taken in less than full day increments.

Police Dispatchers and Police Dispatch Supervisors shall be credited with forty (40) hours of Paid Time Off (PTO).

Persons who become full time employees after January 1 but prior to July 1 of any calendar year, shall be credited with two (2) floating holidays/Paid Time Off subject to the scheduling, approval and observance processes outlined above.

## **11.3            Holiday Observance Regular Part-Time Employees**

Regular part-time employees shall receive time off with pay for holiday observances as follows:

Regular part-time employees including job share employees averaging between twenty (20) and twenty-nine (29) hours per week, four (4) hours pay for each fixed holiday observed by full time employees in the same or similar classification. In addition floating holidays shall be credited to each regular part-time employee including job share employees each year at half (1/2) the annual rate of a full-time employee. Scheduling and observance of said floating holidays shall be in accordance with those procedures

established for full time employees. Such floating holidays shall be observed in the calendar year in which they are credited.

Regular part-time employees including job share employees averaging between thirty (30) through thirty-nine (39) hours per week, six (6) hours pay for each fixed holiday observed by full time employees in the same or similar classification. In addition, floating holidays shall be credited to each regular part-time employee including job share employees each year at three-quarters (3/4) the annual rate of a full-time employee. Scheduling and observance of said floating holidays shall be in accordance with those procedures established for full time employees. Such floating holidays shall be observed in the calendar year in which they are credited.

The change in crediting of floating holidays for regular part time employees shall occur consistent with the conversion procedures established for full time employees.

#### **11.4            Work on a Holiday**

If in the opinion of the Department Head, the employee's services are needed and required in the interest of the public health, safety or general welfare, the employee shall be compensated at a rate of pay twice that established for regular time for holiday hours worked.

#### **11.5            Holidays Falling on Saturday, Sunday, Scheduled Day Off**

When a holiday falls on a Sunday, the following Monday shall be observed; when a holiday falls on a Saturday, the preceding Friday shall be observed; except that if Christmas Eve Day falls on a Saturday or Sunday the preceding Friday shall be observed. If a holiday falls on an employee's scheduled time off, compensatory time off shall be granted, or, at the option of the employee, compensation at a rate of pay equal to their regular rate of pay for the holiday period shall be granted.

#### **11.6            Holiday in Lieu**

Employees in the classifications of police dispatcher, senior police dispatcher and supervising police dispatcher shall be compensated each year for working holidays through receipt of holiday in lieu pay. Said holiday in lieu pay shall be equal to seven and one-half percent (7-1/2%) of the employee's annual salary exclusive of any overtime and shall be in addition to the employee's regular monthly salary. Holiday in lieu pay shall be paid on a bi-weekly basis. Employees in the classification of police dispatcher, senior police dispatcher and supervising police dispatcher shall receive prorated holiday pay upon termination.

### **Section 12. Vacations**

#### **12.1            Vacation Eligibility**

All employees in the competitive service shall be entitled to annual vacation leave with pay except for the following:

- 1) Employees who have served less than six (6) months in the service of the City.
- 2) Employees who work on a provisional or temporary basis and all non-regular part-time employees.

## 12.2 Vacation Allowance

Each eligible employee shall accrue vacation as follows:

| <u>Years of Continuous Service</u> | <u>Monthly Accrual Rate</u> |
|------------------------------------|-----------------------------|
| First through fourth               | 6.667                       |
| Fifth through ninth                | 10.000                      |
| Tenth through fourteenth           | 13.334                      |
| Fifteenth                          | 14.000                      |
| Sixteenth                          | 14.667                      |
| Seventeenth                        | 15.334                      |
| Eighteenth                         | 16.000                      |
| Nineteenth and above               | 16.667                      |

Any employee, except a probationary, or regular part-time employee, may be allowed to incur a forty (40) hour deficit beyond the vacation leave credited to their account on the employee's anniversary date. A probationary employee may incur a forty (40) hour deficit in vacation after six (6) months full-time satisfactory service.

Once an employee reaches a deficit of forty (40) hours of vacation leave, the employee will not be permitted to use any additional vacation leave until they have accumulated a positive balance of vacation leave.

## 12.3 Vacation Allowance Regular Part-time Employees

Regular part-time employees including job share employees provided they average between twenty (20) and twenty-nine (29) hours per week, shall accrue vacation with pay as follows:

| <u>Years of Continuous Service</u> | <u>Monthly Accrual Rate</u> |
|------------------------------------|-----------------------------|
| First through fourth               | 3.334                       |
| Fifth through ninth                | 5.000                       |
| Tenth through fourteenth           | 6.667                       |
| Fifteenth                          | 7.000                       |
| Sixteenth                          | 7.334                       |
| Seventeenth                        | 7.667                       |
| Eighteenth                         | 8.000                       |
| Nineteenth and above               | 8.335                       |

Regular part-time employees including job share employees provided they average between thirty (30) through thirty-nine (39) hours per week, shall accrue vacation with pay as follows:

| <u>Years of Continuous Service</u> | <u>Monthly Accrual Rate</u> |
|------------------------------------|-----------------------------|
| First through fourth               | 5.000                       |
| Fifth through ninth                | 7.500                       |
| Tenth through fourteenth           | 10.000                      |
| Fifteenth                          | 10.500                      |
| Sixteenth                          | 11.000                      |
| Seventeenth                        | 11.500                      |
| Eighteenth                         | 12.000                      |
| Nineteenth and above               | 12.500                      |

#### 12.4 **Vacation Cap**

The vacation cap is established at four hundred (400) hours. Thereafter, at any time an employee reaches four hundred (400) hours, the employee will cease accruing vacation until such time as the balance falls below the cap. No employee will be allowed to accrue vacation hours above the cap.

In the event an employee has requested to take vacation but been denied or there were other circumstances that prevented the employee from taking vacation, the employee may submit a written request to the City Manager, or Director of Human Resources and Labor Relations, for special consideration.

#### 12.5 **Vacation Bank**

Effective July 1, 2011, accrued vacation in excess of four hundred (400) hours was placed in a separate Vacation Bank for each affected employee. Employees shall be entitled to use or sell the hours in the Bank for vacation or for extended leave in the same manner as regular vacation hours. The hours shall be paid out at the pay rate of the employee when utilized. No additional hours will be added to this separate account.

#### 12.6 **Vacation Sell Back**

Employees may request to sell back up to one hundred twenty (120) hours of accrued vacation ~~in each calendar year.~~ leave or the maximum annual amount of vacation leave that the employee can accrue in a calendar year, whichever is less. Employees may sell accrued time in one (1) hour increments with a minimum of eight (8) hours on the first pay day in June and December of each year. An employee's election with regard to vacation sell back shall be irrevocable except in the event of an unforeseeable emergency, as defined by IRS rules and regulations, as in effect on September 17, 2024. The definition of "unforeseeable emergency" is included in Appendix A for reference. In the event of such unforeseeable emergency, an employee may apply to the Director of Human Resources and Labor Relations to receive vacation sell back in an amount that is reasonably necessary to satisfy the emergency need, up to one hundred twenty (120)

hours of accrued vacation leave, including any amounts that may be necessary to pay any federal, state, or local income taxes or penalties reasonably anticipated as a result of the vacation sell back. An employee must make an election by December 31st of the preceding calendar year if the employee wishes to sell vacation that is accrued during the following calendar year. Elections will not carry over from one calendar year to the next calendar year. An employee who fails to elect by December 31st of the preceding calendar year to sell vacation for the following year will be deemed to have elected not to participate, and they will be prohibited from receiving any vacation sell back during that year. No vacation will be paid out until the total amount requested is accrued in the following year.

## **12.7            Vacation Schedule**

The times during a calendar year at which an employee may take their vacation shall be determined by the Department Head or his/her designee with due regard for the wishes of the employee and particular regard for the needs of the service. Vacations may not be taken, however, in connection with an employee leaving City employment.

If the requirements of the service are such that an employee cannot take part or all of their annual vacation in a particular calendar year, such vacation shall be taken during the following calendar year.

## **12.8            Vacation Pay at Termination**

An employee shall be paid for all accrued vacation leave earned prior to the effective date of termination. Such compensation for earned vacation shall be paid to the employee in one lump sum in a final check.

In the event an employee has a negative vacation accrual balance at the time of separation, the amount owed shall be deducted from the employee's final pay.

## **Section 13. Sick Leave**

### **13.1            Sick Leave Accrual**

All new full time employees shall accrue sick leave at the rate of eight (8.0) hours for each month of service.

Employees may accumulate an unlimited number of sick leave hours; except, however, hours accumulated in excess of one thousand four hundred and forty (1440) may be used only to apply toward additional years of retirement service credit under the current PERS "Credit for Unused Sick Leave," Section 20862.8. An employee may be allowed a sick leave deficit of twenty-four (24) hours beyond that actually earned. Employees on leave of absence with pay in lieu of temporary disability payments pursuant to Section 4850 of the Labor Code shall accumulate sick leave during said leave of absence, in accordance with the provisions of this section.

Once an employee reaches a deficit of twenty-four (24) hours of sick leave, the employee will not be permitted to use any additional sick leave until they have accumulated a positive balance of sick leave.

### **13.2            Sick Leave Accrual Regular Part-time Employee**

Regular part-time employees including job share employees provided that they average between twenty (20) and twenty-nine (29) hours per week, shall accrue four (4) hours of sick leave per month to a maximum accrual of seven hundred and twenty (720) hours.

Regular part-time employee including job share employees provided that they average between thirty (30) through thirty-nine (39) hours per week, shall accrue six (6) hours of sick leave per month to a maximum accrual of one thousand and eighty (1,080.0) hours.

### **13.3            Sick Leave Usage**

Sick leave with pay shall be granted to all probationary and regular part-time including job share employees, and probationary and regular full time employees within the competitive service. Sick leave shall not be considered a right which an employee may use at their discretion but shall be allowed only as follows:

- 1) In cases of necessity and actual personal sickness or disability of the employee;
- 2) For medical and dental appointments of the employee, at the discretion of the immediate supervisor;
- 3) For the care of or attendance upon the sickness, routine medical and dental appointments or disability of members of the employee's immediate family. A maximum of eighty (80) hours per calendar year of family sick leave may be used for this purpose. The immediate family shall consist of the spouse, domestic partner, children, children of a domestic partner, parents, parents-in-law, brothers, sisters, grandparent, grandchild, or other individual whose relationship to the employee is that of a dependent.

This provision does not apply if the family sickness or disability occurs while the employee is on vacation leave.

An employee eligible for temporary disability payments may use accumulated sick leave, compensatory time or vacation in order to maintain their regular income; provided, however, that the employee shall be allowed a credit against sick leave to the extent that temporary disability payments are retained by the City.

In order to receive compensation while absent on sick leave the employee shall notify their immediate supervisor prior to the time set for beginning their daily duties or as may be specified by the Department Head. The City may require medical verification for an absence of three (3) or more consecutive working days. The department may also require medical verification for absences of less than three (3) consecutive working days for

good cause if the employee had been notified in advance in writing that such verification was necessary.

In order to receive compensation while absent on sick leave the employee shall notify their immediate supervisor prior to the time set for beginning their daily duties or as may be specified by the Department Head. ~~When absence is for more than eight (8) hours, the employee may be required to file a physician's certificate or a personal affidavit with their supervisor confirming the absence.~~ A physician's certificate may also be required for an absence of less than eight (8) hours when an employee is disciplined for attendance as set forth in Section 26.1.

## **Section 14. Leaves of Absence**

### **14.1 Family Leave**

Employees shall be eligible for family leave in accordance with current State and Federal Law.

### **14.2 Personal Leave**

Any regular or probationary employee may upon written request to their Department Head and the Director of Human Resources and Labor Relations, be granted by the City Manager a leave of absence without pay for unique personal reasons for a period not to exceed three (3) months. The written request must state the reasons for the leave.

Employees may request Personal Leave up to sixteen (16) calendar weeks in length in order to take college courses full-time. For purposes of this section, full-time equals 6.1 or more quarter units if on the quarter system or 6.1 or more semester units in on the semester system. These courses must be approved in advance by the employee's Department Head and the Director of Human Resources and Labor Relations and taken from an educational institution accredited by one of the Association of Schools and Colleges on the standardized list of Associations established by the Human Resources Department or otherwise already approved through the tuition reimbursement program. Employees are expected to return to work immediately following completion of courses.

In addition, the employee's leave balances shall be taken into account in the City Manager's consideration of the request. The City Manager will also consider the City's ability to get the work tasks accomplished in the employee's absence. During said leave, an employee shall not accrue vacation or sick leave benefits or be eligible for holidays, nor shall such time be considered as service time.

The Department Head may grant a regular or probationary employee leave of absence without pay for a period not to exceed one (1) calendar week. Said leaves shall be reported to the Director of Human Resources and Labor Relations.

### **14.3 Extended Medical Leave**

Any regular or probationary employee who is temporarily disabled from work due to a medical condition may, upon written request to the Department Head and the Director of Human Resources and Labor Relations, be granted by the City Manager, a leave of absence without pay for a period not to exceed six (6) months beyond the exhaustion of any accrued sick leave.

The term medical disability includes all temporary medical disabilities including pregnancy, childbirth and associated medical conditions.

Such request for medical leave will be considered only upon provision of a physician's statement attesting to said disability.

During extended medical leave, an employee shall not accrue vacation or sick leave benefits or be eligible for holidays, nor shall such time be considered as service time. Any employee returning from medical leave shall be required to provide a physician's release to return to duty.

#### **14.4        Jury Leave**

Every employee of the City who is called or required to serve as a juror shall be entitled to leave from their duties with the City during the period of such service or while necessarily being present in court as a result of such call. The employee shall be paid the difference between their full salary and any payment received by him/her, except travel pay, for such duty.

#### **14.5        Leaves Resulting from Subpoena**

Leave of absence with pay shall be granted to a person while going to and from court and answering a subpoena as a witness. The employee shall be paid the difference between their full salary and any payment received by him/her, except travel pay, for such duty.

#### **14.6        Military Leave**

Military leave shall be granted in accordance with the provisions of the City of Pleasanton Military Leave Policy and in compliance with state and federal law.

#### **14.7        Failure to Return from Leave**

Failure on the part of the employee on leave to report to duty promptly upon its expiration or within a reasonable time after its expiration shall be cause for discipline.

#### **14.8        Bereavement Leave**

In the event of a death in the immediate family, employees may take up to five (5) days of paid bereavement leave per event. Additionally, employees may utilize other paid leaves, including paid sick leave, to extend bereavement leave, subject to approval of the Department. Sick Leave utilized for bereavement leave shall be tracked separately from

Family Sick Leave as provided in 14.1. These hours will not count towards the 40-hour threshold outlined in the Attendance Management Program.

In this context only, immediate family shall be defined as: spouse, domestic partner, child, foster child who resided with the employee at the time of his/her death, stepchild, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, stepbrother, sister, stepsister, brother-in-law, sister-in-law, grandmother, grandfather, spouse's grandmother, spouse's grandfather, son-in-law, daughter-in-law or grandchildren.

## **Section 15. Health and Welfare**

### **15.1 Hospital and Medical Care - Active Employees**

#### **A. Contributions**

The City will continue to contribute a monthly amount for each employee no greater than the family rate of the lowest cost HMO.

All employees participating in the City's health plans will contribute one of the following two amounts, whichever is greater:

1. \$25.00 per month
2. The difference between the family rate of the lowest cost HMO and the premium of the employee's more expensive plan selection.

Effective January 2020, all employees participating in the City's health plans will contribute one of the following two amounts, whichever is greater:

1. \$25.00 per month for employee only coverage; \$25.00 per month for employee +1 coverage; or \$50.00 per month for family coverage.
2. The difference between the family rate of the lowest cost HMO and the premium of the employee's more expensive plan selection.

Contributions will be deducted from the employee's paycheck on a pre-tax and bi-weekly basis.

#### **B. Increases in Premiums**

~~Effective July 1, 2011, the~~ The City will pay for any increase in the medical plan premiums up to a maximum of 15% of the lowest cost HMO family rate. The difference will be deducted from the employee's paycheck on a pre-tax basis.

In the event that the medical premium increase is less than 15%, the City's sole obligation is to pay the lower percentage increase.

#### **C. Plan Co-Pays**

~~Effective July 1, 2011, the~~ The health maintenance organization (HMO) medical plans co-pays shall be ten dollars (\$10) for office visits. The prescription drug co-pays shall be ten dollars (\$10) for generic, fifteen dollars (\$15) for brand and thirty-five dollars (\$35) for

non-formulary (the Kaiser HMO provides for a two-tier prescription drug plan). The Preferred Provider Organization (PPO) medical plan co-pays shall be fifteen dollars (\$15) for office visits. The prescription drug co-pays shall be ten dollars (\$10) for generic, twenty-five (\$25) for brand and thirty-five dollars (\$35) for non-formulary.

**D. Changes to Plan Designs**

During the term of this Agreement, the City reserves the right to propose changes to the plan designs and co-pay structure in order to reduce costs to the City and employees. Changes to plan design shall be by mutual agreement.

The City agrees to provide up to three (3) health plan options for employees and eligible dependents. At least two options will be HMOs and the other will be a PPO option. For the term of this agreement, the City agrees to continue to offer Kaiser as one of the HMO options.

For the purpose of providing aforesaid health care coverage to eligible regular part-time employees including job share employees who average between twenty (20) and twenty-nine (29) hours per week, the City shall contribute an amount not to exceed fifty percent (50%) of the City's monthly contribution established for full time employees as set forth in the paragraph above. For regular part-time employees including job share employees who average between thirty (30) and thirty-nine (39) hours per week, the City shall contribute an amount not to exceed seventy-five percent (75%) of the City's monthly contribution above.

**15.2 Hospital and Medical Care - Retiree**

**A. Federal or State Legislation**

The City reserves the right to meet and confer with the Union for the purposes of coordinating retired employee's hospital and medical care in the event Federal or State legislation is implemented that effects retiree's medical insurance.

**B. Spousal Continuation of Benefits**

In the case where the employee eligible for two-party coverage is deceased, the amount the City is obligated to pay shall be reduced by one half (1/2). If the spouse remarries, the obligation by the City shall terminate. Domestic partners shall be treated in the same manner as spouses for continuation of benefits.

**C. Plan Design**

**Plan Design for Employees Who Retired Before July 1, 2012**

Employees who retired before July 1, 2012, retired with the same retiree benefit co-pay and plan design as provided to retirees on June 30, 2011. Employees retired before July 1, 2012 are not subject to the 15% premium cap provisions of Section 15.1.B.

**Plan Design for Employees Who Retire On or After July 1, 2012**

Employees who retire on or after July 1, 2012, will have the same benefit co-pay and plan design as provided to active employees in accordance with Section 15.1.C and are subject to the 15% premium cap provisions of Section 15.1.B.

**D. Vesting Schedule for Employees Hired Before June 1, 2011**

**1. Service Retirement**

For all employees who retire with service from the City of Pleasanton, the City shall pay four percent (4%) for each year of service of the City's contribution toward the monthly premium for employee and one dependent.

**2. Disability Retirement**

For all employees who retire with disability, the City shall pay a percentage of the City's contribution toward the monthly premium for employee and one dependent in accordance with the schedule set forth below:

| <b>Years of Service</b> | <b>City's Contribution</b> |
|-------------------------|----------------------------|
| 10                      | 20%                        |
| 11                      | 25%                        |
| 12                      | 30%                        |
| 13                      | 35%                        |
| 14                      | 40%                        |
| 15                      | 45%                        |
| 16                      | 48%                        |
| 17                      | 51%                        |
| 18                      | 54%                        |
| 19                      | 57%                        |
| 20                      | 80%                        |
| 21                      | 84%                        |
| 22                      | 88%                        |
| 23                      | 92%                        |
| 24                      | 96%                        |
| 25 + years of service   | 100%                       |

**3. City Contributions**

The City's contribution for retiree medical is established as the same dollar contribution paid for active employees at the employee plus one rate of the lowest cost HMO early retiree plan.

**4. Reimbursement for non-City Plans**

In the event that a retiree obtains medical coverage through a plan not offered through the City of Pleasanton, the City will reimburse the retiree up to the amount outlined in Section 15.2.D, but no more than the amount paid by the retiree. Retirees must supply proof of coverage and proof of payment in order to be reimbursed.

**5. Benefits for Medicare Eligible Retirees**

All retirees eligible for Medicare are required to apply for Medicare benefits. Upon qualifying for and receiving parts A and B of Medicare, the City shall not be obligated to contribute an amount in excess of the monthly premium for the lowest cost HMO health plan supplement to Medicare for employee and one dependent.

**E. Vesting Schedule for Employees Hired After June 1, 2011**

**1. Service Retirement**

For all employees who are hired after June 1, 2011 and retire from service, the City shall provide the following benefit:

For all employees who retire with service from the City of Pleasanton, the City shall pay for each year of service equivalent to four percent (4%) of the City's contribution toward the monthly premium for single coverage.

**2. Disability Retirement**

For all employees who are hired after June 1, 2011 and retire with disability, the City shall pay a percentage of the City's monthly contribution toward the premium for single coverage in accordance with the schedule set forth below:

| <b>Years of Service</b> | <b>City's Contribution</b> |
|-------------------------|----------------------------|
| 10                      | 20%                        |
| 11                      | 25%                        |
| 12                      | 30%                        |
| 13                      | 35%                        |
| 14                      | 40%                        |
| 15                      | 45%                        |
| 16                      | 48%                        |
| 17                      | 51%                        |
| 18                      | 54%                        |
| 19                      | 57%                        |
| 20                      | 80%                        |
| 21                      | 84%                        |
| 22                      | 88%                        |
| 23                      | 92%                        |
| 24                      | 96%                        |
| 25 + years of service   | 100%                       |

**3. City Contributions**

The City's contribution for retiree medical is established as the same dollar contribution paid for active employees at the single rate of the lowest cost HMO early retiree plan.

**4. Reimbursement for non-City Plans**

In the event that a retiree obtains medical coverage through a plan not offered through the City of Pleasanton, the City will reimburse the retiree up to the amount outlined in Section 15.2.D for the single rate, but no more than the amount paid by the retiree. Retirees must supply proof of coverage and proof of payment in order to be reimbursed.

**5. Benefits for Medicare Eligible Retirees**

Retiree health benefits will cease once the employee becomes Medicare eligible.

**6. Retiree Health Savings Account**

PCEA/AFSCME and the City will meet within ninety (90) days after adoption of this agreement to review and select a Retiree Health Savings Account (RHSA). For employees hired on or after June 1, 2011 and who successfully pass probation, the City will contribute thirty-five dollars (\$35) per pay period to the RHSA beginning the first pay period after the RHSA has been selected. Additionally, each employee eligible for the City contribution will have twelve dollars (\$12) per pay period deducted pre-tax as an additional employee contribution toward the RHSA. The total contribution to the RHSA will be forty-seven dollars (\$47) per pay period.

### **15.3            Dental**

The City shall contribute an amount necessary to provide dental care benefits for the individual employees and eligible dependents. The City shall provide a lifetime maximum orthodontia coverage of \$2,500 for individual employees and eligible dependents.

- The maximum contribution shall be set at \$145.00 per month.

Should the costs of the dental plan exceed \$145 per month during the term of the Agreement, the City will pay the difference.

For the purpose of providing aforesaid dental care coverage for eligible regular part-time employees including job share employees who average between twenty (20) and twenty-nine (29) hours per week, the City shall contribute an amount not to exceed fifty percent (50%) of the city's monthly contribution established for full time employees as set forth above. For regular part-time employees including job share employees who average between thirty (30) and thirty-nine (39) hours per week, the City shall contribute an amount not to exceed seventy-five percent (75%) of the City's monthly contribution established for full-time employees as set forth above.

### **15.4            Life Insurance**

The City shall contribute an amount necessary to provide \$35,000 life and \$35,000 accidental death and dismemberment insurance coverage for the individual full-time employee. The City shall contribute an amount necessary to provide \$26,250 life and \$26,250 accidental death and dismemberment insurance coverage for the individual regular part-time employee who averages between thirty (30) and thirty-nine (39) hours per week; and \$17,500 life and \$17,500 accidental death and dismemberment insurance coverage for the individual regular part-time employee who averages between twenty (20) and twenty-nine (29) hours per week.

Employees may purchase, at the employees' own expense and within the limits set by the insurance carrier, additional amounts of life insurance under the existing policy.

### **15.5            Disability Insurance**

- (1) Short-Term Disability

The City offers a short term disability plan that provides a partial salary continuation under the conditions of the plan. Monthly premiums for the short term disability plan will be paid for by the City.

(2) Long-Term Disability

The City offers a Long Term Disability Plan that provides a partial salary continuation under the conditions of the plan. Monthly premiums for the long term disability plan will be paid for by the City.

**15.6            Vision Care**

During the term of this agreement, the City shall contribute the premium to provide for vision plan family coverage for health participants who are not covered by the medical plan. The benefits include annual eye examinations with a \$10.00 co-payment by the employee; annual lens replacement and bi-annual replacement of frames for a \$20.00 co-payment by the employee.

**15.7            Health and Welfare Benefit Continuation**

Employees off work due to verifiable personal illness and having exhausted their accrued sick leave benefits set forth in Section 13 shall continue their eligibility for health and welfare payments in accordance with Section 14. Employees off work on leaves of absence without pay shall not be eligible for said health and welfare benefit payments.

**Section 16. Retirement**

The City of Pleasanton provides employees defined as “Classic” members by CalPERS with the PERS 2.7% at 55 retirement formula, including the following options: "Credit for Unused Sick Leave", "1959 Survivors Third Level", "One Year Final Compensation Option" and “Military Service Credit” option.

For employees hired on or after January 1, 2013, and defined as “New” members by CalPERS, the City shall provide the retirement formulas as determined by CalPERS under the Public Employees’ Pension Reform Act (PEPRA). The current formula is 2% at age 62 or older.

For all “Classic” members as defined by CalPERS, the employee shall pay the full 8% member contribution rate.

For all “New” members as defined by CalPERS, the employee shall pay a member contribution rate as determined by CalPERS under the Public Employees’ Pension Reform Act (PEPRA).

**Section 17. Uniforms**

The City shall provide all necessary safety and protective clothing, as defined by the City Manager upon the recommendation of the Department Head. The City shall provide fifty

percent (50%) of the initial purchase price of uniforms for those Police and Fire Department employees required to wear a prescribed uniform.

**17.1            City Provided Uniforms**

The City shall provide uniforms to certain classifications as set forth in the "Employee Uniform Program Policy".

**17.2            Uniform Allowance**

The annual uniform allowance for Senior Animal Services Officer, Animal Services Officer and Community Services Officer shall be \$800 per year, paid on a bi-weekly basis.

The annual uniform allowance for Property and Evidence Technician, Police Dispatcher, Police Dispatch Supervisor and fire administrative staff shall be \$500 per year, paid on a bi-weekly basis.

**17.3            Reimbursement for Damaged or Destroyed Personal Clothing**

Upon proper documentation the City will reimburse employees up to a maximum of fifty dollars (\$50.00) for personal watches damaged in the proper performance of assigned tasks. Except for employees enrolled in a health plan providing vision care coverage or an individual vision care plan, the City shall reimburse employees up to a maximum of seventy five dollars (\$75.00) for the repair or replacement of glasses damaged in the performance of assigned tasks except that glasses damaged as a result of an industrial injury shall be reimbursed under the City's worker's compensation insurance program.

Exclusive of normal wear and tear, the City will reimburse employees for the reasonable repair or replacement of their personal clothing seriously damaged or destroyed in the performance of assigned duties; provided, however, no such reimbursement shall be made if the article(s) of clothing damaged or destroyed is inappropriate for the work place; damaged or destroyed as a result of the improper performance of the assigned work; damaged or destroyed as a result of an industrial injury the latter reimbursable under the City's worker's compensation insurance program.

**17.4            Safety Boot Allowance**

The safety boot allowance is \$170.00 per year. Effective April 1, 2026, the safety boot allowance will be increased from \$170.00 per year to \$275.00 per year. The allowance shall be used for the replacement or repair of required safety boots.

In conjunction with the safety boot allowance, bargaining unit employees are required to adhere to the Safety Boot Usage Policy, which will be adopted prior to the increase of the safety boot allowance April 1, 2026.

The Operations Services Department employees may receive an additional allowance for replacement of safety boots that need replacement due to wear in order to insure proper protection of the feet.

### **Section 18. Credit Union**

The City shall maintain a voluntary payroll deduction option for those employees who wish to join the First United Services Credit Union for the purpose of transacting business with said credit union and shall maintain direct deposit of payroll checks for designated financial institutions.

### **Section 19. Deferred Compensation Plan**

The City shall provide a deferred compensation plan.

The City shall contribute one-half percent (.5%) of the employee's base compensation into a 457 deferred compensation plan. The contribution is tax-deferred, and counts towards the 457 annual maximum deferral as designated by the IRS. Employees without an existing 457 account with a City sponsored provider must establish one in order to receive the City contribution, but no employee contribution to the account is required.

Effective the first full pay period on/after April 1, 2021, the City shall contribute an additional one-half percent (.5%) of the employee's base compensation, for a total contribution of one percent (1%) into a 457 deferred compensation plan.

### **Section 20. Educational Incentive Tuition and Book Reimbursement Program**

#### **20.1 Educational Incentive [LIMITED REOPENER]**

~~All regular employees having reached step E of their classification's pay range are eligible for educational incentive pay for college degrees earned while employed by the City of Pleasanton provided the degree is awarded from a community college, college or university accredited by the Western Union of Schools and Colleges and is in a recognized academic or professional field as determined by the employer's Department Head and the Director of Human Resources and Labor Relations. Where a degree appears not to be in a recognized academic field the Assistant City Manager shall provide the employee an opportunity to discuss the issue with them before they make their decision. Once made, however, the decision of the Director of Human Resources and Labor Relations shall be final.~~

~~Incentive pay shall be a percentage of monthly base salary as specified below:~~

| <del>Eligible Degree</del> | <del>Incentive Pay</del> |
|----------------------------|--------------------------|
| <del>AA</del>              | <del>2.5%</del>          |
| <del>BA/BS</del>           | <del>5.0%</del>          |
| <del>MS/MA</del>           | <del>5.0%</del>          |

- ~~— The maximum incentive pay an employee can receive is five percent (5%). Should an employee be promoted to a position requiring the degree for which they are currently receiving incentive pay, said incentive pay shall cease.~~
  - ~~— To receive incentive pay the employee must submit a copy of their college degree and college transcripts showing their overall grade point average. Incentive pay shall be effective at the beginning of the next pay period following approval of eligibility.~~
  - ~~— All employees receiving educational incentive pay on April 30, 1992, shall continue to receive educational incentive pay. Any employee as of April 30, 1992, who obtained an eligible degree prior to being employed by the City of Pleasanton shall, upon reaching step E of their classification's salary range, receive the appropriate incentive pay percentage as cited above for said degree.~~
- The parties mutually agree to a limited reopener on Section 20.1 Educational Incentive following the issuance of a final decision by the Public Employment Relations Board (PERB) in connection with PERB Case No. SF-CE-2144-M. The parties will promptly meet and confer in good faith to address any modifications to the Educational Incentive provision that may be necessary or appropriate to implement the final PERB decision.

## 20.2 Tuition Reimbursement

Regular full time employees and as specified below regular part time employees shall be eligible for reimbursement of tuition expenses for college or university courses successfully completed with a grade of "C" or better, provided said courses have been approved in advance by the employee's Department Head and the Director of Human Resources and Labor Relations and are taken from an educational institution accredited by one of the Association of Schools and Colleges (standardized list of Associations established by the Human Resources Department).

Tuition shall be reimbursed in an amount up to, but not to exceed the annual registration fees levied by California State University East Bay for internal degrees in effect at the time the employee enrolled in the course(s) for which tuition reimbursement is requested.

Eligible fees shall be limited to:

|                  |                      |
|------------------|----------------------|
| University Fee   | Facility Fee         |
| Student Body Fee | University Union Fee |
| IRA Fee          | Health Services Fee  |

Regular part-time employees who average between thirty (30) and thirty-nine (39) hours per week shall be reimbursed in an amount equal to seventy five percent (75%) of the above fees. Regular part-time employees who average between twenty (20) and twenty-nine (29) hours per week shall be reimbursed fifty percent (50%) of the above fees.

Requests for tuition reimbursement shall be submitted at the completion of each quarter or semester and be accompanied by an official receipt verifying the tuition amount and the tuition payment, and proof of grades.

## **20.3            Book Reimbursement**

Regular employees can be reimbursed for books required for college/university courses approved by the department head and personnel director and successfully completed with a grade of "C" or better. Upon reimbursement, the books shall become the property of the city. To the extent feasible, the books will be made accessible to employees. The maximum reimbursement for books an employee may receive shall not exceed \$300.00 per fiscal year for full time employees, \$225.00 for regular three-quarter time employees, and \$150.00 for regular one-half time employees. To be reimbursed, the employee must submit a receipt from the college or university for the book purchase and an official transcript of grades.

## **Section 21. Probationary Period**

### **21.1            Length of Probationary Period**

Original and promotional appointments shall be tentative and subject to a probationary period of twelve (12) months actual service except for entry-level Police Dispatchers who will be subject to an eighteen (18) month probationary period, but remain eligible to be considered for a salary adjustment after twelve (12) months. Lateral Police Dispatchers will be subject to a twelve (12) month probationary period.

After serving a minimum of six (6) months in a probationary status following promotion, an employee whose performance has been evaluated as exceptional based upon the performance criteria enumerated in Section 6.4 may be removed from probationary status.

### **21.2            Notification Requirements**

An employee who is not rejected prior to the completion of the prescribed probationary period shall be deemed to have passed the prescribed probation period automatically subject to the provisions of Section 21.3

### **21.3            Extension of Probationary Period**

If a probationary employee is off work due to a leave of absence, sick leave or disability leave or any combination thereof for a period exceeding thirty (30) consecutive calendar days, said employee's probationary period shall be extended automatically by the length of said leave. The probationary period may be extended by the City Manager for a period not to exceed ninety (90) days, in order to further evaluate the performance of the probationary employee.

### **21.4            Rejection of Probationary Employee - Original Appointment**

The City Manager may terminate a probationary employee during the probationary period upon fifteen (15) days written notice without right of appeal in any manner by the probationary employee.

### **21.5            Rejection of Probationary Employee - Promotional Appointment**

Any employee rejected during the probationary period following a promotional appointment or at the conclusion of the probationary period shall be reinstated to a position in the class from which the employee was promoted and at the rate of pay the employee would have received had they remained in the former class.

## **Section 22. Promotion**

Promotional or open-promotional examinations may be conducted whenever in the opinion of the Personnel Officer the needs of the service require. Only employees who meet the requirements set forth in the examination announcements may compete in promotional examinations.

Insofar as consistent with the best interests of the service all vacancies in the competitive service shall be filled by promotion from within the competitive service after a promotional examination has been given and a promotional list established.

Upon the establishment of a ranked eligibility list, the names of the persons having the highest five (5) scores on the list shall be submitted to the department head for their consideration. Should an eligibility list be established based upon the banding of test scores, the names of the persons by band shall be submitted to the department head for their consideration.

When the needs of the service so require, an employee meeting the minimum qualifications may be temporarily promoted to an authorized position on an "acting" basis. While serving in the position the employee temporarily promoted shall be paid the minimum rate of pay for the classification except that said rate of pay shall be no less than five percent (5%) above the employee's normal rate of pay.

If, in the opinion of the Director of Human Resources and Labor Relations, a vacancy in the position could be filled better by an open-competitive examination instead of

promotional examination, the Director shall arrange an open-competitive employee list consistent with the Personnel Rules.

### **Section 23. Temporary Assignment**

~~\_\_\_\_\_A~~ By mutual agreement, a Department Head or their designee may temporarily assign an employee to a higher classification for a period not to exceed ~~ninety (90) days.~~twelve (12) months. Employees so assigned shall receive additional compensation ranging between five (5%) to ten (10%) percent of their hourly wage for hours worked beginning with the first (1<sup>st</sup>) work day, for assignments lasting five (5) or more working days. The Director of Human Resources and Labor Relations and the employee shall be notified in writing of said assignments.

In determining the additional pay percentage for the temporary assignment, the Department Head will give consideration to: the difference between the employee's current salary and the range into which they are placed during temporary assignment, the skill set of the employee compared with the requirements of the temporary assignment, the duration of the assignment, the criticality of the position and how important the continuity of the duties are to the operations of the City, other staffing availability to perform some of the assignments normally performed by the temporarily vacant position and other job-related factors when necessary to make decisions that are reasonable and supportable.

The Department Head will use discretion and judgment in assigning employees to temporary assignment, balancing the need for development and experience with the needs of the operation. When there are multiple qualified employees who could potentially fill the temporary assignment, equal rotation will be considered to provide opportunity for experience.

### **Section 24. Transfer**

An employee may be transferred by the Appointing Authority to a comparable position. For purposes of this section comparable position is one with the same maximum salary, involving the performance of similar duties and requiring substantially the same minimum qualifications.

If the transfer involves a change from one department to another both Department Heads must consent thereto unless the City Manager orders the transfer for purposes of economy and efficiency. Transfer shall not be used to effect discipline or a promotion or advancement.

The Union shall be notified prior to any transfer as detailed in this Section.

## **Section 25. Resignation, Reinstatement and Layoff**

### **25.1 Voluntary Resignation**

An employee may resign in good standing by submitting a written resignation to their Department Head with a copy to the Director of Human Resources and Labor Relations. The written resignation shall state the reasons for the resignation and be submitted to the Department Head and Director of Human Resources and Labor Relations at least two (2) weeks prior to the effective date of the resignation.

A statement as to the resigned employee's performance shall be forwarded to the Director of Human Resources and Labor Relations by the Department Head.

### **25.2 Reinstatement**

With the approval of the Director of Human Resources and Labor Relations, a permanent or probationary employee who has resigned in good standing may be reinstated within two (2) years, of the effective date of resignation, to a vacant position in the same or comparable class. Upon reinstatement, the employee, for all purposes, shall be considered as though they received a new appointment.

### **25.3 Layoff**

The Appointing Authority may layoff an employee in the competitive service because of material changes in duties, organization, shortage of work or funds, or because of disability as specified in Section 29.

The employee and the Union shall be notified at least sixteen (16) weeks prior to the effective date of layoff. If such notice is impractical, the employee and the Union shall be notified at the earliest possible time prior to the effective date of the layoff. The notification shall be in writing and set forth the reasons for the layoff.

### **25.4 Order of Layoff**

Layoffs shall be by position classification. In effecting layoffs, employees with the least length of service in the position classifications affected shall be laid off first.

No permanent employee will be laid off while a temporary, probationary, or limited duration employee is retained to perform the same work in the same department.

### **25.5 Length of Service**

Length of service shall be full time service in the classification in either a regular or probationary status at or above the level where layoff is to occur. When two or more employees in a classification have the same length of service, seniority shall then be determined by length of full time service with the City in a regular or probationary status, then by length of part time service in a regular or probationary status in the classification

in which the layoff is taking place, and finally by length of part-time service with the City in a regular or probationary status.

## **25.6            Bumping**

Employees scheduled to be laid off may bump the least senior employee in the next lower paying classification of like work who has less seniority. ~~Employees, or in any department in a lower classification in which the employee once had regular status. In order to bump or retreat to a former classification, employees~~ must declare their intention to exercise this right in writing prior to layoff, otherwise, this right shall automatically terminate. To bump successfully, the employee must meet the minimum qualifications, be ~~qualified, trained,~~ and capable of performing all work of the ~~new~~lower classification.

~~25.7~~ Employees returning to a former classification shall be placed at a salary step commensurate with the employee's qualifications, education and experience. In no case shall the salary be increased above that received by the employee in the class from which the employee was laid off.

## **25.7            Promotional Opportunities, Transfers, Voluntary Demotions**

Regular Unit employees, who are subject to a City layoff, shall be eligible to apply for open promotional opportunities, transfers, or voluntary demotions, while they remain eligible on the reemployment list.

## **25.8            Re-employment Following Layoff**

The names of permanent employees laid off shall be placed on a re-employment list in the order of total continuous accumulative time served in probationary and regular status with the City or, if laid off at different times, in the reverse order in which they were laid off. ~~Such~~The names shall remain ~~thereon~~ for a period of one year ~~unless such persons are sooner or until the laid off employee is~~ re-employed. A name on the list may be extended for a maximum of one additional year upon the request of the laid off employee and the approval of the Appointing Authority. Persons re-employed in a lower classification or on a temporary or part-time basis shall remain on the reemployment list from which they were laid off until the expiration of the list. The names of probationary employees shall be placed on said re-employment list only if they were laid off in good standing.

## **Section 26. Discipline**

### **26.1            Disciplinary Action**

The continued employment of every employee shall be during good behavior and rendering of efficient service. An employee is subject to disciplinary action and may be discharged, suspended, demoted for cause, or placed on probation as provided in Section 21 and such disciplinary action shall be subject to appeal as set forth in Section 27.2(2). Any employee discharged, suspended or demoted for cause shall be furnished the reason for the employee's discharge, and the period of duration in writing.

An employee suspended from the City service shall forfeit all rights, privileges and salary ~~or other fringe benefits~~ while on such suspension.

Written reprimands are not subject to appeal of any kind including the grievance procedure. However, an employee may submit a rebuttal to a written reprimand within thirty (30) calendar days of receipt. The rebuttal will be kept in the employee's permanent personal file consistent with retention procedures for written reprimands.

## **26.2                    Causes for Dismissal, Suspension, Demotion or Placement on Probationary Period**

The following, among others, are causes which are sufficient for disciplinary action:

- (1) Absence without leave, or failure to report to work after a leave of absence has expired, or after such leave of absence has been disapproved or revoked.
- (2) Conviction of a felony criminal offense. Conviction shall mean a termination of criminal proceedings adverse to the employee upon a verdict, by plea of guilty, upon a judgment against the employee, or upon a plea of nolo contendere, without regard to subsequent disposition of the case by suspension or sentence, probation, or otherwise.
- (3) Excessive use of sick leave not protected by law, or a patterned use of sick leave not protected by law on a recurring basis.
- (4) Frequent or excessive tardiness, or absence from work, or from an employee's work area.
- (5) Dishonesty.
- (6) Unsatisfactory work performance.
- (7) Through misconduct, causing damage to public property or waste of public supplies.
- (8) At the time of employment, having concealed or misrepresented facts in their application for employment.
- (9) Insubordination, including refusal to do assigned work or refusal to perform work in the manner described by a supervisor without proper justification.
- (10) Disrespectful or discourteous conduct toward a City officer or official, another employee, or a member of the public while representing the City.
- (11) Violation of any of the provisions of the City Ordinances or Resolutions relating to the conduct of City officers and employees, or established work rule(s).
- (12) Failure to submit to a medical examination or failure to appear at the designated time and place for such examination as ordered under Section 28 Medical Exam of this MOU.

- (13) Violation of CORI Regulations or misuse of protected law enforcement information.
- (14) Use of City equipment, supplies or identification (e.g. badges) for any reason other than for official City business.

### **26.3            Pre-Disciplinary Notice**

Prior to taking disciplinary action to discharge, suspend or demote an employee for reasons specified in 26.2, the City will provide the employee with a “Notice of Proposed Action”.

The “Notice of Proposed Action” shall include notice of what action is proposed to be taken, the reasons for the proposed action, copies of any rules, policy or regulations that may have been violated and documents upon which the City is relying upon as a basis for the proposed action.

Additionally, the notice will include information regarding the appeal process and timelines for responding to the notice. The employee is also entitled to representation during this process.

All written reprimands in an employee’s personnel file will be removed from the file three (3) years after date of issuance at the request of the affected employee. Written reprimands not removed after the 3 year period will be disregarded.

### **26.4            Right to Representation (Weingarten Rights)**

Upon the request of the employee, the employee shall have the right to Union representation at meetings with a supervisor or manager when the employee reasonably anticipates that such meetings will involve questioning that may lead to disciplinary action. Such a request is subject to the restrictions of the Weingarten decision.

## **Section 27. Grievances**

- 27.1** A grievance is any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding excluding, however, those provisions of this Memorandum of Understanding which specifically provide that the decision of any City official shall be final, the interpretation or application of those provisions not being subject to the grievance procedure.

The City official named in the steps of the grievance procedure may appoint a designated representative to act on their behalf with the accompanying authority to settle the grievance at the appropriate step.

### **27.2            Grievance Process**

~~**A. Grievances regarding discipline shall be processed in the following manner:**~~

- ~~1. Within thirty (30) calendar days after the occurrence of an event giving rise to a grievance, an employee may request a meeting to discuss the grievance with such management official as the employee's Department Head may designate. Such request shall be made in writing to the Department Head.~~
  - ~~2. If the grievance remains unresolved, the written grievance may be filed with the Department Head who shall investigate the grievance and render a decision within ten (10) working days from the date the grievance is received. For purposes of Section 27.2, "working days" shall be defined as Monday through Friday, excluding holidays.~~
  - ~~3. Grievances involving demotion, reduction in pay, suspension, dismissal of an employee shall be filed in writing with the Director of Human Resources and Labor Relations within seven (7) working days of the date the employee was notified of such action. The Director of Human Resources and Labor Relations shall have ten (10) working days from receipt of the grievance to investigate the issues, meet with the employee and attempt to reach a satisfactory resolution of the appeal.~~
  - ~~4. If the parties are unable to reach a mutually satisfactory accord on any grievance which arises and is presented during the term of this Memorandum of Understanding, the employee shall, within ten (10) working days of receipt of the decision of the Director of Human Resources and Labor Relations, submit such grievance to the City Manager for consideration by a Review Board. The Review Board shall be comprised of two (2) members of the Union and two (2) City management representatives appointed by the City Manager.~~
- ~~The Review Board shall be convened within fifteen (15) working days from the day the grievance was submitted to said Board. The Board shall render its findings and recommendations in writing to the City Manager within ten (10) calendar days from the date it completed its review of the grievance.~~
- ~~5. The City Manager shall within ten (10) working days of receipt of the Review Board's written findings and recommendations review the findings and recommendations and render a written decision on the grievance.~~
  - ~~6. The Union may appeal the decision of the City Manager by requesting that the grievance be referred to an impartial arbitrator. The Union's decision to refer the grievance to arbitration shall be made within ten (10) working days of the notification of the City Manager's decision. The arbitrator shall be designated by mutual agreement between the Union and the City Manager. The fees and expenses of the arbitrator and court reporter shall be shared equally between the City and the Union. Each party, however, shall bear the cost of its own presentation, including preparation and post hearing briefs, if any.~~
  - ~~7. 7) Decisions of the arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the Ordinance Code and Resolutions of the City.~~

**Grievances regarding Definition and Procedure.** A “grievance” is any dispute which involves the interpretation or application of any provision of this MOU.

Grievances filed to appeal an Order and Notice of Action must be filed at Step 3 within ten (10) calendar days after service of said order.

**B.** Grievances **Memorandum of Understanding** filed on violations of this MOU must be filed within thirty (30) calendar days of the incident or occurrence about which the grievant claims to have a grievance and shall be processed in the following manner:

1. Within thirty (30) calendar days after the occurrence of an event giving rise to a grievance, an employee may request a meeting to discuss the grievance with such management official as the ~~employee's~~ employee's Department Head may designate. Such request shall be made in writing to the Department Head.

**Step 1:** If the grievance remains unresolved, ~~the~~ a written grievance may be filed with the Department Head ~~who~~. Within ten (10) working days, the Department Head shall ~~investigate~~ meet with the grievant and the Union to discuss the grievance ~~and render a~~. A decision shall be issued within ten (10) working days from the date the grievance meeting is held. For purposes of Section 27.2, “working days” shall be defined as Monday through Friday, excluding holidays.

~~2. is received. For purposes of Section 27.2, “working days” shall be defined as Monday through Friday, excluding holidays.~~

~~Within ten (10) working days from receipt of the Department Head's decision in Step 2 above, the employee:~~ Grievances regarding interpretation or official of the Union may ~~notify~~ application of any provision of this MOU (non-disciplinary) that are not resolved at Step 1 shall be filed in writing within ten (10) working days with the Director of Human Resources and Labor Relations ~~in writing that a grievance exists, stating the particulars.~~

**SMCS Mediation by Mutual Agreement.** For grievances regarding interpretation or application of the grievance, citing the specific section of this Memorandum of Understanding they believe to have been violated, and, if possible, the nature of the ~~determination desired.~~ any provision of this MOU (non-disciplinary) only: the parties may, by mutual agreement, submit said grievance to the State Mediation and Conciliation Service (SMCS) for non-binding mediation. The fees of the SMCS mediator shall be shared equally by the parties. This mediation process is not available for grievances regarding discipline.

3. For Grievances involving demotion, suspension, dismissal of an employee shall be filed within ten (10) working days of the date the employee was notified of such action. The Director of Human Resources and Labor Relations shall have ten (10) working days from receipt of ~~notification in which~~ the grievance to investigate the issues, ~~meet with the complainant and attempt to reach a satisfactory resolution of the~~

~~problem. No grievance may be processed under paragraph (4) below, which has not first been filed meet with the employee and investigated in accordance with this paragraph (3a) the Union. A written decision shall be issued within ten (10) working days from the date that the Step 2 grievance meeting is held.~~

~~4. If the parties are unable to reach a mutually satisfactory accord on any grievance which arises and is presented during the term of this Memorandum of Understanding, the employee shall, within ten (10) working days of receipt of the decision of the Director of Human Resources and Labor Relations, submit such grievance to the City Manager for consideration by a Review Board. The Review Board shall be comprised of two (2) members of the Union and two (2) City management representatives appointed by the City Manager.~~

~~The Review Board shall be convened within fifteen (15) working days from the day the grievance was submitted to said Board. The Board shall render its findings and recommendations in writing to the City Manager within ten (10) calendar days from the date it completed its review of the grievance.~~

~~5. The City Manager shall within ten (10) working days of receipt of the Review Board's written findings and recommendations review the findings and recommendations and render a written decision on the grievance.~~

~~6. The Step 3: If the parties are unable to reach a resolution of the grievance at Step 2, the Union may appeal the decision of the City Manager by requesting request that the grievance be referred to an impartial arbitrator. The Union's decision to refer the grievance to arbitration Such request shall be made submitted within twenty (20) working days of the completion of Step 2. Within ten (10) working days of the notification of the City Manager's decision. The request for arbitration the parties shall mutually select an arbitrator shall be designated by mutual agreement between the Union and the City Manager, who shall render a decision within thirty (30) work days from the date of final submission of the grievance including receipt of the court reporter's transcript and post-hearing briefs, if any. The fees and expenses of the arbitrator and court reporter of the Court Reporter shall be shared equally between by the City Union and the Union. City. Each party, however, shall bear the cost costs of its own presentation, including preparation and post hearing briefs, if any.~~

~~7. Decisions of the arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the Ordinance Code and Resolutions of the City.~~

**~~C. Grievances regarding payment or compensation shall be processed in the following manner:~~**

~~All complaints involving or concerning the payment of compensation shall be initially filed in writing with the Director of Human Resources and Labor Relations. Only complaints which allege that employees are not being compensated in accordance with the provision of this Memorandum of Understanding shall be considered as grievances. No adjustment shall be retroactive for more than thirty (30) working days from the date~~

~~upon which the complaint was filed. Employees are entitled to six (6) months of retroactive pay for unpaid work or underpaid wages.~~ Any other matters of compensation are to be resolved in the meeting and conferring process and if not detailed in the Memorandum of Understanding which results from such meeting and conferring process shall be deemed withdrawn until the meeting and conferring process is next opened for such discussion.

**27.3** The time limits previously set forth shall be considered maximums and every effort shall be made to expedite the process. The limits specified may, however, be extended by mutual agreement of the parties.

~~**27.4** No Review Board and no arbitrator shall entertain, or hear, any dispute unless such dispute involves a position in the unit represented by the Union and unless such dispute falls within the definition of a grievance as set forth in Subsection 27.1.~~

~~**27.5** Proposals to add to or change this Memorandum of Understanding or written agreements or addenda supplementary hereto, shall not be arbitrable and no proposal to modify, amend or terminate this Memorandum of Understanding, nor any matter or subject arising out of or in connection with such proposal, may be referred to arbitration under this Section. Neither any Review Board nor any arbitrator shall have the power to amend or modify this Memorandum of Understanding or written agreement or addenda supplementary hereto or to establish any new terms or conditions of employment.~~

~~**27.6** If the Director of Human Resources and Labor Relations in pursuance of the procedures outlined in subsection 27.2.A.3 above, resolves any grievance which involves suspension or discharge, the Director of Human Resources and Labor Relations may agree to payment for lost time or to reinstatement with or without payment for lost time.~~

~~**27.7** No changes in this Memorandum of Understanding or interpretations thereof (except interpretations resulting from arbitration proceedings hereunder), will be recognized unless agreed to by the City Manager and the Union.~~

~~**27.8** The Union, its members, and representatives, agree that it and they will not engage in, authorize, sanction, or support any strike against the City of Pleasanton. The Union, its members, and representatives, further agree that it and they will not engage in, authorize, sanction, or support any strike, slowdown, stoppage of work, curtailment of production, concerted refusal of overtime work, refusal to operate designated equipment (provided such equipment is safe and sound) to perform customary duties. Further neither the Union nor any representative thereof shall engage in any job action for the purpose of effecting changes in the directives or decisions of management of the City, nor to effect a change of personnel or operations of management or of employees not covered by the Memorandum of Understanding.~~

~~—The City agrees that there shall be no lock-out of employees.~~

~~**27.9**~~**27.4** The provisions of this Section shall not abridge any right to which an employee may be entitled under the City Ordinance and Resolutions, nor shall it be

administered in a manner which would abrogate any power which may be within the sole province and discretion of the City Council.

**27.105** All grievances of employees in bargaining units represented by the Union shall be processed under this section.

### **Section 28. Medical Examination**

In the event the Department Head or the City Manager determines there is a necessity for a medical examination, the employee shall submit to such medical examination any time during such employee's employment. Such examination shall be given by a physician selected by the City and the full cost of such medical examination shall be borne by the City as shall any additional medical examination required by the City. Medical examinations required under this section shall be scheduled to the extent possible during the employee's work day.

Consistent with the above procedures an employee may be required to undergo a psychological examination or evaluation if the physician selected by the City determines such an examination or evaluation is necessary. The employee shall be notified of the reason(s) for the examination or evaluation.

The examining psychologist shall provide the City a narrative report describing their conclusions as to the employee's fitness for duty. The specific information gathered by the psychologist upon which their conclusions are based shall not be provided to the City. The psychologist's report shall be kept confidential according to the requirements of the state law.

### **Section 29. Physical or Mental Disability**

If an employee has a physical or mental disability which permanently or chronically disables the employee from the proper performance of the duties of the employee's classification and if the City is unable to reasonably accommodate the employee, the employee shall be laid off and the employee's name placed on a re-employment list for a period of twelve months in accordance with Section 25.7. If during the twelve (12) month period, the employee, based upon competent medical evidence, is able to resume the proper performance of the duties of the employee's former classification, the City shall offer to re-employ the employee in a vacant position occurring within said classification during the twelve (12) month period. Should the employee refuse the offer of re-employment, or should the twelve (12) month period expire, the employee's name shall be removed from the re-employment list.

### **Section 30. Outside Employment**

Employees who plan to participate in any gainful occupation other than the city service during off-duty time must secure written permission to do so from the Department Head. The City will issue a memo to remind employees that approval is necessary on an annual basis to facilitate compliance throughout the organization. The City retains the right to refuse permission to any employee for such outside employment whenever it appears to

the City that such outside employment would materially interfere with the proper performance of the City's service for which the employee has been hired, or that such outside employment may place the employee in a position of conflict with the City.

In the event of illness or injury incurred by members so employed or arising out of such employment, the City will in no way be responsible for compensation or any other benefits.

Use of City equipment or City identification by signs, insignia, or dress is permitted only while working for the City.

### **Section 31. Meal Pay**

~~Any~~Effective the first full pay period after City Council ratification of a new MOU, any employee required to work twelve (12) consecutive hours or beyond in a given work duty period, and is directed by their supervisor to continue working without the opportunity for a dinner meal break shall be provided a meal allowance of ~~seventeen~~twenty-five dollars (\$~~17~~25.00), which shall be paid on the employee's regular pay check.

### **Section 32. Modified Duty**

The City may return an employee to modified duty on a temporary basis provided that a physician's release to return to modified duty has been issued, the Department Head and/or division chief has determined that suitable modified duty exists, and that the employee can perform said work safely and not impede his/her convalescence. Modified duty shall be provided in accordance with the City of Pleasanton "Return to Work Opportunity Program".

### **Section 33. Americans with Disabilities Act**

The City and the Union recognize that the City has an obligation under law to meet with individual employees who allege a need for reasonable accommodation in the workplace because of a disability. If by reason of the aforesaid requirement, the City contemplates actions to provide reasonable accommodation to an individual employee in compliance with the ADA which are in potential conflict with any provision of this Memorandum of Understanding, the Union will be advised of any such proposed accommodation and be afforded an opportunity to discuss same prior to implementation by the City.

### **Section 34. Scope of Agreement and Separability of Provisions**

~~In~~34.1 Scope of Agreement. Neither party shall, during the ~~event~~term of this MOU demand any modifications to the MOU, provided that ~~any~~nothing herein shall prohibit the parties from changing the terms of this MOU by mutual agreement.

34.2 Separability of Provisions. Should any section, clause or provision of this ~~Memorandum of Understanding is~~MOU be declared ~~by~~illegal, unlawful or unenforceable, by final judgment of a court of competent jurisdiction ~~to be illegal or unenforceable, that, such invalidation of such section, clause or provision of the Memorandum of Understanding~~

~~shall be null~~ shall not invalidate the remaining portions hereof, and void, but such nullification shall not affect any other provisions of this Memorandum of Understanding, all of which other provisions such remaining portions shall remain in full force and effect for the duration of this MOU.

**34.3 Personnel Policies.** Where a specific provision contained in a section of this MOU conflicts with a specific provision contained in a section of the Personnel Policies the provision of this MOU shall prevail. It is recognized, however, that certain provisions of the Personnel Policies may be supplementary to the provisions of this MOU or deal with matters not within the scope of representation and as such remain in full force and effect.

### **Section 35. Past Practices and Existing Memorandum of Understanding**

~~35.1—Continuance of working conditions and practices not specifically authorized by ordinance or by resolution of the City Council is not guaranteed by this Memorandum of Understanding.~~

~~35.2—This Memorandum of Understanding shall supersede all existing Memoranda of Understanding between the City and the Union.~~

~~35.3—This Memorandum of Understanding represents a complete and final understanding and agreement on all issues negotiated between the city representatives and the Union's representatives.~~

### **Section 36. Miscellaneous**

#### **3635.1 Printing of MOUs**

The City shall print sufficient copies of this Memorandum of Understanding in booklet form for bargaining unit members. The City and the PCEA/AFSCME LOCAL 955 shall share the cost of the printing.

#### **3635.2 Exercise Facilities**

All employees covered by this Agreement shall have access to exercise facilities located in the City Police Department and Operations Services Center on an availability basis. In addition, Union members assigned to the Fire Department shall have access to exercise facilities located in the Fire Department facilities when available. Employees agree to sign a hold harmless waiver prior to utilizing any City exercise facilities. Union members shall have access to City sports facilities on the fee and availability schedule established for City residents.

Consistent with State law, employees from departments other than Police requesting access to the exercise facility located in the Police Department will be required to undergo a comprehensive background investigation prior to receiving approval from the Police Chief to use this facility.

### **35.3 Temporary Employee Practices**

If anticipated changes to the City's temporary employment policy affects Union bargaining unit work, the City will discuss said policy changes with representatives of the Union.

### **3635.4 Flexible Spending Accounts**

The City maintains a flexible spending account for Union employees in accordance with the provisions of IRS Code 125. Expenses included in the program shall include eligible child care and medical expenses. Any monthly administrative fee charged by the plan administrator shall be paid by the participating employee.

### **3635.5 Commercial Driver's License**

Employees required to possess commercial driver's licenses will be provided reasonable time off with pay to take medical and drivers examinations required to attain/maintain said license upon the approval of their supervisor. Expenses associated with the required commercial driver's bi-annual medical examination and fees charged by DMV to take the required driver's examination shall be paid by the City.

### **3635.6 Reimbursement for Licenses and Certificates**

The City shall reimburse employees for all regular fees incurred in obtaining licenses or certificates that are required by the City for the job classification of the employee. Employees shall be granted paid time, including reasonable travel time, to take tests which occur during the employees' regularly scheduled work shift to obtain licenses or certificates that are required by the City for the current job classification of the employee with the exception of a Class "C" Driver's license. Time spent taking tests outside the regularly scheduled work day are not considered as time worked for purposes of calculating overtime.

Additionally, the City may approve reimbursement for employees who take classes and tests to obtain certifications and licenses for higher paid positions in the same classification series such as Utility Operators. The City may also reimburse employees who may need to retake an exam. Such requests for reimbursements shall be approved in advance of taking the class or taking the test.

Made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, ~~2021~~ 2025

**AFSCME Local 955**

**CITY OF PLEASANTON**

By:

By:

~~Lisa Harlow~~  
Jo Bates

~~Nelson Fialho~~  
Gerry Beaudin

Jon Engelbrektson

~~Debra Gill~~ Xaviera Scoggins

~~Jessica Thiragirayuta~~

~~Xaviera Scoggins~~

~~Serjio Martinez~~

Justin Carlotti

Tina Pruett

Benjamin Connolly

~~Erika Newsome~~

~~Andrew Mifsud~~

Susan Dickinson

Dave Gustavson

---

Connie Martinez

---

Serjio Martinez

---

Tommy McCoy

---

Erika Newsome~~Thinh Lucero~~

---

~~Ania Pawlak~~

~~Addendum A—~~

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Chris Ota

#### **APPENDIX A – Definition of Unforeseeable Emergency**

For purposes of Section 12.6, the following is the definition of "unforeseeable emergency" as defined by Treasury Regulation § 1.457-6(c)(2):

An "unforeseeable emergency" is a severe financial hardship of the participant or beneficiary resulting from an illness or accident of the participant or beneficiary, the participant's or beneficiary's spouse, or the participant's or beneficiary's dependent (as defined in section 152, and, for taxable years beginning on or after January 1, 2005, without regard to section 152(b)(1), (b)(2), and (d)(1)(B)); loss of the participant's or beneficiary's property due to casualty (including the need to rebuild a home following damage to a home not otherwise covered by homeowner's insurance, such as damage that is the result of a natural disaster); or other similar extraordinary and unforeseeable circumstances arising as a result of events beyond the control of the participant or the beneficiary. For example, the imminent foreclosure of or eviction from the participant's or beneficiary's primary residence may constitute an unforeseeable emergency. In addition, the need to pay for medical expenses, including non-refundable deductibles, as well as for the cost of prescription drug medication, may constitute an unforeseeable emergency. Finally, the need to pay for the funeral expenses of a spouse or a dependent (as defined in section 152, and, for taxable years beginning on or after January 1, 2005, without regard to section 152(b)(1), (b)(2), and (d)(1)(B)) of a participant or beneficiary may also constitute an unforeseeable

emergency. Except as otherwise specifically provided in this paragraph (c)(2)(i), the purchase of a home and the payment of college tuition are not unforeseeable emergencies under this paragraph (c)(2)(i).

#### APPENDIX B ~~Joint Labor Management Meetings~~

~~The City and the Union agree to discuss ongoing labor and management issues. The Committee consists of Union and City representatives and may involve subject matter experts as needed.~~

~~Meetings will be scheduled every other month or as mutually agreed upon. Agendas will be submitted in advance to the other party.~~

~~Issues to be discussed in this setting may include but are not limited to clarification of City practices and benefits; improvement of communications between the parties; budgetary updates; impact of State or Federal legislation and safety issues including joint training suggestions. Specific project priorities and timelines will be jointly established by the committee. Matters not appropriate for Committee discussion are grievances and disciplinary matters or matters subject to meet and confer pursuant to the Meyers Milius Brown Act.~~

~~During the term of this MOU (April 1, 2022 — March 31, 2025), the parties agree to confer the Joint Labor Management Committee to discuss comparable agencies and benchmark classifications to be surveyed. The meeting shall take place not less than six months prior to~~

~~expiration of the 2022-2025 MOU. Criteria shall include agencies of similar size, similar budget, similar sources of revenue and similar scope of operations.~~

~~APPENDIX A~~ – Survey Agencies

Antioch  
Concord  
Fremont  
Hayward  
Livermore  
Milpitas  
San Leandro  
Union City  
Walnut Creek

**APPENDIX C – Salary Schedules**

# Introduction of proposed Memorandum of Understanding between the City of Pleasanton and the Pleasanton City Employees Association/AFSCME Local 955

City Council Meeting: December 2, 2025



## Background and Negotiations Timeline



# PCEA Background and Negotiations Timeline

- 204 represented across 63 classifications
- The three-year Memorandum of Understanding expired on May 31, 2025
- May 15, 2025 to November 13, 2025
  - City representatives and representatives of the PCEA/AFSCME Local 955 engaged in 11 negotiation meetings
- November 13, 2025
  - Total tentative agreement reached for a successor MOU
- November 20, 2025
  - PCEA/AFSCME Local 955 ratified the total tentative agreement



## Principal Terms of Tentative Agreement



## Principal Terms of the Tentative Agreement

|                                                                                                                  |                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>Term</b>                                                                                                      | 3 years ( April 1, 2025 to March 31, 2028)                                                                        |
| <b>Salary Increases</b>                                                                                          | April 1, 2026- 3%<br>April 1, 2027- 3%                                                                            |
| <b>Longevity Pay</b>                                                                                             | <b>After 10 years of service</b><br><br>April 1, 2026- \$1,000 per year<br>April 1, 2027- \$1,100 per year        |
| <b>Police Dispatcher POST Certification Pay</b><br><br>Eligible Police Dispatchers and Dispatch Supervisors only | <b>Effective upon contract ratification</b><br><br>2.5% Intermediate Certification<br>2.5% Advanced Certification |



## Principal Terms of the Tentative Agreement

|                                                              |                                                                                             |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>Bilingual Pay</b>                                         | <b>April 1, 2026</b><br>Increase from \$50 to \$100 per pay period                          |
| <b>Boot Allowance</b>                                        | <b>April 1, 2026</b><br>Increase allowance for eligible employees from \$170 to \$275       |
| <b>Standby Pay increase</b><br><br>Utilities Classifications | <b>Effective upon contract ratification</b><br>Increase standby pay from 20 to 25 hours     |
| <b>Call back Pay increase</b>                                | <b>Effective upon contract ratification</b><br>Increase call back minimum from 2 to 4 hours |





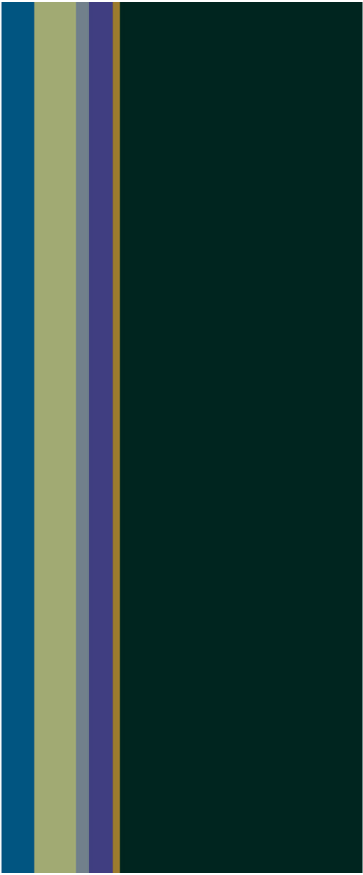
## Staff Recommendation/ Next Steps



## Staff Recommendation/Next Steps

- Step One
  - Introduction of proposed PCEA/AFSCME Local Contract
  - Obtain public input/ Council comment regarding tentative agreement
- Step Two
  - On December 16, 2025 meeting agenda for the Council to consider adoption





QUESTIONS?



CITY COUNCIL AGENDA REPORT

December 2, 2025  
Community and Economic Development

**TITLE: INTRODUCE AN ORDINANCE AMENDING CHAPTER 18 ZONING OF THE PLEASANTON MUNICIPAL CODE (PMC) AND FINDING THAT SUCH AMENDMENTS ARE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) UNDER GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION) AND AMENDING CHAPTERS 18.08, 18.12, 18.20, 18.22, 18.68, 18.103, 18.104, 18.105, 18.110, 18.116, 18.124, 18.128, 18.132, AND 18.144 OF THE PMC TO IMPLEMENT MODIFICATIONS TO DESIGN REVIEW, NOTICING, APPEALS, AND OTHER PROCESS STREAMLINING, AND RESCINDING CITY COUNCIL RESOLUTION NO. 91-132, AS FILED UNDER CASE NUMBER P25-0352**

**SUMMARY**

The City Council has identified permit streamlining and process improvements as one of its key strategic priorities for the next two fiscal years. Based on this direction, staff is bringing forward a series of key amendments to the Pleasanton Municipal Code (PMC) as follows:

- **PMC Chapter 18.12 (project noticing):** Modifying the public notice radius to align with the Government Code, amending mailed project notification requirements, codifying on-site project notifications, and clarifying noticing procedures.
- **PMC Chapter 18.20 (Design Review):** Modifying the projects subject to Design Review, adding Design Review findings, and clarifying Design Review procedures.
- **PMC Chapter 18.144 (appeals):** Modifying the appeal period and clarifying appeal procedures.
- Other amendments throughout PMC Title 18 are made to align with the comprehensive revisions noted above and to make other conforming changes to the Code.

As a related action, staff recommends that the City Council rescind Resolution 91-132 (additional public noticing procedures), since these would be superseded by the new noticing procedures included in the recommended PMC amendments.

The Planning Commission (PC) unanimously recommended approval of the proposed PMC amendments at its meeting on October 22, 2025.

**RECOMMENDATION**

1. Find that the proposed amendments to the Pleasanton Municipal Code (PMC) are statutorily exempt from the provisions of the California Environmental Quality Act

(CEQA) pursuant to Public Resources Code Section 15061(b)(3)

2. Introduce an ordinance approving Case P25-0352, rescinding City Council Resolution No. 91-132, and amending Chapters 18.08, 18.12, 18.20, 18.22, 18.68, 18.103, 18.104, 18.105, 18.110, 18.116, 18.124, 18.128, 18.132, and 18.144 of the PMC, as shown in Attachment 1.

## **BACKGROUND**

In recent years, staff has received feedback from the development community and the public that the City's current application review processes are burdensome and present barriers to development. The City Council identified amending the Pleasanton Municipal Code (PMC) and improving processes to simplify permitting, reduce delays, streamline the Design Review process, and support business and retail attraction as a [priority project](#) during the current two-year budget cycle. In addition, the recent budget reductions approved by the City Council included a return to a more limited and cost-effective neighborhood notice requirement, more closely aligned with the requirements of the Government Code, rather than the City's current notice procedures that result in greater costs and are labor-intensive.

Based on this direction, staff conducted a review and analysis of the PMC and identified three key areas for improvement: 1) the Design Review process, 2) noticing procedures, and 3) appeals and call-up procedures. The analysis included a review of neighboring jurisdictions' procedures, gathering an inventory of common process complaints, and analyzing data for the most common Planning application types (i.e., Design Review).

### Existing Design Review Process

Projects involving exterior changes typically require a Design Review (DR) permit through the Planning Division, followed by review and issuance of building permits through the Building and Safety Division.

Both the Design Review and Building Permit review processes involve evaluation by all applicable City divisions (e.g., Planning, Engineering, Landscape Architecture, and Traffic) to ensure compliance with codes, policies, and guidelines. However, as a discretionary process, aesthetic and design aspects of the projects are reviewed as part of a DR application, and there is an opportunity for neighborhood notification and input. The hearing authority (i.e., the Zoning Administrator or Planning Commission) may approve, conditionally approve, or deny applications based on a set of established criteria (e.g., relationship of proposal to surrounding sites and preservation of views).

PMC Chapter 18.20 (Design Review) prescribes which project types are subject to design review, outlines the level of required review (administrative/staff-level versus Planning Commission), contains a series of "criteria" against which projects are evaluated, and establishes procedures for review, appeal, and call up of projects. Chapter 18.20 has not undergone a comprehensive review and update since 1993.

The DR process is required for a wide range of projects, from new commercial/industrial buildings to the construction of small residential accessory structures such as arbors, and minor exterior commercial building and site modifications. Single-family residential projects are processed with an Administrative Design Review (ADR). The DR process is valuable because

it protects neighborhood character, scale, and privacy. However, current regulations require the DR process for very minor projects (e.g., changing a window to a door on a commercial building or a backyard residential accessory structure) that are objectively likely to have little to no impact on the community.

Based on a review of 10 years of data, staff has processed an average of 110 ADRs annually. A typical ADR takes between 3.5 and 7.5 hours to process; on aggregate, this accounts for the equivalent of 20 to 40 percent of one full-time employee (FTE, Associate Planner). This figure does not include hours spent by other City divisions and administrative staff. The application fee for an ADR is currently set at \$345, which is significantly lower than the actual cost of staff time to process a typical application.

Over the past five years, staff has processed an average of 42 Design Review applications annually. While hours spent processing DR applications are harder to quantify, since they can vary widely from project to project, and are often processed in tandem with other land use entitlements, a DR application typically takes a similar or greater number of hours to process than an ADR. A breakdown of the data is included in Exhibit B of Attachment 3. With a high workload, review of small DR and ADR projects detracts from staff's ability to efficiently process larger project applications that reflect more significant investments in the community.

DR for small residential and commercial projects, which form the largest share of applications processed, can demand almost as much time and resources to process as larger projects. The DR process particularly burdens homeowners and small business owners by adding months to the review process and requiring additional sets of professionally prepared plans, beyond those required for the issuance of a Building Permit.

#### Noticing

Currently, the public notification radius requirements are outlined in PMC Chapter 18.12, throughout PMC Title 18, and specified by City Council Resolution No. 91-132, (Attachment 2). Generally, local requirements far exceed those specified in the Government Code. For example, for projects subject to Planning Commission (PC) review and approval, a 1,000-foot radius is used for public noticing per City standards, where a 300-foot radius is required by Government Code.

More recently, the City adopted an administrative policy for [on-site project notification](#). This requires on-site project notifications for projects or applications that are subject to a public hearing before the PC or City Council, projects that add one or more dwelling units, excluding Accessory Dwelling Units (ADUs), or other projects at the determination of the Zoning Administrator (ZA).

For many projects where no public hearing is required by the PMC or Government Code (e.g., residential additions subject to ADR), the City's current practice is to send out project notification cards to immediately adjacent neighbors. The mailed project notification radius is determined on a project-by-project basis by the ZA. Project notification is intended to allow an opportunity for neighbors near a project to identify concerns or request public hearings prior to ZA approval. Requests for ZA hearings are infrequent (typically five or fewer per year), out of 100+ ADRs processed annually. In staff's review, hearing requests were most often made for projects involving second-story additions, balconies where there is a perceived impact on privacy, or where there have been pre-existing conflicts or disagreements between neighbors.

## Appeals

As outlined in PMC Chapter 18.144, the current appeal process is lengthy and can last 15 to 30 or more days. The “effective date” of an approval is set based on the duration of the appeal period and is the first date on which a project can legally be issued building permits or begin operations. The effective date can vary substantially from project to project because, in addition to the general appeal period (15 days), PMC provisions allow the City Council to review (“call up”) actions of a ZA or PC decision. These provisions can cause lengthy delays in approval when City Council meetings are canceled or there are long periods between meetings. The City’s general appeal period is significantly longer than neighboring jurisdictions, where appeal periods are typically 10 days.

## City Process Timeline

Due to the review, noticing, and appeal procedures described above, Design Review can add anywhere from one to six months or more of additional review time for a project, depending on the project’s complexity and scope, as well as the quality of materials submitted to the City. ADRs have the quickest turnaround time for Design Review applications, adding a minimum of 30 days (and more typically 40 days) of City process time before an applicant can apply for building permits.

## **DISCUSSION**

Staff recommends a series of PMC amendments that seek to simplify, clarify, and streamline the City’s processes. The amendments will reduce barriers to obtaining building permits for certain types of projects, improve and clarify processes and approval findings, align appeal periods with neighboring jurisdictions, and more closely align noticing requirements with the Government Code. A summary of the proposed changes to the PMC is provided below.

## Design Review Amendments: Chapter 18.20

Staff recommends a comprehensive revision of PMC Chapter 18.20, which would rescind the current Chapter and replace it with amended procedures. The recommendations include revising the projects subject to Design Review, modifying the current, and somewhat vague “criteria for approval” to reflect more typical approval findings, and clarifying Design Review procedures.

Staff believes it is reasonable to no longer require DR for several project types. These projects would still be required to meet all applicable codes, policies, and adopted plans, and would continue to be reviewed by all relevant City divisions through the building permit process. Table 1, below, summarizes projects that staff recommends be exempt from Design Review:

**Table 1. Summary of Project Types Proposed to be Exempt from Design Review**

| Single-family                                                                                                                                                              | Multi-family                                                                                                                                                | Commercial                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Fences</li><li>• New accessory structures and buildings (e.g., sheds, pool house, pavilions)</li><li>• New lofts without</li></ul> | <ul style="list-style-type: none"><li>• Minor exterior building modifications (e.g., materials change or building re-paint)*</li><li>• Minor site</li></ul> | <ul style="list-style-type: none"><li>• Refacing or replacing existing signs with minor alterations to existing signage (e.g., installing a new sign that is a similar size and style to what</li></ul> |

|                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| second-story windows <ul style="list-style-type: none"> <li>• Additions ≤15' tall</li> <li>• Minor modifications to roof forms that do not materially alter the appearance or height of the residence*</li> <li>• Minor modifications to second-story windows that don't impact privacy*</li> </ul> | modifications (e.g., installing a new generator)* <ul style="list-style-type: none"> <li>• Minor additions (e.g., enclosing a walkway or enlarging an entry vestibule)*</li> </ul> | exists)* <ul style="list-style-type: none"> <li>• Minor exterior building modifications (e.g., changing a window to a door)*</li> <li>• Minor exterior site modifications (e.g., installing a new bench and arbor or a new trash enclosure)*</li> </ul><br><i>Modifications to Downtown properties may still require DR</i> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*\*These items, at the discretion of the Zoning Administrator, may be required to go through the Design Review process if the project is deemed substantial, sensitive in nature, or violates any codes, policies, or plans.*

Staff finds that some projects would continue to benefit from Design Review, because they are more substantive in nature, and/or have a greater potential to materially affect or impact a neighborhood, commercial district, neighboring property, or views from public rights-of-way. These include:

- A new single-family home
- Two-story additions/balconies on a single-family residential property
- Major modifications/new buildings and structures to multifamily properties (e.g., a new clubhouse)
- Additions to commercial properties (at the discretion of the ZA)
- Exterior modifications to properties within the downtown (at the discretion of the ZA)
- Major modifications to other commercial properties (e.g., fully renovating the amenities on a site)

As recommended, staff believes the Design Review process will continue to protect the character of the City by aligning it to projects of a scale and type that warrant closer review and scrutiny. However, the modifications will reduce the quantity of Design Review permits processed by at least 50 percent, with the benefit of significantly expediting the process for smaller projects with limited potential to cause neighborhood impacts. For projects that still require Design Review, reducing the overall time dedicated to processing DRs will allow staff to expedite and focus on larger design reviews and other permits by freeing up staff resources.

#### Noticing Amendments: Chapter 18.12

Staff recommends a comprehensive revision to the City's existing notice procedures, which

would result in rescinding City Council Resolution 91-132 and revising PMC Section 18.12.040 (additional noticing procedures exist in other PMC Sections, including those listed and described below under “Other Amendments”).

Staff suggests amending the noticing chapter to include and amend the following:

- **Public Hearings:** For projects with public hearings, staff recommends that the public notice requirements align with the Government Code, which decreases the notice radius from 1,000 feet to 300 feet. Additionally, publication in a newspaper or posting in three public places within the City is required, as consistent with the Government Code.
- **On-Site Project Notification:** Codify the City’s administrative policy requiring on-site project notification for larger applications that are subject to a public hearing before the PC or City Council, projects that add one or more dwelling units (excluding ADUs), or other projects at the determination of the ZA. (Note, this notification, in the form of large-format signs of notices, is separate, and may be additional to, the “posting” outlined in the above bullet)
- **Mailed Project Notification:** For projects requiring project notification (e.g., single-family residential Design Review projects, Minor Conditional Use Permits, etc.), staff recommends increasing the noticing radius from “...the surrounding property owners...as determined by the Zoning Administrator” to 300-feet, aligning with the requirements for public hearings.

While generally aligning with the Government Code, the proposed PMC amendments will continue to exceed the requirements and provide broader public notification in three ways: 1) Continue notifications to both property owners and tenants, where the Government Code only requires property owner notification; 2) Continue on-site project notification for certain projects (Bullet 2, above), which has proven effective and relatively easy to implement; and 3) Continue mailing notification cards to specific project types that have no associated public hearing.

#### Appeal Amendments: Chapter 18.144

Staff recommends comprehensively amending PMC Chapter 18.144 to provide amended appeal procedures. The proposed amendments include clarifying appeal procedures and modifying the appeal period. Staff recommends that all projects under PMC Title 18 be subject to a 10-day appeal period (versus the City’s existing 15-day+ appeal period), with project approvals becoming effective on the 11<sup>th</sup> day. This recommendation will align with those of most neighboring jurisdictions and shorten project approval timelines.

As previously stated, the current appeal period is a minimum of 15 days, but it may last over 30 days due to requirements of PMC Section 18.144.010 (B), which delays the end of the appeal period until ZA and PC actions can be reported to the City Council at its next regular meeting. Instead, rather than a City Council agenda report item of ZA and PC actions, staff proposes that a weekly approval memo be posted to the City’s website for projects approved by both the Zoning Administrator and Planning Commission. The intent of the approval memo is to publicize all appealable discretionary planning approvals within the appeal period. City Council members and Planning Commissioners will be notified of the memo publication via email, and members of the public can subscribe to receive the memo to stay informed about appealable discretionary

approvals. All appeals and City Council call-ups must be submitted within the 10-day appeal period.

#### Other amendments

In addition to the amendments noted above, modifications are also proposed to PMC Chapters 18.08 (Definitions), 18.22 (Housing Site Compliance Review), 18.68 (PUD Planned Unit Development), 18.103 (Beekeeping), 18.104 (Home Occupation), 18.105 (Cottage Food Operation), 18.110 (Personal Wireless Service), 18.116 (Temporary Uses), 18.124 (Conditional Uses), 18.128 (Determination as to uses not listed), and 18.132 (Variances). The modifications are recommended to align with the appeal and notice requirements of Chapter 18.12 (Noticing) and 18.144 (Appeals), as described above, and to make minor clean-ups to the PMC as recommended by the City Attorney.

### **ENVIRONMENTAL ASSESSMENT**

The proposed code amendments are statutorily exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Sections 15061(b)(3), because it can be seen with certainty that there is no possibility that this action may have a significant impact on the environment.

These amendments are limited to process-related changes, including updates to the City's procedures for design review, noticing requirements, appeal processes, and other administrative streamlining measures. The proposed changes do not authorize any specific development or land use activity, nor do they involve any relaxation of development standards that could result in physical impacts to the environment. Specifically, the amendments clarify and reorganize existing procedural requirements, improving consistency with the California Government Code and ensuring transparency and efficiency in City review processes. All future development projects remain subject to existing environmental regulations and other applicable health and safety requirements, including the California Building Code and Fire Code. Any future project that could have a physical impact on the environment must undergo separate, project-specific CEQA review at the time of application, as appropriate. Because the proposed amendments do not result in any physical changes to the environment or authorize any changes in land use intensity or type, there is no possibility that these amendments may have a significant effect on the environment. Therefore, the action qualifies for exemption under Section 15061(b)(3) of the CEQA Guidelines.

### **ECONOMIC VITALITY COMMITTEE REVIEW**

At its October 16, 2025, meeting, the Economic Vitality Committee (EVC) received an update on the City's efforts to implement permit streamlining. The EVC members asked clarifying questions and ultimately were very supportive of the proposal. EVC members also suggested publicizing the changes with the business community if they are adopted. No formal action was taken.

### **PLANNING COMMISSION ACTION**

At its October 22, 2025, meeting, the Planning Commission reviewed the proposed amendments and provided a recommendation to the City Council. The Planning Commission was supportive of the proposed amendments, recommended no additional revisions, and unanimously recommended approval of the proposed PMC amendments to the City Council. There was no public comment provided during the hearing.

## EQUITY AND SUSTAINABILITY

The Design Review process disproportionately impacts small business owners and single-family residential property owners, requiring them to dedicate time and money to the planning process before proceeding with a project. The proposed amendments will substantially reduce cost and time burdens for the community and simplify the process for small projects.

## OUTREACH

Notification of this code amendment has been published in *The Valley Times* as an upcoming agenda item for the December 2, 2025, City Council meeting. At the time this report was prepared, no public comments were received by staff.

## STRATEGIC PLAN ALIGNMENT

Approval of this action advances the ONE Pleasanton Strategic Plan goals of *Optimizing Our Organization*, which involves evaluating the organization's structure of community engagement opportunities to improve information sharing, optimize staff efficiency, and provide greater service to the community, and *Building a Community Where Everyone Belongs*, which integrates equitable best practices to increase the reach and access for the entire community.

The proposed amendments are also consistent with the Economic Development Strategic Plan.

## FISCAL IMPACT

There is no direct financial impact from approval of the recommended PMC changes. Though it is challenging to quantify, this effort will reduce expenditure of staff time and resources through reducing review of design review applications that are not currently fully cost-recovered, and by reducing printing, mailing and staff time associated with extended public noticing, thereby saving the City money.

Prepared by:



Emily Carroll, Associate  
Planner and

Megan Campbell, Planning  
& Sustainability Specialist

Submitted by:



Ellen Clark, Director of Community and  
Economic Development

Approved by:



Gerry Beaudin, City  
Manager

Attachments:

1. Ordinance
2. City Council Resolution No. 91-132
3. October 22, 2025 Planning Commission Report
4. Presentation

ORDINANCE NO.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PLEASANTON FINDING AMENDMENTS TO THE ZONING CODE ARE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT UNDER GUIDELINES SECTION 15061(B)(3) AND APPROVING AMENDMENTS TO CHAPTERS 18.08, 18.12, 18.20, 18.22, 18.68, 18.103, 18.104, 18.105, 18.110, 18.116, 18.124, 18.128, 18.132, AND 18.144 OF THE PLEASANTON MUNICIPAL CODE TO IMPLEMENT MODIFICATIONS TO DESIGN REVIEW, NOTICING, APPEALS, AND OTHER PROCESS STREAMLINING, AND RESCINDING CITY COUNCIL RESOLUTION NO. 91-132, AS FILED UNDER CASE P25-0352**

**WHEREAS**, on July 15, 2025, the City Council conducted a workshop to identify its top priorities for the next two Fiscal Years. This direction was affirmed at the City Council's August 19, 2025, meeting to include, as a priority project, amending the Pleasanton Municipal Code and improving processes to simplify permitting, reduce delays, streamline Design Review, and support business and retail attraction; and

**WHEREAS**, Pleasanton Municipal Code (PMC) Chapter 18.20 - Design Review has not undergone comprehensive updates since 1993; and

**WHEREAS**, the broad applicability of PMC Chapter 18.20 and outdated provisions often results in extended project approval timelines and resource demands for property owners, businesses, and staff; and

**WHEREAS**, the processes for public noticing and appeals also contribute to project delays and added costs for property owners and businesses; and

**WHEREAS**, the proposed amendments are consistent with the ONE Pleasanton Strategic Plan Strategy B Optimizing our organization - Evaluate the organization's structure of community engagement opportunities (such as commissions and committees, and citizens' academy) to improve information sharing, optimize staff efficiency, and provide greater service to the community; and

**WHEREAS**, the proposed amendments are consistent with Housing Element Goal 4: Reduce governmental constraints to the development and improvement of housing where feasible; and

**WHEREAS**, the proposed amendments are consistent with Economic Development Strategic Plan Initiative 3.1.d: Evaluate retail permitting processes for opportunities to support and expedite; and Initiative 5.1: Create business roadmap to provide clear pathways for zoning and permitting; and

**WHEREAS**, the City of Pleasanton is the lead agency on the Project, and the City Council is the decision-making body for the proposed approval of the Project; and

**WHEREAS**, on October 22, 2025, the Planning Commission held a duly noticed public hearing to consider the Project, all public comments and testimony, and findings; and unanimously recommended approval of the Project to the City Council; and

**WHEREAS**, on December 2, 2025, the City Council held a duly noticed public hearing to consider the Project, all public comments and testimony, findings, and the Planning Commission recommendation.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1.** Prior to taking action on the Project, and at a properly noticed public meeting, the City Council reviewed written and oral staff reports, conducted a public hearing on the Project and took testimony, and received into the record all pertinent documents related to the Project (collectively, the “Record Evidence”). The City Council’s determination is based on the Record Evidence, which is incorporated into this Ordinance by reference.

**SECTION 2.** The City Council finds that the proposed code amendments are statutorily exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3) in that it can be seen with certainty that there is no possibility that the amendments may have a significant effect on the environment. These amendments are limited to process-related changes, including updates to the City’s procedures for design review, noticing requirements, appeal processes, and other administrative streamlining measures. The proposed changes do not authorize any specific development or land use activity, nor do they involve any relaxation of development standards that could result in physical impacts to the environment. Specifically, the amendments clarify and reorganize existing procedural requirements, improving consistency with the California Government Code and ensuring transparency and efficiency in City review processes. All future development projects remain subject to existing environmental regulations and other applicable health and safety requirements, including the California Building Code and Fire Code. Any future project that could have a physical impact on the environment must undergo separate, project-specific CEQA review at the time of application, as appropriate. Because the proposed amendments do not result in any physical changes to the environment or authorize any changes in land use intensity or type, there is no possibility that these amendments may have a significant effect on the environment. Therefore, the action qualifies for exemption under Section 15061(b)(3) of the CEQA Guidelines.

**SECTION 3.** The City Council approves Case P25-0352, Amendments to Chapters 18.08, 18.12, 18.20, 18.22, 18.68, 18.103, 18.104, 18.105, 18.110, 18.116, 18.124, 18.128, 18.132, and 18.144 of the Pleasanton Municipal Code to implement modifications to Design Review, noticing, appeals, and other process streamlining, as shown in Exhibit A to this ordinance.

**SECTION 4.** The City Council rescinds City Council Resolution No. 91-132, which established public notification radius requirements that far exceed Government Code Sections 65090 and 65091.

**SECTION 5.** A summary of this ordinance shall be published once within fifteen (15) days after its adoption in “The Valley Times,” a newspaper of general circulation published in the City of Pleasanton, and the complete ordinance shall be posted for fifteen (15) days in the City Clerk’s office within fifteen (15) days after its adoption.

**SECTION 6.** This ordinance shall be effective thirty (30) days after its passage and adoption.

The foregoing Ordinance was introduced at a regular meeting of the City Council of the City of Pleasanton on December 2, 2025, by the following vote:

Ayes:  
Noes:  
Absent:  
Abstain:

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Jack Balch, Mayor

ATTEST:

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Jocelyn Kwong, City Clerk

APPROVED AS TO FORM:

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Daniel G. Sodergren, City Attorney

**EXHIBIT A**

## Exhibit A

### Proposed Code Amendments Table of Contents

| Code                                                                                                                                                                                                             | Description                                | Page Number | Notes                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section 18.12.040                                                                                                                                                                                                | Administrative Provisions- Public Hearings | 1           | 18.12.040 regarding public hearings and notices is proposed to be replaced in its entirety.<br><br>New sections relating to On-Site Project Notification and Mailed Project Notification have been added. These sections are referenced as 18.12.042 and 18.12.044, respectively. |
| Chapter 18.20                                                                                                                                                                                                    | Design Review                              | 5           | This Chapter is proposed to be repealed and replaced in its entirety.                                                                                                                                                                                                             |
| Chapter 18.144                                                                                                                                                                                                   | Appeals                                    | 9           | This Chapter is proposed to be repealed and replaced in its entirety.                                                                                                                                                                                                             |
| Chapter 18.08<br>Chapter 18.12<br>Chapter 18.22<br>Chapter 18.68<br>Chapter 18.103<br>Chapter 18.104<br>Chapter 18.105<br>Chapter 18.110<br>Chapter 18.116<br>Chapter 18.124<br>Chapter 18.128<br>Chapter 18.132 | Additional Sections and Chapters           | 11          | Additional sections within these chapters must be amended to align with the recommended modifications in 18.12, 18.20, and 18.44, as well as minor additional clean-ups of the PMC.                                                                                               |

## Chapter 18.12 Administrative Provisions, Article I Generally

### § 18.12.040. Public hearing—~~Time and notice.~~

~~The zoning administrator shall set the time and place of public hearings required by this title to be held by the city planning commission or the board of adjustment, provided that the commission or the board may change the time or place of a hearing. The city clerk shall set the time and place of public hearings required by this title to be held by the city council, provided that the council may change the time or place of a hearing. Public hearings shall be held not more than 40 days after submission of the applicant or the appeal from a decision unless the applicant or appellant shall consent to an extension of time. Notice of a public hearing shall be given not less than 10 days nor more than 30 days prior to the date of the hearing by publication in a newspaper of general circulation in the city. When the hearing concerns a matter other than an amendment to the text of this chapter or a general plan amendment, notice also shall be given by posting in conspicuous places close to the property affected or by mailing a notice of the time and place of the hearing to the applicant, if any, and to all persons whose names appear on the latest adopted tax roll of the county as owning property in the vicinity of the area that is the subject of the hearing. The zoning administrator shall determine the number and location of posted notices or the area within which property owners are to be notified by mail. Failure to post or mail notices shall not invalidate the proceedings.~~

~~(Prior code § 2-5.08)~~

- A. **Public Hearing.** When projects under Title 18 of this Municipal Code require a noticed public hearing before a decision on a permit, or for another matter, the public shall be provided notice of the hearing in compliance with Government Code sections 65090 - 65096, and Public Resources Code 21000 et seq., and as required by this Chapter.
- B. **Content of notice.** Notice of a public hearing shall include all of the following information, as applicable.
  - 1. Hearing information. The date, time, and place of the hearing and the name of the review authority; a brief description of the City's general procedure concerning the conduct of hearings and decisions; and information on where an interested person can obtain additional information.
  - 2. Project information. The name of the applicant; the City's file number assigned to the application; a general explanation of the matter to be considered; and a general description, in text and/or by diagram, of the location of the property that is the subject of the hearing.
  - 3. Statement of environmental document or exemption used. If a proposed Negative Declaration, Mitigated Negative Declaration, or final Environmental Impact Report has been prepared for the project in compliance with the California Environmental Quality Act (CEQA) and the City's CEQA Guidelines, the hearing notice shall include a statement that the review authority will also consider approval of the proposed CEQA determination.
- C. **Method of notice distribution.** Notice of a public hearing required by Title 18 for a planning permit, appeal, or other matter shall be given as follows, as required by

Government Code Sections 65090 and 65091.

1. **Mailing.** Notices shall be mailed at least 10 days before the scheduled hearing. Notices relating to a proposed ordinance or amendment to the zoning ordinance that affects the permitted uses of real property shall be mailed at least 20 days before the Planning Commission hearing. Notices shall include the following:
  - a. Project site owner(s) and the applicant. The owner(s) of the property being considered in the application or the owners' authorized agent, and the applicant.
  - b. Local agencies. Each local agency expected to provide roads, schools, sewage, streets, water, or other essential facilities or services to the property which is the subject of the application, whose ability to provide those facilities and services may be significantly affected.
  - c. Affected owners and tenants. All owners of real property, as shown on the latest adopted tax roll of the County, and tenants located within a radius of a minimum of 300 feet of the exterior boundaries of the parcel that is the subject of the hearing.
  - d. Person(s) requesting notice. Any person who has filed a written request for notice with the Zoning Administrator.
  - e. Other person(s). Any other person(s) whose property might, in the judgment of the Zoning Administrator, be affected by the proposed project.
  - f. The Zoning Administrator shall have the authority to extend the radius specified above, at the Zoning Administrator's sole discretion.
2. **Alternative to mailing.** If the number of property owners to whom notice would be mailed in compliance with [Section 18.12.040\(C\)\(1\)](#) above is more than 1,000, the Zoning Administrator may choose to provide the alternative notice allowed by Government Code Section 65091(a)(4).
3. **Publication or posting.** Either one of the following, publication or posting, shall be required for all applications requiring public notice:
  - a. **Publication required.** Notice shall be published at least once in a newspaper of general circulation in the City at least 10 days before the scheduled hearing. However, if a proposed ordinance or amendment to the zoning ordinance affects the permitted uses of real property, notice of the hearing before the Planning Commission shall be published 20 days before the hearing.
  - b. **Posting required.** As an alternative to subsection (a) notice shall be posted at least 10 days before the scheduled hearing in at least three public places within the City, including one on the project site.

**§ 18.12.042. On-site project notification.**

**A. Project types.** The following projects require on-site project notification:

1. Projects or applications subject to a public hearing with the Planning Commission or City Council.
2. Modification, expansion, or intensification of existing use on a site involving the addition of one or more dwelling units (excluding ADUs).
3. Other projects, as determined by the Zoning Administrator.

**B. Content and placement.**

1. Required content of the project notification sign includes: project name and application file number (assigned by the City), project address and/or Assessor's Parcel Number(s), developer/applicant name and contact information (phone and email), brief project description, city contact phone number; city website address; and QR code, if applicable (assigned by City).
2. When the project involves development, subdivision, or substantial modification of a site or on-site structure(s), a representative project site plan or other image approved by the City shall be provided, unless an exception is granted by the Zoning Administrator based on the nature of the project, site, or application.
3. Signs must be placed on the project site at least five feet and no more than ten feet behind the property line abutting each public street frontage. One sign shall be placed on the most prominent project site frontage, except that for large sites with multiple frontages, or for sites with frontages exceeding 500 feet, the Zoning Administrator may require additional signs to be placed.
4. Additional details regarding content and placement may be outlined in the On-Site Project Notification handout.

**C. Process.**

1. Once an application has been scheduled for hearing, the applicant shall install the on-site project notification no less than 10 calendar days prior to the scheduled public hearing.
2. Within two business days of installing the sign(s), the applicant shall complete the "Certificate of On-Site Project Notification Installation" and return it along with a photograph(s) of the installed sign(s) to the Planning Division, addressed to the attention of the Project Planner for the proposed project.
3. Signs shall remain posted until final action is taken on the project, or until the appeal period has elapsed, whichever is later, unless otherwise directed by the Zoning Administrator. Signs shall be removed from the project site by the applicant within 10 calendar days of this date.

**§ 18.12.044. Mailed project notification.**

**A. Project types.** The following project types require mailed project notification:

1. Single-family residential Design Review projects pursuant to 18.20.030 (A)(1).

2. Multi-family residential Design Review projects pursuant to 18.20.030 (A)(2)(a).
3. Historic resources Design Review projects pursuant to 18.20.030 (A)(4)(a).
4. Beekeeping pursuant to [Chapter 18.103](#).
5. Minor Conditional Use Permits pursuant to [18.124 Article II](#).
6. Home occupations that do not meet the requirements of [Section 18.104.030](#).
7. Other projects, as determined by the Zoning Administrator.

**B. Content.**

1. The name of the applicant; the City's file number assigned to the application; a general explanation of the matter to be considered; the Department, where an interested person could call or visit to obtain additional information; and project address; a statement on environmental document or exemption used in compliance with CEQA; and date of intended project determination by the Zoning Administrator.

**D. Method of notice distribution.** A project notification card shall be mailed to the following:

1. Project site owner(s) and the applicant. The owner(s) of the property being considered in the application or the owners' authorized agent, and the applicant.
2. Affected owners and tenants. All owners of real property, as shown on the latest adopted tax roll of the County, and tenants located within a radius of a minimum of 300 feet of the exterior boundaries of the parcel that is the subject of the hearing.
3. Other person(s). Any other person(s) whose property might, in the judgment of the Zoning Administrator, be affected by the proposed project.
4. The Zoning Administrator shall have the authority to extend the radius, at the Zoning Administrator's sole discretion.

**C. Process.**

1. Once an application has been deemed complete, the city staff project planner shall mail a project notification card.
2. Notices shall be mailed at least 10 calendar days before the intended project determination date.
3. Project notification recipients may request additional project information or a public hearing. For projects where a public hearing is requested, public hearings, notices, and procedures shall follow the provisions outlined in [Chapter 18.12.040](#).

## Chapter 18.20 Design Review

*Existing PMC Chapter 18.20 Design Review is proposed to be repealed and replaced with the text below.*

### **§ 18.20.010 Purpose.**

The purpose of this section is to: promote and enhance good design, site relationships, and other aesthetic considerations in the city; accelerate and streamline the design review process in the city with the goal that every application be successful and consistent with city standards; and promote preservation of public health, safety, and general welfare in the city.

### **§18.20.020 Definitions.**

- A. "Design review" means review of the aesthetic elements of a project including site, building, and landscape design.
- B. "Housing Accountability Act project" means a project subject to the requirements of Government Code, section 65589.5.
- C. "Major" under this Chapter means a large-scale change or addition with substantial impact, as determined by the Zoning Administrator.
- D. "Minor" under this Chapter means a small-scale change or addition of minimal impact, as determined by the Zoning Administrator.
- E. "Project" under this article means new construction, additions, or alterations to a building or site.

### **§ 18.20.030 Applicability.**

- A. **Zoning Administrator.** The Zoning Administrator is the review authority for the following projects:
  - 1. Single-Family Residential
    - a. A new residential unit and/or 50-percent demolition and rebuild of an existing unit
    - b. Additions exceeding 15 feet in height as defined by **Chapter 18.84**
    - c. New or major enlargement of balconies
    - d. New lofts with second-story windows
    - e. Major modifications to second-story windows (e.g., doubling the quantity of second-story windows where there may be privacy impacts)
    - f. Major modifications to roof forms that materially alter the appearance or height of the residence (e.g., alterations to roof pitch that require five additional feet of height)
  - 2. Multi-Family Residential
    - a. A new residential unit and/or 50-percent demolition and rebuild of an existing unit
    - b. Major exterior building or site modifications, or additions if they materially alter the appearance or character of the property (e.g.,

constructing a new clubhouse) or may be incompatible with City policies, standards, and guidelines

3. Commercial

a. Major exterior building or site modifications (e.g., full renovations of the amenities on the property that materially alter the character of the property) or modifications that may be incompatible with City policies, standards, and guidelines

b. Additions to commercial buildings, at the discretion of the Zoning Administrator

a. Minor additions and/or exterior building or site modifications in the Downtown Specific Plan Area, at the discretion of the Zoning Administrator

b. Refacing or replacing existing signs with major alterations to existing signage (e.g., a new sign that doubles the amount of signage at a specific location) and not subject to a Master Sign Program

c. All construction of new building(s) or major building addition(s) as determined by the Zoning Administrator associated with Innovation-Based Businesses, as prescribed by section 18.08.264

4. Historic Resources

a. Additions and/or exterior modifications to historic buildings as defined by [Section 17.08.050](#)

5. Projects for which design review is required as a Condition of Approval

B. **Planning Commission.** The Planning Commission is the review authority for the following projects:

1. Commercial

a. Major additions and/or major exterior building or site modifications in the Downtown Specific Plan Area

b. Major additions to existing commercial buildings (e.g., adding a story to an existing building) and/or demolition and rebuild of an existing commercial building

c. New structure on a vacant parcel

2. Projects for which design review is required as a Condition of Approval

**§ 18.20.040 Exemptions.**

The following projects are exempt from this chapter:

A. Housing Accountability Act projects (i.e., housing development projects of two or more units (exclusive of any Accessory Dwelling Units). Such projects shall be subject to the review procedures and findings for approval set forth in Sections 18.22.050 and 18.22.060 of Chapter 18.22, Housing Site Compliance.

- B. Projects on housing opportunity sites designated and/or rezoned as part of the 2023-2031 Housing Element), which are subject to Housing Site Compliance pursuant to the provisions and procedures of **Chapter 18.22.**

**§ 18.20.050 Findings.**

- A. **Residential projects.** In granting approval for residential projects, the review authority shall approve or deny a project in accordance with the following findings:
1. The project's approval is in the best interest of public health, safety, and general welfare.
  2. Site plan elements, including open space, orientation, and landscape, are compatible with site topography, existing and proposed structures, and neighboring buildings.
  3. Architectural considerations, including character, scale, and quality of design, have been incorporated to ensure a harmonious relationship with the existing site and adjacent buildings.
  4. The plan meets the requirements of the Municipal Code and any other applicable guidelines, policies, and standards.
- B. **Commercial projects.** In granting approval for commercial projects, the review authority shall approve or deny a project in accordance with the following findings:
1. The project's approval is in the best interest of public health, safety, and general welfare.
  2. The site design, including building placement, parking and circulation, landscape, and outdoor space, enhances the pedestrian experience, embraces natural features, promotes connections, creates visual interest, and relates to the character of the surrounding development.
  3. Architectural considerations, including character, scale, massing, and quality of design, have been incorporated to ensure the project integrates with the existing site and has a cohesive relationship with the surrounding context.
  4. Exterior lighting, signage, amenities, mechanical equipment, and other architectural features are integrated into the design of the site and building.
  5. The project, when adjacent to existing residential dwelling units, is designed to minimize impacts, including privacy, light, and glare.
  6. The plan meets the requirements of the Municipal Code and any other applicable guidelines, policies, and standards.

**§ 18.20.050. Procedures and hearing authority.**

A. **Application**

An applicant for a project requiring design review shall submit site plans, exterior elevations, landscape plans, photographs, diagrams, reports, and other materials as may be necessary to complete design review procedures and consideration of the proposed project. Application submittal requirements, procedures, and other details of the design review process are outlined in design review handouts.

**B. Decision**

The review authority may:

1. Impose conditions on the granting of design review approval if the review authority finds the proposed project does not otherwise meet required Codes, City policies, or cannot otherwise make the applicable findings.
2. Require improvements, either on or off-site, that are reasonably related to the project and are in the best interests of the public health, safety, or general welfare, or that are necessary to mitigate adverse environmental effects disclosed in California Environmental Quality Act (CEQA) review and assessment.
3. Deny a project's design review approval if it cannot make all of the required findings.

**C. Noticing**

1. Certain projects require on-site project notifications in accordance with the procedures detailed in [Section 18.12.042](#) and/or mailed project notifications in accordance with the procedures detailed in [Chapter 18.12.044](#).
2. Public hearing notices and procedures shall follow the provisions outlined in [Chapter 18.12.040](#).

**D. Appeal and Review**

Decisions of the Zoning Administrator or Planning Commission may be appealed or reviewed pursuant to procedures outlined in Chapter 18.144.

**§ 18.20.070. Lapse of approval.**

Design review approval shall lapse and be void one year following the effective date of approval, unless prior to the expiration of one year a building permit is issued and construction is commenced and diligently pursued toward completion, or the applicant or the applicant's successor has filed a request for approval of extension pursuant to the provisions of [Section 18.12.030](#).

## Chapter 18.144. Appeals

*Existing PMC Chapter 18.144 Appeals is proposed to be repealed and replaced with the text below.*

### **§ 18.144.010 Purpose.**

This Chapter establishes procedures for appeals and reviews of the Zoning Administrator and Planning Commission.

### **§ 18.144.020 Decisions subject to appeal.**

- A. **Zoning Administrator decisions:** Any decision of the Zoning Administrator may be appealed to the Planning Commission, as applicable.
- B. **Planning Commission decisions:** Any decision of the Planning Commission may be appealed to the City Council, as applicable.

### **§ 18.144.030 Filing and processing of appeals.**

- A. **Eligibility.** An appeal in compliance with this Chapter may be filed by any aggrieved person.
- B. **Timing and form of appeal.**
  - 1. **Timing.** An appeal request shall be filed with the Community and Economic Development Department (CEDD) within 10 days of the actual date the decision was rendered.
  - 2. **Forms.** The appeal request shall be submitted in writing to the CEDD and shall include the following information:
    - a. The written request for appeal shall include the pertinent facts and the basis for the appeal shall include, at a minimum, the specific grounds for the appeal, where there was an error or abuse of discretion by the previous review authority in the consideration and action on the matter being appealed, and/or where the decision was not supported by the evidence on the record.
    - b. The appeal shall be accompanied by the Application Form and filing fee identified in the Master Fee Schedule.
- C. **Report, scheduling of hearing, and decision.**
  - 1. When an appeal request has been filed, CEDD Staff shall prepare a report on the matter, including all of the application materials in question, and schedule the matter for a public hearing within 50 days by the appropriate review authority, identified in [Section 18.144.020](#), above.
  - 2. Notice of the hearing shall be provided, and the hearing shall be conducted, in compliance with [Section 18.12.040](#).

3. The hearing shall be de novo, and the decision-making body may uphold, deny, condition, and/or modify any condition of the application on appeal or review.
4. Any interested party may appear and be heard by the review authority.
5. Following the final decision of the appeal or Council review request, the City shall provide notice of its final decision to the appellant, applicant (if not the appellant), and to any person who specifically requested notice of the City's final action.

#### **§ 18.144.040 City Council review**

The City Council may elect to review an action of the Planning Commission or Zoning Administrator:

- A. Within 10 days following such action, if any member of the City Council advises the city Clerk in writing that such member wants a review of the action to be brought before the City Council; or
- B. If its next regular meeting is within 10 days following such action, at such meeting, a majority of the City Council may vote to review such action, or an individual member of the City Council may state that such individual elects to have the Council review such action.
- C. Upon any such election for review of an action, a public hearing shall be held by the Council. The hearing shall be set and notice given as prescribed in Chapter 18.12 of this title.

#### **§ 18.144.050 Effective date of decisions**

A decision of the Zoning Administrator or Planning Commission is final and effective after 5:00 p.m. on the 10th calendar day following the date the decision is rendered, when no appeal or Council review request to the decision has been filed in compliance with this Chapter.

#### **§ 18.144.060 Judicial Review.**

No person shall seek judicial review of a City decision on a planning permit or other matter in compliance with the Municipal Code until all appeals to the Commission and Council have first been exhausted in compliance with this Chapter.

## Chapter 18.08 Definitions

### § 18.08.010 City boards, commissions and officials.

#### B. City Officials.

11. "Zoning administrator" means the Community and Economic Development Director ~~zoning administrator of the city of Pleasanton~~, or designee.

## Chapter 18.12 Administrative Provisions

### § 18.12.030 Administrative extension of approvals.

A. Prior to the lapse of any approval granted by an approving body under this title, an applicant or his or her successor may apply to the zoning administrator for an extension of the approval for one year. The zoning administrator may grant an extension subject to the provisions of this section. No more than two such extensions shall be granted. Further applications for extension shall be processed as though they were initial applications.

B. An application for extension shall be accompanied by a fee equal to the current fee for an initial application as established by the city council. An application for extension shall be granted unless the zoning administrator determines that there have been either substantial changes in the proposal or that the circumstances surrounding the initial approval have changed. Rather than take action administratively, the zoning administrator may forward any application for extension, or any aspect thereof, to the appropriate approving body as though it were an initial application. In such cases the approving body may grant the extension, modify the approval as originally granted or deny the extension in accord with the purposes and objectives of this title.

~~C. Within five days of the granting of any approval extension under this section, the zoning administrator shall forward notice of the action to the planning commission and the city council. The action of the zoning administrator is subject to Chapter 18.144 Appeals.~~

## Chapter 18.22 Housing Site Compliance Review

### § 18.22.020 Purpose.

The Objective Design Standards and Guidelines, adopted by Resolution Nos. 23-1360 and 23-1386 (2023 ODS), as amended, are to be used to review both single-family and/or multi-family ownership and/or rental residential development projects subject to the requirements of Government Code, section 65589.5 ("Housing Accountability Act"), and projects on housing opportunity sites designated and/or rezoned as part of the 2023-2031 (6th Cycle) Housing Element ("housing opportunity sites") of the General Plan. The 2023 ODS are intended to provide direction to developers and property owners regarding development standards, site design and circulation, and architectural features, with the goal of ensuring all new housing

opportunity site residential development is compatible with Pleasanton's existing high-quality neighborhoods.

#### **§ 18.22.060 Procedures**

B. Once an application is deemed complete, public notice shall be provided pursuant to [Section 18.12.040](#), and on-site project notification shall be posted pursuant to [Section 18.12.042](#). ~~surrounding property owners and residents within 1,000 feet of the project site will be mailed notice by the planning division of the proposed zoning administrator action, or of the planning commission meeting, as applicable. On-site project notification shall also be required, in conformance with the city's adopted policy, with such notification the responsibility of the applicant to install within a time frame specified by the planning division.~~

~~C. In the case of projects subject to zoning administrator compliance review, if, within seven days of mailing the above referenced notice, the zoning administrator receives a request for hearing, the zoning administrator shall schedule an administrative hearing within the time frame established by state law. The zoning administrator's decision shall be made either administratively, if no hearing is requested, or during the administrative hearing.~~

~~D. C.~~ In the case of projects subject to planning commission compliance review, the planning commission meeting shall be scheduled within the time frame established by state law. The planning commission's decision shall be made during the meeting.

~~E. D.~~ The zoning administrator or planning commission, as specified, shall approve the project if it complies with: (1) the requirements of the 2023 ODS and any other applicable objective standards established with adopted city plans and documents which were in place when the application was received; and (2) any applicable mitigation measure(s) of any applicable environmental document(s).

#### **§ 18.22.070 Effective Date of Decision**

A. Decision shall be effective pursuant to [Section 18.144.050](#) ~~Within five days of the date of the zoning administrator's or planning commission's decision on a project subject to housing site compliance review, the secretary shall transmit written notice of the decision to the planning commission and/or city council, and the applicant. Unless a timely appeal or review is filed as provided in [Chapter 18.144](#), Section 18.22.080 of this chapter, or unless the planning commission and/or the city council elects to review the decision of the zoning administrator, the decision shall be effective on the later of the following:~~

- ~~1. The day following the first meeting of the city council after the city council has received notice of the decision; or~~
- ~~2. The day after the expiration of the appeal period.~~

~~B. Unless a timely appeal is filed as provided in Section 18.22.080 of this chapter, the decision of the zoning administrator or planning commission shall be effective at the expiration of the appeal period.~~

### **18.22.080 Appeals or reviews.**

Unless otherwise prohibited by state law, appeals or reviews shall: follow procedures in Chapter 18.144.

~~A. Any appeal or review pursuant to actions made by the zoning administrator and/or planning commission pursuant to this chapter shall follow the timelines and administrative procedures outlined in Section 18.144.020 of this title.~~

~~B. Any party may appeal and/or any member of the city council may review any decision of the zoning administrator and/or planning commission to the city council.~~

~~C. Any party may appeal an action of the zoning administrator to the planning commission. Any appeal to the planning commission may be further appealed to the city council. Any member of the planning commission and/or city council may review an action of the zoning administrator to the planning commission or the city council, respectively. Appeals to or reviews by the planning commission or city council shall be governed by this title as if the appeal or review of the zoning administrator's action were a new application before the planning commission or city council.~~

## **Chapter 18.68 PUD Planned Unit Development**

### **§ 18.68.080 Interpretation.**

~~B. If the planning commission, city council, applicant or any interested citizen disagrees with the community development director's determination or conditions of approval, a written appeal shall be filed with the secretary to the planning commission within 20 calendar days of said action and a public hearing shall be held. The requisite notices of the public hearing shall be given pursuant to the provisions of Chapter 18.04 of this title.~~

### **§ 18.68.130 Procedure.**

~~B. A determination of the decision making body regarding a request for PUD zoning, development plan approval, or modification to a development plan pursuant to the provisions of this chapter shall be effective pursuant to the procedures outlined in Chapter 18.144 unless otherwise appealed. The city council, planning commission, applicant or general citizen may appeal any decision approving or disapproving a request for PUD zoning, development plan approval, or modification to a development plan pursuant to the provisions of this chapter.~~

## Chapter 18.103 Beekeeping

### § 18.103.050 Notice.

Mailed project notification shall be provided in accordance with the procedures detailed in [Chapter 18.12.044](#). While public hearings are not automatically required for these projects, any member of the public may request a public hearing. ~~No less than seven days prior to the date on which the decision will be made on the application, the city shall give notice of the proposed beekeeping by mail to all tenants and owners shown on the last equalized assessment roll as owning real property within 100 feet of the exterior boundaries of the parcel where beekeeping is proposed.~~

## Chapter 18.104 Home Occupations

### § 18.104.060 ~~Planning commission review.~~ Appeals.

~~The planning commission may review any decision made by the zoning administrator in conjunction with a home occupation. Such review may be either at the request of the planning commission, the zoning administrator, the applicant, or other aggrieved party in the form of an appeal. An appeal to the planning commission shall be as prescribed in Sections 18.144.020 and 18.144.030 of this title.~~

Decisions of the Zoning Administrator are final unless appealed to the Planning Commission under the provisions of [Chapter 18.144](#).

### § 18.104.080 Suspension and revocation.

Upon violation of any applicable provision of this chapter, or, if granted subject to conditions, upon failure to comply with conditions, a home occupation permit shall be suspended automatically. The planning commission shall hold a public hearing within 40 days, and if not satisfied that the regulation, general provision, or condition is being complied with, may revoke the home occupation permit or take such action as may be necessary to ensure compliance with the regulation, general provision, or condition. ~~Within 10 days following the date of a decision of the commission revoking a home occupation permit, the secretary shall transmit to the city council written notice of the decision. The decision shall become final 15 days following the date on which the use permit was revoked or on the day following the next meeting of the council, whichever is later, unless an appeal has been taken to the council, or unless the council shall elect to review and decline to affirm the decision of the commission. The decision of the Planning Commission shall be effective pursuant to the procedures outlined in [Chapter 18.144](#) unless otherwise appealed.~~

## Chapter 18.105 Cottage Food Operations

### § 18.105.040 Action of zoning administrator.

After submittal of the information required by Section 18.105.030 and review of the application for compliance with the standards set forth in Section 18.105.050, the zoning administrator shall approve, approve in modified form, or deny the application. The zoning administrator shall grant the permit if the proposed cottage food operation, as applied for or as modified, complies with the standards set forth in Section 18.105.050. ~~Any action of the zoning administrator may be appealed to the planning commission.~~ Decisions of the Zoning Administrator are final unless appealed to the Planning Commission under the provisions of [Chapter 18.144](#).

## Chapter 18.110 Personal Wireless Service

### § 18.110.020 Notice and approval process.

~~B. All property owners within 300 feet of a property on which a personal wireless service facility is proposed shall be notified of the personal wireless service facility application by mail.~~ Mailed project notification shall be provided in accordance with the procedures detailed in [Section 18.12.044](#). While public hearings are not automatically required for these projects, any member of the public may request a public hearing. Notice is not required where a facility will be concealed as described in Section 18.110.050. ~~Public hearings can be requested as provided in Section 18.20.040(B)(2) of this title.~~

### § 18.110.260 Length of approvals

~~E. The zoning administrator's decision to deny a renewal may be appealed as described in Section [Chapter 18.144](#).050 of this title.~~

## Chapter 18.116 Temporary Uses

### § 18.116.015 Temporary conditional uses in R districts –Home boutiques

~~D. Notice of the proposed home boutique shall be sent by mail to all property owners shown on the last equalized assessment roll as owning real property within 300 feet of the exterior boundaries of the site of the proposed home boutique at least 10 days prior to the date on which the decision will be made on the use permit application.~~ Mailed project notifications shall be provided in accordance with the procedures detailed in [Section 18.12.044](#).

~~G. The planning commission may elect to review a decision of the zoning administrator as described in Section 18.144.020 of this title, or a decision of the zoning administrator may be appealed to the planning commission by the applicant or by any other person described in Section 18.144.020 of this title. An appeal shall be heard and acted upon as described in~~

~~Sections 18.144.030 and 18.144.040 of this title. Determinations of the decision-making body are final unless appealed under the provisions of [Chapter 18.144](#).~~

### **§ 18.116.020 Temporary uses in C district**

~~C. The city council may elect to review a decision of the planning commission as described in Section 18.144.010 of this title, or a decision of the commission may be appealed to the city council by the applicant or by any other person as prescribed in Section 18.144.020 of this title. An appeal shall be heard and acted upon as described in Sections 18.144.030 and 18.144.040 of this title. Determinations of the decision-making body are final unless appealed under the provisions of [Chapter 18.144](#).~~

### **§ 18.116.050 Christmas tree sales**

#### **A. Procedures**

~~1. Notice of the proposed Christmas tree sales lot shall be sent by mail to all property owners shown on the last equalized assessment roll as owning real property within 300 feet of the exterior boundaries of the site of the proposed sales lot at least 10 days prior to the date on which the decision will be made on the use permit application.~~

#### **Chapter 18.124 Conditional Uses**

### **§ 18.124.080 Effective date of use permit.**

~~Within 10 days following the date of a decision of the planning commission on a use permit application, the secretary shall transmit written notice of the decision to the city council and to the applicant. A use permit shall become effective 15 days following the date on which the use permit was granted or on the day following the next meeting of the council, whichever is later, unless an appeal has been taken to the council, or unless the council shall elect to review the decision of the commission. A use permit shall become effective immediately after it is granted by the council. The decision of the Planning Commission shall be effective pursuant to the procedures outlined in [Chapter 18.144](#) unless otherwise appealed.~~

### **~~18.124.090 Review or appeal.~~**

~~The city council may elect to review a decision of the planning commission as prescribed in Section 18.144.010 of this title, or a decision of the commission may be appealed to the city council by the applicant or by any other person as prescribed in Section 18.144.020 of this title. An appeal shall be heard and acted upon as prescribed in Sections 18.144.030 and 18.144.040 of this title.~~

### **§ 18.124.130 Suspension and revocation.**

Upon violation of any applicable provision of this chapter, or, if granted subject to conditions, upon failure to comply with conditions, a use permit shall be subject to suspension or revocation.

The ~~p~~Planning ~~e~~Commission shall hold a public hearing within a reasonable time to consider such suspension or revocation in accord with the procedure prescribed in Section 18.124.040, and if not satisfied that the regulation, general provision or condition is being complied with, may suspend or revoke the use permit or take such action as may be necessary to ensure compliance with the regulation, general provision or condition. ~~Within 10 days following the date of a decision of the commission suspending or revoking a use permit, the secretary shall transmit to the city council written notice of the decision. The decision shall become final 15 days following the date on which the use permit was suspended or revoked or on the day following the next meeting of the council, whichever is later, unless an appeal has been taken to the council, or unless the council shall elect to review and decline to affirm the decision of the commission, in which cases Section 18.124.090 shall apply. The decision of the Planning Commission shall be effective pursuant to the procedures outlined in Chapter 18.144 unless otherwise appealed.~~

#### **§ 18.124.170 Temporary use permit.**

Use permits for specified temporary conditional uses may be granted by the ~~z~~Zoning ~~a~~Administrator provided that the findings required by Section 18.124.070 shall be made. No public hearing shall be held unless the ~~z~~Zoning ~~a~~Administrator shall request a hearing. A permit for a temporary use shall authorize conduct of the use for a specified term as determined by the ~~z~~Zoning ~~a~~Administrator, provided that a permit for a subdivision sales office, reverse vending machines or other small recycling collection facilities, or a temporary construction yard or office may be for a period not to exceed one year. ~~A decision of the zoning administrator on a temporary conditional use shall be subject to appeal as prescribed in Section 18.144.050 relating to administrative appeal procedure. The decision of the Zoning Administrator shall be effective pursuant to the procedures outlined in Chapter 18.144 unless otherwise appealed.~~

#### **§ 18.124.175 Temporary use permit for small recycling collection facilities.**

~~4. Any action of the zoning administrator may be appealed to the planning commission by any affected party pursuant to the requirements of Chapter 18.144 (Appeals) of this title. The decision of the Zoning Administrator shall be effective pursuant to the procedures outlined in Chapter 18.144 unless otherwise appealed.~~

#### **§ 18.124.220 Notice.**

~~No less than 10 days prior to the date on which the decision will be made on the application, the city shall give notice of the proposed minor conditional use permit to all property owners and occupants shown on the last equalized assessment roll as owning real property within 300 feet of the exterior boundaries of the property on which the minor conditional use permit is proposed. If within 10 days of mailing such notice, the zoning administrator receives a request for a hearing, the zoning administrator shall schedule an administrative hearing when practically feasible. Mailed project notifications shall be provided in accordance with the procedures detailed in~~

**Section 18.12.044.** While public hearings are not automatically required for these projects, any member of the public may request a public hearing. Either administratively, if no hearing is requested, or after conducting the administrative hearing, the ~~z~~Zoning ~~a~~Administrator shall approve, conditionally approve, or disapprove the application. ~~For a minor conditional use permit that is either appealed by the applicant or by any other person as prescribed in Section 18.144.020 of this title, or elected for review by planning commission and/or city council as identified in Section 18.124.250 of this chapter, the city shall give notice of the proposed minor conditional use permit to all property owners and occupants shown on the last equalized assessment roll as owning real property within 1,000 feet of the exterior boundaries of the property on which the minor conditional use permit is proposed.~~

**§ 18.124.230 Action of zoning administrator Appeal and effective date.**

The decision of the Zoning Administrator shall be effective pursuant to the procedures outlined in **Chapter 18.144** unless otherwise appealed.

**18.124.250 Effective date of minor conditional use permit.**

~~Within 10 days following the date of a decision of the zoning administrator on a minor conditional use permit application, the secretary shall transmit written notice of the decision to the planning commission, city council, and to the applicant. A minor conditional use permit shall become effective 15 days following the date on which the use permit was granted or on the day following the next meeting of the council, whichever is later, unless an appeal has been submitted, or unless the planning commission and/or council has elected to review the decision of the zoning administrator. A minor conditional use permit shall become effective immediately after it is granted by the council.~~

**18.124.260 Review or appeal.**

~~The planning commission or city council may elect to review a decision of the zoning administrator as prescribed in Section 18.144.010 of this title, or a decision of the commission may be appealed to the city council by the applicant or by any other person as prescribed in Section 18.144.020 of this title. An appeal shall be heard and acted upon as prescribed in Sections 18.144.030 and 18.144.040 of this title.~~

~~Chapter 18.128 Determination as to uses not listed~~

**§ 18.128.010 Purpose and initiation.**

~~In order to ensure that this title will permit all similar uses in each district, the zoning administrator upon receipt of a written request, shall determine whether a use not specifically listed as a permitted use or a conditional use in an A, O, C or I district shall be deemed a permitted use or a conditional use in one or more districts on the basis of similarity to uses~~

~~specifically listed. The zoning administrator may refer a request to the planning commission, or the planning commission may seek such a determination upon its own initiative. The procedures of this chapter shall not be substituted for the amendment procedure as a means of adding new uses to the lists of permitted uses and conditional uses, but shall be followed to determine whether the characteristics of a particular use not listed are sufficiently similar to a listed use to justify a finding that the use should be deemed a permitted use or a conditional use in one or more districts.~~

~~(Prior code § 2-10.43; Ord. 2155 § 3, 2017)~~

**§ 18.128.020 Application.**

~~Application for determination that a specific use should be included as a permitted use or a conditional use in an A, O, C or I district shall be made in writing to the zoning administrator, and shall include a detailed description of the proposed use and such other information as may be required by the zoning administrator to facilitate the determination.~~

~~(Prior code § 2-10.44)~~

**§ 18.128.030 Investigation—Report.**

~~The zoning administrator shall make such investigations of the application as he or she deems necessary to compare the nature and characteristics of the proposed use with those of the uses specifically listed in this chapter. In cases where the zoning administrator refers the request to planning commission, the zoning administrator shall prepare a report thereon which shall be submitted to the planning commission to aid the commission in making its determination of the classification of the proposed use.~~

~~(Prior code § 2-10.45; Ord. 2155 § 3, 2017)~~

**§ 18.128.040 Determination by zoning administrator or planning commission.**

~~The determination of the zoning administrator or planning commission shall be rendered in writing within 60 days unless the applicant consents to an extension of the time period, and shall include findings supporting the conclusion.~~

~~(Prior code § 2-10.46; Ord. 2155 § 3, 2017)~~

**§ 18.128.050 Effective date of determination.**

~~Within 10 days following the date of a decision of the planning commission on a request for a determination as to a use not listed, the secretary shall transmit to the city council written notice of the decision. The decision shall become effective 15 days following the date on which the determination was made or on the day following the next meeting of the council, whichever is later, unless an appeal has been taken to the council, or unless the council shall elect to review the decision of the commission.~~

(Prior code § 2-10.47)

**§ 18.128.060 Appeals.**

~~Any appeal pursuant to this action shall follow the procedures outlined in Section 18.144 of this title.~~

(Prior code § 2-10.48; Ord. 2155 § 3, 2017)

**Chapter 18.132 Variances**

**§ 18.132.050 Action by zoning administrator.**

A. The zoning administrator may grant, grant in modified form, condition, or deny a request for a variance. ~~The zoning administrator must make a decision on a request on or before the 10th day following receipt of the completed application. The zoning administrator shall mail a notice of the action taken to the applicant, the board, adjacent property owners, or any others found by the administrator to be interested parties, on or before the fifth day following the decision. The administrator's decision shall become effective at five p.m. on the 15th day following the decision, unless an appeal to the planning commission or city council has been filed with the planning division prior to that time. The decision of the Zoning Administrator shall be effective pursuant to the procedures outlined in Chapter 18.144 unless otherwise appealed.~~

**§ 18.132.060 Public hearing.**

The zoning administrator shall hold a public hearing on a variance application in accordance to the provisions outlined in Section 18.12.040. If the zoning administrator refers a variance application to the planning commission, then the planning commission shall hold a public hearing on an application. The hearing shall be set and notice given as prescribed in Section 18.12.040 of this title. At a public hearing, the zoning administrator or planning commission shall review the application, statements and drawings submitted therewith and shall receive pertinent evidence concerning the variance, particularly with respect to the findings prescribed in Sections 18.132.090 through 18.132.110 of this chapter.

**§ 18.132.120 Effective date of variance decision.**

A. ~~Within 10 days following the date of a decision of the zoning administrator on a variance application, the secretary shall transmit written notice of the decision to the city council, the planning commission and to the applicant. A variance shall become effective 15 days following the date on which the variance was granted or on the day following the next meeting of the council, whichever is later, unless the action of the zoning administrator has been appealed to the planning commission, or unless the planning commission or the city council elects to review the decision of the zoning administrator. A variance shall become effective immediately after it is granted by the council. The determination of the decision-making body shall be effective pursuant to the procedures outlined in Chapter 18.144 unless otherwise appealed.~~

~~B. Within 10 days following the date of a decision of the planning commission on a variance application, the secretary shall transmit written notice to the city council and the applicant. A variance shall become effective 15 days following the date on which the variance was granted or on the date following the next meeting of the council, whichever is later, unless an action of the planning commission has been appealed to the city council, or the council elects to review the decision of the planning commission. A variance shall become effective immediately after it is granted by the council.~~

**§ 18.132.130 ~~Review or a~~Appeal.**

~~A. The planning commission may elect to review a decision of the zoning administrator as prescribed by this section, or a decision of the zoning administrator may be appealed to the planning commission by the applicant or by any other person as prescribed in Section 18.144.020.~~

~~B. The city council may elect to review a decision of the zoning administrator or the planning commission as prescribed in Section 18.144.010 of this title, or a decision of the planning commission may be appealed to the city council by the applicant or by any other person as prescribed in Section 18.144.020.~~

~~C. An appeal shall be heard and acted upon as prescribed in [Sections 18.144.030 and 18.144.040.](#)~~

CITY COUNCIL OF THE CITY OF PLEASANTON

ALAMEDA COUNTY, CALIFORNIA

RESOLUTION NO. 91-132

RESOLUTION ESTABLISHING PUBLIC HEARING  
NOTIFICATION PROCEDURES RELATING TO LAND USE  
AND OTHER PLANNING MATTERS

- WHEREAS, state law prescribes the minimum requirements for public notice of planning matters and allows a city to give additional notice as the city deems necessary or desirable (Government Code §§65090, 65091); and
- WHEREAS, the City of Pleasanton Municipal Code also contains minimum requirements for public notice of planning matters; and
- WHEREAS, the City wishes to adopt some notice requirements which are more extensive than those required by state law and by the Municipal Code; and
- WHEREAS, the City wishes to: 1) ensure that its citizens have reasonable notice of public hearings on planning and land use matters which affect them; and 2) achieve as much consistency as possible in the method of giving notice.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLEASANTON RESOLVES AS FOLLOWS:

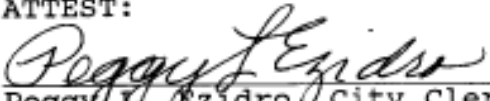
Section 1: The "Requirements for Public Notice of Public Hearings", dated July, 1991 and attached as Exhibit "A" is adopted.

Section 2: This resolution shall become effective immediately upon its passage and adoption.

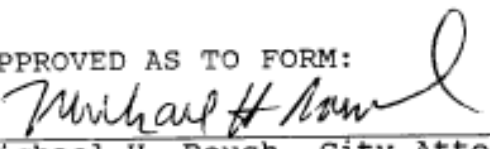
I HEREBY CERTIFY THAT THE FOREGOING WAS DULY AND REGULARLY ADOPTED BY THE CITY COUNCIL OF THE CITY OF PLEASANTON, AT A MEETING HELD ON AUGUST 6, 1991 BY THE FOLLOWING VOTE:

AYES: Councilmembers - Mohr, Scribner, and Mayor Mercer  
NOES: None  
ABSENT: Councilmembers - Butler and Tarver  
ABSTAIN: None

ATTEST:

  
Peggy L. Ezidro, City Clerk

APPROVED AS TO FORM:

  
Michael H. Roush, City Attorney

**EXHIBIT A**

**REQUIREMENTS FOR PUBLIC NOTICE  
OF PUBLIC HEARINGS**

**Planning and Land Use Matters  
City of Pleasanton  
August, 1991**

In addition to other applicable State and City notification requirements, whenever a public hearing is scheduled for a planning or land use matter listed below, public notice of the hearing shall be given in the manner described below.

**A. Planning and Land Use Matters.**

This policy applies to hearings requiring notice for initial project action, modification, revocation, reconsideration, and appeal for the following planning and land use matters.

- General Plan Amendment
- Specific Plan
- Rezoning
- Tentative Subdivision Map (or other public hearing required by Subdivision Map Act)
- Land Use permit
- Variance
- Design Review
- Minor Improvement Projects

**B. Time for Notice.**

Whenever formal public hearing notification is required, it shall be given (mailed, delivered, published or posted) at least 10 days before the scheduled public hearing. Informal newspaper notice of public hearing agenda items shall be published at least 3 days before the scheduled public hearing.

C. Contents of Notice.

The notice of a public hearing shall include the date, time and place of the hearing, the identity of the hearing officer or body, a general explanation of the matter to be considered, and a general description of the location of the real property, if any, that is the subject of the hearing. Notice shall be written in laymans terms for easy understanding. Written notice shall be provided in a form prescribed by the Planning Director, such as a letter or post card, depending upon the nature of the project. Post card notice shall include the statement "Important Legal Notice" in bold print and in a dominant location.

D. Continued Hearings.

A public hearing may be continued from time to time. Formal written notice is not required to be given for a continued public hearing as long as the specific date, time and place is announced at a prior hearing.

E. Written Notice Mailing.

Mailing of written notice for all referenced categories of projects, except for administrative review of minor improvement projects, shall be mailed or delivered to all owners of property, single-family dwelling rental occupants when discernible property is not owner-occupied, homeowners associations and apartment complex managers within the radius distance from the project site specified in Sub-Section F. In addition, the Planning Director shall expand the area of notification to include other parcels or neighborhoods which are known to be affected by the project. Written notice shall further be provided to the project applicant and/or authorized agent, affected local agencies requesting notice, and to any person or entity who has filed a written request for notice with the City Clerk and has paid the fee for the cost of such service.

F. Required Notification.

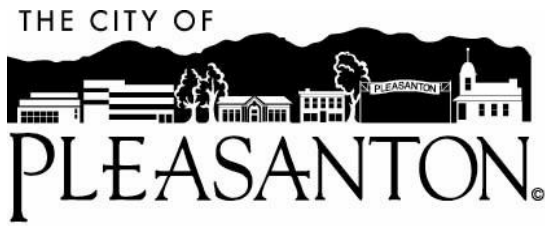
Consistent with applicable State notification statutes and City Municipal Code standards, it is the policy of the City to provide public notice as provided below.

1. General Plan Amendment, Specific Plan, Rezoning, and Tentative Subdivision Map:

- a. Written notice to all properties located within a 1000 feet radius of the project site as detailed in Sub-Section E.
- b. Legal 10-day notice published in a local newspaper of general circulation.

- c. Informal 3-day agenda notice published in a local newspaper of general circulation.
  - 2. Land Use Permit and Variance Request to Planning Commission:
    - a. Written notice to all properties located within a 1000 feet radius of the project site as detailed in Sub-Section E.
    - b. Legal 10-day notice published in a local newspaper of general circulation.
    - c. Informal 3-day notice published in a local newspaper of general circulation.
  - 3. Administrative Variance and Design Review.

Written notice to all properties located within a 300 feet radius of the project site as detailed in Sub-Section E.
  - 4. Administrative Review of Minor Improvements (accessory structures and additions to single-family homes exceeding 10 feet in height, fences and walls exceeding 6 feet in height, and signs for small collection facilities): Written notice to neighboring property owners.
- G. Failure to Receive Notice.
- The failure of any person or entity to receive notice shall not constitute grounds for any court to invalidate the action for which the notice was given.
- H. Fees.
- Fees may be collected from the applicant for expenses incurred in giving notice.
- WR.sm(require)



# ATTACHMENT 3

## Planning Commission Agenda Report

October 22, 2025  
Item 7

**SUBJECT:** P25-0352

**APPLICANT:** City of Pleasanton

**PURPOSE:** Consider and provide a recommendation to City Council for proposed amendments to Chapters 18.08, 18.12, 18.20, 18.22, 18.68, 18.103, 18.104, 18.105, 18.110, 18.116, 18.124, 18.128, 18.132, and 18.144 of the Pleasanton Municipal Code to implement modifications to Design Review, noticing, appeals, and other process streamlining.

**LOCATION:** Citywide

**GENERAL PLAN/  
SPECIFIC PLAN/  
ZONING:** Various

**EXHIBITS:**

- A. Draft Resolution with proposed amendments to the Pleasanton Municipal Code Public Notice Policy
- B. Application Processing Data
- C. Resolution No. 91-132
- D. Recommended Design Review Hearing Authority

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### STAFF RECOMMENDATION

Staff recommends that the Planning Commission review and consider draft amendments to the Pleasanton Municipal Code (PMC) outlined in Exhibit A and adopt a resolution recommending approval of Case P25-0352 to the City Council, rescinding City Council Resolution No. 91-132, adopting proposed PMC amendments, and finding the project exempt from the California Environmental Quality Act (CEQA).

### EXECUTIVE SUMMARY

The City Council has identified permit streamlining and process improvements as one of its key strategic priorities for the next two Fiscal Years. Based on this direction, staff is bringing forward a series of key amendments as follows:

- **PMC Chapter 18.12 (project noticing):** Modifying the public notice radius to align with the Government Code, amending mailed project notification requirements, codifying on-site project notifications, and clarifying noticing procedures.
- **PMC Chapter 18.20 (Design Review):** Modifying the projects subject to Design Review, adding Design Review findings, and clarifying Design Review procedures.

- **PMC Chapter 18.144 (appeals):** Modifying the appeal period and clarifying appeal procedures.
- Other amendments throughout PMC Title 18 to align with the comprehensive overhauls noted above and clean up the Code.

## BACKGROUND

In recent years, growing concerns have been raised by City Council members, Planning Commissioners, and the public that the City's current application review processes are burdensome and not user-friendly. On July 15, 2025, the City Council conducted a workshop to identify its top priorities for the next two Fiscal Years. This direction was affirmed at the City Council's [August 19, 2025, meeting](#) to include, as a priority project, amending the Pleasanton Municipal Code and improving processes to simplify permitting, reduce delays, streamline Design Review, and support business and retail attraction. Further, during the City Council [budget discussions](#) this past year, it was identified that the City would be making a series of budget reductions, including to "Internal Services and Operational Support." With that reduction, it was stated that the City will return to a more limited neighborhood notice requirement, aligned to the requirements of the Government Code rather than the City's current, very expansive, noticing procedures.

Based on this direction, staff conducted a review and analysis of two key areas for potential improvement: 1) the Design Review process, and 2) the PMC's noticing, appeals, and call-up procedures more generally. These areas were selected as a priority for assessment because Design Review applications are the most common type of application processed by the City, and, in staff's observation and experience, the noticing and appeals procedures are a main cause of delays and extended timeframes in project processing.

### Permit Types

Almost all projects involving physical changes to property require some form of City permit or approval. At a basic level, City approvals include building permits, planning permits, or both. Some of the key elements distinguishing these approvals are outlined below:

#### **Building Permits:**

- Typically, non-discretionary or "ministerial" in nature
- Applications are submitted digitally to the City's Building & Safety Division, which then routes the permit for review to all necessary City divisions (e.g., Fire, Engineering/Land Development, Planning, Landscape Architecture, and Traffic).
- Review limited to evaluation for compliance with respective codes, policies, and adopted plans, typically based on objective standards (e.g., setbacks, height requirements; City-adopted public works standards; parking and traffic thresholds, Building and Fire Codes).
- Public noticing is not required.

#### **Planning Permits:**

- Typically discretionary in nature, with approval based on compliance with PMC-specified findings or criteria.
- Planning approval must be secured prior to occupancy and before a project can be submitted to the Building & Safety Division for Building Permits. The approval process varies by permit type, but may be either "administrative" (where the approval body is the

Zoning Administrator) or may be subject to Planning Commission and/or City Council review and action.

- Examples of Planning Permits include: Conditional Use Permits, Planned Unit Developments, Variances, and Design Review.
- Public noticing or project notification of some kind is generally required.

### Existing Design Review Process

Design Review (DR), as outlined in PMC Chapter 18.20, is the primary discretionary planning process for evaluating new construction and exterior modifications to commercial, industrial, and residential properties.<sup>1</sup> The Design Review process has not undergone a comprehensive review and update since 1993.

During the DR process, all relevant City divisions review projects for compliance with City standards (similar to the building permit process); however, as a discretionary process, Design Review adds a layer of subjective staff review for the aesthetic and design aspects of the project, and allows opportunities for neighborhood notification and input. The Design Review process is important because it protects neighborhood character, scale, and privacy. However, current regulations require Design Review for very minor projects (e.g., changing a window to a door on a commercial building or a backyard residential accessory structure) that are objectively likely to have little to no impact on the fabric of the community.

The Design Review process is broadly required for:

- New commercial/industrial developments
- All exterior modifications to existing multi-family/commercial/industrial sites or buildings
- All signs without a Master Sign Program
- New single-family and multi-family units (outside of PUD applications)
- Changes to approved residential development plans
- Single-family projects noted below

Planning staff processes modifications to single-family residential as “Administrative Design Review” (ADR) applications. ADR applications are broadly required for:

- Additions and/or accessory structures over 10 feet in height
- Roof form changes
- New windows over 10 feet in height
- Certain fences/walls

It is noted that all ADR applications and a majority of DR applications are processed administratively, with the Zoning Administrator as the hearing authority (unless appealed). Only certain projects require Planning Commission approval, generally limited to large additions and new buildings downtown, sizeable additions to commercial buildings throughout the City, and DR applications associated with Conditional Use Permits. The hearing authority may approve, conditionally approve, or deny applications based on a set of established criteria (e.g., relationship of proposal to surrounding sites and preservation of views).

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<sup>1</sup> Design Review can be conducted as a standalone process if no other land use approvals are required, or in tandem with land use approvals such as use permits or variances.

Over the past ten years, staff has processed an average of 110 ADRs annually. A typical ADR takes approximately 3.5 to 7.5 hours to process; on aggregate, this accounts for the equivalent of approximately 20 to 40 percent of a full-time employee (FTE, Associate Planner). This figure does not include hours spent by other City divisions and administrative staff. Over the past five years, staff has processed an average of 42 Design Review applications annually. Hours spent processing DR applications are harder to quantify, since they can vary widely from project to project, and in many cases, applications are processed in tandem with other land use approvals/entitlements. A breakdown of the data can be viewed in Exhibit B.

DR for small residential and commercial projects, which form the largest share of applications processed, can demand almost as much time and resources to process as larger projects. Because even small projects require professionally prepared plans, the DR process particularly burdens homeowners and small business owners. Additionally, staff resources expended are disproportionate to the benefit achieved by subjecting so many small projects to an exhaustive design review process.

### Noticing

Currently, the public notification radius requirements outlined in PMC Chapter 18.12, throughout PMC Title 18, and specified in adopted City Council Resolution No. 91-132, Exhibit C, far exceed those specified in the Government Code. For projects subject to Planning Commission review and approval, a 1,000-foot radius is used for public noticing, where a 300-foot radius is required by Government Code Sections 65090 and 65091.

Additionally, while not required by Government Code, the City adopted an administrative policy for On-Site Project notification, which was reviewed by the Planning Commission at its [May 25, 2022, meeting](#). This requires on-site project notifications for projects or applications that are subject to a public hearing before the Planning Commission or City Council, projects that add one or more dwelling units (excluding ADUs), or other projects at the determination of the Zoning Administrator (ZA). The on-site noticing policy has proven effective and relatively easy for applicants to implement.

For many projects where no public hearing, public notice, or on-site project notification is required (e.g., residential additions subject to Administrative Design Review), the City currently sends out project notification cards to immediately adjacent neighbors. Pursuant to the PMC, the mailed project notification radius is determined on a project-by-project basis and is determined by the ZA. Project notification is intended to allow an opportunity for neighbors near a project to identify concerns or request public hearings prior to ZA approval. Historically, requests for ZA hearings are infrequent (typically five or fewer per year), and are most often made for projects involving second-story additions, balconies where there is a perceived impact on privacy, or where there have been pre-existing conflicts or disagreements between neighbors. ZA hearings rarely result in outright denial of a project, but sometimes result in additional design measures included in a project to address neighbor concerns.

### Appeals

As outlined in PMC Chapter 18.144, the current appeal process is lengthy and can last 15 to more than 30 days. The effective appeal period can vary substantially from project to project because expiration of the period is based on provisions allowing City Council to review (“call up”) actions of a ZA or Planning Commission decision as specified in PMC Section 18.144.010 (B) and other associated PMC sections. These provisions can cause lengthy delays in

approval when City Council meetings are cancelled or there are long periods between meetings. The City's general appeal period is substantially longer than neighboring jurisdictions, where appeal periods are typically 10 days. The appeal period adds additional time to the overall approval process of discretionary applications, as a project cannot pull building permits or begin operations until the end of the appeal period.

#### City Process Timeline

Due to the DR procedures, noticing procedures, and appeal period as described above, a project that requires DR before obtaining Building Permits may add anywhere from one to six months or more of additional review time for a project (depending on the complexity and scope of the project and the quality of materials submitted to the City). ADRs have the quickest turnaround time for DR applications, adding at minimum 30 days (but more typically 40 days) of City process time before an applicant can apply for Building Permits.

### **DISCUSSION**

Staff recommends a series of PMC amendments that seek to simplify, clarify, and streamline the City's processes. They will reduce governmental barriers to obtaining building permits for certain types of projects, improve the approval process, align appeal periods with neighboring jurisdictions, and align noticing requirements with Government Code. A summary of the proposed changes to the PMC are provided below.

#### Design Review Amendments

Staff recommends a comprehensive overhaul of PMC Chapter 18.20 that rescinds the Chapter and replaces it with amended procedures. The recommendations include revising the projects subject to DR as outlined in PMC Section 18.20.010, modifying the approval criteria outlined in PMC Section 18.20.030, and clarifying DR procedures.

Staff believes it is reasonable to no longer require DR for several project types. These projects would still be required to meet all applicable City codes, policies, and adopted plans, and would still be reviewed by all applicable City divisions through the building permit process. Table 1, below, summarizes projects that staff recommend be exempt from DR:

**Table 1. Summary of Project Types Proposed to be Exempt from Design Review**

| Single-family                                                                                                                                                                                                                                                                                                                                                                                                                 | Multi-family                                                                                                                                                                                                                                                                                        | Commercial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Fences</li> <li>New accessory structures and buildings (e.g., sheds, pool house, pavilions)</li> <li>New lofts without second-story windows</li> <li>Additions ≤15' tall</li> <li>Minor modifications to roof forms that do not materially alter the appearance or height of the residence*</li> <li>Minor modifications to second-story windows that don't impact privacy*</li> </ul> | <ul style="list-style-type: none"> <li>Minor exterior building modifications (e.g., material change and painting the building)*</li> <li>Minor site modifications (e.g., installing a new generator)*</li> <li>Minor additions (e.g., enclosing a walkway or enlarging entry vestibule)*</li> </ul> | <ul style="list-style-type: none"> <li>Refacing or replacing existing signs with minor alterations to existing signage (e.g., installing a new sign that is a similar size and style to what exists)*</li> <li>Minor exterior building modifications (e.g., changing a window to a door)*</li> <li>Minor exterior site modifications (e.g., installing a new bench and arbor or a new trash enclosure)*</li> </ul> <p><i>Modifications on Downtown properties may still require DR</i></p> |

*\*These items, at the discretion of the Zoning Administrator, may be required to go through the Design Review process if the project is deemed substantial, sensitive in nature, or violates any codes, policies, or plans.*

Staff finds that some projects would continue to benefit from DR, because they are more substantive in nature, and/or have a greater potential to materially affect or impact a neighborhood, commercial district, neighboring property, or views from public right-of-way.

These include:

- New single-family homes
- Two-story additions/balconies on a single-family residential property
- Major modifications/new buildings and structures within multi-family properties (e.g., a new clubhouse)
- Additions to commercial properties (at the discretion of the ZA)
- Exterior modifications to properties within the downtown (at the discretion of the ZA)
- Major modifications to other commercial properties (e.g., fully renovating the amenities on a site)

As recommended, staff believes the DR process will continue to protect the character of the City. However, the modifications will reduce the quantity of DR permits processed by at least 50 percent, significantly expediting the process for smaller projects with limited impacts.

The ZA is the recommended review authority for a large majority of DR applications, as detailed in Exhibit D. The Planning Commission is recommended to be the automatic review authority for a smaller subset of applications as follows:

- **Commercial:**
  - Major additions and/or major exterior building or site modifications in the Downtown Specific Plan Area
  - Major additions to other existing commercial buildings (e.g., adding a story on an existing building) and/or demolition and rebuild of an existing commercial building
  - New structure on a vacant parcel
- **Other:**
  - Appeals of decisions made by the Zoning Administrator
  - When DR, with review by the Planning Commission, is a required Condition of Approval

The Planning Commission remains the review authority for housing development projects of 51 or more units pursuant to PMC Chapter 18.22 (Housing Site Compliance Review). These projects are subject to the Objective Design Standards and not subject to PMC Chapter 18.20 (Design Review).

#### Noticing Amendments

Staff recommends a comprehensive revision to the City's existing notice procedures, which would result in rescinding City Council Resolution 91-132 and revising PMC Section 18.12.040. This PMC section currently outlines public hearing procedures. Additional procedures pertaining to public hearings exist in various other PMC Sections, including those listed and described below under "Other Amendments." Staff's recommended modifications

expand the procedures in PMC Section 18.12.040 to capture all of the public hearing and project notification information scattered throughout PMC Title 18, codify the adopted City Council on-site noticing policy, and update public notice requirements to be consistent with Government Code Sections 65090 and 65091.

There are three major sections recommended for inclusion in the PMC Chapter, as follows:

- **Public Hearings:** For projects with public hearings, staff recommends that the public notice requirements align with the Government Code, which decreases the noticing radius from 1,000 feet to 300 feet. Additionally, newspaper publication or posting in three public places within City (including at project site) is required.
- **Mailed Project Notification:** For projects requiring project notification (e.g., single-family residential DR projects, Minor Conditional Use Permits, etc.), staff recommends increasing the noticing radius from "...the surrounding property owners...as determined by the Zoning Administrator" to 300 feet, aligning with the requirements for public hearings.
- **On-Site Project Notification:** Codify the City policy requiring on-site project notification for specific projects.

While largely aligning with Government Code, there are three ways in which the proposed PMC amendments will exceed the requirements. First, staff proposes to continue notifications to both property owners and tenants, where the Government Code only requires property owner notification. Second, staff proposes to continue mailing notification cards to specific project types that have no associated public hearing, as seen in Attachment 1 to Exhibit A on page 9. Third, the on-site project notification policy exceeds the requirements under state law.

#### Appeal Amendments

Staff proposes to comprehensively amend PMC Chapter 18.144 to provide amended appeal procedures. The proposed amendments include clarifying appeal procedures and modifying the appeal period. Staff recommends that all projects under PMC Title 18 be subject to a 10-day appeal period (versus the City's existing 15-day+ appeal period), with project approvals becoming effective on the 11<sup>th</sup> day. This recommendation will align with most neighboring jurisdictions and will shorten project approval timelines.

As previously stated, the current appeal period is a minimum of 15 days, but it may last over 30 days due to PMC Section 18.144.010 (B), which delays the appeal period until ZA and Planning Commission actions can be reported to the City Council at its next regular meeting. Rather than a City Council agenda report item of ZA and Planning Commission actions (and Planning Commission agenda report item of all actions of the ZA), a weekly approval memo will be posted to the City's website for projects approved by both the ZA and Planning Commission. The intent of the approval memo is to publicize all appealable Planning discretionary approvals within the appeal period. City Council members and Planning Commissioners will be notified of memo publishing via email, and members of the public can subscribe to the memo to stay apprised of appealable discretionary approvals. All appeals and City Council call-ups must occur within the 10-day appeal period window.

#### Other amendments

In addition to the amendments noted above, modifications are also proposed to PMC Chapters 18.08 (Definitions), 18.22 (Housing Site Compliance Review), 18.68 (PUD Planned Unit

Development), 18.103 (Beekeeping), 18.104 (Home Occupation), 18.105 (Cottage Food Operation), 18.110 (Personal Wireless Service), 18.116 (Temporary Uses), 18.124 (Conditional Uses), 18.128 (Determination as to uses not listed), and 18.132 (Variances). The modifications are recommended in order to align with the appeal and notice requirements to Chapter 18.12 (Noticing) and 18.144 (Appeals) described above, and for minor clean-ups to the PMC as recommended by the City Attorney.

#### Consistency with Citywide Plans

The proposed amendments are consistent with the following City plans, policies, and goals:

- **City Council Prioritization Category 1:** Amend the Municipal Code and improve processes to simplify permitting, reduce delays, streamline design review, and support business and retail attractions.
- **ONE Pleasanton Strategic Plan**
  - *Optimizing our organization:* Evaluate the organization's structure of community engagement opportunities to improve information sharing, optimize staff efficiency, and provide greater service to the community.
  - *Building a Community Where Everyone Belongs:* Develop a plan for strategic external communications to the community that focuses on priorities and integrates equitable best practices to increase the reach and access for the entire community.
- **Housing Element Goal 4:** Reduce governmental constraints to the development and improvement of housing where feasible.
- **Economic Development Strategic Plan**
  - Initiative 3.1.d: Evaluate retail permitting processes for opportunities to support and expedite.
  - Initiative 5.1: Create business roadmap to provide clear pathway for zoning and permitting.

#### **PUBLIC NOTICE AND COMMENTS**

Notification of this code amendment has been published in The Valley Times as an upcoming agenda item for the October 22, 2025, Planning Commission meeting. At the time this report was prepared, staff had not received comments regarding the proposed code amendment.

This item was brought to the Economic Vitality Committee for review on October 16, 2025. At the time this report was prepared, the meeting had not yet occurred. Staff will provide a verbal update with themes and comments at the Planning Commission meeting.

#### **ENVIRONMENTAL ASSESSMENT**

The proposed code amendments are statutorily exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Sections 15061(b)(3), because it can be seen with certainty that there is no possibility that this action may have a significant impact on the environment.

These amendments are limited to process-related changes, including updates to the City's procedures for DR, noticing requirements, appeal processes, and other administrative streamlining measures. The proposed changes do not authorize any specific development or land use activity, nor do they involve any relaxation of development standards that could result in physical impacts to the environment. Specifically, the amendments clarify and reorganize

existing procedural requirements, improving consistency with the California Government Code and ensuring transparency and efficiency in City review processes. All future development projects remain subject to existing environmental regulations, and other applicable health and safety requirements, including the California Building Code and Fire Code. Any future project that could have a physical impact on the environment must undergo separate, project-specific CEQA review at the time of application, as appropriate. Because the proposed amendments do not result in any physical changes to the environment or authorize any changes in land use intensity or type, there is no possibility that these amendments may have a significant effect on the environment. Therefore, the action qualifies for exemption under Section 15061(b)(3) of the CEQA Guidelines.

## **SUMMARY/CONCLUSION**

The proposed PMC amendments would further the City Council's priority of amending the municipal code and improve processes to simplify permitting, reduce delays, streamline design review, and support business and retail attraction. Staff recommends that the Planning Commission discuss the topics identified in the agenda report, consider the proposed text amendments, and recommend approval of the proposed amendments to the City Council.

### **Primary Authors**

Emily Carroll, Associate Planner, 925-931-5608 or [ecarroll@cityofpleasantonca.gov](mailto:ecarroll@cityofpleasantonca.gov)

Megan Campbell, Associate Planner, 925-931-5610 or [mcampbell@cityofpleasantonca.gov](mailto:mcampbell@cityofpleasantonca.gov)

### **Reviewed/Approved By:**

Melinda Denis, Deputy Director of Community and Economic Development

Ellen Clark, Director of Community and Economic Development

Daniel Sodergren, City Attorney

Exhibit B  
Application Processing Data

**Application Data**

Table 1 and Figure 1, below, provide a breakdown of Administrative Design Review (ADR) applications processed annually, based on ten years of data. Staff processes an average of 110 ADRs per year.

**Table 1. ADR Application Types**

| Project Type                                                     | Annual Applications | Percentage of Applications |
|------------------------------------------------------------------|---------------------|----------------------------|
| Single-Story Addition                                            | 53                  | 48-percent                 |
| Detached Structures (e.g., sheds, pool houses, shade structures) | 26                  | 24-percent                 |
| Two-Story Additions                                              | 24                  | 22-percent                 |
| Other (e.g., fences, second-story windows, roof form)            | 7                   | 6-percent                  |

**Figure 1. ADR Application Types**

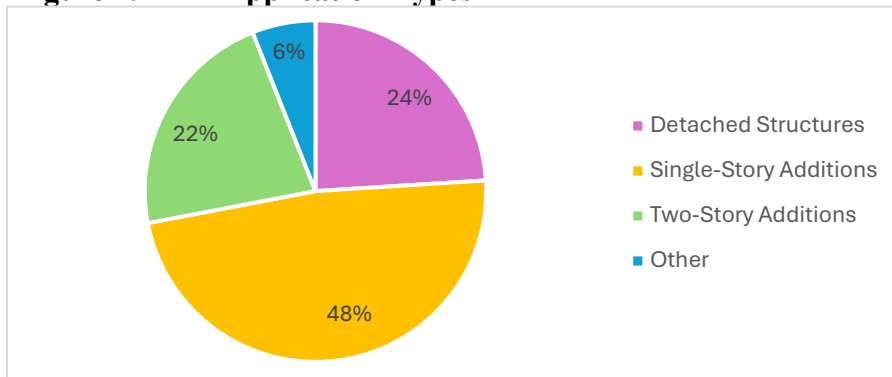


Table 2 and Figure 2, below, provide a breakdown of Design Review applications processed annually, based on five years of data. Staff processes an average of 42 DR applications per year.

**Table 2. DR Application Types**

| Project Type                                         | Annual Applications | Percentage of Applications |
|------------------------------------------------------|---------------------|----------------------------|
| New Single-Family/Multi-Family                       | 5                   | 13-percent                 |
| Signs                                                | 11                  | 25-percent                 |
| Commercial & Multi-Family Exterior Remodel/Additions | 26                  | 62-percent                 |

**Figure 2 – DR Application Types**

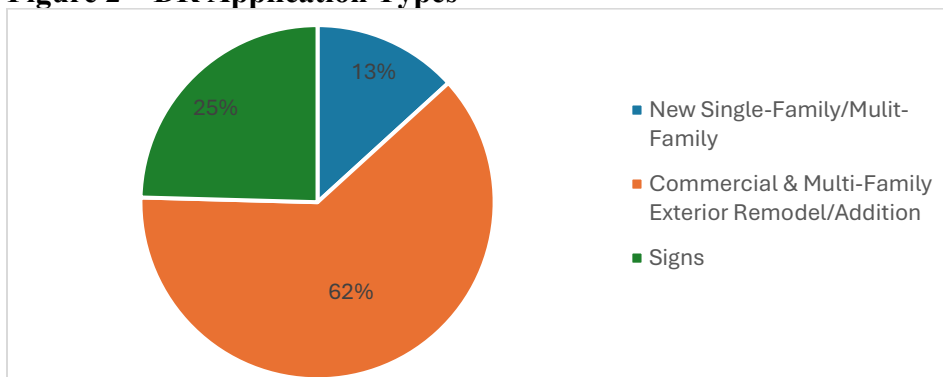


Exhibit D  
Recommended Design Review Authority

|                    | Zoning Administrator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Planning Commission                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Residential</b> | <p><b>Single-Family</b></p> <ul style="list-style-type: none"> <li>• New residential unit and/or 50-percent demolition and rebuild of an existing unit</li> <li>• Additions exceeding 15 feet in height as defined by <b>Chapter 18.84</b></li> <li>• New or major enlargement of balconies</li> <li>• New lofts with second-story windows</li> <li>• Major modifications to second-story windows (e.g., doubling the quantity of second-story windows where there may be privacy impacts)</li> <li>• Major modifications to roof forms that materially alter the appearance or height of the residence (e.g., alterations to roof pitch that require five additional feet of height)</li> </ul> <p><b>Multi-Family</b></p> <ul style="list-style-type: none"> <li>• New residential unit and/or 50-percent demolition and rebuild of an existing unit</li> <li>• Major exterior building or site modifications, or additions if they materially alter the appearance or character of the property (e.g., constructing a new clubhouse) or may be incompatible with City policies, standards, and guidelines</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Commercial</b>  | <ul style="list-style-type: none"> <li>• Major exterior building or site modifications (e.g., full renovations of the amenities on the property that materially alter the character of the property) or modifications that may be incompatible with City policies, standards, and guidelines</li> <li>• Additions to commercial buildings, at the discretion of the Zoning Administrator</li> <li>• Additions and/or exterior building or site modifications in the Downtown Specific Plan Area, at the discretion of the Zoning Administrator</li> <li>• Refacing or replacing existing signs with major alterations to existing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Major additions and/or major exterior building or site modifications in the Downtown Specific Plan Area</li> <li>• Major additions to other existing commercial buildings (e.g., adding a story on an existing building) and/or demolition and rebuild of an existing commercial building</li> <li>• New structure on a vacant parcel</li> </ul> |

Exhibit D  
Recommended Design Review Authority

|              | <b>Zoning Administrator</b>                                                                                                                                                                                                                                                                                                                                                          | <b>Planning Commission</b>                                                                                                                                                                |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <p>signage (e.g., a new sign that doubles the amount of signage at a specific location) and not subject to a Master Sign Program</p> <ul style="list-style-type: none"> <li>• All construction of new building(s) or major building addition(s) as determined by the Zoning Administrator associated with Innovation-Based Businesses, as prescribed by section 18.08.264</li> </ul> |                                                                                                                                                                                           |
| <b>Other</b> | <ul style="list-style-type: none"> <li>• Additions and/or exterior modifications to historic buildings as defined by <a href="#">Section 17.08.050</a></li> <li>• Projects for which design review is a required Condition of Approval</li> </ul>                                                                                                                                    | <ul style="list-style-type: none"> <li>• Appeals of decisions made by the Zoning Administrator</li> <li>• Projects for which design review is a required Condition of Approval</li> </ul> |

# Process Streamlining

City Council  
December 2, 2025



1

## Presentation Overview

- Background
- Data
- Proposed amendments to PMC:
  - Design Review
  - Appeal period
  - Noticing
- Next steps



2

# Background

- **Problem Identification**

- Design Review and noticing processes adopted over 30 years ago
- Process is cumbersome and lengthy
- Design Review applicability is far-reaching
- Large notice radii exceeding Government Code requirements
- Long appeal periods exceeding neighboring jurisdictions



3

- **Consistency with Plans**

- City Council budget discussions
- City Council Prioritization Category 1
- ONE Pleasanton Strategic Plan
- Economic Development Strategic Plan
- Housing Element Goal 4



# Key Areas

- **Project Noticing | PMC Chapter 18.12:**

- Modifying the public notice radius to align with the Government Code, amending mailed project notification requirements, codifying on-site project notifications, and clarifying noticing procedures.
- Repeal CC Resolution No. 91-132

- **Design Review | PMC Chapter 18.20:**

- Modifying the projects subject to Design Review, adding Design Review findings, and clarifying Design Review procedures.

- **Appeals | PMC Chapter 18.144:**

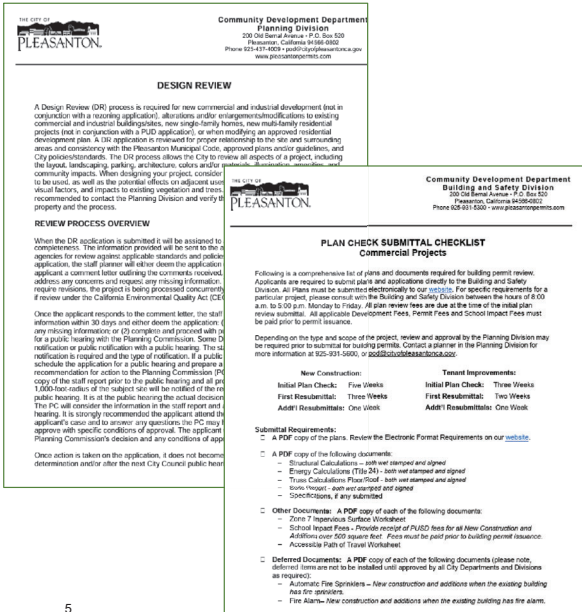
- Modifying the appeal period and clarifying appeal procedures.

- Other amendments throughout PMC Title 18 to align with the comprehensive overhauls noted above and clean up changes

4



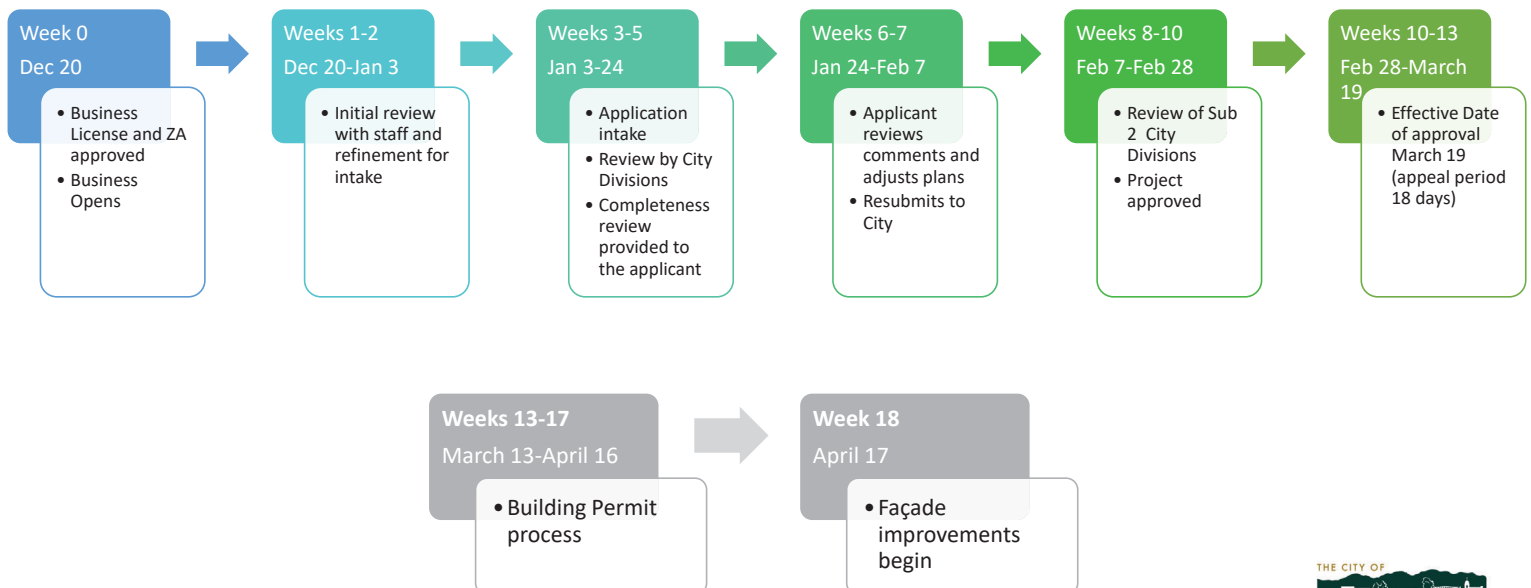
# Background: Permits



- **Building permits**
  - Non-discretionary – review based on evaluation and compliance with codes
- **Planning permits**
  - **Examples:** Conditional Use Permits, Planned Unit Development Applications, Design Review Permits, etc.
  - **Design Review required for:**
    - New commercial/industrial developments
    - All signs without a Master Sign Program
    - All exterior modifications to existing multi-family/commercial/industrial sites or buildings
    - New single-family and multi-family units (outside of PUD applications)
    - Variety of single-family projects



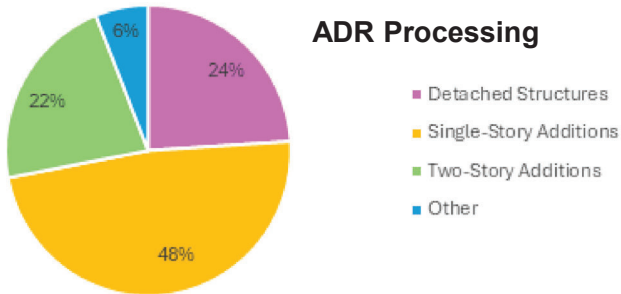
# Example Commercial Project: Current Code



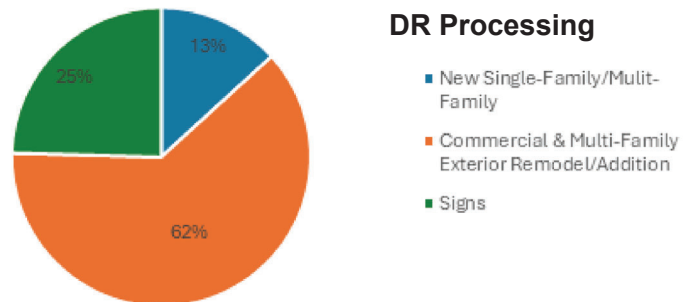
# Design Review Processing Data

- Over the past 10 years, staff processes an average of 110 single-family projects (ADRs) annually
  - Accounts for ~20-40% of a CEDD full time employee (FTE), longer if hearings are required
- Over the past ~6 years (2020-2025) staff processes an average of 42 multi-family and commercial projects (DR) applications annually
  - FTE required is not quantifiable due to variability of applications

ADR Processing



DR Processing



7



## Summary of Changes to Design Review: Ch 18.20

- Adding Design Review Findings
  - Clarifying Design Review procedures
  - Modifying the list of projects that require Design Review
- 
- **Important to note:** Even if exempt from Design Review, projects will still require some level of review by the Planning Division to ensure the Municipal Code, General Plan, Specific Plans, and other policies are being upheld.

8



# Summary of Design Review Changes

- Projects that will now be exempt from Design Review:

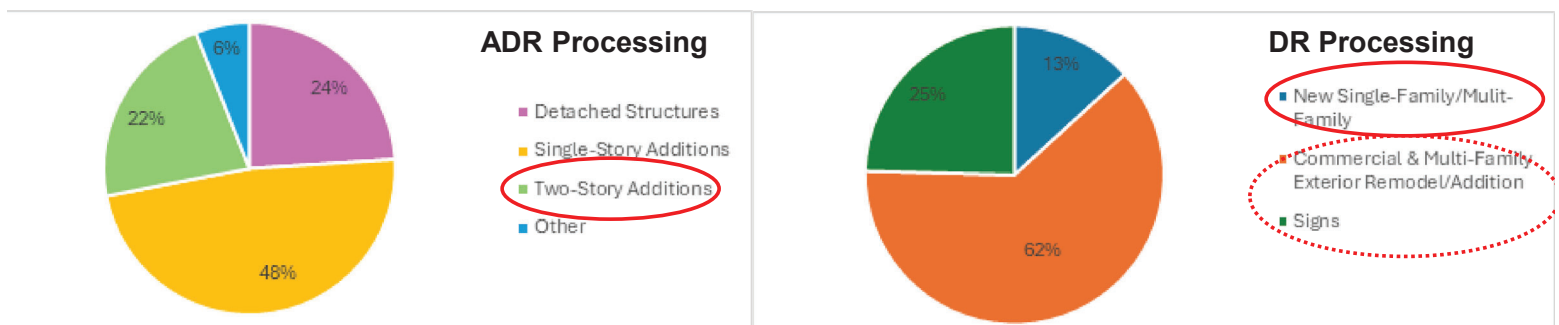
| Single-family                                                                                                                                                                                                                                                                                                                                                                                                                               | Multi-family                                                                                                                                                                                                                                                                                           | Commercial                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Fences</li> <li>New accessory structures and buildings (e.g., sheds, pool house, pavilions)</li> <li>New lofts <u>without</u> second-story windows</li> <li>Additions ≤15' tall</li> <li>Minor modifications to roof forms that <u>do not</u> materially alter the appearance or height of the residence*</li> <li>Minor modifications to second-story windows that don't impact privacy*</li> </ul> | <ul style="list-style-type: none"> <li>Minor exterior building modifications (e.g., material change and painting the building)*</li> <li>Minor site modifications (e.g., installing a new generator)*</li> <li>Minor additions (e.g., enclosing a walkway or enlarging an entry vestibule)*</li> </ul> | <ul style="list-style-type: none"> <li>Refacing or replacing existing signs with minor alterations to existing signage (e.g., installing a new sign that is a similar size and style to what exists)*</li> <li>Minor exterior building modifications (e.g., changing a window to a door)*</li> <li>Minor exterior site modifications (e.g., installing a new bench and arbor or a new trash enclosure)*</li> </ul> <p><i>Modifications on Downtown properties may still require DR</i></p> |

\*At the discretion of the Zoning Administrator. Can be referred to go through the Design Review process if changes are  
 9 substantial or sensitive



## Design Review Changes

- Some examples of projects that will still require Design Review:
  - Single-Family:** Two-story additions, new or enlarged balconies, new lofts with second-story windows
  - Multi-Family:** Adding a new unit, removing site amenities without replacement, balcony enlargement
  - Commercial:** Additions to buildings downtown, adding a story to an existing building



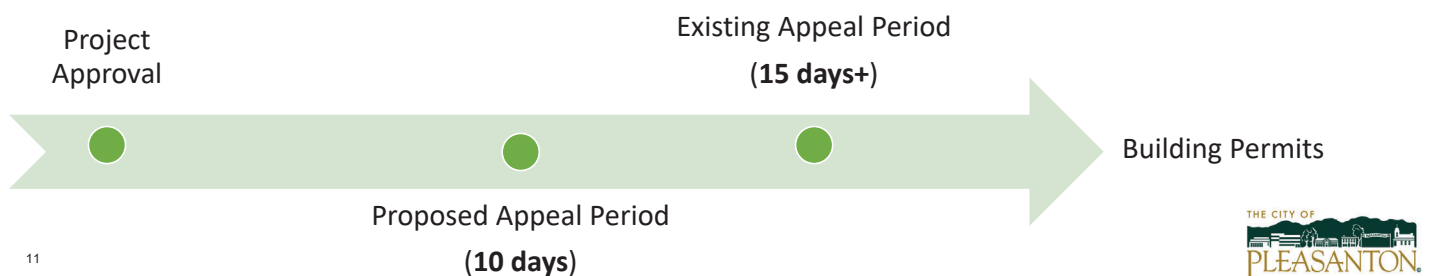
# Summary of Changes to Appeals: Ch 18.144

- **Appeal Period**

- Appeal period now 10 calendar days from when the decision is rendered, effective on 11<sup>th</sup> day. Reduced from 15+ days
- All appeals and City Council reviews must occur during the appeal period

- **Approval Memo**

- ZA and PC approvals no longer agendized with PC/CC
- Weekly approval memo will be posted to the City's website
- City Council and Planning Commissioners will be emailed the memo
- Community members can subscribe to the memo



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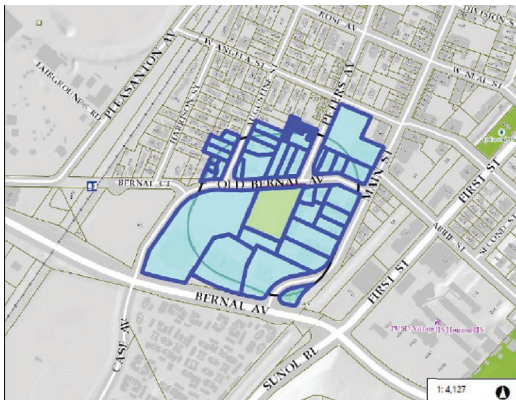
# Summary of Changes to Noticing: Ch 18.12

- **Noticing of Public Hearings**

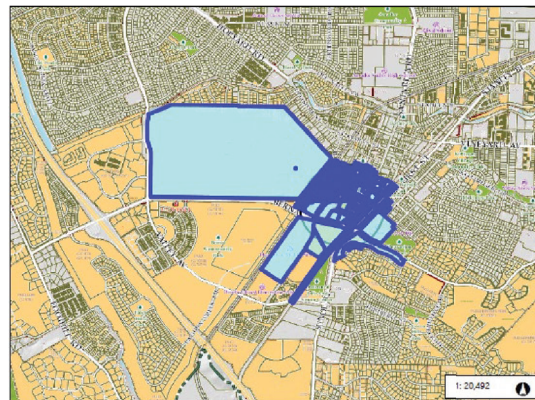
- Will follow Government Code (300' radius from project site) AND either newspaper publication OR posting in three public places within City
- Codifying on-site project notification for PC/CC Hearings and new housing units

- **Project Notification**

- Mailed project notification for certain projects



300' Radius: 123 recipients



1,000' Radius: 1,073 recipients

# Commission and Committee Review

- **Economic Vitality Committee- October 16, 2025**
- Key comments
  - Supportive of proposed amendments
  - Recommend outreach to business community once adopted (e.g., Chamber, Pleasanton Weekly, Newsletter etc.)
- **Planning Commission- October 22, 2025**
- Key Comments
  - Supportive of the proposed amendments
  - Recommended no additional revisions
  - Unanimously recommended approval of the proposed PMC amendments

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# Conclusion

- Align with the Government Code
- Seek to simplify, clarify, and streamline processes
- Update dated codes
- Promote economic vitality
- Use discretionary process to promote existing Pleasanton character



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# Recommendation

- Find that the proposed amendments to the PMC are statutorily exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 15061(b)(3); and
- Introduce the draft ordinance approving Case P25-0352, rescinding City Council Resolution No. 91-132, and amending the PMC, as shown in Attachment 1.

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# Next Steps

- If approved, amendments effective early 2026
- Implementation:
  - Internal process streamlining
  - Create discretionary approval memo
  - Outreach to community

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## CITY COUNCIL AGENDA REPORT

December 2, 2025

Community and Economic Development

**TITLE: RECEIVE AN UPDATE ON ECONOMIC DEVELOPMENT ACTIVITY TO ADVANCE THE ONE PLEASANTON STRATEGIC PRIORITY: *BUILDING A COMMUNITY WHERE EVERYONE BELONGS* E.4 REGARDING IMPLEMENTATION OF THE UPDATED 2024-2028 ECONOMIC DEVELOPMENT STRATEGIC PLAN**

### SUMMARY

This report provides an update on activities advancing the ONE Pleasanton Strategic Priority E.4, which aims to implement the updated 2024-2028 Economic Development Strategic Plan, as well as to implement key economic development priorities identified by the City Council in the two-year work plan. It highlights programs and tasks completed or in progress under the five Implementation Plan Priorities of the Economic Development Strategic Plan (EDSP), as well as providing a look ahead to the focus areas for the coming year.

### RECOMMENDATION

Receive the update on economic development activities supporting the ONE Pleasanton Strategic Priority: Building a Community Where Everyone Belongs E.4. Implement the updated 2024-2028 Economic Development Strategic Plan.

### BACKGROUND

Implementation of the Economic Development Strategic Plan, and efforts to advance the City's Economic Development (ED) program were identified as one of seven City Council priority strategies during the January 29, 2025, City Council retreat and strategic planning session. Following the retreat, staff developed a list of high-priority projects for Fiscal Years (FYs) 2025/26 and 2026/27, aligned with City Council goals. A four-tier project prioritization framework was established at a July 15, 2025 City Council workshop, with two specific initiatives identified in Category 1 or 2, meaning they are among the highest priority projects in the two-year work plan:

- Streamlining Permit Process (#4): Amend the municipal code and improve processes to simplify permitting, reduce delays, streamline design review, and support business and retail attraction. (Category 1: Must Do)
- Retail Attraction Strategy (#26): Attract and retain desirable retail businesses to strengthen the local economy, including providing a business concierge service to navigate City processes and streamline permits to ensure an efficient and business-friendly environment (Category 2 – Committed Priority)

#### *Economic Development Strategic Plan*

More broadly, the City's Economic Development efforts are guided by the EDSP, which was

adopted by the City Council in August 2023. The EDSP is available at <https://www.cityofpleasantonca.gov/our-government/economic-development/>. The two City Council identified two-year work plan priorities align with strategies in the EDSP, which includes five Implementation Plan Priorities in the following focus areas:

- 1.0 Economic Development Organization Capacity Building
- 2.0 Business Retention, Expansion & Attraction
- 3.0 Local Revenue Growth
- 4.0 Entrepreneurship & Innovation Outreach
- 5.0 Major Projects Accelerator Program

Since the adoption of the two-year budget five months ago, there has been a significant effort to realign resources and staffing to advance the City's ED program, as well as a transition in the existing staffing. These changes, envisioned in the 2-year budget, include the integration of Economic Development into Community Development with the formation of a new Community and Economic Development Department (CEDD). With this change has come staff transition, including the retirement of the City's existing Economic Development Manager; the appointment of the previous Planning Manager to become the Deputy Director of Economic Development; and, currently underway, recruitment of a new Economic Development Manager. Despite these transitions, and as outlined below, staff has made significant strides to advance ED efforts, and will be in a position to make further and even more substantial progress on key initiatives in 2026, when positions are fully staffed.

## **DISCUSSION**

Staff has advanced implementation programs and tasks from the EDSP across all of the five plan priorities. This section provides a summary of initiatives that have been completed or are currently in progress under each EDSP priority area.

### **1. Economic Development Organization Capacity Building**

As described above, the recent formation of the Community and Economic Development Department (CEDD) reflects the City Council's priority to increase focus on economic development activities and a growing interest in exploring opportunities through land use, permitting, and process changes to facilitate new investment in Pleasanton. The Economic Development Division currently includes two full-time positions: Deputy Director of Community and Economic Development and Economic Development Manager. Following a recent retirement, recruitment for the Manager position is underway, with placement expected in January 2026.

Other efforts focused on capacity building aim at leveraging partnerships with regional ED-focused organizations, and with those that convene or represent major employers, business organizations and commercial interests in Pleasanton. Nurturing relationships with these organizations provides an opportunity to gain insight and leverage regional ED efforts, understand the needs and concerns of the business community, and elevate the profile of the City as a facilitator and participant in the success of Pleasanton's local economy.

#### Economic Development Work Plan (Staff) Activities

- Serving as liaison to the Economic Vitality Committee (EVC), with meetings every other month.
- Publishing a monthly business e-newsletter with updates for the local business

community.

- Representing the City in regional economic development organizations, including: East Bay Economic Development Alliance, Economic Development Council; Innovation Tri-Valley Leadership Group and Business Innovation Committee; i-Gate Innovation Hub Board of Directors; Pleasanton Downtown Association Board of Directors; and Pleasanton Chamber of Commerce Economic Development and Government Relations Committee.

Develop Community and Business Partnerships: In FY 2025/26, agreements were executed or renewed with the Pleasanton Chamber of Commerce, Pleasanton Downtown Association, and I-Gate Innovation Hub. Staff also host bi-monthly City Business Organization Committee meetings with leaders from the Pleasanton Downtown Association, Pleasanton Chamber of Commerce, Hacienda Business Park, Stoneridge Mall, Visit Tri-Valley, and Alameda County Fair Association to share economic development updates.

## **2. Business Retention, Attraction and Expansion Program**

In today's economy, effective communications, information sharing, and marketing are critical to fostering a positive business environment and attracting investment. In addition to improving and enhancing some more traditional methods of outreach (print brochures, and an improved, dedicated ED "microsite" that will be a hub for those seeking information and resources when seeking to invest in Pleasanton, the City is actively working to enhance our social media presence and use these channels to elevate local businesses, the work of our partner organizations that support local business, and "tell the story" of Pleasanton as a great place to do business. Specific efforts include:

### Enhance Visibility, Marketing, and Branding Strategy

- Staff developed digital and print business brochures promoting Pleasanton as a prime destination for growth, including industry-specific brochures for *Office & Industrial* and *Retail Attraction*. (See: <https://www.cityofpleasantonca.gov/our-government/economic-development/why-pleasanton/>)
- Staff is in the process of building an Economic Development microsite to market Pleasanton as a hub for business retention, attraction, and expansion. The launch is planned for early 2026.
- In addition, staff supported and provided City of Pleasanton presence at key marketing and networking events in 2025:
  - Sponsored I-Gate/Startup Tri-Valley's 2025 Tri-Valley Life Sciences Summit event in October 2025.
  - Hosted a CEO Roundtable during the Summit to discuss challenges and opportunities for biotech and life sciences growth.
  - Sponsor for the upcoming I-Gate/Startup Tri-Valley's Women's Health Series, consisting of quarterly events in 2026, fostering awareness, innovation, and policy dialogue. Highlights were shared at the August 21, 2025, EVC meeting.

Formulate Recurring Employer/Business Meetings to Create Touchpoints with the City: Staff is currently developing a business outreach strategy to formalize meetings with large employers,

industry representatives, and shopping center property managers to gather feedback and align on leasing and growth goals. The City is also continuing pre-lease meetings with City staff (Building, Fire, Planning, and Economic Development) to help businesses navigate the permitting process.

Assess and Strengthen Talent/Workforce Development Offerings: On October 16, 2025, staff presented to the EVC an overview of Pleasanton Unified School District's youth apprenticeship and work-based learning programs.

### **3. Local Revenue Growth**

A key strategy of the EDSP is to focus on attracting and expanding the City's retail base. Retail and lodging uses contribute a significant amount of tax revenue to the General Fund, and an active retail and visitor environment adds vitality to the City's districts and neighborhoods. While macroeconomic factors and regional factors (e.g., competing offerings in other communities) can significantly impact the overall success of many sales-tax generating businesses, the City can take proactive steps to seek investment, forge connections between commercial brokers, prospective tenants, and understand changing markets to best position itself for new investment.

Key efforts towards enhancing local tax revenues over the past year include:

Expand Citywide Retail and Tenant Support Program: The City retained Alex Greenwood Group in FY 2024/25 to advance retail attraction initiatives; with this support, staff has taken several actions to advance the EDSP goal:

- Completed an inventory and assessment of vacant retail sites in all major shopping centers and commercial districts.
- Completed a preliminary "void analysis" identifying 11 retail categories with strong attraction potential and target tenants.
- Completed a high-level scan of Pleasanton's retail market outlook, including regional trends and recommendations.
- Attended the International Council of Shopping Centers (ICSC) conference in March 2025, holding 14 meetings with brokers, current retailers, and prospects.

Staff is also continuing work in FY 2025/26 with a six-month retail attraction strategy that launched in September 2025 and includes the following tasks:

- Built a contact database of retail opportunity sites.
- Began outreach to brokers, property owners, and target tenants.
- Planning for a "broker breakfast" with key retail brokers.
- Interviewing recent retail tenants to identify process improvements.
- Ongoing engagement with shopping center owners/managers to track opportunities.
- Periodic scans of regional market conditions.
- Maintaining a priority list of target tenants based on FY 2024/25 research.

Evaluate the Downtown Business Improvement District Structure: This year, staff updated the Downtown Pleasanton Business Improvement District (BID) assessment in collaboration with

the Pleasanton Downtown Association. The 2026 BID and levy were adopted by the City Council on November 4, 2025, and will generate additional funding to support PDA's activities and programs more effectively. While the City has always partnered closely with PDA, the BID process has provided an opportunity to create closer connections with the PDA, who, with the recruitment of a new Executive Director this year, has brought renewed focus and strategic direction to the organization that will positively benefit the downtown.

Manage and Enhance the City's "Support Local" Program: Staff continued to advance initiatives to support local businesses, including:

- Continued promotion of Pleasanton businesses using the City's inPleasanton social media platforms, including LinkedIn, Facebook, and Instagram.
- Recognized 169 businesses celebrating milestone anniversaries at the 2025 Business Anniversary Recognition Program held at the October 21, 2025, City Council meeting.
- Launching the refreshed Support Local Guide in 2025, mailed to 34,000 Tri-Valley households, shared digitally, and available at City facilities.
- Holiday promotion with *Gift Pleasanton* e-gift card program, beginning November 29, 2025, offering bonus cards with purchase.
- Partnered with the Pleasanton Downtown Association to promote Small Business Saturday and other events.
- Co-hosted a Marketing 101: Virtual Marketing and Social Media Workshop on October 29, 2025, to provide small businesses with practical, low-cost digital marketing strategies.

Tourism and Hospitality Program: Partnerships and activities also continued to promote Pleasanton as a desirable destination, including:

- Leveraging Visit Tri-Valley marketing to boost tourism and local spending.
- Pursuing targeted hospitality investment and considering expedited permitting for projects.
- Exploring partnerships with the Pleasanton Downtown Association, Pleasanton Chamber of Commerce, and Alameda County Fairgrounds to position Pleasanton as a destination associated with major sporting events, including Super Bowl LX and FIFA World Cup 26 at Levi's Stadium.
- And, with recent City Council direction to explore a Transient Occupancy Tax (TOT) increase in 2026, a staff team is beginning outreach to hoteliers and representatives of the lodging industry, both to gauge receptivity to the concept, and gain a better understanding of local industry trends and the ways in which the City can support this sector.

#### **4. Entrepreneurship and Innovation Outreach**

Staff is strengthening regional partnerships with East Bay Economic Development Alliance, Innovation Tri-Valley, i-Gate Innovation Hub/Startup Tri-Valley, and East Bay Small Business Development Center. Key initiatives include:

- Partnered with East Bay Small Business Development Center in March 2025 to deliver an in-person workshop, Managing Menu Costs and Re-Engineering Menus for Greater

Profits and Reusable Foodware Program.

- Launched no-cost, one-on-one, in-person advising sessions in April 2025, with East Bay Small Business Development Center and the Pleasanton Chamber of Commerce.
- Co-hosted the 2025 Capital Summit with East Bay Small Business Development Center and the Pleasanton Chamber of Commerce in May 2025, providing networking and lender insights on financing for start-ups and business growth.

## **5. Major Projects Accelerator Program**

This EDSP Strategy has been a key focus, since it encompasses the two City Council workplan priority items focused on streamlining processes and reducing obstacles to business investment. Whether directly, by reducing the time and effort spent by businesses to obtain permits, or indirectly, by allocating staff time to focus on major projects rather than minor ones, streamlining is beneficial to the City's ED efforts.

As noted, the two City Council work plan priorities included:

- *Streamlining Permit Process (#4): Amend the municipal code and improve processes to simplify permitting, reduce delays, streamline design review, and support business and retail attraction. (Category 1: Must Do)*
- *Retail Attraction Strategy (#26): Attract and retain desirable retail businesses to strengthen the local economy, including providing a business concierge service to navigate City processes and streamline permits to ensure an efficient and business-friendly environment (Category 2 – Committed Priority)*

The City took significant steps to advance streamlined zoning and permitting to support business attraction and expansion, with much of this work occurring in the first half of the fiscal year, reflecting the City Council's priorities:

- Developed and adopted municipal code amendments on September 16, 2025, defining Innovation-Based Businesses (IBBs) as a distinct use category with tailored zoning to support high-value, low-impact industrial uses. (CC Project Prioritization, Category 1 – Must Do #4)
- Developed municipal code amendments for Design Review, Noticing, and Appeals to streamline permitting, reduce delays, and support business/retail attraction. Reviewed by EVC on October 16, 2025, unanimously recommended by the Planning Commission on October 22, 2025, and scheduled for City Council review on December 2, 2025. (CC Project Prioritization, Category 1 – Must Do #4)

Looking ahead, staff will be building on these efforts to:

- Assess additional retail and commercial permitting for streamlining opportunities, including expedited tenant improvement permits for cosmetic modifications and updates to Use Definitions and Use Table.
- Create the "Pleasanton Playbook," a guide for business owners outlining the

development review process, regulations, permits, and licenses.

### **Summary and Next Steps**

As outlined above, progress has been made across several strategic initiatives aimed at strengthening Pleasanton's economic development framework. Some of this work is a continuation of efforts made prior to the adoption of the two-year budget and workplan, with other efforts, including the departmental reorganization and staffing changes made since June, aimed at bringing more visibility and resources to economic development; and, on a practical level, to expediently bring forward both the IBB and Design Review permit streamlining, reflecting City Council interest and direct to more proactively focus on ED initiatives.

Key work plan focus areas for 2026 include:

- Implementing the next phase of the Retail Attraction Strategy. This is anticipated to be an approximately 6-month effort to strategically target outreach and communications with brokers, retailers, and others to attract new retail investment to Pleasanton, as outlined under EDSP Strategy 3, above.
- Continuing efforts to streamline planning processes, both through further refinements to the Municipal Code, particularly focused on commercial investment, and improving the transparency and availability of information about navigating the permit process (developing the "Pleasanton Playbook") and providing hands-on assistance to do so.
- Advancing efforts and partnerships around tourism/hospitality to leverage upcoming major national and international sporting events, in cooperation with regional and local partners, as well as continuation of efforts to explore a new TOT in 2026.
- Enhancing communications, with the launch of a communications strategy focused on improving overall community awareness about the role and function of economic development within Pleasanton; as well as continued focus on improved use of social media tools and strategies that highlight Pleasanton's positive business environment, local success stories, and partnership efforts. Both of these programs will be advanced with the support of the City's Public Information Officer and communications team, including specialist consultant support.

As outlined in the background, CEDD's capacity and resources to advance these initiatives will greatly benefit from the Economic Development Manager recruitment currently in process, with the aim to fill the position by the end of January 2026. As part of this transition to a fully staffed ED Division, staff will conduct a reassessment of available resources and development of a more detailed work plan for the remainder of the calendar year, integrating both ongoing and new initiatives.

### **EQUITY AND SUSTAINABILITY**

Ensuring a vibrant, sustainable local economy, with a diversity of employment opportunities and a growing tax base, enhances the quality of life and supports the provision of essential services for all members of Pleasanton's community.

## OUTREACH

No outreach was conducted, as this item is a routine matter of City business.

## STRATEGIC PLAN ALIGNMENT

Receiving this update supports and advances the Citywide ONE Pleasanton Strategic Plan goal of *Building a Community Where Everyone Belongs* Strategy 4 – Implement the updated 2024-2028 Economic Development Strategic Plan initiatives, including retail revitalization, ensuring the vibrancy of Pleasanton’s downtown, business retention and expansion, and workforce development.

## FISCAL IMPACT

There is no fiscal impact associated with this action.

Prepared by:



Melinda Denis, Deputy  
Director of Community and  
Economic Development

Submitted by:



Ellen Clark, Director of Community and  
Economic Development

Approved by:



Gerry Beaudin, City  
Manager

Attachments:

1. Presentation

# Economic Development Update

Community and Economic Development Department

City Council Meeting, December 2, 2025

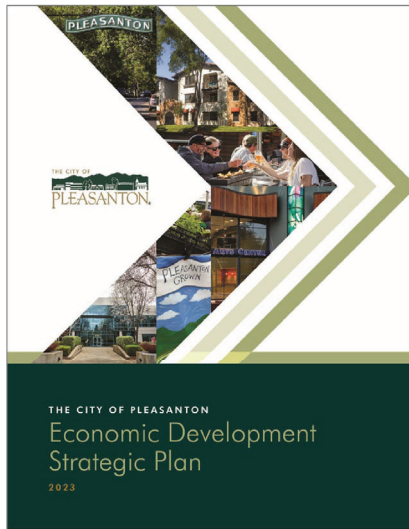


## Two-Year Work Plan Priorities: Economic Development

- Strategic Plan Priority: *Implement the 2024-2028 Economic Development Strategic Plan.*
- Work Plan Category 1 and 2 Initiatives:
  - Streamlining Permit Process: Amend the municipal code and improve processes to simplify permitting, reduce delays, streamline design review, and support business and retail attraction.
  - Retail Attraction Strategy: Attract and retain desirable retail businesses to strengthen the local economy, including providing a business concierge service to navigate City processes and streamline permits to ensure an efficient and business-friendly environment
- Since June 2025, reorganization and allocation of new resources to the Economic Development Division within Community & Economic Development Department



# 5-year Economic Development Strategic Plan



- 1.0 Economic Development Capacity Building
- 2.0 Business Retention, Expansion & Attraction
- 3.0 Local Revenue Growth
- 4.0 Entrepreneurship & Innovation Outreach
- 5.0 Major Projects Accelerator Program



Building a Community Where Everyone Belongs: Livability and Community Development



## 1.0 Organization Capacity Building

### Economic Development Division Reorganization

- Deputy Director – Economic Development (Melinda Denis)
- Economic Development Manager (Vacant, Recruitment Underway)

### Staff Liaison and Regional Participation (Ongoing)

- Liaison to Economic Vitality Committee (*ongoing*)
- Monthly business e-newsletter (*ongoing*)
- Regional Economic Development organizations (*ongoing*)

### Formalize Community & Business Partnerships

- Formal Agreements with local and regional organizations (PDA, i-Gate, Chamber) (*ongoing*)
- Bi-monthly Business Organization Committee meetings (*ongoing*)



## 2.0 Business Retention, Attraction & Expansion

### Enhance Visibility, Marketing and Branding Strategy

- Digital and print brochures **(completed)**
- Develop a Economic Development Microsite **(in progress)**
- Key Marketing Event Support and Sponsorship **(completed and ongoing)**

### Employer/Business Meetings

- Develop a Business Outreach Strategy **(in progress)**
- Coordinated Pre-lease meetings **(ongoing)**



## 3.0 Local Revenue Growth

### Citywide Retail and Tenant Support Program (Prioritization #26)

- Retail Attraction Strategy (Phase 1): Inventory and Assessment, Void Analysis, and Retail Market Outlook **(completed)**
- Retail Attraction Strategy (Phase 2: Implementation) **(in progress)**

### Evaluate Downtown Business Improvement District **(completed)**

### City's "Support Local" Program **(completed and ongoing)**

### Tourism and Hospitality Program

- Collaboration with Visit Tri Valley **(ongoing)**
- Pursue hospitality investments and expedited permitting **(2026)**
- Explore partnerships to position Pleasanton as a destination associated with major sporting events **(2026)**
- Outreach to hoteliers as part of TOT Measure Exploration **(ongoing)**



## 4.0 Entrepreneurship and Innovation Outreach

- Regional partnerships (*ongoing*)
- East Bay Small Business Development Center Workshop (*completed*)
- East Bay Small Business Development Center and Pleasanton Chamber of Commerce Advising Sessions (*completed*)



## 5.0 Major Projects Accelerator Program

Create Business Roadmap to Provide a Clear Pathway for Zoning and Permitting (Prioritization #4)

- Innovation-Based Businesses (IBB) Municipal Code Amendments (*completed*)
- Design Review, Noticing, and Appeals Municipal Code Amendments (*Adoption in December, 2025*)
- Additional Retail and Commercial permit streamlining (*2026*)
- Create "Pleasanton Playbook" Development Guide (*2026*)



# 2026 Work Plan Focus Areas

- Complete recruitment and onboarding of Economic Development Manager
- Implement the next phase of the Retail Attraction Strategy
- Continue permit streamlining efforts for commercial uses; improve tools and resources to navigate the permit process
- Advancing efforts and partnerships around tourism/hospitality to leverage upcoming major national and international sporting events
- Enhance communications with support from PIO:
  - Community Information: Economic Development Role and Function
  - Expand social media presence and collaborative marketing efforts with key partners



Thank you!

